1. **PURPOSE AND DESCRIPTION**

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| **Project ID** | SGL15009 | | **Project Name** | | | Associate Portal | |
| **Use Case ID** | UC –019 | | | | | | |
| **Use Case Name** | Talent Requisition | | | | | | |
| **Purpose/Goal** | To raise a request for Talent Requisition for the open positions in a project. | | | | | | |
| **Description** | Talent Requisition is a request generated by the Program Manager/ Competency Lead/Department Head/HR Manager to notify the decision makers of a job/ vacancy that the organization needs to staff, the number of openings for that job, and a description of that job. This job may be a new position, or one that needs staffing due to retirement, termination, absence, illness, or maternity leave. | | | | | | |
| **Actors** | * Program Manager * Competency Lead * Department Head | | | | | | |
| **User** | * Program Manager/Competency Lead/Department Head | | | | | | |
| **Priority** | High | Frequency of Use | | | On Demand | | |
| **Includes** | NA | | | | | | |
| **Prepared By** | Rajesh Arthimalla | | | **Date** | | | 29/06/2016 |
| **Reviewed By** |  | | | **Date** | | |  |
| **Last Updated By** | Satya Ravula | | | **Date** | | |  |

1. **TRIGGERS, PRE-CONDITIONS AND POST-CONDITIONS**

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| **Triggers** | Competency Lead/Program Manager/Department Head raises the Talent Requisition request based on need for project or department. |
| **Pre-Conditions** | * User logged in to Associate Portal. * All the existing roles in the application are defined with standard role description, skills, proficiency and key responsibilities. |
| **Post- Conditions** | * After Raising the Talent Requisition request the Delivery Head/MD will get notification. * Requisition will not persist, if user not saved the requisition as a draft or submitted for approval. |

1. **NORMAL FLOW**

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| User | System | Alternate flow |
| 1. User clicks on Talent Management Tab. | * System display Talent Requisition menu option. |  |
| 1. User clicks on Talent Requisition menu. | * System navigates to the Talent Requisition History Page. * System displays requisitions created by user in Requisition History table if any. * System displays search menu, Add button and Edit button on top of the requisition history table. * System allow user to edit requisitions with draft status only. |  |
| 1. User clicks on Add Requisition Button to add requisition. | * System navigates to the Add Requisition screen. * System displays below UI controls with Add Requisition screen.   + Department: Systems get the departments then display as dropdown.   + Project Type: Systems get the project types then display as dropdown.   + Project: Systems get the projects then display as dropdown.   + Requested Date as input date control.   + Required date as input date control.   + Target date as input date control.   + Required Role details as collapse and expandable section, by default it’s expandable.   + Required Role details section contains below controls.     - Role: system gets the roles and display as dropdown.     - No of Positions as text box.     - Years of experience as text box.     - Education Qualification     - Role Description as text editor.     - Key Responsibilities as text editor.     - Other Responsibilities as text editor.     - skills as section with below UI controls       * Competency as dropdown       * Skill as dropdown       * Description as text area       * Proficiency dropdown       * Add button       * Delete button   + Add button under Required Role details section.   + “Save as Draft”, “Submit”, “Cancel” Buttons on bottom of Add requisition screen. |  |
| 1. Select Department type dropdown. | * System gets Project types based on selected Department and displays in project type dropdown. |  |
| 1. Select Project Type | * System gets Projects based on selected Project type and displays in project dropdown. |  |
| 1. Select Requested Date | * System allows to selecting date only which is greater than or equal to current date, by default it will be current date |  |
| 1. Select Required Date | * System allows to selecting date only which is greater than or equal to current date. |  |
| 1. Select Target Fulfilment Date | * System allows to selecting date only which is greater than or equal to current date. |  |
| 1. Select Role | * System allows to selecting a role from Role dropdown. * System gets Role Description based on Role selected and displays on job description text editor. * System gets Key Responsibilities based on Role selected and displays on job description text editor. * System gets the competency based on selected role and displays in competency dropdown. * System gets the Skills based on selected role and displays in Skills section. * System gets the education qualification based on role and display in education qualification text box. |  |
| 1. Enter Number of Billable and Non Billable Positions. | * System allows to enter number of billable and non-billable positions. * System accept only numeric numbers. |  |
| 1. Enter Years Of experience | * System allows to enter a years of experience. |  |
| 1. Enter Education Qualification | * System allows to edit education Qualification. |  |
| 1. Modify Role description | * System allow to modify Role Description. |  |
| 1. Modify Key Responsibilities | * System allow to modify Key Responsibilities. |  |
| 1. Enter Other Responsibilities | * System allows to enter other responsibilities. |  |
| 1. user can Add new skills for particular role | * System displays “Add” button for Adding new skill in skills section. |  |
| 1. Add new Skills by clicking on “Add” button in skills section | * System appends one row to skills section with competency dropdown, skills dropdown, description textbox, proficiency dropdown and delete button. |  |
| 1. Select competency | * System gets skills of selected competency and displayed in skills dropdown. |  |
| 1. Select skill | * System gets description of selected skill and displayed in skills description text box. |  |
| 1. Enter or Modify Technology skill Description | * System allows enter skill Description or modify existing skill Description |  |
| 1. User can delete newly added skills for particular role | * System displays “Delete” button for newly added skills in skills section. |  |
| 1. Delete newly added skills by clicking on “Delete” button in skills section | * System removed corresponding row skills of delete button in skills section. |  |
| 1. User can add different required role positions for particular requisition. | * System displays “Add another role” button under “Required Role Details” section for adding new role details. |  |
| 1. Click on “Add another role” button under required role details section. | * System appends new Required Role details section with collapse and expandable options; by default it will be expandable. |  |
| 1. User can delete newly added required role details for particular requisition. | * System display “Delete” button under newly added Required Role details section. |  |
| 1. Click on “Delete” button under newly added Required Role details section. | * System removed corresponding Required Role details section. |  |
| 1. Program Manager/Competency Lead fill the required talent requisition details and click on “submit” button. | * System create/update the requisition details with status as “approval due” and triggers notification to Delivery Head. | **Alt 1:**  If User clicks on “Save as Draft” button then system saves the requisition details with status as “draft”.  **Alt 2:**  If User clicks on “Cancel” button then system does not save requisition details and navigate the add requisition screen to requisition screen.  **Alt 3:**  System create/update the requisition details with status as “approval due” and triggers notification to Managing Director. |

1. **ALTERNATIVE FLOW**

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| 1. User click on “Save as Draft” button and logged out from application. 2. User click on “Cancel” button and logged out from application. 3. Department Head fill the required talent requisition details and click on “submit” button. |

1. **EXCEPTIONS**

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| NA |

1. **BUSINESS RULES**

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| * NA |

1. **SPECIAL REQUIREMENTS**

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1. **ASSUMPTIONS**

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| * Talent Requisition should be defined based on project role performed by the associate. |

1. **NOTES AND ISSUES**

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| NA |

1. **ACCEPTANCE CRITERIA AND TESTS**

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| * The Delivery Head / MD should be notified when a Talent Requisition request is placed. * The requisition status should be “approval due” |