

EMS

Documentation

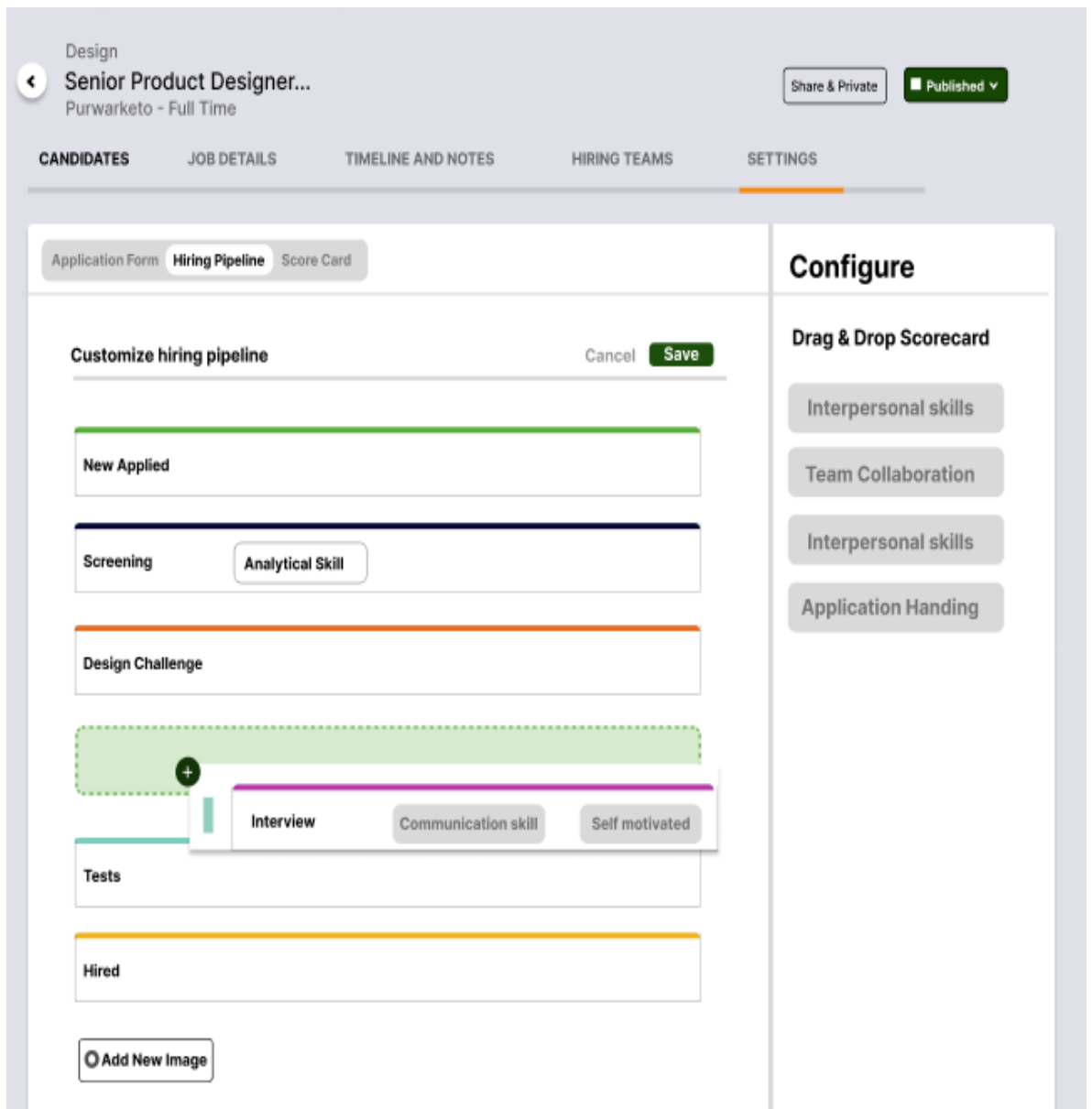
Project:HR Management System

Objective:Details related to the settings

Module:Job board editor

Features:

- ❖ The candidate Information and working time
- ❖ The candidate profile is able to share and private
- ❖ The profile is published
- ❖ The yellow line represents the user in the current section of settings
- ❖ The user can create custom forms
- ❖ The user can customize the sections of the application form, hiring pipeline, and scorecard
- ❖ Fields can be customize from configure section
- ❖ Customize easy with drag and drop
- ❖ Save customize or cancel it



Settings

- ❖ The setting section allows the user to customize the sections of the application form, hiring pipeline, and scorecard.

Application Form Hiring Pipeline Score Card

Customize Hiring Pipeline

- ❖ Fields like new application, screening, design challenge, interview, tests, and hired can be customized by the user. Additionally, they can add a new tab from the configure.
- ❖ A new field can be added by the user using the Configure
- ❖ By using the drag and drop feature, the user can customize the fields
- ❖ Add a new image to customize the hiring pipeline
- ❖ Save the final customization to the hiring pipeline or cancel the new changes.

Configure

Customize hiring pipeline Cancel Save

New Applied

Screening Analytical Skill

Design Challenge

Interview Communication skill Self motivated

Tests

Hired

+

+ Add New Image

Drag & Drop Scorecard

Interpersonal skills

Team Collaboration

Interpersonal skills

Application Handling

- ❖ The user can also just drag and drop scorecard to the customize hiring pipeline to add a new filed

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UX

JOB BOARD - II

Documentation

October – 2023

By

- Ganapathi

Project Name: Employee Management System

Objective: Candidate Details and Evaluation

Module:

Job Board - 2: Candidates

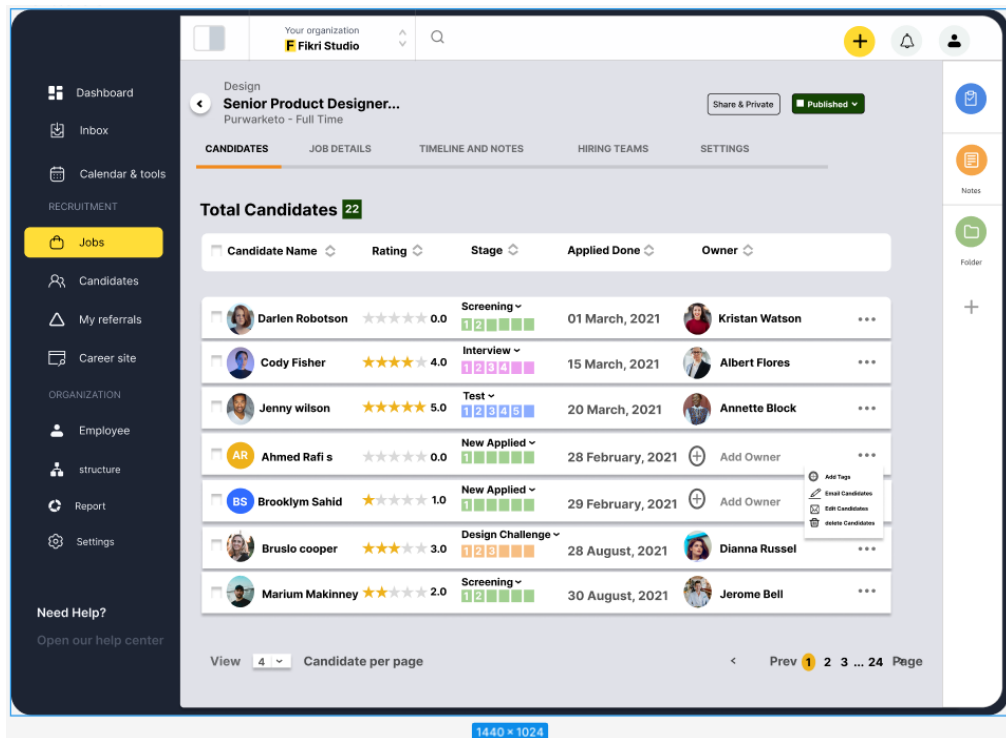
Features:

Candidates

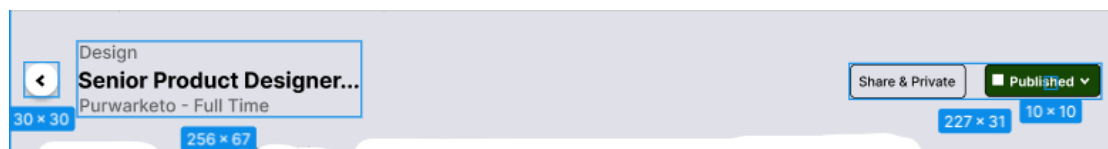
- **Hiring Details**
- **Candidates Section**
- **Total Candidates**
- **Category box**
- **Candidates Evaluated Box**
 - **Candidate Name**
 - **Rating**
 - **Stage**
 - **Applied Done**
 - **Owner**
 - **Ellipsis Menu**
- **View- Candidate per page**
- **Page viewer**

Job Board - 2: Candidates

The candidate evaluation details are stored within a total size of **1440 x 1024**.



1. Hiring Description section:

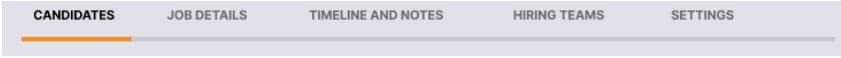
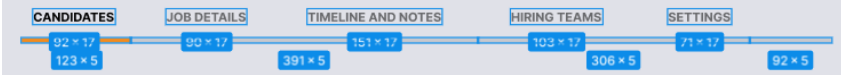


- A brief detailing box for hiring - 256 x 67
- An option to go back - 30 x 30
- An option box to share & private about the hiring role - 227 x 31
- An selection Box to whether to publish or not - 10 x 10

2. Candidates Section:

A section that shows which section you are.

- Here at Candidates section and followed by details of it

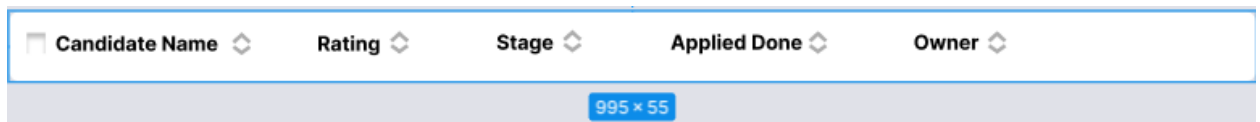
A bar that showing current section	
Sizes of naming and bar	

3. Total Candidates:



- A naming box - 200 x 29
- A counting box showing the how many candidates are shortlisted/been through the evaluation process - 28 x 28















4. Category box:



A category column/box that shows different evaluations - 995 x 55

5. Candidates Evaluated Box:

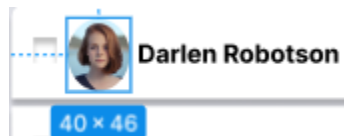
- Displaying candidate name and profile, Their performance rating, Current stage of interview process, applied date , assigned interviewer and options menu

<input type="checkbox"/>	 Darlen Robotson ★★★★★ 0.0	Screening ▾ 1 2 3 4 5	01 March, 2021	 Kristan Watson	...
<input type="checkbox"/>	 Cody Fisher ★★★★★ 4.0	Interview ▾ 1 2 3 4 5	15 March, 2021	 Albert Flores	...
<input type="checkbox"/>	 Jenny wilson ★★★★★ 5.0	Test ▾ 1 2 3 4 5	20 March, 2021	 Annette Block	...
<input type="checkbox"/>	 Ahmed Rafi s ★★★★★ 0.0	New Applied ▾ 1 2 3 4 5	28 February, 2021	 Add Owner	...
<input type="checkbox"/>	 Brooklym Sahid ★★★★★ 1.0	New Applied ▾ 1 2 3 4 5	29 February, 2021	 Add Owner	...
<input type="checkbox"/>	 Bruslo cooper ★★★★★ 3.0	Design Challenge ▾ 1 2 3 4 5	28 August, 2021	 Dianna Russel	...
<input type="checkbox"/>	 Marium Makinney ★★★★★ 2.0	Screening ▾ 1 2 3 4 5	30 August, 2021	 Jerome Bell	...

996 x 459

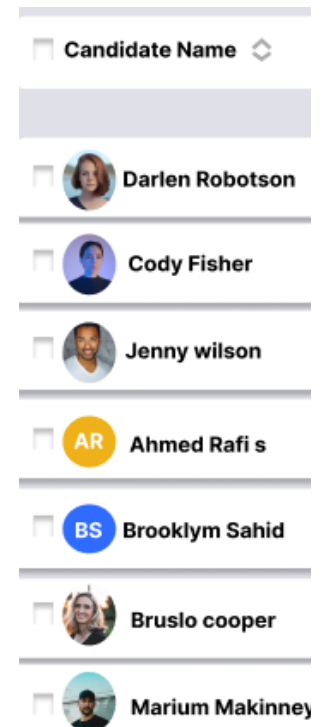
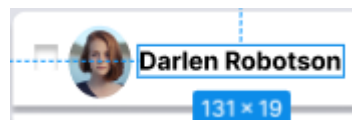
5.1. Candidate Name:

Showing candidates profiles and their names

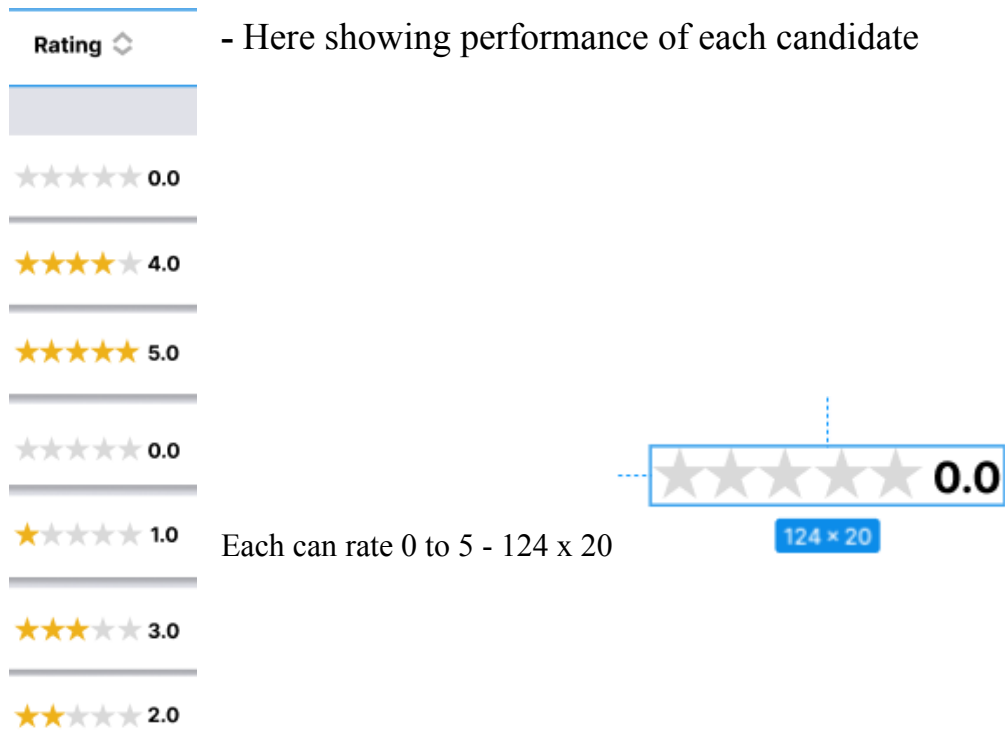


Profile photos size - 40 x 46

Naming box size- 131 x 19



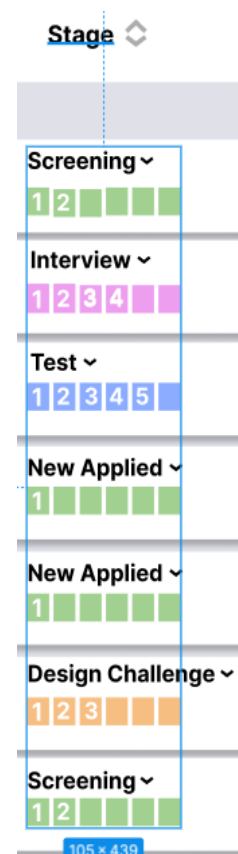
5.2. Rating:



5.3. Stage:

Displaying Candidate at which level of hiring process

- Process undergone six stages
- Showing each candidate at current stage or complete stages
- Size - 105 x 439



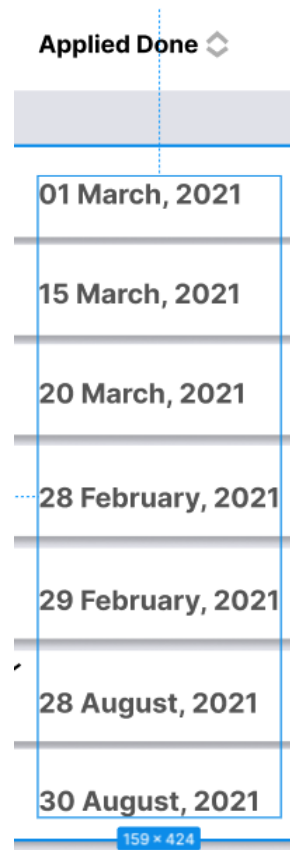
5.4. Applied Done :

- Displaying the application dates of candidates for the position.

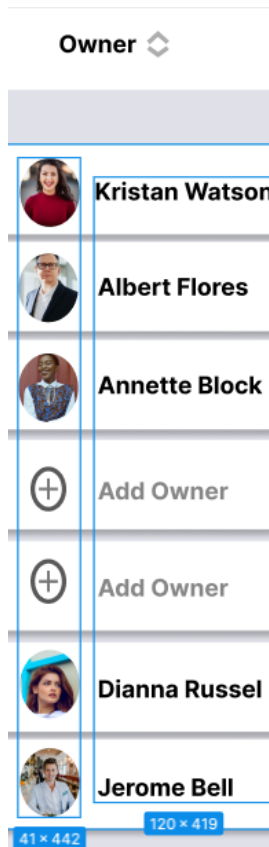
Format: **dd/mm/yy**

Eg: candidate 1. Applied on:- **01 March, 2021**

- Size 159 x 424

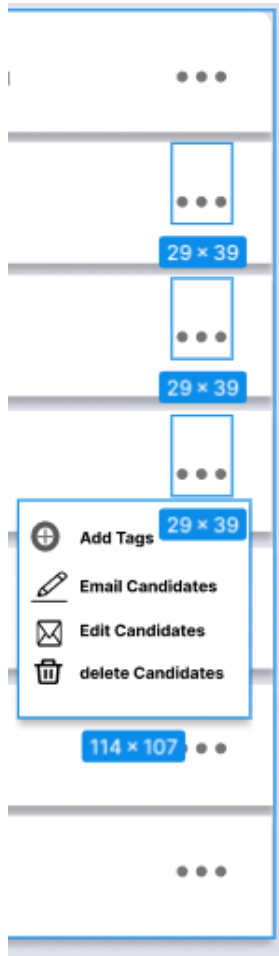


5.5. Owner:



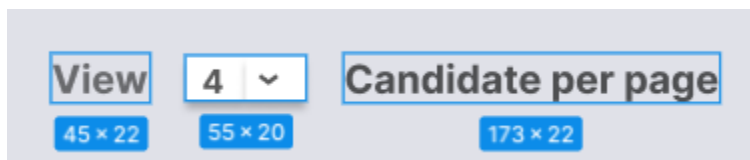
- Showing assigned hr/interviewer to each candidates
- Displaying profiles and names
- + to add the hr
- 41x 442 : profile || 120x419 : naming box

5.6. Ellipsis Menu:



- An Ellipsis menu providing extra option to Add Tags, Email Candidates, Edit Candidates, Delete Candidates
- Each - 29 x 39 and option box - 114 x 107

6. View-Candidate per page:



displaying the number of candidates can be viewed per page.

45 x 22 | 55 x 20 || 17 x 22

7. Page Viewer:



- Displaying the current page you are on and total pages - 20.08 x 26
- < :- to go previous page - 8 x 5
- > :- to go to next page - 8 x 5

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Documentation

Project name: HR Management System

Objective: Details to the My Referral

Module: My Referrals

Feature:

- **My Referrals Portal:** The HRM provides a Referrals portal where form with the candidate's details, such as name, contact information, resume, and the position they are being referred for.
- **Referral tracking:** The system enables HRM to track and manage employee referrals throughout the recruitment process.
- **Referral Notifications:** The HRM can send notification and update to employees regarding the progress of their referrals.
- **Referral Rewards:** HRM includes a referral rewards program as bonuses, gift cards, extra vacation days etc. The system can track eligible referrals and rewards based on criteria, such as successful hires or completion of a probationary period.
- **Referral analytics:** HRM system provides tracking of the effectiveness like the number of referrals.
- **Referral Communication:** The HRM communication between HR teams, recruiters, and referring employees. It provides messages, feedback, or additional information about referrals.

- Referral reports: The system generates reports to provide visibility into the My Referral. HR managers can access data like success rates.
- Social Media: HRMS platform with a social media platform to enable employees to share job openings and referral opportunities.
- Referral History: HRM system a referral history, providing employees with a record of their past referrals and their outcomes.

1. How does the referral work?

→ The referral program allows existing employees to refer to candidates for job openings. Employees can submit the candidate's details through the HRMS website.

→ The employee who referred them may be eligible for rewards or incentives.

2. How can referral a candidate for a job opening?

→ To refer a candidate, the HRMS website or a social media platform to enable employees to share job openings and referral opportunities, go to the My Referral section and fill out the referral form with the candidate's details, such as name, contact information, resume, and the position they are being referred for.

3. Can someone refer you even if there are no job openings?

→ Employees can refer candidates even if there are no immediate vacancies or as per the company policies.

4. What rewards or incentives can earn through the My Referral program?

→ The rewards or incentives for a successful referral from a company. It could be monetary bonuses, gift cards, extra vacation days etc. The HR department can provide more information about rewards.

5. What if multiple employees refer the same candidate?

→ In case multiple employees refer the same candidate for the job opening, may reward the first person who made the referral.

EMS DOCUMENTATION

Settings

Features :

- Account Center
- Notifications
- Time spent
- Suggested content
- Account privacy
- Accessibility
- Log out

Account Center :

1. **Profile** : Profile shows your bio and posts. It's also where you can edit your profile info and adjust your Account Settings. Add a bio to your profile. You can write a bio of up to 150 characters on your profile. Please keep in mind that anyone can see your bio. Tap your profile picture in the bottom right to go to your profile. Tap Edit profile at the top of the screen, then tap the text box below Bio. Also clicking on profile we can update our profile picture.
2. **Personal details** : our personal information on account includes your email, phone number, gender and birthday. The information you update here won't be part of your public profile on app.
3. **Password and security**: Your account password should be different from the passwords you use to log into other accounts, like your email or bank account. You can change it at any time.
4. **Your information and permissions**: You can view your account information or download a copy of your information on app at any time.
5. **Add preferences** : Below Ad topics advertisers can use to reach you, you'll see topics that represent interest categories advertisers can use to reach you.

Notifications :

You may get a push notification when someone you follow shares something for the first time in a while, whether or not you have notifications turned on for that person. People aren't notified when you turn notifications on or off for them. We may send notifications for several reasons, including when someone follows you. Likes or comments on one of your posts Eg.

- Post and comments
- Following and followers
- Messages
- Calls
- Birthdays
- Email notifications
- Shopping

Time spent :

Manage your time : You'll see the average time you spent on Instagram in the last week. You can set reminder to take breaks. You can set daily time limit.

Suggested content :

1. Interested : Suggested posts in your feed are posts from accounts you don't follow but may be interested in. If you want to take a break from suggested posts in your feed, you can easily snooze them for 30 days. Suggestions can display information that's associated with your account or answers created by businesses to help you respond faster.
2. Sensitive content : The Sensitive Content Control allows you to choose how much content you see in Explore, Search,Accounts You Might Follow and Recommendations in your feed that you might find upsetting or offensive.
3. Snooze suggested posts in feed : Tap on "snooze all suggested posts in feed for 30 days." When the posts start popping up after a month, you can try to snooze them again. App lets you snooze suggested posts for 30 days and nudge your algorithm away from posts you don't like, but users don't have much control over the content they see.

Account privacy :

1. Private account : Upon viewing a private account profile, visitors can only see the person's profile picture, their number of posts, how many followers they have, and their bio/description if they have one. And that's it.
2. Tags and mentions : Tap on your profile picture in the bottom right to go to your profile. Tap in the top right. Tap Privacy, then tap Mentions. Tap the circle to the right of the audience you want to let mention you. There are many options like:
 - Allow tags from everyone
 - Allow tags from people you follow
 - Don't allow tags and mentions

3. Comments : Tap above your post. Select Turn off commenting or Turn on Commenting. You can also turn off commenting for a post before you share it. On the screen where you add a caption or location to your post, tap Advanced settings, then tap Turn off commenting.

Accessibility :

- Add alternative text for images. ...
 - Add image descriptions. ...
 - Keep your posts succinct. ...
 - Limit usage of emojis. ...
- Place hashtags in your comments. ...
- Provide subtitles for video content. ...
 - Add video descriptions. ...
 - Optimize color contrast.

Log out :

Tap on your profile picture in the bottom right to go to your profile. Tap in the top right, then tap Settings and privacy. Scroll to the bottom of the page and tap Log out. Your account is essentially "hidden" from other users on the platform. This means that your profile, posts, and activity will not be visible to other users unless you log back in and make them public.

