

## Black Box

- 1) A new field named **"Communication"** with a drop down containing – **'Excellent, Good & Average'** needs to be added on the right side of the field stack / column below the *Education Qualification* field.
- 2) A new field named **"Preferred Shift"** with a drop down containing – **"Day Shift & Night Shift"** needs to be added on the right side of the field stack / column.
- 3) A new field named **"Employment Mode"** with a drop down - **"Permanent Role & Contract Role"** needs to be added on the right side.
- 4) Below Notice Period, a new field named for **"PF (Provident Fund) Status"** with a drop down containing – **"Yes, No"** needs to be added.
- 5) In the field **"Candidate Status"**, include the options - **"Fake Candidate, Not looking for job change"**.
- 6) In the field **"Call Status"**, add an option – **"Wrong Number"**.
- 7) In the field **"Notice Period"**, a drop down containing - **"Serving Notice Period & Yet to Resign"** needs to be added. *Serving Notice Period* option should work as a Count Down and should give us a Reminder / Pop up when the remaining days of notice period reaches 10 days. And *Yet to Resign* should have the option to mention the number of days.
- 8) New Search options to be added on the Dashboard page, the fields are - **"Position Applying for & Current Location"**. (Purpose: To find the candidates added for the particular Client and Location.)  
Please add these fields to list of search options as shown in the image below -

- 9) Currently, **Per Page Candidate view** is 20 in number, please enter a drop down to increase or decrease the candidate count / select the number profiles which can be viewed in a single page. An option to select the per page view of candidate details should be "25, 50, 100, 150"
- 10) An option to send **Bulk Mails** from Black Box needs to be added.

- 11) After the filed *E-mail ID*, the field named, **Processed for Client** should be placed and the field should display all the **Active Requirements** of that particular Client.
- 12) A new field named **"Skill Set"** needs to be added between the fields – *Total Experience and Current Salary*. The *Skill Set* field should display all the Skills required for the particular Requirement. Please find the below image for reference.

When a recruiter selects a particular Client / Company, the active requirements of the client should be shown. And when they select the requirement, the key Skill Set / Mandatory skills should be pulled out. And an option to select the number of years of experience in each skill should also be added.

13) **Self-Evaluation Form** – Increment purpose. A self-evaluation form for the Recruiter needs to be added in the Black Box. Admin should have the access to activate and de-activate the form. The format for which will be provided.

14) **Email Formats to be Integrated** –

- a) Interview Call Letter
- b) Job Description
- c) Feedback Mail
- d) Review from Selected Candidates
- e) Bulk Mails
- f) Bulk WhatsApp Messages

#### **Recruiter Signature:**

Please find the below format for Recruiter Signature -

Sandhya Nair (Meera) | | Manager-Recruitment  
**JOB STORE CONSULTING** - Your **Hiring** Partner  
**DIGITAL ORBIS CREATORS LLP** - Your **Digital** Partner  
**SOLDAT GLOBAL TECHNOLOGIES**– Your **Outsourcing** Partner  
 M: **8489435355** - Coimbatore  
[www.jobstoreconsulting.com](http://www.jobstoreconsulting.com)  
[www.digitalorbiscreators.org](http://www.digitalorbiscreators.org)  
[www.soldatglobaltechnologies.com](http://www.soldatglobaltechnologies.com)

Please refer the following Google Drive link for all the formats. The access for the drive has been given.

[https://drive.google.com/drive/u/0/folders/1YSdWbzwGd-JfyGDP8hQBhm\\_23ic6MuEz](https://drive.google.com/drive/u/0/folders/1YSdWbzwGd-JfyGDP8hQBhm_23ic6MuEz)