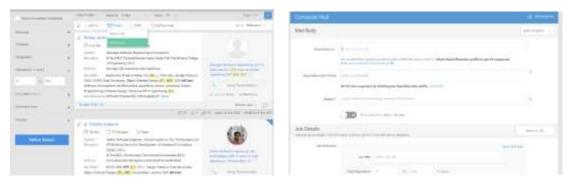
Black Box

- 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 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 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 deactivate 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 <u>www.jobstoreconsulting.com</u> <u>www.digitalorbiscreators.org</u> <u>www.soldatglobaltechnologies.com</u>

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