HR Management System

**Applicants Module Documentation**

# Summary

The **Applicants Module** in the HRMS portal streamlines the post-application recruitment workflow. It enables HRs to manage applications, review candidate details, shortlist suitable candidates, and schedule interviews. This module provides an efficient way to process applications and facilitates clear communication between candidates, HRs, and interviewers.

# Scope

This module covers the following functionalities:

1. Displaying a list of candidates who have applied for specific jobs.
2. Enabling HRs to review candidate details and match them with job requirements.
3. Allowing HRs to shortlist or reject candidates based on their skills and qualifications.
4. Providing a separate interface to manage shortlisted candidates and schedule interviews.
5. Generating and sending automated email notifications to candidates and interviewers upon scheduling interviews.

# Proposed Process

The notification module workflow involves the following steps:

**Step-1: View Applied Candidates:**

* HR logs into the portal and navigates to the **Applied Sub-Module** under the Applicants Module.
* HR reviews the list of candidates who applied for the jobs, with an option to view detailed information.

**Step-2: Review Candidate Details:**

* HR clicks the **View** button next to a candidate's name to access their detailed profile.
* HR manually compares the candidate's skills with the job requirements.

**Step-3: Shortlist or Reject:**

* If the candidate's skills match the requirements, HR clicks **Shortlist**; otherwise, clicks **Reject**.
* Shortlisted candidates are moved to the **Shortlisted Sub-Module** for further processing.

**Step-4: Manage Shortlisted Candidates:**

* In the **Shortlisted Sub-Module**, HR reviews the list of shortlisted candidates with an option to view details.
* HR clicks the **Schedule Interview** button to proceed with interview scheduling.

**Step-5: Shortlist or Reject:**

* HR fills in details like schedule date, time, and interviewer.
* HR selects checkboxes to generate email notifications for the candidate and the interviewer.
* Upon submission, confirmation emails are sent, and the candidate is scheduled for the interview.

# Functional Requirement

| **Requirement ID** | **Module** | **Sub-Module** | **Feature** | **Description** | **Priority** | **Done By** |
| --- | --- | --- | --- | --- | --- | --- |
| FR-1 | Applicants Module | Applied Sub-Module | View Applied Candidates | HR can view a list of candidates who applied for jobs, with an option to view individual details. | High | HR |
| FR-2 | Applicants Module | Applied Sub-Module | View Candidate Details | HR clicks the **View** button to access detailed information about a candidate. | High | HR |
| FR-3 | Applicants Module | Applied Sub-Module | Shortlist or Reject Candidates | HR can manually compare candidate skills with job requirements and shortlist or reject them. | High | HR |
| FR-4 | Applicants Module | Shortlisted Sub-Module | View Shortlisted Candidates | HR can view the list of shortlisted candidates and their details. | High | HR |
| FR-5 | Applicants Module | Shortlisted Sub-Module | Schedule Interview Button | HR can click the **Schedule Interview** button to initiate the interview scheduling process for a shortlisted candidate. | High | HR |
| FR-6 | Applicants Module | Interview Scheduling | Fill Interview Details | HR can specify schedule date, time, and interviewer, and select options for email notifications to candidates and interviewers. | High | HR |
| FR-7 | Applicants Module | Interview Scheduling | Send Interview Confirmation Emails | Upon submitting interview details, confirmation emails are sent to the candidate and the interviewer. | High | System |

# Quality Control

**Performance Requirements**

* **The system should display the list of applied candidates within 2 seconds.**
* **Shortlisting or rejecting a candidate should take less than 2 seconds.**
* **Email notifications should be sent within 5 seconds of interview scheduling.**

**Scalability**

* **The module should handle up to 1,000 candidate profiles and support concurrent actions by multiple HR users.**

**Reliability**

* **Ensure consistent availability of candidate details and interview scheduling functionalities, with a target uptime of 99.9%.**
* **Emails should include fallback mechanisms to retry sending in case of failure.**

**Usability**

* **The interface should provide intuitive navigation for HRs to access and manage candidate details, shortlists, and interview scheduling.**
* **Provide clear error messages and form validations to guide users.**

**Security**

* **Ensure that only authorized HRs can access candidate details and perform shortlisting or scheduling actions.**
* **Candidate data must be encrypted during storage and transmission.**

**Compatibility**

* **The module must be accessible across major browsers (Chrome, Firefox, Edge) and optimized for mobile and desktop use.**

**Auditability**

* **Maintain logs for actions like viewing, shortlisting, rejecting, and scheduling candidates for future reference and auditing.**

**Compliance**

* **Adhere to applicable data privacy and security regulations such as GDPR for handling candidate information.**

**Maintainability**

* **The module should be built with modular architecture to allow easy updates, such as adding new fields or functionalities in the future.**