HR Management System

**Interview Module Documentation**

# Summary

The **Interview Module** in the HRMS portal facilitates seamless management of candidate interviews and selection. It provides interviewers with the ability to view candidate details, give feedback, and determine candidate status. The module also allows HRs to track interview outcomes, manage subsequent interview rounds, and send offer letters to selected candidates. It ensures streamlined communication and tracking between interviewers, HRs, and candidates.

# Scope

This module covers the following functionalities:

1. Enabling interviewers to view scheduled candidates for interviews and provide feedback post-interview.
2. Allowing HRs to track candidate statuses across interview rounds in the shortlisted sub-module.
3. Facilitating the generation and dispatch of offer letters to final-round selected candidates.
4. Enabling candidates to acknowledge or reject offer letters through a secure email link.
5. Allowing HRs to track the status of candidates acknowledgments.

# Proposed Process

The notification module workflow involves the following steps:

**Step-1: View Scheduled Candidates:**

* Interviewers log into the portal and access the **Interview Module** to view the list of candidates scheduled for interviews.
* Interviewers review candidate details and resumes via the **View Candidate** page.

**Step-2: Conduct Interview and Provide Feedback:**

* Interviewers interview candidates, provide comments in the feedback box, and mark candidates as selected (using the **Select** radio button) or rejected (using the **Reject** radio button).

**Step-3: Track Candidate Status:**

* HRs monitor candidate status for each interview round in the **Shortlisted Sub-Module**, with visual indicators for selection or rejection.
* HRs schedule interviews for the next round if candidates are selected, repeating the process until the final round.

**Step-4: Send Offer Letters:**

* For final-round selected candidates, HRs use the **Send Offer** button in the **Selected Sub-Module** to draft and send an HTML-format offer letter with limited editable fields.
* Offer letters are sent via email, providing candidates with links to download and acknowledge the offer.

**Step-5: Track Offer Acknowledgment:**

* The **Acknowledgement Sub-Module** allows HRs to track the status of candidate acknowledgments (Pending, Accepted, Rejected).
* Candidates must acknowledge the offer within the specified timeframe to secure the role; otherwise, the offer is marked as rejected.

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# Functional Requirement

| **Requirement ID** | **Module** | **Sub-Module** | **Feature** | **Description** | **Priority** | **Done By** |
| --- | --- | --- | --- | --- | --- | --- |
| FR-1 | Interview Module | List Sub-Module | View Scheduled Candidates | Interviewers can view the list of candidates scheduled for interviews. | High | Interviewer |
| FR-2 | Interview Module | List Sub-Module | View Candidate Details | Interviewers can view candidate details and download their resumes. | High | Interviewer |
| FR-3 | Interview Module | List Sub-Module | Provide Feedback and Candidate Status | Interviewers can give feedback and mark candidates as selected or rejected for the next round. | High | Interviewer |
| FR-4 | Applicants Module | Shortlisted Sub-Module | Monitor Candidate Status | HRs can view candidate statuses (selected or rejected) for each interview round. | High | HR |
| FR-5 | Applicants Module | Shortlisted Sub-Module | Schedule Next Round Interviews | HRs can schedule the next round of interviews for selected candidates. | High | HR |
| FR-6 | Interview Module | Selected Sub-Module | Generate and Send Offer Letters | HRs can draft, preview, and send offer letters to final-round selected candidates. | High | HR |
| FR-7 | Interview Module | Acknowledgment Sub-Module | Track Candidate Acknowledgments | HRs can track offer acknowledgment statuses (Pending, Accepted, Rejected) of candidates. | High | HR |
| FR-8 | Candidate Interaction | Offer Acknowledgement | Acknowledge or Reject Offer | Candidates can acknowledge or reject offer letters via secure email links. | High | Candidate |

# Quality Control

**Performance Requirements**

* **The system should display scheduled candidates within 2 seconds.**
* **Sending offer letters and tracking acknowledgment statuses should complete within 5 seconds.**

**Scalability**

* **The module should support up to 500 concurrent interviews being tracked and managed.**

**Reliability**

* **Ensure 99.9% uptime for the interview scheduling and candidate acknowledgment functionalities.**
* **Feedback and candidate status updates should not be lost in case of a system interruption.**

**Usability**

* **Interfaces for viewing candidates, providing feedback, and tracking acknowledgments should be intuitive and responsive.**
* **Provide clear validation messages for missing or incorrect inputs in the offer letter generation form.**

**Security**

* **Candidate resumes, feedback, and offer letters must be encrypted during storage and transmission.**
* **Offer acknowledgment links must be secure and expire after a predefined period.**

**Compatibility**

* **The module must work seamlessly across all major browsers and devices.**

**Auditability**

* **Logs for interview feedback, status updates, and offer letter transactions must be maintained for auditing purposes.**

**Compliance**

* **The system must comply with data privacy regulations such as GDPR for handling candidate information.**

**Maintainability**

* **The module should support easy updates, such as adding new fields or features like bulk interview scheduling.**

**Availability**

* **The system should be accessible 24/7 to support candidates, HRs, and interviewers operating across different time zones.**

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