HR Management System

**Jobs Module Documentation**

# Summary

The **Jobs Module** in the HRMS portal facilitates job seekers in exploring and applying for job opportunities. It includes functionalities for candidates to view job listings, review job descriptions, and submit applications. This module enhances the recruitment process by providing an easy-to-use platform for candidates and HRs to connect.

# Scope

1. **Jobs Notification in Career Portal:** Displaying a list of available jobs to candidates visiting the career portal & allowing them to view detailed job descriptions for selected roles.
2. **Application Form for Candidates:** Providing an application form for candidates to submit their job applications, including personal details and qualifications by enabling seamless navigation from job listing to job application.

# Proposed Process

* **Job Listing**: Candidates visiting the career portal can view a list of job notifications.
* **View Job Details**: Candidates can click the **View Job** button to see the job description, including requirements and other details.
* **Apply for a Job**: After reviewing the job description, candidates can proceed to the **Job Application Page** by clicking the **Next** button.
* **Submit Application**: On the application page, candidates provide their personal information, education, experience, skills, certifications, and contact details, and click **Apply** to submit their application successfully.
* **Notification**: After submission, candidates receive confirmation of their application.

# Functional Requirements

| **Requirement ID** | **Module** | **Sub-Module** | **Feature** | **Description** | **Priority** | **Done By** |
| --- | --- | --- | --- | --- | --- | --- |
| FR-1 | Jobs Module | Job List | Display Job Notifications | Displays a list of available jobs on the career portal for candidates to view. | High | System |
| FR-2 | Jobs Module | Job List | View Job Details | Candidates can click the **View Job** button to see detailed information about a job, including requirements and job location. | High | Candidate |
| FR-3 | Jobs Module | Job Description | Navigation to Job Application | Clicking the **Next** button on the Job Description page redirects candidates to the Job Application page. | High | Candidate |
| FR-4 | Jobs Module | Job Application | Submit Job Application | Candidates can fill out personal details, education, skills, and experience, and click **Apply** to submit their application. | High | Candidate |
| FR-5 | Jobs Module | Job Application | Application Confirmation Notification | Candidates receive a confirmation notification after successfully applying for a job. | Medium | System |

# Quality Control

**Performance Requirements**

* The system should load job listings within 2 seconds and process job applications within 5 seconds.

**Scalability**

* The module should support handling up to 500 concurrent candidates browsing or applying for jobs.

**Reliability**

* Ensure 99.9% uptime for the job listing and application submission functionality.
* Applications should be saved in case of a session timeout, enabling candidates to resume without data loss.

**Usability**

* The user interface must be intuitive and responsive across devices (desktop, tablet, and mobile).
* Provide user-friendly validation messages for incomplete or incorrect application submissions.

**Security**

* Personal candidate information must be encrypted during transmission and storage to prevent unauthorized access.
* Implement CAPTCHA to prevent bot submissions.

**Compatibility**

* Ensure compatibility with major browsers (Chrome, Firefox, Safari, Edge) and operating systems.

**Availability**

* The module should be available 24/7 to accommodate candidates from different time zones.

**Auditability**

* Maintain logs of candidate applications and activities for audit and tracking purposes.

**Compliance**

* The system must adhere to data privacy laws such as GDPR or other applicable regulations.

**Maintainability**

* Design the module to allow easy updates or integration with future features such as job alerts or candidate dashboards.