HR Management System

**Notification Module Documentation**

# Summary

The Notification Module ensures effective communication between HR and higher authorities by generating and managing notifications throughout the job creation, approval, and posting process. It provides email alerts, in-portal notifications, and status updates to streamline the workflow and maintain transparency.

# Scope

This module covers the following functionalities:

1. **Creation of New Job:** HR lands to the Job Creation page after login under the Notification module where the HR can create jobs by filling the form and request for approval of the authorities.
2. **Approval/Rejection of Request:** Authorities get email for the approval request which they may accept or reject by giving some feedback.
3. **Approval Status Review:** HR reviews the status of approval request whether it is pending or approved.
4. **Notification of Approval to HR:** HR receives an email that the job creation request is approved.
5. **Publishing Job to Career Portal:** A new job notification will be posted in the career page of the official website.

# 

# 

# Proposed Process

The notification module workflow involves the following steps:

**Step-1: New Job Creation & Request to Authorities:**

* When HR logs into the portal, the job creation form page will be opened by default under the notification module.
* HR fills the form with credentials like:
  + Job Title
  + Job Description
  + Vacancies
  + Skills
  + Experience
  + Interview Type
  + Job Location
  + Interview Rounds
* In the above job creation form, HR will fill the job details after which a job creation request notification will be sent to the higher authorities via email when the HR hits the “Request Approval” button.

**Step-2: Authorities Approval/Rejection:**

* Authorities get a link in the email by clicking which they get redirected to the login page.
* After login, they can see the Job details by clicking the view option and they can approve or reject the request with some appropriate feedback by clicking on any of the buttons as Approve or Reject.

**Step-3: Approval Notification for HR & Posting Job:**

* HR will receive an email notification and can see the approval status as approved.
* There’ll be an option of “Publish Now” to publish the approved job to the Career portal of the official website.

# Functional Requirement

| **Requirement ID** | **Module** | **Sub-Module** | **Feature** | **Description** | **Priority** | **Done By** |
| --- | --- | --- | --- | --- | --- | --- |
| FR-1 | Notification Module | New Job | Job Creation Form | HR can enter job details such as Job Title, Description, No. of Vacancies, Skills, Experience, Interview Type (Virtual or Walk-in), Job Location, and Interview Rounds. | High | HR |
| FR-2 | Notification Module | New Job | Request Approval Button | HR clicks the **Request Approval** button to send the job creation request for approval by higher authorities. | High | HR |
| FR-3 | Notification Module | New Job | Approval Email Notification | After HR clicks the **Request Approval** button, an email is sent to the higher authorities with the job details and a link to view and approve the request. | High | System |
| FR-4 | Notification Module | New Job | Approval Feedback | Authorities can provide feedback while approving or rejecting the job creation request. | Medium | Higher Authorities |
| FR-5 | Notification Module | Approval Status | Track Approval Request | HR can track the status of the approval request (e.g., Pending, Approved, or Rejected). | High | HR |
| FR-6 | Notification Module | Approval Status | Approval Notification for HR | Once the higher authority approves the job, the status changes to **Approved**, and an email notification is sent to the HR. | High | System |
| FR-7 | Notification Module | Approval Status | Publish Approved Job | HR clicks the **Publish** button to post the approved job to the career portal. | High | HR |
| FR-8 | Notification Module | Approval Status | Access to Approval History | HR can view a history of all approval requests, including feedback from higher authorities. | Low | HR |

# Quality Control

**Performance Requirements**

* The system should handle up to 100 concurrent users without performance degradation.
* Approval request processing and status updates should complete within 2 seconds after the HR clicks the respective buttons.

**Scalability**

* The system should be scalable to support increased numbers of job creation requests as the organization grows.

**Reliability**

* Email notifications should be delivered to higher authorities and HRs without failure, with a retry mechanism in case of errors.
* The system should maintain a 99.9% uptime to ensure uninterrupted access to the Notification Module.

**Usability**

* The interface for job creation, approval tracking, and publishing should be user-friendly and intuitive for HRs and higher authorities.
* Error messages and notifications should be clear and guide users toward resolving issues (e.g., incomplete form fields).

**Security**

* Only authenticated HRs and higher authorities should access the Notification Module.
* All data transmitted (e.g., job details, feedback) must be encrypted using HTTPS.
* Sensitive information (e.g., approval feedback) must be accessible only to authorized personnel.

**Compatibility**

* The module should work seamlessly across popular web browsers (e.g., Chrome, Firefox, Edge) and mobile devices.

**Maintainability**

* The system should be designed with modular components to enable easy updates or addition of features in the future.
* Logs for approval requests, feedback, and publishing activities should be maintained for debugging and audit purposes.

**Availability**

* The Notification Module should be available 24/7 to accommodate HRs and higher authorities operating from different time zones.

**Compliance**

* The system must adhere to data protection regulations (e.g., GDPR, if applicable) to ensure secure handling of employee and job data.

**Auditability**

* The module should log all actions (e.g., approval requests, feedback submissions, publishing) for tracking and audit purposes.