

Title:**E Recruitment****Overview:**

Recruitment is a process of searching applicants to staff vacancies in any organization. To meet the demands of the expanding industry, Company ABC has been increasing the recruitment of new employees by almost 20% every six months. It is thus very important to Company ABC that its recruitment process is efficient, robust and effective. The Recruitment process of Company ABC involves taking into account many parameters under consideration in order to recruit the right candidate. It is key to the success of the growth of Company ABC's professional services. Company ABC proposes e-recruitment process is to meet the needs of a rapidly growing business in the age of internet. E-recruitment solves some of the challenges faced by rapidly growing organizations.

This process will help the company ABC as follows:-

Reduces the burden of managing incoming resumes without losing candidates who are interested in applying to a company.

- Empowers HR to accurately process candidates profiles in depth in order to find the right candidates.
- Help company find new employees, employ them in positions that suit their capabilities, promote their professional development and retain them in long term.
- Offers effective means for tracking compliance with anti discrimination policies and laws.
- Integrate work flows to automate information flow and multiple processes, such as the approval process.

Assumptions & Constraints

- ✧ Unless otherwise specified, data /entries will be made available through pre-approved list. No special screens need to be made to enter or delete such data
 - E.g. under Initiation module, designing screens for capturing details such as Unit Head, Project details etc is not requested. This data should be taken from Company ABC as existing data to be used in new screens
- ✧ A Unit Head or an employee under a Unit Head may raise an unlimited number of Vacancy request
- ✧ The task of placement consultants to actually source candidates is handled offline outside of the systems
- ✧ Management of placement consultants is done outside the system
- ✧ Placement consultant need to upload CVs as doc files
- ✧ Other than sending notifications details thereof, actual implementation and recording of penalties are done offline and outside the system
- ✧ A Candidate profile cannot be repeated within a period of 6 months if it has already been selected by HR
- ✧ Placement Consultants will access the application through their own login
- ✧ Conduction of HR , Technical and Medical Tests are done outside the system
- ✧ Conduction of Background Tests are done outside the system

User Characteristics

Employee

- ✧ Raises vacancy request and vacancies under the same.
- ✧ Edits vacancy details.
- ✧ Deletes the vacancies and corresponding vacancy request.

Unit Head

- ✧ Raises vacancy request and vacancies under the same
- ✧
- ✧ Edits vacancies raised by him.
- ✧ Approves/Rejects vacancies raised by employees reporting to him.
- ✧ Approves employees reporting to him as BGCtest administrators.

HR Recruitment Officer

- ✧ Adds/Edit/Delete Placement consultants in the system.
- ✧ Raises recruitment request and assign to placement consultant.
- ✧ Views/Edits/Deletes the recruitment request.
- ✧ Adds/Edits/Deletes Test Administrators. Reviews the Candidate profiles. Schedules the test and interview for filled vacancies.
- ✧ Edits the test dates.
- ✧ Updates medical Test status for Candidates.
- ✧ Adds and views BGC Test administrators.
- ✧ Creates and views BGC schedule for candidates corresponding to a vacancy.
- ✧ Adds Employee to company if the selection process is completed.
- ✧ Views/Edits Employee details.

Placement Consultant

- ✧ Adds candidates profile and CV matching the requirement.
- ✧ Views/Edits added Candidate profiles.
- ✧ Completes/Cancel vacancies.

Test Administrator: Some of the employees will be identified as Test Administrator

- ✧ Conducts the written test, technical interview, HR interview and updates the test status of candidates.
- ✧ Views the Test details.

BGC Test Administrators

- ✧ Edits BGC status of candidates.

Modules

Initiation for recruitment process :-

Placement consultants are added to the system by HR. Vacancy request and corresponding vacancies are raised by Employee/ Unit head. The vacancies raised by employees should be approved by unit head. The vacancies approved by unit head are send to HR for the recruitment process.

HR raises the Recruitment Request for the approved similar vacancies and assigns it to a placement consultant.

Unit head / Employee can view and edit the details of a vacancy if the status is open.

If the status of the request is not open then they have to raise request to HR. The HR will cancel the Recruitment Request and a new Recruitment Request has to be raised with new untagged vacancies..

Recruitment Process :-

Placement consultant adds suitable candidates along with resume. HR department adds test administrators and informs them to conduct test and interview at various centers. Written test is conducted first followed by Technical Interview and then HR interview. The test administrator updates the test status of candidates after each stage.. After clearing the HR interview,Candidate appears for medical tests.

On-boarding Process :-

That enables employee on-boarding through automatic generation of CTC documents, medical check-up instructions etc. The steps of this module are follows:-

Candidates who have cleared the medical tests meet HR with the documents. Recruitment team does the compliance checks, background checks. After completing the offer letter is sent to the candidate. On accepting the offer, the candidate is added as an employee.

Following are the tables initially required to start

Project Table : Stores the details of the projects in ABC company

Data Element Name	Format	Description
ProjectID	int(primary key)	
ProjectName	varchar	Name of the project
Domain	varchar	Domain of the project

Data Element Name	Format	Description
EmployeeID	Int(Primary Key)	Id of Employee
EmployeeName	varchar	Name of Employee
UnitHeadID	Int(Foreign Key To EmployeeID)	Null if employee is a unit head. Otherwise the EmployeeID of the employee's unit head will be entered
ProjectID	Int(Foreign key To ProjectID int project table)	Id of the project to which employee is allocated
IsHR	Bool	True for HR. False for others
DOB	DateTime	Date of birth
DOJ	DateTime	DateOfJoining
Gender	varchar	Gender
CTC	float	Salary
Designation	Varchar	Designation of Employee

Module1: Initiation for recruitment process:-

CRUD 1: Vacancy Request

CRUD Operation 1: Create Vacancy Request

- Primary user: Unit Head / Employee
- Primary user Actions: Vacancy request is raised by Employee/ Unit head. Corresponding to the number of vacancies in a vacancy request raised by the user, vacancies can be added by the same user.

While adding a vacancy,if the vacancy is raised by employee the ApprovalStatus field is set as employee. If it is by unit head the ApprovalStatusfield is set as approved.

The status field is set to Open, Vacancy RequestID is retrieved from Vacancy request table. Recruitment request for this vacancy is null.

- Associated users : Unit Head needs to approve the vacancy request raised by Employee
- Input Criteria- No of vacancies available, Employee ID, Unit head.For each of the vacancies following are required: Number of people required,Skill set required,Number of years of experience,Location,Business Domain,(from Project of user) Required by Date,Status(Open initially).
- Output or Success Scenario: Vacancy request and corresponding vacancies are raised and are sent to HR for further processing.
- Data requirements

Vacancy Request Table		
Data Element Name	Format	Description
Vacancy Request ID	Int(Primary key)	Vacancy Request ID is created for a no of vacancies available in a project
EmployeeID	int	Employee ID of the person who raised the vacancy request
NoOfVacancies	Int	No of vacancies available

Vacancy table		
Data Element Name	Format	Description
Vacancy ID	int(Primary Key)	Vacancy ID
NoOfPositions	Int	No of positions available
Skills	vvarchar	Skill set required. To be chosen from a list of approved technologies of Company
Experience	int	Experience expected
Location	vvarchar	Joining Location
Business Domain	vvarchar	Domain Knowledge expected. Can be copied from Project table.
RequiredByDate	DateTime	Date when the post is to be filled. This cannot be less than 2 months from the date the Vacancy Request is made
Status	int	Open/Sourced/Filled
VacancyRequestID	int(Foreign Key)	Vacancy request ID Corresponding to the vacancy request table
RecruitmentRequestID	int(foreign Key)	Initially Null. When HR raises a recruitment request the corresponding is stored.
ApprovalStatus	Varchar	Initially pending for Employee and approved for Unit Head. Changes to approved when UnitHead approves and to pending when employee edits approved request.

Vacancy Request

EmployeeID

No:of Vacancies

Add Vacancy Details

Vacancy Request Id

No:of Positions

Skills

Experience

Location

Domain

Required By Date(mm/dd/yyyy)

CRUD Operation 2: Edit Vacancy

- Primary user: Unit Head/ Employee
- Primary user Actions: Employee / Unit Head make some required changes to the request raised by them if the Status is Open and RecruitmentRequestID is null .ApprovalStatus of the Vacancy is set to pending if the vacancy is raised by employee
- Associated users: If Employee has requested a change then Unit Head should approve it. Then only new changes will be informed to HR
- Input Criteria- changes are done in vacancy table
- New change are updated and the recruitment request is changed based on that.

- Data requirements Changes in **vacancy** table

CRUD Operation 3: Delete Vacancy Requests

- Primary user: Unit Head/ Employee
- Primary user Actions: Employee / Unit Head can delete request raised by them if the Status is Open and RecruitmentRequestID is null.. If the recruitment request ID is not null I.e recruitment has already started, then request should be send to cancel the Recruitment request
- Associated users: nil.
- Input Criteria- changes are done in vacancy table.
-
- Data requirements Changes in **vacancy** table

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Accept	No.Of Position	Skills	Experience	Required Date	Status
Edit	5	.net	3	10/10/2011	Open
Edit	10	Java	3	10/10/2011	Open

CRUD Operation 4: Approve vacancy

- Primary user: Unit Head
- Primary user Actions: Views the vacancies raised by employees of his project and changes the Approvalstatus to approved or rejected.
- Associated users :Once the status is changed it is send to HR for further processing
- Input Criteria- Vacancy id, status.
- All the pending vacancies for the project is displayed. The unit head approves/rejects the vacancy request raised by Employee
- Data requirements : Changes are made only in **Vacancy table..**

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Cancel	Accept	Vacancy ID	No.Of Position	Skills	Experience	Required Date	Status
Cancel	Accept	1	5	.net	3	5/5/2011	Open
Cancel	Accept	2	10	Java	3	10/10/2011	Open

CRUD 2: Recruitment Request

CRUD Operation 1: Create Recruitment Request

- Primary user: HR Recruitment Officer
- Primary user Actions: Recruitment officer creates recruitment request. All the vacancies that are approved by the Unit head whose status is Open is checked by the Recruitment Officer. He selects similar vacancies and raises the recruitment request. A recruitment request can have many vacancies..

Now a new recruitment request is raised by the HR and send to Placement officer.

Vacancy table is updated with the corresponding recruitment request id that is generated

- Associated users :Placement officer
- Input Criteria- Vacancy ID,Recruitment Request requested date,Placement Consultant ID.
- Request sent to Placement Consultant for Requirement process
- Data requirements : **Vacancy Table** is updated and **Recruitment request** table a new record is added

Recruitment Request Table		
Data Element Name	Format	Description
Recruitment Request ID	int	
RequesteddDate	DateTime	
PlacementConsultantID	int	

Create Recruitment Request

Select	VacancyId	Positions	Skills	Experience	Location	Domain	RequiredByDate
<input type="checkbox"/>	140	3	Testing	2	Ahmedabad	Finance	29 Dec 2012
<input type="checkbox"/>	143	15	Java	15	Hyderabad	Finance	12 Dec 2012
<input checked="" type="checkbox"/>	172	3	Java	3	Hyderabad	Finance	19 Dec 2012
<input checked="" type="checkbox"/>	183	15	Java	21	Trichy	Finance	29 Nov 2012
<input type="checkbox"/>	184	50	Java	10	Patna	Finance	16 Nov 2012
1 2 3 4 5 6 7							

Select Placement Consultant ID:

- select
- 431
- 433
- 436
- 444
- 457
- 459

Note: Multiple vacancies can be added to a recruitment request.

CRUD Operation 2: Edit Recruitment Requests

- Primary user: HR Recruitment Officer
- Primary user Actions: Recruitment officer edits recruitment request if there is need to tag or untag vacancies from a Recruitment Request, or if Placement Consultant needs to be changed.
- Associated users: Placement consultant
- Input Criteria- Recruitment Request ID, Vacancy ID, Recruitment Request required by, Placement Consultant
-
- Data requirements: Changes are made in **Recruitment request table** and **Vacancy table**

Enter Recruitment Request ID

Recruitment request: 376

Select	VacancyId	Positions	Skills	Experience	Location	Domain	RequiredByDate
<input type="checkbox"/>	236	2	Java	3	Tvm	Finance	23 Nov 2012
<input type="checkbox"/>	237	2	Java	3	ttttt	Finance	09 Dec 2012
<input checked="" type="checkbox"/>	246	3	Java	4	Hyderabad	Finance	10 Dec 2012
<input type="checkbox"/>	247	3	Java	3	Chennai	Finance	21 Nov 2012
12							

CRUD Operation 3: Delete Recruitment Requests

- Primary user: HR Recruitment Officer
- Primary user Actions: Recruitment officer deletes the recruitment request if there is any request from the unit head to delete vacancy. Since recruitment is already started, the HR Officer deletes the Recruitment Request first and then delete the vacancy itself.
- Associated users: Placement officer
- Input Criteria- Recruitment Request ID
-
- Data requirements: Changes are made in **Recruitment request table** and **Vacancy table**

Delete Recruitment Request

Enter Recruitment Request ID

VacancyId	VacancyRequestID	Positions	Skills	Experience	Status	Location	Domain	RequiredByDate
172	62	3	Java	3	Open	Hyderabad	Finance	19 Dec 2012
183	36	15	Java	21	Open	Trichy	Finance	29 Nov 2012
209	22	10	.Net	0	Open	Chennai	Finance	30 Nov 2012
211	48	10	.Net	0	Open	Chennai	Finance	30 Nov 2012
212	64	10	Java	1	Open	Hyderabad	Banking	30 Nov 2012
123								

CRUD Operation 4 : View existing Recruitment Request by Requested date, Placement Consultants

- Primary user: HR Recruitment officer
- Primary user Actions: HR Recruitment officer views the various recruitment request by requested date, Placement Consultant Ids.
- Associated users :Placement Consultant
- Input Criteria- Requested date / Placement Consultant Ids or both
- Display the details related to the selection. Retrieves details from **Recruitment request table, Vacancy table**

View Recruitment Request

Placement Consultant ID

Requested Date

Reset

Submit

Recruitment Request ID	Requested Date	Placement Consultant ID
223	03 Aug 2012	431
313	09 Aug 2012	436
351	13 Aug 2012	433
352	13 Aug 2012	433
358	13 Aug 2012	431
123		

CRUD 3 : Placement Consultants

CRUD Operation 1: Create Placement Consultants

- Primary user: HR Recruitment Officer
- Primary user Actions: New placement Consultants added to the Placement Consultant table
- Input Criteria- PlacementConsultantID, PlacementConsultantName,Password
- New placement consultant is added to the list
- Data requirements

PlacementConsultant		
Data Element Name	Format	Description
PlacementConsultantID	int(Primary key)	
PlacementConsultantName	varchar	
Password	varchar	
Location	Varchar	

Add Placement Consultant

Placement Consultant Name

Password

Confirm Password

Location

CRUD Operation 2: Display/Search Placement Consultants

- Primary user: HR Recruitment Officer
- Primary user Actions: Displays all the placement consultants available in the system
- Displays all the placement consultants.
- Input Criteria- Placement Consultant
- Output: All placement consultants or the names matching the search criteria is retrieved
- Data requirements : Placement Consultant table

CRUD Operation 3: Delete Placement Consultants

- Primary user: HR Recruitment Officer
- Primary user Actions: Delete the placement consultants available in the system
- Displays all the placement consultants & deletes the required from the system..
- Input Criteria- Placement Consultant
- Output: All placement consultants or the names matching the search criteria is retrieved
- Data requirements : Placement Consultant table

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Placement Consultant

Placement Consultant Name

		ID	Name	Details
Edit	Delete	1	Approva	Trivandrum
Edit	Delete	2	Times Jobs	Trivandrum
Edit	Delete	3	India Jobs	Trivandrum
Edit	Delete	4	Central	Trivandrum

CRUD Operation 4: Edit Placement Consultants

- Primary user: HR Recruitment Officer
- Primary user Actions: Edit placement Consultants details such as name/location
- Input Criteria- PlacementConsultantName, Location
- Placement consultant details are edited
- Data requirements

PlacementConsultant		
Data Element Name	Format	Description
PlacementConsultantID	int(Primary key)	
PlacementConsultantName	varchar	
Password	Varchar	
Location	Varchar	

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Placement Consultant

Placement Consultant Name

		ID	Name	Details
Edit	Delete	1	Approva	Trivandrum
Edit	Delete	2	Times Jobs	Trivandrum
Edit	Delete	3	India Jobs	Trivandrum
Edit	Delete	4	Central	Trivandrum

Module 2: Recruitment Process

CRUD 1: Candidate Profile

CRUD Operation 1: Create Candidate profile

- Primary user: Placement Consultant
- Primary user actions: Adds details of the candidates who satisfy the recruitment request and sends the details along with the resume to the HR Recruitment Officer.

No Of Candidates required for a vacancy should be minimum 20% more than the candidate required and Maximum is 50% for a vacancy to be filled. If the no of candidates available is less than the no of candidates required then in vacancy table the status is changed as sourced. Each Sourced Vacancy contributes to a certain % completion of the Recruitment Requests. Placement consultant can add up to 50% more than the number of positions required in a vacancy. Vacancy can be completed any time the number of candidates is from 20% up to 50% more than no.of positions. Completing vacancy fills the vacancy. Vacancy has to be canceled if the Required by date of the vacancy is just three weeks away. Cancellation is compulsory because the last three weeks before Required by date is allotted for Tests and Interviews.

- Associated users
- Input Criteria- Candidate details.
- Candidates fulfilling the requirement are directed to the HR
- Data requirements. The candidate profile is updated with new set of records.

Candidate Profile table		
Data Element Name	Format	Description
Candidate Profile ID	int	Autogenerated
Vacancy ID	Int	Related to the vacancy id in Vacancy table
Candidate Name	Varchar	Name of Candidate
DOB	DateTime	Date of birth of candidate
Location	varchar	Location
Gender	varchar	Gender
Percentage(10 th)	float	Percentage of marks in 10 th . Minimum is 60%
Percentage(12 th)	float	Percentage of marks in 12 th . Minimum is 65%
GapInEducation	varchar	Reason for Gap in Education. Maximum should be 2 yrs. Null if no gap.
GapInExperience	varchar	Reason for Gap in Experience. Maximum should be 2 yrs. Null if no gap.
Experience	Int	Experience in years.
ResumeFile	varchar	File Name and type and path of the file. It is not an mandatory field
TestID	Int	Null initially. Filled when HR schedules the Test.
TestStatus	int	Initially 0, 1 for Written Test Conducted, 2 for Written Test & Technical Interview Conducted and 3 for Written Test & Technical Interview & HR Interview conducted. 4 for Medical testing ,5 Awaiting BGC, 6 Confirmed
MedicalTestStatus	bit	0 initially. If proper document is

BGCTestID	int	produced it becomes 1 Null initially
BCGTestStatus	bit	0 initially.

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Add Candidate Profile

Vacancy ID	<input type="text" value="select"/>
DOB	<input type="text"/>
Location	<input type="text"/>
Gender	<input type="radio"/> Male <input type="radio"/> Female
Percentage(10th)	<input type="text"/>
Percentage(12th)	<input type="text"/>
Gap In Education	<input type="text" value="Yes"/>
Gap In Experience	<input type="text" value="Yes"/>
Resume	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Submit"/>	

CRUD Operation 2: Display Candidate profile

- Primary user: Placement Consultant
- Primary user actions: Placement Consultant can view the view the candidates based on vacancyID and raise completion confirmation.
- Associated users
- Input Criteria- Vacancy ID
- Candidates full filling the criteria will be retrieved
- Data requirements. Candidates in **Candidate Profile** table will be retrieved based on Vacancy ID

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Candidate Profile

Vacancy ID

CandidateID	DOB	Location	Gender	Percentage(10th)	Percentage(12th)	Gap in Education	Gap in Experience
21	12/12/1980	Trivandrum	Female	78	89	No	No
22	12/12/1980	Trivandrum	Female	78	89	No	No
23	12/12/1980	Trivandrum	Male	92	56	No	No
24	12/12/1980	Trivandrum	Female	89	89	No	No

CRUD Operation 3: Edit Candidate profile

- Primary user: Placement Consultant
- Primary user actions: Placement Consultant can edit the candidates profile till the vacancy is filled with all candidates and test has not started for the vacancy.
- Associated users
- Input Criteria- Vacancy ID
- Candidates full filling the criteria will be retrieved
- Data requirements. **Candidate Profile** is edited.

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Edit Candidate Profile

Vacancy ID

DOB

Location

Gender ☐ Male ☐ Female

Percentage(10th)

Percentage(12th)

Gap In Education

Gap In Experience

Resume

	CandidateID	DOB	Location	Gender	Percentage(10th)	Percentage(12th)	Gap in Education	Gap in Experience
Edit Delete	21	12/12/1980	Trivandrum	Female	78	89	No	No
Edit Delete	22	12/12/1980	Trivandrum	Female	78	89	No	No

CRUD Operation 4: Display Candidate profile for HR processing

- Primary user: HR Recruitment Officer
- Primary user actions: HR recruitment officer views the details of the vacancy whose process is completed by placement consultant. Along with the candidates profile the status of the attributes Test Scheduled,Test Schedule ID,Written Test Status,Technical Test Status,HR Test Status are also displayed . Test Schedule id will be null initially
- Associated users
- Input Criteria- Vacancy ID
- Candidates fulfilling the criteria will be retrieved
- Data requirements. Candidates in **Candidate Profile** table will be retrieved based on Vacancy ID

Candidate Profile table		
Data Element Name	Format	Description
Candidate Profile ID	int	Autogenerated
Vacancy ID	Int	Related to the vacancy id in Vacancy table
Candidate Name	Varchar	Name of Candidate
DOB	DateTime	Date of birth of candidate
Location	varchar	Location
Gender	varchar	Gender
Percentage(10 th)	float	Percentage of marks in 10 th . Minimum is 60%
Percentage(12 th)	float	Percentage of marks in 12 th . Minimum is 65%
GapInEducation	varchar	Reason for Gap in Education. Maximum should be 2 yrs. Null if no gap.
GapInExperience	varchar	Reason for Gap in Experience. Maximum should be 2 yrs. Null if no gap.

Experience	Int	Experience in years.
ResumeFile	varchar	File Name and type and path of the file. It is not an mandatory field
TestID	Int	Null initially. Filled when HR schedules the Test.
TestStatus	int	Initially 0, 1 for Written Test Conducted, 2 for Written Test & Technical Interview Conducted and 3 for Written Test & Technical Interview & HR Interview conducted. 4 for Medical testing , 5 Awaiting BGC, 6 Confirmed
MedicalTestStatus	bit	0 initially. If proper document is produced it becomes 1
BGCTestID	int	Null initially
BCGTestStatus	bit	0 initially.

CRUD 2 : Test Administrator

CRUD Operation 1: Create Test Administrator

- HR Recruitment Officer
- Primary user action: Select the Test administrator for the interview. Existing employees/ Unit head will be added as test administrator
- Associated users:
- Input Criteria- Test Administrator
- Output or success guarantee : Test Administrator are identified for conducting the test
- **Data requirements**

Administrator Table		
Data Element Name	Format	Description
EmployeeID	Int	Autogenerated ID for Test
IsTestAdmin	bool	Yes if test administrator.

CREATE TEST ADMINISTRATOR

Employee ID:

CRUD Operation 2: Display Test Administrators

- HR Recruitment Officer
- Primary user action: All test administrators will be displayed
- Associated users:
- Input Criteria- Test Administrator
- Output or success guarantee : Test administrators are displayed.
- **Data requirements**

Administrator Table		
Data Element Name	Format	Description
EmployeeID	Int	Autogenerated ID for Test
IsTestAdmin	bool	Yes if test administrator.

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Test Administrator	Designation	Location	Experience
Himanshu	Unit Head	Trivandrum	8
Priyanka	Employee	Trivandrum	4

CRUD Operation 3: Delete Test Administrator

- HR Recruitment Officer
- Primary user action: Select the Test administrator . Delete the Test Administrator if he is not conducting any test.
- Associated users:
- Input Criteria- Test Administrator
- Output or success guarantee : Test Administrators are deleted.
- **Data requirements**

Administrator Table		
Data Element Name	Format	Description
EmployeeID	Int	Autogenerated ID for Test
IsTestAdmin	bool	Yes if test administrator.

CRUD 3: Test & interview

CRUD Operation 1: Create Test and Interview

- HR Recruitment Officer
- Primary user action: HR Recruitment officer identifies the Test Administrator for the particular vacancy and decides the dates for Written Test, Technical Interview, HR interview. There should be a maximum of 2 days between Written Test, Technical Interview and HR Interview. There cannot be more than one test or interview scheduled on the same day. Last one week before the Vacancy.RequiredByDate is allotted for BGC , medical tests and Confirmation. Hence the HR interview date should be conducted before this.

For each candidate the TestID is updated by the HR recruitment Offer. HR Interview can only be conducted after Technical Interview is done, and Technical Interview can only be conducted after the Written Test is Done

Test Table		
Data Element Name	Format	Description
TestID	Int	Autogenerated ID for Test
TestAdministratorID	Int	Related to the EmployeeID
Recruitment RequestID	Int	Recruitment Request according to the

		RecruitmentRequestTable
VacancyID	Int	Related to VacancyID in vacancy table
WrittenTestDate	DateTime	Date of written test
TechnicalInterviewDate	DateTime	Date of technical interview
HRInterviewDate	DateTime	Date of HR test

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Create Test Dates

Test Administrator

Vacancy ID

Written Test Date

Technical Interview Date

HR Interview Date

CRUD Operation 2: Display Tests and Interview scheduled

- Primary user: Test Administrator
- Primary user action: Selects the vacancy id assigned and views the test details of every candidate procured for the vacancy.
- Associated users: HR Recruitment Officer
- Input Criteria- Selects the type of test(written / Technical)
- Output or success guarantee : Displays all the test and interview that are to be conducted by the administrator
- Data requirement : Views the data from the **Candidate** and **Test** tables.

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Test Status

Vacancy ID

Candidate ID	Written Test Date	Written Test Status	Technical Interview Date	Technical Interview Status	HR Interview Date	HR Interview Status
2001	10/7/2010	Cleared	14/7/2010	Pending	20/7/2010	Pending
2003	10/7/2010	Cleared	13/7/2010	Cleared	20/7/2010	Pending

CRUD Operation 3 : Edit Tests and Interviews Scheduled

- Primary user: HR Recruitment Officer
- Primary user action: Selects the type of test(written / Technical/HR) and views the tests and interview schedule. Edits the date of test. If the written test/an interview cannot be completed on a certain date, the Test Administrator may re-schedule any to not more than 2 days from the original date. Last one week before the Vacancy.RequiredByDate is allotted for BGC , medical tests and Confirmation. Hence the HR interview date should be conducted before this.
- Associated users: HR Recruitment Officer
- Input Criteria- Selects the vacancy.
- Output or success guarantee : Changes the dates if the test cannot be conducted on the day.
- Data requirement: Changes in **test table**

EDIT TEST DATES	
Test ID : 107 Vacancy ID : 41 Required by date: 10/04/2012	
Written Test Date (mm/dd/yyyy) :	08/18/2012
Technical Interview Date (mm/dd/yyyy) :	08/19/2012
HR Interview Date (mm/dd/yyyy) :	08/21/2012
<input type="button" value="Update"/>	<input type="button" value="Cancel"/>

CRUD Operation 4 :Edit Test status of Candidates

- Primary user: Test Administrator
- Primary user action: Views the test details of the candidate. Edits the status of test. The Technical Interview status can be updated only if the candidate has cleared Written test. HR interview status can be updated only if the candidate has cleared Technical interview. Rejected candidates need not be displayed. Every test/interview status will be updated on the day of the test/interview. Status of the test is initially 0, 1 for Written Test Conducted, 2 for Written Test & Technical Interview Conducted and 3 for Written Test & Technical Interview & HR Interview conducted.

- Associated users: HR Recruitment Officer
- Input Criteria- Candidates whose Test status has to be updated.
- Output or success guarantee : Accepts/Rejects candidates as per tests conducted.
- Data requirement: Changes in **candidate table**

EDIT TEST STATUS							
vacancyID 4							
CandidateID	Written Test Date (mm/dd/yyyy)	Written Test Status	Technical Interview Date (mm/dd/yyyy)	Technical Interview Status	HR Interview Date (mm/dd/yyyy)	HR Interview Status	Action
549	8/14/2012	Pending	8/15/2012	Pending	8/16/2012	Pending	Update Cancel
550	8/14/2012	Pending	8/15/2012	Pending	8/16/2012	Pending	Edit
551	8/14/2012	Pending	8/15/2012	Pending	8/16/2012	Pending	Edit
555	8/14/2012	Pending	8/15/2012	Pending	8/16/2012	Pending	Edit
556	8/14/2012	Pending	8/15/2012	Pending	8/16/2012	Pending	Edit

CRUD Operation 5: Medical Test Status update

- Primary user: HR Recruitment Officer
- Primary user action: Candidates should have cleared all the tests(Written test, Technical and HR Interviews) before medical test update. The HR recruitment officer uploads the medical certificate and updates the medical test status for individual candidates. It is 0 initially, 1 if approved and 2 if rejected. If the status of medical test is approved then the candidates BGC process is initiated. If the status of the candidate is rejected then the candidate is totally rejected.
- Associated users: Candidates have to submit the medical test report. This process is done manually.
- Input Criteria- Medical certificate and status change
- Output or success guarantee : Candidates move to the next phase / are rejected totally.

Module 3: On boarding

CRUD 1: BGC Administrator

CRUD Operation 1: Add BGC test administrator

- Primary user: HR Recruitment Officer
- Primary user action: HR Recruitment officer selects the administrator for conducting the BGC. Unit head has to approve the persons selected for conducting the BGC Check. If the status of BGC Administrator is approved then candidates BGC check is scheduled.
- Associated users :
- Input Criteria- Employee is selected to become BGC administrator

- Output or success guarantee : BGC administrator is added
- Data requirements

BGC Administrators table		
Data Element Name	Format	Description
AdministratorID	int	Autogenerated
Status	Int	0 – Awaiting Approval 1 – Approved 2 – On Leave
StatusChangeTime	DateTime	Records time stamp every time BGC Administrator Status is changed
EmployeeID	int	

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Add Adminstrator

Administrator

Adminstrator ID	Status	Status Change Time
2001	Approved	14/7/2011 10:00:00
2002	On Leave	14/7/2011 10:00:00
2005	Pending Approval	12/7/2011 10:00:00

CRUD Operation 2: Approve BGC test administrator

- Primary user: Unit Head
- Primary user action: Unit Head changes the status of test administrator. The status will be pending approval initially and it can be changed to approved/rejected/On Leave by the unit head.
- Associated users :
- Input Criteria- Change in the status
- Output or success guarantee : Status of the BGC administrator is changed for further process.
- Data requirements

BGC Administrators table		
Data Element Name	Format	Description
AdministratorID	int	Autogenerated
Status	Int	0 – Awaiting Approval 1 – Approved 2 – On Leave
StatusChangeTime	DateTime	Records time stamp every time BGC Administrator Status is changed
EmployeeID	int	

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Adminstrator

	Adminstrator ID	Status	Status Change Time
Edit	2001	Approved	14/7/2011 10:00:00
Edit	2002	On Leave	14/7/2011 10:00:00
Edit	2005	Pending Approval	12/7/2011 10:00:00

CRUD Operation 3: View BGC test administrator

- Primary user: HR Recruitment officer
- Primary user action: HR Recruitment officer views all the available BGC test administrator
- Associated users :
- Input Criteria-
- Output or success guarantee : Views all the administrator's details.
- Data requirements

BGC Administrators table		
Data Element Name	Format	Description
AdministratorID	int	Autogenerated
Status	Int	0 – Awaiting Approval 1 – Approved 2 – On Leave
StatusChangeTime	DateTime	Records time stamp every time BGC Administrator Status is changed
EmployeeID	int	

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Adminstrator

Adminstrator ID	Status	Status Change Time
2001	Approved	14/7/2011 10:00:00
2002	On Leave	14/7/2011 10:00:00
2005	Pending Approval	12/7/2011 10:00:00

CRUD Operation 4: Log In/ Change Default Password – All users

- Primary user: All the users
- Primary user action: User can login. If it is their first login they will be prompted with the change password page to change the default password
- Associated users :
- Input Criteria- User Name and password for login. Old password, New password and confirm password for Change password
- Output or success guarantee : Login successful. Change password successful

CRUD 2: BGC Updates

CRUD Operation 1: Create Background and Compliance Checks Ids

- Primary user: HR Recruitment Officer
- Primary user action: HR Recruitment officer selects the administrator for conducting the BGC. If the status of BGC Administrator is approved then candidates BGC check is scheduled. He decides the start date, end date and the administrator for the BGC check. Candidates profile table is updated with the BGCID generated now.
- Associated users : Unit Head
- Input Criteria- From date, To date and administrator's Id
- Output or success guarantee : Details of the candidate is updated initiating BGC
- Data requirements

Candidate BGC Check table		
Data Element Name	Format	Description
BGC ID	int	Autogenerated
From Date	DateTime	Start Date
To Date	DateTime	End Date
AdministratorID	int	BGC Administrator's ID

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BGC CHECK

Administrator ID

From Date

To Date

CRUD Operation 2: Edit Background and Compliance Checks Scheduled

- Primary user: BGC Administrator
- Primary user action: BGC Administrator updates the BGC test status in Candidate profile table. If the candidate has passes the BGC Check then the Administrator changes the BCGTestStatus as 1. Once this status becomes 1 then automatically the candidates Test Status becomes confirmed.
If a candidate fails the BGC check then Remarks is mentioned in the candidate profile table
- Associated users :
- Input Criteria- Status of the Candidate is updated
- Output or success guarantee : Candidates get confirmed or rejected based on this BGC check
- Data requirements

Candidate Profile table		
Data Element Name	Format	Description
Candidate Profile ID	int	Autogenerated
Vacancy ID	Int	Related to the vacancy id in Vacancy table
DOB	DateTime	Date of birth of candidate
Location	varchar	Location
Gender	varchar	Gender
Percentage(10 th)	float	Percentage of marks in 10 th .

Percentage(12 th)	float	Minimum is 60% Percentage of marks in 12 th . Minimum is 65%
GapInEducation	varchar	Reason for Gap in Education. Minimum should be 2 yrs
GapInExperience	varchar	Reason for Gap in Experience. Minimum should be 2 yrs
ResumeFile	varchar	File Name and type and path of the file
TestID	Int	Null initially. Filled when HR schedules the Test.
TestStatus	int	Initially 0, 1 for Written Test Conducted, 2 for Written Test & Technical Interview Conducted and 3 for Written Test & Technical Interview & HR Interview conducted. 4 for Medical testing , 5 Awaiting BGC, 6 Confirmed
MedicalTestStatus	bit	0 initially. If proper document is produced it becomes 1. It is updated by HR
BGC ID	int	Null initially and updated when BGC check is initiated
BCGTestStatus	bit	0 initially. 1 if test is cleared.
Remarks	Varchar	If status of BGC is not cleared then reason is stated over here.

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BGC CHECK

	Candidate ID	HR Interview Status	BGC Status
Edit	2001	Approved	Pending
Edit	2002	Approved	Pending
Edit	2001	Approved	Cleared

CRUD Operation 3: Display Background and Compliance Checks Scheduled

- Primary user: HR Recruitment officer, BGC Administrator
- Primary user action: Views the candidates based on the Test status / BGC Status / Vacancy ID
- Associated users :
- Input Criteria- Selects status for viewing the candidates status
- Output or success guarantee : Views the candidates
- Data Requirement: **Candidate Profile table**

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BGC CHECK

Candidate ID	HR Interview Status	BGC Status
2001	Approved	Pending
2002	Approved	Pending
2001	Approved	Cleared

CRUD 3: Employee Details

CRUD Operation 1: Create Employee ID

- Primary user: HR Recruitment officer
- Primary user action:
All the employee who have cleared the interviews are selected. They are added to the employee table with the following details: EmployeeName, DOB, DOJ, Division, Gender, CTC, Designation, UnitHead ID, Project ID.

The CTC is the cost to company or gross salary of the employee. This must be 1.5 to 3 for first year of experience and 1.5 per annum for every subsequent year.

- Associated users : Candidates (They have to accept the offer to complete this process.
- Input Criteria- Employee details are added
- Output or success guarantee : Employee gets added to the company after confirming the unit head and the candidate
- Data requirement

Data Element Name	Format	Description
EmployeeID	Int(Primary Key)	Id of Employee
EmployeeName	varchar	Name of Employee
DOB	DateTime	Date of birth
DOJ	DateTime	DateOfJoining
Gender	varchar	Gender
Division	varchar	Division
CTC	float	Salary
Designation	Varchar	Designation of Employee
UnitHeadID	Int(Foreign Key To EmployeeID)	Null if employee is a unit head. Otherwise the EmployeeID of the employee's unit head will be entered
ProjectID	Int(Foreign key To ProjectID int project table)	Id of the project to which employee is allocated
IsHR	Bool	True for HR. False for others
IsNew	Bool	Yes/NO

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Add Employee

Employee Name	<input type="text"/>
DOB	<input type="text"/>
Location	<input type="text"/>
Gender	<input type="radio"/> Male <input type="radio"/> Female
DOJ	<input type="text"/>
CTC	<input type="text"/>
Designation	<input type="text"/>
Unit Head	<input type="text" value="Select"/>
Project ID	<input type="text" value="Select"/>
	<input type="button" value="Submit"/>

CRUD Operation 2: Display Employee

- Primary user: HR Recruitment officer
- Primary user action:
 - Views the new employees added to the company
- Associated users :
- Input Criteria- Employee details is viewed
- Output or success guarantee : Views all the employee added to the company
- Data requirement

Data Element Name	Format	Description
EmployeeID	Int(Primary Key)	Id of Employee
EmployeeName	varchar	Name of Employee
DOB	DateTime	Date of birth
DOJ	DateTime	DateOfJoining
Gender	varchar	Gender
Division	varchar	Division
CTC	float	Salary

Designation	Varchar	Designation of Employee
UnitHeadID	Int(Foreign Key To EmployeeID)	Null if employee is a unit head. Otherwise the EmployeeID of the employee's unit head will be entered
ProjectID	Int(Foreign key To ProjectID int project table)	Id of the project to which employee is allocated
IsHR	Bool	True for HR. False for others
IsNew	Bool	Yes/NO

CRUD Operation 3: Edit Designation, CTC

- Primary user: HR Recruitment officer
- Primary user action: Edit the designation and CTC
- Associated users : NA
- Input Criteria- Employee details is viewed.
- Output or success guarantee : Edit designation and CTC
- Data requirement: Update employee table.

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Edit Employee

Employee Name	<input type="text" value="Select"/>
Designation	<input type="text"/>
CTC	<input type="text"/>
Unit Head	<input type="text" value="Select"/>
	<input type="button" value="Submit"/>