

RECRUITER USER MANUAL

Title:

Online Student Archive for Recruitment Simplification Purposes

Course: CPSC 662

Term: Fall 2009

Team #: 10

Submitted by:

Aditya Kiran R.S Mangipudi

Rakesh Akkera

Working Experience

With this project being the first database design experience to us, we understood all the conceptual modeling concepts and relational data models in depth. In addition, this project has assisted us in gaining experience in designing and implementing web-based data systems. Using our experience, we can also model ER diagrams for designing database applications.

The main motive behind choosing this project was the passion we had for working and developing a tool that can benefit students like us by allowing students to communicate with recruiters directly through this tool. This tool provides a transparent interface between students and recruiters that simplifies the job recruitment procedure. In the subsequent topics, we describe in detail how this is made possible. We briefly discuss various features that the system supports from student's perspective as well as from recruiter's perspective. This manual assists users in gaining insight into various functionalities the system offers for students and recruiters.

MANUAL INDEX

Topic #	TOPIC	PAGE #
1	Project Abstract	4
2	Recruiter Registration	6
3	Recruiter Login	7
4	Recruiter Homepage	8
5	Update Profile	9
6	Messaging System	10
7	Student Contacts Page	11
8	Company Home Page	13
9	Adding and Deleting Files	14
10	Company Page	15
11	Calendar	16
12	Discussion Forums	17

Abstract

This project develops a very useful and comprehensive application to students of Clemson University. This developed system is a repository for students to save their academic credentials and other profile data. This system provides all the features and facilities to students who wish to store their academic information at a single place, i.e. this system would act like an online academic shelf to students. This application encompasses all the required features for assisting students in storing their personal and academic details on a database in order to simplify the job recruitment procedure. In this system, students are provided with an option of uploading transcripts to their profile pages so that recruiters can learn about the academic background of students easily. In addition to this, students can also upload photos for their profile pages, upload resumes and other appropriate files that may include images, audio clips, videos and other text files which they intend to exhibit to recruiters. This way, recruiters will no longer have to collect paper-copy resumes from students but rather get authorized access to system, select the appropriate department, gather the desired information by skimming through the records of students and contact only those candidates who meet their requirements for further proceedings. Students can edit their profile information by clicking on the 'update profile' option. This system simplifies the recruitment process and is highly time-effective. Recruiters will use company profile pages that are designated for providing a brief description of their company, post information on job openings and other relevant updates related to their company. In addition, discussion forums would be maintained by recruiters under their company's page, wherein students can participate and share their views on various issues pertaining to that

company. Being active members of the system enables students to become cognizant of a nearing recruitment date and other important events. The role of the administrator in this system would be to monitor the activities in the system and delete content that may be regarded as inappropriate. The system's simple registration process, ease of usage, well-organized structure and comprehensive features that it caters makes it appealing for students as well for recruiters.

Recruiter Registration

Recruiters can register with the system by providing valid information. When the system verifies the information, a confirmation e-mail will automatically be generated and sent to the Clemson e-mail address that is provided by recruiters at the time of registration. Only when the recruiter acknowledges, his/her account is activated.

[Home Page](#) [Login Page](#) [Registration Page](#) [Overview Page](#)

Recruiter Registration Form

Industry:

*Organization's Name :

Organization's Website:

*username:

*password:

*email: @clemson.edu

*Fullname:

Company Details:

Address Line 1:

Address Line 2:

City:

State:

Select your Country:

Zip-code:

Contact#:

FIGURE: RECRUITER REGISTRATION SCREENSHOT

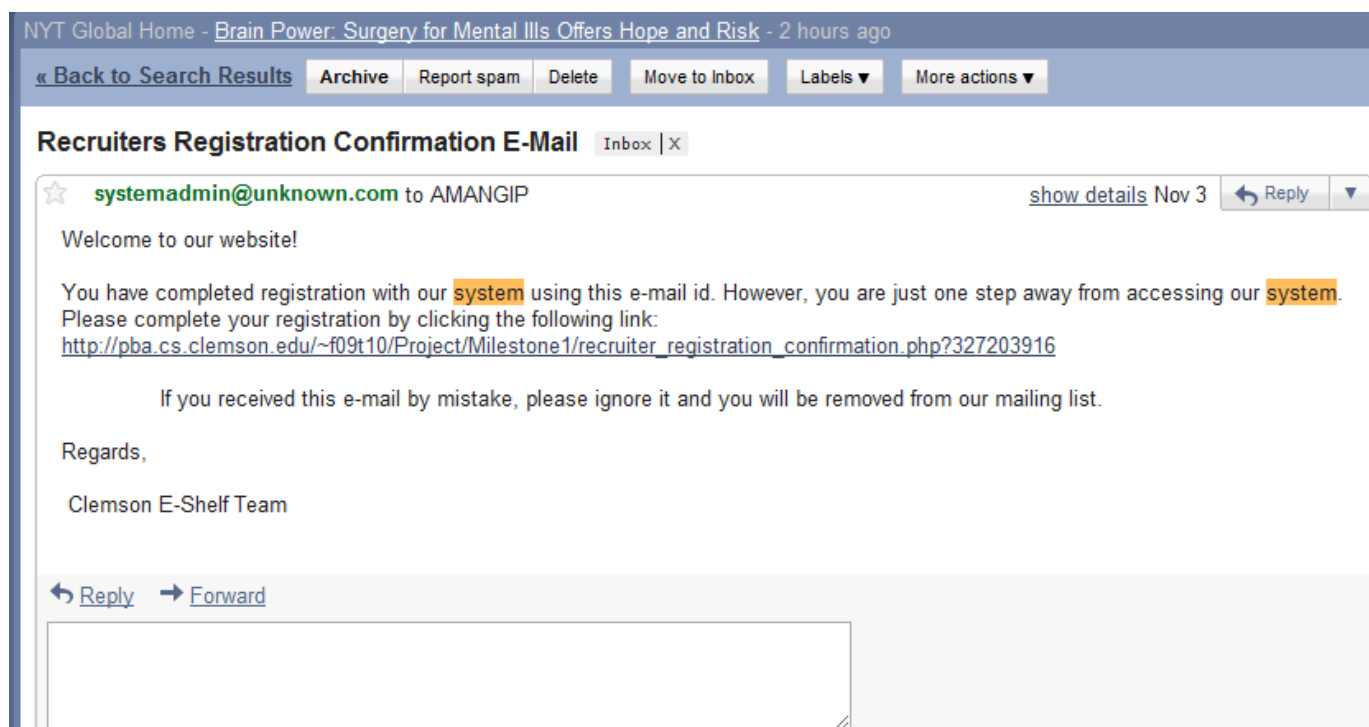


FIGURE: REGISTRATION CONFIRMATION EMAIL OF RECRUITER

Recruiter Login

Recruiters should provide a valid username and password which they supplied at the time of registration to be able to gain access to the system. The system checks if the information is valid and if yes, it redirects them to their homepages.


Home Page	Registration Page	Login Page	System Overview Page
<u>RECRUITERS LOGIN PAGE</u>			
username:	<input type="text"/>		
password:	<input type="password"/>		
<input type="button" value="login"/>			

FIGURE: RECRUITER LOGIN PAGE SCREENSHOT

Recruiter Homepage

Upon being validated by the system, recruiters are routed to their homepages. They can update profile, upload/change profile picture, upload files, avail the calendar feature, use the messaging tool, view & edit their company's homepage, participate in their company's discussion forums and also delete posts in their company's discussion forums (need not be created by the recruiter to delete).

[Home](#) [Student Contacts Page](#) [Company Home Page](#) [Logout](#)



[Click here to change Profile pic](#)

[Home](#)

[Message Tool](#)

[Company Page](#)

[Update Profile](#)

RECRUITER

Apple Corporation's Profile Page

Fullname	Apple Corporation
Organization	Apple
Industry	Engineering
Company Website	www.apple.com
Address Line 1	-
Address Line 2	-
City	-
State	-
Country	UnitedStates
Zipcode	1987
Contact #	-
Email	appleap@clemson.edu

FIGURE: RECRUITER HOMEPAGE SCREENSHOT

Update Profile

Recruiters can update their profile by clicking on the 'update profile' link available on their homepage.

RECRUITER PROFILE UPDATE PAGE	
Organization Name:	<input type="text" value="Apple"/>
Industry:	<input type="text" value="Computer & Information Sciences"/>
Fullname :	<input type="text" value="Apple Corporation"/>
Password :	<input type="password" value="....."/>
Website :	<input type="text" value="www.apple.com"/>
Address line 1 :	<input type="text"/>
Address line 2:	<input type="text"/>
City :	<input type="text"/>
State :	<input type="text"/>
Country:	<input type="text" value="United States"/>
Zipcode :	<input type="text" value="21987"/>
Contact:	<input type="text"/>
Email:	<input type="text" value="appleap@clemson.edu"/>
<input type="button" value="update"/>	

FIGURE: RECRUITER UPDATE PROFILE PAGE

On making changes and clicking on the 'update' button, the changes will be reflected immediately and the recruiter will automatically be redirected to his/her homepage. The changed values will replace the old values everywhere in the system.

Messaging System

Recruiters can send messages to students who are registered with the system. This system is very much like our e-mail system; recruiters can send and receive messages from other registered users in the system.

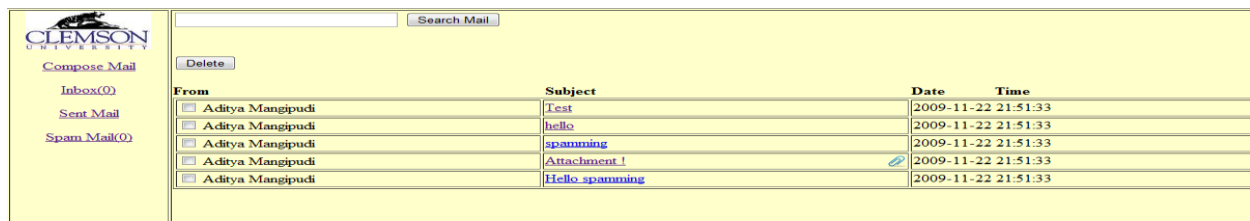


FIGURE: RECRUITER INBOX SCREENSHOT

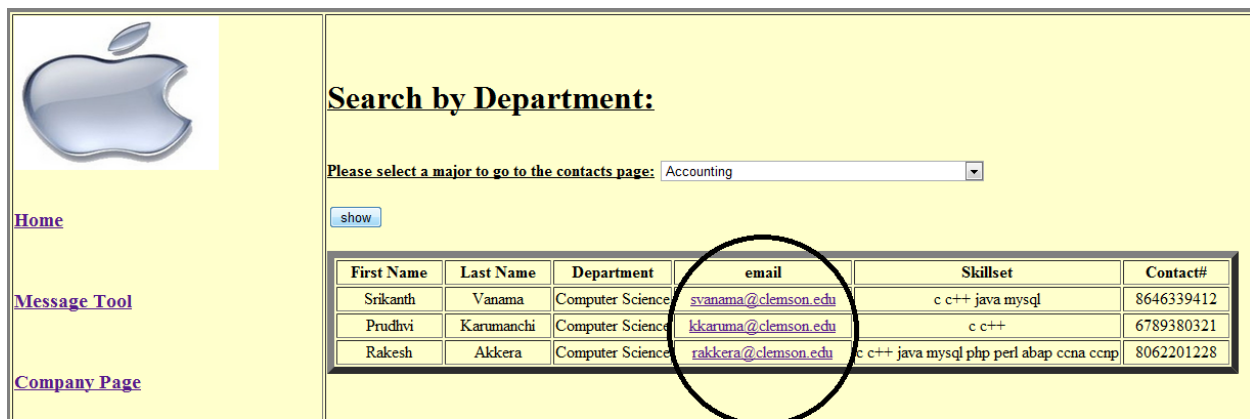
Recruiters have the right to block messages from students who they do not want to receive messages from. To facilitate this, they can click on the 'block sender' button that is available within any of the inbox messages. When clicked, not only all the existing emails from that student will be directed to the Spam Mail folder, but also all the further emails will be routed to the Spam Mail folder.



FIGURE: RECRUITER INBOX SHOWING 'block sender' BUTTON

Student Contacts Page

Recruiters can search for registered students within the system through this page. They can search for students by department, or by providing the details of the student and also by skill.



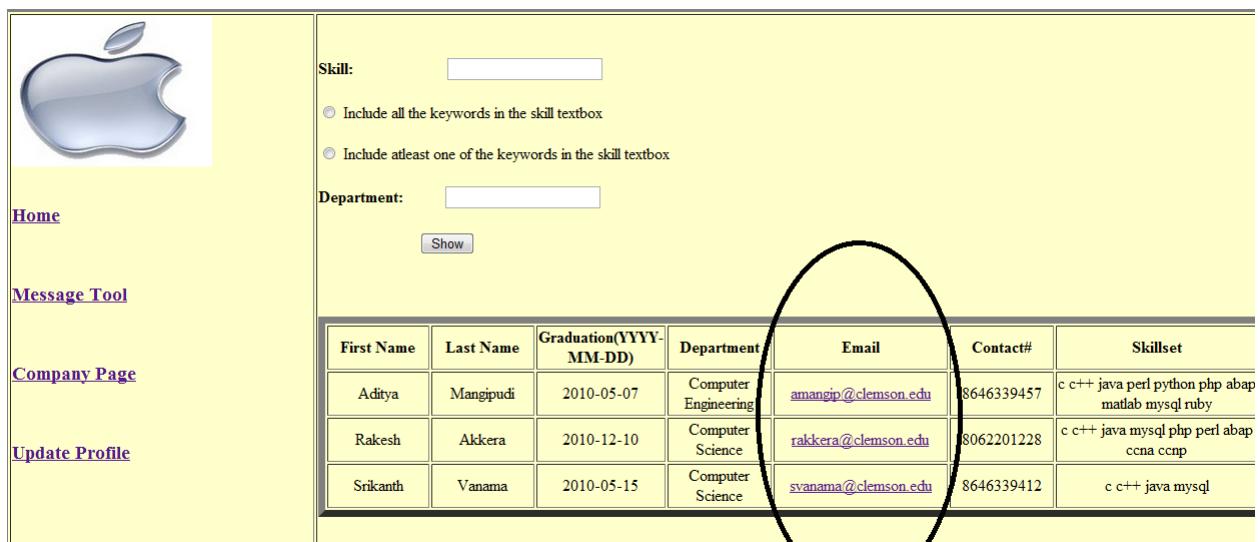
Search by Department:

Please select a major to go to the contacts page: Accounting

[show](#)

First Name	Last Name	Department	email	Skillset	Contact#
Srikanth	Vanama	Computer Science	svanama@clmson.edu	c c++ java mysql	8646339412
Prudhvi	Karumanchi	Computer Science	kkaruma@clmson.edu	c c++	6789380321
Rakesh	Akkera	Computer Science	rakkera@clmson.edu	c c++ java mysql php perl abap ccna ccnp	8062201228

FIGURE: SEARCHING FOR STUDENTS BY DEPARTMENT



Skill:

☐ Include all the keywords in the skill textbox


☐ Include atleast one of the keywords in the skill textbox

Department:

[Show](#)

First Name	Last Name	Graduation(YYYY-MM-DD)	Department	Email	Contact#	Skillset
Aditya	Mangipudi	2010-05-07	Computer Engineering	amangip@clmson.edu	8646339457	c c++ java perl python php abap matlab mysql ruby
Rakesh	Akkera	2010-12-10	Computer Science	rakkera@clmson.edu	8062201228	c c++ java mysql php perl abap ccna ccnp
Srikanth	Vanama	2010-05-15	Computer Science	svanama@clmson.edu	8646339412	c c++ java mysql

FIGURE: SEARCHING FOR STUDENTS BY SKILL



[Home](#)

[Message Tool](#)

[Company Page](#)

Search by Student Details:

First Name :

Last Name :

CUID:


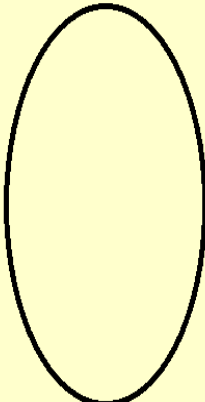
Clemson e-mail id: @clemson.edu

First Name	Last Name	Department	email	Skillset	Contact#
Srikanth	Vanama	Computer Science	vanama@clemson.edu	c++ java mysql	8646339412

FIGURE: SEARCHING FOR STUDENT BY PROVIDING DETAILS OF THE STUDENT

As can be seen in the above figures, recruiters will be able to visit the profile pages of students by clicking on the highlighted links of students in the results of search queries.

[Home](#) [Student Contacts Page](#) [Company Home Page](#) [Logout](#)

STUDENT

Aditya's Profile Page

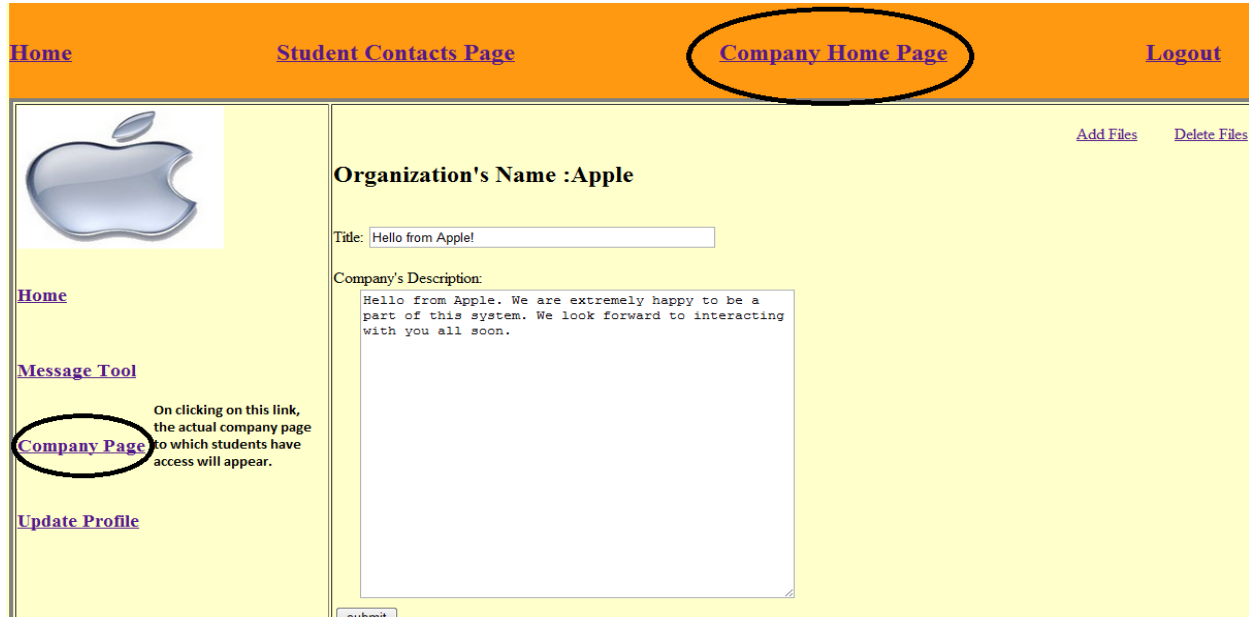
First Name	Aditya
Last Name	Mangipudi
Email id	amangip@clemson.edu
Major	Computer Engineering
Graduation	2010-05-07
Gender	Male
Address Line 1	1108 Tiger Blvd
Address Line 2	Apt # 151
City	Clemson
State	SC
Country	UnitedStates
Zipcode	29631
Contact #	8646339457
Skills	c++ java perl python php abap matlab mysql ruby

FIGURE: STUDENT'S HOMEPAGE VIEW TO RECRUITERS

The above figure depicts the recruiter's view of a student's home page. As is evident from the figure, recruiters have limited privileges with the student's page. They only have read access to the student profile pages. The black highlighted area reinforces the limited privileges idea that has been stated (if the same page was viewed from student's perspective, it would contain many profile customization links).

Company Home Page:

On clicking the Company Home Page link (on the top and is highlighted in the figure), recruiters will be redirected to the home page of their companies. Recruiters may add & delete files and edit their company's description in this page. All this information will be reflected in the actual company page that is visible to the students.



The screenshot displays the 'Company Home Page' interface for a recruiter. The top navigation bar is orange and contains links: [Home](#), [Student Contacts Page](#), [Company Home Page](#) (highlighted with a black oval), and [Logout](#). The main content area has a yellow background. On the left, there is a sidebar with an Apple logo and links: [Home](#), [Message Tool](#), [Company Page](#) (highlighted with a black oval), and [Update Profile](#). A tooltip next to the 'Company Page' link states: 'On clicking on this link, the actual company page to which students have access will appear.' The main content area shows the 'Organization's Name :Apple' and a 'Title' field with the value 'Hello from Apple!'. Below this is a 'Company's Description' field containing the text: 'Hello from Apple. We are extremely happy to be a part of this system. We look forward to interacting with you all soon.' There are links for [Add Files](#) and [Delete Files](#) in the top right corner. A 'submit' button is located at the bottom left of the description field.

FIGURE: COMPANY HOME PAGE VIEW OF RECRUITER. IT IS EDITED AND MAINTAINED BY COMPANY'S REPRESENTATIVE (RECRUITER).

Adding and Deleting Files

Recruiters can add and delete files that they wish to display to students who visit their company's homepage. These files may include images, audio/video files, pdf files and other appropriate files related to the company.



FIGURE: ADD FILES PAGE VIEW OF RECRUITER

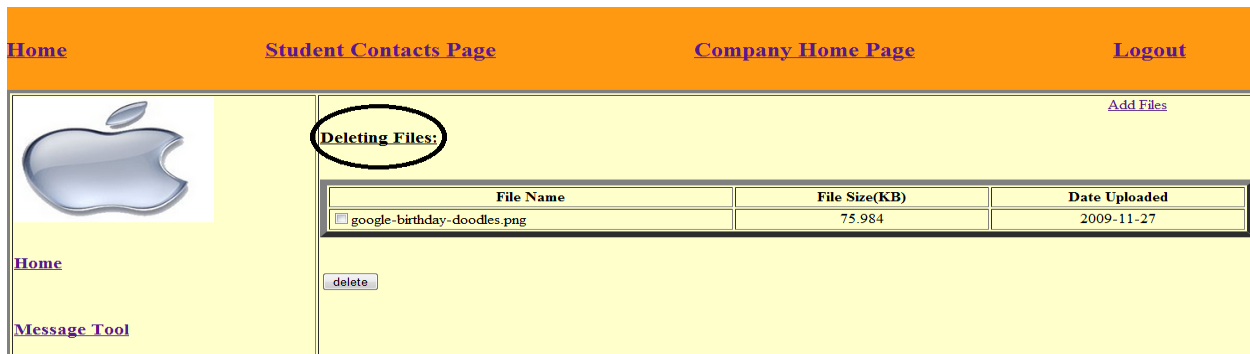


FIGURE: DELETE FILES PAGE VIEW OF RECRUITER

Company Page

This page is created and maintained by recruiters. This page is vital as it provides the interaction between recruiters and students. All the information and updates posted on the company's home page by recruiters will appear on this page.

[Home](#) [Student Contacts Page](#) [Company Home Page](#) [Logout](#)

Welcome to Apple

[Calendar](#) [Discussion Forums](#)

Hello from Apple. We are extremely happy to be a part of this system. We look forward to interacting with you all soon.

Events:-

Event Title	Event Description	Date Posted(YYYY-MM-DD)
apple talk	apple talk	2009-11-23
apoke	aooke	2009-11-24

Files:-

Media Title	Media Size(KB)	Date Posted(YYYY-MM-DD)
google-birthday-doodles.png	75.984	2009-11-27

FIGURE: ACTUAL COMPANY PAGE TO WHICH STUDENTS HAVE ACCESS

Students have access to this page to learn about the latest updates of the company that are posted and maintained by the company's representative.

Calendar

On the company's page, recruiters are provided with a calendar feature which has a very significant role in our system. The main motive of our project is to make recruiter to student mapping task as simple as possible. Calendar does exactly this. All events/announcements that are posted by recruiters of various companies are populated in their calendars. Students can subscribe to calendars of all the companies they are interested in and thereby receive all the event and job posting details on their personal calendars. If they no longer wish to hear about the events of a company, they are free to unsubscribe. The highlighted dates indicate the presence of event(s) on that particular day.

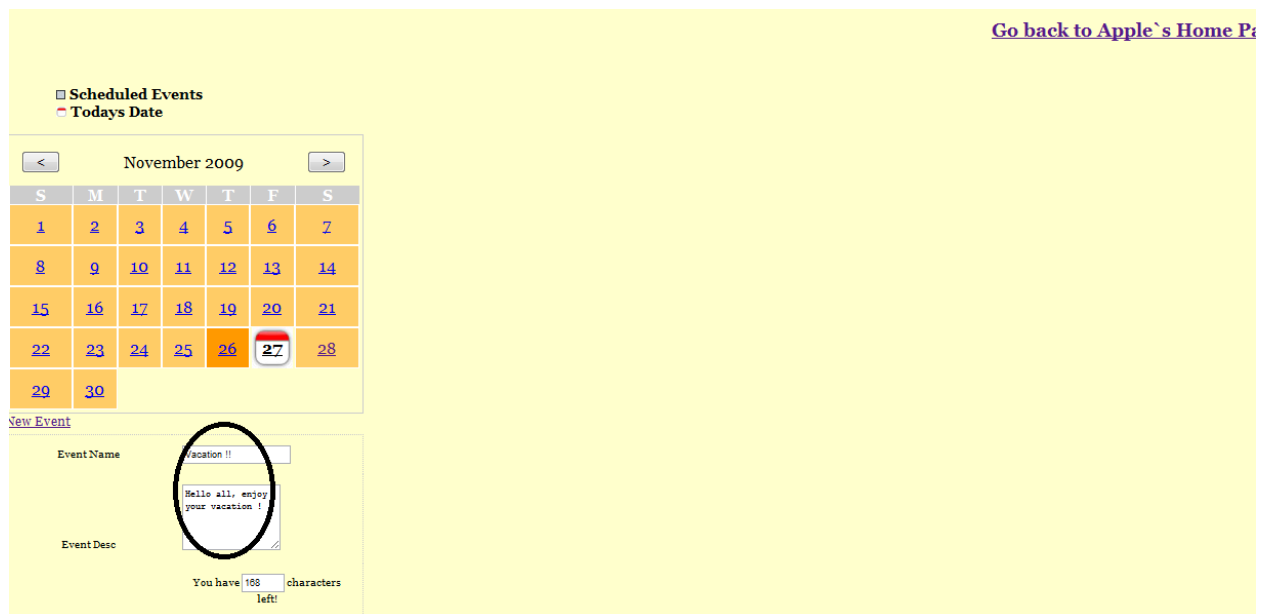


FIGURE: RECRUITER'S VIEW OF COMPANY'S CALENDAR

These events that are posted by recruiters on their calendars will automatically appear on the events page on the company home page.

The screenshot shows the Apple company home page. At the top is an orange navigation bar with links: [Home](#), [Student Contacts Page](#), [Company Home Page](#), and [Logout](#). Below this is a yellow section with the text "Welcome to Apple" and links to [Calendar](#) and [Discussion Forums](#). A message follows: "Hello from Apple. We are extremely happy to be a part of this system. We look forward to interacting with you all soon." Below this is the "Events:-" section, which contains a table with three columns: Event Title, Event Description, and Date Posted(YYYY-MM-DD). The table lists three events, with the second one circled in the original image.

Event Title	Event Description	Date Posted(YYYY-MM-DD)
apple talk	apple talk	2009-11-23
Vacation !!	Hello all, enjoy your vacation !	2009-11-27
apoke	aooke	2009-11-24

FIGURE: DISPLAYING EVENTS RELATED TO A COMPANY

Discussion Forums

In order to encourage students to stay active and updated in the system, we have provided this interesting feature called discussion forums. In this, students will be able to communicate with each other about the company's events, latest happenings or any other discussions that pertain to the company. Recruiters are also given access to these discussion forums, so students may communicate with recruiters as well. In addition to this, recruiters are also capable of deleting posts that are considered unseemly and inappropriate. They may also delete an entire thread (a thread basically contains all the posts related to a specific topic) if they feel it is irrelevant to the context of the company.

Home	Student Contacts Page	Company Home Page	Logout
----------------------	---------------------------------------	-----------------------------------	------------------------

Discussion Forums Page

Existing Threads

Topic	Created By	Date/Time	No Of Posts
<input checked="" type="checkbox"/> Ipod sale !!	Srikanth	2009-11-23 20:53:16	2
<input type="checkbox"/> post 1	Apple	2009-11-19 04:15:11	1
<input type="checkbox"/> post 2	Apple	2009-11-19 04:30:31	3

Create New Thread

Thread Name

Post

Hello and welcome to Apple. Please let me know if you have any queries and I will get back to you as soon as I can.

FIGURE: RECRUITER'S VIEW OF DISCUSSION FORUMS PAGE

To delete an entire thread, recruiters can check on the thread they wish to delete and click on the 'Delete Threads' button. Recruiters can delete multiple threads by checking all the threads and by clicking on the 'Delete Threads' button. To create a new Forum, recruiters can click on the 'Create Forum button'.

Discussion Forums Page

Existing Threads

Topic	Created By	Date/Time	No Of Posts
<input checked="" type="checkbox"/> Hello all	Apple	2009-11-27 14:24:05	1
<input type="checkbox"/> Ipod sale !!	Srikanth	2009-11-23 20:53:16	2
<input type="checkbox"/> post 1	Apple	2009-11-19 04:15:11	1
<input type="checkbox"/> post 2	Apple	2009-11-19 04:30:31	3

Create New Thread

Thread Name

To participate in a discussion on an existing thread, recruiter can simply click on the thread. As can be seen from the figures below, recruiters can delete posts from other users within the system as well.



FIGURE: RECRUITER PARTICIPATING IN THREAD DISCUSSIONS