

# Project Scoping Document

Skillsroad Jobs Board

Client: ABSG

- DRAFT -



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# 1. Background

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The purpose of this document is to describe the scope and functionality of the Skillsroad jobs board. The implementation of the jobs board is part of the Skillsroad Release 2 Project Proposal. The proposal document briefly described the jobs board and this document will provide further clarification into the scope and functionality.

The jobs board, as described in this document, will be developed and implemented within the Skillsroad Website. ABSG have other sites which will, in time, also adopt the jobs board infrastructure. With each integration of the jobs board and an ABSG site, further development updates may be made to the global jobs board infrastructure; however this document will describe the scope of the first release Skillsroad jobs board.

This document describes the processes and functionalities from four perspectives:

1. Employers
2. Jobs seekers
3. Site administrators (Skillsroad)
4. Front end requirements

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## 2. Functional Requirements & Scope Clarifications

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### 1. Employers

#### 1.1 Registration process

##### **Register for the Skillsroad Website**

The registration process for Employers will follow the general registration process for Skillsroad. This process already allows users to identify as an "Employer" when they register for the website.

##### **Change to registration form**

The following two questions will also be added to the Employer specific registration questions:

1. Company street address, suburb, postcode, state, country
2. Employer type - Recruitment agency, Direct Employer, Government

Note: The Employer specific registration questions already include:

- What is your company name?
- How many staff do you employ?
- What industry do you operate in?
- Why are you visiting Skillsroad?

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## Assumptions:

- Employers do not need to be approved by Skillsroad before they can post jobs.
- An Employer account is an extension of a personal account and therefore there will be one login per Employer. Multiple personal Skillsroad accounts can't be linked to one Employer account.

## 1.2 Employer portal

Employers will access the Employer Portal via the My Account dashboard and will be able to update all account details as per the current My Account section.

Employers will be able to undertake the following actions within the Employer Portal:

- Post a new job
- View current live jobs
- Edit live jobs
- Close/end live jobs
- View and download applications for jobs.

## 1.3 Posting a job

The Employer will be required to fill out the following fields in order to post a new job:

- Job title\*
- Job company\*
- Industry/Classification\*
- Role description\* (Max 600 words, 4,000 characters)

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- Required skills (Max 300 words)
  - Preferred Skills (Max 300 words)
  - Location\* (Drop down list - Skillsroad to provide list)
  - Work Type\* (Drop down list -full time, part time, internship, casual, apprenticeship)
  - Salary\* (Drop down list - see below)
  - Contact details - Name, phone, email, company.
  - Open date\*
  - Closing date\* - Automatically set to 3 months from date the job posting is submitted to Skillsroad for approval.
  - Agree to Employer Terms & Conditions.

*\*Mandatory*

Salary drop down options:

- 0-20,000
- 20,001 - 30,000
- 30,001 - 40,000
- 40,001 - 50,000
- 60,001 - 70,000
- 70,001 - 80,000
- 80,001 - 90,000
- 90,001 - 100,000
- 100K +

Free text fields to have one styled heading, body text, styled bullet points and numbering.

Once the Employer submits the job posting, Skillsroad website administrators will need to approve it before it is posted to the live site. See section 1.7 for a list of notification emails sent to Employers.

#### 1.4 View, edit and close current live jobs

- All details are editable
- Skillsroad administrators will need to approve edits before they are updated on the live site.
- Closing date can't be changed to a date longer than 3 months from the date the job posting is submitted to Skillsroad for approval.
- Employers can extend the closing date by 3 months at any time. Therefore, there is no limit to how long a job is live for.
- Employers will have the ability to close a job earlier than the close date. This won't require Skillsroad approval.

#### 1.5 View and download applications for jobs

Employers will be able to view and download the following application data:

- Cover letter
- Resume
- Date of application

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- Job Seeker information: First name, Surname, Email, Mobile and Location.

## 1.6 Past/expired job listings

Past, closed or expired jobs that were posted by the Employer will be visible to the Employer via the Employer portal. Job application history will remain in the Employer portal and be available to download.

When a job is closed or expired, it will not be able to be re-opened by the Employer. If they want to create an identical job posting, they will need to create a new job posting.

On the front end of the site, when a job is closed or expired, users will see a page with a message such as "This job has expired".

## 1.7 Email notifications/confirmations to Employers

- Registration - (as per usual)
- Submitted a new job posting
- Job posting is approved
- Submitted edits to job posting
- Edits to a job posting are approved
- Received an application for their job - with application documents attached.
- Job posting is about to expire
- Job posting has expired

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### **Assumptions:**

- Jobs posted by Employers will need to be approved by Skillsroad website administrators before they are posted to the live site.
- There is no limit to the number of jobs an Employer can post.
- There is no limit to the amount of times a job is edited.
- Employers, as with other Skillsroad users, will not be able to update their email address as this is used as the unique identifier for their login.
- Employers will need to download application documents individually. There will be no option to "download all at once".

**The following items relating to the Employer process are tagged for consideration for a future release as they fall outside of the first release scope:**

- Activation Email for Employer registrations - As this process will leverage the existing Skillsroad registration process, we don't recommend introducing this double step sign up process.
- Tour of functionality on first time login.



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## 2. Job Seekers

### 2.1 Registration process

The registration process for Job Seekers will follow the general registration process for Skillsroad. This process already allows users to identify as "students/Job Seekers" when they register for the website.

Note: Any user type will be able to apply for jobs on the Skillsroad site (Student/Job Seeker, Teacher, Employer or Parent)

### 2.2 Job Seeker Portal

Job Seekers will access the Employer Portal via the My Account dashboard and will be able to update all account details as per the current My Account section.

### 2.3 Searching for jobs

Job Seekers and all other Skillsroad users will be able to search for jobs via the Jobs Board, described further in Section 4.

### 2.4 Applying for jobs

All jobs need to be applied for within the Skillroad site. There is no option to include a link to an external site that will collect applications.

When applying for a job, the following details from the Job Seeker's Skillsroad profile will be sent automatically to the Employer:

- First name
- Surname

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- Email
  - Mobile
  - Location

To update these details, a Job Seeker will need to go into their My Account area. Updates to these details can't be made during the application process.

Job Seekers will be able to upload a resume (mandatory) and cover letter (optional) in Word or PDF format to the application.

Job Seekers will need to agree to a set of Terms and Conditions.

Once they have submitted their application, the Job Seeker will receive a confirmation email containing all the details that will be emailed to the Employer.

## 2.5 Application history

Job Seekers will be able to view the following details from their application history via the Job Seeker Portal:

- Job title
- Job company
- Closing date
- Date applied

Job Seekers will be emailed all other details of their application. They will see the same details that get sent to the Employer.

### **Assumptions:**

- Job Seekers profiles will not be viewable by Employers or other Skillsroad users. Therefore, profile privacy settings are not required.

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- Job seek profile information will only be viewable to Employers when the Job Seeker has applied for a job.
  - Job Seekers will upload a new resume and cover letter to each application. These will not be on file for future use through the site.
  - The Jobs Board will not identify if a user has already applied for a job. Therefore, it is possible for a user to apply for the same job twice.

**The following items relating to the Job Seeker process are tagged for consideration for a future release as they fall outside of the first release scope:**

- Apart from the details listed above, Job Seekers will not be asked enter further details to the job application or to Job Seeker portal, such as most recent role, start and end date of more recent role, etc. This information will be available to the Employers within the application documents.
- Ability to upload and store application documents to your profile.
- Ability to withdraw from an application.
- Ability to submit a new resume to a job you have already applied for.
- Ability to save a job as a "favourite" during a search.

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### 3. Administrator (Skillsroad) Process

Skillsroad administrators will be able to conduct the following actions within the jobs board:

- Approve jobs
- Approve job edits
- Reporting, such as:
  - total jobs live.
  - closed jobs
  - by Employer
  - applicants per job
  - views for jobs

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## 4. Front End

### 4.1 Job Filter

The following items are filterable:

- keyword
- location
- classification > two levels

### 4,2 Job list page

The following content will be shown on the job list page:

- Job title
- Job company
- Location
- Salary range
- Classification (two levels)
- Intro
- Date posted

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### 4.3 Job detail page

The following content will be shown on the job list page:

- Job title
- Job company
- Location
- Salary range
- Work Type
- Classification (two levels)
- Open date
- Closing date
- Role description
- Required skills
- Preferred Skills
- Contact details
- Apply Now - button