**pplications users**

**1. Recruiters**

a. Role: Recruiters are responsible for managing the recruitment process, from sourcing

candidates to scheduling interviews and handling candidate communication.

b. Key Actions:

i. Post job openings.

ii. Review resumes and applications.

iii. Communicate with candidates (emails, interviews).

iv. Coordinate interview schedules.

v. Track candidates through the recruitment pipeline.

vi. Collect and manage interview feedback.

**2. Hiring Managers**

a. Role: Hiring managers oversee the recruitment for specific departments or teams and

are typically responsible for making the final hiring decisions.

b. Key Actions:

i. Collaborate with recruiters on candidate selection.

ii. Review and approve job requisitions.

iii. Provide feedback during interviews and evaluate candidates.

iv. Approve candidates for offers.

v. Review and finalize hiring decisions.

**3. Interviewers**

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a. Role: Interviewers are part of the hiring team who conduct the actual interviews with

candidates.

b. Key Actions:

i. Participate in structured interviews (in-person or virtual).

ii. Provide feedback and evaluations on candidates.

iii. Rate candidates on predefined scorecards or criteria.

iv. Collaborate with other interviewers and the hiring manager to make decisions.

**4. Candidates**

a. Role: Candidates are the individuals applying for job openings within the recruitment

system.

b. Key Actions:

i. Create and update personal profiles.

ii. Submit applications for job openings.

iii. Participate in interviews (in-person or virtual).

iv. Receive communications regarding interview results, rejections, or job offers.

**5. Talent Acquisition/HR Managers**

a. Role: Talent acquisition managers or HR managers oversee the overall recruitment

strategy and process, ensuring that all hiring practices align with company goals and

policies.

b. Key Actions:

i. Define recruitment strategies and goals.

ii. Monitor and analyze recruitment metrics.

iii. Supervise recruiters and other HR staff involved in recruitment.

iv. Ensure compliance with HR policies and regulations.

v. Manage job requisition approvals and resource allocation for recruitment.

**6. System Administrators**

a. Role: Administrators are responsible for configuring, managing, and maintaining the

system itself, ensuring that it runs smoothly and that user permissions are appropriately

set.

b. Key Actions:

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i. Set up and configure system settings and integrations.

ii. Manage user roles and permissions.

iii. Troubleshoot and resolve technical issues.

iv. Maintain system security and data privacy protocols.

v. Generate and manage reports and analytics.

**7. Employees (Internal Referrers)**

a. Role: Internal employees may be granted access to refer candidates to open roles and

track the status of their referrals.

b. Key Actions:

i. Submit employee referrals for job openings.

ii. Track the progress of referred candidates through the recruitment pipeline.

iii. Receive notifications on the outcome of their referrals.