# Job Portal Roles and Responsibilities

## User Functionalities

* Create and manage a profile
* Upload and update resumes
* Submit cover letters
* Apply for job opportunities
* Save job postings for future reference
* Track application status in real-time
* Reschedule interview requests via email to recruiters
* Preview and review offer letters

### User Credentials

* **Email:** [user@gmail.com](mailto:user@gmail.com)
* **Password:** 12345678

## Company Functionalities

* Post new job listings
* Edit and update existing job postings
* View and manage job postings
* Delete job listings when necessary
* Refer candidates for specific job roles
* View applicants for listed job openings
* Shortlist suitable candidates
* Schedule interviews for shortlisted applicants
* Update job statuses accordingly
* Track applicant progress
* Provide interview feedback and recommendations
* Review feedback from other interviewers
* Select successful applicants and issue offer letters
* Reject applicants with appropriate communication
* Offer onboarding services, including visa processing, flight tickets, housing, and insurance for selected candidates
* Add employees and assign roles and positions

### Company Credentials

* **Email:** [company@gmail.com](mailto:company@gmail.com)
* **Password:** 12345678

## Recruiter Functionalities

* Track applications for specific job positions
* Maintain and update recruiter profiles
* Create new job listings
* Delete outdated or unnecessary job postings
* Edit and enhance job postings
* Share job listings on LinkedIn and Indeed
* Refer job listings to specific candidates
* Track referred candidates and their progress
* Schedule interviews and notify candidates via email
* Reschedule interviews upon user request and review feedback

### Recruiter Credentials

* **Email:** [recruiter@gmail.com](mailto:recruiter@gmail.com)
* **Password:** 12345678

## Interviewer Functionalities

* Track job applicants
* Create and maintain an interviewer profile
* View job listings
* Refer jobs to qualified candidates
* Track applications of referred candidates
* Access interview details and provide structured feedback
* Review interview feedback from other sources

### Interviewer Credentials

* **Email:** [interviewer@gmail.com](mailto:interviewer@gmail.com)
* **Password:** 12345678

## Hiring Manager Functionalities

* Track job applicants throughout the recruitment process
* Create and update hiring manager profiles
* Modify job statuses when required
* View, edit, and remove job postings
* Refer job openings to suitable candidates
* Track referred candidate applications
* Access interview details and provide insightful feedback
* Select top applicants and issue offer letters, notifying candidates via email
* Reject unsuitable applicants and notify them accordingly
* Oversee onboarding services, including visa processing, flight tickets, housing, and insurance for selected hires

### Hiring Manager Credentials

* **Email:** [hiringmanager@gmail.com](mailto:hiringmanager@gmail.com)
* **Password:** 12345678

## Employee Functionalities

* Track job applicants
* Maintain and update employee profiles
* Create a professional profile
* View job opportunities
* Refer jobs to suitable candidates
* Track application status of referred candidates

### Employee Credentials

* **Email:** [employee@gmail.com](mailto:employee@gmail.com)
* **Password:** 12345678

## Admin Functionalities

### Dashboard

* Monitor the number of candidates in the system
* Track active job postings
* Manage employee records
* Highlight featured job postings
* Display weekly visitor statistics through graphical reports

### Company Management

* Add, view, edit, and remove companies from the platform
* Change company statuses when needed
* View and manage company staff details
* Edit, remove, or update staff statuses

### Candidate Management

* View, create, edit, and delete candidate profiles
* Update candidate statuses for tracking

### Job Category Management

* Add, modify, and delete job categories
* Update job category statuses for better organization

### Job Management

* Post and manage job listings effectively
* Delete and restore jobs from the archive
* Change job statuses to reflect hiring progress

### Applicant Management

* View all job applicants
* Access applicant resumes and cover letters for evaluation

### Interview Management

* View and track interview details, statuses, and feedback efficiently