



Online Web Recruitment App for “Aspire Manning Agency ”

Introduction

This Recruitment app of *Aspire Manning Agency* is a solution that can recruit new employees to your HR system directly from your Website. You can create questionnaire for your candidates and take screening tests onsite with that form and generate reports. The form also supports fields for biographic details custom or pre-loaded and selectable.

Features

It's an Automated Online Recruitment Solution

Build questionnaire sets online with multiple methods of response. Results are automatically added to a candidate's profile.

No external engine or job vacancy website required

Publish your job posts directly on website. Create separate custom forms as required. Forego having to pay third parties for your vacancies.

Sort & organize submissions

Directly upload CVs, ID's Passports NBI, etc. Store all uploaded files nicely categorized by each job post. Print attached CV files. Use customizable biography forms to manually add candidates.

Workflow

Track the workflow from A-Z and change candidate status for each recruitment according to the hiring stage they are in. Assign to-dos to any employee.

Assign status & ratings

Systematically label & categorize each candidate with status and ratings. Statuses include shortlisted, hired, rejected.

Select from more statuses & schedule interviews

Assign interviewer, put on hold, check references, not a fit, decline offer, not qualified, overqualified, and archive.

Missing applicants requirements

Track and update applicant requirement status.

Activities with candidates

Create interview schedules, assign staffs, recruitment lead and interviewers to candidates. When a candidate completes a stage, system can move them to the next one and change their status.

Reports

The comprehensive report system shows you all essential details about your job openings and candidates at a glance. Get a great view of everything you need of your in-progress and completed job posts. Choose to view individually and download as CSV.

Mockups & Manuals

1. Enter Job Title and basic description.

Enter anything that describes the Job.

The screenshot shows a recruitment workflow interface with five steps: 1. Job description (active), 2. Hiring workflow, 3. Job information, 4. Basic information, and 5. Question set. The 'Job description' step is highlighted with a blue arrow. Below the step indicator, the 'Job information' section contains two input fields. The 'Opening Title' field has the text 'Junior Officer'. The 'Opening Description' field contains the text 'Responsibilities: Maintaining our ERP system.' and 'Academic requirements: Business major.' A blue 'Next →' button is located at the bottom right of the form.

1 Job description 2 Hiring workflow 3 Job information 4 Basic information 5 Question set

Job information

Opening Title

Junior Officer

Opening Description

Responsibilities: Maintaining our ERP system.
Academic requirements: Business major.

Next →

2. Making a workflow

These steps tell you how you should proceed with this recruitment. It will come really handy when this recruitment is active. You can Drag and drop these steps or a new step of your choice.

The screenshot shows the same recruitment workflow interface, but now step 2, 'Hiring workflow', is active and highlighted with a blue arrow. The 'Hiring stage' section contains a blue informational box stating: 'Stages below reflect the steps in your hiring process. Coordinator of a stage typically schedules interviews, collects evaluation from interviewers and communicates with the candidate.' Below this box is a '+ Add Stage' button. There are four stages listed with checkboxes: 'Screening', 'Phone Interview', 'Make an Offer', and 'Face to Face Interview'. All four checkboxes are checked. At the bottom left is a '← Back' button and at the bottom right is a blue 'Next →' button.

1 Job description 2 Hiring workflow 3 Job information 4 Basic information 5 Question set

Hiring stage

Stages below reflect the steps in your hiring process. Coordinator of a stage typically schedules interviews, collects evaluation from interviewers and communicates with the candidate.

+ Add Stage

☒ Screening

☒ Phone Interview

☒ Make an Offer

☒ Face to Face Interview

← Back Next →

1 Job description > 2 Hiring workflow > **3 Job information** > 4 Basic information > 5 Question set

Job information

Select Hiring Lead*

Department*

Employment Type*

☒ Remote working is an option for this opening

Minimum Experience*

Submission Deadline*

Location*

Vacancy*

3. Adding details

This is a very important step. Here,

you get to assign who will the recruit will be assigned to, so that he can proceed with the related updates.

4. Choosing fields

Pick up the fields you need for the form. The first 4 are already picked up for you and they are mandatory. You can click “This field is required” check boxes to make that field mandatory for the candidates.

1 Job description > 2 Hiring workflow > 3 Job information > **4 Basic information** > 5 Question set

Candidate basic information

The first 4 (first name, last name, email and Upload CV) fields are mandatory and will be displayed in candidate application form.

First Name	<input checked="" type="checkbox"/> This field is required
Last Name	<input checked="" type="checkbox"/> This field is required
Email	<input checked="" type="checkbox"/> This field is required
Upload CV	<input checked="" type="checkbox"/> This field is required
<input type="checkbox"/> Check All <input type="checkbox"/> Check All	
<input checked="" type="checkbox"/> Mobile	<input type="checkbox"/> This field is required
<input type="checkbox"/> NBI	<input type="checkbox"/> This field is required
<input checked="" type="checkbox"/> Nationality	<input type="checkbox"/> This field is required
<input type="checkbox"/> Marital Status	<input type="checkbox"/> This field is required
<input type="checkbox"/> Hobbies	<input type="checkbox"/> This field is required
<input type="checkbox"/> Address	<input type="checkbox"/> This field is required
<input checked="" type="checkbox"/> Phone	<input type="checkbox"/> This field is required
<input checked="" type="checkbox"/> Date Of Birth	<input type="checkbox"/> This field is required
<input checked="" type="checkbox"/> Gender	<input type="checkbox"/> This field is required
<input type="checkbox"/> Driving License	<input type="checkbox"/> This field is required
<input type="checkbox"/> Website	<input type="checkbox"/> This field is required
<input checked="" type="checkbox"/> Biography	<input type="checkbox"/> This field is required
<input type="checkbox"/> Disease	<input type="checkbox"/> This field is required

1 Job description 2 Hiring workflow 3 Job information 4 Basic information 5 Question set

Questionnaire selection

You can create question sets for your candidates. During filling the application form, candidates will have to answer your selected question sets.

☒ This job requires question set(s)

Please Select Question set: HR officer Add Question Set

Selected Question Set: HR officer Remove

← Back Create question set Finish

5. Adding a questionnaire

Just select the questionnaire form from the dropdown menu or click on Create New Questionnaire.

6. Job list interface

Here where is how a new job opening will show up on the applicant view.



jobs

Job List -- Show all --			
Office Manager HR	1 - 3 Year Experience	Permanent	Deadline: Jun 30, 2019 5 days left
Python Developer IT	Fresher Experience	Parttime	Deadline: Jun 29, 2019 4 days left
Visual Basic programmer IT	1 - 3 Year Experience	Permanent	Deadline: Jun 30, 2019 5 days left

7. Candidates

Here you can see the entire current status of all ongoing recruitment, candidate stages and their progress.

Candidate

Add Candidate

Overview

29
Candidates

2
Face to Face Interview

1
Make an Offer

2
Phone Interview

24
Screening

0
skype

Added by me

Short-Listed

Hired

Rejected

Bulk Actions

Apply

- Select All -

Filter

Search

29 items

«

<

1

>

»

Date

Name

Rating

Applied Job

Stage

Phone

Status

Action

2016-06-25

joe Manjarrez

4.00

Office Manager

Face to Face Interview

Put On Hold

2016-06-25

william rana

3.50

Visual Basic programmer

Phone Interview

Put On Hold

2016-06-23

sk ski

0.00

Office Manager

Screening

2016-06-22

haris dada

0.00

Office Manager

Screening

2016-06-22

william dada

0.00

Office Manager

Screening

2016-06-02

jet lee

0.00

UI programmer

Screening

2016-05-30

John Mac Krue


0.00

Visual Basic programmer

Screening

8. View specific candidate info

Here you can see the entire info about a candidate and all requirement they have submitted.



JP Rivera

(OFFICE MANAGER)

Stage : Face to Face Interview

Rating : 0/5

Put on Hold

New Interview

New To-do

View CV

Hire

Face to Face Interview

Move

Put on Hold

Done

Personal Information

Resume

Exam Detail

Comments

Rating

Interview

To-do

Candidate Profile

Personal Information

Resume

Exam Detail

Comments

Rating

Interview

To-do

Name

: JP Rivera

Email

: riverapaul314@gmail.com

Mobile

: 9363113519

Other email

: na

Nationality

: Fil

Marital status

: Single

Address

: Pampanga Ph

Date of birth

: 01/23/1995

Gender

: Male

Resume

Personal Detail

Name

: Jp Rivera

Father's Name

: Manuel Rivera

Mother's Name

: Gloria Rivera

Date of Birth

: 01/23/95

Gender

: Male

Marital Status

: Single

Nationality

: Fil

Religion

: Catholic

Present Address

: Mabatacat Pampanga

Permanent Address

: Pampanga

Current Location

: Philippines

Mobile

: 09363113519

Email

: upffordev@gmail.com

Alternate Email

: paul@upffordev.com

Career Summary

My Portfolio:

Web development:

1.

http://www.gkwsstar.com [Codeigniter mlm system]

2.

http://www.inventbazar.com [Codeigniter e-commerce]

3.

http://www.sixstarsmobile.com

4.

http://www.capitalmotorsltd.com/

5.

http://www.bianco.se/

6.

http://www.classiquegroup.com

7.

http://www.bangarutradng.com

8.

http://www.brookwaves.net/

9.

http://www.hamadaibubaisi.com

10.

http://www.valforce.com [Wordpress responsive theme]

11.

http://www.innovationbangladesh.com [Wordpress ecommerce]

12.

http://www.zeedat.com [Customization via Wordpress]

Exam Detail

Comments

Rating

Interview

To-do

Q. java is an OOP language?

A. True

Q. Type down a project that you made by JAVA

A. Hotel booking management system

Q. PHP is a client side language?

A. False

Q. Write down the latest php version number

A. 7

Comments

john says:

He is good enough to hire.

2016-06-25 16:33:34

Submit

Rating

Overall Rating 4.0/5

Super

john rated (4/5)

Interview

Face to Face Interview

Interviewers : jon doe doe.william ran ran

Date and Time : 2016-06-25 2:00 PM - 3:45 PM

Detail : Bring academic papers

Make an Offer

Interviewers : jon doe doe.william ran ran

Date and Time : 2016-06-25 2:00 PM - 3:45 PM

Detail : Salary negotiation

New Interview

To-Do List

Arrange a computer

Trade handover : Frank A Brown Brown.marina jon jon

2016-06-25 4:00 PM

Issue ID card


Trade handover : william ran ran

2016-06-25 7:00 AM

Add To-Do


9. Opening report

Opening report gives you data about all the job openings you have made and those which are active. You can download the report as a CSV file. There is a drop-down menu to select an opening to change the focus of the report.

Reports						
Opening Report	 Opening Report					
Candidate Report	All <input type="button" value="Generate"/>					
CSV Report	Export to CSV					
Opening	Created	# Candidates Added	How are the candidates distributed			
			In Process	Archived	Unscreened	Other
Office Manager	18 May 2016	6	1	1	5	0
Python Developer	18 May 2016	9	2	0	7	0
UI programmer	25 May 2016	2	0	0	2	0
Visual Basic programmer	19 May 2016	12	2	4	10	0
Total :		29	5	5	24	0

10. Candidate report

The candidate report gives you data about all the candidates running on your system. There is also a drop-down menu for this report to filter it according to openings. You can download the report as a CSV file.

Reports				
Opening Report	 Candidate Report			
Candidate Report	Python Developer <input type="button" value="Generate"/>			
CSV Report	Export to CSV			
Candidate Name	Email	Phone	Apply date	Current candidate status
mickel	mil@jk.co		19 May 2016	Make an Offer
jack	jack@ri.co		18 May 2016	Screening
crish	cri@ban.co		18 May 2016	Screening
crish	cri@jar.co		19 May 2016	Face to Face Interview
mahin	mm@m.co		18 May 2016	Screening
abdul	abdul@ab.co		18 May 2016	Screening
yamazaki	yama@su.co		18 May 2016	Screening
leonen	leo@lee.co		18 May 2016	Screening
David J	d@j.co		26 May 2016	Screening