Product Requirements Document (PRD)

# Admin Module for HR Solution

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# 1. Introduction

## 1.1 Purpose

This document outlines the requirements for modifications of existing modules of the TIMATEND solution and the addition of Admin module to the solution, which will encompass; Recruitment and HRDA system.

## 1.2 Scope

The scope covers the functional and nonfunctional requirements, user roles and permissions, integration, and other key aspects.

## 1.3 Audience

This document is intended for the development team, project managers, stakeholders, and other key personnel involved in the project.

# 2.

# 3. Admin Module System Overview

## 3.1 Description

The admin module is a crucial component of the TIMATEND HR solution, designed to streamline and automate HR processes. It integrates Recruitment and HRDA systems into a unified platform to enhance operational efficiency and accuracy.

## 3.2 Goals and Objectives

* To streamline the recruitment process and improve candidate management.
* To optimize procurement operations and supplier management.
* To enhance inventory tracking and management.
* To provide robust document management capabilities.

# 4. Requirements

## 4.1 Recruitment

### 4.1.1 System Objective

The Recruitment Management System streamlines and manages the recruitment process within an organization. Like systems for performance management and payroll, it enhances information flow across HR departments. The system is designed to:

* Structurally organize all recruitment processes systematically.
* Ensure faster, unbiased, accurate, and reliable processing of applications from various sources.
* Reduce both time-per-hire and cost-per-hire.
* Integrate different elements such as the company's website application system, unsolicited applications, outsourced recruitment, and final decision-making into the primary recruitment process.
* Maintain an automated database of applicants, enhancing talent management and recruitment efficiency.
* Offer a flexible, automated, and interactive interface connecting the online application system, the company's recruitment department, and job seekers.
* Foster communication and build positive relationships with candidates throughout the entire recruitment journey.

### 4.1.2 Scope

The Recruitment module will be added into the existing TIMATEND HR solution. It will provide functionalities for recruitment management accessible only to super admins and HR managers.

### 4.1.3 Functional Requirements

The Recruitment Module will have the following Sub-modules:

1. Recruitment Management
2. Job Management
3. Templates
4. Audit Trail
5. Settings
6. Application Portal

**1. Recruitment Management -**

This has the following; Job Requisitions, Published Jobs, Applicant Pool.

**Job Requisitions:**

1. When this is clicked it will take you to a page where you can view All-Requisitions Table.
2. The All-requisitions table should have the following fields; Job ID, Job Title, Requestor, Reason for request, Request Type (Internal, External or Both), Status (Approved, Rejected, Pending), Actions (view Job request)

(Bi). Actions (View Job Request)- On click of View Job Request a screen displaying the details of the Job request should come up, it should contain Job Title, Requestor, Reason for request, Request Type, Job Description, Date Required, Number of staff Needed.

(Bii). Post Job – On click of Post Job, a page that shows an Overview of the Job should be displayed, A button named “edit” should be added to allow the user modify the Job, also another button should be added underneath named “Post Job”, when this is actioned, the Job should be added to the “Active Jobs” list, generate a link to the page, and ask the user where he wants to post the job (LinkedIn, Website, Facebook) multi-selection should be allowed.

1. Create a button named “New Requisition” at the top of the Table from “B” above, when this is clicked a form should be generated for the requester to fill, which will have the fields; Job ID (Auto-generated), Job Role, Reason for Request, Request Type (Internal, External or Both), Job Description, Number of staff Needed, Date Required, Approval Steps and the “Create Requisition” button. When the requester clicks on create Requisition it should be saved and displayed on the All-requisitions table.

**Published Jobs:**

1. This page should show all Jobs that have been posted in a form and should contain the following columns; Job ID, Job Title, Request Type, Status (Active, suspended). The HR should be able to close or Open various Jobs from this screen.
2. Onclick of any Job it should show all the candidates that Applied for the Job.

**Applicant Pool:**

1. This shows a list of all the Applicants on the system for all roles. This data should allow filtering by Job Title, Employment Style, Workstyle, Applicants Names and Job ID.

**2. Job Management –** Under Job management, we will have the following; Dashboard, All Jobs and Manage workflows.

**Dashboard:** On the Dashboard, create three Buttons; Create Job, Upload Candidates CV (Curriculum Vitae), Explore Applicant Pool. The Page should also show a graphical representation of Total Number of Applicants vs Total Number of Jobs Created, Number of Employed Applicants.

1. Add a button named “Create Job” which when clicked brings up a form which is divided into 4 parts namely “Job Details”, “Job Settings”,” Application Setup”, “Overview”.
2. **Under Job Details** – This is where the Job is described, it should contain the following fields; Job Title, Job Level (Entry, Mid-Level, Senior Level), Employment Type (Full-Time, Part-Time, Contract, Internship), Country, Location of Job, Workstyle (Onsite, Remote, Hybrid), Pay-range (Create a Box for Minimum Pay and Maximum pay and also create a Tick Box to turn on or Off the visibility of the renumeration to candidate), Job Description, Job Responsibilities, Job Requirements, and underneath a “Continue” button.

* Onclick of the “Continue” button, it should move to the Job Settings

1. **Under Job Settings** – This is where the settings for the Jobs are defined, it should contain the following fields; Job Expiry Date, Job Visibility (Internal, External or Both), create a Tick Box underneath and name it “Make Job Private” (when it is turned ON, it makes the Job only Visible to people with the Job link, and when Turned OFF, makes it visible to everyone}, Specialization, Select Job Team (This will bring a dropdown list of People in the Organization (Managers, Department Head, HR, CEO) for the User to select from, The Users added to each Jobs will get an email notification that they have been added to a particular job and will get full access to all that pertains to the Job), Application Workflow (On this field it should dropdown a list of all the workflows created for the user to pick from) also create a button named “Create Workflow” if there is no workflow available or the user doesn’t see the one he needs, this will take the user to the “Create workflow” page to create a new workflow while the Job is saved in Drafts and underneath add a “Continue” button which takes the user to the “Application Setup”.
2. **Under Application Setup** – This is where you define the type and kind of information you want the user to share with you. This will be divided into 4 parts; Personal Information, Education History, Work experience and Documents.

* Personal Information should have the fields (Name, Email Address, Phone number, State of Residence, Date of Birth. All fields should have a toggle to make the field compulsory or not. Also create a button to named “Add others” Onclick of this, the user will be able to add new fields to the already existing ones. Also add a delete Button for each field.
* Educational History should have the fields School (s) Attended, Course of study, Degree Obtained (B.sc, HND (Higher National Diploma), OND, NCE, FSLC, SSCE, M.Sc., PhD) Also create a button named “Add others” Onclick of this, the user will be able to add new fields to the already existing ones. Also add a delete Button for each field.
* Work Experience should have; Job Title, Description, Duration. Also create a button to named “Add others” Onclick of this, the user will be able to add new fields to the already existing ones. Also add a delete Button for each field.
* Documents should have a form with two columns, one for document name and one for the “Upload Document” Button, Onclick of the Upload Button the system should be able to access documents and files on the user’s system for user to upload and underneath add a “Continue” button which takes the user to “Overview.”

1. **Under Overview** – User should be able to view all the information filled in while creating the Job. Add a “Submit” Button at the bottom of the form which when clicked creates the Job and stores it on the Database.
2. Add a Button named “Upload Candidates CV” for Admin to Upload Candidates CV saved on his/her device. On click of “Upload Candidate CV” the system should be able to access documents and files on the user’s system for user to upload.
3. Add a button named “Explore Applicants Pool” which will show data of all Applicants that have submitted their applications for various job roles. This data should allow filtering by Job roles, Applicants names and Job ID.

**All Jobs:** This gives you access to see Jobs created on the system, when you click on this it should bring out a dropdown that consists of; All, Active, Drafts, Private, Suspended, Expired.

1. Onclick of “ALL”, a page which contains a table containing all the Jobs that have been created on the system should come up, this table should have the following columns; Job ID, Job Title, Workstyle, Employment Type and Location, and on another column, there should be a button that drops down to show various actions that can be done on the jobs namely (View Job, Suspend Job, Add to Drafts, Delete Job).
2. View Job - Onclick of this the system Opens up the APPLICANTS TRACKING SYSTEM (ATS) on a new page which helps user to shortlist candidates and shows details of the Job ranging from; Job Title, Date posted, Expiry date, Job Visibility (Internal, external/Public, or private). The page will be divided into 3 parts namely; Activities, Applicants, and Job Team.

* Activities – This will show a Graphical Representation of “APPLICANTS PER DAY” which is how many applicants have applied per day, “JOB ACTIVITIES” which are activities on the Job based on the workflow added for the Job, and showing the number of candidates at each Step of the workflow.
* Applicants – This will show us the list of Steps on the workflow added to the Job and the number of candidates at each Step of the workflow in little boxes horizontally arranged, Onclick of any of the Boxes, Applicants on that Step will be displayed on the Main Screen. At the side of the page add a vertical box which shows different Filter options and a tick box beside each of them which can be turned ON or OFF, when Turned ON, only Applicants that meet the selected criteria should be displayed, Each filter option should show the number of Applicants that meet its criteria in front {e.g. Female (16) , Male (12)}, The filter options should be, but not limited to; Gender (Male or Female), CV Source (Direct Application or Uploaded Candidate), Age (18 – 30 or 31 – 40 or 41 and above), Years of experience (0 -2, 3 – 6, 7- 10, 10 and above), Degrees (B.sc, HND, OND, NCE, SSCE, FSLC, Others), Graduation Grade (First class, 2nd class Upper Division, 2nd Class Lower Division, Pass), Location, Willing to relocate (Yes or No), Marital Status (Single, Married, Divorced), State of Origin, Course of study, Specialization.
* On the main screen display a list of all Applicants, Each Applicant should be in their own Box with their details. Within the Box you will have the Applicant’s name, The Step they are in on the workflow, the Job Title they applied for, Date they applied, button to view Applicant CV named “VIEW CV” (Onclick of this the uploaded CV of the Applicant is displayed for user to view), a dropdown button (That has all the steps on the workflow) to move Candidates to different Steps in the workflow, a button named “COMMENT” (which when clicked opens a Multiple Text Box for user to add Comments about the Applicant), a button to view the Application named “VIEW APPLICATION” (Onclick of this a page is displayed which contains the Application of the Candidate which should contain the following; A face card that contains the Initials of the Applicant, Applicant email, Applicant phone number, Age of Applicant, Date of Application, a button to select interview Template {From the Interview Template Database} named “INTERVIEW NOTE” and by the side, buttons named “CV”(to view Applicants CV), “DOCUMENTS” to view documents uploaded by applicant, Interviews to see Interview results on the candidate.
* Job Team – This will display the members of the Organization added to the Job Team when creating the Job, this Job Team are stakeholders who will manage the different activities on this Job. Add two buttons “Edit” for modifying the Job Team (select new members or remove existing members) and “Save” to update changes made to the job team.

1. Suspend Job – Onclick of this the system suspends the selected job, takes it out of the Application portal and moves it from the Active jobs list and saves it in the Suspended Jobs List.
2. Add to Drafts – Onclick of this the system moves the selected Job from its current location to Drafts list.
3. Delete Job – This completely deletes the Job from the Database.
4. Onclick of “Active”, a page that contains all Jobs that has been created and posted which have not expired should come up this table should have the following columns; Job ID, Job Title, Workstyle, Employment Type and Location, and on another column, there should be a button that drops down to show various actions that can be done on the jobs namely (View Job, Suspend Job, Add to Drafts, Delete Job)

* View Job - Onclick of this the system navigates to the ATS screen as defined in “A (I)” above.
* Suspend Job – Onclick of this the system suspends the selected job, takes it out of the Application portal and moves it from the Active jobs list and saves it in the Suspended Jobs List.
* Add to Drafts – Onclick of this the system moves the selected Job from its current location to Drafts list.
* Delete Job – This completely deletes the Job from the Database.

1. Onclick of “Drafts” a page that contains all Jobs that has been created and not posted should come up, this table should have the following columns; Job ID, Job Title, Workstyle, Employment Type and Location, and on another column, there should be a button that drops down to show various actions that can be done on the jobs namely (View Job, Post Job, Delete Job)

* View Job - Onclick of this the system navigates to the ATS screen as defined in “A (I)” above.
* Post Job – On click of Post Job, a page that shows an Overview of the Job should be displayed, A button named “edit” should be added to allow the user modify the Job, also another button should be added underneath named “Post Job”, when this is actioned, the Job should be added to the “Active Jobs” list, generate a link to the page, and ask the user where he wants to post the job (LinkedIn, Website, Facebook) multi-selection should be allowed
* Delete Job – This completely deletes the Job from the Database.

1. Onclick of “Private” a page that contains all Jobs that has been posted that was made private should come up, this table should have the following columns; Job ID, Job Title, Workstyle, Employment Type and Location, and on another column, there should be a button that drops down to show various actions that can be done on the jobs namely (View Job, Make Public, Delete Job)

* View Job - Onclick of this the system navigates to the ATS screen as defined in “A (I)” above.
* Make Public – Onclick of this, the private option selected while creating the Job should be overridden and the job should be made visible to all.
* Delete Job – This completely deletes the Job from the Database.

1. Onclick of “Suspended” a page that contains all Jobs that has been suspended should come up, this table should have the following columns; Job ID, Job Title, Workstyle, Employment Type and Location, and on another column, there should be a button that drops down to show various actions that can be performed on the jobs namely (View Job, Make Active, Delete Job)

* View Job - Onclick of this the system navigates to the ATS screen as defined in “A (I)” above.
* Make Active – Onclick of this, the job should be moved from the “suspended” list to the “Active” list and should be displayed on the Application Portal.
* Delete Job – This completely deletes the Job from the Database.

1. Onclick of “Expired” a page that contains all Jobs that has expired should come up, this table should have the following columns; Job ID, Job Title, Workstyle, Employment Type and Location, and on another column, there should be a button that drops down to show various actions that can be performed on the jobs namely (View Job, Delete Job)

* View Job - Onclick of this the system navigates to the ATS screen as defined in “A (I)” above.
* Delete Job – This completely deletes the Job from the Database.

**Manage Workflows:** This allows you to define the recruitment process, on this page you will have 2 buttons “Create workflow” and “View Workflows”.

1. On click of “Create Workflows” a form should come out with fields “Name of workflow,” “Description” and a “save” Button.

* When Save is clicked after the fields are filled, the system saves the details in the Workflows Database.

1. Click on the View Workflows: A page with various workflows in different Box should come up. The Box will contain, Name of the Workflow, Number of Steps created for the workflow, and the buttons “Add Steps,” “Edit Workflow,” “Delete workflow” and “View Steps”

* On click of “Add Steps” a form should display with the following fields; Name of step, Type of Step, Description, A checkbox asking if the step Requires sending a message to the applicant (If YES, the system will ask the user to select Email Template from Email Templates Database, or Create Email Template if there isn’t any available or the user does not see what he needs, If NO the system should do nothing)
* On click of “Edit Workflows” the system should bring out an editable version of the “Create workflow” form with the details of the workflow and allow modifications.
* Onclick of “Delete Workflow” the system should delete the selected workflow from the Workflow database.
* Onclick of the “View Steps” Button, the system should show the different steps created for the workflow in different buckets with the following fields; Step Name, send message to Applicant (YES or NO (based on what was selected during the “Add Steps,” with an “Edit” and “Delete” Button.
* On click of “Edit” the system should bring out an editable version of the “Add Step” form with the details of the Step and allow modifications.
* Onclick of “Delete” the system should delete the selected Step from the Workflow.

**3. Templates –** Under this, we will have “Interview Templates” and “Email Templates” This is where user will create Questions for different Job roles as well as email templates for candidates.

1. Interview Templates – On click of this a new page will come up and, on the page, there will be two buttons, one to “Create New Template” and the other to “View Templates.”

* On click of “Create New Template” a bucket should come up and have the fields “Name of Template,” “Add Questions” and “Save” Button. User can either add questions then or save and add questions later.
* On click of “Add Questions” a box should produce the following fields; Name of Question, Description, Type of Response (Text or Rating [If rating is selected then a field will show for user to select the scale from 1 – 100]) and “Save” button. When “Save” Button is clicked the Questions should be saved in a bucket under the Template, and the options to edit or delete the question should be made available on the Question Bucket.
* When the user clicks “View Template” he should be able to see the various templates created in a bucket and in each bucket, the number of Questions created for the Template, with the Buttons “Edit” and “Delete” to allow user to modify the Template or Delete the template from the Database.

1. Interview Email Template – This will contain Templates of emails that can be personalized for different Job roles which can be sent to candidates.

* On click of “Interview Email Template” a new page should be created with the Buttons “New Template” and “View Templates.”
* On click of “View Template” we should be able to see the various templates created in a bucket and in each bucket the Buttons “Edit” and “Delete” to allow user to modify the Template or Delete the template from the Database.
* On click of New Template a box should produce email properties, it should have a Title (Name of the Template), Description, and a box for the Email Body.
* The Email Body should also have the following place holders (Candidate name, company logo, job title, location, duration, company name, candidate email address and extra message.

**4. Audit Trail –** This should contain the Audit logs of all users that access the system.

**5. Settings –** Under settings you will have two sub-modules; Admins & Embed

1. Admins – This is where you create user roles and permissions and determine what users can do on the system.
2. Embed – This is where the link to the company’s website career page and other social media platforms are configured so that when you post your jobs on the system they will also appear there.

**6.** **Application Portal -** This is where all Active Jobs will appear, the Job links generated directs users to this page; The page will have the following fields; Job Title, Employment Type, Pay Range, Location of Job, Date of expiration, Job description, Job requirements, About Company and a button named “APPLY” which onclick the applicants get a form which they fill and submit. The Application Form will have all the Fields as defined on the “Application Setup” in 2A(II) above.

### 4.1.4 Non-Functional Requirements

* **Performance:** The system should handle high volumes of transactions and provide quick response times.
* **Security:** Data encryption, access controls, and compliance with regulations (e.g., GDPR, HIPAA).
* **Usability:** User friendly interface, intuitive navigation, and accessibility features.
* **Reliability:** High uptime, robust disaster recovery plans, and reliable performance.

## 4.2 HRDA (Human Resource Document Archive)

### 4.2.1 System Objective:

The HRDA module's main objective is to provide Human Resource persons with robust document management capabilities, ensuring secure storage, easy retrieval, and efficient management of documents.

### 4.2.2 Scope

The HRDA module will be integrated into the existing TIMATEND HR solution. It will provide functionalities for Document management accessible only to super admins and HR managers. Item classifications will be general but customizable.

### 4.2.3 Functional Requirements

**Must Have:**

* Ability to import Documents and name them.
* Ability to export and download Documents.
* Ability for users to view items assigned to them and by classification.
* Ability for super admins and HR managers to view all items.
* Ability to delete items from the inventory.

**Should Have:**

* On click of the HRDA, the system should dropdown a submodule named “Archives” when Archives is clicked it should open a page which contains a table of uploaded files, the table should have the following column; Unique ID, File Name, File Type, A column with the “Delete” button.
* The Form should have a search box which can be filtered by File name, Unique ID, File Type
* At the Top of the Table should be a button “Add File”
* On click of “Add File” a form should pop up and the following fields should come up; File Name, File Type (Pdf, Docx., Image, Audio, Video), and “Upload File” Button.
* At the click of the “Upload File” Button the system should be able to access documents and files on the user’s system for user to select a file.
* When a file is selected the name of the file selected should appear on the form, a “Submit” button should be added on the form and Onclick of the Submit button, the system should create a Unique ID and add it to the table and save the file and upload it in the Archives Database and appear in the “Archives” Table.

### 4.2.4 Non-Functional Requirements

* **Performance:** The system should handle high volumes of transactions and provide quick response times.
* **Security:** Data encryption, access controls, and compliance with regulations (e.g., GDPR, HIPAA).
* **Usability:** User friendly interface, intuitive navigation, and accessibility features.
* **Reliability:** High uptime, robust disaster recovery plans, and reliable performance.