STAR Manager User Stories ⭐ | Personal | 🔒 Private | **KG**   Invite

Jayne is a manager in CCRCB and is looking for casual clerical to cover reception duties

Jayne hasnt used the system before so contacts HR to get a logon for the system

Jayne recieves email from system to login for the first time

Jayne clicks on link to system and completes registration

Jayne logs on to the system

Jayne has access to create position, view STAR members

Jayne creates a position, entering post title, School, department (if necessary), required by date, length of post, preferred skills

Jayne submits post details and all relevant available STAR members appears on list

Jayne receives email from system with no of applicants that meet her preferred skills and a list of skills selected clearly identifying the post

Jayne can filter on skills, experience

Jayne can view individual applications

Jayne creates a contact list from reviewed STAR member

Jayne downloads list and contacts STAR Members by phone

From Contact list Jayne can email STAR members to advise of possible position

Jayne picks a STAR member suitable for her post

Jayne invites STAR members for interview

Jayne completes position status filled

Jayne changes STAR member status to In post, and adds actual Start date on system and end date

Jim is a Team Lead in MAE he has employed a STAR Member for 10 weeks and the position has now ended

Jim logs into system

Jim goes into current positions and can amend 10 week post

Jim completes feed back on STAR Member

Jim Changes the STAR member status to Available

Jim changes the position to completed

Tina previously employed a STAR Member which has now ended and she hasn't completed the position or changed the status of the STAR member

Tina receives an email from system asking her to log into system and update the position and STAR member record

Tina logs into the system

Tina goes into the current positions and amends post

Tina Changes the Position to completed

Tina forgets to change the STAR member status

Due to the position being completed the system changes the STAR member status to Available

Barry is reviewing STAR members to find a suitable person to employ for possible 1year position. He finds someone whoose skillset appears to be what he is looking for but notices poor feedback review from a previous STAR appointment

Barry logs into system

Barry reviews STAR members

Barry reads feedback from another department which is negative

Barry contacts the previous manager to followup

Barry discovers that poor attendance and the wrong skill set was reason for poor review

Barry decides to meet with STAR member and others

Tony wants to extend his STAR member in position for a further 15 weeks. STAR member

has been working with him for 8 weeks

Tony logs in to the System

Tony goes to Current position

Tony tries to amend the post length and end date

Tony gets a message stating the STAR member is required to take a 2 week break after completing 12 weeks

Tony can extend the end date of the contract for the 12 weeks

Tony can create a new start date with a 2 week break between end date and new start date (the new start date can not be during the required 2 week break of a 12 week period)

System send notification to STAR applicant of new End date, 2 week break dates and new start date

Majella has created a position and has started her search for STAR member. Majella has now been advised that the post is no longer has funding

Majella logs into system

Majella goes to Current position

Majella deletes position

Sam has created a new post but has inserted the wrong position length

Sam logs into system

Sam goes to Current Positions

Sam edits the post length

Julie has previously created a position but hadnt completed prefered skill set so was provided with the whole STAR Members available list

Julie logs into system

Julie goes to current position available applicants

System shows Julie any new applicants and also those applicants still available on STAR

As all available STAR members are returned the system suggests amending position details to include preferred skills (Admin can set min number for this)

Julie evaluates her preferred skill set and updates current position details

Julie gets fewer returned STAR members but is given a more relevant list

Return list is broken down further and grouped into GREEN/AMBER/RED categories, those that meet all preferred skills, those that meet some, those that meet none

Julie is able to make more informed choice of who to offer interview

Jayne is currently employing a STAR member but is now looking for a second

STAR member for a new position to employe simultaneuosly

Jayne logs into system

Jayne goes to New position and creates new position

Jayne receives a list of available STAR members with relevant skills,

Jayne receives email from system with no of applicants that meet her preferred skills and a list of skills selected clearly identifying the post list matches

Jayne creates Contact list

Jayne contacts STAR memebre s for interview

Jayne is able to hire STARmember

Susie is having trouble contacting STAR members

Susie marks against the system those STAR Members that she wishes to offer interview

system sends email to STAR member advising them that Manager is contacting them interview for position

Susie still hasnt been able to contact STAR member

Susie contacts HR to report issue

Susie marks against STAR member the no response

John wants access to the STAR System

John contacts HR requesting access to STAR System

John receives email from STAR advising of Username and generated password

John logs into system and taken to change password screen

John changes password

John has access to STAR

Joe wanted access to the System but didnt log in within the specified time limit

Joe tries to log into the system for the first time

Joe receives warning that the password has expired and advises to contact HR to get new initial password

Joe receives new password from HR

Joe logs with new password and is taken to change password screen

Joe changes password

Joe has access to STAR

Tina hasnt used the STAR system for a long time and has forgotten her password

Tina tries to log in with password

System advises that login details are incorrect

Tina checks her username and retypes her password

system advises that login details are incorrect and to try the forgotten password link

Tina clicks on forgotten password link

Tina receives an auto generated password and is advised that she has 48hours before the password is invalid

Tina logs into the system and taken to the change password screen