STAR HR User Story ☆ | Personal | 🔒 Private KG Invite

Cathy administers the STAR systemand has received notification from system that applications require to be reviewed and shortlisted

Cathy logs into the system

Cathy goes to Received Applications

Cathy clicks on the first application which loads on screen

Cathy reviews the application and finds that it meets all required criteria

Cathy changes the status of the application to shortlist

the system generates a successful email to STAR applicant advising of further document and right to work check

Cathy selects next and reviews the next application

Geraldine administers the STAR system she tries to access the same application that Cathy is currently viewing

Geraldine logs into system

Geraldine goes to Received Applications

Geraldine clicks on the first application

Geraldine receives notice that another member is reviewing the application

Geraldine can see that the application has been locked by another user

Geraldine selects next unlocked application to review

Gemma is reviewing an application that dosen't meet the required critera

Gemma Logs into system

Gemma goes to recieved Applications

Gemma clicks on application

Gemma reviews application and after review can see it doesn't meet required criteria

Gemma makes note of reason for non shortlist

Gemma changes Application status to not shortlisted and saves/closes the application

The system generates email to send non successful email

Cathy receives email from manager requesting access to System

Cathy logs onto System

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Cathy changes her User type to Administrator

Cathy goes to System Access - New User

Cathy creates a new Manager user on system with email address and auto generated password

System generates email to Manager advising of username and password and advising that the password is only available for 48 hours (time length can be specified by administrator)

Geraldine has been advised that a STAR Applicant has arrived for a Document check for STAR List

Geraldine reviews qualification certificates

Geraldine review right to work documentation

Documents received are correct and applicant has right to work in the UK

Geraldine takes scan of documents and uploads to system

Geraldine moves the Applicant from STAR applicant to STAR Member