# STAR Manager User Stories 

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

* Jayne hasn’t used the system before so contacts HR to get a logon for the system
* Jayne receives 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 number 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 feedback 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 whose 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 follow up
* 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 cannot 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 hadn’t completed preferred skill set so was provided with the whole STAR Members available list**

* Julie logs into system
* Julie goes to current position available members
* 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
* 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 employee simultaneously**

* 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 members for interview
* Jayne is able to hire STAR member

**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 hasn’t 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 advising password only available for 48hrs (admin can set up time length validity)
* 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 didn’t 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 hasn’t 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