

SFUEA hiring portal proposal

Department- Internal Relations

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Overview

1) Executive Summary:

The SFUEA Hiring Portal is a centralized internal web platform designed to streamline the hiring workflow for executive teams. It consolidates job requests, applicant tracking, interview scheduling, and communication into a single system, reducing reliance on fragmented tools and minimizing administrative overhead for Internal Relations Coordinators.

2) Intention/problem statement:

The project was proposed with the main aim of creating a more definitive pipeline for the hiring process within SFUEA. Proposed with the intention of allowing VPs and Directors access to a unified place to request hiring and scheduling interviews with prospective candidates.

This would cut down on the use of many external software platforms such as Calendly, Excel, Google Drive, Discord, and Outlook. While platforms like Outlook, Excel, and Google Drive are still needed, the hiring Portal Proposed would put all these resources into a singular space, instead of having Internal Relations Coordinators having to juggle multiple platforms during the interviewing process.

3) Scope of the Project:

- ➔ Hiring request submission
- ➔ Candidate tracking
- ➔ Interview scheduling using Google Calendar API technologies
- ➔ Internal communication logging
- ➔ Basic analytics and reporting

4) Technologies (proposed):

Frontend:

- ➔ React/Node.js
- ➔ Tailwind CSS

Backend:

- ➔ REST APIs
- ➔ Node.js

Databases:

- ➔ PostgreSQL

Authentication:

- ➔ SFU email-based authentication
- ➔ Role-based authorization

Deployment:

- ➔ Vercel / Render

5) Data Privacy & Security:

- SFU email authentication only
- Role-based access enforcement
- Secure document storage
- Limited data retention policies

6) Risks & Mitigations

Risk	Mitigation
Low adoption	Training + documentation
Scope creep	Phase-based roadmap
Data misuse	Role-based access

7) Features:

Hiring Request Management

- Structured request forms
- Approval workflows

- Status tracking (Pending, Approved, Rejected)

Applicant Tracking System (ATS-lite)

- Candidate profiles
- Resume/document upload
- Status progression (Applied → Interviewed → Offered)

Interview Scheduling

- Integrated calendar view
- Availability matching
- Automated email notifications

Role-Based Access Control

- Permissions based on role (VP, Director, Coordinator)
- Data visibility restrictions

Communication & Notes

- Interview feedback forms
- Internal comments
- Timestamped activity logs

Reporting & Analytics – (non-essential feature)

- Time-to-hire metrics
- Interview completion rates
- Role-level hiring trends

8) Potential users:

VPs/Directors:

- ➔ Submit hiring requests
- ➔ View candidates relevant to their portfolio
- ➔ Approve interview and hiring decisions

Internal Relations Coordinators:

- ➔ Oversee hiring pipelines
- ➔ Monitor timelines and interview completion
- ➔ Ensure compliance with internal policies.

9) Personas:

Persona 1: VP of Internal

Needs high-level visibility

Minimal interaction time

Approval-focused workflow

Persona 2: Director

Manages multiple candidates

Needs fast scheduling and communication tools

Requires access to interview feedback

Persona 3: Internal Relations Coordinator

Handles multiple departments

Needs auditability and consistency

Responsible for timelines and documentation

10) Success Metrics

- Reduction in hiring coordination time
- Decrease in scheduling conflicts
- Positive feedback from Internal Relations team
- Consistent hiring documentation

11) Conclusion

The SFUEA Hiring Portal provides a scalable, centralized solution to streamline internal hiring. By reducing platform fragmentation and administrative burden, it enables executive teams to focus on candidate quality rather than logistics