

Back End: Most Essentials

Leveraging the power combination of Django's powerful model relationships, permissions, signals, and admin interface to build the back-end system.

1. **Subscription Type:** Free and Paid, Resume Contact Views and AI Token based – We will offer subscription of bundle, Free Account, Standard, Premium, and Enterprise if they want. A **“Pay As You Go”** approach with Add-Ons to be affordable. Pricing should be in USD but it should auto convert into Philippine Peso to survive inflation. Jobsite will buy prepaid token from OpenAI and sell it on the Users as they wanted to. Will just replenish it.

2. **Types of Mode of Use: Free (Full Manual Mode) and Paid Users (Manual and AI Mode)**

- Manual and AI Mode to optimize cost efficiency for the users and the jobsite owner. (Super admin)

3. Jobsite User types and Registration details:

1. **Jobseekers**

2. **Employer / Hirer**

Category of Employer/Hirer:

a. Local

- a) Direct Hirer (Individual Recruiter) or HR Team of a company – must submit Employer Tax Identification Number (TIN) and upload BIR Form 2303 for registration
- b) DOLE Licensed Local Manpower Agency – must input DOLE License
- c) Private Employment Agency (PEA) – must input valid PEA license
- d) Private Security Agency (PSA) - must input valid DOLE License
- e) D.O. 174 Contracting – must input license

b. Abroad employment:

- a) Manning Agency (Sea based)
- b) Recruitment Agency (Land based)

Note:

All types of employers must input the required details and upload a copy of proof upon creation of account for verification purposes.

Name of Company:

Authorized Representatives:

Official Designation:

Official Address:

Contact Details:

Contact No.: Mobile and Landline

Email Address: (Client Admin):

4. **“Job Posting Form”** – “I really like the approach of PostJobsFree.com, and we can mimic it while adding the necessary details to align with the rules of our site. We can use a generic posting page and incorporate checkboxes to display the relevant job overview based on the type of employer – using check boxes will do on the form. In simple term, this is just form that every time they posted a job it should be clearly indicate on the Job overview the mandatory details of the job posting.

Using logic, if abroad jobs the following should be required:

a. Statement: “For Manpower Pooling Only. No Fees to be Collected from Applicants.

Beware of Illegal Recruiters and Human Trafficking.” This will appear on the Job Overview Header Page below in **Bold** letters below their Registered Company Name, Valid license no, Official location, Contact Details. They should tick the check box. If not, it means they have an approve Job Order. They will know when to use that. The important is this will be available in the form.

If local, this will be disabled in the form whether local agency or direct hire.

b. **“Principal or Foreign Principal”** text box this will be activated for both local and abroad agencies. This should appear on the Job Overview:

c. All kind of hirer, the statement : **“Please ensure no age limit is set as a requirement, in compliance with R.A. 10911 – The Anti-Age Discrimination in Employment Act”** – this will not to be displayed on the Job Overview, this only means to get their acknowledgement before position. Any age will auto-hide (****) in the job overview.

See sample illustration below:

Create Job

Job Title:

Company Name:

Real company name

Job Description:

Confidential Ads

Skills:

Confidential Ads

HTML CSS JavaScript PHP Python

No. of Vacancies:

No. of Vacancies dd/mm/yyyy Valid Passport

Principal:

Enter principal's name

Job Title: Experience Level: Job Type:

Job Industry:

Food Manufacturing

Job Location:

Street:

City/Municipality:

Province/State:

Zip Code:

Country/Region:

Philippines

Additional Requirements:

☐ For Manpower Pooling Only. No Fee to be Collected from Applicants. Beware of Illegal Recruiters and Human Trafficking.

☐ Please ensure no age limit is set as a requirement, in compliance with R.A. 10911 – The Anti-Age Discrimination in Employment Act.

☐ Ex-rebroad is an advantage

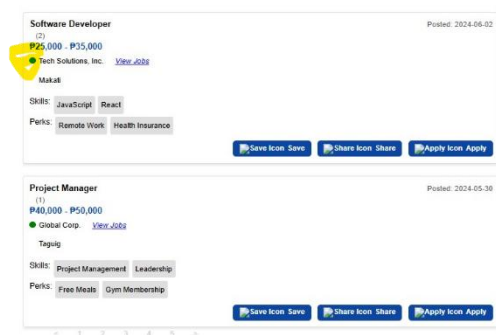
Preview Post Job Cancel

Note: The Job Posting Form should include

- Include an **Expiration Date** field for jobs.
- Add a **Valid Passport** checkbox before the expiration date field, followed by an input box for the passport's **date of validity**.
- Add a **Featured** checkbox, which will be an **Add-On payment** option for job campaigns. If selected, the job card will be highlighted, appear randomly, and be pinned or sticky in the job list with a clean sticker or icon.
- Add a **Confidential Ads** checkbox for situations where the company or principal name in local companies (direct hire or agency) is confidential. If this option is selected as an **Add-On**, the system will automatically set it as **Confidential Company**. Users will not be able to manually input the words or

terms of "Confidential," "Confidential Company," "Anonymous," or other terms to cheat that I will include in content moderation features.

5. Job Cards – the most important here it should indicate the verification status of the employer, and the clean designs and out right details needed to see by the jobseekers – with view jobs



6. Home Page is the **Job listing** Page to be straightforward and saves time for the Jobseekers (Will send you sample illustrations later on as guide to let you know in visual what I preferred design you can suggest as well)

Priority: The goal is to embed the existing **CVVIZ job listings** directly into the **Job Listings page** of our site, so the job postings from the **CVVIZ Career page** will also appear here. These listings should automatically follow the **size and layout** set in our **Jobsite** without redirecting users to a different page. To implement this, we will simply **copy and paste the script** from our **CVVIZ account** into the Job Listings page. It's important that the embedded job listings **appear as part of the site**, maintaining the look and feel of our job board. I want to see how it looks and maybe we can make no difference on our job card. **Terms of Use** and **Privacy Policy** of the jobsite is required to link at my end.

Special Features of Paid Accounts (Super Admin can bundle or offer as Add-On Services):

1. **Resume Contact Views** – Paid accounts can view the contact details of resumes they've applied for, based on their purchased subscription plan and any Add-Ons.
2. **SMS Web UI (Resizable Option)** – This feature provides a simple SMS interface for users to send messages to candidates by connecting their Android phone with the registered SIM card to the desktop. It uses the user's mobile balance, with no external SMS provider required. Users can create a contact list (e.g., job seekers) and select recipients. The functionality is limited to the registered SIM card, locked to the company's name, with additional numbers available on an Add-On basis. The system displays the company name as the sender, and this cannot be changed per SIM. The interface is needed only for initial setup, after which users can simply send messages. This feature mirrors the Super Admin's SMS Web UI but with more customization options.
3. **Brand Career Page** – Paid Account Hirers will have a dedicated career page for branding purposes and to publicly showcase job vacancies. They can upload their logo and banner, and the system will generate a unique URL and QR code for sharing and promotion on other platforms. A link to the career page will also be available on job cards for job seekers to view additional vacancies, apply, share, or refer to others.
4. **Customer – Recruitment Status Page** – This page will be available upon purchasing the Customer/Hiring Account Add-On. It acts as a recruitment progress tracker for internal hiring managers or department approvals (local) and foreign clients. The page will include a system-generated tracking-reference code.
5. **Simple Dashboard and Reporting:** A dashboard that provides essential data for tracking progress and decision-making effectiveness. It will capture resumes from various sources, including job postings, URLs or QR codes from social links, the resume database, vendors, referral programs, offline campaigns, or special campaigns (details to be determined). The system will automatically fetch and display data from these sources, enabling clients to track and evaluate their hiring efforts efficiently. Clients can convert these reports into CSV or PDF formats and easily send them to their customers or hiring managers.
6. **Smart Tagging Search & Filtering** - ability to categorize and search both customers and resumes through tags, making it easier to filter and search based on specific criteria.

7. Sub-Users Account Management:

- a) Client Admin (Main User)
- b) Sub-user/s (Client admin can limit access roles)
- c) Vendors (Headhunters under an agency/employer account)
- d) Customer / Hiring Manager

4. Users Roles, Access, and Restrictions under Paid Account:

Client Admin	Sub-users	Vendors	Customers
<ul style="list-style-type: none"> Authorized to purchase Sub-user accounts or additional Customer/Hiring Manager accounts on an Add-On basis for their clients. Account activation will be code-based for access. Paid Client Admin and their sub-user team will share resume view contact credits and AI tokens across the platform according to their subscription plan. The Client Admin can assign limits for credits and AI tokens to sub-users for control. Can purchase additional resume credits and AI token recredits on an Add-On basis. Can search, filter, add, edit, or delete resumes and select them from the customer page for easy retrieval. Can add sub-users and vendors by purchasing them through the system as Add-Ons. Can upload a logo to the customer page for branding purposes and tag or assign departments to hiring managers or customers. Can receive and upload resumes, view contact details, and manage resume data. Can search and select resumes (either single or in bulk) through checkboxes. Can hide or unhide contact details of resumes before converting them to PDF or CSV format, then send or share with customers or hiring managers. 	<ul style="list-style-type: none"> No access on Client Admin and or to other Sub-users. Can do all Client Admin can do unless set to be limited. 	<ul style="list-style-type: none"> No access on the system only submission of candidates resumes which will encrypted for proper tracking purposes. They only see the status of their candidates on their pages allotted for each of them. (For Review, Shortlisted, For Interview, Selected or Rejected) with corresponding notation from the Client Admin. They can only communicate with the Client Admin or assigned sub-users. 	<p>*Customer – Recruitment Status Page</p> <ul style="list-style-type: none"> No access to Client Admin. No direct access to the job site platform. No access to Sub-user accounts. Can indicate status like For Review, Shortlisted, For Interview, Selected, Rejected, On Hold, Offer Extended, Hired, Not Interested, Withdrawn, For Processing, or For Comparison. The status list will function as a progress tracker, similar to a spreadsheet, where status can be selected via a dropdown list. The status options will be customizable by the customer, with color indicators for easy visibility and understanding by both recruiters and customers. Can create and add custom notations to provide remarks or reminders about the candidate's status. Can review and view contact details of resumes only if permitted by the Client Admin (e.g., Agency or HR). If not allowed, they will only be able to view the candidate's details such as position, picture (if uploaded), and username (or alias), without access to names or contact information. Acts as the approver of candidates' statuses. Recruiters and Customers can lock or unlock the status set by the customer, ensuring control over when the status is editable or final. The page will allow recruiters and customers to

			search and di filtering by types of status and provide an option to show a summary of all statuses for a given period, making it easier to track candidate progress over time, covert to PDF or CSV formats. Then download.
NOTE: Please confirm if it's better to provide vendors and customers with separate registration and login links to access their respective pages under the Paid Client Admin Account. For Security and control purposes.			

3. Super Admin (Owner)

- Ultimately, it has full control all over the site Features and access and limitations.
- Can be able to customize email templates of the jobsite.
- Can create or add job seeker accounts and upload resumes and the ability to invite through email
- Can generate URL and QR code for the site and its pages as needed.
- Can generating URLs/QR codes for the site – pages and/or part of the site. Pls. make it sure the URL and QR codes are secured. This is very important.
- **Sub-Users Account Management** – can also create and assigned roles to jobsite sub-users and set access and restrictions. Add vendors like accredited headhunters. Sub-user Admin, etc.
- Can control what each sub-user can view or modify, ensuring that access is tailored to their role
- Can create, suspend, edit, delete bundle plans, customer account and other users.
- Smart Tagging, Search & Filtering - can easily search by key words for resume of jobseekers, company, industry, and select single or bulk thru check box, convert it to PDF and CSV formats and download., They should also be able to monitor how these links are being shared and interacted with to gather insights into platform activity and engagement.
- The super admin must have access to a functional dashboard that allows them to track, search, filter, and categorize companies or customers. The dashboard should include the ability to tag accounts as Free, Paid, Pending Payment, Verification Status, Unpaid, New Jobs, and Expired Jobs. Additionally, it should generate salary trends based on industry, position, and skills. This will serve as a valuable data guide for the super admin, helping identify areas that need development and providing reminders for unpaid accounts the need to be deleted.
- Can view precise visible data of how many Total resumes, Total Customers and its sub users, customers and vendors for monitoring and control purposes – this will provide visual graph of the trending data.
- Jobsite resumes, whether from resume Database, jobseeker, uploaded by users should have a tracking reference number.
- SMS Web UI (Resizable Option) this for the site.
- Resume Upload Page or Talent Pool Management.
- Can search, filter, and select resumes based on various criteria such as job title, skills, and experience.
- Ability to hide or unhide resume contact details before converting selected single or bulk resumes into PDF or CSV formats. then can send or share the resumes with customers or hiring managers directly from the platform.

Special Features of Super Admin

The ability of the Super Admin to use it as promotion and marketing of the site. Also will offer as Special Features later on to Paid Client Admin (as customer Version). This feature must be ready to be offered to potential clients to entice business owners to use the jobsite on their business transactions. This will be further develop as the site grows depending on the customers upvote features later on. I just want it to be included so I can play more effectively to sell services.

1. Proposal Management System –

Super admin can upload proposal files, track their status with the following notations:

- **Sent** – Proposal has been sent to the potential customer,
- **Follow-Up** – Awaiting response; follow-up required,
- **Pending Review** – Customer is reviewing the proposal,

- **Done** – Proposal has been accepted or finalized,
- **Rejected** – Proposal was declined by the customer,
- **In Progress** – Proposal is being worked on or edited
- **Awaiting Feedback** – Waiting for feedback from the customer.
- Super Admin can create custom notations for their proposals as needed.
- Can store contacts in a directory and use their own email as the sender.

* **This feature can be offered to the Client Admin** version, with "Powered by Jobstify.com" branding. We'll keep it simple for now and develop it further based on client feedback to prioritize essential features and encourage use of the job site.

2. Talent Pool Page – This feature allows Super Admin to share a unique URL or QR code with potential candidates for future openings. Candidates can directly upload their resumes, with the system automatically pulling basic details (name, position, email, contact number). A preview window will allow the candidate to review, edit, and create a cover letter before submitting. Super Admin Talent Pool Page, with the key difference being that Super Admin can add more details, links, and future platform integrations. **This feature can be offered to the Client Admin can upload their own logo, but the footer will always display "Powered by Jobstify.com." and Super Admin can limit specific fetch details.**

General Features

Most Import is please ensure the site is **API-ready**. No modern AI jobsite is complete without API integration. This will help us attract potential customers, enable easy integration, and allow for seamless growth with available tools and software.

1. The Ai Jobsite is Mini version of combined flipped.ai and PostjobsFree.com – you can mimic PostjobsFree.com simple and straightforward approach, The feel that it is outright available in the most quick, practical and function features for on the go (OTG) Jobseekers and recruiters. Let us make it simple but powerful.
2. Main Targets are individual professional recruiter and SME business segment that wants a straightforward, cost-effective tool and don't want any unneeded and complicated software.
3. I preferred a Light Tech Stack but powerful functionally that is why I chose Python and Django since we will test the sight on my existing shared hosting in Asura hosting to be practical at the start then if needed let us upgrade id we find its earning and can support its operations.
4. We can make use of the material in my existing sites but please save it first. So, we can use it in the future somehow.
5. High Security against security attacks
6. Clean and Script and ensure professional documentation (short or long comments to guide understanding)
7. Not really focus at this phase on Front end- but make it sure the site and its forms look professional, trustworthy, and user-friendly. My model is OpenAI UI. Colors is minimalist and should harmonized to the logo. I like Figma colors for buttons. That's all. I like the simplicity of Indeed I should admit.
8. **SEO Optimized** – super admin can easily put meta tags and sitemaps.
9. Intuitive Job Recommendation Alerts and retargeting capabilities.
10. **Job Overview Pages** (Will send you sample illustrations later on as guide to let you know in visual what I preferred design you can suggest as well)
11. **Visible icons** on Free Job Posting, Upload Resume, Job Alert, and Resume Alerts, Create Account. Newsletter subscription to entice effectively both Users.
12. **Log-in and registration** – users can register and login using Gmail, LinkedIn or FB.
13. **Mobile friendly** - Mobile Responsive Design with **Job Detail Modal**: When a user taps on a job listing, a modal pop-up expands with job details, such as description, qualifications, and benefits. Single -page design keeps users on the same page on the screen while not leaving the jobs listing page (if user use mobile). Thus, the
14. Modal use: DIY Manual (Free Users) and AI Powered (Paid Users) -let us offer this option to User
15. AI Powered Features
 - Resume Parsing and automatic scoring and ranking if this will create recommendations to hirer
 - If Possible: we will use Open AI and will cost all the way - an AI powered Job Description and pre-screening questionnaires features is also an advantage, Integrating an General chatbot (to guide users lightly on the site to guide FAQ, tutorial, about us, etc), Integrate AI co-pilot or Assistant for Recruiter like Flipped.ai is doing.

13. **Text Moderation** or **"Automated Text Sanitization"**.

The system will automatically detect and replace any vulgar or inappropriate words in descriptions or titles with asterisks (e.g., "*****"). The Super Admin will have the ability to add new restricted words as necessary, ensuring continuous control over the content. This feature is designed to prevent both free and paid accounts from using the Title and Text Areas to display email addresses, contact information, or any inappropriate content. It will also control the use of vulgar language and other misused terms on the site. Additionally, the system will automatically notify users that such behavior is prohibited and tracked, aiming to deter misuse. There is an appropriate area for contact details.

14. Automatic Billing, Invoicing, and Payment System – I'm unable to set up a formal payment gateway at this stage because I first need to assess whether this project will be successful and generate enough revenue to fund further development. Once we see that the project is viable, I can proceed with obtaining the necessary legal permits and applying for a proper payment gateway for integration. For now, it's crucial to include automatic billing and invoicing functionality.

My plan is to automate an initial system where clients can make payments through offline bank transfers or other payment accounts, I use. They would send me the deposit slip to activate their account. Additionally, I will provide my **GCash and Pay Maya QR** codes so clients can pay conveniently through their phones.

My request is to make the payment form appear professional and trustworthy, ensuring that clients can pay with peace of mind. We can include logos on the form, such as the bank logo and the payment system logo. This will help establish credibility. Additionally, in the Philippines, it would be great if we can accept credit card payments, if possible.

If the permit is set then, will ask you to integrate it later on.

15. RSS Feed & Job Widgets Integration:

- Implement an RSS feed to allow external sites and users to subscribe to job updates in XML format.
- Ensure the RSS feed includes key job details like title, company, location, description, and date posted.
- Integrate Job Widgets that display job listings directly on external sites, with options for sorting/filtering and an apply button.
- Provide both an RSS feed URL for subscriptions and an iframe code for embedding Job Widgets on third-party websites.
- Ensure both the RSS feed and widgets update automatically as new jobs are posted.

16. Integration of AnyChat.one chatbot in the site at super admin dashboard. This has a good system to get customers messages from different platforms. This will help me listen on most desired features and possible business inquiries.

Jobseeker

1. For quick registration – system can accept

***Required Field upon first time registration.**

- Must complete name
- Date of Birth (Not age. But the system will auto compute if needed by employer).
- Job Title, Total Experience, Previous Job, indicate Role.
- Provide email address (**Unique email ID will be permanent**). This will not be change.
- At least one contact number, he can choose to add incase.
- Indicate Current Address: City, Regions, Province, County – and *Zip Code -(super required)
- Can indicate target job location (local, abroad, or both), and preferred country, city or region
- Indicate total relevant experience, total local, total abroad (if
- Can Indicate skills
- Create Job Alerts
- Indicate Availability.
- Indicate target job location (nearby, local, abroad, city, county)
- can attached Word, PDF/CSV file and what if JPEG is it possible?
- Must accept Terms of Use and Privacy Policy before submission and site Cookies as well.

2. Jobseeker must validate email linked to site profile to activate the following:

- Auto-system provide ULR and QR code of Jobseeker Profile and capability to share
- can create social media profile: (Input FB, LinkedIn, Portfolio, etc.) – this will look like Biolink in case but as simple, minimalist, and easy.
- can upload picture and create site username for public
- can receive notifications on applied jobs

- can do the option to *hide name, current company, and contact details, address*
- can select ready requirements (*i.e passport, sss id, driver's license, PRC license, etc.*) but due to privacy law, we do not allow to upload it. *Best if super admit can input additional requirements as needed). This will save time.*
- can indicate number of relevant experiences
- can choose to deactivate and delete account
- can indicate preferred type of work desired (any, temporary, permanent,
- can indicate preferred work shift

This is for you:

I'd like to offer you the opportunity to become my technical partner in integrating systems and automating processes for potential clients.

If we successfully launch this project and attract prospective clients to use the site, my plan is to offer integration with **AnyChat.one**, as I've already purchased an agency license with an API that hasn't been utilized. I'll pay you for each client who wants to integrate it into their dashboard. Additionally, we can explore other software or projects that could be offered on a project basis, creating ongoing opportunities.

What I need from you is an honest partner, someone who's not driven by greed, and who can help bring this vision to life with solid technical skills. You'll earn from every project I bring in. I can't promise anything, but I am committed to working seriously with you. This partnership will begin with you, and I'm counting on your support to make it happen.