

## HRMS Onboarding Module – 10S (ZeeLab)

### Overview

The **Onboarding module** streamlines and automates the process of welcoming and integrating new employees into **ZeeLab**. It handles the complete lifecycle from application, document submission, interview scheduling, offer letter issuance, and finally, conversion to full-time employment.

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### Key Features

#### *Application Tracking*

- Track candidate progress: **Applied** → **Interviewed** → **Hired** → **Rejected**
- **URL:** /recruitment/applications

#### *Onboarded Candidate List*

- View all onboarded candidates
- **URL:** /recruitment/onboarding

#### *Interview Session Management*

- Assign interview rounds
- Schedule interview timings and assign interviewers
- Capture interviewer feedback and final decision

#### *Document Upload*

- Upload and manage documents like:
  - Aadhar, PAN, Education Proof, Resume, Photo
- File preview and validation support

#### *Asset Joining Kit*

- Add & Manage a joining Kit and Assests:
  - Laptop, Employee Card etc...

### *Training And Development*

- Create & Manage Training Details:
  - Product Training, Sales Training, Store Training, 1RX Training etc..

### *Offer Letter Generation*

- Select letter type: letter type/letter name/ dynamic value
- Use dynamic templates
- PDF preview and download

### *Joining Letter Management*

- Post-offer document management
- Final joining letter upload and confirmation

### *Email Notifications*

- Automated notifications on:
  - Interview Scheduled
  - Offer Letter Sent
  - Joining Letter Confirmation

### *Admin Panel*

- HR/Admin can:
  - View candidate status
  - Upload/View documents
  - Generate letters
  - Send emails

### *Employee Panel*

- Get **Unique Employee ID & Password**
- Enable **Employee Login** portal
- Post-login Features:
  - View personalized **Dashboard**
  - Mark **Attendance**
  - View **Payslips**, profile, and documents
  - Raise support requests or leave applications

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## Frontend Screens (React.js)

- **Candidate List Page** – Table view with filters, status badges, actions
- **Interview Scheduler** – Form with dropdowns for round type, interviewer, date, time
- **Document Upload Form** – File upload with preview and validation
- **Letter Generator** – Select letter type, auto-fill data, generate and preview PDF
- **Email Notification Modal** – Send letters to candidate via email with message box

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## Validation & Edge Cases

- Prevent duplicate interview sessions
- Validate required data before generating letters
- Email format check for all notifications
- Restrict access based on user roles

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## Future Improvements

- **Digital Signatures** on Offer/Joining Letters
- **OTP-Based Document Verification**
- **Candidate Self-Service Portal** – for document uploads and status tracking