



Pro Talent

Scope of Work

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This document to explain Pro Talent project scope

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Scope of work

Users' types

- 1- Enterprises\Head Hunter
- 2- Candidate (Job-Seekers \ Individuals)
- 3- Owner administrators:
 - a. Super Administrator
 - b. System Administrator
 - c. Finance Controlling
 - d. Sales (Demo)

Systems

- 1- Pro Talent platform (**Main Solution**)
- 2- Pro Talent Academy (**Sub-System**)
- 3- Recruit SAAS (Out of scope – **Out Source**)

Pro Talent platform features

A) **Candidates Platform:**

Will be the main page for job-seekers / Individuals:

- Candidate profile photo, personal information, notifications.
- Buttons (career path, development, branding, marketing, Consultation services & statistics)
- Control Panel & Setting
- Followed companies
- Job Ads & Companies (news) (with search engine)

A-1) **Login and Registration:**

- Login and Registration methods:
 - o Email address
 - o LinkedIn account
 - o Google account
- Candidate can choose main language (EN/AR)
- Reset password by go to forgot password process (by e-mail or mobile number SMS Methods)
- Confirm and agree (Privacy Policy, Conditions & terms)
- Subscribe in news e-mail.
- Account verification through e-mail.

A-2) **Candidate profile:**

upon registration, candidate shall complete his profile:

- Candidate shall complete personal information.
- Candidate shall upload\take photo or to choose (or create) avatar.

- Candidate shall choose theme including background
- Candidate shall fill contact information (contact number to be validated through SMS method)
- Candidate shall fill full address
- Candidate Shall Add his social media links
- Candidate shall fill education information. (candidate can upload documents)
- Candidate shall fill Language literate
- Candidate shall fill profile headline

A-3) Career Path

- Candidate shall fill Personal Summary (with ready templates)
- Candidate shall fill career path [volunteering & Paid] (with ready templates)
- Candidate shall fill skills (core strength, technical skills) (with ready keywords)
- Candidate shall fill software knowledge (computer literate)
- Candidate shall fill courses, training & workshops
- Candidate shall fill certificates, License & membership.
- Candidate shall fill achievement
- Candidate can upload documents

A-4) Self-Development:

- Showing Taken training & courses (filled in A-3)
- Self-Assessment Questionnaire.
- Recommended training based on self-assessment.
- Access to Pro Academy (free courses & Paid)

A-5) Self-branding:

- This service includes: (partly paid)
 - Classic C.V. (download PDF free with Pro Talen water mark, user should pay to remove the water mark)
 - Classic resume (download PDF free with Pro Talen water mark, user should pay to remove the water mark)
 - Upload video C.V. (Free, if we will add filters it will be paid)
 - Create employment letters: (free templates with pro talent water mark and paid for tailored letter)
 - Covering letter template (download PDF free with Pro Talen watermark, user should pay to remove the water mark)
 - Motivational letter template (download PDF free with Pro Talen water mark, user should pay to remove the water mark)
 - Letter of interest template (download PDF free with Pro Talen water mark, user should pay to remove the water mark)
 - Letter of internship (Free)
 - Tailored letter (paid) – customized

A-6) Self-Marketing:

- Candidate can send documents to batch of companies (through platform inbox)
- Candidate can contact registered enterprises directly to HR department in each company through platform.

A-7) Career Counseling:

- Candidate can ask for a career counseling appointment (zoom meeting) [paid per hour]

A-8) Statistics:

- Profile status (completion rate)
- Profile strength (professionalism)
- Profile viewer (last 3 views) (basic plan)
- Search appearance

A-9) Control Panel & Setting:

A-9.1) Control Panel:

A-9.1.1) Apply for a job

- User can search for posted jobs
- User can use advanced search and save his search criteria
- Search should be smart and have AI engine
- User can apply to a posted job easily

A-9.1.2) Inbox

A-9.1.3) To-Do calendar (Gmail, Outlook)

A-9.1.4) Update profile

A-9.1.5) chat with experts

A-9.2) Setting:

- Upgrade plan.
- Change password.
- Update Personal Information (Name, Contact information) with verification.
- Unsubscribe from news e-mails
- Deactivate account.

Platform Supports: Grammarly, Zoom, Gmail Calendar, Outlook Calendar & Mobile application

B) Enterprises / Headhunters Platform:

B-1) Login and Registration:

B-1.1) Enterprises:

- Login and Registration methods:
 - o Business e-mail address
- Reset password by go to forgot password process (by e-mail or mobile number SMS Methods)
- Confirm and agree (Privacy Policy, Conditions & terms)
- Subscribe in news e-mail.
- Account verification through e-mail.

B-1.2) Headhunters:

- Login and Registration methods:
 - o Email address
 - o LinkedIn account
 - o Google account
- Reset password by go to forgot password process (by e-mail or mobile number SMS Methods)
- Confirm and agree (Privacy Policy, Conditions & terms)
- Subscribe in news e-mail.
- Account verification through e-mail.

B-2) Profile:

B-2.1) Enterprises:

- Enterprise shall select industry.
- Enterprise shall fill registration No.
- Enterprise shall complete profile (about, mission & vision)
- Enterprise shall upload its logo.
- Enterprise shall fill contact person (full name, business e-mail & mobile No. [verification method for mobile No. through SMS])
- Enterprise shall fill contact information (no verification method)
- Enterprise shall fill full address.
- Enterprise shall include website URL and social media links
- Enterprise shall upload documents (registration documents).

B-2.2) Headhunters:

- Headhunter shall complete personal information.
- Headhunter shall upload\take photo or to choose (or create) avatar.

- Headhunter shall choose theme including background.
- Headhunter shall fill contact information (contact number to be validated through SMS method).
- Headhunter shall fill full address.
- Headhunter Shall Add his social media links.
- Headhunter shall fill profile headline.
- Headhunter shall upload identification documents.
- Upon completing profile shall submitted for approval.

B-3) Talent Acquisitions:

B-3.1) Candidates Database:

- Search candidate's database (with limitation based on subscribed plan)
- Advanced search and save its own search criteria
- Search should be smart and have AI engine

B-3.2) Acquisition Tools:

B-3.2.1) Creating Job Ads

- Job categories (available in Recruit SAAS)
- Technical Skills (available in Recruit SAAS)
- Computer Literate.
- Job Location (available in Recruit SAAS)
- Job Description (available in Recruit SAAS) – templates to be added
- Designing ads with ready templates

B-3.2.2) Publishing Ads:

- Downloading Ads as image (Free with Pro Talent watermark, user should pay to remove the water mark)
- Publishing Ads in linked social media (Free with Pro Talent watermark, user should pay to remove the water mark)
- Publishing Ads in Pro Talent platform (free)

B-3.2.3) Jobs Campaigns: (future plan)

B-3.3) Tracking System (available in Recruit SAAS) Zoom interview shall be added.

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B-4) Talent Pool

This part is not available for headhunters.

B-4.1) Talen Registration:

- Enterprise will register it's employees to be developed.
- Enterprise send invitation to registered employees to complete their profiles as candidates (A-2 & A-3)
- Enterprise will view employee profile
- Enterprise will receive confirmation upon employee registration.

B-4.2) Talen Development:

- Enterprise designing assessment form
- Enterprise inviting it's employees to fill assessment form.
- Enterprise have access to pro academy (free & paid courses)
- Enterprise will assign courses to it's employees to attend.
- Enterprise will receive confirmation upon employee attend the course.
- Enterprise can design reports.

B-5) Statistics:

(available in Recruit SAAS)

B-6) Control Panel & Setting

B-6.1) Control Panel & Setting for enterprises:

B-6.1.1) Control Panel

B-6.1.1.1) Inbox

B-6.1.1.2) To-Do calendar (Gmail, Outlook)

B-6.1.1.3) Update profile

B-6.1.1.4) chat with experts

B-6.1.1.5) Install desktop shortcut

B-6.1.1.6) Enterprise Users Control

B-6.1.2) Setting:

- Upgrade plan.
- Change password.
- Update Contact Person Information (Name, Contact information) with verification.
- Unsubscribe from news e-mails

- Deactivate account.

B-6.2) Control Panel & Setting for Headhunter:

B-6.2.1) Control Panel

B-6.1.1.1) Inbox

B-6.1.1.2) To-Do calendar (Gmail, Outlook)

B-6.1.1.3) Update profile

B-6.1.1.4) chat with experts

B-6.2.2)

- Upgrade plan.
- Change password.
- Update Personal Information (Name, Contact information) with verification.
- Unsubscribe from news e-mails
- Deactivate account.

C) Admin Control Panels (To Be Discussed)

- Admin user can activate and deactivate accounts
- Admin user can create companies accounts (If required)

Reports:

- System will provide reports and statistics for each system data (Based on client requirements)

Self-branding requests:

- Admin can check each request details and requester profile
- Admin will create the following for the user and add them as attachments to user profile:
 - Create classic C.V.
 - Create classic resume
 - Create video C.V.
 - Create employment letters:
 - Cover letter
 - Motivation letter
 - Etc.

General features

- Share jobs\company profiles\my C.V. to any popular social media
- Platform should be in Arabic and English
- System will integrate with Grammarly
- System will integrate with Zoom to arrange an interview
- Design will be responsive on desktop and mobile devices

Academy features

Accounts

- There is no registration page for the Academy (in current phase)
- All Pro Talent accounts will have an access to the academy

Courses

- Each course will have some fields such as:
 - o Title
 - o Description
 - o Course track
 - o Skills
 - o Price
- All free courses will be available for all users
- User can search for courses based on any course field
- User can't share courses for any one
- Company can share courses for their employees only
- Users can create their own favorite list

Certificates

- When user complete a track courses system will send him\her an digital certificate
- Each certificate has QR code, if any one scan the QR code it will redirect to an online page to show the certificate to avoid any fraud

Admin panel

- Admin can add and edit any courses
- Admin can add and edit any tracks

Reports:

- System will provide reports and statistics for each system data (Based on client requirements)