

THE CURRICULA MANAGEMENT SYSTEM

This online application is for an organization to manage curriculum details of candidates that don't apply for specific advertised job offers but have the possibility to insert their Cvs in the system under certain categories for future reference.

The aim of the system is to create a database to store and manage all applications inserted by the candidates online.

SYSTEM'S FEATURES and INTERFACE

The system will consist of a back-end for the administration of the collected data and a front-end for the public interface online.

The candidates will be able to create their own CV through an online form based on the European CV model.

While the front-end will not require any login, the back-end will need two different login levels.

The back-end will have two types of users with two different access levels:

- **Editor** : he will have permission to visualize and edit the CVs.
- **Consultant ('Registered User')**: he is the person responsible for the selection of the candidates and will only be able to visualize the CVs approved by the editor. He will not be able to edit the CVs or to apply changes/future updates.

The **candidates** won't be able to access the back-end, won't have any login and password and won't be able to modify their CVs after having sent it.

All the texts, fields, buttons of all the steps as described in this document and in the .ppt file will need to be editable by us through a file called 'language.php' in order for us to translate easily the system interface into Italian.

The graphic layout that you will create will need to be customizable by us through a css file in every detail. Only the size of the page will remain the same. The details are explained in the attached file (.ppt).

Front End

In the section that follows, we'll go through the process of how the candidates will be able to insert their CVs step by step from the public site. We'll also support you with a .ppt presentation that will represent synthetically each different step.

▪ **Step 1 (slide 2)**

The public home page to the system will show a welcome message (that will be translated by us through the file language.php) and a 'NEXT' button that will allow the user to go on to the step 2

▪ **Step 2 (slide 3)**

The second page will have a text (that will be translatable by us through the file language.php). At the end of the page there will be a checkbox for accepting the terms and conditions and a BACK and NEXT button icons to pass on to the step 3. The system will check that the checkbox has been checked and, in case it hasn't, will show

an ERROR message and will reload the page

- **Step 3 (slide 4)**

10 checkboxes of the first level (called 'profilo professionale' = 'job categories') with 4 or 5 checkboxes of second level each (called 'aree tematiche' = 'thematic areas').

The user will be able to select a maximum of 2 job categories and at least 1 area for each selected job categories. It won't be possible to select areas that don't belong to the selected job categories.

From this step onwards, there will be a menu on the left column to browse the steps.

'BACK' and 'NEXT' button icons

From this step onwards the structure will clone the model for points 1,3,4,5,6 and 7 at the following web address:

<https://europass.cedefop.europa.eu/instruments/cv/step0.do>

Please use the same field names that are indicated when you select the Italian language. We do NOT require point 2 (desired employment/occupational field).

NOTE: clone also (when present in the web pages mentioned above) the feature for the light bulb and the question mark. These texts will be editable from language.php.

Copy as well the functionality "save" (when present), with an icon that allows candidates to save work in progress.

The CV saved each time by the candidate will be stored in a cookie locally for half an hour.

- **Step 4 (slide 5)**

Form to be filled in by the user with all the fields of this model:

<https://europass.cedefop.europa.eu/instruments/cv/step0.do> **point 1** (personal information). All the fields will be obligatory except fax and email.

We don't want the field photo and the field date format.

Once the button NEXT will be pressed, the system will check that all the obligatory fields have been filled in correctly.

BACK and NEXT button icons

- **Step 5 (slide 6)**

Again a form to be filled in with the same fields as:

<https://europass.cedefop.europa.eu/instruments/cv/step0.do> **point 3** ([Work experience](#))

The user is required to insert at least one work experience. It will be possible to insert up to 20 work experiences.

SAVE icon.

BACK and NEXT button icons

- **Step 6 (slide 7)**

Form to be filled in by the user with all the fields of this model:

<https://europass.cedefop.europa.eu/instruments/cv/step0.do> **point 4** ([Education and training](#)). The user is required to insert at least one [Education and training](#) experience. It will be possible to insert up to 10 educational experiences.

SAVE icon.

BACK and NEXT button icons

- **Step 7 (slide 8)**

Form to be filled in by the user with all the fields of this model:

<https://europass.cedefop.europa.eu/instruments/cv/step0.do> **point 5**

(Language(s))

it will be possible to insert up to 10 languages.

SAVE icon.

BACK and NEXT button icons

- **Step 8 (slide 9)**

Form to be filled in by the user with all the fields of this model:

<https://europass.cedefop.europa.eu/instruments/cv/step0.do> **point 6** ([Personal skills and competences](#)).

BACK and NEXT button icons

- **Step 9 (slide 10)**

Form to be filled in by the user containing only the field 'additional information'

<https://europass.cedefop.europa.eu/instruments/cv/step0.do> **point 7**.

We don't want the field 'Annexes'.

BACK and NEXT button icons

- **Step 10 (slide 11)**

Text that will confirm to the user that the CV has been correctly filled in. Text editable from language.php.

Button to confirm that the user wants to send the CV. The CV will be automatically stored in the database and will be visible by the Editor in the Candidates Management (slide 14)

BACK and NEXT button icons

- **Step 11 (slide 12)**

This page (editable through the file 'language.php') will confirm to the user that the CV has been sent correctly.

The page will also have a **link** to the file containing the **CV** just sent, **converted in pdf** format by the system

The left menu won't be present in this page as the candidate shouldn't be allowed to browse back his CV and modify it

Back-End

Now we're going to describe the back-end interface step by step.

- **Step 1 (slide 13)**

Login page (id and password)

NOTE: From now on we will describe the back-end functionalities taking into consideration 2 different users and their respective views after logging in: the editor and the consultant/registered

Editor's view (after login)

We need to have a left menu always present (in all editor view pages) with the following items:

1. candidates management
2. approved candidates management

- **Step 2 (slide 14)**

Candidates Management

List of candidates in chronological order (when the CV has been submitted) from the oldest to the most recent. A button 'trash' (one for each candidate) will allow the deletion of the single candidate.

The surname of the candidate will be clickable, and will link to his complete profile (step 3).

- **Step 3 (slide 15)**

Once the surname of a specific candidate has been clicked - the system will show his CV : all the fields will appear in one page and will be editable by the editor.

At the end of the page, it will be possible to change the status of the candidate into 'read' or 'approved'. There will also be a PRINT icon to print the page.

The approved candidates won't appear anymore within the 'candidates management' list and will move automatically into the 'approved candidates management' list.

- **Step 4 (slide 16)**

List of approved candidates in alphabetical order. Date of insertion of the approved candidate. Possibility to delete the candidates through a Trash icon.

Search engine for surnames. Possibility to click on the candidate name to visualize the complete profile (step 5).

- **Step 5 (slide 17)**

Once the name of the approved candidate has been clicked, it will be possible to visualize all his details in one page. All the fields will be editable by the editor.

At this point it won't be possible to change the status of the candidate. After having applied all the changes, it will be possible to save the CV through the icon SAVE.

PRINT icon to print the document.

Registered view (after login)

The consultant (registered user) will be able to search the approved candidates through their job category and thematic area.

The registered user won't be allowed to see the candidates that haven't been approved .

- **Step 2 (slide 18)**

List of job categories. Radio button to select a category and start search

- **Step 3 (slide 19)**

List of thematic areas related to the job category chosen in step 2 (slide 18), search button

- **Step 4 (slide 20)**

Results list of approved candidates belonging to the category and the thematic area that have been selected. By clicking on the surname it will be possible to visualize his CV (step 5 slide 21) and print it (PRINT icon).

It won't be possible to add any modification to the CV.