

**We are looking to have our own CAREER SITE where people can apply job and upload CV and transcripts in our website.**

The system needs to:

- 1) **Collect information** from the job applicant to create a talent pool
- 2) Then using the information collected, the system should automatically **match** the right candidate using different keywords, or criteria to a job;
- 3) Then we will **select** the right candidate and arrange interview from then on.

We need to have an Admin panel where we can search and match the right candidate to the right job.

**There should be somewhere in the admin panel where we can customise the job application forms, application questions, tests, customise personality quiz...etc.**

**The basic features we required for our career site are as follows:**

- Requisition Management** Track and manage each of the job openings and keep teams in the loop with clearly defined ownership.
- Job Posting/Smart Sourcing** Post opportunities to own career sites or expand our search to social networks and hundreds of free and paid job boards.
- Job Matching** Use a quick search to view matching candidates by experience level, certifications, industry, education, salary level, location, and more - by single or composite criteria..
- Workflow Automation** Electronic requisitions and approvals while generating personal emails for better candidate communication.
- Candidate/Contact Management** Instantly view our entire candidate database, import contacts from Microsoft Outlook® and Excel®, and set follow-up reminders.
- Reporting and Analysis** Provide instant views of key staffing metrics through intuitive graphs, tabular data and custom reports.
- Self-Service** Keep all users focused on their unique responsibilities with role-based access and personalized views of tasks and due dates.
- Superior Scalability** Respond rapidly to meet hiring spikes and accelerate new location openings with tools geared to get more people onboard faster.

### **1. Applicant Panel:**

- a) My Applied Jobs with Status
- b) My Saved Jobs
- c) My Resume
- d) My Additional Attachments
- e) My message bank
- f) Send the Job to a friend function
- g) Bookmark this job in Facebook
- h) My Matching Job

### **2. Admin Panel:**

#### **a) Candidate Management:**

- Resume Management & Search
- Import Tools

- Auto-response Emails
- HTML/text Email Templates
- Real-time Alerts
- Contact Log and Communication Management
- Customizable Workflow
- Mass Update & Delete
- Mass Email & Send To
- Custom Fields, Layouts & Lists
- Historical Activity Trail
- Interview Management
- Offer Letter Management & Approval
- Custom Candidate Fields Limit

**b) Requisition Management:**

- Real-time Job Posting
- PreScreening Questions
- Job-specific Application Forms
- Job-specific Candidate Ranking
- Customizable Workflow
- Mass Update & Delete
- Custom Fields, Layouts & Lists
- Custom Requisition Fields
- Email-based Approval Process

**c) Match the right candidate:**

- Qualifications Matching: Use a quick search to view matching candidates by experience level, certifications, industry, education, salary level, location, and more - by single or composite criteria.
- Personality Matching: using personality multiple choice questions
- Preferences Matching: match a candidate's salary range, location preference and willingness to re-locate to your search criteria, and engage the best fitting candidates
- Skill Matching: from variety of certification tests

**d) Account & Contact Management:**

- Import Tools
- Contact Log and Communication Management
- Mass Email
- Custom Fields, Layouts & Lists
- Custom Account Fields
- Custom Contact Fields

**e) Task & Event Management:**

- To Do List & Follow-up Reminders
- One-click "Add to Outlook" functionality
- Multi-user Events and Tasks
- Custom Fields, Layouts & Lists

**f) Careers Website Management:**

- Customizable Application Forms and other forms
- Multiple Forms

**g) Reporting & Analysis:**

- Standard Reports (e.g. number of applicants for a particular job; the most relevance candidate to a job for matching purpose...etc)
- Export to MS Excel or CSV
- Custom "Ad-Hoc" Reporting

**h) Globalization:**

- Global Time Zone Support
- Global Time & Date Formats
- Multilingual User Population

**i) Integration:**

- Import/Export Utilities
- Web Integration Links & HTML
- Web API

**j) Productivity Tools:**

- Smart Sourcing: Outlook PlugIn, Facebook Application Platform

More detailed spec will be provided should you be selected.

We look forward to your prompt response with the DEMO ADMIN PANEL & APPLICANT PANEL for the sample job sites and systems created for review purpose.

Thank you