## Recruitment Project Management

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| Primary Persona: | HR Manager or HR Representative. |
| Configuration Settings | Browsers: Chrome, Internet Explorer. |
| Problem / Opportunity Statement: | The HRM Solution addresses the problem of recruitment Project, recruitment project will have all information about recruitments and application regarding the project. |
| User Goals: | Human Resource will be managing recruitment project records in Recruitment entity of the system. |
| Business Goals: | * Mange all information of recruitment project i.e. Organization details, important dates and project recruiter. * Manage all application regarding specific job. * Easily start and deactivate recruitment project. |
| Triggers: |  |
| Narrative Description (e.g., plans, evaluation, actions, objects, context, events): | Human Resource login’s into the system, they can either create new recruitment project or can update information about the existing recruitment project. Recruitment project will maintain information about organization, recruiter, important dates and applications regarding project. |
| Detailed Steps | 1. Create Contact.    1. Go to **Sales > Customers > Contacts** in the navigation bar.    2. Click on the new button shown on the ribbon bar.    3. It will open new form.    4. Fill the information about the contact. User can add addresses, competencies, and personal information etc. about the contact. (Note: Email address should exist in contact). 2. Create Applicant.    1. Go to **HRM** > **Recruitment > Applicant** in the navigation bar.    2. Click on the new button shown on the ribbon bar.    3. It will open new form.    4. Fill Applicant type, contact and other information on the form, and then click on the save button. 3. Create Department.    1. Go to **HRM** > **Organisation > Departments** in the navigation bar.    2. Click on the new button shown on the ribbon bar.    3. It will open new form.    4. Fill the information on the form, and then click on the save button. 4. Create Job.    1. Go to **HRM** > **Organisation > Jobs** in the navigation bar.    2. Click on the new button shown on the ribbon bar.    3. It will open new form.    4. Fill the information on the form, and then click on the save button. 5. Create Recruitment Project.    1. Go to **HRM** > **Recruitment** > **Recruitment Projects** in the navigation bar.    2. Click on the new button shown on the ribbon bar.    3. It will open new form.    4. Fill the Organization, dates, web publishing and other information on the form, then click on the save button on the ribbon bar. 6. Edit Recruitment Project.    1. Go to **HRM** > **Recruitment** > **Recruitment Projects** in the navigation bar.    2. User will see list of recruitment projects click on the desired record to open it.    3. Update required information.    4. Click on the save button. 7. Start Recruitment Project.    1. Go to **HRM** > **Recruitment** > **Recruitment Projects** in the navigation bar.    2. User will see list of recruitment projects double click on the desired record to open it.    3. User will see status reason field on the form, set status reason to Start. User cannot add application to the project until it is not in start status. 8. Deactivate Recruitment Project.    1. Go to **HRM** > **Recruitment** > **Recruitment Projects** in the navigation bar.    2. User will see list of recruitment projects double click on the desired record to open it.    3. User will see Deactivate button on the ribbon bar click on this button to deactivate the recruitment project. 9. Add application to Recruitment Project.    1. Go to **HRM** > **Recruitment** > **Recruitment Projects** in the navigation bar.    2. User will see list of recruitment projects double click on the desired record to open it.    3. User will see application grid on the form, click on the plus (**+**) button to add application.    4. New form will open, select applicant and fill other information, then click on the save button. |
| Success Metrics: | 1. Create Contact: Record will be created in contact entity. 2. Create Applicant: Record created in applicant entity. 3. Create Department: Record Created in Department (legal entity) entity. 4. Create Job: Record will be created in job entity. 5. Create Recruitment Project: New record created in Recruitment Project entity. 6. Edit Recruitment Project: Recruitment Project Information Updated. 7. Start Recruitment Project: Project status marked as start. 8. Deactivate Recruitment Project: Recruitment Project status marked as inactive 9. Add application to Recruitment Project: An Application add to the recruitment project. |