**Advance Job Portal Script Feature Document**

**Job Seeker:**

**Registration process:**

This is the mandatory process for the users to create a separate login for their account that includes the following feature:

* Unique email (username) assignment to avoid conflicts with others
* Registration confirmation for users.

**Forgot password:**

This module helps the user to recover their lost password, so that they should be able to login quickly

* Password will be sent automatically to their email

**User Login:**

* Users can be able to login by using their unique email and their password
* Logout process

**Home Page** **Feature**

* Home town search - user search the job in his / her home town.
* Search agent - user can create the agent and search job by any one search agent.
* User can block and unblock the companies which one company he / she want to block or unblock Set profile visibility of his / her profile.
* User can set their resume either active or inactive.
* Cover letter creation.
* Change password - user change new password into new password.
* User can preview, edit, delete and print their resume.
* User can update the profile.
* Applied job history will be displayed in Job Application history.

**Search job Module****:**

**Quick Job Search:**

* Enter any keyword like Job role / Location or Skills or Country to search jobs

**Advance Job Search:**

* Enter keyword or experience or location or functional area to search jobs.

**Job Search By Company:**

* Enter Company name and Location to search jobs.

**Job Search By Industry:**

* Choose any one industry to search jobs.

**Cover Letter Module:**

* Create new cover letters
* Create new cover letters by giving the cover letter name,
* User can attach their resumes.
* Save cover letter
* Preview cover letter
* Edit /Delete cover letter

**Saved Job:**

* User can save the jobs when they are searching the jobs in the site.
* User can apply the jobs from the saved job list.

**Resume Builder****:**

* Enter key information
* upload or paste resume
* Enter supplemental information
* Free resume posting

**Forum:**

* This is Forum Modules For Website
* Member Can Discussion Topic with Other Members
* Forum Module Concept - Form Home, My Forum, Create Forum Topic
* User Can View My Posted Topics Here, Also Link For Topic Discussion Create Forum Topics Member Can Post New Topic Here
* This Forum Create Concept has Following Fields - Forum Topic, Forum Category, Forum Sub Category and Forum Details

**Placement Paper:**

* Various companies Interview question will be provided in the placement paper module

**Today’s Walk-in:**

* Job seekers can found out the Walk-in of the reputed companies in today’s walk-in module

**Job Recruiter:**

**Registration Module**

* User enters their account information, company details, and primary contact details.
* User can easily select the job mail alert and news letter alert during the registration itself.
* Activation emails send it to the user after registration

**Login Module :**

* User easily login with their username and password.
* User receive mail for forget password

**Profile:**

* View the profile details submitted by the user at the time of registration.
* User can update the company details , logo, contact person name , contact person designation , company profile ,contact details etc.
* The recent jobs posted by the user can be viewed
* The recent login time and duration of login is viewable here*.*
* Password of job recruiter is changeable in change password*.*

**Find Candidate:**

* Find the job seekers who have applied for the jobs posted.
* View their resumes and cover letters.
* Recruiter can send email to the job seekers.
* Recruiters create the common mail message before sending the email.
* Recruiter can download the job seekers resume that are all apply for the job.
* Members have to subscribe for the pack to access this feature otherwise shows the buy package link

**Resume access:**

* Recruiters can search for the application/resume of the user.
* If the employer or recruiter was not order any package it shows the buy package link.
* Here we can search for all jobseekers who have posted their resumes in our site.

**Post job:**

* For posting the job the employer should order the package.
* If the user was not buying the pack they can’t post any single job.
* Post the job for recruitment.

**Posted jobs:**

* Posted jobs are listed.
* The employer can edit the jobs.
* Delete jobs.
* View job

**Transaction details:**

* Details about the transaction are view in the page.
* Details about package details, which one the employer using.

Admin:

**Login:**

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| * Administrator logs in with username and password.   **Functional Area:**   * Add functional * Edit functional area * Remove functional area   **Industry Type:**   * Add industry type * Edit industry type * Remove industry type   **Home Page Ads:**   * Add home page ads. * Edit ads * Remove ads * Maintain active and inactive ads   **Enquires** **:**   * Queries or comments are posted by user. * Manage the admin enquiries * Reply queries or comments to the user. * Delete enquiries.   **CMS:**   * Edit About Us , privacy information , tell to a friend and Terms & conditions   **Price settings:**   * Database access price , Job Postings and Featured Employer . * Add / edit /delete product * These updates are viewed in the payment package details in User view section.   **Forum:**   * Add category * Delete category * View Forum   **Placement Paper:**   * Add Company * Add placement paper * Edit/delete placement paper * Add/delete/Edit category * View the placement papers list   **Newsletters:**   * Send the news letter about the jobs site to the job seekers. * Send the news letter about the jobs site to the recruiters.   **Manage seekers:**   * Maintains the user address information. * Maintains the user profile information. * Delete the user profile. * Make the user profile as an active or inactive profile. * Based on that status when the recruiter search the resumes, * If the profile status was active recruiter can view their user profile otherwise they can't view their profile information. * When the admin is going to make the profile status either active or inactive admin have to enter the reason for change the profile status. * Reason will send it to the user. |

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|  | **Manage Logo:**   * Admin Can Change Logo From Admin Panel * Admin Also Upload New Logo For Website |
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|  | **Manage Site Information:**   * Admin can Change Website Name * Admin can Website Path and can manage email address. |

**Advance Unique Features:**

**User Side:**

* Paid JobSeeker should be shown as Featured to employer in resume search, they should be on top
* Employer can send these many emails per day to selected candidates
* This will put limit on number of resumes employer can download based on plan he selected
* Admin should be able to upgrade/change membership plan of selected employer/ job seeker to any of the available plans
* These emails would be send to employer/jobseekers after
* Registrations
* job posting
* job application
* Job Seeker/ Employer after registering will receive welcome email .
* email verification codes after login
* Email for the employers and job seekers will be shown as Verified once they enter code otherwise it will unverified

**Admin Side:**

* Admin should be able to upgrade/change membership plans directly for any selected job seeker/employer
* Add/modify/delete Email templates (for registration emails, job alert emails, employee job posting emails)
* Option to set Website title, Meta keywords, meta description
* State/City add/update/remove
* Export to excel for both emp/job seekers
* Sending emails to selected Jobseeker and employers
* Summary of count of job seekers registered , resumes uploaded daily
* Summary of count of employer registered daily
* Summary of count of job posted daily