



## **Job Finder Portal - Website, Admin interface & mobile apps for both Employers & Candidates and a Super Admin/CMS Development, Integration, Testing & Launch.**

V.1.3

08.27.2017

---

**Software Developers Inc**

18809 Cox Ave, Suite #100

Saratoga, CA 95070



## Confidentiality of Important Information

The information in this document is confidential and is intended solely for the attention and use of **Carwan Rasoal**. It might contain privileged information. If it has come to you in error and you are not the intended recipient you must not proceed further, disclose, copy, use or disseminate any information contained therein, please delete it and contact us **team@sdi.la** without delay so that we may take whatever action we consider appropriate. Although this document is believed to be free from any virus it remains the responsibility of the recipient to ensure that this document is virus free and we accept no responsibility in this regard.

## Table of Notifications

This Table represents the contacts in both companies as assigned currently.

Project	Name	Company
Project Requirements	Carwan Rasoal	Airjob_Job Finder Platform
Client Interface (Business)	Sakshi Sharma	Software Developers Inc.
Client Interface (Technology)	Sachin Nayak	Software Developers Inc.

This document contains the client requirements, features and functions that will need to be built, tested, and delivered by SDI. It will also include the total cost of this effort.

## Overview

The goal is build a robust Responsive Web Portal that enables Employers to search for potential Job Candidates and vice-versa. The main aim is to provide a better user experience by making the system easy and simple to use. SDI will work on designs, programming, testing and launch. These include the CMS/ Back-end Programming as well.

## Development Methodology Overview

### 1. Strategy & Objectives

- a. SDI's Project Manager will meet with client representative in order to determine the best possible technological strategies.
- b. This will establish clear goals and paths to those goals for the project.

### 2. Coding & Integration

- a. SDI's PM will confer with our Chief Technical Officer to determine the necessary technical requirements.
- b. SDI will follow industry best practices for coding, including use of Responsive Web Design.

### 3. Release and Launch

- a. SDI will inform the client when the MVP have been completed.
  - i. SDI will test for errors, bugs and other coding-related issues, and will fix them as needed. SDI will also meet with client to determine any other considerations or issues.
    1. SDI will test the Job Finder portal on Chrome & Safari browsers on PC & Mac.
    2. SDI will also fix any coding-related problems that occur for up to 6 months after launch. Further support can be provided through our Annual

Maintenance Contract.

- b. Once the deliverables are completed & approved and all issues resolved, SDI will launch the Job Finder portal.

## Development Principles

- Simple and clean UI designs.
- Smart Navigation Tabs for easy and fast installation
- Language of Development – English
- Language of Data Entry – English

## Coding Standards

- Industry standard iOS SDK will be used to create the code and user interface design for the mobile app.
- Optimal use of PHP frameworks in coding.

## Job Finder platform will include the following Modules:

1. Main Website
2. Web interface for Employers
3. Web interface for Candidates
4. Super Admin Backend for Owner/Client
5. Mobile App for Employer (iOS only)
6. Mobile App for Candidate (iOS only)

## Main website - Features/Functions

The website will consist of the following pages. These pages will pull information from the backend based on the information that super admin has uploaded in the backend CMS.

The main website will allow the users/website visitors to search for jobs. It will include the following functions

1. Read the information about the features and functions provided by this web portal and apps for both Employers & Job seekers/candidates.
2. The users will be able to search for jobs in their location. [The users can also search jobs at any location in the world.](#)
3. The users can filter their search criteria by job category/job title, location, employer's name (if that employer is in the platform database).
4. The users can select a particular job result to view complete information about the profile submission criteria and skillset requirements.
5. The registered users/candidates can apply for the job and if the users are not registered users then the platform will prompt the users to register everytime they try applying for a job or saving a job or search criteria.
6. The users can write and post reviews for the employers on the website.
7. The users can also share the job listing on their social media network like Facebook & Twitter.
8. The users can also also recommend a job to a friend via email.
9. **Footer** - The footer can include the following:
  - About Job Finder company
  - Partners
  - Social Media pages
  - FAQs
  - Terms of Use
  - Privacy
10. Contact us/support form.
11. Pricing or subscription information for employers to use the platform for posting jobs.

## Web Interface for Employers - Features/Functions

### 1. Register

- a. New employers will be able to register by providing a email/username, business information, and will be prompted to create a password. This will include:
  - i. Company logo
  - ii. Address
  - iii. Contact info
  - iv. Website URL
  - v. Social media pages links

### 2. Login

- a. Returning employers will be able to login with Email & Password;
  - i. We will design a “Forgot Password” button. This will ask User for their email on file, and it will automatically send an email to User to reset Password.

3. **Add sub admins** - The employers can create additional accounts under its main account and provide access to certain roles and privileges. [The employer can add unlimited sub users under his account.](#)

### 4. Dashboard

- a. Dashboard page allowing to see last posted jobs by employers, notifications for new applications and messages.
- b. Dashboard will include the world map which will display dots/pins showing candidates location and the employer can click on the dot to view candidates profile. [The world map will be activated by default and will display professions instead of pins/dots.](#)

5. **Post a job** - This page will allow the employers to post a job. It will include main fields like job title,

description, skillsets and experience required. The employer will have the option to publish this job as a featured job as well.

6. **Review job applications** - The employer will be able to review candidates profile who have applied for the job, the employer can either approve or reject the candidate for the applied position. [If the employer rejects a candidate, an automated message \(Thank you for applying for this job\) will be sent to the candidate.](#)

## 7. Search Candidates

- a. Employers will be able to search through the Web portal to find potential Candidates that match their requirements. [The employer will be able to view the 1 minute video which is uploaded by the client on its profile.](#)
- b. The employer can bookmark the candidate profile to review it later or can download their resumes.

## 8. View Candidate Details

- a. Employers will be able to view candidate basic information as well as more specific details.

## 9. Manage job listings

- a. Ability to view the current jobs posted by the sub admins
- b. The employer can delete the expired jobs listing.
- c. The employers can change the application deadline or renew it.
- d. The employer can also delete the listing/unpublish it.

## 10. Notifications/messages

 - This will include the notifications like:

- a. Candidates who have applied for a job
- b. A new job is just posted by the sub admin
- c. A message/inquiry by the candidate

## 11. Settings - The employers will be able to edit the following:

- a. Edit Company's profile info, Change password
- b. Notifications/ other preferences
- c. Add, edit or delete sub admins account information

## Web Interface for Candidates - Features/Functions

### 1. Sign In/ Sign Up

- a. Sign in using email & password
- b. Signup using Gmail/Facebook account or their other email
  - i. Agree to T&C and done

### 2. Create your profile

- a. Personal Details
- b. Location (Candidates can update their location anytime from Edit profile section)
- c. Work Experience - total number of years
- d. Expertise in particular field
- e. Qualifications & Certifications
- f. Skill Sets
- g. Upload resume
- h. Upload other documents like referrals or project portfolios
- i. Upload a video

### 3. Dashboard - This will show the world map with dots/pins showing employers and candidates location who are using this platform. The map will display employer's' company logo (if the employer has added its logo while creating their company profile). Dashboard will also include the menu from where the candidate can easily navigate through various functions within the system.



4. **Search jobs** - The candidates will be able to search jobs by:
  - a. Job category
  - b. Job title
  - c. Job type (part time or fulltime)
  - d. Location
  - e. Employer name
  - f. Save search criteria - The candidates can also be able to set search preferences and save such job criteria.
5. **Job details** - The candidates will be able to click on any line items in the search results and can view job details. The candidates can bookmark the job or can apply for the job.
6. **Job application history** - The candidates can view the jobs they have applied for.
7. **Notifications** - This will include the following:
  - a. Any messages received from the employers
  - b. If their application is accepted by the employers
8. **Settings**
  - a. Edit Profile
  - b. Security
  - c. Change preferences for notifications/ alerts
    - i. Whether you would like to receive new matches as per your saved job criteria.
9. **Help/ info**

## Super Admin Backend - Key Features/Functions

### 1. Login:

- a. Admin will be able to access this section by using a username/email & password.
- b. Forgot Password: Admin will be able to reset the password by using their email address. If the admin/user requests a password with the email address, it will send a reset password link to the admin.

### 2. Create sub-admins:

- a. The admin can also assign controls or create users who can manage the information that goes on the website by assigning roles & privileges to these users.

### 3. **Dashboard page** - information for the last posted jobs, employers and candidates profile details.

### 4. **Messages page** allowing to see the messages received from the other users and contact page of the main website.

### 5. **Manage jobs listing** - See the list of the jobs posted by the employers, delete or modify them.

- a. Job Applications - monitor the job applications on the website

### 6. **Manage Employers account:**

- a. Employers Management - see the list and modify the information of the registered employers on the website
- b. Functionality allowing to post a job for an employer from the main admin panel in case the employers have issues in posting a job.

### 7. **Manage main website content:**

- a. Manage the main website content & images that goes on the website.
- b. Job Categories - modify the job categories shown on the main site

- c. Set a list of locations to be shown on the main site and when posting jobs and searching on the main site.
- d. Website Management, add new pages to the website, modify the settings of the different pages like setting own title, meta keywords and description.
- e. Add FAQ Manager allowing add frequently asked questions and answers on the website

**8. Settings:** Change email & password used to access the administration panel

## Mobile app for Employers - Features/Functions (iOS)

1. Employers will be able to sign in
2. Search for candidates
  - a. Advance search based on filters like location, job category, years of experience, [candidates preferred job type \(part time or full time\)](#). The employer will see the search fields with [world map by default on the dashboard](#).
3. Shortlist or bookmark eligible candidates profile
4. View the candidates profile & other details
5. Employer can upload a 1 minute [video about the company which will display the working environment of the company](#).
6. View notifications for:
  - a. the messages received
  - b. number of candidates recently applied for a position
  - c. if the user under employer's account have added a new job
7. Employers will also have an option to share the jobs on their social media account.
8. Employers will also have an option to delete or unpublish a job listing.
9. Settings
10. Logout

## 11. Help/info.

## Mobile app for candidates - Features/Functions (iOS)

1. Signup/Sign
2. Search jobs using filters like:
  - a. Location (the user can search update location as per their preference while searching a job)
  - b. Employer
  - c. Job category
  - d. Job title
3. View job details & apply for the job if you have already created your profile and uploaded your resume on the web portal.
  - a. If you haven't created your complete profile, then you can create you profile by adding information into the respective fields and uploading your resume into the app from Dropbox or Google drive.
  - b. Candidates will be able to upload a 1 minute video from their phone while applying for the job.
4. Bookmark or save a job you like to review later
5. View job applications history
  - a. clear/remove the jobs if not relevant anymore
6. View Saved/bookmarked jobs
7. Notifications/alerts

- a. Jobs applied status (accepted or rejected by the employer)
- b. receive response for your message/ send message
- c. Alert if a new job published that matches your search criteria

8. Share jobs on your social media like [Facebook & Twitter](#).

9. Email job to your friends

10. Settings - The user will have an ability to make the video viewable to both Employers and candidates or only Employers.

11. Logout

12. Help/info

## Cost

Tasks	Timeline	Cost (in US \$)
Responsive Web portal (Employers & Candidates) and Super Admin Portal	3 months	Euros 16500
iOS Mobile App (Employers & Candidates)	2 months	Euros 6800
	<b>Total cost</b>	<b>Euros 23300</b>

We will complete the Requirement Analysis, then Design and HTML and then continue on programming leading to Testing and Launch.

## Payment Terms

- 35% upfront upon contract signing
- 35% on design completion
- 30% on final delivery

## Warranty

All of SDI deliveries are warranted for bug resolution for a period of 6 months after delivery. All of the project Source codes will be handed over to the client on project completion. Client will be the sole and exclusive owner of the project and all IP on project completion and payment of all agreed Invoices to SDI.

For <b>Job Finder Portal</b>	For <b>Software Developers Inc.</b>
<p>-----</p> <p>Signature</p>	<p>-----</p> <p>Signature</p>
<p>Name:</p> <p>Job Title:</p>	<p>Name:</p> <p>Job Title:</p>
<p>Date of Signature:</p>	<p>Date of Signature:</p>