

# Online Interview

# Online Interview Featured list Document

## Version 1.0

### Overview :

Online Interview is a tool for managing the whole Interview Process. Using Online Interview module you can Create new Job Profiles, add Candidates for the Interview Process, Assign Interviews and then take the Interview.

### Feature List :

1. Users can Add/Edit and Delete jobs Profiles
  - If there is any vacancies or job openings in the users organization then he can add the job opening details in create job profile and also edit the same and delete the created job profile.
  - If the user erases the created job profile meaning that the job opening for the particular post is closed.
2. User can add candidates for a particular job profile
  - When the user receives candidates request for applying for an interview for any particular job profile then in that case the user can add the candidates in the system
  - The user can edit the added candidates and also search particular candidate based on email id and Name
3. User can assign interviews to some interviewers
  - The user can assign the interview to any particular employee of the organization to take the interviews of assigned candidates.
4. Interviewers can then take the interviews assigned to them and provide the feedback in the system itself.
5. Interviewer can select/ reject or move the candidate to next round
  - If the candidate has cleared all the round and is selected for the job posting then the Admin will add the joining details of the candidate.
6. Users can also view the selected candidates.
  - When the candidate are selected and added then the Admin can view the list of candidates selected for particular job posting.

Screen shots and details :

### Creating a Job Profile

The screenshot shows a web application interface for creating a job profile. The title bar reads 'Online Interview v1'. Below the title bar is a navigation menu with 'Admin', 'Host', 'Tools', 'Help', 'Modules', 'Pages', and 'Users'. A blue 'Edit Page' button is visible on the right. The main content area is titled 'Add Job Post' and features a tabbed interface with 'Create Job Profile' selected. The form contains the following fields:

- Job Code:** DotNet001
- Job Position:** Dot Net Developer
- Job Experience:** 2 to 4 In Years
- Skills Required:** ASP.NET MVC, JQuery, MS Sql
- Job Details:** Creating and maintaining web site

At the bottom of the form are 'Save' and 'Cancel' buttons. A video player interface is visible at the very bottom of the screen, showing a play button, a volume icon, and a progress bar at 2:35 / 9:16.

### Adding a Candidate

**Add Candidate Details**

Online Interview | Create Job Profile | Job Postings | **Add Candidate** | Assign Interview | Interviews

Name: Test User

Total Experience: 2 - 6

Mailing Address: test.user@brainvire.com

Contact Number: 98512658741

Package Expected: 450000 in Lakhs / Annum

Job Post: Dot Net Developer ( 2-5 )

Resume: Choose File | Resume.doc

Save | Cancel

**Assigning Interview**

**Assign Interviews**

Online Interview | Create Job Profile | Job Postings | Add Candidate | **Assign Interview** | Interviews

Candidates List

Sr No.	Candidate Name	InterViewer	Scheduled Date	Comment	Status	Resume
1	Test User					Resume.doc

Cancel | Schedule and Assign Candidate For Interview Rounds