

# Dashboard

The dashboard features a top navigation bar with 'RMS' and menu items: 'Jobs', 'Discover', 'Candidates', 'Reports'. A search bar and utility icons (help, settings, clock, notifications, profile) are on the right. Below the navigation is a summary row with four cards: '5 JOBS', '123 CANDIDATES', '5 INTERVIEWS', and '2 OFFERED'. To the right is a 'Quick links' section with 'Create new job' and 'Add Candidates'. The main area is divided into three widgets: 'Activity Updates' (with a 'Today' tab and a list of job-related events), 'Events' (a calendar view for '2 OCT - 8 OCT' showing counts for 'INTERVIEWS', 'OFFERS', and 'JOINING'), and 'Reminders' (a daily checklist for '2 OCT' with items like '10 am Call Tanvi Taneja' and '1 pm - 2 pm Meeting with vendor'). A 'Manage Widgets' button is at the bottom right.

Quick links for most frequent actions.

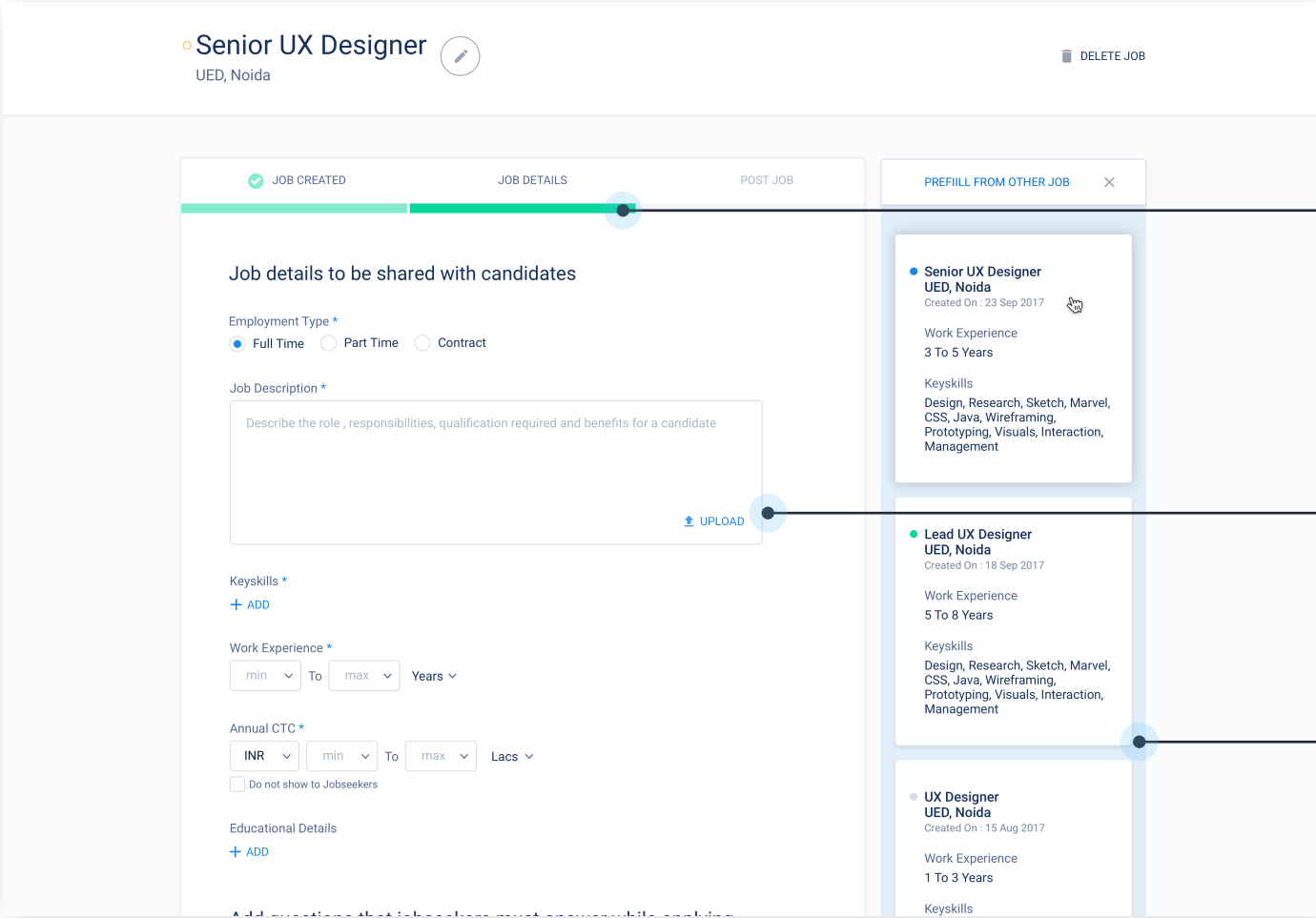
Summary of the entire system activity.

Easy to access calendar view of upcoming interviews, offers and joinings.

Updates on activities happening on jobs a recruiter is working on, with the ability to filter these updates.

Ability to quickly add and manage activities to be done. A simple daily checklist.

# Job Creation & Posting



Step indicator for better visibility of current position in the process.

Quick upload and suggestions for job description.

Quick form filling based on system suggested similar jobs posted in past.

# Job Listing

The screenshot shows the RMS Job Listing interface. On the left is a 'FILTERS' sidebar with sections for 'JOB CREATED' (My, All), 'JOB STATUS' (Open, Close, All), 'CANDIDATE SOURCE' (All, Applied, Sourced, Referral, Vendor, Naukri, LinkedIn), 'DEPARTMENT', and 'HIRING MANAGER'. The main area displays a table of 5 jobs with columns for JOB, DEPARTMENT, HIRING MANAGER, LAST MODIFIED, and OPEN SINCE. Each job row includes a checkbox, job title, location, hiring manager, last modified date, and open since duration. A 'Create new job' button is in the top right. A dropdown menu for the first job shows options: Search Candidates, Add Candidates, Send Job to Vendor, Edit or Post Job, Create Referral, and Close Job. Activity updates are shown below each job, such as '20 new applications', '10 new applications', '2 new applications', 'Offer approved', and 'Raman declined offer'. Pipeline stats are shown as '10 candidates', '80 candidates', and '92 candidates'.

JOB	DEPARTMENT	HIRING MANAGER	LAST MODIFIED	OPEN SINCE
<input type="checkbox"/> Senior UX Designer Noida Created by You, on 18 Aug 2017	User Experience Design	Vaishakhi Venkatraman	29 Sep 2017	42 days
<input type="checkbox"/> Senior UI Designer Noida Created by You, on 18 Aug 2017	User Interface Design	Sachin Gupta	28 Sep 2017	
<input type="checkbox"/> Associate UX Designer Noida Created by You, on 18 Aug 2017	User Experience Design	Vaishakhi Venkatraman	28 Sep 2017	
<input type="checkbox"/> Lead UX Designer Noida Created by You, on 18 Aug 2017	User Experience Design	Vaishakhi Venkatraman	27 Sep 2017	48 days
<input type="checkbox"/> Interaction Designer Noida Created by You, on 18 Aug 2017	Interaction Design	Nargis Sheikh	27 Sep 2017	49 days

Quick actions on each job.

Easy Filtering.

Hiring Team with each job for easy identification.

Pipeline stats.

Activity updates

# Job Details

The screenshot displays the 'Senior UX Designer' job details page in the RMS system. The interface is divided into several sections:

- Navigation:** Top bar with 'RMS' logo, 'Jobs', 'Discover', 'Candidates', and 'Reports' tabs. A search bar and utility icons (help, settings, clock, notifications, user) are on the right.
- Job Overview:** Shows 'Senior UX Designer' with tabs for 'Candidates', 'Job Details', and 'Selection Process'. A 'Reject' button is visible.
- Candidate List:** A table with columns: CANDIDATE, SOURCE, ADDED ON, STATUS, and Full Profile. Candidates include Gary McDaniel, Lily Kim (selected), Verna Bradley, Helena Ingram, and Patrick Vauqh.
- Activity Based Prediction:** Shows '1 HIRE YOU NEED' with '158 candidates' and '60 days' to fill.
- Candidate Stats:** A horizontal bar chart showing the distribution of candidates across stages: Head, Offered, and Interviewed.
- Job Details:** Includes Job Title (Senior UX Designer), Job Description (Lorem ipsum...), Educational Details (B.Tech, CSE and M.Des, Interaction Design), Keyskills (Research, Wireframing, Prototyping, Illustrator), Work Experience (3 To 5 Years), Annual CTC (INR 8 To 9 LPA), Employment Type (Full Time), and Company Description (Lorem ipsum...).
- Candidate Timeline:** A vertical timeline showing the progression of candidates like Gary Mc., Lily Kim, Verna Br., and Helena I. through the hiring process.

Excel view of candidates in the pipeline.

Easy Filtering.

Job Details

Reports based on the job details.

# Candidate Sourcing

The screenshot displays a web application for candidate sourcing. On the left, there is a sidebar with various filters: 'Search by' (Recent Search, Saved Search), 'Research' (Wireframing, Prototyping), 'Location' (Noida, Gurgaon), 'Experience' (5 to 8 years, 14 to 28 Lakhs), and 'JOB' (Search by role/job). Below these are sections for 'KEYWORDS', 'LOCATION', 'WORK EXPERIENCE', 'ANNUAL CTC', 'DESIGNATION', 'COMPANY', 'QUALIFICATION', 'EDUCATIONAL INSTITUTE', 'NOTICE PERIOD', 'GRADUATION YEAR', and 'CANDIDATE CATEGORY'. The main area shows a search for 'Resdex' with 348 candidates. Three candidate cards are visible: Deepika Kathuria, Gagandeep Singh, and Prateek Sharma. Each card includes a profile picture, name, location, current role, previous role, education, and location. A 'Show Phone Number' button is present on each card. On the right, a modal window titled 'Add Candidate' is open, showing a form to add a candidate's details, including name, email, and phone number. The modal also has a 'CANCEL' button and an 'ADD' button.

Easy Filtering.

Chrome extension that either parses and adds candidate details or allows manual adding of candidate details to help move a candidate into personal database.

Candidate tuple.

Quick actions.

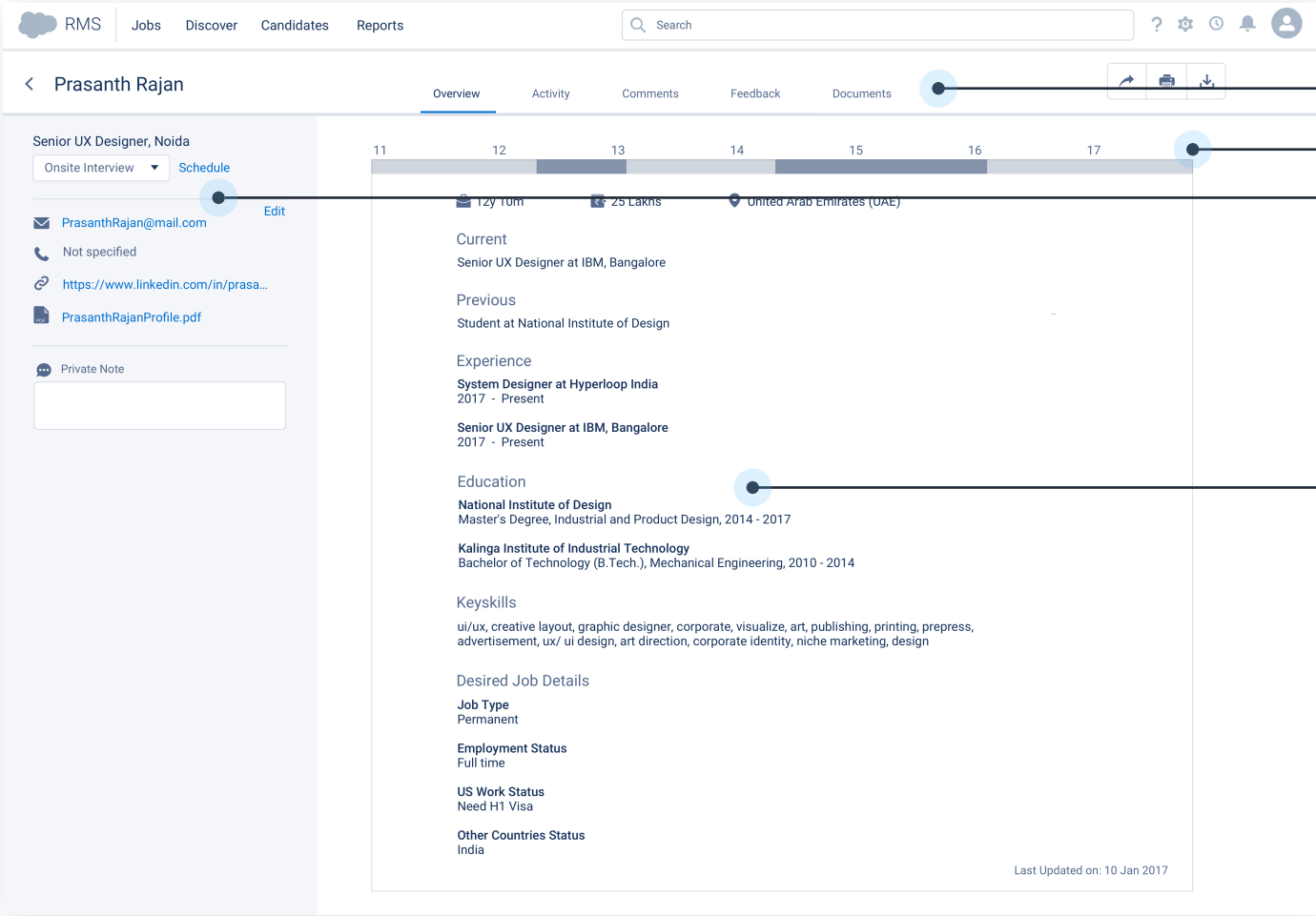
# Candidate Database

The screenshot shows a web application interface for a candidate database. At the top, there is a navigation bar with 'RMS' and tabs for 'Jobs', 'Discover', 'Candidates', and 'Reports'. A search bar is located on the right side of the navigation bar. Below the navigation bar, there is a left sidebar with various filter categories: 'CANDIDATES ADDED', 'JOB', 'CANDIDATE STATUS', 'CANDIDATE SOURCE', 'COMMENTS', 'DATE', and 'PROFILE ACTIVITY'. The main content area displays a list of candidates, with the first two candidates, Sameer Mohammed Haider and Priyanka Sharma, shown in detail. Each candidate card includes their name, salary, location, current and previous roles, education, and location. A 'Bulk actions' menu is visible above the candidate cards, and a 'Candidate tuple' is highlighted for Priyanka Sharma. A 'Quick actions' menu is also visible below the candidate cards.

**Annotations:**

- Bulk actions:** Points to the 'Actions' dropdown menu.
- Easy Filtering:** Points to the 'All' checkbox under the 'CANDIDATE STATUS' filter.
- Candidate tuple:** Points to the profile information of Priyanka Sharma.
- Quick actions:** Points to the action icons at the bottom of the candidate card.

# Candidate Details



Quick access to candidate documents, comments etc.

Candidate career timeline

Ability to quickly move a candidate in pipeline.

Candidate details and history in the system well categorised.

# Interview Scheduling

Prasanth Rajan

Overview Activity Comments **Feedback** Documents

Schedule Onsite Interview of Prashant Rajan for Senior UX Designer

25 Sep 2017 [Calendar Icon] Niharika... X Raghav... X Naim Sh... X Vipul Bh... X Add Interviewers Location

GMT+5:30	INTERVIEW	NIHARIKA JAIN	RAGHAV BISHT	NAIM SHEIKH	VIPUL BHARGAVA
9 AM					9 am - 9:45 am HR Interview
10 AM		Group 1 meeting Mid Review meeting			
11 AM					Internal Audit Final deadline for missing device collection
12 PM					
1 PM					
2 PM					
3 PM					
4 PM			1:1 with Natasha	Group 1 meeting Pilot run Customer Support App	
5 PM					
6 PM					
7 PM					

Start Time: 9:00 am End Time: 9:45 am

Interviewers: Vipul Bh... X Add Interviewers

Interview Type: HR Interview Location: 8.1

Cancel Save

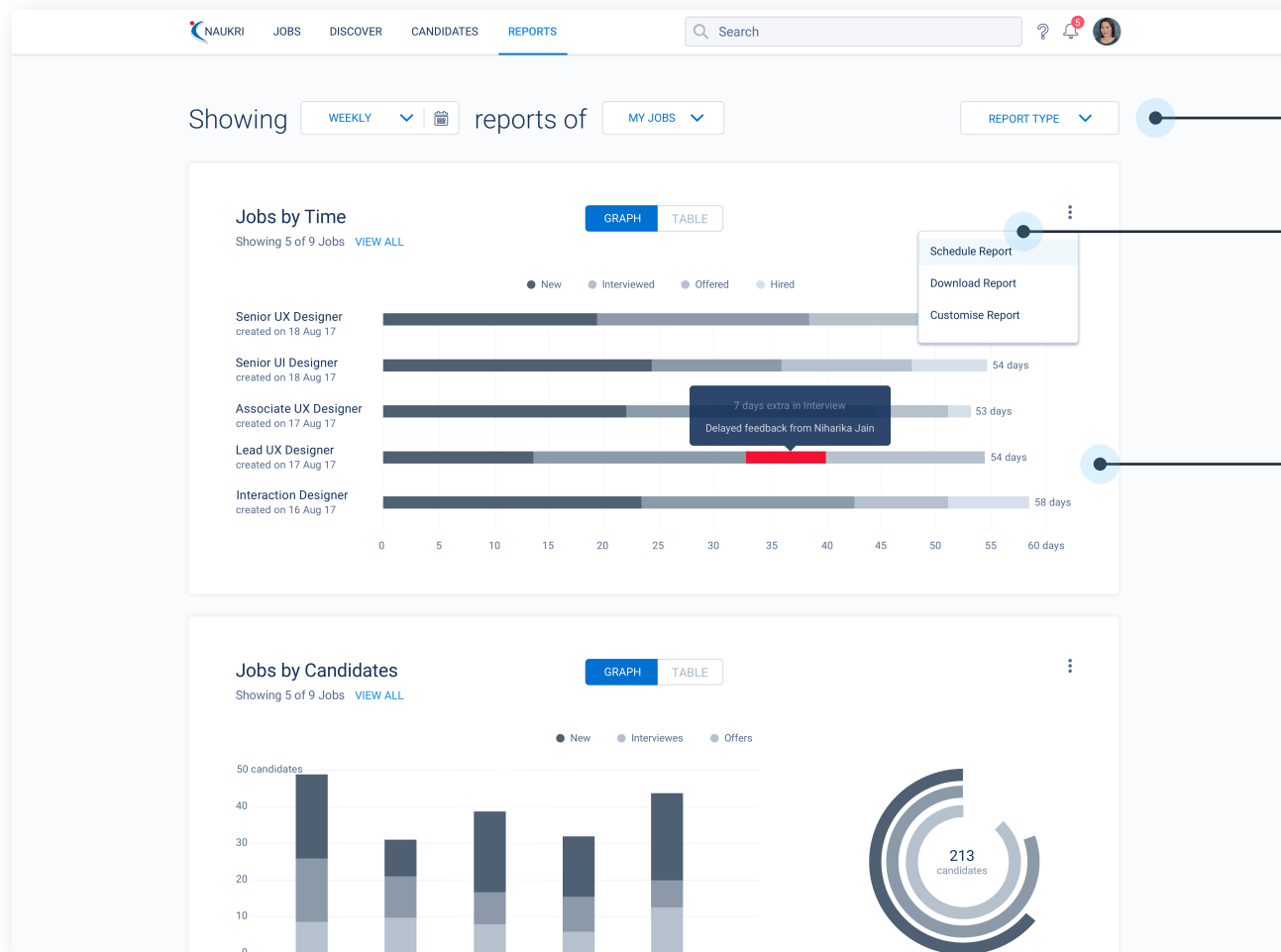
Cancel Next

Calendar sync. Ability to view calendar of the interviewer and schedule to avoid conflicts.

Easy addition of the interviewer, interview type, time and location.



# Reports



Ability to customise the view.

Actions on a report such as schedule a report, download and customize.

Graphical interactive reports with ability to switch between graphical and tabular view.

# Communication

Email Candidate

To: prasanthrajan@mail.com , abc@mail.com, def@mail.com cc/bcc Select Template ▼

From: rajatkapoor@mail.com ▼

Subject: Documents required !

Dear [Candidate Name],  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam eu leo at libero tincidunt iaculis. Phasellus congue vehicula eros, ut porttitor massa gravida ac. In id orci vitae turpis bibendum malesuada in id lectus. Mauris a magna tempus, ultricies libero non, placerat eros. Suspendisse tellus lorem, fermentum at leo nec, congue sodales tortor. Donec posuere interdum efficitur. Proin euismod pretium nulla, eget auctor elit tincidunt interdum. Nullam dignissim sed felis vitae euismod.

Regards  
Rajat Kapoor  
HR Infoedge, Noida

**B I U**

Cancel Send

Mail template options.

Two way mail sync.

Leave a note... @

@mention comments to notify a team member. File attach option to share documents such as CVs , JDs and others. Maintenance of mail and comment threads.