

# HCL Digital Solutions



# HCL Domino Volt

## Candidate Recruitment

Version 1.0 – April 2021

*By HCL Software Lab Services Team*

## Document History

<b>Revision Number</b>	<b>Revision Date</b>	<b>Summary of Changes</b>
1.0	04.22.2021	Created a Final Document

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# 1. Introduction

## 1.1. Project Overview

Candidate Recruitment Application refers to the overall process of identifying, screening, shortlisting, and interviewing, suitable **candidates** for **jobs** within an organization. It includes the cycle of Applying, screening, and Shortlisting to create a positive customer experience. The Candidate Recruitment process starts from when an Applicant places an application for job, to keeping track of that Application until it is fulfilled. It was designed using HCL Domino Volt 1.0.2 and built by HCL Software Lab Services team.

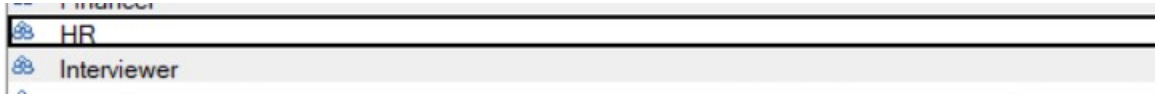
It also involves keeping a record of the Applicant – which may include their applications history, their Skills and personal Details related for Jobs. Human resource departments give notification to the Applicants if their profile matches for a particular job, and the Application is then forwarded to the next level.

Although this process seems straightforward, it is actually rather complex because it involves different departments and people to get an Application moved from one level to next level based on the previous level results.

## 2. Candidate Recruitment Application Setup

### 2.1. NAB Groups

Create the following groups in Domino NAB and add applicable users into each group.

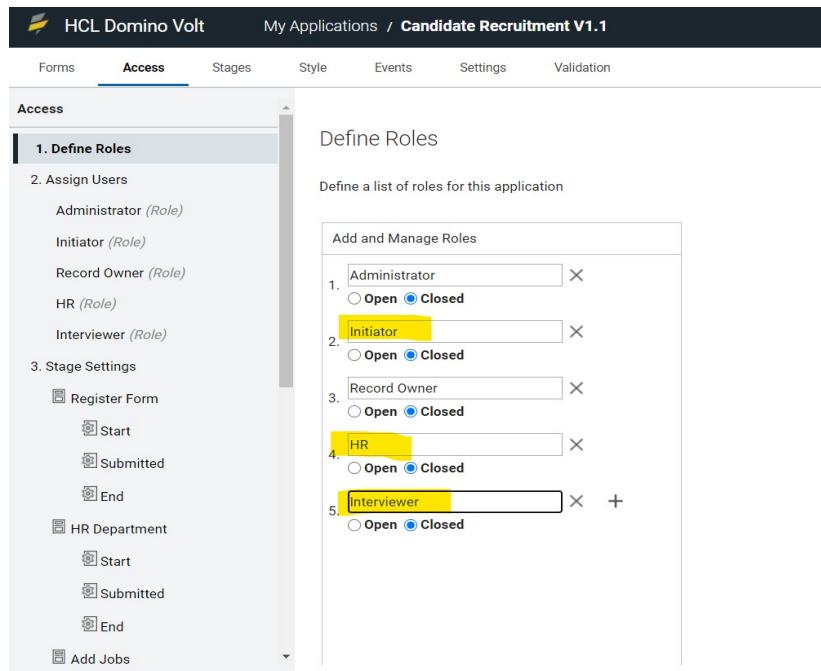


### 2.2. Import Application

Import the application in your environment and uncheck the “Remove previously defined users and groups from this application” option to maintain the assigned roles.

Application Roles:

- Domino Administrator
- Anonymous user
- Human resource department



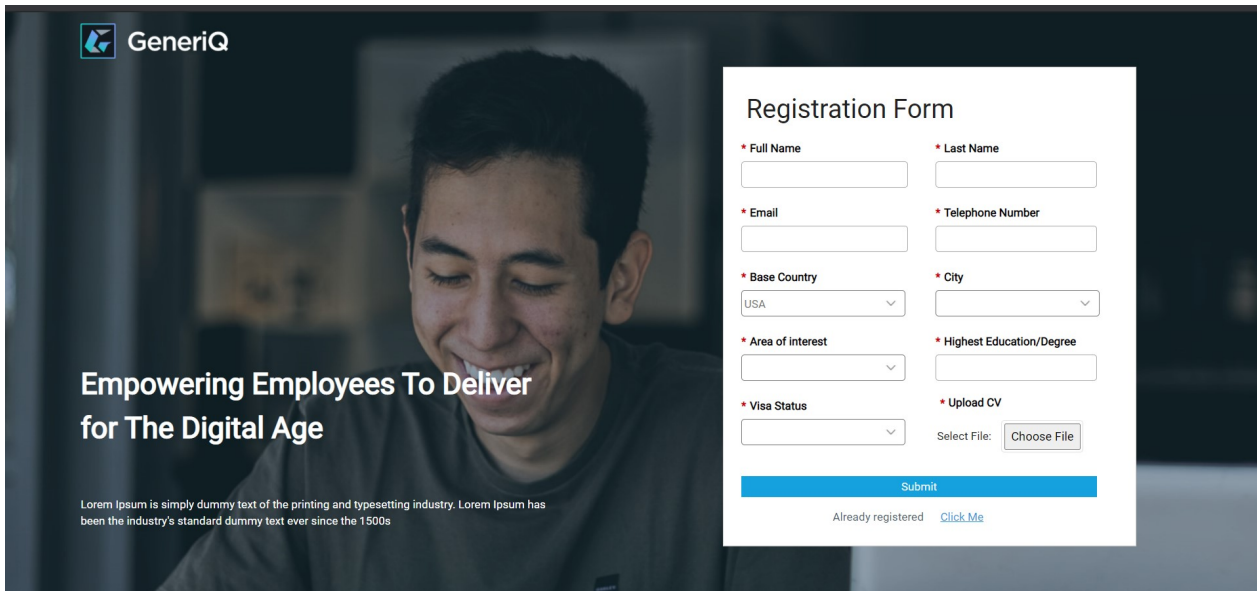
Add the Anonymous user to the initiator role, And HR department people to HR role.

Add or import data for add jobs Form initially.

## 3. Candidate Recruitment Application Design

### 3.1. Candidate Registration form

An anonymous user can use this form for registering himself for applying jobs.

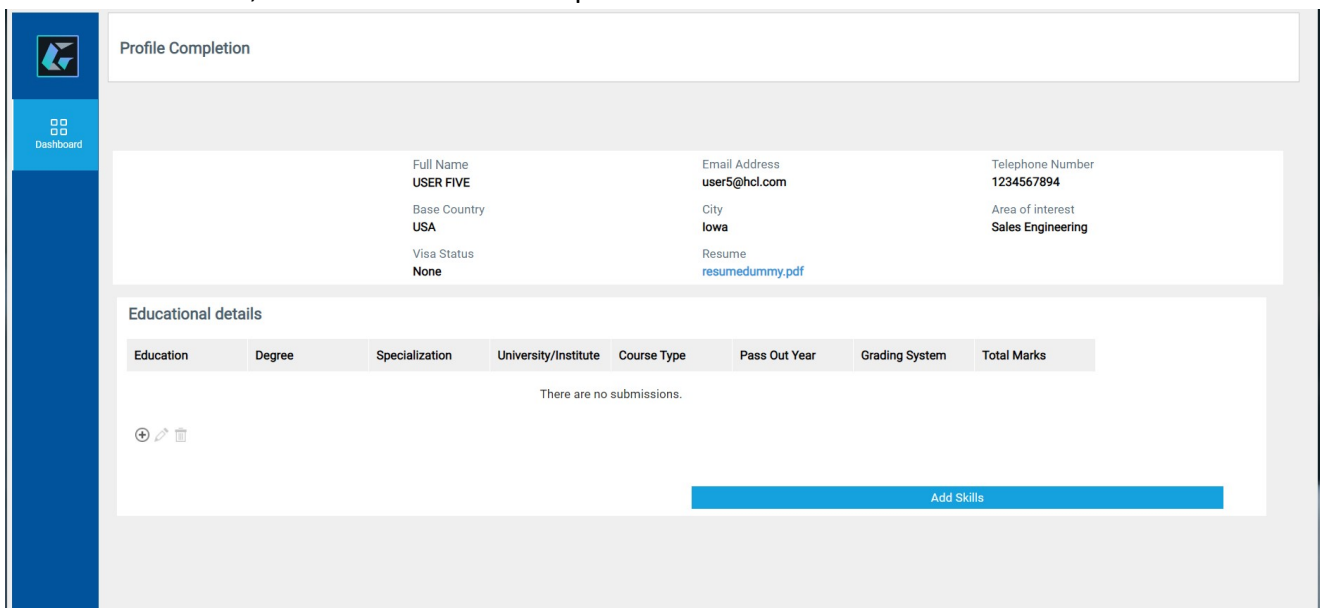


The screenshot shows the GeneriQ registration form. On the left, there is a background image of a smiling man with the text "Empowering Employees To Deliver for The Digital Age" and a paragraph of Lorem Ipsum text. On the right, the "Registration Form" contains the following fields:

- \* Full Name (text input)
- \* Last Name (text input)
- \* Email (text input)
- \* Telephone Number (text input)
- \* Base Country (dropdown menu, currently showing USA)
- \* City (dropdown menu)
- \* Area of interest (dropdown menu)
- \* Highest Education/Degree (text input)
- \* Visa Status (dropdown menu)
- \* Upload CV (text input with "Select File:" label and a "Choose File" button)

At the bottom of the form, there is a blue "Submit" button, a link for "Already registered" with "Click Me" text, and a "Click Me" link.

After submit the registration form he will navigate to profile completion page where he/she fills educational details, skill details and work experience details.



The screenshot shows the "Profile Completion" page. On the left, there is a blue sidebar with a "Dashboard" button. The main content area is titled "Profile Completion" and displays the following user information:

Full Name <b>USER FIVE</b>	Email Address <b>user5@hcl.com</b>	Telephone Number <b>1234567894</b>
Base Country <b>USA</b>	City <b>Iowa</b>	Area of interest <b>Sales Engineering</b>
Visa Status <b>None</b>	Resume <a href="#">resumedummy.pdf</a>	

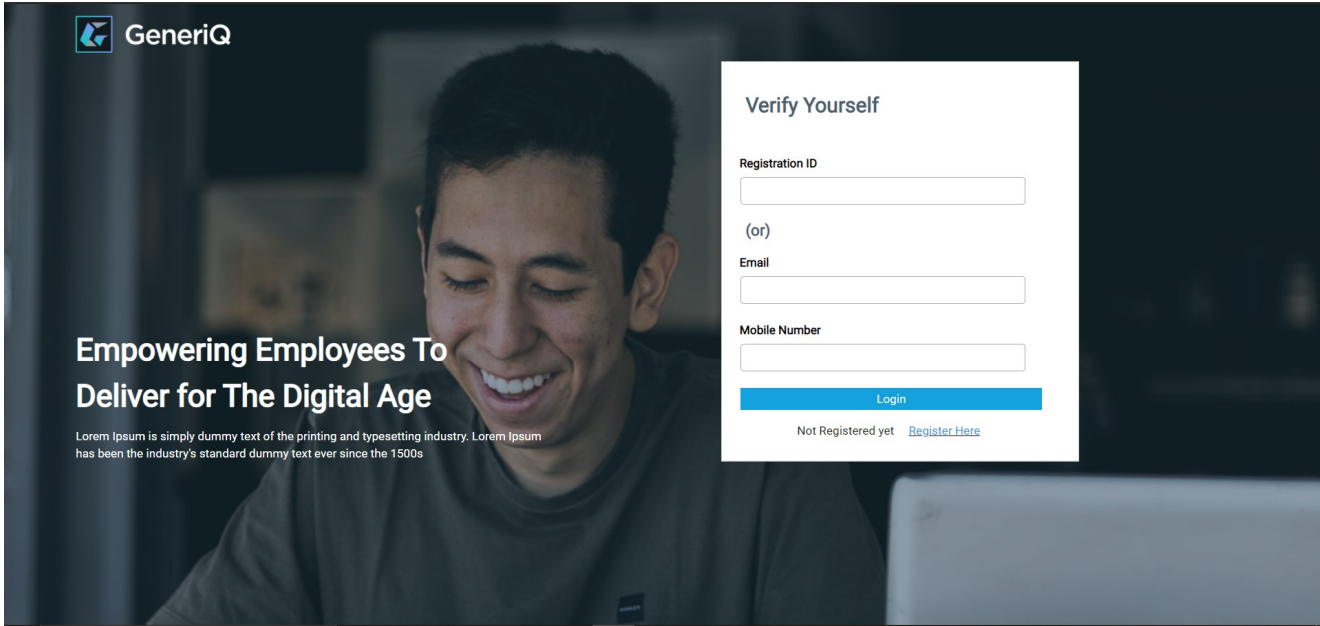
Below the user information, there is a section titled "Educational details" with a table structure:

Education	Degree	Specialization	University/Institute	Course Type	Pass Out Year	Grading System	Total Marks
There are no submissions.							

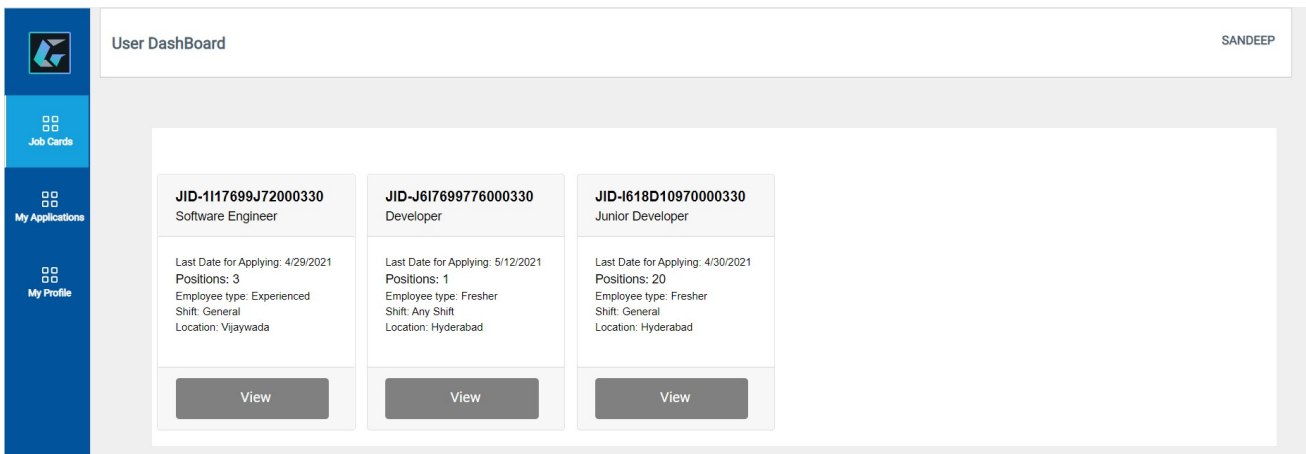
At the bottom of the page, there is a blue "Add Skills" button.

## 3.2. User Dashboard

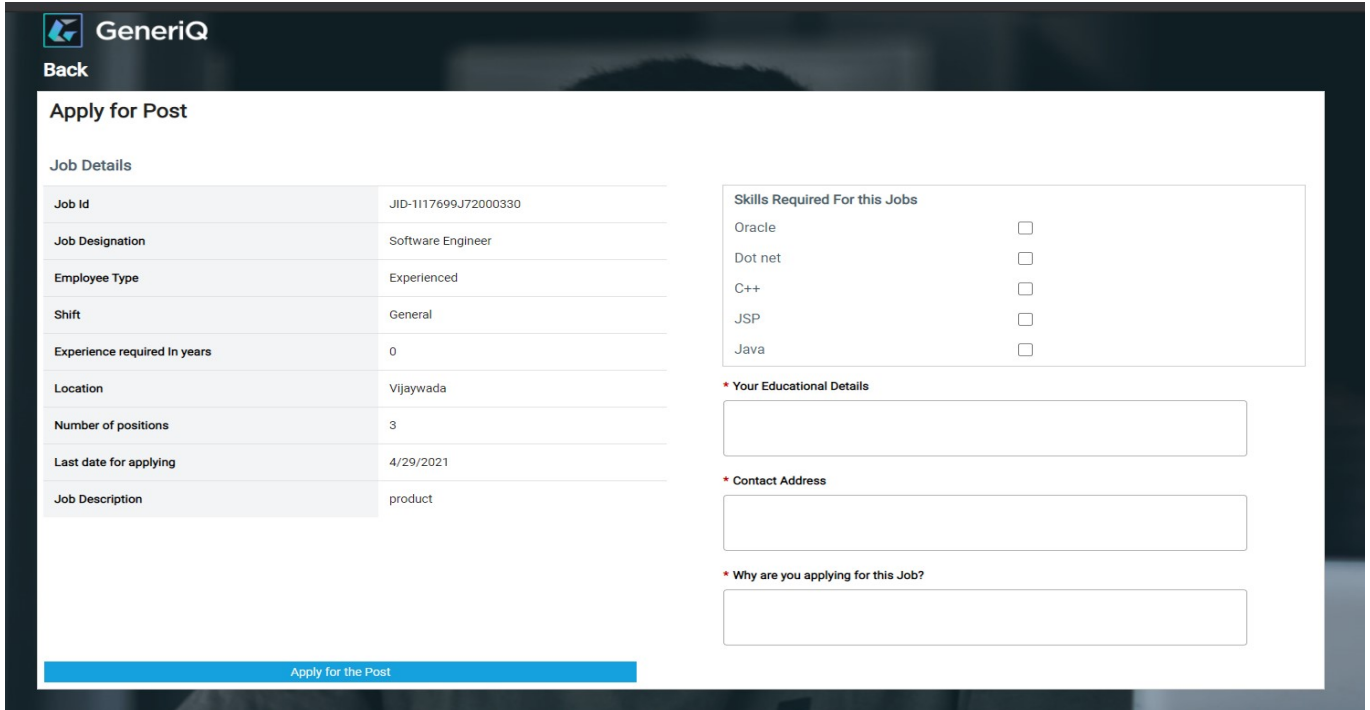
After he fills the registration form he can use the registration id or email and mobile number for applying jobs in the portal.



by validating himself with his/her credentials the user can see User Dashboard where he can apply for jobs, check the status of the application and he can also view his/her profile.



By giving a click on Job card view button user can see a job application to fill and he can apply for the job.



**GeneriQ**  
Back

### Apply for Post

**Job Details**

Job Id	JID-1117699J72000330
Job Designation	Software Engineer
Employee Type	Experienced
Shift	General
Experience required In years	0
Location	Vijaywada
Number of positions	3
Last date for applying	4/29/2021
Job Description	product

**Skills Required For this Jobs**

- Oracle
- Dot net
- C++
- JSP
- Java

**\* Your Educational Details**

**\* Contact Address**

**\* Why are you applying for this Job?**

[Apply for the Post](#)

**My applications** section is for viewing his/her applications status



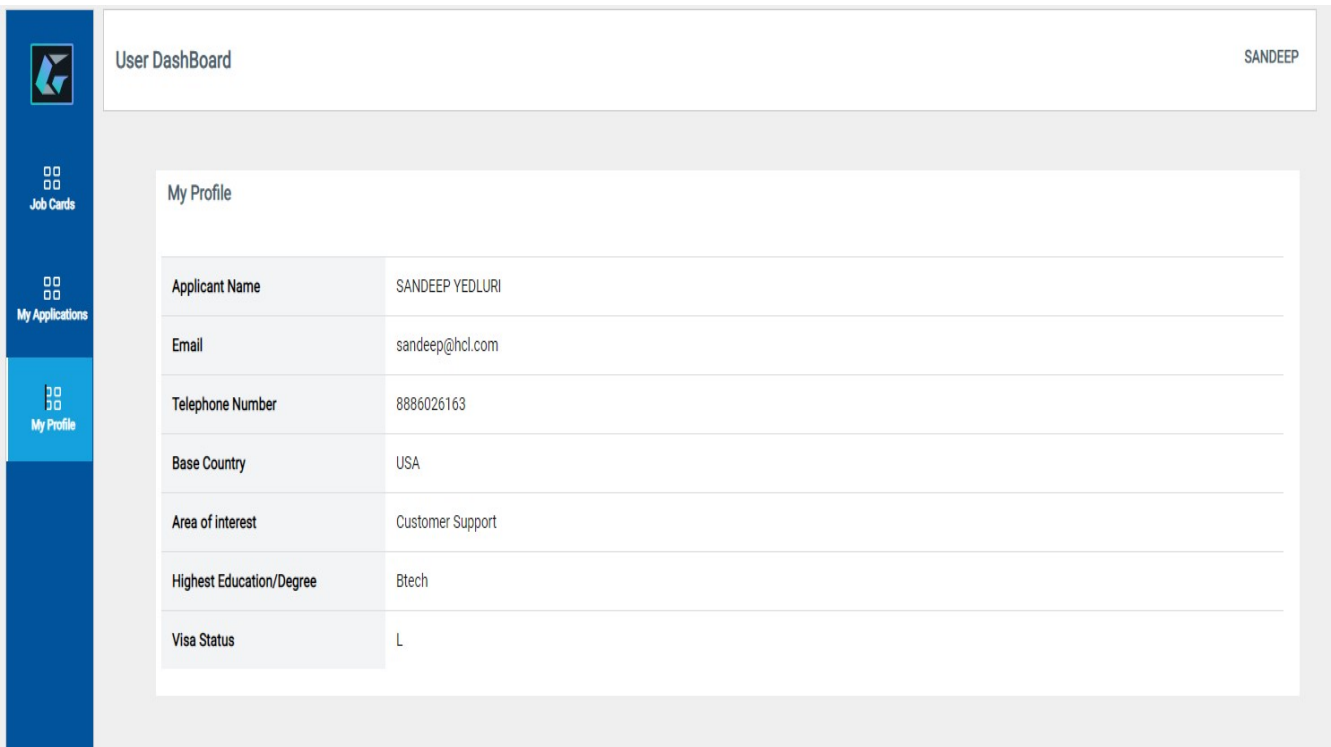
**User Dashboard** SANDEEP

**My Applications**

Job Id	Role	Status	Interview Time 1	Interview Time 2
JID-1117699J72000330	Software Engineer	New		



In **my profile section** user can see his/her profile details



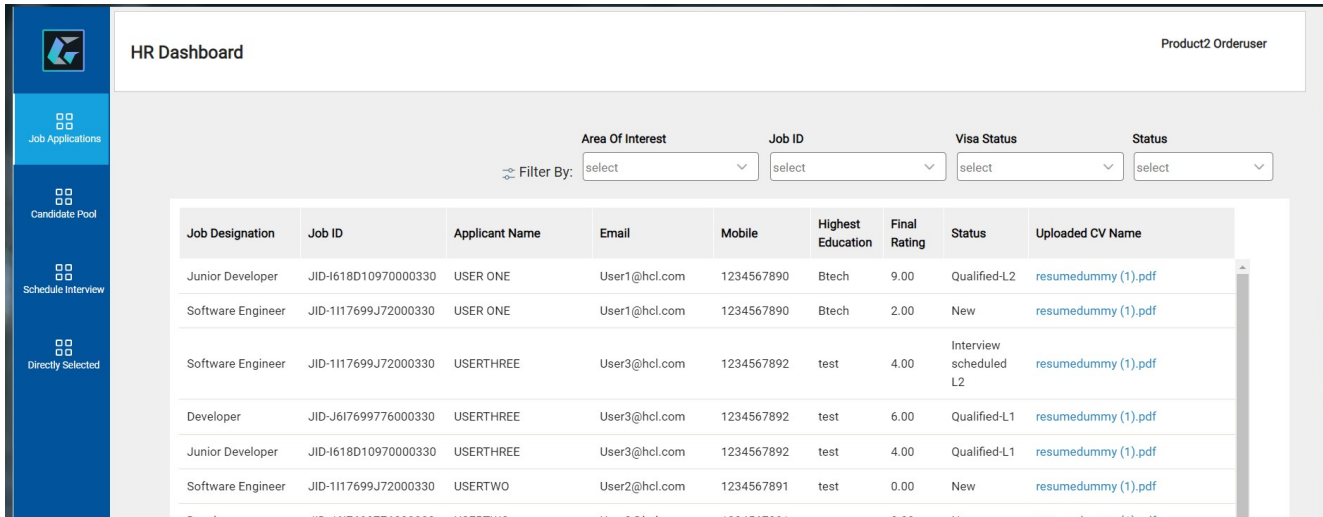
The screenshot displays a user dashboard with a sidebar on the left and a main content area. The sidebar contains navigation options: Job Cards, My Applications, and My Profile (which is highlighted). The main content area shows the 'User Dashboard' header with the name 'SANDEEP' on the right. Below the header is a 'My Profile' section containing a table of user details.

My Profile	
Applicant Name	SANDEEP YEDLURI
Email	sandeep@hcl.com
Telephone Number	8886026163
Base Country	USA
Area of interest	Customer Support
Highest Education/Degree	Btech
Visa Status	L

### 3.3. Human Resource(HR) Dashboard

Human resource department dashboard is used by HR people for screening, selecting and scheduling interviews

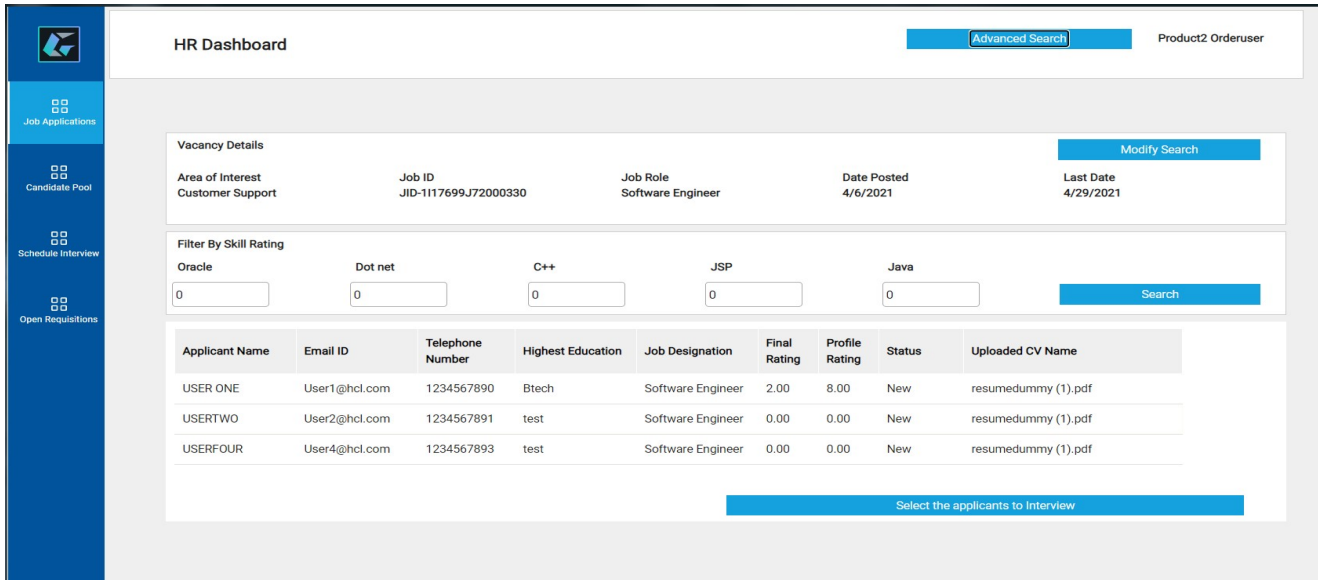
The Job Applications section was used by HR people for filtering applications based on their requirements and selecting the candidates for interview from the job applications pool



The screenshot shows the HR Dashboard interface. On the left is a navigation sidebar with options: Job Applications, Candidate Pool, Schedule Interview, and Directly Selected. The main content area has a header 'HR Dashboard' and 'Product2 Orderuser'. Below the header are four filter dropdowns: 'Filter By:', 'Area Of Interest', 'Job ID', 'Visa Status', and 'Status'. A table lists job applications with columns: Job Designation, Job ID, Applicant Name, Email, Mobile, Highest Education, Final Rating, Status, and Uploaded CV Name.

Job Designation	Job ID	Applicant Name	Email	Mobile	Highest Education	Final Rating	Status	Uploaded CV Name
Junior Developer	JID-1618D1097000330	USER ONE	User1@hcl.com	1234567890	Btech	9.00	Qualified-L2	resumedummy (1).pdf
Software Engineer	JID-1117699J72000330	USER ONE	User1@hcl.com	1234567890	Btech	2.00	New	resumedummy (1).pdf
Software Engineer	JID-1117699J72000330	USERTHREE	User3@hcl.com	1234567892	test	4.00	Interview scheduled L2	resumedummy (1).pdf
Developer	JID-J617699776000330	USERTHREE	User3@hcl.com	1234567892	test	6.00	Qualified-L1	resumedummy (1).pdf
Junior Developer	JID-1618D1097000330	USERTHREE	User3@hcl.com	1234567892	test	4.00	Qualified-L1	resumedummy (1).pdf
Software Engineer	JID-1117699J72000330	USERTWO	User2@hcl.com	1234567891	test	0.00	New	resumedummy (1).pdf

The HR person can filter the applications based on their skill rating given at first level of screening and select them for interview.



The screenshot shows the HR Dashboard interface with 'Advanced Search' and 'Product2 Orderuser' in the top right. The 'Vacancy Details' section shows: Area of Interest: Customer Support, Job ID: JID-1117699J72000330, Job Role: Software Engineer, Date Posted: 4/6/2021, Last Date: 4/29/2021. Below this is the 'Filter By Skill Rating' section with input fields for Oracle, Dot net, C++, JSP, and Java, each set to 0. A 'Search' button is present. At the bottom, a table lists applicants with columns: Applicant Name, Email ID, Telephone Number, Highest Education, Job Designation, Final Rating, Profile Rating, Status, and Uploaded CV Name.

Applicant Name	Email ID	Telephone Number	Highest Education	Job Designation	Final Rating	Profile Rating	Status	Uploaded CV Name
USER ONE	User1@hcl.com	1234567890	Btech	Software Engineer	2.00	8.00	New	resumedummy (1).pdf
USERTWO	User2@hcl.com	1234567891	test	Software Engineer	0.00	0.00	New	resumedummy (1).pdf
USERFOUR	User4@hcl.com	1234567893	test	Software Engineer	0.00	0.00	New	resumedummy (1).pdf

Select the applicants to interview

At **candidate pool** dashboard HR can filter the registered users by their primary skill and send them notifications relevant to their skill set for applying.

HR Dashboard

Product2 Orderuser

Filter By:

Filter Area Of Interest

Country

Visa Status

Filter by Primary Skill

Filter By Experience

Applicant Name	Telephone N...	Base Country	Area of interest	Highest Educatio...	Applicant type	Experience	Applicant CV
USER FIVE	1234567894	USA	Sales Engineering	Sales Engineering	Fresher	0	
SANDEEP	8886026163	USA	Customer Support	Customer Support	Fresher		resumedummy.pdf
USER ONE	1234567890	USA	Sales Engineering	Sales Engineering	Fresher	0	
USERTWO	1234567891	USA	Sales Engineering	Sales Engineering	Experienced	2	resumedummy (1).pdf
USERTHREE	1234567892	USA	Customer Support	Customer Support	Experienced	3	resumedummy (1).pdf
USERFOUR	1234567893	USA	Support Functions Development	Support Functions Development	Experienced	2	
TESTER	1234567897	USA	Sales Engineering	Sales Engineering	Fresher	0	

HR Message for the Applicants

Send Notifications to applicants

You can select a candidate directly for a particular position by clicking on the user record and assigning a position to him as shown below.

**First Name**

**Country**

**Registration Id**

**Last Name**

**Mobile**

**Area Of Interest**

**Highest Education**

**Email**

**Job applications applied by applicant**

Applicant name	Applied Job-Id	Job Designation	Application Status
USERTWO	JID-1117699J72000330	Software Engineer	New
USERTWO	JID-J617699776000330	Developer	New
USERTWO	JID-I618D10970000330	Junior Developer	Qualified-L1

Map candidate
Delete profile

**Select Job Id**

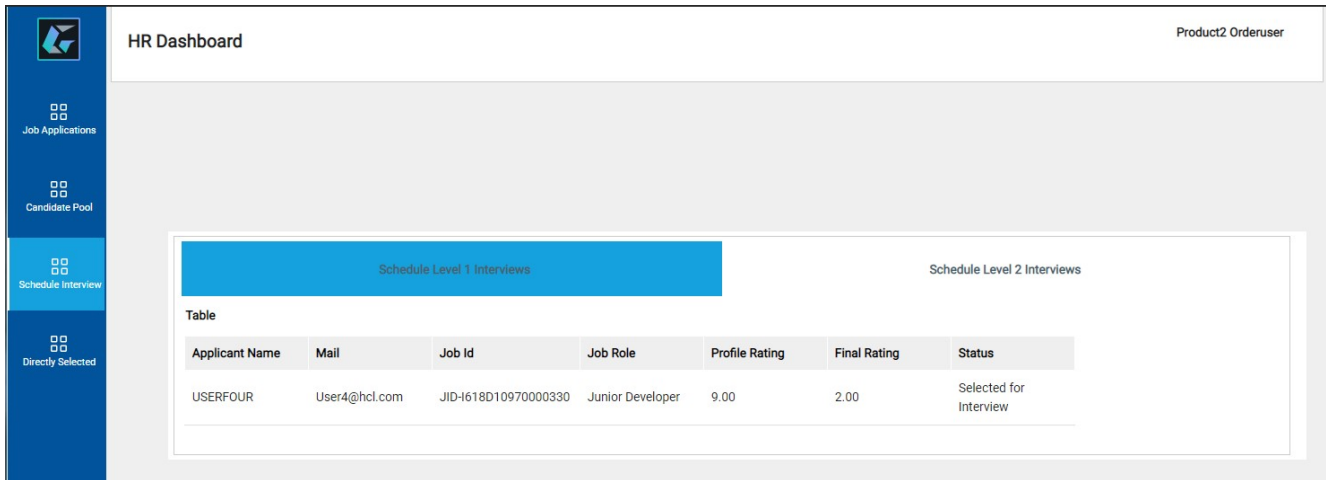
**Division**

**Position**

**HR Comment**

submit

Scheduling interview section is for scheduling interviews for applicants who are selected for interviews



HR Dashboard Product2 Orderuser

Job Applications  
Candidate Pool  
**Schedule Interview**  
Directly Selected

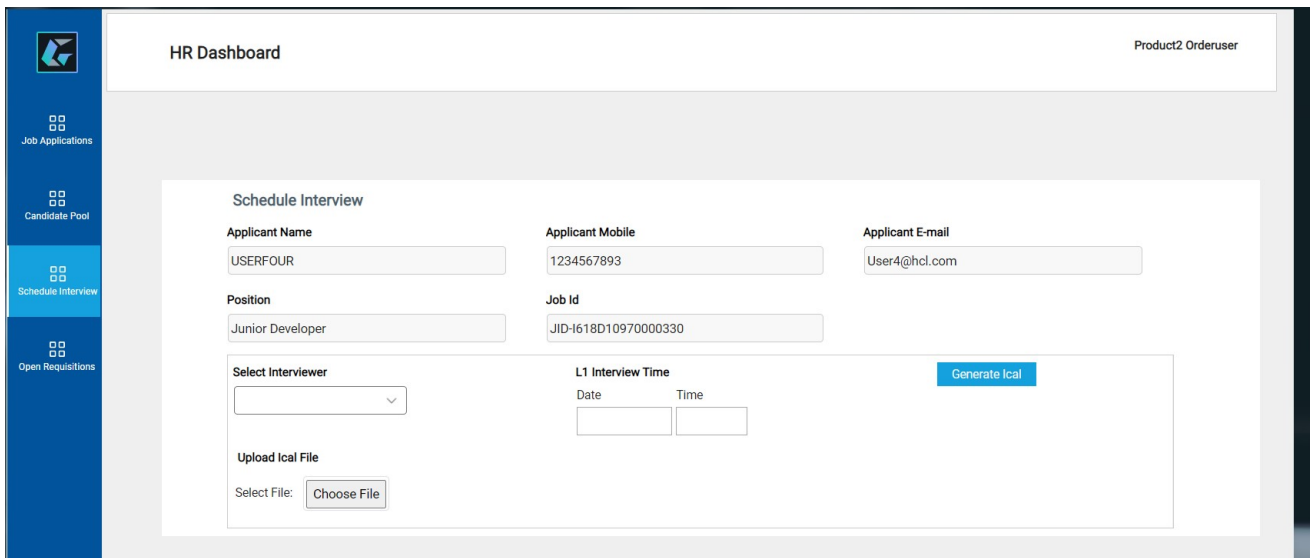
Schedule Level 1 Interviews

Schedule Level 2 Interviews

**Table**

Applicant Name	Mail	Job Id	Job Role	Profile Rating	Final Rating	Status
USERFOUR	User4@hcl.com	JID-H618D10970000330	Junior Developer	9.00	2.00	Selected for Interview

By clicking on each record HR can able to see the below section where he can select interviewer who will conduct interview and time for conducting interview for the applicant.



HR Dashboard Product2 Orderuser

Job Applications  
Candidate Pool  
**Schedule Interview**  
Open Requisitions

**Schedule Interview**

Applicant Name:  Applicant Mobile:  Applicant E-mail:

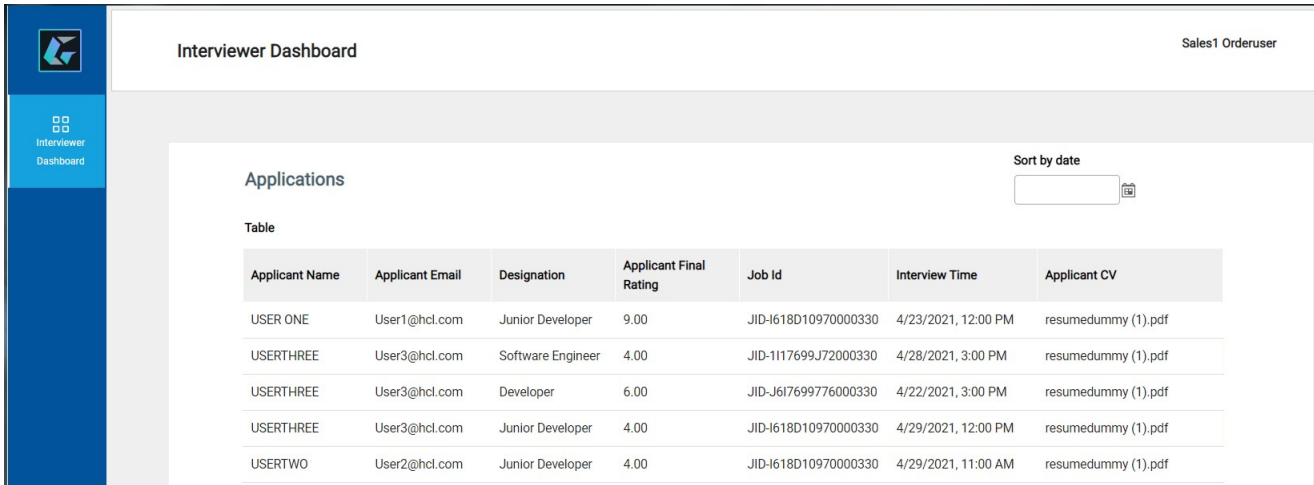
Position:  Job Id:

Select Interviewer:  Generate Ical

L1 Interview Time  
Date:  Time:

Upload Ical File  
Select File:

**Interviewer Dashboard** section is for taking interviews of Level One by the interviewer.



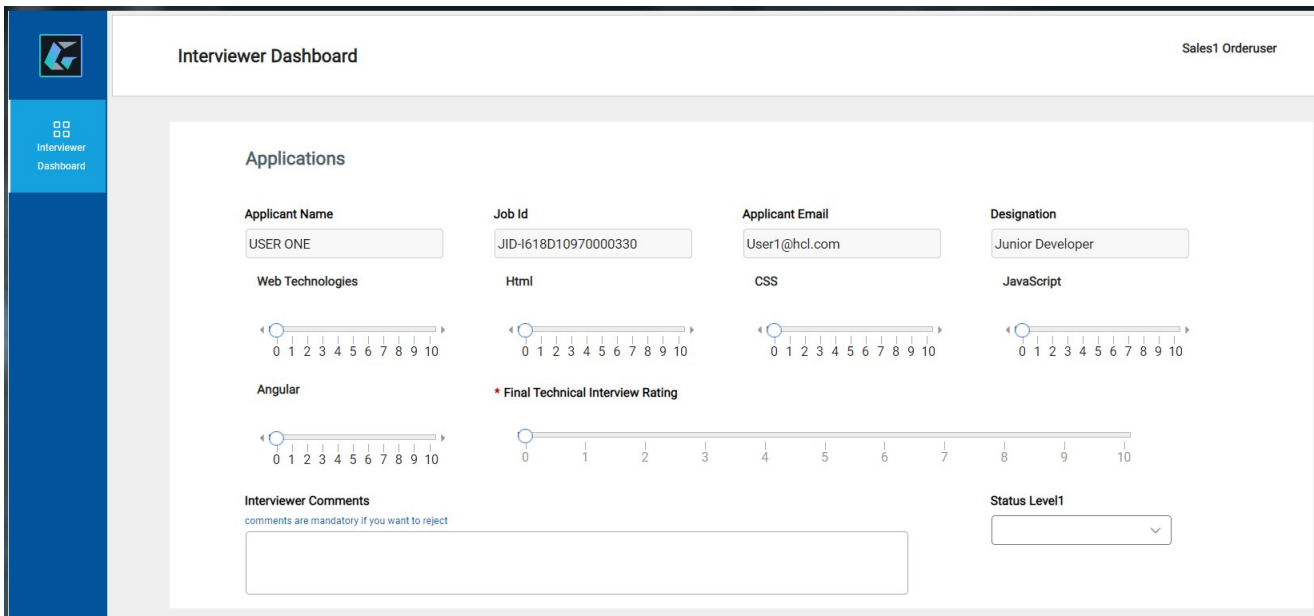
**Interviewer Dashboard** Sales1 Orderuser

Applications Sort by date

Table

Applicant Name	Applicant Email	Designation	Applicant Final Rating	Job Id	Interview Time	Applicant CV
USER ONE	User1@hcl.com	Junior Developer	9.00	JID-I618D10970000330	4/23/2021, 12:00 PM	resumedummy (1).pdf
USERTHREE	User3@hcl.com	Software Engineer	4.00	JID-1117699J72000330	4/28/2021, 3:00 PM	resumedummy (1).pdf
USERTHREE	User3@hcl.com	Developer	6.00	JID-J6I7699776000330	4/22/2021, 3:00 PM	resumedummy (1).pdf
USERTHREE	User3@hcl.com	Junior Developer	4.00	JID-I618D10970000330	4/29/2021, 12:00 PM	resumedummy (1).pdf
USERTWO	User2@hcl.com	Junior Developer	4.00	JID-I618D10970000330	4/29/2021, 11:00 AM	resumedummy (1).pdf

By clicking on each record the Interviewer will see the interviewer rating panel, where Interviewer needs to give ratings based on the interview.



**Interviewer Dashboard** Sales1 Orderuser

Applications

Applicant Name:  Job Id:  Applicant Email:  Designation:

Web Technologies:  HTML:  CSS:  JavaScript:

Angular:  \* Final Technical Interview Rating:

Interviewer Comments:  Status Level1:

**Interviewer2 Dashboard** section is for taking interviews of Level Two by the interviewer.

Interviewer 2 Dashboard

Sales2 Orderuser

Sort By Date

**Applications**

Applicant Name	Applicant Email	Job-Id	Position	Applicant CV	Status	Interview Time
USERTHREE	User3@hcl.com	JID-1117699J72000330	Software Engineer	resumedummy (1).pdf	Interview scheduled L2	4/28/2021, 12:00 AM

Interviewer 2 Dashboard

Sales2 Orderuser

**Back**

**Applicant Name**

**Job Id**

**Applicant Email**

**Job Role**

**\* Soft Skills Rating**

◀ 0 1 2 3 4 5 6 7 8 9 10 ▶

**\* HR Rating**

◀ 0 1 2 3 4 5 6 7 8 9 10 ▶

**Interviewer Comments**  
comments are mandatory if you want to reject

**Status**

**Submit**

**Open Requisitions** section shows records of users who are selected directly for a particular position.

HR Dashboard

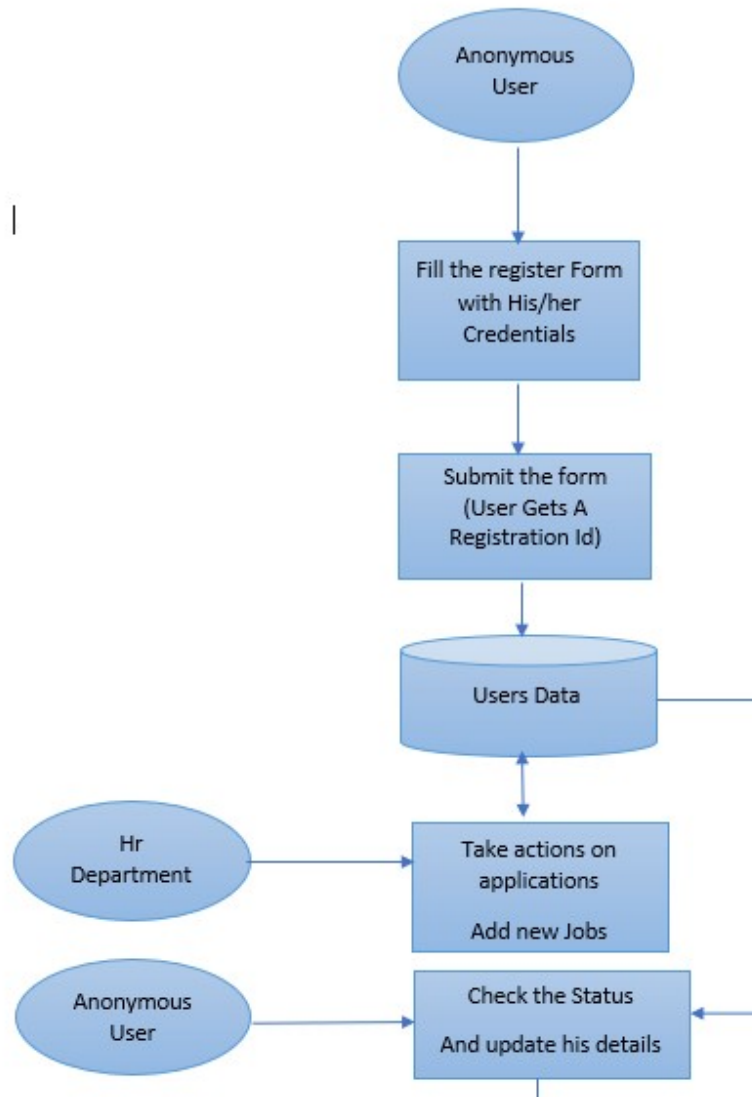
Product2 Orderuser

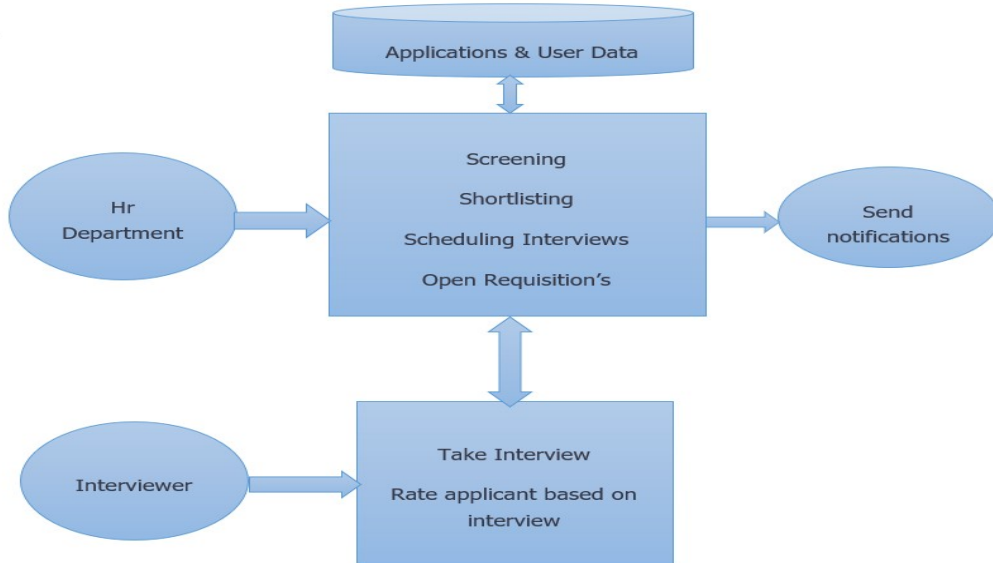
**Candidates Selected Directly**

First Name	Mobile	Email	Job Id	Designation	Selected By
TESTER	1234567897	test@hcl.com	JID-1618D10970000330	Junior Developer	Sandeep Yedluri
USERTWO	1234567891	User2@hcl.com	JID-1117699J72000330	Software Engineer	Sales2 Orderuser
USERTHREE	1234567892	User3@hcl.com	JID-J617699776000330	Developer	Sales2 Orderuser
USERTWO	1234567891	User2@hcl.com	JID-J617699776000330	Developer	Sales2 Orderuser
USERTHREE	1234567892	User3@hcl.com	JID-1117699J72000330	Software Engineer	Sales2 Orderuser

## 4. Candidate Recruitment Application Workflow

### 4.1. Workflow Diagram





## 4.2. Workflow Description

Anonymous users register them by using the register form and then He/she will be able to apply jobs posted in the site. He/she also able to see the status of the applications that are applied by them.

The Human resource department people can screen the applications and give ratings for them based on their profile. By using those ratings, they can again filter candidate applications and select for interview.

HR people can schedule interviews for candidates who are selected for interview. And the respective interviewer selected for candidate to take interview takes the interview at mentioned time and give his feedback on the applicant based on the interview in feedback form.

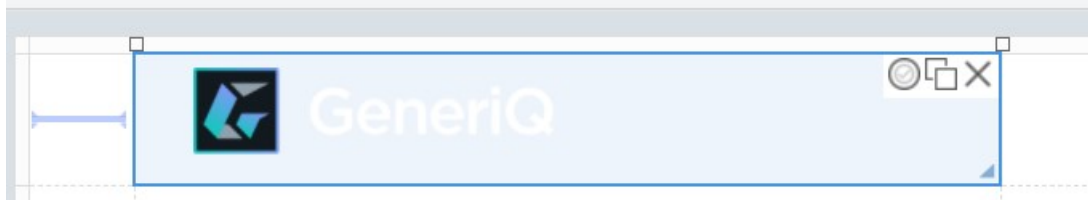
Based on the interview results given by interviewer HR can be able to forward the applicant for further rounds.



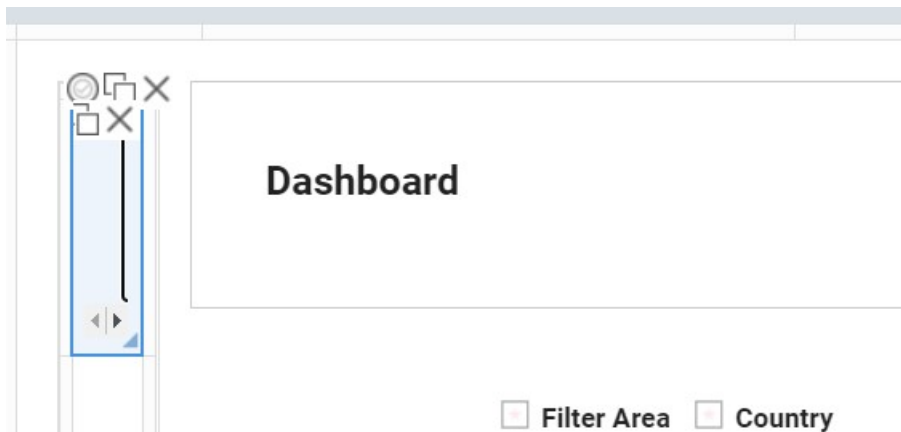
## 5. Modifying the Logo

Edit the application and open every page. Follow the steps below to apply the logo of your choice:

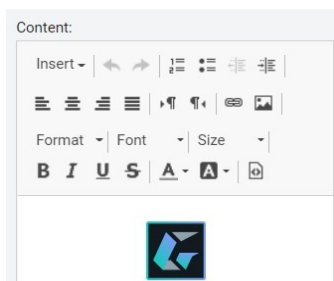
- Go to the side-nav section of the page. The highlighted section in the below image.



- In the side-nav section, click the first textbox with the default company logo as shown in the below image.

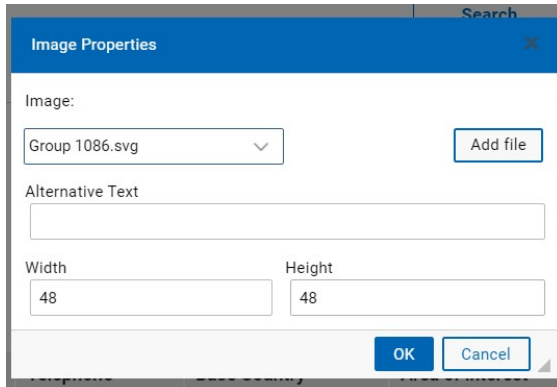


- Upon clicking the text box, a dialogue box will open with the textbox properties as shown below

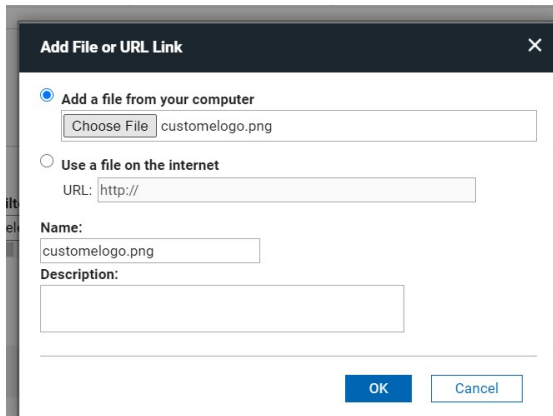


- Remove the existing default logo and add your customized logo in it.

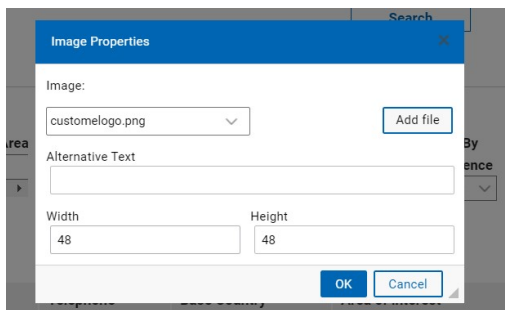
- To add new logo, click on the **image icon** on the top right which contains image properties.



- Select the image from the existing images or add new image from outside the application using the **Add file button**. A dialogue box will be opened as shown below



- Give the name and description and click on **OK**. Now the image is added to your volt application.
- Add the logo with the custom width and height as shown below.



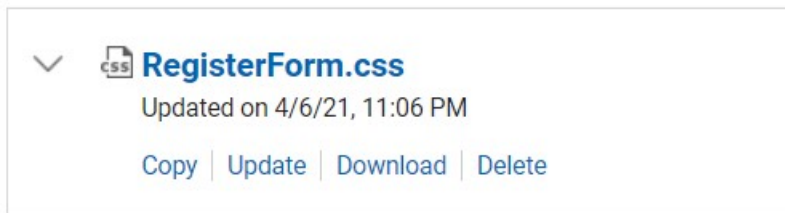
- Click on **APPLY** and **OK** to apply the changes made and to set the new logo.

## 6. Modifying CSS

You can add your custom stylesheets using the instructions given here

[https://help.hcltechsw.com/domino/volt/1.0/ex\\_css\\_toc.html](https://help.hcltechsw.com/domino/volt/1.0/ex_css_toc.html)

The CSS used in this application is named 'RegisterForm.css' and it can be further modified as needed.



### 6.1. CSS Sections

- Buttons
  - Default buttons like Submit, Next, Back and Custom buttons CSS properties are given in this section.
- Sections
  - The properties of sections in the application can be controlled from here.
- Tabs
  - Tab CSS properties like tab checked and unchecked
- Text and Text boxes
  - The text boxes width, height, padding and the text headings size, font etc. are specified here
- Table
  - Table colour, alternative rows colour, column headings etc. are customized here.

## 7. Additional Information