HCL SOFTWARE

HCL Digital Solutions

HCL Domino Volt

Candidate Recruitment

Version 1.0 – April 2021

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HCL SOFTWARE

Document History

Revision Number	Revision Date	Summary of Changes
1.0	04.22.2021	Created a Final Document

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Table of Contents

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

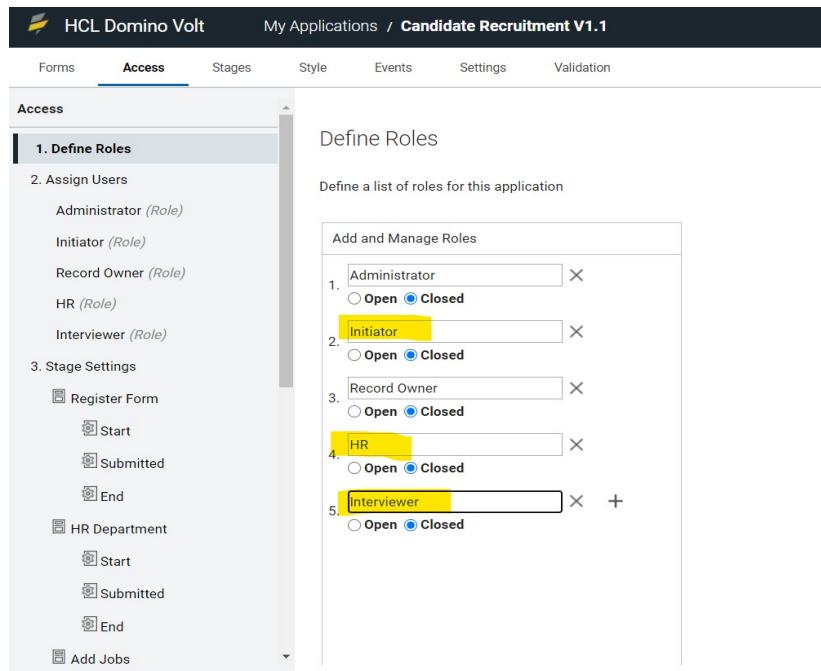Create the following groups in Domino NAB and add applicable users into each group.
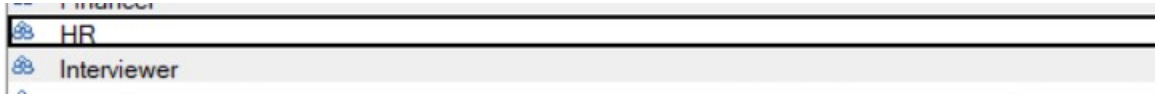
2.2. Import Application

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
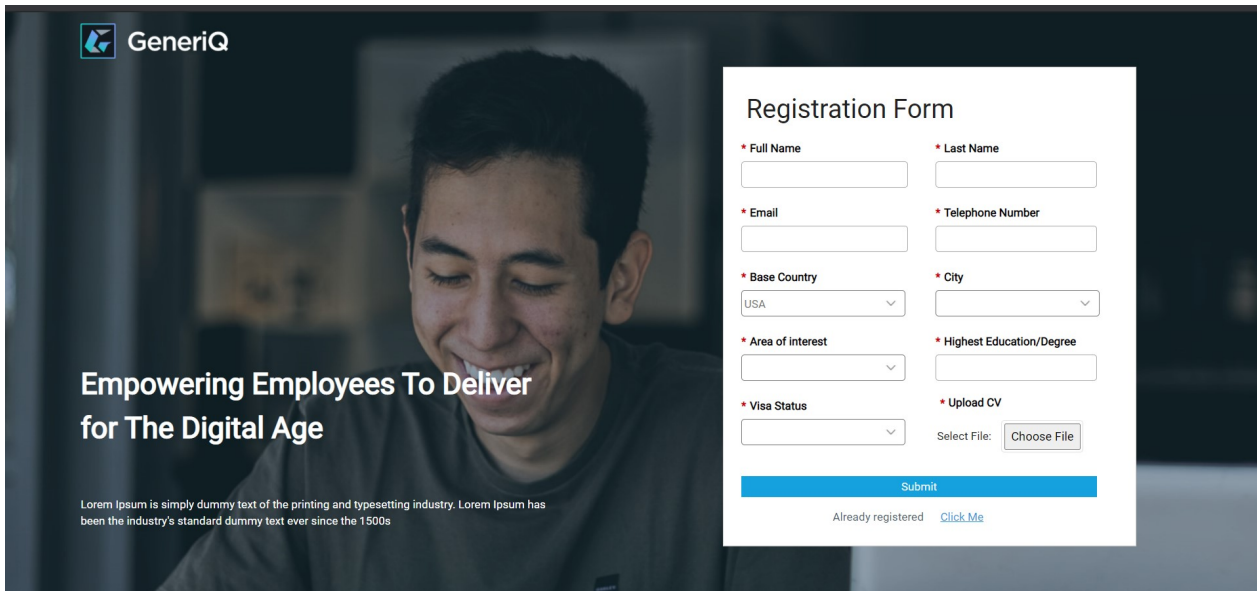
- Anonymous user

- 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.

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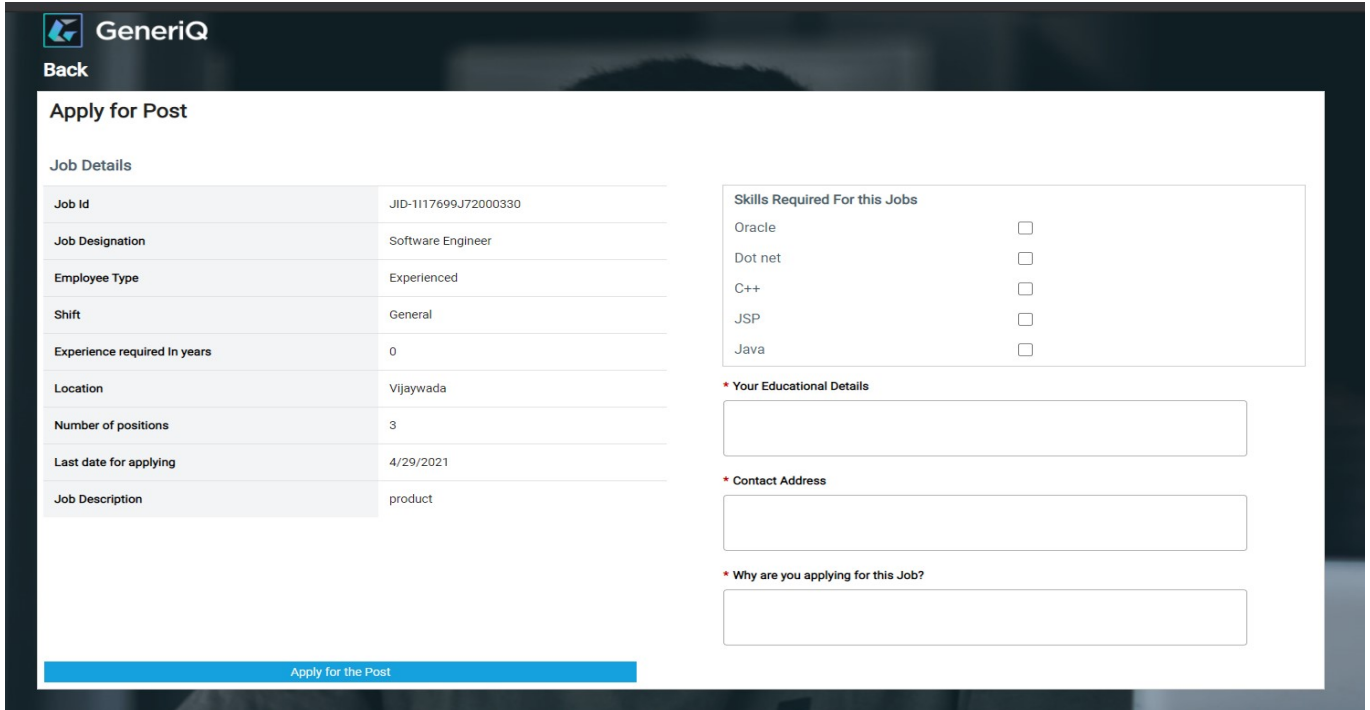
3.2. User Dashboard

After he fills the registration form he can use the registration id or email and mobile number for applying jobs in the portal.
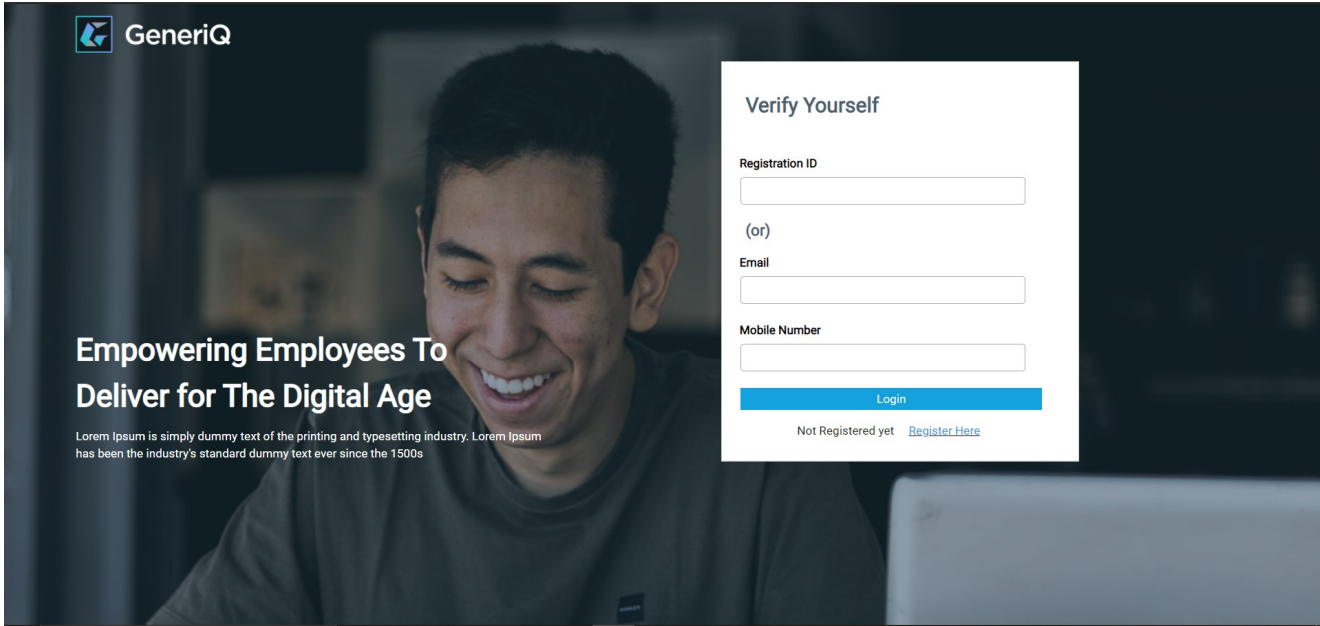
by validating himself with his/her credentials the user can see User Dashboard where he can apply for jobs,
check the status of the application and he can also view his/her profile.
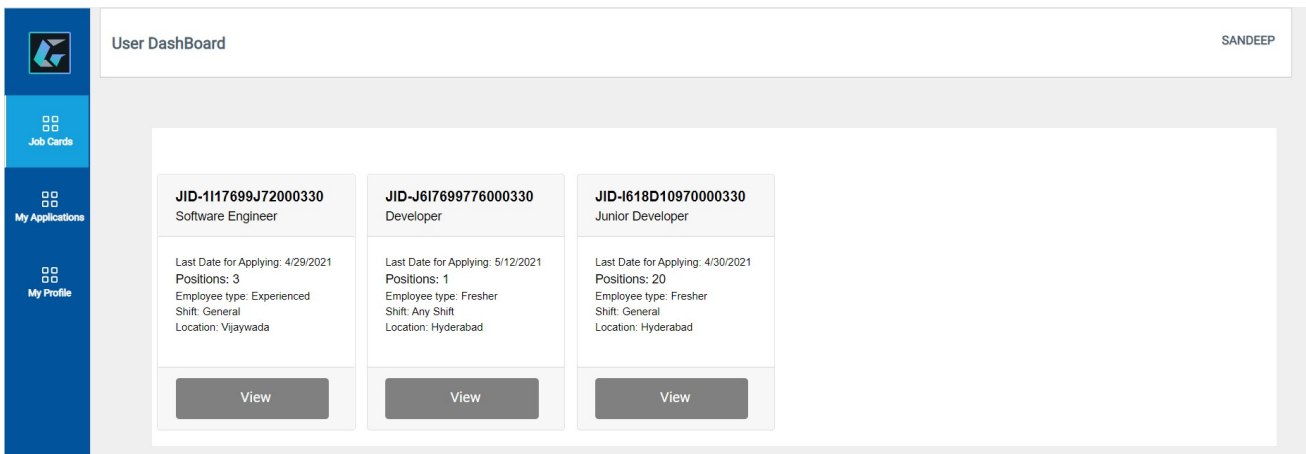
By giving a click on Job card view button user can see a job application to fill and he can apply for the job.

My applications section is for viewing his/her applications status
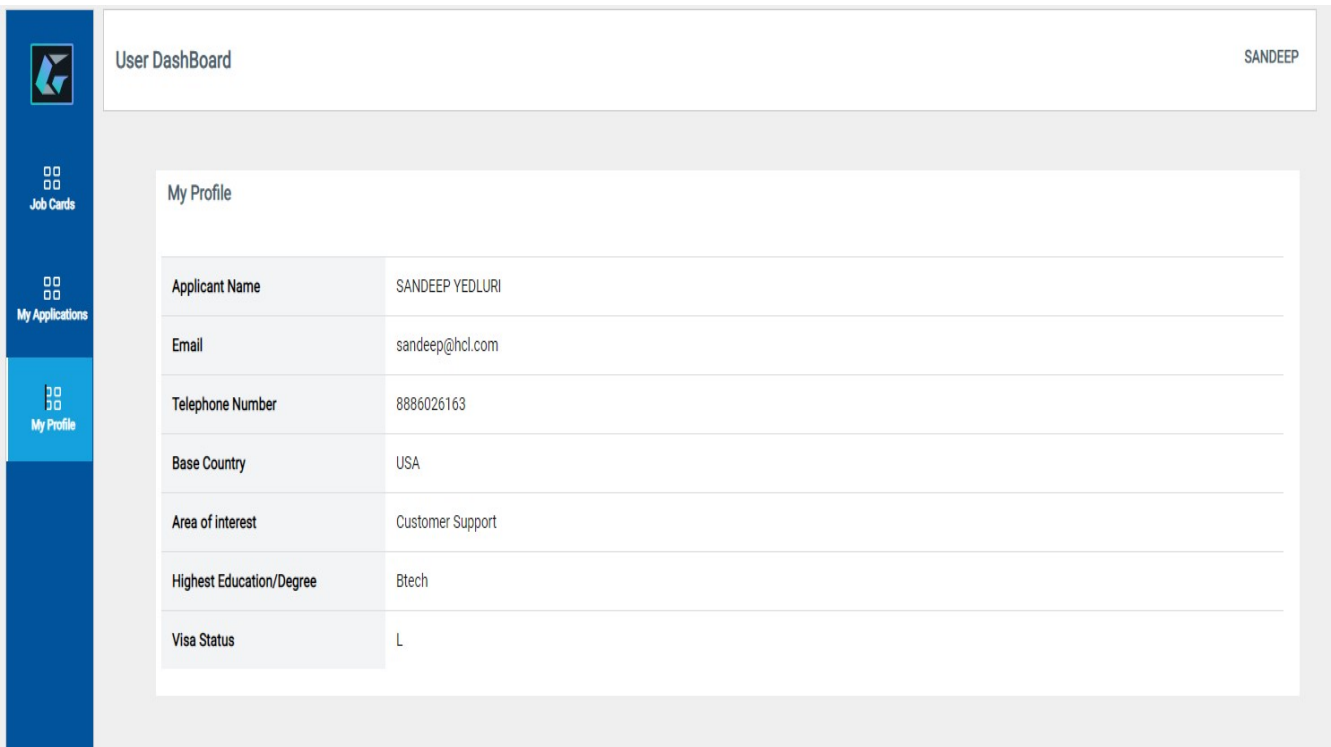
In **my profile section** user can see his/her profile details
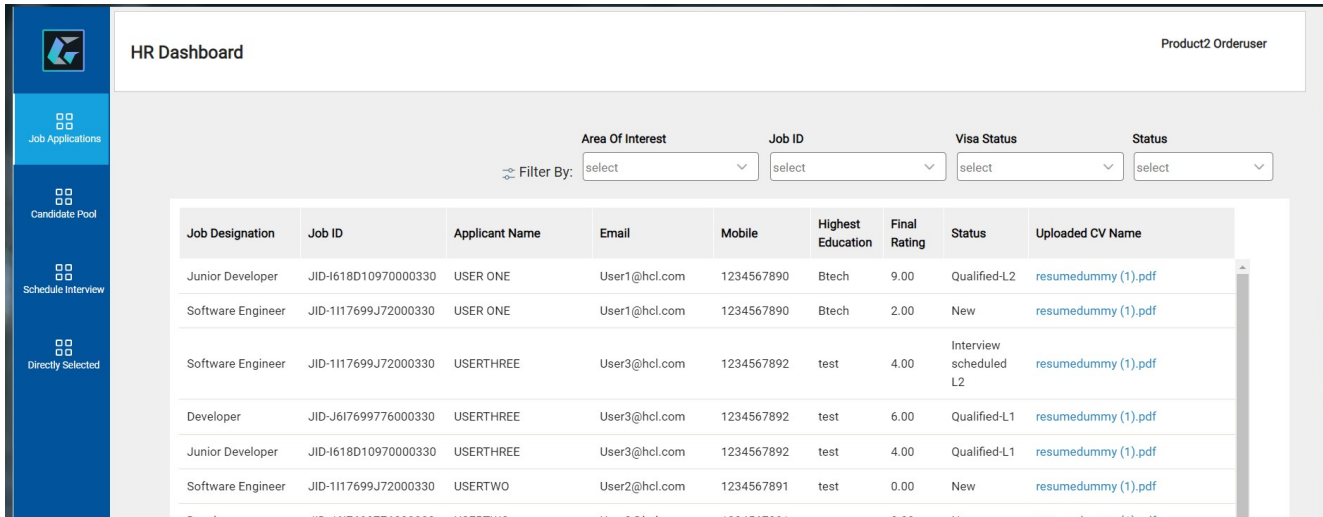
3.3. Human Resource(HR) Dashboard

Human resource department dashboard is used by HR people for screening, selecting and scheduling interviews
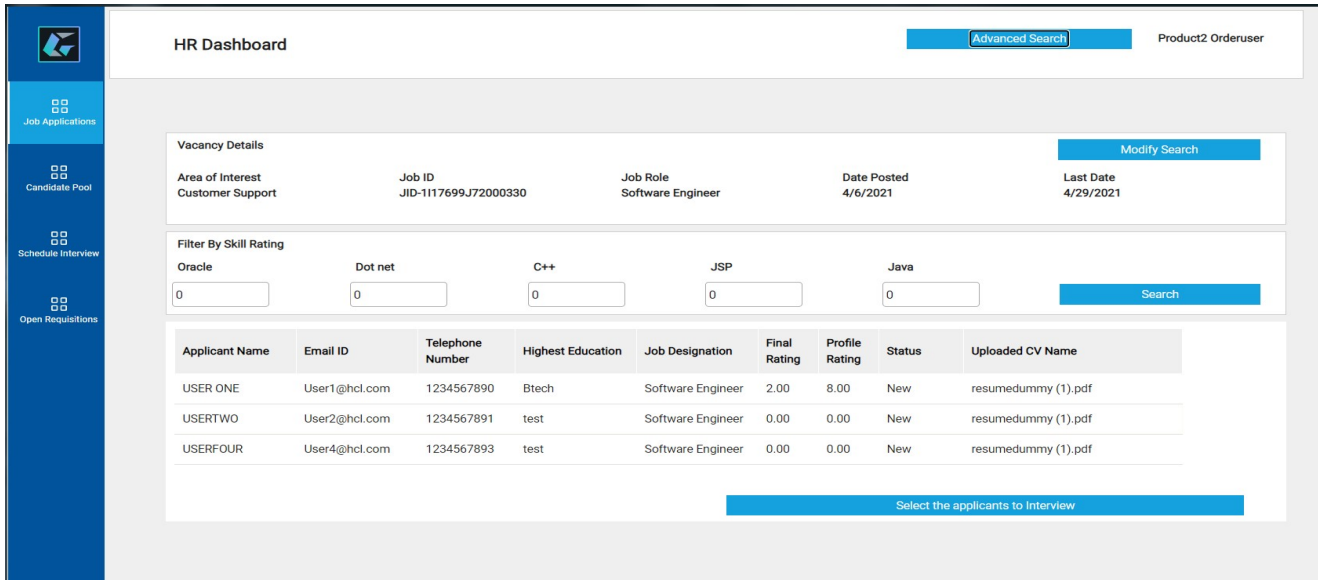
The Job Applications section was used by HR people for filtering applications based on their requirements and selecting the candidates for interview from the job applications pool

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

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

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.
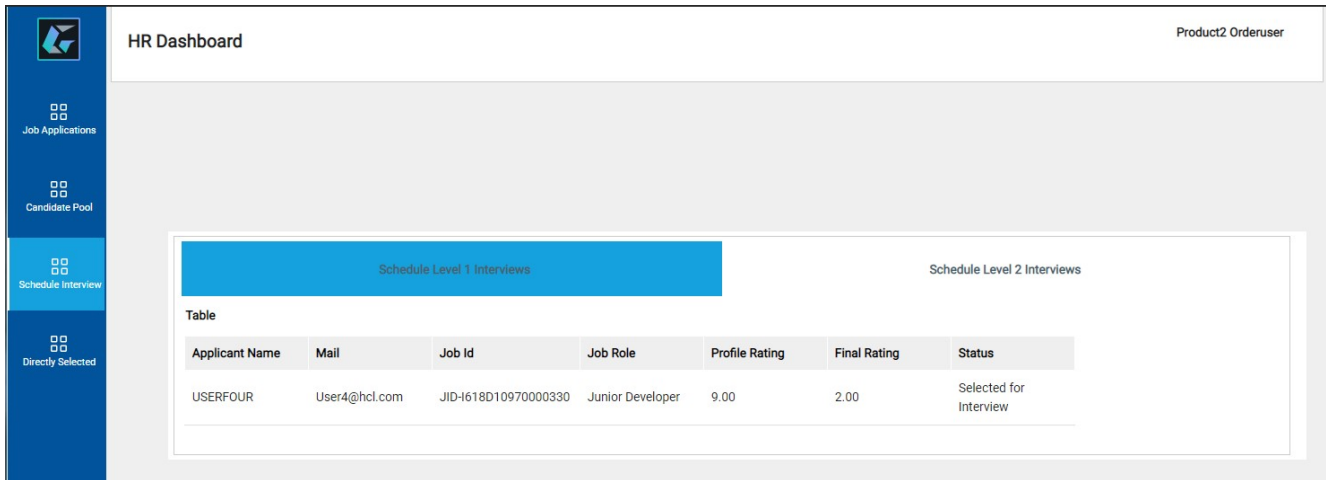
Scheduling interview section is for sceduling interviews for applicants who are selected for interviews
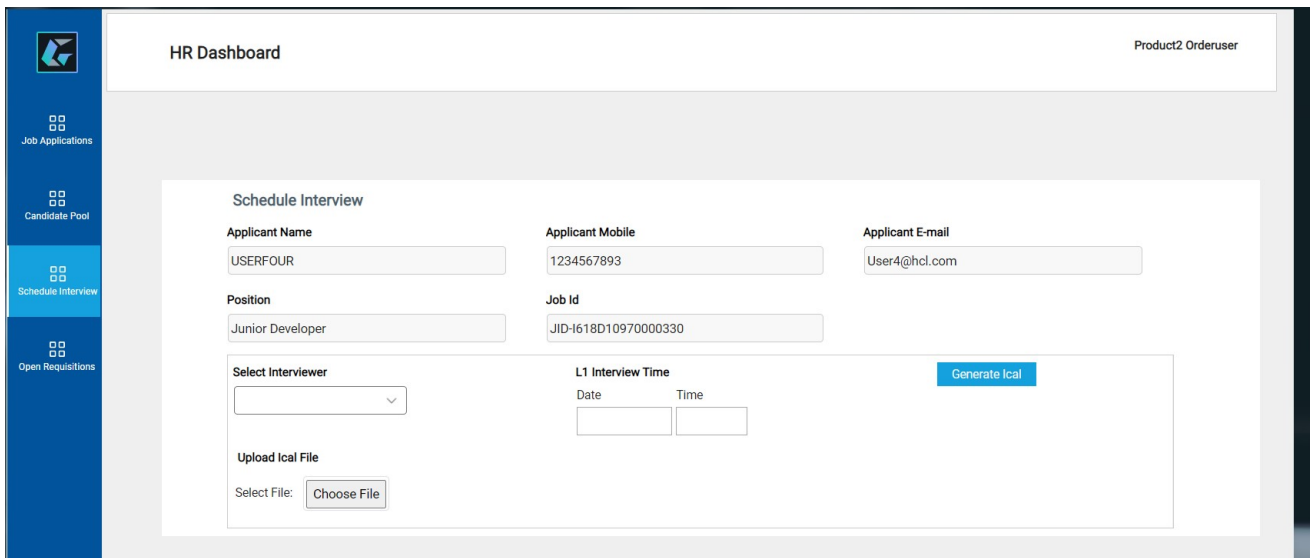
By clicking on each record HR can able to see the below section where he can select interviewer who will conduct interview and time for conducting interview for the appplicant.

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

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

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

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

4. Candidate Recruitment Application Workflow

4.1. Workflow Diagram
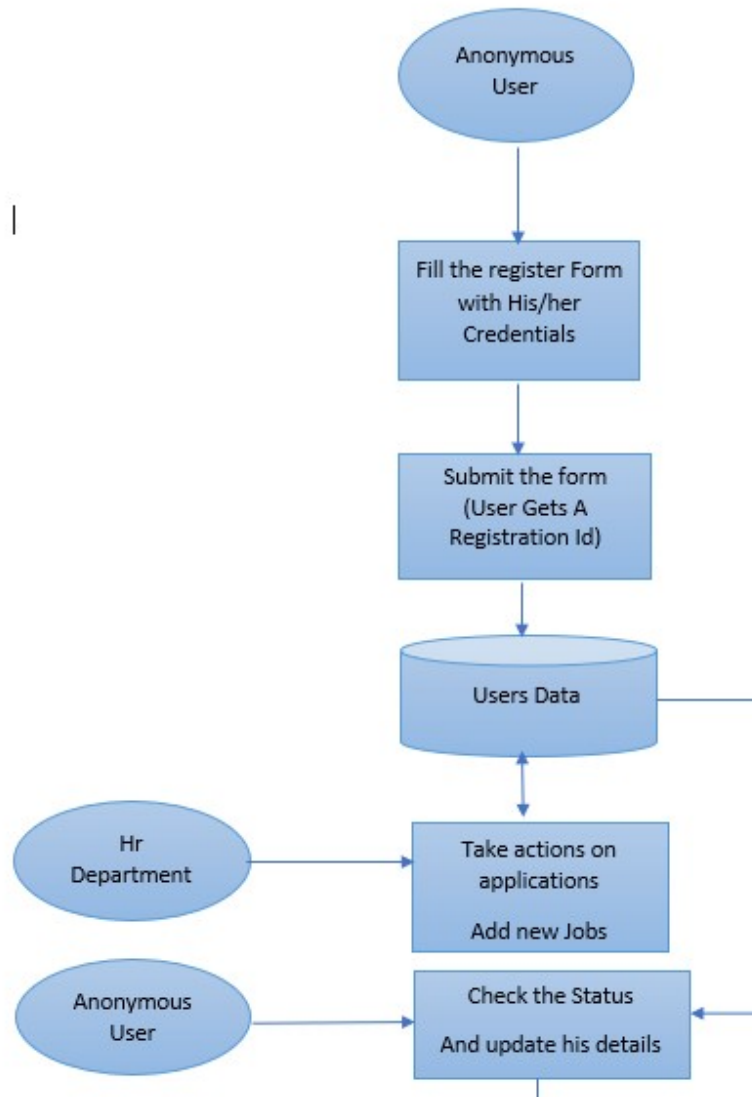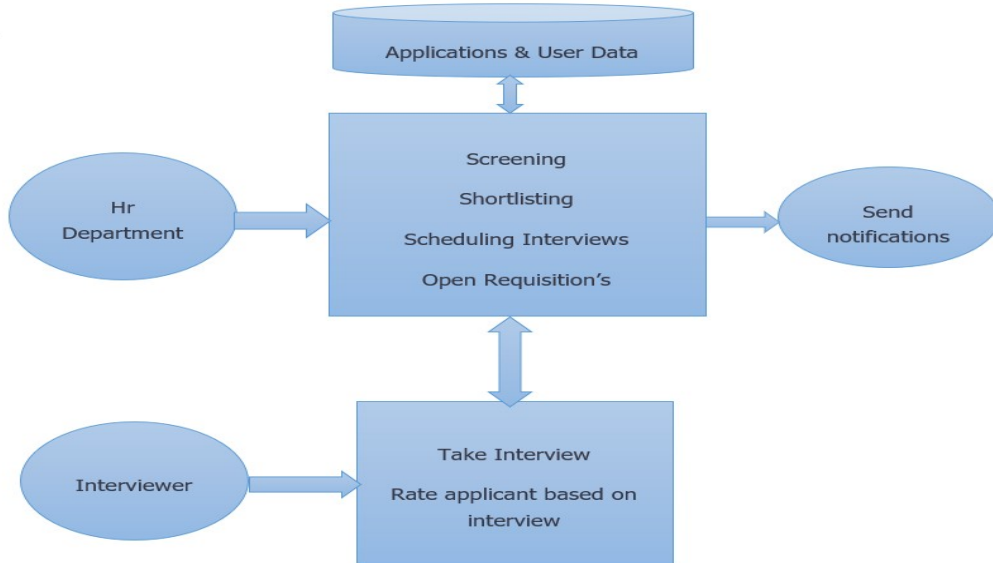
4.2. Workflow Description

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.
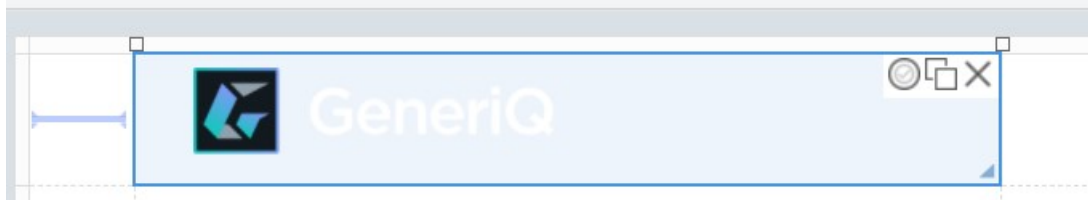
- In the side-nav section, click the first textbox with the default company logo as shown in the below image.
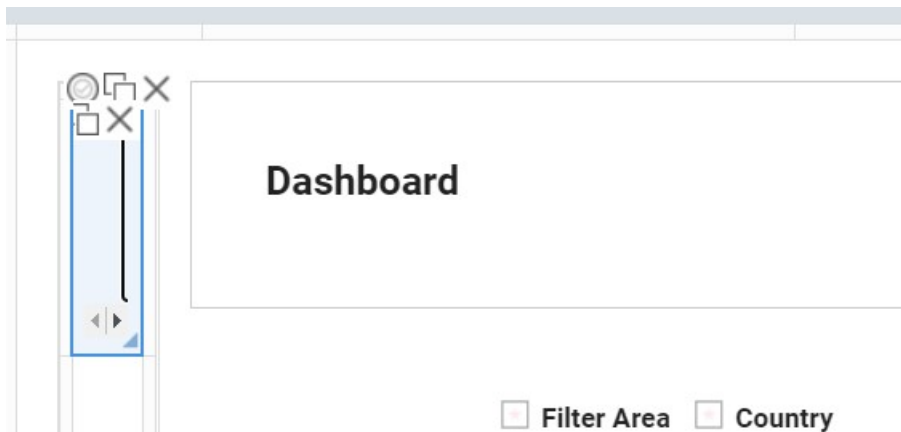
- Upon clicking the text box, a dialogue box will open with the textbox properties as shown below

- 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.
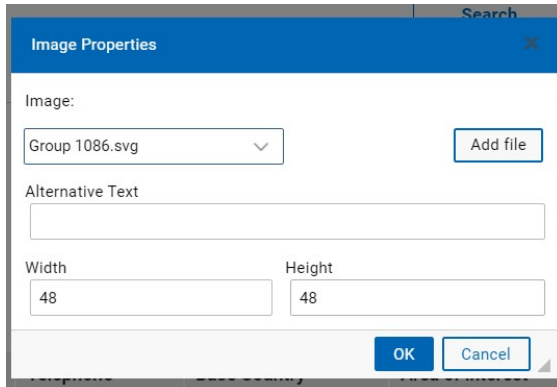
- Select the image from the existing images or add new image from outside the application using the **Add file button.** A dialogue box will be opened as shown below
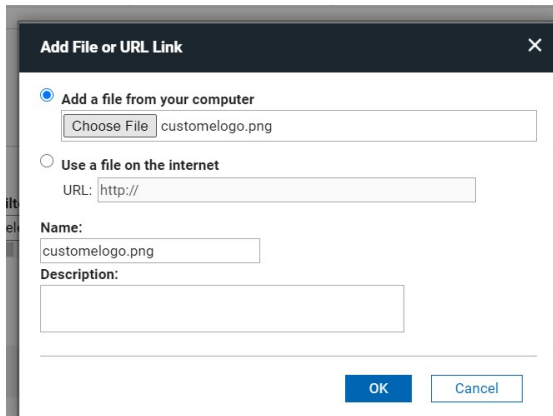
- Give the name and description and click on **OK**. Now the image is added to your volt application.
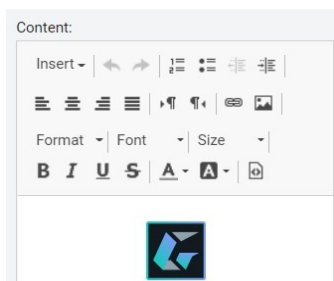- Add the logo with the custom width and height as shown below.
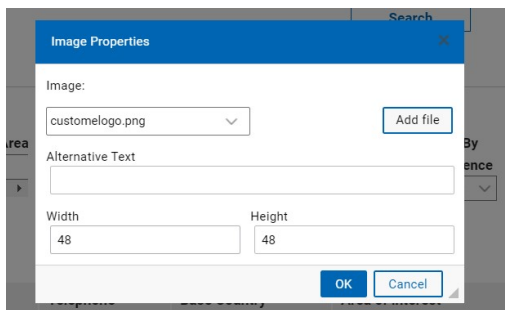
- Click on **APPLY** and **OK** to apply the changes made and to set the new logo.

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

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

RegisterForm.css
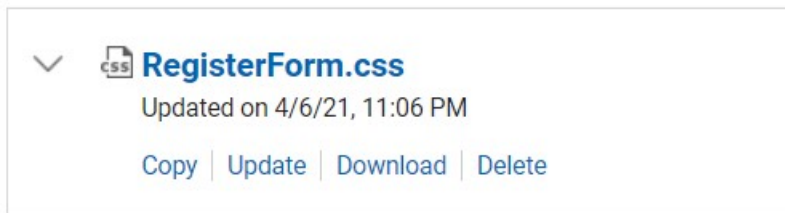Updated on 4/6/21, 11:06 PM

Copy | Update | Download | Delete

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