



SECP2523: DATABASE

<SEMESTER 1 2021/2022>

PROJECT : PHASE 3 REPORT

FOR *E-RECRUITMENT SYSTEM*

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Stakeholder:

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CONTENTS

Introduction

1.1 Overview about the company	- Page 4
1.2 Problems	- Page 5
1.3 Proposal	- Page 6
1.4 Definitions, Acronyms and Abbreviations	- Page 7

Database System Requirement For Every Module

2.1 System Overview	7
2.2 Module	
2.2.1 Module Description	
2.2.2 Transaction Requirement: Data Entry	
2.2.3 Transaction Requirement: Data Update/Delete	
2.2.4 Transaction Requirement: Data Queries	
2.2.5 Local Data Model (ERD) for Module 1	

Global Conceptual Data Model (Global ERD)

3.1 Global Conceptual Design (ERD)	- Page 18
3.2 Verified Global Conceptual Design (Verified ERD)	- Page 19
3.2 Data Dictionary	- Pages 20 - 26

Appendices

4.1 Use Case Description for every module	- Pages 26 - 31
4.2 Activity Diagrams for every module	- Pages 32 - 36
4.3 Meeting Log	- Pages 37 - 38

1. Introduction

1.1 Overview about the company

Technocom Systems Sdn Bhd, an organization founded as a member of Venture Group which was established in 1984 as a start-up company to provide contract manufacturing services. Technocom specialises in manufacturing and assembling electrical and electronics, computer, and medical products. This organization is in Kempas Johor which is approximately in the middle of Johor Bahru.

With a company size of 501 to 1000 employees, Technocom is rapidly making ground towards becoming a successful company. Technocom offers so many benefits to attract professionals into their organisation such as Dental, Medical, Gym, Parking, Bonus in pay, and Profit-Sharing benefits. Not to mention, their reputable mark in the production and manufacturing industry also attracts fresh and senior specialists in the field to join Technocom.

With such benefits and a reputation to attract specialists into joining them, it is obvious a reliable e-recruitment system is in need. Therefore, this proposal is to upgrade and digitalise the current recruiting system in place at Technocom. A E-Recruitment system is a system which is based online, with a purpose of housing all processes relating to recruiting within it. Thus, it requires less manpower and hours to operate the system.

1.2 Problems

Manually administering candidates by sending and transmitting permission after job applicants look for a job vacancy demands more manpower and time under the current method. Job applicants, hiring panels, HR-Talent Acquisition, and HR-Payroll are the four responsibilities in the process flow.

The issue that **job applicants** face is that they must always be aware of their email in order to verify the status of their application. Without prior warning, all responses from the company will be emailed to them. Following that, the lengthy procedure of filling out paperwork, from scanning to uploading, necessitates more time and steps. Some of the documents are also poorly scanned, resulting in poor image quality.

The **hiring managers**, on the other hand, have certain issues because they must always manage the applicants through HR-Talent Acquisition. They may not be aware of the situation, for example, to monitor applicants' attendance, if they do not receive updates from them. Furthermore, they must manually provide the details of the shortlisted applicants to HR-Talent via a paper document filing system.

Next, **HR-Talent Acquisition** must manually enter their information into their system during the resume screening. Throughout the process, the shortlisted candidates are contacted by email and phone. There are no direct connections between HR-Talent Acquisition and HR Management.

Finally, **HR-Payroll** is affected by the same problems. All of the operations are carried out manually, which means that each role in the process takes a long time. As a result, e-recruitment tools are critical for this large corporation to make their employees' jobs easier.

1.3 Proposal

This is a system of digitizing the e-recruitment process.

It will start with a sign up and login process where all the users need to sign up and login to the system with some personal details before starting using the system.

The process begins by letting the admin upload the details of the shortlisted job applicant into the system. Then, the system will have changes in the status to let the shortlisted job applicant know about their current e-recruitment status.

The job applicant will fill in the form through the system to be viewed by the admin.

Then, the hiring manager will fix a date for an interview session through the system which can be viewed and approved by the job candidate. The job candidate is given a few chances to change the date and time of the interview session with a valid reason. If the job applicant chooses to change the date and time, the job applicant interview will be rescheduled based on their preferred date and time by the hiring manager. Hence, job applicants will either agree to attend the interview or reject. Job applicants can have a few interview sessions with the hiring manager.

Then, the hiring panels will initially set the wage for the candidates and wait for the approval by the admins before being sent to the candidates. The admins can either accept or reject the proposed salary for each candidate. A job offer acceptance letter with the proposed salary will be issued. If the admins disagree with the salary set, admins can reject it and the hiring panels need to revise it and send the new targeted salary to the admins until it is approved. After the job offer acceptance letter is issued to the candidates, they are free to accept or reject the proposed salary.

Finally, an offer letter including the position offered details will be generated. Records of the employee will be kept including all the information that HR-Payroll will need to enter into SAP.

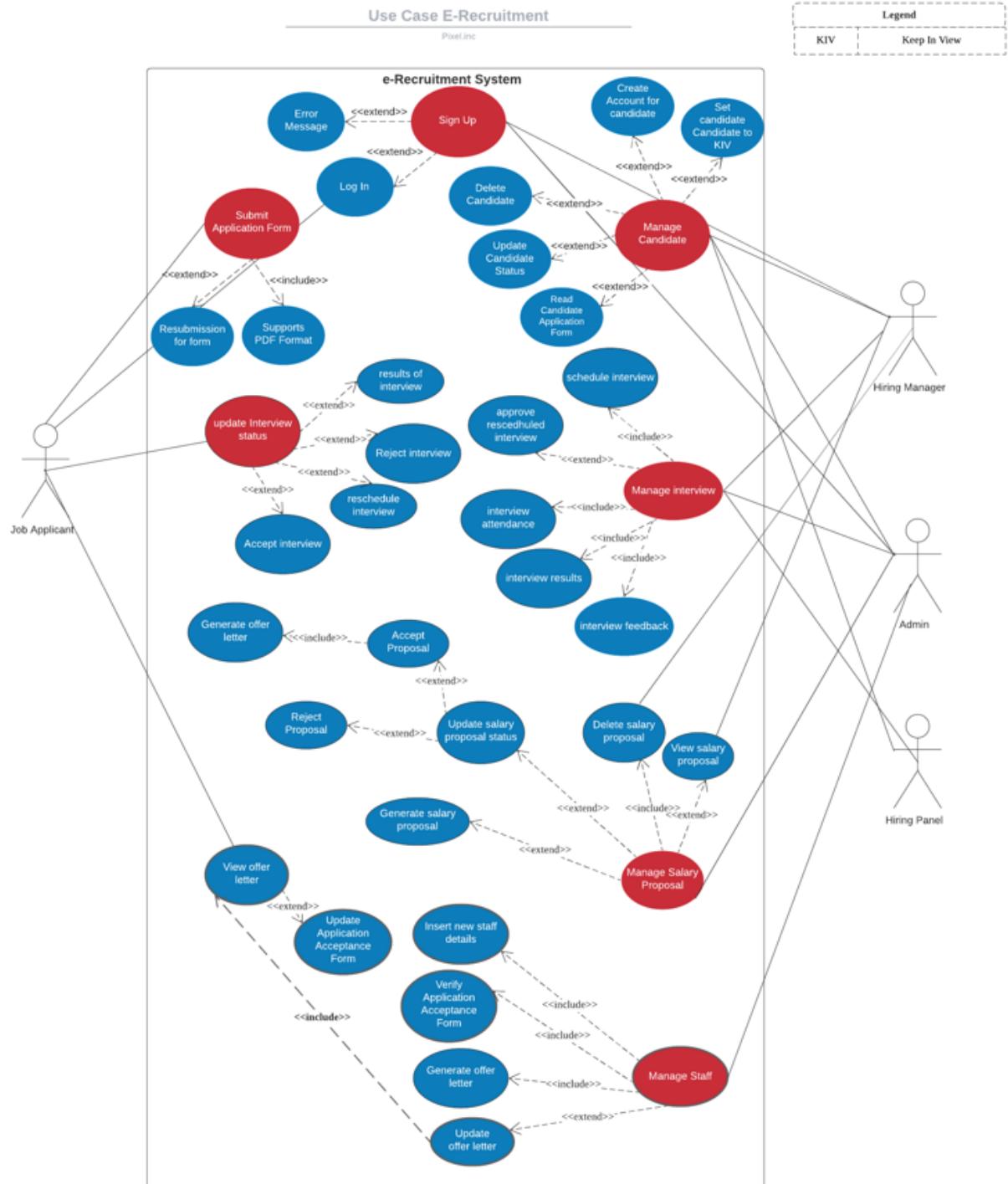
1.4 Definitions, Acronyms and Abbreviations

Number	Acronym(s)/Abbreviation(s)	Definition
1	HR	Human Resources
2	SAP	Systems Applications and Products in Data Processing
3	CRUD	Create, Read, Update and Delete
4	HR-TA	Human Resources Talent Acquisition

2. Database System Requirement

2.1 System Overview

The system that we will develop is called the E-Recruitment system. This system is primarily designed to **assist users with all aspects of the recruiting process, including applying, modifying, and checking status**. As a result, the system requires less labour and hours to operate.



2.2 Module <Login/Sign Up>

All members

2.2.1 Module Description

All users can benefit from this module. This module is used to sign in or log out of the system. The essential attributes in this module are user personal information, username, and password. If the user has already created an account, all they need to do now is enter their username and password. They can log out of the system once they've finished using it.

2.2.2 Transaction Requirement: Data Entry

1. Enter username and password for signup and login purposes.

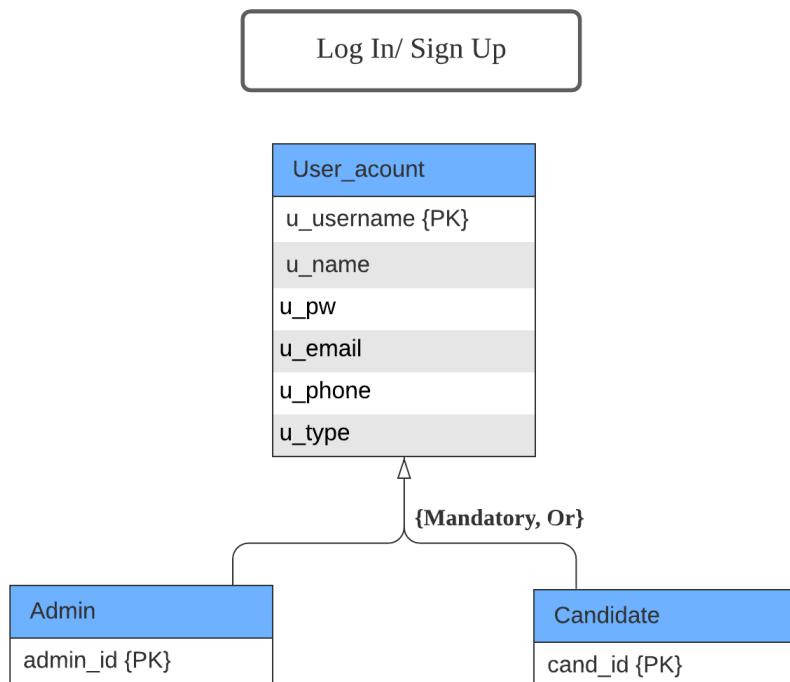
2.2.3 Transaction Requirement: Data Update/Deletion

1. Update/delete username.

2.2.4 Transaction Requirement: Data Queries

1. List of usernames based on the user type.
2. List of name, email, phone number of every user.

2.2.5 Local Data Model (ERD) for Module 1



2.3 Module <Manage Candidate>

Terence Loorthanathan (A20EC0165)

2.3.1 Module Description

This module will operate with supervision and decisions of the admin, hiring manager and the job applicant.

1. The job applicant will have to log in to the system and check the status of their application (shortlisted or rejected) for updates on their application after submitting their application at a job portal.
2. Since the job applicant is still not shortlisted, their job applicant status should be defaulted to 'Applicant' by the system.
3. If the application is shortlisted by admin after some time, a representative from them should be able to change the account's job applicant status of said shortlisted job applicant as a 'Candidate'.
4. After updating the job applicant status as a 'Candidate', the job applicant will have a change in status in their system. Which will inform the job applicant that their application is shortlisted when he or she logs in next to the system.
5. The job applicant will now have to submit a job application form as a file of pdf format in the system. Some documents will be required to be uploaded into the system after being scanned by the job applicant.
6. If a job applicant did not send the job application in 7 days, the system should update their job applicant status as 'Rejected'.
7. After submission by the job applicant, admin will now have to verify the application sent by the job applicant. If verification is completed with no discrepancy detected by admins, then verification status will be set to 'Successful Verification' from default 'Failed Verification'.
8. If a job application has some discrepancy which has been detected by admins during the verification process, then verification status will be set to 'Failed Verification'.

Verification status of 'Failed Verification' will prompt the system to repeat the process submitting job application (No.5-No.8) will be repeated.

2.3.2 Transaction Requirement: Data Entry

1. Enter Candidate status
2. Enter Application details

3. Enter Admin position in HR Department

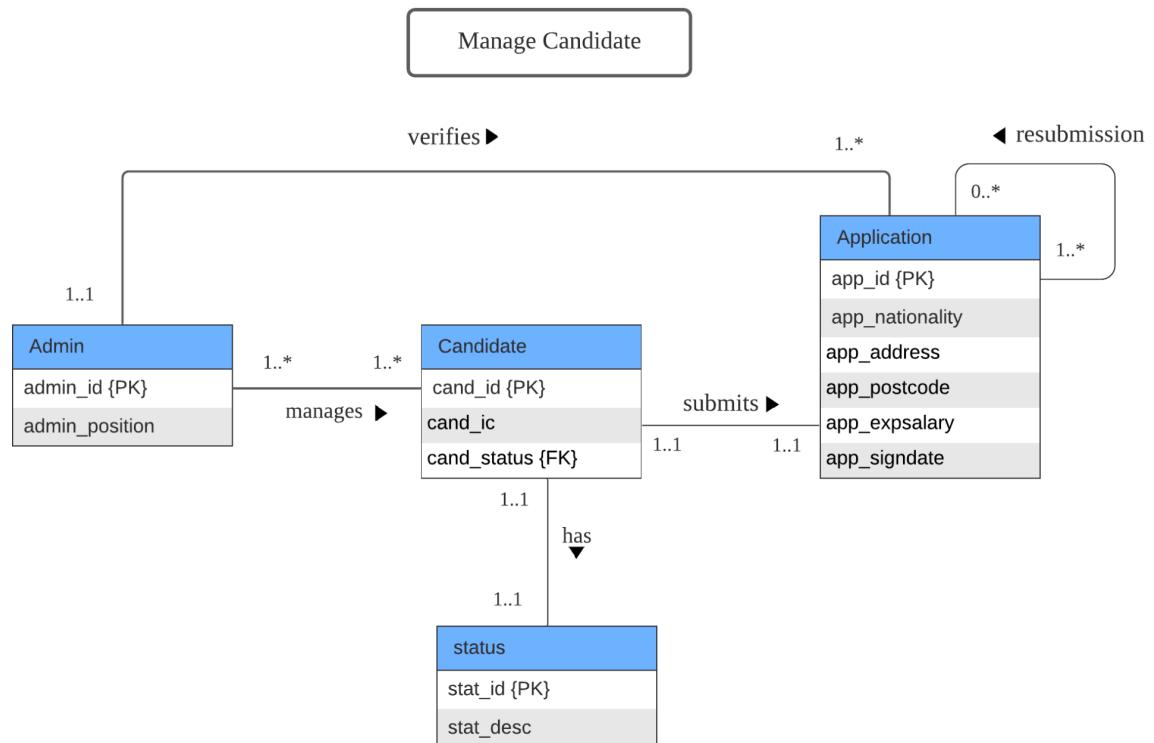
2.3.3 Transaction Requirement: Data Update/Deletion

1. Update Candidate status
2. Delete Candidate

2.3.4 Transaction Requirement: Data Queries

1. View candidate status
2. View job employment application information

2.3.5 Local Data Model (ERD) for Module 2



2.4 Module <Manage Interview>

Rishma Fathima Binti Basher

2.4.1 Module Description

This module will be in between job applicants, admin and hiring manager.

1. The job applicant will receive a particular date and time to attend the job interview fixed by the hiring manager and admin.
2. If the job applicant cannot attend the interview, the job applicant can reschedule the interview by changing the date and time with a valid reason in the comment section. For example, the job applicant will select dates and time they are available on (13 January 2021 -16 January 2021 from 8.00am to 1.00pm).
3. Then, the changes made by the job applicant will be viewed by the admin and hiring manager. The interview session will be rescheduled and finalized by the hiring manager admin. The rescheduled finalized interview session will be viewed by the job applicant and the admin as well.
4. The job applicant will either select 'agreed to attend the interview' or 'reject offer'. If the candidate rejects the offer, the system will automatically stop the process and the hiring manager and admin will view the status as 'job applicant rejected the offer'. If the job applicant agrees to attend the interview, the managed interview process will be continued.
5. On the interview day, there will be an interview session for the job applicant with the admin and hiring manager. While the interview is being conducted or after the interview is done, the hiring manager will update the status as 'selected', 'rejected' or 'selected. Another interview session required' along with comments.
6. If the job applicant status is 'rejected', the job applicant status will change to 'not shortlisted for applied job'. If the job applicant status is 'selected', the process will be continued to module manage salary.
7. If the job applicant status is 'selected'. Another interview session required', the process of a second interview (No.2 to No.6) will be repeated.

A job candidate will attend as many interview sessions until the hiring manager updates status as 'selected' or 'rejected' with the admin. As long as the hiring manager chooses 'selected. Another interview session required' for the as the results of the interview, the job candidate will need to attend another interview session.

2.4.2 Transaction Requirement: Data Entry

1. Enter date and time of interview session
2. Enter interview session status by job applicant

3. Enter candidate status after interview by hiring manager

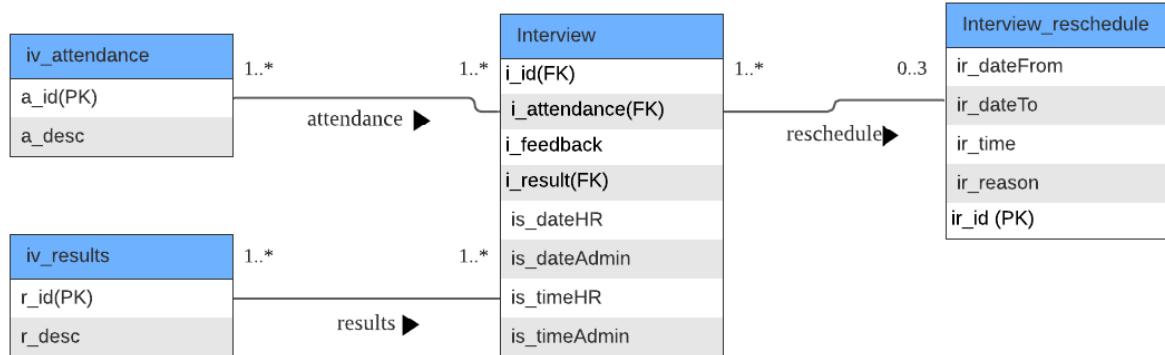
2.4.3 Transaction Requirement: Data Update/Deletion

1. Update date and time of interview session
2. Update candidate status after interview by hiring manager

2.4.4 Transaction Requirement: Data Queries

1. View date and time of interview session
2. View interview session approval status by job applicant
3. View candidate status after interview by hiring manager

2.4.5 Local Data Model (ERD) for Module 3



2.5 Module <Manage Salary>

Nayli Nabihah Binti Jasni

2.5.1 Module Description

This module is designed for the **job applicants, admin and HR manager**. This module covers the salary arrangement before it is offered to the candidates. Below are the steps how this module should work:

1. Admin **set** monthly proposed salary and annual proposed salary for job applicant
2. Admin **update/delete** monthly proposed salary and annual proposed salary
3. HR Manager **update** approval status of monthly and annual proposed salary
4. Candidate can **view** approved proposed salary

2.5.2 Transaction Requirement: Data Entry

Admin:

1. Enter proposed monthly salary
2. Enter proposed annual salary

HR Manager:

1. Enter proposed salary approval status

2.5.3 Transaction Requirement: Data Update/Deletion

1. Update/delete the proposed salary

2.5.4 Transaction Requirement: Data Queries

1. View list of candidate proposed salary
2. View list of candidate proposed salary status

2.5.5 Local Data Model (ERD) for Module 4

Salary
s_id
s_name
s_jobposition
s_proposedmonthly
s_annual
s_status

2.6 Module <Manage Staff>

Madina Suraya Binti Zharin

2.6.1 Module Description

This module is developed primarily for **job applicants**, **HR talent acquisition**, and **HR payroll**. Staff management is done exclusively for applicants who pass their interview and the hiring manager has approved salary. This module's steps are as follows using **CRUD**:

1. **Create** an offer letter with job title, salary, and commencement date.
2. **Read** the candidate's offer letter acceptance form.
3. **Update** new staff list after HR Talent view and save it.
4. **Delete** candidate who rejects the offer.

2.6.2 Transaction Requirement: Data Entry

Read job applicants details in offer letter acceptance form:

1. Enter name
2. Enter passport or ic number
3. Enter commencement date

2.6.3 Transaction Requirement: Data Update/Deletion

HR talent acquisition for offer letter:

1. Update/Delete job title
2. Update/Delete monthly based salary in MYR
3. Update/Delete commencement date

2.6.4 Transaction Requirement: Data Queries

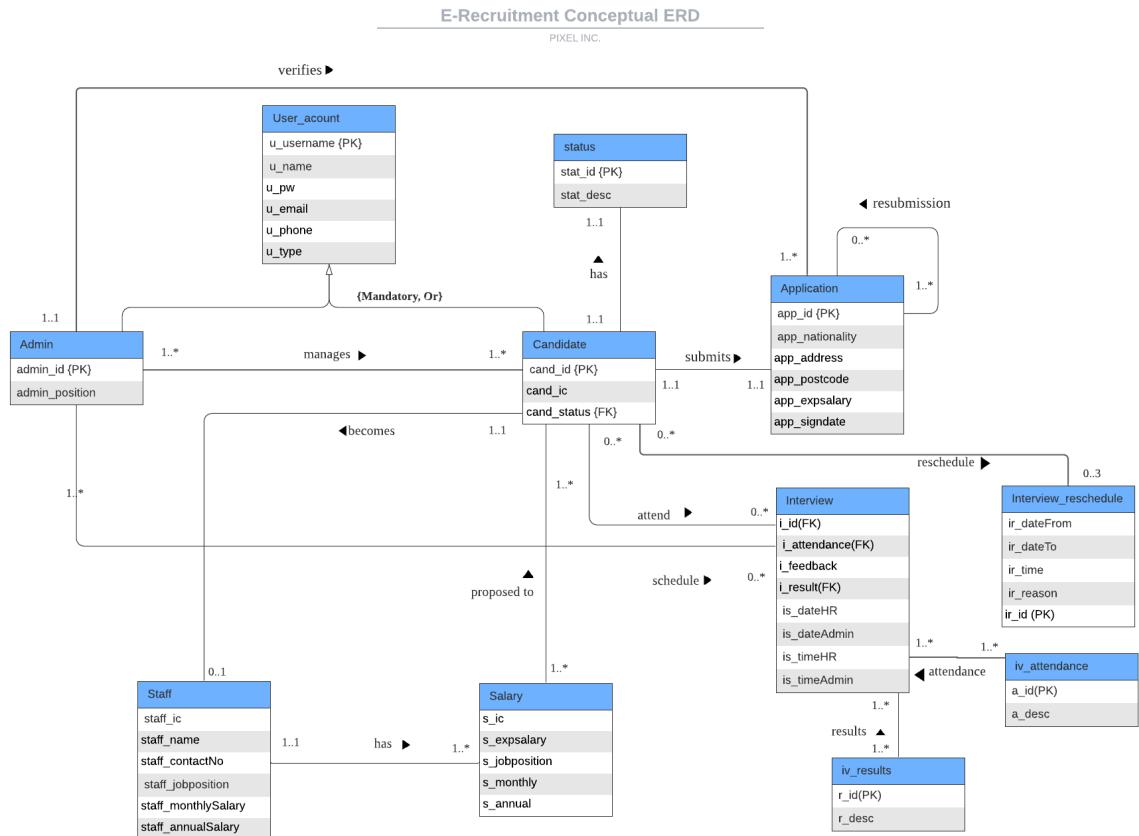
1. List of successful candidates details.
2. List of all new staff

2.6.5 Local Data Model (ERD) for Module 5

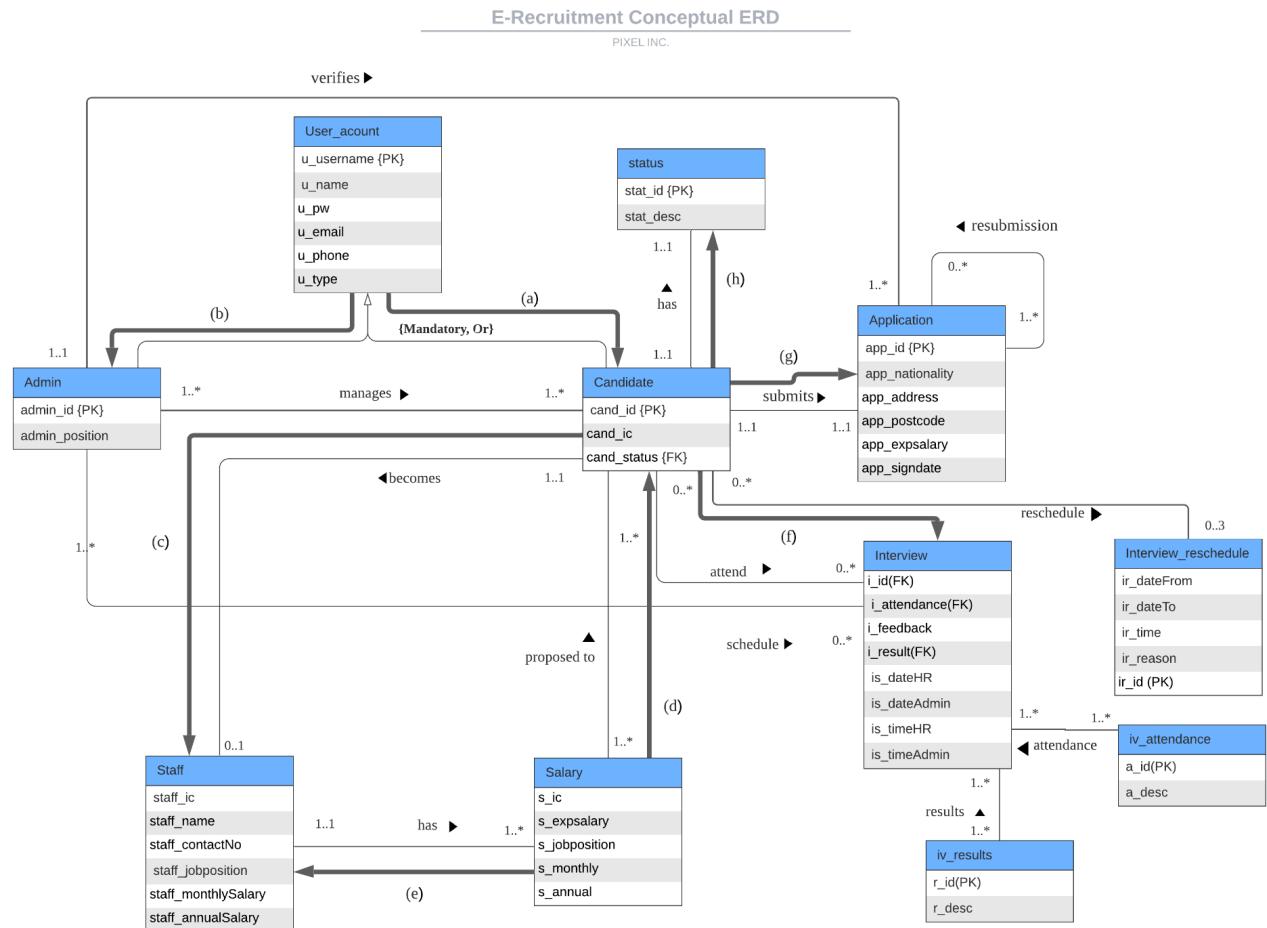


3. Global Conceptual Data Model (Global ERD)

3.1 Global Conceptual Design (ERD)



3.2 Verified Global Conceptual Design (Verified ERD)



Symbol	Transaction
(a)	2.2.2.1, 2.2.3.1, 2.2.4.1, 2.2.4.2
(b)	2.2.2.1, 2.2.3.1, 2.2.4.1, 2.2.4.2
(c)	2.6.2.1, 2.6.2.2, 2.6.2.3, 2.6.3.3, 2.6.4.1, 2.6.4.2
(d)	2.5.2.1, 2.5.2.2, 2.5.3.1, 2.5.4.1, 2.5.4.2
(e)	2.6.3.1, 2.6.3.2
(f)	2.4.2.1, 2.4.2.2, 2.4.2.3, 2.4.2.1, 2.4.3.1, 2.4.3.2

(g)	2.3.2.2, 2.3.4.2
(h)	2.3.2.1, 2.3.2.3, 2.3.3.1, 2.3.3.2, 2.3.4.1

3.3 Data Dictionary

3.3.1 Identifying Entities

Entity Name	Description	Aliases	Occurrence
User_account	Term to describe an entity that stores users basic information after signing up to the system.	Accounts	Occurs when a user accesses the system but tasks performed in the system may differ
Candidate	Term to describe an entity that stores information of candidate's that is needed in other modules, therefore becoming a superclass	Applicant	Occurs when a job applicant accesses the system for the first time
Admin	Term to describe an entity that stores information of admin's that is needed in other modules, therefore becoming a superclass	HR-TA	Occurs when an admin registers into the system for the first time
Application	Term that is used to describe an entity that stores information of an applicant's job application form	ApplicationForm	Occurs after the candidate logs into the system
status	Term that is used to describe an entity that stores all types of status that an applicant can have	JobApplicantStatus	Occurs after the candidate logs into the system
interview_reschedule	Term to set the interview	AlterInterview	Occurs when the job

	date and time for the job applicant to attend	Session	applicant wanted to reschedule the interview
interview	Term to get the interview attendance, interview feedback and to schedule the interview session by the hiring manager and admin	Interview status	Occurs when the job applicant document is verified and after job applicant attend the interview session
iv_attendance	Term to get the interview attendance by the hiring manager after interview session	InterviewSessionstatus	Occurs when the job applicant attend the interview session with hiring manager
iv_results	Term to get the interview results of interview session by the hiring manager	InterviewSessionResult	Occurs when the job applicant attend the interview session with hiring manager
salary	Term to set the monthly and annual salary for the candidates	Wages	Occurs when the candidates passed interview session(s)
staff	Term to describe details in the offer letter and details taken from the offer letter acceptance form.	Employee	Occurs when applicant view salary proposal

3.3.2 Identifying Relationship Types

Entity Name	Multiplicity	Relationship	Entity Name	Multiplicity
User_account	-	{Mandatory, Or}	Candidate Admin	-
Candidate	1..1 1..1	Submits Has	Application status	1..1 1..1
Admin	1..* 1..1	Manages Verifies	Candidate Application	1..* 1..*

Application	1..*	Resubmission	Application	0..*
Interview	0..* 0..*	attend schedule	Candidate Admin	0..* 1..*
Interview_reschedule	0..3	reschedule	Candidate	0..*
iv_attendance	1..*	attendance	Interview	1..*
iv_results	1..*	results	Interview	1..*
salary	1..*	proposed to	candidate	1..*
staff	0..* 1..1	from offered	candidate salary	0..* 1..1

3.3.3 Attributes Description

Entity Name	Attributes	Description	Data Type and Length	Null	Multi-Valued
User_account	u_name u_pw u_username u_email u_type u_phone	Unique user's full name User's password User's username User's email address Type of user Contact Number of User	100 variable character 100 variable character 50 variable character 50 variable character 15 variable character 15 big integer character		No No No No No No
Candidate	cand_id	Candidate's identification	10 integer		No

	cand_ic cand_status	number Candidate's identity card number Candidate's recruitment status	15 big integer character 2 integer		No No
Admin	admin_id admin_position	Admin's identification number Admin's job title in client's company	10 integer 50 variable character		No No
status	stat_id stat_desc	Status's identification number Status's description	2 integer 50 variable character		No No
Application	app_id app_nationality app_address app_postcode app_expsalary app_signdate	Application's identification number Applicant's Nationality Applicant's Address Applicant's housing postcode Applicant's salary expectation Application Date Signed	10 integer 60 variable character 200 variable character 11 variable character 6,2 Decimal Date		No No No No No No
Interview	i_id i_attendance	Interview's identification number Applicant's attendance	10 integer 2 integer		No No

	i_feedback i_result is_dateHR is_dateAdmin is_timeHR is_timeAdmin	Applicant's interview feedback Applicant's results Hiring Managers's interview session date Admins's interview session date Hiring Managers's interview session time Admins's interview session time	200 variable character 2 integer Date Date Time Time		No No No No No No
Interview_reschedule	ir_dateFrom ir_dateTo ir_time ir_reason ir_id	Candidate's rescheduled interview date from Candidate's rescheduled interview date to Candidate's interview time Candidate's reschedule reason Candidate's reschedule identification number	Date Date Time 200 variable character 10 integer		No No No No No
iv_attendance	a_id a_desc	Attendance identification number Attendance id description	2 integer 50variable character		No No

iv_results	r_id	Results identification number	2 integer		No
	r_desc	Results id description	50 variable character		No
salary	s_id	Candidate's salary ID	10 integer		No
	s_username	Candidate username	15 variable character		No
	s_name	Candidate name	100 variable character		No
	s_jobposition	Job title candidate applied for	64 variable character		No
	s_proposedmonthly	Proposed monthly salary for candidate	Decimal (6,2)		No
	s_proposedannual	Proposed annual salary for candidate	Decimal (8,2)		No
	s_status	Salary approval status	2 integer		No
	s_commdate	Candidate's commencement date	Date		No
staff	staff_id	Staff id based on candidate id.	10 integer		Yes
	staff_name	Staff full name from acceptance form.	100 varchar character		No
	staff_ic	Staff ic from acceptance form.	13 varchar character		No
	staff_jobposition	Staff job position in offer letter.	64 variable character		No
	staff_monthlysalary	Staff monthly salary in offer letter.	decimal (6,2)		No
	staff_annualsalary	Staff annual salary in offer letter.	decimal (8,2)		No

	staff_commdate staff_acceptdate	commencement date in acceptance form. Staff acceptance offer letter date	date current_time stamp()		No
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4. Appendices

4.1 Use Case Description for Every Module

4.1.1 Login/Signup

Use Case Name:	<i>Login / Sign Up</i>	
Member in charge:	All members	
Brief Description:	All users sign up and login to the system to access the system.	
Actors:	Job applicants, HR Managers, Hiring Panels and admins	
Precondition:	Created account is logged out / User does not have any account	
Postcondition:	<ul style="list-style-type: none"> Redirect account users to their respective page either Candidate page or manager page or admin page. 	
Flow of Activities:	Actor 1. Pick either to login or sign up 2. Enter credentials to sign up	System 1.1 Redirect user to picked page 2.1 Validate their credentials and return a success message or failure message 2.2 Register user to system if validation is successful

	3. Enter credentials to log in	3.1 Check whether credentials entered exists in database 3.2 Redirect to respective page if exist
Exception Conditions:	2.3 If a user entered invalid format for every credential, the user is prompted to correct it	
Extension:	3.3 If the user doesn't exist, then the system redirects the user to log in with a prompt that the user doesn't exist in the database	

4.1.2 Manage Candidate

Use Case Name:	<i>Manage candidate</i>	
Member in charge:	Terence Loorthanathan	
Brief Description:	This module covers the process of candidate creation and verification of their job application forms. Admin will also be allowed to delete or set a candidate as KIV(Keep in View).	
Actors:	Admins and hiring manager	
Precondition:	Admin or hiring manager must be successfully registered to system	
Postcondition:	<ul style="list-style-type: none"> Admins or hiring managers are able to clearly identify changes made. 	
Flow of Activities:	Actor 1. Create or choose a candidate to make changes on 2. Pick a candidate to make changes on	System 1.1 Allow user to create candidate 1.2 List all candidates and a brief description of them. 1.3 List their current status.

	<p>3. View candidate's job application form</p>	<p>2.1 Show their information in detail</p> <p>2.2 Allow actors to update their status or delete them or view that candidate's job application form</p> <p>3.1 Open a new window that previews their job application form</p>
Extension:	<p>2.3 Admin's may need to view a candidate's application form multiple times, because each of their submitted application forms can have a discrepancy.</p>	

4.1.3 Manage Interview

Use Case Name:	<i>Manage interview</i>	
Member in charge:	Rishma Fathima Binti Basher	
Brief Description:	This module covers the process of the interview session by getting the date and time of the interview session continues by results of interview session after the job candidate attend the interview session	
Actors:	Job applicants, admins and hiring manager	
Precondition:	Applicant's job applications must be successfully verified	
Postcondition:	<ul style="list-style-type: none"> Hiring manager fix a date and time for the job applicant interview session Hiring manager update the results of the interview 	
Flow of Activities:	Actor	System

	<ol style="list-style-type: none"> 1. Hiring manager fixes a date and time for the job applicant's interview session 2. Job applicant changes the date and time of the interview session with valid reason (if necessary) 3. Job applicant agree to attend the interview 4. Job applicant attend the interview session 5. Hiring manager update the results of the interview session 	<ol style="list-style-type: none"> 1.1 Update fixed date and time to the system 1.2 Interview session date and time visible for applicant and admin 2.1 Update fixed date and time to the system 2.2 Interview session date and time viewed by the hiring manager and approved 2.3 Finalized interview session date and time viewed by the hiring manager, admin and job applicant 3.1 Status updated as job applicant agree to attend the interview session 4.1 Update the attendance status 5.1 update the interview results 5.2 Interview results visible to admin and job applicant
Exception Conditions:	3.2 If the job applicants ignore or did not respond to the interview session date and time until 3 days before the interview, it will be assumed that the job applicant will reject the job offer.	
Extension:	5.3 Job applicants might need to repeat the manage interview process a few times if they need to attend another few interview sessions with the hiring panel.	

4.1.4 Manage Salary

Use Case Name:	<i>Manage Salary</i>									
Member in charge:	Nayli Nabihah Binti Jasni									
Brief Description:	This module covers the salary arrangement before it is offered to the advanced candidates									
Actors:	Job applicants, HR Manager and admins									
Precondition:	Applicants must passed the interview session(s)									
Postcondition:	<ul style="list-style-type: none"> HR Manager can view and validate the proposed salary set by the admins (in HR-Talent Acquisition team) Applicants can view the proposed salary approved by the HR Manager. After candidates view the proposed salary, offer letter will be issued 									
Flow of Activities:	<table border="1"> <thead> <tr> <th>Actor</th> <th>System</th> </tr> </thead> <tbody> <tr> <td>1. Admin (in HR-Talent Acquisition team) enters the proposed salary</td> <td>1.1 Save the proposed salary entered</td> </tr> <tr> <td>1. HR Manager will view and validate the proposed salary</td> <td>2.1 Save the proposed salary validation feedback</td> </tr> <tr> <td>2. Applicants can view the validated proposed salary.</td> <td>3.1 Generate offer letter</td> </tr> </tbody> </table>	Actor	System	1. Admin (in HR-Talent Acquisition team) enters the proposed salary	1.1 Save the proposed salary entered	1. HR Manager will view and validate the proposed salary	2.1 Save the proposed salary validation feedback	2. Applicants can view the validated proposed salary.	3.1 Generate offer letter	
Actor	System									
1. Admin (in HR-Talent Acquisition team) enters the proposed salary	1.1 Save the proposed salary entered									
1. HR Manager will view and validate the proposed salary	2.1 Save the proposed salary validation feedback									
2. Applicants can view the validated proposed salary.	3.1 Generate offer letter									
Exception Conditions:	3.2 If the applicants ignore the validated proposed salary within 7 days, it is assumed that they are not interested in the job and the offer will be terminated									

Extension:	2.1 HR Manager can reject the proposed salary, then, the admin (in HR-Talent Acquisition team) need to enter new proposed salary until it is approved
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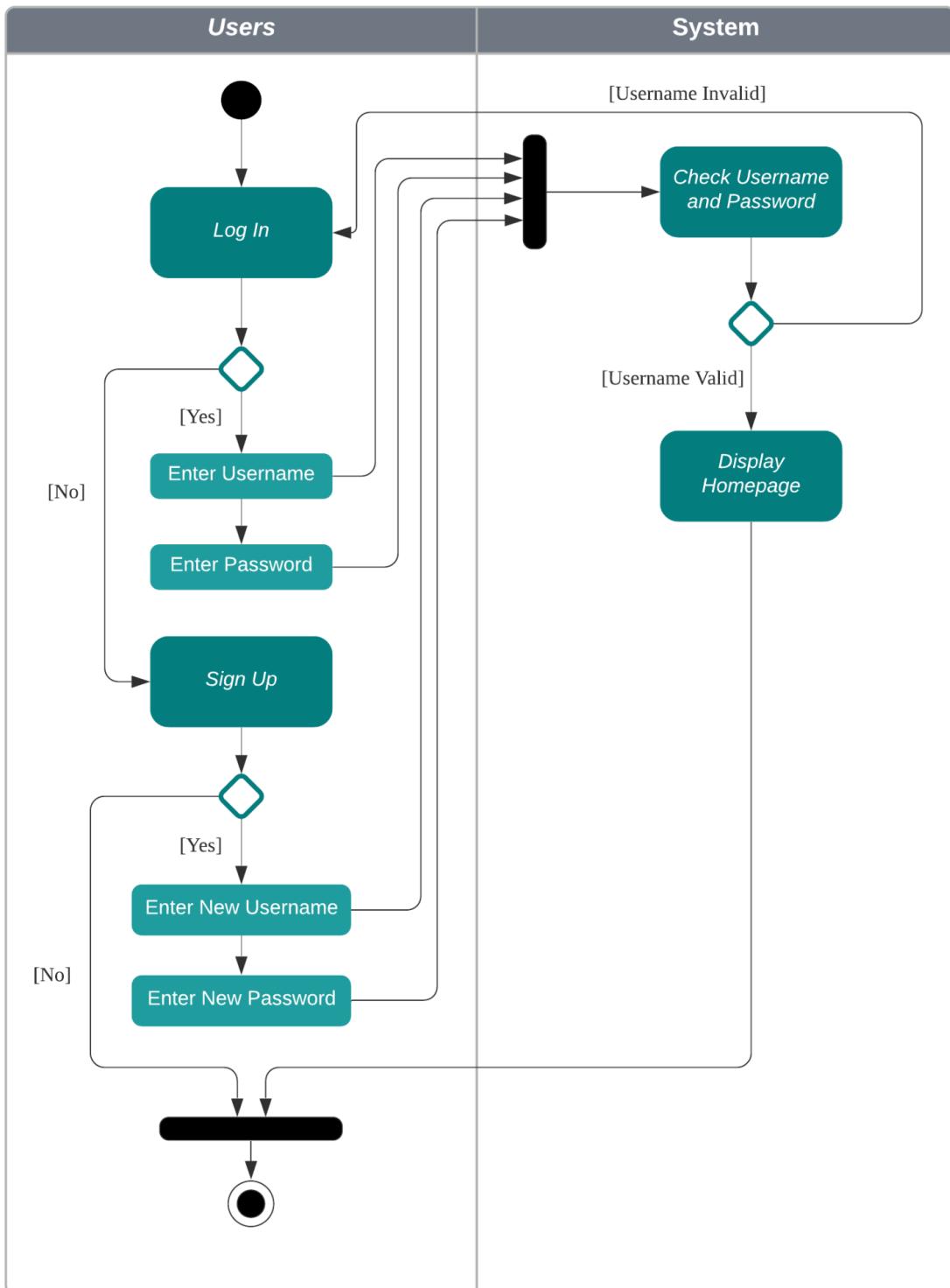
4.1.5 Manage Staff

Use Case Name:	<i>Manage Staff</i>					
Member in charge:	Madina Suraya Binti Zharin					
Brief Description:	Staff management is done exclusively for applicants who pass their interview and hiring panel approved the proposed salary					
Actors:	Job applicants, HR talent acquisition, and HR payroll					
Precondition:	Hiring panel must approve the salary and set the commencement date.					
Postcondition:	<ul style="list-style-type: none"> Applicants can view offer letters and accept the offer by filling in the Acceptance Employment Offer form. Admin can view new employee details for Systems Applications and Products (SAP). 					
Flow of Activities:	<table border="1"> <thead> <tr> <th>Actor</th> <th>System</th> </tr> </thead> <tbody> <tr> <td> 1. Hiring manager approves the salary and sets a commencement date. 2. Applicants view offer letters. 3. Applicants accept offers by filling in an Acceptance Employment Offer form. 4. Admin views the details in the offer </td> <td> 1.1 Create an offer letter with job title, salary details and commencement date. 3.1 Save applicants' details based on information given in the Acceptance Employment Offer form. 4.1 Save new employee details as new staff. </td> </tr> </tbody> </table>	Actor	System	1. Hiring manager approves the salary and sets a commencement date. 2. Applicants view offer letters. 3. Applicants accept offers by filling in an Acceptance Employment Offer form. 4. Admin views the details in the offer	1.1 Create an offer letter with job title, salary details and commencement date. 3.1 Save applicants' details based on information given in the Acceptance Employment Offer form. 4.1 Save new employee details as new staff.	
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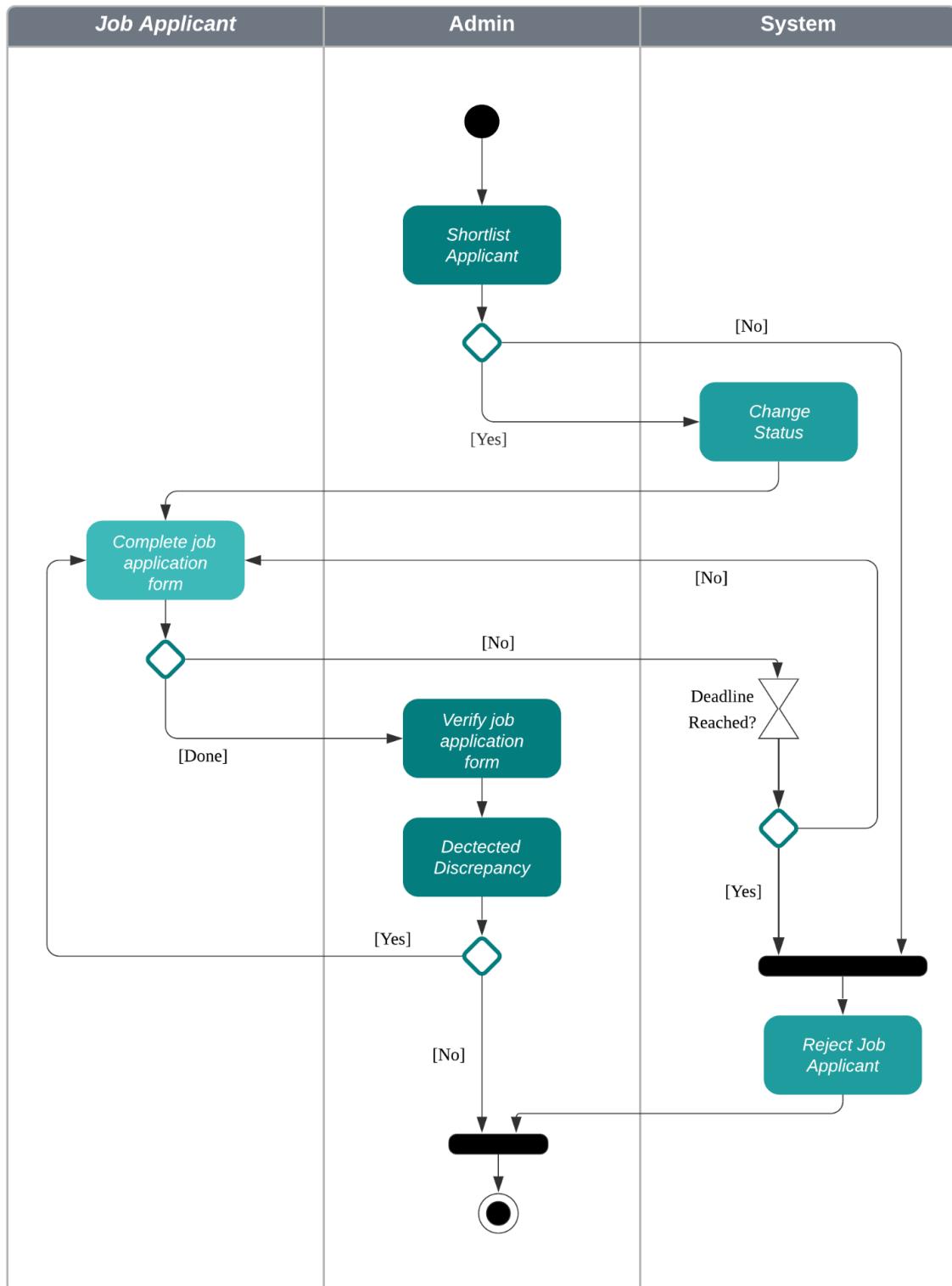
	<p>letter and acceptance form and save it</p> <p>5. Admin access staff details for Systems Applications and Products (SAP).</p>	
Exception Conditions:	<p>3.2 If the candidate does not complete the Acceptance Employment Offer form within 7 days, it is assumed that they are not interested and the offer will be taken back.</p> <p>4.2 If the admin did not save the Acceptance Employment Offer form details will not be saved as staff.</p>	
Extension:	<p>2.1 Applicants can request to change the commencement date with valid reason and admin can update the offer letter again once they accept the request.</p>	

4.2 Activity Diagram for Every Module

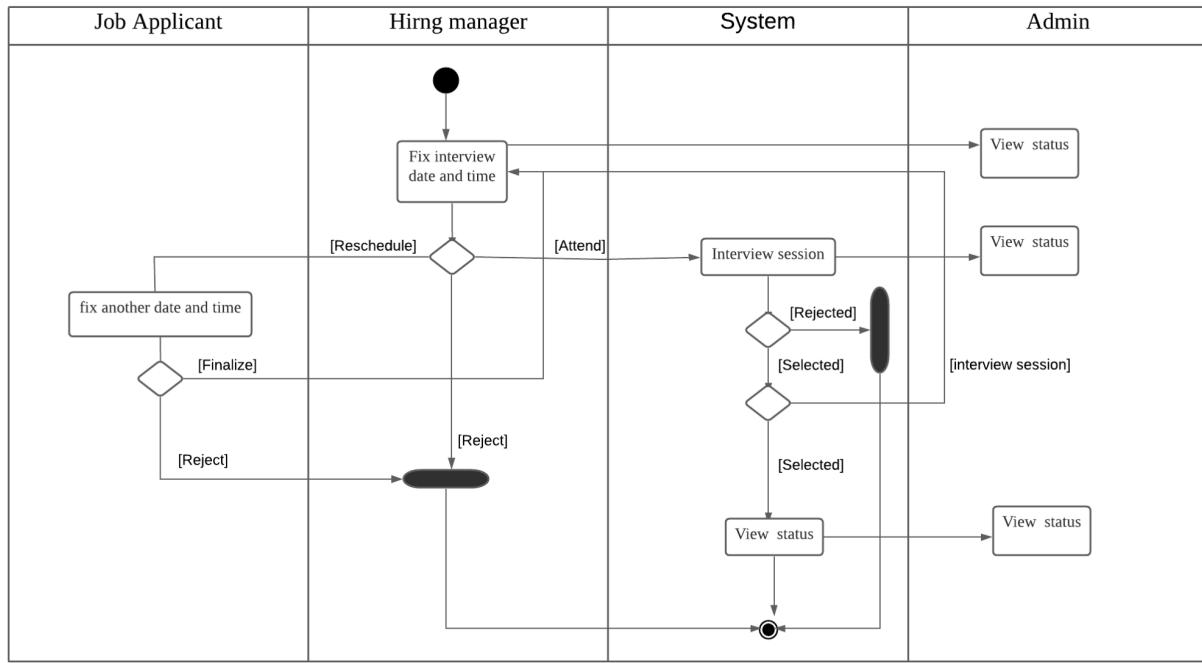
Module <Login/Sign Up>



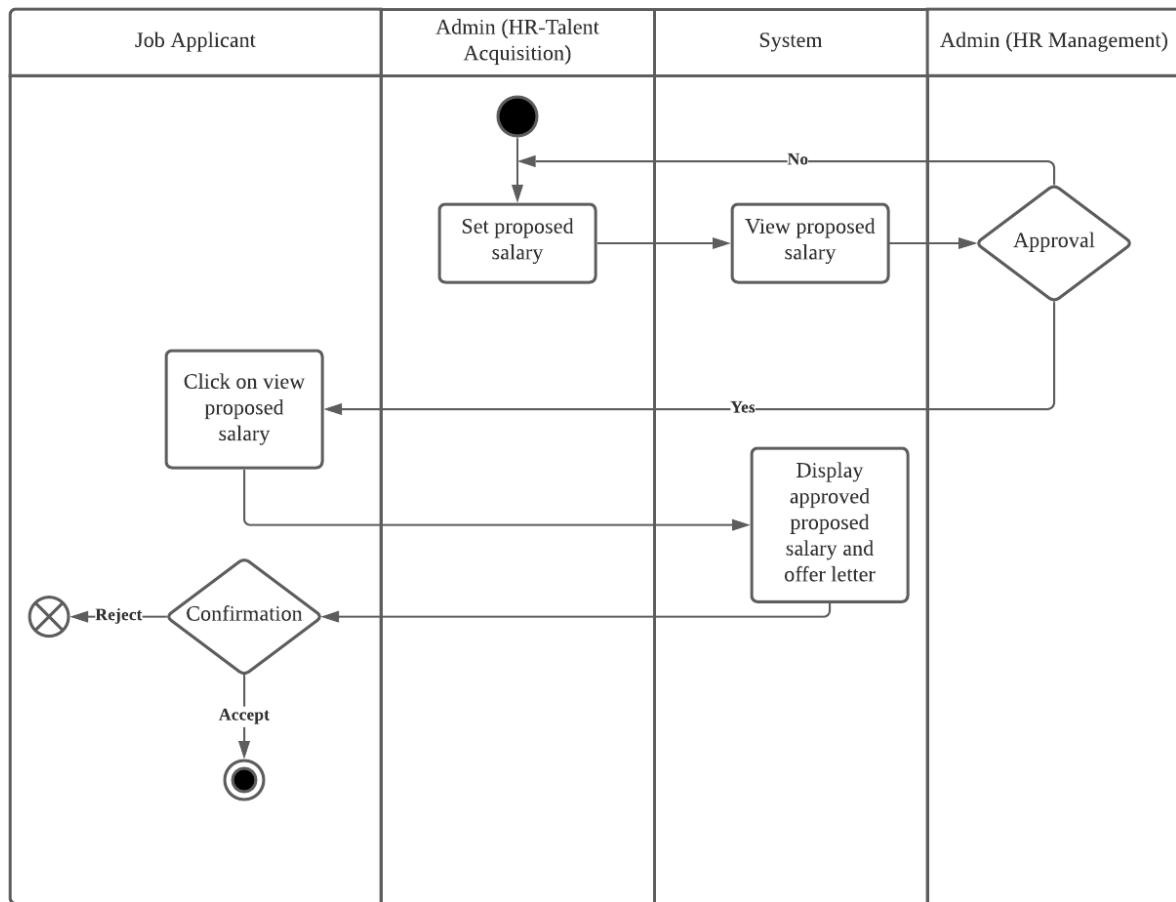
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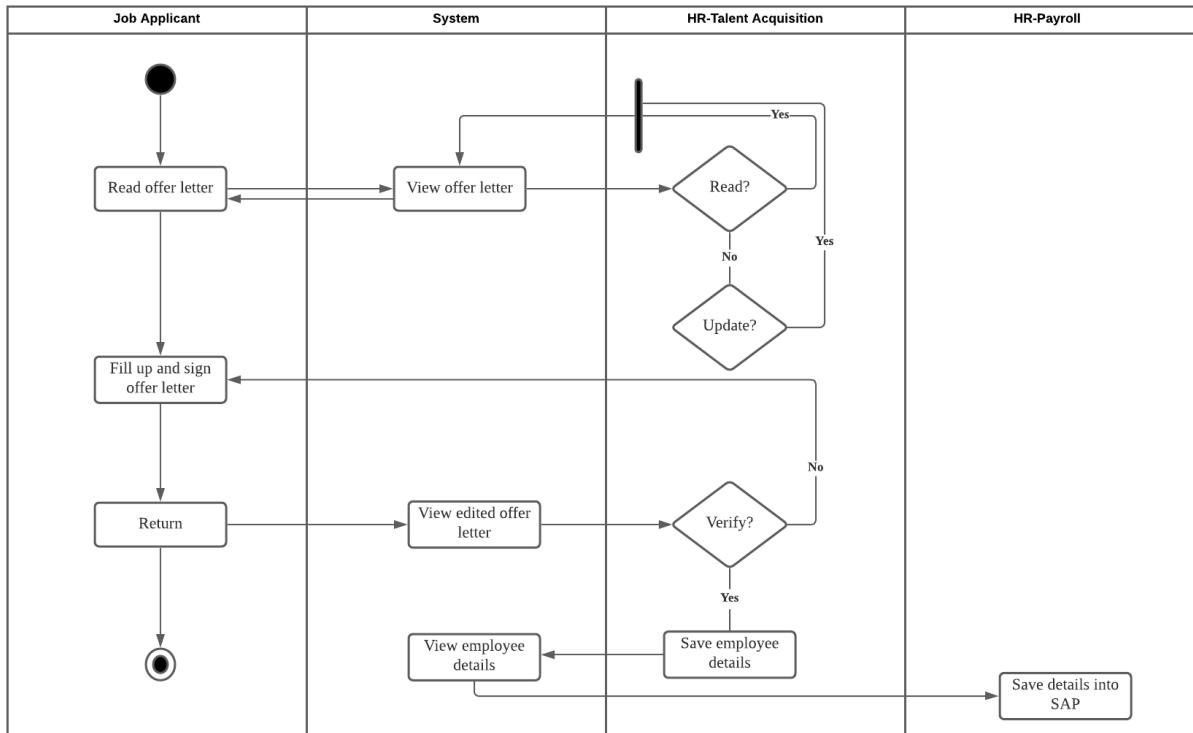
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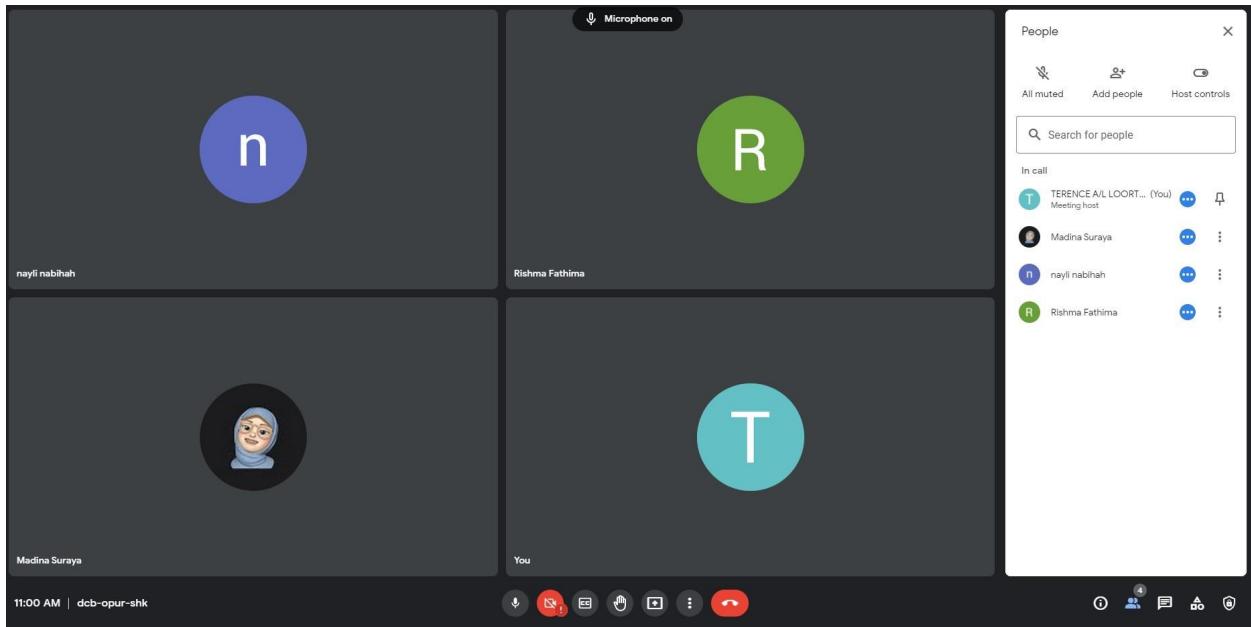
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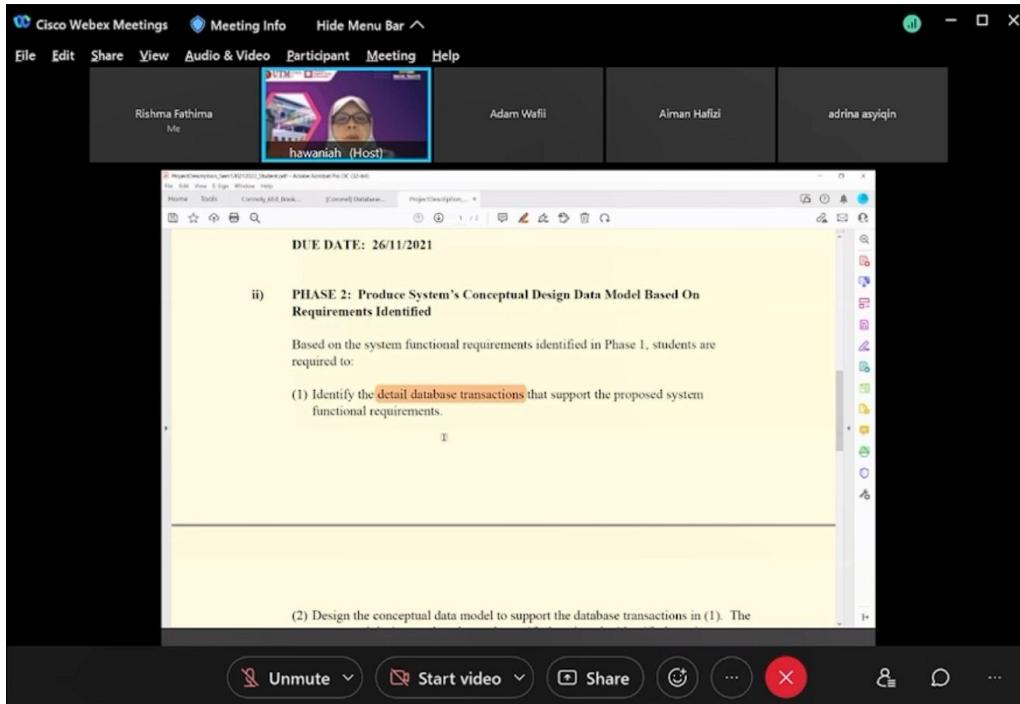
Module <Manage Staff>



4.3 Meeting Log



On 25 December 2021 at 10.50a.m. we as a group met at google meet to brainstorm a solution to our client's problems. On the same day, we also made sure everyone was on the same page regarding our project to avoid any confusion during report writing. Most of the discussed topics in that meeting have their presence in this report and also the proposal.



On 22 November 2021, Dr Hawaniah briefed us about the project and all its phases.