Drupal Job Board Technical Specifications

General

The Drupal Job Board will be a section of the association.drupal.org, integrated with the site and its user accounts. Association.drupal.org runs Drupal. Therefore, the job Boards needs to be implemented via Drupal core features and Drupal modules (existing contributed modules or custom written).

The code of the job Board must follow Drupal coding and security standards, as well as accessibility best practices.

Website overview

Association.drupal.org is a part of *.drupal.org group of sites, with the main one being Drupal.org. All sites run Drupal and are connected via single sign-on system (powered by Bakery: https://drupal.org/project/bakery), which allows for sync of parts of the user accounts data. The sites also use the same theme (Bluecheese: https://drupal.org/project/bluecheese), and a custom module, which provides cross-site functionality.

Association.drupal.org runs Drupal 7 with a number of contributed modules (Views, Features, Rules, etc.) Association_drupalorg module provides some site-specific functionality. CiviCRM powers membership and donations system on the site, Commerce (https://drupal.org/project/commerce)will be used for the Drupal Store section (currently under development, ETA early Q2 2014).

Job Board features and requirements

Users
Job Board has been broken down into sections from a user perspective. A job seeker is someone who comes to the Drupal Job board looking for employment opportunities. An employer represents a firm that would be listing a job opportunity on the board. A recruiter is a firm who's job is to find talent and funnel it into companies looking for workers. Administrators are Drupal Association staff members, who will manage the Job Board.

User Accounts

Regular association.drupal.org user accounts will be used to access Drupal Job Board.

Any association.drupal.org user should have an ability to create a profile for the Job Board section and start using this section. Exact technical implementation to be defined. Job Board profile can be a tab on association.drupal.org user profile, and entity connected to user account, etc.

From the Job Board perspective each user account on association.drupal.org can be one of the following:
- Not connected
- Job Seeker
- Employer
- Recruiter
- Admin

Depending on the type, different features will be available and different permissions assigned to accounts.

Potential Job Seekers

User who has a registered account on drupal.org who did not create Job board profiles for their accounts and are not using the job Board section of the site.

Job Seeker

These user profiles should house all information related to the seeker (all fields should be searchable):
- Required
  - First name
  - Last name
- Optional
  - Current Title
  - Current place of occupation
  - Resume Upload
    - PDF
  - Address Fields
    - Line 1
    - Line 2
    - City
    - State
    - Zip

- Country
  - Interests
    - Position you are hoping to find
    - Salary Range
    - Skill Level
    - Work remotely or in an office
    - Willing to relocate?
    - Working style
      - quiet/solitude
      - collaborative/hectic
  - Contact
    - Allow employers to view my profile and contact me? (check box to opt-in) (We need job seekers to either accept terms that say they understand that if they have a Job Seeker Profile, they may be contacted by employers / recruiters. Or, we can let them check a box that it is OK to contact them. We are open to recommendations)

Before a user creates this profile we must let them know who will have access to the data they provide.

Job Seekers must be able to:
- View job postings and job listings
- Search job postings
- View available branded company pages

Employer

Employer profiles should house all information related to the individual or organization posting the job
- Required
  - Employer (company) Name
  - Employer (company) Address Fields
    - Line 1
    - Line 2
    - City
    - State
    - Zip
    - Country
  - Contact email address
  - Contact phone number
- Optional
  - Company size

- - Culture statement (Large text field)
    - About Company (Large text field)
    - Drupal.org organization page

Recruiter

Recruiter profiles should house all information related to the recruiting company posting the job
- Required
  - Recruiter Name
  - Recruiter Address Fields
    - Line 1
    - Line 2
    - City
    - State
    - Zip
    - Country
  - Contact email address
  - Recruiter phone number
- Optional
  - Client list
  - About our clients
  - Recruitment expertise/background

They should not have access to the 'single job post' product in the store, unlike Employers.

Administrators

Job Board administrators do not need any specific profile fields.

Job Board administrators should be available to:
- add new job listings
- modify and delete any job listings
- change job posting status (regular/featured)
- modify Job Board profiles
- modify products in the store
- add new products
- create coupon codes
- terminate coupon codes
- enable or remove access to job seeker database from profiles/accounts
- Browse/search job seeker database

- View unpublished job postings
- Edit unpublished job postings
- Expose or change profile field filter availability to profiles
- Remove or censor aggregator posts that are spam

Anonymous (not logged in users)

Anonymous users should be able to:
- view job postings without contact information
  - instead of contact/application information, include a link to create an account/profile
- view job listings
- view branded company pages
- Able to use basic search
- Limit advanced search to registered users. Prompt these non-registered users to sign up for the Job Board.

Job postings

A job posting is a content type, which will have all the information commonly found in a listing.
- Required Fields
  - Company Name
  - Company Position Title
  - Position description teaser
  - Position description
  - Desired applicant qualities
  - Location
    - City
    - State
    - Country
  - How to apply
- Optional fields
  - Salary range
  - Company atmosphere
  - Primary contact for questions regarding listing

Job postings can be created by the user accounts of the following types:
- Employer
- Recruiter

- Administrator

Employers and Recruiters can create job postings only when they have an active job board related product purchase either through the store or though Drupal Association sales team.

There are 2 types of job postings in the job Board:
- regular
- featured

By default, employers who have purchased a posting package can create regular job postings. Status of the posting can be switched to featured, when a user bought additional product - featured job posting.

Job listings

Listings will change based on certain criteria. By default the listing that is the main page would likely be the latest postings (With the ability to have featured listings which we can sticky to the top of the list).
Listings would be comprised of previews of individual postings including the following fields.
- Company logo
- Company name
- Position title
- Position description teaser
- Location
- Button to click to view entire description (Term "button" is used loosely, but there needs to be a way to jump to a full view of the posting)
- Posting date
  - posting should decay in position as it gets older and new postings come into the system

If a job seeker searched for a job, listings would come up based on the type and content of the search.

RSS feeds should be available for various listings, such as:
- All job postings
- Featured job postings
- Employer job postings
- Recruiter job postings
- Aggregator job postings
- Job postings per country
- Job postings per job title, etc.
- Branded company pages

Aggregator Job postings

Vendor should recommend a tech solution on how to include job posts from an aggregator into the Drupal Job Board.   We expect that this list feed will stay current with job posting availability, expiring or fulfilled posts should remove themselves (or be removed automatically from the stream). This stream will also need to make sure that duplicates are avoided. We (administrators) need to be able to remove posts from the aggregator stream if it is deemed "spammy". Below is a list of aggregators we are looking to work with:

- We will partner with [Indeed and use their API](#) (request our password to see XML Feed)
- And [oDesk and use their API](#)

Applicant listings

There should be a searchable/filterable listing of Job Seeker profiles. All fields should have the ability to be searchable / filterable and have a way for Drupal Association Staff Admins to expose or remove field filter capability though the admin interface.

This section will be available to Employer and Recruiter accounts only while they have at least one active job posting or bought the Super Bundle.

Store

The store is the part of the Job Board which allows Employer and Recruiter users to buy various products.

We would prefer if this functionality was built with the [Commerce module](#). As eventually we'll have a Commerce based Drupal Store on association.drupal.org (to sell t-shirts, Drupal branded assets, etc.). This store is under development now. The store will be PCI compliant and handle US Dollars and Euro.

Product types
Employers and recruiters will have the ability to purchase the following products:
- Single Posting (Employers only)
  - One (1) job post, runs for 30 days, automatically unpublished upon expiration
- Multiple Postings(limted by number available to Recruiters and Employers)
  - Bundle of 5 job postings, each automatically unpublish after 30 days

(expiration date). All job posting credit expires after 12 months.
- Featured Postings(Recruiters and Employers)
  - Postings will be promoted to the top of the list (or to a special place prominent on page) and will stay there for a specified amount of time

Purchases will have all normal transactional confirmation emails.

An email reminder 1 week before expiration of Job posting should push out to account that posted the listing. This email will ask if they would like to renew their posting. If they choose to renew they will be redirected to our commerce shopping cart with a pre-populated product indicating an ad extension and will be prompted for payment information.

Theme

The job board will need to be coded so that it is natively mobile friendly (the Bluecheese theme is not yet responsive but will be in the future).