

# Job Draft Management: Create, Refine, and Publish Job Descriptions with Ease

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## 1. Executive Summary

This report outlines the **Job Draft** module, a powerful tool designed for recruiters and administrators to streamline the process of creating, managing, and publishing job descriptions and associated assessments. It empowers you to quickly generate comprehensive job postings, leverage AI for content refinement, build customized quizzes for candidate evaluation, and efficiently manage all your job drafts in one centralized location. The module focuses on user-friendliness, ensuring a smooth and intuitive experience from start to finish, ultimately saving time and enhancing the quality of your hiring process.

## 2. Introduction

Finding the right talent starts with a clear and compelling job description and an effective way to assess candidates. Recruiters often face challenges in crafting detailed JDs, ensuring consistent quality, and setting up relevant skill-based quizzes efficiently.

The **Job Draft** module addresses these pain points by providing a centralized and intelligent platform. Its purpose is to simplify the entire job posting lifecycle, from initial drafting to final publication, while integrating AI capabilities to enhance content and quiz features to ensure you attract and evaluate the best candidates.

In this document:

- **Job Draft (JD):** A preliminary or working version of a job advertisement or post.
- **Descriptors / Keywords:** Specific skills, qualifications, or traits associated with a job role, used for matching and quiz generation.
- **AI Refinement:** Using Artificial Intelligence to improve, expand, or condense sections of your job description for clarity and impact.
- **Quiz:** A set of assessment questions designed to evaluate a candidate's skills and knowledge for a specific job role.

## 3. Main Content (User-Focused Sections)

### What This Means for You

The Job Draft module offers significant practical benefits:

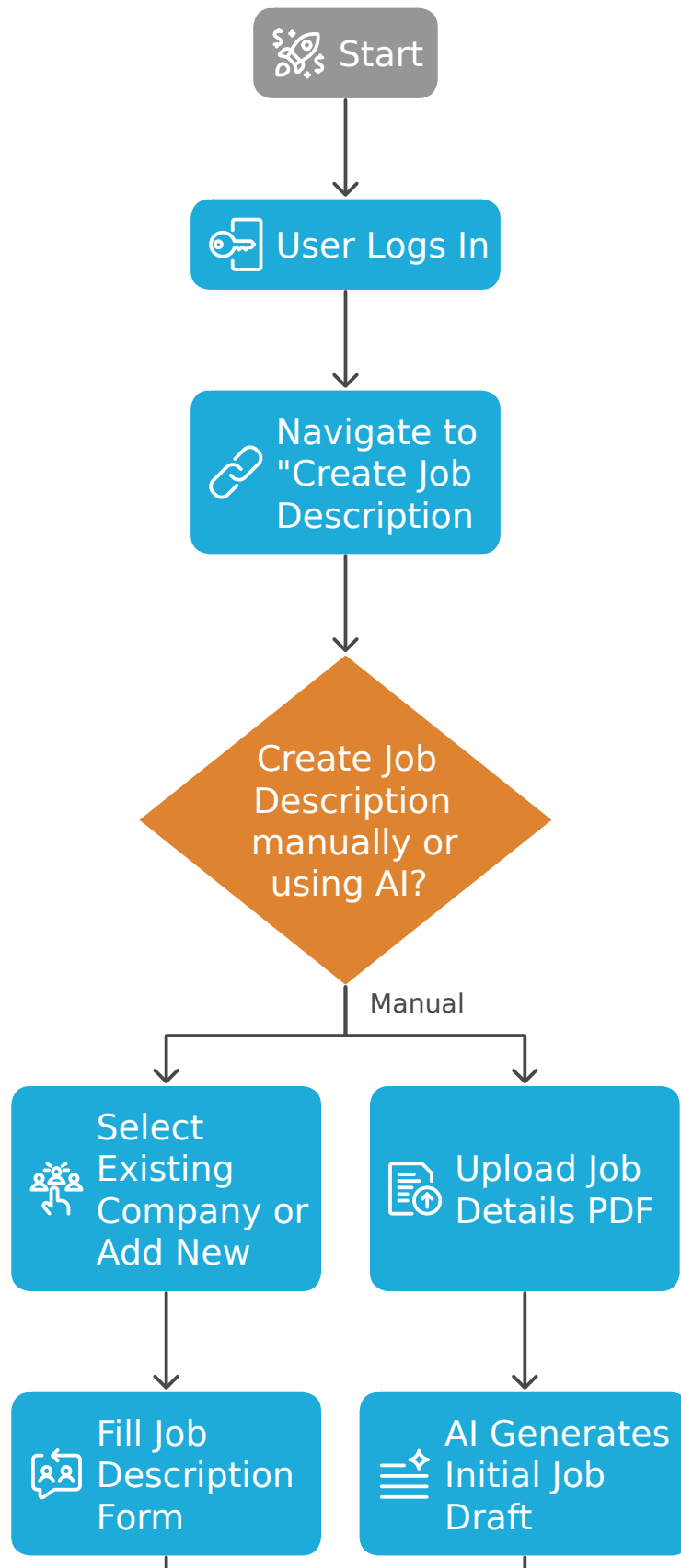
- **Quick & Professional Job Descriptions:** Easily create detailed job postings from scratch or auto-generate them from a PDF, saving significant time.
- **Enhanced Content Quality:** Leverage AI to refine and improve the clarity, conciseness, and impact of your job descriptions.
- **Targeted Candidate Assessment:** Build custom quizzes by selecting relevant topics, subtopics, and difficulty levels, ensuring you test for the right skills.
- **Centralized Management:** Keep all your job drafts organized in one list, making it easy to view, edit, or publish them at any time.
- **Reduced Manual Effort:** Automated data mapping and AI assistance minimize repetitive tasks, allowing you to focus on strategic hiring.
- **Improved Consistency:** Ensure a consistent and professional tone across all your job postings.

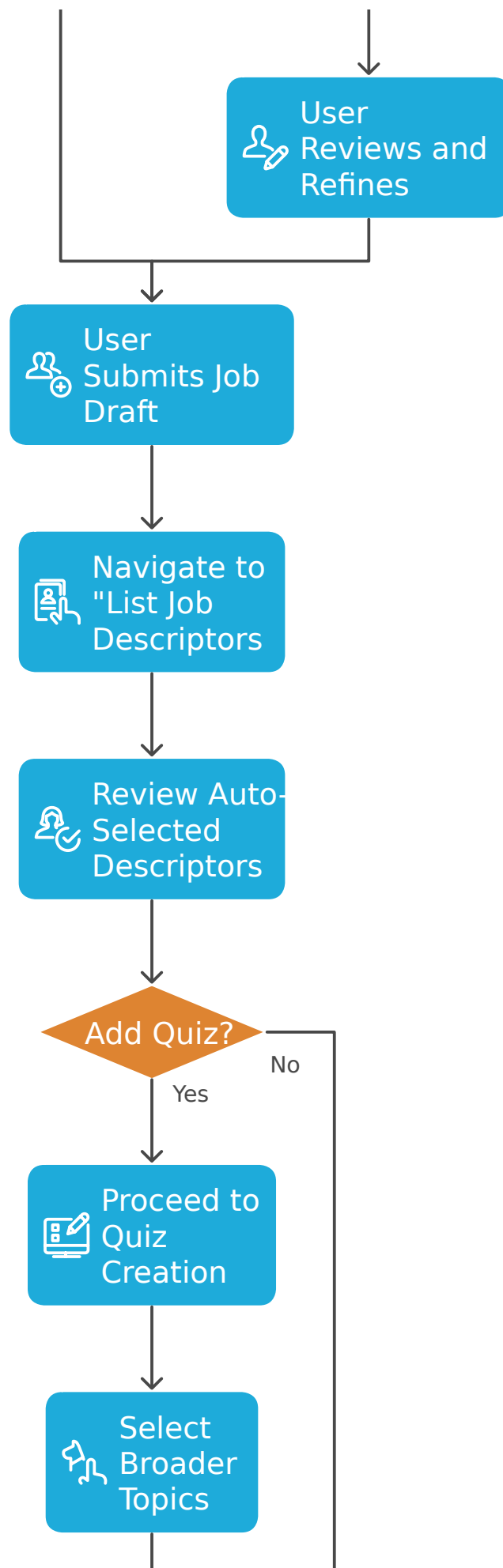
## How It Works

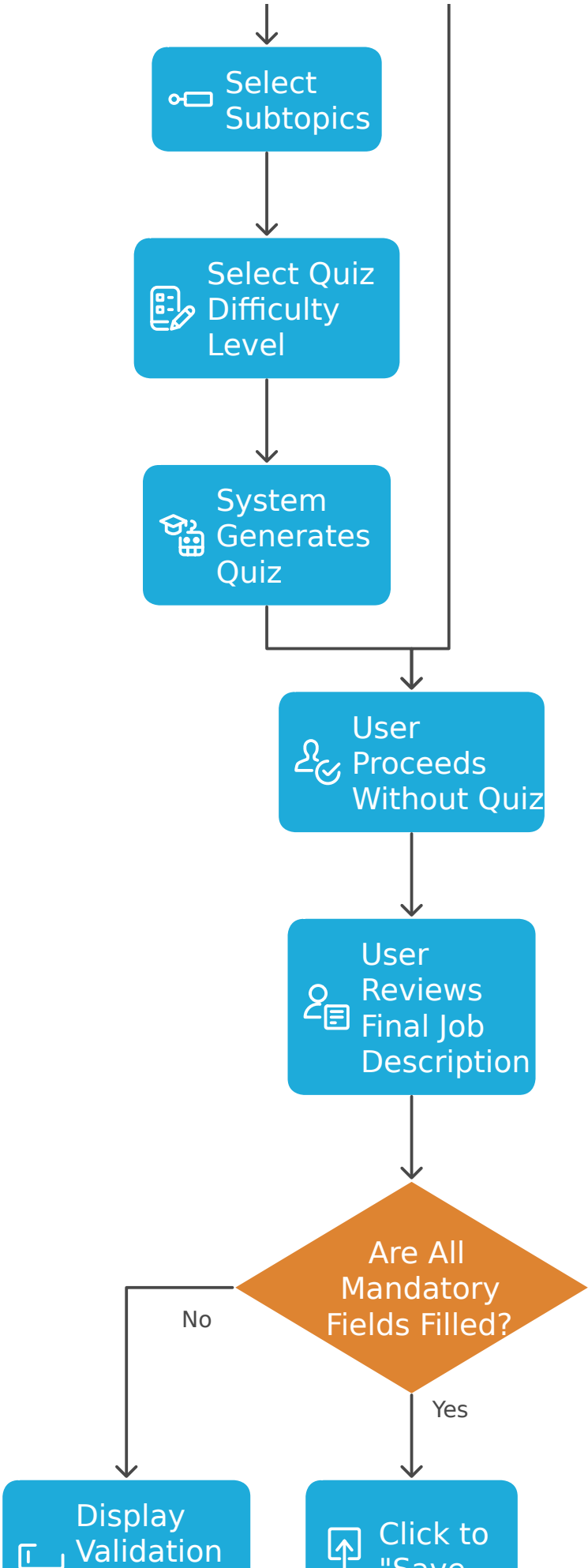
The Job Draft process guides you through a logical flow to create a complete job posting and assessment.

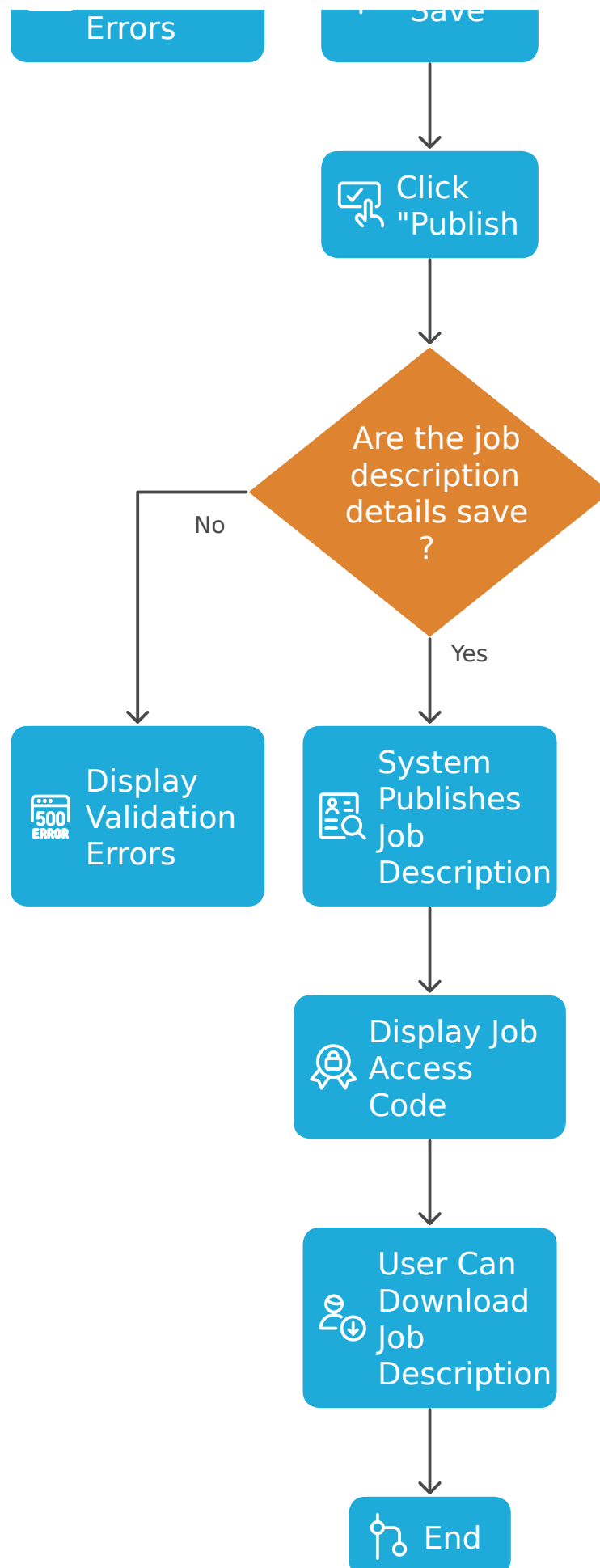
Here's a simplified overview of the workflow:

## Job Draft Management Flowchart









1. **Create Job Description:** Start by either manually filling in details like Job Title, Company, and Requirements, or upload a PDF for AI to automatically generate a draft.
2. **Add Company (if needed):** If your company isn't listed, you can quickly add new company details on the fly.
3. **Add Quiz Topics:** Select broader topics relevant to the job from an extracted list or add your own custom keywords/quizzes.
4. **Add Subtopics & Difficulty:** Based on your selected topics, the system generates relevant subtopics. You then choose a set number of subtopics and define the quiz difficulty (Easy, Moderate, Difficult) and question count.
5. **Refine Job Description (AI-powered):** Enhance specific sections of your job description using AI to generate improved or more concise text.
6. **Manage & Publish:** Review your complete job draft in a dedicated list. From here, you can edit, view, delete, or finally publish your job post, making it available to candidates.

## Getting Started

Follow these steps to create your first job draft and assessment:

1. **Log In:** Access the system with your recruiter or admin credentials.
2. **Navigate to Job Draft:** Go to the "Posted Jobs" or "Job Draft" section.
3. **Start a New Job Description:** Click on the "Create Job Description" button.
4. **Fill Basic Job Details:**
  - Enter the **Job Title, Department, Industry, Location, Experience, and Salary Range**.
  - Select an existing **Company Name** from the dropdown list.
  - If your company isn't listed, click the "Add Company" button next to the dropdown, fill in the details (Name, Industry, Website, etc.), and **Save**. The new company will instantly appear in the dropdown for selection.
5. **Optional: Auto-Generate from PDF:** Instead of manual entry, click "Upload PDF," select your job details PDF, and click "Generate Job Draft using AI" to auto-fill the form.
6. **Submit Job Draft:** Once all mandatory fields are filled, click the "Submit" button to save your job description.
7. **Add Quiz Details:**
  - On the Job Description page, click the "Add Quiz" button.
  - **Add Keywords/Descriptors:** Type custom keywords (e.g., "Leadership," "Teamwork") into the input field and click "Add". They will appear in the list and be pre-selected.
  - **Select Broader Topics:** From the "Broader Topics Extracted from JD" section, select up to **5 topics**.
  - Click "Submit".
8. **Select Subtopics and Difficulty:**
  - On the Subtopics screen, review the automatically extracted subtopics.
  - Select at least **1** and up to **12 subtopics**. You can also "Add Custom Subtopic" if needed.
  - Click "Proceed".
  - On the Difficulty Level screen, choose a difficulty (Easy, Moderate, or Difficult) and select between **3 and 24 questions**.
  - Click "Proceed" to finalize quiz setup.
9. **Refine Job Description with AI:**
  - On the Job Description view, locate sections like "Invitation," "Requirements," or "Responsibilities."

- Click the **"Edit/Refine with AI"** button next to the section you want to improve.
- Enter your prompt (e.g., "Make responsibilities concise") in the input box and click **"Generate"**.
- Review the AI-generated text. Use the toggle to compare with the original.
- Click the **checkmark icon** to apply the AI version or the **uncheck icon** to restore the original.

10. **Publish Your Job:** After saving all details, click the **"Publish"** button. You will be redirected to the Job Code screen.

11. **Manage Job Drafts:** To view, edit, or delete existing drafts, navigate to the **"Job Draft List"** screen. Use the **"More"** menu next to each draft to access actions like Edit, View, Delete, or Publish.

## Key Features You'll Use

- **Job Description Creation:** Create new job postings by manually filling a form or by uploading a PDF and letting AI generate the draft.
- **Company Management:** Add, edit, and select company details directly within the job creation workflow.
- **AI-Powered JD Refinement:** Enhance job description sections (e.g., Invitation, Requirements, Responsibilities) with AI for better clarity and impact.
- **Quiz Generation:** Build custom quizzes by selecting relevant topics, generating subtopics, and setting difficulty levels and question counts.
- **Descriptor Management:** Add custom keywords or select auto-suggested descriptors for each job role.
- **Draft Listing & Actions:** A comprehensive list of all your job drafts with quick access to edit, view, delete, or publish options.
- **Download Options:** Download your saved job description as a Word file (.docx) or PDF for sharing and record-keeping.

## Common Scenarios

- **Scenario 1: Creating a New Role Manually**
  - You need to post a new "Senior Software Engineer" role for a client. You go to "Create Job Description," fill in all the details, select the client's company from the dropdown (or add it if new), and click "Submit."
- **Scenario 2: Refining Job Requirements with AI**
  - You've drafted the "Job Requirements" section but feel it could be more concise. You click "Edit/Refine with AI" next to that section, type "Make requirements more concise," click "Generate," and apply the AI's improved version.
- **Scenario 3: Setting Up a Technical Quiz**
  - For a "DevOps Engineer" role, you navigate to "Add Quiz," select topics like "Cloud Computing" and "Automation," then choose specific subtopics like "AWS," "Docker," and "Kubernetes." You then set the difficulty to "Moderate" and specify 10 questions.
- **Scenario 4: Managing Multiple Drafts**
  - You've been working on several job descriptions and want to review their status. You visit the "Job Draft List," where you see all your drafts, their creation dates, and can quickly "View," "Edit," or "Publish" any of them.
- **Scenario 5: Auto-Generating JD from an Existing Document**
  - A hiring manager provides you with a PDF document outlining a new role. You "Upload PDF" on the "Create Job Description" page, click "Generate Job Draft using AI," and the system automatically populates most of the job details, saving you manual entry time.

## What to Expect

Upon successful completion of tasks, you can expect the following:

- **Job Description Creation:** The system will instantly redirect you to the Job Description creation page with fields ready to be filled. After submission, a "JD profile saved successfully" message will appear, and you'll be redirected to the next workflow screen.
- **Company Management:** When adding a new company, it will immediately appear in the Company Name dropdown list, and a confirmation message will appear. Edited company details will reflect instantly.
- **AI Job Draft Generation:** AI will read your uploaded PDF and accurately fill the Job Title, Company, Skills, and Experience fields on the Job Draft form.
- **Quiz Setup:** Added keywords will appear instantly in the descriptor list and be auto-selected. After selecting topics and subtopics, the system will smoothly transition to the next screen (e.g., Job Details or JD Summary), and your difficulty level choice will be retained.
- **AI Refinement:** AI-generated refined text will appear within 3-5 seconds, allowing you to compare and apply it.
- **Job Publishing:** A "Job Published Successfully" message will appear, and you'll be redirected to the Job Code screen.
- **Job Draft List:** All your saved job drafts will be displayed in a clear, organized table with accurate details, and the "More" menu actions (Edit, View, Delete, Publish) will update dynamically based on the draft's completion status.
- **Downloading JDs:** Word (.docx) and PDF files will download successfully, containing all job description sections properly formatted.

## Business Rules & Constraints

To ensure data integrity and a smooth user experience, certain rules and limitations are in place:

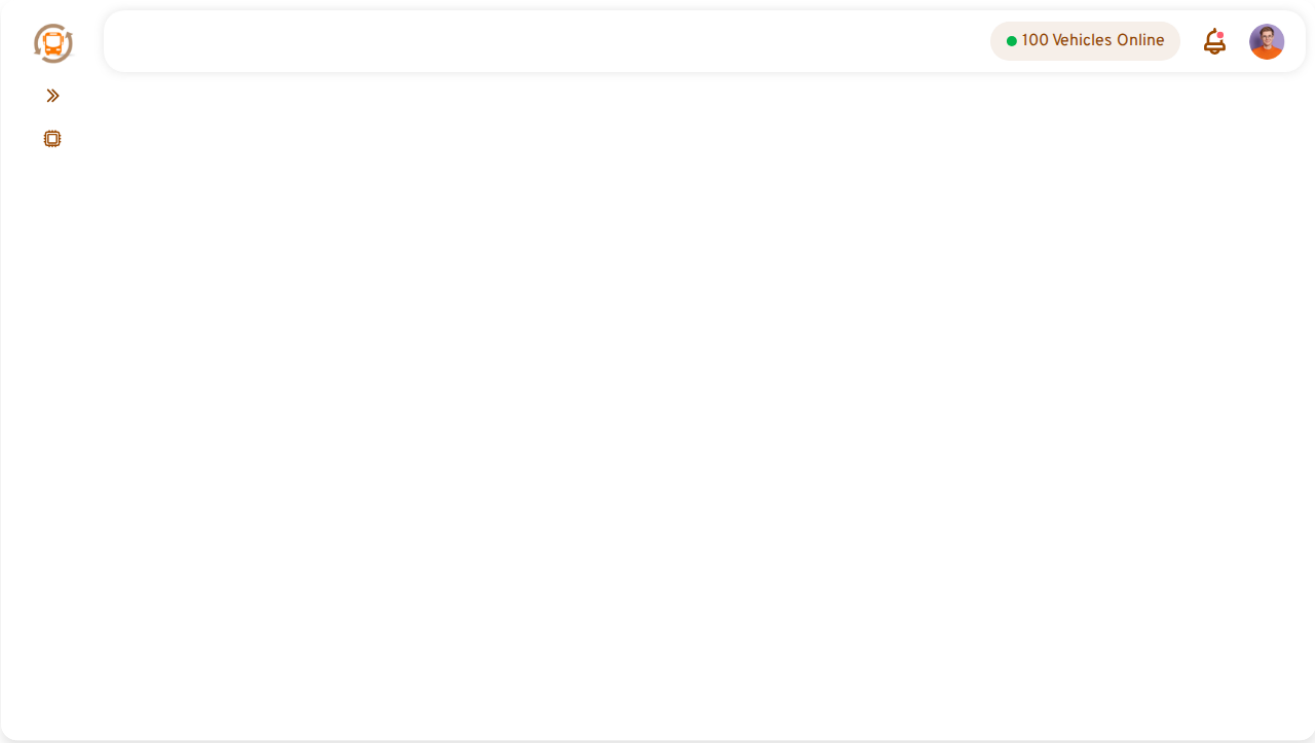
- **User Permissions:** Only users with `recruiter` or `admin` access can create or modify job descriptions and quizzes. Restricted users will not see these options or will receive an "Access Denied" message.
- **Mandatory Fields:** When creating a job description, adding a company, or setting up a quiz, all fields marked with an asterisk (\*) or highlighted in red are mandatory. You cannot save or proceed without filling them.
  - *Example:* You cannot save a job description without a "Job Title" or "Company Name."
- **Duplicate Company Names:** The system prevents creating companies with identical names. If you try to add a duplicate, you'll see a "Company name already exists" message.
- **Quiz Topic Selection Limit:** You can select a maximum of **5 broader topics** for a quiz. The system will not accept additional choices beyond this limit.
- **Quiz Subtopic Selection Limit:** You can choose a maximum of **12 subtopics** for a quiz. An alert "You can select up to 12 subtopics only" will appear if you try to exceed this. You must select at least **1 subtopic** to proceed.
- **Quiz Question Count Limit:** For quiz questions, you must select a minimum of **3 questions** and a maximum of **24 questions**. Attempting to select outside this range will trigger a validation message.
- **Publishing Requirements:** The "Publish" button for a job description only becomes active after all mandatory fields are filled and the job description is successfully saved. You cannot publish an incomplete or unsaved job.
- **Deletion of Published Jobs:** You cannot delete a job that has already been published. The "Delete" option will be disabled for published entries in the Job Draft List.
- **PDF Upload for AI:** Only PDF files are supported for AI-based job draft generation. Non-PDF files will result in a prompt to upload a valid PDF.
- **Descriptor Selection:** When listing job descriptors, you must select at least one descriptor to proceed to the next step.

- **Duplicate Descriptors:** The system prevents adding the same custom descriptor keyword twice, informing you if "This descriptor already exists."

## 4. Visual Elements & Supporting Information

### 4.1. Add Job Description

This page allows you to create a new job description, either by manually entering details or by uploading a PDF for AI-powered auto-generation.



Field Validation Table:

| Field Name                  | Mandatory | Field Type  | Data Type | Field Size      | Is Editable | Description                                      |
|-----------------------------|-----------|-------------|-----------|-----------------|-------------|--------------------------------------------------|
| Company Name                | Yes       | Dropdown    | String    | N/A             | Yes         | Select an existing company or add a new one.     |
| Job Title                   | Yes       | Text Input  | String    | Up to 255 chars | Yes         | The official title for the job post.             |
| Department                  | Yes       | Text Input  | String    | Up to 100 chars | Yes         | The department the job belongs to.               |
| Industry                    | Yes       | Text Input  | String    | Up to 100 chars | Yes         | The industry related to the job.                 |
| Description                 | Yes       | Text Area   | String    | Large Text      | Yes         | A detailed overview of the job role.             |
| Requirements                | Yes       | Text Area   | String    | Large Text      | Yes         | Essential qualifications and skills for the job. |
| Upload PDF                  | No        | File Upload | PDF       | Max 5MB         | Yes         | Upload a PDF to auto-fill job details using AI.  |
| Generate Job Draft using AI | No        | Button      | N/A       | N/A             | Yes         | Auto-populates fields from an uploaded PDF.      |

4.2. Add Quiz

This screen allows you to add custom keywords (descriptors) and select broader topics for your job quiz, which will determine the subtopics and questions.



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Field Validation Table:

| Field Name                | Mandatory               | Field Type    | Data Type | Field Size     | Is Editable | Description                                             |
|---------------------------|-------------------------|---------------|-----------|----------------|-------------|---------------------------------------------------------|
| Custom Keyword Input      | Yes                     | Text Input    | String    | Up to 50 chars | Yes         | Type a new keyword (descriptor) to add to the list.     |
| Add Button                | Yes                     | Button        | N/A       | N/A            | Yes         | Adds the custom keyword to the descriptor list.         |
| Broader Topics Checkboxes | Yes (at least 1, max 5) | Checkbox List | N/A       | N/A            | Yes         | Select up to 5 main topics for your quiz.               |
| Submit Button             | Yes                     | Button        | N/A       | N/A            | Yes         | Proceeds to the subtopic selection after topic choice.  |
| Back Button               | No                      | Button        | N/A       | N/A            | Yes         | Returns to the previous screen without losing progress. |

4.3. Add Topics (Subtopic & Difficulty Selection)

This page focuses on selecting specific subtopics based on your broader topics and then configuring the difficulty level and number of questions for the quiz.



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Field Validation Table:

| Field Name                 | Mandatory           | Field Type         | Data Type | Field Size     | Is Editable | Description                                                    |
|----------------------------|---------------------|--------------------|-----------|----------------|-------------|----------------------------------------------------------------|
| Subtopic Checkboxes        | Yes (min 1, max 12) | Checkbox List      | N/A       | N/A            | Yes         | Select up to 12 relevant subtopics for your quiz.              |
| Add Custom Subtopic Input  | No                  | Text Input         | String    | Up to 50 chars | Yes         | Manually add a new subtopic.                                   |
| Difficulty Level Selection | Yes                 | Radio Button Group | N/A       | N/A            | Yes         | Choose Easy, Moderate, or Difficult for the quiz challenge.    |
| Question Count Input       | Yes (min 3, max 24) | Numeric Input      | Number    | Min 3, Max 24  | Yes         | Specify the number of questions for the quiz.                  |
| Proceed Button             | Yes                 | Button             | N/A       | N/A            | Yes         | Navigates to the next assessment generation step.              |
| Back Button                | No                  | Button             | N/A       | N/A            | Yes         | Returns to the previous screen (Add Quiz) without losing data. |

4.4. Add Company

This pop-up form allows you to quickly add new company details if the desired company isn't already available in the dropdown list during job description creation.



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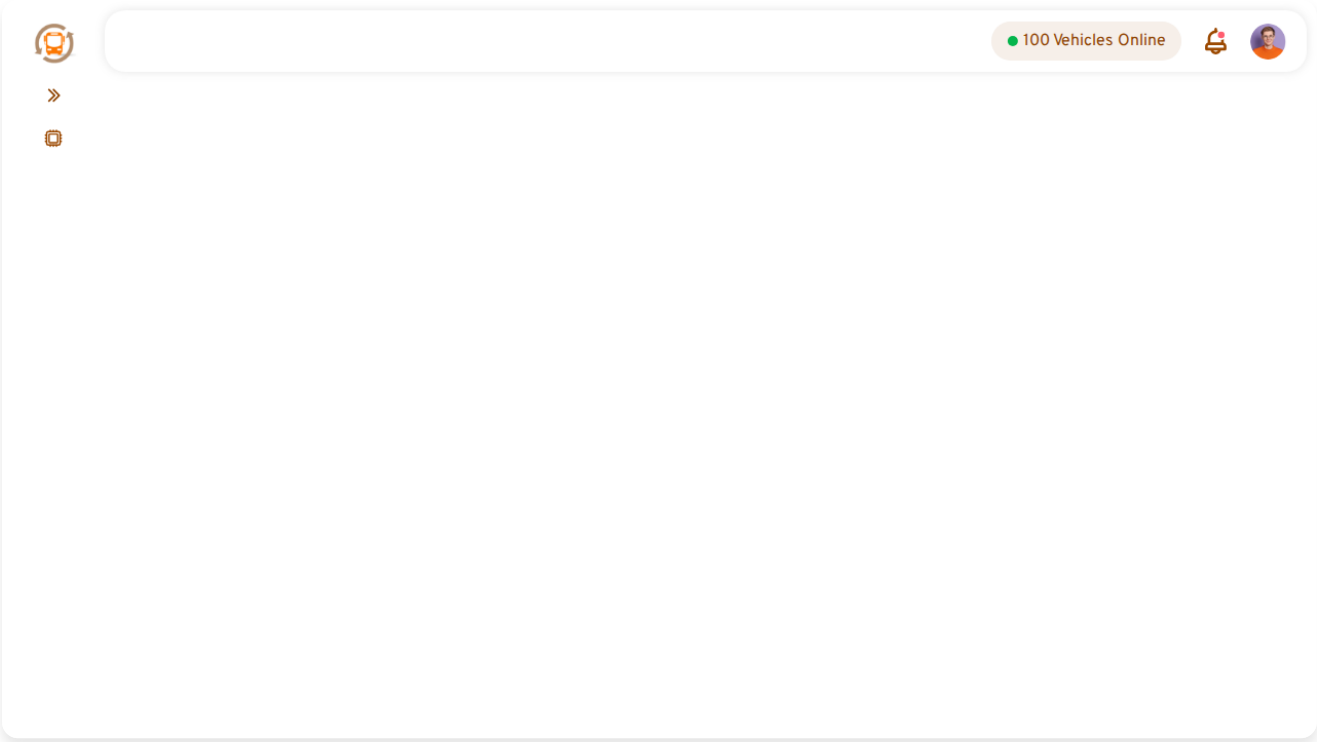


Field Validation Table:

| Field Name    | Mandatory | Field Type    | Data Type | Field Size      | Is Editable | Description                                         |
|---------------|-----------|---------------|-----------|-----------------|-------------|-----------------------------------------------------|
| Company Name  | Yes       | Text Input    | String    | Up to 255 chars | Yes         | The official name of the company.                   |
| Industry      | Yes       | Text Input    | String    | Up to 100 chars | Yes         | The industry sector of the company.                 |
| Website       | No        | URL Input     | String    | Up to 255 chars | Yes         | The company's official website URL.                 |
| Company Type  | No        | Dropdown      | String    | N/A             | Yes         | Select the type of company (e.g., Public, Private). |
| Company Size  | No        | Numeric Input | Number    | Max 999999      | Yes         | Number of employees in the company.                 |
| Headquarters  | No        | Text Input    | String    | Up to 255 chars | Yes         | Location of the company's main office.              |
| About Company | No        | Text Area     | String    | Large Text      | Yes         | A brief description of the company.                 |
| Save Button   | Yes       | Button        | N/A       | N/A             | Yes         | Saves the new company details.                      |

4.5. Job Description View

This page displays the complete job description that has been created or refined, offering options for AI refinement, publishing, and downloading.



Field Validation Table:

| Field Name                        | Mandatory | Field Type  | Data Type | Field Size     | Is Editable | Description                                                      |
|-----------------------------------|-----------|-------------|-----------|----------------|-------------|------------------------------------------------------------------|
| AI Refine Prompt Input            | No        | Text Input  | String    | Large Text     | Yes         | Enter your custom prompt to guide AI refinement.                 |
| Generate Button                   | No        | Button      | N/A       | N/A            | Yes         | Generates AI-improved text based on your prompt.                 |
| Apply AI Version (Checkmark Icon) | No        | Icon Button | N/A       | N/A            | Yes         | Applies the AI-generated content to the job description section. |
| Restore Original (Uncheck Icon)   | No        | Icon Button | N/A       | N/A            | Yes         | Reverts to the original content of the job description section.  |
| Custom Descriptor Input           | No        | Text Input  | String    | Up to 50 chars | Yes         | Input field to add a new custom descriptor keyword.              |
| Add Descriptor Button             | No        | Button      | N/A       | N/A            | Yes         | Adds the custom descriptor to the list.                          |
| Publish Button                    | Yes       | Button      | N/A       | N/A            | Yes         | Makes the job description publicly available.                    |
| Download as Word Button           | No        | Button      | N/A       | N/A            | Yes         | Downloads the job description in .docx format.                   |
| Download as PDF Button            | No        | Button      | N/A       | N/A            | Yes         | Downloads the job description in PDF format.                     |

4.6. Job Draft List View

This page provides a comprehensive list of all your saved job drafts, allowing for easy management, editing, viewing, and publishing from a single interface.



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Field Validation Table:

| Field Name     | Mandatory | Field Type | Data Type | Field Size | Is Editable | Description                                      |
|----------------|-----------|------------|-----------|------------|-------------|--------------------------------------------------|
| Search Bar     | No        | Text Input | String    | N/A        | Yes         | Search for specific job drafts by title.         |
| More Menu      | No        | Dropdown   | N/A       | N/A        | Yes         | Access actions like Edit, Delete, View, Publish. |
| Edit Button    | No        | Button     | N/A       | N/A        | Yes         | Opens the job draft for modifications.           |
| Delete Button  | No        | Button     | N/A       | N/A        | Yes         | Permanently removes the job draft.               |
| View Button    | No        | Button     | N/A       | N/A        | Yes         | Displays the full job description details.       |
| Publish Button | No        | Button     | N/A       | N/A        | Yes         | Publishes the job description.                   |

4.7. List Job Descriptors View

This screen displays all the keywords or descriptors associated with a job post, allowing you to review, add custom descriptors, and select the most relevant ones before proceeding.



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Field Validation Table:

| Field Name              | Mandatory   | Field Type    | Data Type | Field Size     | Is Editable | Description                                                     |
|-------------------------|-------------|---------------|-----------|----------------|-------------|-----------------------------------------------------------------|
| Custom Descriptor Field | Yes         | Text Input    | String    | Up to 50 chars | Yes         | Enter a new keyword or skill to add as a descriptor.            |
| Add Button              | Yes         | Button        | N/A       | N/A            | Yes         | Adds the entered custom descriptor to the list.                 |
| Descriptor Checkboxes   | Yes (min 1) | Checkbox List | N/A       | N/A            | Yes         | Select or deselect relevant descriptors for the job role.       |
| Proceed Button          | Yes         | Button        | N/A       | N/A            | Yes         | Saves selected descriptors and moves to the next screen.        |
| Back Button             | No          | Button        | N/A       | N/A            | Yes         | Returns to the previous screen (Job Draft) without losing data. |

5. Summary & Benefits

The Job Draft module is your comprehensive solution for efficient and effective job posting. By integrating smart features like AI-powered generation and refinement, intuitive quiz creation, and robust draft management, it empowers you to:

- **Create outstanding job descriptions** that attract top talent and clearly communicate expectations.
- **Design targeted assessments** that accurately measure candidate suitability for each role.

- **Streamline your recruitment workflow**, saving valuable time and reducing manual effort.
- **Maintain full control and visibility** over all your job postings, from concept to publication.

This module transforms the traditionally complex task of job posting into a smooth, intelligent, and highly productive experience, allowing you to focus more on finding the perfect match for your team.