



AQUATOR
Yacht Software

Reimagining Yacht Software
SIMPLIFIED FOR EVERYONE



Get Started Today
GET MORE DONE TOMORROW

Scope of Work

04 June, 2024



Reimaging Yacht Software
SIMPLIFIED FOR EVERYONE

ALL YOUR YACHT'S CRITICAL
DATA IN ONE SECURE
PLACE

ANYWHERE
ALWAYS

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WORKFLOW

INITIAL CANDIDATE CAPTURE

1. Social Media Promotion: Share the registration link across social media platforms to invite potential crew members to sign up.
2. Candidate Enrollment: Applicants register by creating an account on the platform.
3. Form Completion and Document Submission: Candidates fill out a comprehensive application form and upload necessary documents, including their resume.
4. Reference Verification: Conduct reference checks for each candidate and store the results within their profile for streamlined access.



JOB BOARD

1. Job Posting on the Job Board:

- a. **Job Creation:** Recruiters or hiring managers create detailed job postings by filling out key information like job title, description, required qualifications, location, salary range, and application deadlines.
- b. **Categorization and Tags:** Use categories and tags to classify jobs, enabling candidates to filter job postings based on their preferences and qualifications.
- c. **Visibility Settings:** Determine which jobs are public and which require special access, based on the organization's recruitment strategy.

2. Integration into Social Media:

- a. **Automatic Sharing:** Enable job postings to be automatically shared on company social media pages (LinkedIn, Facebook, etc.) with a concise job summary, image, and direct application link.
- b. **Customized Campaigns:** Create targeted campaigns with custom messages for specific demographics to maximize reach and attract the best candidates.

3. Candidate Application Process:

- a. **Application Submission:** Provide a simple, intuitive application process where candidates can apply for jobs directly through the job board using their existing profiles or by filling out a specific application form.
- b. **Resume and Document Uploads:** Allow candidates to upload their resumes, cover letters, and other supporting documents for each job application.
- c. **Progress Tracking:** Provide a dashboard for candidates to monitor their application status and see when their submissions have been reviewed.



JOB BOARD

4. Listing Candidates Who Applied for Jobs:

- a. **Centralized List:** Recruiters can access a comprehensive list of candidates who applied for specific jobs, complete with names, contact details, and a summary of qualifications.
- b. **Filtering and Sorting:** Implement filtering and sorting options for recruiters to quickly identify the best candidates based on qualifications, location, or application date.

5. Email Notifications and Alerts:

- a. **Candidate Notifications:** Send automated emails to candidates acknowledging receipt of their applications, providing updates on their application status, or inviting them to an interview.
- b. **Recruiter Alerts:** Notify recruiters about new applications and important milestones, like shortlisted candidates or those who need further information.
- c. **Custom Alerts:** Allow candidates and recruiters to set up personalized alerts for new job postings or applications, respectively.



CRM

1. Basic CRM:

- a. **Profile Management:** Create comprehensive profiles for each client company that include essential details like contact information, industry, size, and key stakeholders.
- b. **Interaction History:** Maintain a record of interactions (emails, calls, meetings) with each company, providing context for future engagement.
- c. **Opportunity Tracking:** Track recruitment opportunities, such as upcoming hiring campaigns or projected staffing needs.

2. Email Integration:

- a. **Centralized Inbox:** Integrate the CRM with email to centralize all client-related messages, ensuring every email is linked to the respective company profile.
- b. **Email Templates:** Create customizable templates for common communication scenarios, such as job posting approvals or interview invitations.
- c. **Automated Responses:** Set up automated email responses for certain triggers (e.g., confirming a job posting or acknowledging receipt of a new candidate application).

3. Task List/Follow-up List:

- a. **Task Assignment:** Allow recruiters to assign tasks (e.g., follow-up calls, document collection) to themselves or their teammates with due dates and priority levels.
- b. **Outgoing Message Tracking:** Use an Excel-style interface to maintain an organized record of outgoing emails and messages, categorized by recipient company or candidate.
- c. **Follow-up Reminders:** Set up automated reminders for follow-up actions to ensure no communication is missed.



CRM

4. Company Info:

- a. **Profile Information:** Collect key company information, including industry, location, and primary points of contact, in a centralized profile accessible to all recruiters.
- b. **Customization:** Allow recruiters to customize the profile with specific notes, tags, or segmentation relevant to their recruitment needs.
- c. **Reports:** Generate reports on company activity, such as the number of job posts, interactions, and candidate submissions.

5. Link Companies to Job Posts on the Job Board:

- a. **Direct Association:** Enable recruiters to link a company's profile to each job posting they create, making it easier to manage posts and assess performance.
- b. **Job Posting Overview:** Provide an overview of all job posts linked to a specific company, including the status of each role, the number of candidates applied, and key deadlines.
- c. **Insights and Metrics:** Offer insights on how well job postings are performing and where adjustments might be needed to attract better candidates.



USERS & UI/UX

1. Two Logins:

a. Candidates:

- i. **Secure Registration and Login:** Provide a secure login process where candidates can register and access their profiles using an email address, phone number, or social media accounts.
- ii. **Profile Management:** Allow candidates to update their profiles, manage their resumes and documents, and customize their job preferences.
- iii. **Job Application Dashboard:** Offer candidates a personalized dashboard to track applications, receive updates, and schedule interviews.

b. Admins:

- i. **Admin Authentication:** Create a separate, secure login process for admin users with role-based access to different sections of the platform.
- ii. **Candidate Management:** Provide tools for admins to view, filter, and manage candidate profiles, including marking shortlisted candidates or sending follow-up requests.
- iii. **Job Posting and Analytics:** Allow admins to create and manage job posts, monitor their performance, and generate reports on the recruitment process.

2. White Label:

- a. **Custom Branding:** Enable the platform to be fully branded with the client's logo, color scheme, and domain name, giving them complete ownership over the look and feel.
- b. **Configurable Features:** Provide options for clients to customize features, content, and user flow to align with their unique business processes and recruitment needs.
- c. **Language and Localization:** Support multiple languages and localized content to reach global audiences.



WORKFLOW

3. Mobile App:

- a. **Cross-Platform Accessibility:** Develop the mobile app for both iOS and Android platforms, ensuring seamless access to the platform from any device.

1. Candidate Features:

- a. **Profile Management:** Let candidates edit their profiles, upload documents, and set job alerts.
- b. **Job Search:** Provide a mobile-friendly job search tool with filtering, saving, and easy application submission.
- c. **Notifications:** Send push notifications for job matches, application updates, and new messages.

2. Admin Features:

- a. **Job Management:** Allow admins to post, edit, and deactivate job postings from the mobile app.
- b. **Candidate Insights:** Give admins an overview of recent candidate applications and communication history.
- c. **Alerts and Approvals:** Enable admins to receive alerts about new job posts or application statuses and approve urgent requests directly.



