

Athena Recruitment Module

User Manual · HR Portal · Recruitment & Applicant Tracking
Athena Global Schools | Version 1.0 — June 2026 | For HR, Principals & Management

1. What this module does

The Recruitment module manages hiring end-to-end inside the HR portal you already use (hr-athena.com). It connects the public careers page, applicant review, and your employee records — so an online applicant flows all the way to a created employee record without anyone re-typing details.

- **Careers page** (public, athena.edu.in) — candidates apply online.
- **Recruitment pipeline** (HR portal) — review & move applicants through stages.
- **Interview scheduling** — book interviews with automatic emails & Google Calendar events.
- **Hiring funnel report** — see recruitment numbers and export them.

Applicants are automatically emailed at each step, in your school's branded style, with the correct campus HR signature.

2. Where to find it

Log in to the HR portal. In the left sidebar under **Main**, click **Recruitment** (between Employees and Employee Photos). At the top you'll see **+ New job**, **Hiring Funnel**, and a campus filter.

Who can do what: Anyone in HR can view, post jobs, move applicants, and schedule interviews. **Only CEO or Principal** can do the final "Convert to Employee" step.

3. The hiring workflow (step by step)

Step 1 — Post a job

Click **+ New job** → fill Title, Campus, Department, Employment type, Status (keep **open**), Description → **Save**. The job appears on the public careers page automatically.

Step 2 — A candidate applies

On the careers page the candidate submits name, email, phone, campus, résumé (required), cover note. Their application appears instantly in your list and they get a "We've received your application" email.

Step 3 — Review applicants

Click a **job title** to open its applicants. Toggle **List** (table) or **Pipeline** (board: Applied → Shortlisted → Interview → Offer → Hired → Rejected). Click a name or **view** to open the detail card with résumé download.

Step 4 — Move an applicant through stages

In **Pipeline** view, **drag a card** from one column to the next. Automatically: the change is logged; Shortlisted/Interview/Rejected each send the candidate the matching email.

- Move forward one step at a time — no skipping.
- Moving to **Offer** or **Hired** requires Principal/CEO.
- A **rejection always needs a reason**.
- CEO can override any rule.

Step 5 — Schedule an interview

Open a candidate (Shortlisted/Interview/Offer) → **Schedule interview** → choose interviewer, date, time, mode, location/link → **Schedule**. The system blocks double-booking, emails the candidate the interview call, and creates a Google Calendar event (with Meet link if online).

Step 6 — Hire & convert to employee

When a candidate reaches **Hired**: open their card → **Convert to Employee** (CEO/Principal) → confirm Employee type, Department, Designation, Date of joining → **Create employee**. Automatically and with no re-typing: a new employee record is created (ID format **ATH-YYYY-NNN**), details carry over, an onboarding checklist starts, and leave balances for the year are set up.

4. The Hiring Funnel report

Click **Hiring Funnel** at the top of Recruitment (filter by campus). It shows total applications, stage counts, a per-campus breakdown, source breakdown, and time-to-hire (average & median). Export with **Export CSV** or **Export Excel**.

5. The automatic emails

When	Email the candidate receives
They apply	"We've received your application"
Moved to Shortlisted	"Good news — you've been shortlisted"
Moved to Interview	Interview call: date/time + 10-document checklist + campus location
Moved to Rejected	Polite "not progressing this time"

The interview email automatically uses the correct campus HR signatory — **Chennai**: Rovina Francis, **Chidambaram**: Afrah Thanseen, **Chengalpattu**: Poornima Devi. You don't choose; it's filled by the candidate's campus.

6. Quick reference

I want to...	Do this
Post a job	Recruitment → + New job
Edit / close a job	Click edit on the job row
See applicants	Click the job title
Move a candidate forward	Pipeline view → drag the card
Reject a candidate	Drag to Rejected → type a reason
Book an interview	Open candidate → Schedule interview
Hire someone	Move to Hired → open → Convert to Employee
See the numbers	Hiring Funnel → Export CSV/Excel

If a move is blocked: you're skipping a stage, the move needs Principal/CEO (Offer/Hired), or a rejection needs a reason.

If a candidate didn't get an email: check the address is valid; emails are best-effort and never block the action.

If a calendar event didn't appear: the booking & email still worked; calendar sync runs separately.

Built for Athena Global Schools. Recruitment data lives in your existing Supabase backend and respects campus access
— HR staff see their campus, the CEO sees all.