Dynamic Content for Executive Recruitment Firm

Added dynamic functionality to existing static HTML site for a Philadelphia-area firm specializing in executive recruitment for the healthcare industry. This was accomplished using ASP and SQL Server. Processes were created to allow administrators to set up available job opportunities for presentation on the site and to allow job-seekers to register and apply for available positions. Also, functionality was created to allow the administrators to set up a set of pages that are accessible to guests that register with the site (this allows the registered guest access to white papers, industry links, "hot candidate" listings, etc.).

Shown below is the Home page for the site. On the left-hand navigation menu for the site, two items, "For Guests" and "For Candidates" are circled; it is within these two areas that the administrators can exercise some degree of control regarding the content that appears on the site.
In the screen-shot below, the "For Candidates" menu item on the left is expanded, and the "Career Opportunities" item has been selected, causing the career opportunities page to be displayed:

Clicking on a particular opportunity opens a page containing a full description of the opportunity:
At the bottom of the detail description page are two buttons: "Apply for Position" and "Send to a Friend":

Requirements for this position include: A license to practice as a Registered Nurse in the Commonwealth of Pennsylvania; a Bachelor of Science in Nursing is required with a Masters Degree in Nursing or a related field desired; a minimum of 6 years nursing experience; with 3 or more years of progressive leadership; a "can do" attitude; strong interpersonal and staff mentoring skills; interdisciplinary and collaboration skills; and a commitment to quality care.

For more information, contact [contact information] as soon as possible.

If "Send to a Friend" is selected, the page below will be displayed, where the visitor can enter their friend's e-mail address and message, click Send, and the system will e-mail the friend information about the selected position.
Alternatively and more likely, when the applicant clicks "Apply for Position" at the bottom of the detail description page, he or she is directed to a page with a form to fill out, however, this can be bypassed if the applicant has previously applied for a position on this website:
In any case, the applicant logs in:

Next the applicant must choose how to send their resume. They can either upload their resume as a separate file or type / paste it into a web page as text:
If the applicant chooses to upload their resume, they will be directed to this page, which allows them to do so:

To continue with the application process, please upload your resume. Locate your resume file using the "Browse" button.

We can accept files in any of the following formats:
.doc (MS-Word), .pdf, .txt, .htm, .html, .xml

Please note: if you are using MS-Word 2007 or higher, you must save your file as .doc, NOT as .docx. (We cannot accept files in .docx format)

Once the resume file name is specified, click the "Upload" button to upload it to our site.

File Name: CurrentFile: applicant.txt

Moving on to the "guest" functionality, as stated earlier, the administrators are able set up a set of pages that are accessible to guests that register with the site; this allows the registered guest access to white papers, industry links, "hot candidate" listings, etc. A guest must log in, but if not already registered, must go through the registration process first (filling out a web form with basic contact information, not shown here). The Guest Login screen is shown below:

Need help? Have questions? Send an e-mail to:
Once logged in, the guest is presented with the Guest Menu screen, where they can access the functions listed there (view a message from the president, download white papers, sign up for the newsletter, view industry links, view a "hot candidate" list, or view the "word on the street" article).

We will now look at some of the back-end administrator functionality. The administrator first logs in:
The Administrator Menu is then displayed, allowing the administrator access to the various functions that enable them to control the content on certain areas of the site:

**Administrator Menu**

**FOR CANDIDATES Item Maintenance**
- Opportunity Maintenance
- Opportunity Category Maintenance
- Specialty Maintenance

**FOR GUESTS Item Maintenance**
- From Desk of President Message Maintenance
- White Papers Maintenance
- Important Industry Links Maintenance
- Hot Candidates Maintenance
- Work on the Street Message Maintenance
- General Database Table Maintenance
- Partner Maintenance
The Opportunity Maintenance function allows the administrator to add, edit, and delete job opportunities:

- Advanced Practice Nurse Medical Surgical Services
- Associate Chief Nurse
- Associate Chief Nursing Officer
Adding a new opportunity or editing an existing one is carried out on two screens. On the first screen, the basic information about the position is given. Note that for the opportunity description, a rich-text component is used on the web form to enable bolding and coloring of text, as well as other needed formatting.
On the second screen needed to add or edit an opportunity, the administrator can optionally upload up to two files. The files associated with the opportunity, if any, would be attached to an e-mail that is sent to an applicant when the applicant applies for that opportunity.

Note:
Up to two files can be uploaded. Any files uploaded for this opportunity will be sent as attachments to an applicant when the applicant applies for this opportunity. To upload a file, you must first click the Browse button to locate the file, then click the "Upload File x" button to upload the file.

The email text field is optional text that will appear as the second paragraph in the email that is sent to an applicant (this will typically be an explanation of the files that are being attached). The Finish button will commit the email text and return you to the Opportunity Maintenance screen (but remember - to upload, you must use the individual Upload buttons - if you select a file, then click Finish without using the Upload button, the file will NOT be uploaded).

File 1: 
Browse...

Upload File 1

File 2: 
Browse...

Upload File 2

Email Text: 

Finish
Now, let's take a quick look at some of the other administrator functions.

The Opportunity Category Maintenance screen allows the administrator to add, edit, or delete an opportunity category:

The "From the Desk of the President" message is composed on this screen:
A white paper can be uploaded on this screen:

![Add New White Paper Form]

Industry links can be added, updated, or deleted on this screen:

![Important Industry Links Maintenance Form]