

# Brochure



**eRECRUITMENT**



## Overview

The Z83 Online Job Application solution is built on the Microsoft Power Platform and Dynamics 365 F&O HR. The system is designed for the South African government and other public sector entities. The solution is based on Z83 gazetted job application form. The focus is on enabling citizens to apply for vacancies online, as opposed to manually filling out Z83 form.

The Z83 Job Portal makes it easy to manage published vacancies and to support applicants by notifying them of the status or results of their submissions.

The Z83 form is fully digital, making it quick and easy for candidates to apply for a government vacancies and programs online. [Click Here!](#) to access the portal.

# Solution Objective

The objective of the solution is to eliminate tedious, paper based manual process of applying for a post. The aim is to eliminate difficulties for candidates (i.e., Citizen) having to print out Z83 form, print out supporting documents (CV, Certificates, and Identity document), then visiting a government office in person to submit his/her application. The introduction of this online system simplifies the job application process for citizens.


## The solution front-end functionality

- A digital government gazetted Z83 form turned into an interactive job application portal.
- The system is configured to send email notifications to candidate's updating them of their application statuses.
- The system auto-generates and stores the completed Z83 application form on a SharePoint library, for storage and easy accessibility.
- The solution also allows candidates to initial and sign their job application.

## The solution back-end functionality

- Using Power Portals and Power Automate, the Z83 digital form Bi-Directionally writes to Dynamics 365 F&O (the Human Resources module) dataverse.
- The integration to D365 F&O HR allows for a recruiter to receive, assess, and process the job applications using a centralised system.
- Once the candidate has been vetted, Dynamics 365 HR allows the hiring manager to kick start the interview process, candidate selection and then convert the candidate into a new hire (i.e. employee onboarding).

## The complete end-to-end job application process comprises of:

- E-Recruitment
  - Candidate approval
  - Interview scheduling
  - Employee onboarding and induction of new recruits
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# Technology Stack

The Microsoft Power Platform and Dynamics 365 F&O (HR) were leveraged to build the complete solution.

- Microsoft Power Apps
- Microsoft Power Pages
- Microsoft Power Automate
- SharePoint Online
- Microsoft Dynamics 365 Finance and Operations

## Front-end feature list

- The Z83 job application is an online portal
- Candidates can view listed job / adverts
- Candidates can select preferred jobs
- Candidates can complete a digital Z83 form
- Candidates can upload supporting documents (CV, Identity document etc.)
- Candidates can track/view application status

## Back-end feature list

- Candidate's data is written and stored in Dynamics 365 Finance and Operations HR module.
- Dynamics 365 Finance and Operations HR module is the master data repository.
- Vacancy assessment and approval is conducted in Dynamics 365 F&O HR module.
- Employee onboarding for selected / approved candidates is conducted in Dynamics 365 F&O HR Module.
- Employee management is conducted in Dynamics 365 F&O HR Modules (CV, Identity document etc.)





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