



Smart Solutions for a **Smarter** Future

SMART HIRE

An Integrated System for Recruitment Management



Job Management
Job Intake and Tracking



Candidate Management
Smart Candidate Database



Screening & Filtering
Advanced Filters and Shortlisting



Evaluations & Interviews
Interview Scheduling and Stage Tracking



Reports & Analytics
Data-Driven Insights for Better Decisions



Job Management



Announcements & Notifications



Candidate Evaluation



Offer & Hiring Management



System Settings



Data Security & Privacy

Smarter Hiring .. Stronger Teams

Smart Hire Program

The Smart Hire program is designed to highlight its core value as an intelligent tool that supports recruitment specialists.

A Smart Revolution in Recruitment

In an era of rapid business growth and increasing competition for talent, traditional recruitment methods are no longer sufficient to meet organizational needs. This is where Smart Hire comes in, creating a transformative shift in the field of Human Resources through a fully integrated recruitment platform powered by Artificial Intelligence.

Smart Hire was developed to be the intelligent assistant and ideal partner for recruitment professionals. It automates repetitive and time-consuming tasks, starting with screening thousands of resumes, analyzing them efficiently, and ending with interview scheduling and selecting candidates who best match the organization's culture and requirements.

How Does Smart Hire Change the Game?

Time and Effort Savings:

The platform reduces tasks that once took weeks of searching and screening to just a few minutes, allowing recruiters to focus on the human aspect of hiring and building relationships with top talent.

Accurate Selection and Reduced Bias:

Using advanced AI algorithms, Smart Hire provides objective analysis of candidates' skills and experiences, helping minimize hiring errors and improve decision-making.

Enhanced User Experience:

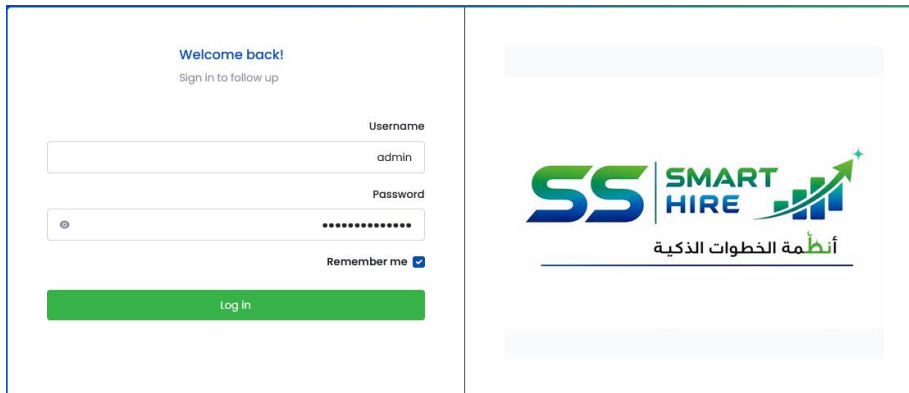
The platform offers an intelligent and professional interface for both recruiters and applicants, delivering a smooth and efficient digital experience.

In Summary

Smart Hire is not just a recruitment management tool. It is an intelligent engine that transforms data into informed decisions, saves time and effort, and helps organizations find the right employee at the lowest possible cost.

Smart hire program overview

Step 1: On the login page, you will find the Username and Password fields, as shown below.



The login page is divided into two main sections. On the left, there is a login form with the following elements: a 'Welcome back!' message, a 'Sign in to follow up' link, a 'Username' field with the text 'admin' entered, a 'Password' field with masked characters '*****', a 'Remember me' checkbox that is checked, and a green 'Log in' button. On the right, there is a large graphic featuring the 'SS SMART HIRE' logo, a green bar chart with an upward arrow, and the Arabic text 'أنظمة الخطوات الذكية' (Smart Steps Systems).

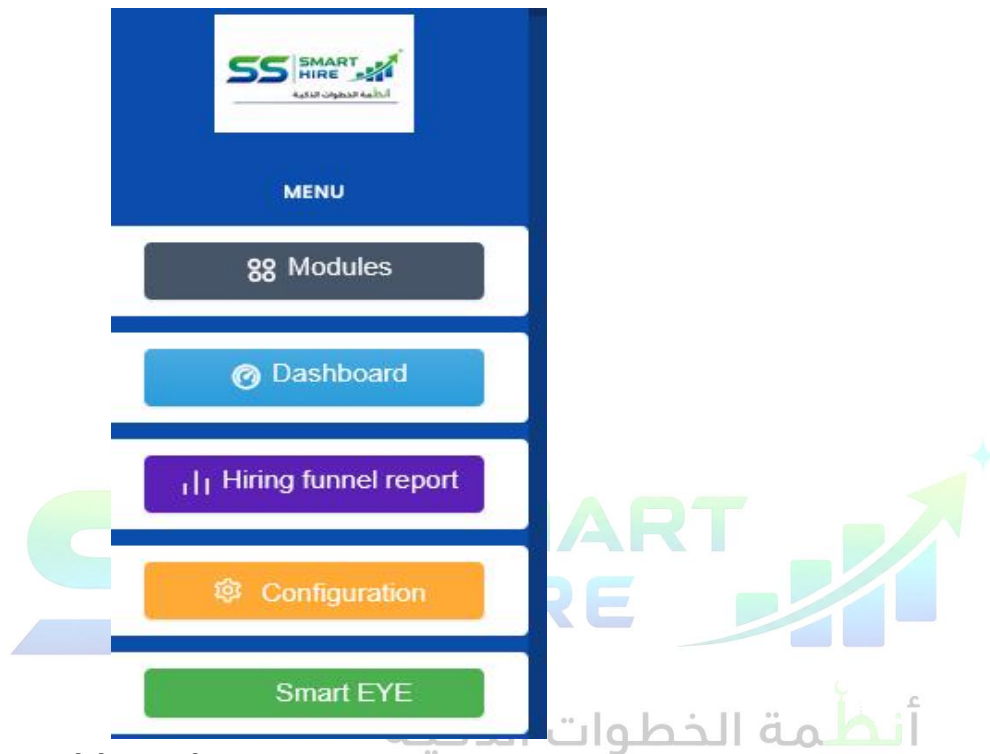
Step 2: After entering the username and password, a page will appear containing several job application forms, as shown below.



The page displays four job application forms arranged in a grid. Each form has a distinct background color and a title: 'Application Form 1' (orange), 'Application Form 2' (green), 'Application Form 3' (blue), and 'Application Form 4' (grey). Each form contains an icon of a document with a pencil and a checklist. To the right of the forms, there is a large graphic with the 'SMART' logo, a green bar chart with an upward arrow, and the Arabic text 'أنظمة' (Systems). Below the forms, there is a small text label 'الرجوع للصفحة' (Return to page) for each form.

Step 3: After selecting the appropriate job application form, the Dashboard will appear. On the right-hand side, you will find several tabs, including:

- * Modules**
- * Dashboard**
- * Hiring funnel report**
- * configuration**
- * Smart EYE**



Section1: Dashboard Overview

The dashboard provides an overview of the recruitment process and includes the following features:

Number of Applicants for:

- * National Section (Boys / Girls)**
- * International Section (Boys / Girls)**

Number of Administrative Staff Applicants

Male / Female

Number of General Administration Applicants

Male / Female

Smart Eye

Displays AI-powered resume analysis and candidate evaluation.

Top Applications

- High-Rated Applications**
- Excellent Applications**
- Average Applications**

Hiring funnel report

Tracks the recruitment stages for each department.

Needs action

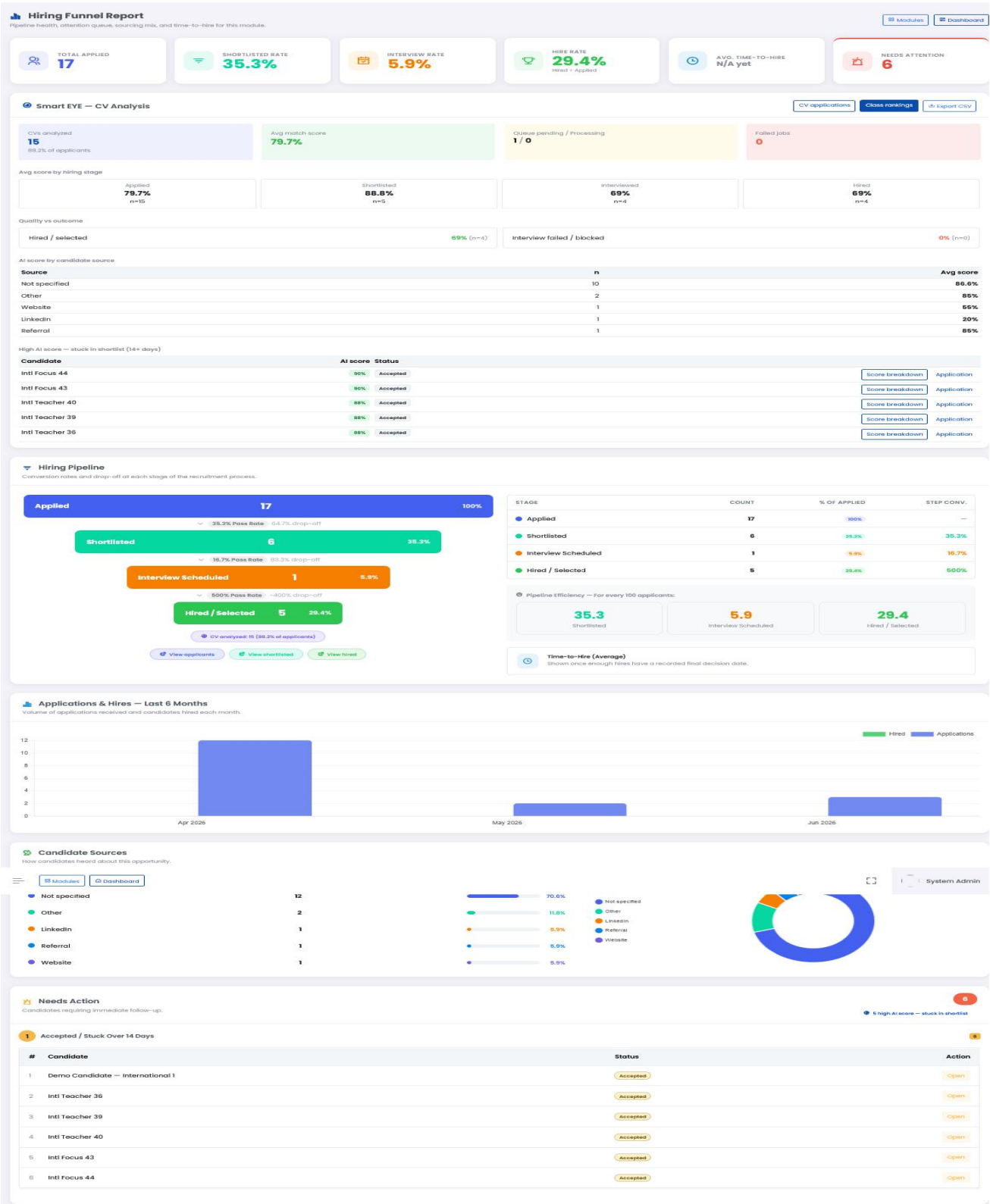
Displays available actions and recruitment procedures.

Teacher Interview Schedule

Shows the schedule and details of teacher interviews.

Section 2: Hiring funnel report :

This section helps recruiters ensure that no important task is missed.



The Hiring Funnel Report provides a complete overview of the recruitment process and key hiring metrics.

1. Total Applicants

Shows the total number of candidates who applied for the position.

Example: 17 applicants.

2. Shortlisted Rate

Displays the percentage of candidates selected for the next recruitment stage.

Example: 35.3%

3. Interview Scheduled Rate

Shows the percentage of candidates who have been scheduled for interviews.

Example: 5.9%

4. Hired / Selected Rate

Represents the percentage of candidates who were successfully hired or selected.

Example: 29.4%

5. Smart Eye – AI CV Analysis

Uses Artificial Intelligence to analyze resumes and provide insights such as:

* Qualified candidates- Job-match score- Resume quality- Missing keywords- Required skills analysis

6. Top Candidates

Displays the highest-ranked candidates, including:

* Candidate name- Matching score- Application status- Resume link-Application details

7. Hiring Pipeline

Visualizes the recruitment stages:

1. Applied

2. Shortlisted

3. Interview Scheduled

4. Hired / Selected

The system also displays candidate counts and conversion rates between stages.

8. Applications & Hires (Last 6 Months)

Provides a chart comparing:

* Monthly applications- Monthly hires- Recruitment performance trends

9. Candidate Sources

Shows where applicants came from, such as:

* LinkedIn- Indeed-Referrals- Company Website- Other Sources
This helps identify the most effective recruitment channels.

10. Needs Action

Lists candidates requiring follow-up actions, such as:

* Offer acceptance- Document completion- Interview confirmation- Final hiring decision

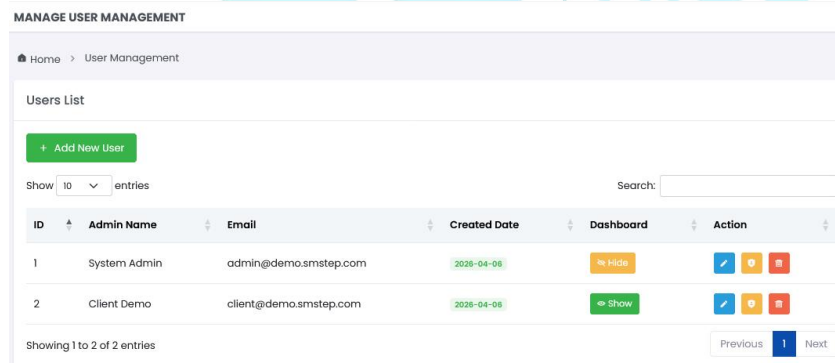
Section 3: Configuration:

After clicking on configuration we have:

User management - Teacher interview - Interview progress update - Advanced search



- User management : This menu allows administrators to add new users to the system.



- Teacher interview:

Add candidate interview including:

* Candidate Name- Interview Date-Interview Time- Interview Location

It is also possible to create a new interview by specifying:

* Candidate Name- Interview Date- Interview Time- Interview Location - Meeting Link

The page also includes the Department field, which contains:

* National Section- International Section- Administrative Staff- General School Administration

Additionally, there is a Specialization field that includes various subjects and departments such as: Mathematics- Science- English- as shown below.

ADD CANDIDATE INTERVIEW

Modules Dashboard System Admin

Required Fields :

Gender
Male

Subject
English

Candidate Teacher
2026-06-09

Interview Time
--:--:--

Interview Location / Meeting Link

Submit

- **Interview progress update :** This option allows recruiters to update candidate information and manage interview results by marking applicants as either accepted or rejected.

INTERVIEW MANAGEMENT

Home > Teacher Interview List

Interview list

+ Add New Interview

Show 10 entries Search:

SR #	Candidate Name	Interview Date	Interview Time	Interview Location	Action
1	Demo Candidate – International 1	2026-04-12	14:00:00	Remote – demo	

Showing 1 to 1 of 1 entries

Previous 1 Next

- From the menu shown, you will also notice the option to add a new interview. By clicking on it, a form will appear where you can enter the following details:

* **Candidate Name- Interview Time- Interview Location- Interview Result**

After completing the required information, click the Submit button to save and send the interview details.

INTERVIEW MANAGEMENT

Home > Interview List

Interview list

+ Add Interview

Show 10 entries Search:

SR #	Candidate Name	Interview Date	Interview Time	Interview Location	Interview Status	Action
1	Demo Candidate – International 1	2026-04-12	14:00:00	Remote – demo	Interview Successful	

Showing 1 to 1 of 1 entries

Previous 1 Next

UPDATE INTERVIEW STATUS

Home > Interview Management > Update Interview Status

Required Fields !

Candidate Teacher
Select Candidate

Interview Date

Interview Location

Interview Status
Interview Successful

Interview scorecard (optional)
Rate each area from 1 to 5 stars.

Subject knowledge
☆☆☆☆☆ Clear

Communication
☆☆☆☆☆ Clear

Experience
☆☆☆☆☆ Clear

Remarks

Submit

- **Advanced search** : By selecting this icon, the search page will appear, allowing users to perform advanced searches using various criteria, including:

*** Name- Phone Number- Email Address- Specialization- University Grade- Educational Qualification- And other applicant details**

This feature helps recruiters quickly find and filter candidates based on specific requirements.

ADVANCED SEARCH

Modules > Dashboard > Advanced Search

Advanced Search

Name
Enter Name

Passport Number
Passport Number

Phone Number
Phone Number

Email
Email

GPA
GPA

Current City
Select an Option

Qualifications
All

Section
All

Work Experience
All

Specialization
Select Some Options

The stage you would like to work in
All

Search

Smart Eye – AI CV Analysis

Uses Artificial Intelligence to analyze resumes and provide insights such as:

- * Qualified candidates- Job-match score- Resume quality- Missing keywords- Required skills analysis



Smart Eye

AI CV screening for applications in your module

← Back

📊 Class rankings

📄 View Results

📄 Export CSV

📄 15

WITH CV

✅ 15

ANALYZED

⌚ 0

PENDING

📅 0

ANALYZED TODAY

Smart Eye – Applications

15 total

Use table search and sorting

how 25 ▾ entries

Search:

#	FULL NAME	PHONE	EMAIL	APPLIED	CITY	QUALIFICATION	SUBJECT	APPLICATION STATUS	SCORE	RANK	VIEW	ACTIONS
1	Test 3	031444564456465	test33@gmail.com	2026-06-03	Bridgetown	Master Degree	English	Not Nominated	85%	Students		

SUBJECT REQUIREMENTS MANAGEMENT – INTERNATIONAL

Stages and subjects match the application form and dashboard (same requirements for boys and girls).

- Kindergarten (11 subjects/roles)
- Elementary Stage (10 subjects/roles)
- Upper Primary (10 subjects/roles)
- Lower Secondary (10 subjects/roles)
- Upper Secondary (10 subjects/roles)

All departments

Kindergarten

Elementary Stage

Upper Primary

Lower Secondary

Upper Secondary

☰ Modules

🏠 Dashboard

🔍 System Admin

Module

International

Department / Stage

Elementary Stage

Subject Name

Select a subject

Requirements

Enter requirements (skills, qualifications, experience, etc.)

Save Requirements