JOB APPLICATION TRACKING SYSTEM

Submitted by
D. CLARIDA MERLIN (20321ER005)
S. DURGADEVI (20321ER006)
P. GOKULAPRIYA (20321ER007)
C. GUNAVATHI (20321ER008)
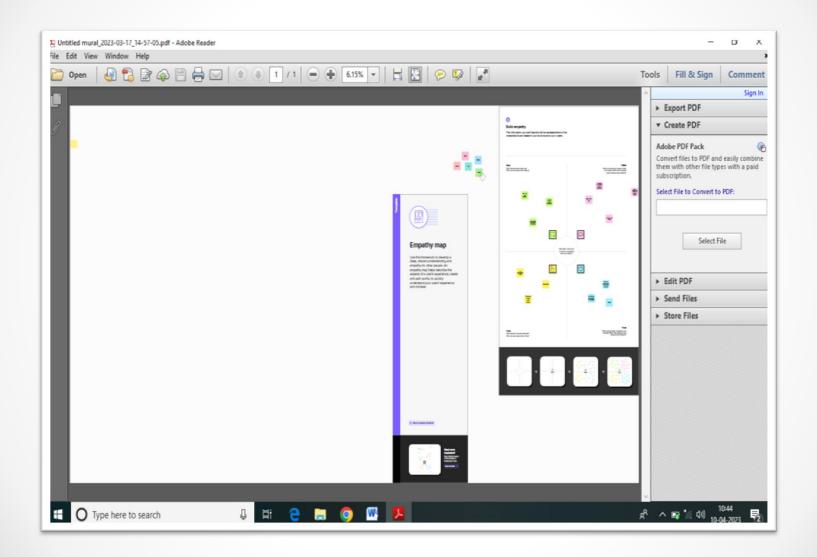**Team ID: NM2023TMID19311**

Under the guidance of
Mrs. V. G. Srirajeswari M. Sc., M. Phil., B. Ed
Guest Lecturer
PG and Research Department of Mathematics
M.V.Muthaih government arts college for women,Dindigul.
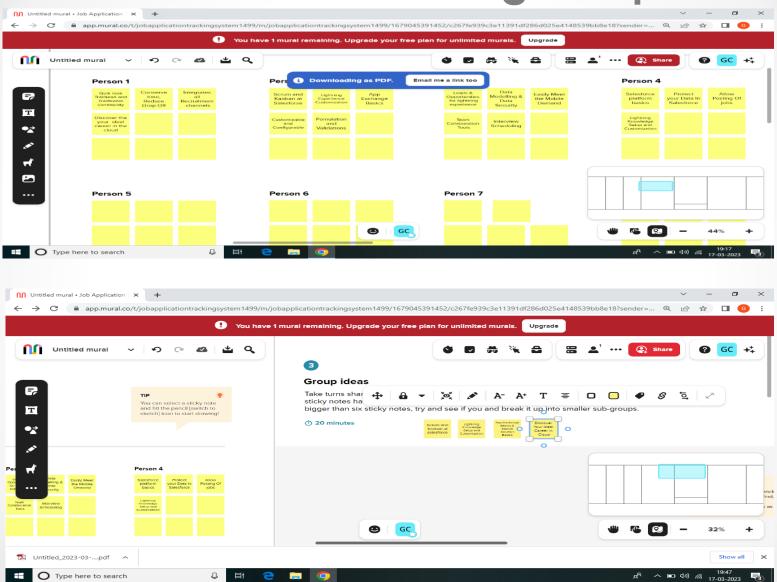
INRODUCTION
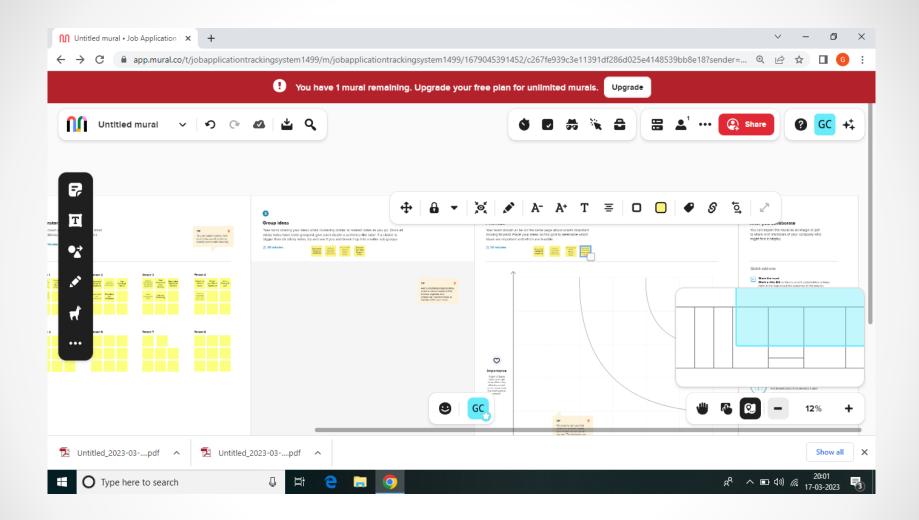
An ATS is a software application that helps you manage the entire recruitment process , right form receiving resumes to hiring employees. The software helps you automate the process of screening & shortlisting candidates, applicant evaluation, scheduling interviews, managing the hiring Process, background verification , and completing new – hire paperwork. ATS helps in sorting through resumes, to determine which ones are the best fit for the open positions.

Eampathy Map

Ideation & Brainstorming Map

Untitled mural • Job Application

app.mural.co/t/jobapplicationtrackingsystem1499/m/jobapplicationtrackingsystem1499/1679045391452/c267fe939c3e11391df286d025e4148539bb8e18?sender=...

Untitled mural

Share

Group ideas

Take turns sharing your ideas while clustering similar or related notes as you go. Once all sticky notes have been grouped, give each cluster a sentence-like label. If a cluster is bigger than six notes, try and see if you and break it up into smaller sub-groups.

30 minutes

Your team should all be on the same page about what's important moving forward. Place your ideas on the grid to determine which ideas are important and which are feasible.

30 minutes

TIP
Add a sentence-like top to sticky notes to make it easier to find, browse, organize, and group as important ideas in themes within your mural.

Importance

Person 2   Person 3   Person 4

Person 6   Person 7   Person 8

Quick add-ons

You can export the mural as an image or pdf to share with members of your company who might find it helpful.

Share the mural
Share a store link to the mural with stakeholders to have them in the loop about the outcomes of the session.

Untitled_2023-03-....pdf   Untitled_2023-03-....pdf   Show all

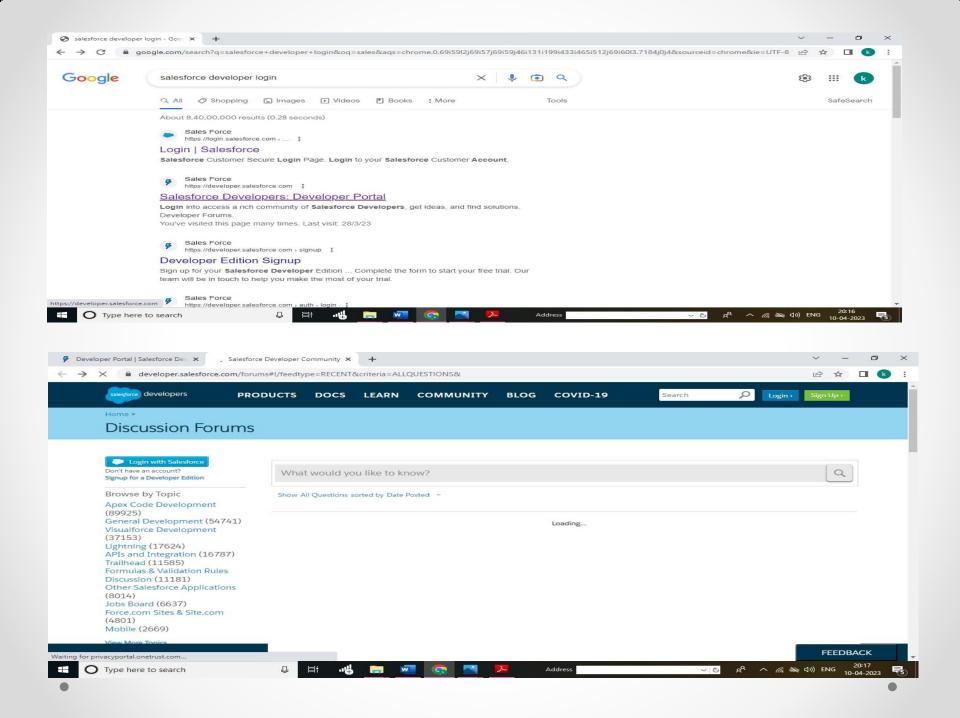Type here to search

20:01
17-03-2023
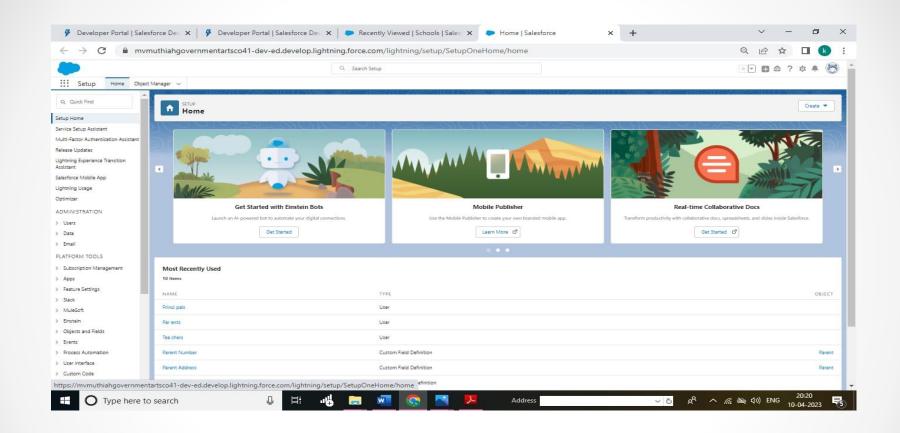
12%

CREATE SALESFORCE

Salesforce is your customer success platform, designed to help you sell, service, market, analyze, and connect with your customers. Salesforce has everything you need to run your business from anywhere.

Creating a Salesforce Developer Org:

A Developer org has all the features and licenses you need to get started with Salesforce.

1. Search Developer.salesforce.com

2.Enter the following details like First name, last name, Email, Role, Company, Country/Region, Postal code, and Username must be unique.

3. Click sign me up, after a few min you will reserve a mail salesforce org and by using the verify account link you can create your new password.

4. Click save.

5. Search login.salesforce.com

6. By using username and password you can into the salesforce org.

The setup page will appear as below.

CREATING OBJECT

Salesforce objects are database tables that permit you to store data that is specific to anorganization. It consists of fields (columns) and records (rows).

Creating five objects

❑ Recruiter

❑ Job

❑ Candidate
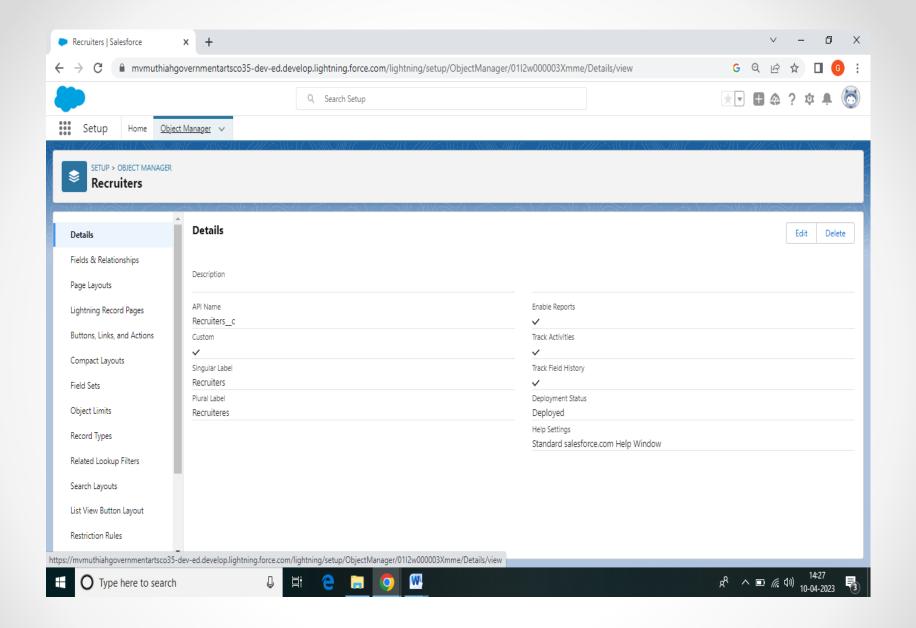
❑ Job Application
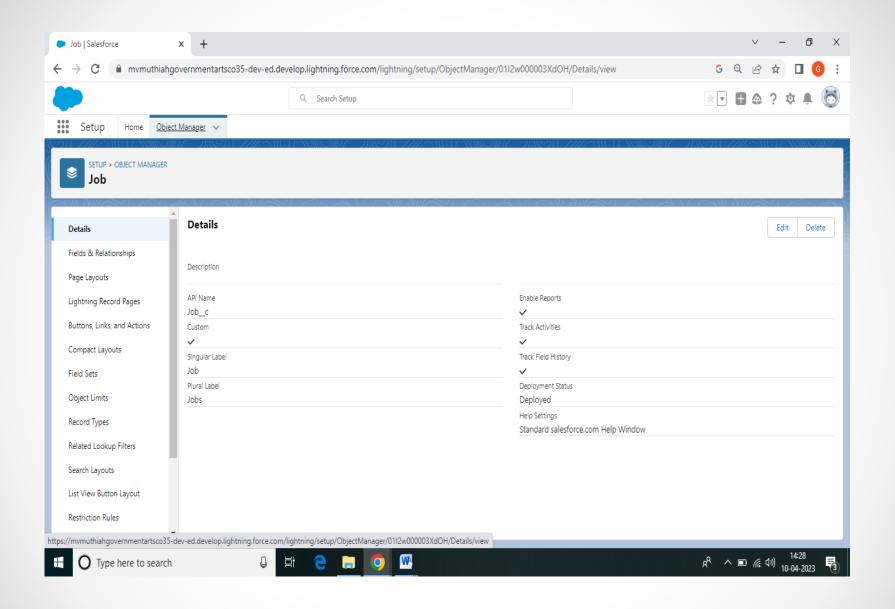
❑ Tab
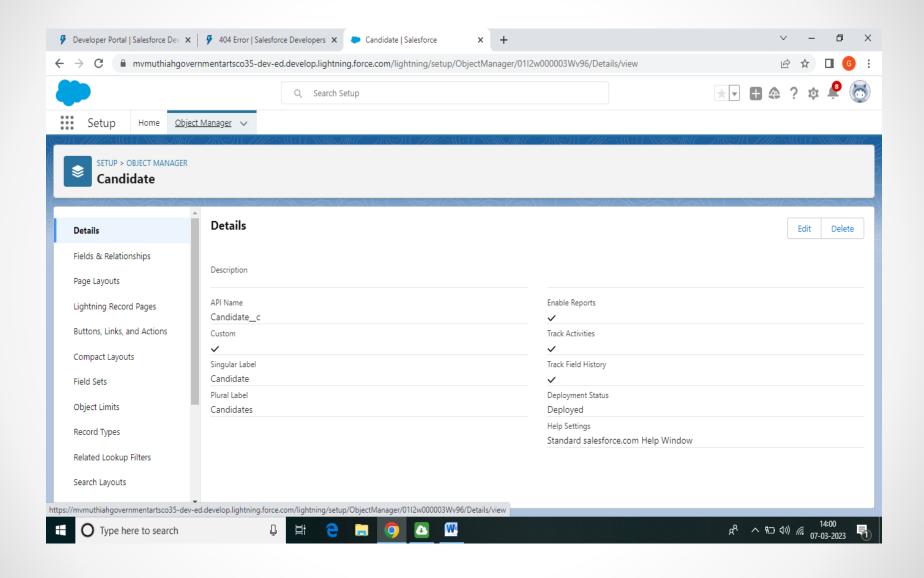
Create a custom object for Recruiter:
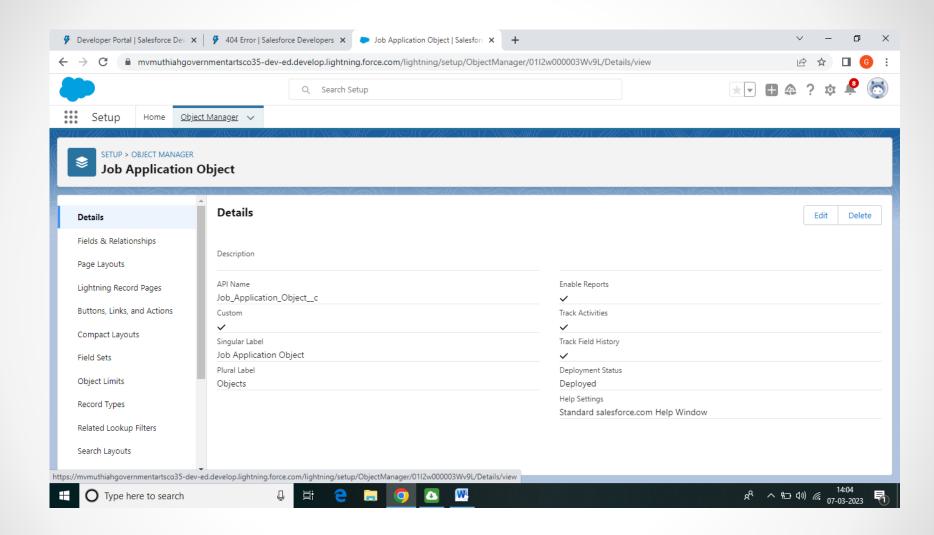
To create a custom object, follow these steps:
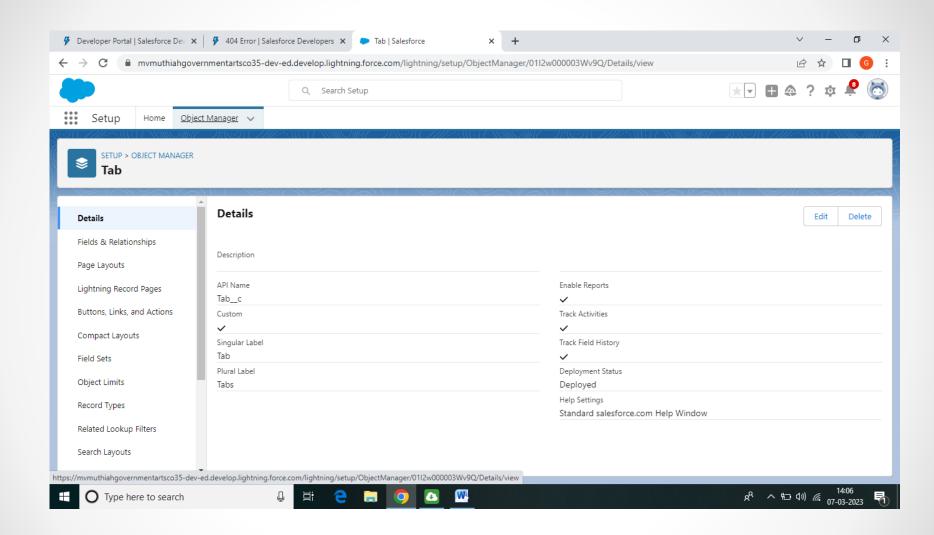
1. From setup click on object manager.

2. Click create, select custom object.

3. Fill in the label as " Recruiter ".

4. Fill in the plural label as " Recruiters".

5. Record name: " Recruiter Number"

6. Select the data type as "Auto Number".

7. Under display format enter "REC-{0000}".

8. Enter starting number as 1.

9.In the Optional Features section, select Allow Reports and Track Field History.

10. In the Deployment Status section, ensure Deployed is selected.

11. In the Search Status section, select Allow Search.

12. In the Object Creation Options section, select Add Notes and Attachments
related list to default page layout.

13. Leave everything else as is, and click Save.

14. Create a Jobs, Candidate, Job Application Object and Tab.

mvmuthiahgovernmentartsco35-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003Xmme/Details/view

Setup   Home   Object Manager

SETUP > OBJECT MANAGER
Recruiters

- Details
- Fields & Relationships
- Page Layouts
- Lightning Record Pages
- Buttons, Links, and Actions
- Compact Layouts
- Field Sets
- Object Limits
- Record Types
- Related Lookup Filters
- Search Layouts
- List View Button Layout
- Restriction Rules

Details   Edit   Delete

Description

API Name   Enable Reports
Recruiters__c   ✓

Custom   Track Activities
✓   ✓

Singular Label   Track Field History
Recruiters   ✓

Plural Label   Deployment Status
Recruiteres   Deployed

                                          Help Settings
                                          Standard salesforce.com Help Window

https://mvmuthiahgovernmentartsco35-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003Xmme/Details/view

Type here to search

14:27
10-04-2023

mvmuthiahgovernmentartsco35-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003Wv96/Details/view

Search Setup

Setup   Home   Object Manager

SETUP > OBJECT MANAGER
Candidate

Details

Edit   Delete

Details
- Fields & Relationships
- Page Layouts
- Lightning Record Pages
- Buttons, Links, and Actions
- Compact Layouts
- Field Sets
- Object Limits
- Record Types
- Related Lookup Filters
- Search Layouts

Description

API Name
Candidate__c

Custom
✓

Singular Label
Candidate

Plural Label
Candidates

Enable Reports
✓

Track Activities
✓

Track Field History
✓

Deployment Status
Deployed

Help Settings
Standard salesforce.com Help Window

https://mvmuthiahgovernmentartsco35-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003Wv96/Details/view

Type here to search

14:00
07-03-2023

SETUP > OBJECT MANAGER

Tab

Details

Details   Edit   Delete

Description

API Name   Enable Reports
Tab__c   ✓

Custom   Track Activities
✓   ✓

Singular Label   Track Field History
Tab   ✓

Plural Label   Deployment Status
Tabs   Deployed

                                            Help Settings
                                            Standard salesforce.com Help Window
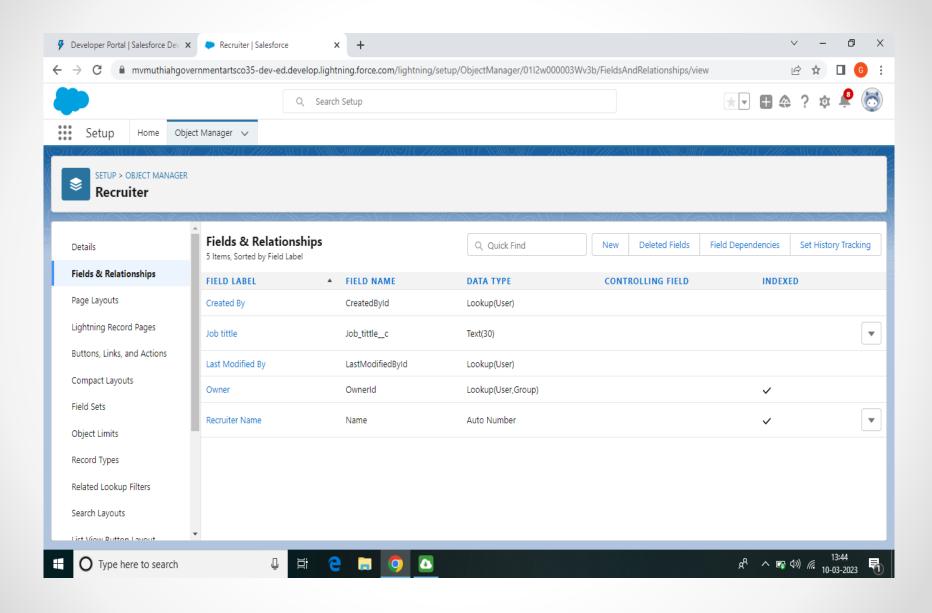
CREATE FIELDS & RELATIONSHIPS

Fields in Salesforce represents what the columns represent in relational databases. It can store data values which are required for a particular object in a record.

Create the custom fields:

1.Click the object manager tab, Select the object for which you have to create the fields and relationship.

2.From the sidebar, click Fields & Relationships. Notice that there are already some fields there.Those are the standard fields.

3. Click New to create a custom field. Tip: Before creating a new field, do a quick search to make sure a similar one doesn't already exist.

4.Click on the new to create a field.

5.Choose the data type as a Text, click next

6.Enter field label, length and Name and click next

7.Select the profiles to which you want to grant edit access to this field via field-level security.

The field will be hidden from all profiles if you do not add it to field-level security. Click next

8.Select the page layouts that should include this field.

9.Click save.

mvmuthiahgovernmentartsco35-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003Wv3b/FieldsAndRelationships/view

Search Setup

Setup | Home | Object Manager

SETUP > OBJECT MANAGER
Recruiter

Details	**Fields & Relationships**
Fields & Relationships	5 Items, Sorted by Field Label
Page Layouts	
Lightning Record Pages	
Buttons, Links, and Actions	
Compact Layouts	
Field Sets	
Object Limits	
Record Types	
Related Lookup Filters	
Search Layouts	
List View Button Layout	

Quick Find | New | Deleted Fields | Field Dependencies | Set History Tracking

FIELD LABEL ▲	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED	
Created By	CreatedById	Lookup(User)			
Job tittle	Job_tittle__c	Text(30)			▼
Last Modified By	LastModifiedById	Lookup(User)			
Owner	OwnerId	Lookup(User,Group)		✓	
Recruiter Name	Name	Auto Number		✓	▼

Type here to search

13:44
10-03-2023

Creation of Master-detail relationship:

1. From Setup, go to Object Manager

2. On the sidebar, click Fields & Relationships.

3. Click New.

4. Choose Master-detail Relationship and click Next

5. Choose the related object and select that object

6. Enter the label and name for the lookup field

7. Click Next, Next, and Save

Create a new custom field:

1. From Setup, go to Object Manager

2. On the sidebar, click Fields & Relationships.

3. Click New.

4. Choose the data type Text Area click next

5. Enter the Field Label and field name click next

6. Click next and save.
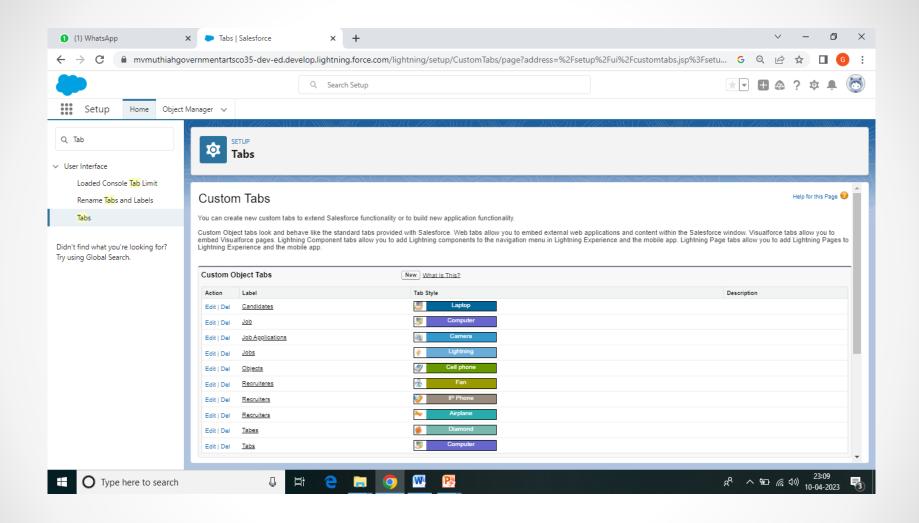
CREATE TAB

In Salesforce, a tab is a user interface element that allows users to navigate to different sections of the platform, such as Accounts, Contacts, Leads, and Opportunities. Tabs can also be used to access custom objects and custom pages.

 Create a tab :

1. Click setup

2. Search tab in Quick box then, select tab

3. Click New custom object tab section

4. Select the created object Recruiter and tab style for the new custom tab.

5. Select the profiles that visible in the tab

6. Click on custom apps to make visible

7. Click save.
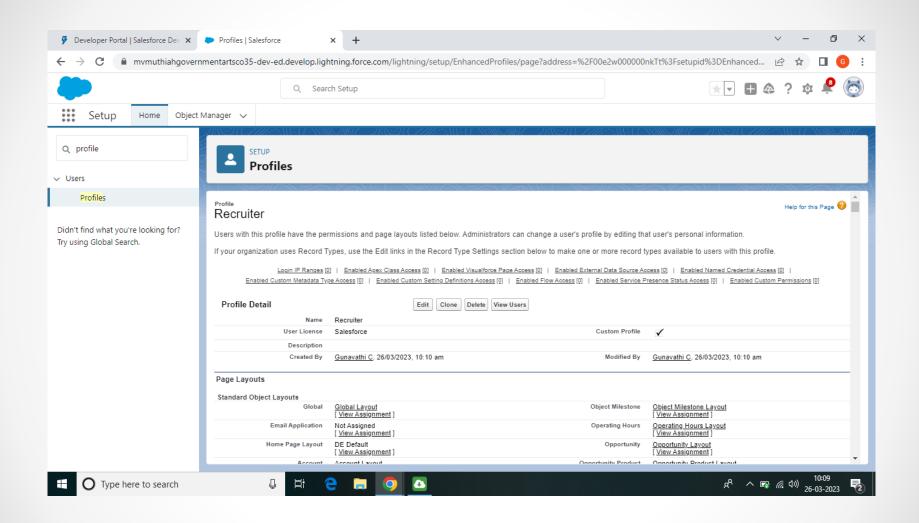
CREATE PROFILE
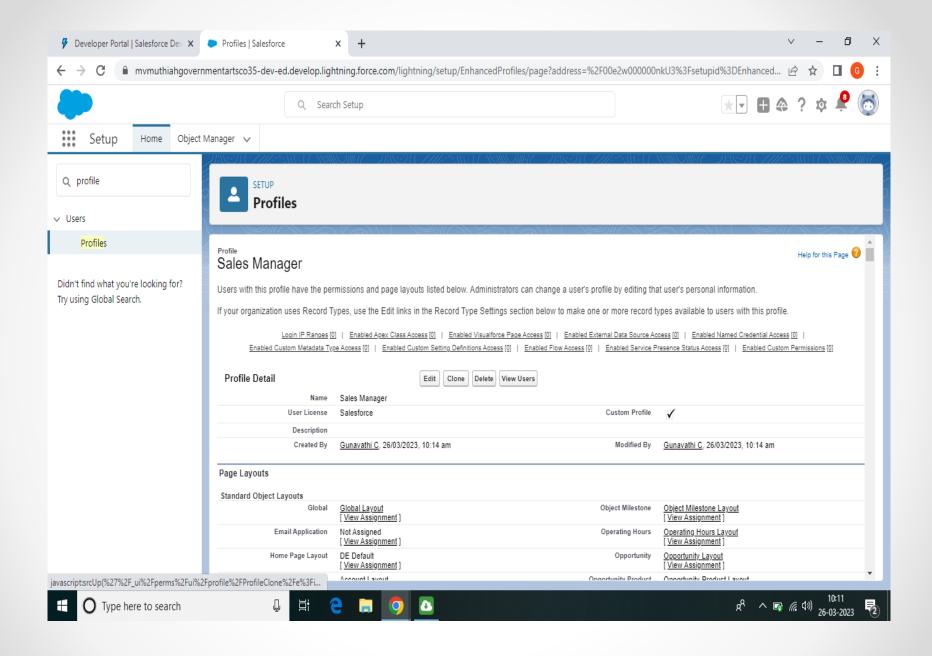
A profile is a group/collection of settings and permissions that define what a user can do in salesforce. A profile controls "Object permissions, Field permissions, User permissions, Tab settings, App settings, Apex class access, Visualforce page access, Page layouts, Record Types, Login hours & Login IP ranges.

Create a custom profile :

1. From setup , enter profiles in Quick Find box

2. Select profiles.

3. Click clone.

4. For Profile, enter Recruiter

5. Click save

6.Create a profile with the profile name as "Sales Manager".

Follow the steps from above Activity.

mvmuthiahgovernmentartsco35-dev-ed.develop.lightning.force.com/lightning/setup/EnhancedProfiles/page?address=%2F00e2w000000nkU3%3Fsetupid%3DEnhanced...

Search Setup

Setup   Home   Object Manager

profile

∨ Users

Profiles

Didn't find what you're looking for?
Try using Global Search.

SETUP
Profiles

Profile
Sales Manager

Help for this Page

Users with this profile have the permissions and page layouts listed below. Administrators can change a user's profile by editing that user's personal information.

If your organization uses Record Types, use the Edit links in the Record Type Settings section below to make one or more record types available to users with this profile.

Login IP Ranges [0] | Enabled Apex Class Access [0] | Enabled Visualforce Page Access [0] | Enabled External Data Source Access [0] | Enabled Named Credential Access [0]
Enabled Custom Metadata Type Access [0] | Enabled Custom Setting Definitions Access [0] | Enabled Flow Access [0] | Enabled Service Presence Status Access [0] | Enabled Custom Permissions [0]

Profile Detail

Edit   Clone   Delete   View Users

Name	Sales Manager		
User License	Salesforce	Custom Profile	✓
Description			
Created By	Gunavathi C, 26/03/2023, 10:14 am	Modified By	Gunavathi C, 26/03/2023, 10:14 am

Page Layouts

Standard Object Layouts

Global	Global Layout [View Assignment]	Object Milestone	Object Milestone Layout [View Assignment]
Email Application	Not Assigned [View Assignment]	Operating Hours	Operating Hours Layout [View Assignment]
Home Page Layout	DE Default [View Assignment]	Opportunity	Opportunity Layout [View Assignment]
	Account Layout	Opportunity Product	Opportunity Product Layout

javascript:srcUp(%27%2F_ui%2Fperms%2Fui%2Fprofile%2FProfileClone%2Fe%3Fi...

Type here to search

10:11
26-03-2023

CREATE USERS

A user is anyone who logs in to Salesforce. Users are employees at your company, such as sales reps, managers, and IT specialists, who need access to the company's records. Every user in Salesforce has a user account.

To Create a user:

1. From Setup, enter Users in the Quick Find box, then select Users.

2. Click New User.

3. Enter First name as Hr and last name as Manager.

4. Enter the user's name and email address and a unique username in the form of an email

address. By default, the username is the same as the email address.

5. Then create a new role Hr Manager.

6. Select user License as Standard Platform User.

7. Select profile.

8. Click save.

9.Create a user with a username as "Ganesh Gelli", and assign him the sales Manager profile.

Follow the steps from above Activity.

Setup   Home   Object Manager

SETUP
Users

user

∨ **Users**

    Permission Set Groups

    Permission Sets

    Profiles

    Public Groups

    Queues

    Roles

    User Management Settings

    Users

∨ Feature Settings

  ∨ Data.com

    Prospector Users

∨ User Interface

    Action Link Templates

    Actions & Recommendations

  App Menu

User
Hr Manager

User Profile Help for this Page

Permission Set Assignments [0] | Permission Set Assignments: Activation Required [0] | Permission Set Group Assignments [0] | Permission Set License Assignments [0] | Personal Groups [0]
Public Group Membership [0] | Queue Membership [0] | Team [0] | Managers in the Role Hierarchy [0] | OAuth Connected Apps [0] | Third-Party Account Links [0] | Installed Mobile Apps [0]
Authentication Settings for External Systems [0] | Login History [0+] | User Provisioning Accounts [0]

User Detail   Edit   Sharing   Reset Password   Freeze

Name	Hr Manager	Role	
Alias	hmana	User License	Salesforce Platform
Email	gunachandran30@gmail.com	Profile	Standard Platform User
Username	gunachandran30hmana@gmail.com	Active	✓
Nickname	User16798083319684076972 ⓘ	Marketing User	☐
Title		Offline User	☐
Company		Knowledge User	☐
Department		Flow User	☐
Division		Service Cloud User	☐
Address		Site.com Contributor User	☐
Time Zone	(GMT+05:30) India Standard Time (Asia/Kolkata)	Site.com Publisher User	☐
Locale	English (India)	WDC User	☐
Language	English	Mobile Push Registrations	View
Delegated Approver		Data.com User Type	ⓘ

Type here to search

10:53
26-03-2023

mvmuthiahgovernmentartsco35-dev-ed.develop.lightning.force.com/lightning/setup/ManageUsers/page?address=%2F0052w00000FZ8la%3Fnoredirect%3D1%26isUse...

Search Setup

Setup   Home   Object Manager

user

- Users
  - Permission Set Groups
  - Permission Sets
  - Profiles
  - Public Groups
  - Queues
  - Roles
  - User Management Settings
  - Users
- Feature Settings
  - Data.com
    - Prospector Users
- User Interface
  - Action Link Templates
  - Actions & Recommendations
  - App Menu

SETUP
Users

Permission Set Assignments [0] | Permission Set Assignments: Activation Required [0] | Permission Set Group Assignments [0] | Permission Set License Assignments [0] | Personal Groups [0] | Public Group Membership [0] | Queue Membership [0] | Team [0] | Managers in the Role Hierarchy [0] | OAuth Connected Apps [0] | Third-Party Account Links [0] | Installed Mobile Apps [0] | Authentication Settings for External Systems [0] | Login History [0+] | User Provisioning Accounts [0]

User Detail   Edit   Sharing   Reset Password   Freeze

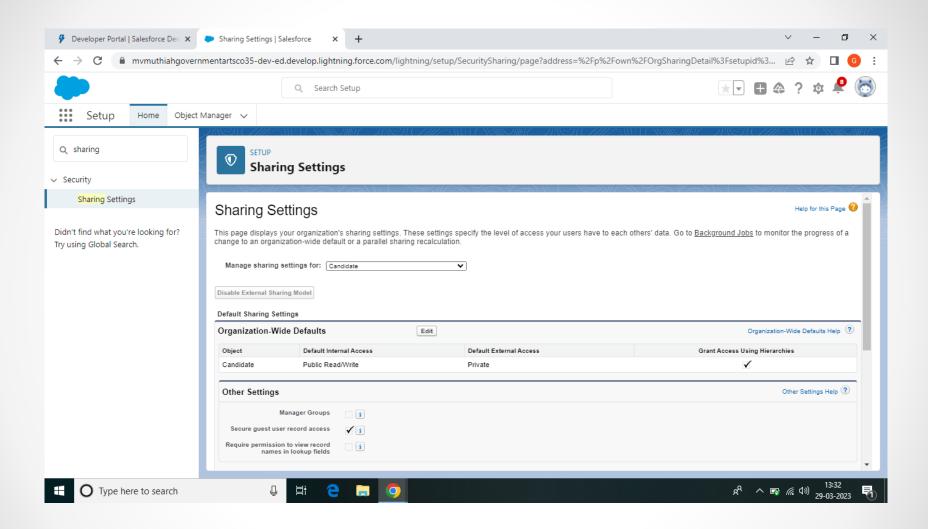|			
Name	Ganesh Gelli	Role	
Alias	ggell	User License	Salesforce
Email	gunachandran30@gmail.com	Profile	Sales Manager
Username	gunachandran30ggell@gmail.com	Active	✔
Nickname	User16798084332664074100 ⓘ	Marketing User	☐
Title		Offline User	☐
Company		Knowledge User	☐
Department		Flow User	☐
Division		Service Cloud User	☐
Address		Site.com Contributor User	☐
Time Zone	(GMT+05:30) India Standard Time (Asia/Kolkata)	Site.com Publisher User	☐
Locale	English (India)	WDC User	☐
Language	English	Mobile Push Registrations	View
Delegated Approver		Data.com User Type	ⓘ
Manager		Accessibility Mode (Classic Only)	☐ ⓘ
Receive Approval Request Emails	Only if I am an approver	Debug Mode	

Type here to search

10:55
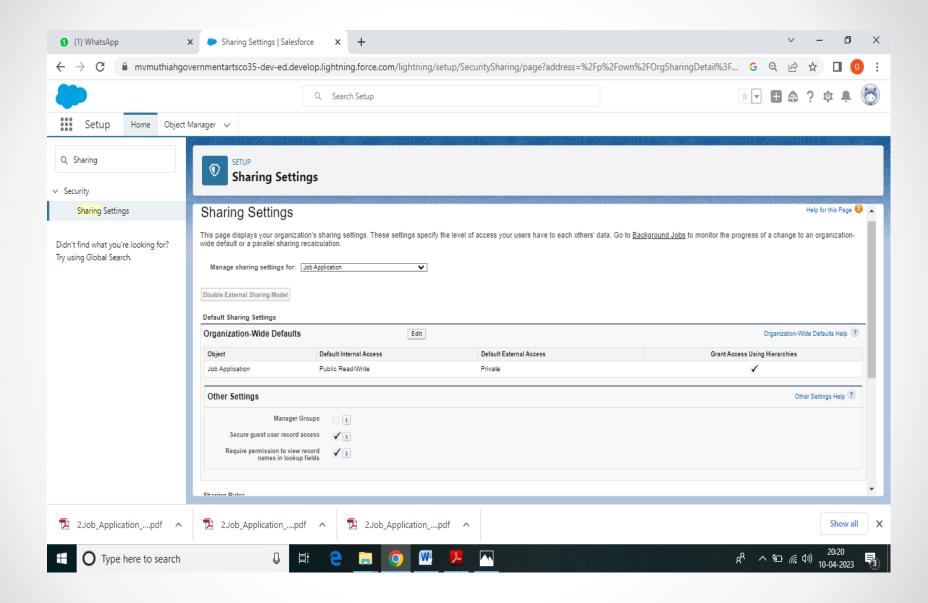26-03-2023

CREATE SHARING RULE

Sharing rules help users to share records based on conditions. It is basically created for objects whose organization-wide defaults (OWD) are set to public read-only or private because sharing rules can only extend the access and not restrict it.

Create a sharing rule

1) Go to Sharing Settings, which can be found under the Quick Find section.

2) Scroll down and find the candidate object where a sharing rule needs to be added, and then

click on New to create a new sharing rule.

3) Add the label of the sharing rule you want to make.

4) Select your rule type based on the criteria.

5) Select the field can join immediately check field from the candidate object.

6) Select the operator as equal and value is true.

7) And in selecting the users to share with the section select roles and in that select Hr Manager.

8) And in the section of select the level of access for the users give the access Read/Write.

9) And save the rule.

10) Create a Sharing Rule to Share the records of Job Application to Hr Manager with the Access of
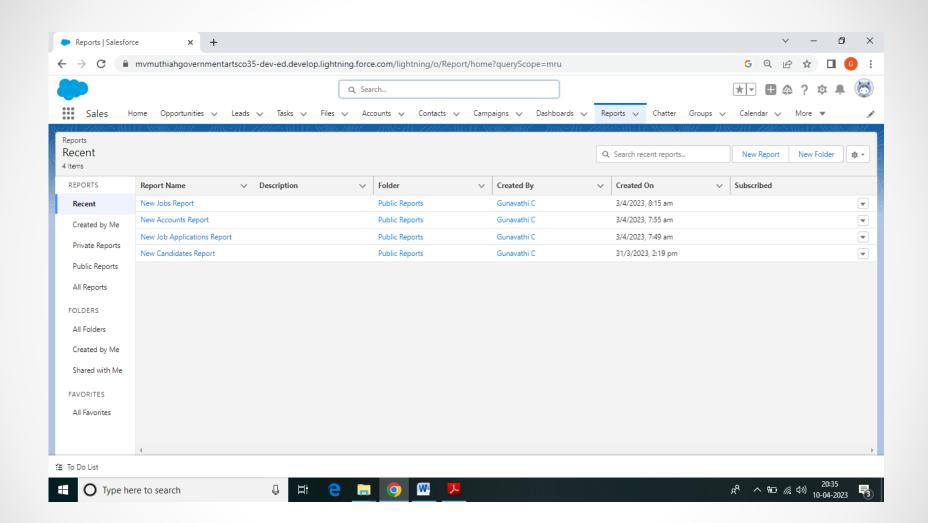
Read/Write. Follow the steps from above Activity.

SETUP
Sharing Settings

Sharing Settings

This page displays your organization's sharing settings. These settings specify the level of access your users have to each others' data. Go to Background Jobs to monitor the progress of a change to an organization-wide default or a parallel sharing recalculation.

Manage sharing settings for: [Candidate ▾]

[Disable External Sharing Model]

Default Sharing Settings

Organization-Wide Defaults   [Edit]   Organization-Wide Defaults Help ?

Object	Default Internal Access	Default External Access	Grant Access Using Hierarchies
Candidate	Public Read/Write	Private	✔

Other Settings   Other Settings Help ?

Manager Groups	☐	ⓘ
Secure guest user record access	✔	ⓘ
Require permission to view record names in lookup fields	☐	ⓘ

CREATE REPORTS

A report is a list of records that meet the criteria you define. It's displayed in rows and columns, and can be filtered, grouped, or displayed in a graphical chart. Every report is stored in a folder. Folders can be public, hidden, or shared, and can be set to read-only or read/write.

Create a report:

Create a report that displays rating of the account and which has type and account name.

1) Click on app launcher search for reports.

2) Click on the new report and select the category has accounts and contacts.

3) And the report type has accounts.

4) In the details section select the option start report.

5) In the filter pane select All accounts to show me.

6) And All time is created.

7) In the outline pane, group rows select Rating and in group columns select Account Name.

8) In the columns section add Type and Billing city.

9) Save the report by giving label name and save the folder as a public folder and save the report

10.Create a Report using the Objects Jobs, Candidate and Job Application. Follow the steps from above Activity.

CONCLUSION

Application Tracking System for recruiters is a very effective hiring solution that most of the successful recruiters utilize. Because without it, there is a good change that your process of moving applicants through different stage can become very difficult. This tool is very important for optimizing the hiring process with the help of artificial intelligence and technology.

THANK YOU