



GOVERNMENT OF TAMILNADU

Naan Muthalvan - Project-Based Experiential Learning

JOB APPLICATION TRACKING SYSTEM

Submitted by

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M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN

(Affiliated To Mother Teresa Women's University, Kodaikanal)

Reaccredited with "A" Grade by NAAC

DINDIGUL-624001.

APRIL - 2023

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PG & RESEARCH DEPARTMENT OF MATHEMATICS

BONAFIDE CERTIFICATE

This is to certify that this is a bonafide record of the project entitled, "**JOB APPLICATION TRACKING SYSTEM**" done by **Ms. D.CLARIDA MERLIN (20321ER005)**, **Ms. S.DURGADEVI (20321ER006)**, **Ms. P.GOKULAPRIYA (20321ER007)**, **Ms. G. GUNAVATHI (20321ER008)**. This is submitted in partial fulfillment for the award of the degree of **Bachelor of Science in Mathematics** in **M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN,DINDIGUL** during the period of December 2022 to April 2023.

S. Durai

Project Mentor(s)

Head of the Department

Submitted for viva-voce Examination held on 12.4.2023

JOB APPLICATION TRACKING SYSTEM

1. INTRODUCTION

An ATS is a software application that helps you manage the entire recruitment process , right from 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.

1.1 Overview

Create a CRM application which helps the applicant track the No. of jobs he applied and helps him to find the job posted by the various recruiters, find the best attributes to be involved to run the process in a smooth way and easily to track. In this section we will provide an overview of the purpose, scope and objectives of the project for which the plan has been written, the project assumptions and constraints, a list of the project deliverables are described.

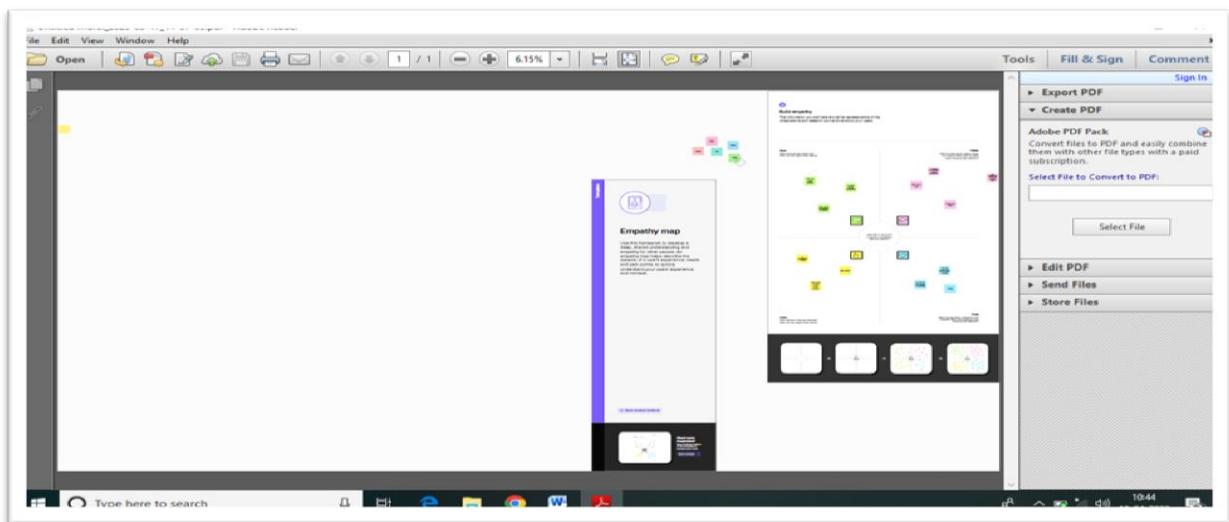
1.2 Purpose

The purpose of this software project management plans (SPMP) document is to provide a detailed plan of the Projects Tracking System. It is describing the managerial aspects and technical aspects. The document is intended for planning and scheduling the project to be implemented. Also it serves as a summary document of the deliverables expected from the system.

2. PROBLEM DEFINITION & DESIGN THINKING

2.1 Empathy Map

An empathy map is a simple, easy-to-digest visual that captures knowledge about a user's behaviours and attitudes. It is a useful tool to help teams better understand their users. Creating an effective solution requires understanding the true problem and the person who is experiencing it. The exercise of creating the map helps participants consider things from the user's perspective along with his or her goals and challenges.



2.2 Ideation & Brainstorming Map

Brainstorming provides a free and open environment that encourages everyone within a team to participate in the creative thinking process that leads to problem solving. Prioritizing volume over value, out-of-the-box ideas are welcome and built upon, and all participants are encouraged to collaborate, helping each other develop a rich amount of creative solutions. Use this template in your own brainstorming sessions so your team can unleash their imagination and start shaping concepts even if you're not sitting in the same room.

Untitled mural • Job Application

You have 1 mural remaining. Upgrade your free plan for unlimited murals. [Upgrade](#)

Person 1

- Quick look Trailhead and Trailblazer community
- Conserve time, Reduce Drop Off
- Integrates all Recruitment channels
- Discover your ideal career in the cloud

Person 2

- Scrum and Kanban at Salesforce
- Lightning Experience Customization
- App Exchange Basics
- Customizable and Configurable
- Formulation and Validations
- Leads & Opportunities for lightning experience
- Team Collaboration Tools
- Interview Scheduling
- Easily Meet the Mobile Demand
- Data Modelling & Data Security
- Lightning Knowledge Setup and Customization
- Salesforce platform basics
- Protect your Data In Salesforce
- Allow Posting Of jobs

Person 4

- Lightning Experience Customization
- Formulation and Validations
- Team Collaboration Tools
- Interview Scheduling
- Easily Meet the Mobile Demand
- Data Modelling & Data Security
- Lightning Knowledge Setup and Customization
- Salesforce platform basics
- Protect your Data In Salesforce
- Allow Posting Of jobs

Person 5

- Discover your ideal career in the cloud

Person 6

- Scrum and Kanban at Salesforce
- Lightning Experience Customization
- App Exchange Basics
- Customizable and Configurable
- Formulation and Validations
- Leads & Opportunities for lightning experience
- Team Collaboration Tools
- Interview Scheduling
- Easily Meet the Mobile Demand
- Data Modelling & Data Security
- Lightning Knowledge Setup and Customization
- Salesforce platform basics
- Protect your Data In Salesforce
- Allow Posting Of jobs

Person 7

- Discover your ideal career in the cloud

Type here to search

19:17 17-03-2023

Untitled mural • Job Application

You have 1 mural remaining. Upgrade your free plan for unlimited murals. [Upgrade](#)

TIP

You can select a sticky note and hit the pencil [switch to sketch] icon to start drawing!

Group ideas

Take turns sharing sticky notes. If you have more than six sticky notes, try and break it up into smaller sub-groups.

③ 20 minutes

Person 1

- Open for posting
- Scrum and Kanban & Integrate
- Easily Meet the Mobile Demand
- Team Collaboration Tools
- Interview Scheduling

Person 4

- Salesforce platform basics
- Protect your Data In Salesforce
- Allow Posting Of jobs
- Lightning Knowledge Setup and Customization

Person 2

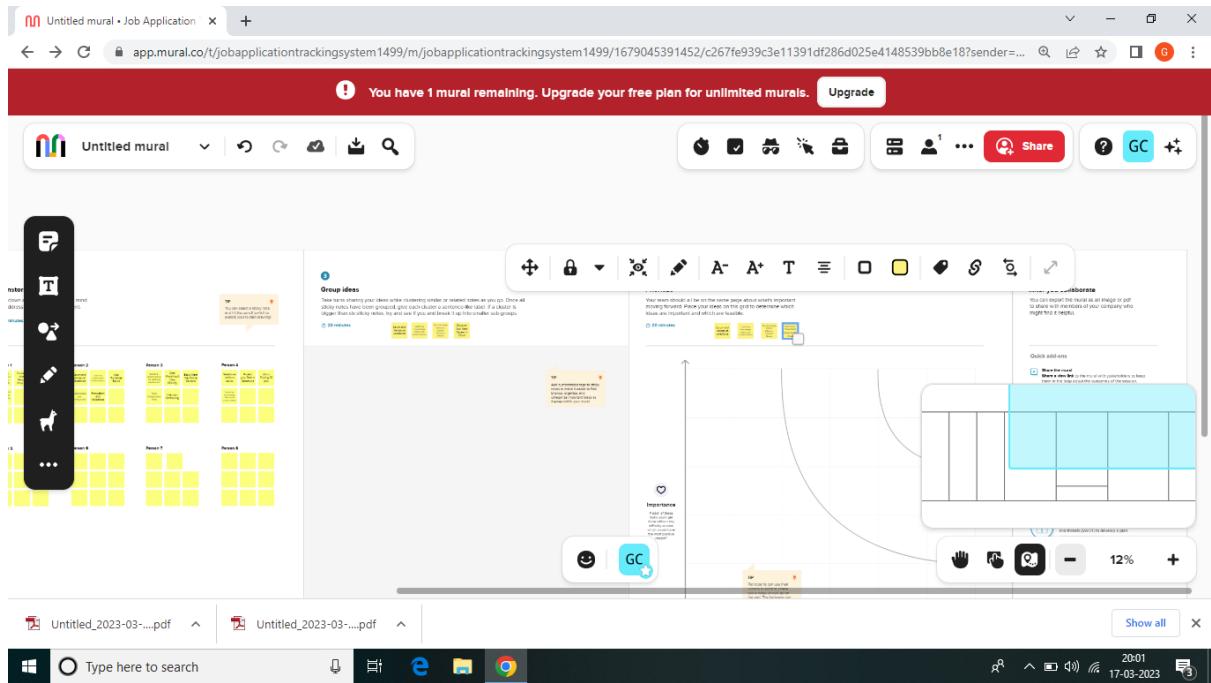
- Scrum and Kanban at Salesforce
- Lightning Experience Customization
- App Exchange Basics
- Customizable and Configurable
- Formulation and Validations
- Leads & Opportunities for lightning experience
- Team Collaboration Tools
- Interview Scheduling
- Easily Meet the Mobile Demand
- Data Modelling & Data Security
- Lightning Knowledge Setup and Customization
- Salesforce platform basics
- Protect your Data In Salesforce
- Allow Posting Of jobs

Person 3

- Discover your ideal career in the cloud

Type here to search

19:47 17-03-2023



3.RESULT

2.2 Data Model

Object Name	Fields in the Object									
Recruiter	<table border="1"> <thead> <tr> <th>Field label</th><th>Data type</th></tr> </thead> <tbody> <tr> <td>Job title</td><td>Text</td></tr> </tbody> </table>	Field label	Data type	Job title	Text					
Field label	Data type									
Job title	Text									
Job	<table border="1"> <thead> <tr> <th>Field label</th><th>Data type</th></tr> </thead> <tbody> <tr> <td>Recruiter</td><td>Master-detail Relationship</td></tr> <tr> <td>Description</td><td>Text Area</td></tr> <tr> <td>Location</td><td>Text</td></tr> </tbody> </table>	Field label	Data type	Recruiter	Master-detail Relationship	Description	Text Area	Location	Text	
Field label	Data type									
Recruiter	Master-detail Relationship									
Description	Text Area									
Location	Text									

2.3 Activity & Screenshot

SALESFORCE

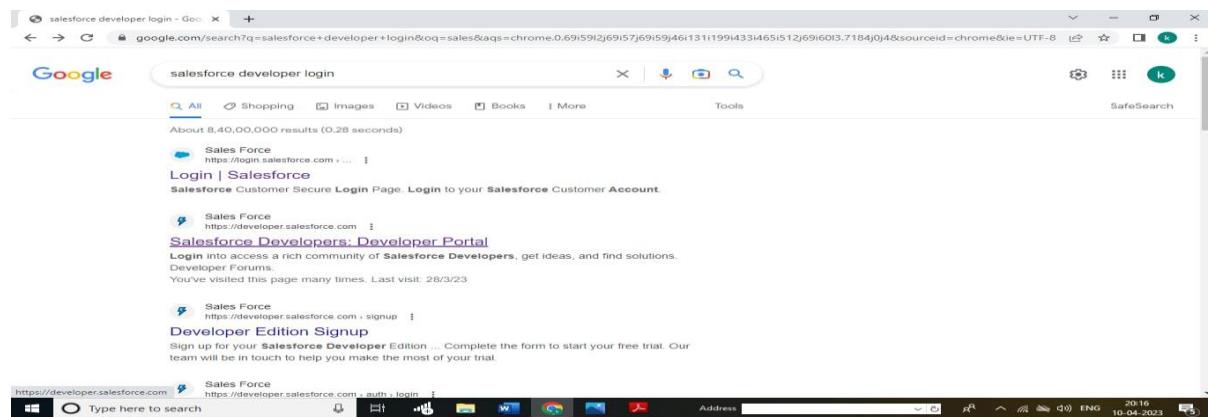
Salesforce is your customer success platform, designed to help you sell, service, market, analyze, and connect with your customers.

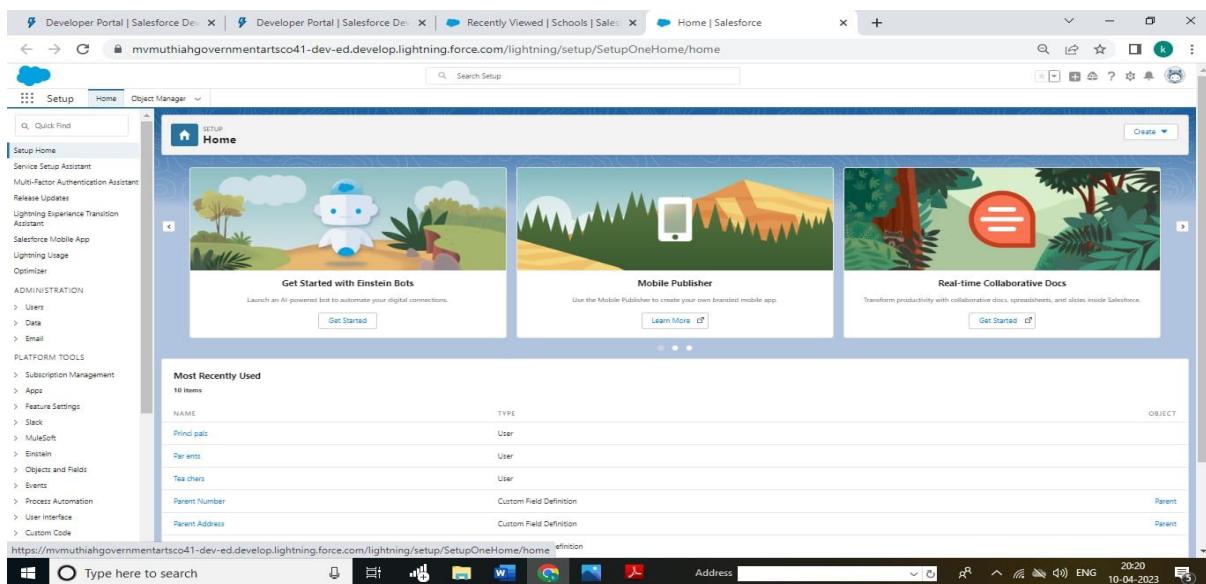
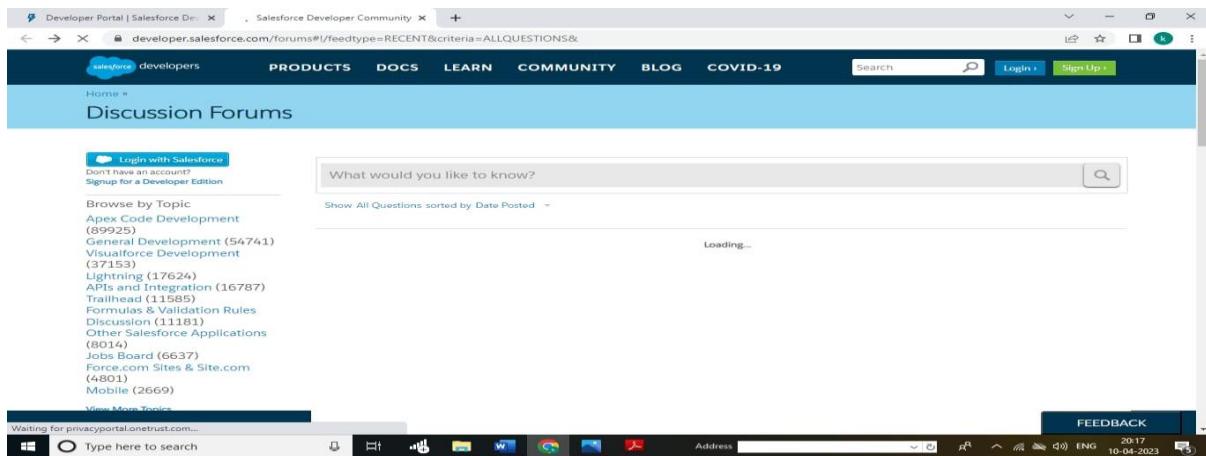
Creating a Salesforce Developer Org:

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

1. Search [Developer.salesforce.com](https://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.





OBJECT

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

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.

Note :- Follow the steps from the above activity

Recruiters | Salesforce

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

Setup Home Object Manager Recruiters

SETUP > OBJECT MANAGER Recruiters

Details

Description

API Name
Recruiters_c
Custom
✓
Singular Label
Recruiters
Plural Label
Recruiteres

Enable Reports
✓
Track Activities
✓
Track Field History
✓
Deployment Status
Deployed
Help Settings
Standard salesforce.com Help Window

Edit Delete

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

Type here to search 14:27 10-04-2023

Job | Salesforce

mvmuthiahgovernmentartsco35-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003XdOH/Details/view

Setup Home Object Manager Job

SETUP > OBJECT MANAGER Job

Details

Description

API Name
Job_c
Custom
✓
Singular Label
Job
Plural Label
Jobs

Enable Reports
✓
Track Activities
✓
Track Field History
✓
Deployment Status
Deployed
Help Settings
Standard salesforce.com Help Window

Edit Delete

https://mvmuthiahgovernmentartsco35-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003XdOH/Details/view

Type here to search 14:28 10-04-2023

Developer Portal | Salesforce Dev | 404 Error | Salesforce Developers | Candidate | Salesforce

mvmuthiahgovernmentartsco35-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01l2w000003Wv96/Details/view

Setup Home Object Manager

Search Setup

Candidate

SETUP > OBJECT MANAGER

Candidate

Details

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

Edit Delete

https://mvmuthiahgovernmentartsco35-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01l2w000003Wv96/Details/view

Type here to search 14:00 07-03-2023

Developer Portal | Salesforce Dev | 404 Error | Salesforce Developers | Job Application Object | Salesforce

mvmuthiahgovernmentartsco35-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01l2w000003Wv9L/Details/view

Setup Home Object Manager

Search Setup

Job Application Object

SETUP > OBJECT MANAGER

Job Application Object

Details

Description

API Name Job_Application_Object__c

Custom ✓

Singular Label Job Application Object

Plural Label Objects

Enable Reports ✓

Track Activities ✓

Track Field History ✓

Deployment Status Deployed

Help Settings Standard salesforce.com Help Window

Edit Delete

https://mvmuthiahgovernmentartsco35-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01l2w000003Wv9L/Details/view

Type here to search 14:04 07-03-2023

The screenshot shows the Salesforce Setup interface with the 'Object Manager' tab selected. A specific tab named 'Tab' is being edited. The 'Details' section on the right contains the following configuration:

API Name	Tab__c
Custom	✓
Singular Label	Tab
Plural Label	Tabs
Description	
Enable Reports	
✓	
Track Activities	
✓	
Track Field History	
✓	
Deployment Status	
Deployed	
Help Settings	
Standard salesforce.com Help Window	

The sidebar on the left lists various setup categories: Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, and Search Layouts.

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.

The screenshot shows the Salesforce Object Manager Fields & Relationships page for the 'Recruiter' object. The sidebar on the left lists various setup options like Page Layouts, Lightning Record Pages, and Field Sets. The main content area displays a table titled 'Fields & Relationships' with 5 items, sorted by Field Label. The table columns are FIELD LABEL, FIELD NAME, DATA TYPE, CONTROLLING FIELD, and INDEXED. The data in the table is as follows:

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

Creation of Master-detail relationship:

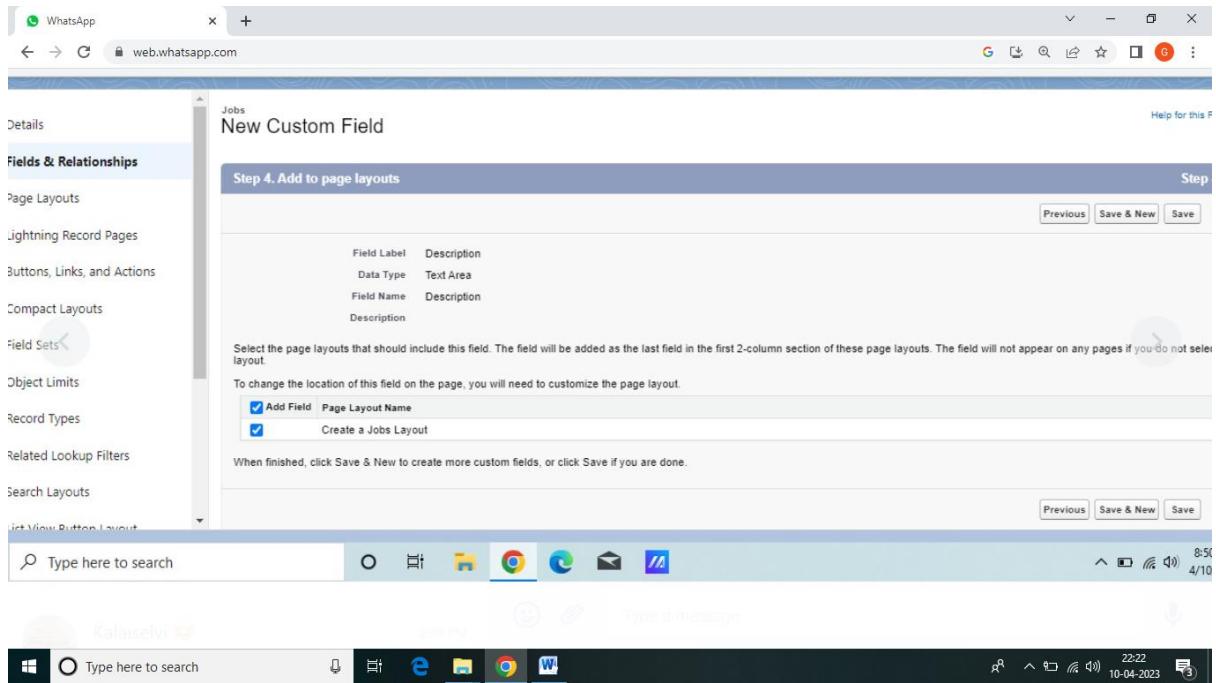
1. From Setup, go to Object Manager
2. On the sidebar, click Fields & Relationships.
3. Click New.
4. Choose Master-detail Relationship and click Next
5. Choose the related object and select that object
6. Enter the label and name for the lookup field
7. Click Next, Next, and Save

The screenshot shows the Salesforce Object Manager interface for the 'Jobs' object. The left sidebar has 'Fields & Relationships' selected. The main area displays a table titled 'Fields & Relationships' with 5 items. The columns are FIELD LABEL, FIELD NAME, DATA TYPE, CONTROLLING FIELD, and INDEXED. The data is as follows:

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Create a Jobs Name	Name	Text(80)		✓
Created By	CreatedById	Lookup(User)		
Description	Description_c	Text Area(255)		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓

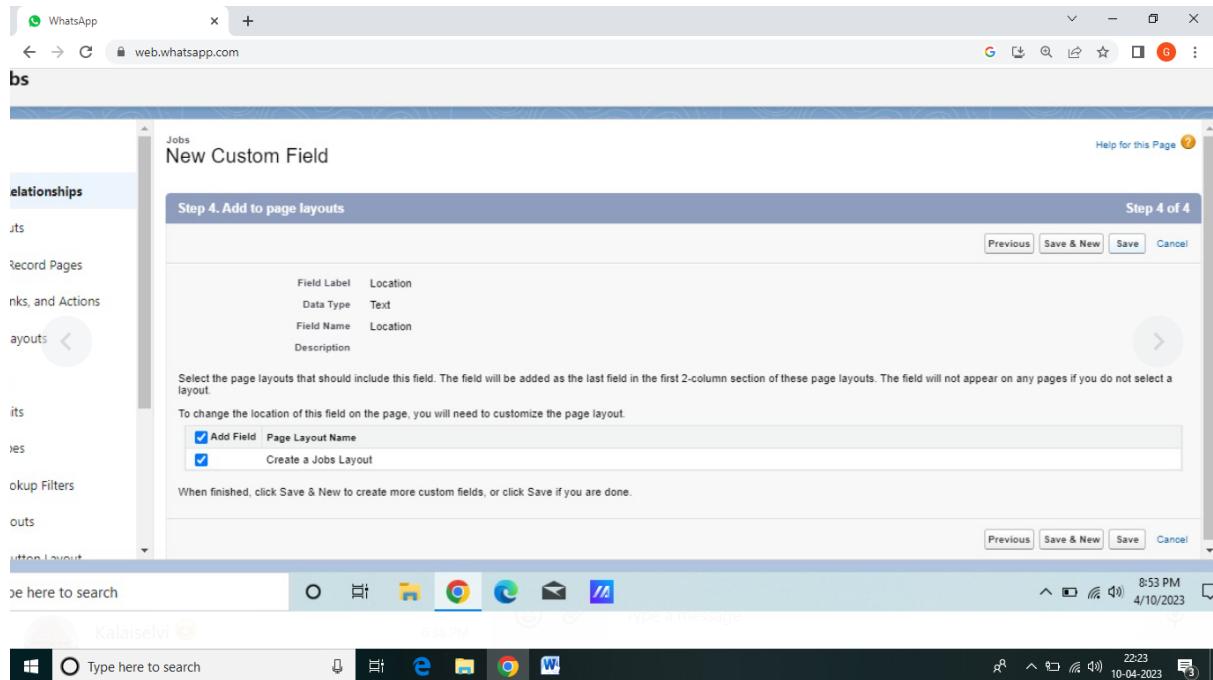
Create a new custom field:

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 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 click next
5. Enter the Field Label and field name click next
6. Click next and save.



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. They are typically located at the top of the screen and can be customized to fit the needs of the organization.

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.

Tab Style Selector - Google Chrome

Address: mvmmuthiahgovernmentartsco35-dev-ed.develop.my.salesforce.com/_ui/common/html/pages/MotifPicker?id=p2

Tab Style Selector

Create your own style

Hide styles which are used on other tabs

Airplane	Alarm clock	Apple	Balls
Bank	Bell	Big top	Beat
Books	Bottle	Box	Bridge
Building	Building Block	Caduceus	Camera[1]
Can	Car	Castle	CD/DVD
Cell phone[1]	Chalkboard	Chess piece	Chip
Circle	Compass	Computer[2]	Credit card
CRT TV	Cup	Desk	Diamond[1]
Dice	Factory	Fan[1]	Flag
Form	Gears	Globe	Guitar
Hammer	Hands	Handsaw	Headset
Heart	Helicopter	Hexagon	Highway Sign
Hot Air Balloon	Insect	IP Phone[1]	Jewel
Keys	Laptop[1]	Leaf	Lightning[1]

Splash Page Custom Link: None

Description: Enter a short description.

Next Cancel

Help for this Page

Step 1 of 3

Type here to search

(1) WhatsApp Tabs | Salesforce +

mvmmuthiahgovernmentartsco35-dev-ed.develop.lightning.force.com/lightning/setup/CustomTabs/page?address=%2Fsetup%2Fui%2FobjectCustomTabWizard

Setup Home Object Manager

Search Setup

Tabs

New Custom Object Tab

Step 1. Enter the Details

Choose the custom object for this new custom tab. Fill in other details.

Step 1 of 3

Select an existing custom object or [create a new custom object now](#).

Object: Recruiters

Tab Style: Airplane

(Optional) Choose a Home Page Custom Link to show as a splash page the first time your users click on this tab.

Splash Page Custom Link: None

Description: Enter a short description.

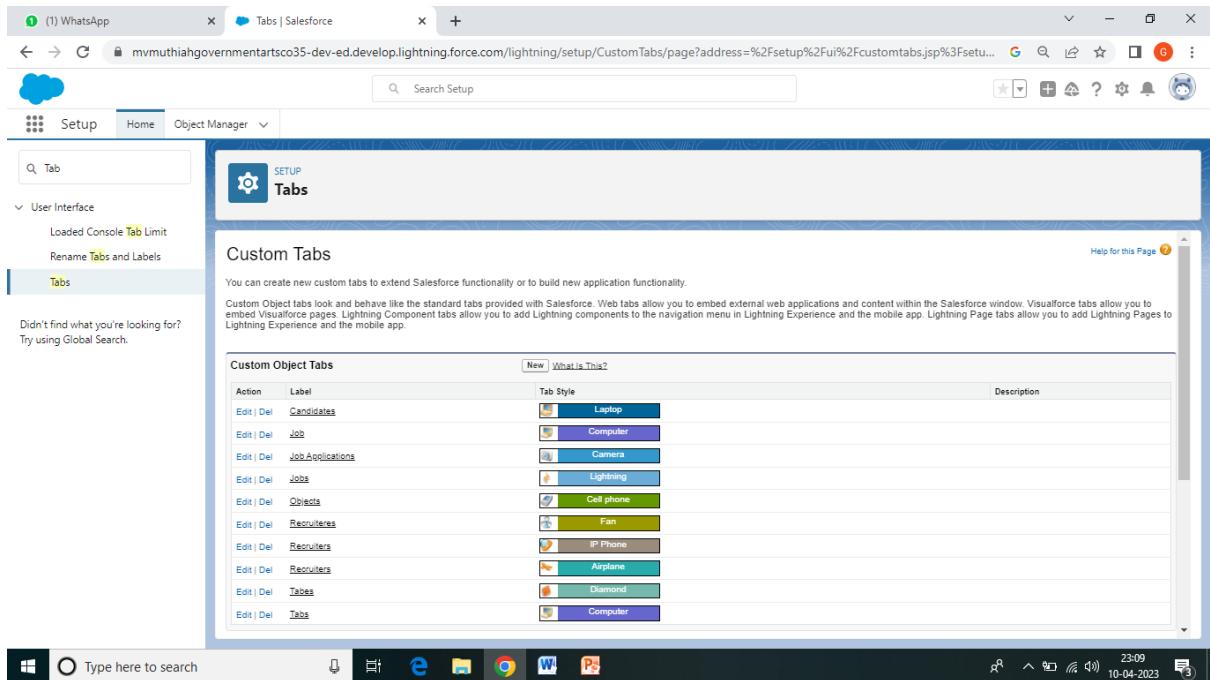
Next Cancel

Help for this Page

Step 1 of 3

Type here to search

23:08 10-04-2023



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. A profile can be assigned to many users, but user can be assigned single profile at a time.

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.

The screenshot shows the Salesforce Setup interface under the Profiles section. A search bar at the top left contains the text 'profile'. The main content area displays the 'Recruiter' profile details. The profile name is 'Recruiter', and it is a 'Custom Profile' (indicated by a checked checkbox). The 'User License' is set to 'Salesforce'. The 'Description' field is empty. The 'Created By' field shows 'Gunavathi_C' with a timestamp of '26/03/2023, 10:10 am'. The 'Modified By' field also shows 'Gunavathi_C' with the same timestamp. Below this, the 'Page Layouts' section lists various standard object layouts for different record types like Global, Email Application, Home Page Layout, etc., along with their corresponding global layouts and assignment links. The bottom of the screen shows the Windows taskbar with the date '26-03-2023' and time '10:09'.

The screenshot shows the Salesforce Setup interface under the Profiles section. A search bar at the top left contains the text 'profile'. The main content area displays the 'Sales Manager' profile details. The profile name is 'Sales Manager', and it is a 'Custom Profile' (indicated by a checked checkbox). The 'User License' is set to 'Salesforce'. The 'Description' field is empty. The 'Created By' field shows 'Gunavathi_C' with a timestamp of '26/03/2023, 10:14 am'. The 'Modified By' field also shows 'Gunavathi_C' with the same timestamp. Below this, the 'Page Layouts' section lists various standard object layouts for different record types like Global, Email Application, Home Page Layout, etc., along with their corresponding global layouts and assignment links. The bottom of the screen shows the Windows taskbar with the date '26-03-2023' and time '10:11'.

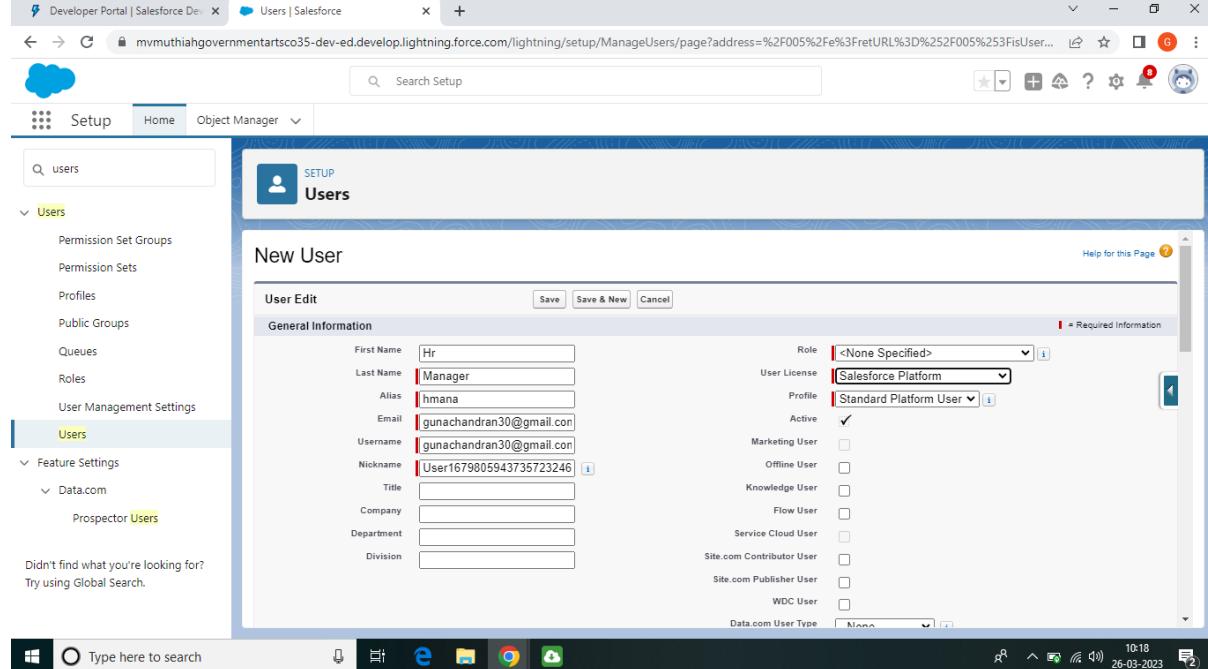
USERS

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. The user account identifies the user, and the user account settings determine what features and records the user can access.

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.



The screenshot shows the Salesforce Setup interface with the 'Users' tab selected. On the left, the 'User Management Settings' section is expanded, showing various user-related options like 'Permission Set Groups', 'Profiles', and 'Public Groups'. The 'Users' section is also expanded, showing 'Feature Settings', 'Data.com', 'Prospector Users', and 'User Interface' sections. In the center, the 'User Detail' section for 'Hr Manager' is displayed. The user's details include Name (Hr Manager), Alias (hmana), Email (gunachandran30@gmail.com), Username (gunachandran30hmana@gmail.com), Nickname (User16798053319684076972), Title (null), Company (null), Department (null), Division (null), Address (null), Time Zone (GMT+05:30) India Standard Time (Asia/Kolkata), Locale (English (India)), Language (English), Delegated Approver (null), Role (Salesforce Platform), User License (Salesforce Platform), Profile (Standard Platform User), and Active status (checked). Buttons for 'Edit', 'Sharing', 'Reset Password', and 'Freeze' are at the top right of the detail section.

This screenshot is nearly identical to the one above, showing the 'User Manager' settings for a different user, 'Ganesh Gelli'. The user's details are: Name (Ganesh Gelli), Alias (ggell), Email (gunachandran30@gmail.com), Username (gunachandran30ggell@gmail.com), Nickname (User1679805433264074100), Title (null), Company (null), Department (null), Division (null), Address (null), Time Zone (GMT+05:30) India Standard Time (Asia/Kolkata), Locale (English (India)), Language (English), Delegated Approver (null), Role (Salesforce), User License (Salesforce), Profile (Sales Manager), and Active status (checked). The rest of the interface, including the sidebar and system navigation, is identical to the first screenshot.

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.

Developer Portal | Salesforce Dev Sharing Settings | Salesforce

mvmuthiahgovernmentartsco35-dev-ed.develop.lightning.force.com/lightning/setup/SecuritySharing/page?address=%2Fp%2Fown%2FORgSharingDetail%3Fsetupid%3...

Search Setup

Setup Home Object Manager

sharing

Security Sharing Settings

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

Manage sharing settings for: Candidate

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 recalculati...

Help for this Page

Disable External Sharing Model

Default Sharing Settings

Organization-Wide Defaults

Object	Default Internal Access	Default External Access	Grant Access Using Hierarchies
Candidate	Public Read/Write	Private	<input checked="" type="checkbox"/>

Other Settings

Manager Groups [i](#)

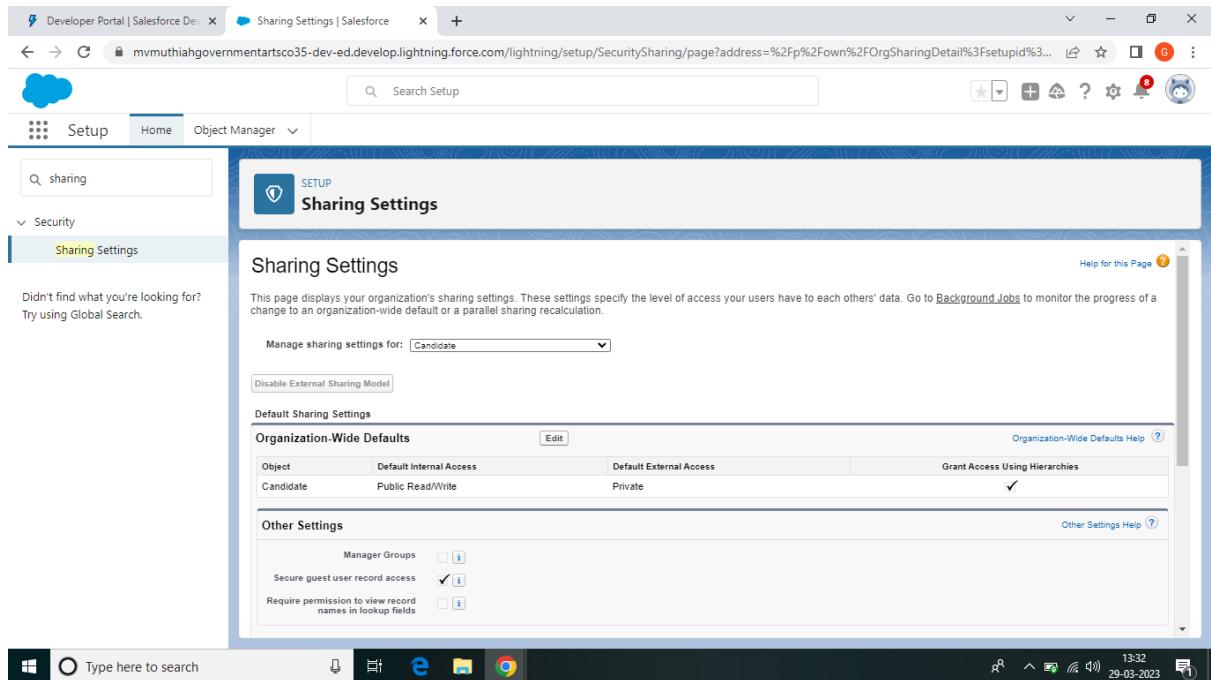
Secure guest user record access [i](#)

Require permission to view record names in lookup fields [i](#)

Other Settings Help

Type here to search

13:32 29-03-2023



Photos - Screenshot (37).png (1) WhatsApp Sharing Settings | Salesforce

mvmuthiahgovernmentartsco35-dev-ed.develop.lightning.force.com/lightning/setup/SecuritySharing/h...

Search Setup

Setup Home Object Manager

Sharing

Security Sharing Settings

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

access

Require permission to view record names in lookup fields

Sharing Rules

Candidate Sharing Rules

Action	Criteria	Shared With	Access Level
Edit Del	Candidate: Candidate Name EQUALS true	Role: Marketing Team	ReadWrite

Candidate Sharing Rules Help

Sharing Overrides

Profiles That Override Candidate Sharing

Organization-wide permissions affect all objects in the organization. Object permissions affect only the given object.

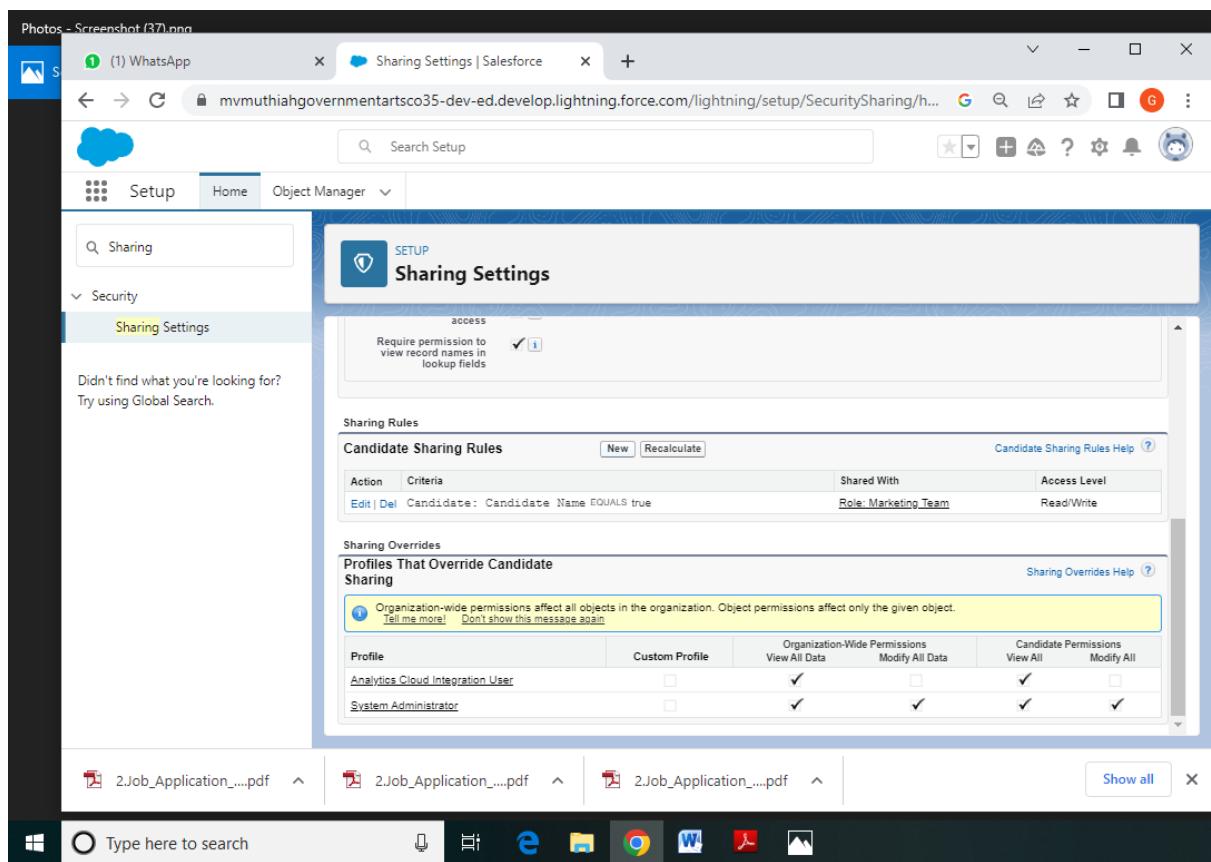
Tell me more! Don't show this message again

Profile	Custom Profile	Organization-Wide Permissions	Candidate Permissions
Analytics Cloud Integration User	<input type="checkbox"/>	<input checked="" type="checkbox"/> View All Data <input type="checkbox"/> Modify All Data	<input checked="" type="checkbox"/> View All <input type="checkbox"/> Modify All
System Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/> View All Data <input checked="" type="checkbox"/> Modify All Data	<input checked="" type="checkbox"/> View All <input checked="" type="checkbox"/> Modify All

Show all

2.Job_Application....pdf 2.Job_Application....pdf 2.Job_Application....pdf

Type here to search



Screenshot of the Salesforce Sharing Settings page:

Step 1: Rule Name

- Label: candidate
- Rule Name: candidate
- Description: (empty)

Step 2: Select your rule type

Rule Type: Based on criteria Based on record owner

Step 3: Select which records to be shared

Criteria:

Field	Operator	Value
Candidate Name	equals	true
--None--	--None--	

Additional Options: Include records owned by users who can't have an assigned role

Step 4: Select the users to share with

Share with: Roles

Step 5: Select the level of access for the users

Access Level:

Buttons: Save, Cancel

Screenshot of the Salesforce Sharing Settings page (continued):

Step 3: Select which records to be shared

Criteria:

Field	Operator	Value
Candidate Name	equals	true
--None--	--None--	

Additional Options: Include records owned by users who can't have an assigned role

Step 4: Select the users to share with

Share with: Roles

Step 5: Select the level of access for the users

Access Level:

Buttons: Save, Cancel

Screenshot of the Salesforce Sharing Settings page for Job Application.

The page displays sharing settings for the Job Application object. Under "Organization-Wide Defaults", the "Default Internal Access" is set to "Public Read/Write" and "Default External Access" is set to "Private". The "Grant Access Using Hierarchies" checkbox is checked.

Under "Other Settings", the following checkboxes are checked:

- Manager Groups
- Secure guest user record access
- Require permission to view record names in lookup fields

At the bottom, there is a "Sharing Rules" section for "Job Application Sharing Rules". It shows one rule: "Action: Job Application; Criteria: Job Application: Job Application Object Name EQUALS true; Shared With: Role: Marketing Team; Access Level: Read/Write".

The browser taskbar shows three open tabs, each titled "2.Job_Application_...pdf". The system status bar at the bottom right indicates the date as 10-04-2023 and the time as 20:20.

Screenshot of the Salesforce Sharing Settings page for Job Application.

The page displays sharing settings for the Job Application object. Under "Organization-Wide Defaults", the "Default Internal Access" is set to "Public Read/Write" and "Default External Access" is set to "Private". The "Grant Access Using Hierarchies" checkbox is checked.

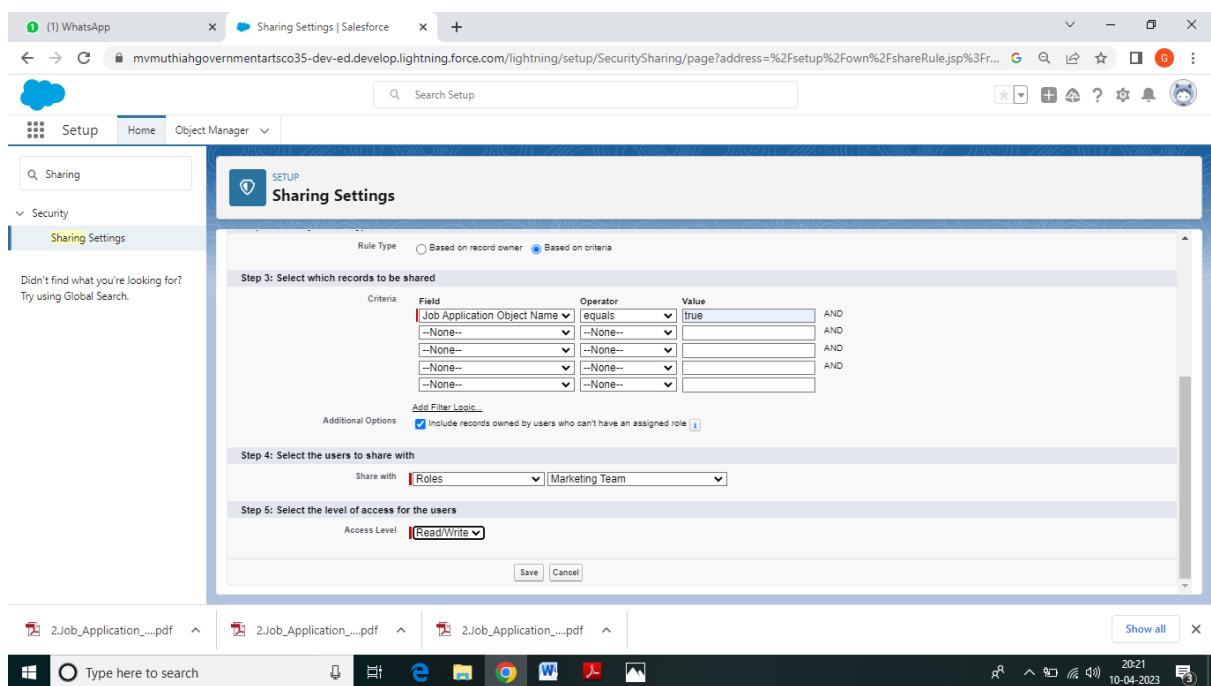
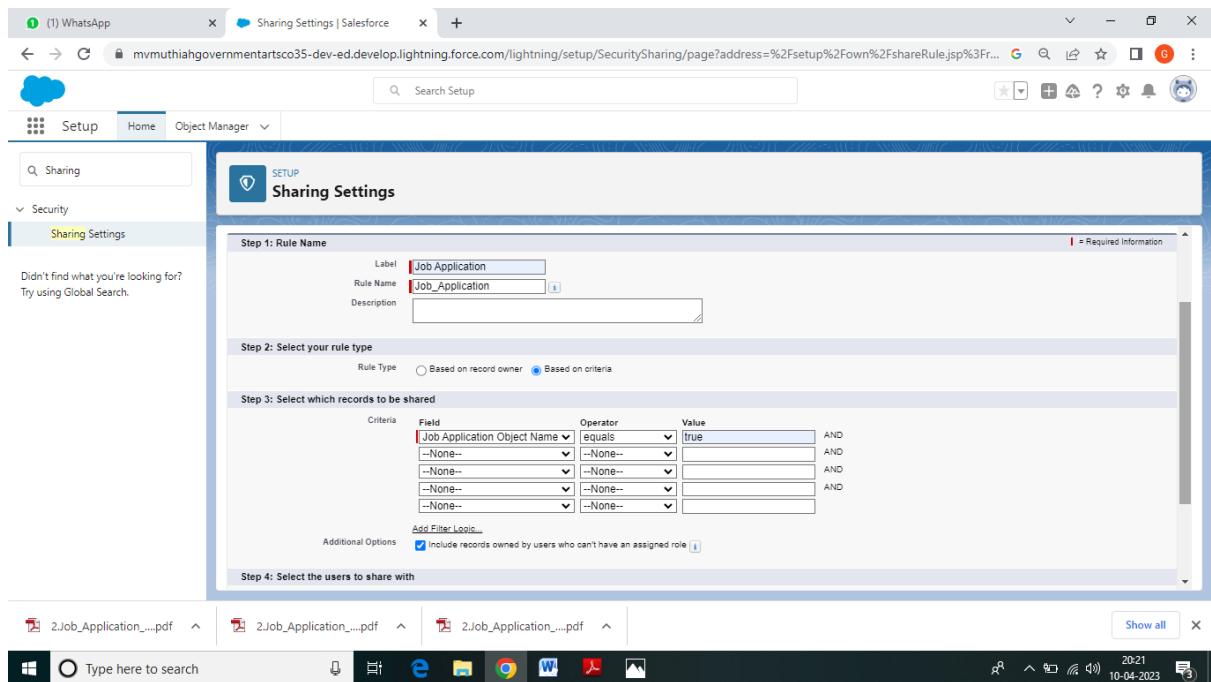
Under "Other Settings", the following checkboxes are checked:

- Manager Groups
- Secure guest user record access
- Require permission to view record names in lookup fields

Under "Sharing Rules", there is a table for "Job Application Sharing Rules". It shows one rule: "Action: Job Application; Criteria: Job Application: Job Application Object Name EQUALS true; Shared With: Role: Marketing Team; Access Level: Read/Write".

Under "Sharing Overrides", there is a table for "Profiles That Override Job Application Sharing". It shows two profiles: "Analytics Cloud Integration User" and "System Administrator". Both profiles have "View All Data" and "Modify All Data" checked under "Organization-Wide Permissions", and "View All" and "Modify All" checked under "Job Application Permissions".

The browser taskbar shows three open tabs, each titled "2.Job_Application_...pdf". The system status bar at the bottom right indicates the date as 10-04-2023 and the time as 20:20.



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.

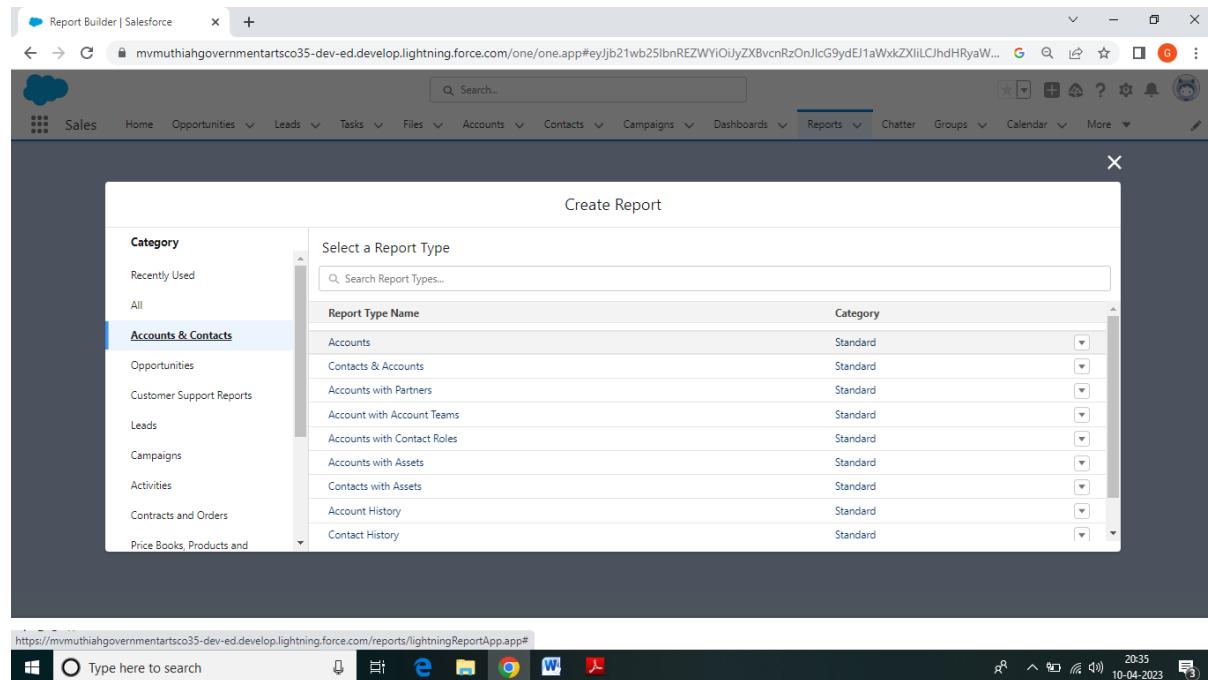
Create a report:

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.



Report Builder | Salesforce

mvmuthiahgovernmentartsco35-dev-ed.develop.lightning.force.com/one/one.app#eyJhb21wb25lbnREZWYiOjyZXvcrRzOnJcG9ydE1aWxkZXIiLCJhdHRyaW...

Sales Home Opportunities Leads Tasks Files Accounts Contacts Campaigns Dashboards Reports Chatter Groups Calendar More

Create Report

Category

- Recently Used
- All
- Accounts & Contacts**
 - Opportunities
 - Customer Support Reports
 - Leads
 - Campaigns
 - Activities
 - Contracts and Orders
 - Price Books, Products and

Select a Report Type

Search Report Types...

Report Type Name	Category
Accounts	Standard
Contacts & Accounts	Standard
Accounts with Partners	Standard
Account with Account Teams	Standard
Accounts with Contact Roles	Standard
Accounts with Assets	Standard
Contacts with Assets	Standard
Account History	Standard
Contact History	Standard

Details

Accounts Standard Report Type

Start Report

Created By You

New Accounts Report Last Used 4/3/2023

Created By Others

No Reports Yet

To Do List

Type here to search

20:36 10-04-2023

Report Builder | Salesforce

mvmuthiahgovernmentartsco35-dev-ed.develop.lightning.force.com/one/one.app#eyJhb21wb25lbnREZWYiOjyZXvcrRzOnJcG9ydE1aWxkZXIiLCJhdHRyaW...

Sales Home Opportunities Leads Tasks Files Accounts Contacts Campaigns Dashboards Reports Chatter Groups Calendar More

REPORT New Accounts Report Accounts

Fields

Groups

- GROUP ROWS
 - Add group...
- Rating

Columns

- Add column...

Last Activity

Billing State/Province

Type

Last Modified Date

Outline

Previewing a limited number of records. Run the report to see everything.

Rating	Account Name	Burlington Textiles Corp of America	Dickinson plc	Edge Communications	Express Logistics and Transport	GenePoint	Grand Hotels & Resorts Ltd	Pyramid Construction Inc	Sample A
-	Record Count	0	1	0	0	0	0	0	1
Hot	Record Count	0	0	1	0	0	0	0	0
Warm	Record Count	1	0	0	0	0	1	0	0
Cold	Record Count	0	0	0	1	1	0	0	0
Total	Record Count	1	1	1	1	1	1	1	1

Update Preview Automatically

Details (13 Rows)

Click an intersection in the table above to filter details.

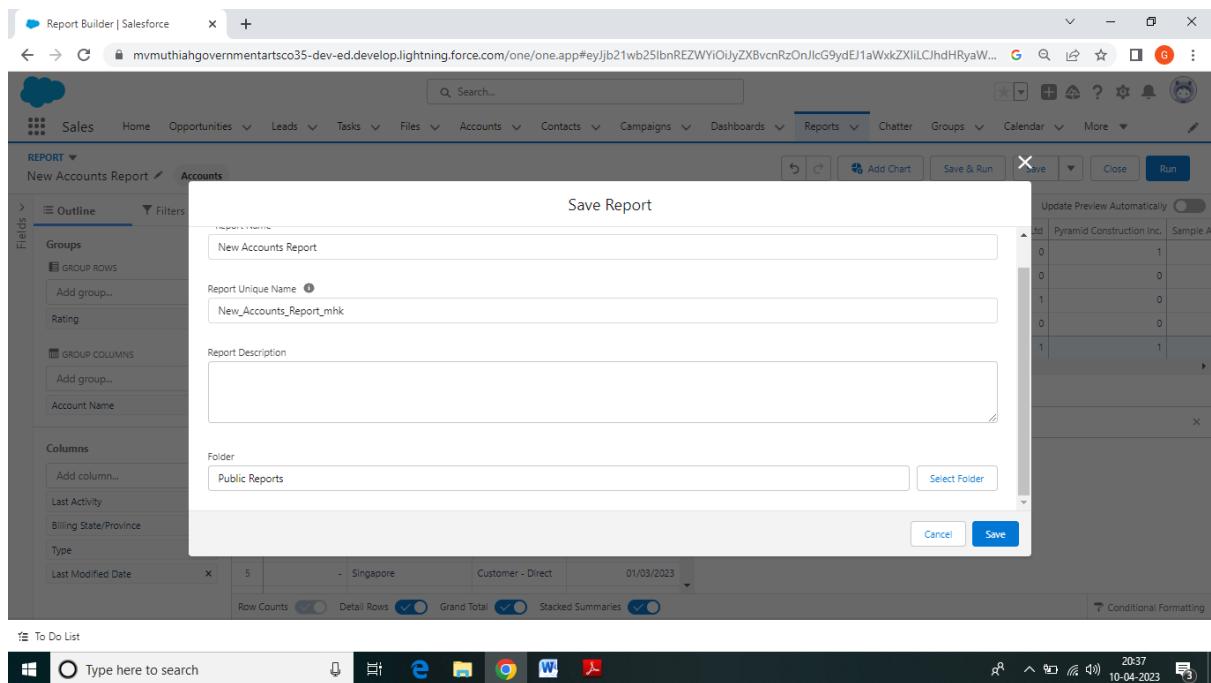
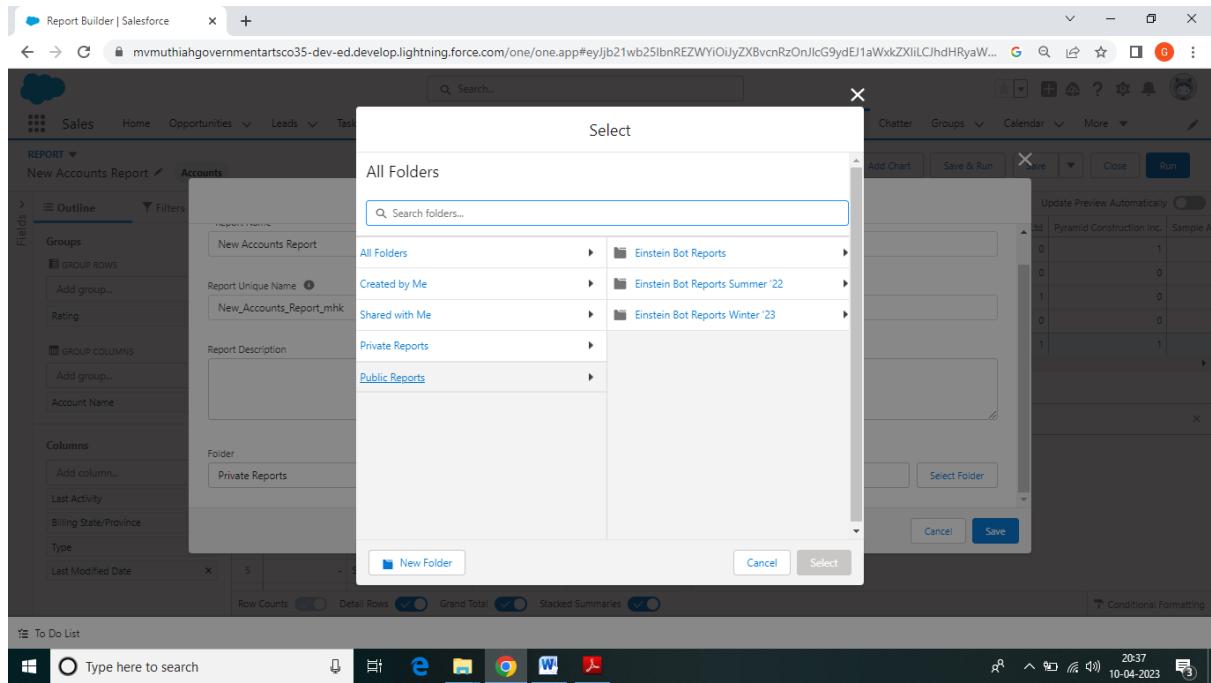
Last Activity	Billing State/Province	Type	Last Modified Date
1 - KS	Customer - Channel	01/03/2023	
2 - -	Customer - Channel	01/03/2023	
3 - -	-	01/03/2023	
4 - CA	-	01/03/2023	
5 - Singapore	Customer - Direct	01/03/2023	

Row Counts Detail Rows Grand Total Stacked Summaries Conditional Formatting

To Do List

Type here to search

20:37 10-04-2023



New Accounts Report | Salesforce

mvmuthiahgovernmentartsco35-dev-ed.develop.lightning.force.com/lightning/r/Report/00O2w00000DTahOEAT/view

Sales Home Opportunities Leads Tasks Files Accounts Contacts Campaigns Dashboards Reports Chatter Groups Calendar More

Report: Accounts
New Accounts Report

Total Records 13

Rating	Account Name	Burlington Textiles Corp of America	Dickenson plc	Edge Communications	Express Logistics and Transport	GenePoint	Grand Hotels & Resorts Ltd	Pyramid Construction Inc.	Sample Account for Entitlements	sForce	United C
□ -	Record Count	0	1	0	0	0	0	1	1	1	1
□ Hot	Record Count	0	0	1	0	0	0	0	0	0	0
□ Warm	Record Count	1	0	0	0	0	1	0	0	0	0
□ Cold	Record Count	0	0	0	1	1	0	0	0	0	0
Total	Record Count	1	1	1	1	1	1	1	1	1	1

Details (13 Rows) Click an intersection in the table above to filter details.

Last Activity	Billing State/Province	Type	Last Modified Date
1	- KS	Customer - Channel	01/03/2023
2	- -	Customer - Channel	01/03/2023
3	- -	-	01/03/2023
4	- CA	-	01/03/2023
5	- Singapore	Customer - Direct	01/03/2023

Row Counts Detail Rows Grand Total Stacked Summaries

To Do List

Windows Taskbar: Type here to search, Edge, File Explorer, Google Chrome, Word, Powerpoint, 20:38 10-04-2023

Home | Salesforce

mvmuthiahgovernmentartsco35-dev-ed.develop.lightning.force.com/lightning/r/Report/00O2w00000DT0RNEA1/view

Sales Home Opportunities Leads Tasks Files Accounts Contacts Campaigns Dashboards Reports Chatter Groups Job Applications More

Report: Candidates
New Candidates Report

Total Records 4

Candidate: Candidate Name	Candidate: Owner Name	Candidate: Created Date	Candidate: Last Modified Date
1 Abinaya	Gunavathi C	31/03/2023	31/03/2023
2 Saraswathi	Gunavathi C	31/03/2023	31/03/2023
3 Krishna	Gunavathi C	31/03/2023	31/03/2023
4 Swathi	Gunavathi C	31/03/2023	31/03/2023

To Do List

Windows Taskbar: Type here to search, Edge, File Explorer, Google Chrome, 14:16 31-03-2023

Home | Salesforce Reports | Salesforce

mvmuthiahgovernmentartsco35-dev-ed.lightning.force.com/lightning/o/Report/home?queryScope=mru

Sales Home Opportunities Leads Tasks Files Accounts Contacts Campaigns Dashboards Reports Chatter Groups Job Applications More

Reports Recent 2 items

REPORTS

Recent

Report Name	Description	Folder	Created By	Created On	Subscribed
New Candidates Report		Public Reports	Gunavathi C	31/3/2023, 2:19 pm	
New Accounts Report		Private Reports	Gunavathi C	29/3/2023, 2:10 pm	

Created by Me
Private Reports
Public Reports
All Reports

FOLDERS

All Folders
Created by Me
Shared with Me

FAVORITES

All Favorites

To Do List

Type here to search

14:16 31-03-2023

New Job Applications Report | Sales

mvmuthiahgovernmentartsco35-dev-ed.lightning.force.com/lightning/r/Report/00O2w00000DT9ieEAD/view

Sales Home Opportunities Leads Tasks Files Accounts Contacts Campaigns Dashboards Reports Chatter Groups Calendar More

Report: Job Applications
New Job Applications Report

Total Records 4

	Job Application: Job Application Object Name	Job Application: Owner Name	Job Application: Created Date	Job Application: Last Modified Date	Job Application: Last Modified Alias	Job Application: ID
1	chandran	Gunavathi C	31/03/2023	31/03/2023	GC	a052w00000EYpNA
2	soundharya	Gunavathi C	31/03/2023	31/03/2023	GC	a052w00000EYpNS
3	Yuvathi	Gunavathi C	31/03/2023	31/03/2023	GC	a052w00000EYpN6
4	Burno	Gunavathi C	31/03/2023	31/03/2023	GC	a052w00000EYpNF

To Do List

Type here to search

07:46 03-04-2023

Report Builder | Salesforce

mvmuthiahgovernmentartsco35-dev-ed.develop.lightning.force.com/one/one.app#eyJjb21wb25lbnREZWYiOiJyZXVcnRzOnJlcG9ydE1aWxkZXIiLCJhdHRyaW...

Sales Home Opportunities Leads Tasks Files Accounts Contacts Campaigns Dashboards Reports Chatter Groups Jobs More

REPORT New Jobs Report Jobs

Fields > Outline Filters 1 Previewing a limited number of records. Run the report to see everything.

Groups

GROUP ROWS Add group...

Columns Add column...

Job: Job Name Job: Owner Alias Job: Owner Name Job: Last Modified Date Job: Last Modified Alias Job: Created Alias

	Job: Job Name	Job: Owner Alias	Job: Owner Name	Job: Last Modified Date	Job: Last Modified Alias	Job: Created Alias
1	rubha	GC	Gunavathi C	03/04/2023	GC	GC
2	Loshini	GC	Gunavathi C	03/04/2023	GC	GC
3	Gunavathi	GC	Gunavathi C	03/04/2023	GC	GC
4	Bharathi	GC	Gunavathi C	03/04/2023	GC	GC

Update Preview Automatically

To Do List

Type here to search

08:12 03-04-2023

New Jobs Report | Salesforce

mvmuthiahgovernmentartsco35-dev-ed.develop.lightning.force.com/lightning/r/Report/00O2w00000DT9jhEAD/view

Sales Home Opportunities Leads Tasks Files Accounts Contacts Campaigns Dashboards Reports Chatter Groups Jobs More

Report: Jobs
New Jobs Report

Total Records 4

Job: Job Name Job: Owner Alias Job: Owner Name Job: Last Modified Date Job: Last Modified Alias Job: Created Alias

	Job: Job Name	Job: Owner Alias	Job: Owner Name	Job: Last Modified Date	Job: Last Modified Alias	Job: Created Alias
1	rubha	GC	Gunavathi C	03/04/2023	GC	GC
2	Loshini	GC	Gunavathi C	03/04/2023	GC	GC
3	Gunavathi	GC	Gunavathi C	03/04/2023	GC	GC
4	Bharathi	GC	Gunavathi C	03/04/2023	GC	GC

To Do List

Type here to search

08:12 03-04-2023

The screenshot shows the Salesforce Reports page. The left sidebar has sections for Reports, Recent (4 items), and categories like Created by Me, Private Reports, Public Reports, All Reports, Folders, All Folders, and Favorites. The main area displays a table of recent reports with columns: Report Name, Description, Folder, Created By, Created On, and Subscribed. The table contains four rows of data:

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	New Jobs Report		Public Reports	Gunavathi C	3/4/2023, 8:15 am	
	New Accounts Report		Public Reports	Gunavathi C	3/4/2023, 7:55 am	
	New Job Applications Report		Public Reports	Gunavathi C	3/4/2023, 7:49 am	
	New Candidates Report		Public Reports	Gunavathi C	31/3/2023, 2:19 pm	

3. TRAILHEAD PROFILE PUBLIC URL

Team Leader : GUNAVATHI. C- <https://trailblazer.me/id/guna30>

Team Member 1 : CLARIDA MERLIN .D

Team Member 2 : DURGADEVI .S

Team Member 3 : GOKULAPRIYA .P

5. ADVANTAGES & DISADVANTAGES

Advantages

- The Biggest Applicant Tracking system Advantages is Streamlined Hiring process.
- Improved Quality of Hire is another advantages of ATS.

- Better Candidate Experience is one of the top benefits of applicant tracking system.
- Strong employer brand is another advantage of an ATS.
- Collaborative hiring is another benefit of applicant tracking software.

Disadvantages

- A Disadvantage of ATS is missing qualified applicants due to wrong keyword selection.
- Automatic elimination of resumes that software cannot recognize and interpret is another drawback of ATS.
- An Application Tracking System Disadvantages is that they are open to manipulation.

6. APPLICATION

An ATS Creates opportunities to automate manual processes, increase visibility into the hiring cycle for the entire recruiting team, and increase opportunities for communication throughout the candidate journey. 78% of recruiters using an ATS report that it has improved the quality of the candidates they hire.

7. 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 chance that your process of moving applicants through different stages can become very difficult. This tool is very important for optimizing the hiring process with the help of artificial intelligence and technology.

8. FUTURE SCOPE

The world is moving into automation and AI. AI means artificial intelligence is rapidly changing the world of recruitment. AI powered applicant tracking system are screening resumes, identifying potential candidates, and even conducting initial interview. As AI Continues to evolve, it is likely that ATS software will become even more sophisticated. In the future, these systems

are expected to be more fully integrated with social media platforms like linkedin.