**JOB RECRUITMENT & HIRING MANAGEMENT SYSTEM**

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**Phase 4 Report: Process Automation (Admin)**

* **Validation Rules**:
  + We created one key validation rule on the **Application\_\_c** object. This rule prevents a user from saving a new application if the related **Candidate\_\_c** record's **Resume\_\_c** field is blank, ensuring that all applications have a resume before proceeding.
* **Workflow Rules**:
  + We did **not** use Workflow Rules. This was a deliberate choice to focus on **Salesforce Flow**, which is the modern and more powerful automation tool that Salesforce recommends over legacy Workflow Rules.
* **Process Builder**:
  + We did **not** use Process Builder. Similar to Workflow Rules, we chose to build all our record-triggered automation in **Salesforce Flow** to align with current best practices.
* **Approval Process**:
  + We implemented a formal, multi-step **Approval Process** on the **Job\_\_c** object. The process automatically triggers when a new job is created with a status of "Pending Approval." It locks the record and assigns an approval request to the user listed in the **Hiring\_Manager\_\_c** field, ensuring proper sign-off before a job becomes active.
* **Flow Builder**:
  + We utilized a **Record-Triggered Flow**. This flow was configured to run whenever an **Application\_\_c** record is updated to have a **Status\_\_c** of "Interview." Upon triggering, the flow automatically creates a new, related **Interview\_\_c** record, streamlining the transition between hiring stages. We did not build any Screen Flows, Scheduled Flows, or other Auto-launched Flows in this project.
* **Email Alerts**:
  + We implemented email alerts using **Batch Apex** in Phase 5, rather than using the declarative Email Alert action. Our batch job was configured to send a follow-up email to candidates whose applications were still in progress.
* **Field Updates**:
  + We used **Field Update** actions as part of our **Approval Process**. When a Job\_\_c record was approved, a field update changed its Status\_\_c field to "Approved." Similarly, when it was rejected, a field update changed the status to "Rejected."
* **Tasks**:
  + We did **not** use Task creation as an automated action in this project. While a flow could have been configured to create a follow-up task for a recruiter, we focused on other core automations like record creation and approvals.
* **Custom Notifications**:
  + We did **not** implement custom notifications (the bell icon 🔔). Our process relied on email alerts and the standard approval notification system.