Job Application Tracking System

Team Members:

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Objectives:
A Job Application Tracking System (ATS) is essential software for employers to efficiently handle the hiring process. It automates the collection, sorting, and management of job applications, allowing recruiters to easily review resumes, screen candidates, and schedule interviews. ATS streamlines the entire recruitment cycle, from posting job listings to final candidate selection, improving collaboration among hiring teams, and ensuring compliance with hiring regulations.

The primary objectives of a Job Application Tracking System (ATS) are to:

- **Streamline Hiring**: ATS software helps automate and simplify the recruitment process, making it easier to post job listings, collect and organize applications, and efficiently screen candidates.
- **Improve Candidate Management**: ATS systems centralize candidate information, making it easier to track their progress, communicate with them, and schedule interviews.
- **Enhance Collaboration**: ATS fosters better collaboration among hiring team members, enabling them to share feedback, evaluate candidates, and make informed decisions.
- **Ensure Compliance**: ATS helps employers comply with hiring regulations by maintaining a record of candidate data, ensuring fairness and transparency in the selection process.
- **Save Time and Resources**: By automating repetitive tasks, ATS reduces administrative burdens, allowing recruiters to focus on strategic activities and ultimately saving time and resources.
- **Enhance Reporting and Analytics:** ATS software provides valuable insights into recruitment metrics, enabling data-driven decision-making and continuous process improvement.

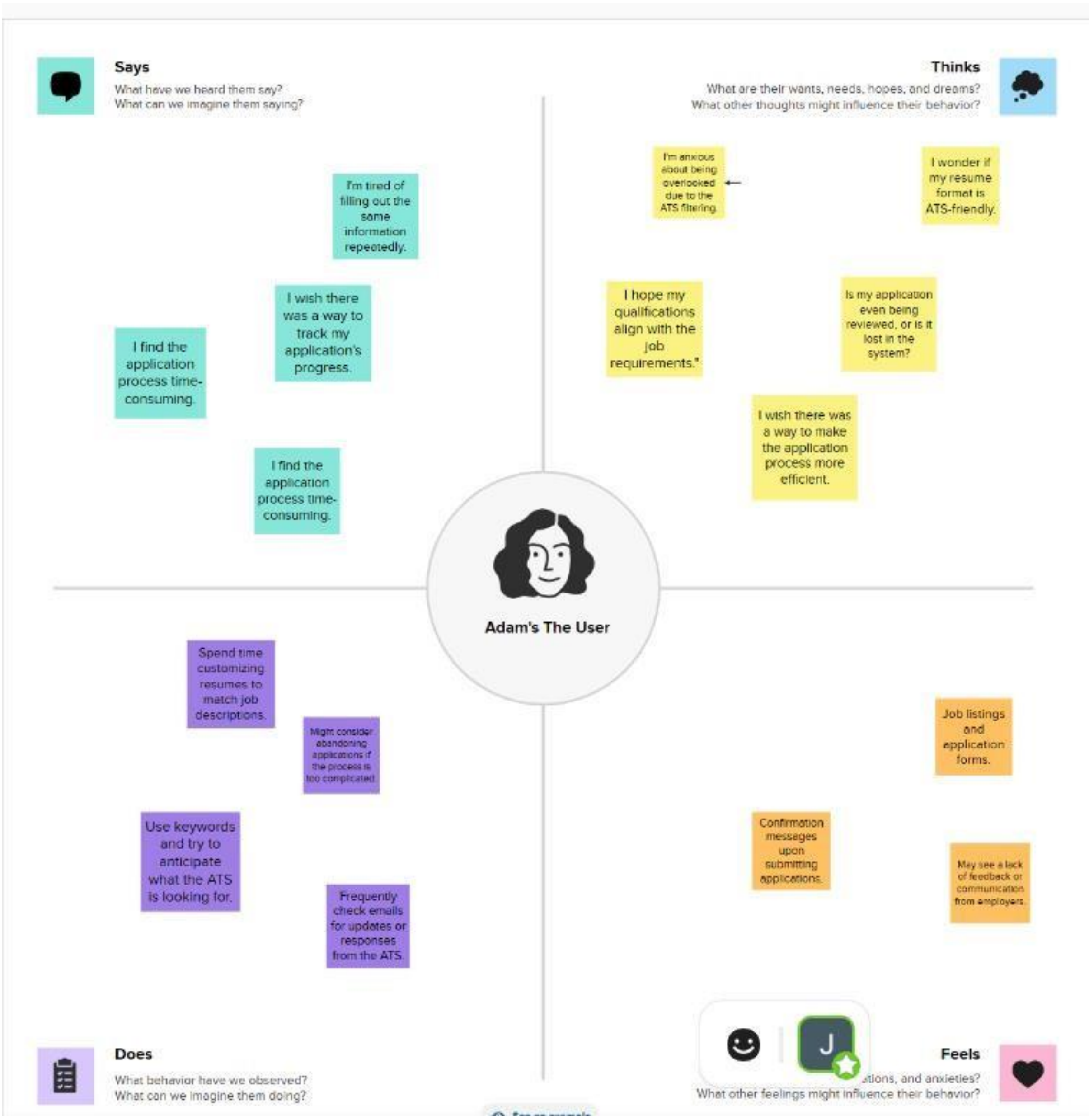
Steps in Job Application tracking system:

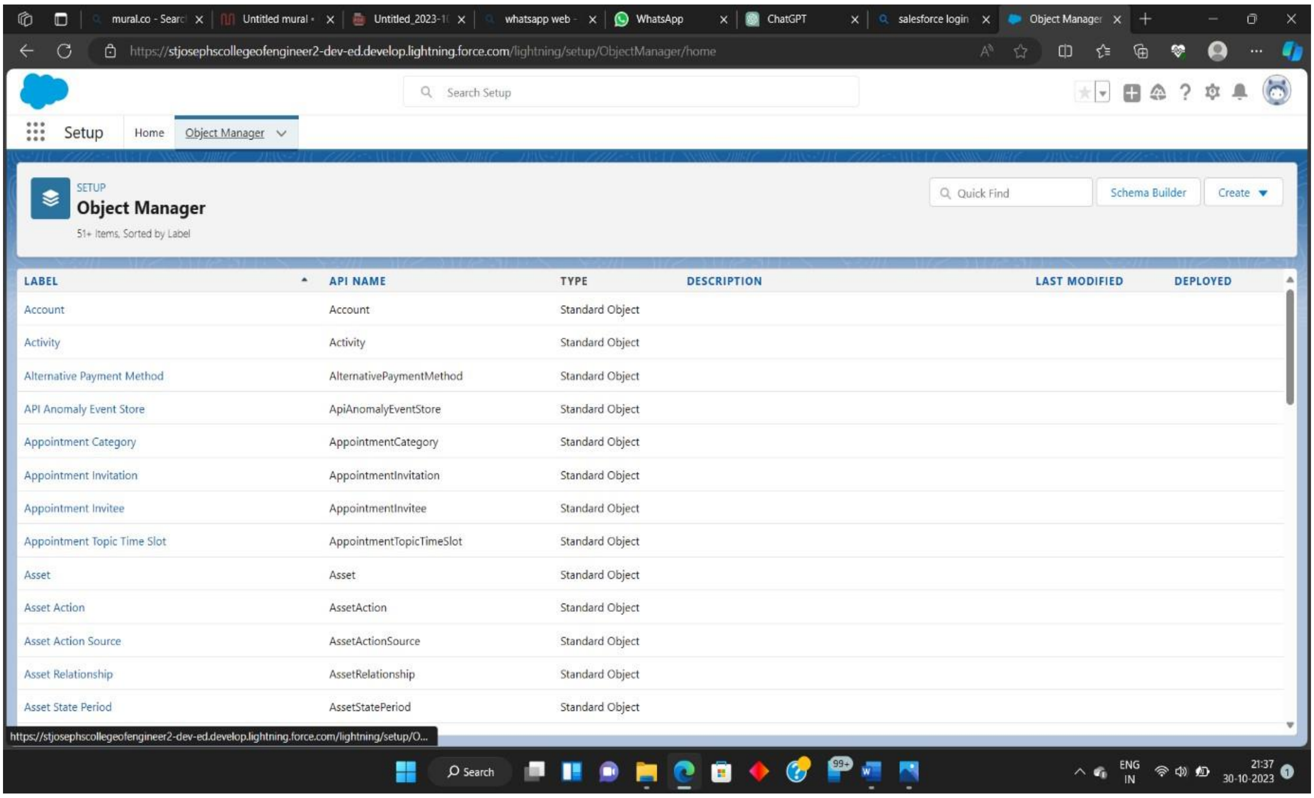
Step 1: **Create Reports and Dashboards**

Use your custom objects and fields to build custom reports and dashboards. This is typically done in the "Reports & Dashboards" section of Salesforce.

Empathy Map:

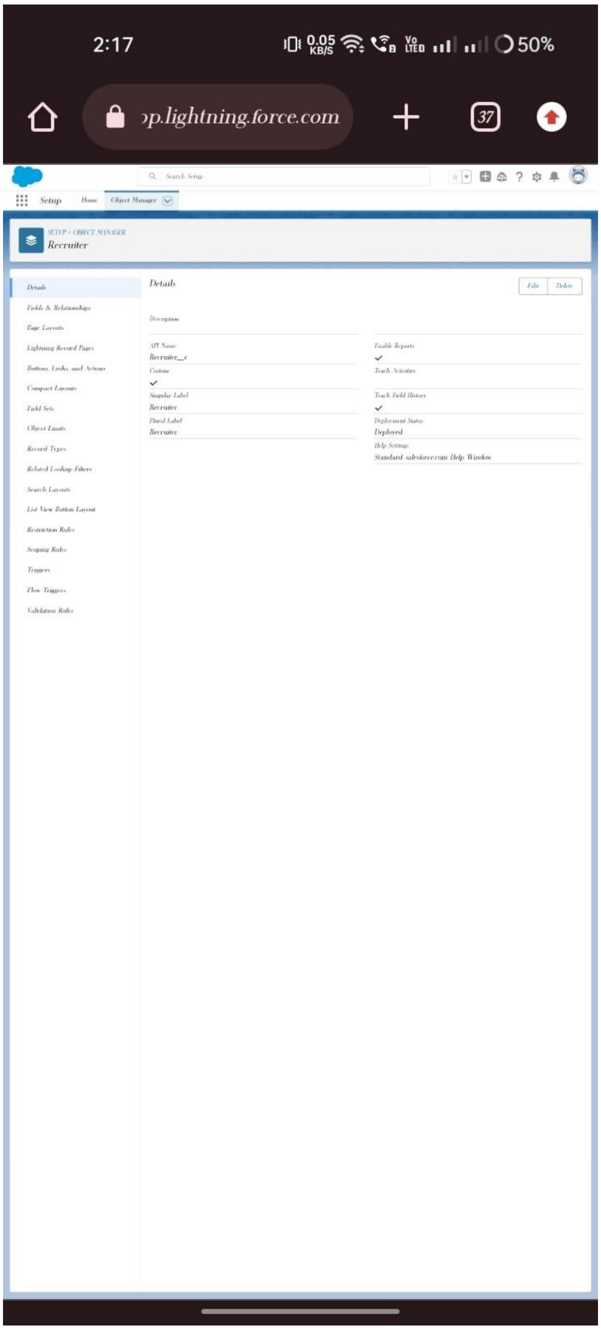
Using a empathy map we gain insights into the experiences and emotions of job applicants using your ATS. This understanding will help you make improvements to your system that enhance the applicant's journey and, in turn, improve the effectiveness of your hiring process.





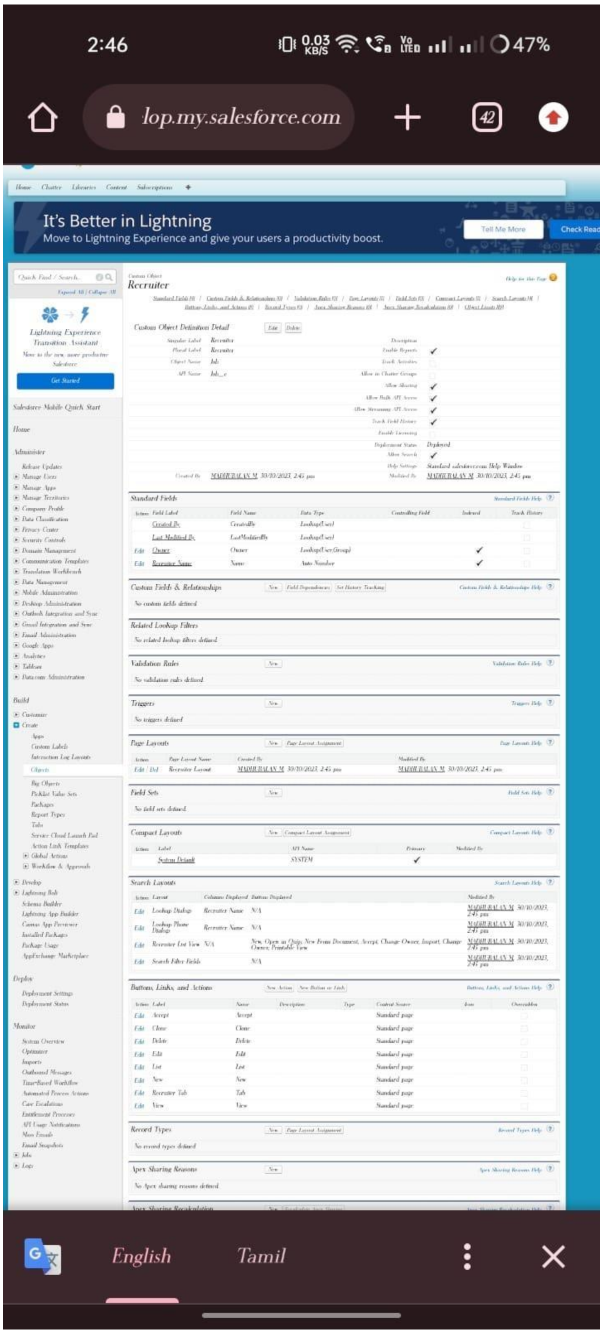
Step 2:**Create a Custom Object**

To create a new custom object, click on the "Create" button or link (the specific wording may vary depending on your Salesforce version). Follow the guided setup to define the object's name, plural label, record name, and other settings.



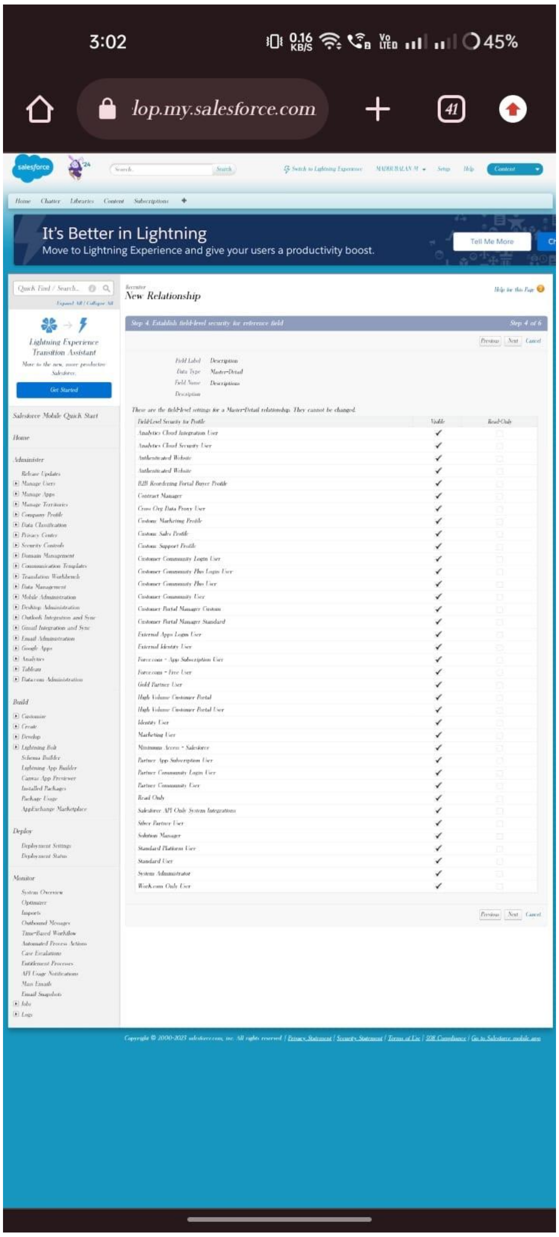
Step 3: **Defining Fields**

You can define custom fields within these objects, specifying data types (text, date, picklist, etc.), validation rules, and formulas. Fields capture the specific information you need to track for each object.



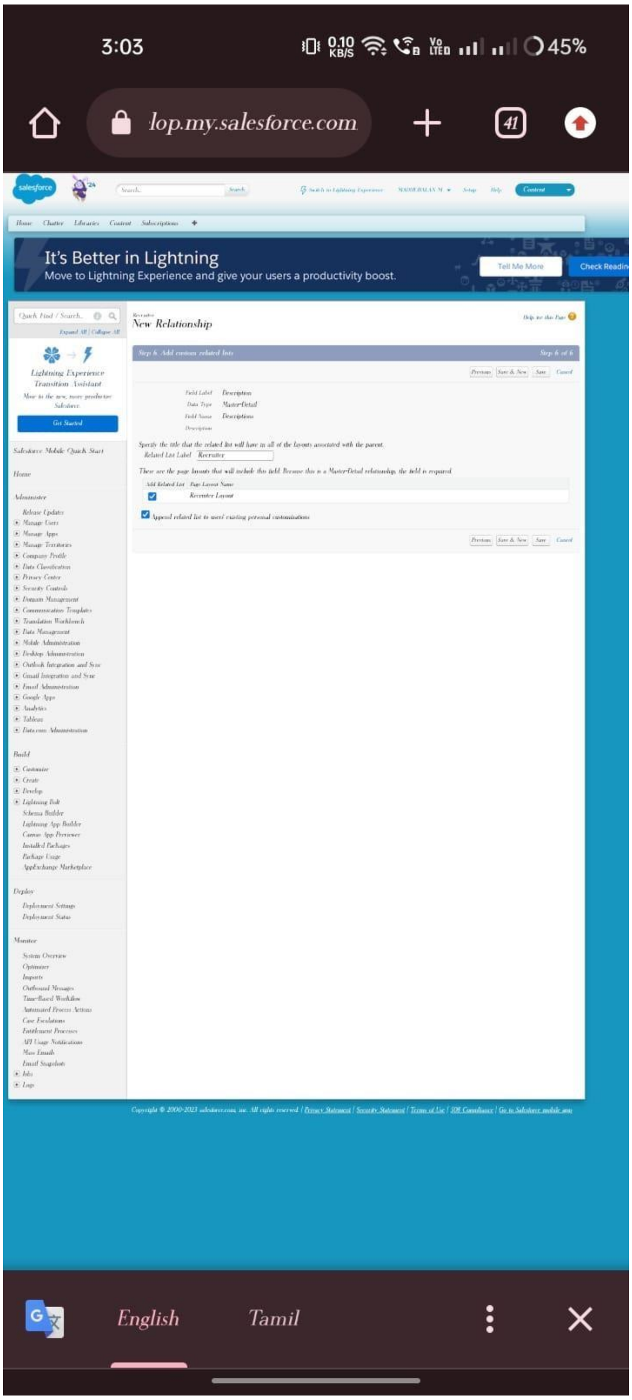
Step 4:**Configure Relationships**

To set up relationships between objects, go to "Fields & Relationships" and click on "New Relationship." Choose the type of relationship you want to establish (e.g., Master-Detail, Lookup), and follow the steps to configure it.



Step 5: **Customize Page Layouts**

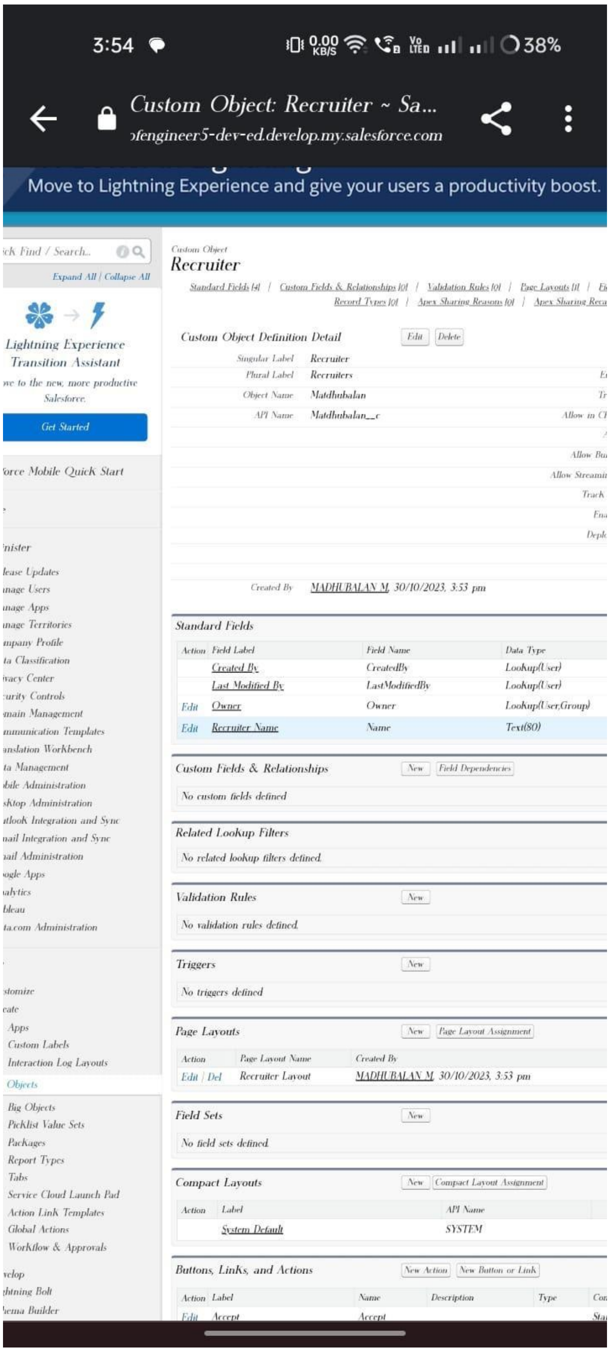
To customize the layout of your object's records, go to "Page Layouts" within the Object Manager. Create or edit page layouts to control the arrangement and visibility of fields.



Step 6: **Create a Custom Tab:**

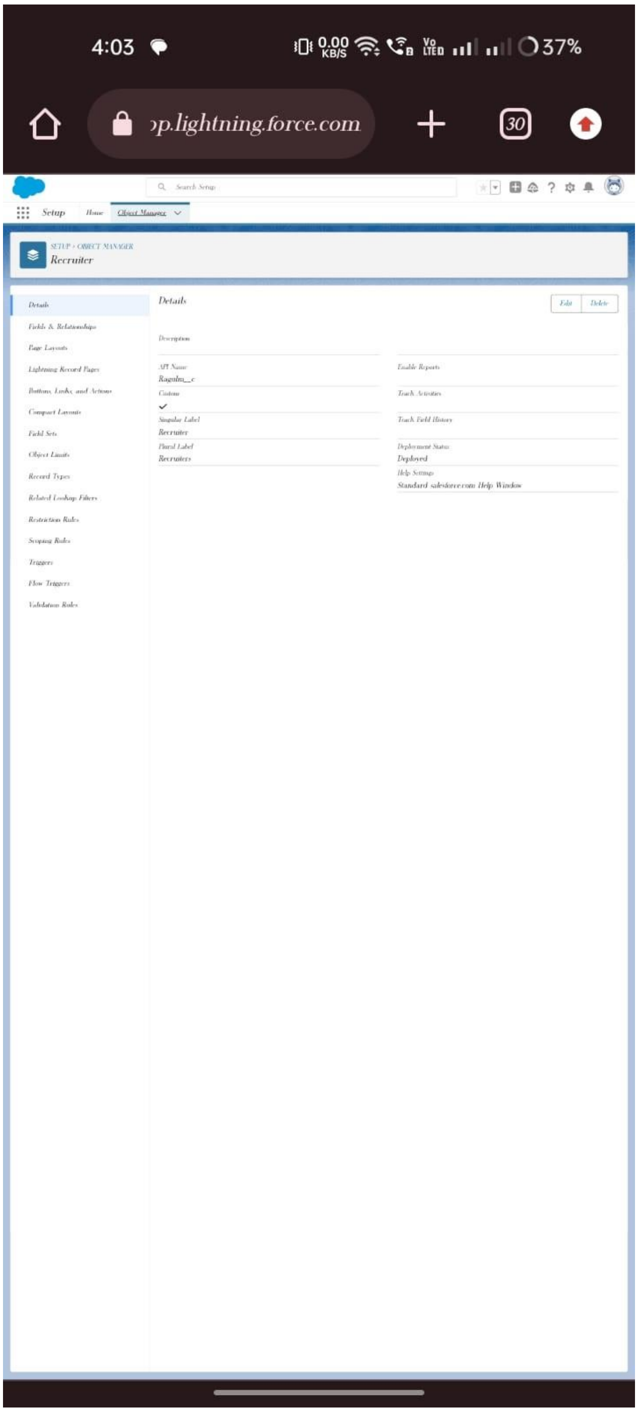
Inside the custom object settings, look for the "Buttons, Links, and Actions" section.

Click on "New Button or Link" and choose the "Tab" type. This will allow you to create a custom tab associated with your custom object.



Step 7:**Create Reports and Dashboards:**

Use your custom objects and fields to build custom reports and dashboards. This is typically done in the "Reports & Dashboards" section of Salesforce.



Step 8: **Final Report**

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Community | Home | Chatter | Contacts | Accounts | Reports | Dashboards | Recruiter | Recruiter

Report: Contacts & Accounts

New Contacts & Accounts Report

Enable Field Editing | Add Chart | Edit

Total Records

20

Rating	Billing City →	-	Austin	Burlington	Chicago	Lawrence	Mountain View	New York	Paris	Portland	San Francisco	Singapore	Tucson	Total
-	Record Count	1	0	0	0	1	0	0	1	0	2	2	0	7
Hot	Record Count	0	2	0	0	0	0	4	0	0	0	0	0	6
Warm	Record Count	0	0	1	2	0	0	0	0	0	0	0	1	4
Cold	Record Count	0	0	0	0	0	1	0	0	2	0	0	0	3
Total	Record Count	1	2	1	2	1	1	4	1	2	2	2	1	20

Details (20 Rows) Click an intersection in the table above to filter details

	Last Activity	Account Owner	Account Name	Billing State/Province	Last Modified Date
1	-	MADHUBALAN M	United Oil & Gas, UK	UK	30/10/2023
2	-	MADHUBALAN M	Dickenson plc	KS	30/10/2023
3	-	MADHUBALAN M	Pyramid Construction Inc.	-	30/10/2023
4	-	MADHUBALAN M	sForce	CA	30/10/2023
5	-	MADHUBALAN M	sForce	CA	30/10/2023
6	-	MADHUBALAN M	United Oil & Gas, Singapore	Singapore	30/10/2023
7	-	MADHUBALAN M	United Oil & Gas, Singapore	Singapore	30/10/2023
8	-	MADHUBALAN M	Edge Communications	TX	30/10/2023
9	-	MADHUBALAN M	Edge Communications	TX	30/10/2023
10	-	MADHUBALAN M	United Oil & Gas Corp.	NY	30/10/2023
11	-	MADHUBALAN M	United Oil & Gas Corp.	NY	30/10/2023
12	-	MADHUBALAN M	United Oil & Gas Corp.	NY	30/10/2023
13	-	MADHUBALAN M	United Oil & Gas Corp.	NY	30/10/2023
14	-	MADHUBALAN M	Burlington Textiles Corp of America	NC	30/10/2023
15	-	MADHUBALAN M	Grand Hotels & Resorts Ltd	IL	30/10/2023
16	-	MADHUBALAN M	Grand Hotels & Resorts Ltd	IL	30/10/2023
17	-	MADHUBALAN M	University of Arizona	AZ	30/10/2023
18	-	MADHUBALAN M	GenePoint	CA	30/10/2023
19	-	MADHUBALAN M	Express Logistics and Transport	OR	30/10/2023
20	-	MADHUBALAN M	Express Logistics and Transport	OR	30/10/2023
21					

Row Counts | Detail Rows | Grand Total | Stacked Summaries