Create A Custom Object For Recruiter

# **Create Custom Recruiting Fields**

In this step, you help HR recruiters monitor the interview process by adding custom fields to capture interview outcome information. Ling Wu wants interviewers to rate and comment on each candidate in the areas of core competencies and leadership skills and give feedback on whether they recommend a candidate for hire. To do this, set up some custom fields on the Review object.

## Create Custom Picklists

Create custom recruiting picklist fields for Core Competencies and Leadership Skills so interviewers can quickly rate candidates on a scale of 1 to 5.

1. From Setup, click **Object Manager** and select **Review**.
2. Click **Fields & Relationships**, then **New**.
3. Select **Picklist** as the Data Type and click **Next**.
4. For Field Label enter Core Competencies.
5. Select **Enter values, with each value separated by a new line** and enter these values:
   * 1
   * 2
   * 3
   * 4
   * 5
6. For Help Text, enter For this category, rate candidate on a scale of 1 (lowest) to 5 (highest).
7. Click **Next**, **Next**, then **Save & New**.
8. Follow steps 3 through 7 and create two more picklists with **Leadership Skills** and **Experience** as the field labels.

## Create Custom Text Fields

Next, create custom text fields for Core Competencies, Experience, and Leadership Skills, so interviewers can add comments on the candidates.

1. Select the **Text Area** as the Data Type, then click **Next**.
2. For Field Label, enter Core Competencies Comments.
3. Click **Next**, **Next**, then **Save & New**.
4. Follow steps 1 through 3 and create two more text areas with **Leadership Skills Comments** and **Experience Comments** as the field labels.

Create a checkbox field allowing interviewers to recommend candidates for hire.

1. Select **Checkbox** as the Data Type and click **Next**.
2. For Field Label, enter Recommend for Hire.
3. For Help Text, enter Do you recommend that we hire this candidate?
4. Click **Next**, **Next**, then **Save & New**.

Now create a text field allowing interviewers to give reasons they recommend a candidate.

1. Select the **Text Area**as the Data Type and click **Next**.
2. For Field Label, enter Reason Recommended.
3. Click **Next**, **Next**, then **Save & New**.

Next, create a lookup relationship field for Interviewer.

1. Select **Lookup Relationship** as the Data Type and click **Next**.
2. For Related To, select **Interviewer** and click**Next**.
3. For Field Label, enter Interviewer.
4. Click **Next**, **Next**, **Next**, then **Save & New**.

Finally, create a master-detail relationship field for Job Application.

1. Select **Master-Detail Relationship** as the Data Type and click **Next**.
2. For Related to, enter Job Application.
3. Click **Next**.
4. For Field Label, enter **Job Application**.
5. Click **Next**, **Next**, **Next** and **Save**.

Your job is done! AW Computing’s Recruiting App is in great working order now. You’ve created custom objects, site objects, and junction objects. You’ve added custom fields and you’ve customized page layouts. And the HR team can do a better—and faster—job of placing talented new employees in the right roles on the company’s ever-growing teams.

# **Create a Custom Object for Job Posting Sites**

One of Ling Wu’s requests is for you to help her team keep track of which websites host AW Computing’s open positions. To fulfill her request, create a Job Posting Site object with a field for Job Posting Site URL, a Status picklist, a Technical Site checkbox, and a Description text area.

## Create the Job Posting Site Object

1. From Setup, click **Object Manager**.
2. Click **Create**, select **Custom Object**, and fill in the details.

| **Field** | **Value** |
| --- | --- |
| Label | Job Posting Site |
| Plural Label | Job Posting Sites |
| Record Name | Site Name |
| Data Type | Text |

1. In the Optional Features section, select **Allow Reports** and **Track Field History**.
2. In the Deployment Status section, ensure **Deployed** is selected.
3. In the Search Status section, select **Allow Search**.
4. In the Object Creation Options section, select these options:
   * **Add Notes and Attachments related list to default page layout**
   * **Launch New Custom Tab Wizard after saving this custom object**
5. Leave everything else as is, and click **Save**.
6. Use these criteria to configure the New Custom Object Tab:

## Create Custom Fields on the New Object

Next, create a few custom fields to further customize the HR team’s user experience.

1. While still viewing Job Posting Site in Object Manager, click **Fields & Relationships**and then click **New**.
2. Select **URL** as the Data Type.
3. Click **Next**.
4. For Field Label, enter Job Posting Site URL.
5. Click **Next**, **Next**, and click **Save & New**.

Fill in the details for the next custom field.

1. Select **Picklist** as the Data Type.
2. Click **Next**.
3. For Field Label, enter Status.
4. Select **Enter values, with each value separated by a new line**and enter these values:
   * Active
   * Inactive
5. Click **Next,** **Next**, and click **Save & New**.

Fill in the details for the next custom field.

1. Select **Checkbox** as the Data Type.
2. Click **Next**.
3. For Field Label, enter Technical Site.
4. Click **Next,** **Next**, and click **Save & New**.

Fill in the details for the final custom field.

1. Select **Text Area** as the Data Type.
2. Click **Next**.
3. For Field Label, enter Description.
4. Click **Next,** **Next**, and click **Save**.

Now HR recruiters have a tool that lets them see where their job listings are posted, whether the postings are active, and more. You’re on your way to making the recruiting process smoother than ever, but there’s still more to do. Now let’s create a custom junction object.

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