JOB APPLICATION TRACKING SYSTEM

Introduction:

Overview:

When an applicant submits their resume for a job of their liking and interest, the ATS captures the applicant information. Information such as the applicant skill sets, experience, educational background, contact information, resume and covering letting can be uploaded into the system database.

As the hiring process progresses, this information can be seamlessly transferred from system to system. Recruiters can review applicant information, shortlist and review if found suitable for requirements. Applicants can be sent automated messages on receiving their application, as well as information with regard to interview schedules, communication of details such as date, time and place of interview, and progress of the recruitment process. Online testing can also be conducted to screen applicants. The ATS also helps close the loop in the hiring process. Rejection letters can be shared, and if selected, the new hires can connect the information to payroll and HR managers for onboarding. The ATS thereby, cohesively streamlines the recruiting and application process with other networks and systems in the organization.

Purpose:

Every organization is unique, but each one thrives on attracting, hiring, and maximizing top talent. Many businesses face major challenges at some point in the hiring or onboarding process. An can offer a variety of capabilitity that can help the organization find, hire, and retain the best candidates. Some of the benefits of an ATS include the following.

Empathy Map:

Activity 1:

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}".

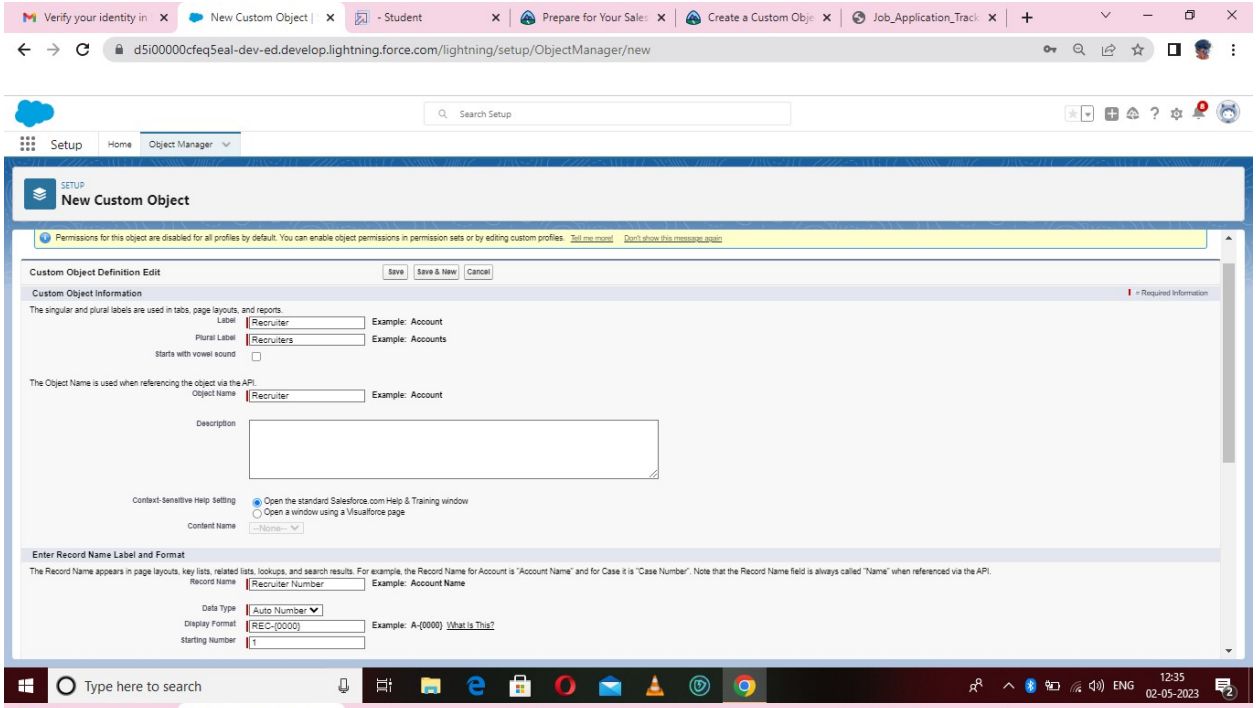
8. Enter starting number as 1.

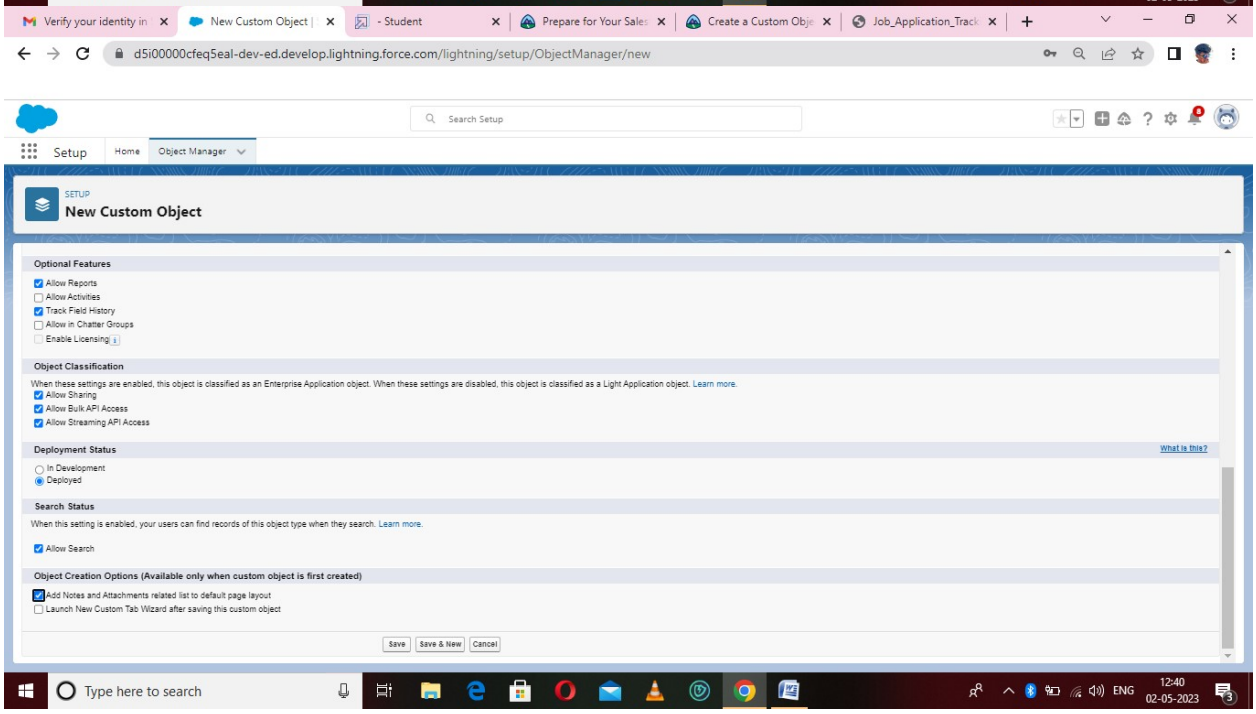
9. In the Optional Features section, select Allow Reports and Track Field History.

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.

Activity 2:

1. Create a Jobs, Candidate, Job Application Object and Tab. Note :- Follow the steps from the above activity
2. From the sidebar, click Fields & Relationships. Notice that there are already some fields there. Those are the standard fields.

3. 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

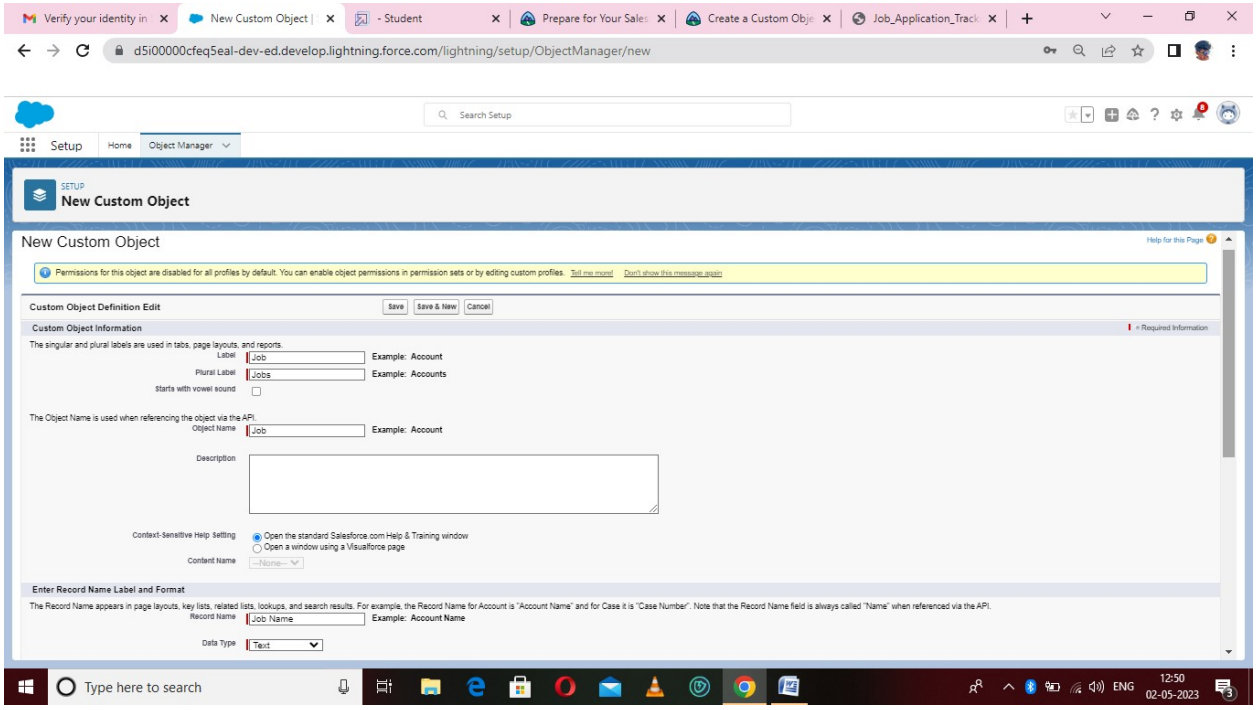
Activity 1:

Create the custom fields:

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

Custom Fields:

- Job , Candidate , Job Application.

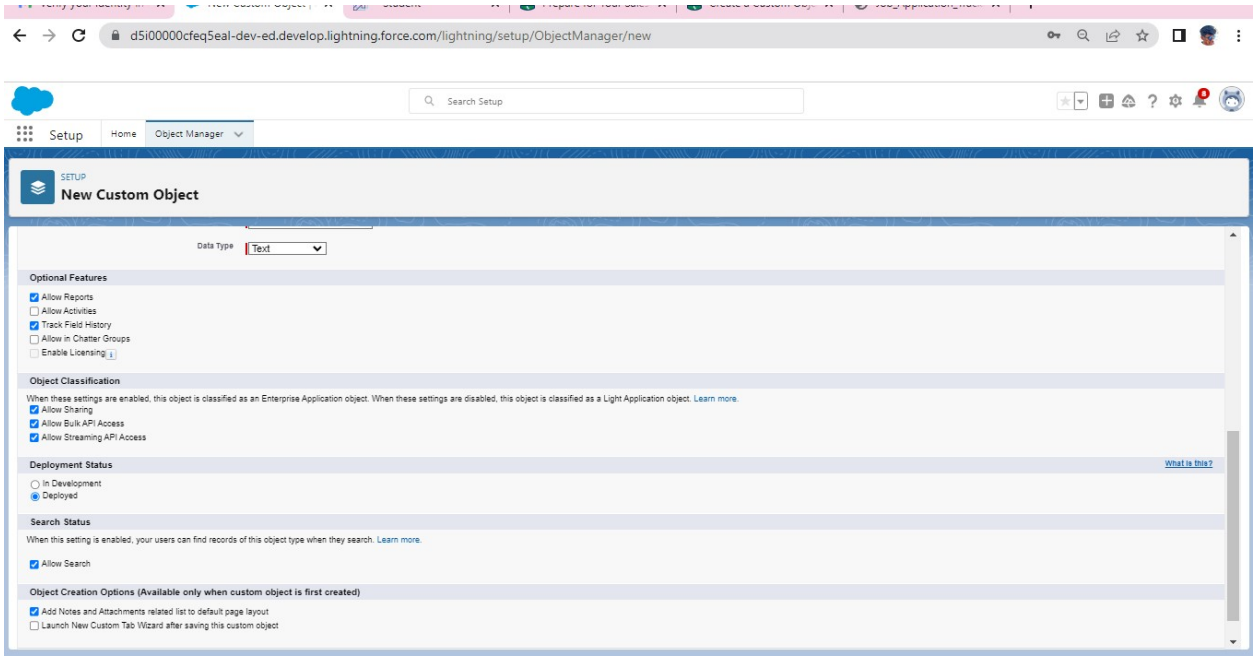


6.Enter field label, length and Name and click next

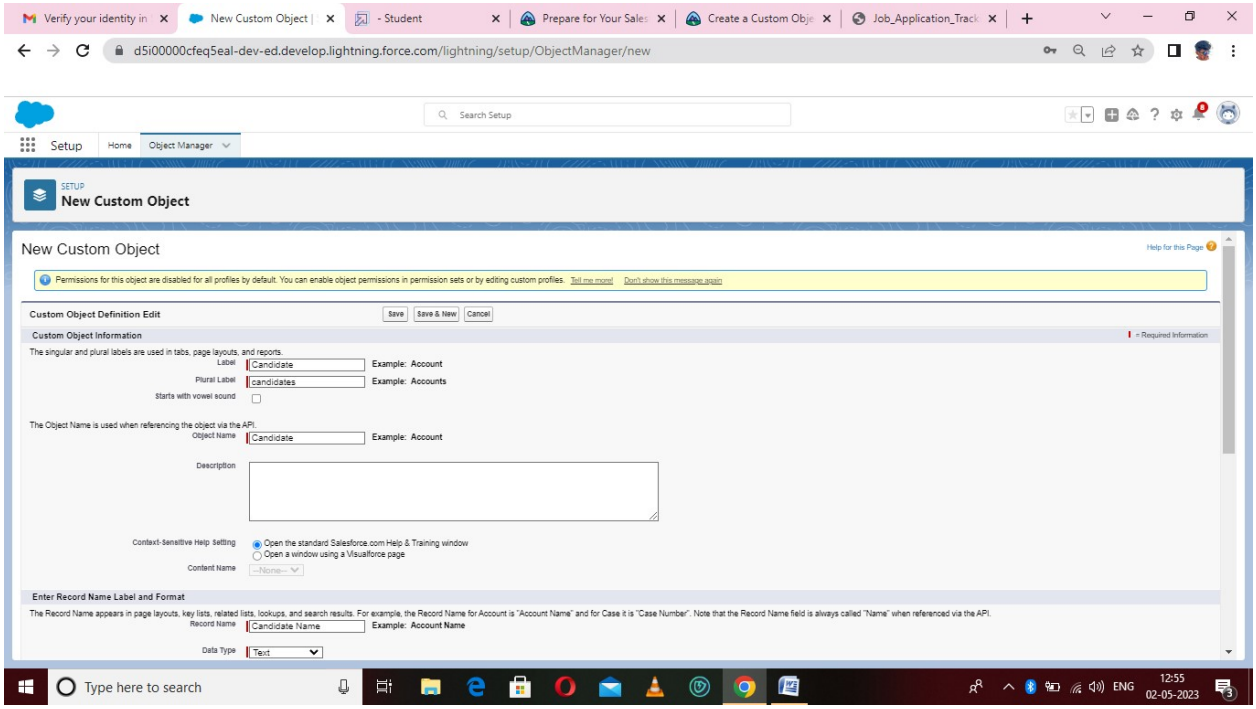
7.Select the profiles to which you want to grant edit access to this field via field-level security. The field will be hidden from all profiles if you do not add it to field-level security. Click next

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

9.Click Save.

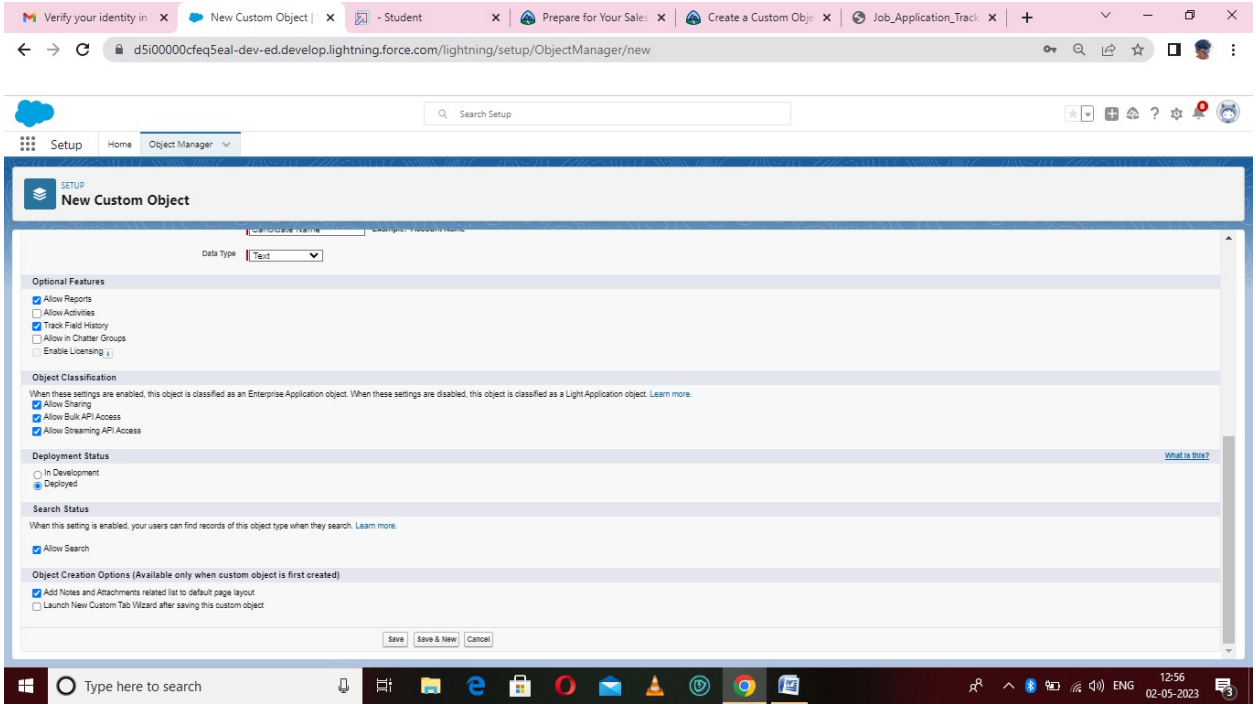


Field Label : Candidate

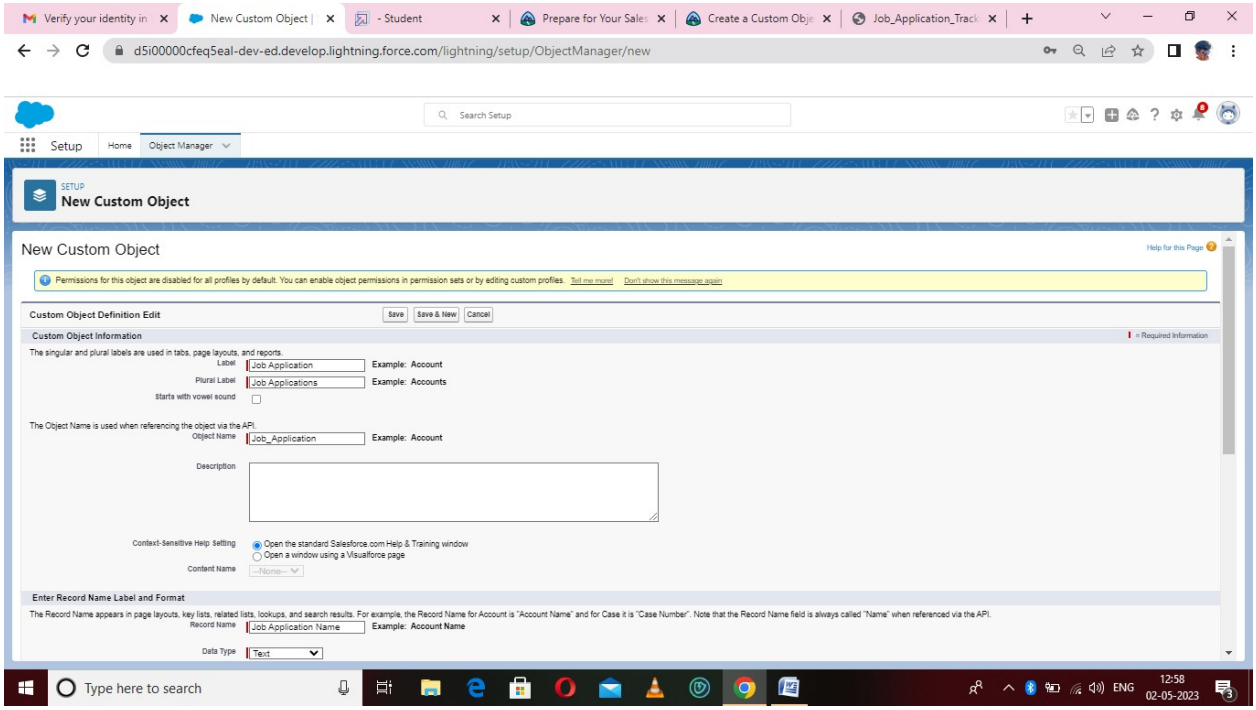


2.Data Type: Text

3.Click save.



Custom Object Creatoin: New Custom Object



Label : Job Application

Piural Label : Job Applications

Data Type :Text

Activity 3 :

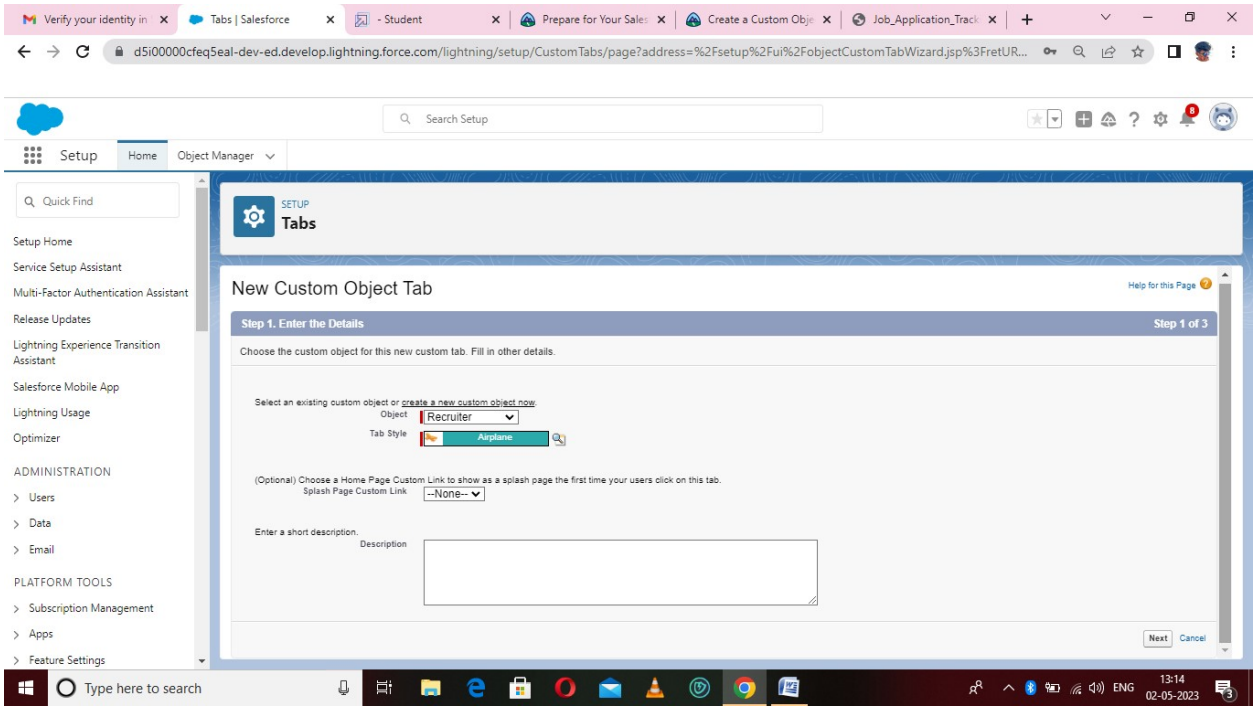
Create a tab :

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

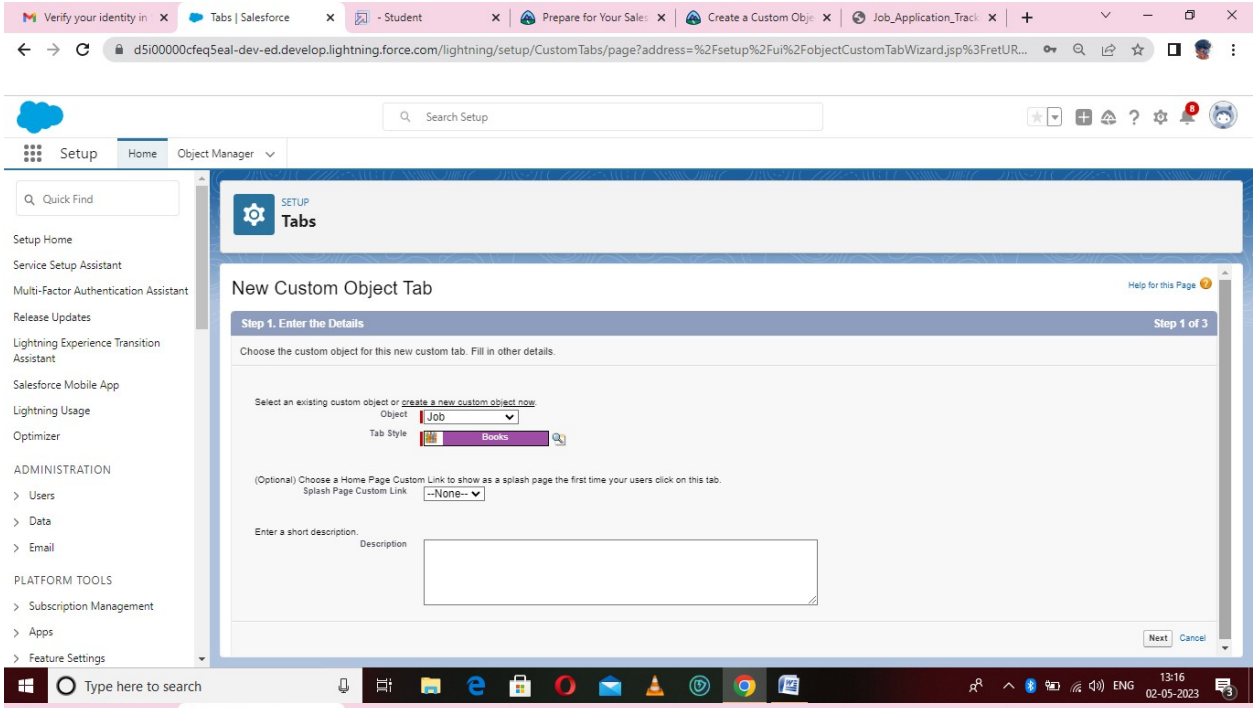
Create a tab :

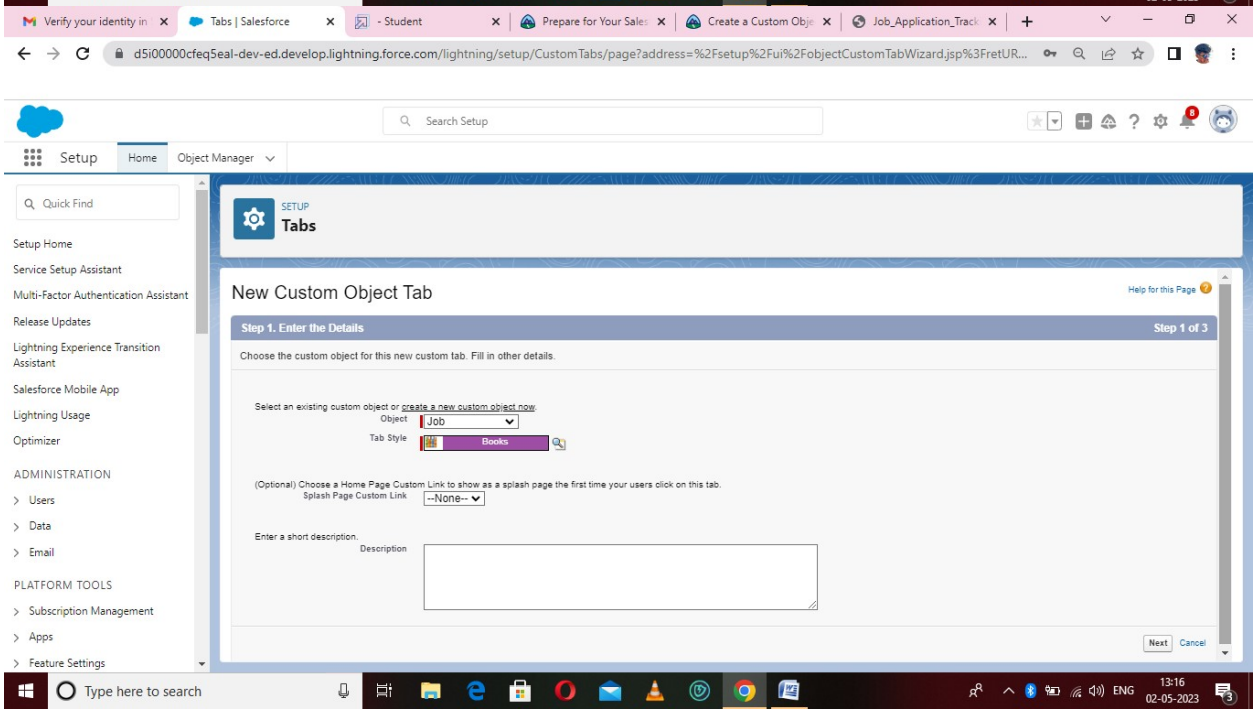
1. Click setup

2. Search tab in Quick box then, select tab

3. Click New custom object tab section

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





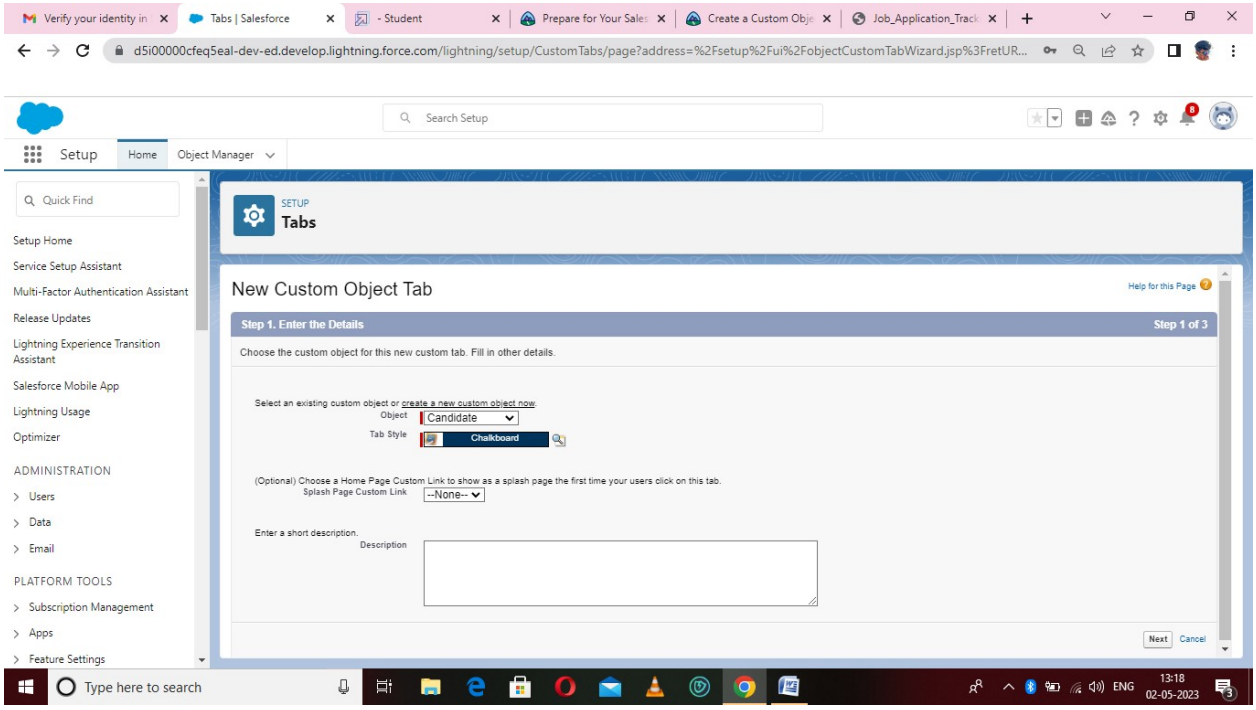
5. Select the profiles that visible in the tab.
6. Click on custom apps to make visible.
7. Click save.

Create 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 Candiate and tab style for the new custom tab

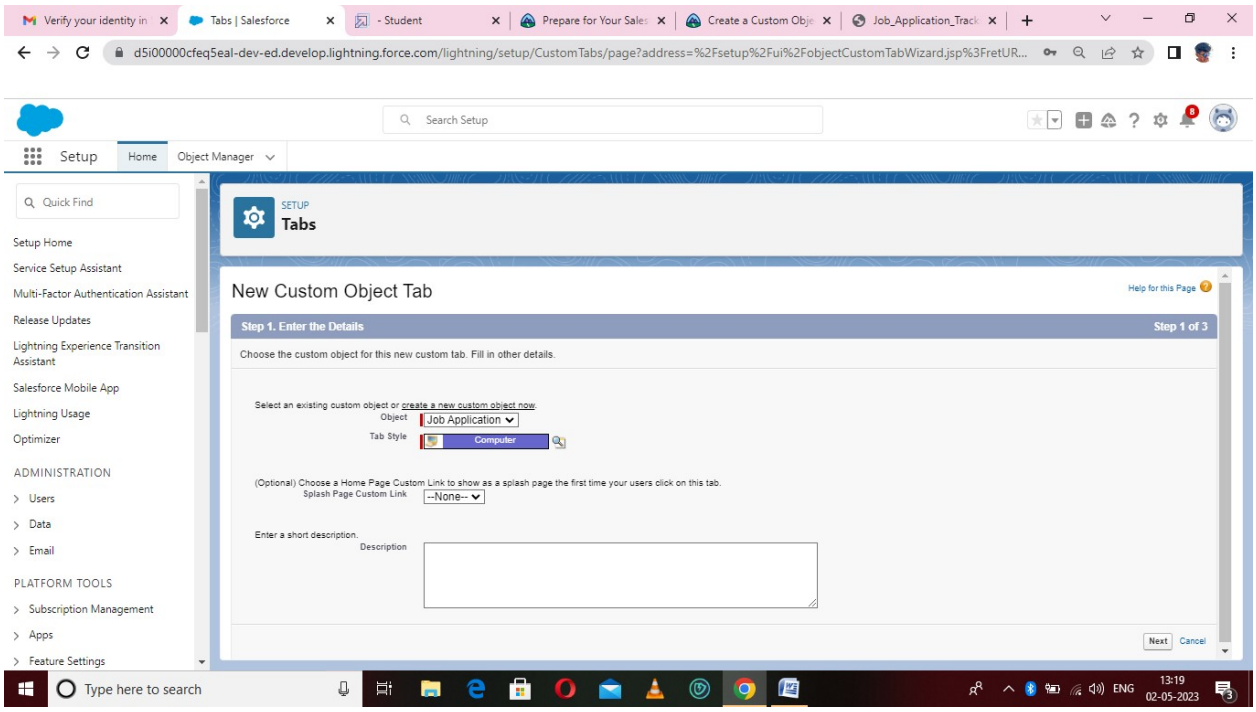


5. Select the profiles that visible in the tab.

6. Click on custom apps to make visible.

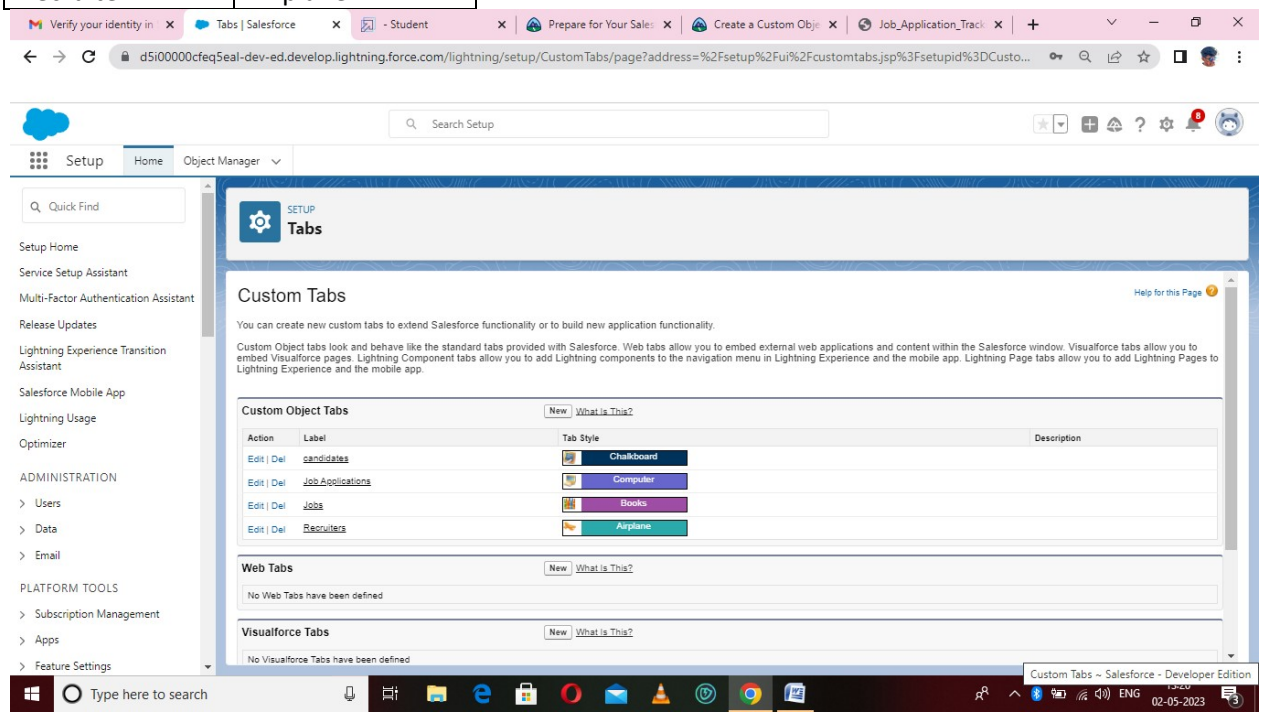
7. Click save.

Select The Create Object Job Application.



Custom Object Tabs:

Label	Tab Style
Candidate	Cheasbord
Job Application	Computer
Jobs	Books
Recruiter	Airplane



Activity 4:

Create the custom fields:

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

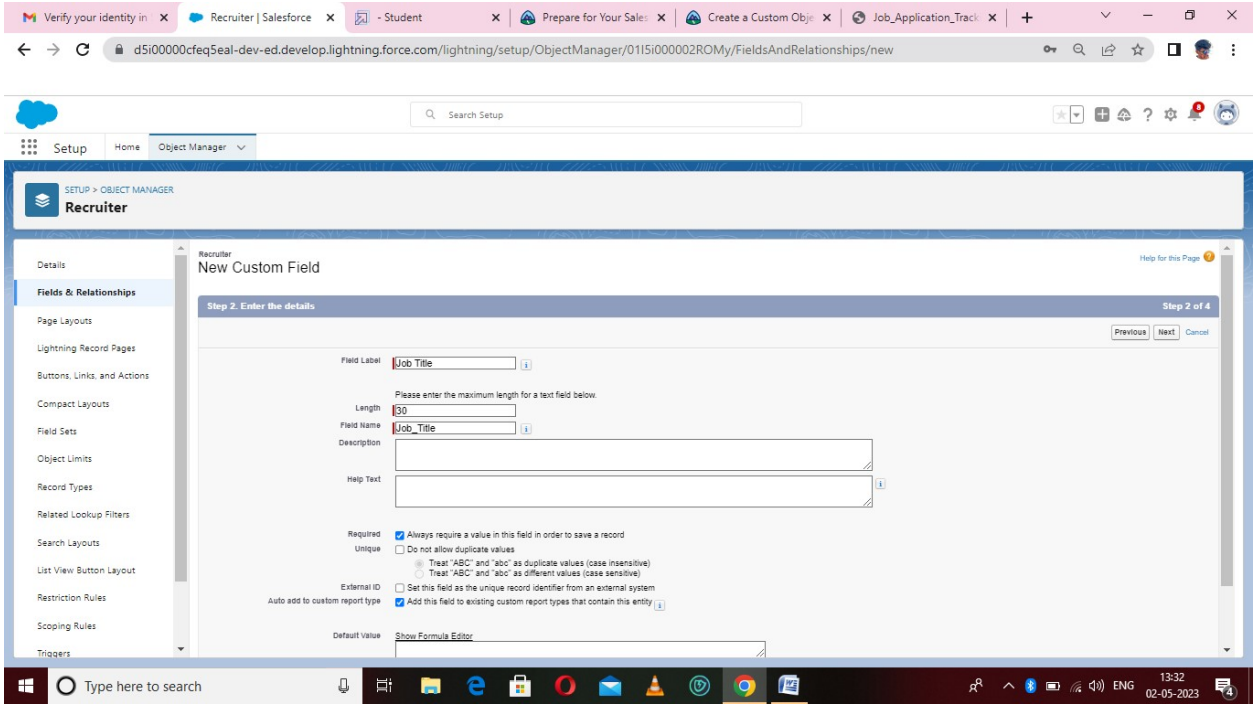
2.From the sidebar, click Fields & Relationships. Notice that there are already some fields there. Those are the standard fields.

. 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.Label : Job Title



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

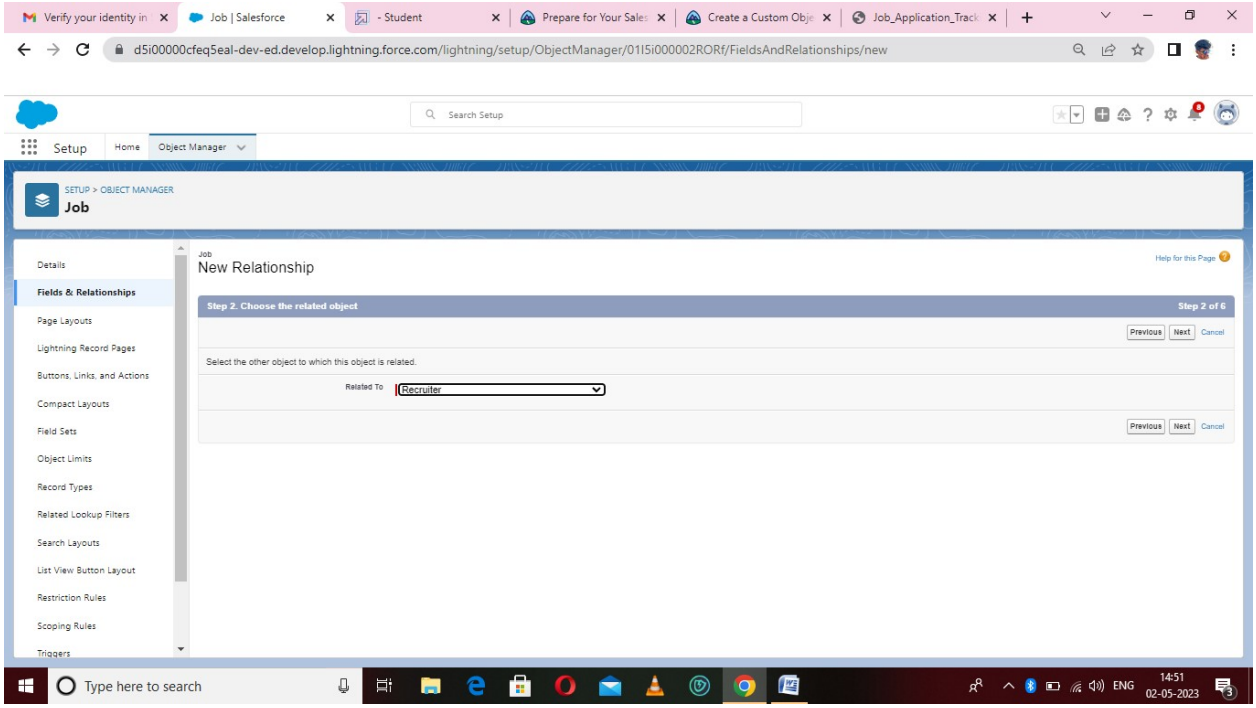
8.Select the page layouts that should include this field.

9.Click save.

Activity 5:

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 : Recruiter



7. Click Next, Next, and Save

Activity 6:

Create a new custom field:

1. From Setup, go to Object Manager

2. On the sidebar, click Fields & Relationships.

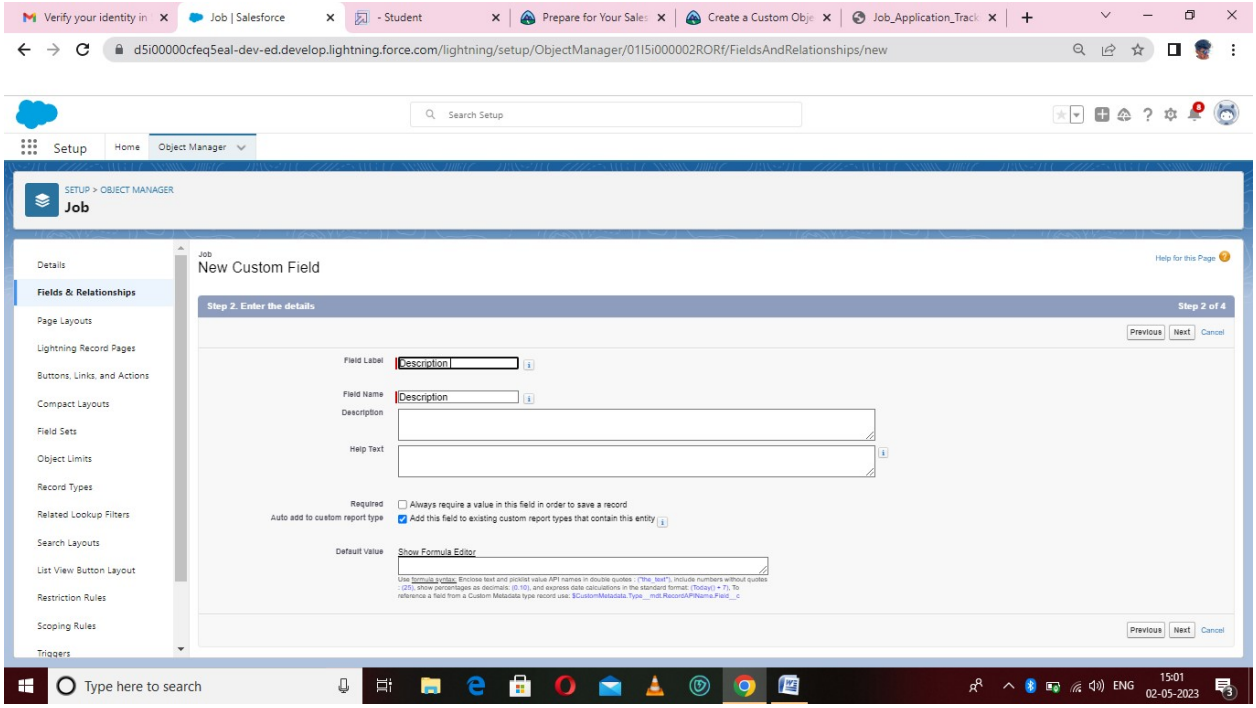
3. Click New

4. Choose the data type Text Area click next

5.Enter The Label : Discription

Field Name : Discriptions

Click The Next.



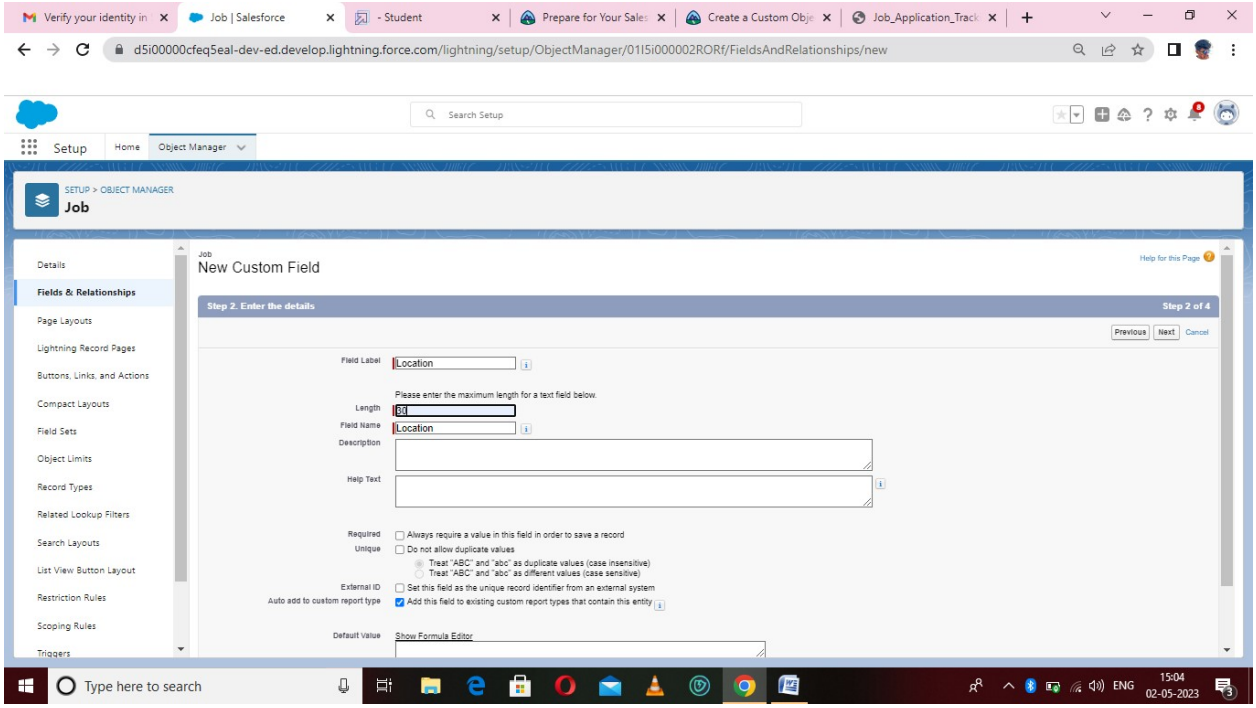
6. Click next and save

Activity 7:

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. Field Label : Location
. Field Name : Locations



6. Click next and save.

Activity 8 :

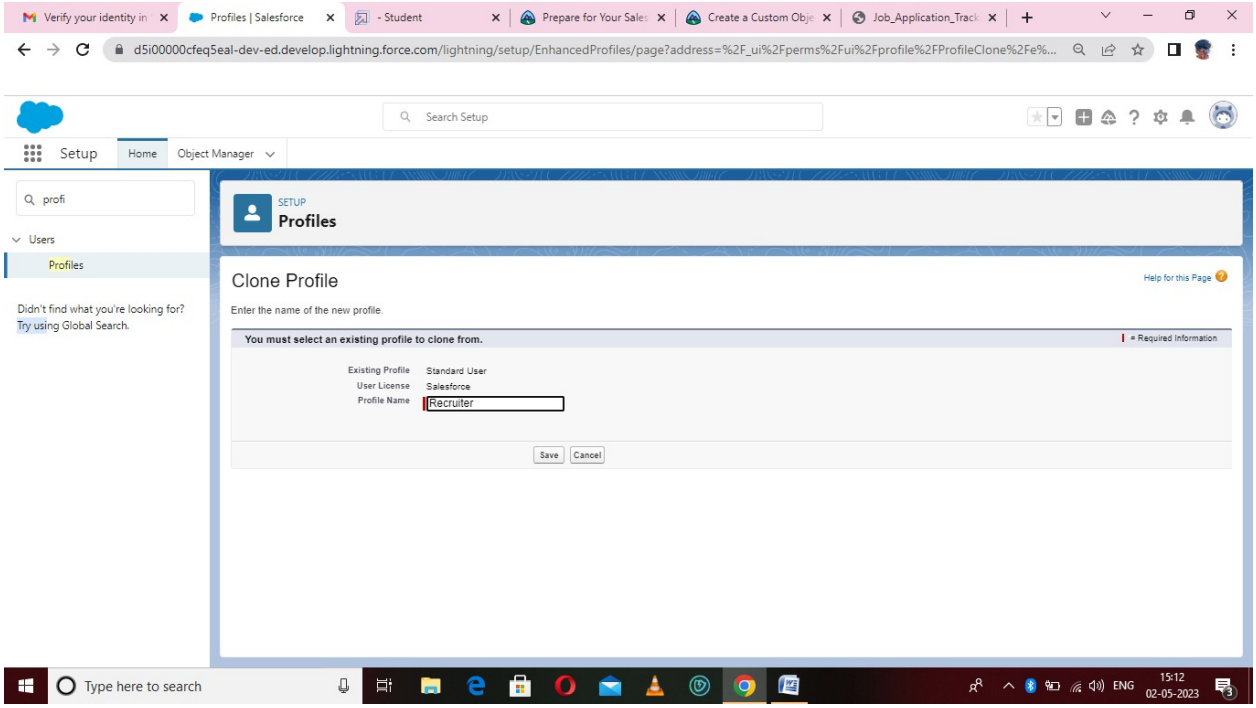
Create a tab :

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.

Activity 9:

To Create a user:

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

2. Click New User.

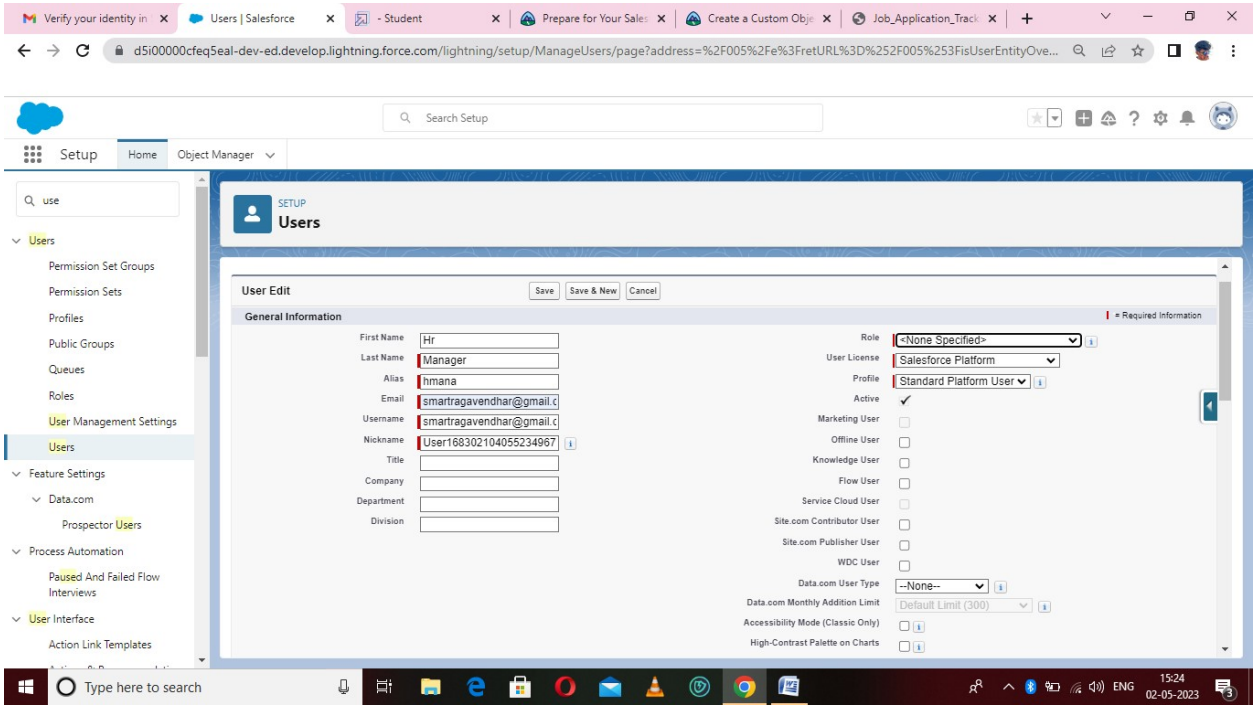
3. Enter First name as Hr and last name as Manager.

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.

Activity 10:

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.

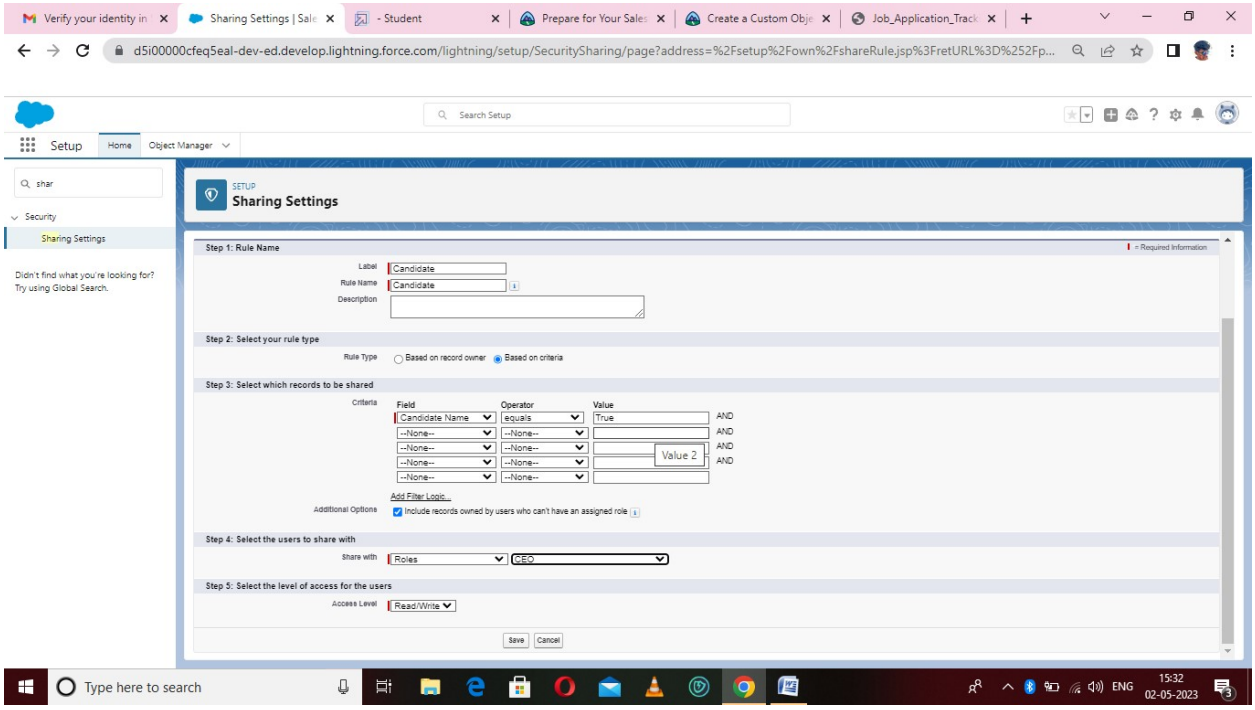
4) Select your rule type based on the criteria.

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

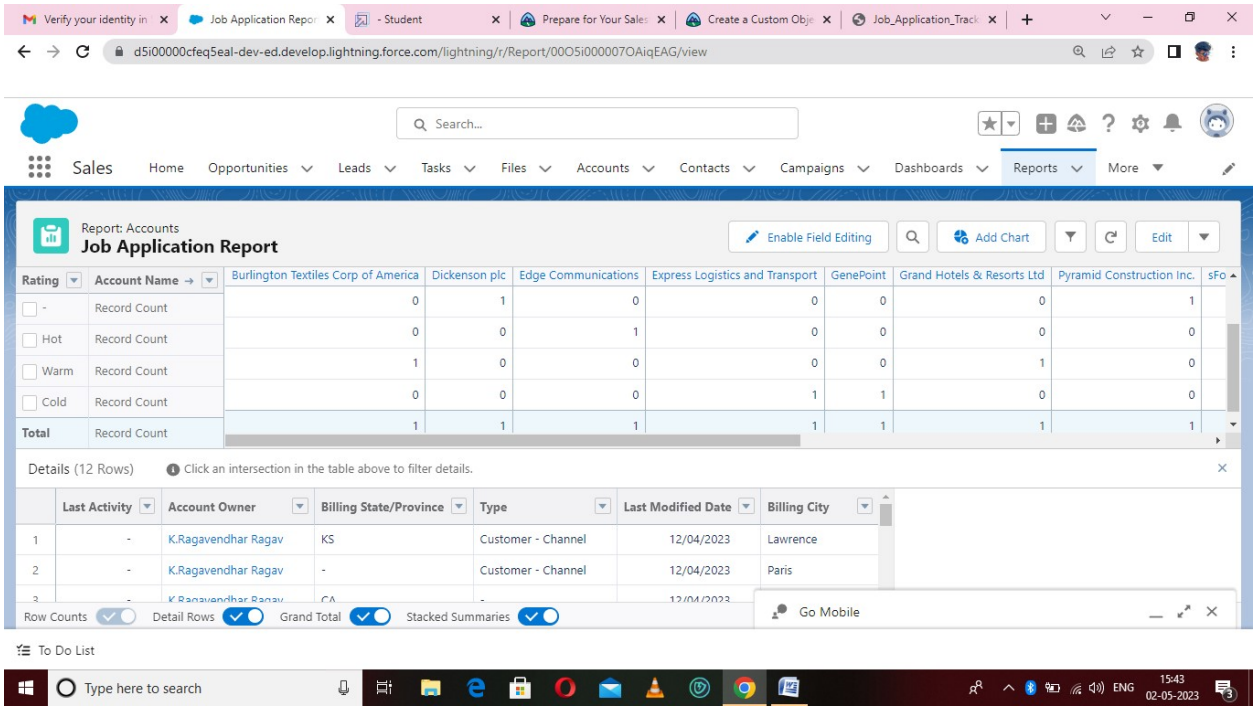
8) And in the section of select the level of access for the users give the access Read/Write.



9) And save the rule.

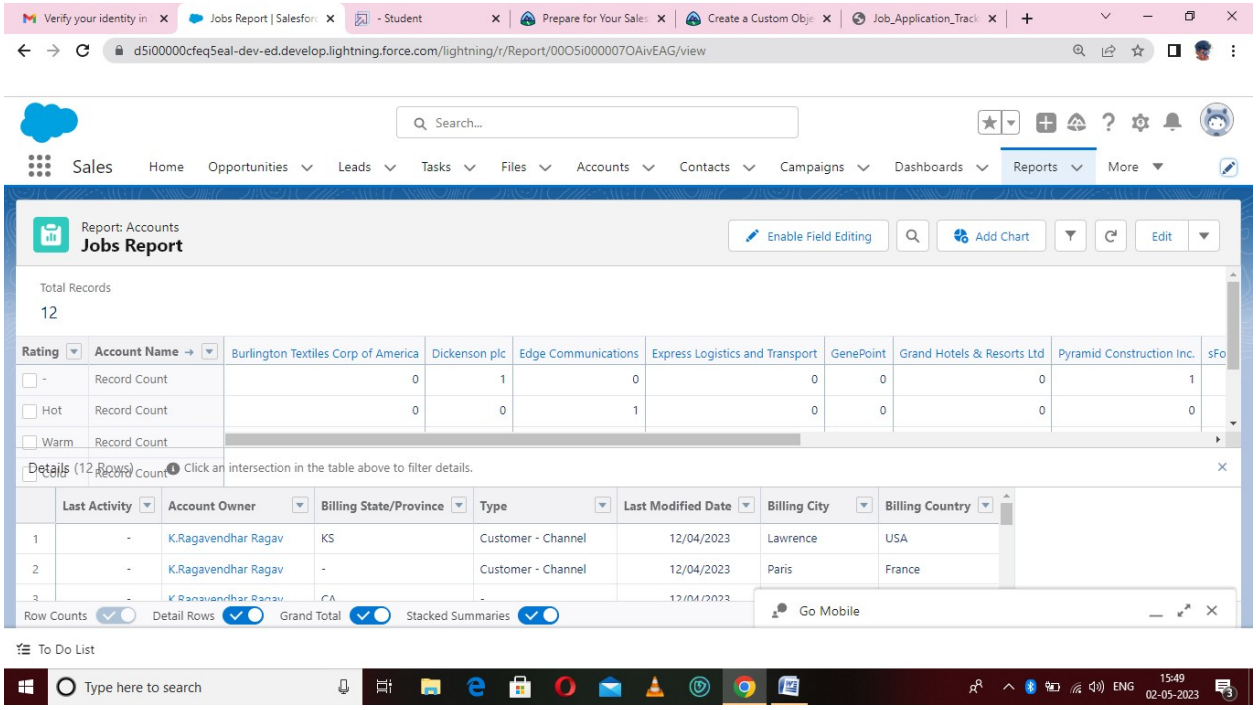
Report-1:

Report Name: Job Application



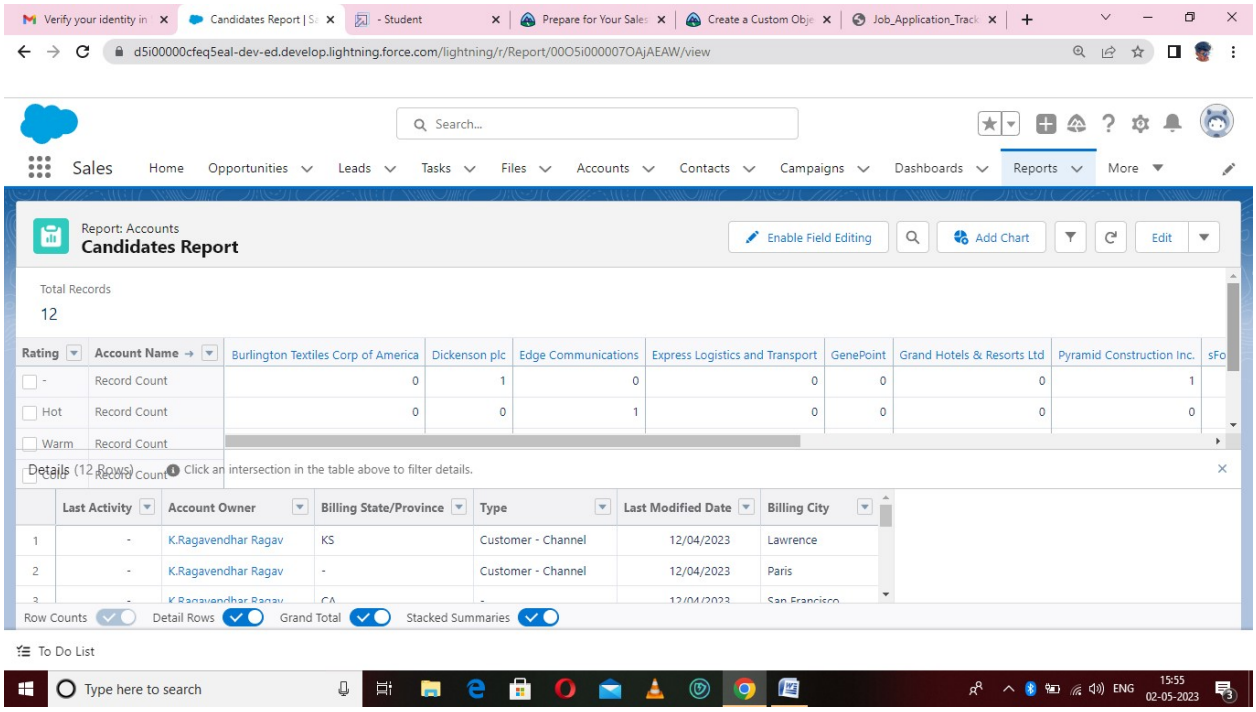
Report-2:

Report Name: Jobs Report



Report -3

Report Name: Candidates Report



Trailhead Profil Public URL:

Team Leader - Ragavendhar K - https://trailblazer.me/id/sragav14

Team Member - Ramya K - https://trailblazer.me/id/rkannan38

Team Member - Saravanaa kumar - http://trailblazer.me/id/vsaravanakumar1

Team Member - Subash - http://trailblazer.me/id/subash123

Advantages And Disadvantages :

Advantage :

- Saves time for value added work
- Flexible system for both employer & the agency
- Better overview of applications

Easy job posting

- Improved cost-per-hire
- Improved quality of hire
- Improved inter-departmental communication
- Faster & better decisions.

Disadvantages

- There is no enough guided technical support
- It has some Security Issues
- The Manual given for the project does not have enough details that are needed to be filled.

Conclusion:

We worked well on this project. Job Application Tracking System makes the steps easier and quicker by not wasting the time and money.

Future Scope:

For the future, first of all rectify the project manual for the next batch students,it will help them to do and learn about the project.

"This project is very useful to develop our Skills and Knowledge."

THANK YOU!