



Exercise for Students:

Try It Out: Define the Position Custom Object

To create the Position custom object, we'll go back to the Setup area.

1. From Setup, click **Create | Objects**.
2. On the Custom Objects page, click **New Custom Object**.
3. In the Label field, enter Position.
4. In the Plural Label field, enter Positions.
5. The Object Name field is defaulted to Position. Let's leave it as is.
6. In the Description field, enter This object stores information about the open job positions at our company.
7. For the Context-Sensitive Help Setting, accept the default. If you later want to provide customized help documentation for your users about this object, you can come back and choose the Open a window using a custom Visualforce option.
8. In the Record Name field, enter Position Title.
9. In the Data Type drop-down list, select Text.
10. In the Optional Features area, select the Allow Reports, Allow Activities, and Track Field History checkboxes.
11. In the Deployment Status area, select Deployed.
12. In the Object Creation Options area, select the Add Notes & Attachments related list to default page layout and Launch New Custom Tab Wizard after saving this custom object checkboxes.

Try It Out: Define the Positions Tab

1. From Setup, click **Create | Tabs**.
2. In the Custom Object tabs area, click **New**.
3. In the Object drop-down list, select Position.
4. Click the Tab Style   icon to launch the Tab Style Selector as shown in the following screenshot.
5. Click the **Hide values which are used on other tabs** link to make sure you choose a unique style.
6. Click any colored box to choose a color scheme and icon.

7. In the Description field, enter A tab and color scheme for the Position custom object.
8. Click **Next**.
9. Click **Next** again to accept the default user profile visibility.
10. Deselect all of the Include Tab checkboxes except the one for our Recruiting app.
11. Select the Append tab to users' existing personal customizations checkbox.
12. Click **Save**.

Try It Out: Add Text Fields

1. From Setup, click **Create | Objects**.
2. Click **Position**.
3. In the Custom Fields & Relationships related list, click **New**.
4. Choose the data type from the below list, and click **Next**.
5. In the Field Label field, enter Field name from the below list.
6. Click **Next**.
7. Click **Next**.
8. Click **Save & New**.

Create Position Object and its associated fields

<u>Field Name</u>	<u>Data Type</u>
Status	Picklist (New Position Pending Approval Open - Approved Closed - Filled Closed - Not Approved Closed - Canceled

Open Date	Date
Hire By	Date
Close Date	Date
Location	Picklist (San Francisco, CA NewYork,NY Tokyo, Japan Mumbai, India)
Job Description	Text Area Long
Responsibilities	Text Area Long
Skills Required	Text Area Long
Educational Requirements	Text Area Long
Java	Checkbox
JavaScript	Checkbox
C#	Checkbox
Apex	Checkbox
Travel Required	Checkbox
Functional Area	pickList (Finance Human Resources Information Technology Retail Operations Warehousing Miscellaneous
Min Pay	Currency
Max Pay	Currency
Type	pickList (Full Time Part Time Internship Contractor)

Position Edit

New Position

Help for this Page

Text field

Picklist field

Dependent picklist field

Standard owner field

Date field

Checkbox field

Currency field

Long text area field

Position Edit

Save

Save & New

Cancel

Information

= Required Information

Position Title

Benefits Specialist

Status

New Position

Type

Full Time

Functional Area

Finance

Job Level

FN-300

Travel Required

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Owner

Admin User

Location

San Francisco, CA

Open Date

2/3/2010

Hire By

5/4/2010

Close Date

Compensation

Min Pay

75,000.00

Max Pay

100,000.00

Description

Job Description

Play a leadership role in the development and implementation of Universal Containers' global employee benefits strategy, programs, policies, and processes.

Responsibilities

Drive the annual process of evaluating and improving employee benefit plans and programs, including:
- Analyzing plan cost and utilization
- Designing plans that meet core needs of employees

Skills Required

- Minimum of five years experience developing, implementing, and managing employee benefits
- Proven ability to define and implement new company-wide policy
- Excellent people skills

Educational Requirements

Bachelor's Degree, preferably in Human Resources or Business Administration, or equivalent experience/education.

Required Languages

Java

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C#

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JavaScript

☐

Apex

☐

Save

Save & New

Cancel