Job Application Tracking System

1. INTRODUCTION

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2.problem Definition &Design Thinking

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Empathy Map

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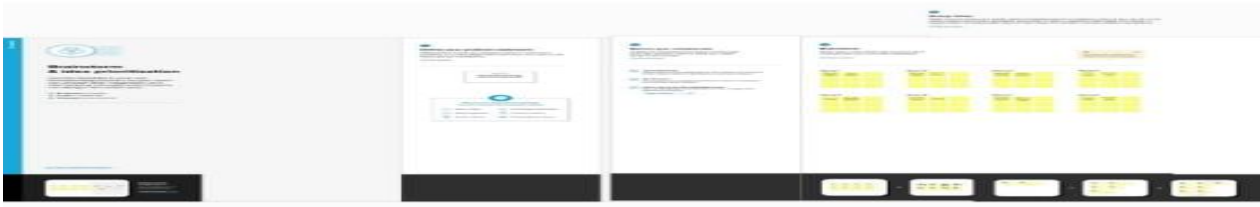
What behavior have we observed?
What can we imagine them doing?

2.2 ideation & Brainstorming Map



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3 Result

3.1 Data Mode

object name	Fields in The object
Obj 1	Field - label
	Recruiter
	Job title
obj 2	**Field label**
	Recruiters name

	candidate name

obj3	Location
	Job Application name
obj4	Description
	Job name

Milestone1:

creation

salesforce org

Activity1:

Creating
Developer
Account

Creating a
developer org in
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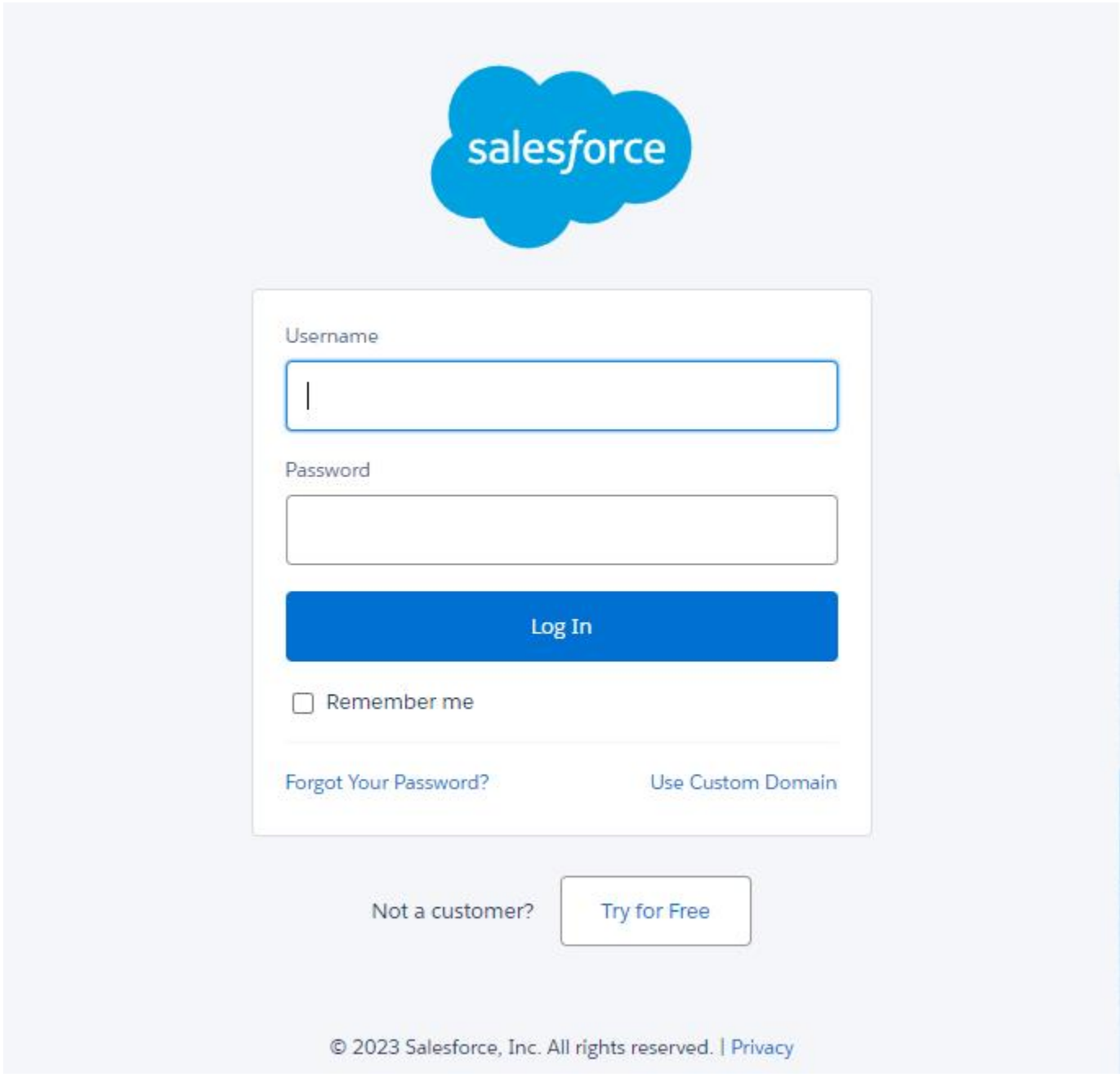
salesforce
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Remember me
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Not a customer?
Try for Free
© 2023 Salesforce, Inc. All rights reserved. | Privacy

Mi

lestone 2-object

create a custom

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these step

1.From setup

click on object

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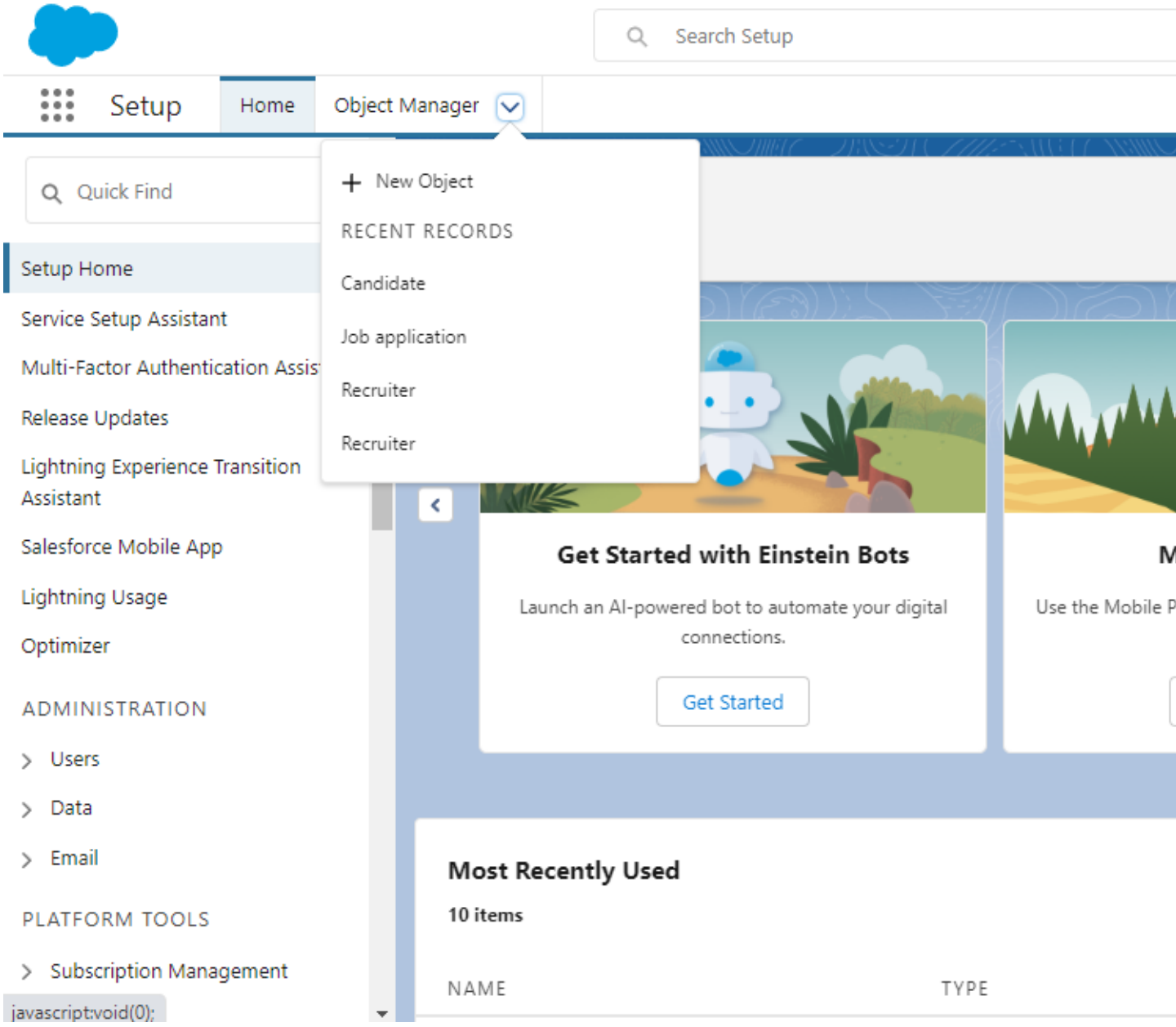


Milestone 3-

Fields

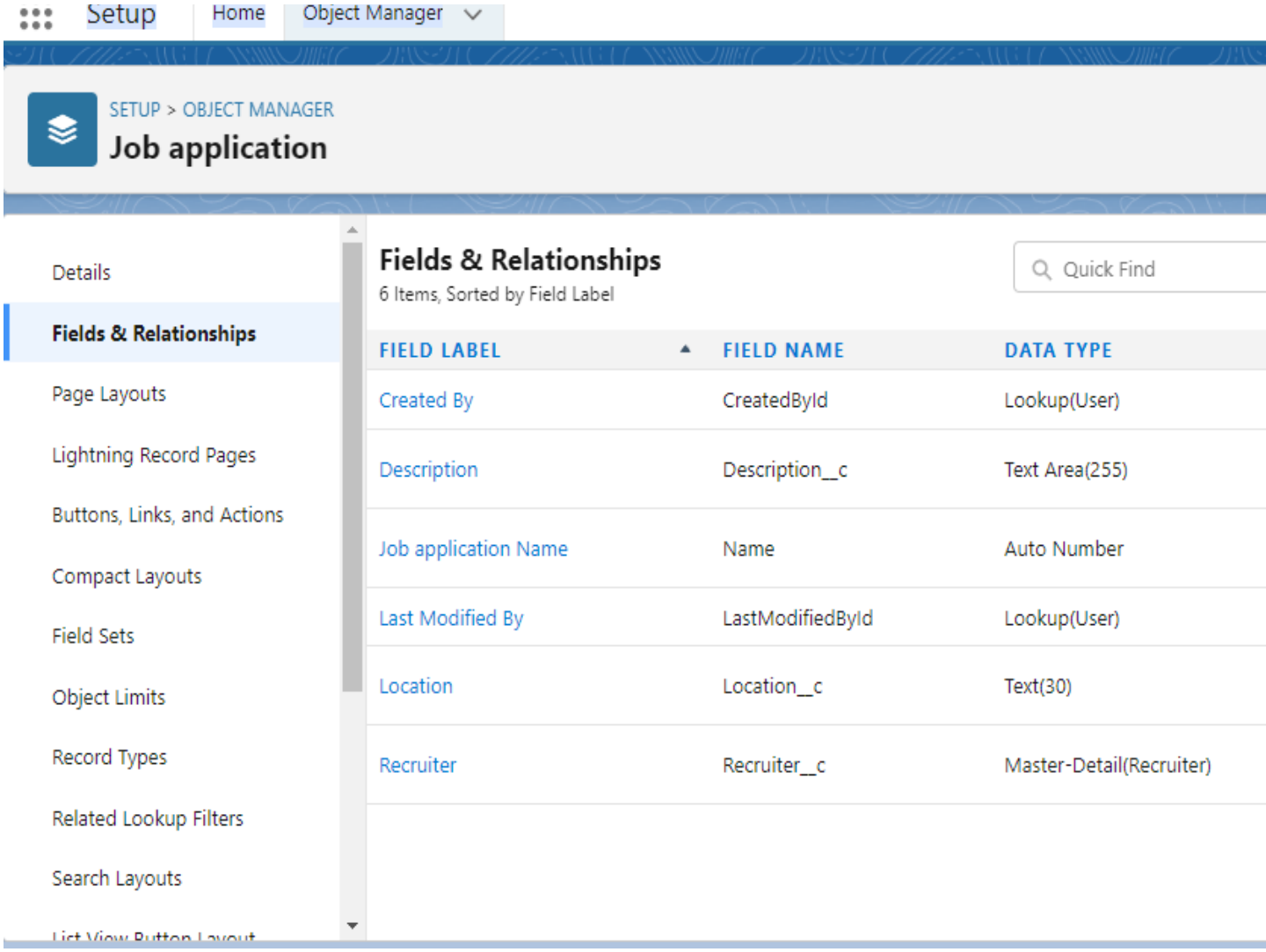
create the

custom fields

for the Recuriter

Activity 2;

Creating a new custom field for the object jobs

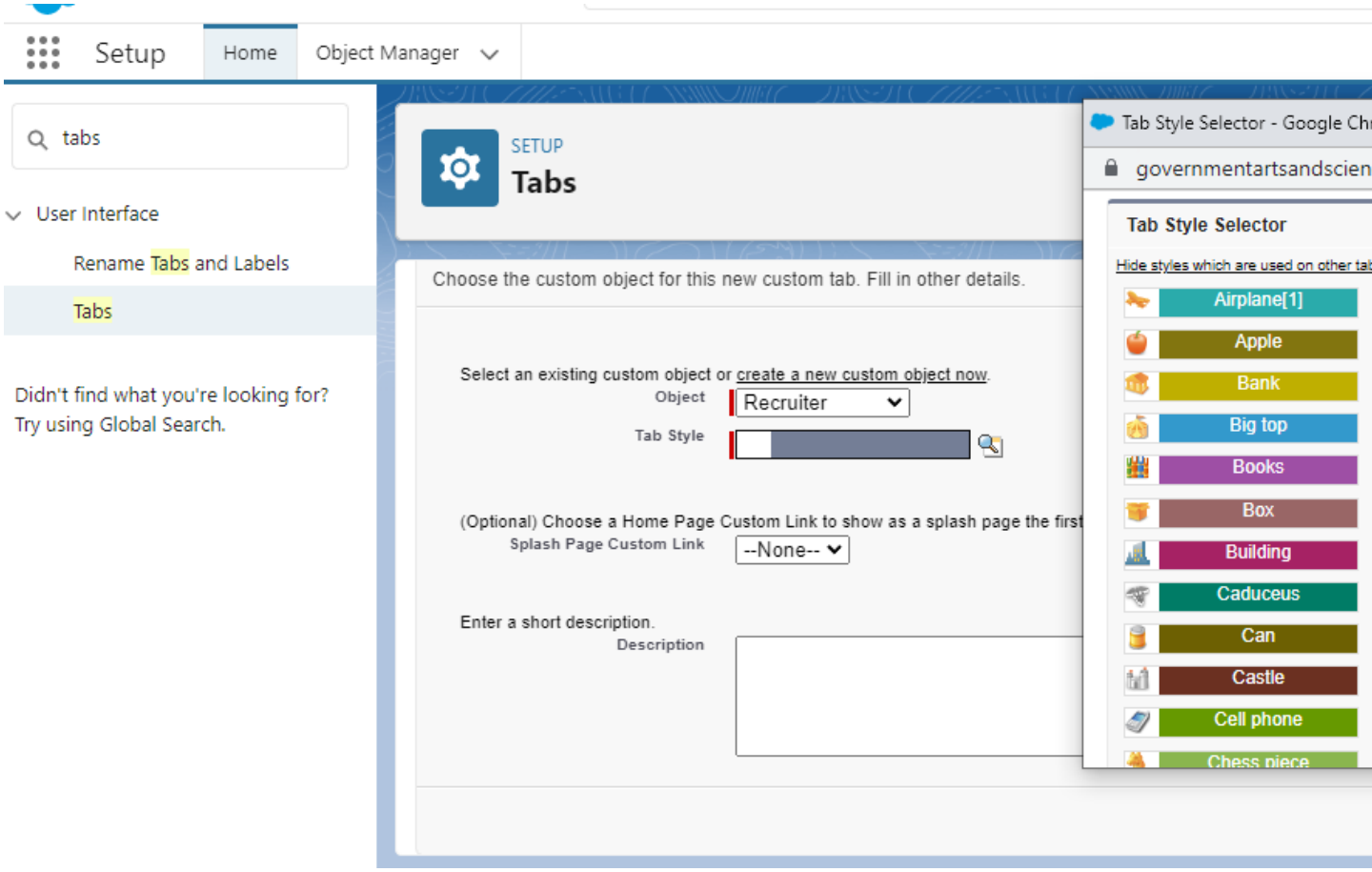


Mileston 4-

tap

Activity-1 ;

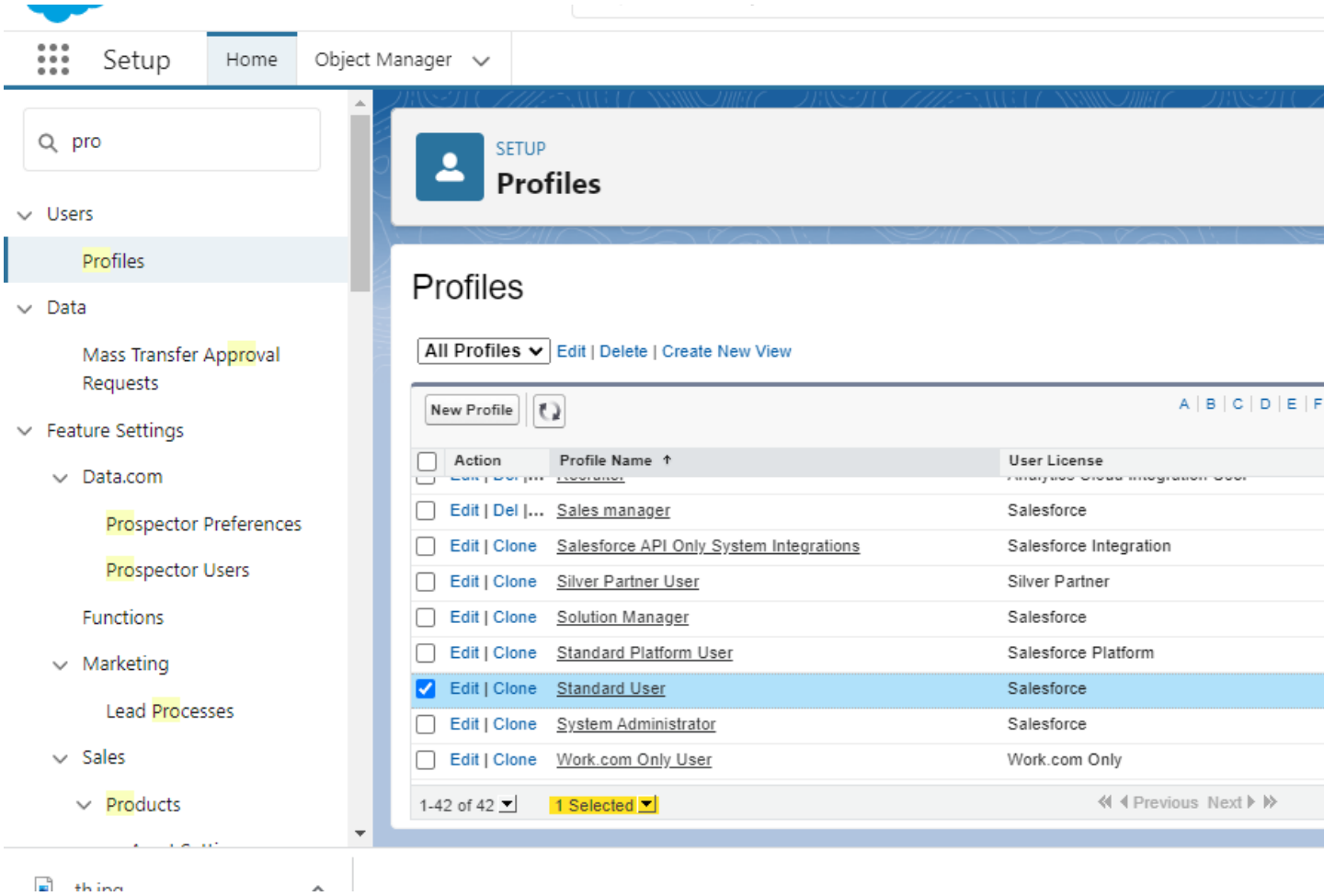
Create a tabs, New custom tab



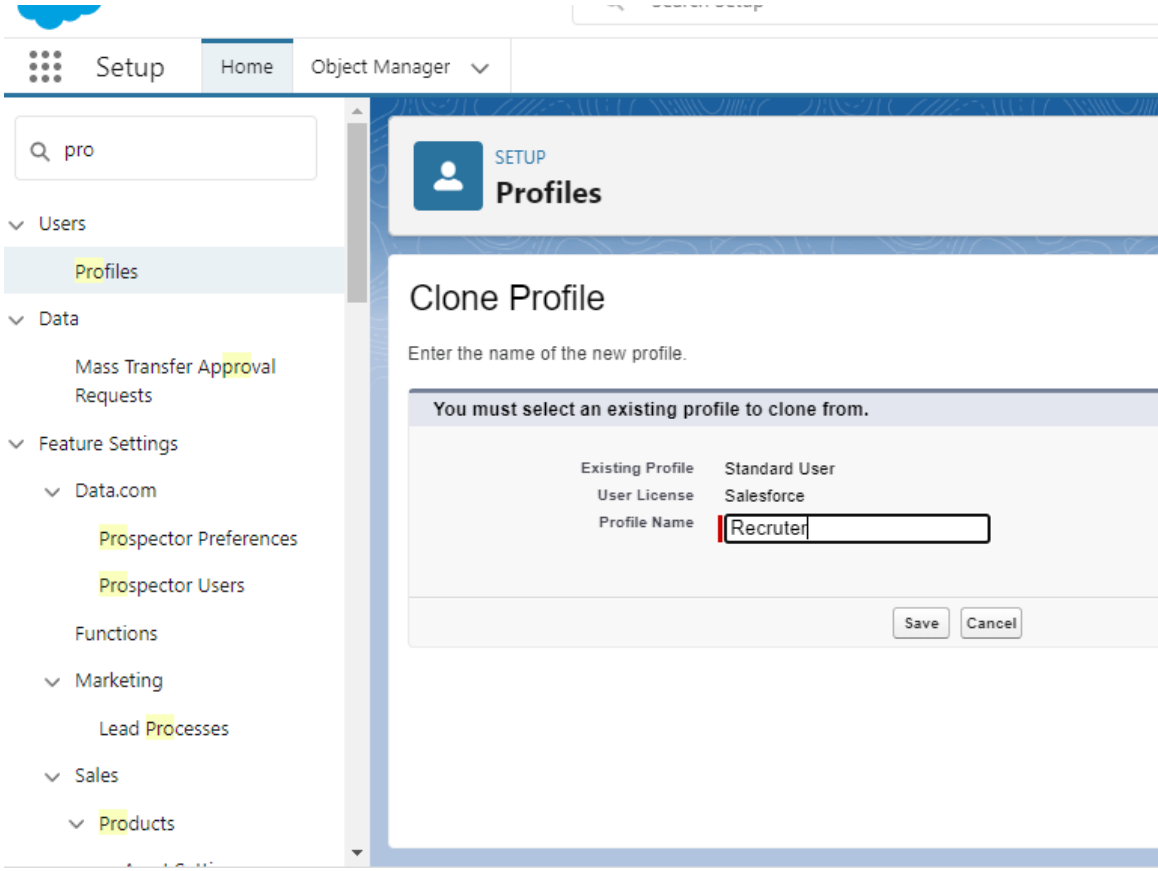
Milestone 5-profile

Create a custom profile,

- ***Select profiles***



- ***Click clone,click save.***



Activity 2 ;

Create a profile

- ***Profile name***

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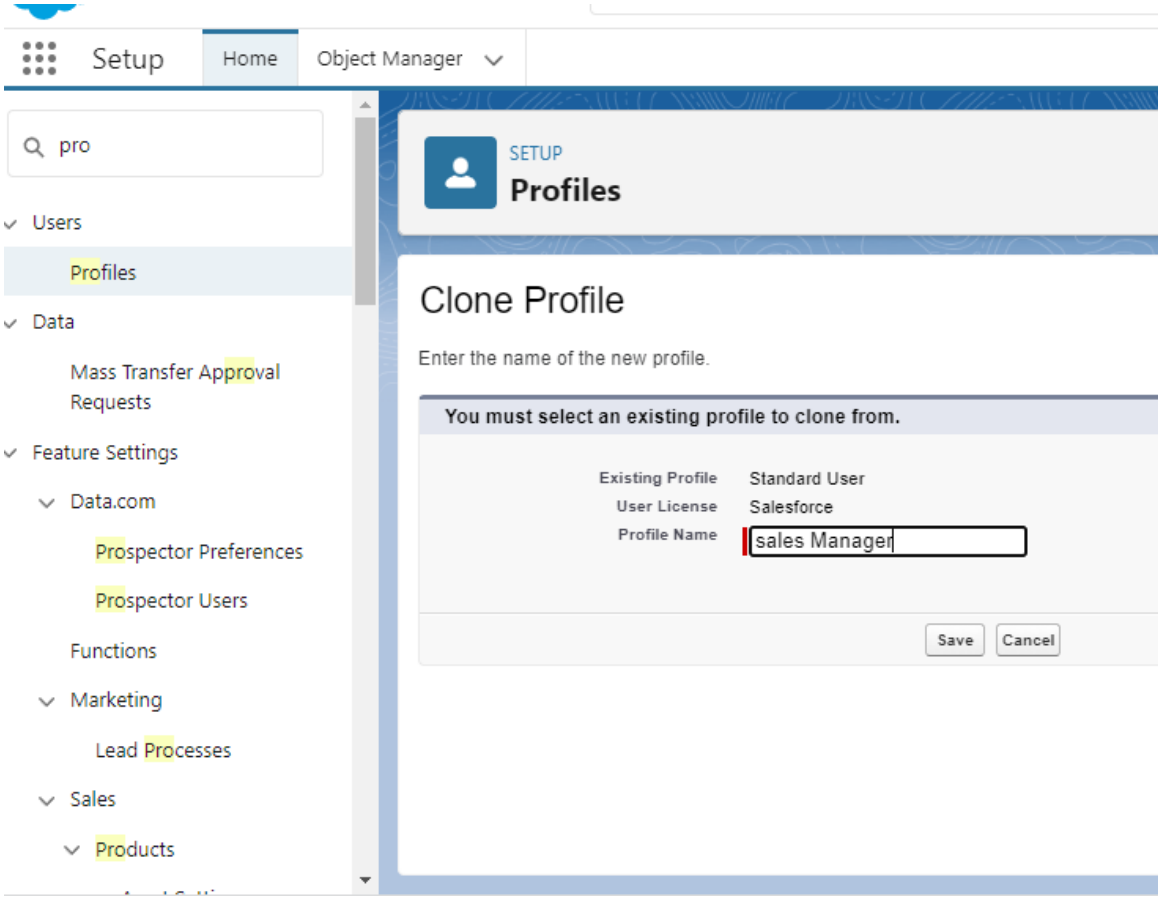
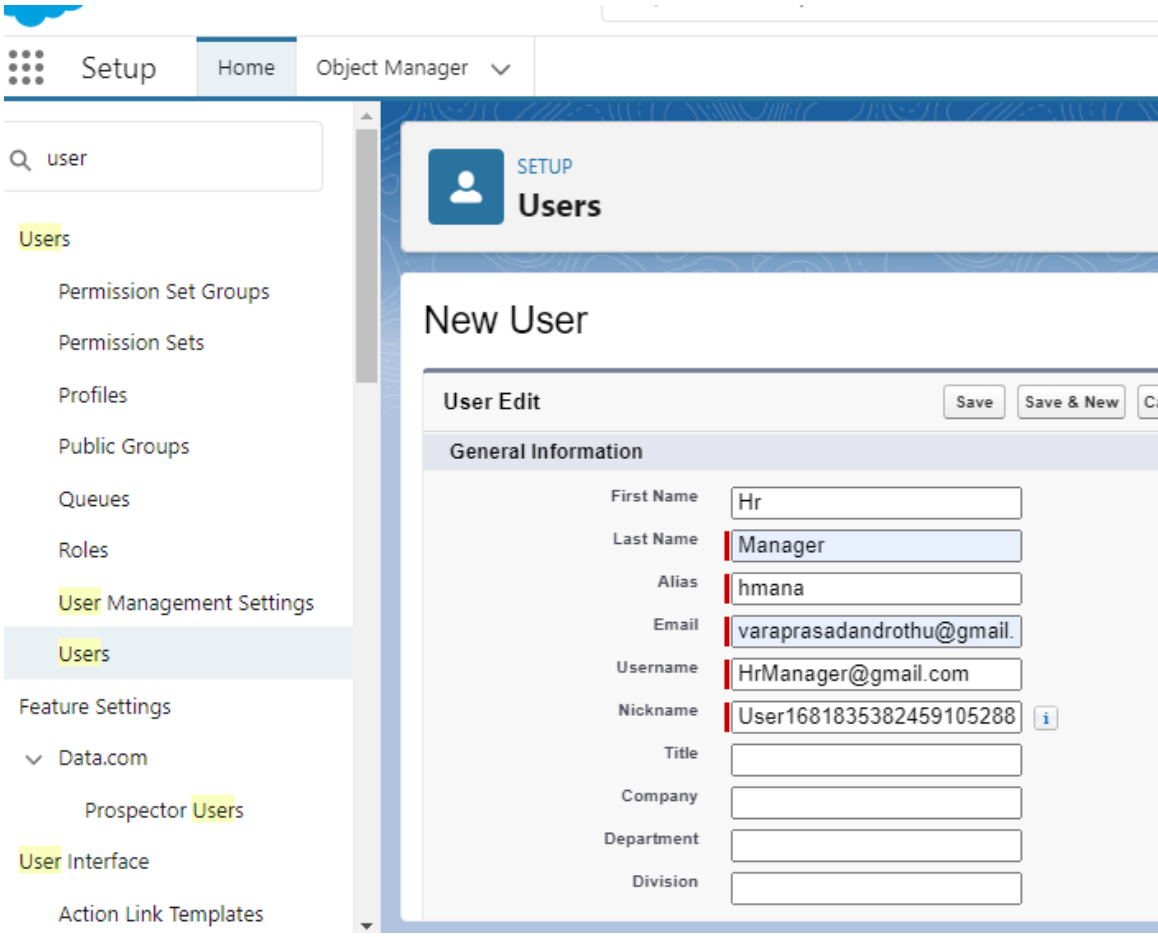


Mile ston e 6- User Crea te a user ; Crea te a new role Hr Man ager



Activity 2 ; User name as "Ga

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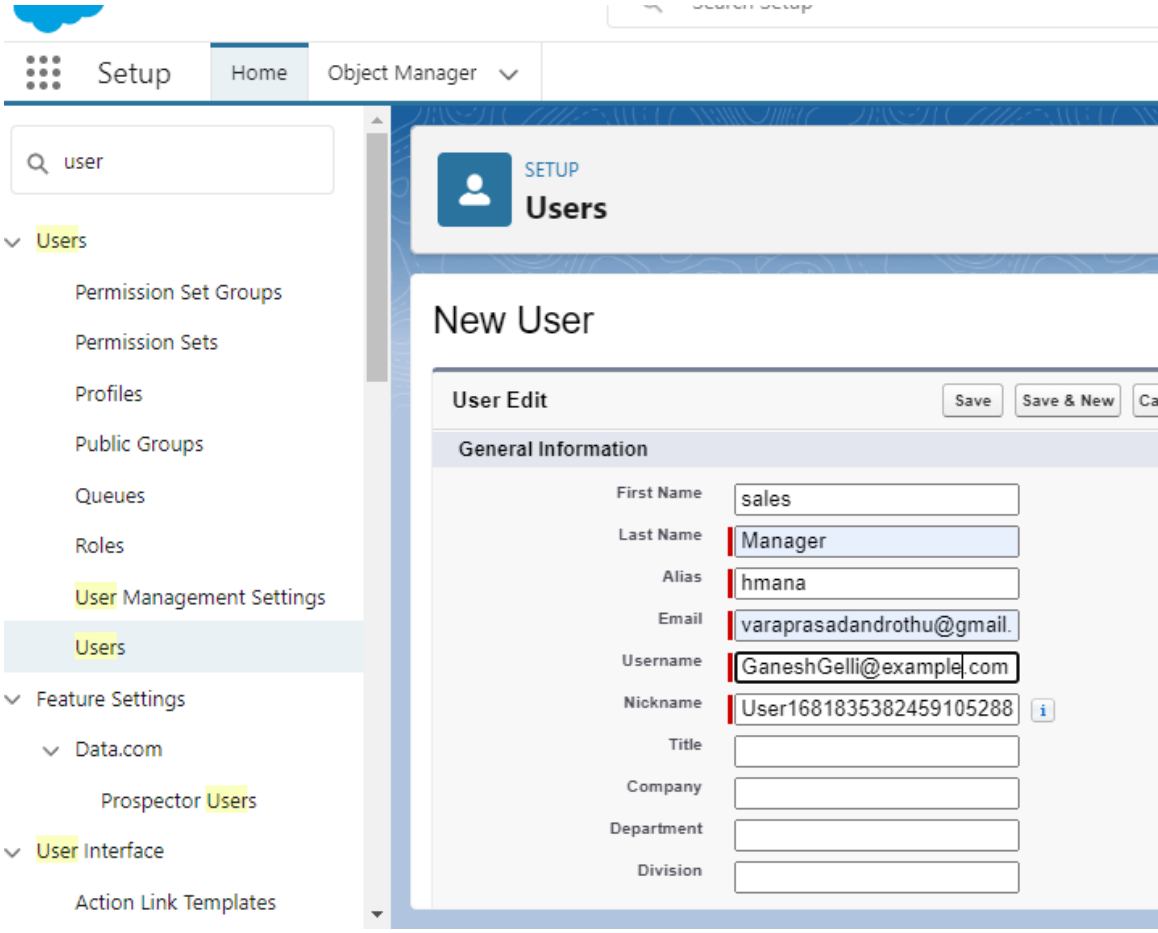

Milestone 7- Sharing Rules

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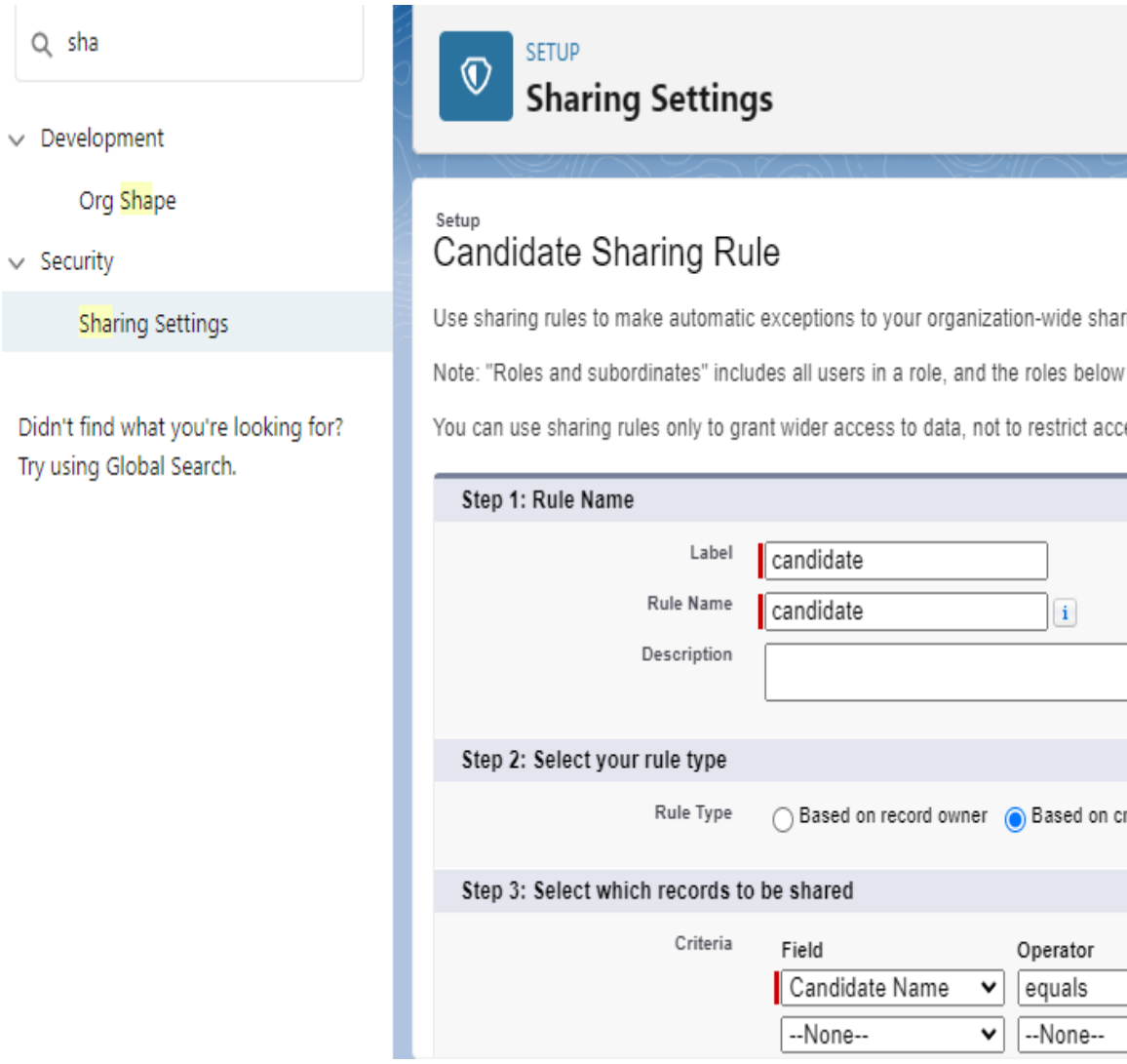
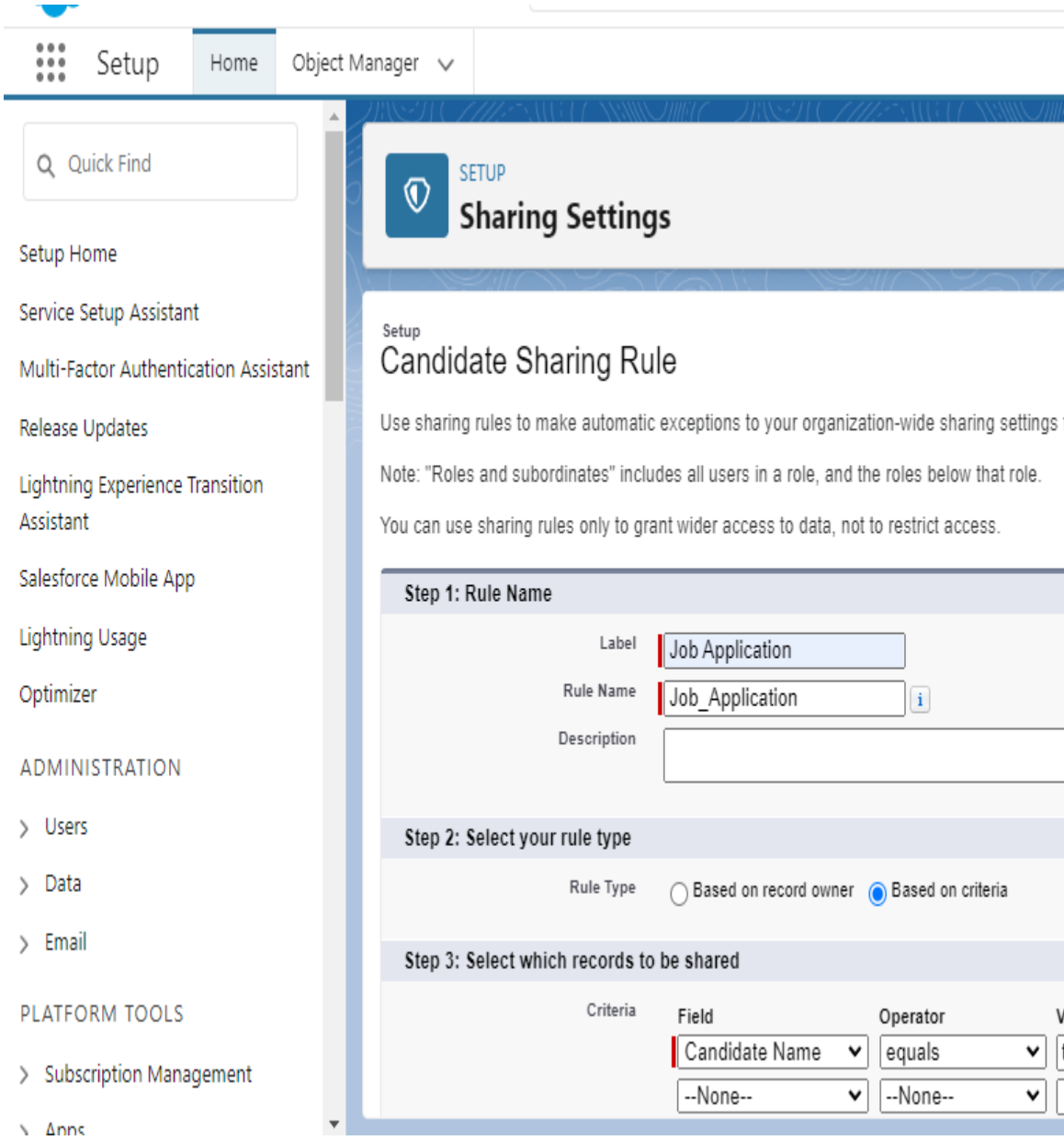

sha
Development
Org Shape
Security
Sharing Settings
Didn't find what you're looking for?
Try using Global Search.
SETUP
Sharing Settings
Setup
Candidate Sharing Rule
Use sharing rules to make automatic exceptions to your organization-wide shar
Note: "Roles and subordinates" includes all users in a role, and the roles below
You can use sharing rules only to grant wider access to data, not to restrict acc
Step 1: Rule Name
Label
candidate
Rule Name
candidate
Description
Step 2: Select your rule type
Rule Type
Based on record owner
Based on cr
Step 3: Select which records to be shared
Criteria
Field
Operator
Candidate Name
equals
--None--
--None--

Acti vity 2 ;

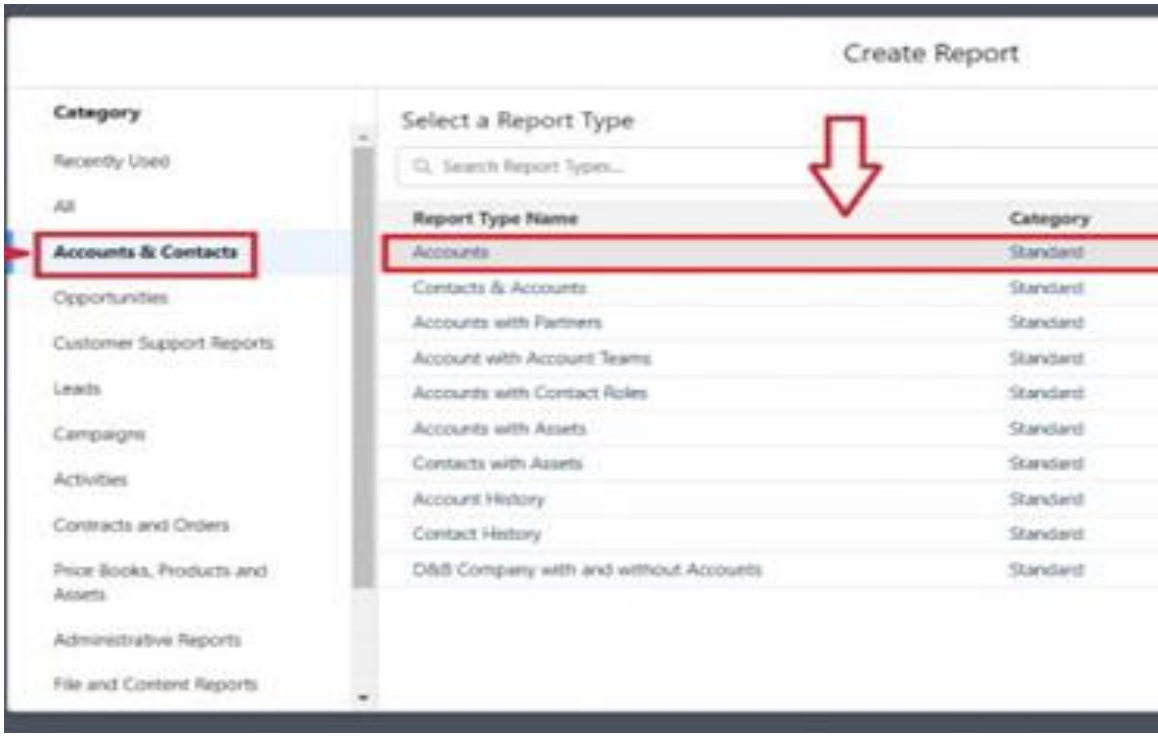
Crea te a shar ing Rule Rec ords of Job Appl icati on


Setup
Home
Object Manager
Quick Find
Setup Home
Service Setup Assistant
Multi-Factor Authentication Assistant
Release Updates
Lightning Experience Transition Assistant
Salesforce Mobile App
Lightning Usage
Optimizer
ADMINISTRATION
Users
Data
Email
PLATFORM TOOLS
Subscription Management
SETUP
Sharing Settings
Setup
Candidate Sharing Rule
Use sharing rules to make automatic exceptions to your organization-wide sharing settings
Note: "Roles and subordinates" includes all users in a role, and the roles below that role.
You can use sharing rules only to grant wider access to data, not to restrict access.
Step 1: Rule Name
Label
Job Application
Rule Name
Job_Application
Description
Step 2: Select your rule type
Rule Type
Based on record owner
Based on criteria
Step 3: Select which records to be shared
Criteria
Field
Operator
Candidate Name
equals
--None--
--None--

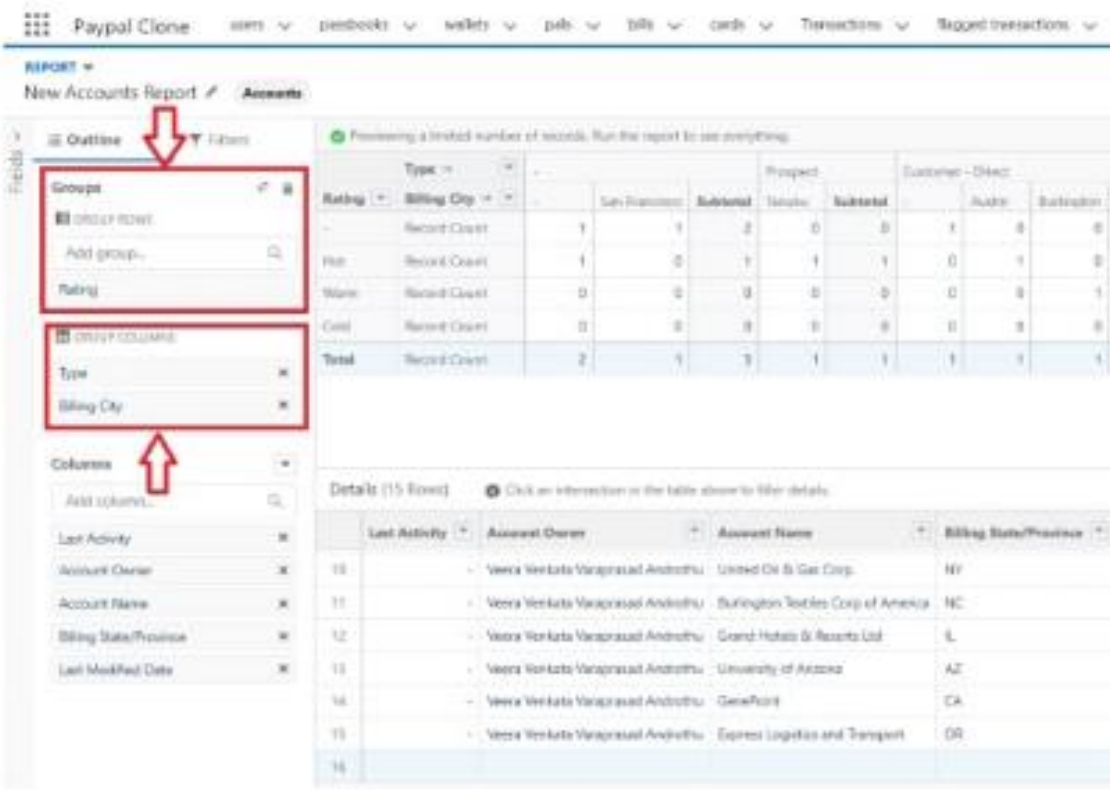
Mile ston e 8-

Reports:

Create a Report:



Activity 2: Create a Report using the objects jobs



4.Trail head profile public URL

Team lead-

https://trailblazer.me/id/saranya2001

Team Member 1-

http://trailblazer.me/id/thala2001

Team Member 2-

https://trailblazer.me/id/tamir76

Team Member 3-

https://trailblazer.me/id/hmanager4

5 ADVANTAGES & DISADVANTAGE

❖ **ADVANTAGES**

1. ***Reduces time spent on admi tasks n.*** *ATS software allows you to automate various tasks of the hiring process that can save you a lot of time and free up your recruiting personnel for other high-value tasks. Posting to multiple job boards,*

tracking candidate applications, notifying candidates individually, and scheduling interview feedback can all be automated. Not only will it speed up the time it takes to do all of those tasks, it will increase the overall quality through standardization.

2. ***Resume and CV screening**. With recruiters receiving 100s of resumes per role, even scanning can take a lot of time. ATS software can be utilized to review applications and filter out candidates that don't meet the minimum requirements of the role. So, the number of resumes a recruiter needs to review can be reduced drastically using pre-screening questions or word searches within resumes. Once again, a recruiter's time can be redirected to higher value items of the business.*
3. ***Speeds up the recruitment cycle**. Having candidates'*

information centralized on a single platform gives recruiters access to organized information allowing them to review and compare candidates more easily and quickly, which leads to a lower cost-per-hire. All communications, including notes, interviewer ratings, cases, and more can be stored and viewed in one location, which simplifies and speeds up the evaluation process.

4. ***Improves the quality of hire**. Not only do ATS's create more efficient workflows, as previously discussed, they can also improve the quality of your hire. First, you were able to cast a wider net by posting on job boards with standardized messaging to attract more candidates. Second, you used automated matching and filtering weed out unqualified candidates. Both benefits saved you or your recruiter the time*

necessary to deeply evaluate candidates and gather more insightful information so they can communicate with stakeholders and make a well-informed decision. In the end, the entire process was strengthened.

5. ***Enhances reporting and compliance**. Lack of compliance in the recruiting process can devastate your business and brand. Recruiting software can help keep you stay compliant by standardizing the hiring procedures and communications. In the end, you'll still need to create compliant standards initially, then everyone using the software will adhere to those guidelines. With all relevant in one place, reporting on recruiting performance or adherence to compliance standards becomes very simple. Automated dashboards provide*

management with a good view of recruiting performance.

6. ***Boosts your brand**. Having a streamlined recruiting workflow and messaging can enhance the candidate experience can make a great first impression as you're trying to attract top-notch talent.*
7. ***Improves onboarding**. As an extension of the recruiting process, onboarding can be streamlined as well. Once you find the right candidate, you want to onboard them as quickly as possible so they can focus on improving your business. Things like tax forms, new hire packets, IT setup requests, and more can be centralized to create a great onboarding experience for your new hire.*

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- ***Could filter out good candidates**. When "programming" your recruiting software to recognize common keywords around roles and responsibilities, you could end up filtering out good candidates that have atypical experience or lack keywords that are aligned with what you are looking for. Careful consideration of your filters and a quality assurance process will help to fine tune the filter and reduce filtering out good candidates. This can happen with manual reviews as well, so automation, in most situations, has a net benefit.*
- ***Communications can be less personalized**. When automating responses to candidates, your messaging will be less personalized and*

can come off as robotic. Taking additional time to construct good communication can help make it feel more personalized. It's much better to send a less personalized communication than no communication at all.

6.APPLICATIONS

Applicant tracking system (ATS) software allows recruitment teams to organize and track candidates for more efficient hiring. ATS solutions also enable the HR department to organize applicants, simplifying the process of searching and filtering résumés. This results in decreased time-to-fill for open positions.

Aside from managing the hiring process by collecting and sorting résumés, modern ATS platforms also have a comprehensive suite of tools to streamline recruitment operations. ATS software handles everything from creating and publishing job posts to screening and sourcing candidates, tracking application statuses, and monitoring all communications with candidates.

Every feature of an applicant tracking system is built to enhance the recruitment process for both the hiring department and applicants. Most ATS solutions have built-in, automated communication channels to facilitate consistent communication between recruiters and candidates. ATS software creates a centralized location where recruitment teams can submit feedback and collaborate when selecting candidates. Furthermore, it can provide features for interview scheduling, automated alerts, and sending email reminders.

Also Read: Our list of the top ATS software

Find your new ATS softwar e

15Five

(51)

Good for:

Any Company Size

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15Five is a continuous performance management solution that helps employees grow and develop, in just 15 minutes each week. Through a lightweight weekly check-in, 15Five delivers everything a manager needs to impact employee performance, including continuous feedback, objectives (OKR) tracking, recognition, 1-on-1s, and reviews. The resulting metrics and qualitative responses then become the basis for managers to learn just how much support and guidance to provide. Learn more about 15Five.

Access SelectHR

Leave a Review

Good for:

Medium (250-999 Employees), Large (1,000-4,999 Employees), Enterprise (5,000+ Employees)

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Compare

The Access Group develops business management solutions, specifically HR software. Their products are used by more than 5,000 customers in the United Kingdom, including corporate and non-profit organizations. Recently, the company has been rated among the fastest growing software developers in the UK and among the top places to work in the country. The company continues to evolve today. Learn more about Access SelectHR.

-

Accomplish EP

Leave a Review

Good for:

Medium (250-999 Employees), Large (1,000-4,999 Employees)

VIEW PROFILE

GET PRICING+

Compare

Accomplish EP is a cloud-based human capital management (HCM) platform for

small and mid-sized companies. It offers HR, payroll, time tracking, benefits, performance reviews, and compliance capabilities under a single concept application. Learn more about Accomplish EP.

-

AcquireTM

Leave a Review

Good for:

Micro (0-49 Employees), Small

(50-249 Employees), Medium (250-999 Employees), Large (1,000-4,999 Employees)

VIEW PROFILE

GET PRICING+

Compare

AcquireTM is a cloud-based applicant tracking and talent acquisition solution that provides a complete hiring platform for small or mid-sized businesses. AcquireTM provides an intuitive and easy to use solution that gives HR administrators, recruiters and hiring

managers the tools they need to take control of hiring processes. Learn more about AcquireTM.

- ***Need a Little Help?***

  Talk with a software expert for free. Get a list of software that's great for you in less than 15 minutes.

  TALK TO AN ADVISOR

-

Adaptive Suite - Adaptive Insights

Leave a Review

Good for:

Medium (250-999 Employees), Large (1,000-4,999 Employees), Enterprise (5,000+ Employees)

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Adaptive Suite is the only unified, cloud-based corporate performance management software on the market. Designed to be easy to use and implement, it is accessible from anywhere, an all-in-one package including the best business performance management software modules that Adaptive Insights distributes. Learn more about Adaptive Suite - Adaptive Insights.

ADP Workforce Now On the Go

Leave a Review

Good for:

Micro (0-49 Employees), Small (50-249 Employees)

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Compare

Attract, captivate, and hire top talent with ADP Workforce Now® Recruitment so you can drive both your business strategy and your people strategy forward. As part of the full ADP Workforce Now HR suite, Recruitment's easy-to-use capabilities are natively connected to your onboarding, HR and payroll data to save you time and effort. With this end-to-end recruitment solution, ADP Workforce Now helps deliver a better experience for your organization and for candidates. Learn more about ADP Workforce Now On the Go.

-

Appcast

Leave a Review

Good for:

Medium (250-999 Employees), Large (1,000-4,999 Employees), Enterprise (5,000+ Employees)

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Learn more about Ap

7.CONCLUSION

ATS ensures long-term sourcing of good candidates. You will never regret your decision once you start the recruiting process using the applicant tracking

system. It is a reliable, convenient and easy-to-use software. After all, good resources are responsible for quality products delivery. A recruitment process in any organisation is successful only if its

ATS(applic ant tracking system) has been improved in terms of consistenc y, quality and efficiency. So, we have discussed some ways using which you can easily improve your current applicant tracking

system. Some major company names have been mentioned here who have already developed such solutions. Why wait for your turn?

8.FUTURE SCOPE

There are many top companies that sometimes announce multiple openings at a time. This receives hundreds of resumes and makes it difficult for

employers to shortlist in less time. Hence, comes the role of ATS which helps in removing the unqualified resumes, highlighting the top candidates, automatic surfacing and take out the most suitable ones to the hiring team. It not only saves time and manual efforts but also keeps the recruiters and hiring managing department to stay organized. In this way, it only presents the slip of top candidates among the hiring professionals and keeps their work organized.

How does an applicant tracking system software work?

First of all, it collects all the resumes and stores them in its database even after the original job is expired or filled. It will help the hiring managers or the corporate recruiters to search for any resume as per their convenience and then sort them in a number of ways. An applicant tracking systems works in the following ways:

A quick view of application s

The team of hiring professionals used to have a quick glance on each job application which comes via applicant tracking systems. They look for the past job summary of the applicant and try to judge them in a few seconds. So, it is always advisable to keep your highest qualification and top skills being mentioned in the resume to get easily identified by the recruiter. The ATS makes the whole process easy and saves time by shortlisting on many factors.

Ranking of applications

The applicant tracking system can automatically rank the resumes by comparing them to the job description. It will help the hiring managers to shortlist only the deserving candidates rather than going through all resumes. The ATS finds a great match and presents it to the hiring team.

Searching through keywords

In an ATS, recruiters shortlist candidates by searching for the job titles and skills. They can find suitable resumes by applying the exact search keyword or

term in the applicant tracking system. So, anyone who is not having that term in their resume will be out from the selection criteria of applicant tracking systems.

We can say that resume keywords play an important role in the ATS. It is the best way to figure out the most suitable candidates for a particular job.

Formatting of the resumes

A right formatting style of an ATS resume is necessary for every job seeker as well as for the organisation. This is because many ATS parsing algorithms are not very intelligent and outdated. There can be higher chances of missing information(especially the vital keywords) from the resumes. Hence, it becomes important to make your resume ATS-friendly so that it can parse through the outdated systems. For this, you must be using .pdf or .docx file format, keeping the heading section simple and using the consistent formatting for dates and work history.

Ways to improve

your ATS in an organisation:-

As we now know, a company's recruiting success is much dependent on the applicant tracking system. The more improved your ATS, the more will be the success rate of your organisation. Let's quickly check some ways to enhance the performance of your ATS.

1) Integrating an applicant tracking system with existing systems

If your ultimate goal is to hire good people then you need your ATS software to play well with other existing systems. Your applicant tracking system must be capable enough to integrate with some key components as mentioned below:

- Payroll or billing system
- Work hours verification system
- Coordination & scheduling tools
- HRIS: Human resource information system
- External online job posting system
- An illegal activity tracking system
- Onboarding task system

2) Use social media platforms for finding good people

Besides applicant tracking systems, social media is one of the most powerful tools for the recruitment process. It can increase the success rate of hiring people by 50%. In fact, 90 per cent of all companies across the globe rely on social platforms like LinkedIn, Facebook, twitter in order to hire the right

professionals. There are many reasons to pick this platform for sourcing candidates. Some of these are given below:

- It is free of cost tool.
- No need for costly job boardings, job advertisements etc.
- It is an attractive tool for passive candidates.
- It provides great reliability and a better social network.

Hence, make your ATS social compliant tool. You ATS should be able to push jobs on various social networks. The candidates can directly apply to the respective job via ATS using their social profile links.

3) Collecting the right data of a candidate

There is a big difference between the data stored in the applicant tracking system and the data needed to be stored in that system. To improve the ATS, you must be concerned about the following questions:-

- What data is captured by your ATS?
- What exact information does your hiring managers need in the ATS to make the appropriate decision?
- Is there any gap between the information stored in the applicant tracking system and the information needed by it?

You can easily improve the quality of your ATS by adding the right information in it. The information actually needed by the hiring team and it will save their time to cut any such data at the time of the recruiting process. Hence, optimizing the applicant