

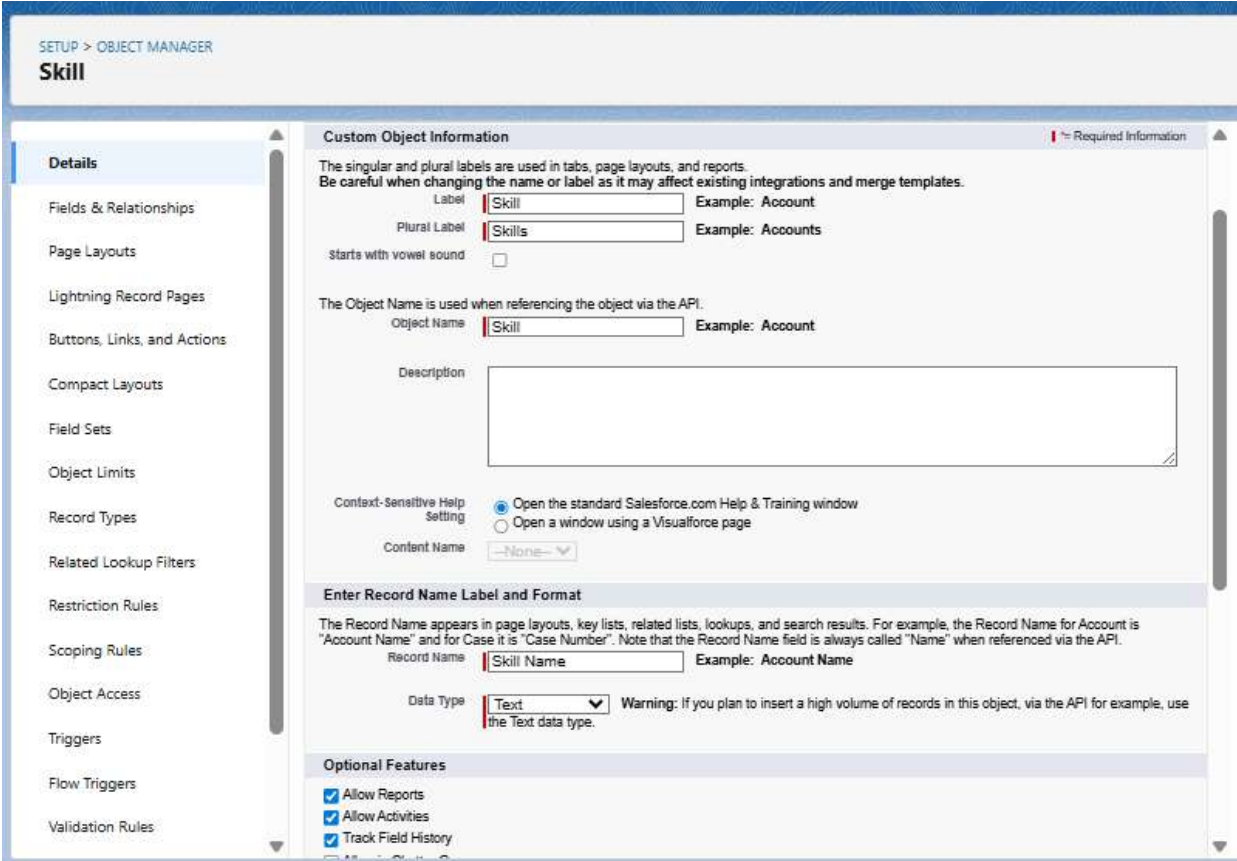
Project Title:

Student Success & Career Guidance Portal

Phase 3 — Data modeling & relationships (step-by-step)

3.1 Use standard objects vs custom

- **Account** → Use for College and Recruiter Company.
- **Contact** → Use for Student (recommended).
- Create custom objects:
 - Skill__c (label: Skill)



The screenshot shows the Salesforce Object Manager interface for a custom object named "Skill". The left sidebar contains a navigation menu with options: Details, Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, Restriction Rules, Scoping Rules, Object Access, Triggers, Flow Triggers, and Validation Rules. The main content area is titled "Custom Object Information" and includes the following sections:

- Custom Object Information:** A warning message states: "The singular and plural labels are used in tabs, page layouts, and reports. Be careful when changing the name or label as it may affect existing integrations and merge templates." Below this, there are input fields for "Label" (Skill) and "Plural Label" (Skills), both with "Example: Account" and "Example: Accounts" respectively. A checkbox for "starts with vowel sound" is present and unchecked.
- The Object Name is used when referencing the object via the API:** An input field for "Object Name" is set to "Skill" with "Example: Account".
- Description:** A large text area for the object's description.
- Context-Sensitive Help Setting:** Two radio buttons: "Open the standard Salesforce.com Help & Training window" (selected) and "Open a window using a Visualforce page".
- Content Name:** A dropdown menu currently showing "None".
- Enter Record Name Label and Format:** A warning message states: "The Record Name appears in page layouts, key lists, related lists, lookups, and search results. For example, the Record Name for Account is 'Account Name' and for Case it is 'Case Number'. Note that the Record Name field is always called 'Name' when referenced via the API." Below this, an input field for "Record Name" is set to "Skill Name" with "Example: Account Name".
- Data Type:** A dropdown menu set to "Text". A warning message states: "Warning: If you plan to insert a high volume of records in this object, via the API for example, use the Text data type."
- Optional Features:** Three checkboxes are checked: "Allow Reports", "Allow Activities", and "Track Field History".

- Student_Skill__c (junction between Contact & Skill)

SETUP > OBJECT MANAGER

Student Skill

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Triggers

Flow Triggers

Validation Rules

The singular and plural labels are used in tabs, page layouts, and reports. Be careful when changing the name or label as it may affect existing integrations and merge templates.

Label Example: Account

Plural Label Example: Accounts

starts with vowel sound ☐

The Object Name is used when referencing the object via the API.

Object Name Example: Account

Description

Context-Sensitive Help Setting ☒ Open the standard Salesforce.com Help & Training window ☐ Open a window using a Visualforce page

Content Name

Enter Record Name Label and Format

The Record Name appears in page layouts, key lists, related lists, lookups, and search results. For example, the Record Name for Account is "Account Name" and for Case it is "Case Number". Note that the Record Name field is always called "Name" when referenced via the API.

Record Name Example: Account Name

Data Type Warning: If you plan to insert a high volume of records in this object, via the API for example, use the Text data type.

Display Format Example: A-{0000} [What Is This?](#)

Optional Features

☒ Allow Reports

☒ Allow Activities

☒ Track Field History

- Internship__c

SETUP > OBJECT MANAGER

Internship

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Triggers

Flow Triggers

Validation Rules

Custom Object Information

The singular and plural labels are used in tabs, page layouts, and reports.
Be careful when changing the name or label as it may affect existing integrations and merge templates.

Label Example: Account

Plural Label Example: Accounts

Starts with vowel sound ☐

The Object Name is used when referencing the object via the API.

Object Name Example: Account

Description

Context-Sensitive Help Setting ☒ Open the standard Salesforce.com Help & Training window
☐ Open a window using a Visualforce page

Contact Name

Enter Record Name Label and Format

The Record Name appears in page layouts, key lists, related lists, lookups, and search results. For example, the Record Name for Account is "Account Name" and for Case it is "Case Number". Note that the Record Name field is always called "Name" when referenced via the API.

Record Name Example: Account Name

Data Type Warning: If you plan to insert a high volume of records in this object, via the API for example, use the Text data type.

Optional Features

☒ Allow Reports

☒ Allow Activities

☒ Track Field History

☐ Allow in Chatter Groups

- Placement__c

SETUP > OBJECT MANAGER

Placement

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Triggers

Flow Triggers

Validation Rules

Custom Object Information

The singular and plural labels are used in tabs, page layouts, and reports.
Be careful when changing the name or label as it may affect existing integrations and merge templates.

Label Placement Example: Account

Plural Label Placements Example: Accounts

starts with vowel sound ☐

The Object Name is used when referencing the object via the API.

Object Name Placement Example: Account

Description

Context-Sensitive Help Setting ☒ Open the standard Salesforce.com Help & Training window ☐ Open a window using a Visualforce page

Content Name --None--

Enter Record Name Label and Format

The Record Name appears in page layouts, key lists, related lists, lookups, and search results. For example, the Record Name for Account is "Account Name" and for Case it is "Case Number". Note that the Record Name field is always called "Name" when referenced via the API.

Record Name Placement Name Example: Account Name

Data Type Text Warning: If you plan to insert a high volume of records in this object, via the API for example, use the Text data type.

Optional Features

☒ Allow Reports

☒ Allow Activities

☒ Track Field History

- Career_Recommendation__c

SETUP > OBJECT MANAGER

Career Recommendation

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Triggers

Flow Triggers

Validation Rules

The singular and plural labels are used in tabs, page layouts, and reports. Be careful when changing the name or label as it may affect existing integrations and merge templates.

Label Example: Account

Plural Label Example: Accounts

starts with vowel sound ☐

The Object Name is used when referencing the object via the API.

Object Name Example: Account

Description

Context-Sensitive Help Setting ☒ Open the standard Salesforce.com Help & Training window ☐ Open a window using a Visualforce page

Content Name

Enter Record Name Label and Format

The Record Name appears in page layouts, key lists, related lists, lookups, and search results. For example, the Record Name for Account is "Account Name" and for Case it is "Case Number". Note that the Record Name field is always called "Name" when referenced via the API.

Record Name Example: Account Name

Data Type Warning: If you plan to insert a high volume of records in this object, via the API for example, use the Text data type.

Display Format Example: A-{0000} [What Is This?](#)

Optional Features

☒ Allow Reports

☒ Allow Activities

☒ Track Field History

- (Optional) Job_Post__c for external job postings

SETUP > OBJECT MANAGER

Job Post

Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
Restriction Rules
Scoping Rules
Object Access
Triggers
Flow Triggers
Validation Rules

Custom Object information

The singular and plural labels are used in tabs, page layouts, and reports. Be careful when changing the name or label as it may affect existing integrations and merge templates.

Label Example: Account

Plural Label Example: Accounts

starts with vowel sound ☐

The Object Name is used when referencing the object via the API.

Object Name Example: Account

Description

Context-Sensitive Help Setting ☒ Open the standard Salesforce.com Help & Training window ☐ Open a window using a Visualforce page

Content Name

Enter Record Name Label and Format

The Record Name appears in page layouts, key lists, related lists, lookups, and search results. For example, the Record Name for Account is "Account Name" and for Case it is "Case Number". Note that the Record Name field is always called "Name" when referenced via the API.

Record Name Example: Account Name

Data Type Warning: If you plan to insert a high volume of records in this object, via the API for example, use the Text data type.

Optional Features

☒ Allow Reports

☒ Allow Activities

☒ Track Field History

☐ Allow in Chatter Groups

3.2 Create custom objects and fields (exact clicks)

For each object:

- Setup** → *Object Manager* → **Create** → **Custom Object** → fill:
 - Label: Internship → Plural: Internships → Object Name: Internship__c → Check "Allow Reports", "Allow Activities", "Track Field History" as needed → Save.
- Fields & Relationships** → **New**:
 - Example Internship__c fields:
 - Company__c — Lookup(Account) → Select *Data Type*: Lookup(Account).

Company

[Back to Internship](#)

[Validation Rules](#) (0)

Custom Field Definition Detail

[Edit](#)

[Set Field-Level Security](#)

[View Field Accessibility](#)

[Where is this used?](#)

Field Information

Field Label	Company	Object Name	Internship
Field Name	Company	Data Type	Lookup
API Name	Company__c		
Description			
Help Text			
Data Owner			
Field Usage			
Data Sensitivity Level			
Compliance Categorization			
Created By	Swayam Tamrakar, 9/13/2025, 10:33 AM		Modified By Swayam Tamrakar, 9/13/2025, 10:33 AM

Lookup Options

Related To	Account	Child Relationship Name	Internships
Related List Label	Internships		
Required	<input type="checkbox"/>		
What to do if the lookup record is deleted?	Clear the value of this field.		

Lookup Filter

No lookup filters defined.

Validation Rules

[New](#)

[Validation Rules Help](#) ?

No validation rules defined.

- Student__c — Lookup(Contact).

[Back to Internship](#)

[Validation Rules](#) 

Custom Field Definition Detail

[Edit](#)

[Set Field-Level Security](#)

[View Field Accessibility](#)

[Where is this used?](#)

Field Information

Field Label	Student	Object Name	Internship
Field Name	Student	Data Type	Lookup
API Name	Student__c		
Description			
Help Text			
Data Owner			
Field Usage			
Data Sensitivity Level			
Compliance Categorization			
Created By	Swayam Tamrakar, 9/13/2025, 10:34 AM		Modified By Swayam Tamrakar, 9/13/2025, 10:34 AM

Lookup Options

Related To	Contact	Child Relationship Name	Internships
Related List Label	Internships		
Required	<input type="checkbox"/>		
What to do if the lookup record is deleted?	Clear the value of this field.		

Lookup Filter

No lookup filters defined.

Validation Rules

[New](#)

[Validation Rules Help](#) 

No validation rules defined.

- Start_Date__c — Date

[Validation Rules](#) (0)

Custom Field Definition Detail

[Edit](#)

[Set Field-Level Security](#)

[View Field Accessibility](#)

[Where is this used?](#)

Field Information

Field Label	Start Date	Object Name	Internship
Field Name	Start_Date	Data Type	Date
API Name	Start_Date__c		
Description	Internship Starting date		
Help Text			
Data Owner			
Field Usage			
Data Sensitivity Level			
Compliance Categorization			
Created By	Swayam Tamrakar, 9/11/2025, 4:19 AM		Modified By Swayam Tamrakar, 9/11/2025, 4:19 AM

General Options

Required	<input checked="" type="checkbox"/>
Default Value	

Validation Rules

[New](#)

[Validation Rules Help](#)

No validation rules defined.

[^ Back To Top](#)

Always show me [more](#) records per related list

- End_Date__c — Date

End Date

[Back to Internship](#)

[Validation Rules](#) 

Custom Field Definition Detail

- Edit
- Set Field-Level Security
- View Field Accessibility
- Where is this used?

Field Information

Field Label	End Date	Object Name	Internship
Field Name	End_Date	Data Type	Date
API Name	End_Date__c		
Description	Internship Ending Date		
Help Text			
Data Owner			
Field Usage			
Data Sensitivity Level			
Compliance Categorization			
Created By	Swayam Tamrakar, 9/11/2025, 4:19 AM		Modified By Swayam Tamrakar, 9/11/2025, 4:19 AM

General Options

Required	<input checked="" type="checkbox"/>
Default Value	

Validation Rules

New

[Validation Rules Help](#)

No validation rules defined.

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Always show me  more records per related list

- Status__c — Picklist values: Applied, Interviewing, Selected, Completed, Rejected.

Internship Custom Field

Status

[Help for this Page](#)

[Back to Internship](#)

[Validation Rules](#) (0)

Custom Field Definition Detail

[Edit](#)

[Set Field-Level Security](#)

[View Field Accessibility](#)

[Where is this used?](#)

Field Information

Field Label	Status	Object Name	Internship
Field Name	Status	Data Type	Picklist
API Name	Status__c		
Description			
Help Text			
Data Owner			
Field Usage			
Data Sensitivity Level			
Compliance Categorization			
Created By	Swayam Tamrakar, 9/13/2025, 10:42 AM		Modified By Swayam Tamrakar, 9/13/2025, 10:42 AM

General Options

Required	<input checked="" type="checkbox"/>
Default Value	[v]

Picklist Options

Restrict picklist to the values defined in the value set	<input checked="" type="checkbox"/>
Controlling Field	[New]

Picklist Values Used

Active and inactive picklist values	5 (1,000 max)
-------------------------------------	---------------

- Stipend__c — Currency

Superna
Back to Internship

Validation Rules [10](#)

Custom Field Definition Detail [Edit](#) [Set Field-Level Security](#) [View Field Accessibility](#) [Where is this used?](#)

Field Information

Field Label	Stipend	Object Name	Internship
Field Name	Stipend	Data Type	Currency
API Name	Stipend__c		
Description			
Help Text			
Data Owner			
Field Usage			
Data Sensitivity Level			
Compliance Categorization			
Created By	Swayam Tamrakar, 9/13/2025, 10:43 AM	Modified By	Swayam Tamrakar, 9/13/2025, 10:43 AM

General Options

Required ☒

Default Value

Currency Options

Length 18

Decimal Places 0

Validation Rules [New](#) [Validation Rules Help](#)

No validation rules defined.

[Back To Top](#) Always show me [more](#) records per related list

- Role__c — Text or Picklist (role title)

SETUP > OBJECT MANAGER
Internship

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Triggers

Flow Triggers

Validation Rules

Field Label

Values

☐ Use global picklist value set

☒ Enter values, with each value separated by a new line

Software Engineer
Civil Engineer
Mechanical Engineer
Electrical Engineer
Computer Engineer
Chemical Engineer
Industrial Engineer

☒ Display values alphabetically not in the order entered

☐ Use first value as default value

☒ Restrict picklist to the values defined in the value set

Field Name

Description

Help Text

Required ☒ Always require a value in this field in order to save a record

auto set to custom report type ☒ Add this field to existing custom report types that contain this entity

Default Value [Show Formula Editor](#)

[Enable](#)

3. Create Skill__c:

- Field Name used for skill label (e.g., “Java”).

Skill Field

Skill Name

[Back to Skill](#)

[Help for this Page](#)

Set Field-Level Security

View Field Accessibility

Field Information

Field Label	Skill Name	Field Name	Name
Data Type	Text(80)		
Description			
Data Owner			
Field Usage			
Data Sensitivity Level			
Compliance Categorization			

Validation Rules

New

[Validation Rules Help](#)

No validation rules defined.

- Skill_Level__c — Picklist: Beginner, Intermediate, Advanced.

Step 2. Enter the details

Step 2 of 4

Previous

Next

Cancel

Field Label

Skill Level

Values

☐ Use global picklist value set

☒ Enter values, with each value separated by a new line

Beginner
Intermediate
Advanced

☐ Display values alphabetically, not in the order entered

☐ Use first value as default value

☒ Restrict picklist to the values defined in the value set

Field Name

Skill_Level

Description

Help Text

Required

☒ Always require a value in this field in order to save a record

Auto add to custom report type

☒ Add this field to existing custom report types that contain this entity

4. Create junction Student_Skill__c:
 - Student__c — Lookup(Contact)

SETUP > OBJECT MANAGER

Student Skill

Details

Fields & Relationships

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Buttons, Links, and Actions

Compact Layouts

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Restriction Rules

Scoping Rules

Object Access

Triggers

Flow Triggers

Validation Rules

New Relationship

Step 3. Enter the label and name for the lookup field Step 3 of 6

Field Label

Field Name

Description

Help Text

Child Relationship Name

Required ☐

What to do if the lookup record is deleted?
☒ Clear the value of this field. You can't choose this option if you make this field required.
☐ Don't allow deletion of the lookup record that's part of a lookup relationship.

Auto add to custom report type ☒ Add this field to existing custom report types that contain this entity

Lookup Filter

Optionally, create a filter to limit the records available to users in the lookup field. [Tell me more!](#)

[Show Filter Settings](#)

- Skill__c — Lookup(Skill)

SETUP > OBJECT MANAGER

Student Skill

Details

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Buttons, Links, and Actions

Compact Layouts

Field Sets

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Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Triggers

Flow Triggers

Validation Rules

Student Skill

New Relationship

Help for this Page

Step 3. Enter the label and name for the lookup field

Step 3 of 6

Previous Next Cancel

Field Label Skill

Field Name Skill

Description

Help Text

Child Relationship Name Student_Skills

Required ☒ Always require a value in this field in order to save a record

What to do if the lookup record is deleted? ☐ Clear the value of this field. You can't choose this option if you make this field required.

☒ Don't allow deletion of the lookup record that's part of a lookup relationship.

Auto add to custom report type ☒ Add this field to existing custom report types that contain this entity

Lookup Filter

Optionally, create a filter to limit the records available to users in the lookup field. [Tell me more!](#)

[Show Filter Settings](#)

- Proficiency__c — Number or Picklist as needed

SETUP > OBJECT MANAGER
Student Skill

Details
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Buttons, Links, and Actions
Compact Layouts
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Related Lookup Filters
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Scoping Rules
Object Access
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Flow Triggers
Validation Rules

Step 2. Enter the details Step 2 of 4

Previous Next Cancel

Field Label: Proficiency

Values:
☐ Use global picklist value set
☒ Enter values, with each value separated by a new line

Beginner
Intermediate
Advanced

☐ Display values alphabetically, not in the order entered
☐ Use first value as default value
☒ Restrict picklist to the values defined in the value set

Field Name: Proficiency

Description:

Help Text:

Required: ☒ Always require a value in this field in order to save a record
Auto add to custom report type: ☒ Add this field to existing custom report types that contain this entity

Einstein

5. Placement__c

- Student__c — *Lookup(Contact)*

Placement

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Scoping Rules

Object Access

Triggers

Flow Triggers

Validation Rules

Placement

New Relationship


Help for this Page 

Step 3. Enter the label and name for the lookup field

Step 3 of 6


[Previous](#) [Next](#) [Cancel](#)

Field Label 

Field Name 

Description


Help Text

Child Relationship Name 

Required ☒ Always require a value in this field in order to save a record

What to do if the lookup record is deleted? ☐ Clear the value of this field. You can't choose this option if you make this field required.

☒ Don't allow deletion of the lookup record that's part of a lookup relationship.

Auto add to custom report type ☒ Add this field to existing custom report types that contain this entity 

Lookup Filter

Optionally, create a filter to limit the records available to users in the lookup field. [Tell me more!](#)

[Show Filter Settings](#)

- **Company__c** — *Lookup(Account)*

The screenshot shows the Salesforce 'Setup' interface, specifically the 'Object Manager' for the 'Placement' object. The left sidebar lists various configuration options, with 'Fields & Relationships' selected. The main content area is titled 'New Relationship' and shows 'Step 3 of 6: Enter the label and name for the lookup field'. The 'Field Label' and 'Field Name' are both set to 'Company'. The 'Child Relationship Name' is 'Placements'. Under 'What to do if the lookup record is deleted?', the 'Don't allow deletion of the lookup record that's part of a lookup relationship' option is selected. The 'Auto add to custom report type' checkbox is also checked. A 'Lookup Filter' section at the bottom provides an option to create a filter to limit records available to users in the lookup field, with a link to 'Show Filter Settings'.

SETUP > OBJECT MANAGER
Placement

Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
Restriction Rules
Scoping Rules
Object Access
Triggers
Flow Triggers
Validation Rules

New Relationship Help for this Page

Step 3. Enter the label and name for the lookup field Step 3 of 6

Previous Next Cancel

Field Label ⓘ

Field Name ⓘ

Description

Help Text

Child Relationship Name ⓘ

Required ☒ Always require a value in this field in order to save a record

What to do if the lookup record is deleted?
☐ Clear the value of this field. You can't choose this option if you make this field required.

☒ Don't allow deletion of the lookup record that's part of a lookup relationship.

Auto add to custom report type ☒ Add this field to existing custom report types that contain this entity ⓘ

Lookup Filter

Optionally, create a filter to limit the records available to users in the lookup field. [Tell me more!](#)

[Show Filter Settings](#)

- **Offer_Package__c** — *Currency*

SETUP > OBJECT MANAGER

Placement

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Fields & Relationships
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Field Sets
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Related Lookup Filters
Restriction Rules
Scoping Rules
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Flow Triggers
Validation Rules

Step 2. Enter the details

Previous Next Cancel

Field Label **Offer Package**

Please enter the length of the number and the number of decimal places. For example, a number with a length of 8 and 2 decimal places can accept values up to "12345678.90".

Length **18** Decimal Places **0**

Number of digits to the left of the decimal point Number of digits to the right of the decimal point

Field Name **Offer_Package**

Description Enter your offer package

Help Text

Required ☐ Always require a value in this field in order to save a record

Auto add to custom report type ☒ Add this field to existing custom report types that contain this entity

Default Value Show Formula Editor

Use formula syntax. Enclose text and picklist value API names in double quotes ("the text"), include numbers without quotes. (0.10) show percentages as decimals (0.10), and express date calculations in the standard format: (Today) + 7). To reference a field from a Custom Metadata type record use: \$CustomMetadata.Type__mdt.RecordAPIName.Field__c

- Offer_Status__c — Picklist: Offered, Accepted, Declined, Joined, Withdrawn

Custom Field Definition Detail

Field Information

Field Label	Field Name	Field Type	Field Format
Offer Status	Offer_Status__c	Picklist	

General Options

Required ☒ Default Value: (Blank)

Field Dependencies

Field Dependencies

Validation Rules

Values

Value	API Name	Default Value	Field Format
Offered	Offered		
Accepted	Accepted		
Declined	Declined		
Joined	Joined		
Withdrawn	Withdrawn		

- Joining_Date__c — Date

SETUP > OBJECT MANAGER

Placement

Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
Restriction Rules
Sharing Rules

Step 2. Enter the details Step 2 of 4

Previous Next Cancel

Field Label

Field Name

Description

Help Text

Required ☒ Always require a value in this field in order to save a record

Auto add to custom report type ☒ Add this field to existing custom report types that contain this entity

Default Value

Use formula syntax: Enclose text and picklist value API names in double quotes : ("the_text"), include numbers without quotes : (25), show p reference a field

Einstein

- Recruiter__c — Lookup(User) (optional)

SETUP > OBJECT MANAGER

Placement

Details
Fields & Relationships
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Buttons, Links, and Actions
Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
Restriction Rules

Step 3. Enter the label and name for the lookup field Step 3 of 5

Previous Next Cancel

Field Label

Field Name

Description

Help Text

Child Relationship Name

Auto add to custom report type ☒ Add this field to existing custom report types that contain this entity

Lookup Filter

6. E. Career_Recommendation__c

- **Student__c** — *Lookup(Contact)*

The screenshot shows the Salesforce Setup page for the **Career Recommendation** object. The left sidebar contains a navigation menu with the following items: Details, Fields & Relationships (selected), Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, and Restriction Rules. The main content area is titled "Step 3. Enter the label and name for the lookup field" and "Step 3 of 6". It includes a "Previous" button, a "Next" button, and a "Cancel" button. The form contains the following fields: Field Label (Student), Field Name (Student), Description, and Help Text. Below these fields is a section for the Child Relationship Name, which is set to "Career_Recommendations". There are three checkboxes: "Required" (checked), "Always require a value in this field in order to save a record" (checked), and "Clear the value of this field. You can't choose this option if you make this field required." (unchecked). There is also a radio button for "Don't allow deletion of the lookup record that's part of a lookup relationship." (selected) and a checkbox for "Add this field to existing custom report types that contain this entity" (checked).

- **Recommended_Path__c** — *Text* (e.g., "Data Science – Junior Analyst")
- **Confidence_Score__c** — *Number* (0 - 100)
- **Generated_On__c** — *DateTime*
- **Source__c** — *Picklist*: Einstein, RuleEngine, Manual

7. F. Job_Post__c (optional)

- **Company__c** — *Lookup(Account)*

- **Title__c** — Text

SETUP > OBJECT MANAGER
Job Post

Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
Restriction Rules

Field Label:

Please enter the maximum length for a text field below.
Length:

Field Name:

Description:

Help Text:

Required: ☐ Always require a value in this field in order to save a record

Unique: ☐ Do not allow duplicate values

☒ Treat "ABC" and "abc" as duplicate values (case insensitive)
☐ Treat "ABC" and "abc" as different values (case sensitive)

External ID: ☐ Set this field as the unique record identifier from an external system

Auto add to custom report type: ☒ Add this field to existing custom report types that contain this entity

Previous Next Cancel

- **Description__c** — Long Text Area
- **Location__c** — Text
- **Skills_Required__c** — Long Text or multi-select picklist
- **Posted_On__c** — Date

3.3 Record Types & Page Layouts

1. **Contact Object** → *Record Types* → **New** → Student. Add page layouts.

SETUP > OBJECT MANAGER
Contact

Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
Search Layouts
List View Button Layout
Hierarchy Columns

Step 1. Enter the details Step 1 of 2

Enter a name and description for the new record type. The new record type will include all the picklist values from the existing record type selected below. After saving the new record type, you will be able to customize the picklist values.

Record Type

Existing Record Type:

Record Type Label:

Record Type Name:

Description:

Active: ☒

Select Make Available to give users assigned to this profile the ability to create and clone records of this record type, or assign this record type to existing records. To make the new record type the default for a profile, select Make Default. Users assigned to this record type can still view and edit records associated with record types not available for their profiles.

Profile Name	Record Types Currently Available	<input checked="" type="checkbox"/> Make Available	<input type="checkbox"/> Make Default
Analytics Cloud Integration User		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Analytics Cloud Security User		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Anypoint Integration		<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. **Page Layouts** → include related lists: Internships, Student_Skills, Placements, Career_Recommendations. Drag fields like GPA__c, Career_Readiness__c.

SETUP > OBJECT MANAGER

Contact

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

List View Button Layout

Hierarchy Columns

Save Quick Save Preview As... Cancel Undo Redo Layout Properties

Fields

Quick Find Field Name

Section	Act Phone	Contact Owner	Data.com Key	Email	Fax Opt Out	Important	Last Modified By	Level
Blank Space	Birthday	Contact Record Type	Department	Email Opt Out	Gender Identity	Important Contact	Last Stay-at-Home...	Mail
Account Name	Buyer Attributes	Created By	Description	Enrollment Year	GPA	Individual	Last Stay-at-Home...	Maps
Assistant	Career Status	Creation Source	Do Not Call	Fax	Home Phone	Languages	Lead Source	Mobile

Custom Buttons

[Fields (Header not visible)]

★ Name Sarah Sample

★ Account Name Sample Text

[Custom Links (Header visible on detail only)]

[Academic Info]

★ GPA 11.80

★ Enrollment Year 1,000

Major Sample Text

Mobile Cards (Salesforce mobile only)

SETUP > OBJECT MANAGER

Contact

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Compact Layouts

Field Sets

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Search Layouts

List View Button Layout

Hierarchy Columns

Scoping Rules

Object Access

Triggers

Save Quick Save Preview As... Cancel Undo Redo Layout Properties

Fields

Quick Find Related List Name

Activity History	Career Recommendations	Enrollments	Internships	Open Activities	Related Content	Work Orders
Address History	Career	File	Message History	Opportunities	Service Contracts	
Assets	Current Deliverables	Groups	Marketing Items	Pending Order Sub...	Student Skills	
Conversation History	Data Interpretation	HTML Email History	Notes & Attachments	Processs	Values Sales	

Related Lists

Placements

Placement Name

Sample Text

Career Recommendations

Career Recommendation Name

Sample Text

Student Skills

Student Skill Name

Sample Text

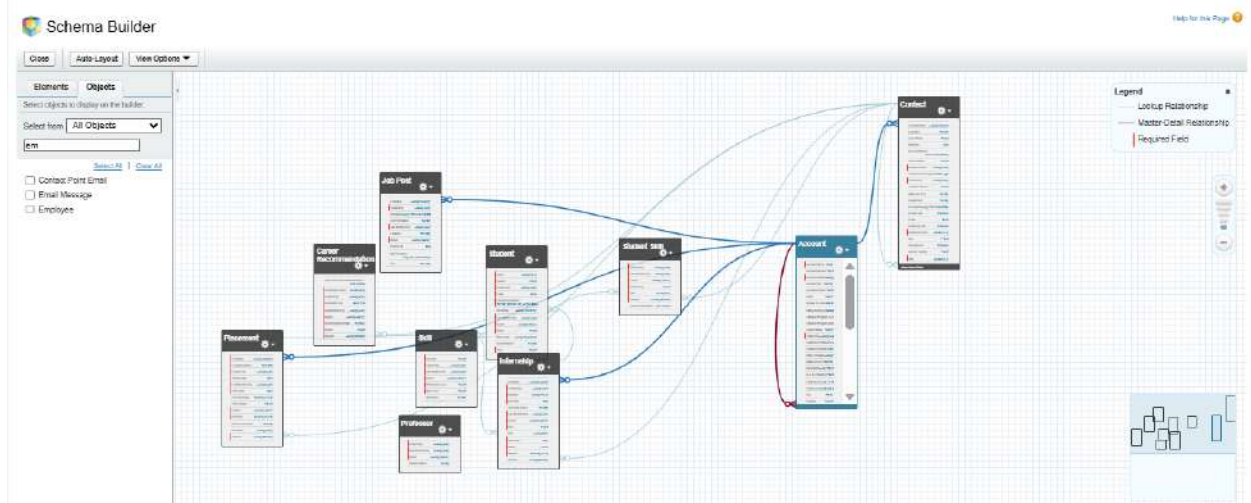
Internships

Internship Name

Sample Text

3.4 Schema Builder

1. **Setup** → *Schema Builder* → drag objects to visualize relationships. Confirm junction object links.



3.5 Create sample data to test (validate your model)

- **App Launcher** → **Accounts** → **New** → create XYZ Engineering College.
- **App Launcher** → **Contacts** → **New** → create Swayam Tamrakar, select Record Type = Student, link Account = XYZ Engineering College, set GPA__c value.
- **App Launcher** → **Skills tab** → **New** → create Java, Python.
- **App Launcher** → **Student Skills** → **New** → select Student = Swayam, Skill = Java, set Proficiency.
- **App Launcher** → **Internships** → **New** → Student = Swayam, Company = TechCorp Pvt Ltd.
- **Open Swayam's Contact page** — confirm Student Skills, Internships appear in Related Lists.