



JOB APPLICATION TRACKING SYSTEM USING SALESFORCE

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INTRODUCTION

Overview

The applicant tracking system (ATS) makes it simple for recruiters and hiring managers to track job seekers through all stages of the hiring process, from the first application to the actual job offer. The applicant tracking system (ATS) compiles and evaluates resumes and job application materials. The information is then organised into a searchable database, which enables recruiters to easily find and classify possible candidates in accordance with a range of requirements and job specifications.

Purpose

- Centralizing candidate information
- Managing job postings
- Tracking application status
- Streamlining communication
- Improving collaboration

Project Specifications

PROBLEM DEFINITION & DESIGN THINKING

Empathy Map

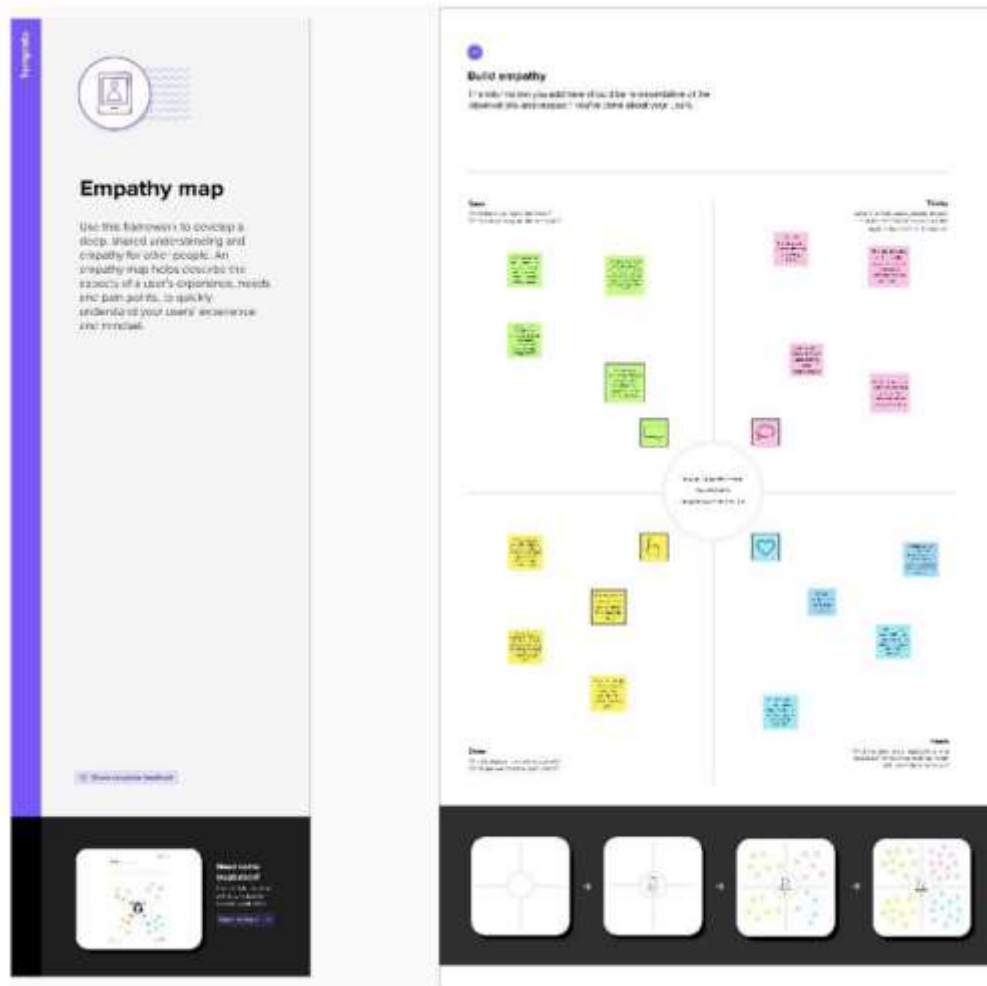


Figure 1- Empathy map on Job Application Management done by Our Team

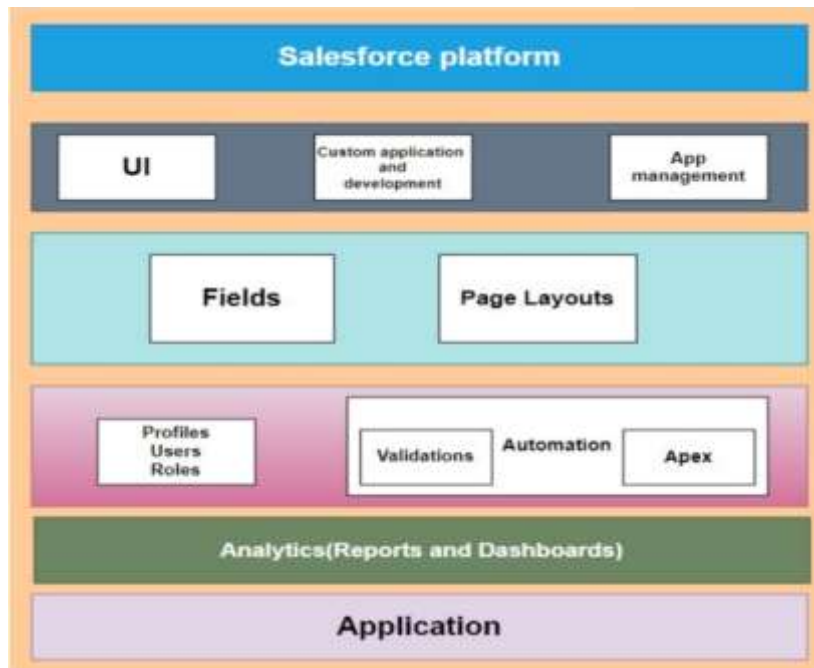
Ideation & Brainstorming Map



Figure 2 - Brainstorm map on Job Application Management done by Our Team

Preparation Data Modelling

TECHNICAL ARCHITECTURE:

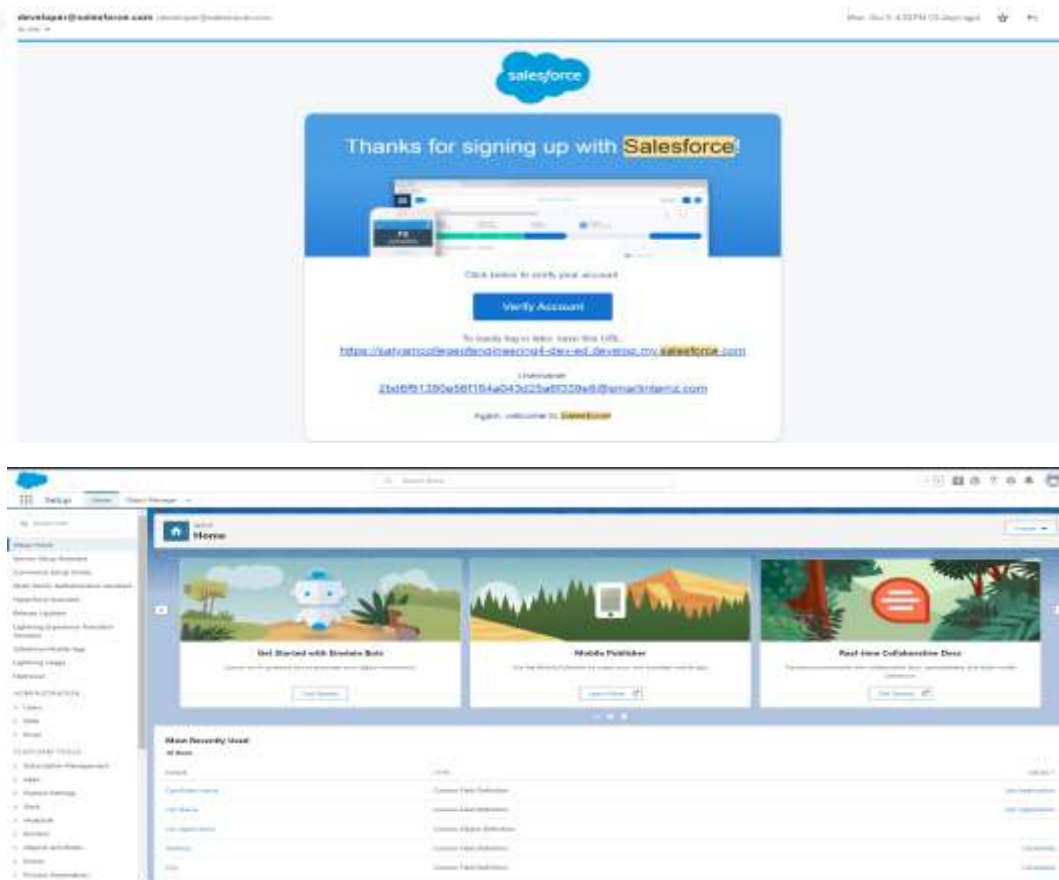


DATA MODEL:

Object name	Fields in the Object	
Recruiter	Field label	Data type
	Job Title	Text
Job	Field label	Data type
	Job	Text
Candidate	Field label	Data type
	Candidate	Text
Job Application Object	Field label	Data type
	Job Application Object	Text

Activity & Screenshot

1. Creating Developer Account



Developer Account is Created and Activated

2. Create a Custom Object for Recruiter, Jobs, Candidate, Job Application





5. Fields and Relationship for the following object (Recruiter, Jobs, Candidate, Job Application)

[illegible]

Job Application

Fields & Relationships

Field	Field Name	Field Type	Field Relationship	Field Status
First Name	first_name	Text	Required	Active
Last Name	last_name	Text	Required	Active
Email Address	email_address	Text	Required	Active
Phone Number	phone_number	Text	Optional	Active
Address	address	Text	Optional	Active
City	city	Text	Optional	Active
State	state	Text	Optional	Active
Zip Code	zip_code	Text	Optional	Active
Resume	resume	Text	Optional	Active
Cover Letter	cover_letter	Text	Optional	Active
Interview Notes	interview_notes	Text	Optional	Active

Setup Home Sales Manager

Candidate

Fields & Relationships

Fields & Relationships

Field Label	Field Name	Field Type	Relationship Field	Relationship
First Name	first_name_c	Text (single line)		
Display Name	display_name_c	Text		
Address Line 1	address_line_1_c	Text		
City	city_c	Text		
State	state_c	Text		
Zip	zip_c	Text		
Phone	phone_c	Text		
Email	email_c	Text		
Mobile Phone	mobile_phone_c	Text		
Work Email	work_email_c	Text		
Work Phone	work_phone_c	Text		
Home Phone	home_phone_c	Text		
Mobile Phone	mobile_phone_c	Text		
Work Email	work_email_c	Text		
Work Phone	work_phone_c	Text		
Home Phone	home_phone_c	Text		
Mobile Phone	mobile_phone_c	Text		
Work Email	work_email_c	Text		
Work Phone	work_phone_c	Text		
Home Phone	home_phone_c	Text		
Mobile Phone	mobile_phone_c	Text		

6. Creating a Custom Profile for the following Recruiter profile

Clone Profile

Enter the name of the new profile.

You must select an existing profile to clone from.

Existing Profile: Standard User

User License: Salesforce

Profile Name: Recruiter

Save Cancel

Sales Manager

Clone Profile

Enter the name of the new profile.

You must select an existing profile to clone from.

Existing Profile: Standard User

User License: Salesforce

Profile Name: Sales Manager

Save Cancel

7. Creating Roles

HR Manager

Role Edit

Label: HR Manager

Role Name: HR_Manager

This role reports to: CEO

Role Name as displayed on reports:

Save Save & New Cancel

8. Creating user

New User

User Edit

General Information

First Name: HR

Last Name: Manager

Alias: hrmanager

Email: hrmanager222@gmail.com

Username: hrmanager222@gmail.com

Role: HR Manager

User License: Salesforce

Profile: Recruiter

Active: ☒

Marketing User: ☐

Offline User: ☐

Knowledge User: ☐

Save Save & New Cancel

New User

User Edit

General Information

First Name: Gaganth

Last Name: Gell

Alias: gell

Email: gell@gmail.com

Username: gell@gmail.com

Role: <None Specified>

User License: Salesforce

Profile: Sales Manager

Active: ☒

Marketing User: ☐

Offline User: ☐

Knowledge User: ☐

Save Save & New Cancel

9. Creating Sharing Setting (OWD).

Job Application Sharing Rule

Use sharing rules to make automatic exceptions to your organization-wide sharing settings for defined sets of users.

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.

Label: **Job Application**

Rule Name: **Job_Application**

Description:

Step 1: Select your rule type

Criteria:

Field	Operator	Value	
Job Application Name	equals	SALES MANAGER	AND
-None-	-None-		AND
-None-	-None-		AND
-None-	-None-		AND
-None-	-None-		

Add CRM Links...

Additional Options: ☐ Include records owned by users who can't have an assigned role

Share with: **Role: JYF Sales & Marketing**

Access Level: **Read/Write**

Created By: **ADMIN@ABC.F1100001.1000 abc**

Modified By: **ADMIN@ABC.F1100001.1000 abc**

[Save](#) [Cancel](#)

Candidate Sharing Rule

Use sharing rules to make automatic exceptions to your organization-wide sharing settings for defined sets of users.

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.

Label: **Candidate**

Rule Name: **Candidate**

Description:

Step 2: Select your rule type

Criteria:

Field	Operator	Value	
State	equals	FLA, MICHIGAN	AND
-None-	-None-		AND
-None-	-None-		AND
-None-	-None-		AND
-None-	-None-		

Add CRM Links...

Additional Options: ☐ Include records owned by users who can't have an assigned role

Share with: **Role: HR Manager**

Access Level: **Read/Write**

Created By: **ADMIN@ABC.F1100001.1000 abc**

Modified By: **ADMIN@ABC.F1100001.1000 abc**

[Save](#) [Cancel](#)

User Adoption

Job Application Tracking

Recently Viewed

3 items - includes a few records app

Record Name	State
1	Shop
2	Wagon

Candidate

Recently Viewed

3 items - includes a few records app

Record Name	State
1	Shop
2	Wagon

Dashbord:

New Dashboard

*Name
Job application wth candidate name

Description

Folder
Public

Cancel Create

Job Application Tra...

Recent

Dashboard Name	Description	Folder	Created By	Created On	Subscribe
Job Application		Private Dashboards	98528 647	21/10/2022, 11:32 am	

Created by Me
Whole Dashboards
All Dashboards
FOLDED
All Folders
Created by Me
Shared with Me
HIGHLIGHT
All Highlight

Job Application

Job Application Tracking

Candidate name (Cn)	Job Application with result	Candidate name (Cn)	Candidate	Candidate
117102022 - JF-000	Applied	Shamshon	98528647	
117102022 - JF-000	Rejct	Reza Shamsheer	117102022	

View Report (job Application Tracking)



TRAILHEAD PROFILE PUBLIC URL

Ayush S. Ninawe - <https://www.salesforce.com/trailblazer/aninawe1>

ADVANTAGES & DISADVANTAGES

Advantages

Job application forms play a significant role in the selection process of job candidates. They help employers identify an applicant's background, education and employment history. Knowing the advantages and disadvantages of these forms can help you make an informed decision if you're a recruiter or interviewer.

Disadvantages

Reduced Speed - It's likely that a web app will operate at a slightly slower speed than one hosted on a server locally. Browser Support - Unfortunately, we don't all use the same browser. This means during development you'll need to ensure your app is supported across a variety of browsers.

APPLICATIONS

An application for employment is a standard business document that is prepared with questions deemed relevant by employers. It is used to determine the best candidate to fill a specific role within the company. Most companies provide such forms to anyone upon request, at which point it becomes the responsibility of the applicant to complete the form and return it to the employer for consideration. The completed and returned document notifies the company of the applicant's availability and desire to be employed as well as their qualifications and background so that a determination can be made as to the candidate's suitability to the position.

CONCLUSION

- Effective application letter encourages employer to read your resume.
- A typical interview has three phases; screening, selection, and final stage.
- Employers are looking for employees who are well- matched with others and have qualifications needed for the position.
- Job interview has three main components Warm up Stage, question and answer stage, and closing stage.