

JOB APPLICATION TRACKING SYSTEM

1 INTRODUCTION

1.1 Overview


An applicant tracking system (ATS) is an **HR software** that employers often use during the recruitment and hiring process. This software collects, sorts and ranks the resumes the company receives for open roles. When you apply for a position with a company, your resume may not go directly to the hiring manager.

1.2 Purpose

An Applicant tracking system (ATS) is an HR software hiring teams use to store and manage resumes and job applications. Its purpose is to **help hiring managers become more productive** by letting them discover, screen, interview, and hire top candidates faster.

2 Problem Definition & Design Thinking

2.1 Empathy Map Canvas



Empathy map canvas

Use this framework to empathize with a customer, user, or any person who is affected by a team's work. Document and discuss your observations and note your assumptions to gain more empathy for the people you serve.

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Develop shared understanding and empathy

Summarize the notes you have gathered related to the people that are important by your work. It will help you generate ideas, prototype features, or discuss decisions.

WHO are we empathizing with?

Who is the person we want to understand?
What is the job they are doing?
What is their role in the company?

What do they HEAR?

What are they hearing others say?
What are they hearing from friends?
What are they hearing from colleagues?
What are they hearing second hand?

What do they DO?

What do they do today?
What activities have we observed?
What can we imagine they're doing?

What do they NEED?

What do they need to do differently?
What jobs do they want or need to get done?
What obstacles do they need to meet?
How will we know they were successful?

What do they FEEL?

What do they think?
Frustrations, are confused?

What do they SAY?

What have we heard them say?
What can we imagine they're saying?

GOAL

What do they THINK and FEEL?

RAISE

What do their fears, frustrations, are confused?

REALISE

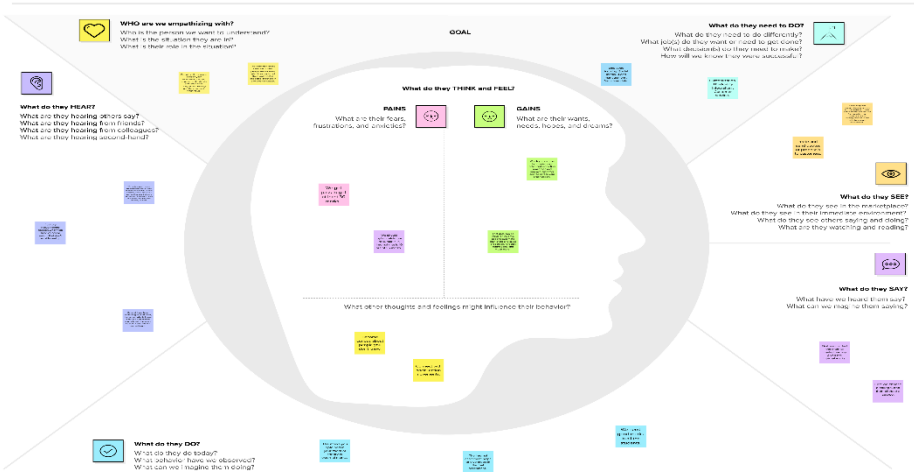
What do their wants, needs, hopes, and dreams?

What do they SEE?

What do they see in the marketplace?
What do they see in their current environment?
What do they see others saying and doing?
What are they watching and reading?

What do they SAY?


What have we heard them say?
What can we imagine they're saying?



Next action inspiration?

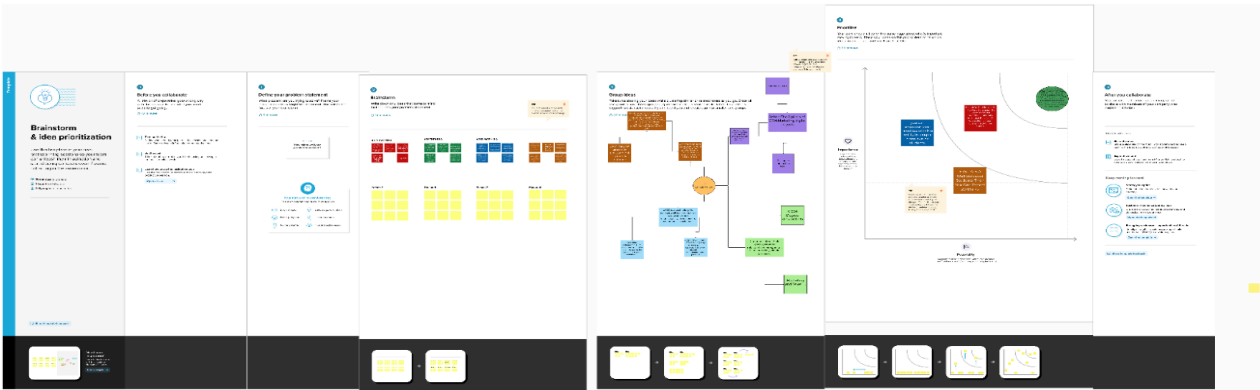
Take a better version of the product or service and work.

[Open example](#)



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2.2 *Brainstorming & Idea Prioritization Template*



3 RESULT

3.1 Data Model :

Object Name	Fields in the Object	
School	Field label	Data type
	Address	Text area
	District	Text area
	State	Text area
	School	Text area
	Phone Number	Phone
	No of Students	Roll up Summary
	Highest Mark	Roll up Summary

Student	Field label	Data type
	Phone Number	Phone
	School	Master-Detail Relationship
	Result	Picklist
	Class	Number

Parent	Field label	Data type
	Parent Address	Text Area
	Parent Number	Phone

3.2 Activity & Screenshot

(Milestone-2: OBJECT)

Activity 1:

Create a Custom object for Recruiter:

The screenshot shows the Salesforce Object Manager interface. The browser address bar displays the URL: <https://artscollegedharmapuri-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/home>. The page header includes the Salesforce logo, a search bar with the text "Search Setup", and navigation tabs for "Setup", "Home", and "Object Manager". The main content area is titled "Object Manager" and shows a search bar with the text "recruiter". Below the search bar, there is a table with the following columns: LABEL, API NAME, TYPE, DESCRIPTION, LAST MODIFIED, and DEPLOYED. The table contains one row for the custom object "Recruiter".

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Recruiter	Recruiter__c	Custom Object		01/04/2023	✓

Milestone 3- Fields :

Activity 1:

Create The Custom Fields :

The screenshot shows the Salesforce Setup interface for the 'Recruiter' object. The left sidebar lists various setup options, with 'Fields & Relationships' selected. The main area displays a table of custom fields for the Recruiter object.

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
Recruiter Number	Name	Auto Number		✓

Activity 2 :

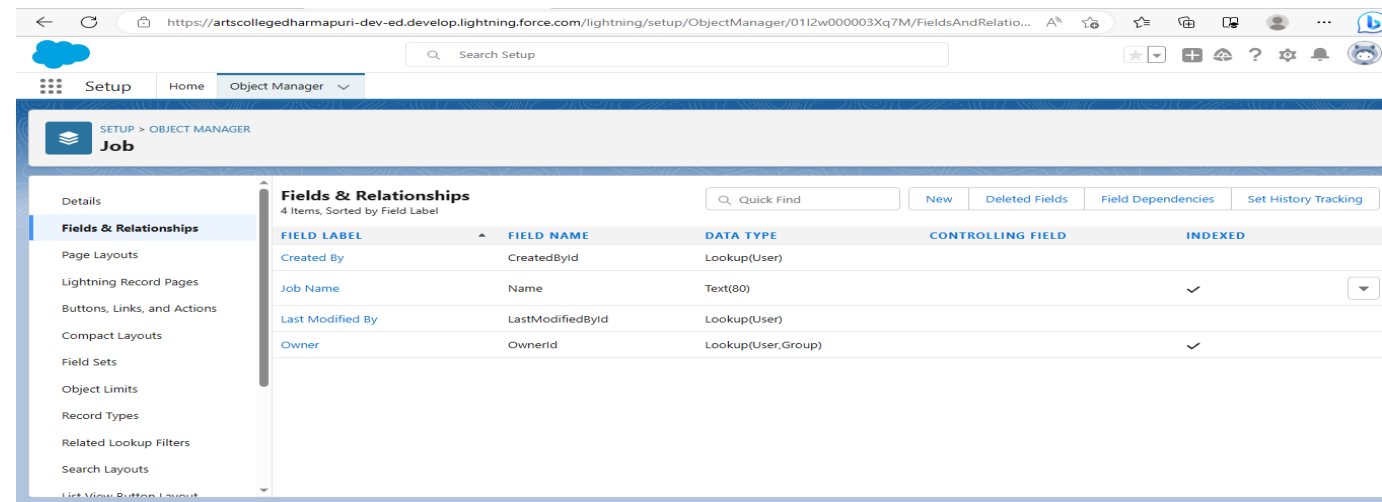
Create Of Master – Detail relationship :

The screenshot shows the Salesforce Setup interface for the 'Job' object. The left sidebar lists various setup options, with 'Fields & Relationships' selected. The main area displays a table of custom fields for the Job object.

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Job Name	Name	Text(80)		✓
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓

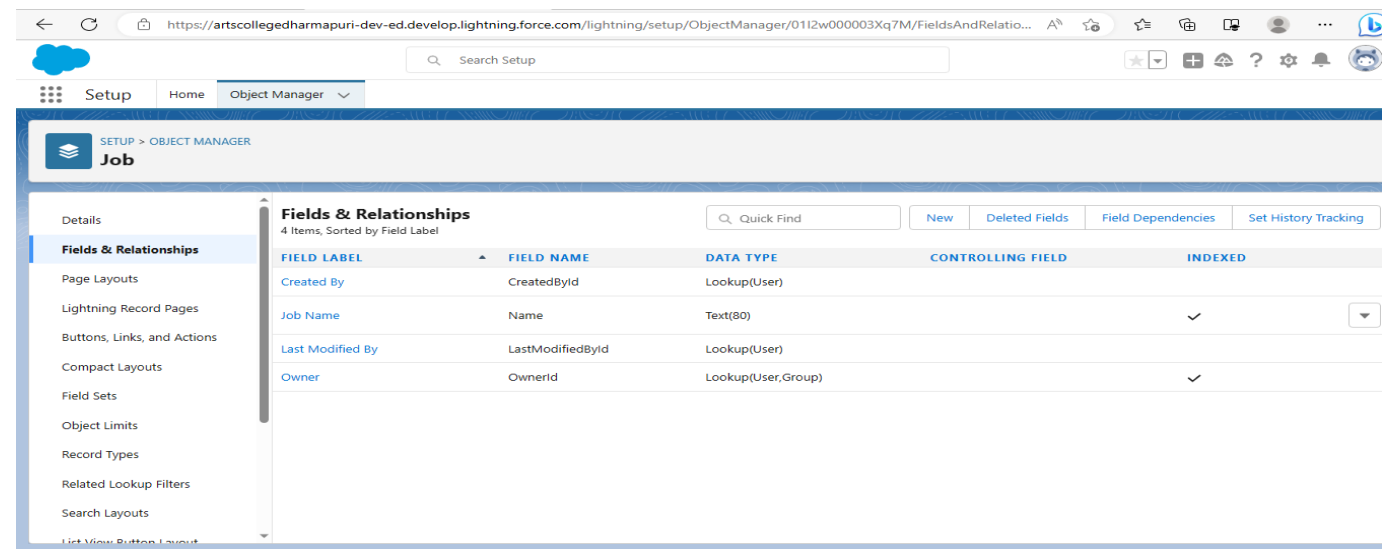
Activity 3 :

Create a New Custom Field :



Activity 4 :

Create a New Custem Fields :



Milestone 4- Tab :

Activity 1 :

Create a Tab :

The screenshot shows the Salesforce Setup interface for Custom Tabs. The left sidebar has a search bar with "tabs" entered and a list of categories including "User Interface" and "Tabs". The main content area is titled "Custom Tabs" and includes a "Help for this Page" link. Below the title, there is an introductory paragraph and a section for "Custom Object Tabs" with a table listing tabs like "Recruiters" and "Books". Other sections for "Web Tabs", "Visualforce Tabs", and "Lightning Component Tabs" are also visible, each with a "New" button and a "What is This?" link.

Custom Tabs

You can create new custom tabs to extend Salesforce functionality or to build new application functionality.

Custom Object tabs look and behave like the standard tabs provided with Salesforce. Web tabs allow you to embed external web applications and content within the Salesforce window. Visualforce tabs allow you to embed Visualforce pages. Lightning Component tabs allow you to add Lightning components to the navigation menu in Lightning Experience and the mobile app. Lightning Page tabs allow you to add Lightning Pages to Lightning Experience and the mobile app.

Custom Object Tabs [New](#) [What is This?](#)

Action	Label	Tab Style	Description
Edit Del	Recruiters		Books

Web Tabs [New](#) [What is This?](#)

No Web Tabs have been defined

Visualforce Tabs [New](#) [What is This?](#)

No Visualforce Tabs have been defined

Lightning Component Tabs [New](#) [What is This?](#)

Milestone 5 – Profile :

Activity 1 :

Create a Custom Profile :

The screenshot shows the Salesforce Setup interface for Profiles. The left sidebar has a search bar with "profiles" entered and a list of categories including "Users" and "Profiles". The main content area is titled "Profiles" and includes a "Help for this Page" link. Below the title, there is a section for "All Profiles" with a table listing various profiles like "Analytics Cloud Integration User", "Authenticated Website", "Chatter External User", etc. The table has columns for "Action", "Profile Name", "User License", and "Custom".

Profiles

[All Profiles](#) [Edit](#) | [Delete](#) | [Create New View](#)

Action	Profile Name	User License	Custom
Edit Clone	Analytics Cloud Integration User	Analytics Cloud Integration User	<input type="checkbox"/>
Edit Clone	Analytics Cloud Security User	Analytics Cloud Integration User	<input type="checkbox"/>
Edit Clone	Authenticated Website	Authenticated Website	<input type="checkbox"/>
Edit Clone	Authenticated Website	Authenticated Website	<input type="checkbox"/>
Edit Clone	Chatter External User	Chatter External	<input type="checkbox"/>
Edit Clone	Chatter Free User	Chatter Free	<input type="checkbox"/>
Edit Clone	Chatter Moderator User	Chatter Free	<input type="checkbox"/>
Edit Clone	Contract Manager	Salesforce	<input type="checkbox"/>
Edit Clone	Cross Org Data Proxy User	XOrg Proxy User	<input type="checkbox"/>
Edit Del ...	Custom_Marketing_Profile	Salesforce	<input checked="" type="checkbox"/>
Edit Del ...	Custom_Sales_Profile	Salesforce	<input checked="" type="checkbox"/>

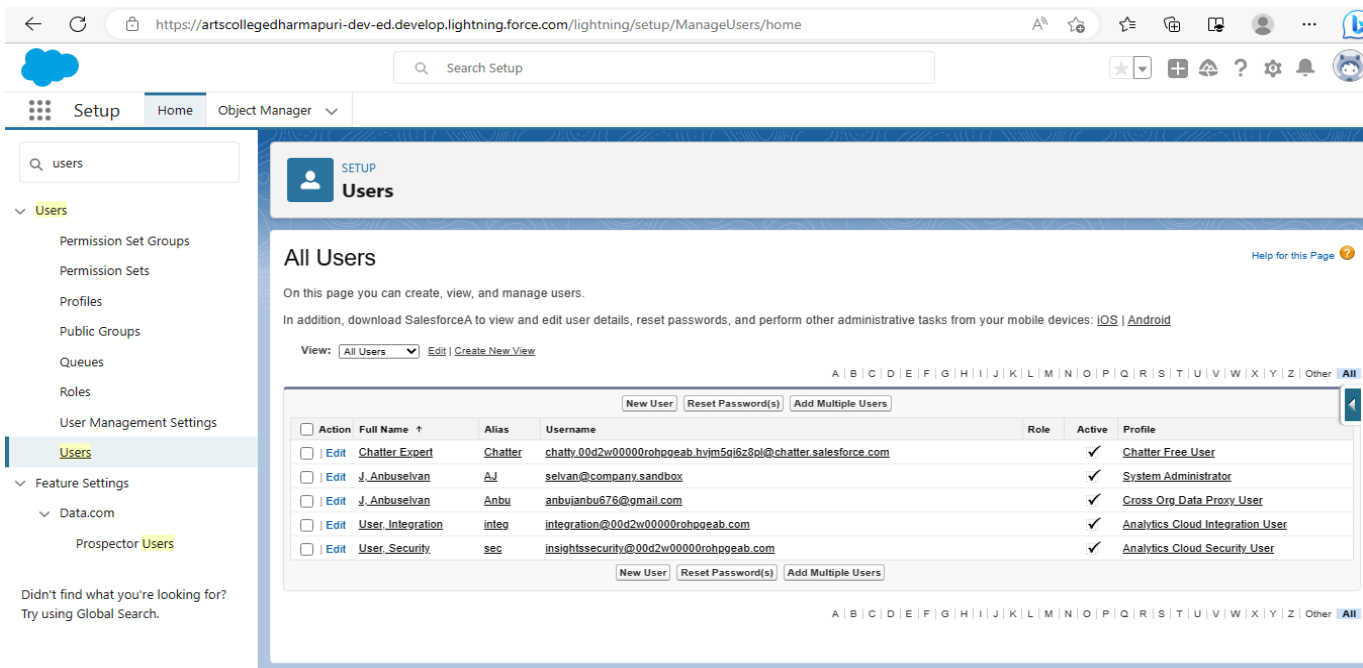
1-25 of 40 0 Selected

Page 1 of 2

Milestone 6 – User :

Activity 1 :

To Create a User :

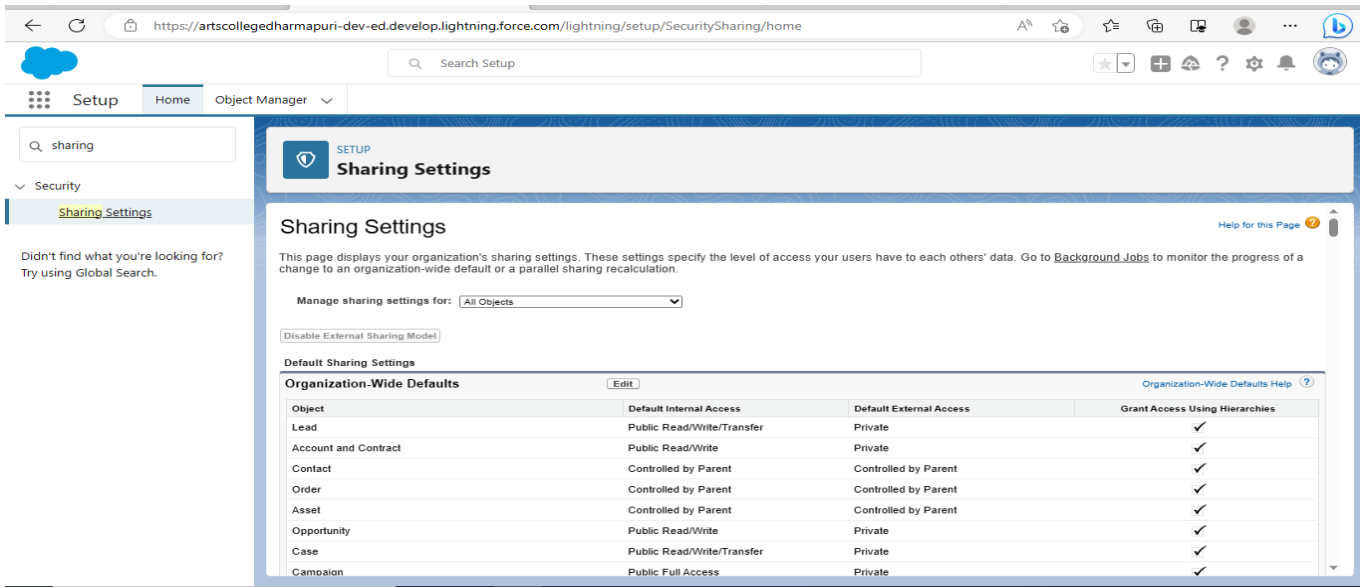


The screenshot shows the Salesforce Setup interface for managing users. The left sidebar contains a search bar and a navigation menu with categories like Users, Permission Set Groups, Profiles, and Roles. The main content area is titled 'All Users' and includes a table of existing users. The table has columns for Action, Full Name, Alias, Username, Role, Active status, and Profile. Below the table are buttons for 'New User', 'Reset Password(s)', and 'Add Multiple Users'. A alphabetical navigation bar is located at the bottom of the table.

Action	Full Name	Alias	Username	Role	Active	Profile
Edit	Chatter Expert	Chatter	chatty.00d2w00000rohpoaab.hvjm5q6z8d@chatter.salesforce.com		✓	Chatter Free User
Edit	J. Anbuselvan	AJ	selvan@company.sandbox		✓	System Administrator
Edit	J. Anbuselvan	Anbu	anbujanbu676@gmail.com		✓	Cross Org Data Proxy User
Edit	User Integration	inteo	integration@00d2w00000rohpoaab.com		✓	Analytics Cloud Integration User
Edit	User Security	sec	insightssecurity@00d2w00000rohpoaab.com		✓	Analytics Cloud Security User

Milestone 7 – Sharing Rules :

Activity 1 :



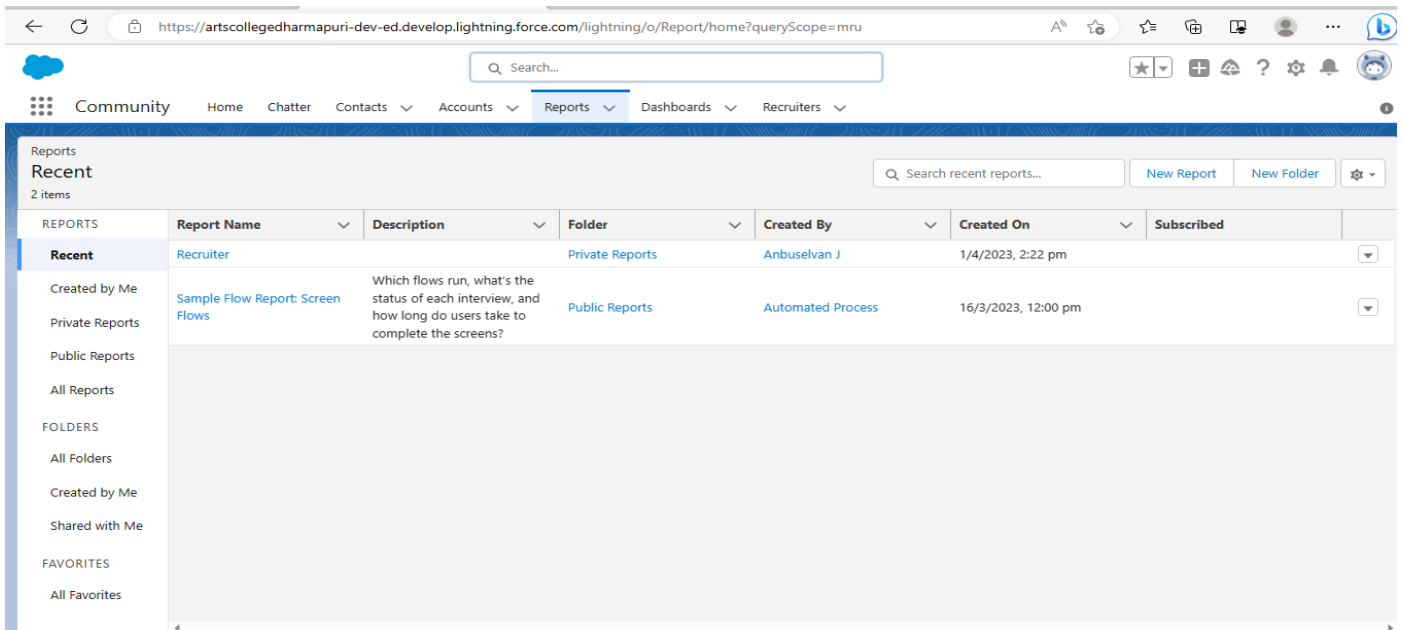
The screenshot displays the Salesforce Setup 'Sharing Settings' page. It includes a search bar and a left sidebar with a 'Security' section containing 'Sharing Settings'. The main area is titled 'Sharing Settings' and contains a dropdown for 'Manage sharing settings for: All Objects'. Below this is a section for 'Default Sharing Settings' with a table of 'Organization-Wide Defaults'. The table lists various objects and their default internal and external access levels, along with a checkbox for 'Grant Access Using Hierarchies'.

Object	Default Internal Access	Default External Access	Grant Access Using Hierarchies
Lead	Public Read/Write/Transfer	Private	✓
Account and Contract	Public Read/Write	Private	✓
Contact	Controlled by Parent	Controlled by Parent	✓
Order	Controlled by Parent	Controlled by Parent	✓
Asset	Controlled by Parent	Controlled by Parent	✓
Opportunity	Public Read/Write	Private	✓
Case	Public Read/Write/Transfer	Private	✓
Campaign	Public Full Access	Private	✓

Milestone 8 – Reports :

Activity 1 :

Create a Report :



4 TRAILHEAD PROFILE PUBLIC URL :

TEAM LEAD - <https://trailblazer.me/id/anbuj1>

Team Member 1 - <https://trailblazer.me/id/strailhead>

Team Member 2 - <https://trailblazer.me/id/a362>

5 **ADVANTAGES & DISADVANTAGES**

[ADVANTAGES]

1. Reduces time spent with administrative tasks

An ATS software allows you to speed up your recruitment process and save yourself a huge amount of time for more important tasks. Stop manually publishing your listing on job boards, one at a time, or sending follow up emails individually. An ATS allows you to do all that with just a few clicks.

2. Provides Better and Faster CV Screening

Everyone agrees that it is overwhelming for recruiters to manually screen every incoming application for a new opening, given that each job offer receives on average 250 applications. It's a heavy work load for only 4 to 6 of the candidates make it to a face-to-face interview.

An [ATS](#) automates the initial screening of all applications, using algorithms to match candidates against job requirements. Those that do not meet minimum requirements are rejected and the rest is ranked according to qualification indicators.

This allows recruiters to stop wasting time with bad applicants and getting too tired to correctly identify promising profiles.

3. Facilitates Collaborative Hiring

Applicant Tracking Systems come with amazing features that facilitate collaborative hiring. HR teams can easily and quickly share notes and ratings on every candidate and drive a collective decision-making process, in which every recruiter has a say.

Collaborative hiring has major benefits for companies, such as allowing to assemble more diverse and successful teams.

4. Improves the Quality of Hire

The quality of hire also gets improved using Applicant Tracking Systems. And there are many reasons for that to happen. For instance, thanks to the initial [automated matching](#) of candidates, recruiters only engage with the best candidates in the applicant pool.

Also, with the automation of administrative tasks recruiters have more time available to engage with candidates in the selection process. This means that they can gather more information and make more complete assessments of the candidates before making a hiring decision.

5. Speeds up the Recruitment Cycle

Having all candidates' information centralized and organised in one single platform, gives recruiters faster access to the hiring process overview. Automated communication features also increase the recruitment cycle, making it quicker to provide general follow up and to move candidates for the next steps. Overall, an Applicant Tracking System allows recruiters to develop and execute a more efficient workflow.

6. Boosts Employer Brand

A consistent and engaging recruitment process strengthens your [employer branding](#). With an Applicant Tracking System your company can attract and engage more candidates. Features like fully branded Career Pages, for example, allow to impress candidates and improve your talent pipeline.

7. Enhances Candidate Experience

Besides building a more efficient hiring process, Applicant Tracking Systems enable an enhanced [candidate experience](#), which is key for the success of your hiring process. After all, candidates may become your future ambassadors.

Applicant Tracking Systems are an important piece of the digital era of recruitment. There's no doubt that companies need to adapt their strategy and implement tech solutions that enable better and faster hiring.

[DISADVANTAGE]

- A Disadvantage of ATS is missing qualified applicants due to wrong keyword selection
- Automatic elimination of resumes that software cannot recognize and interpret is another drawback of ATS
- An Applicant Tracking System Disadvantage is that they are open to manipulation

APPLICATION

- 1. Kiter (Web): Simple and Fully Free Job Application Tracker ...

- 2. JobCull (Web): Free and Private Job Application Tracker ...
- 3. JibberJobber (Web, Android, iOS): Save Contacts, Companies, Jobs, and Compare Them ...
- 4. Placement (Web): Guided Job Tracker for Beginners ...
- 5. Teal (Web): Gorgeous and Feature-Rich Job Tracker With Quick-Add Extension ...

CONCLUSION

Conclusion In conclusion, an applicant tracking system is a **valuable tool for any business looking to streamline its hiring process**. It can help businesses save time and money by allowing them to quickly review resumes, source candidates, and manage job postings with minimal effort.

FUTURE SCOPE

The introduction of applicant tracking systems (ATSs) **to the market in the 1990s marked a turning point in the administration of the hiring process** for the businesses that included this solution in their procedures, even though the initial versions were quite basic.