Project Report Template

1 INTRODUCTION

1.1 Overview

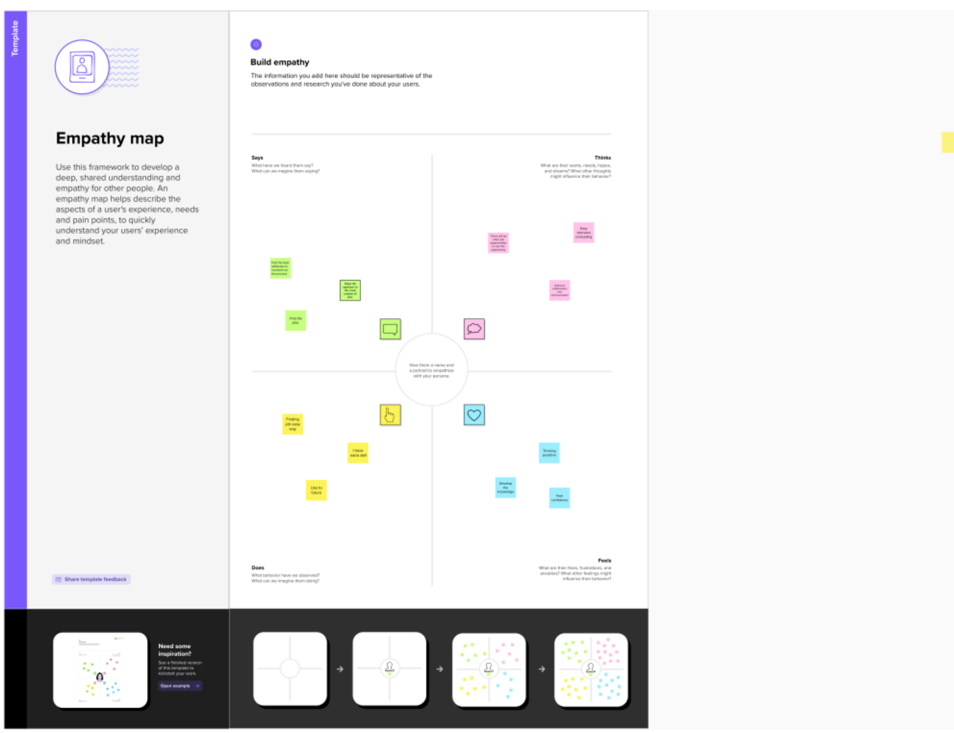
A Job Application Tracking System is an online job application system is a cloud-based software that provide s useful tools to manage your career portal, applications, and candidates .

1.2 Purpose

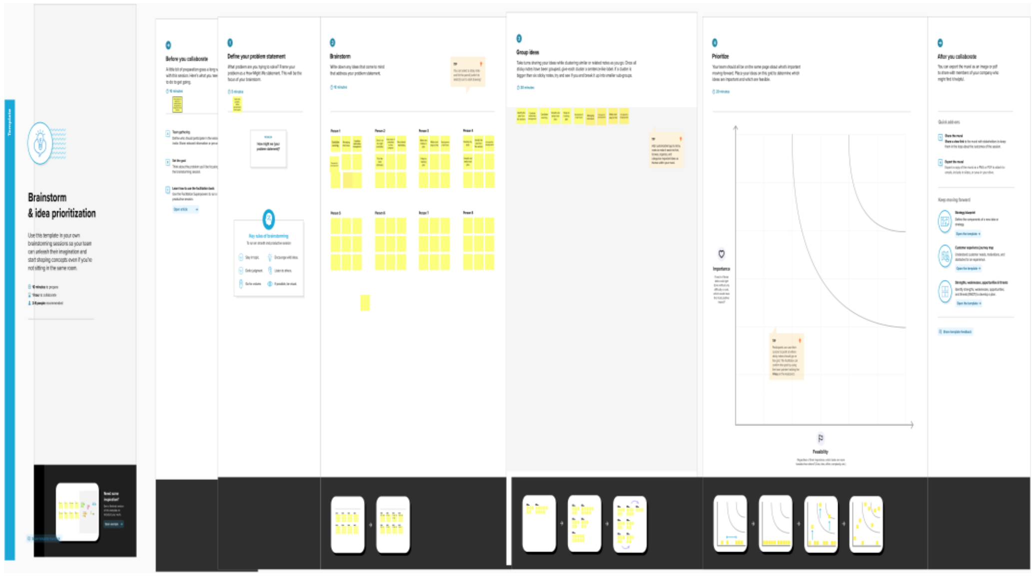
It is used to determine the best candidate to fill a specific role within the company. Most companies provide such forms to anyone upon request, at which point it becomes the responsibility of the applicant to complete the form and return it to the employer for consideration.

2 Problem Definition & Design Thinking

2.1 Empathy Map



2.2 Ideation & Brainstorming Map

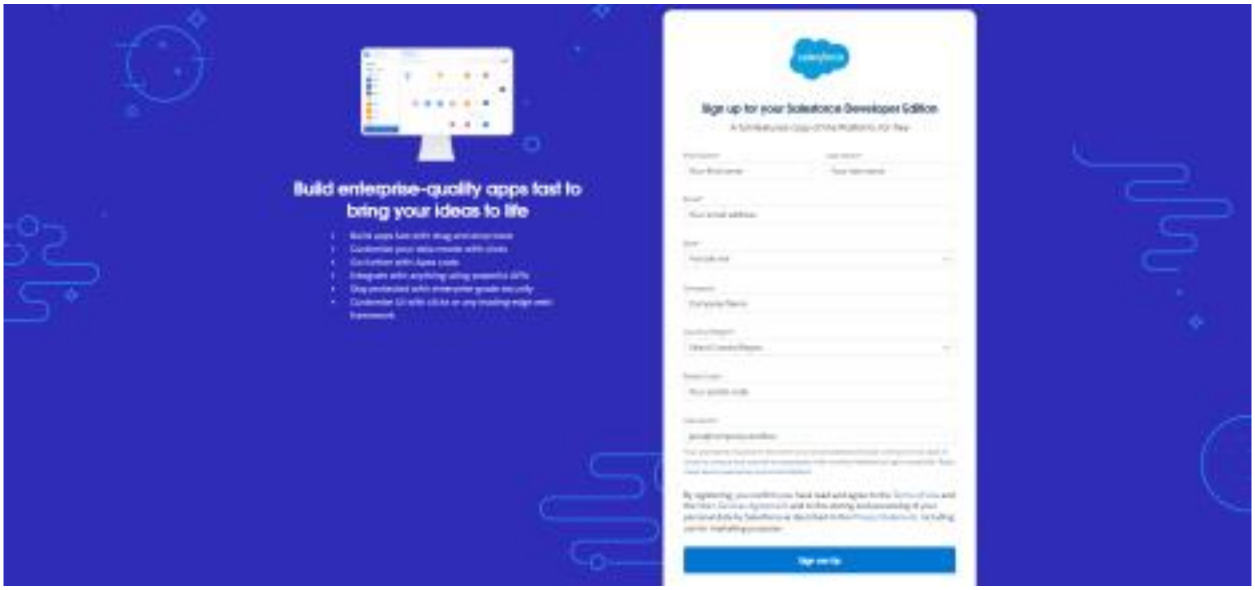


3 RESULT

3.1 Data Model:

Object name	Fields in the Object	
Candidate	Field label	Data type
	Candidate	Auto number
Job	Field label	Data type
	Job	Auto number
Recruiter	Field label	Data type
	Recruiter	Auto number
Job application object	Field label	Data type
	Job application object	Auto number
Tab	Field label	Data type
	Tab	Auto number

3.2 Activity &Screenshorts



<u>Milestone 1- Salesforce:</u>

Activity1:

Creating a Salesforce Developer Org:

A Developer org has all the features and licenses you need to get started with Salesforce.

1. Search Developer.salesforce.com

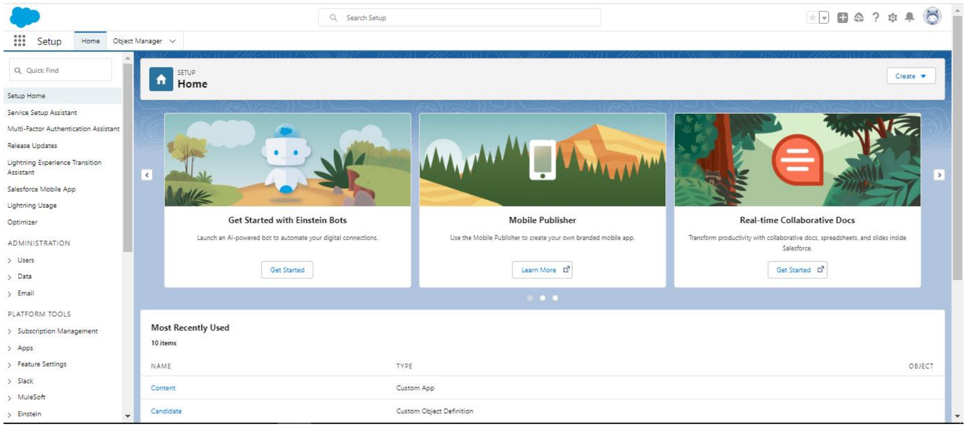
2.Enter the following details like First name, last name, Email, Role, Company, Country/Region, Postal code, and Username must be unique**.**

3. Click sign me up, after a few min you will reserve a mail salesforce org and by using the verify account link you can create your new password.

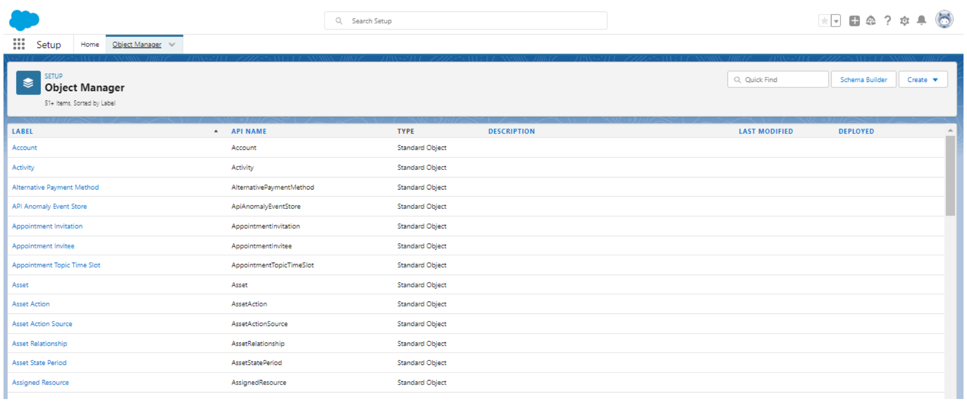
4. Click save.

5. Search login.salesforce.com

6. By using username and password you can into the salesforce org.



Milestone 2-Object:



Activity 1:

Create a custom object for Recruiter:

To create a custom object, follow these steps:

1. From setup click on object manager.

2. Click create, select custom object.

3. Fill in the label as " Recruiter ".

4. Fill in the plural label as " Recruiters".

5. Record name: " Recruiter Number"

6. Select the data type as "Auto Number".

7. Under display format enter "REC-{0000}".

8. Enter starting number as 1.

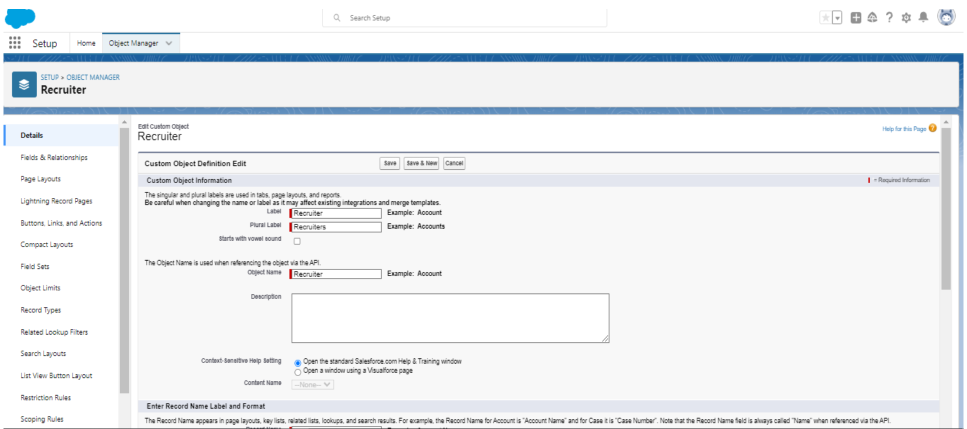
9. In the Optional Features section, select Allow Reports and Track Field History.

10. In the Deployment Status section, ensure Deployed is selected.

11. In the Search Status section, select Allow Search.

12. In the Object Creation Options section, select Add Notes and Attachments related list to default page layout.

13. Leave everything else as is, and click Save.



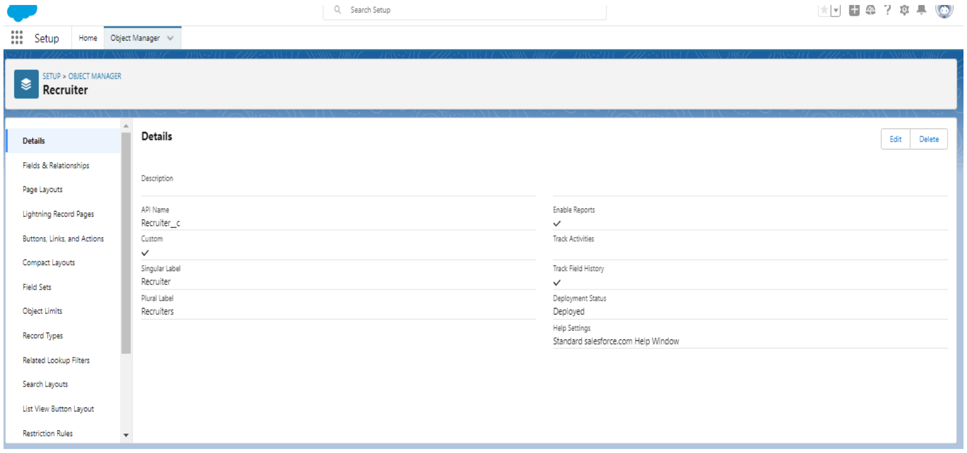
Milestone 3- Fields:

Fields in Salesforce represents what the columns represent in relational databases. It can store data values which are required for a particular object in a record.

There are 2 types of fields in salesforce:

- Standard fields: There are four standard fields in every custom object that are Created By, Last Modified By, Owner, and the field created at the time of the creation of an object. These fields cannot be deleted or edited and they are always required. For standard objects, the fields which are present by default in them and cannot be deleted from standard objects are standard fields.

- Custom fields: The Custom fields which are added by the administrator/developer to meet the business requirements of any organization. They may or may not be required.



Activity 1:

Create the custom fields:

1.Click the object manager tab, Select the object for which you have to create the fields and relationships.

2.From the sidebar, click Fields & Relationships. Notice that there are already some fields there. Those are the standard fields.

3. Click New to create a custom field. Tip: Before creating a new field, do a quick search to make sure a similar one doesn't already exist.

4. Click on the new to create a field.

5.Choose the data type as a Text, click next

6.Enter field label, length and Name and click next

7.Select the profiles to which you want to grant edit access to this field via field-level security. The field will be hidden from all profiles if you do not add it to field-level security. Click next

8.Select the page layouts that should include this field.

9.Click save.

Milestone 4-Tab:

In Salesforce, a tab is a user interface element that allows users to navigate to different sections of the platform, such as Accounts, Contacts, Leads, and Opportunities. Tabs can also be used to access custom objects and custom pages. They are typically located at the top of the screen and can be customized to fit the needs of the organization.

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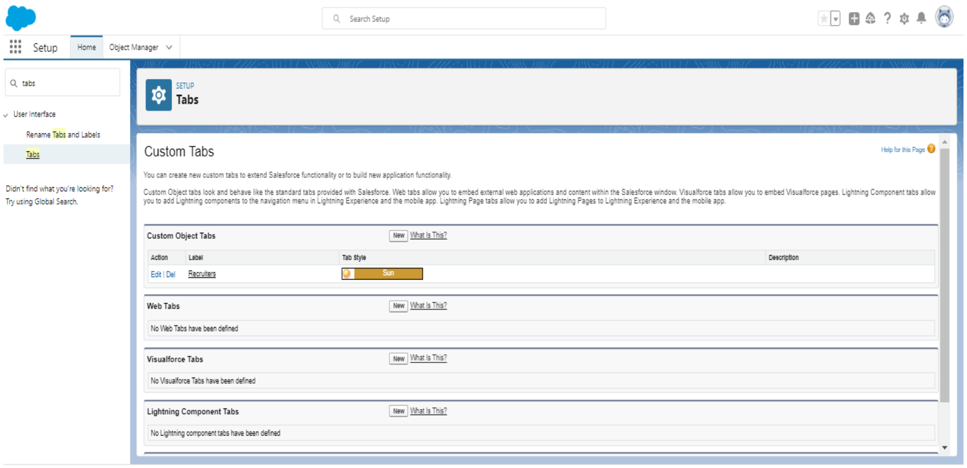


Activity 1 :

Create a tab :

1. Click setup

2. Search tab in Quick box then, select tab

3. Click New custom object tab section

4. Select the created object Recruiter and tab style for the new custom tab.

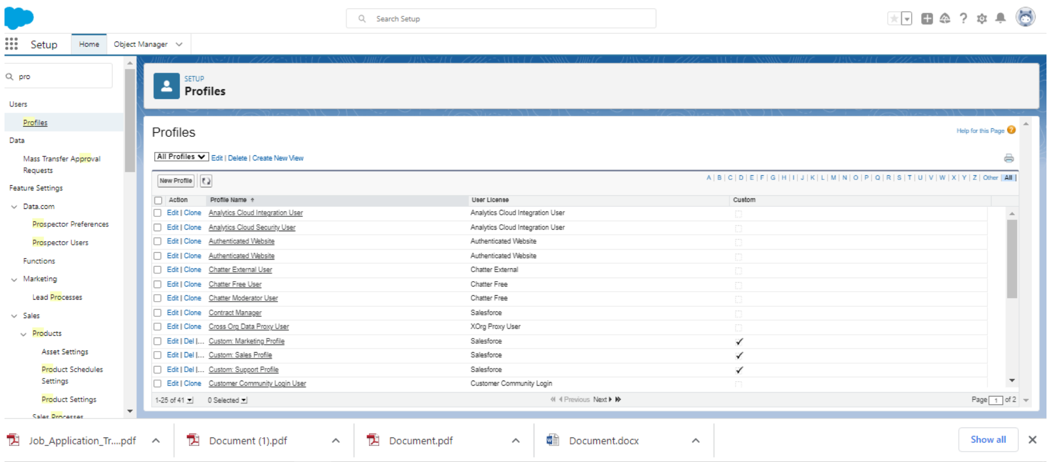
5. Select the profiles that visible in the tab

6. Click on custom apps to make visible.

7. Click save.

Milestone 5- Profile:

A profile is a group/collection of settings and permissions that define what a user can do in salesforce. A profile controls "Object permissions, Field permissions, User permissions, Tab settings, App settings, Apex class access, Visualforce page access, Page layouts, Record Types, Login hours & Login IP ranges.



Activity 1:

Create a custom profile :

1. From setup , enter profiles in Quick Find box

2. Select profiles.

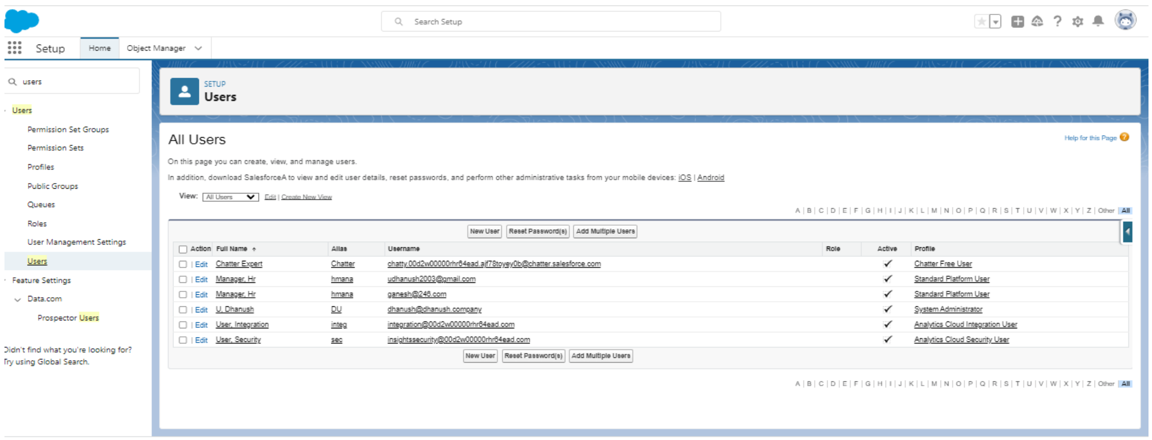
3. Click clone.

4. For Profile, enter Recruiter.

5. Click save.

<u>Milestone 6-User</u>

A user is anyone who logs in to Salesforce. Users are employees at your company, such as sales reps, managers, and IT specialists, who need access to the company's records. Every user in Salesforce has a user account. The user account identifies the user, and the user account settings determine what features and records the user can access.



Activity 1:

To Create a user:

1. From Setup, enter Users in the Quick Find box, then select Users.

2. Click New User.

3. Enter First name as Hr and last name as Manager.

4. Enter the user’s name and email address and a unique username in the form of an email address. By default, the username is the same as the email address.

5. Then create a new role Hr Manager.

6. Select user License as Standard Platform User.

7. Select profile.

8. Click save

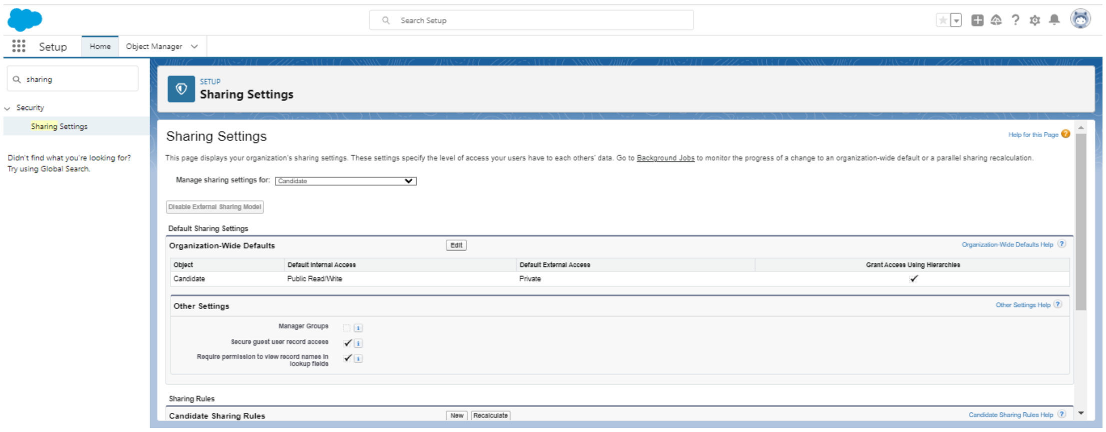
Milestone 7-Sharing Rules

Sharing rules help users to share records based on conditions. It is basically created for objects whose organization-wide defaults (OWD) are set to public read-only or private because sharing rules can only extend the access and not restrict it.

Types of sharing rules,

• Owner-based Sharing Rules

• Criteria-based Sharing Rules



Activity 1:

Create a sharing rule

1) Go to Sharing Settings, which can be found under the Quick Find section.

2) Scroll down and find the candidate object where a sharing rule needs to be added, and then click on New to create a new sharing rule.

3) Add the label of the sharing rule you want to make.

4) Select your rule type based on the criteria.

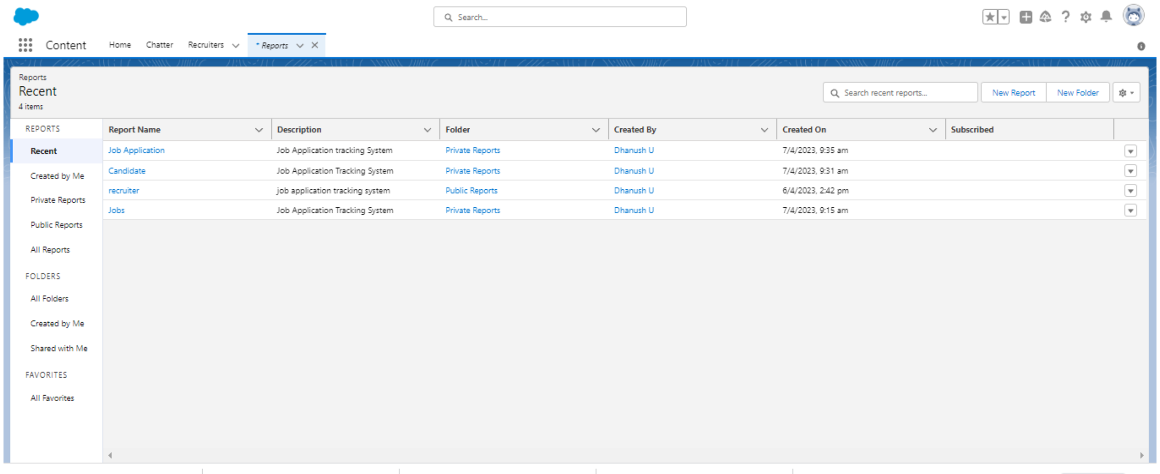
5) Select the field can join immediately check field from the candidate object. 6) Select the operator as equal and value is true.

7) And in selecting the users to share with the section select roles and in that select Hr Manager. 8) And in the section of select the level of access for the users give the access Read/Write.

9)And save the rule

Milestone 8-Reports:

A report is a list of records that meet the criteria you define. It's displayed in rows and columns, and can be filtered, grouped, or displayed in a graphical chart. Every report is stored in a folder. Folders can be public, hidden, or shared, and can be set to read-only or read/write.



Activity 1:

Create a report that displays rating of the account and which has type and account name. 1) Click on app launcher search for reports.

2) Click on the new report and select the category has accounts and contacts.

3) And the report type has accounts.

4) In the details section select the option start report.

5) In the filter pane select All accounts to show me.

6) And All time is created.

7) In the outline pane, group rows select Rating and in group columns select Account Name. 8) In the columns section add Type and Billing city.

9) Save the report by giving label name and save the folder as a public folder and save the report.

4 Trailhead Profile Public URL

Team Lead - https://trailblazer.me/id/dhanush190703

Team Member 1 - https://trailblazer.me/id/dharani2002

Team Member 2 - https://trailblazer.me/id/agal2002

Team Member 3 – https://trailblazer.me/id/arunthathi2003

5 ADVANTAGES & DISADVANTAGE

Advantages

- rt tasks Reduces time spent on admin tasks
- Improves the quality of hire
- Boosts your brand
- Enhances reporting and compliance
- Easy to recruit for sho

Disadvantages

- Limited experimental designs
- Increased noise from potential inattention, different experimental conditions
- Higher attrition rate
- Subject may lie

6 APPLICATIONS

1. Consider candidates who have previously applied.
2. Zero in on the right candidate.
3. Keep track of candidate as they progress.
4. Ask your candidate the right questions.
5. Get time back.

7. CONCLUSION

Job Application Tracking System for recruiters is very effective hiring solution that most of the successful recruiters utilize. Because without it, there is good chance that your process of moving applicants through different stages can become very difficult.

8 . FUTURE SCOPE

According to a recently released survey report, the majority of staffing firms worldwide will opt for an Applicant Tracking System by the end of 2020 to improve the overall talent acquisition efficacy , in this scope the future of ATS definitely looks bright.