

Job Application Tracking System

1. TRAILHEAD PROFILE PUBLIC URL

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Objectives:

A Job Application Tracking System (ATS) is essential software for employers to efficiently handle the hiring process. It automates the collection, sorting, and management of job applications, allowing recruiters to easily review resumes, screen candidates, and schedule interviews. ATS streamlines the entire recruitment cycle, from posting job listings to final candidate selection, improving collaboration among hiring teams, and ensuring compliance with hiring regulations.

The primary objectives of a Job Application Tracking System (ATS) are to:

- **Streamline Hiring:** ATS software helps automate and simplify the recruitment process, making it easier to post job listings, collect and organize applications, and efficiently screen candidates.
- **Improve Candidate Management:** ATS systems centralize candidate information, making it easier to track their progress, communicate with them, and schedule interviews.
- **Enhance Collaboration:** ATS fosters better collaboration among hiring team members, enabling them to share feedback, evaluate candidates, and make informed decisions.
- **Ensure Compliance:** ATS helps employers comply with hiring regulations by maintaining a record of candidate data, ensuring fairness and transparency in the selection process.
- **Save Time and Resources:** By automating repetitive tasks, ATS reduces administrative burdens, allowing recruiters to focus on strategic activities and ultimately saving time and resources.
- **Enhance Reporting and Analytics:** ATS software provides valuable insights into recruitment metrics, enabling data-driven decision-making and continuous process improvement.

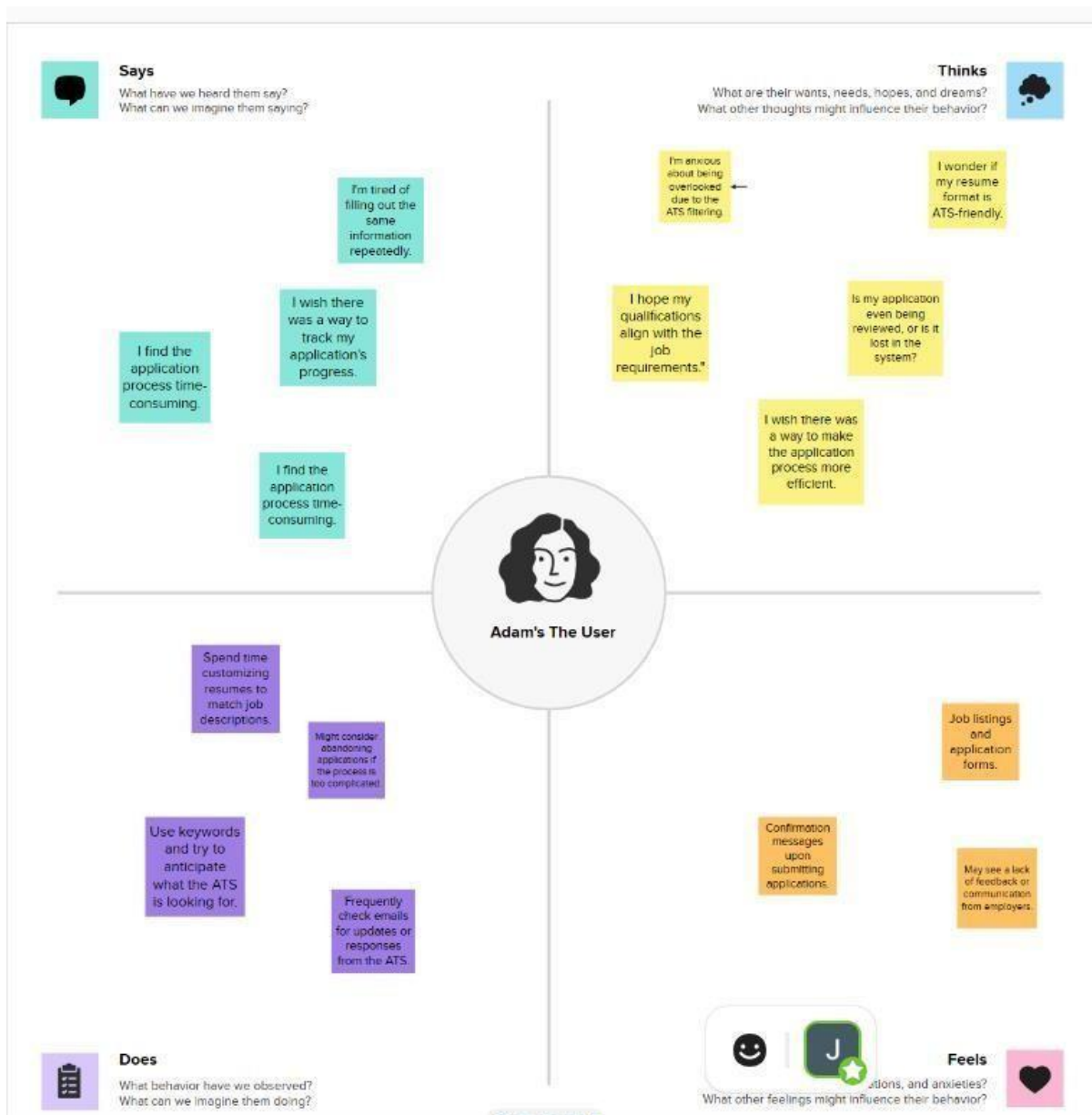
Steps in Job Application tracking system:

Step 1: Create Reports and Dashboards

Use your custom objects and fields to build custom reports and dashboards. This is typically done in the "Reports & Dashboards" section of Salesforce.

Empathy Map:

Using an empathy map we gain insights into the experiences and emotions of job applicants using your ATS. This understanding will help you make improvements to your system that enhance the applicant's journey and, in turn, improve the effectiveness of your hiring process.

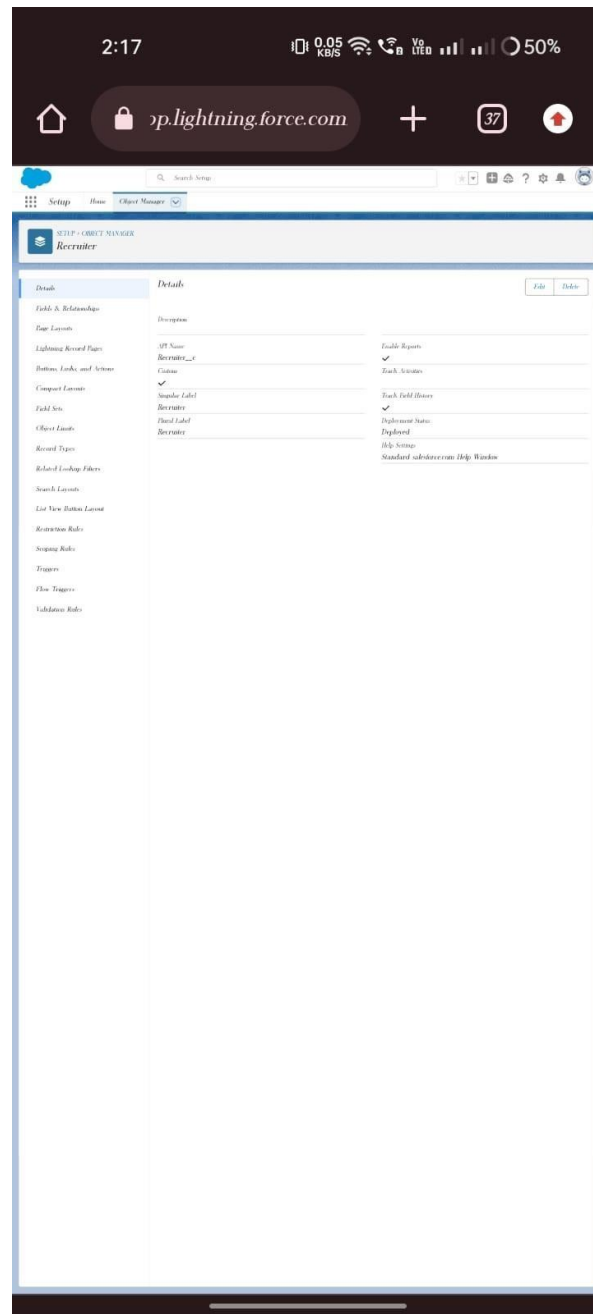


The screenshot shows the Salesforce Object Manager interface. The browser address bar displays the URL: `https://stjosephcollegeofengineer2-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/home`. The page header includes a search bar labeled "Search Setup" and navigation tabs for "Setup", "Home", and "Object Manager". Below the header, the "Object Manager" section is displayed, showing "51+ Items, Sorted by Label". A "Quick Find" search bar, "Schema Builder" link, and "Create" button are visible. The main content area is a table listing standard objects.

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Account	Account	Standard Object			
Activity	Activity	Standard Object			
Alternative Payment Method	AlternativePaymentMethod	Standard Object			
API Anomaly Event Store	ApiAnomalyEventStore	Standard Object			
Appointment Category	AppointmentCategory	Standard Object			
Appointment Invitation	AppointmentInvitation	Standard Object			
Appointment Invitee	AppointmentInvitee	Standard Object			
Appointment Topic Time Slot	AppointmentTopicTimeSlot	Standard Object			
Asset	Asset	Standard Object			
Asset Action	AssetAction	Standard Object			
Asset Action Source	AssetActionSource	Standard Object			
Asset Relationship	AssetRelationship	Standard Object			
Asset State Period	AssetStatePeriod	Standard Object			

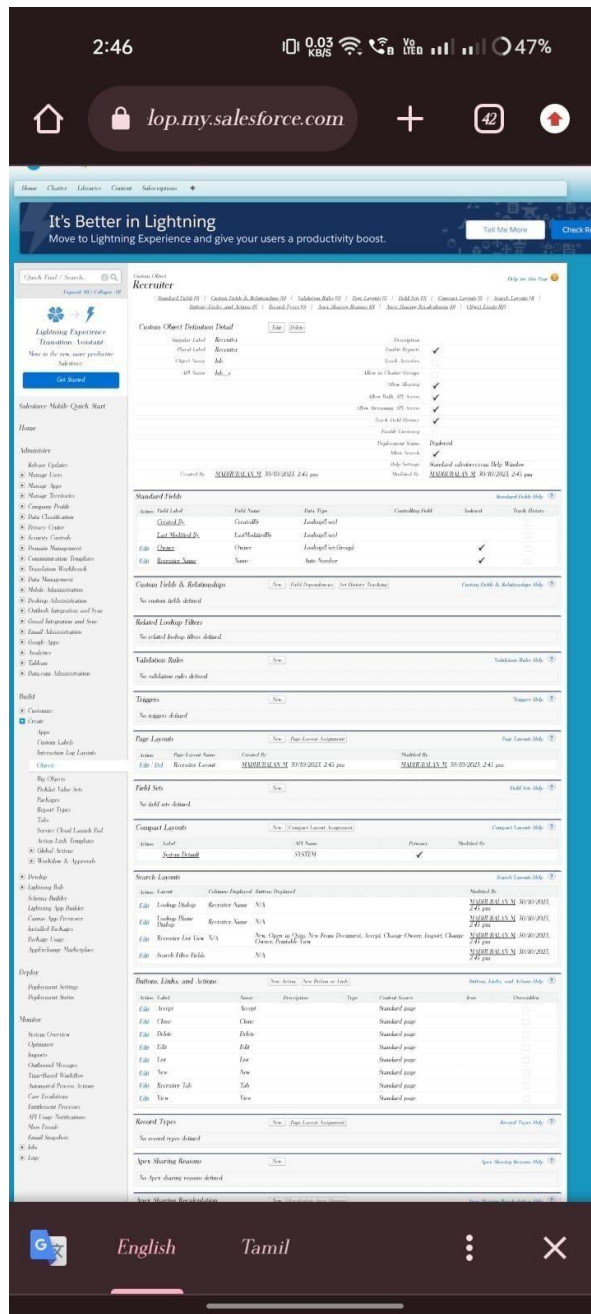
Step 2: Create a Custom Object

To create a new custom object, click on the "Create" button or link (the specific wording may vary depending on your Salesforce version). Follow the guided setup to define the object's name, plural label, record name, and other settings.



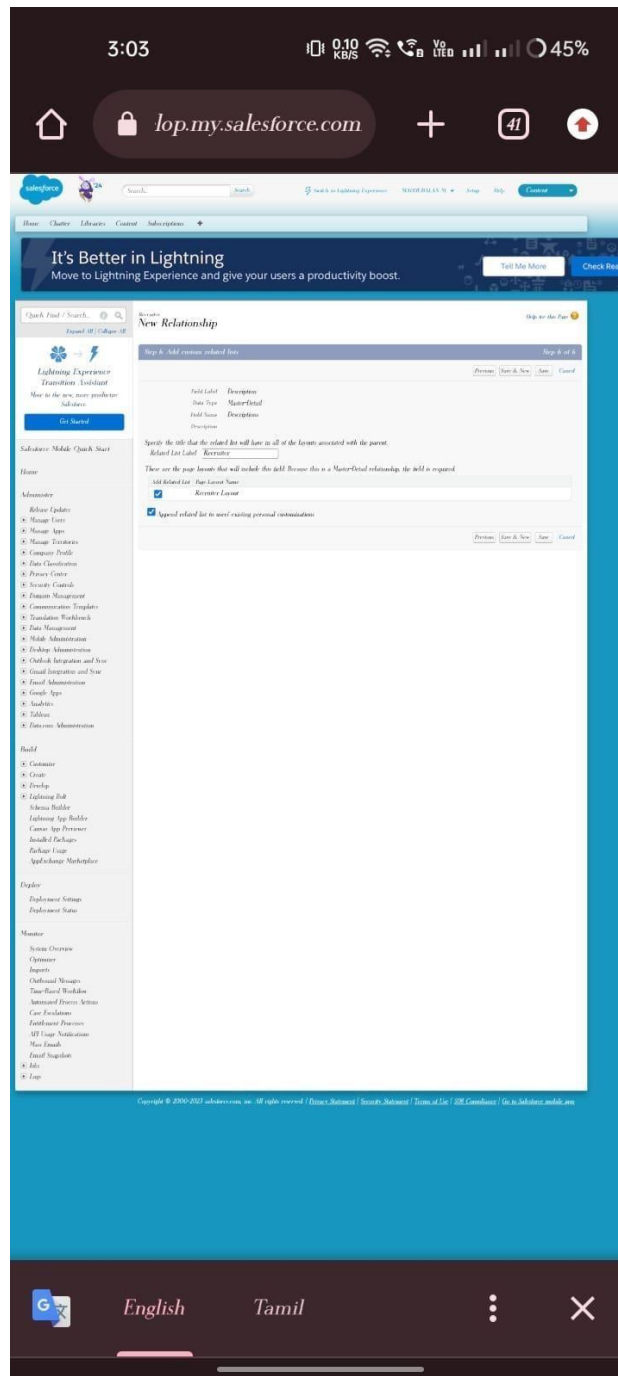
Step 3: Defining Fields

You can define custom fields within these objects, specifying data types (text, date, picklist, etc.), validation rules, and formulas. Fields capture the specific information you need to track for each object.



Step 4: Configure Relationships

To set up relationships between objects, go to "Fields & Relationships" and click on "New Relationship." Choose the type of relationship you want to establish (e.g., Master-Detail, Lookup), and follow the steps to configure it.



Step 6: Create a Custom Tab:

Inside the custom object settings, look for the "Buttons, Links, and Actions" section.

Click on "New Button or Link" and choose the "Tab" type. This will allow you to create a custom tab associated with your custom object.

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Custom Object: Recruiter ~ Sa...
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Force Mobile Quick Start

Recruiter

Custom Object Definition Detail

Singular Label: Recruiter
Plural Label: Recruiters
Object Name: Matdhubalan
API Name: Matdhubalan__c

Created By: MADHUBALAN M 30/10/2023, 3:53 pm

Standard Fields

Action	Field Label	Field Name	Data Type
Created By	Created By	CreatedBy	Lookup(User)
Last Modified By	Last Modified By	LastModifiedBy	Lookup(User)
Edit Owner	Owner	Owner	Lookup(User,Group)
Edit Recruiter Name	Name	Name	Text(80)

Custom Fields & Relationships

No custom fields defined.

Related Lookup Filters

No related lookup filters defined.

Validation Rules

No validation rules defined.

Triggers

No triggers defined.

Page Layouts

Action	Page Layout Name	Created By
Edit / Del	Recruiter Layout	MADHUBALAN M 30/10/2023, 3:53 pm

Field Sets

No field sets defined.

Compact Layouts

Action	Label	API Name
	System Default	SYSTEM

Buttons, Links, and Actions

Action	Label	Name	Description	Type
Edit	Accept	Accept		Standard

Step 7: Create Reports and Dashboards:

Use your custom objects and fields to build custom reports and dashboards. This is typically done in the "Reports & Dashboards" section of Salesforce.



Step 8: Final Report

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Search...

Community Home Chatter Contacts Accounts Reports Dashboard Revenue Recruiters

Report Contacts & Accounts
New Contacts & Accounts Report

Edit Fields Edit

Total Records: 20

Rating	Billing City	Austin	Burlington	Chicago	Lawrence	Mountain View	New York	Paris	Portland	San Francisco	Singapore	Toronto	Total
Record Count	1	0	0	0	1	0	0	1	0	2	2	0	7
Hot Record Count	0	2	0	0	0	0	4	0	0	0	0	0	6
Warm Record Count	0	0	1	2	0	0	0	0	0	0	0	1	4
Cold Record Count	0	0	0	0	0	1	0	0	2	0	0	0	3
Total Record Count	1	2	1	2	1	1	4	1	2	2	2	1	20

Details (20 Rows)

Click on intersection in the table above to filter details.

Last Activity	Account Owner	Account Name	Billing State/Province	Last Modified Date
1	MARTINEAN M	United Oil & Gas, USA	TX	30/09/2023
2	MARTINEAN M	Delektron plc	KS	30/09/2023
3	MARTINEAN M	Pycroft Construction Inc.	TX	30/09/2023
4	MARTINEAN M	Starco	CA	30/09/2023
5	MARTINEAN M	Starco	CA	30/09/2023
6	MARTINEAN M	United Oil & Gas, Singapore	Singapore	30/09/2023
7	MARTINEAN M	United Oil & Gas, Singapore	Singapore	30/09/2023
8	MARTINEAN M	Edge Communications	TX	30/09/2023
9	MARTINEAN M	Edge Communications	TX	30/09/2023
10	MARTINEAN M	United Oil & Gas Corp.	NY	30/09/2023
11	MARTINEAN M	United Oil & Gas Corp.	NY	30/09/2023
12	MARTINEAN M	United Oil & Gas Corp.	NY	30/09/2023
13	MARTINEAN M	United Oil & Gas Corp.	NY	30/09/2023
14	MARTINEAN M	Washington Textiles Corp of America	NC	30/09/2023
15	MARTINEAN M	Grand Hotels & Resorts Ltd	IL	30/09/2023
16	MARTINEAN M	Grand Hotels & Resorts Ltd	IL	30/09/2023
17	MARTINEAN M	University of Arizona	AZ	30/09/2023
18	MARTINEAN M	GreenPoint	CA	30/09/2023
19	MARTINEAN M	Express Logistics and Transport	OR	30/09/2023
20	MARTINEAN M	Express Logistics and Transport	OR	30/09/2023
21				

Row Count: ☐ Detail Rows: ☒ Grand Total: ☒ Selected Summaries: ☒