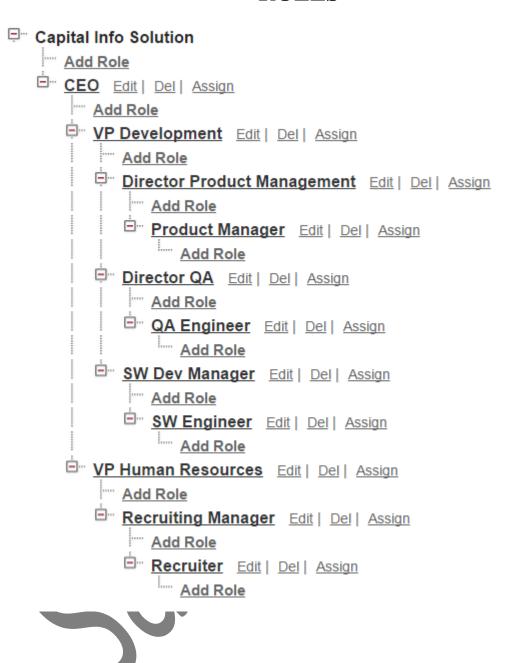
#### **ROLES**



## **PROFILES**

PROFILE	LICENCE
Customer Hiring Manger	Salesforce
Custom Interviewer	Salesforce Platform
Custom Recruiter	Salesforce Platform

#### **USERS**

FULL	ROLE	ACTIVE	PROFILE
NAME			
Cynthiya	CEO	Y	Custom Recruiter
Capobianco			
Andrew	VP Development	Y	Custom Recruiter
Goldberg			
Phil Katz	Recruiting Manager	Y	Custom Hiring Manager
Craiq	SW Engineer	Y	Custom Interviewer
Kingman			
Melissa Lee	SW Engineer	Y	Custom Interviewer
Frank	Director Product	Y	Custom Hiring Manager
Linstrom	Management		
Amy Lojack	Product Manager	Y	Custom Hiring Manager
Andy	Product Manager	Y	Standard User
Macrola			
Mario Ruiz	Recruiter	Y	Custom Recruiter
Megan	VP Human	Y	Custom Recruiter
Smith	Resource		
Ben Stuart	SW Dev Manager	Y	Custom Hiring Manager
Tom Zales	SW Engineer	Y	Custom Interviewer

#### **CUSTOM OBJECTS**

OBJECT LABEL	MASTER OBJECT
Candidate	
Candidate Snapshot	
Interviewer	Position
Job Application	
Job Posting	Job Posting Site, Position
Job Posting Site	
Offer	
Position	
Position Approval Matrix	
Position Programming Language	Position, Programming Language
Programming Language	
Review	Job Application
Salary	
Zip Code	

# **Candidate**

FIELD LABEL	FIELD NAME	DATATYPE	FORMAT
Candidate Number	Name	Auto Number	C-{0000}

FIELD LABEL	API NAME	DATATYPE	REQUIR ED
Batch Load Item	Batch_Load_Itemc	CheckBox	
City	City_c	Text(30)	
Country	Country_c	Text(30)	
Current Employer	Current_Employerc	Text(30)	
Currently_Employer?	Currently_Employedc	Checkbox	
Drivers Licence	Drivers_License_Number_	Text(30)	
Number		,	
Education	Education c	Picklist(Multi-	
		select) -GE/HS Diploma -BA/BS -MA/MS/MBA -MD	
		-JD -PhD -Post Doc	
Email	Email_c	Email	
Fax	Fax_c	Phone	
Gender	Gender_c	Picklist -Male -Female	
First Name	First_Namec	Text(30)	
Last Name	Last_Namec	Text(30)	
Legacy Candidate	Legacy_Candidate_Number	Text(20)(External	
Number	_c	ID)	
Mobile	Mobile_c	Phone	
Phone	Phone_c	Phone	
Picture ID	Picture_IDc	Text(18)	
Picture Link	Picture_Linkc	Formula(Text)	
Picture URL	Pieture_URLc	Formula(Text)	
Social Security Number	Social_Security_Numberc	Text(Encrypted)(12)	
State/Province	State_Provincec	Text(30)	
Street Address 1	Street_Address_1c	Text(30)	
Street Address 2	Street_Address_2c	Text(30)	
Tags	Tagsc	Text(255)	
US Citizen	US_Citizenc	Checkbox	
Visa Required	Visa_Requiredc	Checkbox	
Years of Experience	Years_of_ExperienceC	Number(2,0)	
Zip/Postal Code	Zip_Postal_Code	Text(20)	

#### Formulae

FIELD LABEL	FORMULA
Picture Link	IF( LEN( Picture_ID_c ) $\Leftrightarrow$ 0,
	HYPERLINK("/servlet/servlet.FileDownload?file=" &
	Picture_IDc , "Candidate Picture"), "")
Picture URL	IF( LEN(Picture_IDc ) <> 0, "/servlet/servlet.FileDownload?file="
	& Picture_IDc , "")

#### Validation Rules

	1		
1	Rule Name	Valid_SSN_Format	
	Error	NOT(OR(LEN ( Social_Security_Numberc ) = 0,REGEX(	
	Condition	Social_Security_Numberc , "[0-9]{3}-[0-9]{2}-[0-9]{4}")))	
	Formula		
	Error Message	SSN must be in this format: 999-99-9999.	
	Error Location	Social Security Number	
	Description	Validates that a custom text field called SSN is formatted in 999-99-	
		9999 number format (if it is not blank).	
2	Rule Name	Zip_code_must_be_Valid_US_Postal_Code	
	Error	AND(OR( Country_c = "USA", Country_c = "US"), NOT(REGEX(	
	Condition	$Zip\_Postal\_Code\_c, "\d{5}(-\d{4})?")))$	
	Formula		
	Error Message	Zip code must be in 99999 or 99999-9999 format.	
	Error Location	Zip/Postal Code	
	Description	Validates that the candidate Zip/Postal Code is in 99999 or 99999-9999	
		format if Country is USA or US.	

# Candidate Snapshot (REPORT)

#### Standard Field

FIELD LABEL	FIELD NAME	DATATYPE	FORMAT
Candidate Snapshot	Name	Auto Number	SNAP-{0000}
Number			

FIELD LABEL	API NAME	DATATYPE	REQUIR ED
Candidate Full Name	Candidate_Full_Namec	Text(80)	

Department	Departmentc	Text(80)	
Stage	Stagec	Text(80)	
Status	Status_c	Text(80)	

# Interviewer

#### Standard Field

FIELD LABEL	FIELD NAME	DATATYPE	FORMAT
Interviewer Number	Name	Auto Number	INT-{0000}

#### Custom Field and Relationships

FIELD LABEL	API NAME	DATATYPE	REQUIR ED
Employee	Employeec	Lookup(User)	
Legacy Interviewer	Legacy_Interviewer_Number	Text(20)	
Number	_c		
Position	Positionc	Master-Detail(Postion)	Required
Role	Role_c	Picklist	
		-General	
		-Functional	
		-Technical	
		-Managerial	

# **Job Application**

FIELD LABEL	FIELD NAME	DATATYPE	FORMAT
Job Application	Name	Auto Number	APP-{0000}
Name			

FIELD LABEL	API NAME	DATATYPE	REQUIR
			ED
Average Review	Average_Review_Scorec	Formula(Number)	
Score			
Candidate	Candidatec	Lookup(Candidate)	
Competency	Competency_Ratingc	Formula(Text)	
Rating			
Email	Emailc	Email	
Legacy	Legacy_Application_Number	Text(20)	
Application	c		
Number			
Name Name	Namec	Formula(Text)	
Number of Job	Number_of_Job_Application	Formula(Number)	
Applications	sc		
Phone	Phonec	Formula(Text)	
Position	Positionc	Lookup(Position)	
Rating	Rating_c	Formula(Text)	
Stage	Stage_c	Picklist	
		-New	
		-Phone Screen	
		-Schedule Interview	
		-Interviews Completed	
Status	Statusc	Picklist	
		-Open	
		-In Approval	
		-Approved	
		-Hold	
(		-Closed	
Total Reviews	Total_Reviewsc	Roll-up	
		Summary(COUNT	
		Review)	
Total Review	Total_Review_Scorec	Roll-up Summary(SUM	
Score		Review)	

#### Formulae

FIELD LABEL	FORMULA	
Competency Rating	F( Average_Review_Scorec < 3, "Not Qualified", IF( Average_Review_Scorec < 3.75, "Minimally Qualified", IF( Average_Review_Scorec < 4.75, "Qualified", "Highly Qualified")	
Email	Candidate r.Email c	
Name	Candidater.First_Namec & " " & Candidater.Last_Namec	

Number of Job	1
Applications	
Phone	Candidater.Phone.c
Rating	IF( Average_Review_Scorec >= 3.5,
	IMAGE("/img/samples/light_green.gif", "Green"),
	IF(Average_Review_Scorec >= 2.5,
	IMAGE("/img/samples/light_yellow.gif", "Yellow"),
	IMAGE("/img/samples/light_red.gif", "Red")))

#### Validation Rules

1	Rule Name	No_New_Deleted_Reviews_for_Approved_Apps
	Error	AND( ISPICKVAL( Status_c , "Approved") , ISCHANGED(
	Condition	Total_Reviewsc ))
	Formula	
	Error Message	Once a Job Application is approved, there can be no change to the
		number of Reviews.
	Error Location	Top of Page
	Description	Once a Job Application is approved, there can be no new Reviews.
		Likewise, no Reviews can be deleted.

# Job Posting

#### Standard Field

FIELD LABEL	FIELD NAME	DATATYPE	FORMAT
Job Posting Number	Name	Auto Number	JOBPOST-{0000}

#### Custom Field and Relationships

FIELD LABEL	API NAME	DATATYPE	REQUIR ED
Job Posting Site	Job_Posting_Sitec	Master Detail(Job Posting Site)	
Position	Postiionc	Master Detail(Postion)	

# **Job Posting Site**

FIELD LABEL FIELD NAME	DATATYPE	FORMAT
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Job Posting Site	Name	Auto Number	JOBSITE-{0000}
Number			

FIELD LABEL	API NAME	DATATYPE	REQUIR ED
Description	Descriptionc	Text Area(255)	
Job Site Name	Job_Site_Namec	Text(80)	
Status	Statusc	Picklist	
		-Active	
		-Inactive	
Technical Site	Technical_Sitec	Checkbox	

#### Offer

#### Standard Field

FIELD LABEL	FIELD NAME	DATATYPE	FORMAT
Offer Number	Name	Auto Number	OFF-{0000}

FIELD LABEL	API NAME	DATATYPE	REQUIR ED
Actual Salary	Actual_Salaryc	Currency (8,0)	Required
Additional Instructions	Addition_Instructionsc	Long Text	
Bonus Percentage	Bonus_Percentagec	Percent(3,0)	
Candidate_Name	Candidate_Namec	Formula(Text)	
Job Application	Job_Applicationc	Lookup(Job Application)	
Number of Offers	Number_of_Offersc	Formula(Number)	
Offer Date	Offer_Datec	Date	Required
Offer Expiration Date	Offer_Expiration_Datec	Date	Required
Postion Name	Position_Namec	Formula(Text)	
Status	Statusc	Picklist	Required

		-Sent -Recieved -Accepted -Declined	
Stock Options	Stock_Options	Number(7,0)	

#### Formulae

FIELD LABEL	FORMULA
Number of Offers	1
Position Name	Job_Applicationr.Positionr.Name

#### **Position**

#### Standard Field

FIELD LABEL	FIELD NAME	DATATYPE	FORMAT
Title	Name	Text	

FIELD LABEL	API NAME	DATATYPE		REQUIR ED
Approver#1	Approver_1c	Lookup(User)		
Approver#2	Approver_2c	Lookup(User)		
Approver#3	Approver_3c	Lookup(User)		
Date Closed	Date_Closedc	DateTime		
Date Opened	Date_Openedc	DateTime		
Days Opened	Days_Openedc	Formula(Number)		
Department	Department_c	Picklist		
		Record Type: Non-	-Finance	
		Technical Position	-Support	
			-Sales	
		Record Type:	-	
		Technical Position	Engineering	
			-IT	
Duration	Durationc	Number(3,0)		
Education	Educationc	Long Text Area(32000)		

Hello	Hello_c	Text(10)	
Hiring Manager	Hiring_Manager_	Lookup(User)	
	_c	1 ( )	
Job Description	Job_Description_	Text Area(255)	
	_c		
Legacy Position	Legacy_Postion_	Text(20)(External	ID)
Number	Numberc		
Location	Locationc	<b>Picklist</b>	
		-San Francisco, C	A
		-New York, NY	
		-Atlanta, GA	
		-London, England	l
Max Pay	Max_Payc	Currency(7,0)	
Min Pay	Min_Payc	Currency(7,0)	
Number of	Number_of_Inter	Roll-up Summary	CCOUNT
Interviewers	viewersc	Interviewers)	
Number of	Number_of_Posit	Formula(Number)	
Positions	ionsc		
Operating Systems	Operating_Syste	Picklist(Multi-seld	ect)
	msc	-Windows	
		-Mac	
		-Linux	
Pay Grade	Pay_Gradec	Picklist	
		Department	Value
		Finance	ACT-100
			ACT-200
			ACT-300
			ACT-400
		Support	S-100
	4 / 3		S-200
			S-300
			S-400
		Sales	C-100
			C-200
			C-300
	1		C-400
	<b>/</b>	Engineering	ENG-100
			ENG-200
			ENG-300
			ENG-400
		IT	IT-100
			IT-200
			IT-300
			IT-400
Programming	Programming_La	Picklist(Multi-sele	ect)
Languages	nguagesc	-COBOL	
		-FORTRAN	
		NET	
		-Java	

		-PHP
		-Perl
		-Python
Responsibilities	Responsibilities_	Long Text Area(32000)
	_c	
Skills Required	Skills_Required_	Long Text Area(32000)
	_c	
Start Date	Start_Datec	Date
Status	Statusc	Picklist
		-New
		-Open
		-Closed
Sub Status	Sub_Statusc	Picklist
		Status Value
		Open Pending
		Approved
		Closed Not Approved
		Filled
		Cancelled
Type	Typec	Picklist
		-Full Time
		-Part Time
		-Temporary

#### Formulae

FIELD LABEL	FORMULA
Days Opened	IF( ISPICKVAL( Status_c , "Open") , ROUND( NOW() -
	Date_Opened_c, 0), ROUND( Date_Closed_c - Date_Opened_c
	(0, )
Number of Positions	1

# Validation Rules

1	Rule Name Every_Position_Must_Have_a_Hiring_Mgr	
Error LEN( Hiring_Managerc ) = 0		LEN( Hiring_Managerc ) = 0
	Condition	
	Formula	
	Error Message	Every Position must have a Hiring Manager
	Error Location Hiring Manager	
	Description Every position record must have a hiring manager.	
2	Rule Name	Filled_Positions_Need_Valid_Start_Date
	Error AND(ISPICKVAL( Status_c , "Closed") , ISPICKVAL(	
Condition Sub_Status_c, "Filled"), OR(ISNULL(Start_Date_c),		Sub_Status_c, "Filled"), OR(ISNULL(Start_Date_c),
	Formula	Start_Datec < DATEVALUE( Date_Closedc )))

	Error Message	Filled positions must have a valid Start Date (date cannot be before the	
		date the position was closed).	
	Error Location	Start Date	
	Description	Filled positions need a Start Date that is not null and does not occur	
		prior to the fill date for the position.	
3.	Rule Name	Temp_Position_Validation	
	Error	AND( ISPICKVAL( Type_c , "Temp") , OR(NULLVALUE(	
	Condition	Durationc , 0) $\leq$ 0, Durationc > 365))	
	Formula		
	Error Message	Temporary positions require a value for Duration between 1 and 365	
		days.	
	Error Location	Duration	
	Description	Temporary positions require a value for Duration between 1 and 365	
		days.	

# **Position Approval Matrix**

#### Standard Field

FIELD LABEL	FIELD NAME	DATATYPE	FORMAT
Routing ID	Name	Auto Number	RoutingID-{0000}

FIELD LABEL	API NAME	DATATYPE	REQUIR
			ED
Approver#1	Approver_1c	Lookup(User)	
Approver#2	Approver_2c	Lookup(User)	
Approver#3	Approver_3c	Lookup(User)	
Department	Departmentc	Picklist	
		-Engineering	
		-IT	
		-Finance	
		-Support	
		-Sales	
Priority	Priorityc	Picklist	
-		-Critical	
		-High	
		-Medium	
		-Low	

Routing Key	Routing_Keyc	Text(200)	
$\mathcal{C}$	0 7—	` /	

# **Position Programming Language**

#### Standard Field

FIELD LABEL	FIELD NAME	DATATYPE	FORMAT
Position	Name	Auto Number	PPL-{0000}
Programming			
Language Number			

#### Custom Field and Relationships

FIELD LABEL	API NAME	DATATYPE	REQUIR
			ED
Language Name	Language_Namec	Formula(Text)	
Position	Position_c	Master-Detail(Position)	Required
Programming	Programming_Languagec	Master-	Required
Language		Detail(Programming	
		Language)	

#### Formulae

FIELD LABEL	FORMULA
Language Name	Programming_Languager.Language_Namec

# **Programming Language**

FIELD LABEL	FIELD NAME	DATATYPE	FORMAT
Programming	Name	Auto Number	PROGLANG-
Language Number			{0000}

FIELD LABEL	API NAME	DATATYPE	REQUIR ED
Description	Descriptionc	Text Area(255)	
Language Name	Language_Namec	Text(80)	
Status	Statusc	Picklist	
		-Active	
		-Inactive	

# Review

#### Standard Field

FIELD LABEL	FIELD NAME	DATATYPE	FORMAT
Review Number	Name	Auto Number	REV-{0000}

FIELD LABEL	API NAME	DATATYPE	REQUIR ED
Alternate Position	Alternate_Positionc	Text Area(255)	
Candidate Name	Candidate_namec	Formula(Text)	
Cultural	Cultural_Commentsc	Text Area(255)	
Comments			
Cultural Fit	Cultural_Fitc	Number(1,0)	
Experience	Experiencec	Number(1,0)	
Experience	Experience_Commentsc	Text Area(255)	
Comments			
Interviewer	Interviewerc	Lookup(Interviewer)	
Interviewer Name	Interviewer_Namec	Formula(Text)	
Job Application	Job_Applicationc	Master-Detail(Job	Required
		Application)	
Leadership	Leadership_Commentsc	Text Area(255)	
Comments			
Leadership Skills	Leadership_Skillsc	Number(1,0)	

Legacy Review	Legacy_Review_Numberc	Text(20)(External ID)	
Number			
Overall Score	Overall_Scorec	Formula(Number)	
Position Name	Position_Namec	Formula(Text)	
Reason	Reason_Recommendedc	Text Area(255)	
Recommended			
Recommend for	Recommend_for_Hirec	Checkbox	
Hire			
Review Completed	Review_Completedc	Checkbox	

#### Formulae

FIELD LABEL	FORMULA
Candidate Name	Job_Applicationr.Candidater.First_Namec & " " &
	Job_Applicationr.Candidater.Last_Namec
Interviewer Name	Interviewerr.Employeer.FirstName & " " &
	Interviewerr.Employeer.LastName
Overall Score	( Cultural_Fit_c + Experience_c + Leadership_Skills_c + IF(
	Recommend_for_Hirec, 5, 1))/4
Position Name	Job_Applicationr.Positionr.Name

#### Validation Rules

1	Rule Name	Low_Cultural_Fit_Score_Reqs_Explanation		
	Error	AND( Cultural_Fitc <2, LEN( Cultural_Commentsc ) = 0)		
	Condition			
	Formula			
	Error Message	Cultural Fit scores < 2 require explanation. Please fill out the Cultural		
		Comments field.		
	Error Location	Cultural Comments		
	Description	If a reviewer gives an applicant a cultural fit score < 2, he must fill out		
		the cultural comments field to explain why		
2	Rule Name	Recommended_for_Hire_Reqs_Explanation		
	Error	AND( Recommend_for_Hirec , OR( Cultural_Fitc <= 2,		
	Condition	Experiencec <= 2, Leadership_Skillsc <= 2), LEN(		
	Formula	Reason_Recommendedc)=0)		
	Error Message	If you recommend an applicant for hire you must supply a reason why.		
		Please fill out the Reason Recommended text box.		
	Error Location	Reason Recommended		
	Description	Reviewers recommending an applicant for hire must give a reason why		
		if they give a low score (defined as <= 2) in any category.		

# **Salary**

#### Standard Field

FIELD LABEL	FIELD NAME	DATATYPE	FORMAT
Salary number	Name	Auto Number	PAY-{0000}

#### Custom Field and Relationships

FIELD LABEL	API NAME	DATATYPE	REQUIR
			ED
Actual Pay	Actual_Payc	Currency(8,0)	
Max Pay	Max_payc	Currency(8,0)	
Min Pay	Min_payc	Currency(8,0)	
Position	Position_c	Lookup(Position)	



FIELD LABEL	FIELD NAME	<b>DATATYPE</b>	FORMAT
Zip Code	Name	Text	Required

FIELD LABEL	API NAME	DATATYPE	REQUIR ED
City	City_c	Text(80)	
State	Statec	Text(2)	

