Smart Internz

Project Report Template

1. INTRODUCTION

1.1 Overview

A job application tracking system is a software application designed to help companies manage the hiring process by tracking job applications from initial submission to final selection. The system is typically used by recruiters or hiring managers to streamline the recruitment process and keep track of all the applications received for various job openings within the company.

The application tracking system can automate various tasks such as posting job listings on multiple job boards, screening resumes, scheduling interviews, and sending out notifications to applicants. It also enables recruiters to collaborate with hiring managers and other team members involved in the hiring process, improving communication and decision-making

1.2 Purpose

1. Efficient Hiring: The application tracking system helps to automate various tasks, including job posting, resume screening, scheduling interviews, and sending notifications to candidates. This results in a more efficient and streamlined recruitment process, allowing recruiters to focus on high-priority tasks.

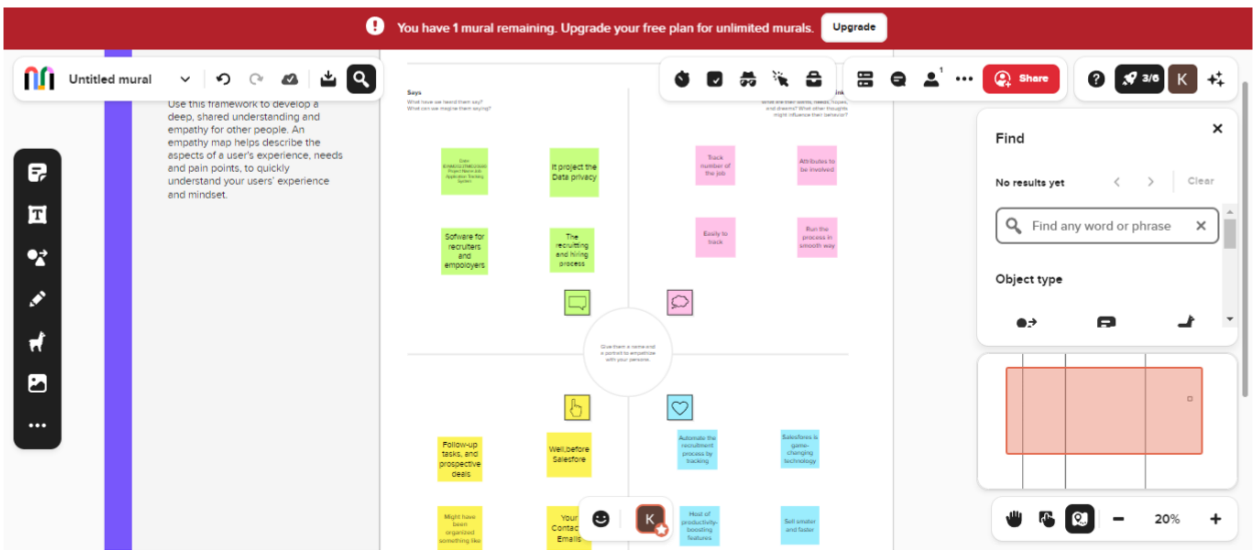
2. Better Candidate Management: The system provides recruiters with a centralized location to manage all candidate applications. This makes it easier to keep track of candidate information, status updates, and feedback from hiring managers.

3. Improved Collaboration: The application tracking system enables recruiters to collaborate with hiring managers and other team members involved in the hiring process. This improves communication and ensures that everyone is on the same page regarding the recruitment process.

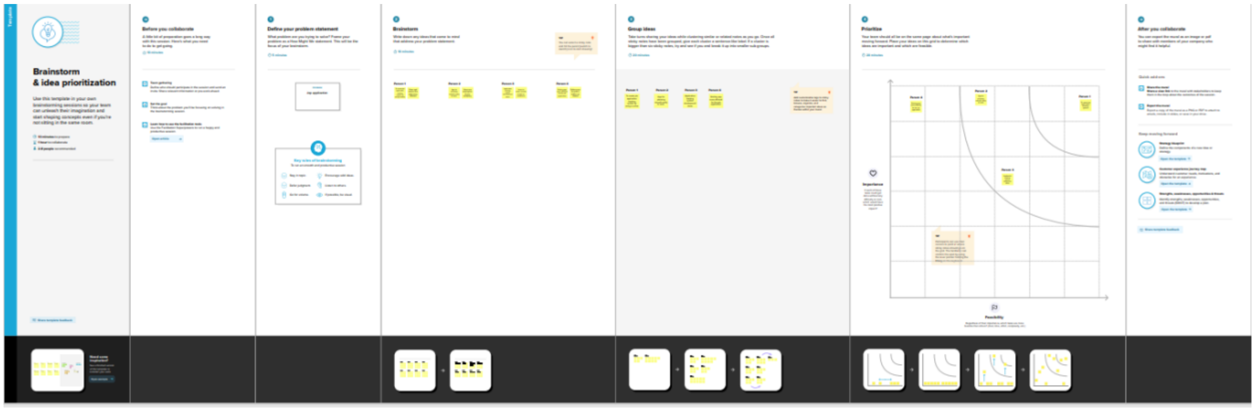
4. Data-Driven Hiring Decisions: The system provides recruiters with data and insights into the recruitment process. This can help them to identify areas for improvement, such as which job boards are generating the most applications or which interview questions are most effective in identifying the right candidates..

2. Problem Definition & Design Thinking

2.1 Empathy Map



2.2 Ideation & Brainstorming Map



3. RESULT

3.1 Data Model:

<table>
<tr><td rowspan="3">Recruiter</td><td>Field label</td><td>Data type</td></tr>
<tr><td>Job title</td><td>Text</td></tr>
<tr><td></td><td></td></tr>
<tr><td rowspan="4">Jobs</td><td>Field label</td><td>Data type</td></tr>
<tr><td>Recruiter</td><td>Master-detail Relationship</td></tr>
<tr><td>Description</td><td>Text Area</td></tr>
<tr><td>Location</td><td>Taxt</td></tr>
</table>

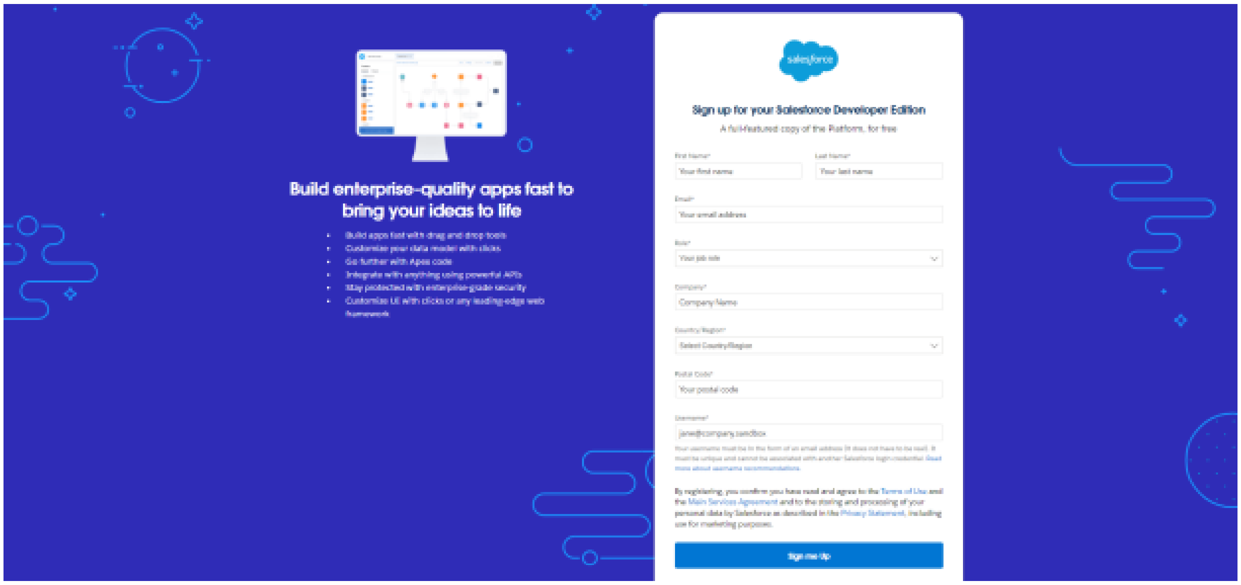
2 3.2 Activity & Screenshot

Activity1:

Creating a Salesforce Developer Org:

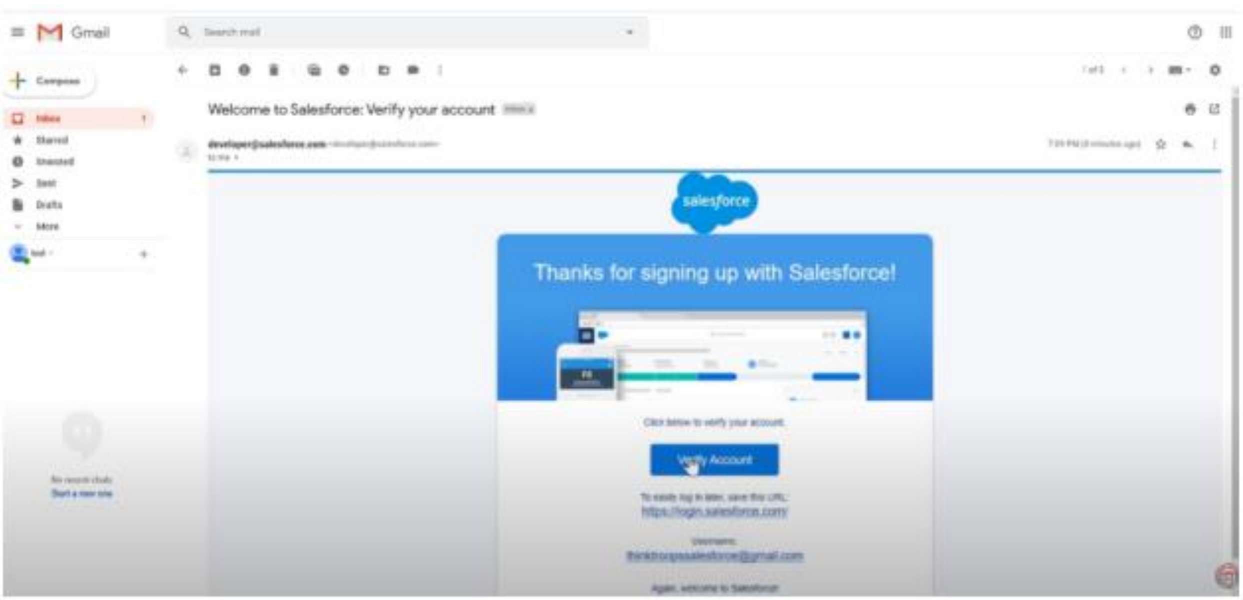
A Developer org has all the features and licenses you need to get started with Salesforce.

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.

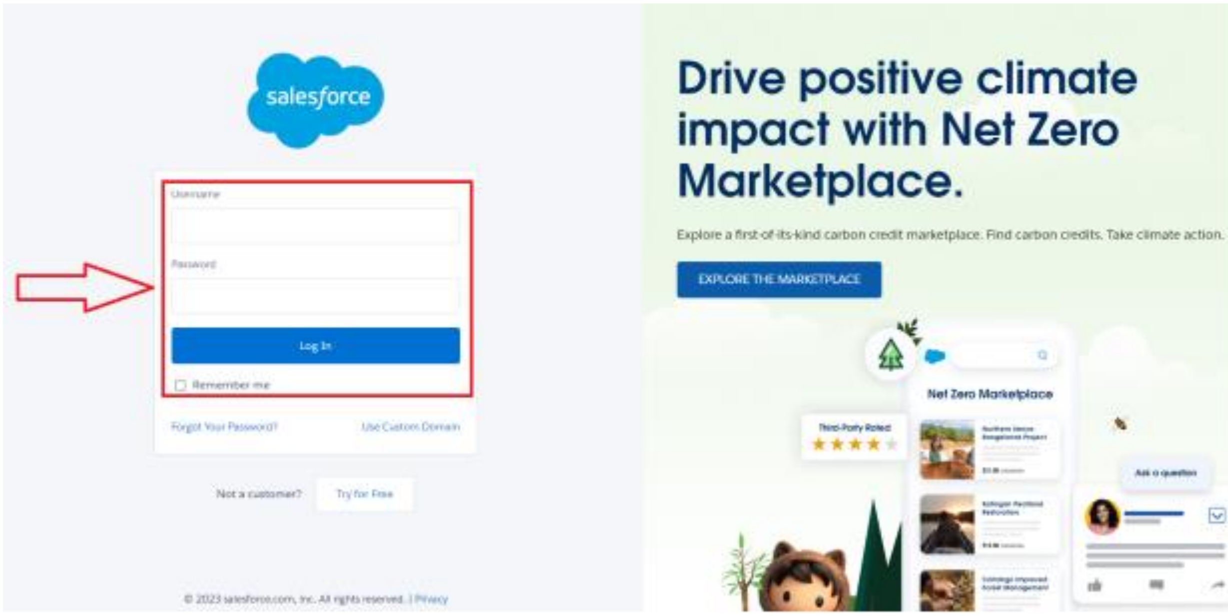
3. Click sign me up, after a few min you will reserve a mail salesforce org and by using the verify account link you can create your new password.



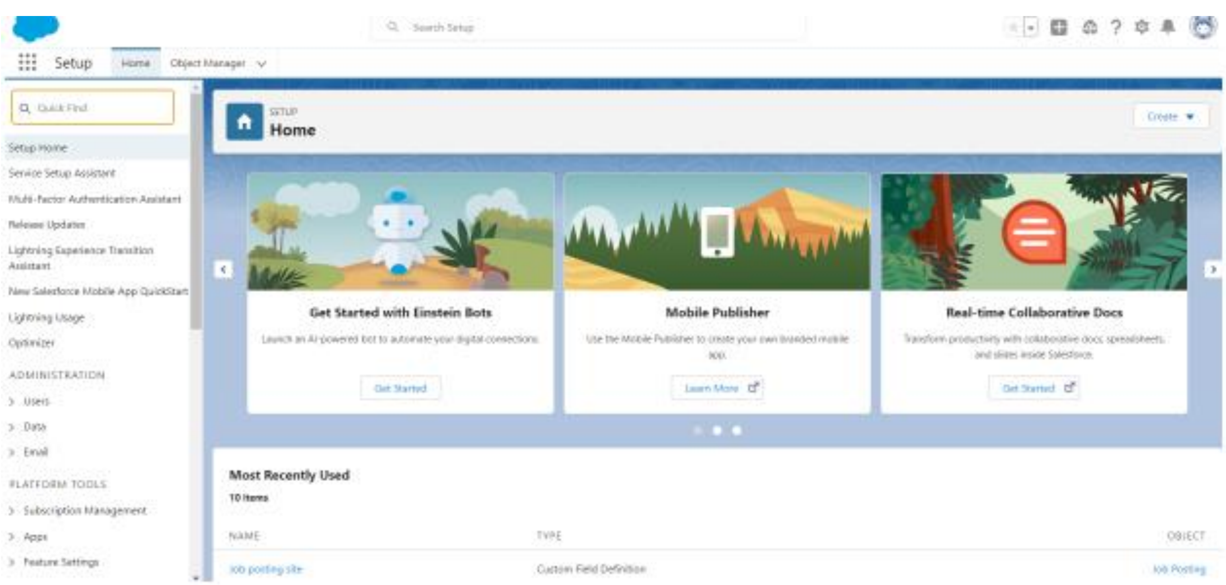
4. Click save.

5. Search login.salesforce.com

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



The setup page will appear as below.



Milestone 2-Object:

What is an object?

Salesforce objects are database tables that permit you to store data that is specific to an organization. It consists of fields (columns) and records (rows).

Salesforce objects are of two types:

● Standard Objects: Standard objects are the kind of objects that are provided by salesforce.com such as users, contracts, reports, dashboards, etc.

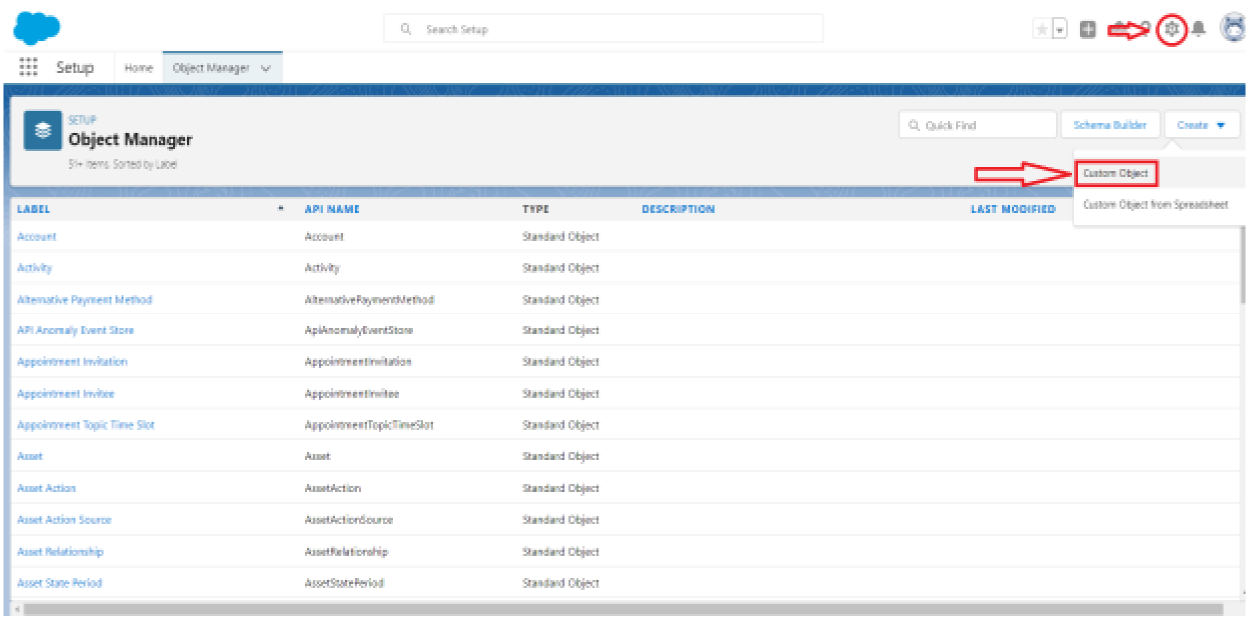
● Custom Objects: Custom objects are those objects that are created by users. They supply information that is unique and essential to their organization. They are the heart of any application and provide a structure for sharing data.

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}".

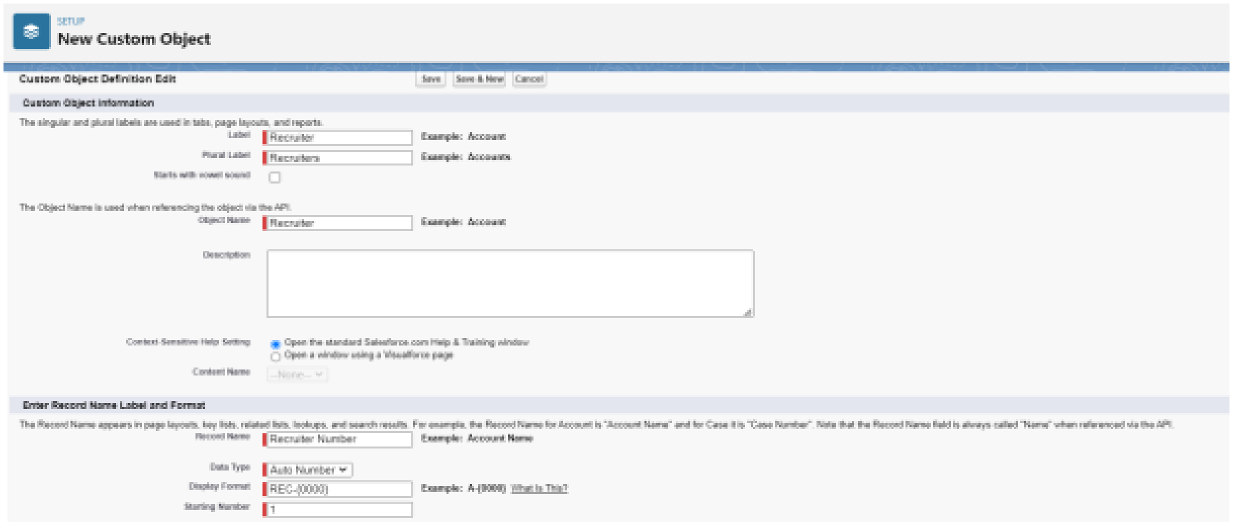
8. Enter starting number as 1.

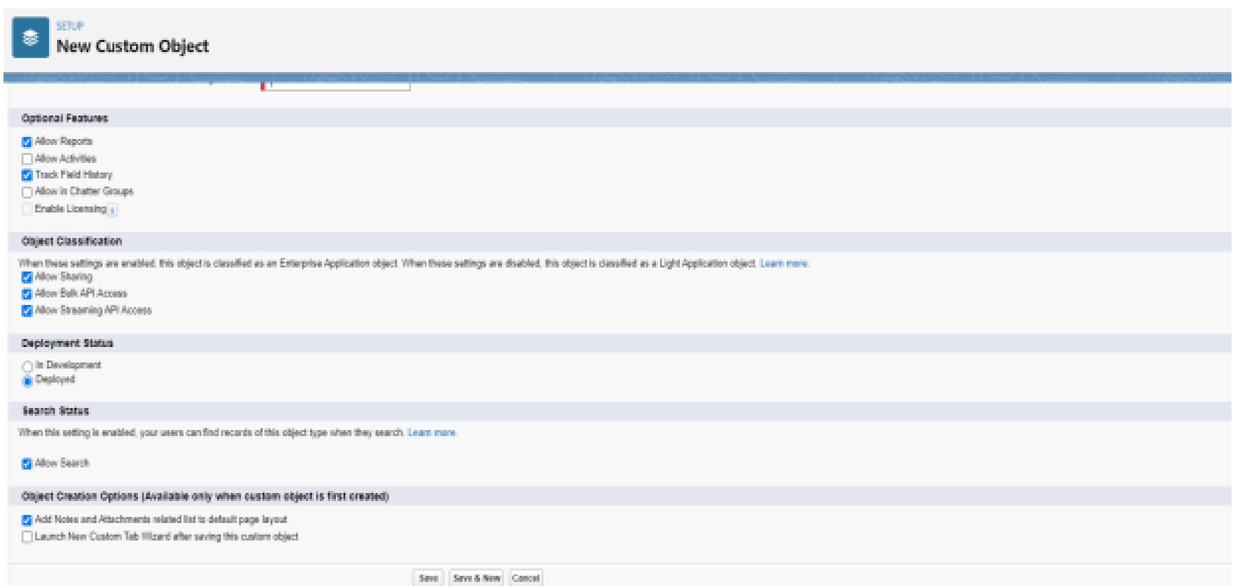
9. In the Optional Features section, select Allow Reports and Track Field History.

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.

Activity 2:

1. Create a Jobs, Candidate, Job Application Object and Tab. Note :- Follow the steps from the above activity

Milestone 3- Fields:

What are 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:

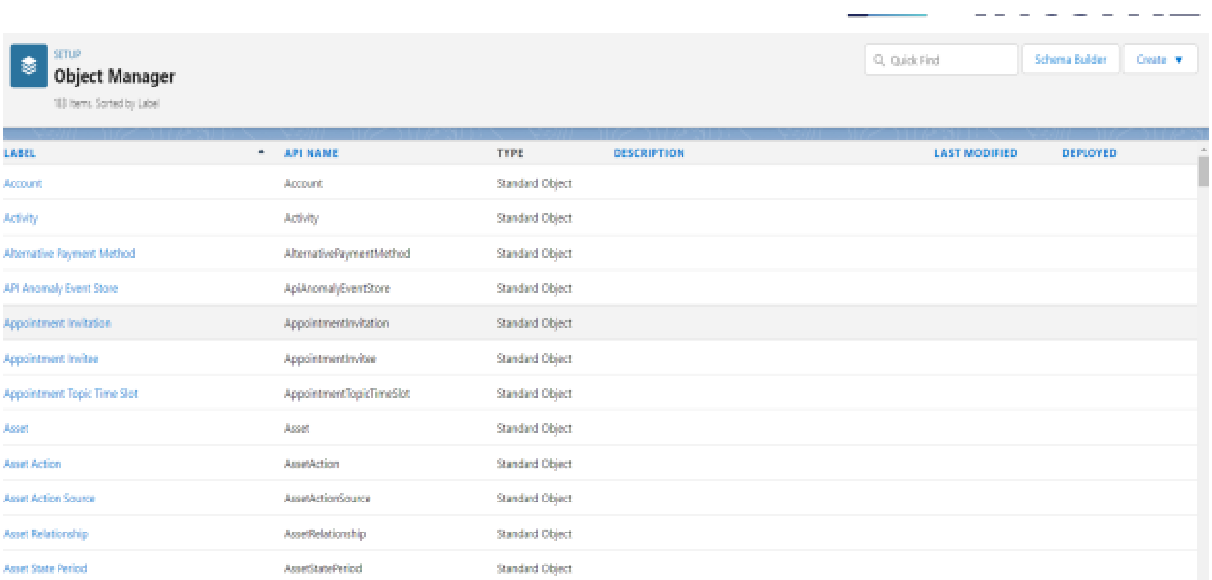
● Standard fields: There are four standard fields in every custom object that are Created By, Last Modified By, Owner, and the field created at the time of the creation of an object. These fields cannot be deleted or edited and they are always required. For standard objects, the fields which are present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

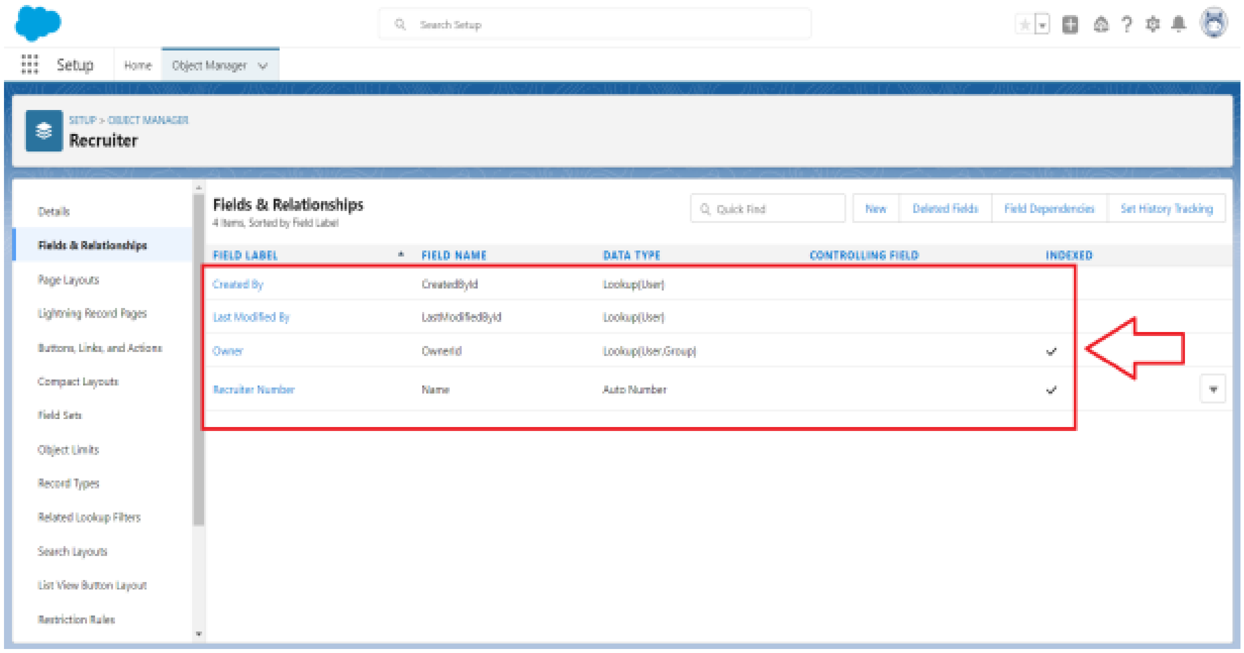
Activity 1:

Create the custom fields:

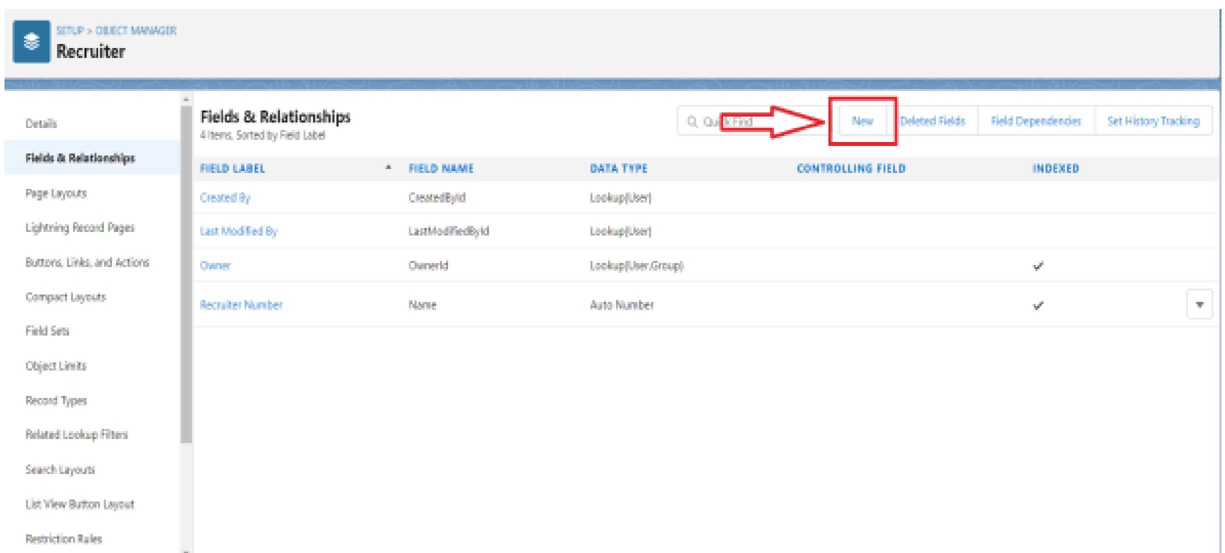
1.Click the object manager tab, Select the object for which you have to create the fields and relationships.



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

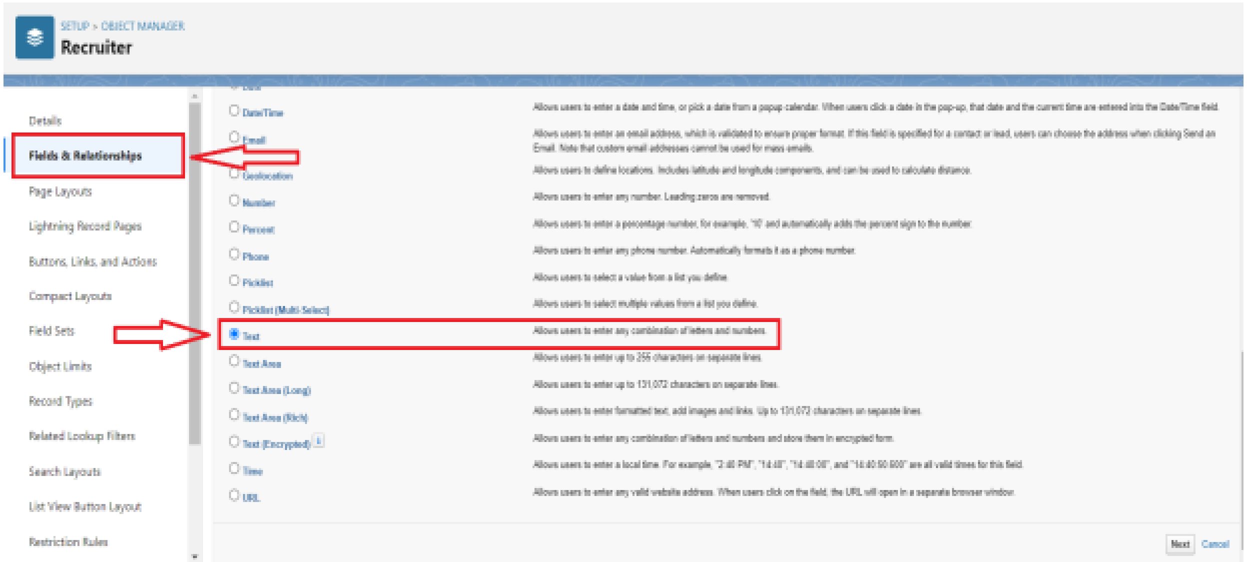


3. Click New to create a custom field. Tip: Before creating a new field, do a quick search to make sure a similar one doesn't already exist.

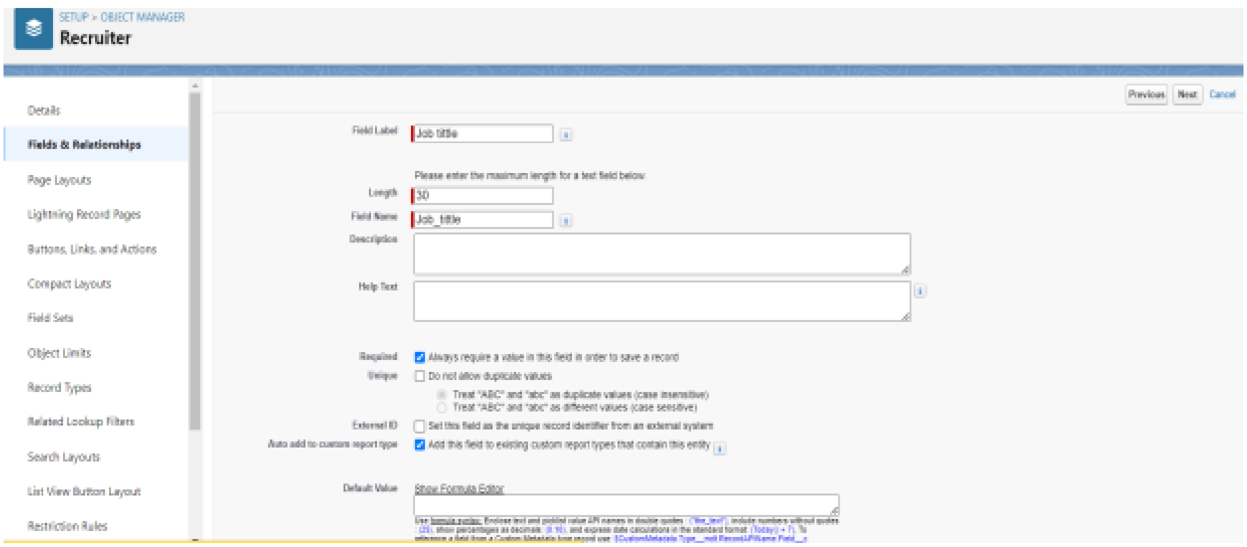


4. Click on the new to create a field.

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.

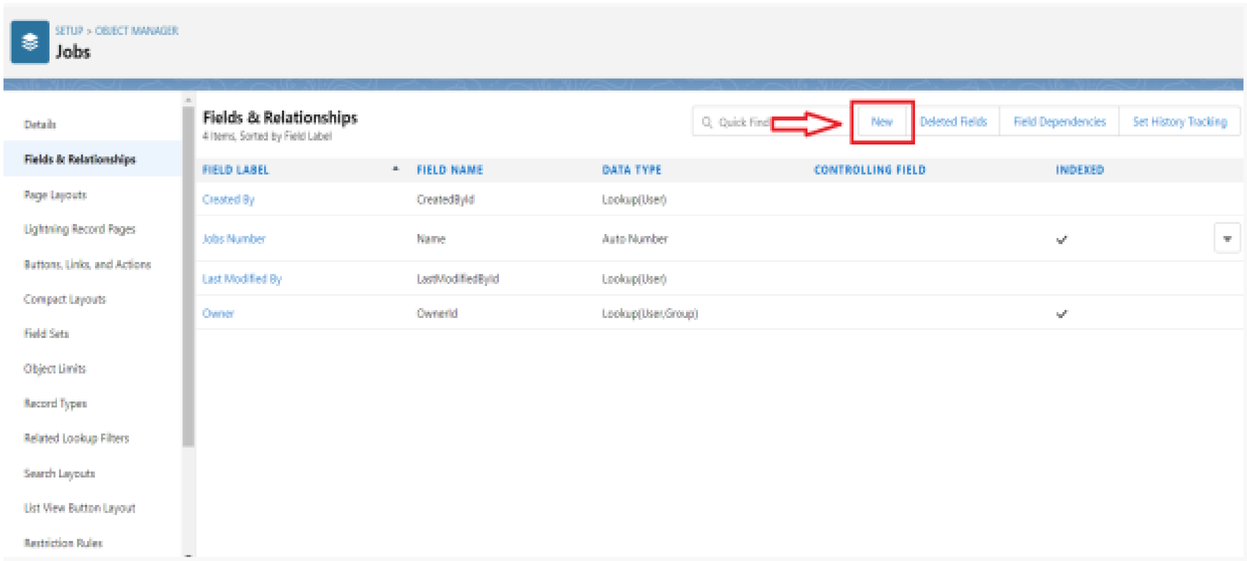
Activity 2:

Creation of Master-detail relationship:

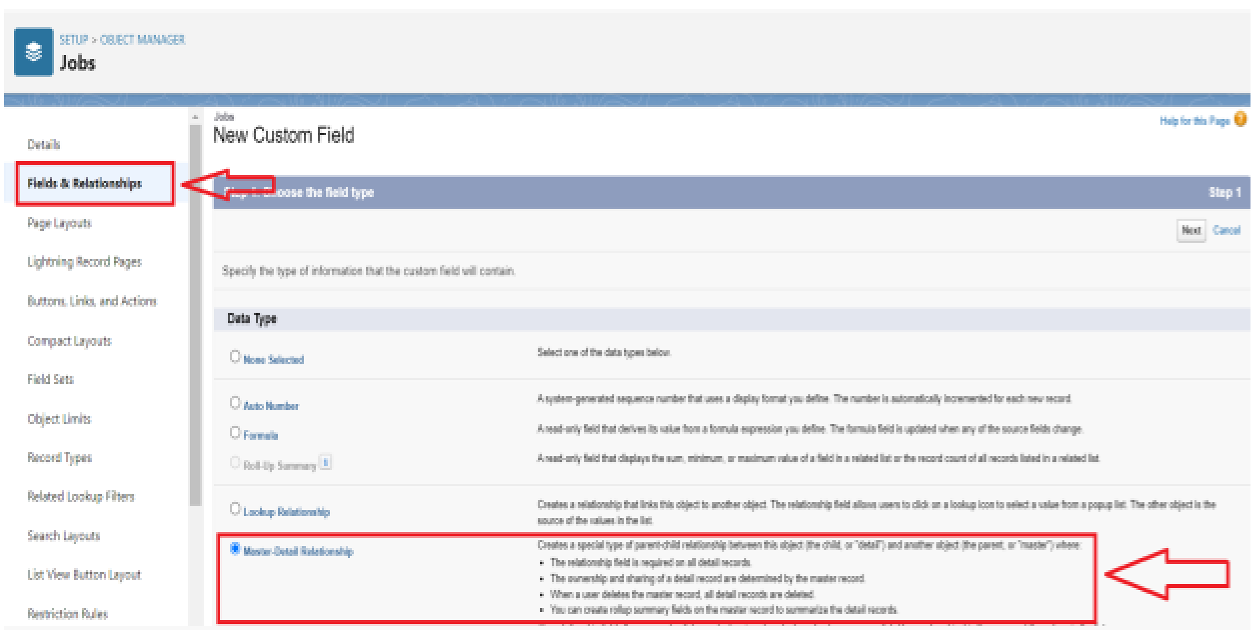
1. From Setup, go to Object Manager

2. On the sidebar, click Fields & Relationships.

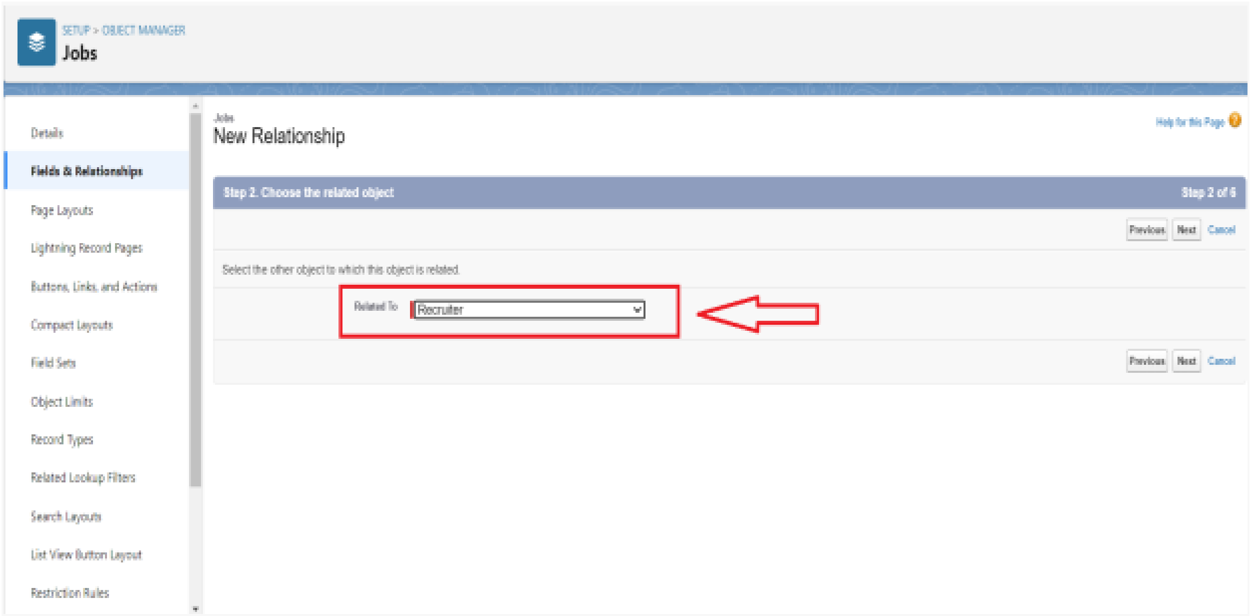
3. Click New.



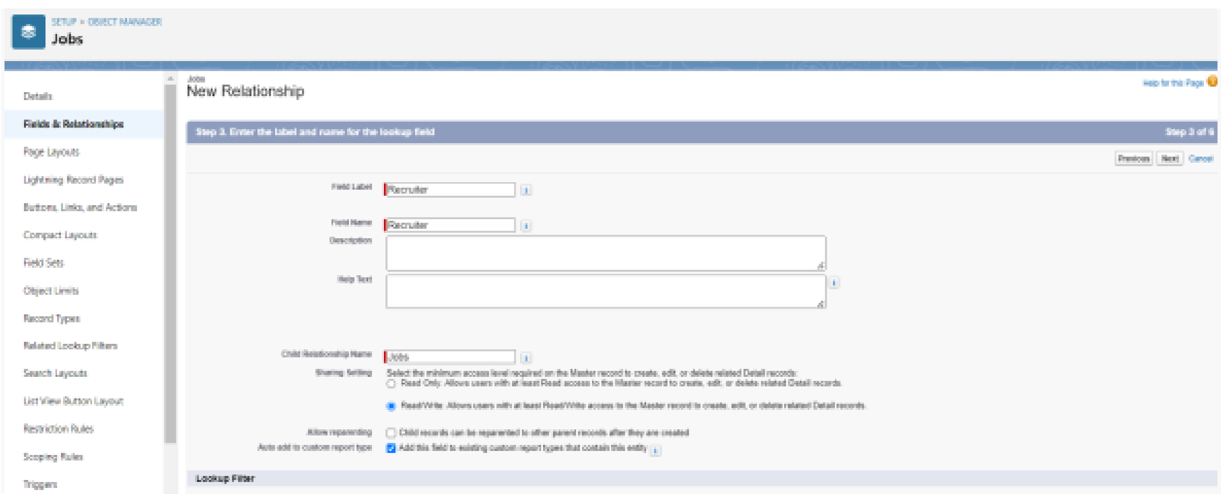
4. Choose Master-detail Relationship and click Next



5. Choose the related object and select that object.



6. Enter the label and name for the lookup field



7. Click Next, Next, and Save

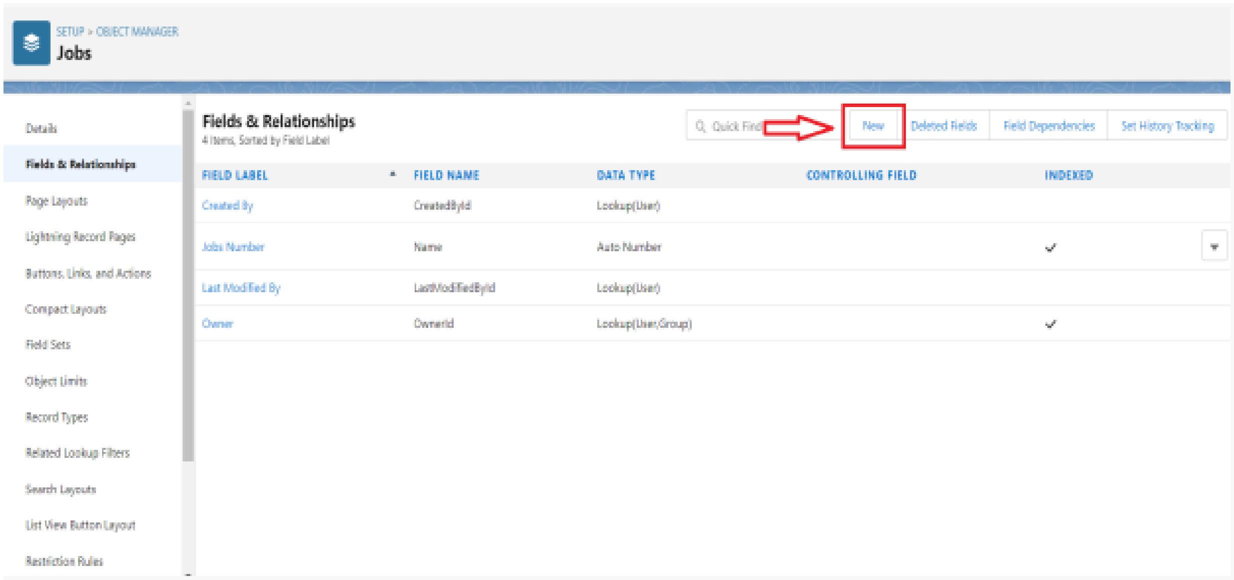
Activity 3:

Create a new custom field:

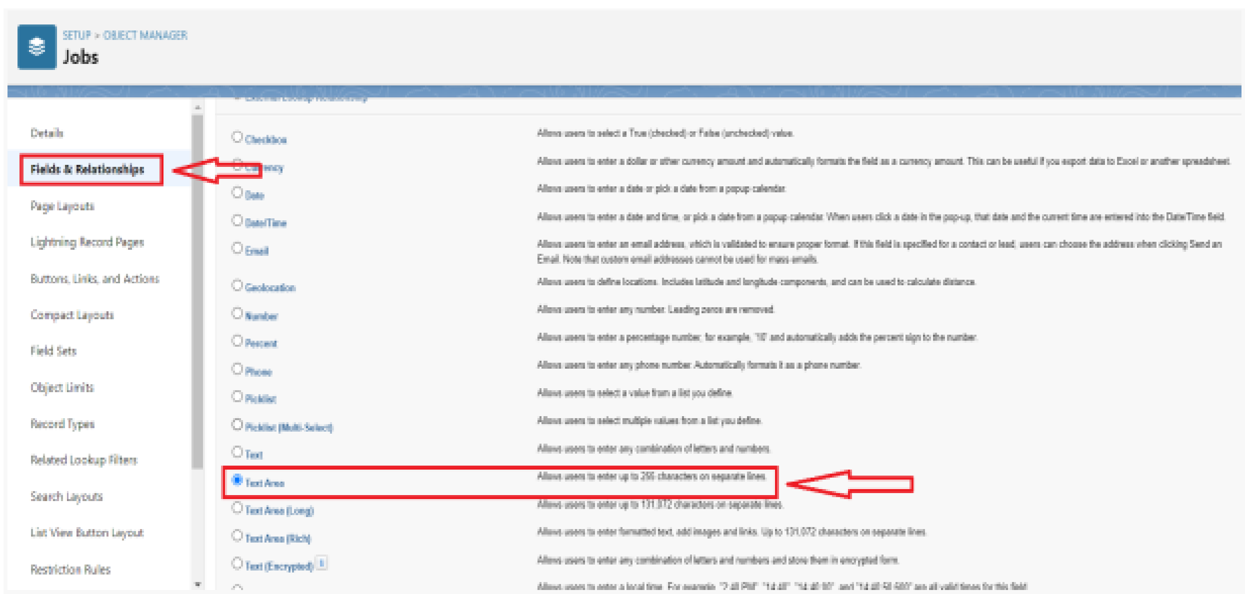
1. From Setup, go to Object Manager

2. On the sidebar, click Fields & Relationships

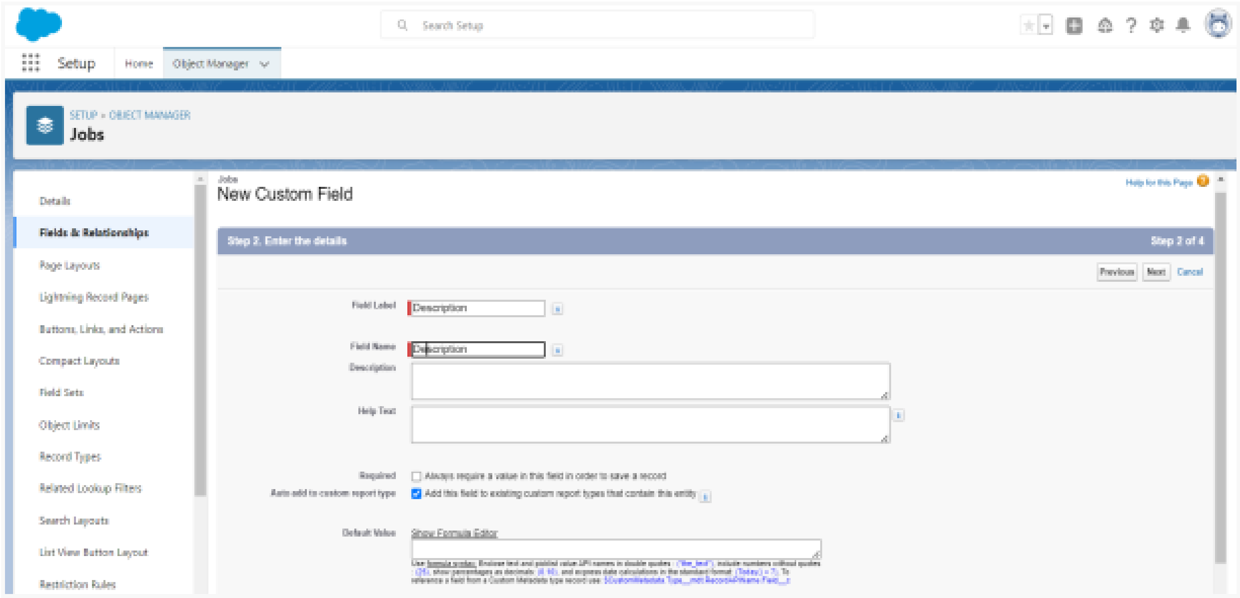
. 3. Click New.



4. Choose the data type Text Area click next



5. Enter the Field Label and field name click next



6. Click next and save.

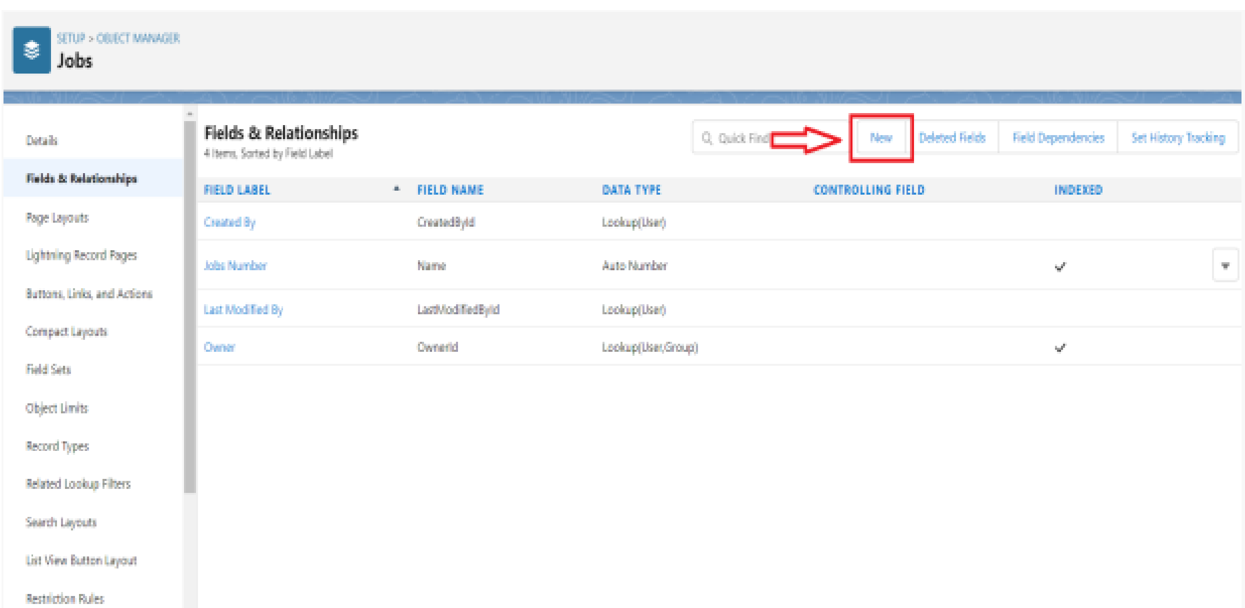
Activity 4:

Create a new custom field:

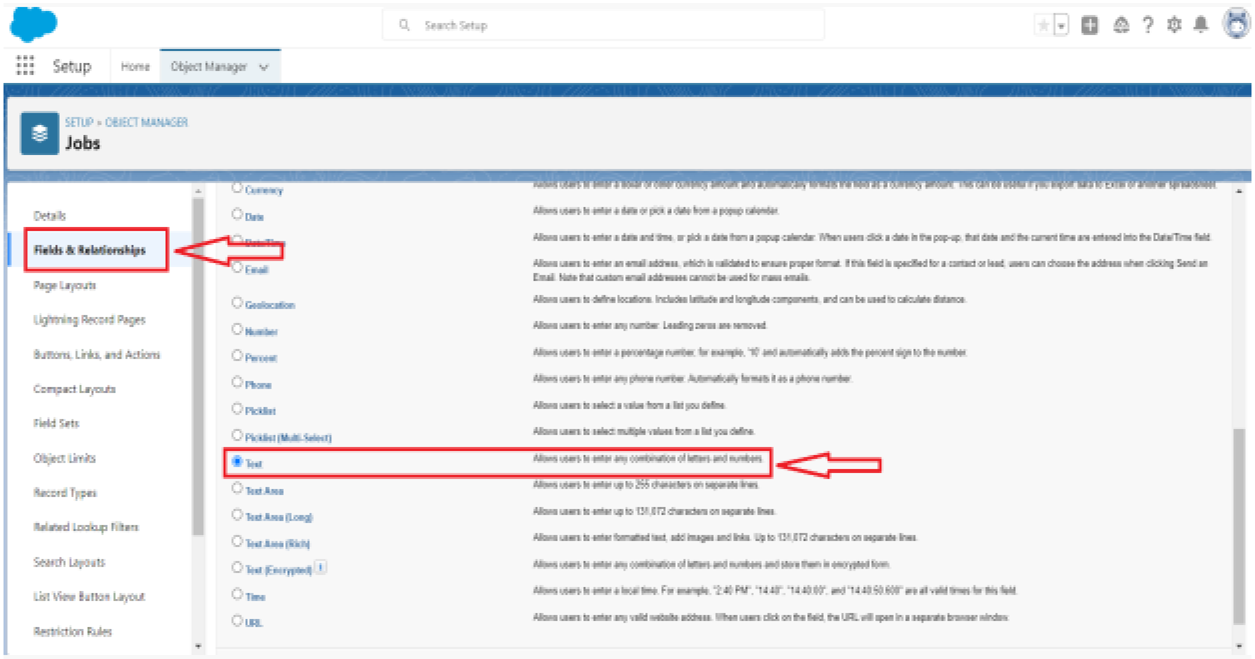
1. From Setup, go to Object Manager

2. On the sidebar, click Fields & Relationships.

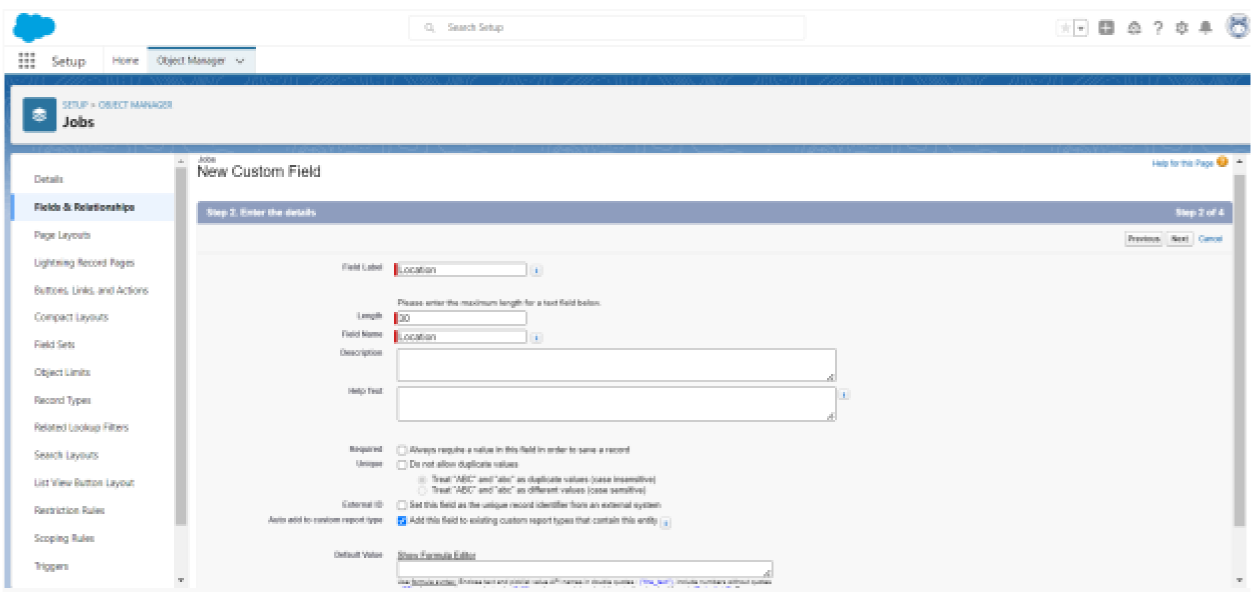
3. Click New.



4. Choose the data type Text click next



5. Enter the Field Label and field name click next



6. Click next and save.

<u>Milestone 4-Tab</u>:

What is 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.

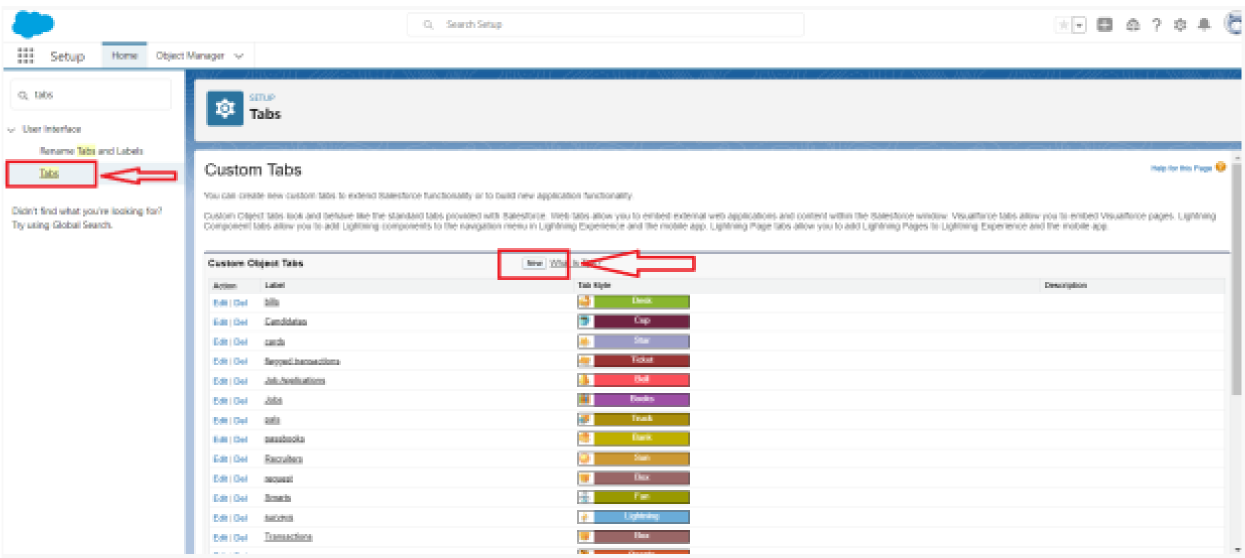
Activity 1 :

Create a tab :

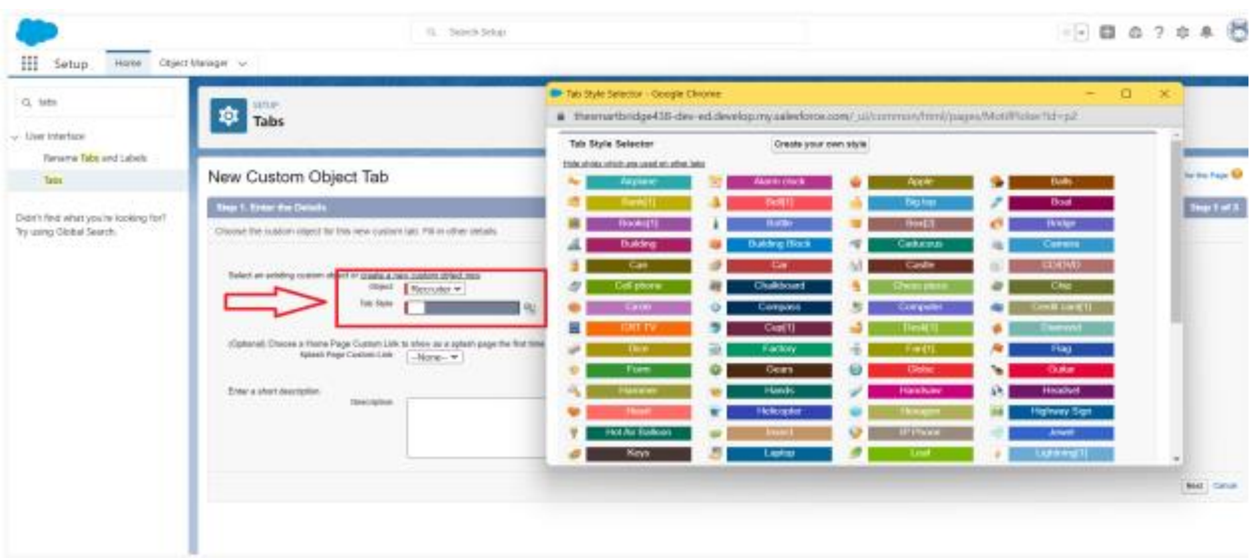
1. Click setup

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:

What is a 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.

A profile can be assigned to many users, but user can be assigned single profile at a time.

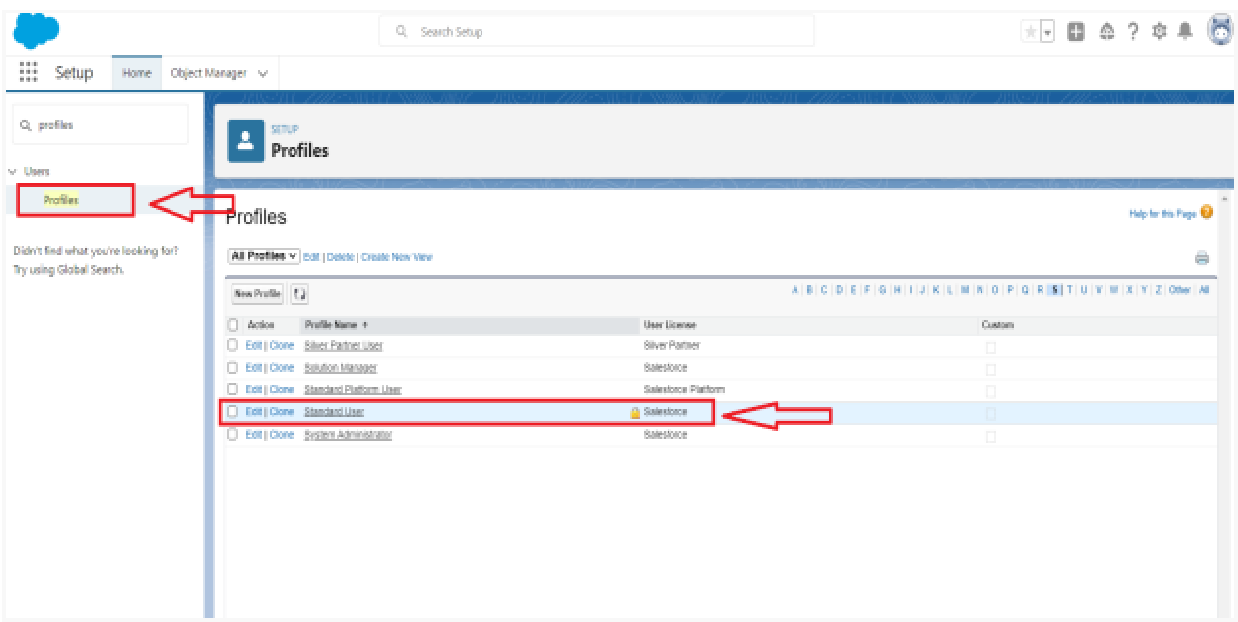
Activity 1:

Create a custom profile :

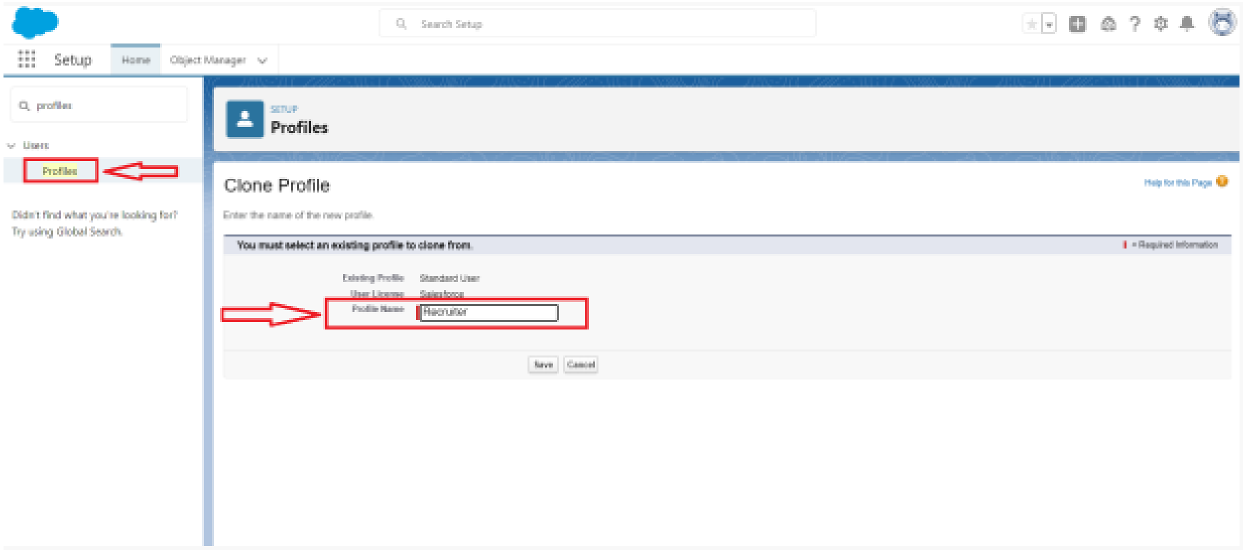
1. From setup , enter profiles in Quick Find box

2. Select profiles.

3. Click clone.



4. For Profile, enter Recruiter.



5. Click save

Activity 2:

Create a profile with the profile name as “Sales Manager”.

Follow the steps from above Activity

<u>Milestone 6-User</u>

What is a user?

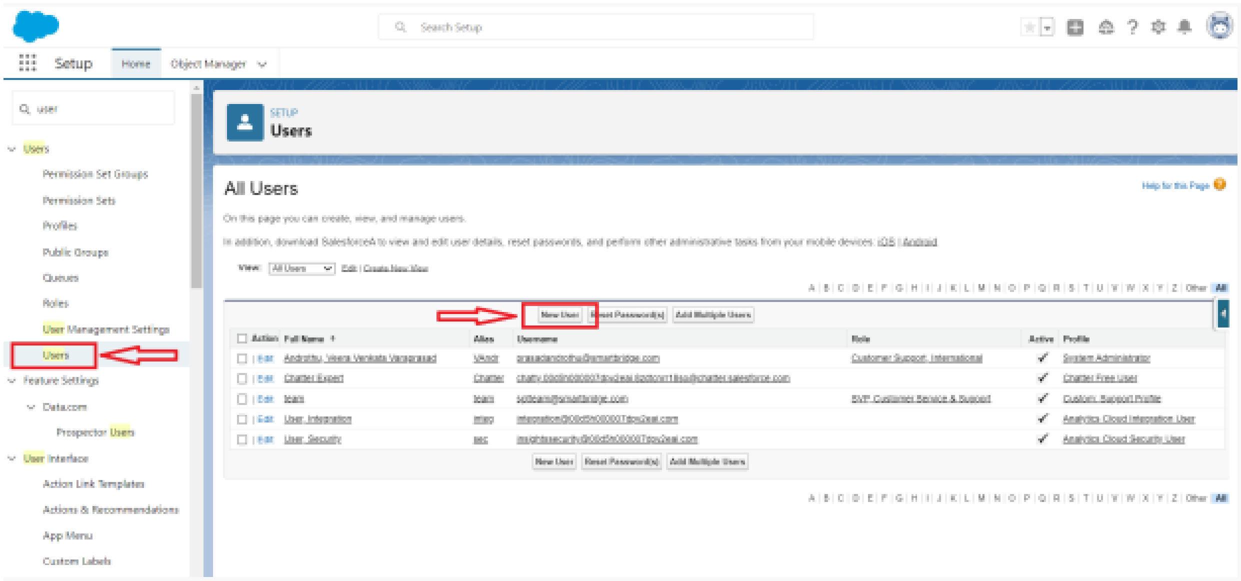
A user is anyone who logs in to Salesforce. Users are employees at your company, such as sales reps, managers, and IT specialists, who need access to the company's records. Every user in Salesforce has a user account. The user account identifies the user, and the user account settings determine what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



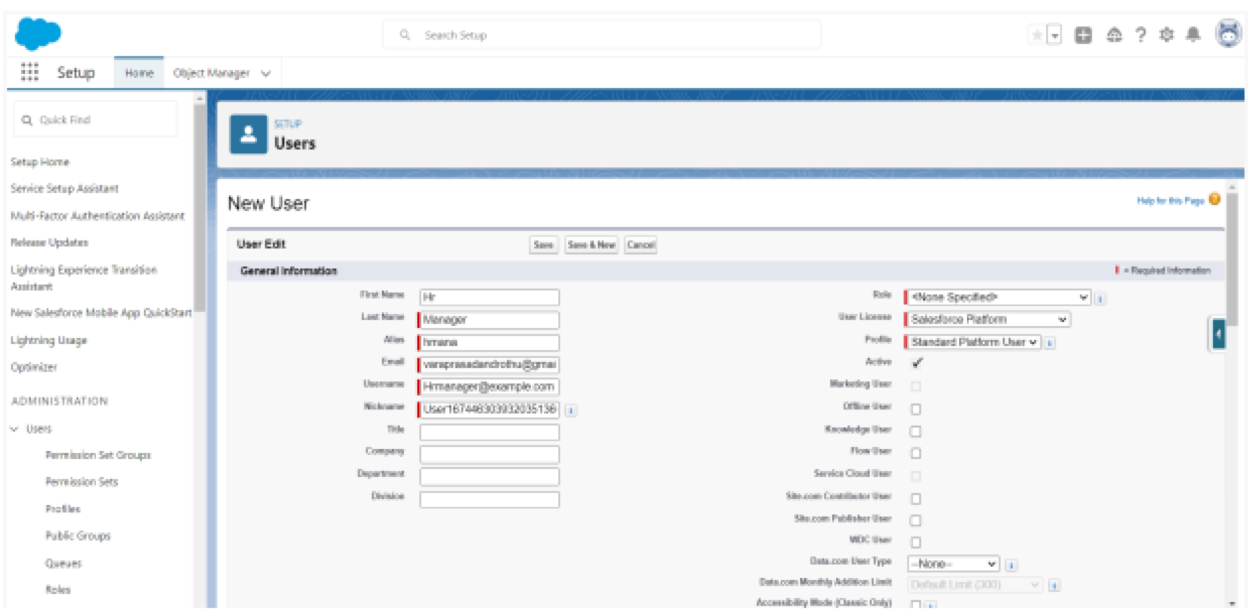
3. Enter First name as Hr and last name as Manager

. 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

Activity 2:

Create a user with a username as “Ganesh Gelli”, and assign him the sales Manager profile. Follow the steps from above Activity

Milestone 7-Sharing Rules

What are 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,

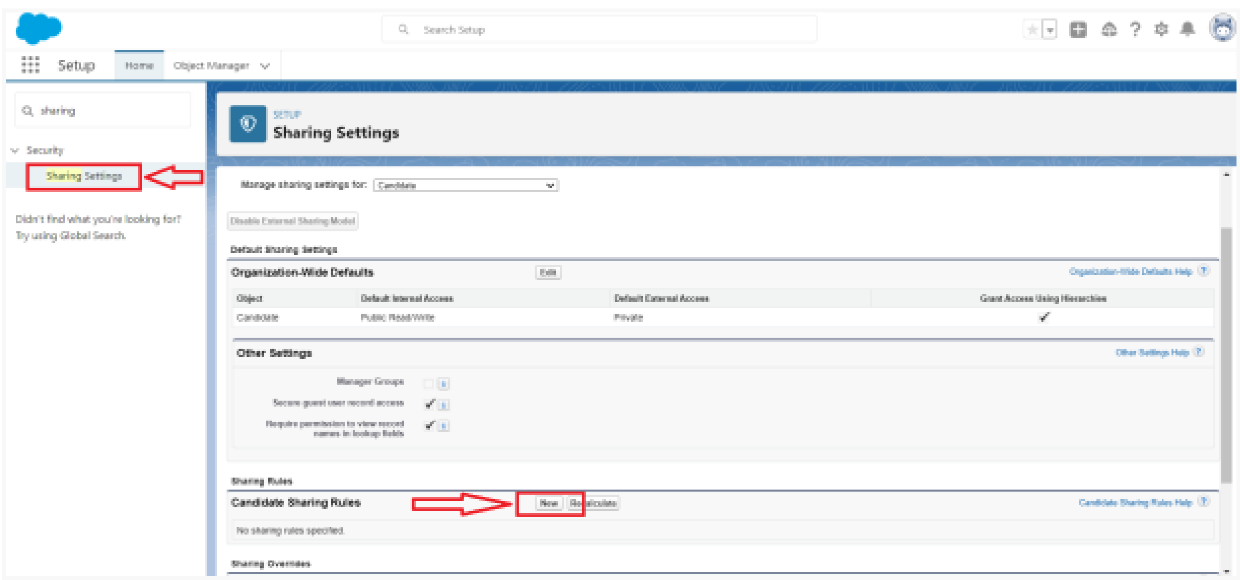
- Owner-based Sharing Rules
- Criteria-based Sharing Rules

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.

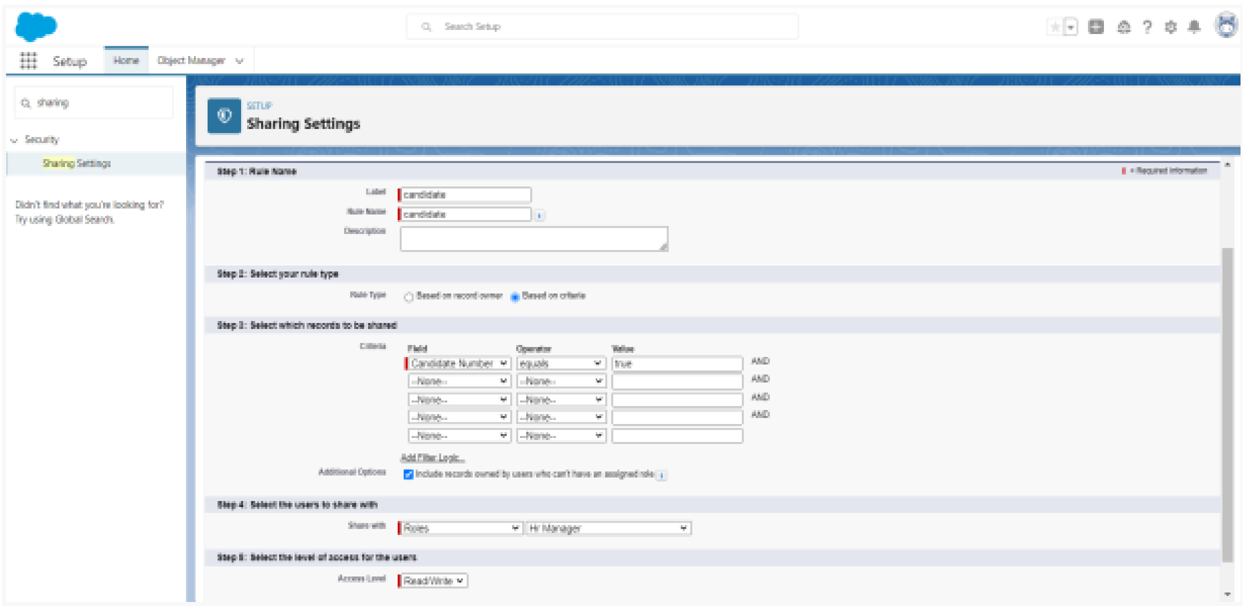
4) Select your rule type based on the criteria.

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.

Activity 2:

Create a Sharing Rule to Share the records of Job Application to Hr Manager with the Access of Read/Write.

Follow the steps from above Activity.

Milestone 8-Reports:

What are 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.

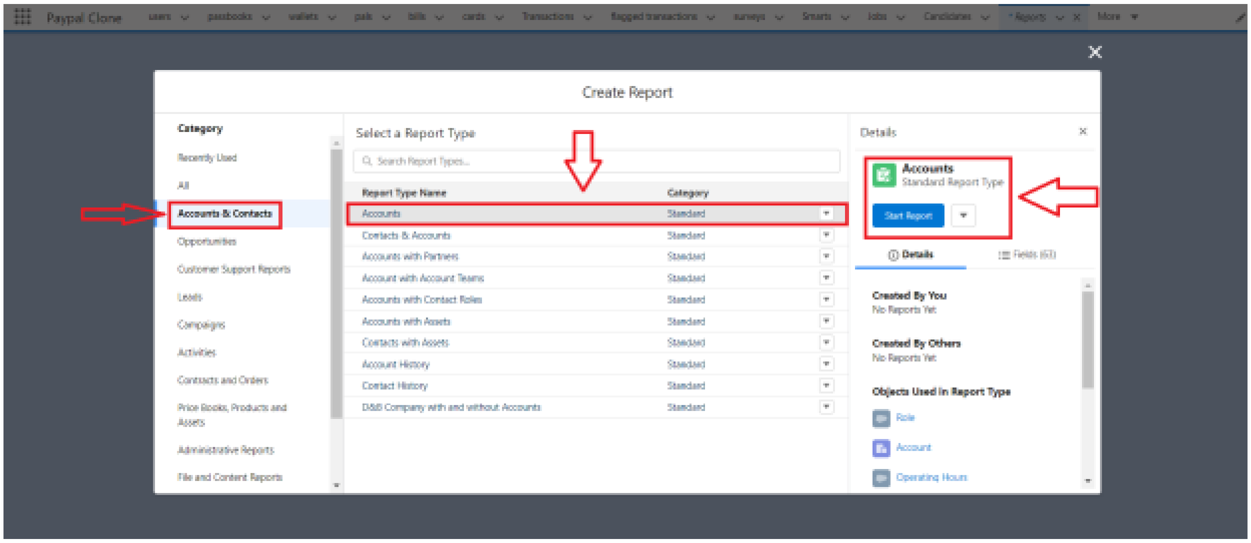
Activity 1:

Create a report:

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.

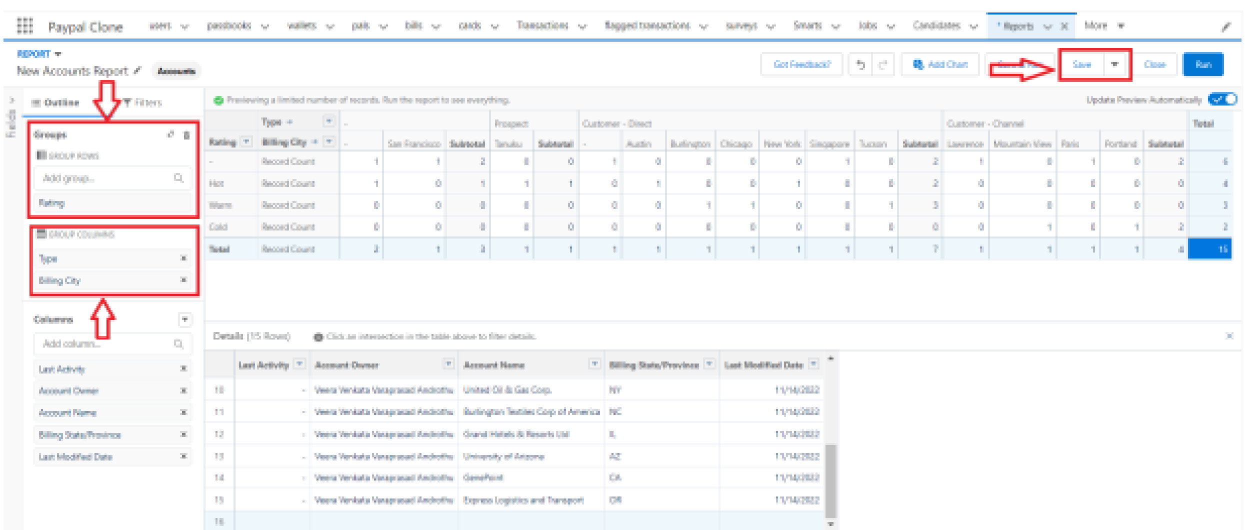
4) In the details section select the option start report.

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.

Activity 2:

Create a Report using the Objects Jobs, Candidate and Job Application. Follow the steps from above Activity

4 . Trailhead Profile Public URL

Team Lead – https://trailblazer.me/id/kkodi9
Team Member 1 – https://trailblazer.me/id/pprabavathi
Team Member 2 – https://trailblazer.me/id/bpraveen42
Team Member 3 – https://trailblazer.me/id/prithivi0210

5. ADVANTAGES & DISADVANTAGE

- **Advantages of a job application tracking system:**

1. Increased efficiency: A job application tracking system can automate many of the tasks involved in the recruitment process, such as resume screening and candidate communication, thereby saving recruiters time and effort.

2. Improved organization: By providing a central location for all recruitment-related data, a job application tracking system can help recruiters stay organized and make informed decisions.

3. Enhanced collaboration: A job application tracking system can facilitate communication and collaboration among members of the recruitment team, making it easier to share information and work together to find the best candidates.

4. Better candidate experience: By providing candidates with a clear and transparent application process, a job application tracking system can help improve the candidate experience and increase the chances of attracting top talent.

5. Data-driven decision making: By collecting and analyzing data on recruitment metrics, such as time-to-hire and cost-per-hire, a job application tracking system can help recruiters make data-driven decisions and improve their recruitment strategies over time.

- **Disadvantages of a job application tracking system:**

1. Implementation costs: Implementing a job application tracking system can be expensive, especially for smaller organizations with limited budgets.

2. Training requirements: To use a job application tracking system effectively, recruiters may need to undergo training and learn how to use the system, which can be time-consuming.

3. System limitations: Job application tracking systems may have limitations in terms of functionality, customization options, and integrations with other software tools.

4. Data privacy concerns: Job application tracking systems collect and store sensitive personal data, so organizations need to ensure that they comply with data protection regulations.

5. Human error: Job application tracking systems are not immune to human error, and mistakes in data entry or system usage can lead to inaccurate data and flawed recruitment decisions.

6. APPLICATIONS

A job application tracking system can be applied in various areas, including:

1. Recruitment and hiring: The primary application of a job application tracking system is in recruitment and hiring. It can help organizations streamline their recruitment process and improve their candidate selection

by automating tasks such as resume screening and candidate communication.

2. HR management: A job application tracking system can also be used for HR management tasks such as tracking employee performance and managing employee data.

3. Talent management: By tracking candidate data, a job application tracking system can help organizations identify top talent and create talent pools for future hiring needs.

4. Compliance management: A job application tracking system can help organizations comply with employment laws and regulations by tracking candidate data, conducting background checks, and maintaining accurate records.

5. Reporting and analytics: Job application tracking systems can collect and analyze data on recruitment metrics such as time-to-hire, cost-per-hire, and candidate sources, providing insights that can be used to optimize recruitment strategies and improve overall performance.

6. Vendor management: Job application tracking systems can also be used to manage vendors who provide recruitment services to the organization.

7. CONCLUSION

In conclusion, a job application tracking system is a software solution that can help organizations streamline their recruitment and hiring process by automating tasks such as resume screening, candidate communication, and tracking candidate data. The primary advantages of a job application tracking system include increased efficiency, improved organization, enhanced collaboration, better candidate experience, and data-driven decision making. However, there are also some potential disadvantages to consider, such as implementation costs, training requirements, system limitations, data privacy concerns, and the potential for human error. Overall, a job application tracking system can be applied in various areas such as recruitment and hiring, HR management, talent management, compliance management, reporting and analytics, and vendor management. By leveraging the benefits of a job application tracking system, organizations can improve their recruitment process, attract top talent, and make data-driven decisions that drive business success.

8. FUTURE SCOPE

1. Integration with other HR systems: Job application tracking systems can be enhanced by integrating them with other HR systems, such as performance management and learning management systems, to provide a more comprehensive view of employee data and performance.

2. AI and machine learning capabilities: By incorporating AI and machine learning capabilities, job application tracking systems can automate more tasks, such as candidate sourcing and matching, and provide more personalized experiences for candidates.

3. Mobile optimization: As more job seekers use mobile devices to search for and apply to jobs, job application tracking systems can be optimized for mobile devices to provide a seamless user experience.

4. Social media integration: Job application tracking systems can be enhanced by integrating with social media platforms to provide recruiters with access to a larger pool of candidates and to enable candidates to apply for jobs using their social media profiles.

5. Virtual interviewing: With the rise of remote work, job application tracking systems can be enhanced by integrating virtual interviewing capabilities, such as video interviews, to enable remote hiring and improve the candidate experience.

6. Predictive analytics: Job application tracking systems can be enhanced by incorporating predictive analytics capabilities to help recruiters make data-driven decisions about candidate selection and recruitment strategy.