

Project Report Template

INTRODUCTION

1.1 Overview

An applicant tracking system (ATS) is software for recruiters and employers to track candidates throughout the recruiting and hiring process. This software can come equipped with capabilities ranging from simple database functionality to a full-service suite of tools that makes it easy for businesses of any size to filter, manage, and analyse candidates.

Some organizations lack the reach to connect with top job seekers or to cast a wide enough net in the marketplace. Others are missing critical data on the right channels to find specific candidates; other organizations may lack brand recognition and the means to develop it. An ATS can help address these critical candidate challenges. Some systems can be enriched with artificial intelligence (AI) and machine learning to create a profile of an ideal candidate, assess and identify skills, and predict success factors to maximize each hire. This helps organizations better understand candidate behaviour, amplify brand recognition, and target specific job seekers on the platforms and channels they use most.

Preview

The term "applicant tracking system" is in wide use, and an ATS is considered a subset of a [recruitment management system](#). The latter acts as an umbrella term for any technology that deals with recruitment, including candidate relationship management systems. Candidates in the ATS, but not selected for an immediate job, might be considered part of the [talent pipeline](#) and available for future opportunities. The candidate relationship management system maintains a connection to those prospects.

An ATS can be used to encourage people to apply. Some systems use [chat bots](#) to interact with candidates and help them complete their applications. They may also attempt to keep candidates engaged, update job seekers on their status and alert them if additional information is needed.

An ATS also enables collaboration by allowing anyone involved in the hiring process to stay abreast of the progress in filling a job and contribute to the candidate selection discussion.

2 .Problem Definition and Design Thinking:-

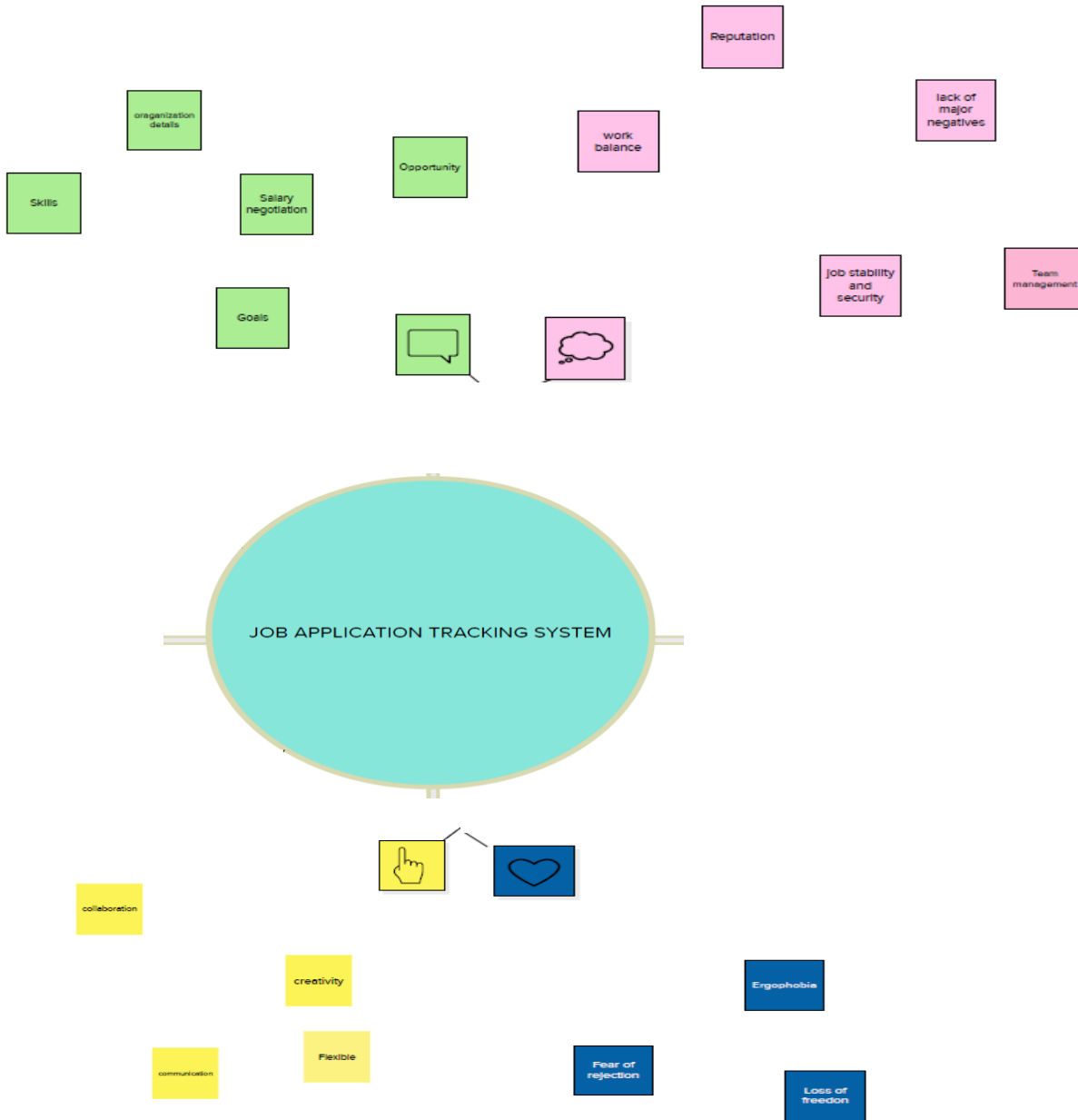
2.1. Empathy Map

Says

What have we heard them say?
What can we imagine them saying?

Thinks

What are their wants, needs, hopes,
and dreams? What other thoughts
might influence their behavior?



Does

What behavior have we observed?
What can we imagine them doing?

Feels




What are their fears, frustrations, and
anxieties? What other feelings might
influence their behavior?

2.2 Ideation and Brainstorming map Screenshot:

Template


Brainstorm & idea prioritization

Use this template in your own brainstorming sessions so your team can unleash their imagination and start shaping concepts even if you're not sitting in the same room.

-  10 minutes to prepare
-  1 hour to collaborate
-  2-8 people recommended

Before you collaborate

A little bit of preparation goes a long way with this session. Here's what you need to do to get going.

 10 minutes

A

Team gathering

Define who should participate in the session and send an invite. Share relevant information or pre-work ahead.

B

Set the goal

Think about the problem you'll be focusing on solving in the brainstorming session.

C

Learn how to use the facilitation tools


Use the Facilitation Superpowers to run a happy and productive session.

[Open article](#) →

1

Define your problem statement

What problem are you trying to solve? Frame your problem as a How Might We statement. This will be the focus of your brainstorm.

 5 minutes

PROBLEM

How might an applicant tracking system help the department?

Key rules of brainstorming

To run a smooth and productive session

Stay in topic.

Encourage wild ideas.

Defer judgment.

Listen to others.

Go for volume.

If possible, be visual.

2

Brainstorm

Write down any ideas that come to mind that address your problem statement.

🕒 10 minutes

TIP

You can select a sticky note and hit the pencil [switch to sketch] icon to start drawing!

REVATHI J

Every organisation is unique	Storing applicant data	Screening applications for potential matches

SARANYA S

Filter based on keywords	Set parameters	Hiring process for both recruiters and candidates

RAMYA S

Avoid interview blunders	Easily meet the mobile demand	Conserve time ,reduce drop off

SASIKALA K

Improve efficiency and lower costs	Filter them out based on their qualification	Posts Job on multiple job boards

3

Group ideas

Take turns sharing your ideas while clustering similar or related notes as you go. Once all sticky notes have been grouped, give each cluster a sentence-like label. If a cluster is bigger than six sticky notes, try and see if you can break it up into smaller sub-groups.

🕒 20 minutes

Application things

Every organisation is unique	Storing applicant data	Screening applications for potential matches
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Importance of ATS

Filter based on keywords	Set parameters	Hiring process for both recruiters and candidates
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TIP

Add customizable tags to sticky notes to make it easier to find, browse, organize, and categorize important ideas as themes within your mural.

Benefits of ATS

Avoid interview blunders	Easily meet the mobile demand	Conserve time ,reduce drop off
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Quality

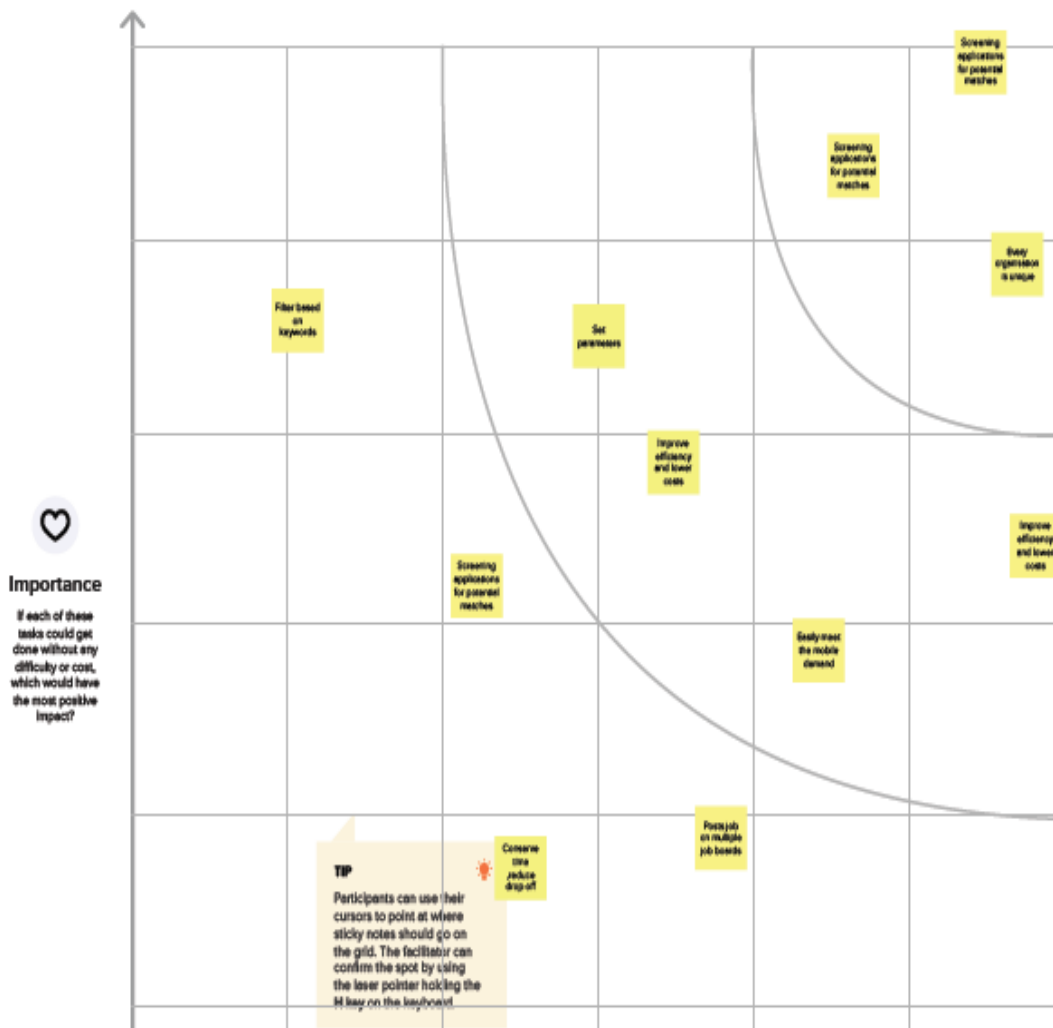
Improve efficiency and lower costs	Filter them out based on their qualification	Posts Job on multiple job boards
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4

Prioritize

Your team should all be on the same page about what's important moving forward. Place your ideas on this grid to determine which ideas are important and which are feasible.

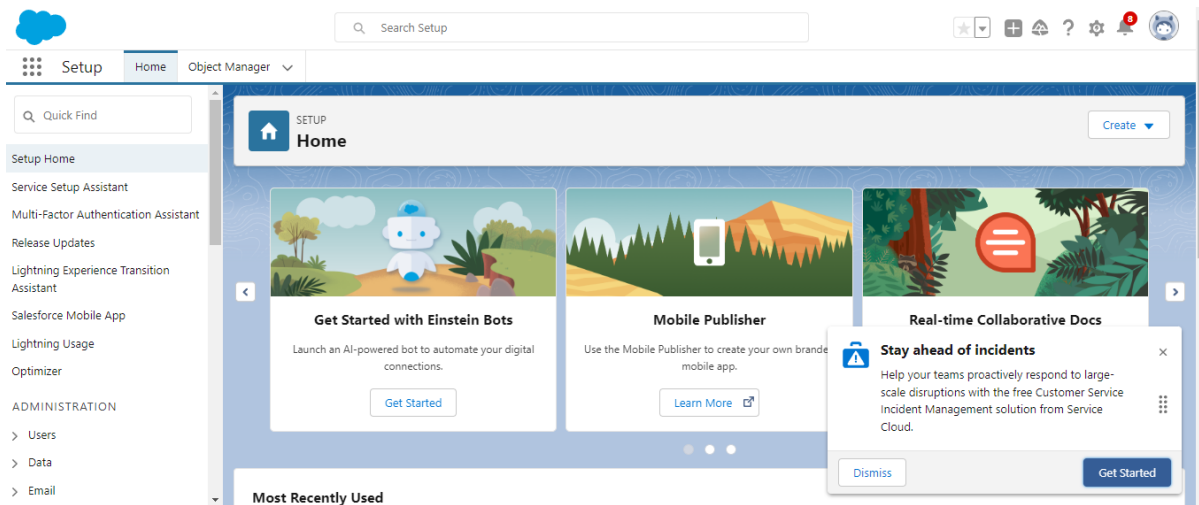
20 minutes



3.RESULT:-

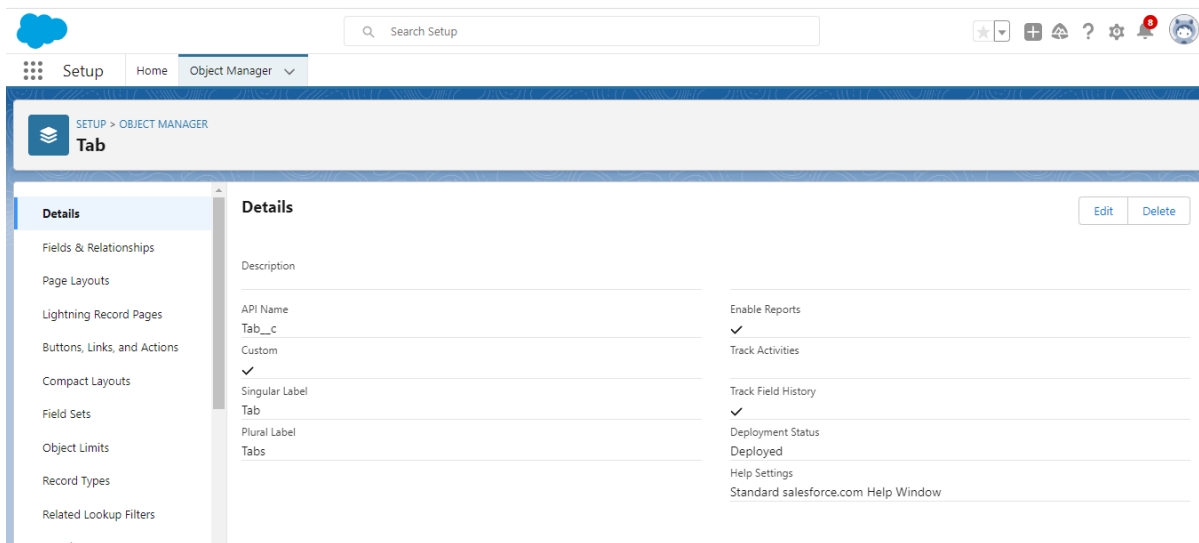
3.1 Activity and Screenshot:

Creating A Salesforce Developer Org



Object

Creation of TAB object



Creation of Job Application Object

Setup

Home

Object Manager

Q

Search Setup

SETUP > OBJECT MANAGER

Job Application Object

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

Details

Description

API Name

Job_Application__c

Custom

✓

Singular Label

Job Application Object

Plural Label

Job Application Objects

Enable Reports

✓

Track Activities

Track Field History

✓

Deployment Status

Deployed

Help Settings

Standard salesforce.com Help Window

Edit

Delete

Creation of Candidate Object

Setup

Home

Object Manager

Q

Search Setup

SETUP > OBJECT MANAGER

Candidate

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

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Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

Details

Description

API Name

Candidate__c

Custom

✓

Singular Label

Candidate

Plural Label

Candidates

Enable Reports

✓

Track Activities

Track Field History

✓

Deployment Status

Deployed

Help Settings

Standard salesforce.com Help Window

Edit

Delete

Creation of Job object

Setup

Home

Object Manager

Q

Search Setup

SETUP > OBJECT MANAGER

Job

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Object Limits

Record Types

Related Lookup Filters

Search Layouts

Details

Description

API Name

Job__c

Custom

✓

Singular Label

Job

Plural Label

Jobs

Enable Reports

✓

Track Activities

Track Field History

✓

Deployment Status

Deployed

Help Settings

Standard salesforce.com Help Window

Edit

Delete

Creation of Recruiter object

Setup

Home

Object Manager

Search Setup

SETUP > OBJECT MANAGER

Recruiter

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Details

EditDelete

Description

API Name
Recruiter__c

Custom
✓

Singular Label
Recruiter

Plural Label
Recruiters

Enable Reports
✓

Track Activities

Track Field History
✓

Deployment Status
Deployed

Help Settings
Standard salesforce.com Help Window

Field and relationship

Field for Tab

Setup

Home

Object Manager

Search Setup

SETUP > OBJECT MANAGER

Tab

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

Fields & Relationships

5 Items, Sorted by Field Label

Quick Find

NewDeleted FieldsField DependenciesSet History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Job title	Job_title__c	Text(30)		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
Tab Number	Name	Auto Number		✓

Field for Job Application

Setup

Home

Object Manager

Search Setup

Star

Plus

Share

Help

Settings

Notifications

Profile

SETUP > OBJECT MANAGER

Job Application Object

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

Fields & Relationships

4 Items, Sorted by Field Label

Quick Find

New

Deleted Fields

Field Dependencies

Set History Tracking

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

Field for Candidate

Setup

Home

Object Manager

Search Setup

Star

Plus

Share

Help

Settings

Notifications

Profile

SETUP > OBJECT MANAGER

Candidate

Details

Fields & Relationships

Page Layouts

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Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

Details

Edit

Delete

Description

API Name

Candidate__c

Custom

✓

Singular Label

Candidate

Plural Label

Candidates

Enable Reports

✓

Track Activities

Track Field History

✓

Deployment Status

Deployed

Help Settings

Standard salesforce.com Help Window

Field for Job

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SETUP > OBJECT MANAGER

Job

Details

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Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

Fields & Relationships

6 Items, Sorted by Field Label

Quick Find

New

Deleted Fields

Field Dependencies

Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Description	Description__c	Text Area(255)		
Job Number	Name	Auto Number		✓
Last Modified By	LastModifiedById	Lookup(User)		
Location	Location__c	Text(30)		
Recruiter	Recruiter__c	Master-Detail(Recruiter)		✓

Field for Recruiter

Cloud

Search Setup

Setup

Home

Object Manager

Recruiter

Fields & Relationships

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Fields & Relationships

5 Items, Sorted by Field Label

Quick Find

New

Deleted Fields

Field Dependencies

Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Job title	Job_title__c	Text(30)		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
Recruiter Number	Name	Auto Number		✓

TABS

Cloud

Search Setup

Setup

Home

Object Manager

Recruiter

Tabs

Custom Object Tab

Recruiters

Below is the information for the custom tab. Click Edit to change the custom tab.

Custom Tab Definition Detail

Tab Label

Recruiters

Tab Style

Airplane

Object

Recruiter

Splash Page Custom Link

Description

Created By

Revathi J. 24/03/2023, 8:32 pm

Modified By

Revathi J. 24/03/2023, 8:32 pm

PROFILES

Search Setup

Star

+

Home

?

1

Avatar

SetupHomeObject Manager

profile

UsersProfiles

Didn't find what you're looking for? Try using Global Search.

SETUPProfiles

Profile

Recruiter

Users with this profile have the permissions and page layouts listed below. Administrators can change a user's profile by editing that user's personal information.

If your organization uses Record Types, use the Edit links in the Record Type Settings section below to make one or more record types available to users with this profile.

Login IP Ranges | Enabled Apex Class Access | Enabled Visualforce Page Access | Enabled External Data Source Access | Enabled Named Credential Access | Enabled Custom Metadata Type Access | Enabled Custom Setting Definitions Access | Enabled Flow Access | Enabled Service Presence Status Access | Enabled Custom Permissions

Profile Detail

EditCloneDeleteView Users

Name	Recruiter	Custom Profile	✓
User License	Salesforce		
Description			
Created By	Revathi J. 24/03/2023, 8:36 pm	Modified By	Revathi J. 24/03/2023, 8:36 pm

Page Layouts

Standard Object Layouts		
Global	Global Layout [View Assignment]	Object Milestone
Email Application	Not Assigned [View Assignment]	Operating Hours
User Profile Layout	DE Default	Operating Hours Layout

USERS

Search Setup

Star

+

Home

?

1

Avatar

SetupHomeObject Manager

user

Users

Permission Set Groups

Permission Sets

Profiles

Public Groups

Queues

Roles

User Management Settings

Users

Feature Settings

Data.com

Prospector Users

User Interface

Action Link Templates

SETUPUsers

User

Hr Manager

Permission Set Assignments | Permission Set Assignments Activation Required | Permission Set Group Assignments | Permission Set License Assignments | Personal Groups | Public Group Membership | Queue Membership | Team | Managers in the Role Hierarchy | OAuth Connected Apps | Third-Party Account Links | Installed Mobile Apps | Authentication Settings for External Systems | Login History | User Provisioning Accounts

User Detail

EditSharingReset PasswordFreeze

Name	Hr Manager	Role	Salesforce Platform
Alias	hmana	User License	Standard Platform User
Email	revathi105@gmail.com	Profile	Active
Username	ganeshgelli@company.com	Marketing User	Offline User
Nickname	User16796710411334038529	Knowledge User	Flow User
Title		Service Cloud User	Site.com Contributor User
Company		Site.com Publisher User	WDC User
Department			
Division			
Address			
Time Zone	(GMT+05:30) India Standard Time (Asia/Kolkata)		
Locale	English (India)		

SHARING SETTING

Setup Search Setup

Setup Home Object Manager

share

Security

Sharing Settings

Didn't find what you're looking for? Try using Global Search.

Sharing Settings

Job	Controlled by Parent	Controlled by Parent	
Job Application Object	Public Read/Write	Private	✓
Recruiter	Public Read/Write	Private	✓
Tab	Public Read/Write	Private	✓

Other Settings

Other Settings Help ?

Manager Groups ☐ ?

Secure guest user record access ☒ ?

Require permission to view record names in lookup fields ☐ ?

Sharing Rules

Lead Sharing Rules

New Recalculate

Lead Sharing Rules Help ?

No sharing rules specified.

Account Sharing Rules

New Recalculate

Account Sharing Rules Help ?

REPORT

Sales Home Opportunities Leads Tasks Files Accounts Contacts Campaigns Dashboards Reports Chatter Groups More

Search...

Reports

Recent 4 items

Search recent reports...

New Report New Folder

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	Job Application		Public Reports	Revathi J	24/3/2023, 9:36 pm	
Created by Me	Candidate		Public Reports	Revathi J	24/3/2023, 9:33 pm	
Private Reports	Jobs		Public Reports	Revathi J	24/3/2023, 9:29 pm	
Public Reports	New Accounts Report		Public Reports	Revathi J	24/3/2023, 9:26 pm	

REPORTS

Recent

Created by Me

Private Reports

Public Reports

All Reports

FOLDERS

All Folders

Created by Me

Shared with Me

FAVORITES

4 .Trailhead Profile public URL

Team Leader- <https://trailblazer.me/id/revaj2>

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

Team member 2- <https://trailblazer.me/id/rramyasrinivasan>

Team member 3- <https://trailblazer.me/id/skalak23>

5. ADVANTAGES OF JOB APPLICATION TRACKING SYSTEM

Saves Time

The biggest advantage of ATS is the time it saves. Imagine 72 resumes stacked on your desk. How could you even find one? With everything organized on the ATS, you can find the candidates you want and organize them by the skills they possess.

Recruiters often succeed because of their people skills. If ATS software can give them more time to connect with real people, they will be more successful at placing candidates.

Seamless Searching

In addition to organizing the best candidates for an open position, ATS can locate previous job applicants who did not get hired for their desired position but are perfect for the current one.

This is an advantage because you are not limited to current job seekers. Some of the best talent may have no idea that you could have an even better opportunity available than the one for which they previously applied.

Wealth of Data

In addition to selecting the right job applicants, an ATS can collect data to improve the overall recruiting process. It can keep track of the best sources of applicants and track the time it takes to complete the placement process.

This way, you can analyse your time commitments and see if your valuable time could be invested in another task.

Customizable Screening

This may be the biggest advantage of Applicant Tracking Systems. If you have five positions to fill, the ATS can easily sort through the candidates that are right for each spot.

This would be much more difficult and time-consuming if you were looking through a stack of resumes and trying to narrow down which candidate would be right for each role by hand.

In the same way, an ATS may red-flag a candidate who may seem ideal on the surface but has a drawback that should lead to their removal from consideration.

DISADVANTAGES OF JOB APPLICATION TRACKING SYSTEM

Harder to integrate

Switching to an ATS can be difficult, as it can be difficult to integrate the new system with previous recruiting methods. Fortunately, Top Echelon's ATS excels at data integration, allowing you to seamlessly transition to the new software while staying focused on placing job candidates quickly.

Limit Potential Candidates

While keywords can be useful in organizing applicant data, people don't always speak or write in keywords. If a candidate doesn't have the exact keyword you are using, that candidate could slip through the cracks.

In addition, by picking up keywords in resumes, an ATS may miss candidates with innate abilities that don't match their experience. These include younger and older candidates, as well as those with gaps in their resumes due to serving in the military or caring for family members.

Only Focuses on Data/Analytical Information

Candidates that could be a great fit for particular job openings might be overlooked if recruiters rely solely on ATS to parse through resumes for certain keywords. Even though a candidate might be right for the job, they may be unable to make that case by typing into a computer with a limited number of characters in each application field.

Application:

Application tracking system basically handles the recruitment process electronically by filtering, organizing and streamlining the job applications according to the job posting. An Application Tracking System simply reduce the complexity of the recruitment process by providing a simple centralized platform to view applications ,track their progress through the hiring process and filter the applications and resumes based on different requirements specified in the job postings.

The Best Fit For a Job:

Applicant Tracking Systems efficiently reduces the gap between job seekers and their desired jobs. Hiring a candidate through an ATS who fulfills all the criteria mentioned in the job posting can help maintain candidate retention.

Speeds Up The Hiring Process:

ATS is basically designed to speed up the HR's task of reviewing job applications and resumes. Before coming to a real person, the different applications and resumes get filtered according to the keywords and criteria of the job posting by an ATS. This speeds up the hiring process efficiently.

Cost -Efficient:

In a recent survey the companies which don't use a recruitment tool spend about \$1,872 on average to hire someone new. Most ATS is quite cheaper and more efficient than the various other methods of recruiting and reaching out to candidates like advertisements in various mass media platforms, posting in job portals etc. This makes ATS quite cost-efficient.

Increases Relevance Of Job Application:

One of the main goals of an ATS is to cull the candidates. The streamlining of job applications that an ATS does on the basis of the requirements mentioned in the job opening, reduce the number of irrelevant applications and help the recruiters to choose from the best of the candidates available.

Helps you in Building A Great Team For Your Organization:

This is the most important advantage of using an ATS, an application tracking system is remarkably effective while building your dream organization. The fact is 90% of FORTUNE 500 COMPANIES use Application Tracking Software to build great teams.

Benefits of an ATS:

There are many benefits of using an ATS, and you can expect to see metrics like times, cost, and candidate quality improve. Interview Scheduling is easy with automated emails allowing candidates to choose a time that works for both hiring managers and themselves.

An applicant tracking system can also allow recruiters and hiring managers to see all the information and metrics they need with a click of a

button. The best systems include robust ,user-friendly dashboards and configurable workflows including key. performance metrics and industry benchmarks.

Conclusion:

Application Tracking System for recruiters is a very effective hiring solution that most of the successful recruiters utilize.

Because without it, there is a good change that your process of moving applicants through different stages can become very difficult. this tool is very important for optimizing the hiring process with the help of artificial intelligence and technology. As we move forward , the ATS tools are evolving and making the monotonous tasks easy.