

# PROJECT REPORT TEMPLATE

## ***1.INTRODUCTION***

### **1.1 Overview**

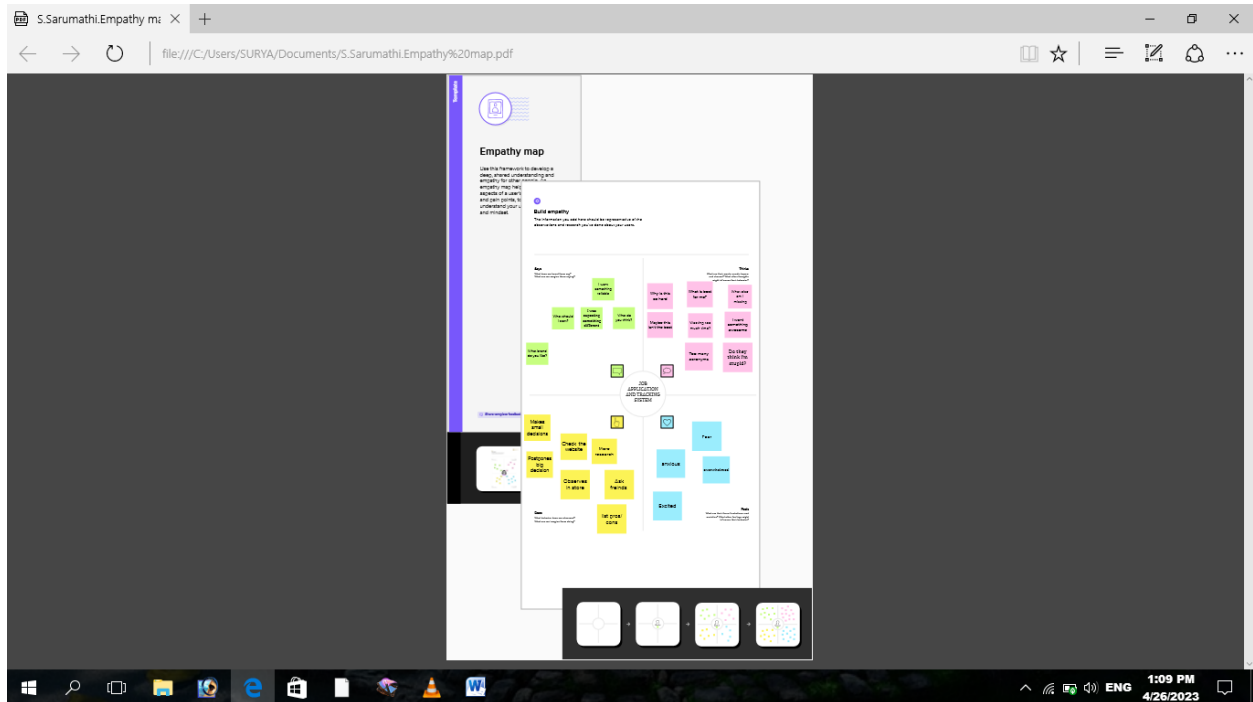
An job application tracking system is software for recruiters and employers to track candidates throughout the recruiting and hiring process. This software can come equipped with capabilities ranging from simple database functionality to a full-service suite of tools that makes it easy for businesses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

### **1.2 Purpose**

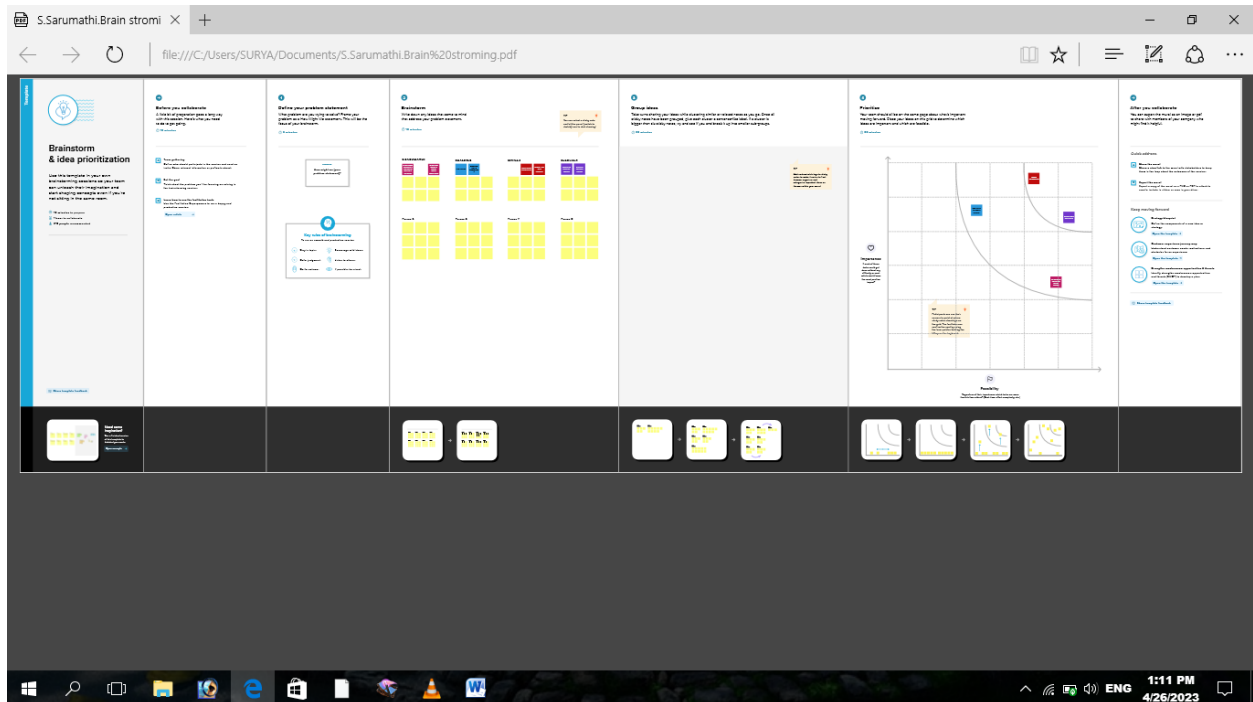
- Streamlines recruiting
- Posts jobs on multiple job boards
- Generates key recruiting insights
- Centralizes candidate management and document tracking
- Helps find the right candidates and filters out the candidates that don't fit the role well.

## ***2. Problem Definition & Design Thinking***

## 2.1 Empathy Map



## 2.2 Ideation & brainstorming map screenshot

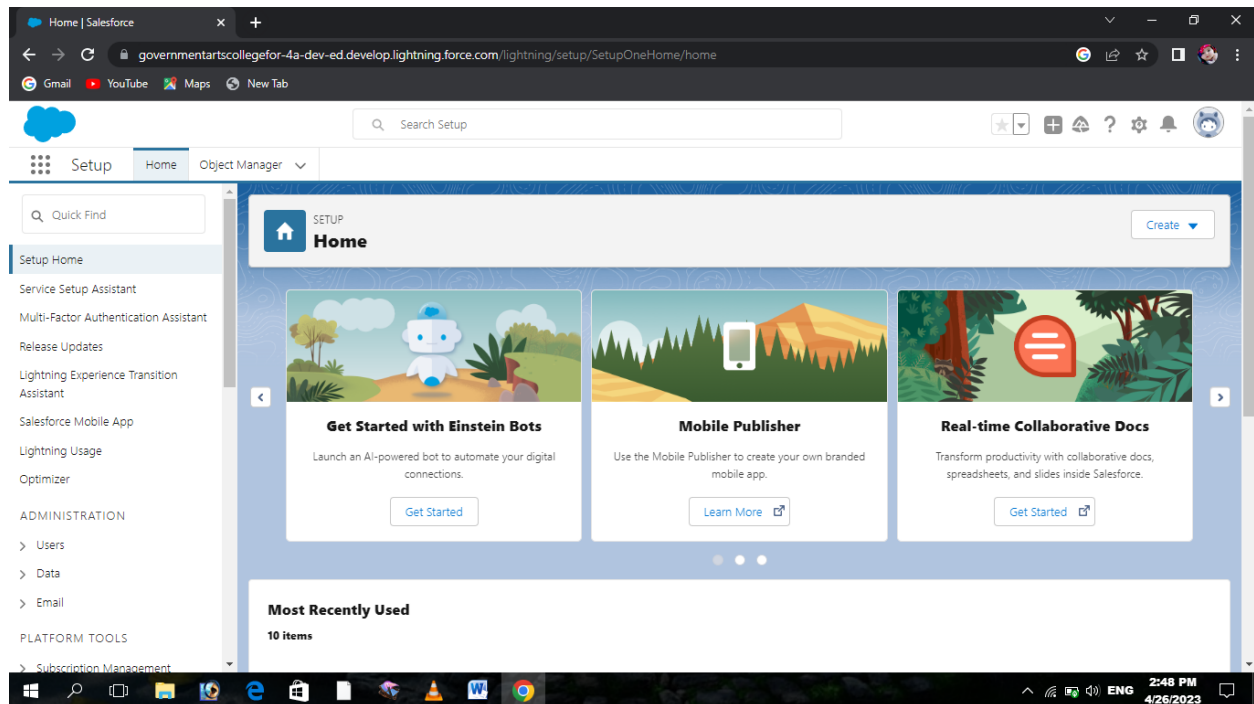


### 3. RESULT

#### 3.1 Data Model:

Object name	Fields in the Object	
Object 1	Field label	Data type
	Job title	Text
	Recruiter	Master-detail Relationship
Object 2	Field label	Data type
	Description	Text Area
	Location	Text

#### 3.2 Activity & Screenshot



Recruiter | Salesforce

governmentartscollegefor-4a-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w000003ca5t/FieldsAndRelationships/view

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER  
**Recruiter**

Details

**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		✓

https://governmentartscollegefor-4a-dev-ed.develop.lightning.force.com/one/one.app#/setup/ObjectManager/0112w000003ca5t/FieldsAndRelationships/view

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Candidate | Salesforce

governmentartscollegefor-4a-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w000003ca63/FieldsAndRelationships/view

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER  
**Candidate**

Details

**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
Candidate Number	Name	Auto Number		✓
Created By	CreatedById	Lookup(User)		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓

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Job | Salesforce

governmentartscollegefor-4a-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w000003ca5y/FieldsAndRelationships/view

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER  
**Job**

Details

**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	CreatedBy	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)		✓

https://governmentartscollegefor-4a-dev-ed.develop.lightning.force.com/one/one.app#/setup/ObjectManager/0112w000003ca5y/FieldsAndRelationships/view

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Job Application Object | Salesforce

governmentartscollegefor-4a-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w000003ca68/FieldsAndRelationships/view

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER  
**Job Application Object**

Details

**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	CreatedBy	Lookup(User)		
Job Application Object Number	Name	Auto Number		✓
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User/Group)		✓

https://governmentartscollegefor-4a-dev-ed.develop.lightning.force.com/one/one.a...

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Setup | Salesforce

governmentartscollegefor-4a-dev-ed.develop.lightning.force.com/lightning/setup/CustomTabs/home

Search Setup

Setup Home Object Manager

tabs

User Interface

Rename Tabs and Labels

Custom Tabs

You can create new custom tabs to extend Salesforce functionality or to build new application functionality.

Custom Object tabs look and behave like the standard tabs provided with Salesforce. Web tabs allow you to embed external web applications and content within the Salesforce window. Visualforce tabs allow you to embed Visualforce pages. Lightning Component tabs allow you to add Lightning components to the navigation menu in Lightning Experience and the mobile app. Lightning Page tabs allow you to add Lightning Pages to Lightning Experience and the mobile app.

Custom Object Tabs

Action	Label	Tab Style	Description
<a href="#">Edit</a>   <a href="#">Del</a>	Candidates	Camera	
<a href="#">Edit</a>   <a href="#">Del</a>	Job Application Objects	Computer	
<a href="#">Edit</a>   <a href="#">Del</a>	Jobs	Cell phone	
<a href="#">Edit</a>   <a href="#">Del</a>	Recruiters	Truck	

Web Tabs

No Web Tabs have been defined

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Profiles | Salesforce

governmentartscollegefor-4a-dev-ed.develop.lightning.force.com/lightning/setup/EnhancedProfiles/home

Search Setup

Setup Home Object Manager

profile

Users

Profiles

Profiles

All Profiles Edit Delete Create New View

Action	Profile Name	User License	Custom
<a href="#">Edit</a>   <a href="#">Del</a>   ...	Sales Manager	Salesforce	<input checked="" type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Clone</a>	Salesforce API Only System Integrations	Salesforce Integration	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Clone</a>	Silver Partner User	Silver Partner	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Clone</a>	Solution Manager	Salesforce	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Clone</a>	Standard Platform User	Salesforce Platform	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Clone</a>	Standard User	Salesforce	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Clone</a>	System Administrator	Salesforce	<input type="checkbox"/>

1-7 of 7 0 Selected

Page 1 of 1

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Users | Salesforce

governmentartscollegefor-4a-dev-ed.develop.lightning.force.com/lightning/setup/ManageUsers/home

Search Setup

Setup Home Object 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
- Actions & Recommendations

### Active Users

On this page you can create, view, and manage users.

In addition, download SalesforceA to view and edit user details, reset passwords, and perform other administrative tasks from your mobile devices: [iOS](#) | [Android](#)

View: Active Users Edit Create New View

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other All

New User Reset Password(s) Add Multiple Users

Action	Full Name	Alias	Username	Role	Active	Profile
<input type="checkbox"/> Edit	Chatter Expert	Chatter	chatty.00d2w0000rldyead.wfsgpdavhdd@chatter.salesforce.com		<input checked="" type="checkbox"/>	Chatter Free User
<input type="checkbox"/> Edit	Manager_Hr	hmana	sarumathi@gmail.com		<input checked="" type="checkbox"/>	Partner App Subscription User
<input type="checkbox"/> Edit	Manager_Hr	hmana	sarusarumathi84@gmail.com		<input checked="" type="checkbox"/>	Standard Platform User
<input type="checkbox"/> Edit	Manager_Hr	hmana	viki71168@gmail.com		<input checked="" type="checkbox"/>	Standard Platform User
<input type="checkbox"/> Edit	sarumathi_sarumathi	ssaru	sarumathipacvu@college.com		<input checked="" type="checkbox"/>	System Administrator
<input type="checkbox"/> Edit	User_Integration	integ	integration@00d2w0000rldyead.com		<input checked="" type="checkbox"/>	Analytics Cloud Integration User
<input type="checkbox"/> Edit	User_Security	sec	insightsecurity@00d2w0000rldyead.com		<input checked="" type="checkbox"/>	Analytics Cloud Security User

New User Reset Password(s) Add Multiple Users

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Recently Viewed | Recruiters | Sale

governmentartscollegefor-4a-dev-ed.develop.lightning.force.com/lightning/o/Recruiter\_/list?filterName=Recent

Search...

Job Application Tracking

### App Launcher

Search apps or items...

Visit AppExchange

**Service Console**  
(Lightning Experience) Lets support agents work with multiple records...

**Sales**  
Manage your sales process with accounts, leads, opportunities, and more

**Lightning Usage App**  
View Adoption and Usage Metrics for Lightning Experience

**Digital Experiences**  
Manage content and media for all of your sites.

**Salesforce Scheduler Setup**  
Set up personalized appointment scheduling.

**Bolt Solutions**  
Discover and manage business solutions designed for your industry.

**Job Application Tracking System**

▼ All Items

Accounts Contact Requests Legal Entities Recruiters

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Reports | Salesforce

governmentartscollegefor-4a-dev-ed.develop.lightning.force.com/lightning/o/Report/home?queryScope=mr...

Search...

Job Application Trac... Recruiters Jobs Candidates Job Application Objects Reports Dashboards

### Reports

Recent

2 items

Search recent reports... New Report New Folder

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	New Accounts Report		Private Reports	sarumathi sarumathi	20/4/2023, 2:22 pm	
Created by Me	Copy of New Accounts Report		Private Reports	sarumathi sarumathi	20/4/2023, 3:42 pm	
Private Reports						
Public Reports						
All Reports						
FOLDERS						
All Folders						
Created by Me						
Shared with Me						
FAVORITES						
All Favorites						

SARUMATHI Internet access 56 PM 4/2/2023

JOB APPLICATION TRACKING SYS

governmentartscollegefor-4a-dev-ed.develop.lightning.force.com/lightning/r/Dashboard/01Z2w00000avRIEAI/view

Search...

Job Application Trac... Recruiters Jobs Candidates Job Application Objects Reports Dashboards

### Dashboard

## JOB APPLICATION TRACKING SYSTEM

As of 21-Apr-2023, 2:31 pm Viewing as sarumathi sarumathi

Refresh Edit Subscribe

#### New Accounts Report

Record Count

Billing City

Billing City	Record Count
Lawren...	2
Paris	1
San Fr...	1
Singap...	1
Hot	1
Austin	1
New Y...	1
Warm	1
Burling...	1
Chicago	1
Tucson	1
Cold	1
Mounta...	1

View Report (New Accounts Report)

#### New Accounts Report

Record Count

Type

Type	Record Count
Customer - Direct	2
Customer - Channel	2
Hot Cust...	2
Warm Cust...	3
Cold Cust...	2

View Report (New Accounts Report)

ENG 2:27 PM 4/2/2023



#### ***4. Trailhead Profile Public URL***

Team Lead-<https://trailblazer.me/id/ssarumathi>

Team Member 1-<https://trailblazer.me/id/shalini0606>

Team Member 2-<https://trailblazer.me/id/sshabila>

Team Member 3-<https://trailblazer.me/id/serik31>

#### ***5. ADVANTAGES & DISADVANTAGE***

##### ***Advantages:***

##### **1. Reduces time spent on admin tasks:**

Job application software allows you to automate various tasks of the hiring process that can save you a lot of time and free up your recruiting personnel for other high-value tasks. Posting to multiple job boards, tracking candidate applications, notifying candidates individually, and scheduling interview feedback can all be automated. Not only will it speed up the time it takes to do all of those tasks, it will increase the overall quality through standardization.

##### **2. Resume and CV screening:**

With recruiters receiving 100s of resumes per role, even scanning can take a lot of time. So, the number of resumes a recruiter needs to review can be reduced drastically using pre-screening questions or word searches within resumes. Once again, a recruiter's time can be redirected to higher value items of the business.

### **3. Speeds up the recruitment cycle:**

Having candidates information centralized on a single platform gives recruiters access to organized information allowing them to review and compare candidates more easily and quickly, which leads to a lower cost-per-hire. All communications, including notes, interviewer ratings, cases, and more can be stored and viewed in one location, which simplifies and speeds up the evaluation process.

### **4. Improves the quality of hire:**

Not only do job application tracking systems create more efficient workflows, as previously discussed, they can also improve the quality of your hire. First, you were able to cast a wider net by posting on job boards with standardized messaging to attract more candidates. Second, you used automated matching and filtering to weed out unqualified candidates. Both benefits saved you or your recruiter the time necessary to deeply evaluate candidates and gather more insightful information so they can communicate with stakeholders and make a well-informed decision. In the end, the entire process was strengthened.

### **5. Boosts your brand:**

Having a streamlined recruiting workflow and messaging impression as you're trying to attract top-notch talent.

## ***DISADVANTAGES***

### **➤ Could filter out good candidates:**

When “programming” your recruiting software to recognize common keywords around roles and responsibilities, you could

end up filtering out good candidates that have atypical experience or lack keywords that are aligned with what you are looking for. Careful consideration of your filters and a quality assurance process will help to fine tune the filter and reduce filtering out good candidates. This can happen with manual reviews as well, so automation, has a net benefit.

➤ **Communications can be less personalized:**

When automating responses to candidates, your messaging will be less personalized and can come off as robotic.

Taking additional time to construct good communication can help make it feel more personalized. It's much better to send a less personalized communication than no communication at all.

## ***6. APPLICATIONS***

- ❖ Resume parsing
- ❖ Advanced search
- ❖ Candidate sourcing
- ❖ In-built CRM software
- ❖ Email templates
- ❖ Various integration

## ***7. CONCLUSION***

Job 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 chance that your process of moving applicants through different stages can become very difficult.

## ***8. FUTURE SCOPE***

### **1. Job boards integration:**

To post all the job openings without fuss, we integrate the most useful employment platforms and websites. It is simpler to post the job ad straight through the ATS if the ATS connects appropriately with a variety of job boards. As a result, HR no longer needs to post job adverts on various employment sites and portals individually. You can now significantly reduce the time spent on manual efforts.

### **2. Social media integration:**

By integrating social media platforms with your applicant tracking system, you may post job openings across various social media network at once. The data can also be used to determine which platform performs

better and draws in a larger talent pool. Thus, you can concentrate your efforts there.

### **3. HR software integration:**

The new hires are automatically added to the payroll and begin receiving training when the ATS is integrated with HR software. As a result, new hires have a seamless onboarding experience and are likelier to promote your business to their friends and family.

### **4. Company website integration:**

The process for the HR team is made simpler by integrating with your website. Additionally, it makes it simpler for potential employees to learn more about the open roles. Candidates are more likely to apply for the available position in your firm when they can get all the necessary information in one spot without having to search the internet.