

Fields And Relationships

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.

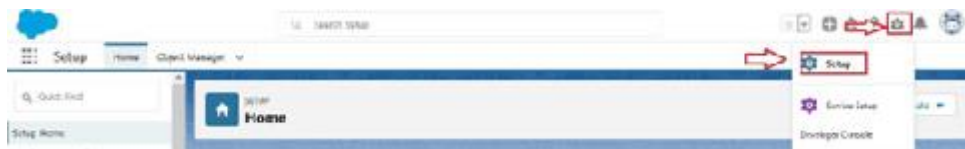
There are 2 types of fields in Salesforce:

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.

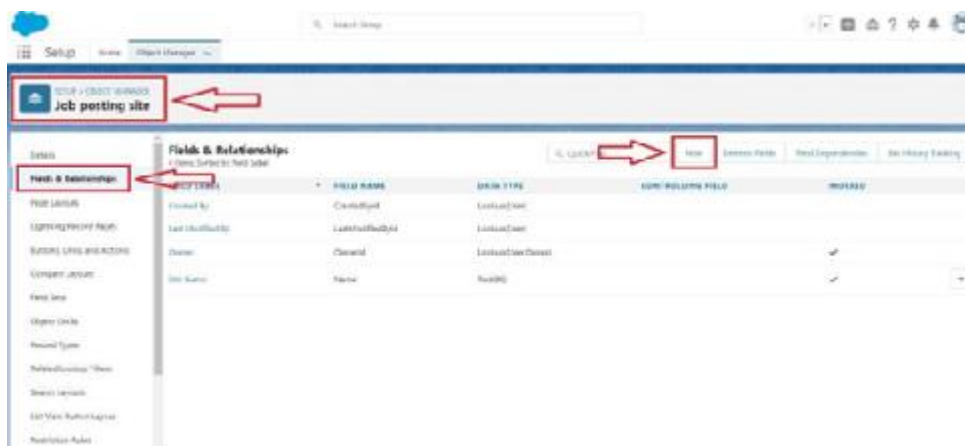
Custom fields: The Custom fields which are added by the administrator/developer to meet the business requirements of any organization. They may or may not be required.

Create New Field For Job Posting Site

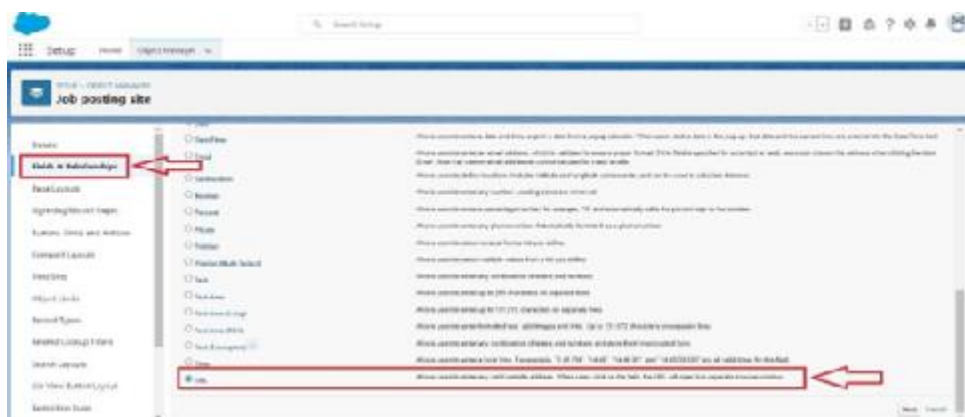
1. Click the gear icon and select Setup. This launches Setup in a new tab.
2. Click the Object Manager tab next to Home.
3. Select job posting site.



4. Click Field & Relationship than click new.

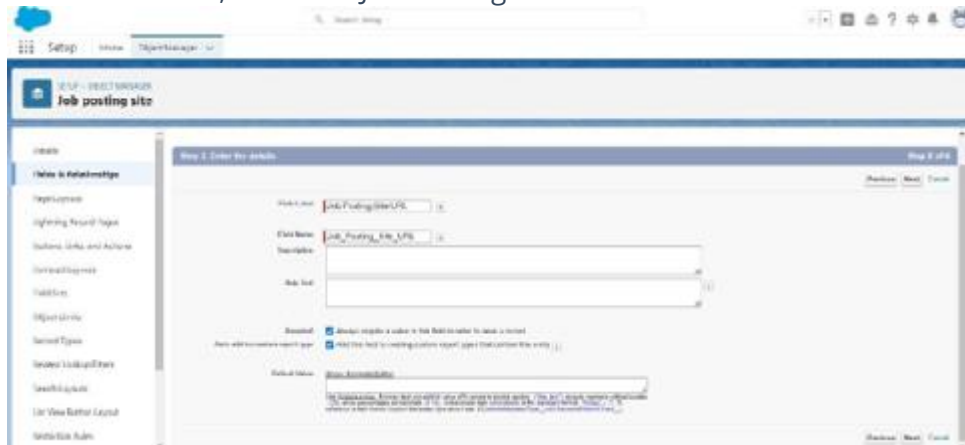


5. Select the data type as URL.



6. Click Next.

7. For Field Label, enter the Job Posting Site URL.



8. Click Next, Next, and click Save & New.

Now let's create the other fields and we must choose the data types of the fields carefully

1. Select Pick list as the Data Type and click Next. For Field Label enter Status.

2. Select Enter values, with each value separated by a new line and enter these values:

- Active
- Inactive

3. Click Next, Next, then Save & New

4. Select the Checkbox as the Data Type, then click Next. For Field Label, enter Technical Site.

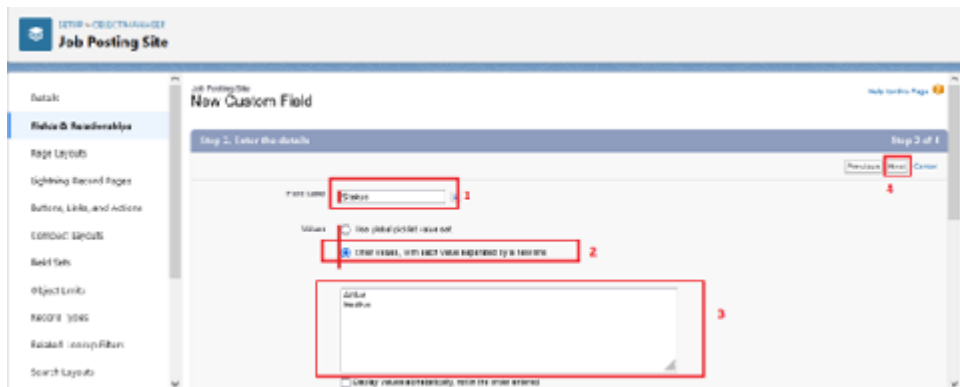
5. Click Next, Next, then Save & New.

6. Select the Text Area as the Data Type, then click Next. For Field Label, enter Description

7. Click Next, Next, then Save & New.

Create pick list field for Job Posting Site object

- Click on the gear icon and then select Setup.
- Click on the object manager tab just beside the home tab.
- After the above steps, Select Job Posting Site Object
- Now Select Fields and relationships from setup menu of the Attendee object.
- Click new and select Pick list fields next and enter label name(Status) and select enter values option(Active, Inactive),next, next and Save

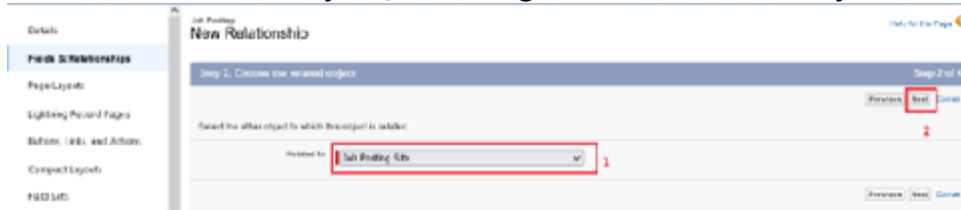


Create Relationships For Job Posting

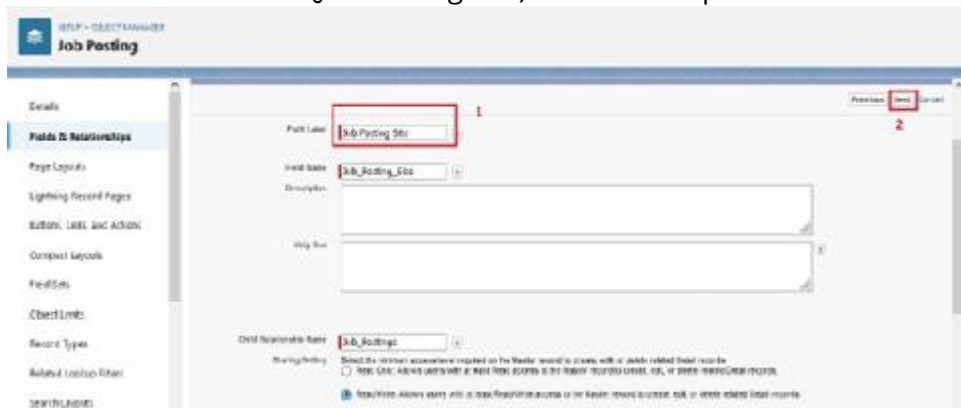
1. From Setup, go to Object Manager
2. Select job posting and click Fields & Relationships.
3. Click New.

4. Choose Master-detail Relationship and click Next

5. Choose the related object (Job Posting Site) and select that object.



6. Enter the label name (Job Posting Site) for the lookup field



7. Click Next, Next, and Save

Creating a master-detail relationship between job posting and position for job posting object.

1. From setup, click object manager.
2. Select Job posting object, click on field and relationships, click new.
3. Select the data type as Master-detail relationship.
4. Click Next, relate to position.
5. Enter the label Position.
6. Click next, next, next and save.

Create New Field For Reviews

Select Picklist as the Data Type and click Next. For Field Label enter Core Competencies. Select Enter values, with each value separated by a new line and enter these values:

- 1
- 2

3
4
5

For Help Text, enter "For this category, rate candidate on a scale of 1 (lowest) to 5 (highest)" Click Next, Next, then Save & New. Follow above steps and create two more pick list with Leadership Skills and Experience as the field labels and values same above.

2. Select the Text Area as the Data Type, then click Next. For Field Label, enter Core Competencies Comments.

Click Next, Next, then Save & New.

Follow above steps and create two more text areas with Leadership Skills Comments and Experience Comments as the field labels.

3. Select Checkbox as the Data Type and click Next. For Field Label, enter Recommend for Hire.

For Help Text, enter "Do you recommend that we hire this candidate?" Click Next, Next, then Save & New.

4. Select the Text Area as the Data Type and click Next. For Field Label, enter Reason Recommended.

Click Next, Next, then Save & New.

5. Create a lookup relationship field for Interviewer.

Select Lookup Relationship as the Data Type and click Next. For Related To, select Interviewer and click Next.

For Field Label, enter Interviewer. And Click Next, Next, Next, then Save & New.

6. Create a master-detail relationship field for Job Application. Select Master-Detail Relationship as the Data Type and click Next. For Related to, select Job Application and Click Next.

For Field Label, enter Job Application. Click Next, Next, Next and Save.

