JOB APPLICATION TRACKING SYSTEM

1. INTRODUCTIOn:-

An applicant tracking system (ATS) is software that manages the recruiting and hiring process, including job postings and job applications.

1.1 Overview:-

Track candidates throughout the recruiting an hiring process.

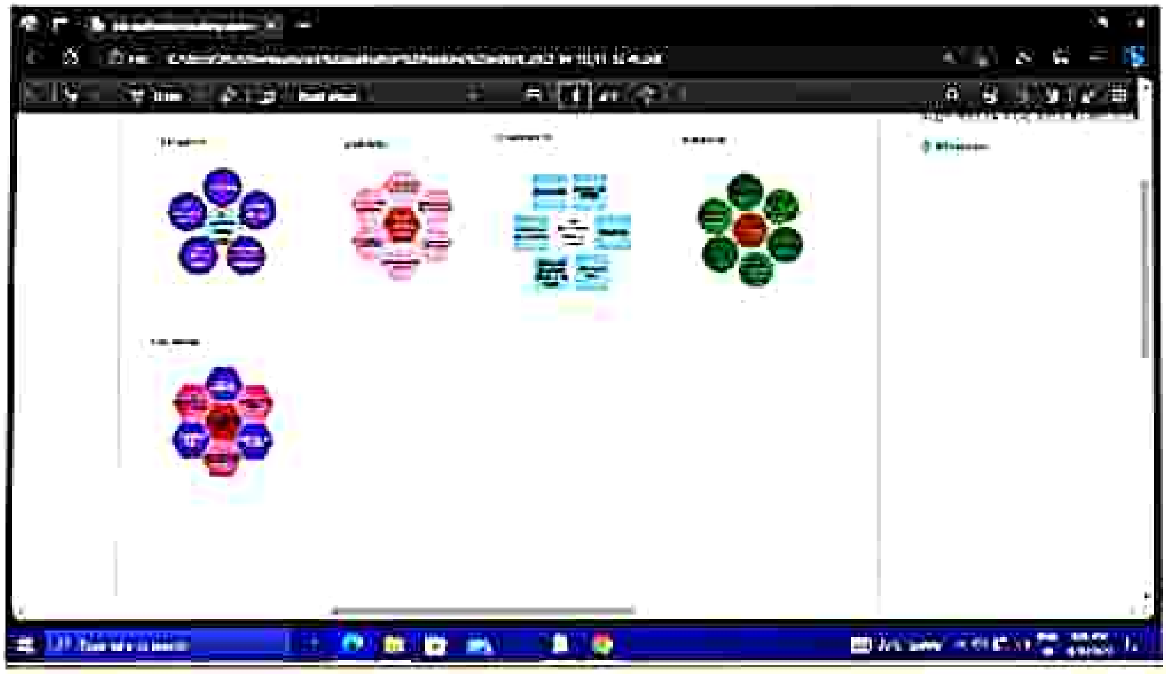
1.2 Purpose:-

An ATS creates opportunities to automate manual processes, increase visibility into the hiring cycle for the entire recruiting team, and increases opportunities for communication throughout the candidate journey.

2. PROBLEM EFINITION &DESIGN THINKING:-

2.1 EMPATHY MAP:-

2.2 IDEATION & BRAINSTORMING MAP:-



3. RESULT:-

3.1 DATA MODEL:-

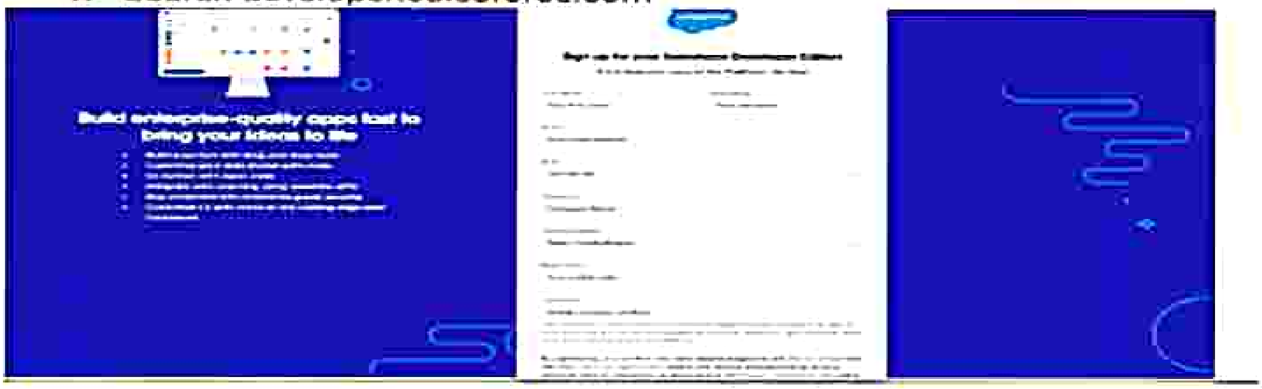
OBJECT NAME	FIELDS IN THE OBJECT	
	FIELD LABEL	DATA TYPE
Obj1	salesforce	Text/number
Obj2	object	Text/number
OBJ3	fields	Text
Obj4	tab	Text
Obj5	profile	Text
OBJ6	user	Text
Obj7	Sharing rules	Text
OBJ8	reports	Text/number

3.2 ACTIVITY & SCREENSHOT:-

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

Salesforce objects are of two types:

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

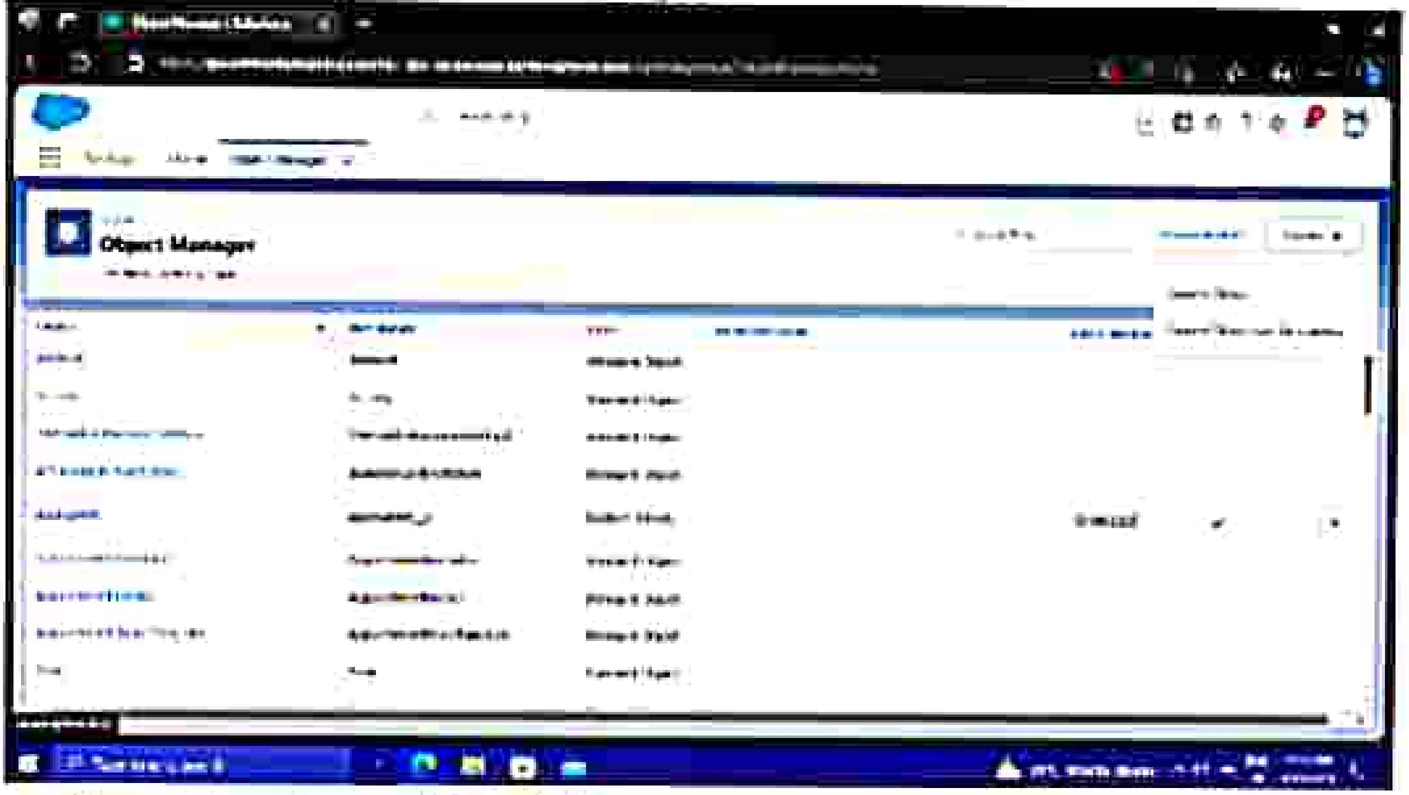
. **Custom object**: custom objects are those objects that are created by users. They supply information that is unique and essential to their organization. They are the heart of any application and provide a structure for sharing data.

ACTIVITY 1:

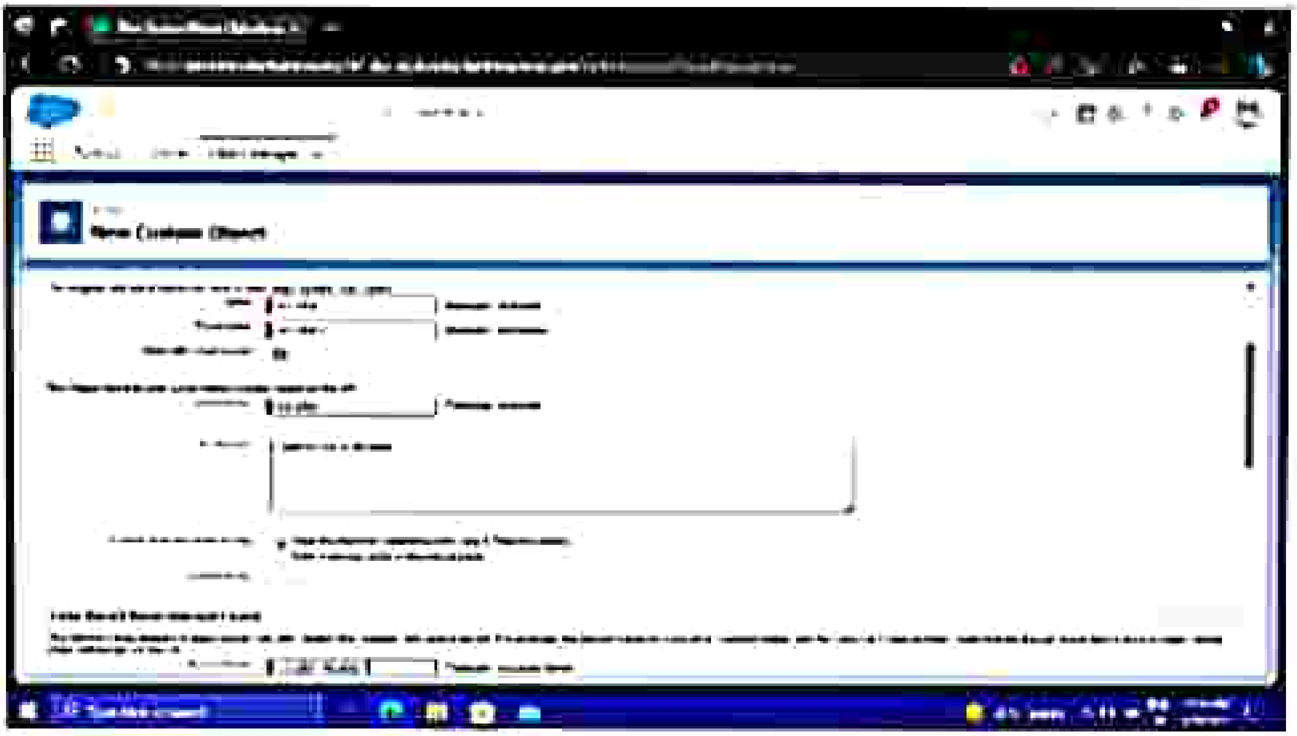
Create a custom object for Recruiter:

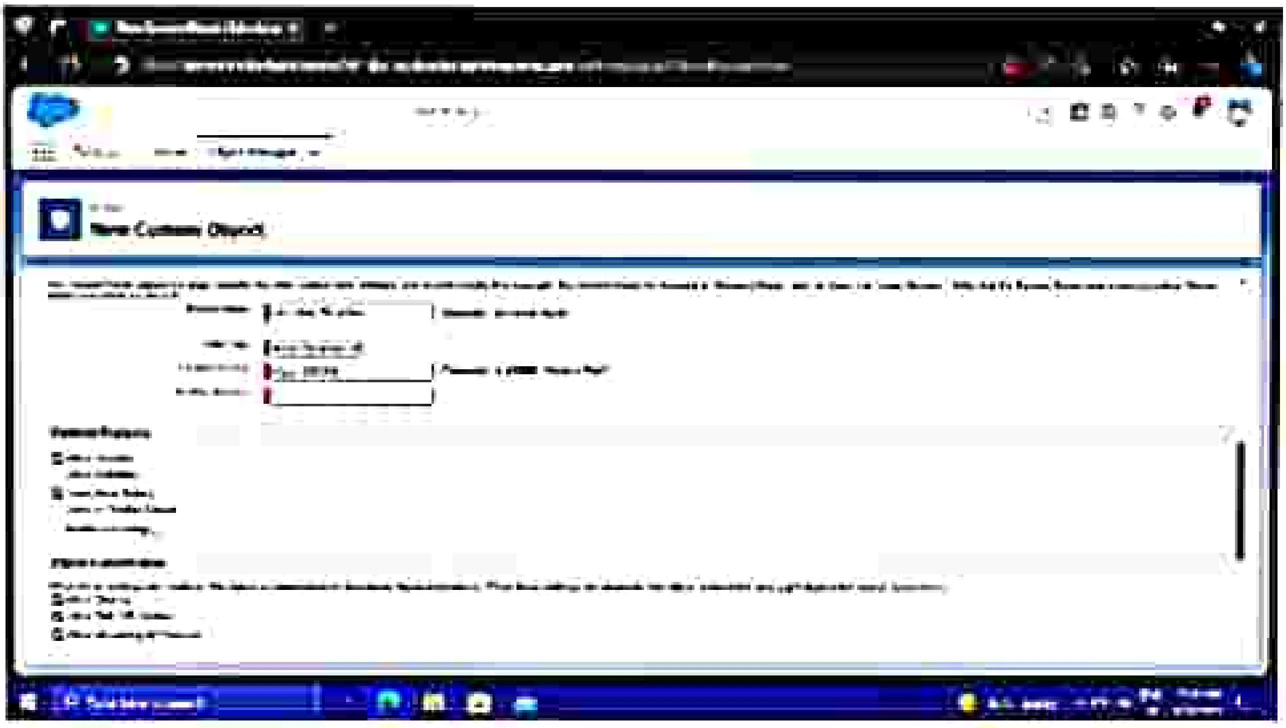
To create a custom object, follow these step:

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- FILEDS;

What are fields?
Fields in Salesforce represents what are columns represents in relational databases. It can store data values which are required for a particular object in record.

- 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 form standard objects are standard fields.

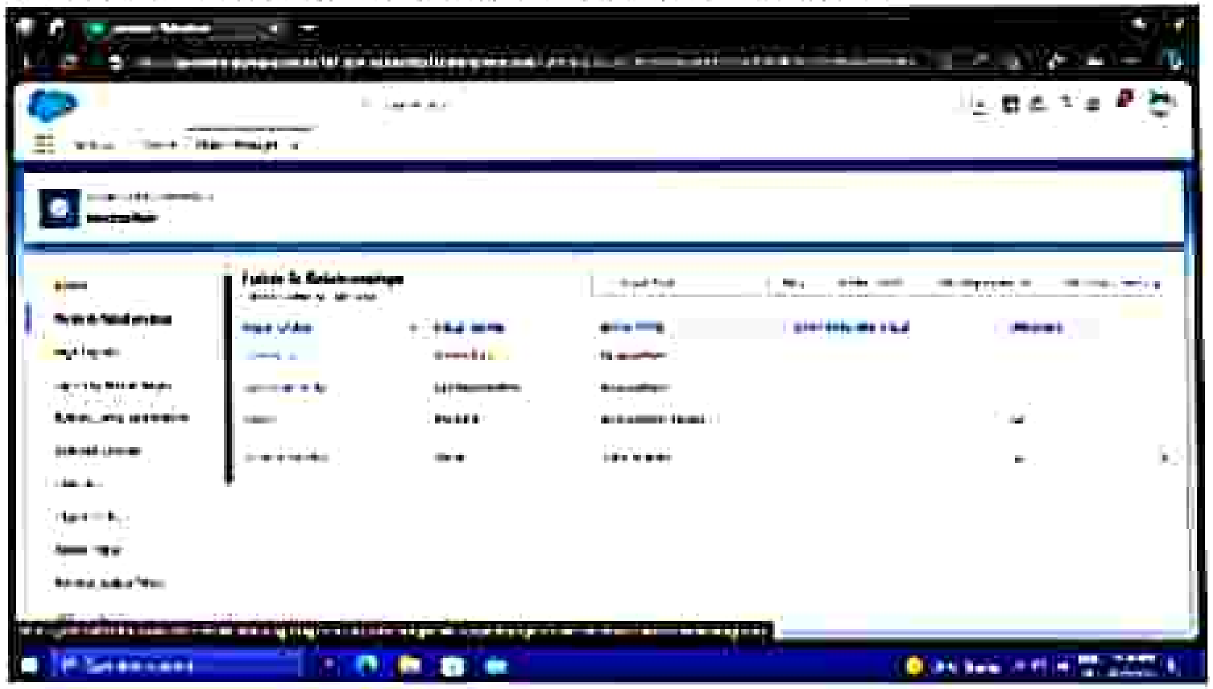
- Custom fields:
  The Custom fields which are added by the administrator/developer to
  meet the business requirements of any organization. They may or may not be required.

ACTIVITY 1:

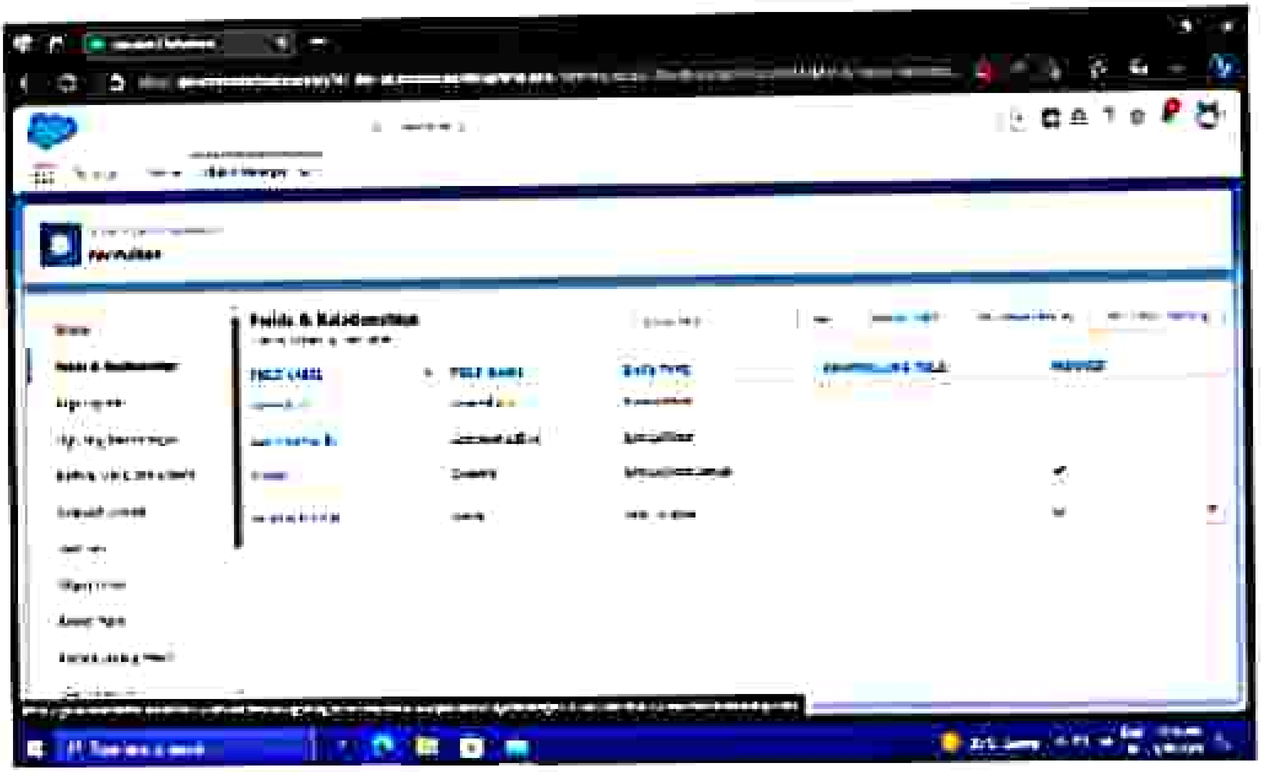
Create the custom fields:

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

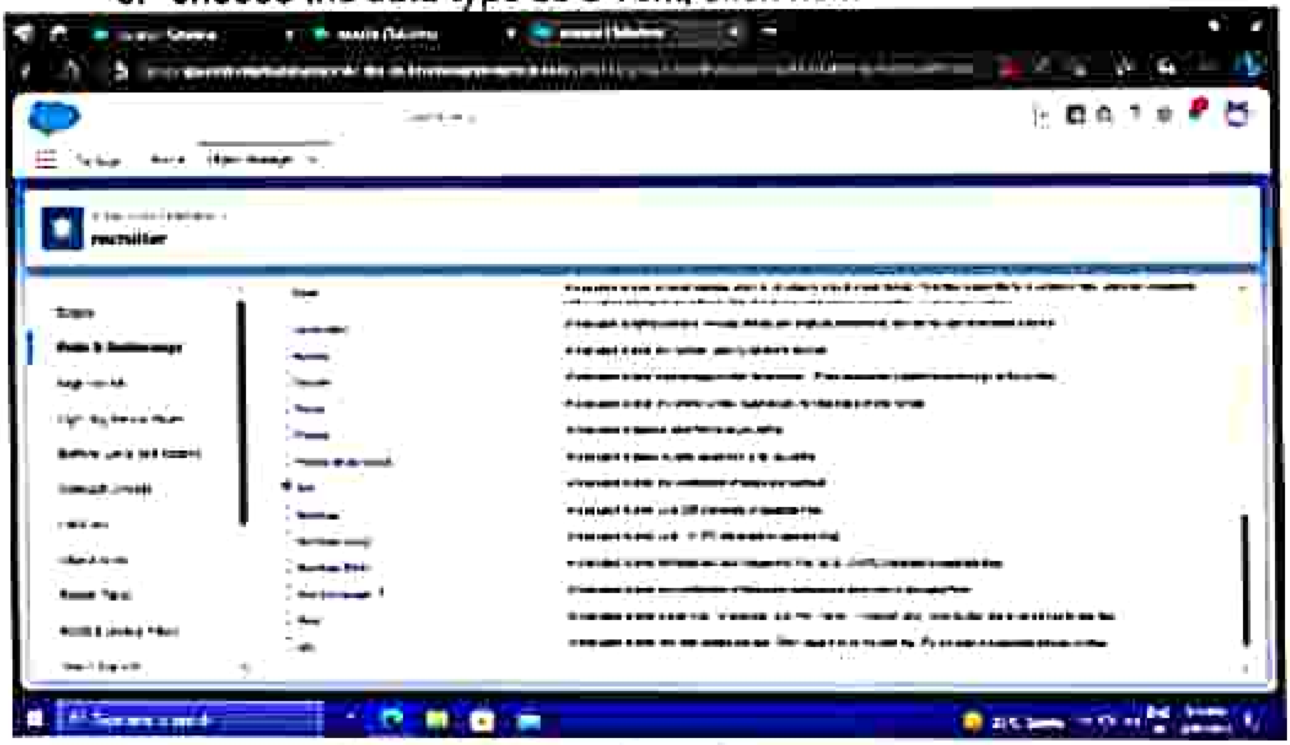
2. From the sidebar, click Fields & Relationships. Notice that there are already some fields there. These are the standard fields.



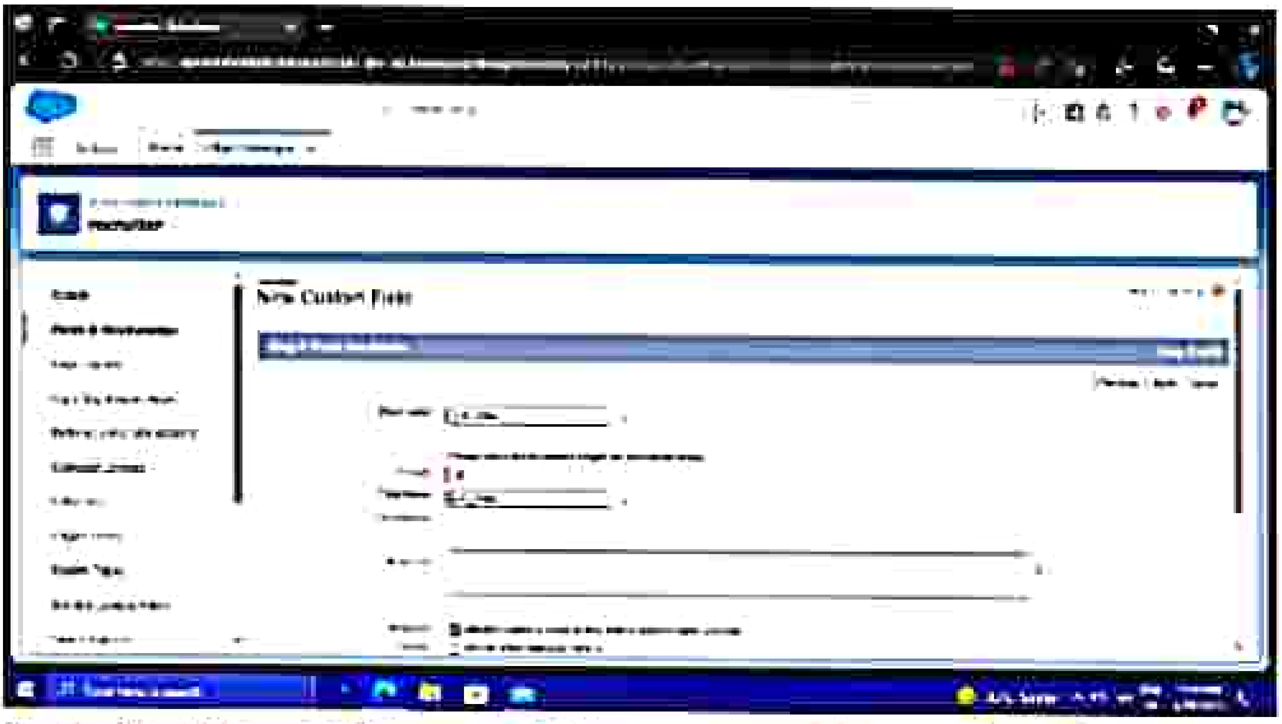
3. Click New to create a custom field. Tip Before creating a new field, do a quick search to make sure a similar one doesnt already exit.



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

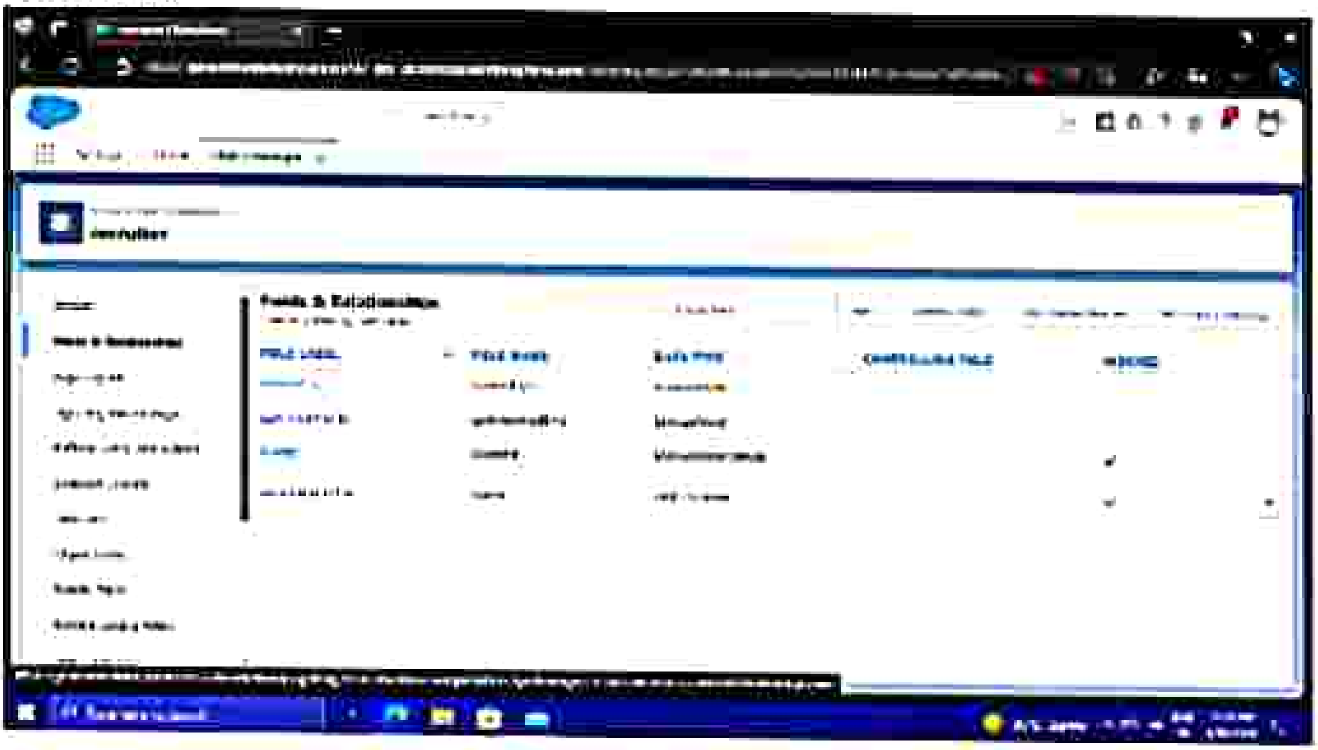


7. Select the profiles to which you want to grant edit access to this field via field-level security. The field will be hidden from all profiles if you do not add it to field-level security. Click next
8. Select the page layouts that should include this field.
9. Click save.

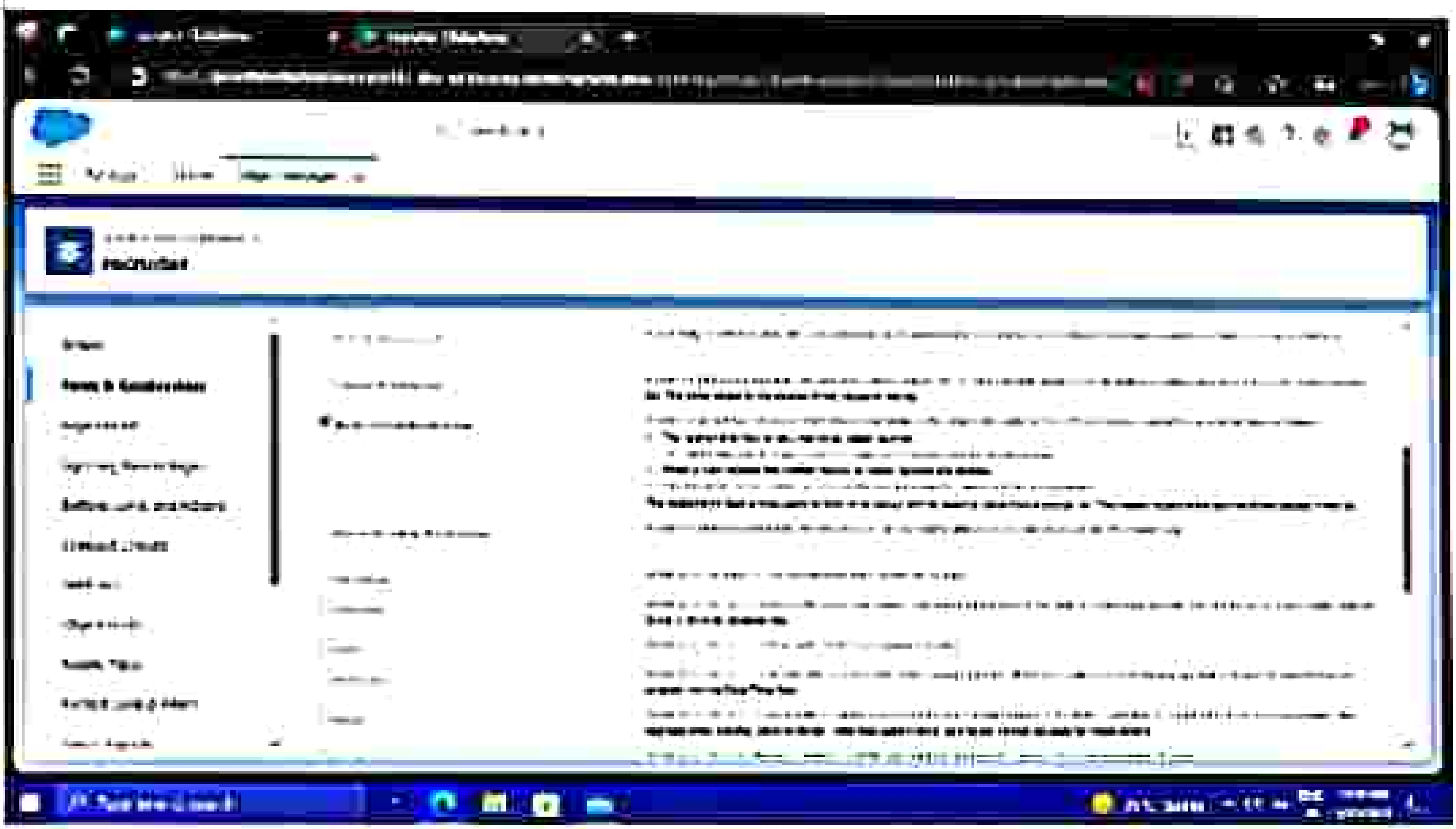
ACTIVITY 2:

Creation of Master —detail relationship:

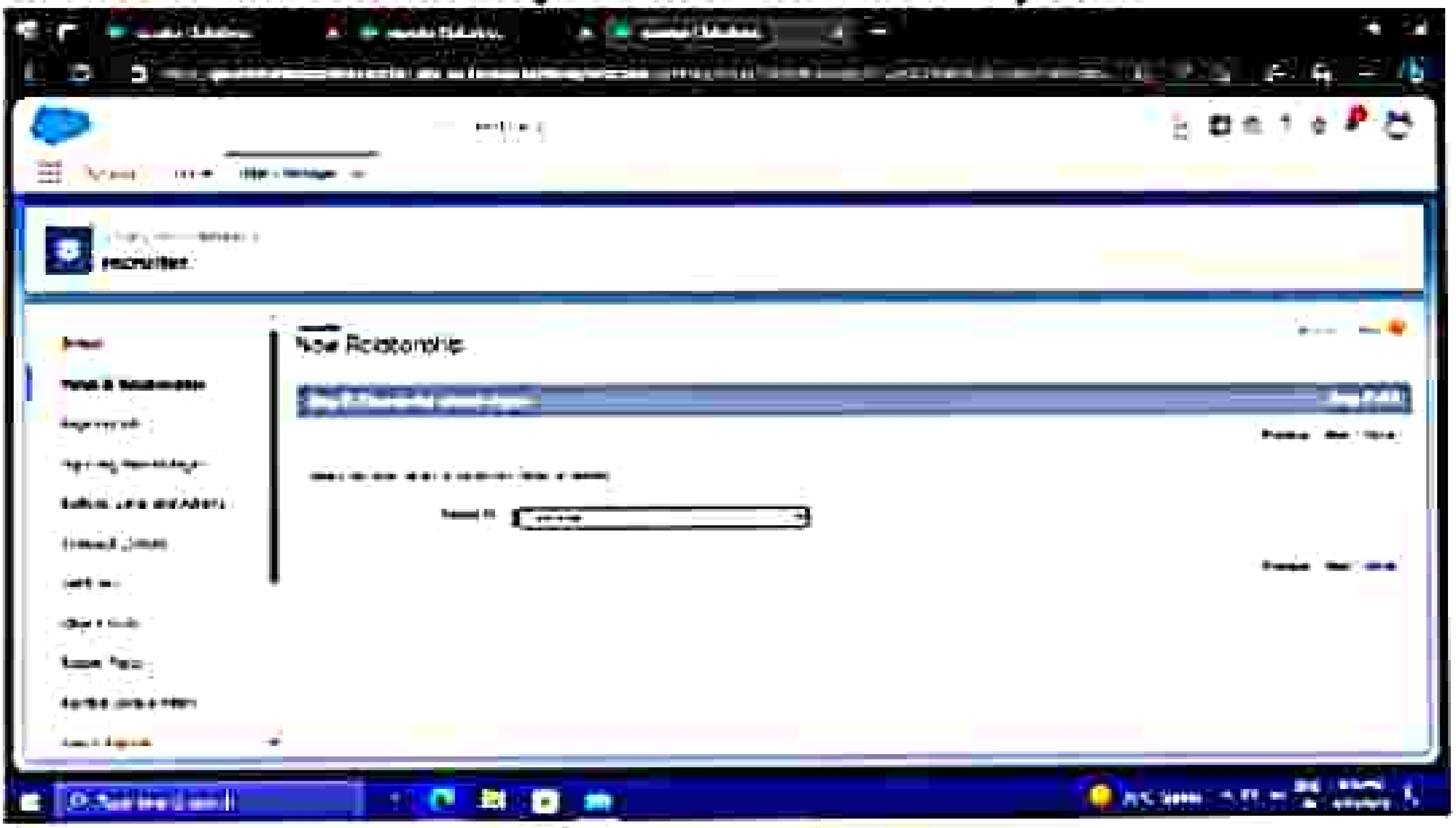
1 .From setup, go to Object Manager.
2 .On the sidebar, click Fields &Relationships.3.
3 .Click New



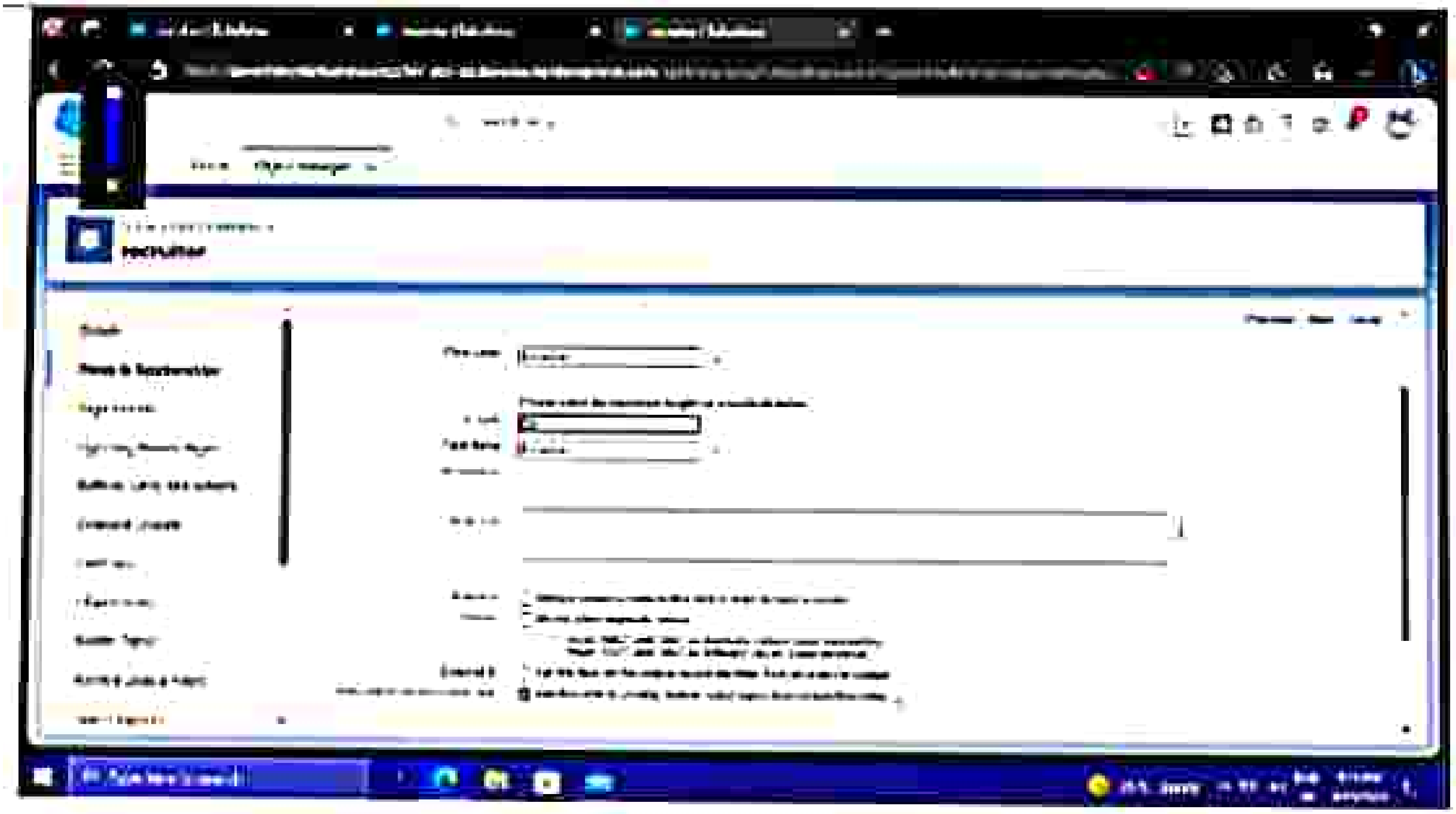
4. Choose Master-detail Relationship and click Next



5. Choose the related object and select that objects.



6.Enter the label and name for the lookup field

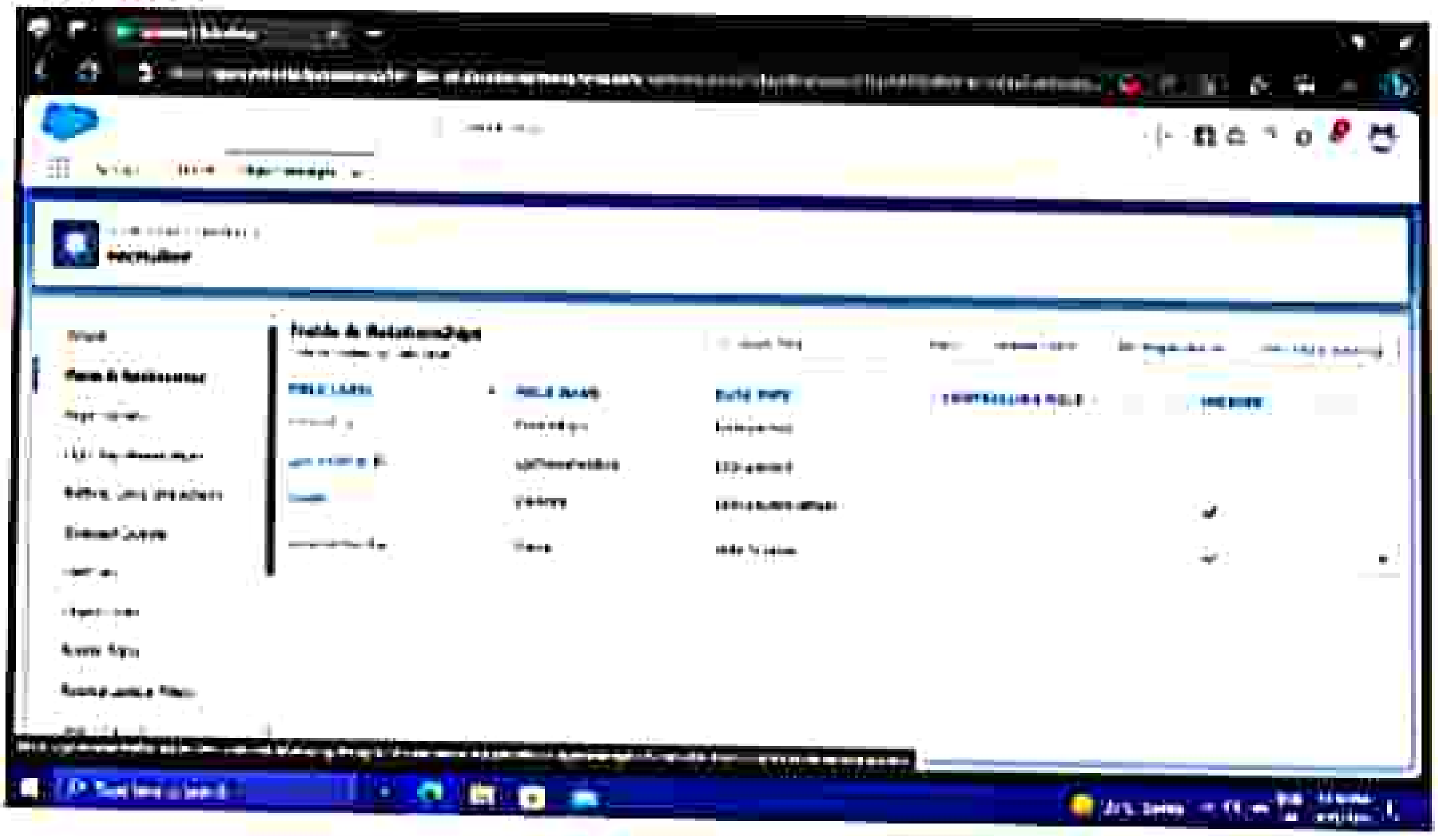


7. Click next, next, and save.

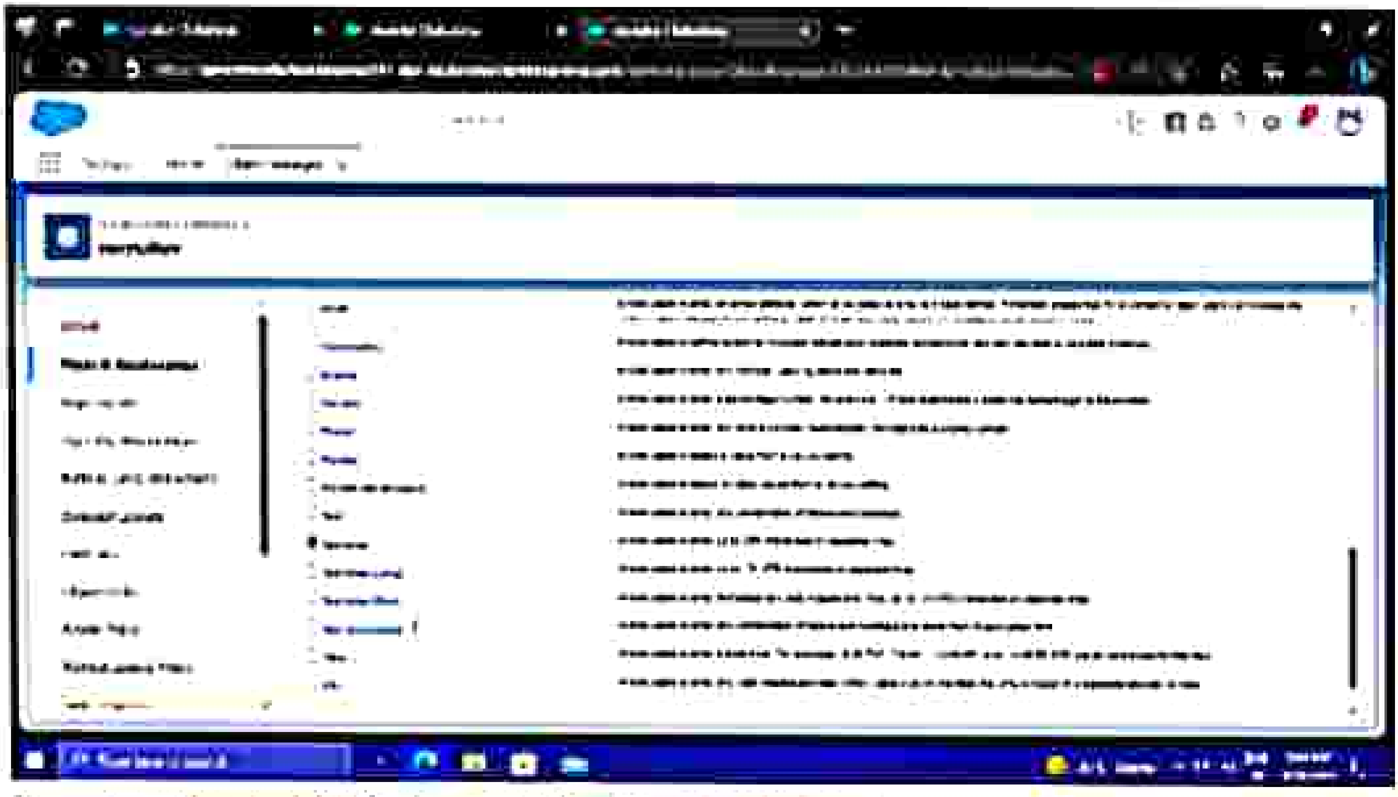
ACTIVITY 3:

Create a new custom field:

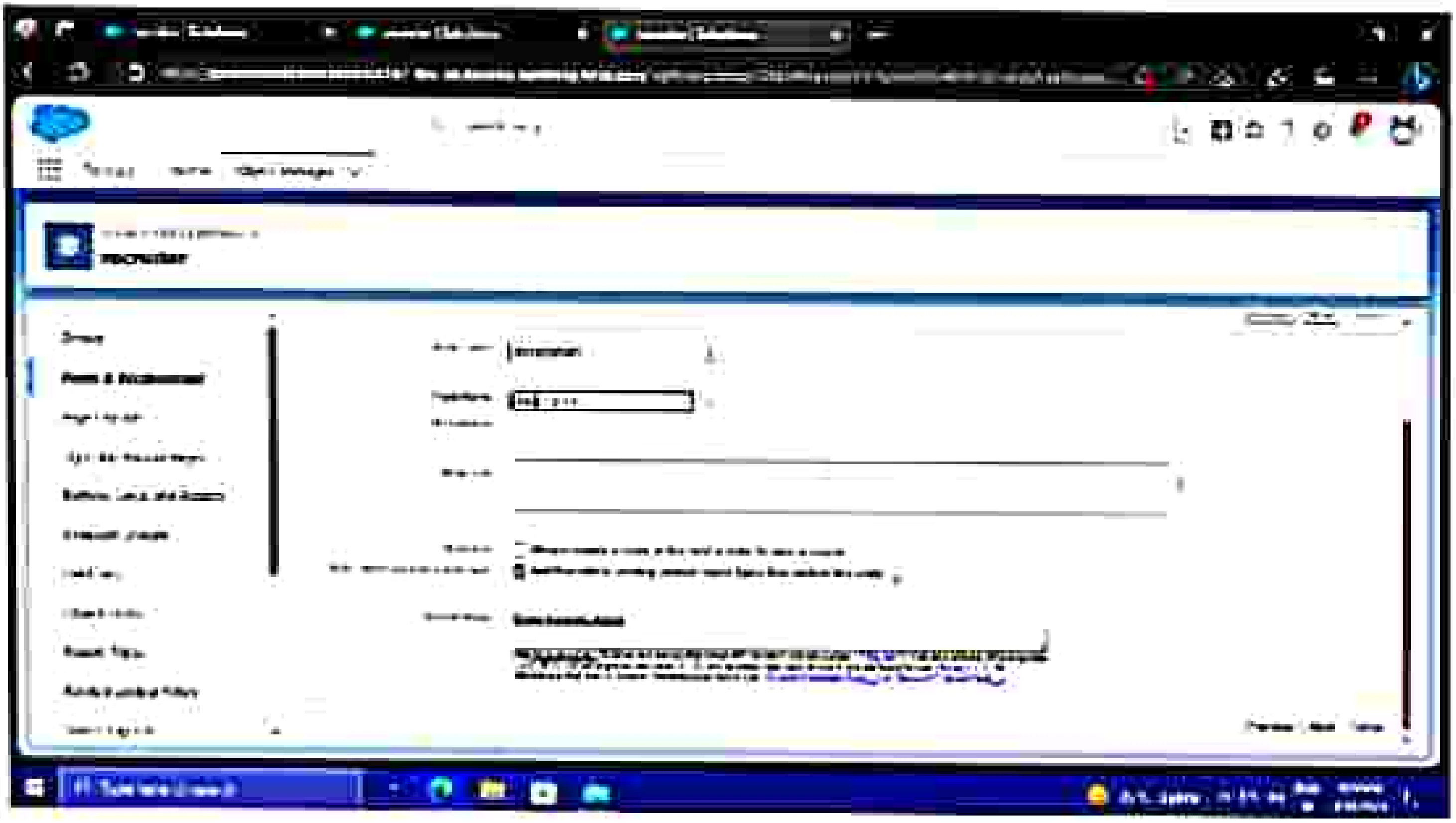
1. from setup, go to object manager
2. on the sidebar, click Fields & Relationship
3. Click new.



4. Choose the data type Text Area click next



5. enter the field label and field name click next

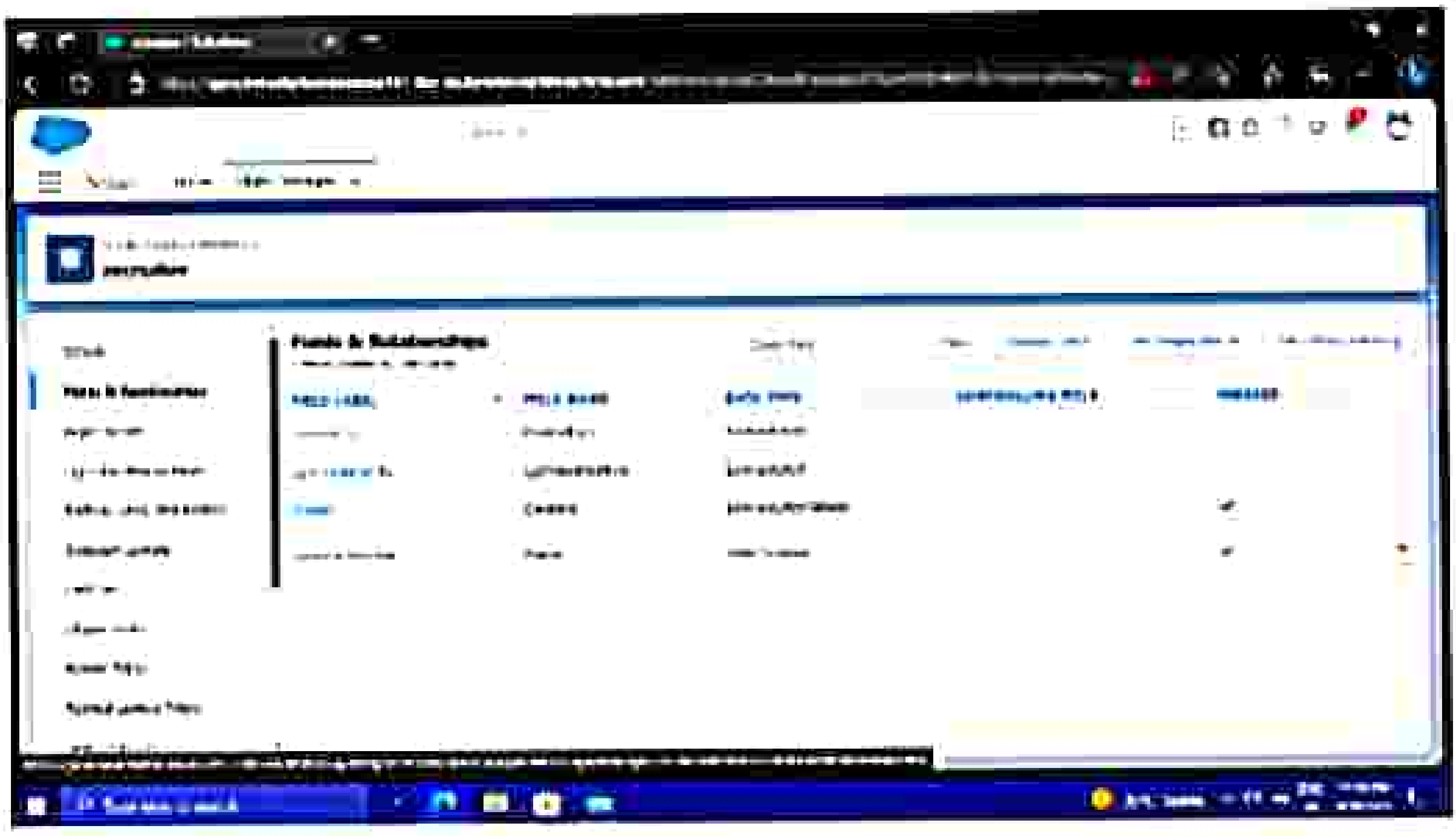


6. click next and save.

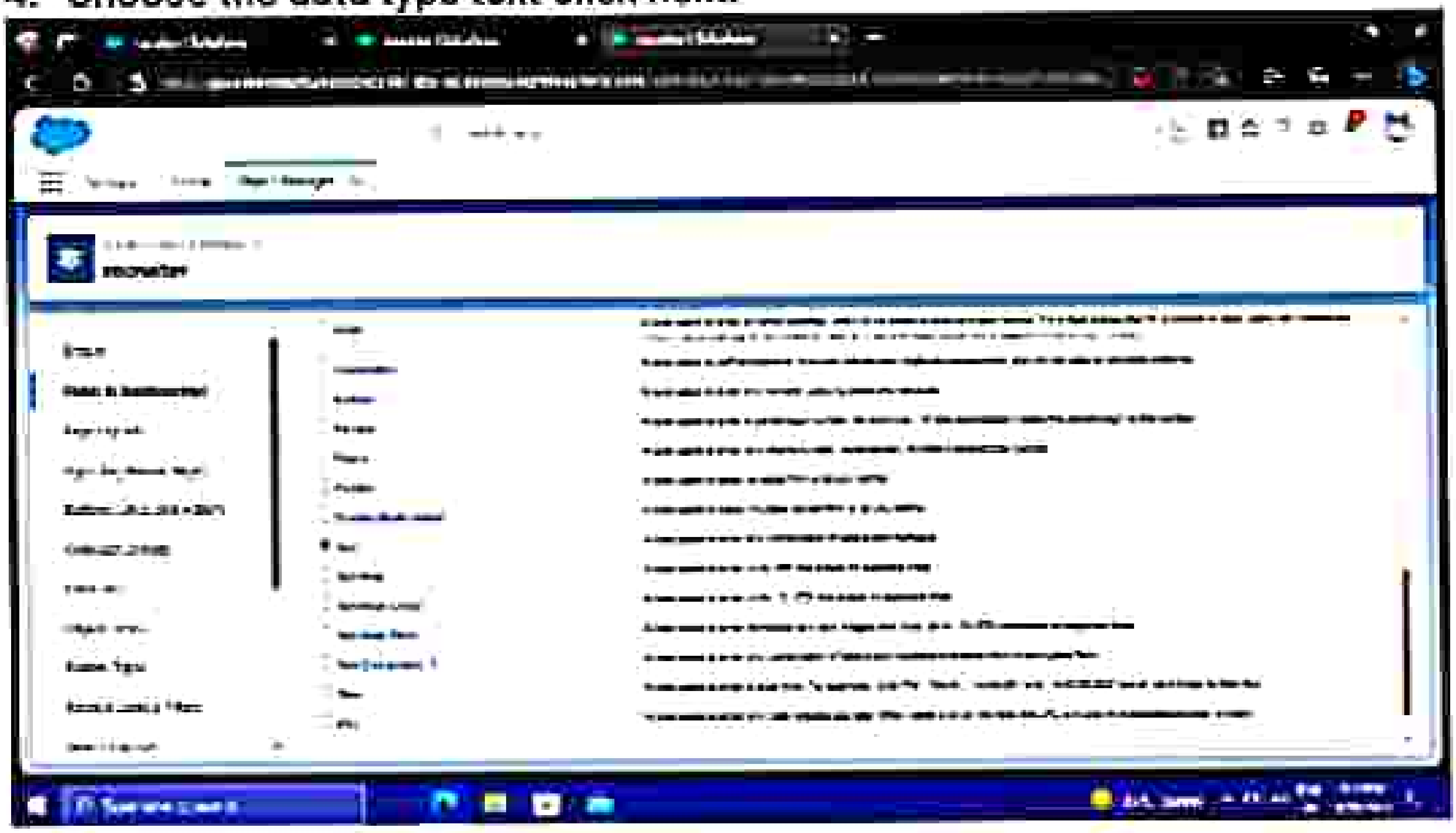
ACTIVITY 4:

Create a new custom field:

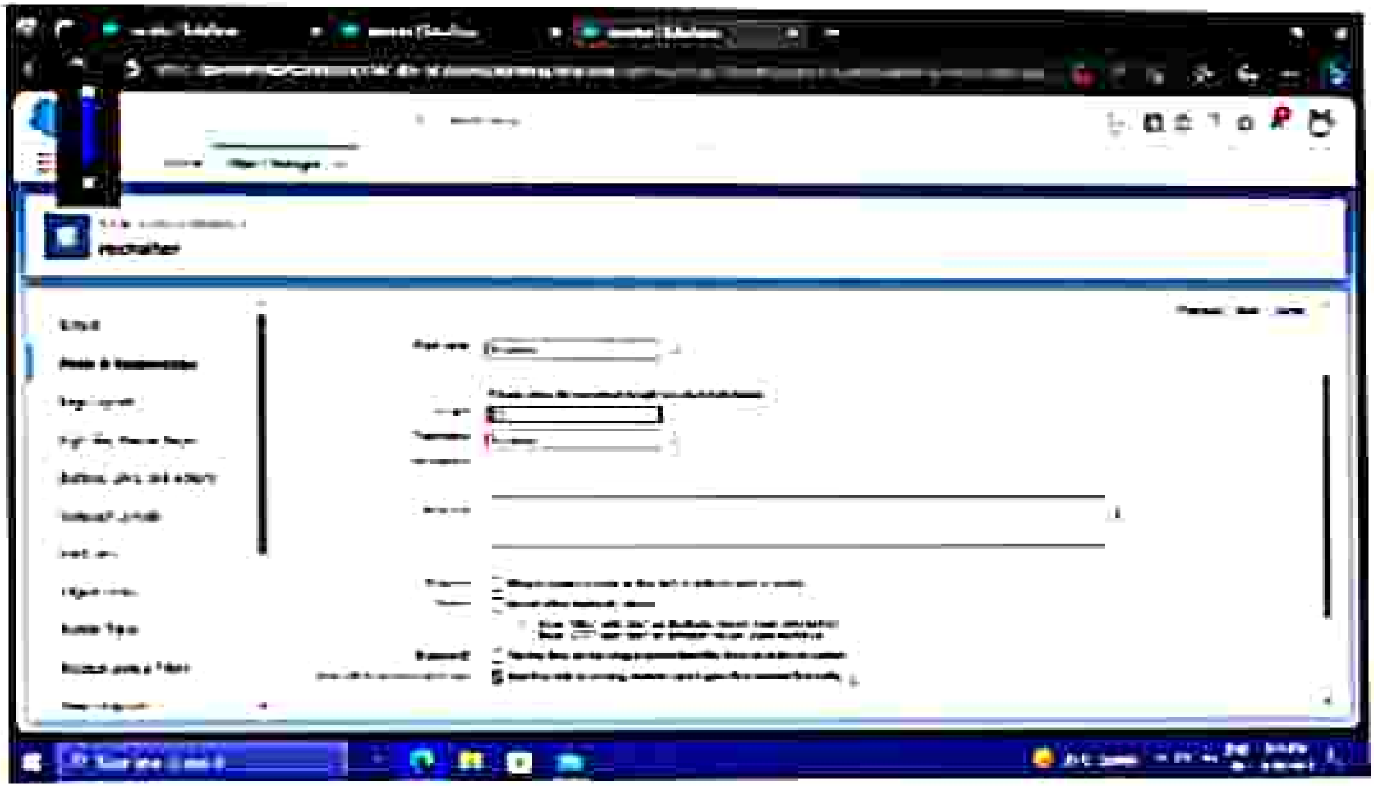
1. From setup, go to object manager.
2. On the sidebar, click fields & relationship.
3. Click new.



4. Choose the data type text click next.



5. Enter the field label and filed name click next.



6. Click next and save.

MILESTONE 4-TAB:

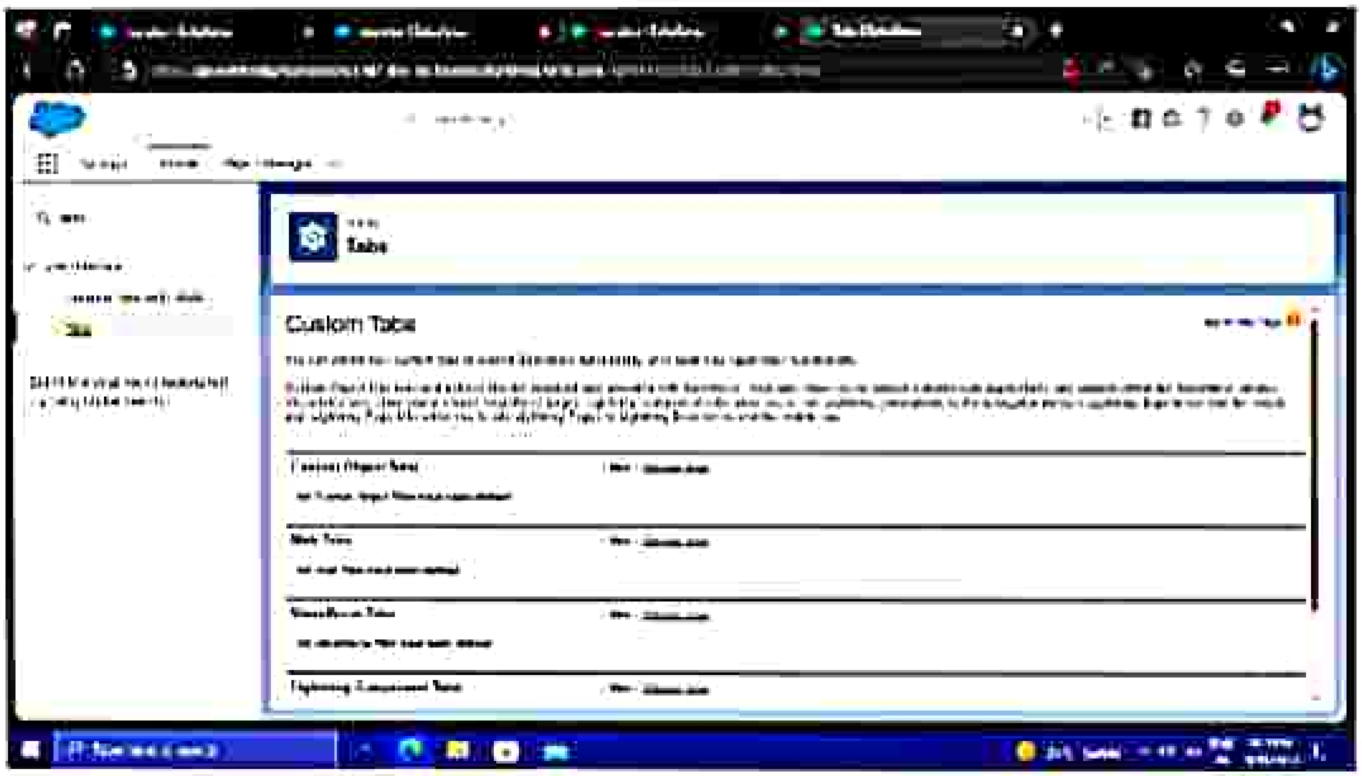
What is tab?

In Salesforce, a tab is a user interforce 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.

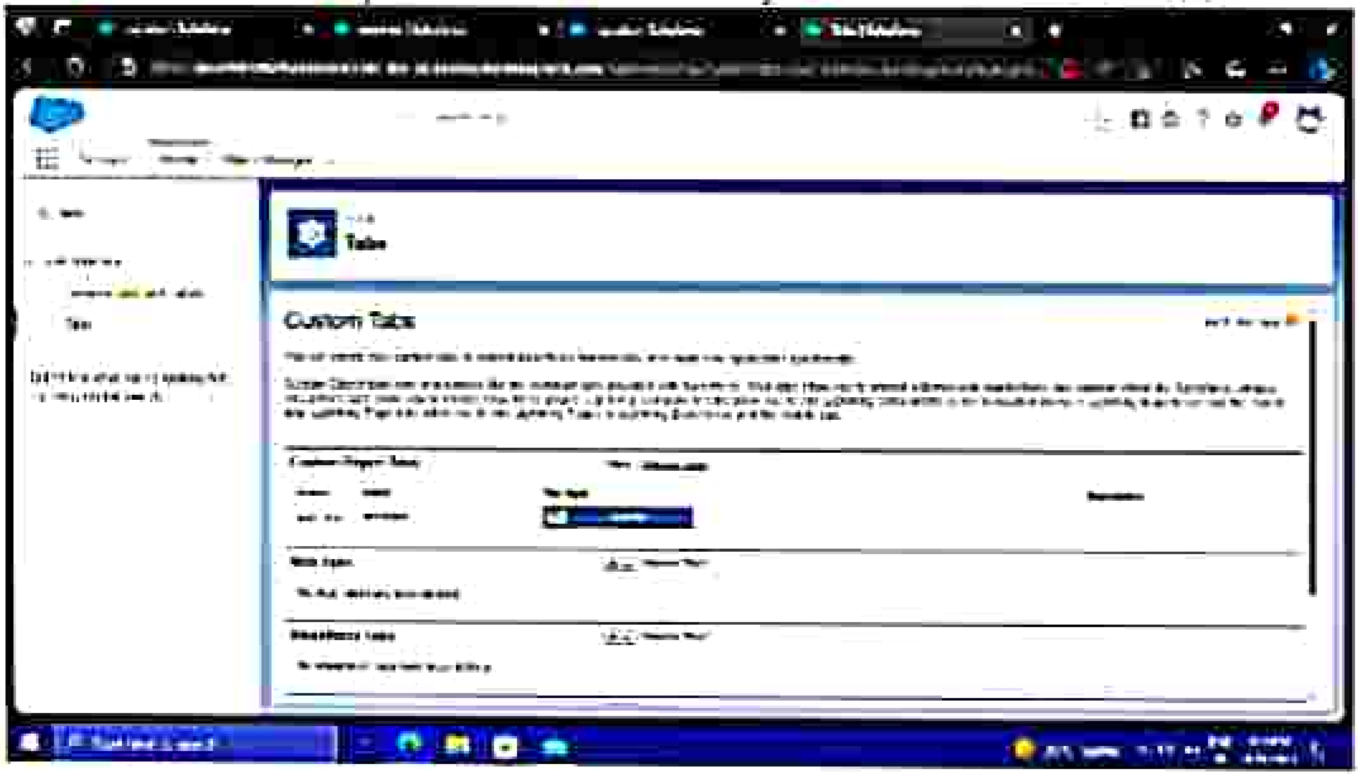
ACTIVITY 1:

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 profile that visible in the tab
6. click on custom apps to make visible
7. click save

MILESTONE 5- PROFILE:

What is a profile?

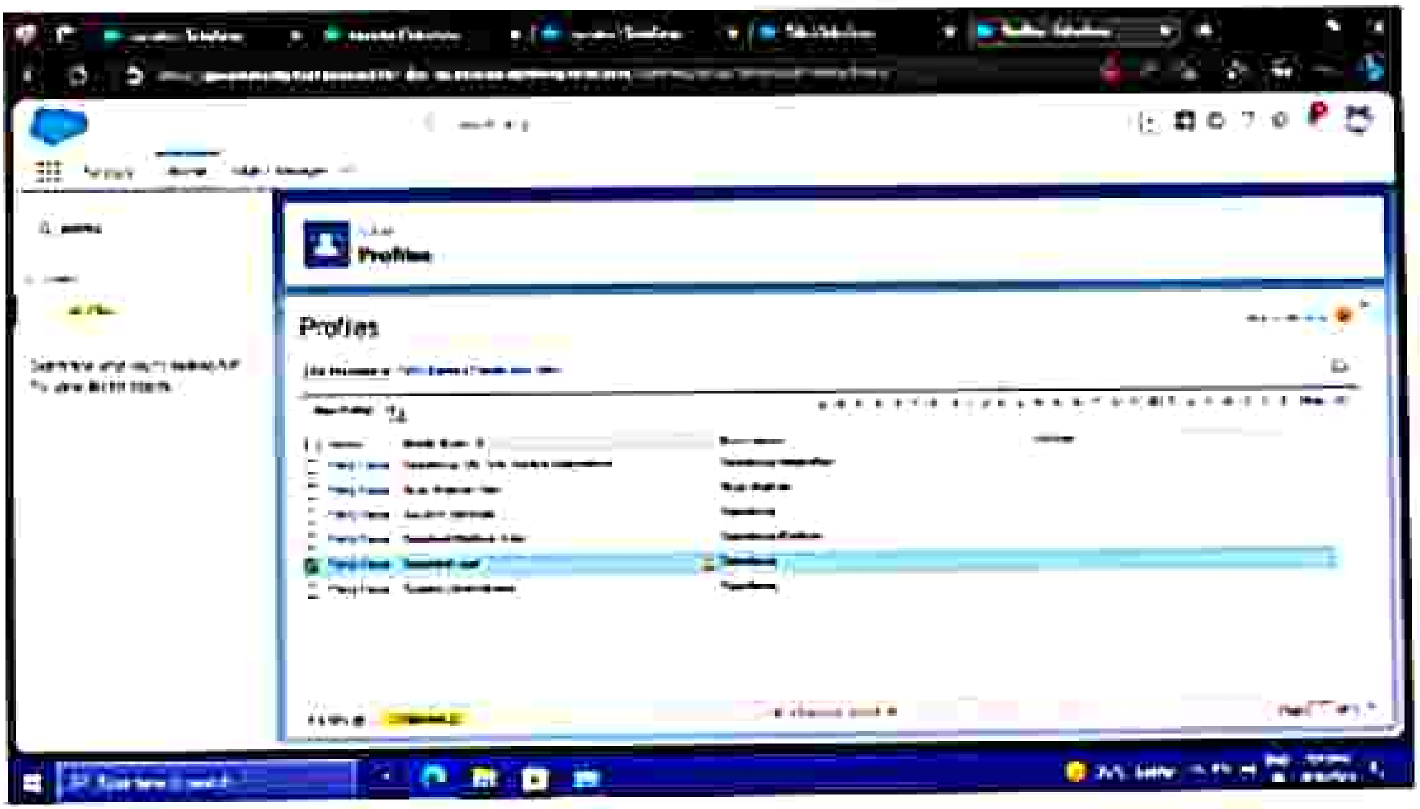
A profile is a group/collection of settings and permissions that define what a user can do in salesforce. A profile controls "Object permissions, Field permissions, User permission, Tab settings, App settings, Apex class access, Visualforce page access, Page layouts, Record Types, Login hours & Login IP ranges.

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

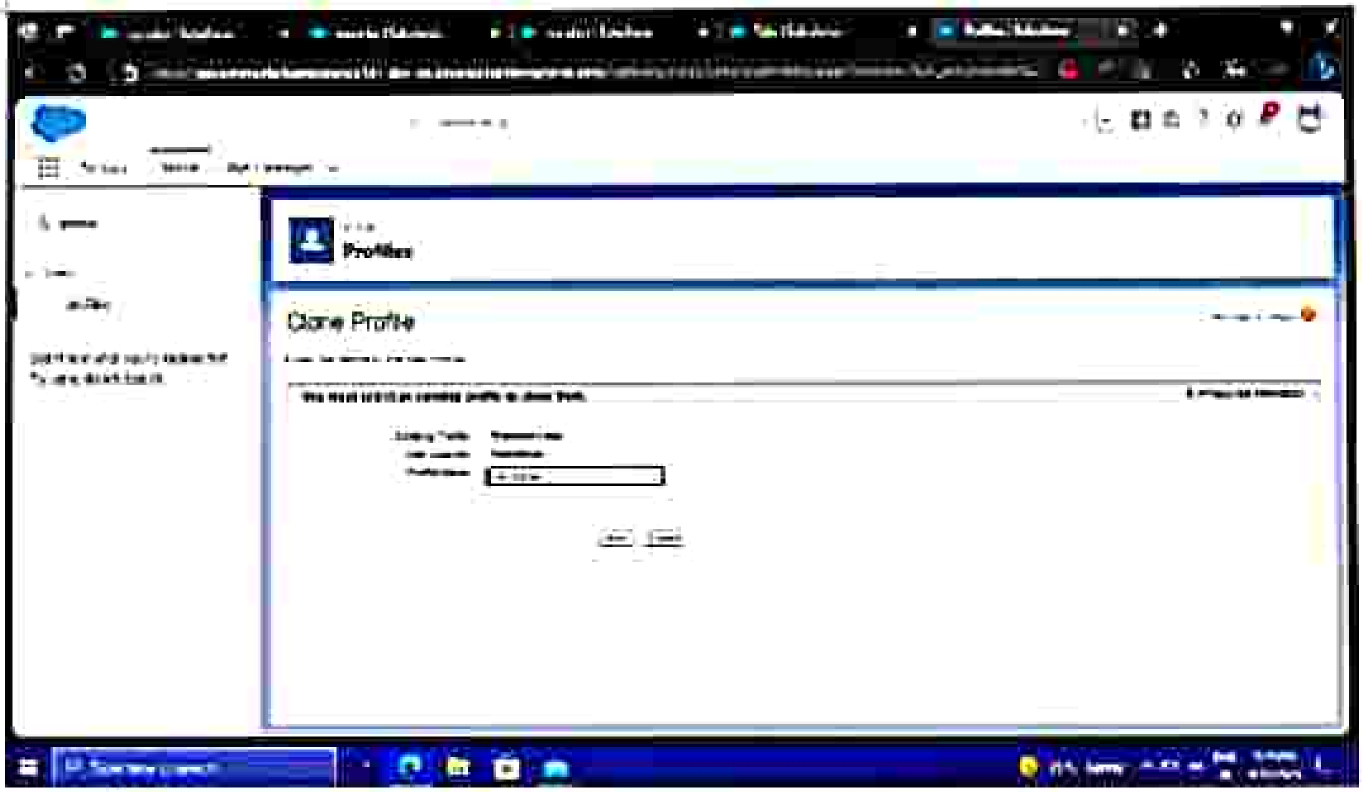
ACTIVITY 1:

Create a custom profile:

1. from setup, enter the 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 "Salesforce Manager"

MILESTONE 6- USER:

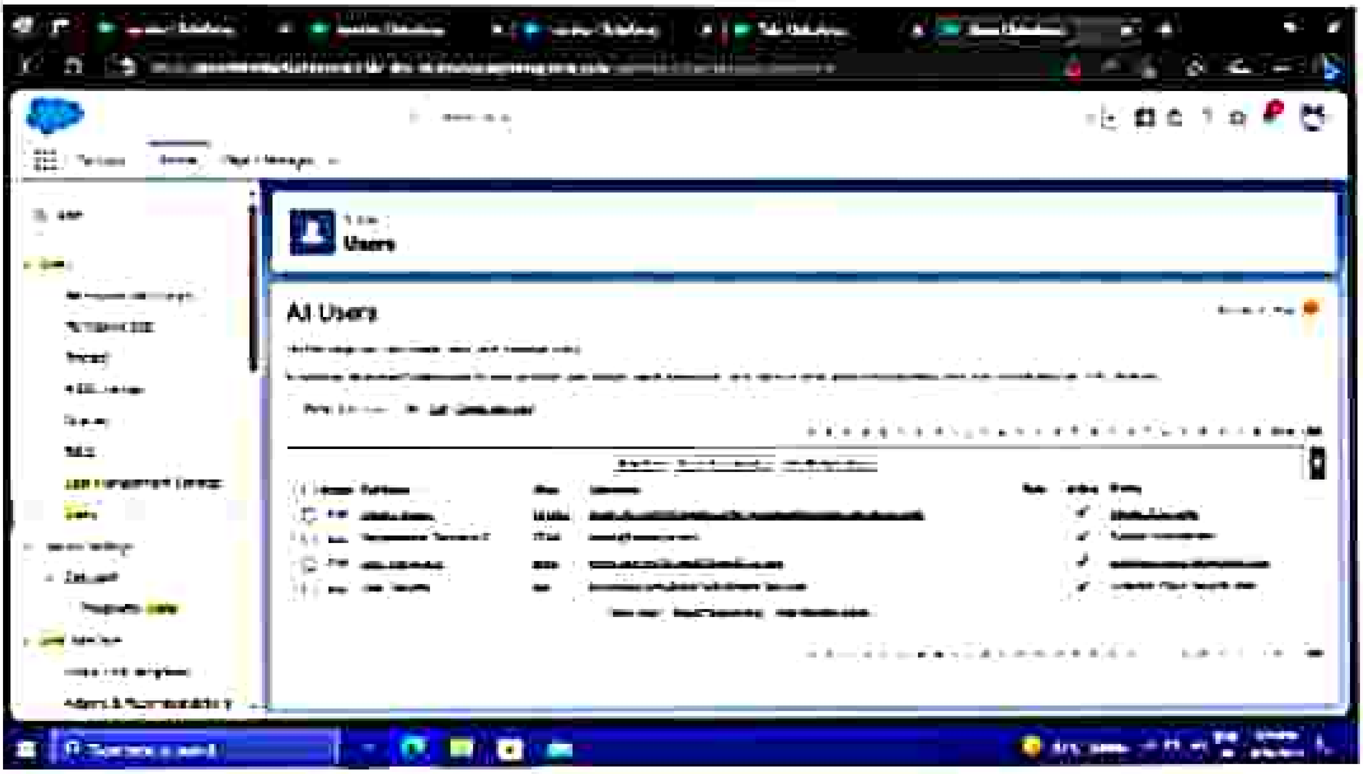
What is a user?

A user is anyone who logs in to salesforce. Users are employment at your company, such as sales reps, managers, and IT specialists, who need access to the companys 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.

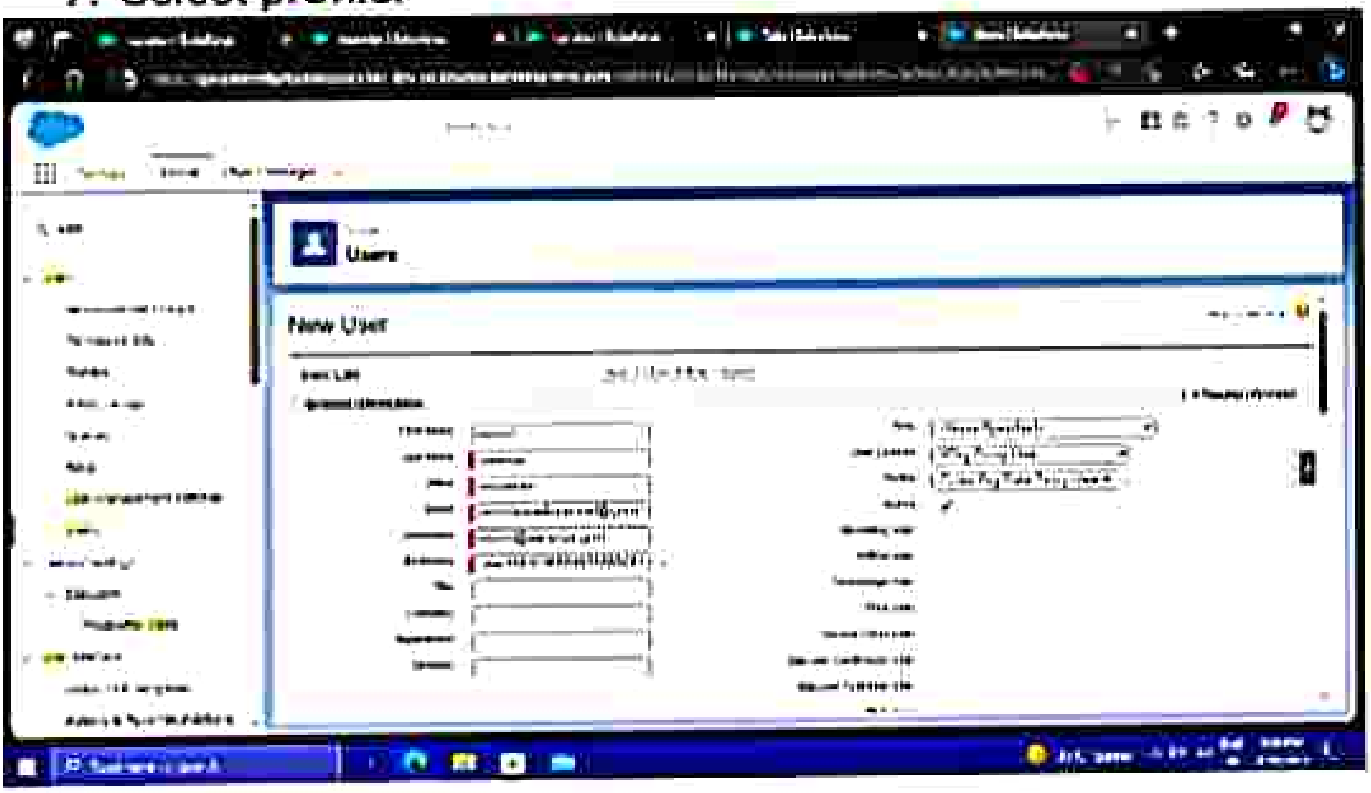
ACTIVITY 1:

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 users name and email address and a unique user name in the form of an email address. by defult, 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 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.

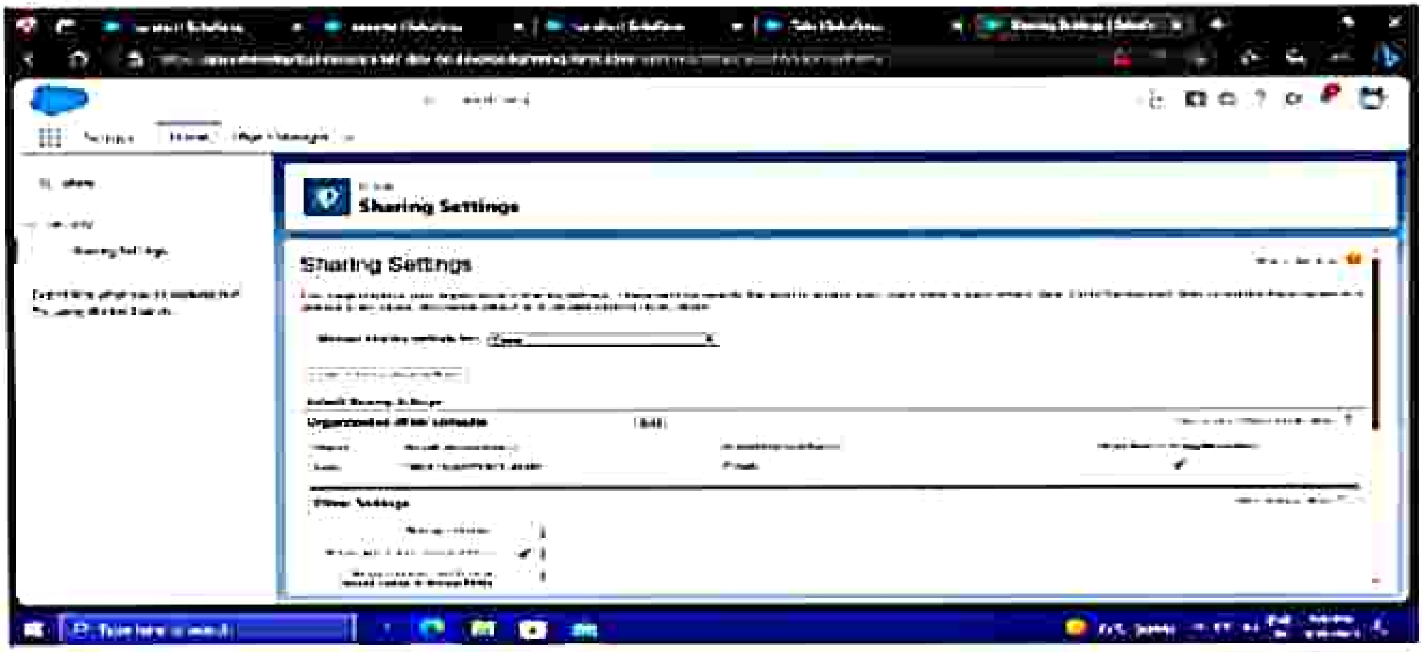
TYPES OF SHARING RULES,

1. Owner-based Sharing Rules
2. Criteria-based Sharing Rules

ACTIVITY 1:

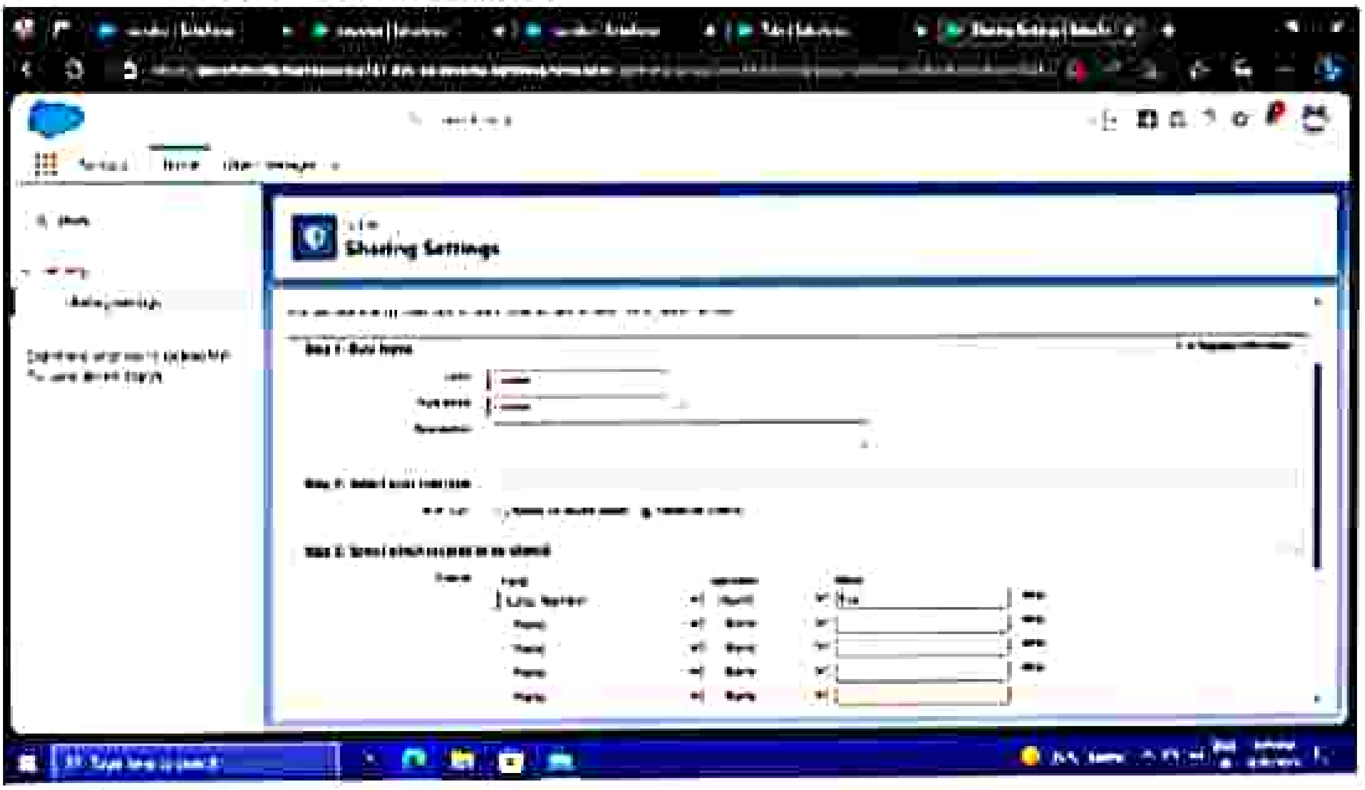
Create a sharing rule

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 equals and value is true.
7) And in selecting the users to share with the section Hr manager.
8) And in the section of select the level of access for the userrs 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?

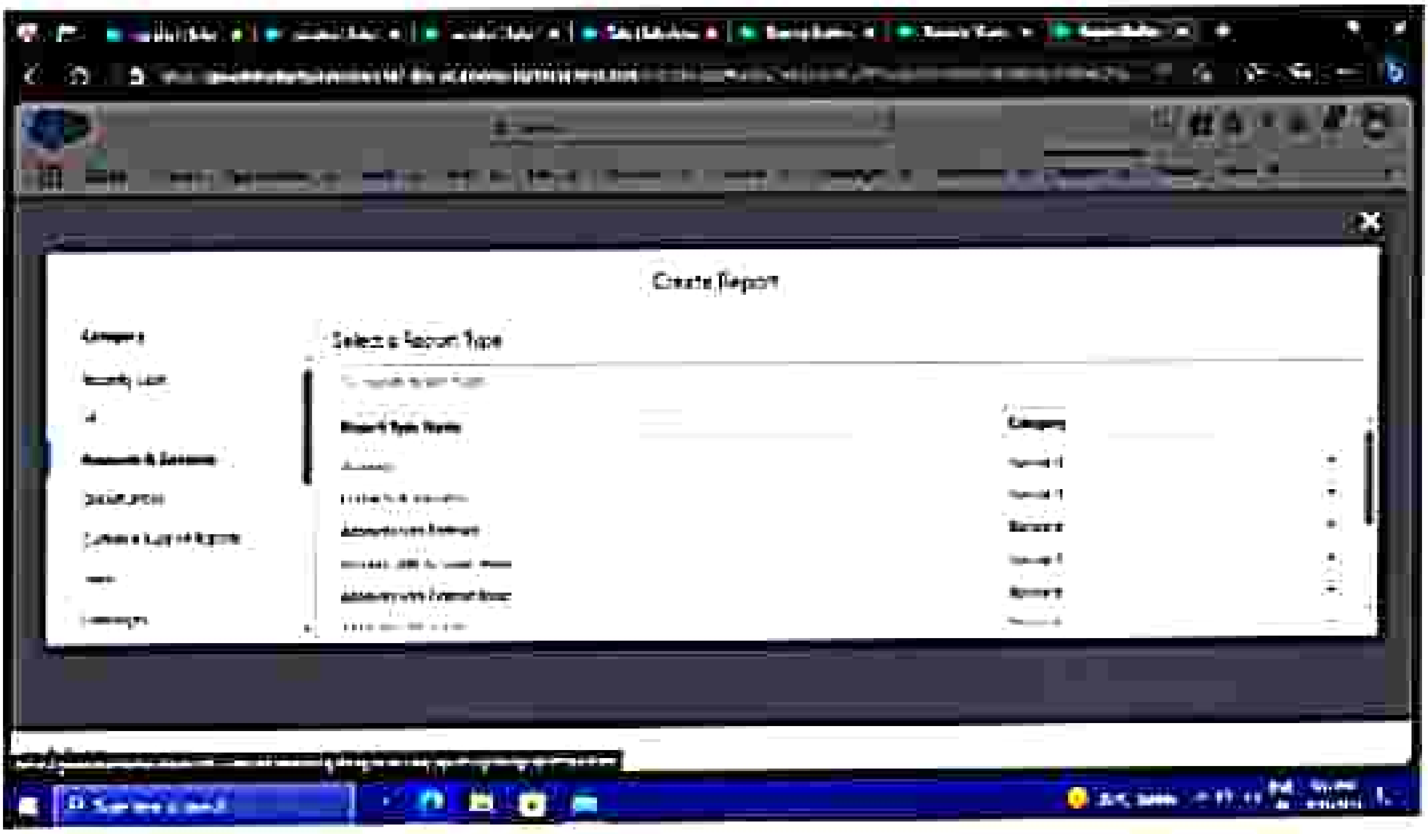
A report is a list of records that meet the criteria you define. Its displayed in rows and columns, and can be filtered, grouped, or displayed in a graphical chart. Ever report is stored in a folder. Folders can be public, hidden, or shared, and can be set to read-only or read/write.

ACTIVITY 1:

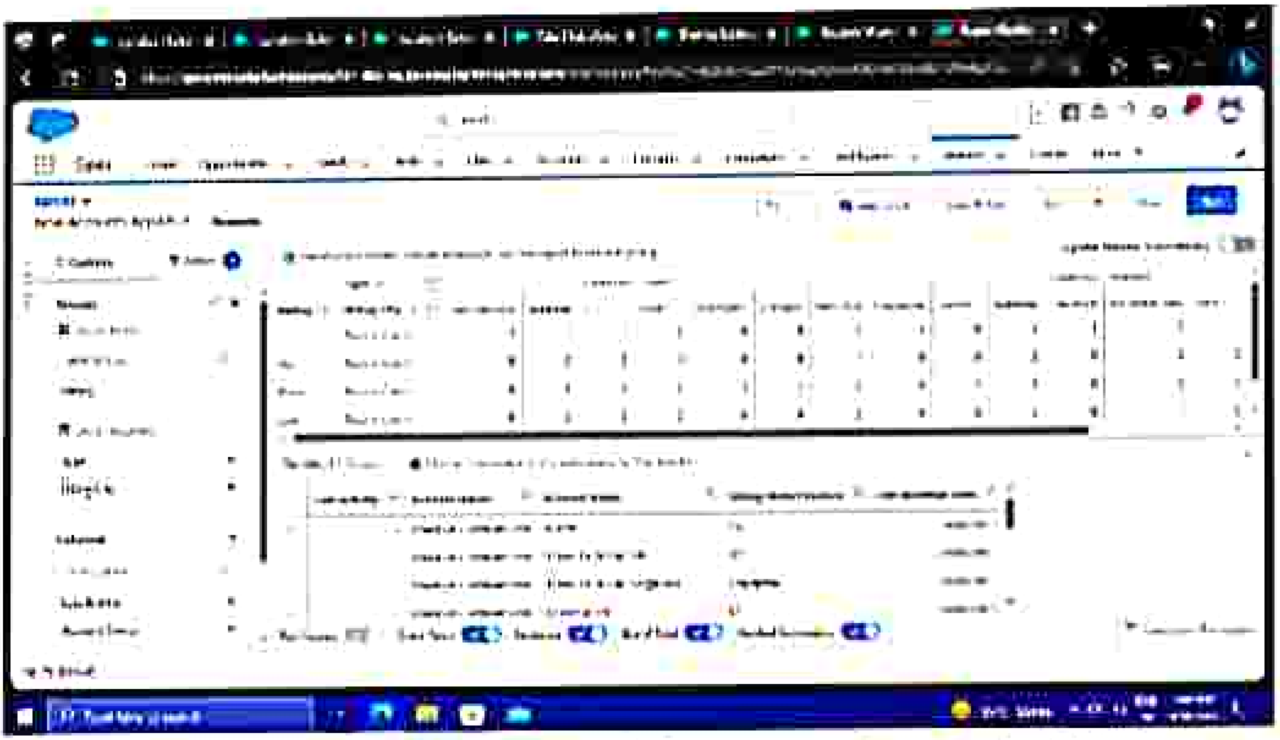
Create a report:

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 star 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, Candidates and job applications.

Follow the steps from above Activity.

4. TRAILHEAD PROFILE PUBLIC URL:-

TEAM LEAD – https://trailblazer.me/id/sowmiaaran

TEAM MEMBER 1 –https://trailblazer.me/id/asuashwini

TEAM MEMBER 2 –https://trailblazer.me/id/strailhead

TEAM MEMBER 3 – https://trailblazer.me/id/satheeshselva

TEAM MEMBER 4 -https://trailblazer.me/id/vsounth

5. ADVANTAGES & DISADVANTURE:-

ADVANTURE:-

SAVES TIME:-

⇨ The biggest advantage of ATS is the tie it saves.

⇨ Imagine 72 resumes stacked on your desk.

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 designed position but are perfect for the current one.

WEALTH OF DATA:-

⇨ In addition to selecting the right job applicants, an ATS can called 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

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.

DISADVANTAGES

HARDER TO INTEGRATE:

⇨ Switching to an ATS can be difficult, as it can be difficult to integrate the new system with previous recruiting methods.

LIMIT POTENTIAL CANDIDATES:

⇨ While keywords can be useful in organizing applicant data, people dont always speak or write in keywords.

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.

6. APPLICATIONS:-

1. Distribution /ware housing/ manufacturing.
2. Yard management
3. Fleet management
4. Person tracking
5. GPS tracking
6. Real — time locating systems (RTLS)

7. CONCLUSION:-

Applicant 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:-

An ATS creates opportunities to automate manual processes, increase visibility into the hiring cycle for the entire recruiting team, and increases opportunities for communication throughout the candidates journey. 78% of recruiters using an ATS report that it has improved the quality of the candidates they hire.