

BIG Jobs Application - Profiles Implementation Guide

Date: November 12, 2025

Estimated Setup Time: 20 minutes

Purpose: Quick-start guide for creating and configuring user profiles for the BIG Jobs recruitment system

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Overview

The BIG Jobs Application requires **4 core profiles** to support different user roles in the recruitment process:

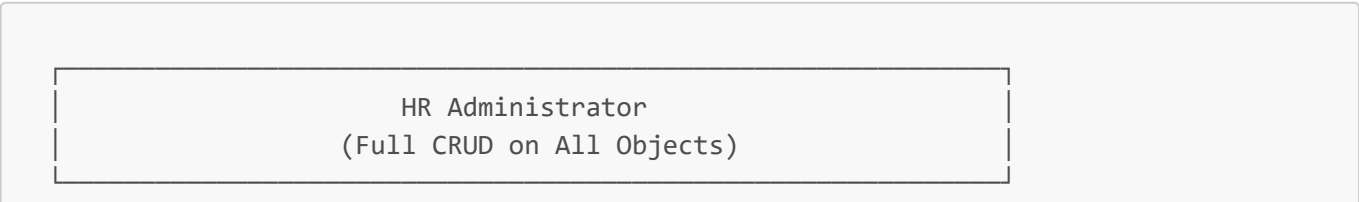
Profile Name	User Type	Primary Function
Recruiter	Internal User	Manage candidates, create positions, review applications
Hiring Manager	Internal User	Review applications, conduct interviews, make hiring decisions
HR Administrator	Internal User	Full access to all recruitment data, system configuration
Interview Panel	Internal User	View applications, submit interview feedback

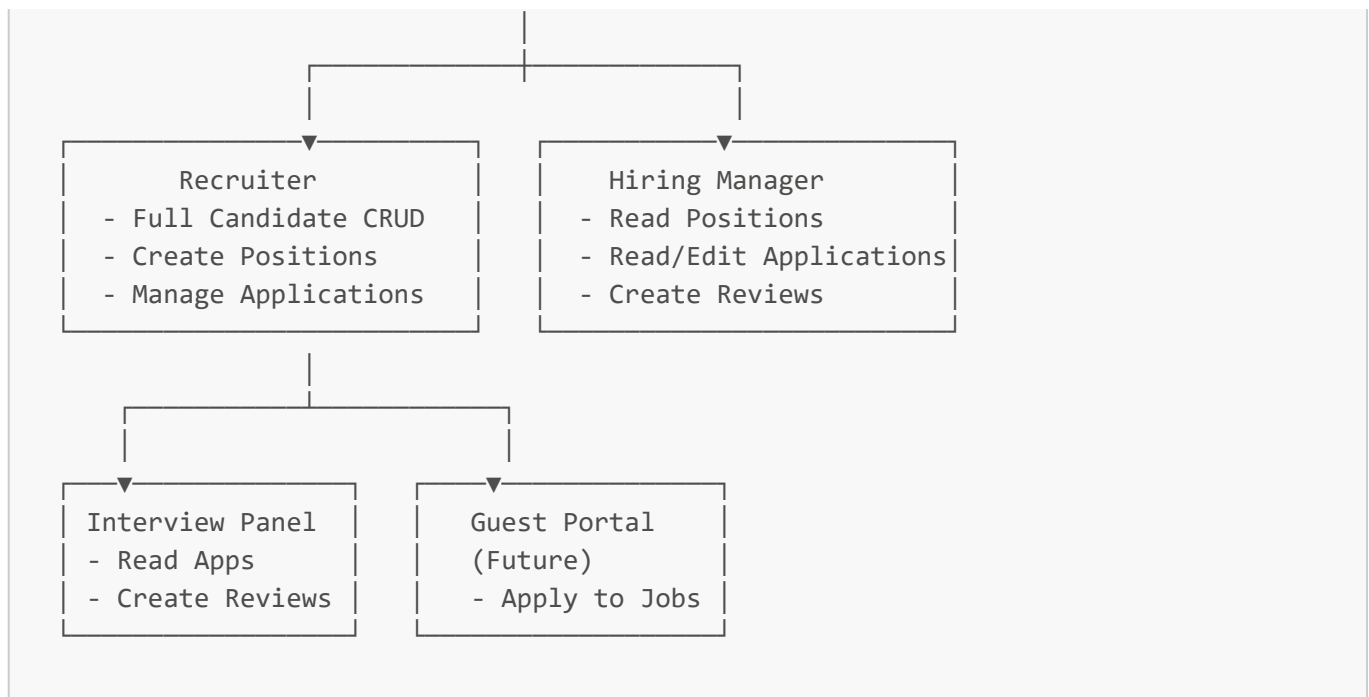
Key Principles

- **Least Privilege:** Users get only the access they need
- **Data Security:** Sensitive candidate data is protected
- **Workflow Support:** Permissions align with business processes
- **Scalability:** Easy to add new users to existing profiles

Profile Architecture

Data Model Access Patterns





Quick Setup Checklist

Use this checklist to track your progress (20-minute implementation):

Pre-Implementation (2 minutes)

- ☐ Review existing profiles in your org
- ☐ Identify users who need access
- ☐ Confirm custom objects are deployed

Profile Creation (10 minutes)

- ☐ Clone from Standard User profile
- ☐ Create **HR Administrator** profile (3 min)
- ☐ Create **Recruiter** profile (3 min)
- ☐ Create **Hiring Manager** profile (2 min)
- ☐ Create **Interview Panel** profile (2 min)

Configuration (6 minutes)

- ☐ Set object permissions for each profile
- ☐ Configure field-level security
- ☐ Set tab visibility
- ☐ Assign page layouts

Validation (2 minutes)

- ☐ Test with test users
- ☐ Verify access restrictions
- ☐ Document any customizations

Profile Definitions

1. HR Administrator Profile

Profile Name: BIG Jobs - HR Administrator
Clone From: System Administrator (or Standard User + customize)
License Type: Salesforce
User Count: 2-5 users typically

Purpose

Complete administrative control over recruitment system. Can configure objects, fields, and manage all recruitment data.

Object Permissions

Object	Read	Create	Edit	Delete	View All	Modify All
Candidate__c	✓	✓	✓	✓	✓	✓
Position__c	✓	✓	✓	✓	✓	✓
Job_Application__c	✓	✓	✓	✓	✓	✓
Review__c	✓	✓	✓	✓	✓	✓
ContentDocument	✓	✓	✓	✓	-	-
ContentVersion	✓	✓	✓	✓	-	-

Field-Level Security

- **All Fields:** Visible and Editable
- **System Fields:** Read-only (CreatedBy, LastModifiedBy, etc.)

Tab Settings

- Candidates: Default On
- Positions: Default On
- Job Applications: Default On
- Reviews: Default On

System Permissions (Key Permissions)

- ✓ Customize Application
- ✓ View Setup and Configuration
- ✓ Manage Users
- ✓ View All Data
- ✓ Modify All Data
- ✓ Author Apex
- ✓ View All Users

- ✓ Manage Public Reports
- ✓ Manage Dashboards

Page Layout Assignments

- Candidate: Candidate Layout (Full)
- Position: Position Layout (Full)
- Job Application: Job Application Layout (Full)
- Review: Review Layout (Full)

2. Recruiter Profile

Profile Name: BIG Jobs - Recruiter

Clone From: Standard User

License Type: Salesforce

User Count: 5-15 users typically

Purpose

Primary users who manage day-to-day recruitment activities: sourcing candidates, creating positions, managing applications.

Object Permissions

Object	Read	Create	Edit	Delete	View All	Modify All
Candidate__c	✓	✓	✓	✓	✓	X
Position__c	✓	✓	✓	X	✓	X
Job_Application__c	✓	✓	✓	✓	✓	X
Review__c	✓	✓	✓	X	✓	X
ContentDocument	✓	✓	✓	✓	-	-
ContentVersion	✓	✓	✓	X	-	-

Field-Level Security

Candidate__c:

- All fields: Visible, Editable
- Exception: Documents_Verified__c - Visible, Read-only (HR only)

Position__c:

- All fields: Visible, Editable
- Exception: Approval_Status__c - Visible, Read-only

Job_Application__c:

- All fields: Visible, Editable

Review__c:

- All fields: Visible
- Exception: **Internal_Notes__c** - Visible, Read-only

Tab Settings

- Candidates: Default On
- Positions: Default On
- Job Applications: Default On
- Reviews: Default On
- Reports: Default On
- Dashboards: Default On

System Permissions (Key Permissions)

- ✓ Run Reports
- ✓ Create and Customize Reports
- ✓ Export Reports
- ✓ View Public Reports
- ✓ Manage Public List Views
- ✓ Edit Tasks
- ✓ Edit Events
- ✗ View Setup and Configuration
- ✗ Manage Users

Page Layout Assignments

- Candidate: Candidate Layout (Standard)
 - Position: Position Layout (Standard)
 - Job Application: Job Application Layout (Standard)
 - Review: Review Layout (Read-Only)
-

3. Hiring Manager Profile

Profile Name: **BIG Jobs - Hiring Manager**

Clone From: Standard User

License Type: Salesforce

User Count: 10-30 users typically

Purpose

Department managers who review applications for their positions, conduct interviews, and make final hiring decisions.

Object Permissions

Object	Read	Create	Edit	Delete	View All	Modify All
Candidate__c	✓	X	X	X	X	X
Position__c	✓	X	X	X	X	X
Job_Application__c	✓	X	✓	X	X	X
Review__c	✓	✓	✓	✓	X	X
ContentDocument	✓	X	X	X	-	-
ContentVersion	✓	X	X	X	-	-

Field-Level Security

Candidate__c:

- Personal Info: Visible, Read-only (Name, Email, Phone)
- Work Experience: Visible, Read-only
- Hidden Fields: PAN_Card_Number__c, Identity_Document_Number__c, Date_of_Birth__c

Position__c:

- All fields: Visible, Read-only
- Can see positions where they are the Hiring Manager

Job_Application__c:

- Most fields: Visible
- Editable: Stage__c, Status__c
- Read-only: Application_Date__c, Source__c

Review__c:

- All fields: Visible, Editable
- Can create and edit their own reviews

Tab Settings

- Candidates: Default Off (Hidden)
- Positions: Default On
- Job Applications: Default On
- Reviews: Default On
- Reports: Default On
- Dashboards: Default On

System Permissions (Key Permissions)

- ✓ Run Reports
- ✓ View Public Reports
- ✓ Export Reports

- ✓ Edit Tasks
- ✓ Edit Events
- ✗ Create and Customize Reports
- ✗ View Setup and Configuration
- ✗ Manage Users

Page Layout Assignments

- Candidate: Candidate Layout (Limited)
- Position: Position Layout (Read-Only)
- Job Application: Job Application Layout (Manager View)
- Review: Review Layout (Standard)

Sharing Rules Considerations

- Use sharing rules to grant Hiring Managers access to:
 - Positions where `Hiring_Manager__c` = Running User
 - Job Applications related to their Positions
 - Reviews for their Job Applications

4. Interview Panel Profile

Profile Name: BIG Jobs - Interview Panel

Clone From: Standard User

License Type: Salesforce

User Count: 20-50 users typically

Purpose

Employees who participate in technical or panel interviews. They review candidate information and submit feedback.

Object Permissions

Object	Read	Create	Edit	Delete	View All	Modify All
Candidate__c	✓	✗	✗	✗	✗	✗
Position__c	✓	✗	✗	✗	✗	✗
Job_Application__c	✓	✗	✗	✗	✗	✗
Review__c	✓	✓	✓	✗	✗	✗
ContentDocument	✓	✗	✗	✗	-	-
ContentVersion	✓	✗	✗	✗	-	-

Field-Level Security

Candidate__c:

- Visible: Name, Email, LinkedIn Profile, Work Experience, Education
- Hidden: All PII (PAN, DOB, Address, Phone, Identity Documents)

Position__c:

- Job Description: Visible, Read-only
- Skills Required: Visible, Read-only
- Hidden: Salary Range, Pay Grade, Number of Openings

Job_Application__c:

- Stage, Status, Application Date: Visible, Read-only
- Cover Letter: Visible, Read-only

Review__c:

- All fields: Visible, Editable (only their own reviews)
- Can only edit reviews where **Interviewer__c** = Running User

Tab Settings

- Candidates: Default Off (Hidden)
- Positions: Default Off (Hidden)
- Job Applications: Default On
- Reviews: Default On
- Reports: Default Off
- Dashboards: Default Off

System Permissions (Key Permissions)

- ✓ Edit Tasks
- ✓ Edit Events
- ✗ Run Reports
- ✗ View Public Reports
- ✗ Export Reports
- ✗ View Setup and Configuration
- ✗ Manage Users

Page Layout Assignments

- Candidate: Candidate Layout (Interview View - Minimal)
- Position: Position Layout (Interview View - Job Description Only)
- Job Application: Job Application Layout (Interview View)
- Review: Review Layout (Standard)

Sharing Rules Considerations

- Use sharing rules or Apex sharing to grant access to:

- Job Applications assigned to them for interview
 - Related Candidate and Position records
 - Consider using permission sets for temporary access during interview periods
-

Step-by-Step Implementation

Phase 1: Create Profiles (10 minutes)

Step 1.1: Create HR Administrator Profile (3 minutes)

1. Navigate to Setup

- Click the gear icon → Setup
- Search for "Profiles" in Quick Find
- Click **Profiles**

2. Clone Standard Profile

- Find "Standard User" or "System Administrator"
- Click **Clone** next to it
- Enter Profile Name: **BIG Jobs - HR Administrator**
- Click **Save**

3. Enable Object Permissions

- Scroll to **Custom Object Permissions** section
- For each object (Candidate__c, Position__c, Job_Application__c, Review__c):
 - Check: Read, Create, Edit, Delete, View All, Modify All
- Click **Save**

4. Set System Permissions

- Scroll to **System Permissions**
- Enable key admin permissions:
 - ✓ View Setup and Configuration
 - ✓ View All Data
 - ✓ Modify All Data
 - ✓ Manage Public Reports
- Click **Save**

5. Configure Tab Settings

- Click **Edit** at top of profile page
 - Set all custom tabs to **Default On**
 - Click **Save**
-

Step 1.2: Create Recruiter Profile (3 minutes)

1. Clone Standard User Profile

- Go to Setup → Profiles
- Find "Standard User" → Click **Clone**
- Profile Name: **BIG Jobs - Recruiter**
- Click **Save**

2. Set Object Permissions

- Find **Custom Object Permissions**
- **Candidate__c**: ✓ Read, Create, Edit, Delete, View All
- **Position__c**: ✓ Read, Create, Edit, View All
- **Job_Application__c**: ✓ Read, Create, Edit, Delete, View All
- **Review__c**: ✓ Read, Create, Edit, View All
- Click **Save**

3. Configure Field-Level Security

- Scroll to **Field-Level Security** section
- Click **View** next to Candidate
- Find **Documents_Verified__c** → Set to **Read-Only**
- Click **Save**
- Repeat for Position → **Approval_Status__c** → **Read-Only**

4. Set System Permissions

- Enable: Run Reports, Create Reports, Export Reports
- Disable: View Setup, Manage Users
- Click **Save**

5. Set Tab Visibility

- All recruitment tabs: **Default On**
- Click **Save**

Step 1.3: Create Hiring Manager Profile (2 minutes)

1. Clone Standard User

- Setup → Profiles → Clone "Standard User"
- Name: **BIG Jobs - Hiring Manager**
- Save

2. Set Object Permissions

- **Candidate__c**: ✓ Read only
- **Position__c**: ✓ Read only
- **Job_Application__c**: ✓ Read, Edit
- **Review__c**: ✓ Read, Create, Edit, Delete
- Save

3. Configure Field Security

- Candidate → Hide sensitive fields:
 - **PAN_Card_Number__c** → Hidden
 - **Date_of_Birth__c** → Hidden
 - **Identity_Document_Number__c** → Hidden
- Job Application → Make editable:
 - **Stage__c** → Read-Write
 - **Status__c** → Read-Write
- Save

4. Tab Settings

- Candidates: **Hidden**
- Positions: **Default On**
- Job Applications: **Default On**
- Reviews: **Default On**
- Save

Step 1.4: Create Interview Panel Profile (2 minutes)

1. Clone Standard User

- Setup → Profiles → Clone "Standard User"
- Name: **BIG Jobs - Interview Panel**
- Save

2. Set Object Permissions

- **Candidate__c**: ✓ Read only
- **Position__c**: ✓ Read only
- **Job_Application__c**: ✓ Read only
- **Review__c**: ✓ Read, Create, Edit
- Save

3. Configure Field Security

- Candidate → Hide PII:
 - Hide: PAN, DOB, Address fields, Phone, Identity Documents
 - Show: Name, Email, LinkedIn, Work Experience, Education
- Position → Hide compensation:
 - Hide: **Salary_Range__c**, **Pay_Grade__c**, **Number_of_Openings__c**
 - Show: Job Description, Skills Required
- Save

4. Tab Settings

- All tabs: **Hidden** except Job Applications and Reviews
- Job Applications: **Default On**
- Reviews: **Default On**
- Save

Phase 2: Field-Level Security Configuration (6 minutes)

Step 2.1: Secure Sensitive Candidate Fields (2 minutes)

1. Navigate to Candidate Object

- Setup → Object Manager → Candidate__c

2. Configure PAN Card Number Field

- Click **Fields & Relationships**
- Click **PAN_Card_Number__c**
- Click **Set Field-Level Security**
- Set visibility:
 - ✓ HR Administrator: Visible, Editable
 - ✓ Recruiter: Visible, Editable
 - X Hiring Manager: Hidden
 - X Interview Panel: Hidden
- Save

3. Repeat for Other Sensitive Fields

- **Date_of_Birth__c**: Hide from Hiring Manager, Interview Panel
- **Identity_Document_Number__c**: Hide from Hiring Manager, Interview Panel
- **Identity_Document_Id__c**: Hide from Interview Panel
- **Photo_Document_Id__c**: Visible to all
- **Documents_Verified__c**: Read-only for Recruiter, Hidden from others

Step 2.2: Configure Position Field Security (2 minutes)

1. Navigate to Position Object

- Object Manager → Position__c → Fields & Relationships

2. Secure Compensation Fields

- **Salary_Range__c**:
 - ✓ HR Admin, Recruiter: Visible
 - X Interview Panel: Hidden
 - ✓ Hiring Manager: Visible, Read-only
- **Pay_Grade__c**:
 - Same as Salary Range
- **Number_of_Openings__c**:
 - X Interview Panel: Hidden
 - ✓ All others: Visible

3. Set Approval Status

- **Approval_Status__c:**
 - ✓ HR Admin: Editable
 - ✓ All others: Read-only
-

Step 2.3: Configure Job Application Field Security (1 minute)

1. Set Stage and Status Editability

- **Stage__c:**
 - ✓ HR Admin, Recruiter: Editable
 - ✓ Hiring Manager: Editable
 - ✗ Interview Panel: Read-only
- **Status__c:** Same as Stage

2. Lock Application Date

- **Application_Date__c:** Read-only for all (validation rule enforces)
-

Step 2.4: Configure Review Field Security (1 minute)

1. Navigate to Review Object

- Object Manager → Review__c

2. Set Internal Notes Privacy

- **Internal_Notes__c:**
 - ✓ HR Admin: Full Access
 - ✓ Recruiter: Read-only
 - ✓ Hiring Manager, Interview Panel: Read-only (own reviews only)

3. Set Rating and Recommendation

- All review fields visible to HR Admin and Recruiter
 - Hiring Manager and Interview Panel: Can edit their own reviews only
-

Phase 3: Assign Page Layouts (Optional - 2 minutes)

If you have custom page layouts:

1. **Go to each profile**
2. **Scroll to Page Layout Assignments**
3. **Click Edit Assignments**
4. **Select appropriate layout for each record type**
5. **Save**

Recommended Layouts:

- HR Admin: Full layouts with all fields
- Recruiter: Standard layouts
- Hiring Manager: Limited layouts (fewer candidate fields)
- Interview Panel: Minimal layouts (candidate summary only)

Permission Matrix

Quick Reference Table

Permission	HR Admin	Recruiter	Hiring Mgr	Interview Panel
Candidate Object				
View	✓ All	✓ All	✓ Shared	✓ Shared
Create	✓	✓	X	X
Edit	✓	✓	X	X
Delete	✓	✓	X	X
View PAN/DOB	✓	✓	X	X
Verify Documents	✓	X	X	X
Position Object				
View	✓ All	✓ All	✓ Own	✓ Shared
Create	✓	✓	X	X
Edit	✓	✓	X	X
Delete	✓	X	X	X
View Salary	✓	✓	✓	X
Approve Position	✓	X	X	X
Job Application				
View	✓ All	✓ All	✓ Own Positions	✓ Assigned
Create	✓	✓	X	X
Edit	✓	✓	✓ Stage/Status	X
Delete	✓	✓	X	X
Change Stage	✓	✓	✓	X
Review Object				
View	✓ All	✓ All	✓ Own Reviews	✓ Own Reviews
Create	✓	✓	✓	✓

Permission	HR Admin	Recruiter	Hiring Mgr	Interview Panel
Edit	✓	✓	✓ Own	✓ Own
Delete	✓	X	✓ Own	X
System Access				
View Setup	✓	X	X	X
Run Reports	✓	✓	✓	X
Create Reports	✓	✓	X	X
Export Data	✓	✓	✓	X
Manage Users	✓	X	X	X

Testing & Validation

Validation Checklist (2 minutes)

After creating profiles, validate with test users:

Test 1: HR Administrator

- ☐ Can create, edit, delete all records
- ☐ Can see all sensitive fields (PAN, DOB)
- ☐ Can mark Documents Verified checkbox
- ☐ Can access Setup menu
- ☐ Can run and export reports

Test 2: Recruiter

- ☐ Can create candidates and positions
- ☐ Can edit applications
- ☐ Cannot delete positions
- ☐ Cannot mark Documents Verified
- ☐ Cannot access Setup

Test 3: Hiring Manager

- ☐ Can see positions where they are Hiring Manager
- ☐ Can view related applications
- ☐ Can create reviews
- ☐ Cannot see candidate PAN/DOB
- ☐ Cannot create candidates
- ☐ Can change application stage

Test 4: Interview Panel

- ☐ Can view assigned applications only
- ☐ Can create reviews
- ☐ Cannot see salary information
- ☐ Cannot see candidate PII
- ☐ Cannot edit applications

Test User Creation

Quick Test Command (Execute in Developer Console):

```
// Create test users for each profile
Profile hrAdminProfile = [SELECT Id FROM Profile WHERE Name = 'BIG Jobs - HR
Administrator' LIMIT 1];
Profile recruiterProfile = [SELECT Id FROM Profile WHERE Name = 'BIG Jobs -
Recruiter' LIMIT 1];
Profile hiringMgrProfile = [SELECT Id FROM Profile WHERE Name = 'BIG Jobs - Hiring
Manager' LIMIT 1];
Profile interviewProfile = [SELECT Id FROM Profile WHERE Name = 'BIG Jobs -
Interview Panel' LIMIT 1];

User hrAdmin = new User(
    FirstName = 'Test',
    LastName = 'HR Admin',
    Email = 'test.hradmin@bigjobs.test',
    Username = 'test.hradmin@bigjobs.test.com',
    Alias = 'thadm',
    TimeZoneSidKey = 'America/Los_Angeles',
    LocaleSidKey = 'en_US',
    EmailEncodingKey = 'UTF-8',
    LanguageLocaleKey = 'en_US',
    ProfileId = hrAdminProfile.Id
);
insert hrAdmin;

// Repeat for other profiles...
System.debug('Test users created successfully');
```

Troubleshooting

Common Issues & Solutions

Issue 1: Users Can't See Records

Symptom: Users have profile permissions but can't see records

Solutions:

- Check Organization-Wide Defaults (OWD):
 - Setup → Security → Sharing Settings

- Set Candidate__c OWD to **Public Read/Write**
 - Set Position__c OWD to **Public Read Only**
 - Set Job_Application__c OWD to **Public Read Only**
- Create Sharing Rules:
 - For Hiring Managers: Share positions where Hiring Manager = User
 - For Interview Panel: Share via criteria-based sharing

Issue 2: Field Not Visible

Symptom: Field shows as blank even though data exists

Solutions:

- Check Field-Level Security:
 - Object Manager → [Object] → Fields → [Field] → Set Field-Level Security
 - Ensure profile has "Visible" checked
- Check Page Layout:
 - Ensure field is on the page layout assigned to the profile

Issue 3: Cannot Edit Field

Symptom: Field is read-only when it should be editable

Solutions:

- Verify Field-Level Security has "Read" AND "Edit" checked
- Check for validation rules blocking edits
- Verify record-level access (sharing)

Issue 4: Tab Not Showing

Symptom: Custom tab doesn't appear for user

Solutions:

- Profile Settings → Tab Settings
- Set tab to "Default On" or "Available"
- Check if user is using correct app

Issue 5: Cannot Create Review

Symptom: Hiring Manager or Interview Panel can't create reviews

Solutions:

- Verify Review__c object has "Create" permission enabled
- Check Master-Detail relationship access
- Ensure user has access to parent Job Application record

Additional Recommendations

1. Permission Sets (Optional Enhancement)

Consider creating permission sets for temporary or specialized access:

Suggested Permission Sets:

A. Document Verifier

- Grant: Edit on Documents_Verified__c field
- Assign to: Specific recruiters doing background verification
- Duration: Permanent

B. Temporary Interview Access

- Grant: Read access to specific Job Applications
- Assign to: Interview Panel members on-demand
- Duration: Temporary (remove after interview)

C. Report Builder

- Grant: Create and Customize Reports
- Assign to: Recruiters who need custom reporting
- Duration: Permanent

D. Position Approver

- Grant: Edit on Approval_Status__c
- Assign to: Department heads or HR directors
- Duration: Permanent

2. Role Hierarchy

Set up role hierarchy to enable record sharing:



Benefits:

- HR can see all recruitment records
- Department Heads see their department's positions
- Managers can delegate to their team members

3. Public Groups

Create public groups for easier sharing:

- **All Recruiters:** Contains all users with Recruiter profile
- **All Hiring Managers:** Contains all Hiring Manager users
- **Engineering Interviewers:** Department-specific interview panel
- **HR Team:** All HR users

4. Sharing Rules

Example Sharing Rules:

Rule 1: Share Positions with Hiring Managers

- Object: Position__c
- Owned by: Any user
- Share with: Hiring Manager lookup field matches user
- Access: Read/Write

Rule 2: Share Applications with Hiring Managers

- Object: Job_Application__c
- Criteria: Position.Hiring_Manager = User
- Share with: Public Group "All Hiring Managers"
- Access: Read/Write

Rule 3: Share Candidates with Recruiters

- Object: Candidate__c
- Owned by: Any user
- Share with: Public Group "All Recruiters"
- Access: Read/Write

Post-Implementation Tasks

After creating profiles, complete these tasks:

1. User Assignment (5-10 minutes)

- ☐ Assign existing users to new profiles
- ☐ Verify each user's profile in Setup → Users
- ☐ Notify users of their new access

2. Documentation (5 minutes)

- ☐ Document profile assignments in a spreadsheet
- ☐ Create user guide for each profile type
- ☐ Share access guidelines with team

3. Training (15-30 minutes)

- ☐ Schedule brief training session for each user group
- ☐ Walk through key features and limitations
- ☐ Demonstrate how to submit reviews, create candidates, etc.

4. Monitoring (Ongoing)

- ☐ Review login history weekly
- ☐ Monitor failed access attempts
- ☐ Gather user feedback on access issues
- ☐ Adjust profiles as needed

Quick Reference Cards

Profile Summary Cards (Print & Distribute)

HR Administrator

What You Can Do:

- Create and manage all recruitment data
- Verify candidate documents
- Configure system settings
- Run and export all reports
- Manage user access

What You Cannot Do:

- Delegate certain admin tasks without proper training

Recruiter

What You Can Do:

- Create and edit candidates
- Create positions
- Manage job applications
- Review candidate documents
- Run recruitment reports

What You Cannot Do:

- Delete positions
- Verify final documents (HR only)

- Access system configuration
 - See hiring manager's internal notes
-

🕒 Hiring Manager

What You Can Do:

- View positions you own
- Review applications for your positions
- Conduct interviews and create reviews
- Change application stages
- View candidate work experience

What You Cannot Do:

- Create candidates or positions
 - See candidate PII (PAN, DOB, full address)
 - Delete any records
 - Access system configuration
-

🕒 Interview Panel

What You Can Do:

- View assigned candidates
- Read job descriptions
- Submit interview feedback (reviews)
- Rate candidates

What You Cannot Do:

- See salary information
 - Access candidate PII
 - Create or edit applications
 - Delete reviews
 - Run reports
-

Appendix

Profile Configuration Commands

Apex Script: Bulk Profile Assignment

```
// Assign multiple users to Recruiter profile
List<User> users = [SELECT Id FROM User WHERE Email LIKE '%@bigjobs.com'
                  AND Department = 'Recruiting' AND IsActive = true];
Id recruiterProfileId = [SELECT Id FROM Profile
```

```
WHERE Name = 'BIG Jobs - Recruiter' LIMIT 1].Id;

for(User u : users) {
    u.ProfileId = recruiterProfileId;
}
update users;
System.debug(users.size() + ' users updated to Recruiter profile');
```

SOQL: Audit Profile Assignments

```
SELECT Id, Name, Email, Profile.Name, IsActive, Department
FROM User
WHERE Profile.Name LIKE 'BIG Jobs%'
ORDER BY Profile.Name, Name
```

Salesforce CLI Commands

```
# Retrieve profiles from org
sf project retrieve start -m Profile

# Deploy profiles to org
sf project deploy start -m Profile

# List all profiles
sf data query --query "SELECT Id, Name FROM Profile WHERE Name LIKE 'BIG Jobs%'"
```

Success Metrics

After implementation, track these metrics:

Metric	Target	How to Measure
User Adoption	100% assigned	Check User records
Login Success Rate	>95%	Monitor login history
Access Issues	<5 per week	Track help desk tickets
Data Security Compliance	100%	Audit field-level security
Report Usage	>50% of users	Check report views

Revision History

Date	Version	Changes	Author
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Date	Version	Changes	Author
Nov 12, 2025	1.0	Initial creation	System

Need Help?

- Review Salesforce documentation: https://help.salesforce.com/s/articleView?id=sf.users_profiles.htm
- Contact your Salesforce Administrator
- Check the BIG Jobs Application Schema Documentation for object details

End of Profiles Implementation Guide

Estimated total setup time: 20 minutes for core profiles + 30 minutes for advanced configuration