BIG Jobs Recruitment Application - Custom Objects Schema Documentation

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Overview

Salesforce-based applicant tracking system (ATS) managing the complete recruitment lifecycle with four custom objects: Candidate, Position, Job Application, and Review.

Key Features

- Candidate information management with privacy compliance
- Position management with approval workflows
- Application tracking through multiple stages
- Interview feedback and rating system
- External careers portal integration

Data Model

```
Position__c → Job_Application__c ← Candidate__c
                      ↓
                 Review__c
```
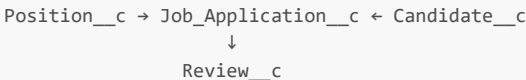
Relationship Summary

- **Position** ↔ **Job Application**: One-to-Many (Lookup)
- **Candidate** ↔ **Job Application**: One-to-Many (Lookup)
- **Job Application** ↔ **Review**: One-to-Many (Master-Detail)

Custom Objects

1. Candidate

API Name: `Candidate__c`
Label: Candidate
Plural Label: Candidates
Object Purpose: Stores information about individuals who apply for positions

Object Configuration

Property	Value
Deployment Status	Deployed
Sharing Model	Read/Write
External Sharing Model	Read/Write
Record Name	Auto Number: C-{YY}{MM}{0000}

Property	Value
Activities Enabled	Yes
History Tracking	Yes
Feeds Enabled	Yes
Reports Enabled	Yes
Search Enabled	Yes
Compact Layout	Candidate_Compact_Layout

Fields

Field Name	API Name	Type	Required	Unique	Description
Candidate Number	Name	Auto Number	Yes	Yes	Format: C-{YY}{MM}{0000}
Salutation	Salutation__c	Picklist	No	No	Title/prefix (Mr., Ms., Dr., etc.)
First Name	First_Name__c	Text	Yes	No	Candidate's first name
Last Name	Last_Name__c	Text	No	No	Candidate's last name
Date of Birth	Date_of_Birth__c	Date	Yes	No	Candidate's date of birth
Email	Email__c	Email	Yes	Yes	Primary email address (External ID)
Phone	Phone__c	Phone	No	No	Primary phone number
Mobile	Mobile__c	Phone	No	No	Mobile phone number
LinkedIn Profile	LinkedIn_Profile__c	URL	No	No	LinkedIn profile URL
Street Address 1	Street_Address_1__c	Text	No	No	Primary address line
Street Address 2	Street_Address_2__c	Text	No	No	Secondary address line
City	City__c	Text	No	No	City
State/Province	State_Province__c	Text	No	No	State or province
Zip/Postal Code	Zip_Postal_Code__c	Text	No	No	Zip or postal code
Country	Country__c	Text	No	No	Country
Years of Experience	Years_of_Experience__c	Number(2,0)	No	No	Total years of work experience
Highest Education Level	Highest_Education_Level__c	Picklist	No	No	Highest education level
Currently Employed	Currently_Employed__c	Checkbox	No	No	Employment status indicator
Current Employer	Current_Employer__c	Text	No	No	Current employer name
Work Experience Notes	Work_Experience_Notes__c	Long Text Area	No	No	Detailed work history
Identity Document Type	Identity_Document_Type__c	Picklist	No	No	Type of ID document (Aadhaar, Passport, etc.)
Identity Document Id	Identity_Document_Id__c	Text(18)	No	No	ContentDocument ID of identity document
Identity Document Number	Identity_Document_Number__c	Text(25)	No	No	Document number of identity verification
PAN Card Number	PAN_Card_Number__c	Text(10)	No	Yes	Permanent Account Number (India tax ID)
Photo Document Id	Photo_Document_Id__c	Text(18)	No	Yes	ContentDocument ID of photo
Profile Photo	Profile_Photo__c	Formula(Text)	No	No	Displays candidate's profile photo
Documents Verified	Documents_Verified__c	Checkbox	No	No	HR verification of all required documents
Reference ID	Reference_ID__c	Text	No	No	External reference identifier

Picklist Values

Salutation:

- Mr.
- Ms.
- Mrs.
- Dr.
- Prof.
- Mx.

Highest Education Level (Picklist):

- GED/HS Diploma
- BE/B.Tech
- BA/BS
- ME/M.Tech
- MA/MS/MBA
- PG
- PhD
- Post Doc

Identity Document Type:

- Aadhaar Card (Default)
- Passport
- Voter ID
- Driving License

Field Details

Date of Birth:

- Required date field
- Used for age verification and compliance

Identity Document Type:

- Optional picklist field
- Government-issued identity document type
- Default: Aadhaar Card
- Values: Aadhaar Card, Passport, Voter ID, Driving License

Identity Document Number:

- Optional text field (max 25 characters)
- Document number from selected ID proof

Identity Document Id:

- System-managed text field (18 characters)
- Stores ContentDocument ID of uploaded identity document
- Used for document verification and retrieval
- Automatically populated when identity document is uploaded

PAN Card Number:

- Optional unique text field (10 characters)
- Permanent Account Number (Indian tax ID)
- Format: 5 letters, 4 digits, 1 letter (e.g., ABCDE1234F)
- Validated by validation rule (currently inactive)
- Case-insensitive unique constraint
- History tracking enabled

Photo Document Id:

- System-managed text field (18 characters)
- Stores ContentDocument ID of uploaded photo
- Unique constraint
- Used by Profile Photo formula field
- Automatically populated when photo is uploaded with "Photo" or "Picture" in filename

Profile Photo:

- Formula field displaying uploaded photo

- Formula: `IMAGE("/sfc/servlet.shepherd/document/download/" & Photo_Document_Id__c, "Profile Photo", 120, 90)`
- Shows "No Profile Photo" when no photo uploaded
- Display size: 120x90 pixels

Documents Verified:

- Checkbox for HR use (default: false)
- Confirms verification of PAN, ID proof, identity document, resume, photo

Validation Rules

Valid PAN Card Format:

- **Active:** No
- **Error Condition:** `NOT(REGEX(PAN_Card_Number__c, "[A-Z]{5}[0-9]{4}[A-Z]{1}"))`
- **Error Message:** "PAN Card Number must be in format: 5 uppercase letters, 4 digits, 1 uppercase letter (e.g., ABCDE1234F)"
- **Description:** Validates that PAN Card Number follows the standard Indian tax ID format of 5 uppercase letters, followed by 4 digits, followed by 1 uppercase letter.

Field Sets

- **Personal_Information**: Fields for personal details
- **Address_Information**: Address-related fields

Key Features

- **Email as External ID**: Ensures uniqueness and enables external system integration
- **Feed Tracking**: Enabled for collaboration
- **History Tracking**: Tracks field changes for audit purposes
- **Custom Record Page**: Lightning record page for candidate records

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2. Position

API Name: `Position__c`
Label: Position
Plural Label: Positions
Object Purpose: Represents job openings/requisitions within the organization

Object Configuration

Property	Value
Deployment Status	Deployed
Sharing Model	Read
External Sharing Model	Read
Record Name	Text Field: "Title"
Activities Enabled	Yes
History Tracking	No
Feeds Enabled	Yes
Reports Enabled	Yes
Search Enabled	Yes
Compact Layout	Position_Compact_Layout

Fields

Field Name	API Name	Type	Required	Default	Description
Title	Name	Text	Yes	-	Position title/name
Job Description	Job_Description__c	Text Area	No	-	Detailed job description
Department	Department__c	Picklist	No	-	Hiring department (Global Value Set)
Location	Location__c	Picklist	No	-	Job location/region

Field Name	API Name	Type	Required	Default	Description
Salary Range	Salary_Range__c	Picklist	No	-	Salary range for position
Pay Grade	Pay_Grade__c	Picklist	No	-	Job grade classification
Experience Level	Experience_Level__c	Picklist	Yes	-	Experience level required for position
Hiring Manager	Hiring_Manager__c	Lookup(User)	No	-	Assigned hiring manager
Status	Status__c	Picklist	No	New	Position status (New/Open/Closed)
Approval Status	Approval_Status__c	Picklist	No	-	Approval workflow status
Number of Openings	Number_of_Openings__c	Number(4,0)	Yes	1	Total positions available
Filled Openings	Filled_Openings__c	Number(4,0)	No	0	Positions filled (system-updated)
Remaining Openings	Remaining_Openings__c	Formula(Number)	No	-	Calculated: Number of Openings - Filled Openings
Application Deadline	Application_Deadline__c	Date	Yes	-	Last date to accept applications
Education	Education__c	Long Text Area	No	-	Required education level/qualifications
Skills Required	Skills_Required__c	Long Text Area	No	-	Required skills and qualifications
Notified Owner	Notified_Owner__c	Checkbox	No	false	Indicates if the owner has been notified about the position.

Picklist Values

Status:

- New (Default)
- Open
- Closed

Department (Global Value Set):

- Engineering
- IT
- Finance
- Support
- Sales
- Financeee *(Inactive/Deprecated)*

Location:

- APAC
- EMEA
- LATAM
- US

Salary Range:

- 50K-75K
- 75K-90K
- 90K-120K
- 120K+

Approval Status:

- Pending
- Approved
- Not Approved
- Recalled

Pay Grade:

Category	Values
Engineering	ENG-100, ENG-200, ENG-300, ENG-400

Category	Values
Accounting	ACT-100, ACT-200, ACT-300, ACT-400
IT	IT-100, IT-200, IT-300, IT-400
Corporate	C-100, C-200, C-300, C-400
Sales	S-100, S-200, S-300, S-400

Experience Level:

- Professional
- Entry Level
- Internship

Field Details

Number of Openings:

- Required field with default value of 1
- Maximum precision: 4 digits
- Used to define total headcount needed for this position

Filled Openings:

- System-generated count (default: 0)
- Tracks successfully hired candidates
- Updated by automation when candidates are hired

Remaining Openings (Formula):

- Calculated field: `Number_of_Openings__c - Filled_Openings__c`
- Treats blanks as zero
- Instantly shows how many more hires are needed

Application Deadline:

- Required date field
- Defines the final date for accepting applications
- Position considered "Closed" after this date

Experience Level:

- Required picklist field
- Defines the experience level expected for the position
- Values: Professional, Entry Level, Internship
- Used to filter and categorize positions based on candidate experience

Key Features

- **Hiring Manager Lookup**: Links to User object for assignment
- **Capacity Management**: Tracks openings (Total, Filled, Remaining) with formula field
- **Read Sharing Model**: Restricts editing but allows read access to authorized users
- **Feed Tracking**: Collaboration enabled
- **Required Fields**: Title, Number of Openings, Application Deadline, and Experience Level must be populated

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3. Job Application

API Name: `Job_Application__c`
Label: Job Application
Plural Label: Job Applications
Object Purpose: Junction object connecting Candidates to Positions, tracking application lifecycle

Object Configuration

Property	Value
Deployment Status	Deployed
Sharing Model	Read

Property	Value
External Sharing Model	Read
Record Name	Auto Number: J-{YY}{MM}{0000}
Activities Enabled	Yes
History Tracking	Yes
Feeds Enabled	No
Reports Enabled	Yes
Search Enabled	Yes
Compact Layout	Job_Application_Compact_Layout

Fields

Field Name	API Name	Type	Required	Relationship	Description
Job Application Number	Name	Auto Number	Yes	-	Format: J-{YY}{MM}{0000}
Candidate	Candidate__c	Lookup	Yes	Candidate__c	Link to candidate record
Position	Position__c	Lookup	Yes	Position_c	Link to position record
Application Date	Application_Date__c	Date	Yes	-	Date of application submission
Status	Status__c	Picklist	No	-	Application status (Open/Hold/Closed)
Stage	Stage__c	Picklist	Yes	-	Current application stage
Source	Source__c	Picklist	No	-	How candidate found position
Hiring Decision	Hiring_Decision__c	Picklist	No	-	Final hiring decision for candidate
Cover Letter	Cover_Letter__c	Long Text Area	No	-	Candidate's cover letter

Relationship Details

Candidate Relationship:

- **Type:** Lookup
- **Relationship Name:** Job_Applications
- **Relationship Label:** Jobs Applied
- **Delete Constraint:** Restrict
- **Required:** Yes

Position Relationship:

- **Type:** Lookup
- **Relationship Name:** Job_Applications
- **Relationship Label:** Applications
- **Delete Constraint:** Restrict
- **Required:** Yes

Picklist Values

Status:

- Open (Default)
- Hold
- Closed

Stage:

1. New (Default)
2. Phone Screen
3. Schedule Interviews
4. Interviews Completed
5. Hiring decision
6. Offer Extended
7. Closed - Rejected

8. Closed - Declined
9. Closed - Position Closed
10. Closed - Accepted

Source:

- Job Board
- LinkedIn
- Company Website
- Employee Referral
- Other

Hiring Decision:

- Top Choice
- Backup
- Not Suitable Candidate
- Hiring Process Restarted

Validation Rules

Application Date Cannot Be Changed:

- **Active:** Yes
- **Error Condition:** ISCHANGED(Application_Date__c)
- **Error Message:** "Application Data should not be Changed."
- **Description:** Prevents modification of the Application Date field after initial submission to maintain data integrity and provide an accurate audit trail.

Key Features

- **History Tracking**: Tracks Status and Stage changes for application
- **Restrict Delete**: Prevents deletion of Candidate or Position with active applications
- **Multi-stage Pipeline**: 9-stage application workflow
- **Source Tracking**: Records application source for analytics
- **Custom Record Page**: Lightning record page for job application records
- **Feed Tracking**: Disabled for this object

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4. Review

API Name: Review__c
Label: Review
Plural Label: Reviews
Object Purpose: Stores interviewer feedback for job applications

Object Configuration

Property	Value
Deployment Status	Deployed
Sharing Model	Controlled By Parent
External Sharing Model	Controlled By Parent
Record Name	Auto Number: RV-{YY}{MM}-{0000}
Activities Enabled	Yes
History Tracking	Yes
Feeds Enabled	No
Reports Enabled	Yes
Search Enabled	No
Description	Stores feedback from an interviewer for a specific interview of a Job Application

Fields

Field Name	API Name	Type	Required	Description

Field Name	API Name	Type	Required	Description
Review Number	Name	Auto Number	Yes	Format: RV-{YY}{MM}-{0000}
Job Application	Job_Application__c	Master-Detail	Yes	Parent job application
Interviewer	Interviewer__c	Lookup(User)	No	User who conducted interview
Interview Stage	Interview_Stage__c	Picklist	No	Stage of interview (Phone Screen, Technical, etc.)
Rating	Rating__c	Picklist	Yes	Overall candidate rating (1-5 scale)
Strengths	Strengths__c	Long Text Area	No	Candidate strengths noted
Concerns	Concerns__c	Long Text Area	No	Concerns or weaknesses
Recommendation	Recommendation__c	Picklist	Yes	Hiring recommendation
Internal Notes	Internal_Notes__c	Long Text Area	No	Private interviewer notes

Picklist Values

Interview Stage:

- Phone Screen
- Technical Interview
- Hiring Manager Interview
- Final Panel

Rating:

- 5 - Excellent
- 4 - Good
- 3 - Average
- 2 - Below Average
- 1 - Poor

Recommendation:

- Strong Hire
- Hire
- No Hire
- Strong No Hire

Master-Detail Relationship

- **Parent Object:** Job_Application__c
- **Relationship Name:** Reviews
- **Relationship Label:** Reviews
- **Relationship Order:** 0
- **Reparentable:** No
- **Cascade Delete:** Yes (if parent is deleted)

Key Features

- **Master-Detail Relationship**: Inherits sharing from Job Application
- **Cascade Delete**: Automatically deleted when parent application is deleted
- **Structured Feedback**: Standardized rating and recommendation system
- **Confidential**: Search disabled, not visible in public contexts
- **History Tracking**: Enabled for audit trail

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5. ContentVersion (Standard Object - Custom Field)

API Name: ContentVersion
Label: Content Version
Object Purpose: Salesforce standard object for managing files and documents. Custom field documented below.

Custom Field

Field Name	API Name	Type	Required	Description

Field Name	API Name	Type	Required	Description
Career Guest Record File Upload	`Career_Guest_Record_fileupload__c`	Text(255)	No	Reference ID to associate guest-uploaded files with Candidate records

Field Details:

- Used to link files uploaded by guest users (non-authenticated) on the careers portal
- Stores reference identifier to match uploaded documents with candidate records
- Max length: 255 characters
- Not an external ID
- Not unique

Object Relationships

1. Position → Job Application

- **Type:** Lookup (One-to-Many)
- **Field:** `Position__c` on Job Application
- **Related List Label:** Applications
- **Delete Behavior:** Restrict (cannot delete Position with applications)

2. Candidate → Job Application

- **Type:** Lookup (One-to-Many)
- **Field:** `Candidate__c` on Job Application
- **Related List Label:** Jobs Applied
- **Delete Behavior:** Restrict (cannot delete Candidate with applications)

3. Job Application → Review

- **Type:** Master-Detail (One-to-Many)
- **Field:** `Job_Application__c` on Review
- **Related List Label:** Reviews
- **Delete Behavior:** Cascade (Reviews deleted with parent)
- **Sharing:** Reviews inherit sharing from Job Application

4. Position → Hiring Manager

- **Type:** Lookup (Many-to-One)
- **Field:** `Hiring_Manager__c` on Position
- **References:** User object
- **Delete Behavior:** Set Null

5. Review → Interviewer

- **Type:** Lookup (Many-to-One)
- **Field:** `Interviewer__c` on Review
- **References:** User object
- **Delete Behavior:** Standard (Set Null)

Field Reference Tables

Data Types Summary

Object	Text	Number	Email	Phone	Date	Picklist	Checkbox	Long Text Area	Text Area	URL	Lookup	Master-Detail	Formula	Auto Number
Candidate	12	1	1	2	1	3	2	1	0	1	0	0	1	1
Position	1	2	0	0	1	6	1	2	1	0	1	0	1	0
Job Application	0	0	0	0	1	4	0	1	0	0	2	0	0	1
Review	0	0	0	0	0	3	0	3	0	0	1	1	0	1

Required Fields by Object

Candidate (Required: 4)

- Candidate Number (Auto Number)
- First Name
- Date of Birth
- Email

Position (Required: 4)

- Title
- Number of Openings
- Application Deadline
- Experience Level

Job Application (Required: 4)

- Job Application Number (Auto Number)
- Candidate (Lookup)
- Position (Lookup)
- Stage

Review (Required: 4)

- Review Number (Auto Number)
- Job Application (Master-Detail)
- Rating
- Recommendation

Unique Fields

Object	Field	External ID
Candidate	Email	Yes
Candidate	PAN Card Number	No
Candidate	Photo Document Id	No
Candidate	Identity Document Id	No

Fields with History Tracking

Candidate

- History tracking enabled at object level
- All standard trackable fields are tracked

Job Application

- Status (Tracked)
- Stage (Tracked)
- History enabled at object level

Review

- History enabled at object level

Business Logic & Validation Rules

Validation Rules Summary

Candidate Object

Valid PAN Card Format:

- **Active:** No
- Enforces Indian tax ID format (XXXXX9999X)

- Prevents data entry errors
- Ensures data quality for government verification
- **Note:** Currently inactive but available for activation if needed

Job Application Object

Application Date Cannot Be Changed:

- Maintains data integrity of submission timestamp
- Provides accurate audit trail
- Prevents backdating or manipulation of application timeline

Sharing and Security

Candidate

- **Sharing Model:** Read/Write
- **External Sharing:** Read/Write
- Users can view and edit candidates they have access to
- Full CRUD access for authorized users

Position

- **Sharing Model:** Read
- **External Sharing:** Read
- Read-only access for most users
- Controlled by organization hierarchy and manual sharing

Job Application

- **Sharing Model:** Read
- **External Sharing:** Read
- Read-only access for authorized users
- Links Candidate and Position access
- History tracking for compliance

Review

- **Sharing Model:** Controlled By Parent
- Inherits sharing from Job Application
- Cannot be shared independently

Delete Constraints

Restrict Delete

- **Position:** Cannot be deleted if Applications exist
- **Candidate:** Cannot be deleted if Applications exist

Cascade Delete

- **Review:** Automatically deleted when Job Application is deleted

Data Integrity

Unique Constraints

- **Candidate.Email:** Case-sensitive unique constraint, External ID
- **Candidate.PAN_Card_Number:** Case-insensitive unique constraint (10 characters)
- **Candidate.Photo_Document_Id:** Unique ContentDocument ID (system-managed)
- **Candidate.Identity_Document_Id:** Unique ContentDocument ID for identity documents (system-managed)
- Prevents duplicate candidate records by email and PAN number

Required Relationships

- Job Application MUST have both Candidate and Position
- Review MUST have parent Job Application

Workflow Stages

The application follows a defined lifecycle through Stage picklist:

1. **New** → Initial application received, no recruiter assigned yet
2. **Phone Screen** → Recruiter assigned, phone screening in progress
3. **Schedule Interviews** → Coordinating interviews
4. **Technical Interview** → Technical interview scheduled or in progress
5. **Manager Interview** → Managerial interview scheduled or in progressmanager
6. **HR Interview** → HR interview scheduled or in progress
7. **Hiring decision** → Hiring decision being made
8. **Offer Extended** → Job offer made and the time for accepting it has been lengthened
9. **Closed - Rejected** → Application rejected
10. **Closed - Declined** → Candidate declined offer
11. **Closed - Position Closed** → Position filled/cancelled
12. **Closed - Accepted** → Offer accepted, hire complete

Data Privacy Compliance

Candidate Privacy

- **PAN Card Number:** Required unique field for identity verification
- **Identity Document fields:** Track official identification documents
- **Documents Verified:** HR checkbox to confirm verification of all documents
- System maintains audit trail through history tracking

Additional Configuration

API Features Enabled

Feature	Candidate	Position	Job Application	Review
Bulk API	✓	✓	✓	✓
Streaming API	✓	✓	✓	✓
Reports	✓	✓	✓	✓
Activities	✓	✓	✓	✓
History Tracking	✓	✗	✓	✓
Feed Tracking	✓	✓	✗	✗
Search	✓	✓	✓	✗
Chatter Groups	✓	✗	✓	✓

Best Practices

When Creating Records

1. **Candidate Records:**

   - Email must be unique - check before creating
   - PAN Card Number is optional but must be unique if provided and follow format (5 letters, 4 digits, 1 letter)
   - First Name, Date of Birth, and Email are required
   - Last Name is optional
   - Include complete contact information
   - Upload passport-sized photo with "Photo" or "Picture" in filename
   - Upload identity document and system will store ContentDocument ID
   - HR must verify all documents before final approval using Documents Verified checkbox

2. **Position Records:**

   - Assign Hiring Manager for workflow routing
   - Set Experience Level (Professional, Entry Level, or Internship)
   - Set Application Deadline to manage candidate expectations
   - Define Number of Openings for capacity tracking

3. **Job Application Records:**

   - Both Candidate and Position are required
   - Track Source for recruitment analytics
   - Progress through Stage systematically
   - Use Hiring Decision field to record final hiring determination (Top Choice, Backup, Not Suitable Candidate, Hiring Process Restarted)

4. **Review Records:**

   - Created per interview round
   - Rating and Recommendation are both required for consistency
   - Link to specific Interviewer for accountability
   - Select appropriate Interview Stage

Data Maintenance

- **Email Changes:** Update Candidate email carefully (unique constraint)
- **PAN Card Updates:** Cannot be changed once set (unique constraint with history tracking) - validated by regex pattern
- **Identity Documents:** Track changes via history tracking for audit compliance
- **Document IDs:** System automatically populates Photo Document Id and Identity Document Id when files are uploaded
- **Document Verification:** HR must check Documents Verified after validating all uploads
- **Application Date:** Cannot be modified after submission (validation rule protects data integrity)
- **Closing Positions:** Update Status to prevent new applications
- **Application Stages:** Use consistent stage progression
- **Review Feedback:** Complete all sections including Rating and Recommendation for quality hiring decisions

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Appendix

Field Naming Conventions

All custom fields follow Salesforce naming conventions:

- Suffix: `__c` for custom fields
- Format: Pascal_Case_With_Underscores

API Names Quick Reference

Object Label	API Name	Record Name Format	Prefix
Candidate	`Candidate__c`	Auto Number	C-{YY}{MM}{0000}
Position	`Position__c`	Text (Title)	-
Job Application	`Job_Application__c`	Auto Number	J-{YY}{MM}{0000}
Review	`Review__c`	Auto Number	RV-{YY}{MM}-{0000}

Global Value Sets

Global Value Set	Used By	Description
Department	Position.Department__c	Standardized department values across org

Picklist Summary by Object

Object	Standard Picklists	Multi-Select Picklists	Global Value Sets
Candidate	3 (Salutation, Highest Education Level, Identity Document Type)	0	0
Position	5 (Status, Location, Salary Range, Approval Status, Pay Grade)	0	2 (Department, Experience Level)
Job Application	4 (Status, Stage, Source, Hiring Decision)	0	0
Review	3 (Interview Stage, Rating, Recommendation)	0	0

End of Documentation

For questions or updates to this schema, please contact your Salesforce Administrator.