

Project Report Template

RECRUITING ASSISTANTS FOR HR MANAGERS

1. INTRODUCTION

1.1 Overview

In this project, we use custom objects, relationships, page layouts to give the HR team easy access to data they need on an existing recruitment app. Our firm is in need of a self-motivated and experienced HR assistant to support our busy HR department.

The successful candidate will be responsible for providing administrative support for the department assisting with the hiring process, scheduling new employee orientations and training and entering of a high volume of employment records into our HR database.

1.2 Purpose

As an HR assistant, you will be responsible for managing and handling the day-to-day HR activities. You will also be responsible for identifying any payroll issues and miscalculations.

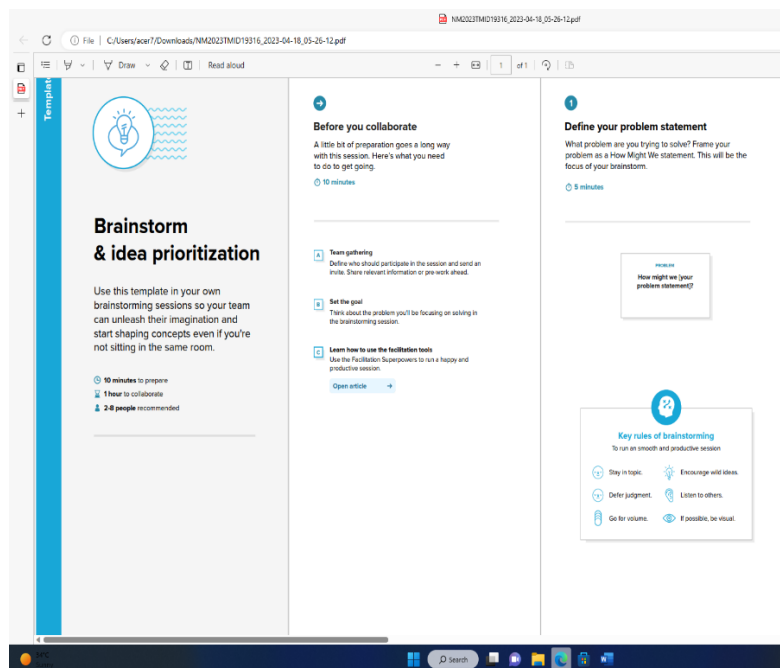
Main responsibilities of a Recruiting Assistant are implementing HR functions, providing clerical support, performing background checks, monitoring staff activity, organizing interviews, and helping with payroll preparation.

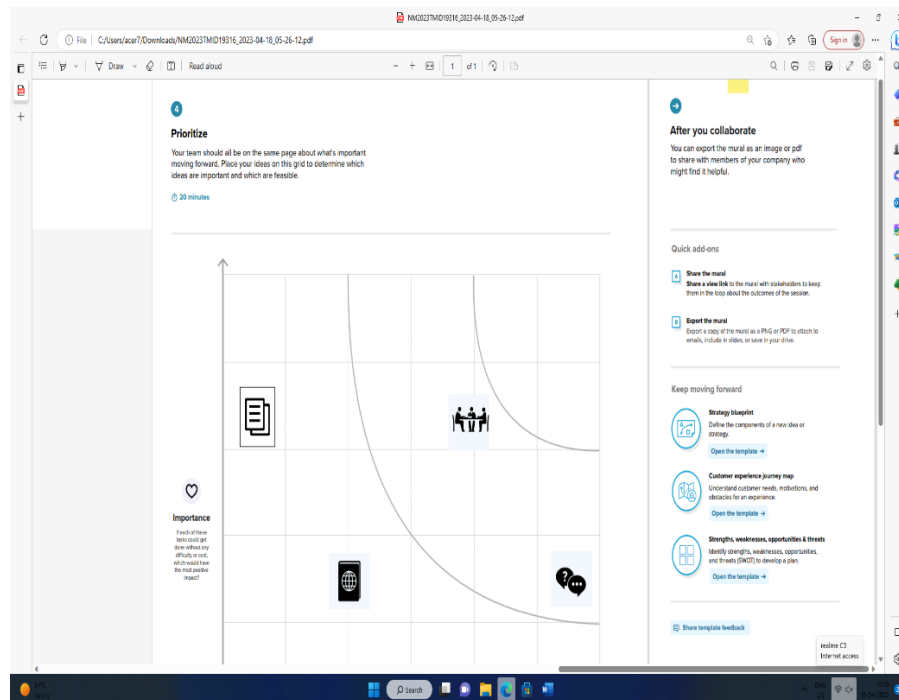
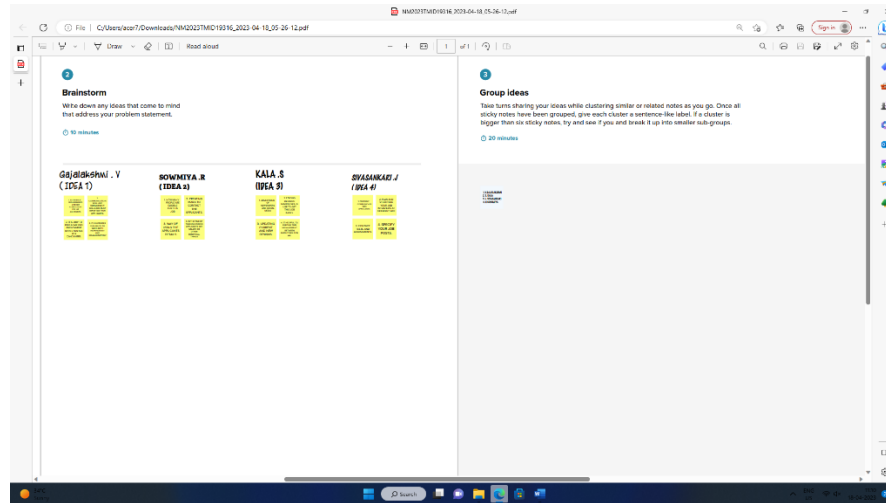
2 PROBLEM DEFINITION AND DESIGN THINKING

2.1 Empathy map



2.2 Ideation and Brainstorming Map





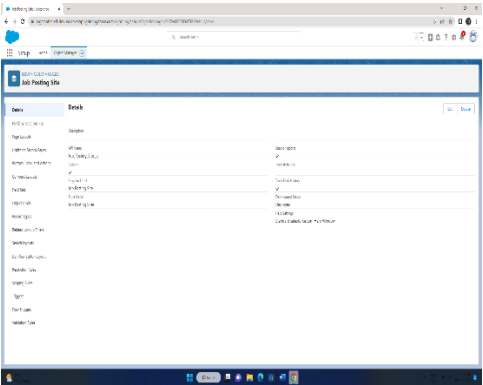
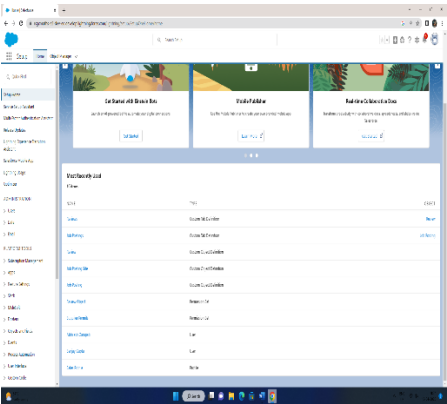
3 RESULT

3.1 Data Model

| OBJECT NAME | Fields in the Object | |
|-------------------|----------------------|-------------|
| Job posting sites | Field Label | Data type |
| | Job Posting site | TEXT |
| | Site name | AUTO NUMBER |
| Reviews | Field Label | Data type |
| | Reviews | TEXT |
| | Review number | AUTO NUMBER |

3.2 Activity and Screenshot

MILESTONE:1-5



MILESTONE:6-10

[illegible][illegible]

MILESTONE:11-12

The screenshot shows the Windows 10 Start menu search interface. The search bar at the top contains the text "PowerShell". Below the search bar, the results are categorized into "Apps" and "Files & Settings". Under "Apps", the "PowerShell" application is listed with a description: "Windows command-line shell and scripting language". Under "Files & Settings", the "PowerShell" application is listed with a description: "Windows command-line shell and scripting language". The "PowerShell" application is highlighted in blue.

The screenshot shows the AWS IAM console interface. The 'Groups' list table contains the following data:

| Group name | Group type | Created | Last modified | Permissions summary |
|--------------------|------------|------------------|------------------|----------------------|
| AWS-ReadOnlyAccess | Managed | 2017-07-20 15:00 | 2017-07-20 15:00 | No policies attached |

The 'Permissions summary' section on the right indicates that the group has no attached policies.

4 Trailhead Public Profile URL

TEAM LEADER : <https://trailblazer.me/id/sowmiya25>

TEAM MEMBER 1 : <https://trailblazer.me/id/vgaju1222>

TEAM MEMBER 2 : <https://trailblazer.me/id/skala1207>

TEAM MEMBER 3 : <https://trailblazer.me/id/siva2002>

5 ADVANTAGES AND DISADVANTAGES

ADVANTAGES:

- Developed well recruitment plan
- Mentioned the job description
- Advertisement of the position
- Recruit the position
- Offline interview

DISADVANTAGES

- Recruitment may stagnate the company's culture
- Increases training costs of the new applicants
- Recruitment agencies have limited choices
- May leads to workplace hostility

6 APPLICATIONS

- Entry level interview questions and answers
- Attention to detail interview questions and answers
- Extensive multi-tasking skills
- Excellent oral and written communication skills
- Develop and maintain strong working relationship management

7 CONCLUSION

In today world, the Human Resource Management place a very significant role in the daily life. On the one hand, the soft and hard human resource management influence on the business and lets them development rapidly. It can improve employee's motivation in a business and pay attention to company's policy and law respectively, which can increase the efficiency of company and get higher profits.

8 FUTURE SCOPE

The scope is always high, request you to learn more and more about the techniques of recruitments this will help you in industry. Scope for HR is promising, there are many special in HR you can choose to master your career in. Recruitments is one of the special most sought after by consultancies and corporate.