RECRUITING ASSISTANT FOR HR MANAGER

1.INTRODUCTION

1.1 OVERVIEW:

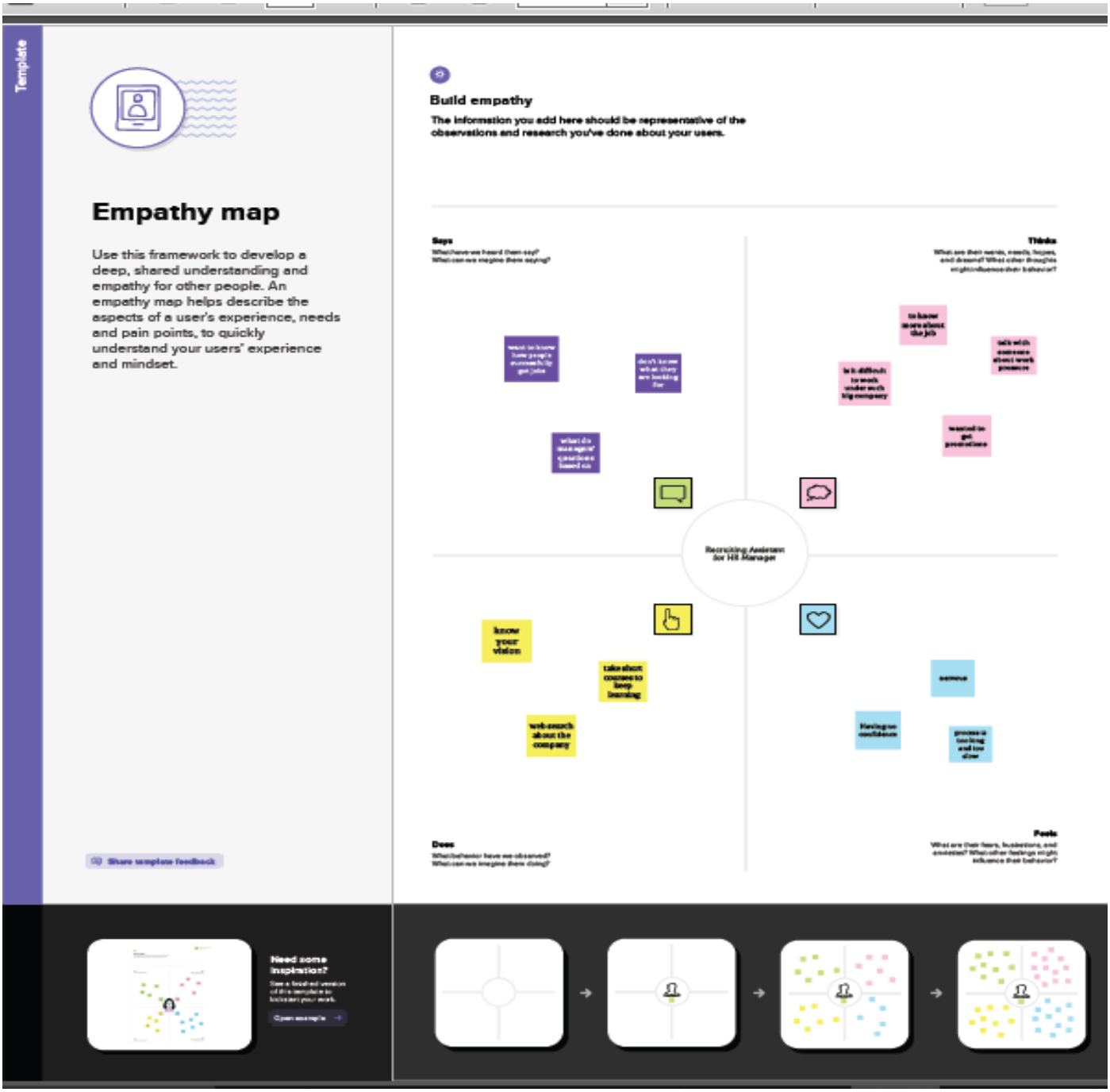
A Human Resource (HR) Assistant is a professional who is responsible for the daily administrative and HR duties of an organization. They assist with recruitment and record maintenance for payroll processing as well as provide clerical support to all employees.

1.2 PURPOSE:

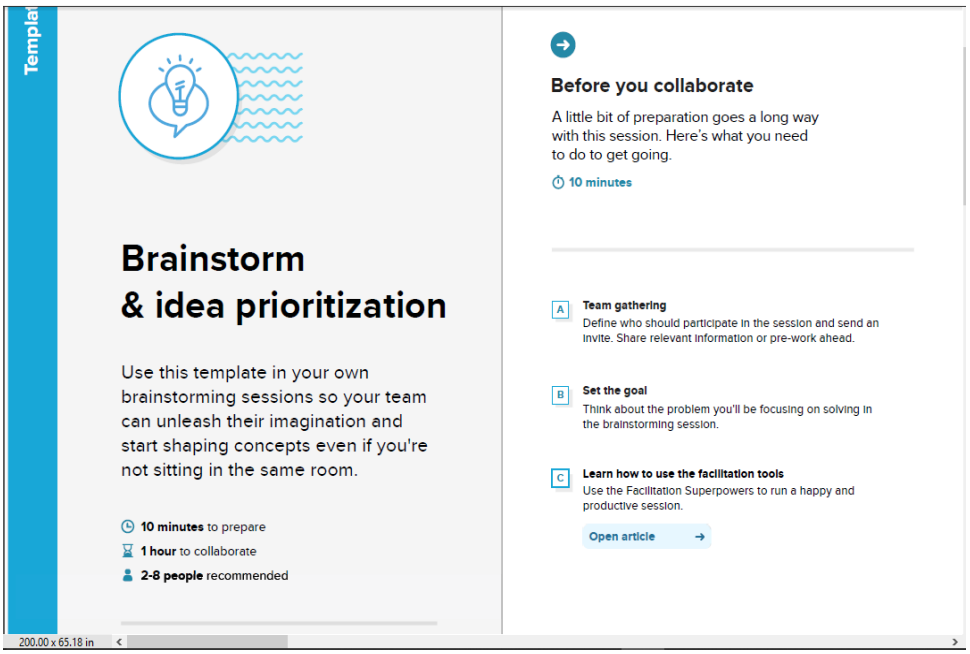
A systematic process of finding, identifying, short listing, interviewing and selecting qualified candidates for specific job positions in an organization. It is an important step in building human capital to meet the overall goals of the organization. This project gives knowledge about how and what a developer does to improve an already existing app more effective for HR team. We create custom objects and relationships to store and access the data more effectively.

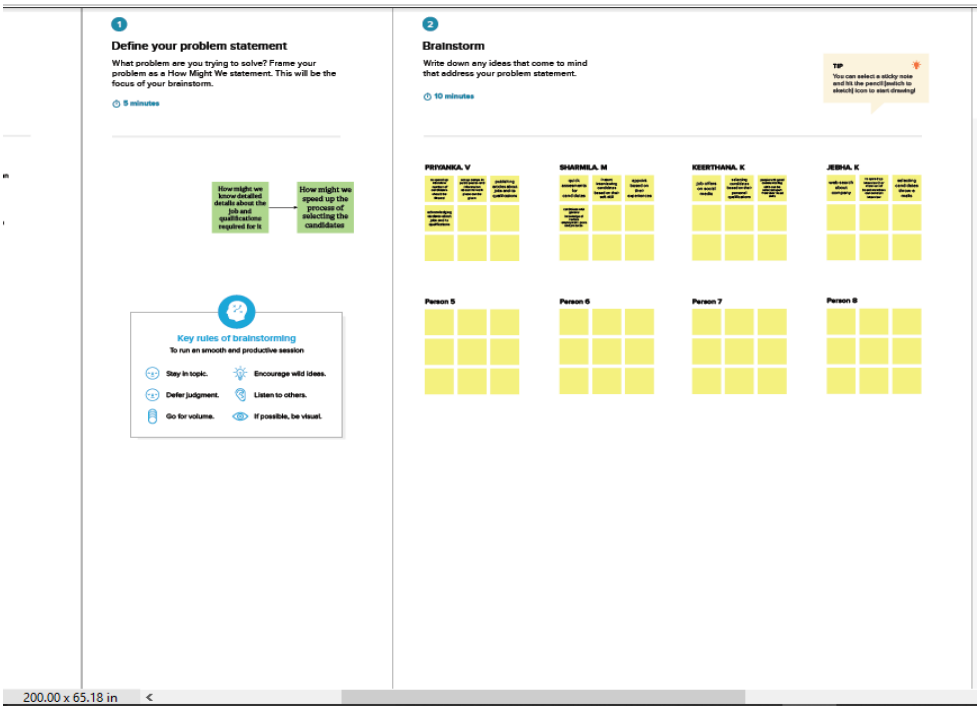
2.PROBLEM DEFINITION & DESIGN THINKING

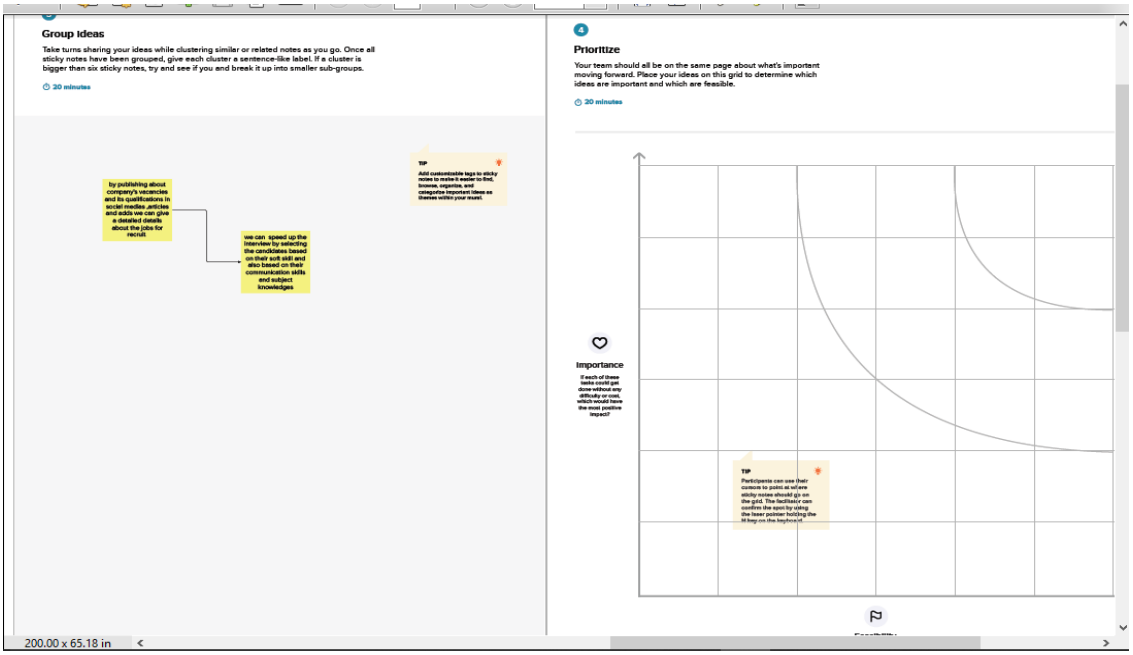
2.1 EMPATHY MAP



2.2 IDEATION & BRAINSTROMING MAP




1
Define your problem statement
What problem are you trying to solve? Frame your problem as a How Might We statement. This will be the focus of your brainstorm.
5 minutes
How might we know detailed details about the Job and qualifications required for it
How might we speed up the process of selecting the candidates
Key rules of brainstorming
To run an smooth and productive session
Stay in topic.
Encourage wild ideas.
Defer judgment.
Listen to others.
Go for volume.
If possible, be visual.
2
Brainstorm
Write down any ideas that come to mind that address your problem statement.
10 minutes
TIP
You can select a sticky note and hit the pencil [switch to sketch] icon to start drawing!
PRIYANKA. V
SHARMILA. M
KEERTHANA. K
JESHA. K
Person 5
Person 6
Person 7
Person 8
200.00 x 65.18 in


Group ideas
Take turns sharing your ideas while clustering similar or related notes as you go. Once all sticky notes have been grouped, give each cluster a sentence-like label. If a cluster is bigger than six sticky notes, try and see if you and break it up into smaller sub-groups.
20 minutes
by publishing about company's vacancies and its qualifications in social medias ,articles and adds we can give a detailed details about the jobs for recruit
we can speed up the Interview by selecting the candidates based on their soft skill and also based on their communication skills and subject knowledges
TIP
Add customizable tags to sticky notes to make it easier to find, browse, organize, and categorize important ideas as themes within your mural.
4
Prioritize
Your team should all be on the same page about what's important moving forward. Place your ideas on this grid to determine which ideas are important and which are feasible.
20 minutes
Importance
If each of these ideas could be done without any difficulty or cost, which would have the most positive impact?
TIP
Participants can use their cursors to point at where sticky notes should go on the grid. The facilitator can confirm the spot by using the laser pointer holding the M key on the keyboard.
200.00 x 65.18 in

3 RESULT

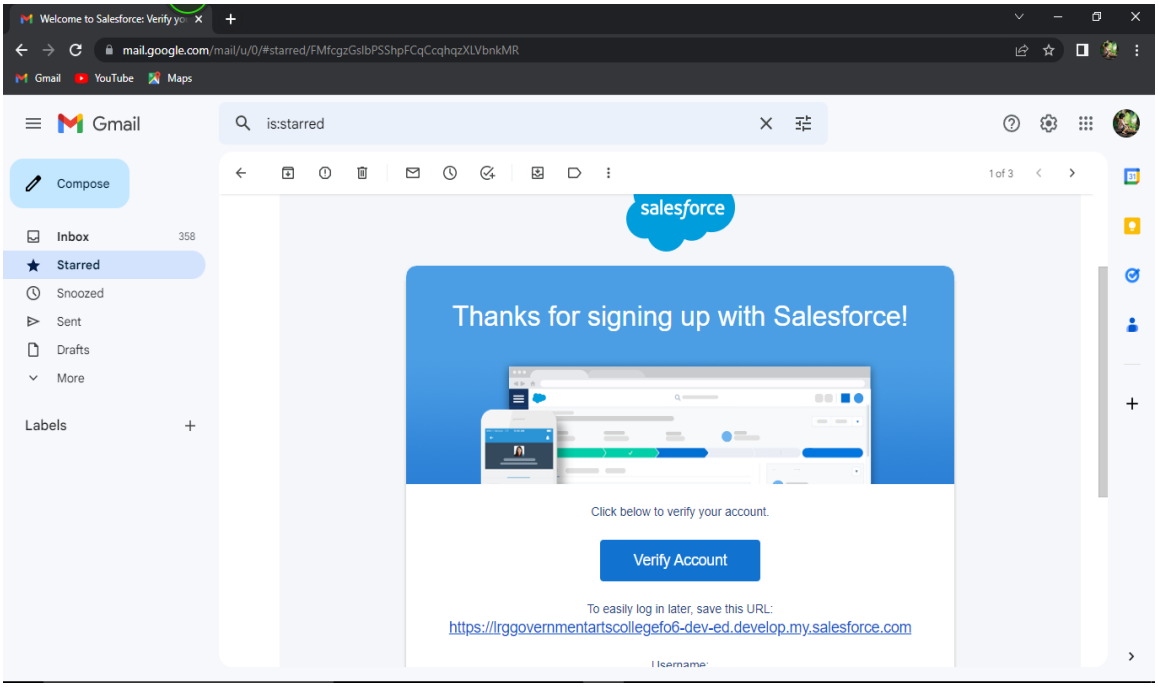
3.1 Data Model:

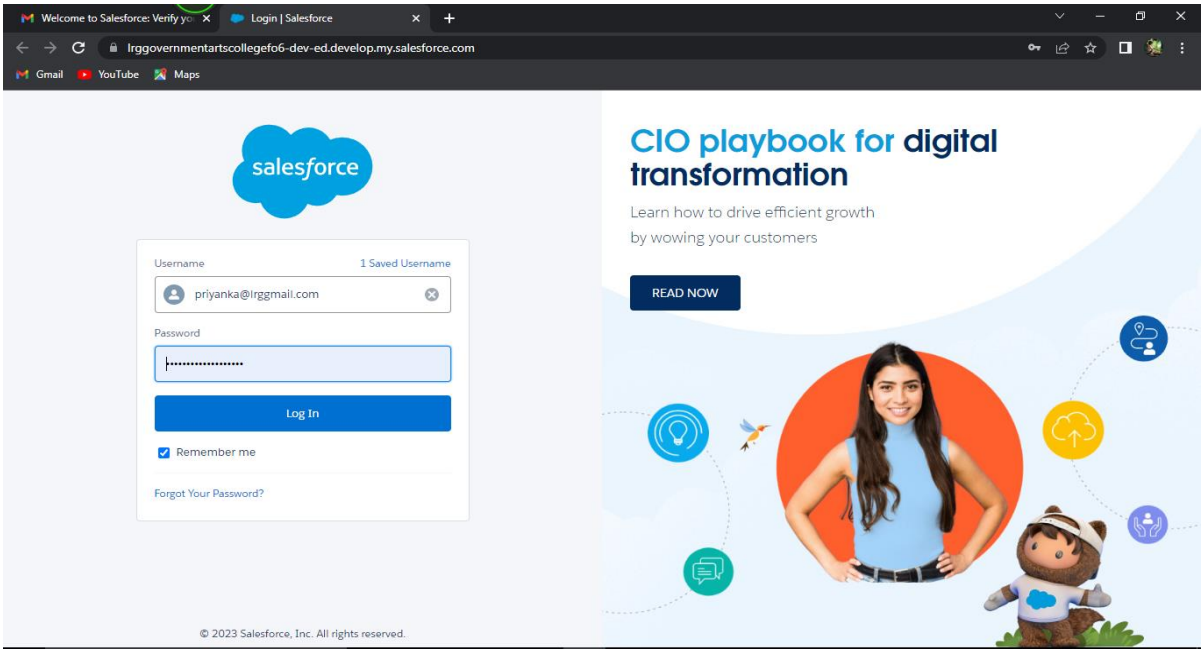
OBJECT NAME	FIELDS IN THE OBJECT	
Job posting site	*Field label*	*Data type*
	Job posting sites	Text
review	review	Auto number

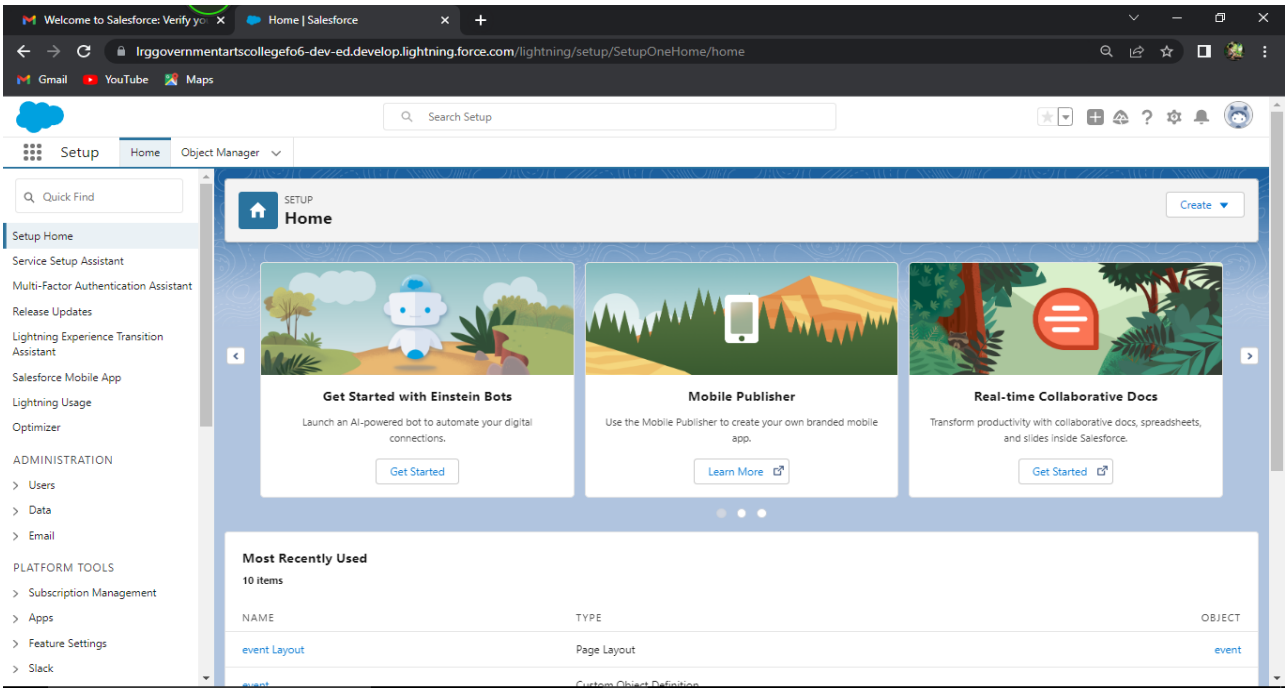
3.2 ACTIVITY AND SCREENSHOTS

MILESTONE 1

Activity-1:



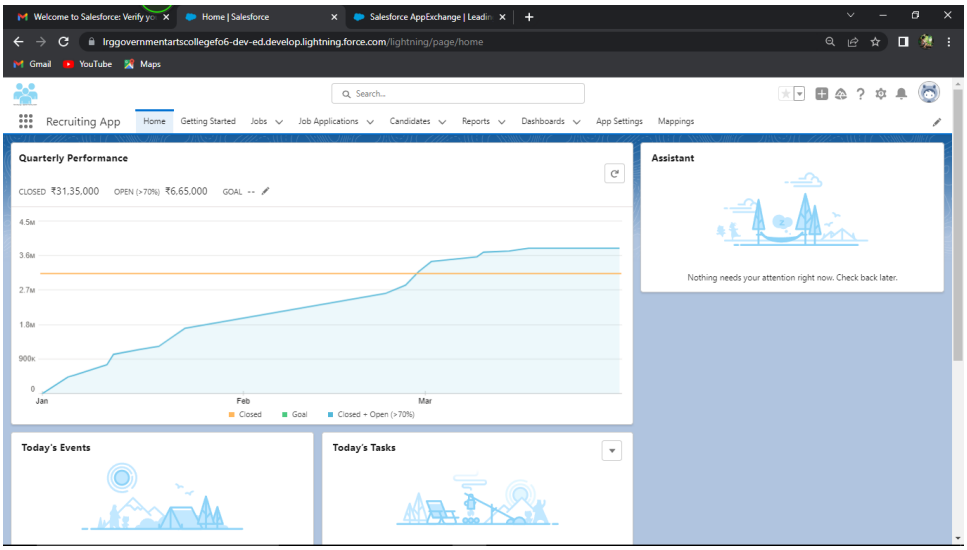




In activity 1, we created a developer account and logged into the sales force.

MILSTONE 2

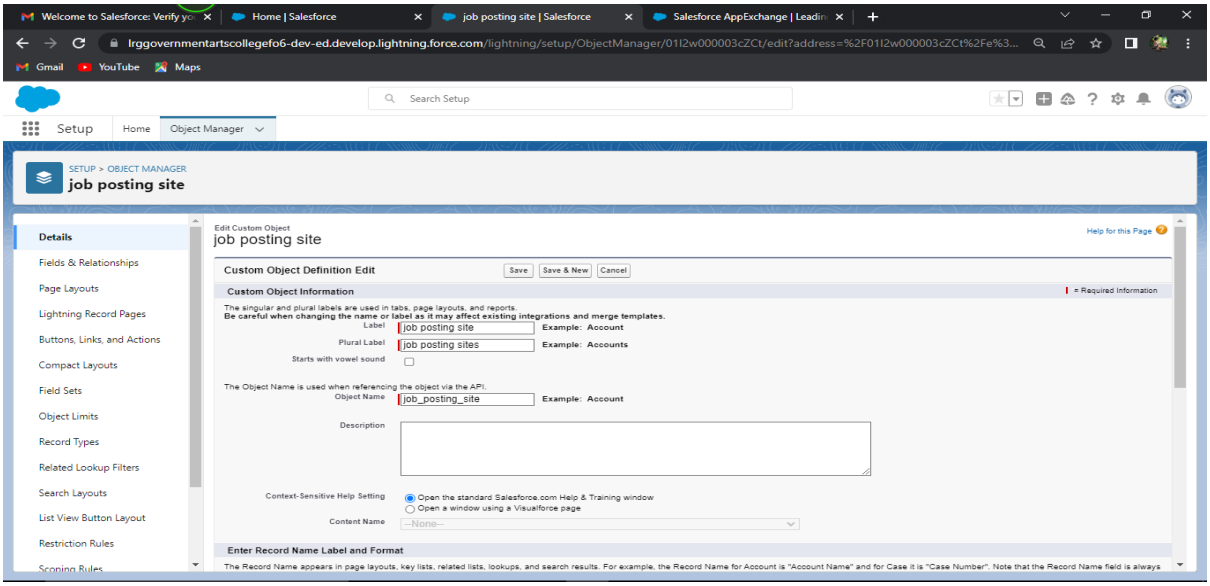
Activity 1:

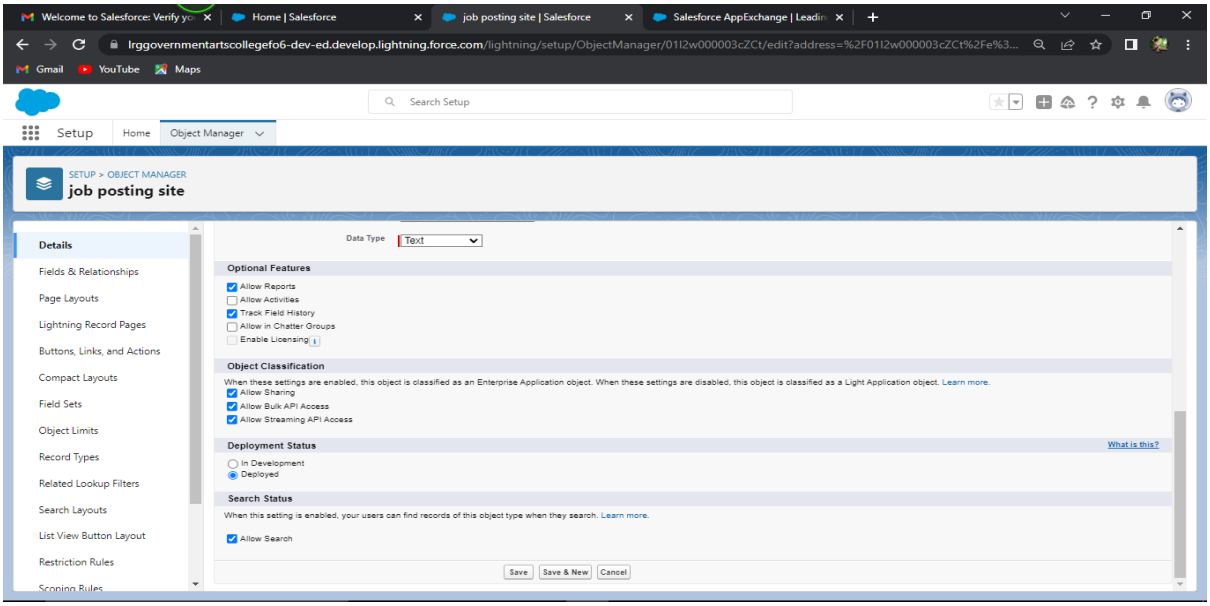


Installed recruiting app package

MILESTONE 3

Activity 1:

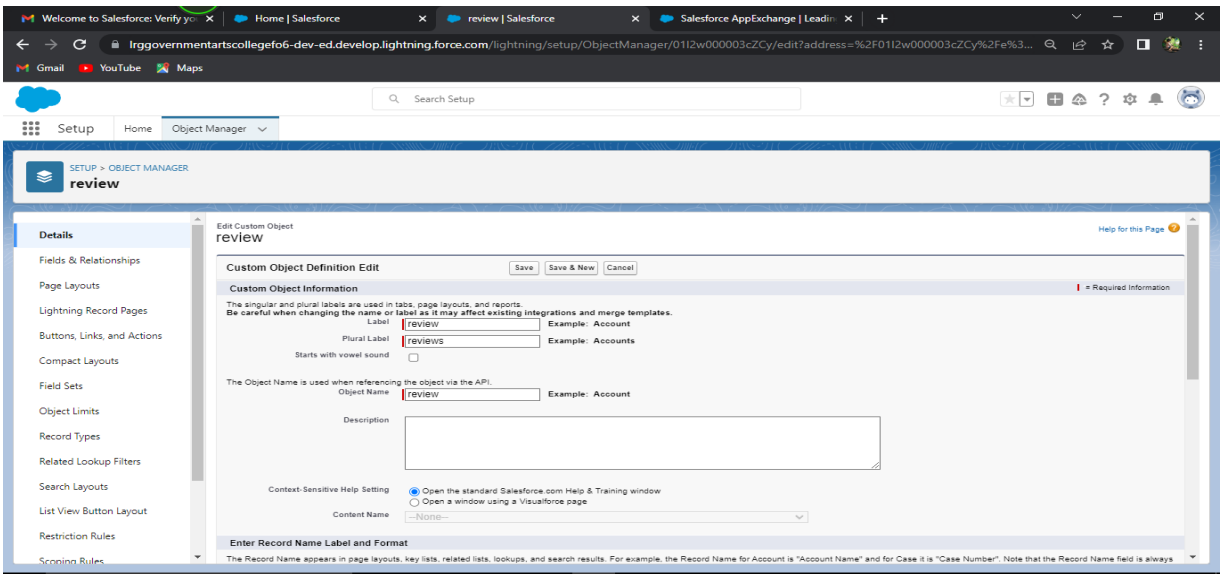


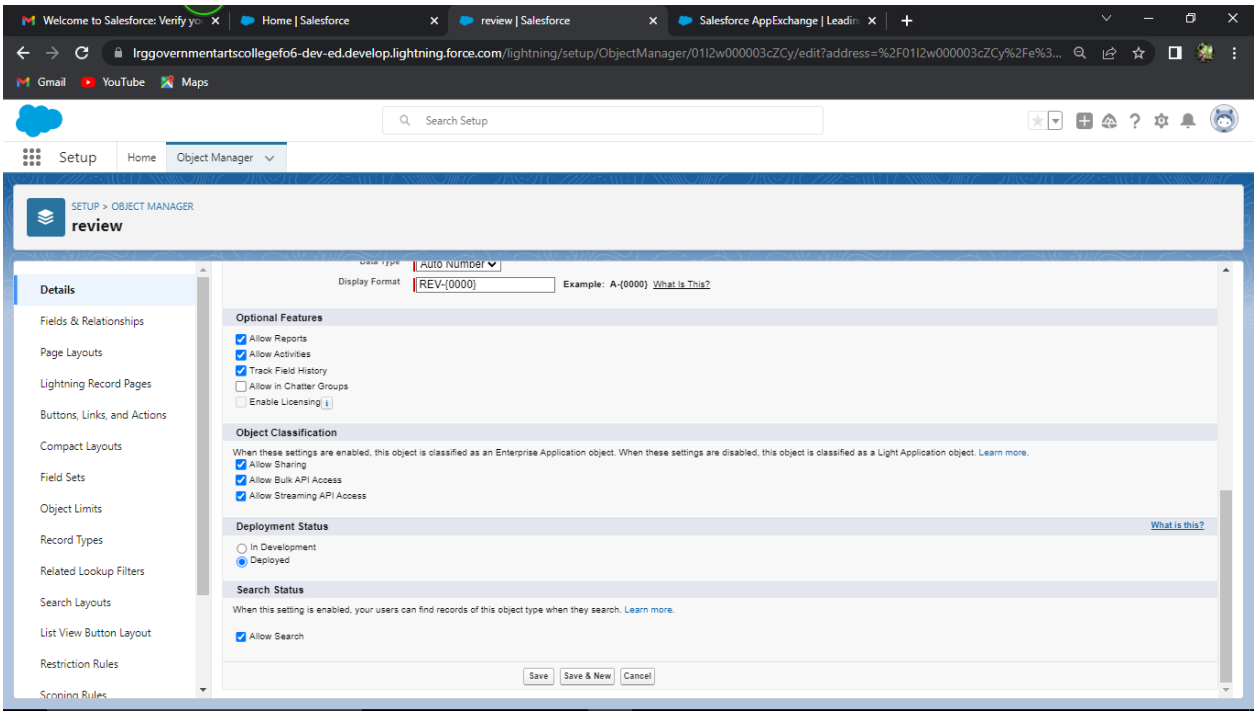


Custom object has been created for job posting site.

Activity 2:

To create custom object for reviews

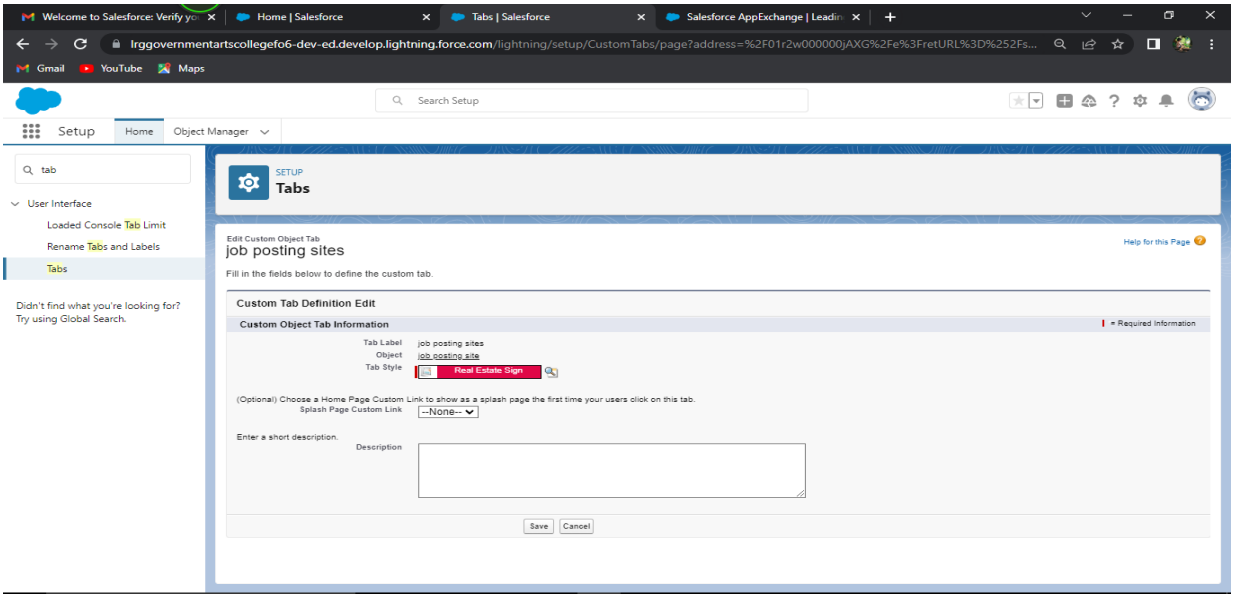




Created successfully.

MILESTONE 4

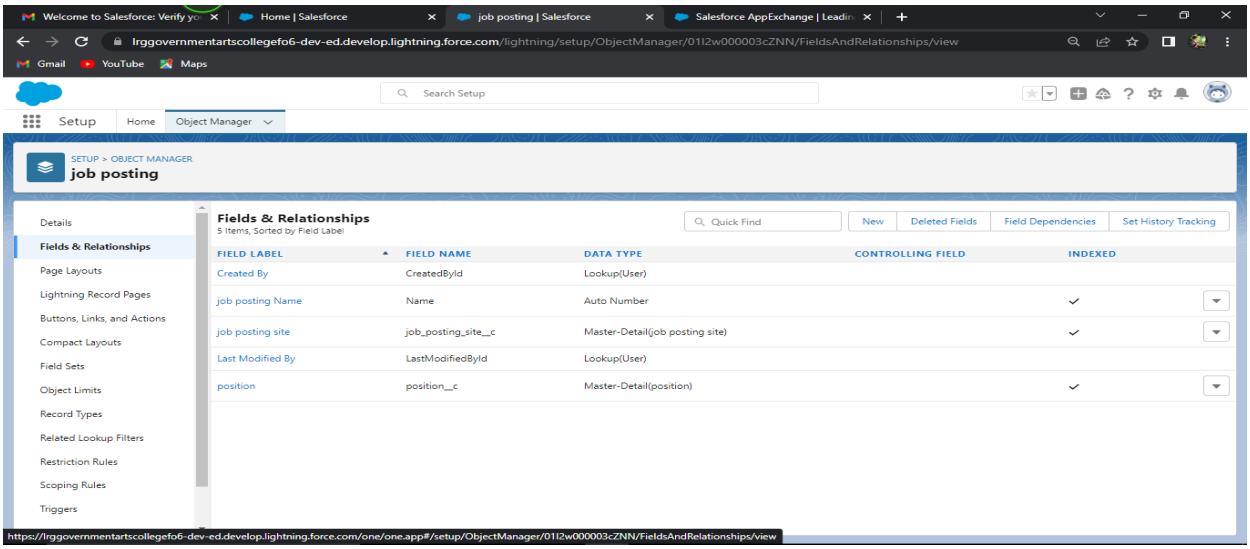
Activity 1:



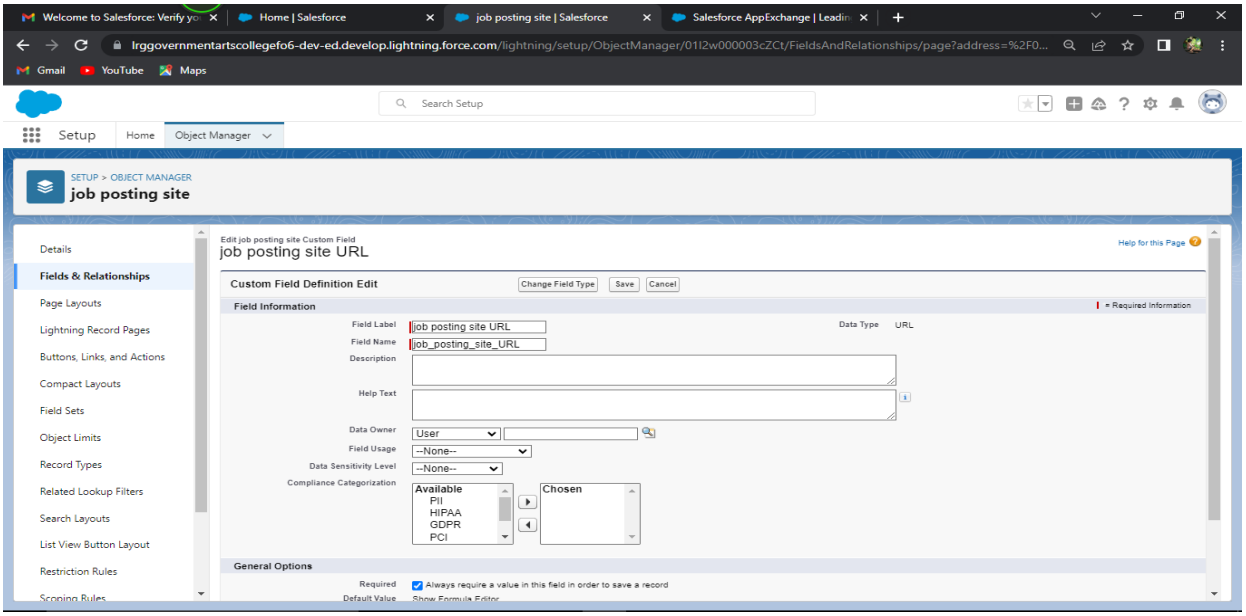
Created the job posting site object's tab and saved.

MILESTONE 5

Activity 1:

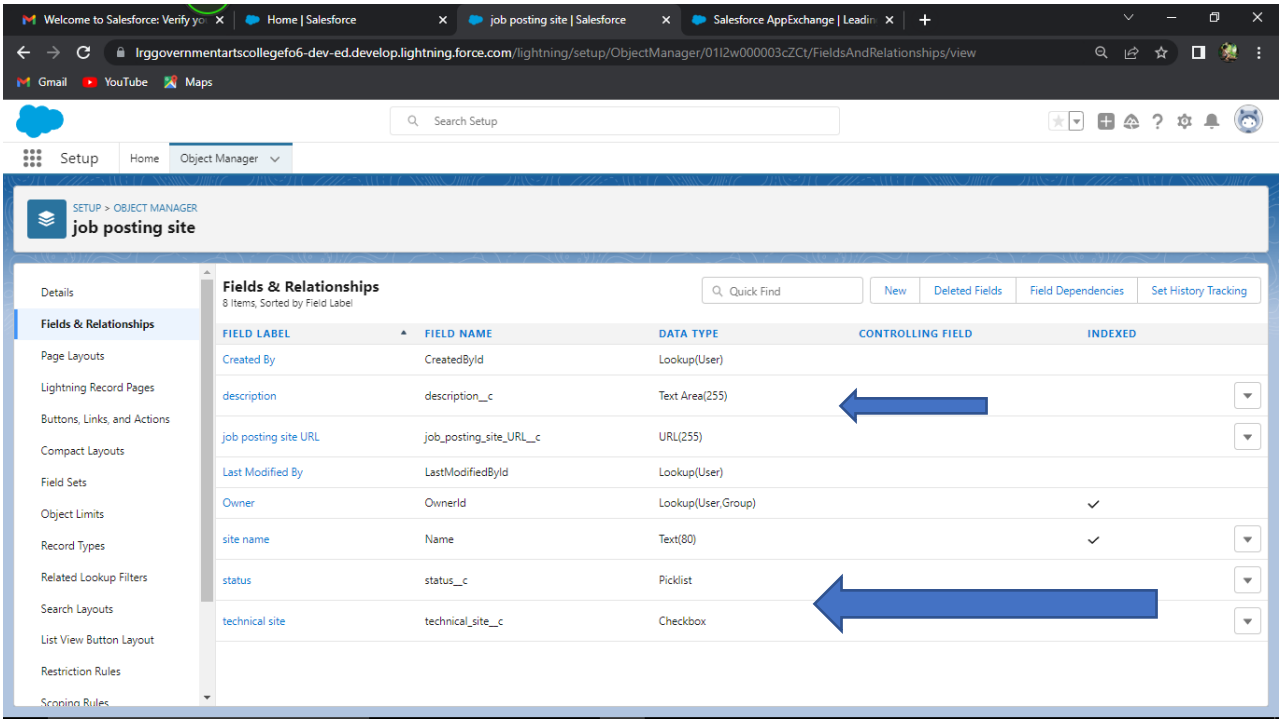


Created a new field for job posting site called job posting site URL



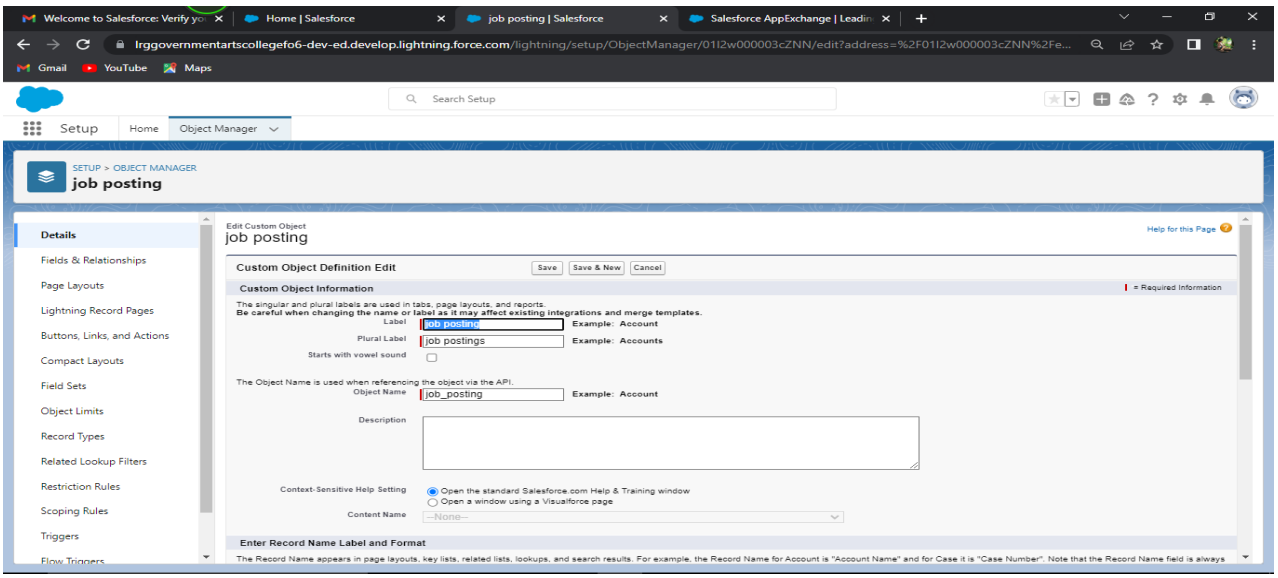
Likewise, created some fields for job posting site

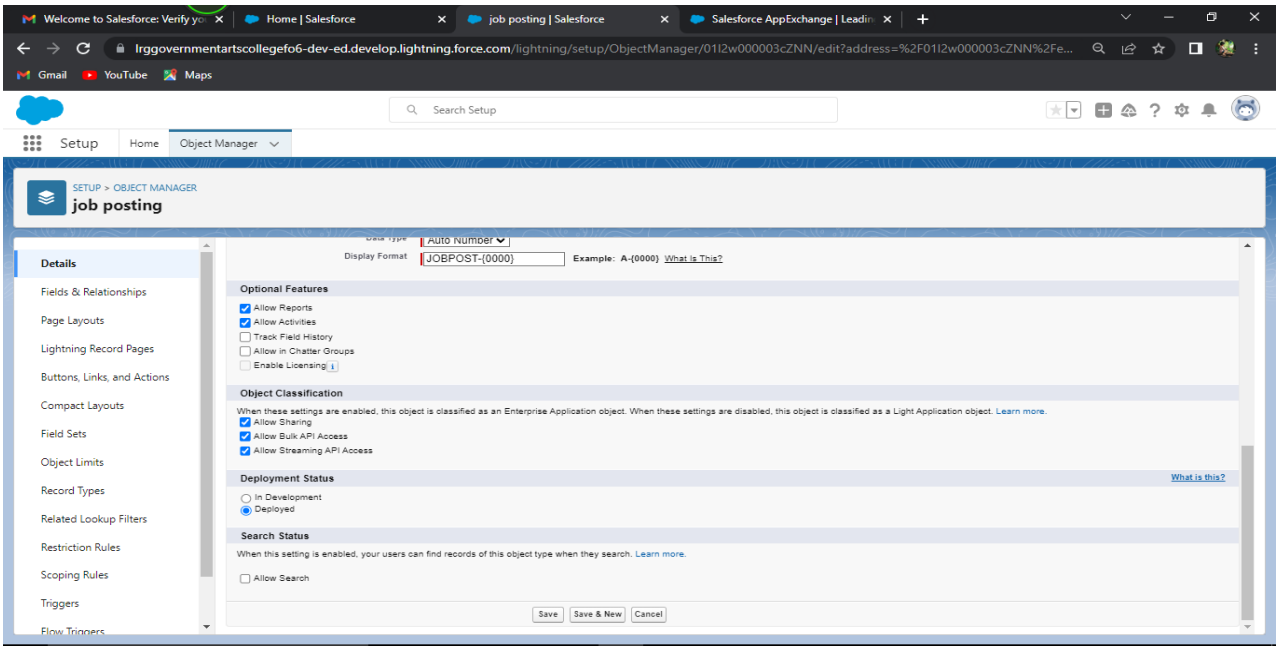
1. Status
2. Technical site
3. Description



MILESTONE 6

Activity 1:

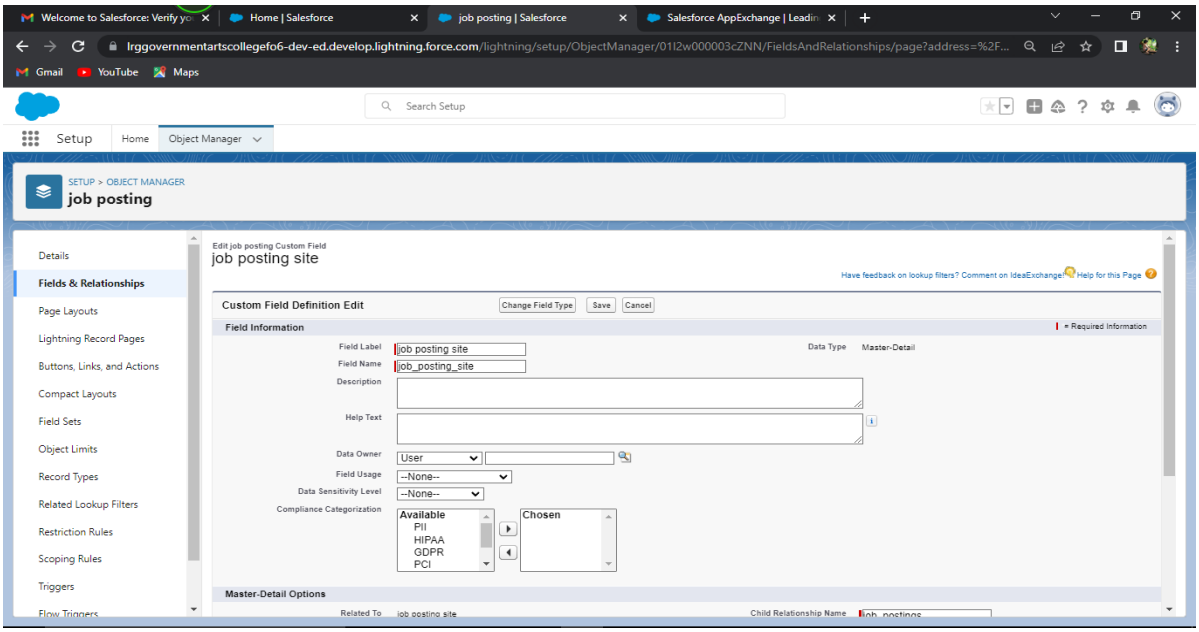


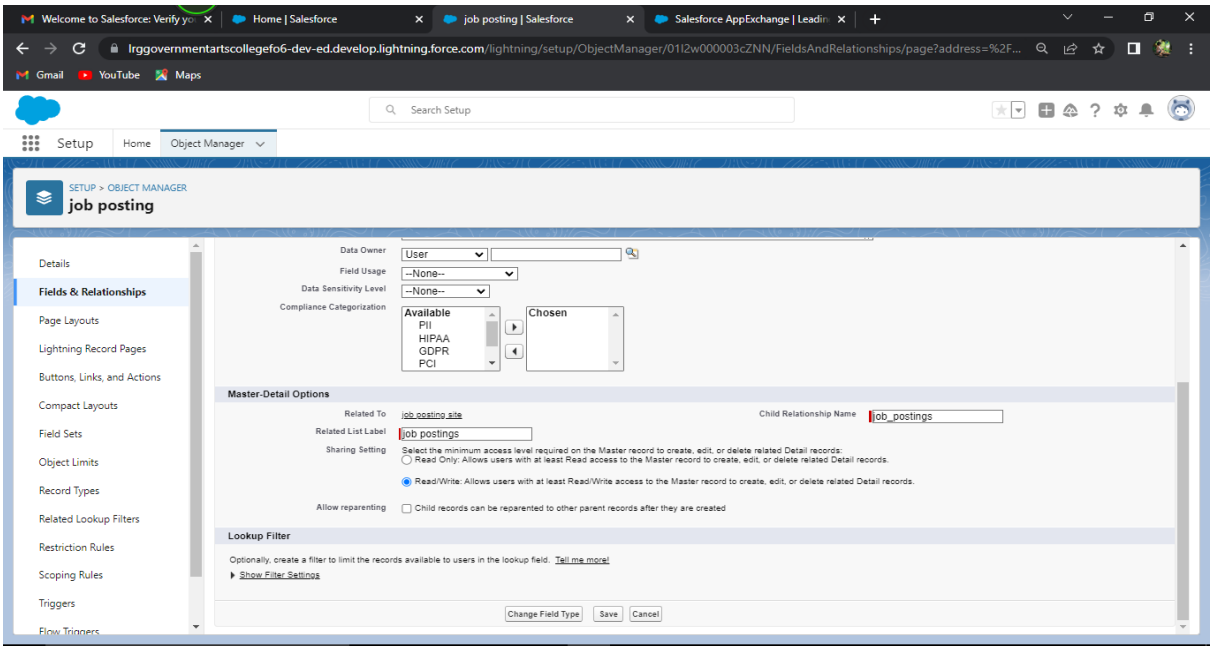


Created a custom junction object.

Activity 2:

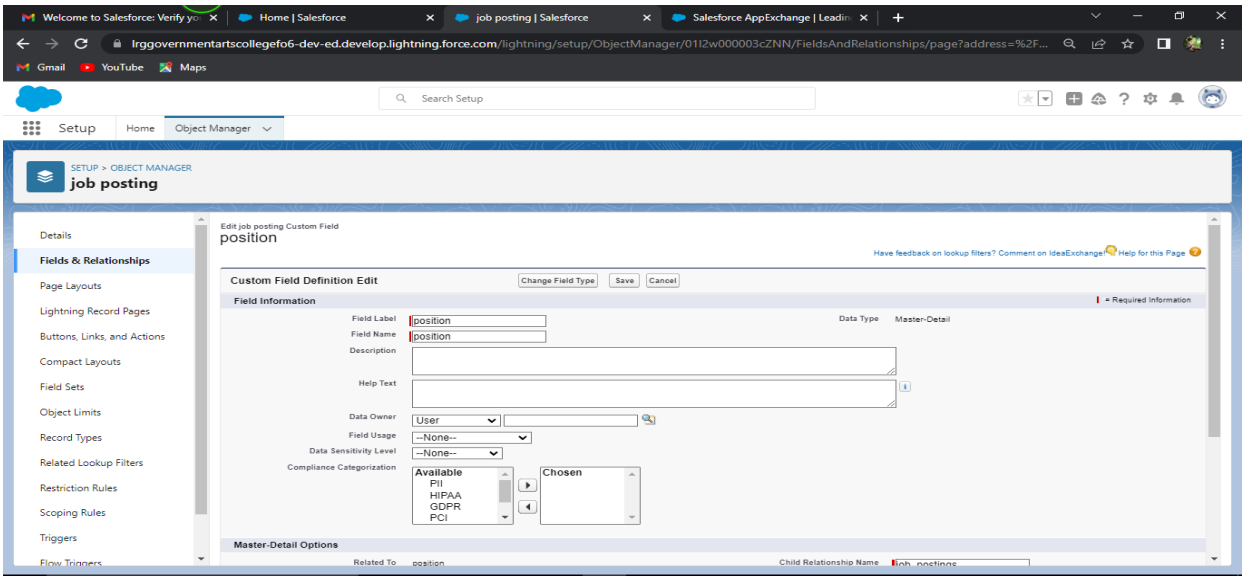
To create a relationships object.

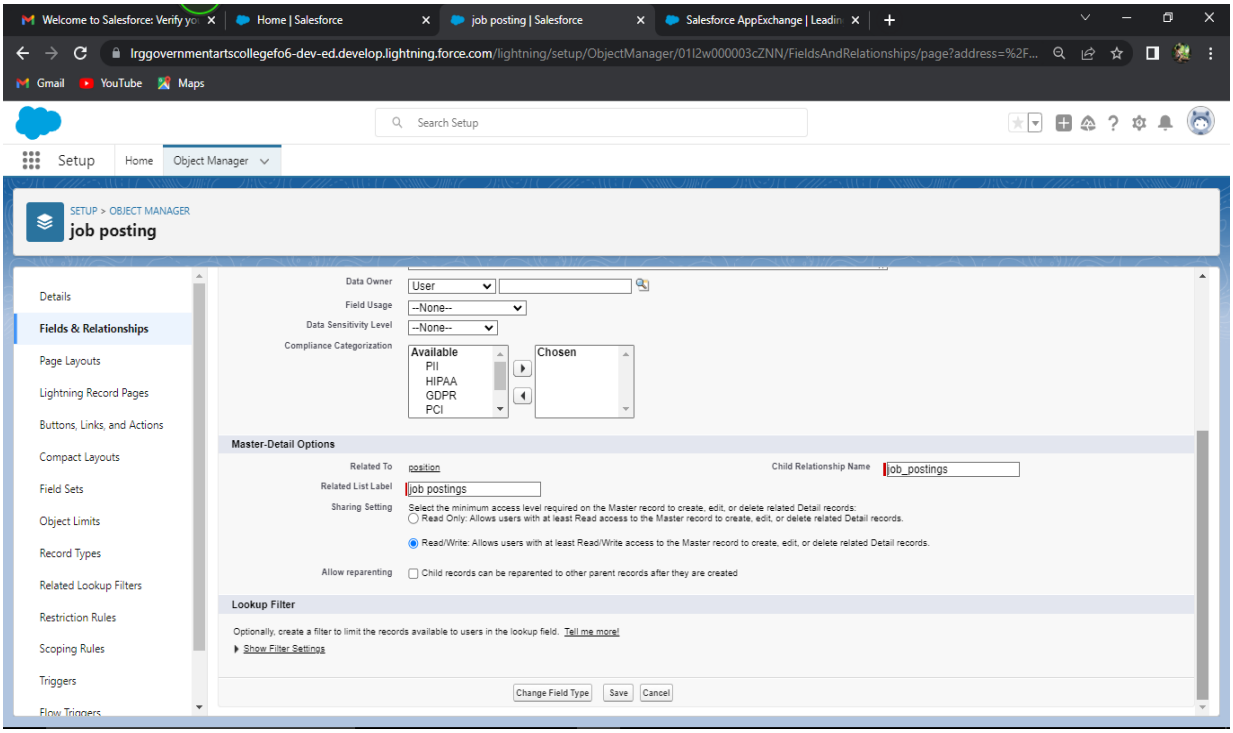




Created a master-detailed relationship between job posting and job posting sites.

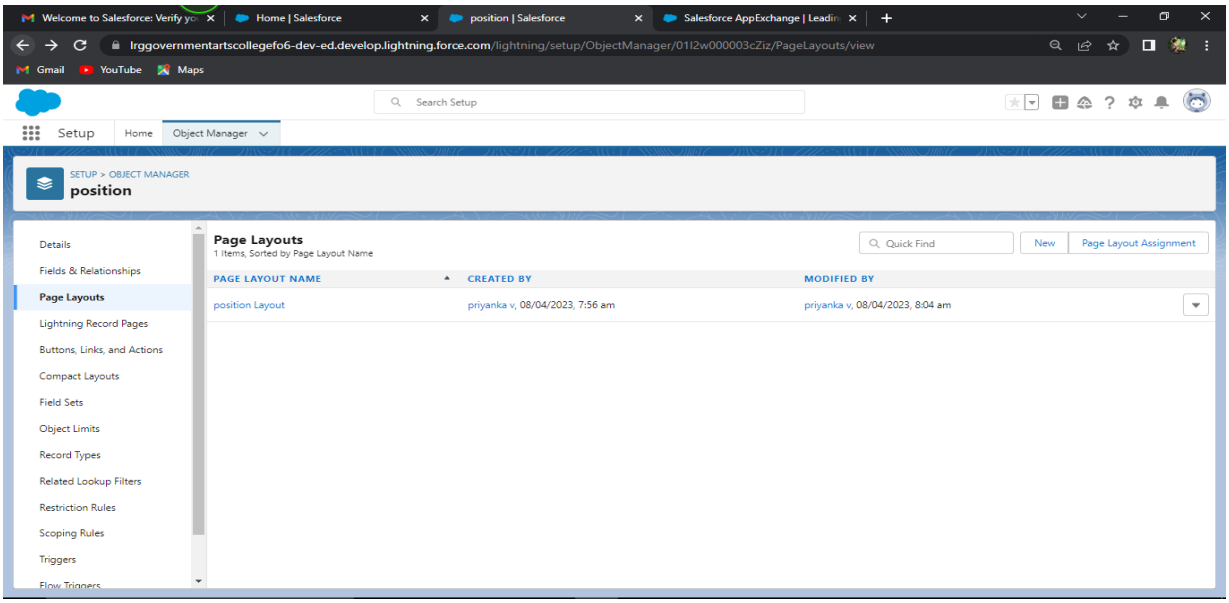
Also, created a master-detailed relationship between job posting and position.

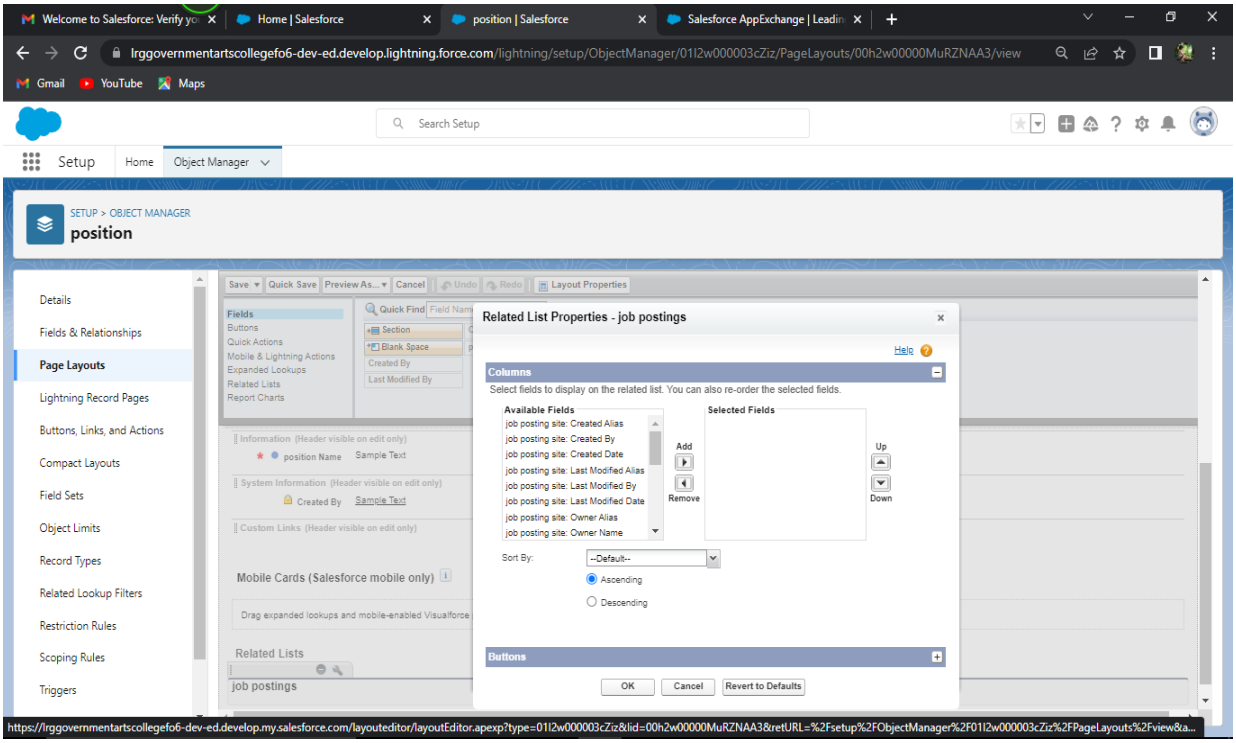




MILESTONE 7

Activity 1: to modify the page layout




Welcome to Salesforce: Verify yo
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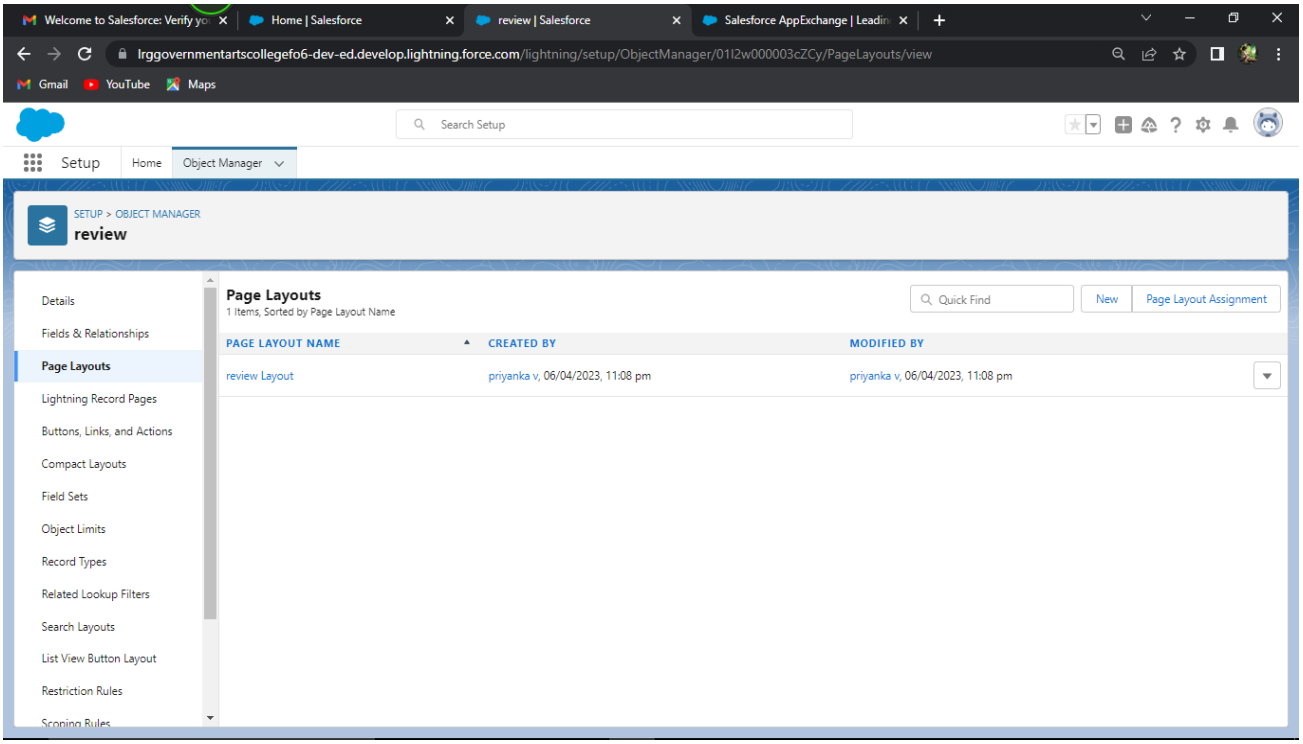
position | Salesforce
Salesforce AppExchange | Leadin
lrggovernmentartscollegefo6-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003cZiz/PageLayouts/00h2w00000MuRZNAA3/view
Gmail
YouTube
Maps
Search Setup
Setup
Home
Object Manager
SETUP > OBJECT MANAGER
position
Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
Restriction Rules
Scoping Rules
Triggers
Save
Quick Save
Preview As...
Cancel
Undo
Redo
Layout Properties
Fields
Buttons
Quick Actions
Mobile & Lightning Actions
Expanded Lookups
Related Lists
Report Charts
Quick Find
Section
Blank Space
Created By
Last Modified By
Related List Properties - job postings
Help
Columns
Select fields to display on the related list. You can also re-order the selected fields.
Available Fields
job posting site: Created Alias
job posting site: Created By
job posting site: Created Date
job posting site: Last Modified Alias
job posting site: Last Modified By
job posting site: Last Modified Date
job posting site: Owner Alias
job posting site: Owner Name
Add
Remove
Selected Fields
Up
Down
Sort By:
--Default--
Ascending
Descending
Buttons
OK
Cancel
Revert to Defaults
Information (Header visible on edit only)
position Name
Sample Text
System Information (Header visible on edit only)
Created By
Sample Text
Custom Links (Header visible on edit only)
Mobile Cards (Salesforce mobile only)
Drag expanded lookups and mobile-enabled Visualforce
Related Lists
job postings
https://lrggovernmentartscollegefo6-dev-ed.develop.my.salesforce.com/layouteditor/layoutEditor.apexp?type=01I2w000003cZiz&lid=00h2w00000MuRZNAA3&retURL=%2Fsetup%2FObjectManager%2F01I2w000003cZiz%2FPageLayouts%2Fview&a...

Activity 2:

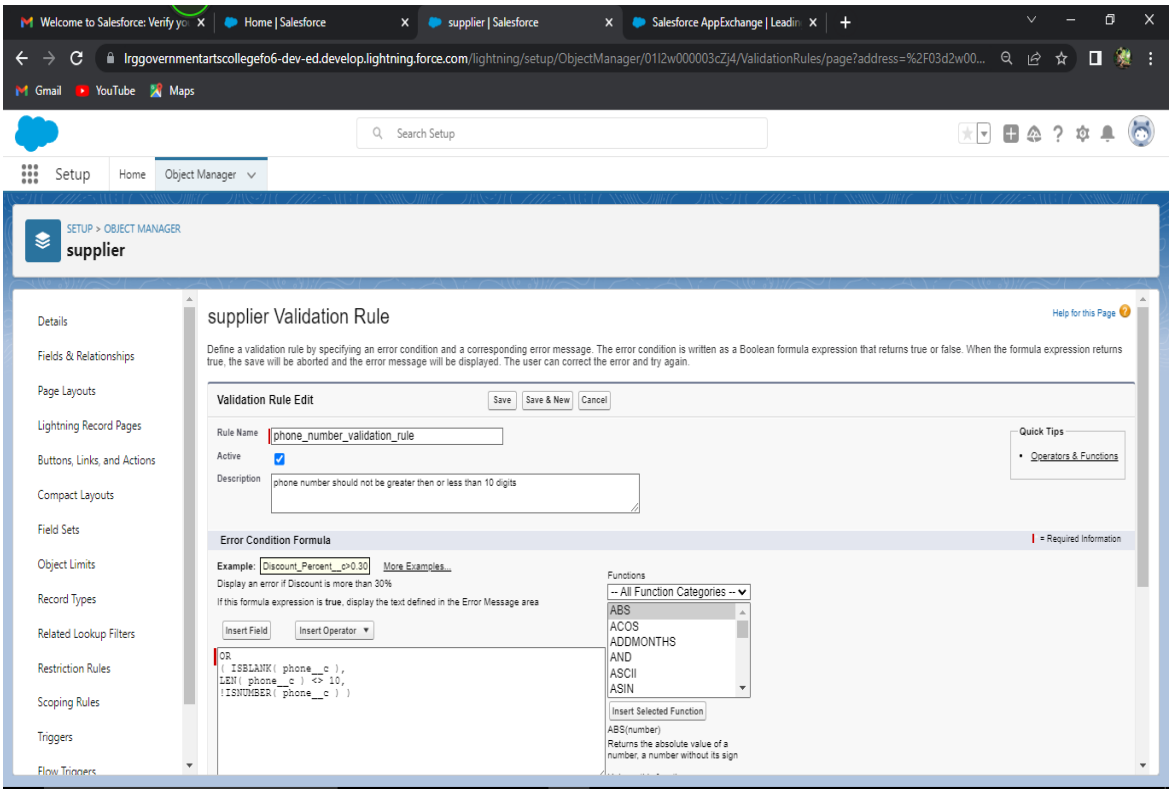


Created a page layout for review object successfully.

MILESTONE 8

Activity 1:

To create a phone number validation rule.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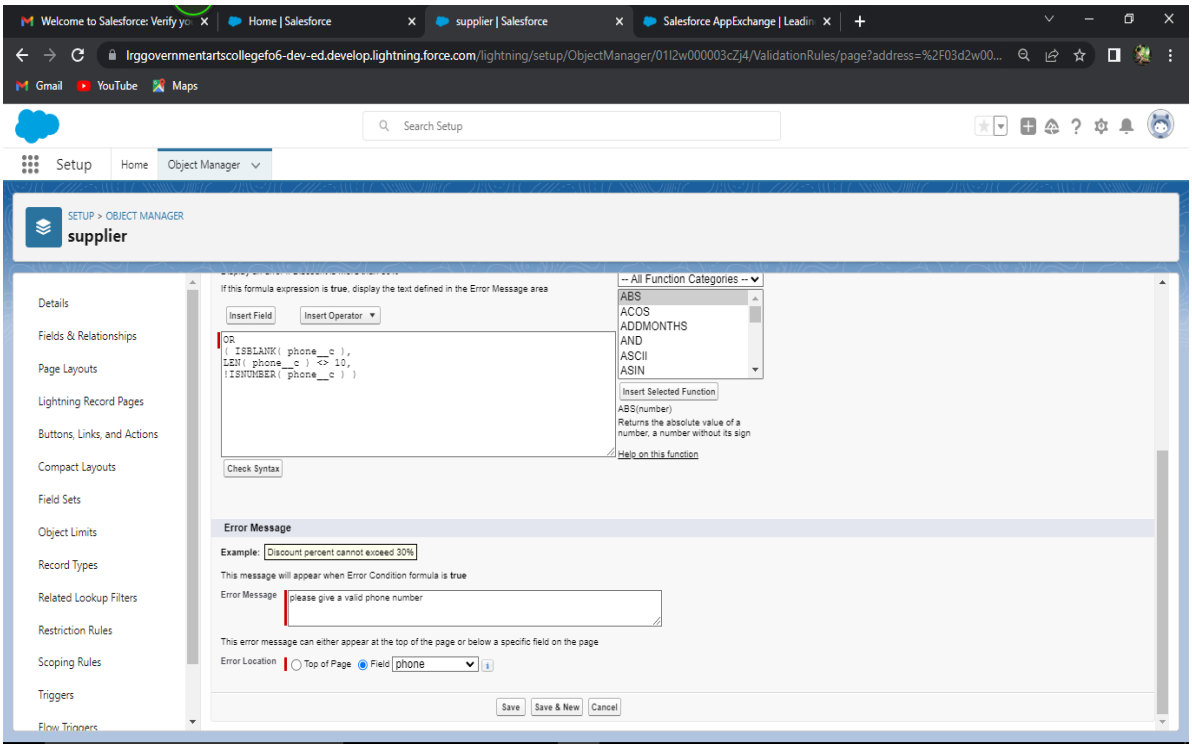
Gmail
YouTube
Maps
Search Setup
Setup
Home
Object Manager
SETUP > OBJECT MANAGER
supplier
Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
Restriction Rules
Scoping Rules
Triggers
Flow Triggers
supplier Validation Rule
Help for this Page
Define a validation rule by specifying an error condition and a corresponding error message. The error condition is written as a Boolean formula expression that returns true or false. When the formula expression returns true, the save will be aborted and the error message will be displayed. The user can correct the error and try again.
Validation Rule Edit
Save
Save & New
Cancel
Rule Name
phone_number_validation_rule
Active
Description
phone number should not be greater then or less than 10 digits
Quick Tips
Operators & Functions
Error Condition Formula
= Required Information
Example: Discount_Percent__c>0.30
More Examples...
Display an error if Discount is more than 30%
If this formula expression is true, display the text defined in the Error Message area
Insert Field
Insert Operator
OR
(ISBLANK(phone__c),
LEN(phone__c) <> 10,
!ISNUMBER(phone__c))
Functions
-- All Function Categories --
ABS
ACOS
ADDMONTHS
AND
ASCII
ASIN
Insert Selected Function
ABS(number)
Returns the absolute value of a number, a number without its sign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supplier | Salesforce
Salesforce AppExchange | Leadin
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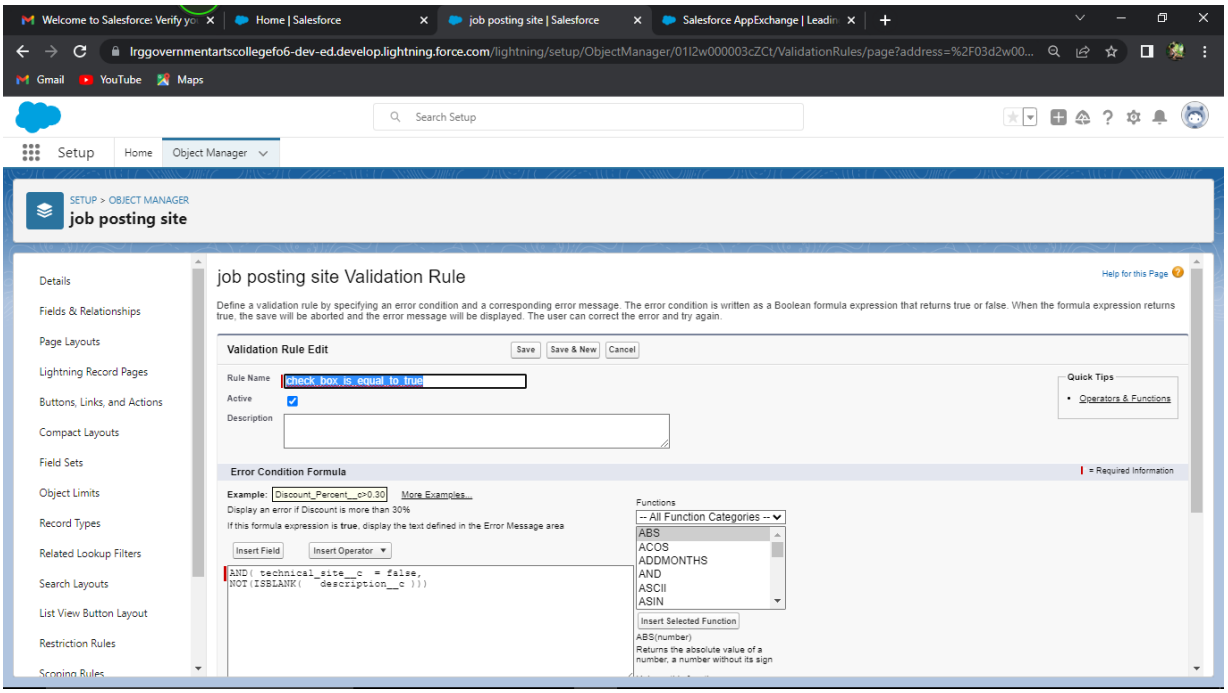
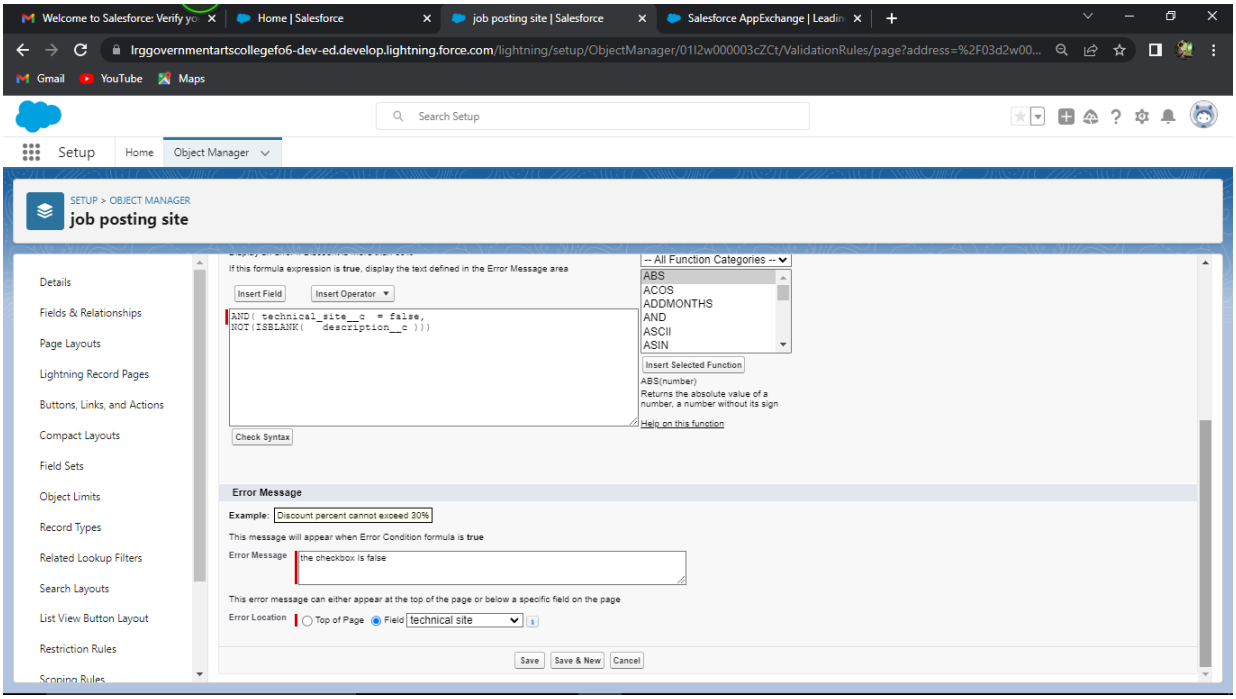
Gmail
YouTube
Maps
Search Setup
Setup
Home
Object Manager
SETUP > OBJECT MANAGER
supplier
Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
Restriction Rules
Scoping Rules
Triggers
Flow Triggers
If this formula expression is true, display the text defined in the Error Message area
Insert Field
Insert Operator
OR
(ISBLANK(phone__c),
LEN(phone__c) <> 10,
!ISNUMBER(phone__c))
-- All Function Categories --
ABS
ACOS
ADDMONTHS
AND
ASCII
ASIN
Insert Selected Function
ABS(number)
Returns the absolute value of a number, a number without its sign
Help on this function
Check Syntax
Error Message
Example: Discount percent cannot exceed 30%
This message will appear when Error Condition formula is true
Error Message
please give a valid phone number
This error message can either appear at the top of the page or below a specific field on the page
Error Location
Top of Page
Field
phone
Save
Save & New
Cancel

Activity 2:



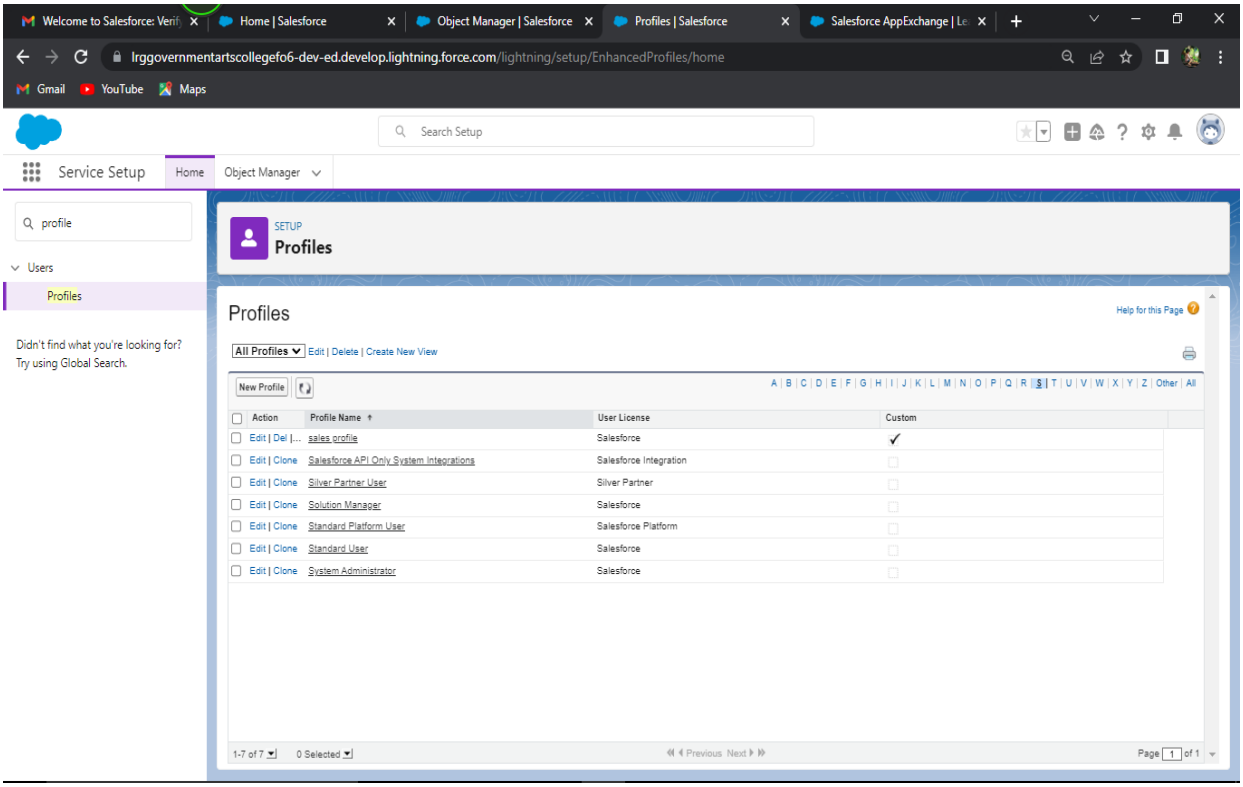


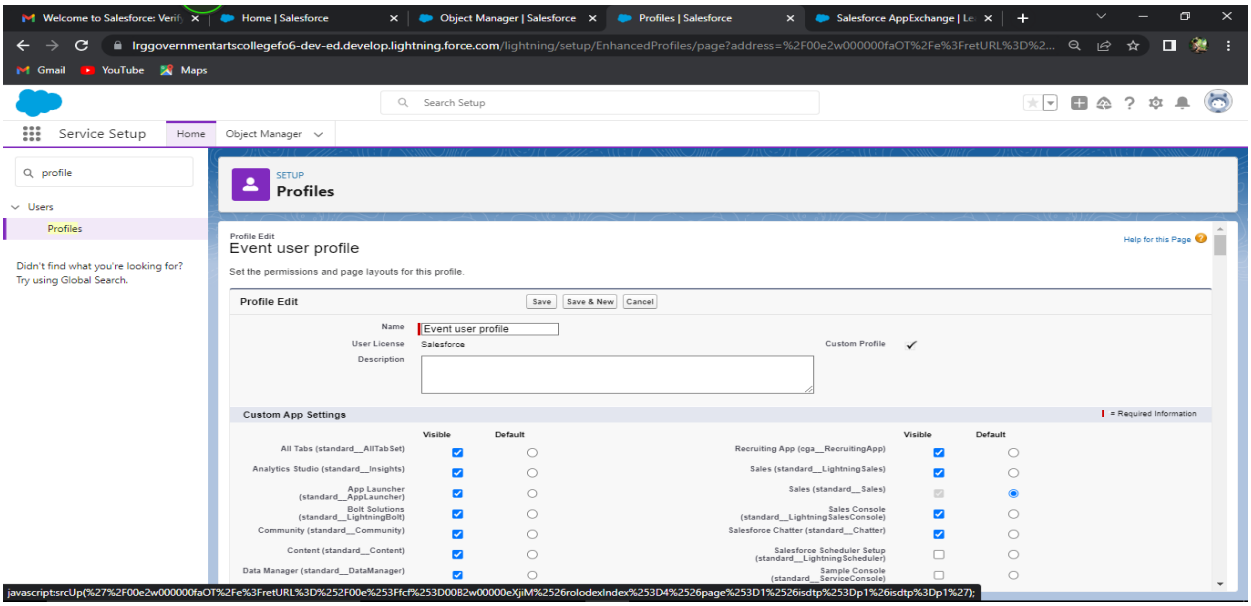
A validation rule for technical site checkbox is equal to true has been created.

MILESTONE 9

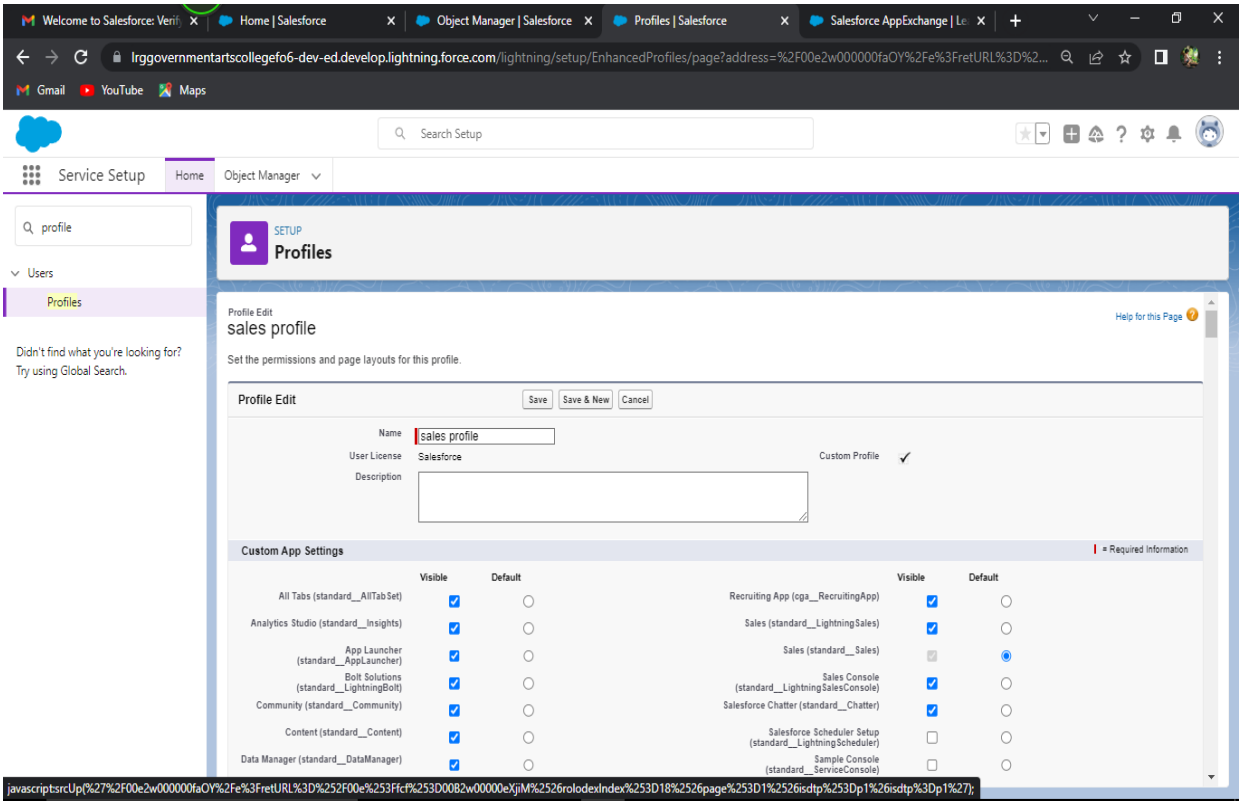
Activity 1:

Creation on profile





Created an event profile.

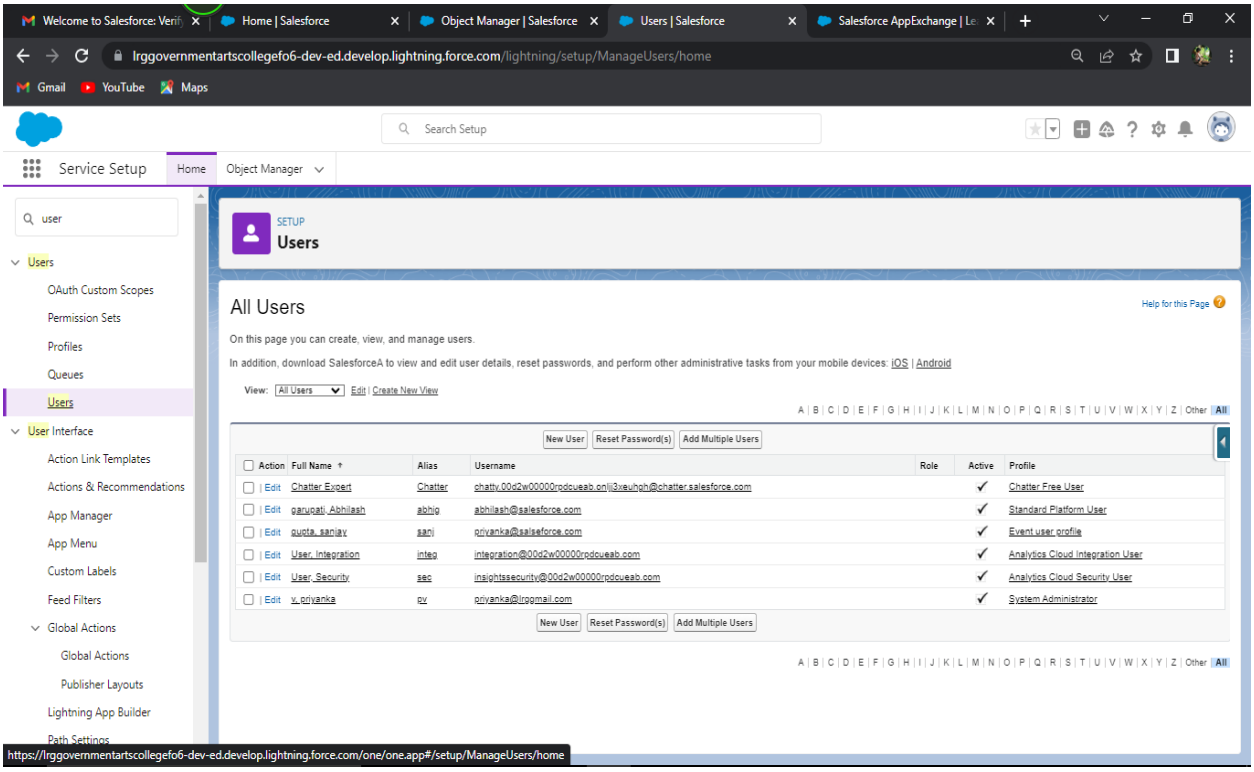


Created a profile with the profile name as “sales profile”

MILESTONE 10

Activity 1:

Created a user with a username as "Sanjay Gupta” and assigned him the event user profile.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Object Manager | Salesforce
Users | Salesforce
Salesforce AppExchange | Le
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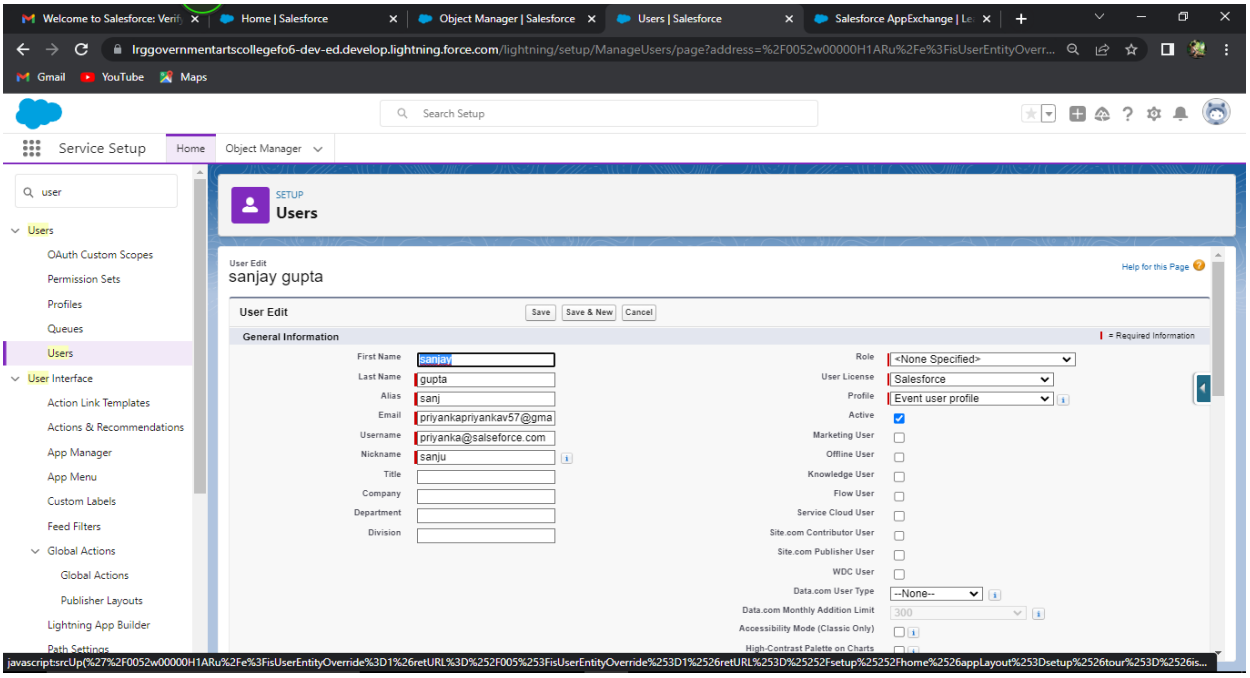
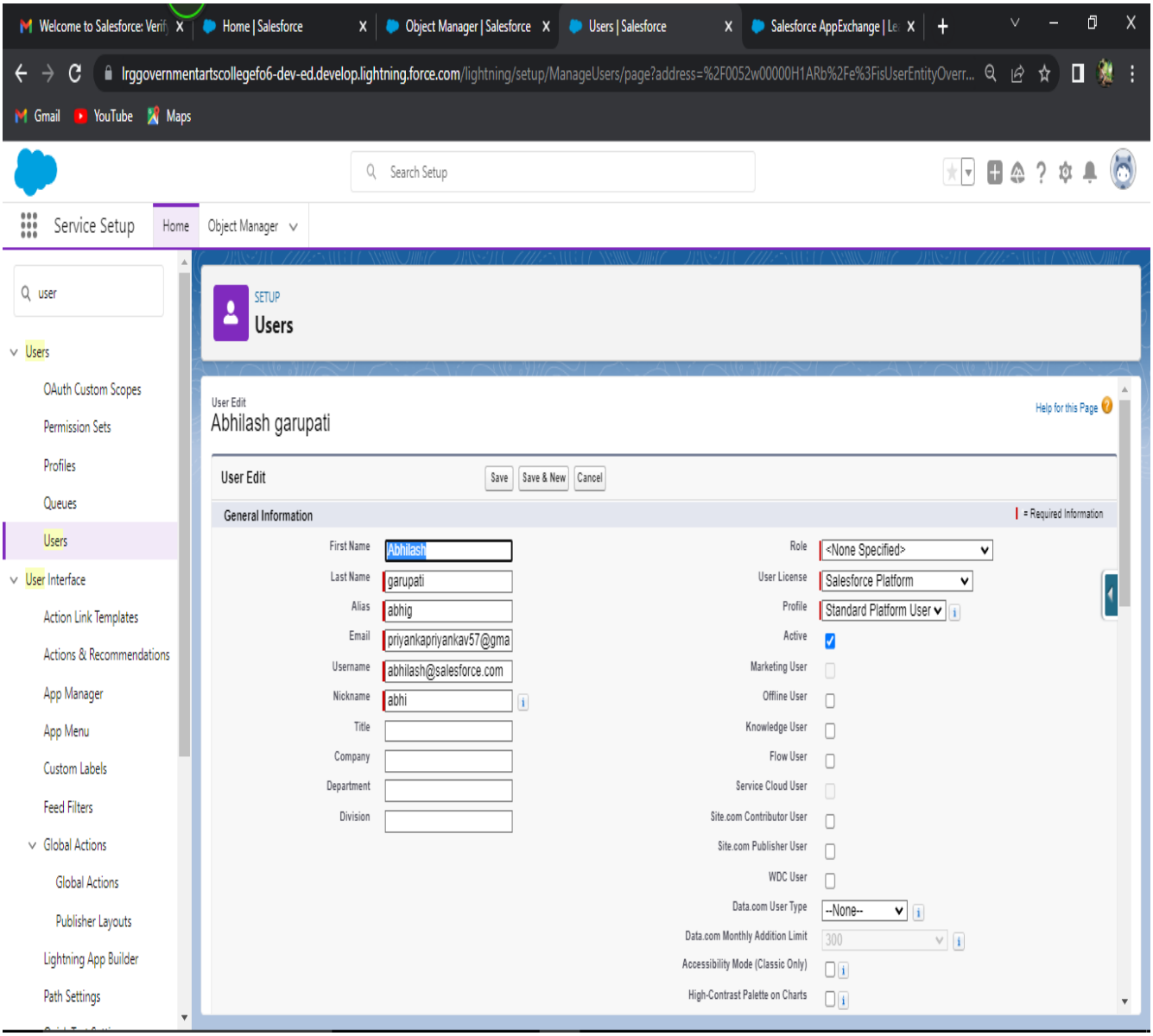
Gmail
YouTube
Maps
Search Setup
Service Setup
Home
Object Manager
user
Users
OAuth Custom Scopes
Permission Sets
Profiles
Queues
Users
User Interface
Action Link Templates
Actions & Recommendations
App Manager
App Menu
Custom Labels
Feed Filters
Global Actions
Global Actions
Publisher Layouts
Lightning App Builder
Path Settings
SETUP
Users
All Users
Help for this Page
On this page you can create, view, and manage users.
In addition, download SalesforceA to view and edit user details, reset passwords, and perform other administrative tasks from your mobile devices: iOS | Android
View: All Users Edit | Create New View
A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Other All
New User
Reset Password(s)
Add Multiple Users
Action
Full Name
Alias
Username
Role
Active
Profile
Edit
Chatter Expert
Chatter
chatty.00d2w00000rpdcueab.onlj3xeuhgh@chatter.salesforce.com
Chatter Free User
Edit
garupati, Abhilash
abhig
abhilash@salesforce.com
Standard Platform User
Edit
gupta, sanjay
sanj
priyanka@salesforce.com
Event user profile
Edit
User, Integration
integ
integration@00d2w00000rpdcueab.com
Analytics Cloud Integration User
Edit
User, Security
sec
insightssecurity@00d2w00000rpdcueab.com
Analytics Cloud Security User
Edit
v, priyanka
pv
priyanka@lrggmail.com
System Administrator
https://lrggovernmentartscollegefo6-dev-ed.develop.lightning.force.com/one/one.app#/setup/ManageUsers/home


Welcome to Salesforce: Verif
Home | Salesforce
Object Manager | Salesforce
Users | Salesforce
Salesforce AppExchange | Le
lrggovernmentartscollegefo6-dev-ed.develop.lightning.force.com/lightning/setup/ManageUsers/page?address=%2F0052w00000H1ARu%2Fe%3FisUserEntityOverr...
Gmail
YouTube
Maps
Search Setup
Service Setup
Home
Object Manager
user
Users
OAuth Custom Scopes
Permission Sets
Profiles
Queues
Users
User Interface
Action Link Templates
Actions & Recommendations
App Manager
App Menu
Custom Labels
Feed Filters
Global Actions
Global Actions
Publisher Layouts
Lightning App Builder
Path Settings
SETUP
Users
User Edit
sanjay gupta
Help for this Page
User Edit
Save
Save & New
Cancel
General Information
= Required Information
First Name
sanjay
Last Name
gupta
Alias
sanj
Email
priyankapriyankav57@gma
Username
priyanka@salseforce.com
Nickname
sanju
Title
Company
Department
Division
Role
<None Specified>
User License
Salesforce
Profile
Event user profile
Active
Marketing User
Offline User
Knowledge User
Flow User
Service Cloud User
Site.com Contributor User
Site.com Publisher User
WDC User
Data.com User Type
--None--
Data.com Monthly Addition Limit
300
Accessibility Mode (Classic Only)
High-Contrast Palette on Charts
javascript:srcUp(%27%2F0052w00000H1ARu%2Fe%3FisUserEntityOverride%3D1%26retURL%3D%252F005%253FisUserEntityOverride%253D1%2526retURL%253D%25252Fsetup%25252Fhome%2526appLayout%253Dsetup%2526tour%253D%2526is...

Activity 2:

To create a user with username as “Abhilash Garapati” and assign him the sales profile.

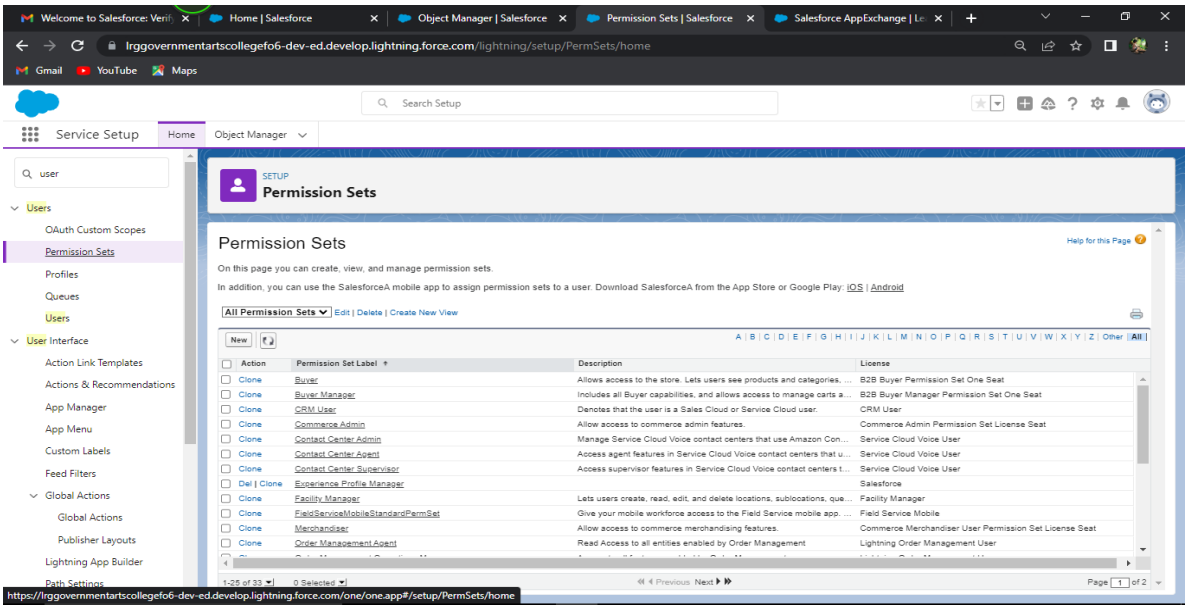


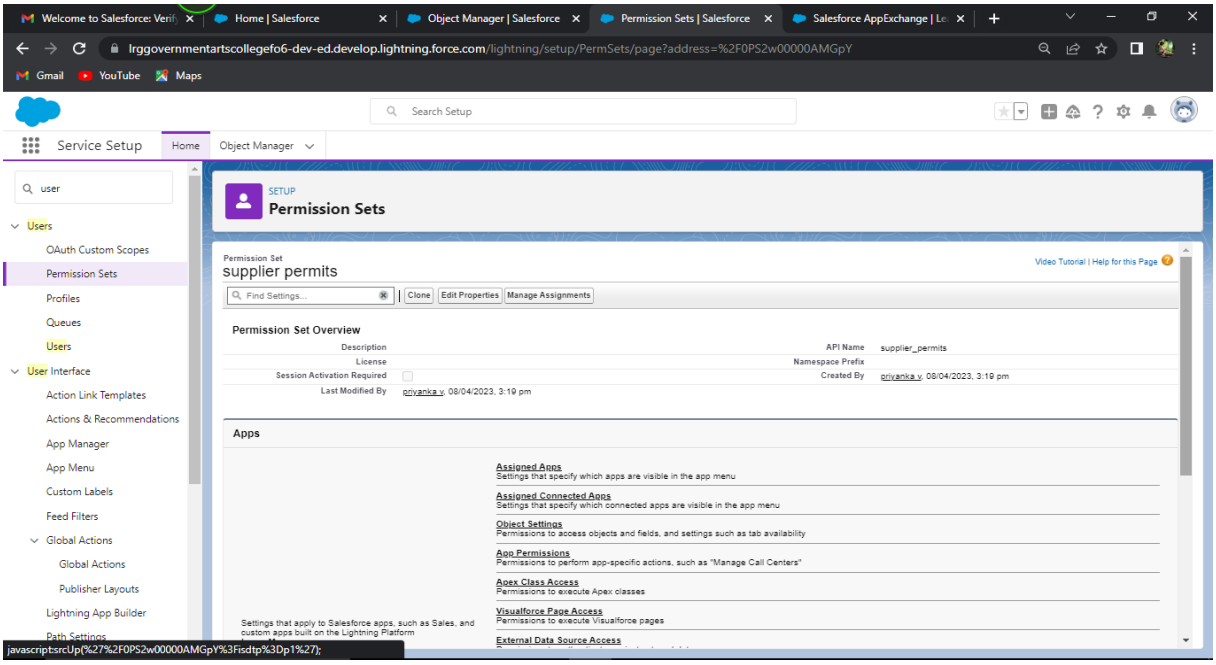
Created successfully.

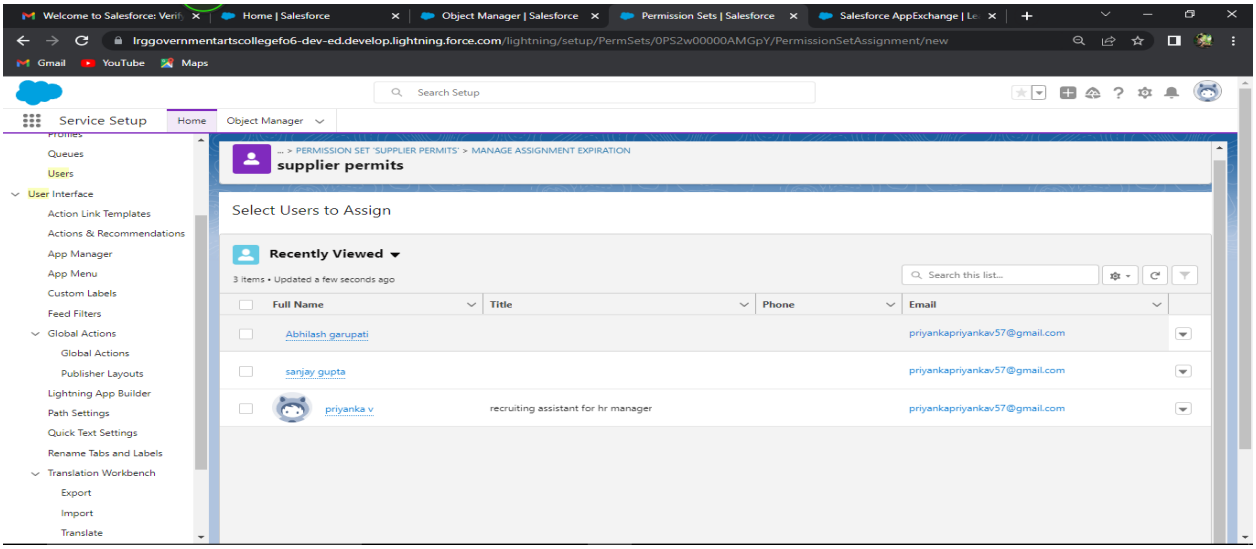
MILESTONE 11

Activity 1:

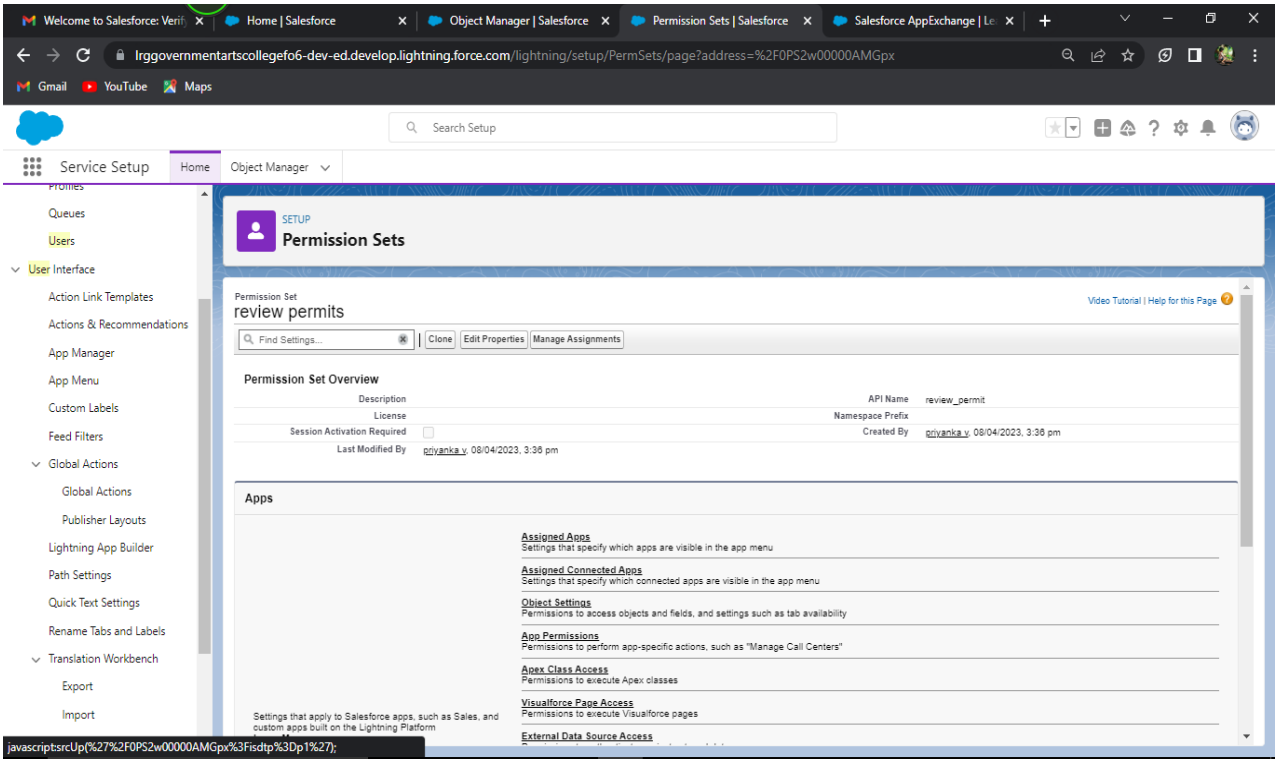
Created a permission set for supplier object.

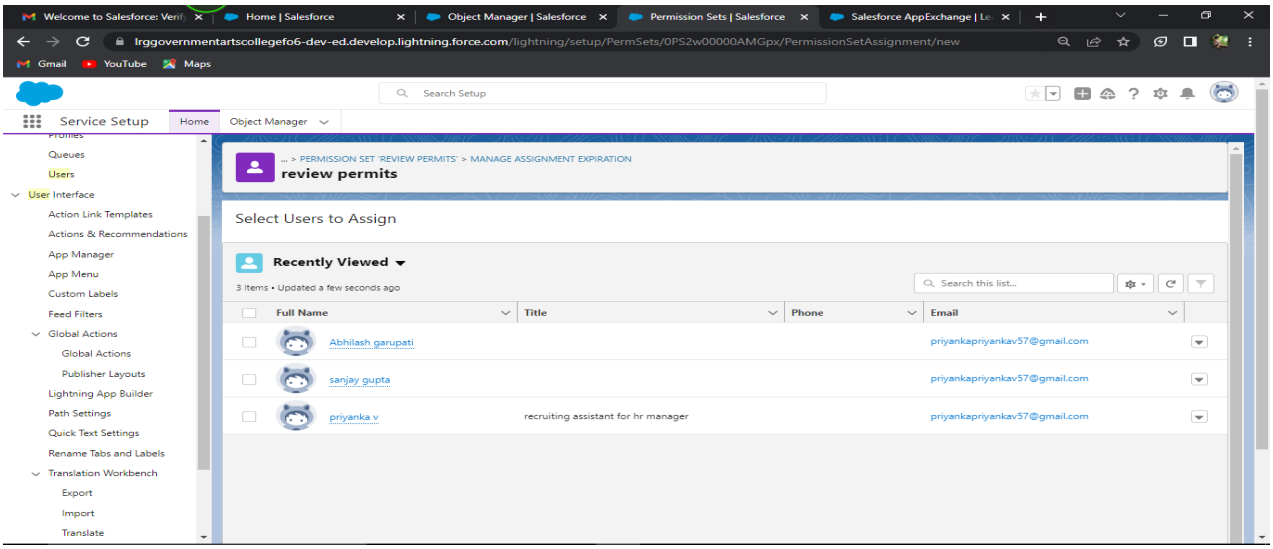






Created a permission set for Review object

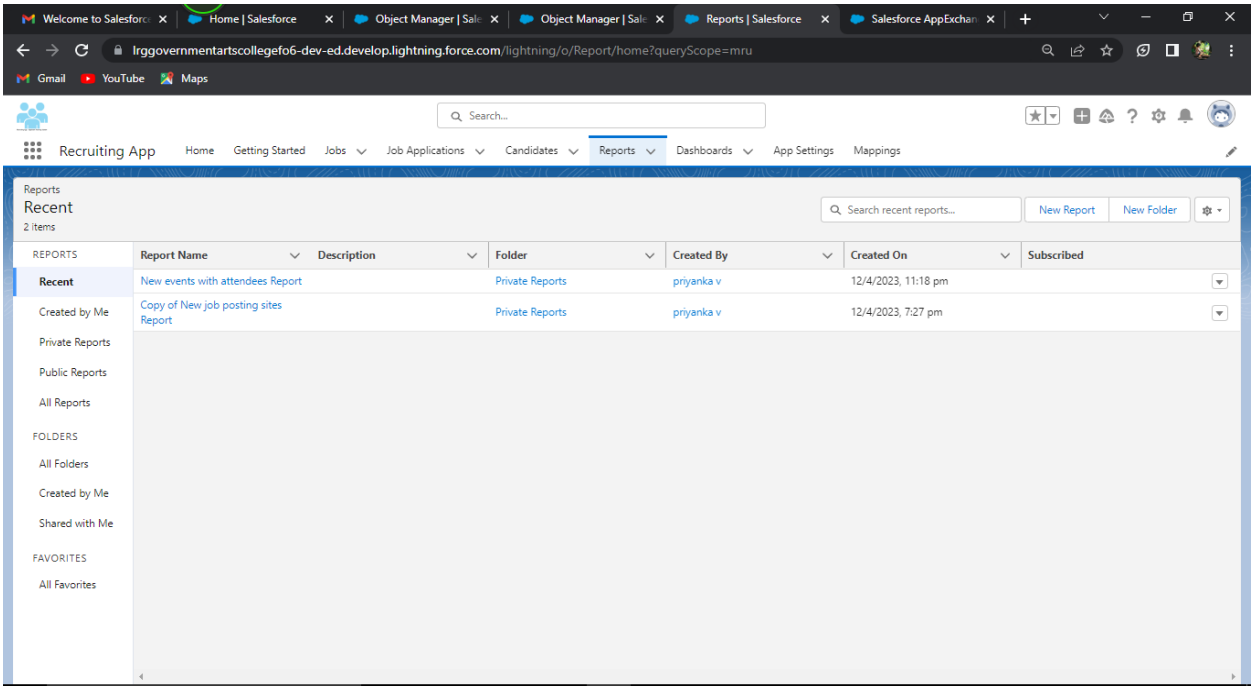


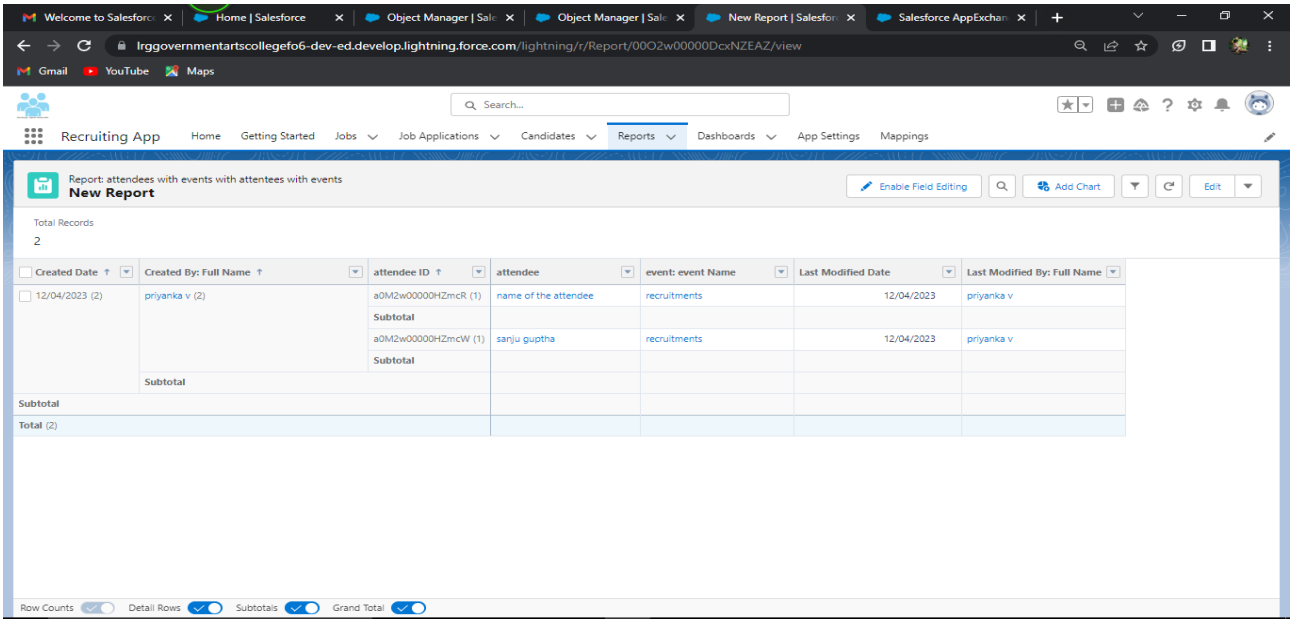


MILESTONE 12

Activity 1:

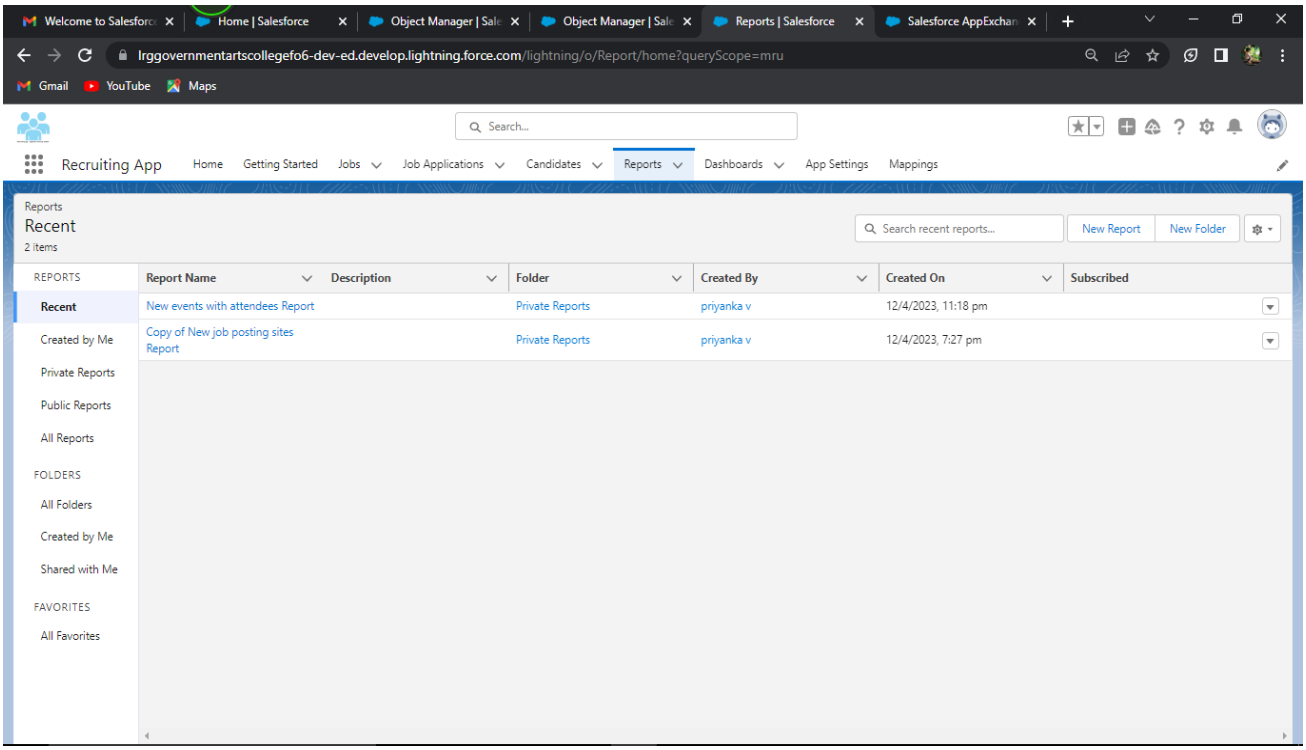
Created a report for attendees with events



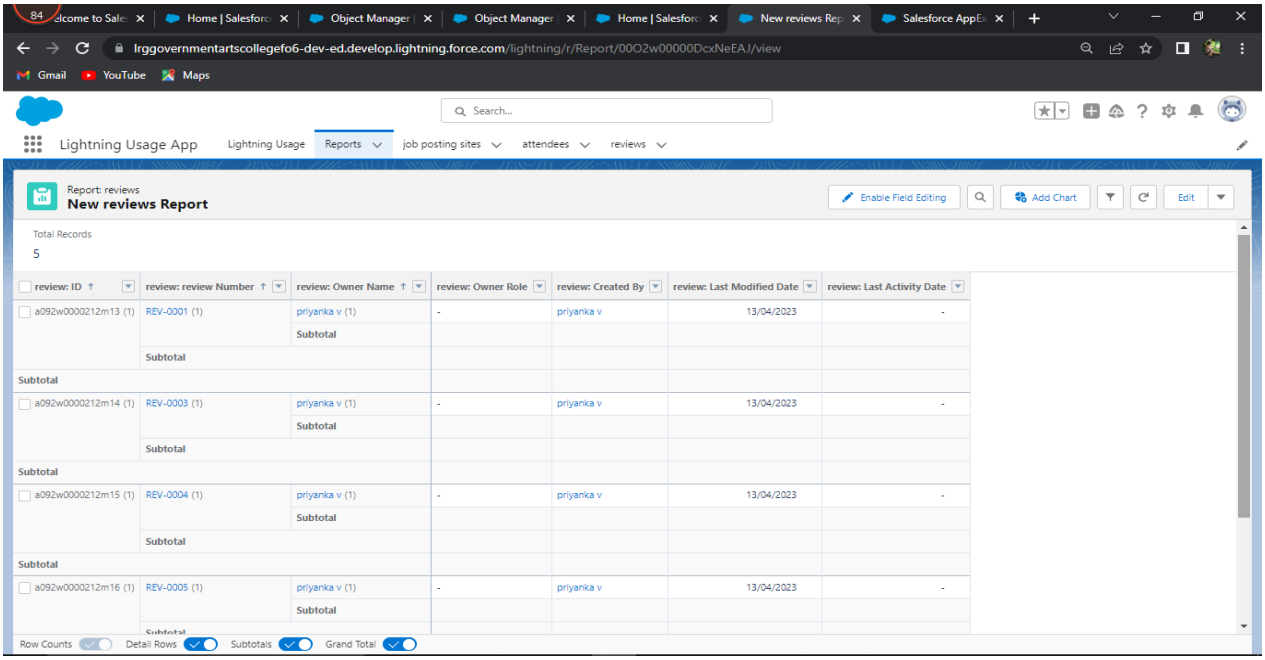


Activity 2:

Created a report for job posting object



Created a report for review object



4. Trailhead profile public URL

Team lead – https://trailblazer.me/id/priyv44

Team member 1- https://trailblazer.me/id/sharma835

Team member 2- https://trailblazer.me/id/jebhk

Team member 3- https://trailblazer.me/id/keerk51

5 ADVANTAGES

Reduce time to hire

They ‘re prescreened for culture fit.

Their track records are easily accessible.

They may not always need full interviews with managers.

Know how your company operates and most of your polices and practices

Reduces cost for interview arrangements

Strengthen employee engagement.

6 DISADVANTAGES

Managers are often uncomfortable losing good team members and may even go so far as to hinder the transfer or promotion.

When you promote someone to fill an open position, their old position becomes vacant. This means that a series of moves and promotions may ensure that could disrupt your business operations.

7 APPLICATIONS

(a) Assist with day-to-day operations of the HR function and duties
(b) Assist our recruiters to source candidates and update our database
(c) Communicate with public services when necessary

8 CONCLUSION

An effective recruiting assistant process reduces turnover, we also grt much better resuits in our recruitment process if we advertise specific criteria that are relevant to the job.

9 FUTURE SCOPE

The future of recruitment departments will need it to upskill, track new metrics, and adopt new technologies.

They will need to take on a more visible, strategic role within the business and will seriously rethink the way they see their job.