

RECRUITING ASSISTANT FOR HR MANAGER

1.INTRODUCTION

1.1 OVERVIEW:

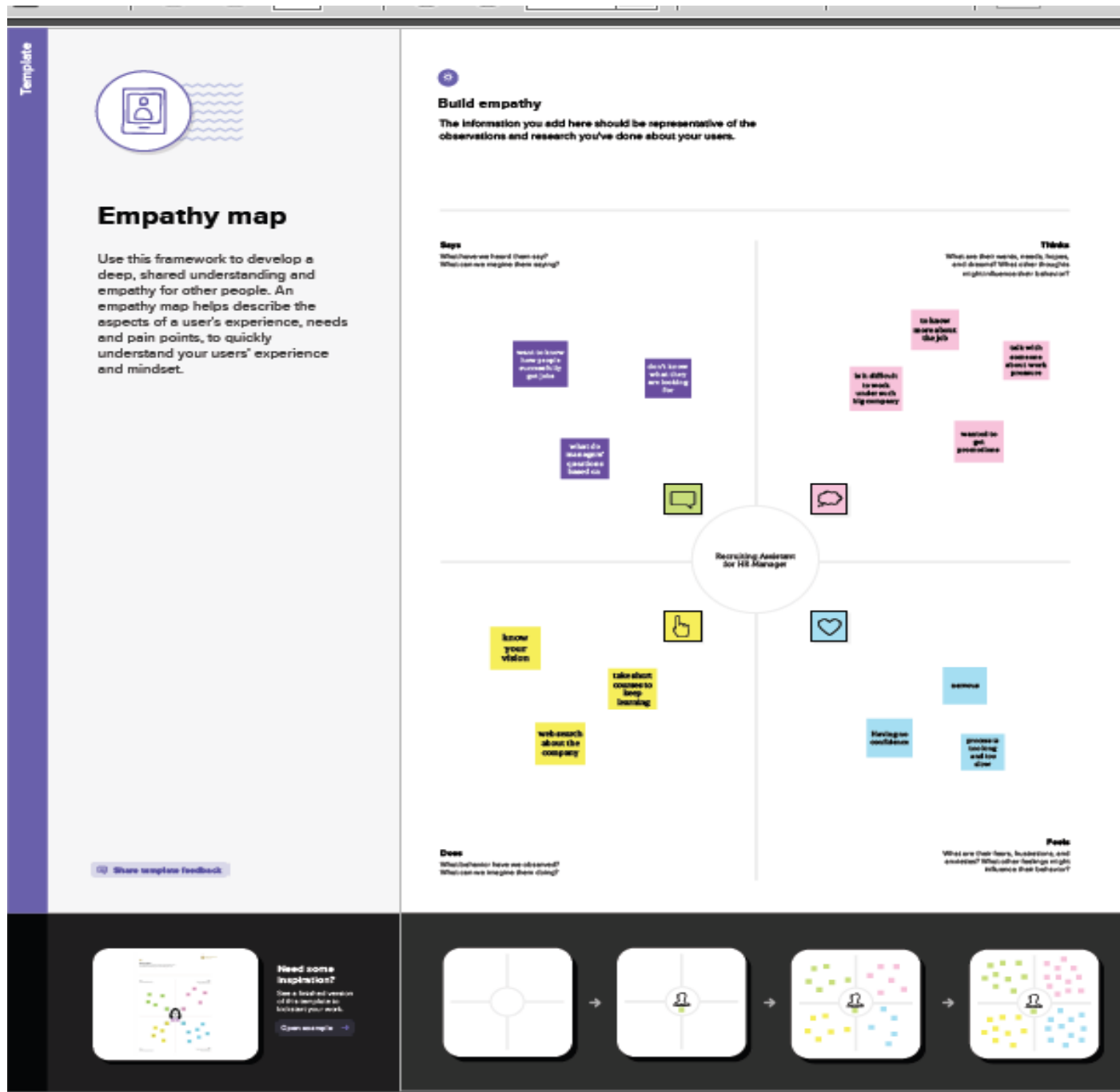
A Human Resource (HR) Assistant is a professional who is responsible for the daily administrative and HR duties of an organization. They assist with recruitment and record maintenance for payroll processing as well as provide clerical support to all employees.

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


Template



Brainstorm & idea prioritization


Use this template in your own brainstorming sessions so your team can unleash their imagination and start shaping concepts even if you're not sitting in the same room.

 **10 minutes** to prepare
 **1 hour** to collaborate
 **2-8 people** recommended



Before you collaborate

A little bit of preparation goes a long way with this session. Here's what you need to do to get going.

 **10 minutes**

A


Team gathering
Define who should participate in the session and send an invite. Share relevant information or pre-work ahead.

B

Set the goal
Think about the problem you'll be focusing on solving in the brainstorming session.

C

Learn how to use the facilitation tools
Use the Facilitation Superpowers to run a happy and productive session.

[Open article](#) 

200.00 x 65.18 in

<

>

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.

9 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 candidate?

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/brush to sketch/zoom to start drawing!

PRIVANKA, V

1. I will create a job description that is clear and concise.

2. I will create a job description that is clear and concise.

3. I will create a job description that is clear and concise.

4. I will create a job description that is clear and concise.

5. I will create a job description that is clear and concise.

6. I will create a job description that is clear and concise.

7. I will create a job description that is clear and concise.

8. I will create a job description that is clear and concise.

9. I will create a job description that is clear and concise.

10. I will create a job description that is clear and concise.

SHARMELA, M

1. I will create a job description that is clear and concise.

2. I will create a job description that is clear and concise.

3. I will create a job description that is clear and concise.

4. I will create a job description that is clear and concise.

5. I will create a job description that is clear and concise.

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7. I will create a job description that is clear and concise.

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9. I will create a job description that is clear and concise.

10. I will create a job description that is clear and concise.

KEERTHANA, K

1. I will create a job description that is clear and concise.

2. I will create a job description that is clear and concise.

3. I will create a job description that is clear and concise.

4. I will create a job description that is clear and concise.

5. I will create a job description that is clear and concise.

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9. I will create a job description that is clear and concise.

10. I will create a job description that is clear and concise.

JESHA, K

1. I will create a job description that is clear and concise.

2. I will create a job description that is clear and concise.

3. I will create a job description that is clear and concise.

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7. I will create a job description that is clear and concise.

8. I will create a job description that is clear and concise.

9. I will create a job description that is clear and concise.

10. I will create a job description that is clear and concise.

Person 5

1. I will create a job description that is clear and concise.

2. I will create a job description that is clear and concise.

3. I will create a job description that is clear and concise.

4. I will create a job description that is clear and concise.

5. I will create a job description that is clear and concise.

6. I will create a job description that is clear and concise.

7. I will create a job description that is clear and concise.

8. I will create a job description that is clear and concise.

9. I will create a job description that is clear and concise.

10. I will create a job description that is clear and concise.

Person 6

1. I will create a job description that is clear and concise.

2. I will create a job description that is clear and concise.

3. I will create a job description that is clear and concise.

4. I will create a job description that is clear and concise.

5. I will create a job description that is clear and concise.

6. I will create a job description that is clear and concise.

7. I will create a job description that is clear and concise.

8. I will create a job description that is clear and concise.

9. I will create a job description that is clear and concise.

10. I will create a job description that is clear and concise.

Person 7

1. I will create a job description that is clear and concise.

2. I will create a job description that is clear and concise.

3. I will create a job description that is clear and concise.

4. I will create a job description that is clear and concise.

5. I will create a job description that is clear and concise.

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8. I will create a job description that is clear and concise.

9. I will create a job description that is clear and concise.

10. I will create a job description that is clear and concise.

Person 8

1. I will create a job description that is clear and concise.

2. I will create a job description that is clear and concise.

3. I will create a job description that is clear and concise.

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8. I will create a job description that is clear and concise.

9. I will create a job description that is clear and concise.

10. I will create a job description that is clear and concise.

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 can break it up into smaller sub-groups.

20 minutes

by publishing about company's interview and its qualifications in social media, articles and skills we can give a detailed details about the jobs for search.

we can speed up the interview by selecting the candidates based on their past role and also based on their communication skills and subject knowledges

TIP: Add color-coded tags to sticky notes to make it easier to find, remove duplicates, and integrate relevant notes as themes evolve your team.

3 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 get done without any effort or cost, which would have the most positive impact?

TIP: Place ideas on one that cannot be done without any effort or cost. The facilitator can outline the team by using the team member holding the flag over the top/bottom.

3 RESULT

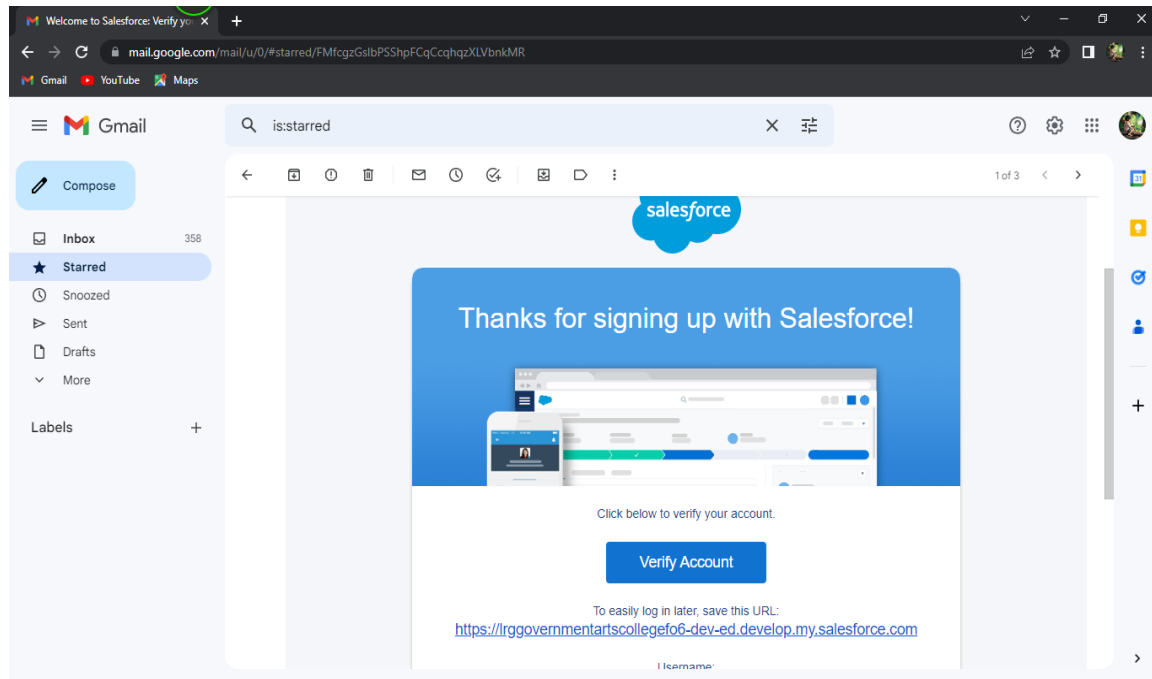
3.1 Data Model:

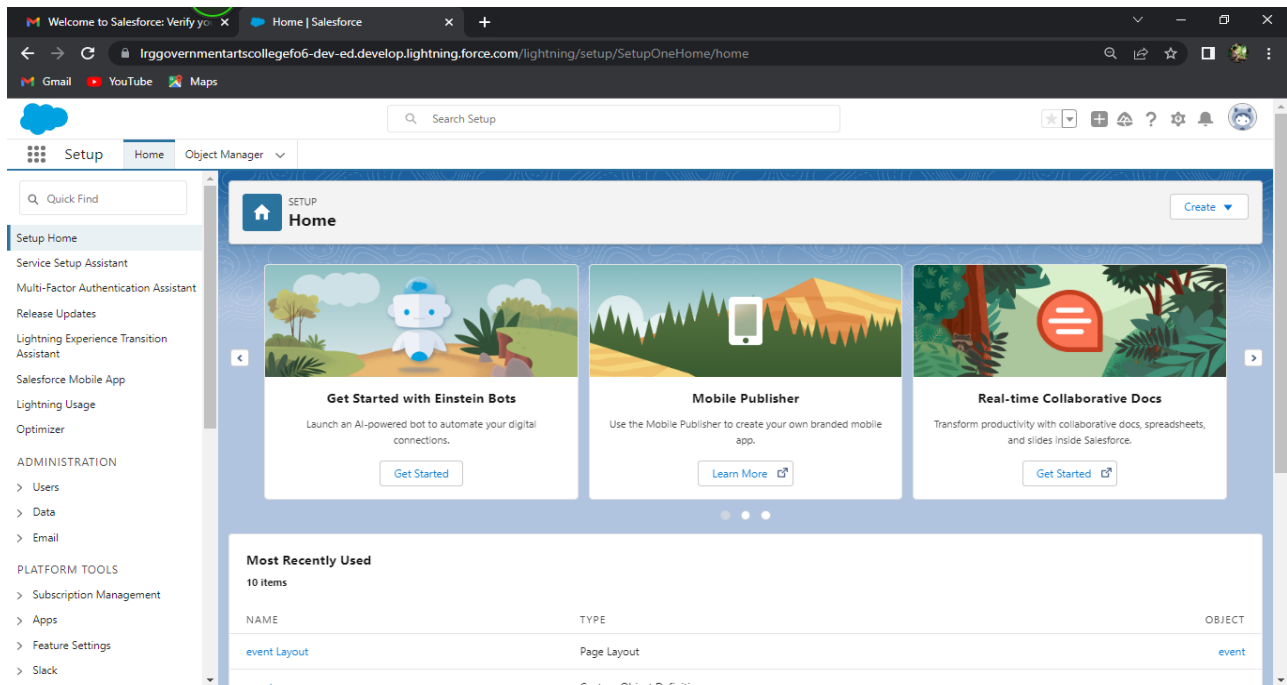
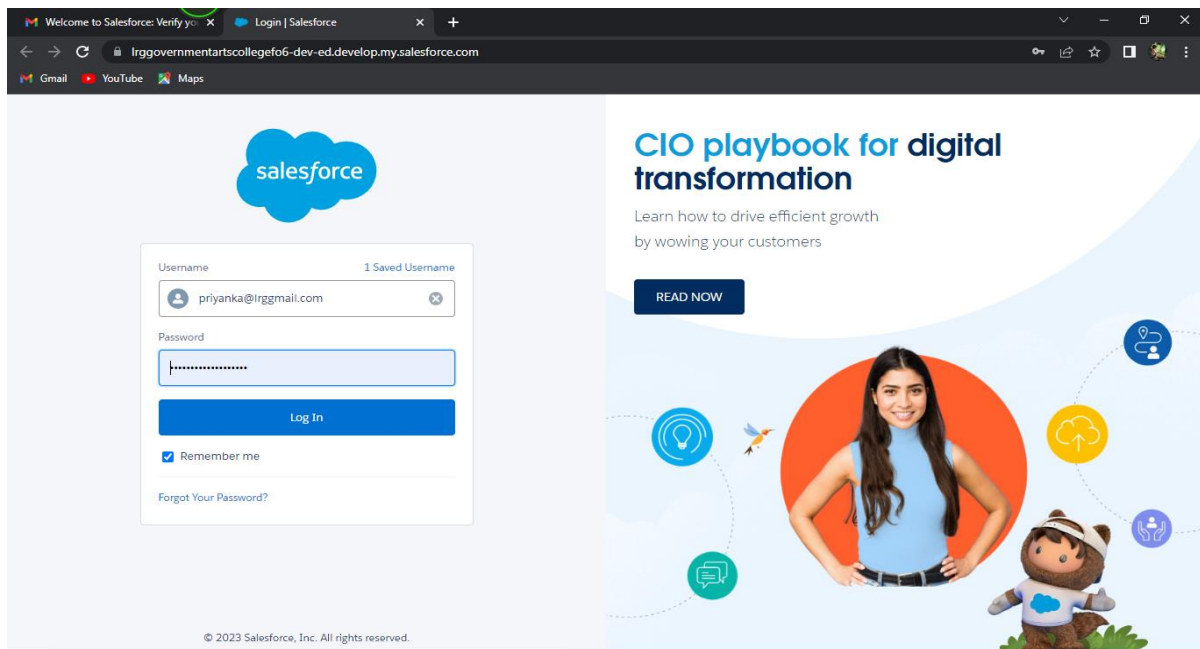
OBJECT NAME	FIELDS IN THE OBJECT	
	Field label	Data type
Job posting site	Job posting sites	Text
review	review	Auto number

3.2 ACTIVITY AND SCREENSHOTS

MILESTONE 1

Activity-1:

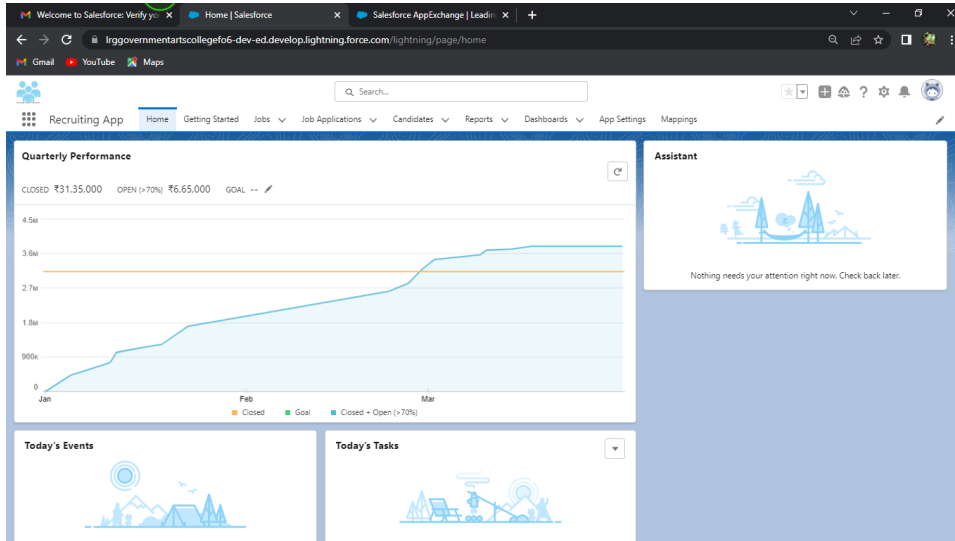




In activity 1, we created a developer account and logged into the sales force.

MILSTONE 2

Activity 1:



Installed recruiting app package

MILESTONE 3

Activity 1:

The screenshot shows the Salesforce Object Manager setup page for a custom object named 'job posting site'. The page is titled 'Edit Custom Object' and 'job posting site'. The left sidebar contains a navigation menu with options like Details, Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, Search Layouts, List View Button Layout, Restriction Rules, and Scoping Rules. The main content area is divided into two sections: Custom Object Definition Edit and Enter Record Name Label and Format. The Custom Object Definition Edit section includes fields for Label, Plural Label, Starts with vowel sound, Object Name, and Description. The Enter Record Name Label and Format section includes a field for Record Name and a description of the Record Name field.

Custom Object Definition Edit

Custom Object Information

The singular and plural labels are used in tabs, page layouts, and reports. Be careful when changing the name or label as it may affect existing integrations and merge templates.

Label: Example: Account

Plural Label: Example: Accounts

Starts with vowel sound: ☐

The Object Name is used when referencing the object via the API.

Object Name: Example: Account

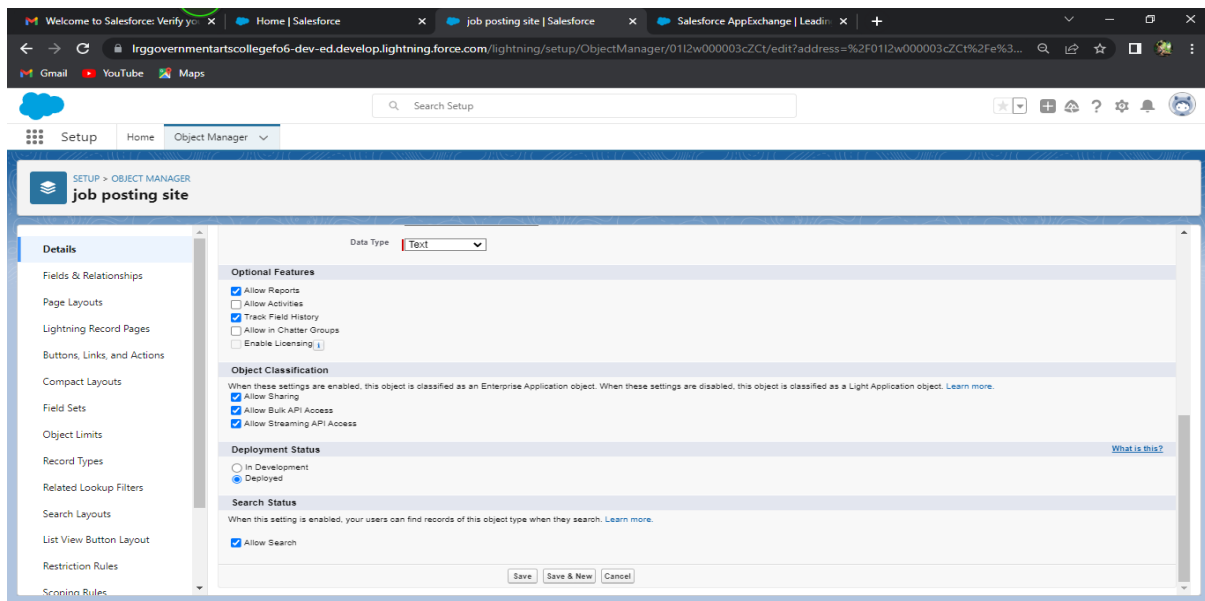
Description:

Context-Sensitive Help Setting: ☒ Open the standard Salesforce.com Help & Training window ☐ Open a window using a Visualforce page

Content Name:

Enter Record Name Label and Format

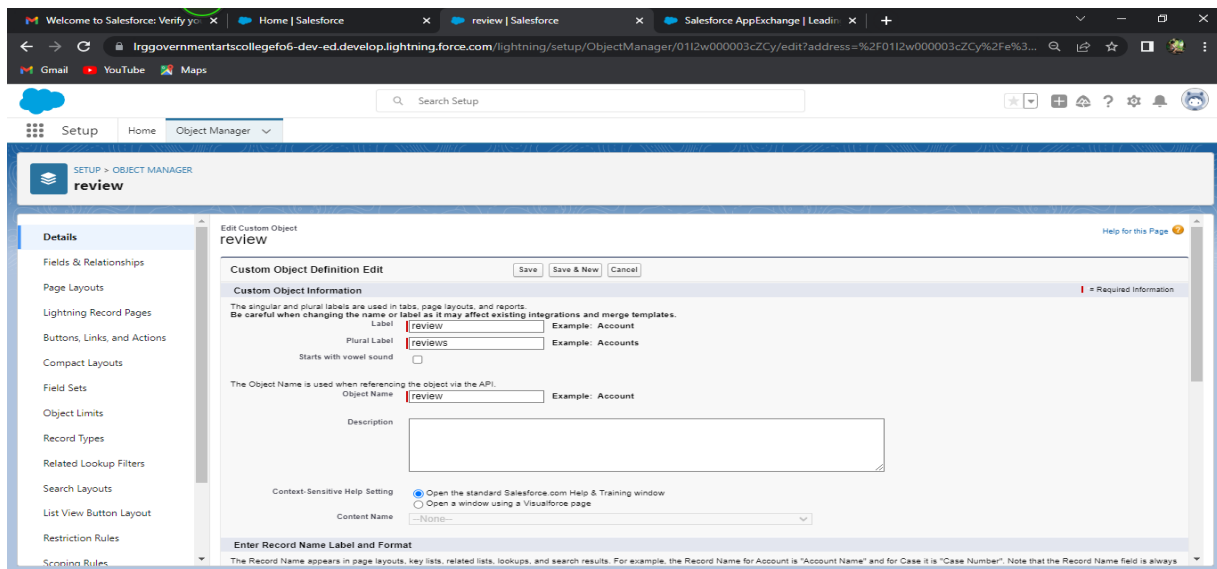
The Record Name appears in page layouts, key lists, related lists, lookups, and search results. For example, the Record Name for Account is "Account Name" and for Case it is "Case Number". Note that the Record Name field is always

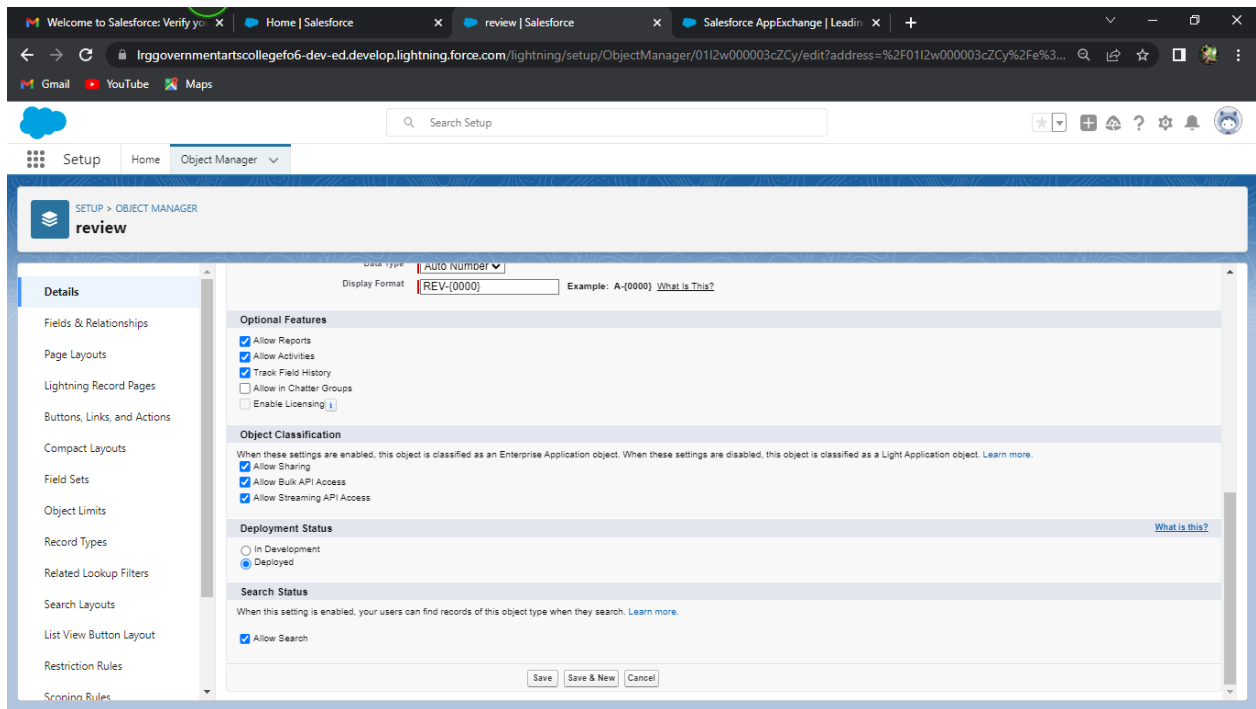


Custom object has been created for job posting site.

Activity 2:

To create custom object for reviews

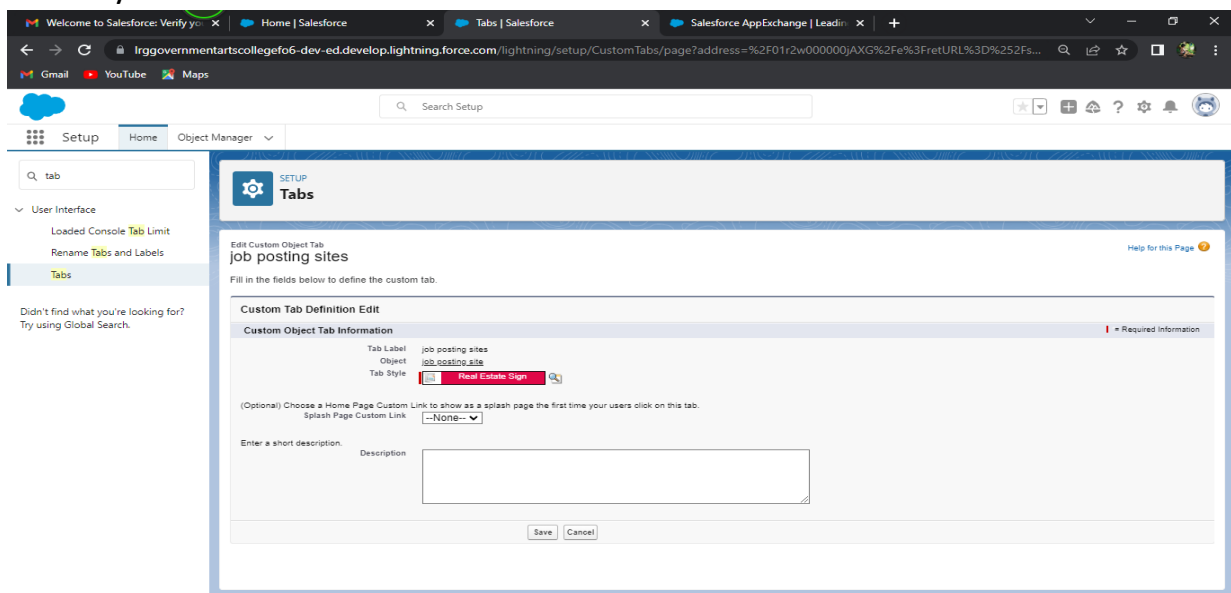




Created successfully.

MILESTONE 4

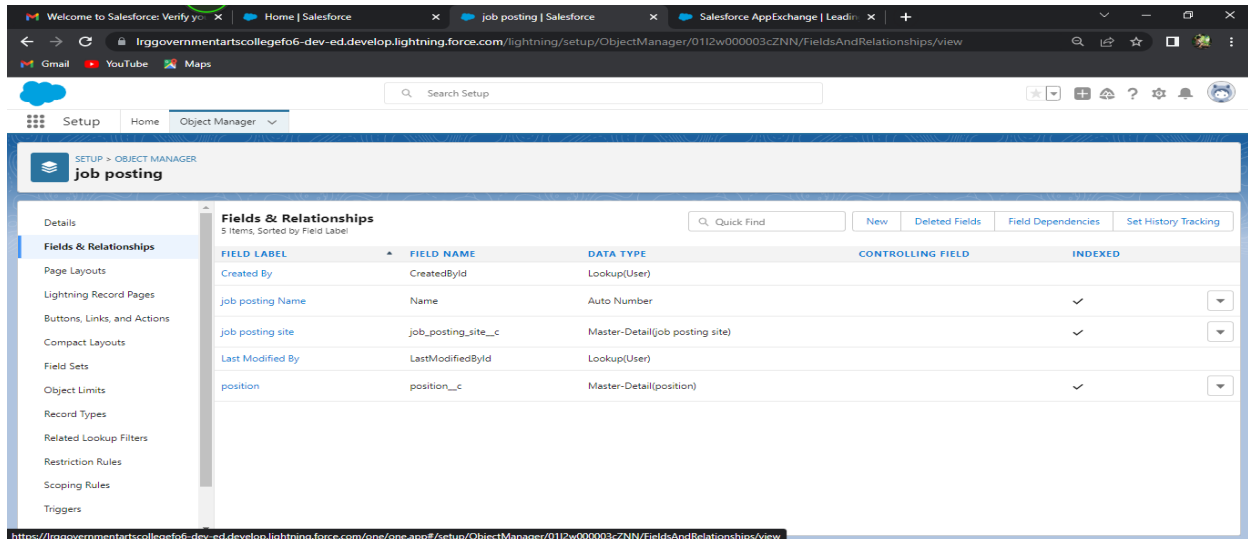
Activity 1:



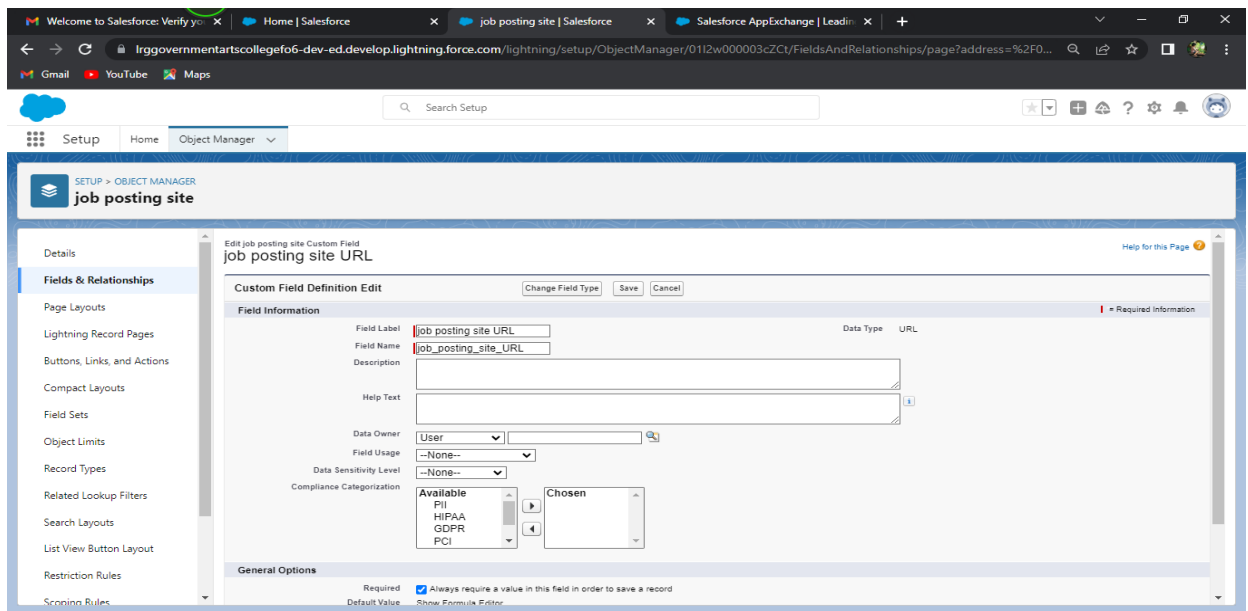
Created the job posting site object's tab and saved.

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

Welcome to Salesforce: Verify your identity | Home | Salesforce | job posting site | Salesforce | Salesforce AppExchange | Leadin | +

lrggovernmentartscollegefo6-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w000003cZCt/FieldsAndRelationships/view

Search Setup

Setup | Home | Object Manager | job posting site

Details | Fields & Relationships | Page Layouts | Lightning Record Pages | Buttons, Links, and Actions | Compact Layouts | Field Sets | Object Limits | Record Types | Related Lookup Filters | Search Layouts | List View Button Layout | Restriction Rules | Scoping Rules

Fields & Relationships
8 Items, Sorted by Field Label

Quick Find | New | Deleted Fields | Field Dependencies | Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
description	description__c	Text Area(255)		
job posting site URL	job_posting_site_URL__c	URL(255)		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
site name	Name	Text(80)		✓
status	status__c	Picklist		
technical site	technical_site__c	Checkbox		

MILESTONE 6

Activity 1:

Welcome to Salesforce: Verify your identity | Home | Salesforce | job posting | Salesforce | Salesforce AppExchange | Leadin | +

lrggovernmentartscollegefo6-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w000003cZNN/edit?address=%2F0112w000003cZNN%2Fe...

Search Setup

Setup | Home | Object Manager | job posting

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

Edit Custom Object
job posting

Custom Object Definition Edit | Save | Save & New | Cancel

Custom Object Information

The singular and plural labels are used in tabs, page layouts, and reports. Be careful when changing the name or label as it may affect existing integrations and merge templates.

Label: Example: Account

Plural Label: Example: Accounts

Starts with vowel sound: ☐

The Object Name is used when referencing the object via the API.

Object Name: Example: Account

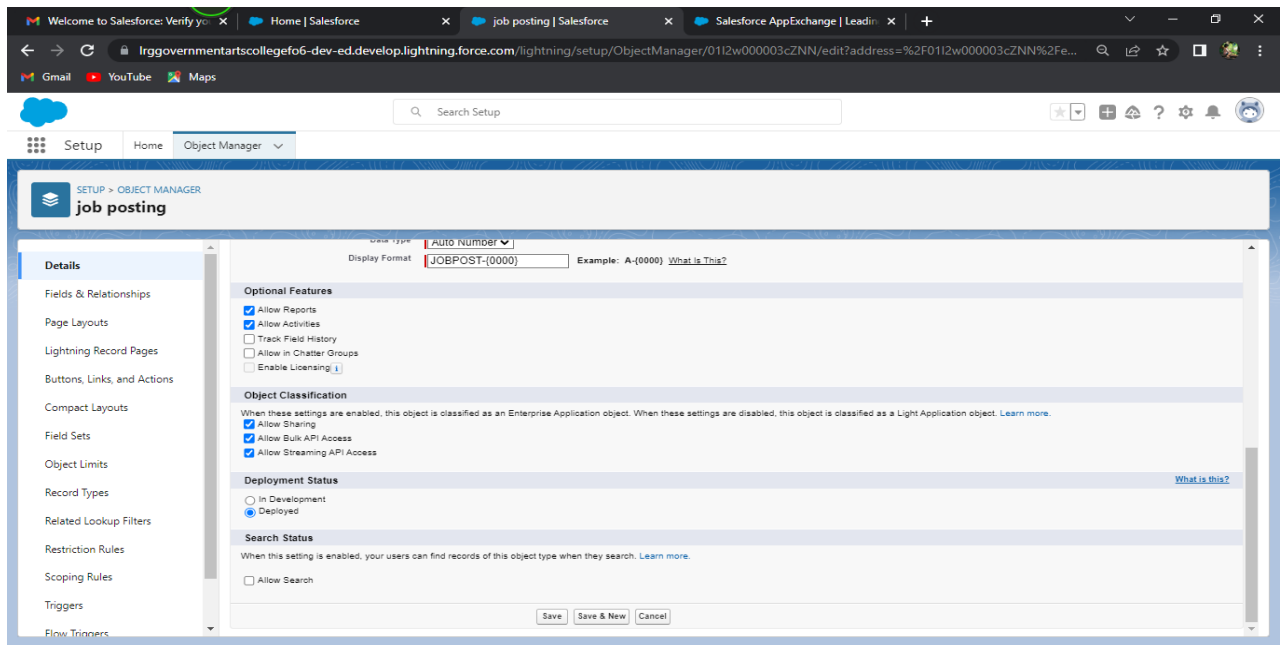
Description:

Context-Sensitive Help Setting: ☒ Open the standard Salesforce.com Help & Training window ☐ Open a window using a Salesforce page

Content Name:

Enter Record Name Label and Format

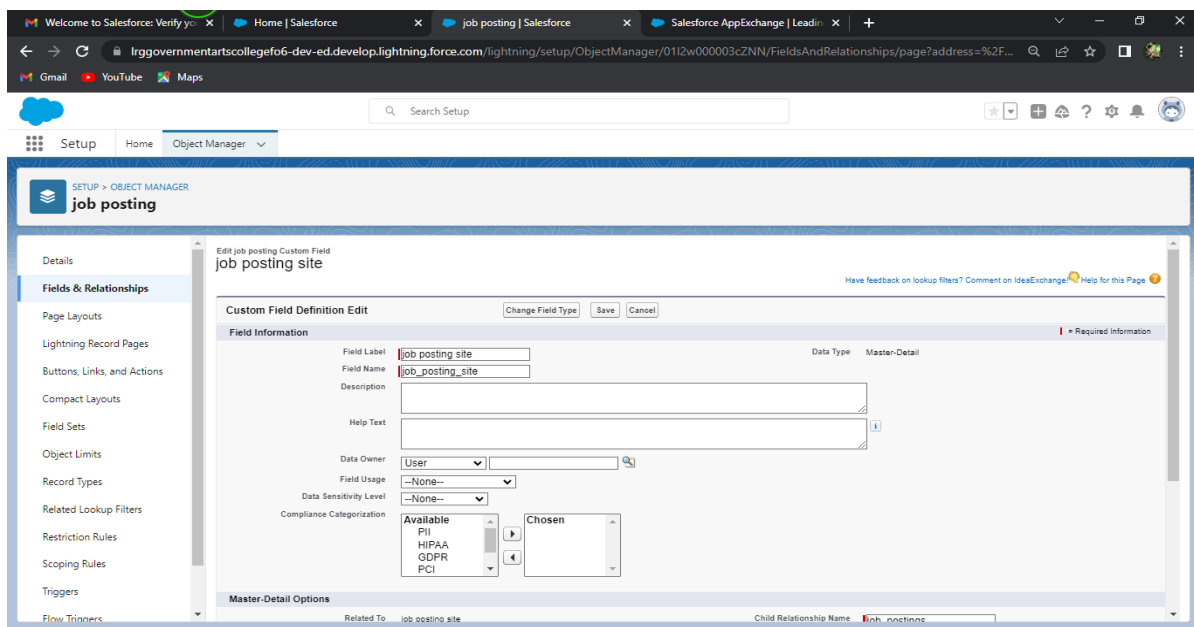
The Record Name appears in page layouts, key lists, related lists, lookups, and search results. For example, the Record Name for Account is "Account Name" and for Case it is "Case Number". Note that the Record Name field is always



Created a custom junction object.

Activity 2:

To create a relationships object.



The screenshot shows the Salesforce Setup interface for the 'job posting' object. The left sidebar lists navigation options: Details, Fields & Relationships (selected), 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, and Flow Triggers.

The main content area is titled 'job posting' and contains the following sections:

- Data Owner:** User
- Field Usage:** --None--
- Data Sensitivity Level:** --None--
- Compliance Categorization:** Available (PII, HIPAA, GDPR, PCI) and Chosen (empty).
- Master-Detail Options:**
 - Related To:** job_posting_site
 - Child Relationship Name:** job_postings
 - Related List Label:** job_postings
 - Sharing Setting:** Read Only (selected). Description: Select the minimum access level required on the Master record to create, edit, or delete related Detail records.
 - Read/Write:** Allows users with at least Read/Write access to the Master record to create, edit, or delete related Detail records.
 - Allow reparenting:** Child records can be reparented to other parent records after they are created.
- Lookup Filter:**
 - Optionally, create a filter to limit the records available to users in the lookup field. [Tell me more!](#)
 - [Show Filter Settings](#)

Buttons at the bottom: Change Field Type, Save, Cancel.

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

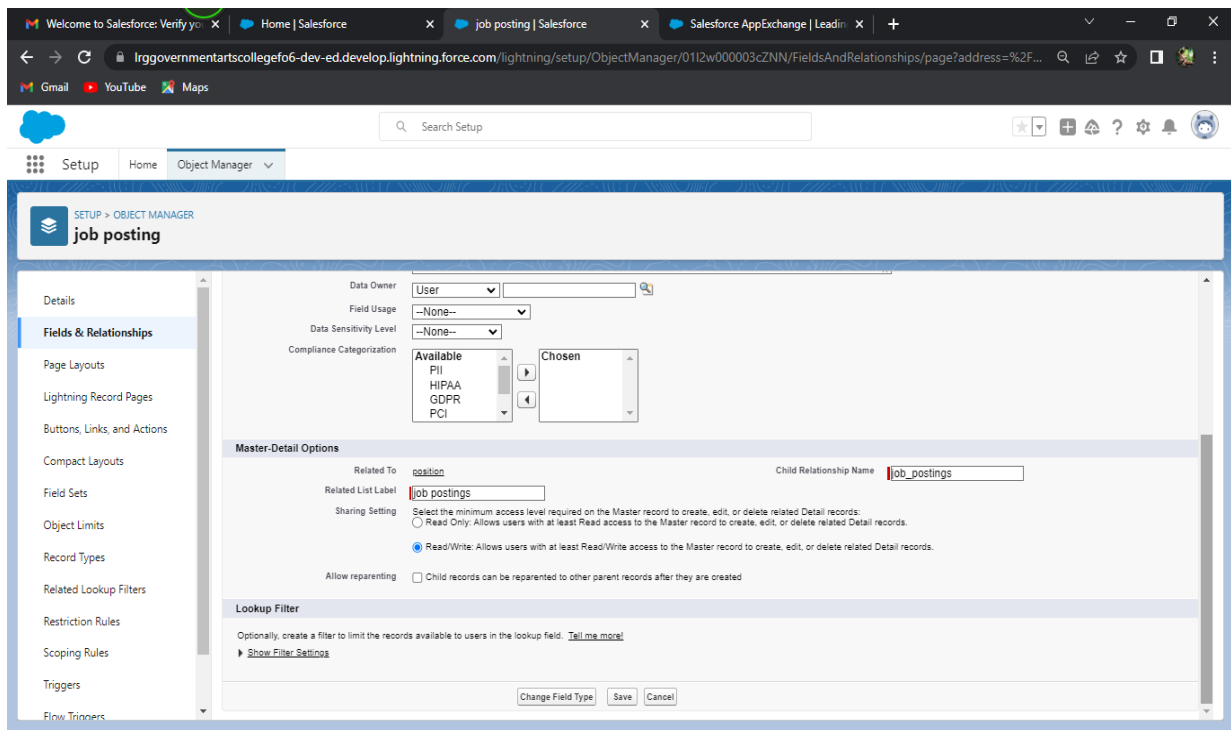
Also, created a master-detailed relationship between job posting and position.

The screenshot shows the Salesforce Setup interface for the 'job posting' object, specifically the 'Custom Field Definition Edit' page for the 'position' field. The left sidebar is the same as the previous screenshot.

The main content area is titled 'Edit job posting Custom Field position' and contains the following sections:

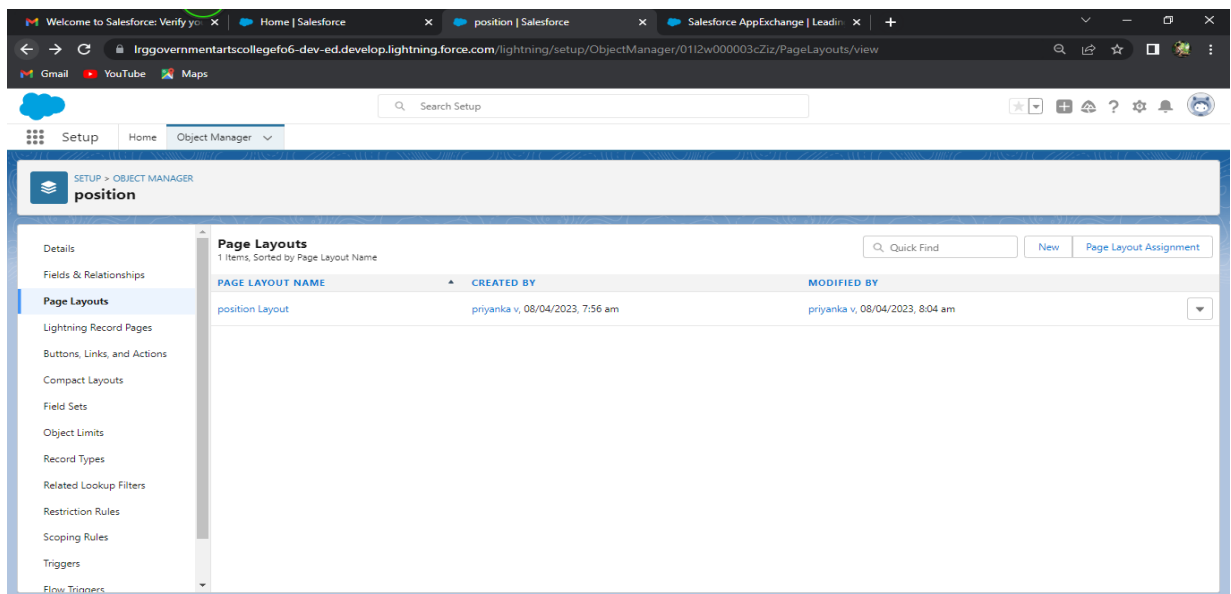
- Field Information:**
 - Field Label:** position
 - Field Name:** position
 - Description:** (empty)
 - Help Text:** (empty)
 - Data Owner:** User
 - Field Usage:** --None--
 - Data Sensitivity Level:** --None--
 - Compliance Categorization:** Available (PII, HIPAA, GDPR, PCI) and Chosen (empty).
- Master-Detail Options:**
 - Related To:** position
 - Child Relationship Name:** job_postings

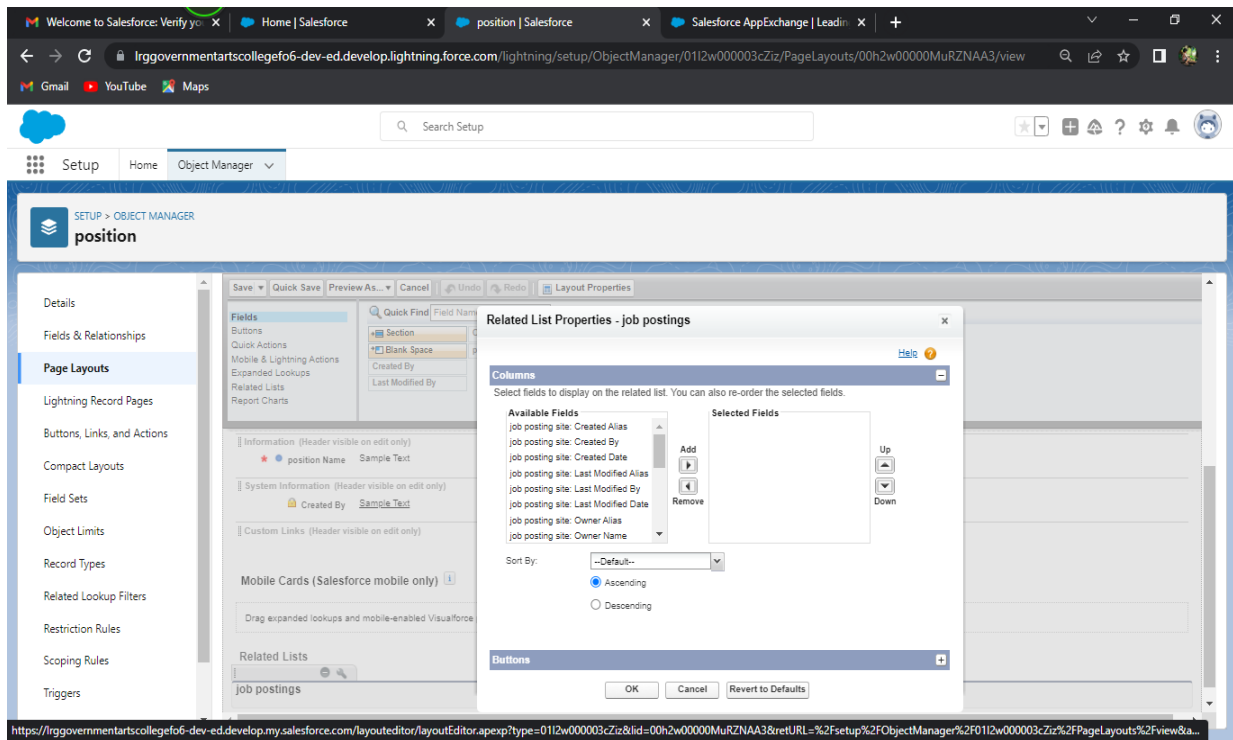
Buttons at the top right: Change Field Type, Save, Cancel. A note at the top right says: 'Have feedback on lookup filters? Comment on IdeaExchange! Help for this Page'.



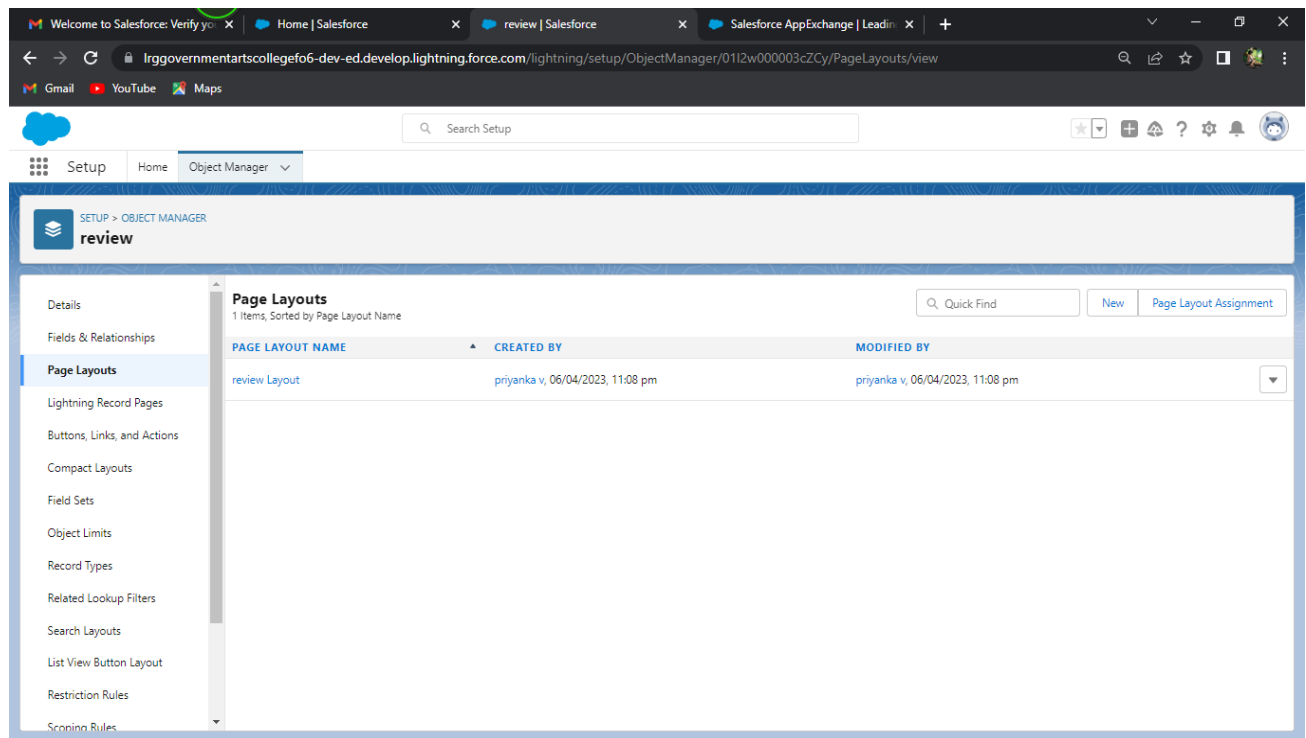
MILESTONE 7

Activity 1: to modify the page layout





Activity 2:



Created a page layout for review object successfully.

MILESTONE 8

Activity 1:

To create a phone number validation rule.

Browser tabs: Welcome to Salesforce: Verify yo... x Home | Salesforce x supplier | Salesforce x Salesforce AppExchange | Leadin... x

Address bar: lrggovernmentartcollegeof6-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w00003cZj4/ValidationRules/page?address=%2F03d2w00...

Search Setup

Setup Home Object Manager

supplier Validation Rule

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:

Active: ☒

Description:

Error Condition Formula Required Information

Example: 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

(ISBLANK(phone__c),
LEN(phone__c) <> 10,
ISNUMBER(phone__c))

Functions
-- All Function Categories --
ABS
ACOS
ADDMONTHS
AND
ASCII
ASIN

ABS(number)
Returns the absolute value of a number, a number without its sign

Quick Tips
• [Operators & Functions](#)

Browser tabs: Welcome to Salesforce: Verify yo... x Home | Salesforce x supplier | Salesforce x Salesforce AppExchange | Leadin... x

Address bar: lrggovernmentartcollegeof6-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w00003cZj4/ValidationRules/page?address=%2F03d2w00...

Search Setup

Setup Home Object Manager

supplier Validation Rule

If this formula expression is true, display the text defined in the Error Message area

(ISBLANK(phone__c),
LEN(phone__c) <> 10,
ISNUMBER(phone__c))

Error Message

Example:

This message will appear when Error Condition formula is true

Error Message:

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

Functions
-- All Function Categories --
ABS
ACOS
ADDMONTHS
AND
ASCII
ASIN

ABS(number)
Returns the absolute value of a number, a number without its sign
[Help on this function](#)

Activity 2:

The screenshot shows the Salesforce Setup interface for creating a validation rule. The page title is "job posting site Validation Rule". The left sidebar lists various setup options, with "Validation Rules" selected. The main content area is titled "Validation Rule Edit" and contains the following fields:

- Rule Name:** check_box_is_equal_to_true
- Active:** ☒
- Description:** (empty text box)
- Error Condition Formula:** AND(technical_site__c = false, NOT(ISBLANK(description__c)))
- Functions:** A list of functions including ABS, ACOS, ADDMONTHS, AND, ASCII, and ASIN. The "AND" function is selected.

Buttons at the top right of the form include "Save", "Save & New", and "Cancel".

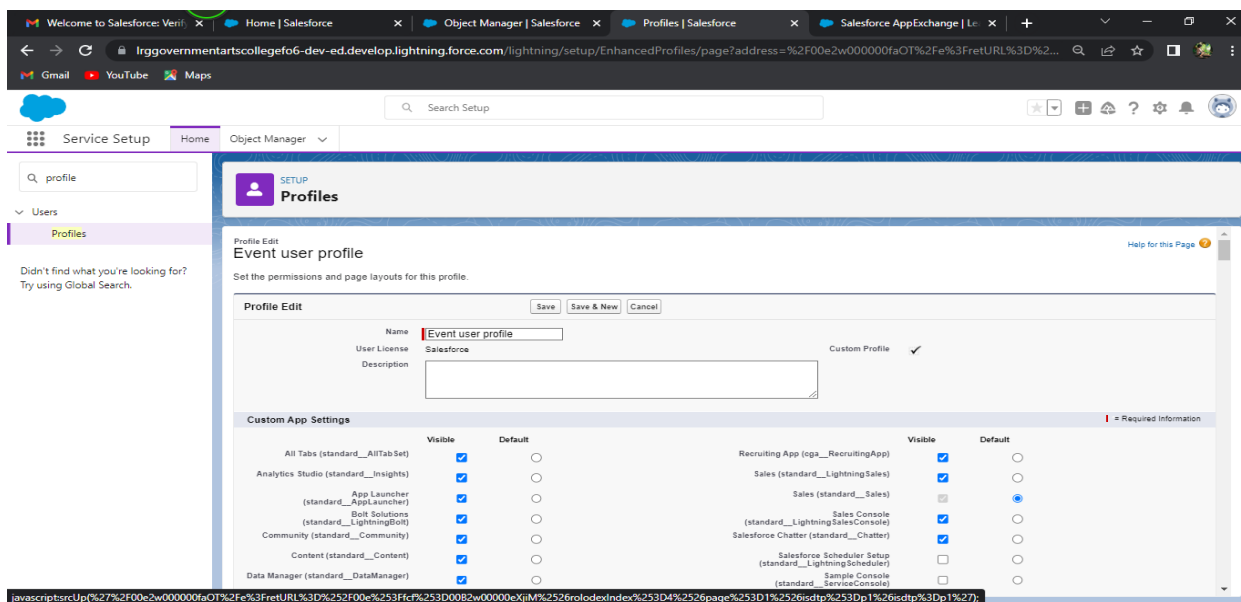
This screenshot shows the same Salesforce Setup page, but with the "Error Message" section expanded. The "Error Condition Formula" remains the same: AND(technical_site__c = false, NOT(ISBLANK(description__c))). The "Error Message" section includes the following fields:

- Example:** Discount percent cannot exceed 30%
- Error Message:** the checkbox is false
- Error Location:** ☒ Top of Page ☐ Field (technical site)

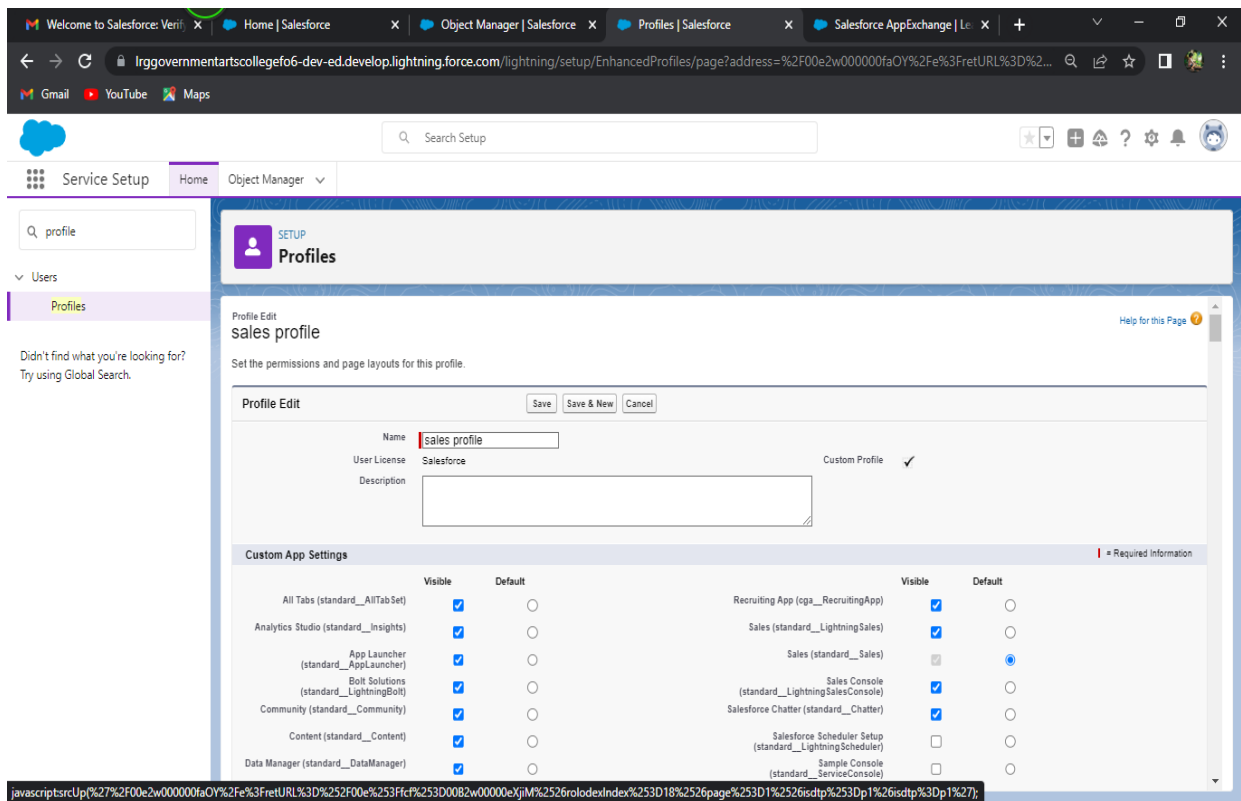
Buttons at the bottom right of the form include "Save", "Save & New", and "Cancel".

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

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.

Browser tabs: Welcome to Salesforce: Veri... Home | Salesforce Object Manager | Salesforce Users | Salesforce Salesforce AppExchange | Le... | +

Address bar: Irgovernmentartcollegefo6-dev-ed.develop.lightning.force.com/lightning/setup/ManageUsers/home

Search Setup

Service Setup Home Object Manager

Search: 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

Help for this Page

All Users

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
<input type="checkbox"/> Edit	Chatter Event	Chatter	chatter.0062w00000rdouab.on@3xeuhgh@chatter.salesforce.com		<input checked="" type="checkbox"/>	Chatter Free User
<input type="checkbox"/> Edit	anuraji Akhilaash	abhig	abhilaash@salesforce.com		<input checked="" type="checkbox"/>	Standard Platform User
<input type="checkbox"/> Edit	gupta sanjay	sanj	rdvanka@salesforce.com		<input checked="" type="checkbox"/>	Event user profile
<input type="checkbox"/> Edit	User Integration	integ	integration@0062w00000rdouab.com		<input checked="" type="checkbox"/>	Analytics Cloud Integration User
<input type="checkbox"/> Edit	User Security	sec	insightsecurity@0062w00000rdouab.com		<input checked="" type="checkbox"/>	Analytics Cloud Security User
<input type="checkbox"/> Edit	u rdvanka	rv	rdvanka@upmail.com		<input checked="" type="checkbox"/>	System Administrator

New User Reset Password(s) Add Multiple Users

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

https://irggovernmentartcollegefo6-dev-ed.develop.lightning.force.com/one/app#/setup/ManageUsers/home

Browser tabs: Welcome to Salesforce: Veri... Home | Salesforce Object Manager | Salesforce Users | Salesforce Salesforce AppExchange | Le... | +

Address bar: Irgovernmentartcollegefo6-dev-ed.develop.lightning.force.com/lightning/setup/ManageUsers/page?address=%2F0052w00000H1ARu%2Fe%3FisUserEntityOverr...

Search Setup

Service Setup Home Object Manager

Search: 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

Help for this Page

User Edit

sanjay gupta

User Edit Save Save & New Cancel

General Information

First Name: sanjay

Last Name: gupta

Alias: sanj

Email: priyankapriyankav57@gmail.com

Username: priyanka@salesforce.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: ☐

javascriptsrcUp(%2F%2F0052w00000H1ARu%2Fe%3FisUserEntityOverride%3D1%26retURL%3D%252F005%253FisUserEntityOverride%253D1%2526retURL%3D%252D%252Fsetup%252D%2526tour%253D%2526is...

Activity 2:

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

The screenshot shows the Salesforce Setup interface. The left sidebar contains the navigation menu with 'Users' selected. The main content area displays the 'User Edit' form for 'Abhilash garupati'. The form is divided into two columns. The left column contains fields for personal and contact information: First Name (Abhilash), Last Name (garupati), Alias (abhig), Email (priyankapriyankav57@gmail.com), Username (abhilash@salesforce.com), Nickname (abhi), Title, Company, Department, and Division. The right column contains fields for user configuration: Role (None Specified), User License (Salesforce Platform), Profile (Standard Platform User), Active (checked), 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), and High-Contrast Palette on Charts. The 'Save' button is located at the top of the form.

Created successfully.

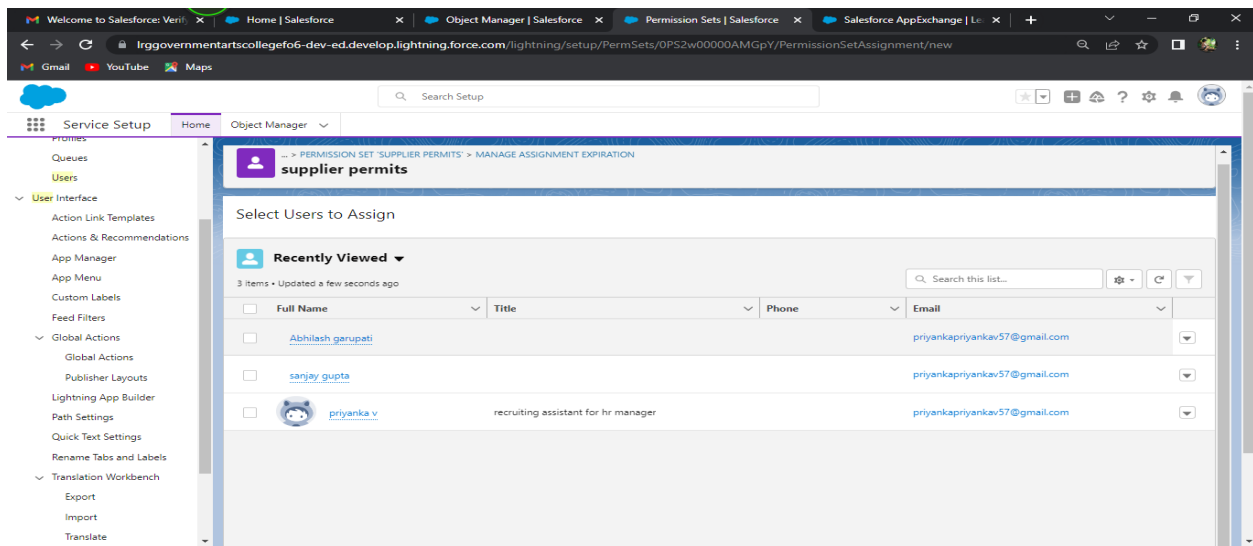
MILESTONE 11

Activity 1:

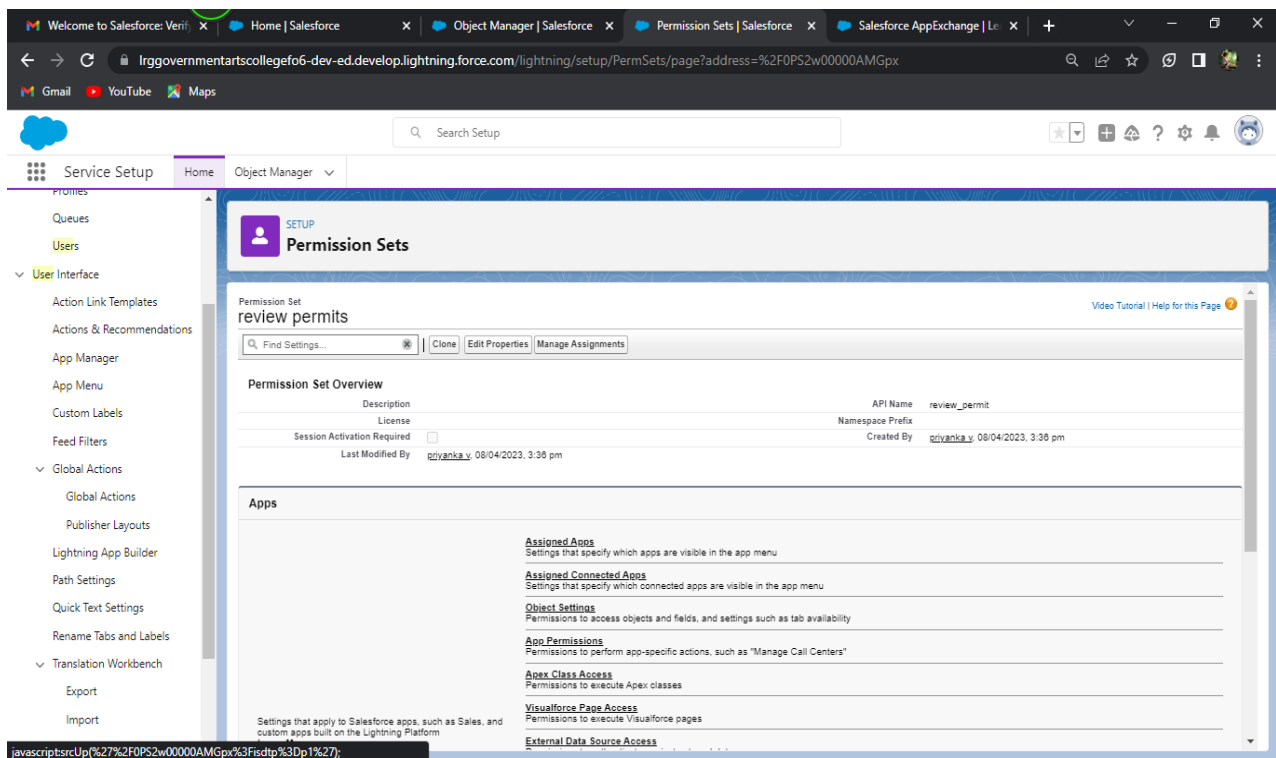
Created a permission set for supplier object.

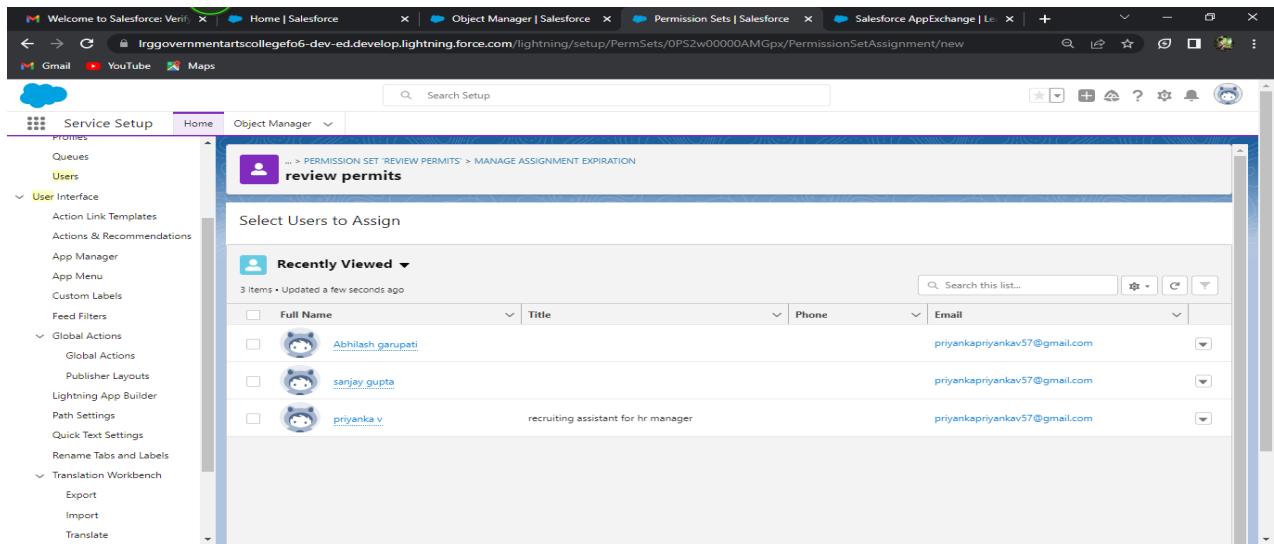
This screenshot shows the Salesforce Setup console with the 'Permission Sets' page selected. The left sidebar contains a navigation menu with options like 'Users', 'Permission Sets', 'Profiles', 'Queues', 'User Interface', and 'Global Actions'. The main content area displays the 'Permission Sets' overview, including a table of existing permission sets and their descriptions. The table has columns for 'Action', 'Permission Set Label', 'Description', and 'License'. The 'All Permission Sets' tab is active, showing a list of permission sets such as 'Buyer', 'Buyer Manager', 'CRM User', 'Commerce Admin', 'Contact Center Admin', 'Contact Center Agent', 'Contact Center Supervisor', 'Experience Profile Manager', 'Facility Manager', 'Field Service Mobile Standard Permission Set', 'Merchandise', 'Order Management Agent', 'Salesforce', 'Field Service Mobile', 'Commerce Merchandiser User Permission Set License Seat', 'Lightning Order Management User', and 'Salesforce'.

This screenshot shows the configuration page for a specific permission set named 'supplier permits'. The page includes a 'Permission Set Overview' section with details such as 'Description', 'License', 'Session Activation Required', 'Last Modified By', 'API Name', 'Namespace Prefix', and 'Created By'. Below this, there is an 'Apps' section with links to 'Assigned Apps', 'Assigned Connected Apps', 'Object Settings', 'App Permissions', 'Apex Class Access', 'Visualforce Page Access', and 'External Data Source Access'. The page also features a 'Find Settings...' search bar and buttons for 'Clone', 'Edit Properties', and 'Manage Assignments'.



Created a permission set for Review object

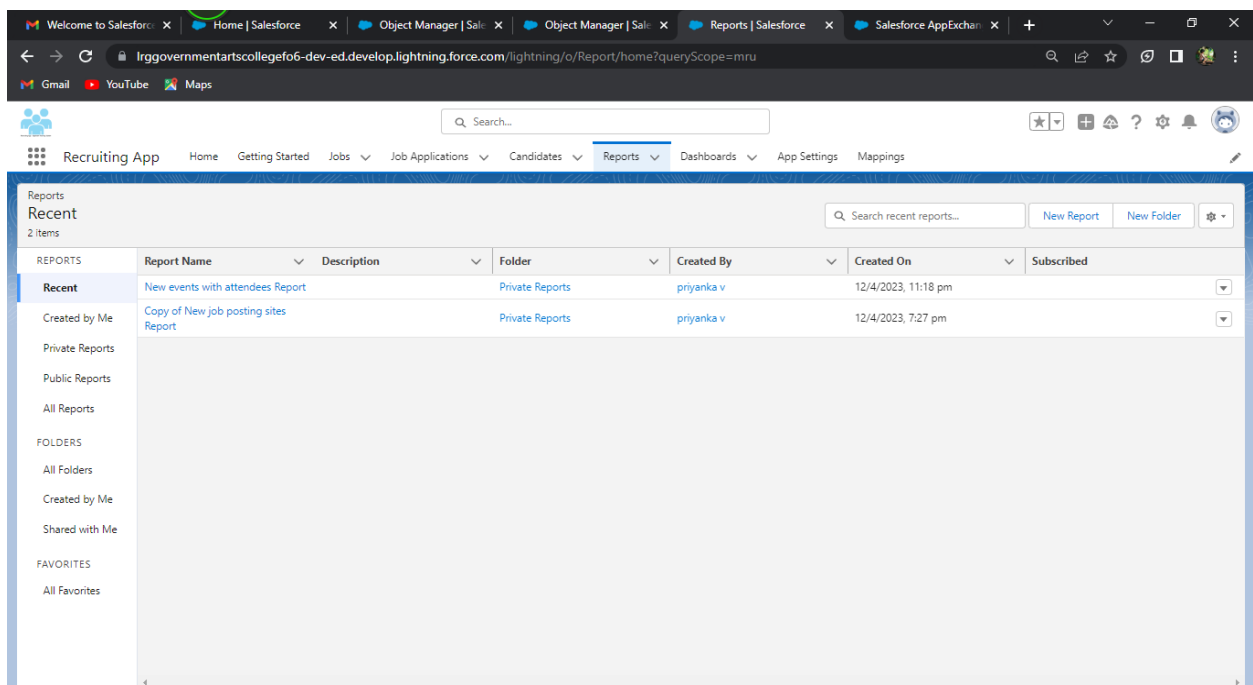




MILESTONE 12

Activity 1:

Created a report for attendees with events



Recruiting App Home Getting Started Jobs Job Applications Candidates Reports Dashboards App Settings Mappings

Report: attendees with events with attendees with events

New Report Enable Field Editing Add Chart Edit

Total Records: 2

Created Date	Created By: Full Name	attendee ID	attendee	event: event Name	Last Modified Date	Last Modified By: Full Name
12/04/2023 (2)	priyanka v (2)	a0M2w0000HZmcR (1)	name of the attendee	recruitments	12/04/2023	priyanka v
		Subtotal				
		a0M2w0000HZmcW (1)	sanju gupta	recruitments	12/04/2023	priyanka v
		Subtotal				
	Subtotal					
	Total (2)					

Row Counts Detail Rows Subtotals Grand Total

Activity 2:

Created a report for job posting object

Recruiting App Home Getting Started Jobs Job Applications Candidates Reports Dashboards App Settings Mappings

Reports

Recent

2 items

Search recent reports... New Report New Folder

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	New events with attendees Report		Private Reports	priyanka v	12/4/2023, 11:18 pm	
Created by Me	Copy of New job posting sites Report		Private Reports	priyanka v	12/4/2023, 7:27 pm	

Private Reports

Public Reports

All Reports

FOLDERS

All Folders

Created by Me

Shared with Me

FAVORITES

All Favorites

Created a report for review object

Report: reviews
New reviews Report

Total Records: 5

review: ID	review: review Number	review: Owner Name	review: Owner Role	review: Created By	review: Last Modified Date	review: Last Activity Date
a092w0000212m13 (1)	REV-0001 (1)	priyanka v (1)	-	priyanka v	13/04/2023	-
Subtotal						
Subtotal						
a092w0000212m14 (1)	REV-0003 (1)	priyanka v (1)	-	priyanka v	13/04/2023	-
Subtotal						
Subtotal						
a092w0000212m15 (1)	REV-0004 (1)	priyanka v (1)	-	priyanka v	13/04/2023	-
Subtotal						
Subtotal						
a092w0000212m16 (1)	REV-0005 (1)	priyanka v (1)	-	priyanka v	13/04/2023	-
Subtotal						
Subtotal						

Row Counts ☒ Detail Rows ☒ Subtotals ☒ Grand Total ☒

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 policies 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 get much better results 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.