

RECRUITING ASSISTANT FOR HR MANAGERS

I. INTRODUCTION:

Overview:

Recruiting is the overall process of identifying, sources, screening and interviewing candidates for jobs within an organization. Recruitment also is the process involved in choosing people for unpaid roles. Managers, human resource generalists and recruitment specialists may be tasked within carrying undertake parts of the process.

Human resources (HR) is the set of people who make up the workforce of an organization, business sector, industry or economy. A narrower concept is human capital, the knowledge and skills which the individuals command. Similar terms include manpower, labor, personnel and associates.

The Human Resources department of an organization performs human resource management, overseeing various aspects of employment, such as compliance with labor law and employment standards, interviewing and select, performance management and organizing of employee files with the required documents for future reference, and some aspects of recruitment and employee off boarding.

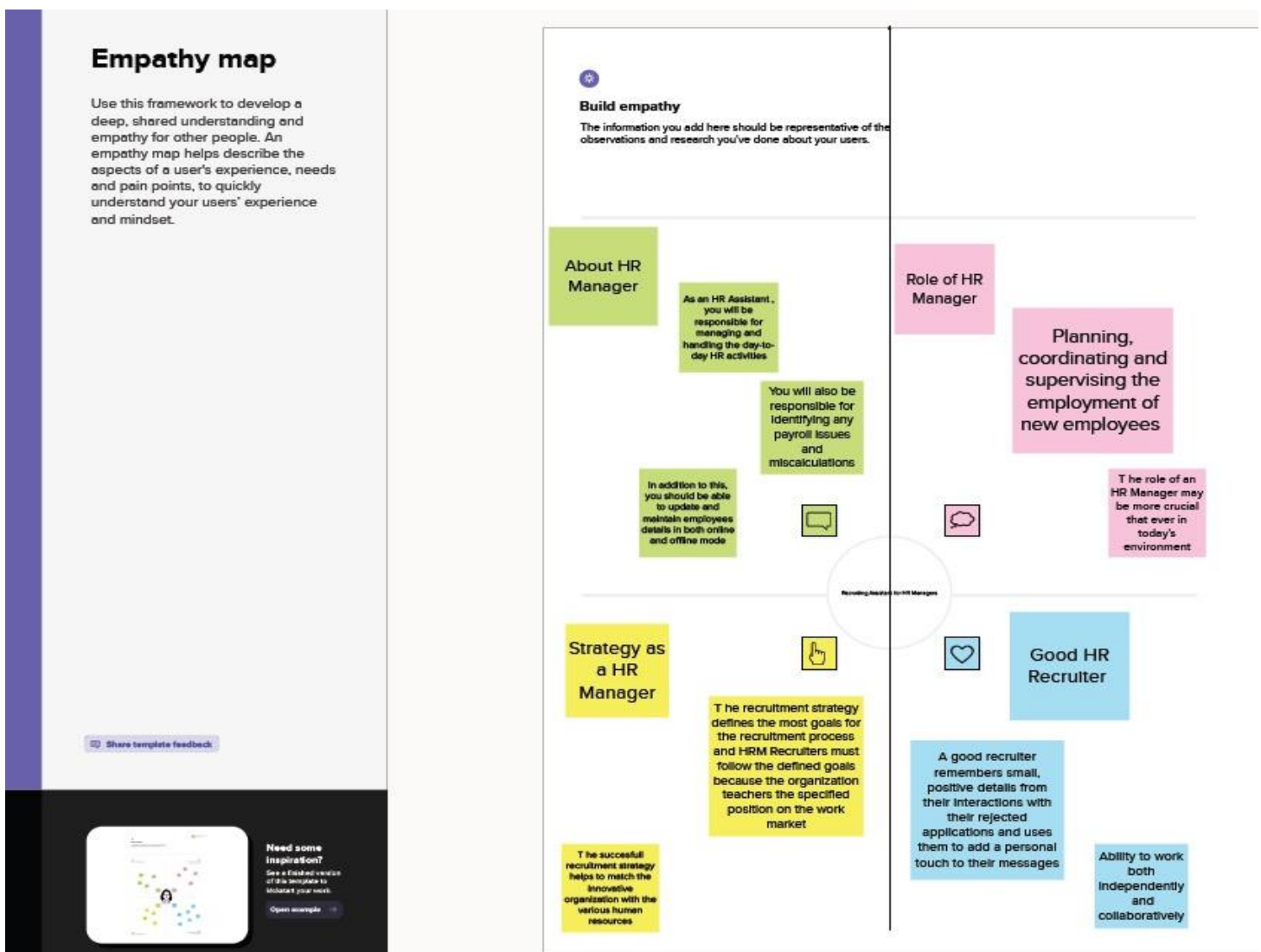
A human resources manager can have various functions in a company, including to :

- Determine the needs of the staff/personal
- Determine whether to use temporary staff or hire employees to fill these needs.


- Determine do's and don't's.
- Train and develop management styles.
- Supervise the work
- Evaluate the work
- Avoid politics in the office
- Ensure equal opportunities
- Deal with performance issues
- Motivate employees.

II. PROBLEM DEFINITION & DESIGN THINKING:

EMPATHY MAP







IDEATION & BRAINSTORMING MAP



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

-  **Team gathering**
 Define who should participate in the session and send an invite. Share relevant information or pre-work ahead.
-  **Set the goal**
 Think about the problem you'll be focusing on solving in the brainstorming session.
-  **Learn how to use the facilitation tools**
 Use the Facilitation Superpowers to run a happy and productive session.

[Open article](#) →

Person 1

To significantly clarify the current situation by specifically identifying the problem and its severity, location, and financial impact	The HR assistant is often responsible for orienting new employees to the organization and is the doing person for all new employees questions	Onboarding is one of the key responsibilities of an HR assistant
This role helps to ensure new employees have a successful transition to the work environment	But if it does, don't be afraid to speak up	Consider whether the issue warrants an official complaint
Once you device to file a complaint with HR, its important to follow any policies or procedures outlined by our company	Employees should check their company policy, as complaint process vary by company	Be as specific and factual as possible

Person 2

Escalate as necessary	If you work in Human Resources, and are on the receiving end of a HR complaint from an employee	Develop clear complaint policies and procedures- and make sure that your team is familiar with them
Deal with complaints in a way that reflects their severity	Create an environment where your employees feel safe to file a complaint	But deal with them swiftly.
Deal with them Appropriately and effectively	You'll be better equipped to successfully fil or manage an HR complaint	HR complaints can be challenging to navigate, both for employees and HR.

Person 3

To convince management to provide resources to solve the problem and enlist members to assist you	Managing HR in an organization has never been an easy task	In past few years, challenges of HRM have only grown with the rapid growth of technology
For an effective HR management system, the challenge of HRM is to make sure that the time, money, and resources	Furthermore, they make sure that employees have the required resources to perform their best and reach their highest productivity levels	Creating videos of employee testimonial of working in the company
Building a reward system of referrals to encourage employees to bring in people to the company	Building a culture to captivate the top talents which include showing appreciation	Encouraging collaboration, and practicing transparent leadership

Person 4

Having open, clear as well as honest communication with employees	Ensure that the employees are well equipped with the skills and resources to deal with the changer	When employee feel secure and capable, the outcome is more likely to positive
Be a part of the high-level meetings to learn about the future requirements of the company	HR managers constantly face the challenge of mentoring and developing the future pillars of an organization	This is one of the trickier challenges HR Managers face because a lot of employees have a poor relationship with their managers
Managers can work on this by providing specific training sessions to talented individuals	Shown employees a clear progression path ahead of them, this will increase the likelihood of them staying in an organization	Develop Interpersonal skills



Prioritize

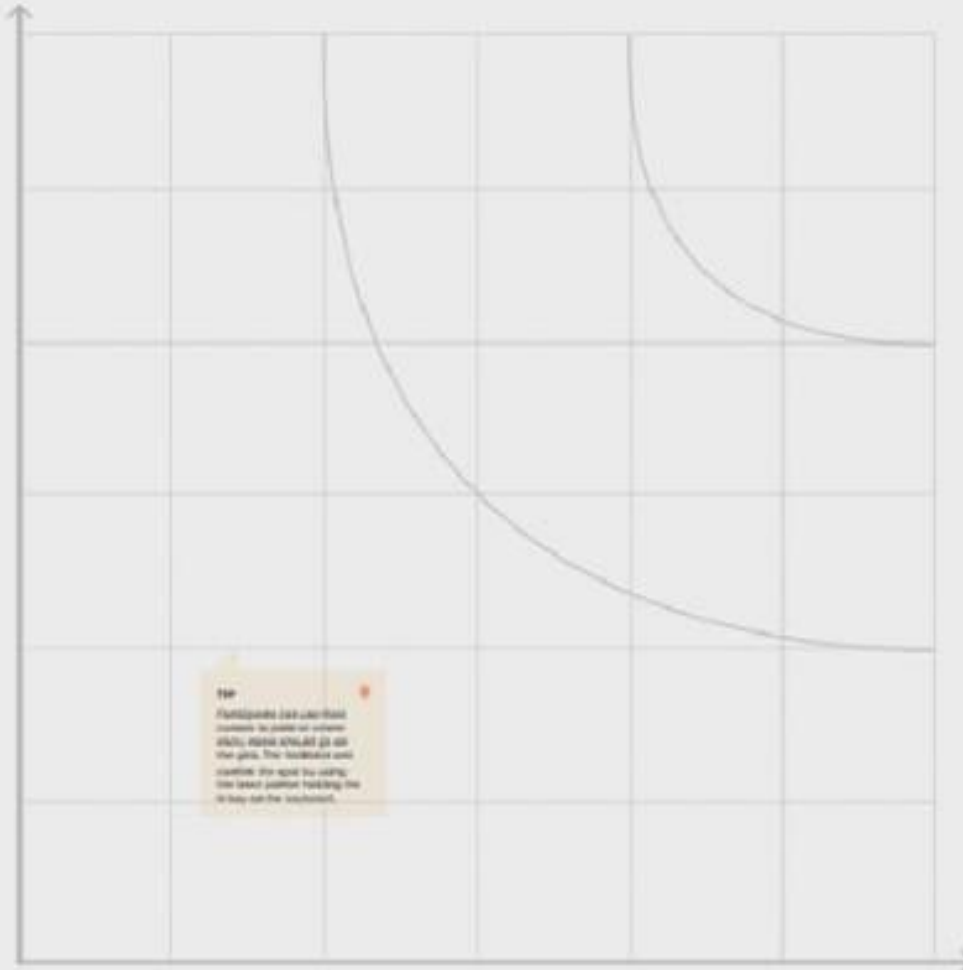
Your team should all be on the same page about what's important moving forward. Place your ideas on this grid to determine which ideas are important and which are feasible.

20 minutes



Importance

It's not all ideas that could get done. Which are difficult to roll, and which have the most public appeal?



Tip

Participants can use their numbers to vote on which ideas they should go all the way. The facilitator can monitor the grid by using the secret ballot tooling to display on the touchscreen.



Feasibility

Regardless of their importance, what tasks are done faster than others? Close, then, often, sometimes, etc.



After you collaborate

You can export the mural as a PDF to share with members of your team who might find it helpful.

Quick actions



Share the mural
Share a view link to the mural with others to keep them up to date.



Export the mural
Export a copy of the mural as a PDF, include in email, or save to cloud.

Keep moving forward



Strategy blueprint
Define the company strategy.

Open the blueprint



Customer experience
Understand customer obstacles for an experience.

Open the blueprint



Strengths, weaknesses, opportunities, threats (SWOT)
Analyze the company's internal and external environment.

Open the blueprint

Share template feedback


III. RESULT:




DATA MODEL:

OBJECT NAME	FIELDS IN THE OBJECT	
	FIELD LABEL	DATA TYPE
Job posting Site	Job posting Site	Text
Review	Review	Auto Number
Junction Object	Job posting	Auto Number

ACTIVITY AND SCREENSHOT:

PACKAGE INSTALLATION

Package Recruiting app Install
Successful Inbox 

 support@salesforce.com 4 Apr
to me  

Your request to install package "Recruiting app Spring 2019" was successful.

Organization: GOVERNMENT ARTS COLLEGE FOR WOMEN, SIVAGANGAI
(00D2w00000RJK0K)
User: DURGADEVI A (0052w00000Eop19)
Package: Recruiting app (04t41000002Q3o0)

Some components, such as custom objects, custom report types, and workflow rules, must be activated using the package deploy process, before they are available to your organization.

OBJECT AND TAB:

The screenshot shows the 'New Relationship' setup 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, and Restriction Rules. The main content area is titled 'New Relationship' and shows 'Step 5. Add reference field to Page Layouts'. A table lists the relationship details:

Field Label	Job Posting Site
Data Type	Master-Detail
Field Name	Job_Posting_Site
Description	

Below the table, it states: 'These are the page layouts that will include this field. Because this is a Master-Detail relationship, the field is required.' A table shows the page layouts:

Add Field	Page Layout Name
✓	job posting Layout

At the bottom right, there are 'Previous', 'Next', and 'Cancel' buttons, along with a note to 'Activate Windows'.

FIELDS:

The screenshot shows the 'Fields & Relationships' setup for the 'Job Posting Site' 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, and Restriction Rules. The main content area is titled 'Fields & Relationships' and shows a table of fields:

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Description	Description_c	URL(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)		✓

At the bottom right, there are 'New', 'Deleted Fields', 'Field Dependencies', and 'Set History Tracking' buttons, along with a note to 'Activate Windows'.

JUNCTION OBJECT:

The screenshot shows the 'Details' setup for the 'Position' object. The left sidebar lists navigation options: Details (selected), Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, and Restriction Rules. The main content area is titled 'Details' and shows a table of details:

Details	Details
Description	
API Name	Position__c
Custom	✓
Singular Label	Position
Plural Label	Positions
Enable Reports	
Track Activities	
Track Field History	
Deployment Status	Deployed
Help Settings	Standard salesforce.com Help Window

At the bottom right, there are 'Edit' and 'Delete' buttons, along with a note to 'Activate Windows'.

PAGE LAYOUT:

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

Page Layouts
1 Items, Sorted by Page Layout Name

Quick Find New Page Layout Assignment

PAGE LAYOUT NAME	CREATED BY	MODIFIED BY
Position Layout	divya T, 31/03/2023, 12:52 pm	divya T, 31/03/2023, 12:55 pm

Delete

VALIDATION RULE:

Position | Salesforce x Thanks for installing Joyoshare v x +

https://govtartsclgforwomen-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01...

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

Save Quick Save Preview As... Can

Related List Properties - job postings

Columns
Select fields to display on the related list. You can also re-order the selected fields.

Available Fields

- Job Posting Site: Last Modified Date
- Job Posting Site: Owner Alias
- Job Posting Site: Owner Name
- Job Posting Site: job posting site UR
- Job Posting Site: site name
- job posting: Created By
- job posting: Created By Alias
- job posting: Created Date

Selected Fields

- Job Posting Site: STATUS
- Job Posting Site: Technical site

Sort By: --Default--
☒ Ascending
☐ Descending

Buttons

Activate Windows
Go to Settings to activate Windows.

00:16:28

Object Manager

supplier Validation Rule

Back to supplier

Help for this Page

Validation Rule Detail

EditClone

Rule Name	Phone_number_validation_rul	Active	✓
Error Condition Formula	SUser Phone < TEXT(9943076931)	Error Location	Owner
Error Message	9943076931		
Description	Phone number should not be more than or less than 10 digits		
Created By	divya T. 31/03/2023, 12:59 pm	Modified By	divya T. 31/03/2023, 12:59 pm

EditClone

00:16:28

Go to Settings to activate Windows.

00:08:47

PROFILE:

00:17:38

Profiles

profile

Users

Profiles

Didn't find what you're looking for?
Try using Global Search.

Profile

Recruiting assistant for HR Managers

Help for this Page

Users with this profile have the permissions and page layouts listed below. Administrators can change a user's profile by editing that user's personal information.

If your organization uses Record Types, use the Edit links in the Record Type Settings section below to make one or more record types available to users with this profile.

[Login IP Ranges \[0\]](#) | [Enabled Apex Class Access \[0\]](#) | [Enabled Visualforce Page Access \[0\]](#) | [Enabled External Data Source Access \[0\]](#) | [Enabled Named Credential Access \[0\]](#) | [Enabled Custom Metadata Type Access \[0\]](#) | [Enabled Custom Setting Definitions Access \[0\]](#) | [Enabled Flow Access \[0\]](#) | [Enabled Service Presence Status Access \[0\]](#) | [Enabled Custom Permissions \[0\]](#)

Profile Detail

EditCloneDeleteView Users

Name	Recruiting assistant for HR Managers	Custom Profile	✓
User License	Salesforce		
Description			
Created By	divya T. 31/03/2023, 1:00 pm	Modified By	divya T. 31/03/2023, 1:00 pm

Page Layouts

Standard Object Layouts			
Global	Global Layout [View Assignment]	Object Milestone	Object Milestone Layout [View Assignment]
Email Application	Not Assigned [View Assignment]	Operating Hours	Operating Hours Layout [View Assignment]
Home Page Layout	DE Default [View Assignment]	Opportunity	Opportunity Layout [View Assignment]

Activate Windows
Go to Settings to activate Windows.

USER:

The screenshot shows the Salesforce Setup page for a user named Abhilash Garapati. The left sidebar contains navigation links for Setup, Home, and Object Manager. The main content area displays the user's details, including Name, Alias, Email, Username, Nickname, Title, Company, Department, Division, Address, Time Zone, Locale, and Language. The user's role is Salesforce, and their profile is Recruiting assistant for HR Managers. The user is active, and their marketing user status is checked. The user's nickname is User16802479915124730727. The user's title is Abhilash Garapati. The user's company is Abhilash Garapati. The user's department is Abhilash Garapati. The user's division is Abhilash Garapati. The user's address is Abhilash Garapati. The user's time zone is (GMT+05:30) India Standard Time (Asia/Kolkata). The user's locale is English (India). The user's language is English. The user's mobile push registrations are View. The user's data.com user time is View.

User Detail	
Name	Abhilash Garapati
Alias	Abhi
Email	divyadiya1554@gmail.com
Username	divyadiya1554@gmail.com
Nickname	User16802479915124730727
Title	Abhilash Garapati
Company	Abhilash Garapati
Department	Abhilash Garapati
Division	Abhilash Garapati
Address	Abhilash Garapati
Time Zone	(GMT+05:30) India Standard Time (Asia/Kolkata)
Locale	English (India)
Language	English
Role	Salesforce
User License	Recruiting assistant for HR Managers
Profile	Active
Marketing User	<input checked="" type="checkbox"/>
Offline User	<input type="checkbox"/>
Knowledge User	<input type="checkbox"/>
Flow User	<input type="checkbox"/>
Service Cloud User	<input type="checkbox"/>
Site.com Contributor User	<input type="checkbox"/>
Site.com Publisher User	<input type="checkbox"/>
WDC User	<input type="checkbox"/>
Mobile Push Registrations	View
Data.com User Time	View

PERMISSION SETS:

The screenshot shows the Salesforce Setup page for Permission Sets. The left sidebar contains navigation links for Setup, Home, and Object Manager. The main content area displays a list of permission sets. The list has columns for Full Name, Title, Phone, and Email. The first permission set is Abhilash Garapati, and the second is divya T. Both permission sets have the email address divyadiya1554@gmail.com.

Full Name	Title	Phone	Email
Abhilash Garapati			divyadiya1554@gmail.com
divya T			divyadiya1554@gmail.com

REPORTS:

https://govtartsclgforwomen-dev-ed.develop.lightning.force.com/one/one.app#eyJjb21wb25lbnREZWYiOiJy...

Service Home Chatter Accounts Contacts Cases Reports Dashboards

REPORT New Accounts Report Accounts

Previewing a limited number of records. Run the report to see everything. Update Preview Automatically

Last Activity	Account Owner	Account Name	Billing State/Province	Type	Rating	Last Modified Date
1	- divya T	GenePoint	CA	Customer - Channel	Cold	30/03/2023
2	- divya T	United Oil & Gas, UK	UK	Customer - Direct	-	30/03/2023
3	- divya T	United Oil & Gas, Singapore	Singapore	Customer - Direct	-	30/03/2023
4	- divya T	Edge Communications	TX	Customer - Direct	Hot	30/03/2023
5	- divya T	Burlington Textiles Corp of America	NC	Customer - Direct	Warm	30/03/2023
6	- divya T	Pyramid Construction Inc.	-	Customer - Channel	-	30/03/2023
7	- divya T	Dickenson plc	KS	Customer - Channel	-	30/03/2023
8	- divya T	Grand Hotels & Resorts Ltd	IL	Customer - Direct	Warm	30/03/2023
9	- divya T	Express Logistics and Transport	OR	Customer - Channel	Cold	30/03/2023
10	- divya T	University of Arizona	AZ	Customer - Direct	Warm	30/03/2023
11	- divya T	United Oil & Gas Corp.	NY	Customer - Direct	Hot	30/03/2023

Reports | Salesforce x Thanks for installing Joyoshare

https://govtartsclgforwomen-dev-ed.develop.lightning.force.com/lightning/o/Report/home?queryScope=mr...

Service Home Chatter Accounts Contacts Cases Reports Dashboards

Reports Recent

1 item

Search recent reports...

New Report New Folder

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	Attendees		Private Reports	divya T	31/3/2023, 1:06 pm	

Created by Me

Private Reports

Public Reports

Reports

Recent

2 items

Q Search...

Q Search recent reports...

New Report New Folder

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	New Job posting sites Report		Private Reports	divya T	31/3/2023, 1:08 pm	
Created by Me	Attendees		Private Reports	divya T	31/3/2023, 1:06 pm	
Private Reports						
Public Reports						
All Reports						
FOLDERS						
All Folders						
Created by Me						

IV. TRAILHEAD PROFILE PUBLIC URL:

Team Lead - Durgadevi- trailblazer.me/id/durga366

Team member 1 -Deepadharshini- <https://trailblazer.me/id/deeps9865>

Team member 2 -Divya- trailblazer.me/id/divyt11

Team member 3 -Gowri- <https://trailblazer.me/id/ggowric>

V. ADVANTAGES AND DISADVANTAGES:

The focus on cost control can support business efficiencies, as can faster decision making. The disadvantages of hard HRM include potential employee frustration and disengagement, leading to lower productivity and high staff turnover rates that may cost more long-term.

VI. APPLICATIONS:

HRIS(Human Resource Information System) is a type of business application that enables companies to store employee information, manage common HR functions, and execute critical HR activities such as processing payroll and administering benefits.

Features of HRIS applications include an employee self-service portal, payroll, workforce management, recruitment and hiring, benefits administration, and talent management. These capabilities are often delivered through individual modules that form a unified suite of HR tools.

As mentioned, HRIS applications are valuable for supporting critical HR operations and initiatives. Let's look at how you can apply HRIS capabilities in your business to deliver value and build a strong foundation.

VII. CONCLUSION:

Human resource development is a means to an end. That end is usually acknowledged to be getting better results from the organization, teams and individuals by understanding and managing performance with an agreed framework of planned goals, objects and standards.

On the one hand, the Soft and Hard Human Resource Management influence on the business and lets them develop rapidly.

VIII. FUTURE SCOPE:

This includes recruiting, hiring and onboarding new employees. HRM also oversees employee relations, benefits, and payroll. In recent years, the scope of

HRM expanded include strategic planning, talent management, and employee development.

The role of HR is continuously evolving, and HR professional can aim to learn about the technologies, trends and operational charges shaping the future of business, HR can be agile in adapting to those changes in order to effectively support employee development, retention recruitment.

To conclude, human resources is a highly prospective career path with immense potential for advancement, learning and growth.