

RECRUITING ASSISTANT FOR HR MANAGERS

Submitted by

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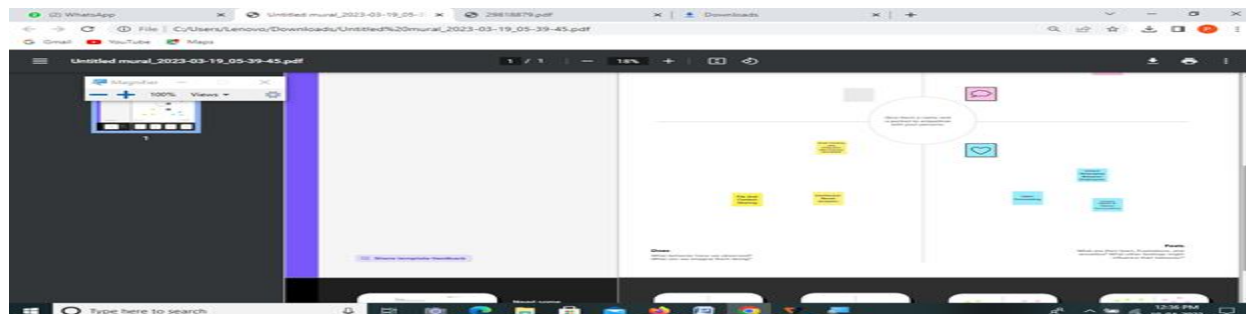
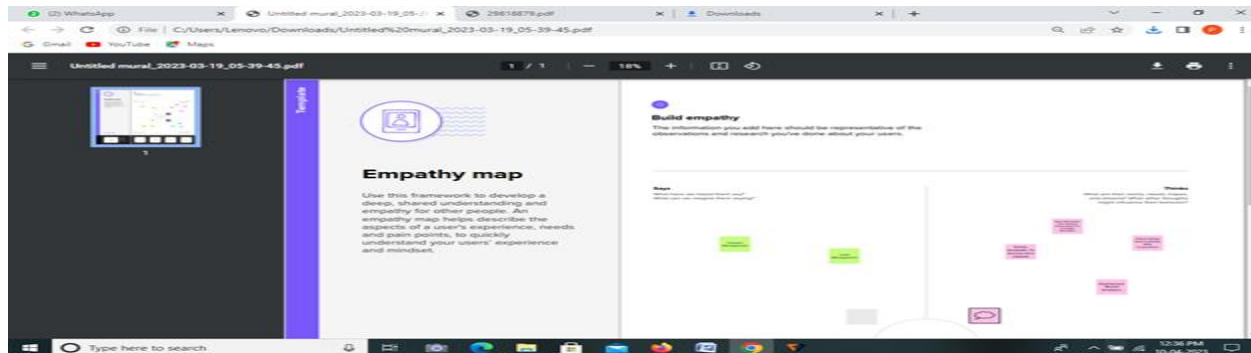
M.V.Muthiah Government Arts College for Womens,Dindigul.

1.INTRODUCTION

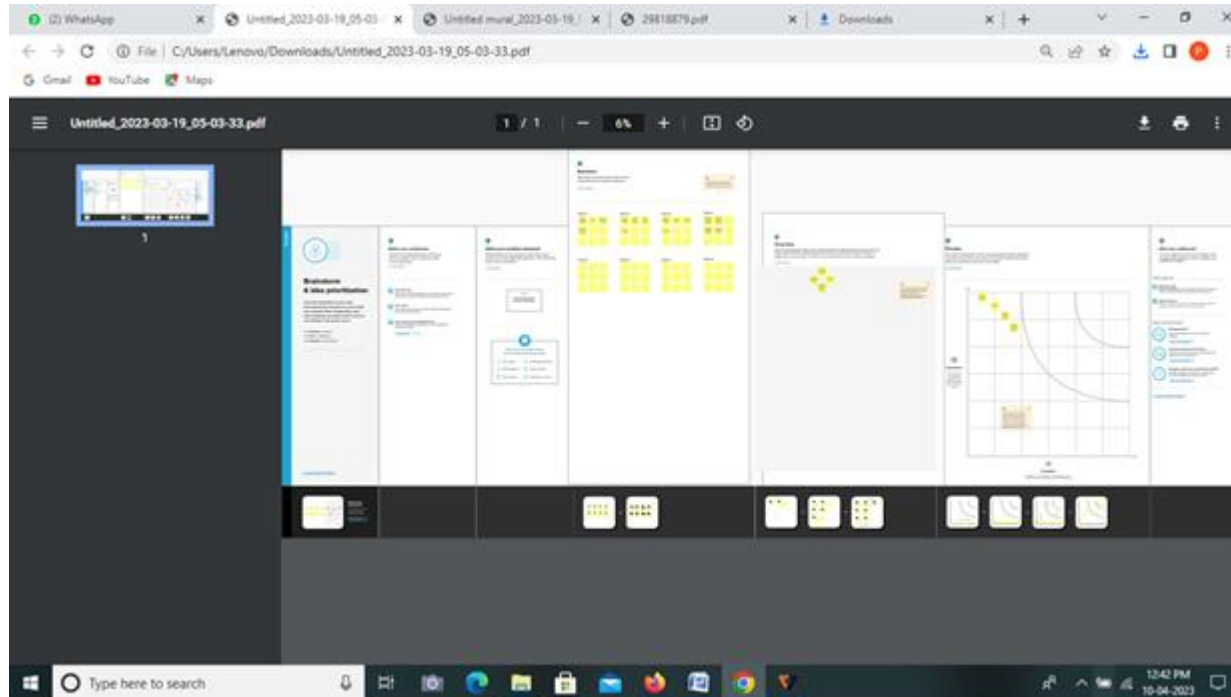
Salesforce is a cloud-based software company that provides its customers with a platform to develop their own applications without following the tough steps that they used to follow in the legacy system. The software or application once created can be uploaded onto the cloud allowing the end-users to view them.

A Recruiting app is a software application that helps organizations manage their recruiting and hiring processes. It typically includes features such as job posting, applicant tracking, resume management, and candidate communication.

EMPATHY MAP



Ideation & Brainstorming Map



Milestone 1:Creation of developer account

Create your Salesforce Developer Org to get Started

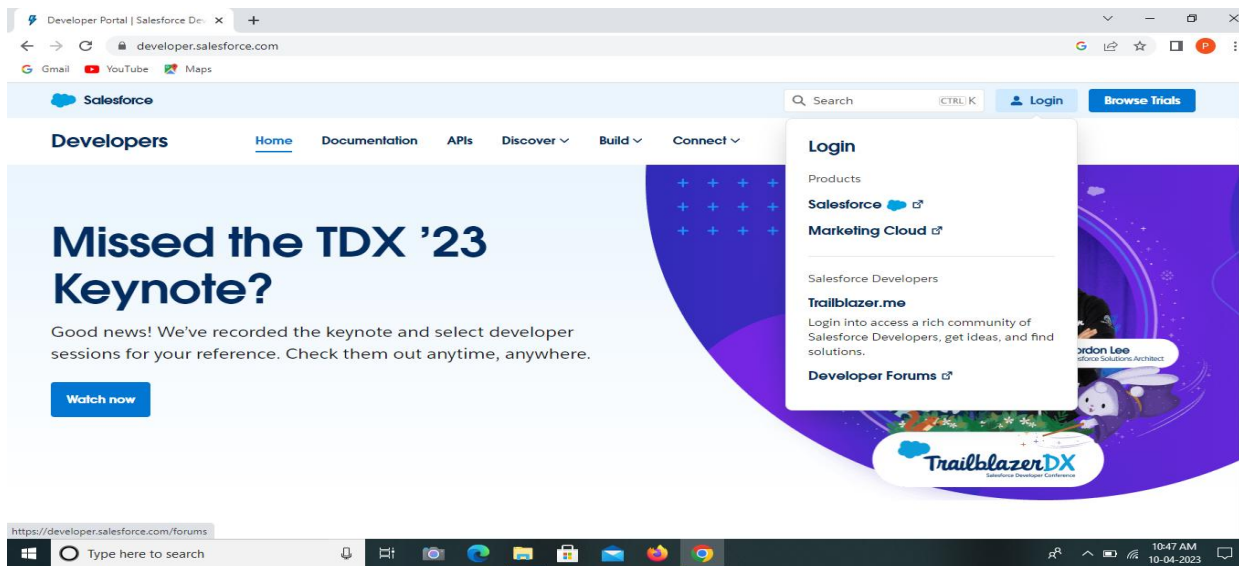
In order to start with this project you need to have a free salesforce developer account.

Activity-1

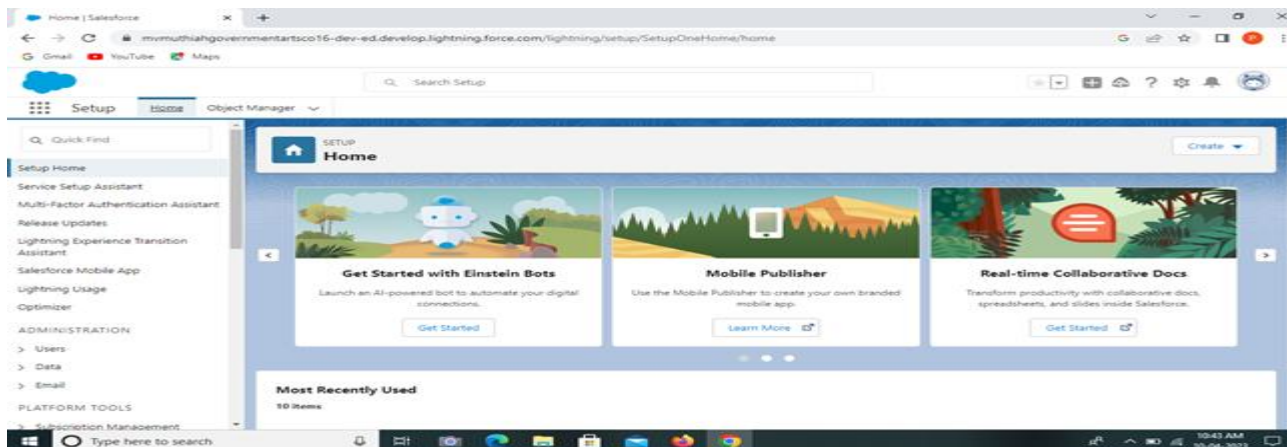
A Developer org has all the features and licenses you need to get started with Salesforce.

1. Search Developer.salesforce.com
- 2.Enter the following details like First name, last name, Email, Role, Company, Country/Region,Postal code, and Username must be unique.
3. Click sign me up, After a few min you will reserve a mail salesforce org and by using the verify account link you can create your new password.
4. Click save.
5. Search login.salesforce.com

6. By using username and password you can into the salesforce org.



Create a developer org and login with your login credentials.



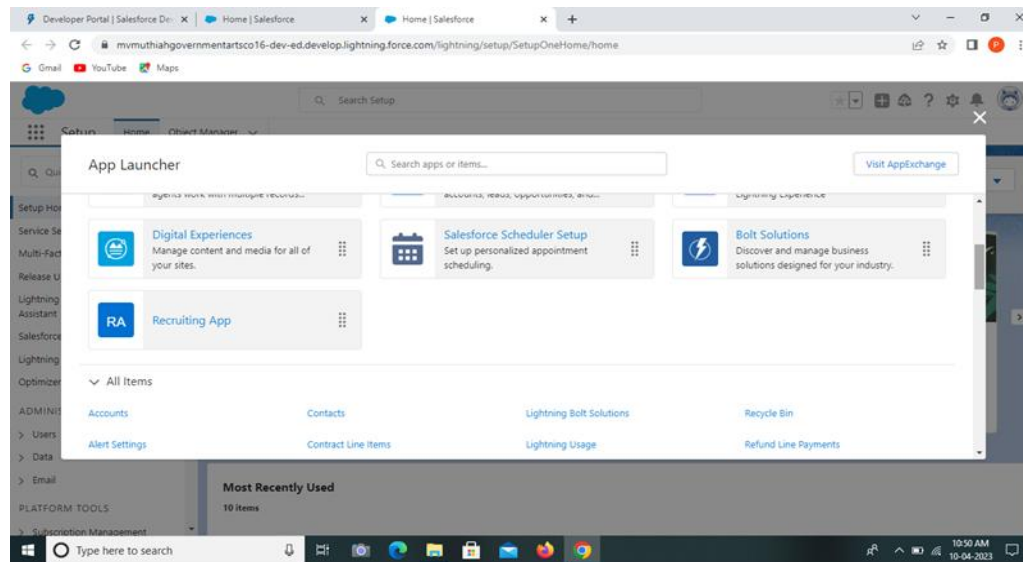
Milestone2: Package installation

Package installation for Recruiting App

In Salesforce, a package is a collection of Apex classes, triggers, Visualforce pages, and other components that can be installed into an organization. There are two types of packages: managed and unmanaged. Managed packages are developed and distributed by ISVs (Independent Software Vendors) and can be installed from the Salesforce AppExchange, while unmanaged packages are created and distributed by Salesforce administrators within an organization. To install a package, an administrator can navigate to the AppExchange, find the desired package, and click the "Install" button. The administrator will then be prompted to log in to their Salesforce organization and provide permission to install the package.

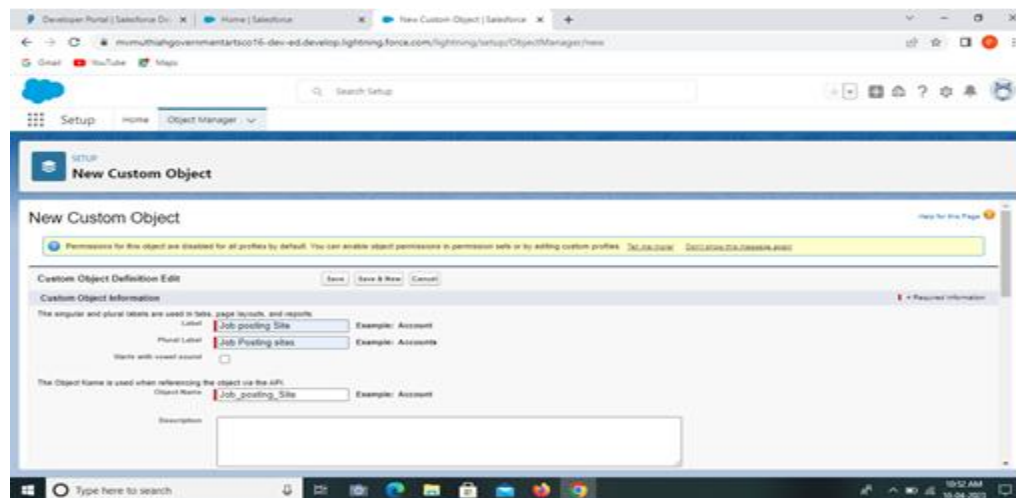
click to launch the App Launcher, then click **Playground Starter** and follow the steps

1. Click the install a package tab.
2. Paste **04t0P000000N9rs** into the field.
3. Click install.
4. Select install for admins only,



Milestone 3:Object

Salesforce objects are database tables that permit you to store data that is specific to an organization. It consists of fields (columns) and records (rows).



Activity 1

Create a custom object for Job Posting Sites:

To create a custom object, follow these steps :

From setup click on object manager.

2. Click create, select custom object.
3. Fill in the label as "Job Posting Site".
4. Fill in the plural label as "Job Posting Sites".
5. Record name : "Site Name"
6. Select the data type as "Text".
7. In the Optional Features section, select Allow Reports and Track Field History.
8. In the Deployment Status section, ensure Deployed is selected.
9. In the Search Status section, select Allow Search.
10. In the Object Creation Options section, select select these options:
Add Notes and Attachments related list to default page layout
Launch New Custom Tab Wizard after saving this custom object.
11. Leave everything else as is, and click Save.

Developer Portal | Salesforce Dev | Home | Salesforce | New Custom Object | Salesforce

myvmuthiahgovermentartsco16-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/new

Search Setup

Setup Home Object Manager

SETUP New Custom Object

Object Classification

When these settings are enabled, this object is classified as an Enterprise Application object. When these settings are disabled, this object is classified as a Light Application object. [Learn more](#)

- ☒ Allow Sharing
- ☒ Allow Bulk API Access
- ☒ Allow Streaming API Access

Deployment Status

☐ In Development ☒ Deployed [Details](#)

Search Status

When this setting is enabled, your users can find records of this object type when they search. [Learn more](#)

- ☒ Allow Search

Object Creation Options (Available only when custom object is first created)

- ☒ Add Notes and Attachments related list to default page layout
- ☒ Launch New Custom Tab Wizard after saving this custom object

[Save](#) [Save & New](#) [Cancel](#)

Developer Portal | Salesforce Dev | Home | Salesforce | New Custom Object | Salesforce

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Search Setup

Setup Home Object Manager

SETUP New Custom Object

New Custom Object

Permissions for this object are disabled for all profiles by default. You can enable object permissions in permission sets or by editing custom profiles. [Get the most](#) [Don't show this message again](#)

Custom Object Definition Edit [Save](#) [Save & New](#) [Cancel](#)

Custom Object Information [Required Information](#)

The singular and plural labels are used in tabs, page layouts, and reports.

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

Activity-2

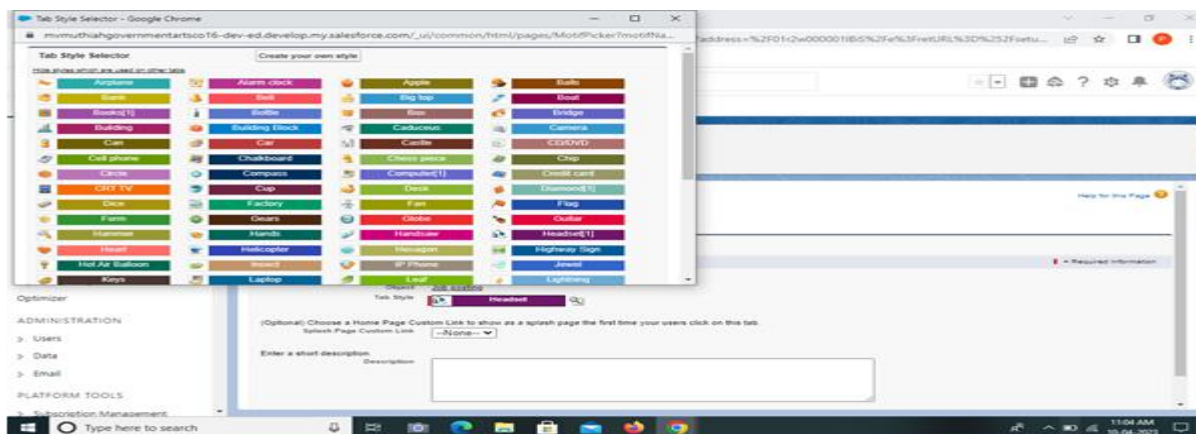
Create a custom object for reviews

To create a custom object, follow these steps :

1. From setup click on object manager.
2. Click create, select custom object.
3. Fill in the label as "Review".
4. Fill in the plural label as "Reviews".
5. Record name : "Review Number"
6. Select the data type as "Auto Number".
7. Under display format enter "REV-{0000}".
8. Enter the starting number as 1.
9. In the Optional Features section, select Allow Reports and Track Field History.
10. In the Deployment Status section, ensure Deployed is selected.
11. In the Search Status section, select Allow Search.
12. In the Object Creation Options section, select Add Notes and Attachments related list to default page layout.
13. Leave everything else as is, and click Save.

How to create a tab

7. Click Save.



Milestone 5: Fields

What are fields?

Fields in Salesforce represents what the columns represent in relational databases. It can store data values which are required for a particular object in a record.

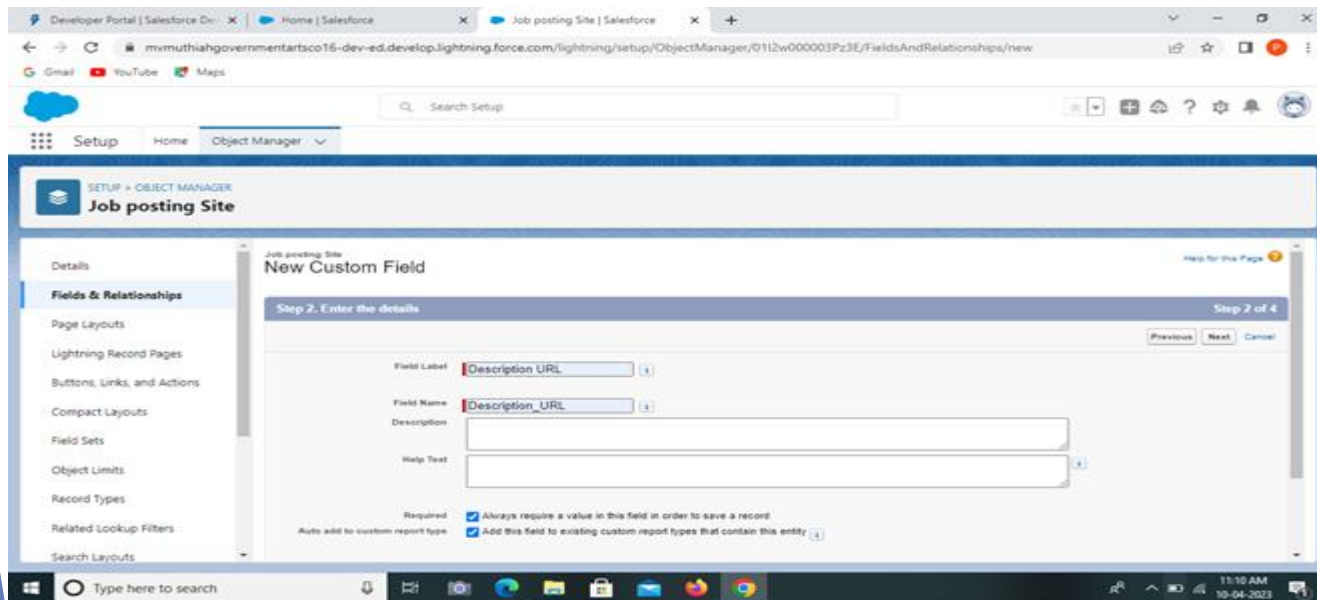
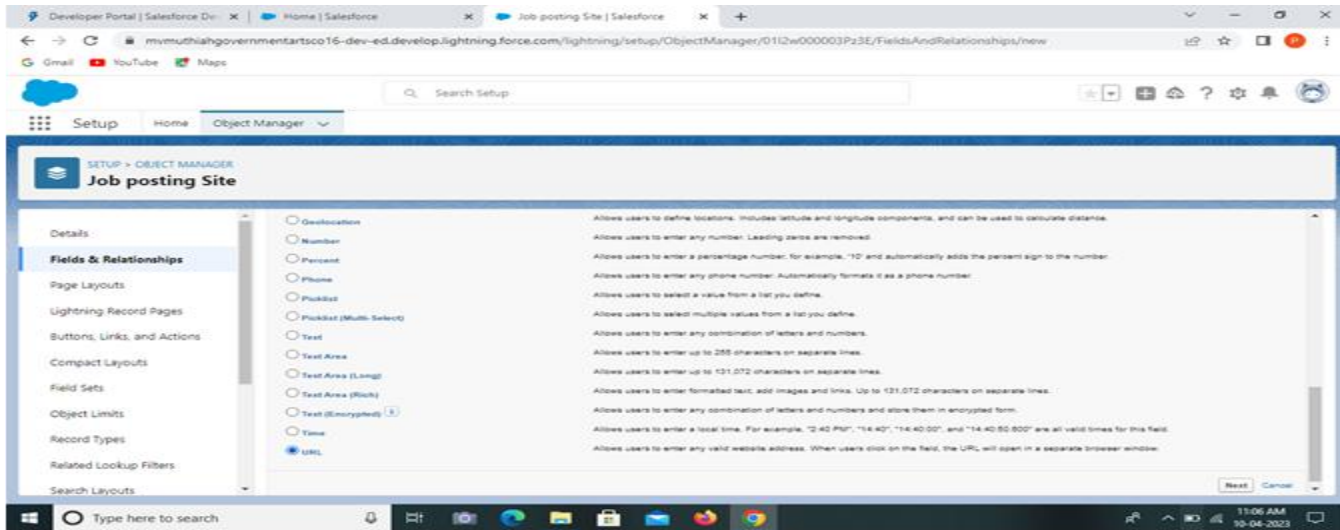
Activity-1

Create New Field for Job Posting site

1. Click on new.
2. Select the data type as URL.
3. Click Next.
4. For Field Label, enter the Job Posting Site URL.
5. Click Next, Next, and click Save & New.

Create a Fields for Job Posting site

1. Status
2. Technical site
3. Description

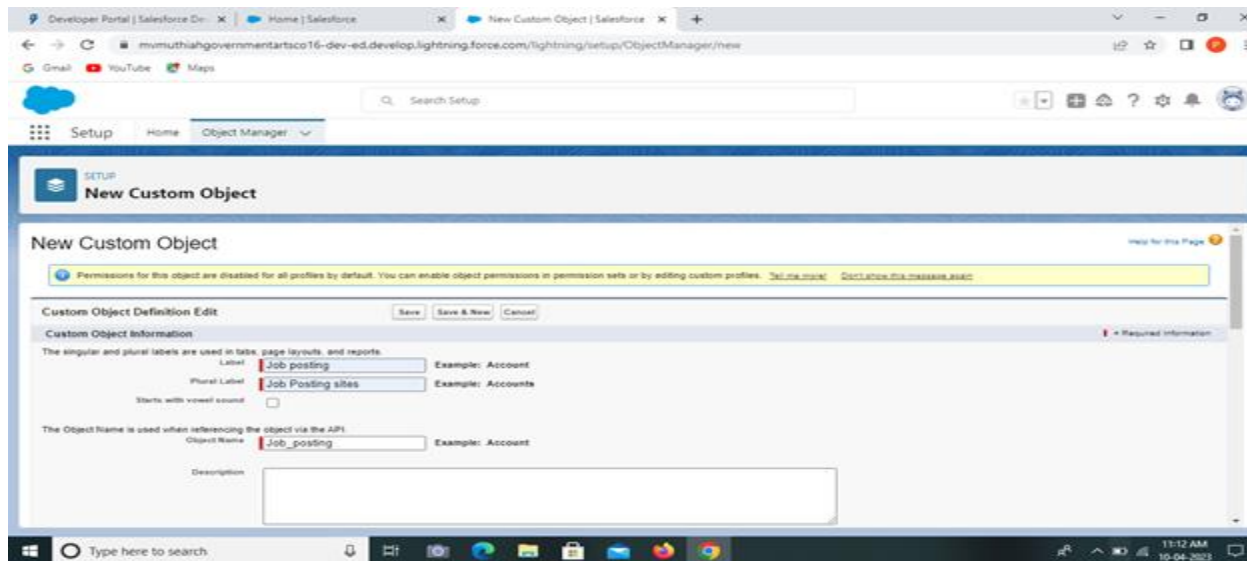


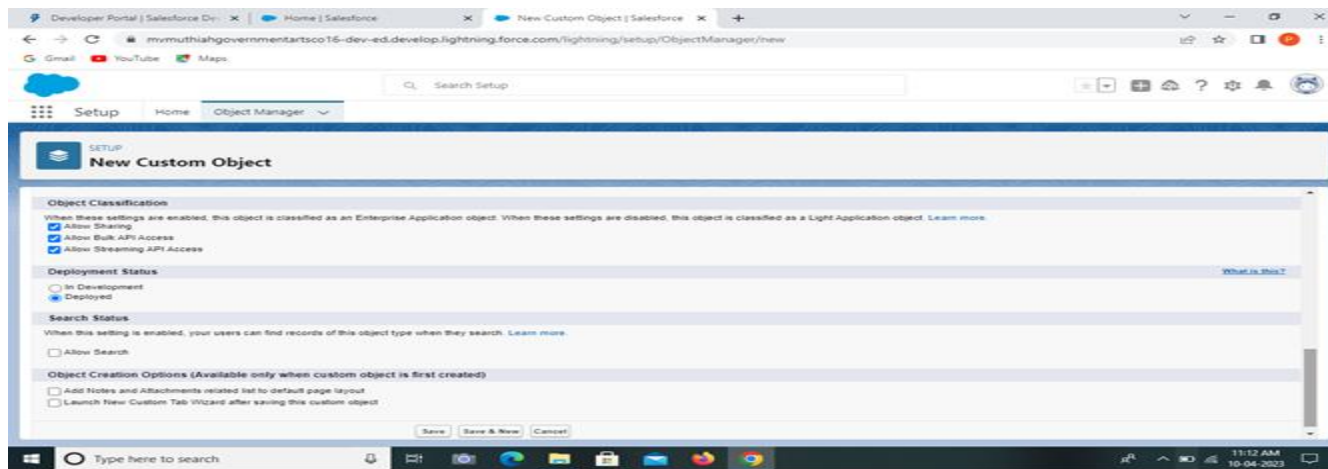
Milestone 6 : Junction Object

Activity

Creating a custom junction object :

1. From setup, click object Manager.
2. Click create, select custom object.
3. Enter the label as "Job posting".
4. Enter the plural label as "Job postings".
5. Enter the record name as "Job posting number".
6. select the data type as "Auto Number".
7. Enter the display format as "JOBPOST-{0000}"
8. Enter the Starting number as 1.
9. Leave everything else as is, and click save.





Activity: 2

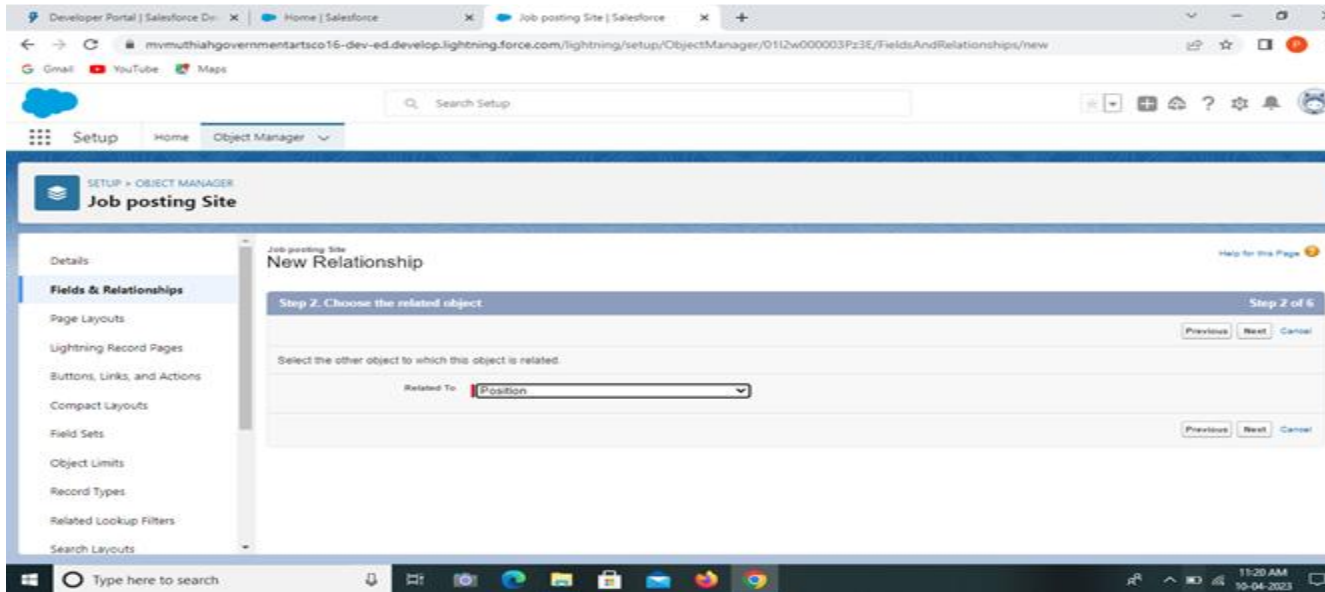
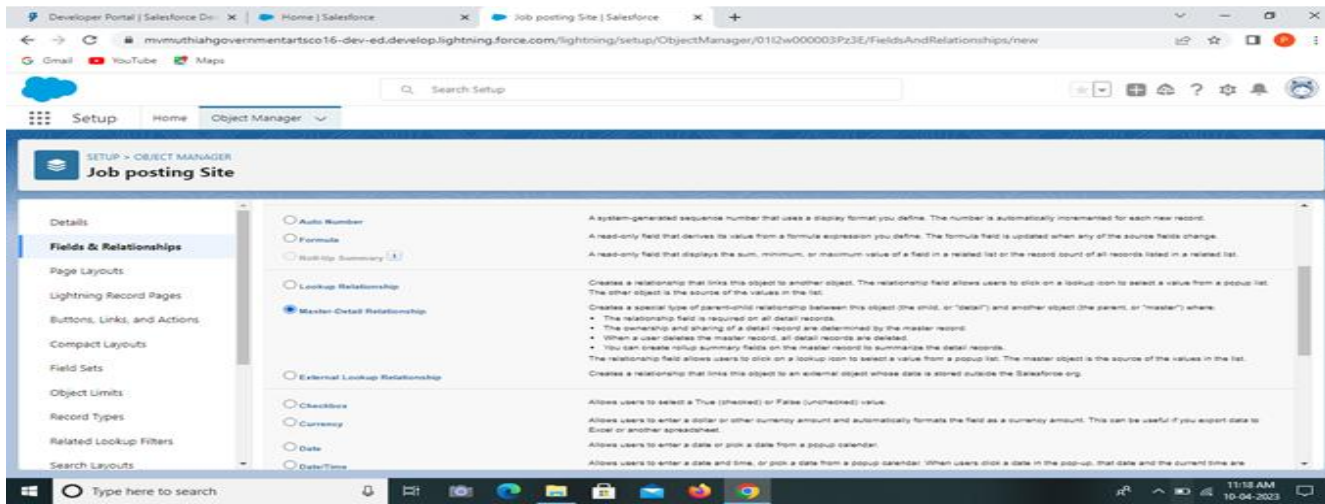
Create a Relationships Object

Creating a master-detail relationship between Job posting and job posting site.

1. From setup, click object manager.
2. Select Job posting object, click on field and relationships, click new.
3. Select the data type as Master-detail relationship.
4. Click Next, relate to the Job posting site.
5. Enter the label Job Posting site.
6. Click next, next, next and save.

Creating a master-detail relationship between job posting and position.

1. From setup, click object manager.
2. Select Job posting object, click on field and relationships, click new.
3. Select the data type as Master-detail relationship.
4. Click Next, relate to the Job posting site.
5. Enter the label Job Posting site.
6. Click next, next, next and save.

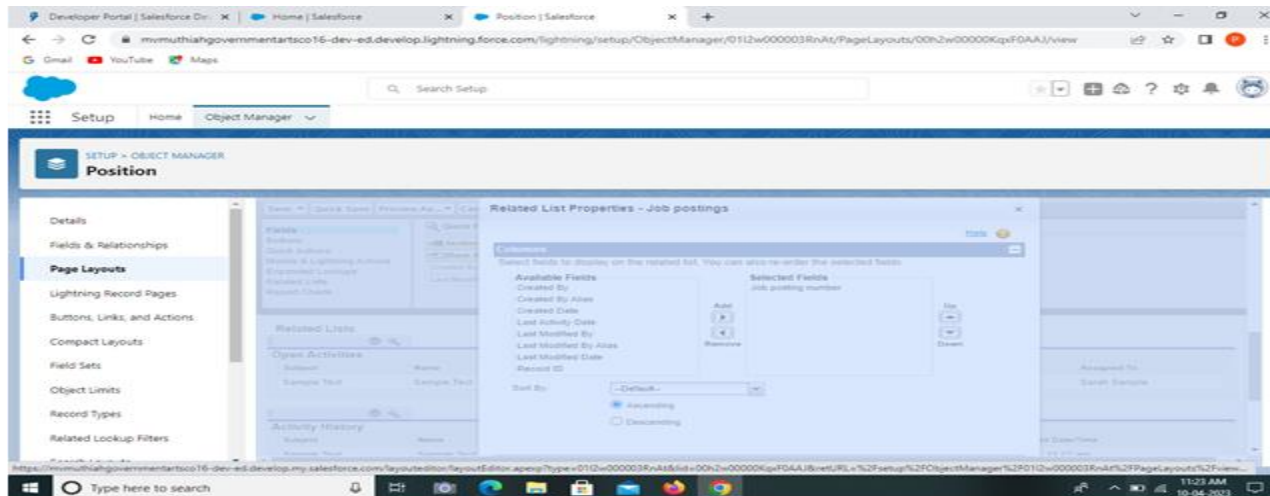


Milestone 7: Page Layout

Activity-1

Modifying the page layouts :

1. From setup, click on object manager.
2. Click position, then page layouts.
3. Click down array next to the position layout and select edit.
4. Scroll down to the job posting related list, and click the wrench icon in the header to edit it.
5. From the available fields section, select
Job posting site : Status
Job posting site : Technical Site
6. Click add.
7. From the selected fields section, select job posting : Job posting number and click remove



Milestone 8 : Validation Rules

What are Validations Rules?

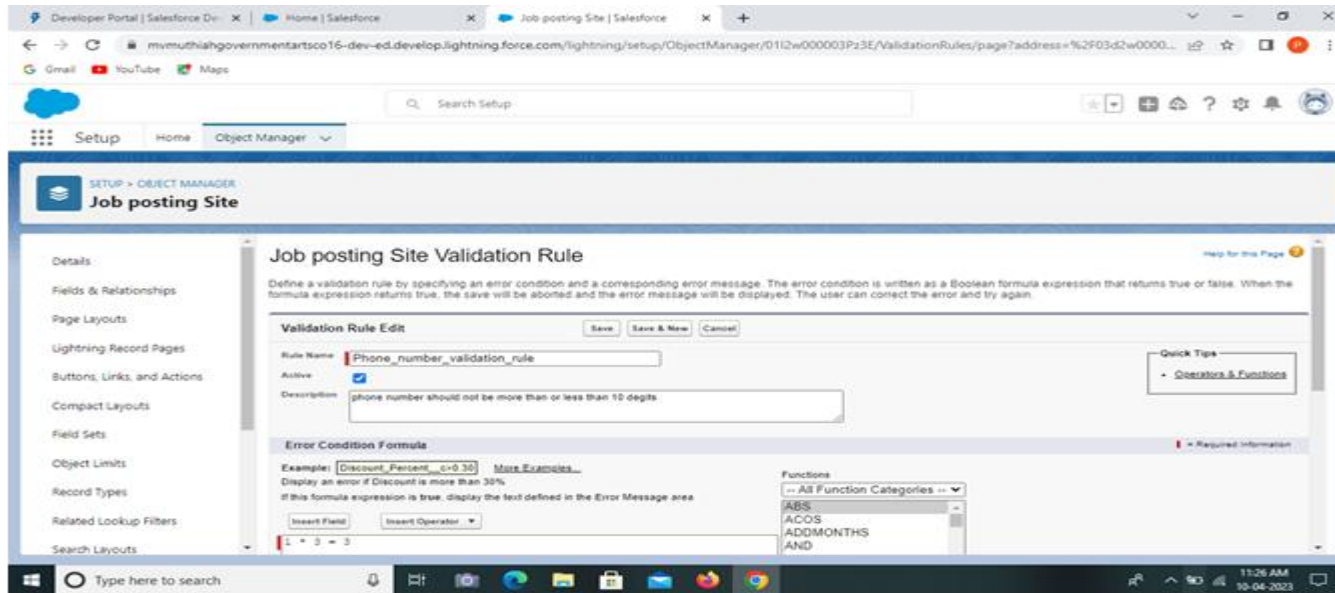
A validation rule is a process which checks out (validate) the inputs given by any user is correct or not according to your requirement.

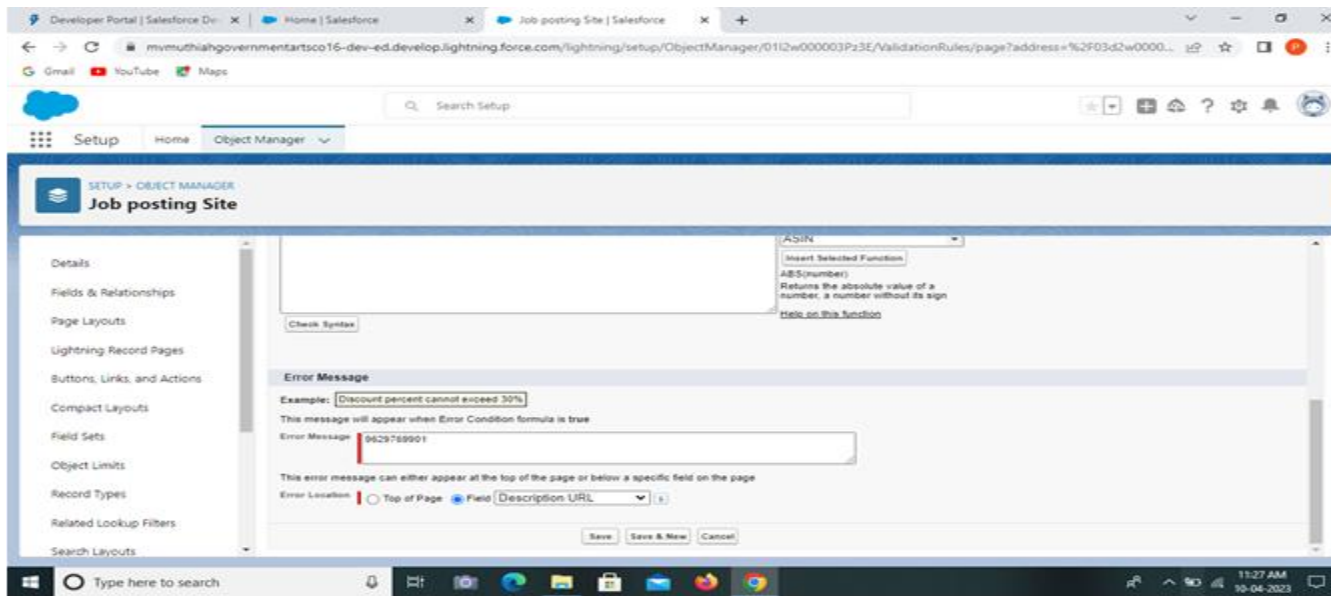
Activity -1

Creating a Validation Rule:

To create a validation rule:

Go to object manager, select the object on which validation rule has to be implemented, scroll down and click validation rule, New.





Give details as:

1. Rule name: Phone number validation rule.
2. Active: checked
3. Description: phone number should not be more than or less than 10 digits.
4. Under Error Condition Formula: write the condition using insert field, insert operator, insert function
5. Using check syntax: check if the formula you entered is valid or not.
6. Error Message: Please give a valid phone number
7. Error location: select field
8. Save

Activity-2

Create a Validation rule For Technical Site Checkbox is equal to True.

The screenshot shows the Salesforce Setup interface for creating a Validation Rule. The left sidebar lists various setup options, and the main area is titled "Job posting Site Validation Rule".

Validation Rule Edit

Rule Name: Technical Site Checkbox

Active: ☒

Description: phone number should not be more than or less than 10 digits.

Error Condition Formula

Example: `{Discount_Percent >= 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:

Functions:

- ABS
- ACOS
- ADDMONTHS
- AND

Quick Tip: [Operators & Functions](#)

The screenshot shows the Salesforce Setup interface for configuring the Error Message for the Validation Rule. The left sidebar lists various setup options, and the main area is titled "Job posting Site Validation Rule".

Error Message

Example: `{Discount_Percent >= 30}`

This message will appear when Error Condition formula is true.

Error Message: 9529709901

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: Description URL

Save Save & New Cancel

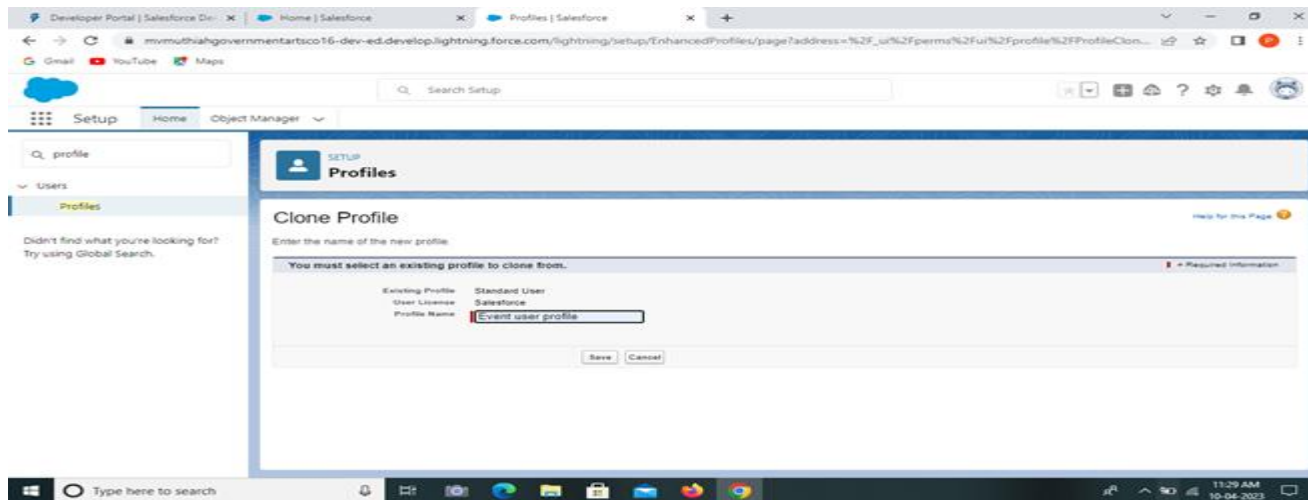
Milestone 9 : Profile

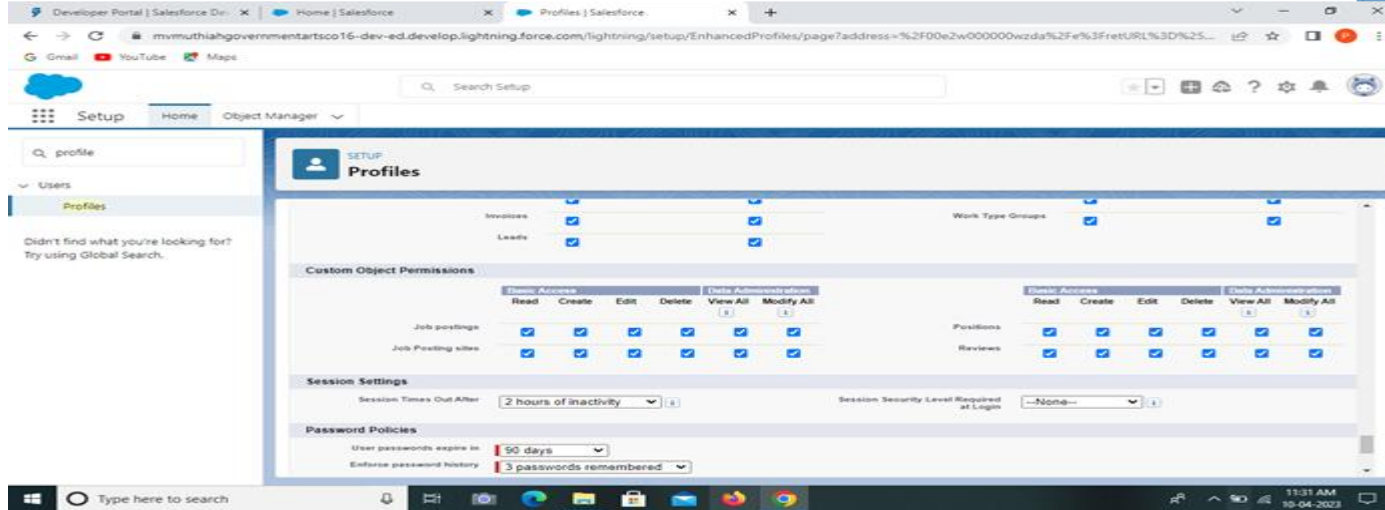
Activity

Creation on profile:

From Setup enter Profiles in the Quick Find box, and select Profiles

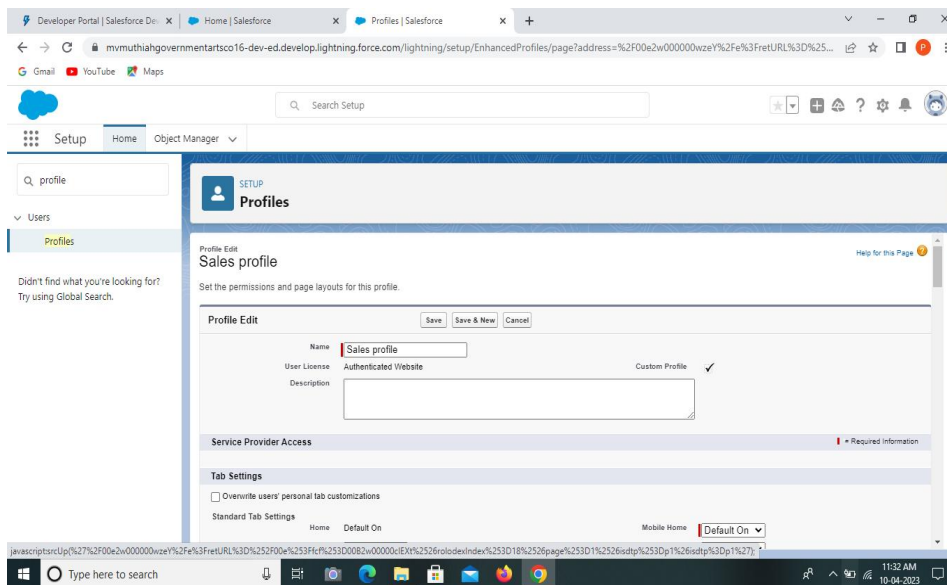
1. From the list of profiles, find Standard User.
2. Click Clone.
3. For Profile Name, enter Event user profile.
4. Click Save
5. While still on the Event profile page, then click Edit.
6. Scroll down to Custom Object Permissions and Give view all access permissions to the Order details, supplier, product, customer, category, payment.





Activity-2

Create a profile with the profile name as “Sales profile”.



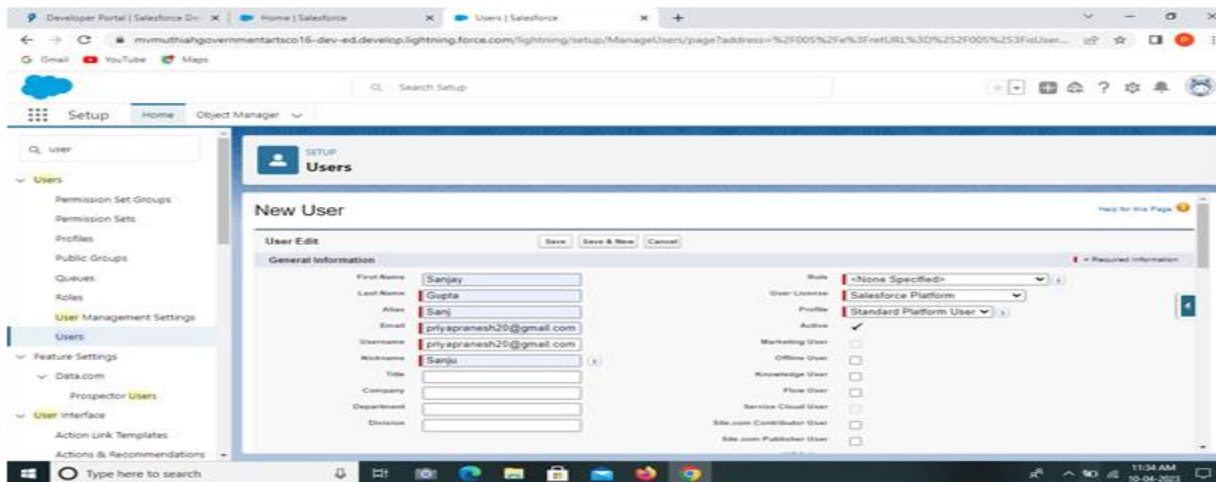
Milestone 10: User

Activity-1

Creating a User:

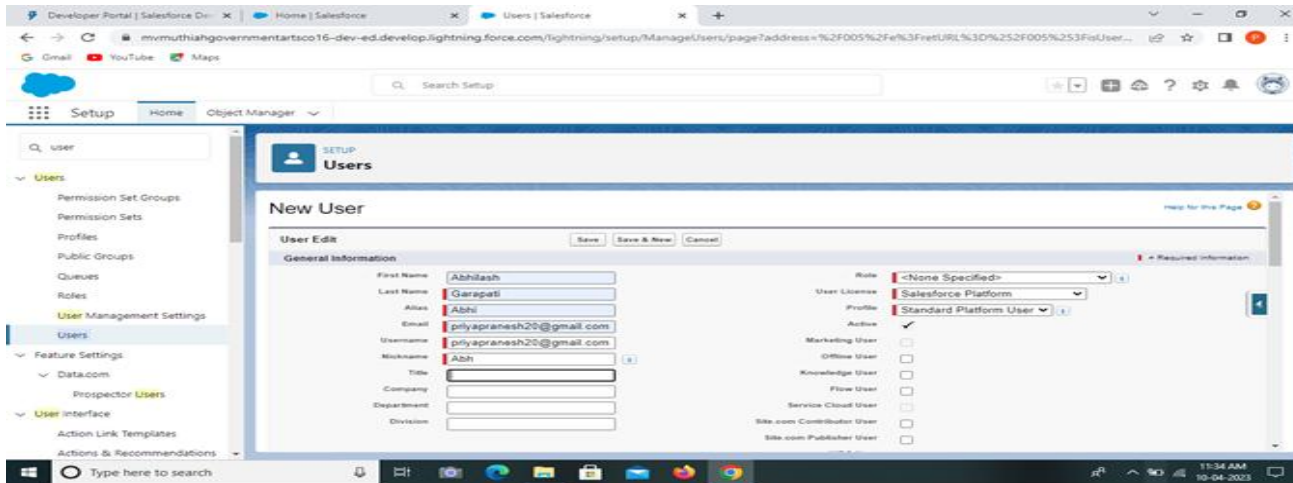
From setup type “users” in quick find and select users, then click New User

- First Name: Sanjay
- Last Name: Gupta
- Alias: Sanj
- Email: provide your personal email id for future reference
- Username: sanjaygupta@thesmartbridge.com
- Nickname: Sanju
- Role: leave it as default
- User License: Salesforce
- Profile: Event User Profile



Activity-2

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



Milestone 11 : Permission set

What is the Permission set?

In Salesforce, a permission set is a collection of settings and permissions that give users access to various tools and functionality in the platform. Permission sets can be used to grant additional access to users beyond what is included in their profile, without modifying the profile itself. This allows for granular control over user access and permissions within the Salesforce environment. Permission sets can be assigned to individual users or to a group of users.

Activity-1

Creating a Permission Set:

1. From setup search “permission sets” in quick find and select permission set then click on new.

2. Enter label as: Supplier Permits and Save

3. After saving the permission click on the Manage assignment.

4. Now select the users and click on save

The image displays two screenshots of the Salesforce Setup interface, specifically the 'Permission Sets' page.

Top Screenshot: Creating a New Permission Set

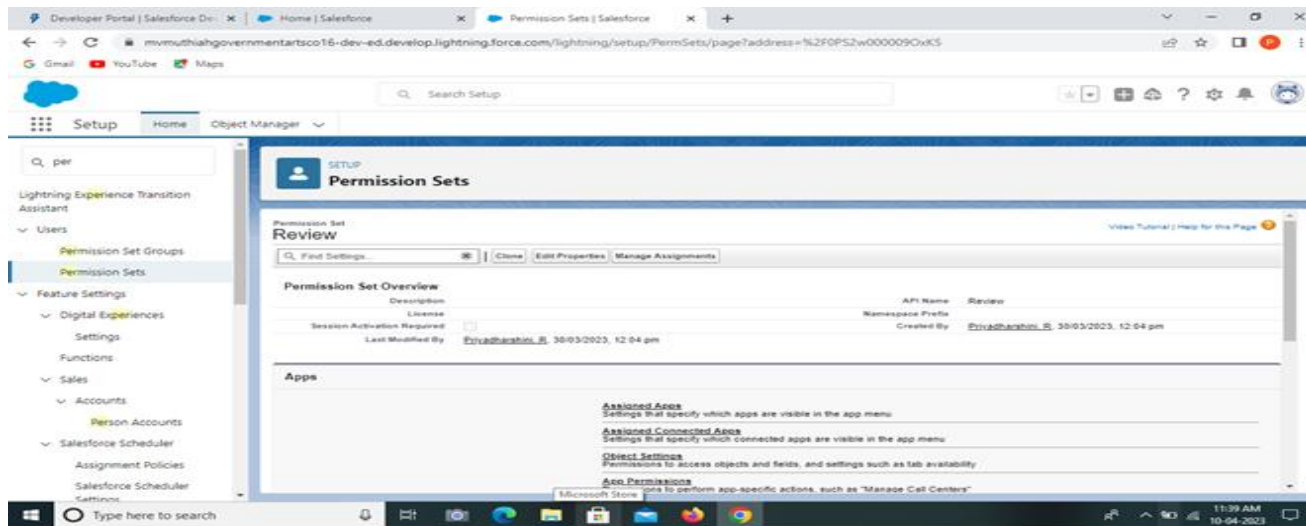
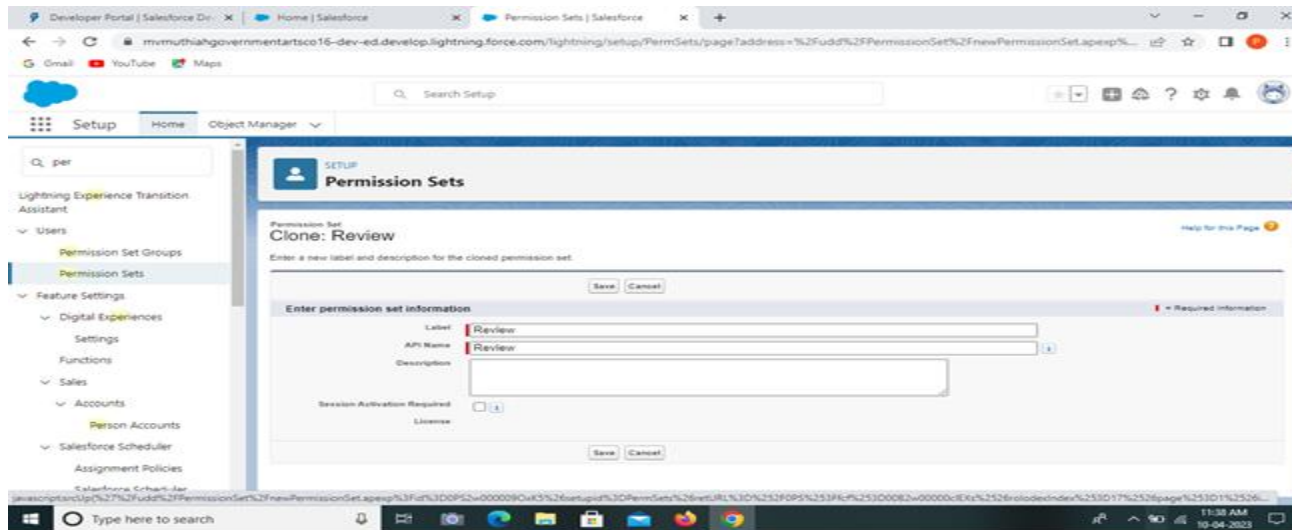
- Page Title:** SETUP | Permission Sets
- Section:** Create
- Form Fields:**
 - Label:** Supplier Permits
 - API Name:** Supplier_Permits
 - Description:** (Empty)
 - Session Activation Required:** ☐
- Buttons:** Save, Cancel
- Help Text:** Who will use this permission set? Choose -None- if you plan to assign this permission set to multiple users with different user and permission set licenses. Choose a specific user license if you want users with only one license type to use this permission set. Choose a specific permission set license if you want this permission set license auto-assigned with the permission set.

Bottom Screenshot: Managing Assignments for 'Supplier Permits'

- Page Title:** SETUP | Permission Sets
- Section:** Supplier Permits
- Buttons:** Find Settings, Clone, Edit Properties, Manage Assignments
- Permission Set Overview:**
 - Description:** License
 - Session Activation Required:** ☐
 - Last Modified By:** Praveen Kumar B. 30/03/2023, 12:01 pm
- API Name:** Supplier_Permits
- Namespace Prefix:**
- Created By:** Praveen Kumar B. 30/03/2023, 12:01 pm
- Apps:** (Empty list)
- Associated Areas:**
 - Associated Areas:** Settings that specify which apps are visible in the app menu.
 - Associated Connected Areas:** Settings that specify which connected apps are visible in the app menu.
 - Object Settings:** Permissions to access objects and fields, and settings such as tab availability.
 - App Permissions:** Permissions to perform app-specific actions, such as "Manage Call Centers".

Activity-2

Create a Permission set for Review Object.



Milestone 12: Reports

What are Reports?

A report is a list of records that meet the criteria you define. It's displayed in rows and columns, and can be filtered, grouped, or displayed in a graphical chart. Every report is stored in a folder. Folders can be public, hidden, or shared, and can be set to read-only or read/write.

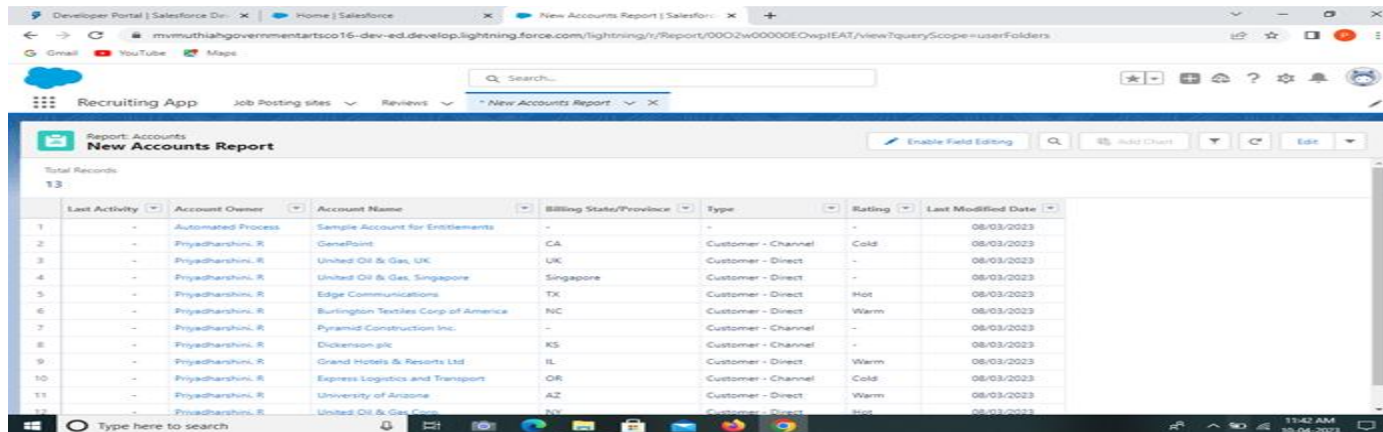
Activity-1

Reports:

From the Reports tab, click New Report.

2. Select the report type Attendees with events for the report, and click Create.

3. Customize your report accordingly and include all fields, then save or run it.



The screenshot shows a Salesforce web interface with a report titled 'New Accounts Report'. The report displays a table of 13 records. The table columns are: Last Activity, Account Owner, Account Name, Billing State/Province, Type, Rating, and Last Modified Date. The records list various accounts such as 'Sample Account for Entitlements', 'GenePoint', 'United Oil & Gas, UK', 'United Oil & Gas, Singapore', 'Edge Communications', 'Burlington Textiles Corp of America', 'Pyramid Construction Inc.', 'Dickenson plc', 'Grand Hotels & Resorts Ltd', 'Express Logistics and Transport', and 'University of Arizona'.

	Last Activity	Account Owner	Account Name	Billing State/Province	Type	Rating	Last Modified Date
1	-	Automated Process	Sample Account for Entitlements	-	-	-	08/03/2023
2	-	Priyadharshini, R	GenePoint	CA	Customer - Channel	Cold	08/03/2023
3	-	Priyadharshini, R	United Oil & Gas, UK	UK	Customer - Direct	-	08/03/2023
4	-	Priyadharshini, R	United Oil & Gas, Singapore	Singapore	Customer - Direct	-	08/03/2023
5	-	Priyadharshini, R	Edge Communications	TX	Customer - Direct	Hot	08/03/2023
6	-	Priyadharshini, R	Burlington Textiles Corp of America	NC	Customer - Direct	Warm	08/03/2023
7	-	Priyadharshini, R	Pyramid Construction Inc.	-	Customer - Channel	-	08/03/2023
8	-	Priyadharshini, R	Dickenson plc	KS	Customer - Channel	-	08/03/2023
9	-	Priyadharshini, R	Grand Hotels & Resorts Ltd	IL	Customer - Direct	Warm	08/03/2023
10	-	Priyadharshini, R	Express Logistics and Transport	OR	Customer - Channel	Cold	08/03/2023
11	-	Priyadharshini, R	University of Arizona	AZ	Customer - Direct	Warm	08/03/2023
12	-	Priyadharshini, R	United Oil & Gas, UK	UK	Customer - Direct	Hot	08/03/2023

CONCLUSION:

The discussion over pros and cons of an HR Manager can concluded with a statement that as people think the human resource manager job is very easy to handle, but the actual truth behind that statement is that as compared to rest of the work profiles, the HR Manager job consider as one the complicated working environment.

Therefore, if anyone interest to read more about the pros and cons can follow mentioned list for better understanding. Basic knowledge of labor laws.

Excellent organizational skills. Strong communication skills.

THANK YOU