



GOVERNMENT OF TAMILNADU

Naan Muthalvan - Project-Based Experiential Learning

Recruiting Assistant For HR Managers

Submitted by

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PG and Research Department of Mathematics



M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN

(Affiliated To Mother Teresa Women's University, Kodaikanal)

Reaccredited with "A" Grade by NAAC

DINDIGUL-624001.

APRIL - 2023

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PG & RESEARCH DEPARTMENT OF MATHEMATICS

BONAFIDE CERTIFICATE

This is to certify that this is a bonafide record of the project entitled, "**"RECRUTING ASSISTANT FOR HR MANAGERS"** done by **Ms.R.RATHINA MALA (203I21ER022),**

Ms.S.PRADEEPA (20321ER019), Ms.A.PRIYADHARSHINI (20331ER020) and Mrs.R.PRIYADHARSHINI (20321ER021). This is submitted in partial fulfillment for the award of the degree of **Bachelor of Science in Mathematics in M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN,DINDIGUL** during the period of

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Project Mentor(s)

Head of the Department

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RECRUITING ASSISTANT FOR HR MANAGERS

1.INTRODUCTION

A Human Resources(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.vvThis Human Resources(HR) Assistant job description template is optimized for posting on online job boards or careers pages. As a sample description its easy to customize for your company's Specific needs-add or delete any skills or duties and responsibilities you'd like.

1.1.Overview

The focus of this research is upon human resource management and recruitment and selection practices in the Taiwanese cultural context. The samples were primarily focused upon manufacturing industry in Taiwan. The postal questionnaire was chosen for data collection. The 500 manufacturing companies randomly selected for this research were sent two questionnaire each. The questionnaire on HRM and recruitment and selection (HRMRS) was addressed to HR manager whereas the questionnaire on work-related values of national culture was addressed to non-managerial employee.

The research results indicate that there is a general desire among HR professionals in manufacturing organizations that HRM polices are integrated with corporate strategies and that HRM should be involved in decision making at board level. Evidence was also obtained that some HRM decisions are shared between line management and HR specialists and that line managers had a particularly influential role in decisions regarding recruitment and selection, training and development, and workforce expansion/reduction. There was also some evidence supporting an assertion that certain recruitment and selection practices were culturally sensitive and this was supported by evidence of association between practice and country of ownership.

1.2.Purpose

The HR Assitant duties involve a wide range of support activities inside our HR department, from coordinating meetings to maintain our employee database to posting job ads. An important part of your role will be to act as the liaison between HR and employees, ensuring smooth communication and prompt resolution of requests and questions.You'll also assist in creating policies, processes and documents.Assist with day to day operations of the HR functions and duties. Provide clerical and administrative support to Human Resources executives.

Compile and update employee records. Process documentation and prepare reports relating to personnel activities. Coordinate HR projects and take minutes. Deal with employee requests regarding human resources issues,rule, and regulations.

2.PROBLEM DEFINITION & DESIGN THINKING

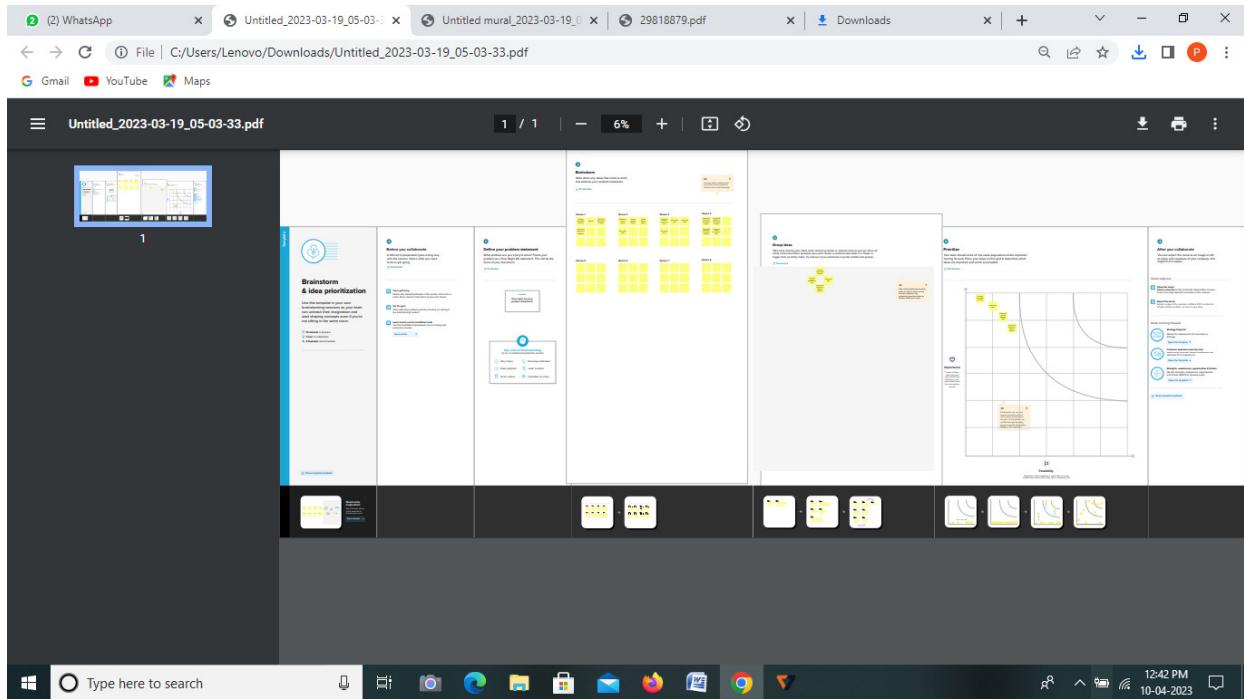
2.1.Empathy Map

The image displays two screenshots of an empathy map template from the Mural software interface. Both screenshots show a dark-themed window with a purple sidebar on the left labeled "Template".

Screenshot 1 (Top): This screenshot shows a completed empathy map for a user named "Customer". The map is circular with four main quadrants: "Says" (top-left), "Thinks" (top-right), "Does" (bottom-left), and "Feels" (bottom-right). Various notes are placed in these quadrants, such as "Customer", "Lead Management", "Early Access To Analytics Update", "Team Member's Name & Role", "From Marketing Automation", "From Sales Automation", "Dashboard Based Analytics", "Sales Forecasting", "Customer Satisfaction", "Sales Performance", "Manage Marketing Budget Allocation", and "Fees". A central text box says "Give them a name and a portrait to empathize with your persona." A sidebar on the left contains a preview of the template and a "Share template feedback" button.

Screenshot 2 (Bottom): This screenshot shows an empathy map for a user named "Employee". The layout is identical to the first one, with four quadrants: "Says" (top-left), "Thinks" (top-right), "Does" (bottom-left), and "Feels" (bottom-right). Notes include "Employee", "Lead Management", "Early Access To Analytics Update", "Team Member's Name & Role", "From Marketing Automation", "From Sales Automation", "Dashboard Based Analytics", "Sales Forecasting", "Customer Satisfaction", "Sales Performance", "Manage Marketing Budget Allocation", and "Fees". A central text box says "Give them a name and a portrait to empathize with your persona." A sidebar on the left contains a preview of the template and a "Share template feedback" button.

2.2.Ideation & Brainstrorming Map



3.RESULT

3.1.Data Model

Object name	Fields in the Object	
Job Posting Site	Field lable Job Posting Site URL	Data type Text
Review	Field lable Status Technical Site Description	Data type Text Text Text

3.2.Activity & Screenshot

Milestone 1:Creation of developer account

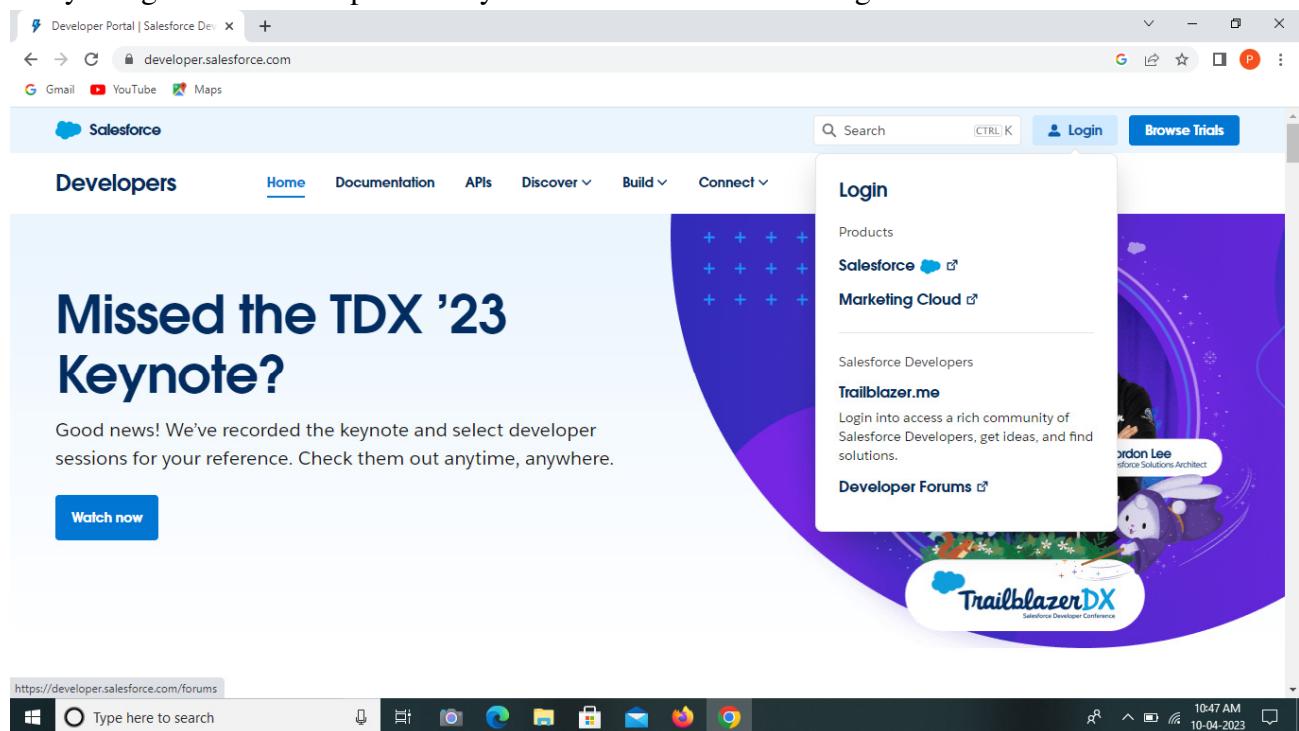
Create your Salesforce Developer Org to get Started

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

Activity-1

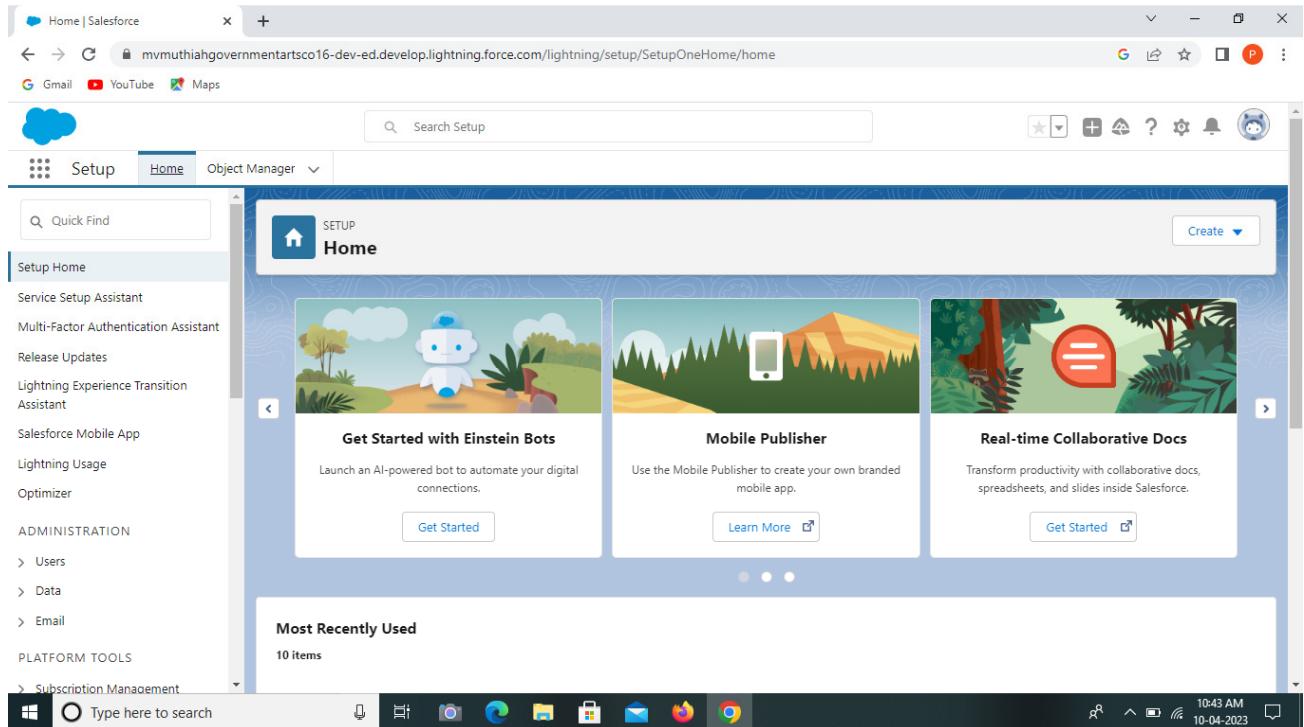
A Developer org has all the features and licenses you need to get started with Salesforce.

1. Search [Developer.salesforce.com](https://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.



The setup page will appear as below.

Create a developer org and login with your login credentials.



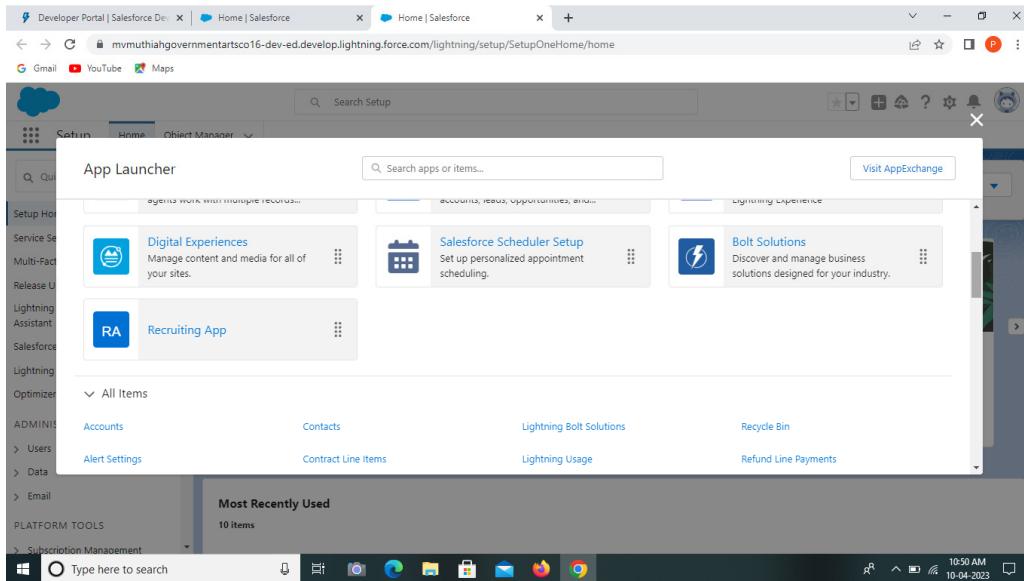
Milestone2: Package installation

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).

Salesforce objects are of two types:

- Standard Objects: Standard objects are the kind of objects that are provided by salesforce.com such as users, contracts, reports, dashboards, etc.
- Custom Objects: Custom objects are those objects that are created by users. They supply information that is unique and essential to their organization. They are the heart of any application and provide a structure for sharing data.

Activity 1

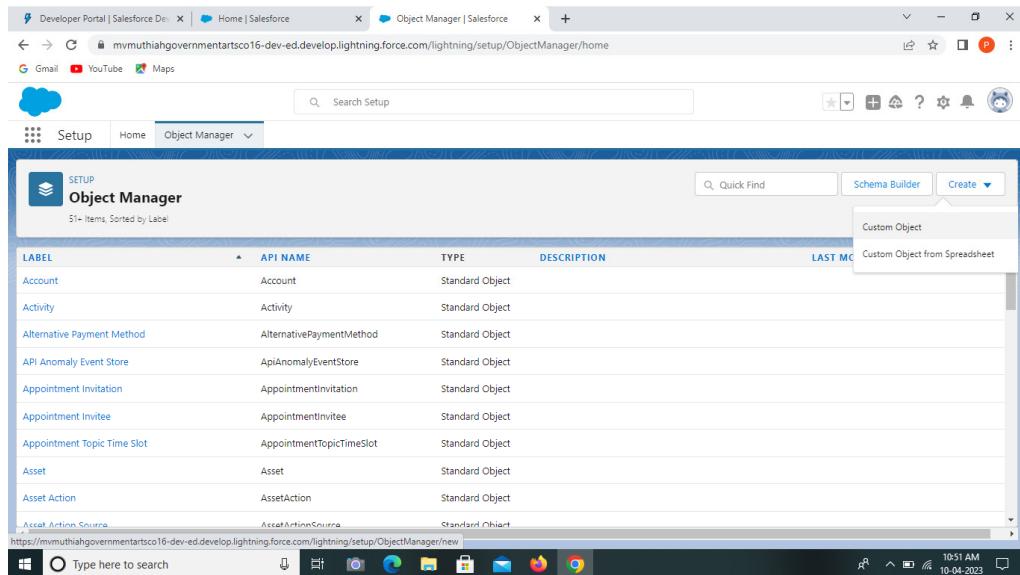
Create a custom object for Job Posting Sites:

To create a custom object, follow these steps :

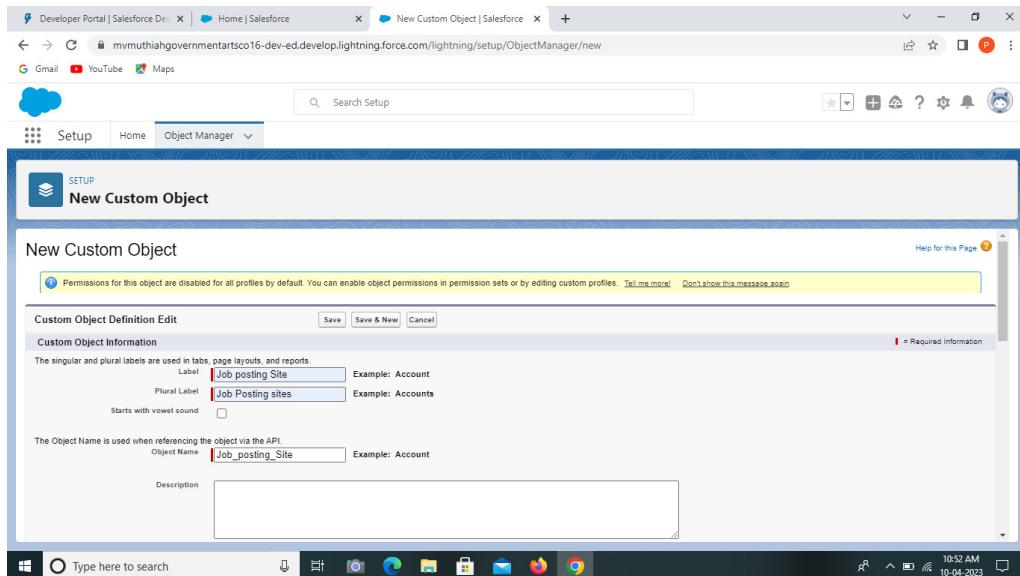
1. From setup click on object manager.
2. Click create, select custom object.
3. Fill in the label as "Job Posting Site".
4. Fill in the plural label as "Job Posting Sites".
5. Record name : "Site Name"
6. Select the data type as "Text".
7. In the Optional Features section, select Allow Reports and Track 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.

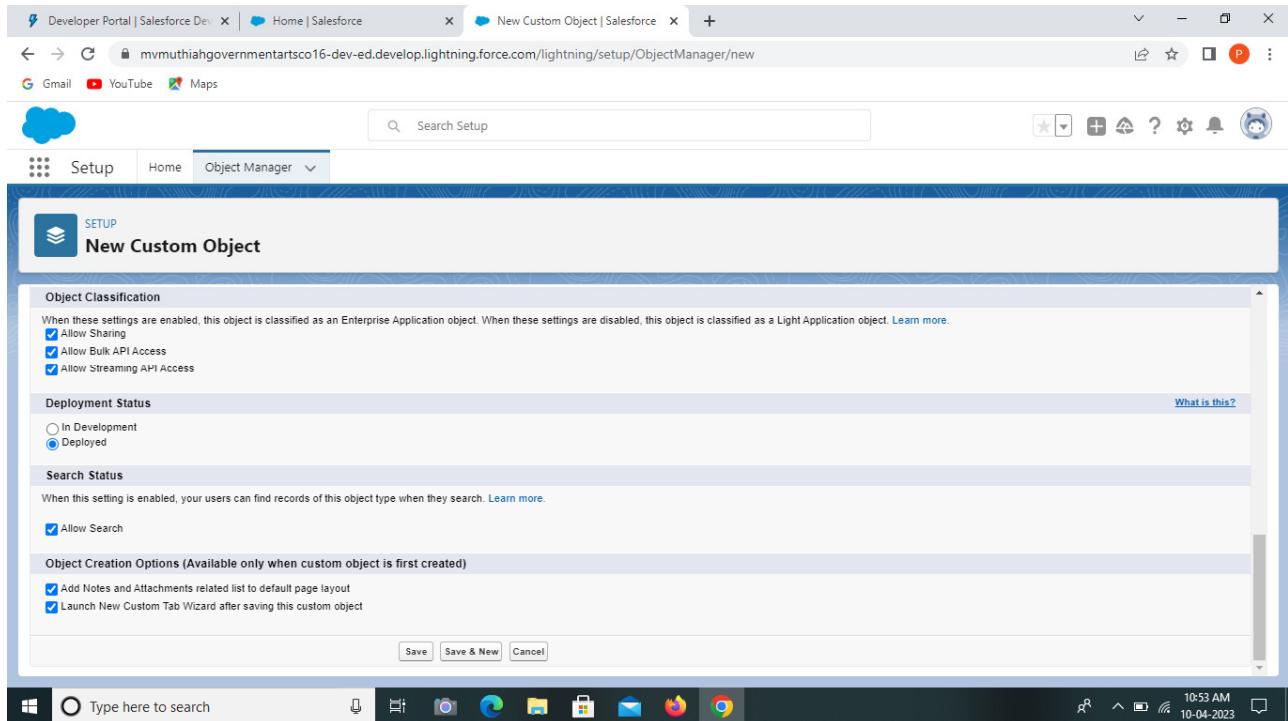
11. Leave everything else as is, and click Save.



The screenshot shows the Salesforce Object Manager page. At the top, there are tabs for 'Setup' (selected), 'Home', and 'Object Manager'. A search bar says 'Search Setup'. On the right, there's a 'Create' button with a dropdown menu showing 'Custom Object' and 'Custom Object from Spreadsheet'. The main area is a table with columns: LABEL, API NAME, TYPE, DESCRIPTION, and LAST MODIFIED. The table lists various standard objects like Account, Activity, Alternative Payment Method, etc. The URL in the browser is <https://mvmuthiahgovernmentartsco16-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/home>.



The screenshot shows the 'New Custom Object' creation page. At the top, there are tabs for 'Setup' (selected), 'Home', and 'Object Manager'. A search bar says 'Search Setup'. The main area has a title 'New Custom Object'. It contains a 'Custom Object Definition Edit' section with buttons for 'Save', 'Save & New', and 'Cancel'. Below this is a 'Custom Object Information' section with fields for 'Label' (Job posting Site) and 'Plural Label' (Job Posting sites). There's also a checkbox for 'Starts with vowel sound'. The URL in the browser is <https://mvmuthiahgovernmentartsco16-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/new>.



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.

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

mvmuthiahgovernmentartsco16-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/new

G Gmail YouTube Maps

Cloud Search Setup

Setup Home Object Manager

New Custom Object

Custom Object Definition Edit

Custom Object Information

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

Label: Review Example: Account

Plural Label: Reviews Example: Accounts

Starts with vowel sound

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

Object Name: Review Example: Account

Description:

Type here to search

10:57 AM 10-04-2023

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

mvmuthiahgovernmentartsco16-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/new

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Cloud Search Setup

Setup Home Object Manager

New Custom Object

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 called "Name" when referenced via the API.

Record Name: Review Number Example: Account Name

Data Type: Auto Number

Display Format: REV-{0000} Example: A-{0000) What is This?

Starting Number: 1

Optional Features

Allow Reports
 Allow Activities
 Track Field History
 Allow in Chatter Groups
 Enable Licensing

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

Type here to search

10:57 AM 10-04-2023

Milestone 4 : Tabs

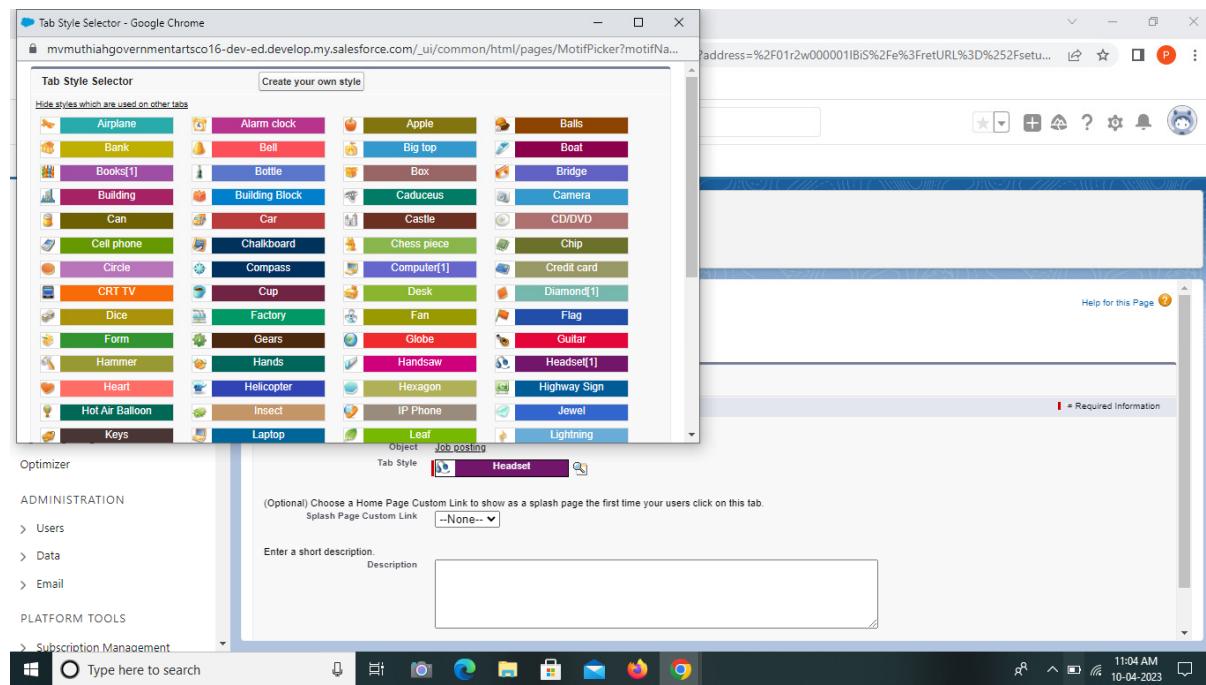
In Salesforce, a tab is a user interface element that allows users to navigate to different sections of the platform, such as Accounts, Contacts, Leads, and Opportunities. Tabs can also be used to access custom objects and custom pages. They are typically located at the top of the screen and can be customized to fit the needs of the organization.

Activity :

How to create a tab

As we selected to launch a custom tab wizard in step 10, a custom tab wizard appears wherein we customize the look of the Job posting site object's tab. To do that :

1. To Select the Tab Style: Click the magnifying glass and select Real Estate



2. Click Next.
3. Leave the profile as is and click Next.
4. In the Add to Custom Apps section:
5. Deselect Include Tab.
6. Select Append tab to users' existing personal customizations.
7. Click Save.

Milestone 5: 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.

There are 2 types of fields in salesforce:

- Standard fields: There are four standard fields in every custom object that are Created By, Last Modified By, Owner, and the field created at the time of the creation of an object. These fields cannot be deleted or edited and they are always required. For standard objects, the fields which are present by default in them and cannot be deleted from standard objects are standard fields.
- Custom fields: The Custom fields which are added by the administrator/developer to meet the business requirements of any organization. They may or may not be required.

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

Note: Follow the steps Create the left over fields

1. Status

2. Technical site

3. Description

The screenshot shows the Salesforce Object Manager interface for the 'Job posting Site' object. The 'Fields & Relationships' section displays the following fields:

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Description URL	Description_URL__c	URL(255)		
Job posting Site Name	Name	Text(80)		✓
Job Posting Site URL	Job_Posting_Site_URL__c	URL(255)		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
Status URL	Status_URL__c	URL(255)		

Developer Portal | Salesforce Dev | X | Home | Salesforce | Job posting Site | Salesforce | +

mvmuthiahgovernmentartsco16-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003Pz3E/FieldsAndRelationships/new

G Gmail YouTube Maps

Cloud icon | Search Setup | Setup Home Object Manager

SETUP > 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

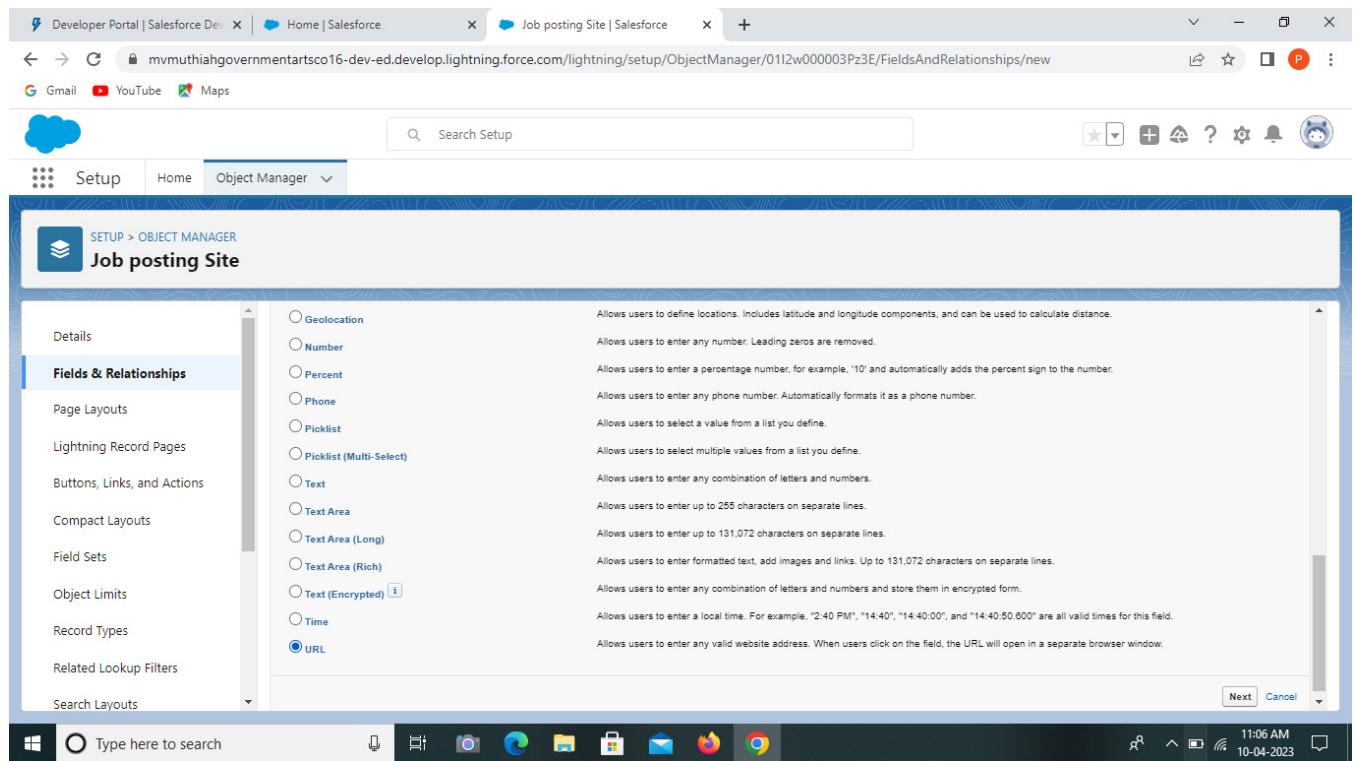
Geolocation Number Percent Phone Picklist Picklist (Multi-Select) Text Text Area Text Area (Long) Text Area (Rich) Text (Encrypted) Time URL

Allows users to define locations. Includes latitude and longitude components, and can be used to calculate distance.
Allows users to enter any number. Leading zeros are removed.
Allows users to enter a percentage number, for example, '10' and automatically adds the percent sign to the number.
Allows users to enter any phone number. Automatically formats it as a phone number.
Allows users to select a value from a list you define.
Allows users to select multiple values from a list you define.
Allows users to enter any combination of letters and numbers.
Allows users to enter up to 255 characters on separate lines.
Allows users to enter up to 131,072 characters on separate lines.
Allows users to enter formatted text, add images and links. Up to 131,072 characters on separate lines.
Allows users to enter any combination of letters and numbers and store them in encrypted form.
Allows users to enter a local time. For example, "2:40 PM", "14:40", "14:40:00", and "14:40:50.800" are all valid times for this field.
Allows users to enter any valid website address. When users click on the field, the URL will open in a separate browser window.

Next Cancel

Type here to search

11:06 AM 10-04-2023



Developer Portal | Salesforce Dev | Home | Salesforce | Job posting Site | Salesforce

mvmuthiahgovernmentartsco16-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003Pz3E/FieldsAndRelationships/new

Gmail YouTube Maps

Cloud Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER Job posting Site

Job posting Site New Custom Field

Step 2. Enter the details Step 2 of 4

Field Label: Job Posting Site URL

Field Name: Job_Posting_Site_URL

Description:

Help Text:

Required: Always require a value in this field in order to save a record

Auto add to custom report type: Add this field to existing custom report types that contain this entity

Previous Next Cancel

Type here to search 11:07 AM 10-04-2023

Developer Portal | Salesforce Dev | Home | Salesforce | Job posting Site | Salesforce

mvmuthiahgovernmentartsco16-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003Pz3E/FieldsAndRelationships/new

Gmail YouTube Maps

Cloud Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER Job posting Site

Job posting Site New Custom Field

Step 2. Enter the details Step 2 of 4

Field Label: Status URL

Field Name: Status_URL

Description:

Help Text:

Required: Always require a value in this field in order to save a record

Auto add to custom report type: Add this field to existing custom report types that contain this entity

Previous Next Cancel

Type here to search 11:08 AM 10-04-2023

Developer Portal | Salesforce Dev | Home | Salesforce | Job posting Site | Salesforce

mvmuthiahgovernmentartsco16-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01Iw000003Pz3E/FieldsAndRelationships/new

Setup Home Object Manager

Job posting Site

SETUP > OBJECT MANAGER

Job posting Site

New Custom Field

Step 2. Enter the details Step 2 of 4

Field Label: Technical Site URL

Field Name: Technical_Site_URL

Description:

Help Text:

Required: Always require a value in this field in order to save a record

Auto add to custom report type: Add this field to existing custom report types that contain this entity

Help for this Page

Previous Next Cancel

Type here to search

11:09 AM 10-04-2023

Developer Portal | Salesforce Dev | Home | Salesforce | Job posting Site | Salesforce

mvmuthiahgovernmentartsco16-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01Iw000003Pz3E/FieldsAndRelationships/new

Setup Home Object Manager

Job posting Site

SETUP > OBJECT MANAGER

Job posting Site

New Custom Field

Step 2. Enter the details Step 2 of 4

Field Label: Description URL

Field Name: Description_URL

Description:

Help Text:

Required: Always require a value in this field in order to save a record

Auto add to custom report type: Add this field to existing custom report types that contain this entity

Help for this Page

Previous Next Cancel

Type here to search

11:10 AM 10-04-2023

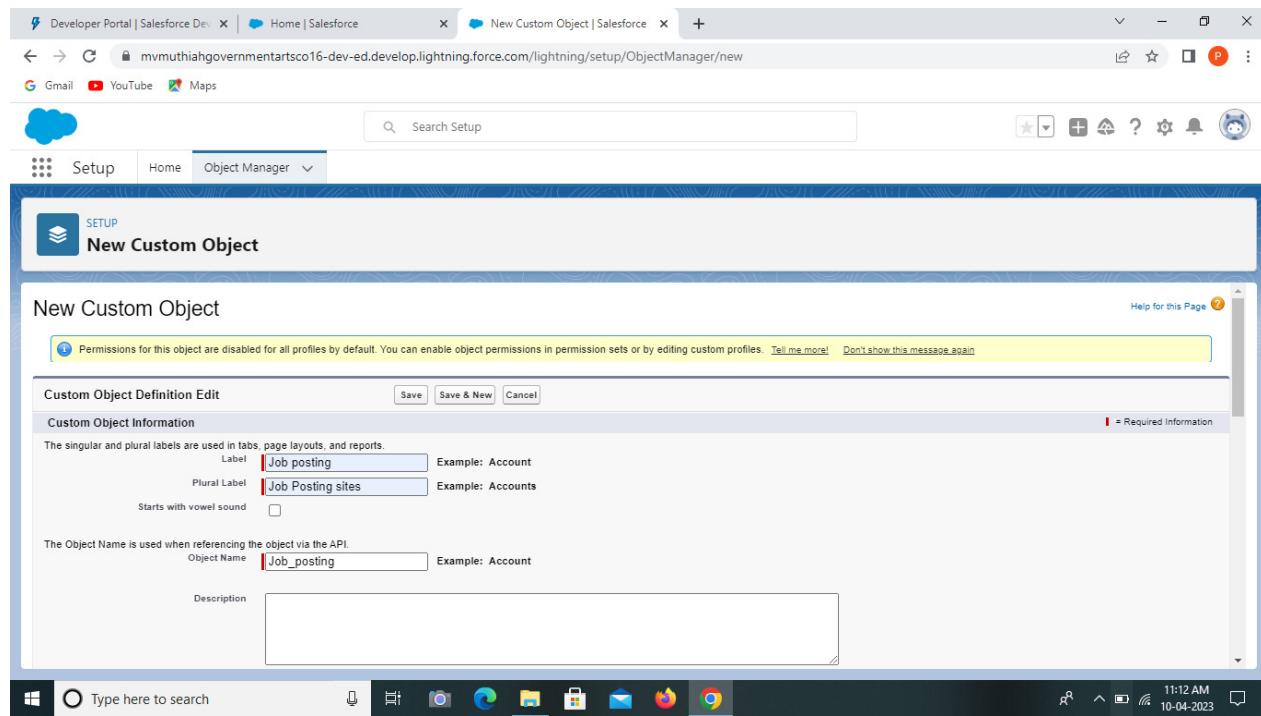
Milestone 6 : Junction Object

In Salesforce, a junction object is a custom object that is used to create a many-to-many relationship between two other objects. It connects two objects together by creating two one-to-many relationships, allowing data from both objects to be associated with each other in a single record. For example, if you have a custom object for "Projects" and another for "Teams," a junction object could be used to connect individual team members to multiple projects.

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.



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

mvmuthiahgovernmentartsco16-dev-ed.lightning.force.com/lightning/setup/ObjectManager/new

G Gmail YouTube Maps

Cloud icon Search Setup

Setup Home Object Manager

SETUP New Custom Object

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 called "Name" when referenced via the API.

Record Name: Job posting Number Example: Account Name

Data Type: Auto Number

Display Format: JOBPOST-{0000} Example: A-{0000} [What Is This?](#)

Starting Number: 1

Optional Features

Allow Reports
 Allow Activities
 Track Field History
 Allow in Chatter Groups
 Enable Licensing [i](#)

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

Windows Taskbar: Type here to search, File, Camera, Microsoft Edge, File Explorer, Mail, Firefox, Google Chrome, 11:12 AM, 10-04-2023

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

mvmuthiahgovernmentartsco16-dev-ed.lightning.force.com/lightning/setup/ObjectManager/new

G Gmail YouTube Maps

Cloud icon 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

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

Windows Taskbar: Type here to search, File, Camera, Microsoft Edge, File Explorer, Mail, Firefox, Google Chrome, 11:12 AM, 10-04-2023

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.

The screenshot shows the Salesforce Setup interface with the following details:

- Header:** Developer Portal | Salesforce Dev, Home | Salesforce, Job posting Site | Salesforce.
- Search Bar:** Search Setup.
- Navigation:** Setup, Home, Object Manager.
- Breadcrumbs:** SETUP > OBJECT MANAGER Job posting Site.
- Left Sidebar:** Details, Fields & Relationships (selected), Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters.
- Table:** Fields & Relationships (8 Items, Sorted by Field Label).

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Description URL	Description_URL__c	URL(255)		
Job posting Site Name	Name	Text(80)		✓
Job Posting Site URL	Job_Posting_Site_URL__c	URL(255)		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
Status URL	Status_URL__c	URL(255)		
- Page Footer:** https://mvmuthiahgovernmentartsco16-dev-ed.develop.lightning.force.com/one/one.app#/setup/ObjectManager/01l2w000003Pz3E/FieldsAndRelationships/view, Type here to search, Taskbar icons (File Explorer, Camera, File, Mail, Firefox, Chrome), Date/Time (11:18 AM, 10-04-2023).

Developer Portal | Salesforce Dev | Home | Salesforce | Job posting Site | Salesforce

mvmuthiahgovernmentartsco16-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003Pz3E/FieldsAndRelationships/new

Gmail YouTube Maps

Cloud Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER

Job posting Site

Fields & Relationships

Details

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

Auto Number

Formula

Roll-Up Summary

Lookup Relationship

Master-Detail Relationship

External Lookup Relationship

Checkbox

Currency

Date

Date/Time

A system-generated sequence number that uses a display format you define. The number is automatically incremented for each new record.

A read-only field that derives its value from a formula expression you define. The formula field is updated when any of the source fields change.

A read-only field that displays the sum, minimum, or maximum value of a field in a related list or the record count of all records listed in a related list.

Creates a relationship that links this object to another object. The relationship field allows users to click on a lookup icon to select a value from a popup list. The other object is the source of the values in the list.

Creates a special type of parent-child relationship between this object (the child, or "detail") and another object (the parent, or "master") where:

- The relationship field is required on all detail records.
- The ownership and sharing of a detail record are determined by the master record.
- When a user deletes the master record, all detail records are deleted.
- You can create rollup summary fields on the master record to summarize the detail records.

The relationship field allows users to click on a lookup icon to select a value from a popup list. The master object is the source of the values in the list.

Creates a relationship that links this object to an external object whose data is stored outside the Salesforce org.

Allows users to select a True (checked) or False (unchecked) value.

Allows users to enter a dollar or other currency amount and automatically formats the field as a currency amount. This can be useful if you export data to Excel or another spreadsheet.

Allows users to enter a date or pick a date from a popup calendar.

Allows users to enter a date and time, or pick a date from a popup calendar. When users click a date in the pop-up, that date and the current time are

11:18 AM 10-04-2023

Developer Portal | Salesforce Dev | Home | Salesforce | Job posting Site | Salesforce

mvmuthiahgovernmentartsco16-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003Pz3E/FieldsAndRelationships/new

Gmail YouTube Maps

Cloud Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER

Job posting Site

Fields & Relationships

Details

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

New Relationship

Step 2 of 6

Select the other object to which this object is related.

Related To: Job posting

Help for this Page

Previous Next Cancel

11:19 AM 10-04-2023

Developer Portal | Salesforce Dev | Home | Salesforce | Job posting Site | Salesforce

mvmuthiahgovernmentartsco16-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003Pz3E/FieldsAndRelationships/new

Gmail YouTube Maps

Cloud Search Setup

Setup Home Object Manager

Job posting Site

SETUP > OBJECT MANAGER

New Relationship

Step 2. Choose the related object Step 2 of 6

Select the other object to which this object is related.

Related To Position

Help for this Page

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

Type here to search

11:20 AM 10-04-2023

The screenshot shows the 'Object Manager' section of the Salesforce setup. A new relationship is being created between the 'Job posting Site' object and another object. The 'Related To' dropdown is set to 'Position'. The status bar at the bottom indicates it's 11:20 AM on 10-04-2023.

Developer Portal | Salesforce Dev | Home | Salesforce | Object Manager | Salesforce

mvmuthiahgovernmentartsco16-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/home

Gmail YouTube Maps

Cloud Search

Setup Home Object Manager

Object Manager

1 Items, Sorted by Label

pos

Schema Builder Create

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Position	Position__c	Custom Object		30/03/2023	✓

Camera Type here to search

11:20 AM 10-04-2023

The screenshot shows the 'Object Manager' list view. It displays one item, 'Position', which is a custom object. The status bar at the bottom indicates it's 11:20 AM on 10-04-2023.

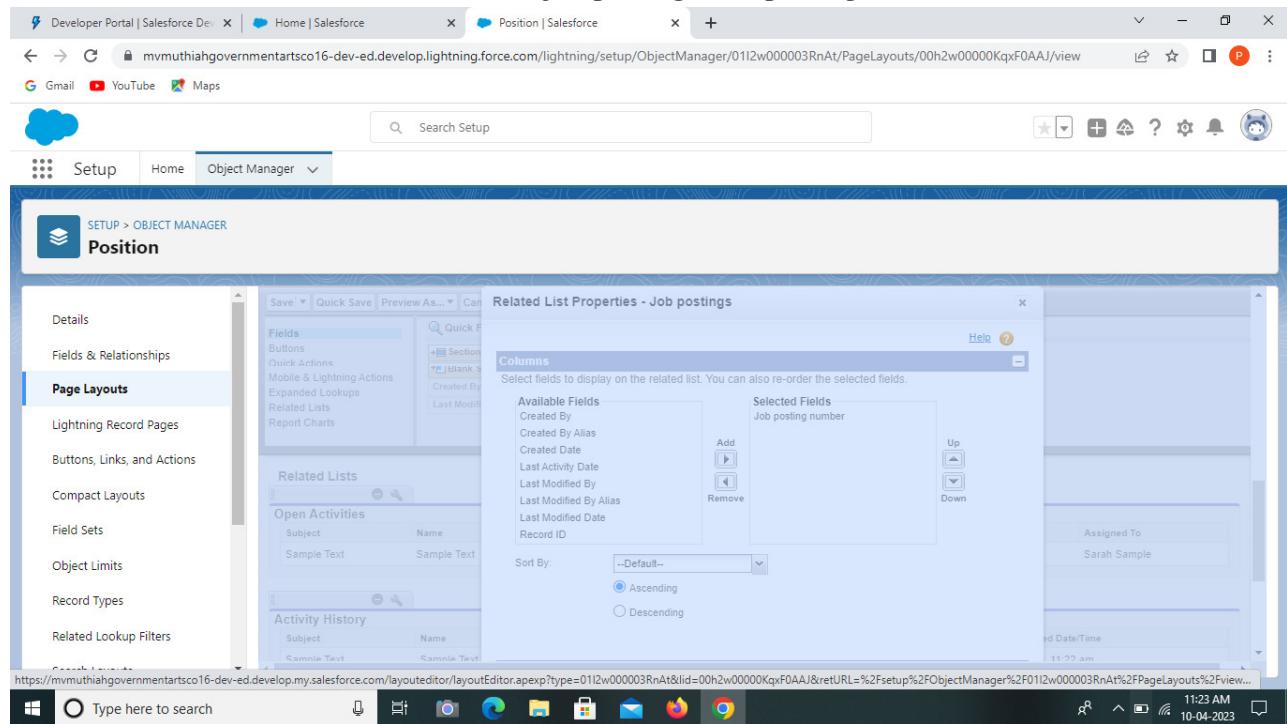
Milestone 7: Page Layout

In Salesforce, a page layout is a visual design of a page that determines the organization and arrangement of fields, buttons, and other components on a page. Page layouts can be customized to show the fields and related information that are most relevant to different users, roles, and record types. They can also be used to control the visibility and access to fields, buttons, and other components on a page.

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.



8. Click ok, then save.

Activity-2

Create a Page layout for Review Object

The screenshot shows the Salesforce Object Manager interface for the 'Position' object. The left sidebar lists various setup categories like Details, Fields & Relationships, and Page Layouts. Under Page Layouts, 'Lightning Record Pages' is selected. The main area displays the configuration for the 'Position' page layout. It includes sections for Fields (Buttons, Quick Actions, Mobile & Lightning Actions, Expanded Lookups, Related Lists, Report Charts), Notes & Attachments (which is noted as not customizable), and Job postings (with fields for Job posting number and Sample Text). The top navigation bar shows tabs for Developer Portal, Home, and Position, along with browser controls and a search bar.

This screenshot continues from the previous one, focusing on the 'Related Lists' section of the 'Position' page layout configuration. The 'Job postings' related list is being edited. The 'Columns' section allows selecting fields to display on the list, with 'Job posting number' already selected. Other available fields include Created By, Created By Alias, Created Date, Last Activity Date, Last Modified By, Last Modified By Alias, Last Modified Date, and Record ID. The 'Sort By' dropdown is set to 'Default'. The right side of the screen shows a preview of the related list with a single item for 'Sarah Sample'.

Milestone 8 : Validation Rules

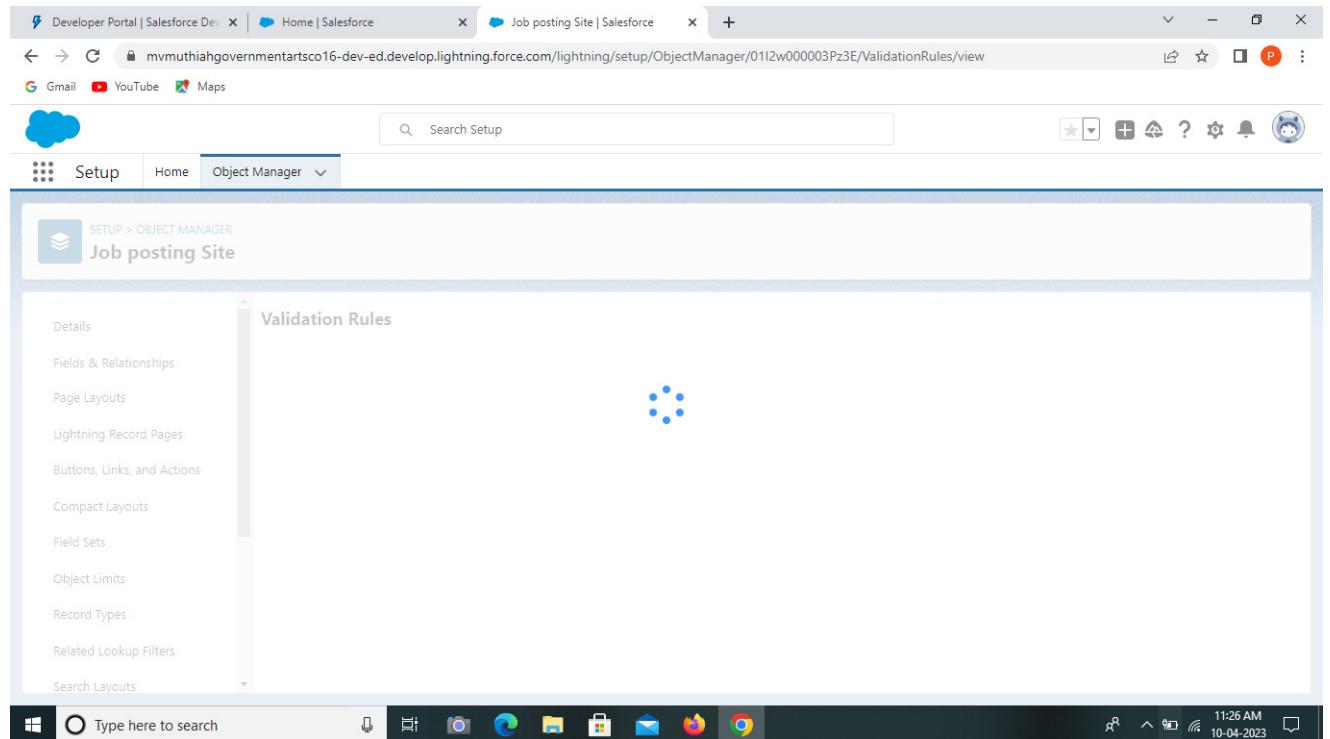
A validation rule is a process which checks out (validate) the inputs given by any user is correct or not according to your requirement.

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.



Developer Portal | Salesforce Dev | Home | Salesforce | Job posting Site | Salesforce

mvmuthiahgovernmentartsco16-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003Pz3E/ValidationRules/page?address=%2F03d2w0000...

Gmail YouTube Maps

Cloud Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER Job posting Site

Job posting Site Validation Rule

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

Rule Name: Phone_number_validation_rule

Active:

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

Validation Rule Edit Save Save & New Cancel

Help for this Page

Quick Tips Operators & Functions

Error Condition Formula

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

Functions: ABS ACOS ADDMONTHS AND

Insert Field Insert Operator

1 * 3 = 3

Type here to search 11:26 AM 10-04-2023

Developer Portal | Salesforce Dev | Home | Salesforce | Job posting Site | Salesforce

mvmuthiahgovernmentartsco16-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003Pz3E/ValidationRules/page?address=%2F03d2w0000...

Gmail YouTube Maps

Cloud Search Setup

Setup Home Object Manager

SETUP > 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

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: 9629769901

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

Type here to search 11:27 AM 10-04-2023

Give details as:

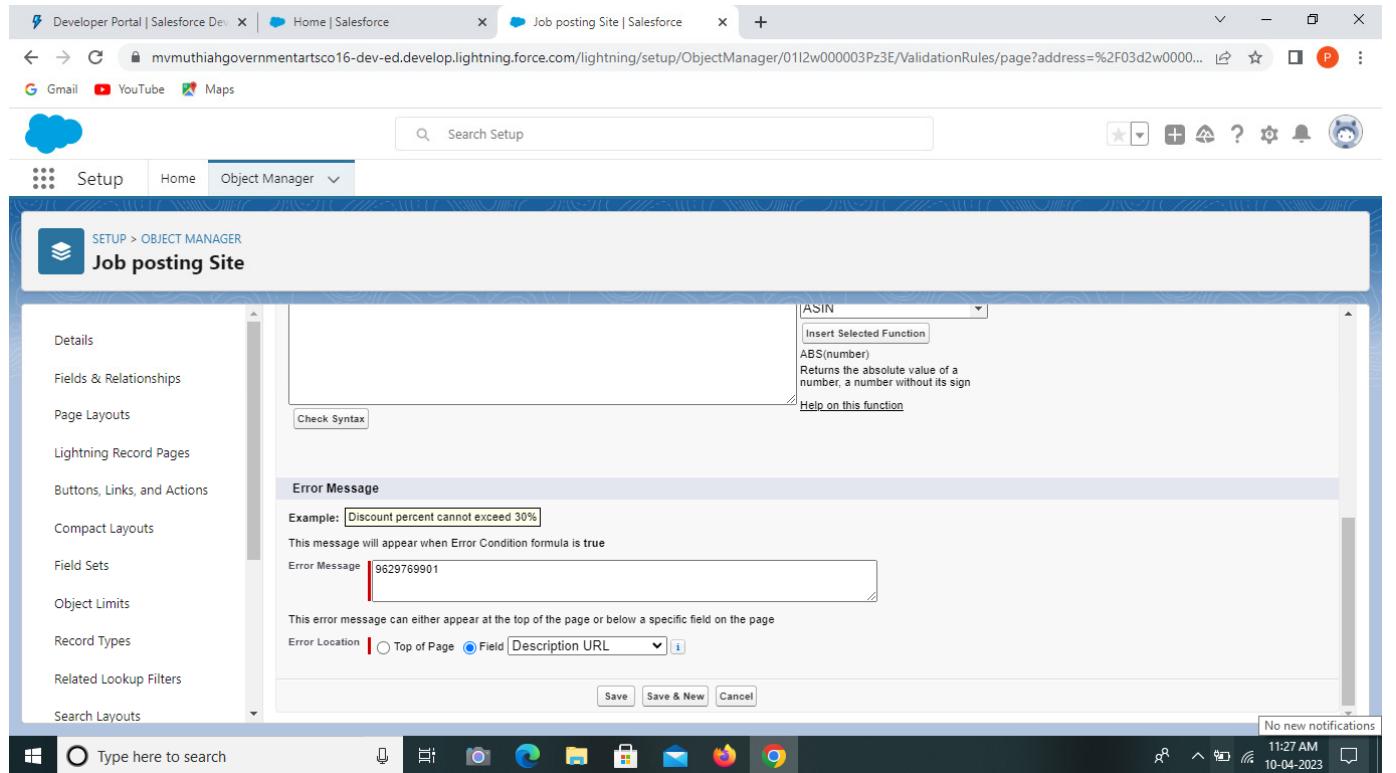
1. Rule name: Phone number validation rule.
2. Active: checked
3. Description: phone number should not be more than or less than 10 digits.
4. Under Error Condition Formula: write the condition using insert field, insert operator, insert function
5. Using check syntax: check if the formula you entered 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 with the following details:

- Page Header:** Developer Portal | Salesforce Dev, Home | Salesforce, Job posting Site | Salesforce.
- Search Bar:** Search Setup.
- Navigation:** Setup, Home, Object Manager.
- Object Manager Path:** SETUP > OBJECT MANAGER, Job posting Site.
- Job posting Site Validation Rule Details:**
 - Validation Rule Edit:** Save, Save & New, Cancel.
 - Rule Name:** Technical_Site_Checkbox.
 - Active:** Checked.
 - Description:** phone number should not be more than or less than 10 digits.
 - Error Condition Formula:** Example: Discount_Percent_c>0.30, More Examples. A formula editor shows "1 * 3 = 3". A dropdown menu for Functions lists: ABS, ACOS, ADDMONTHS, AND.
- Left Sidebar:** 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.
- Bottom:** Taskbar with Type here to search, system icons, and system status (11:27 AM, 10-04-2023).



Milestone 9 : Profile

A profile is a group/collection of settings and permissions that define what a user can do in salesforce. A profile controls “Object permissions, Field permissions, User permissions, Tab settings, App settings, Apex class access, Visualforce page access, Page layouts, Record Types, Login hours & Login IP ranges. A profile can be assigned to many users, but user can be assigned single profile at a time.

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.

Developer Portal | Salesforce Dev | Home | Salesforce | Home | Salesforce | +

mvmuthiahgovernmentartsco16-dev-ed.lightning.force.com/lightning/setup/SetupOneHome/home

G Gmail YouTube Maps

Cloud icon Search Setup Create ▾

Setup Home Object Manager

profile

Users Profiles

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

SETUP Home

Get Started with Einstein Bots

Launch an AI-powered bot to automate your digital connections.

Mobile Publisher

Use the Mobile Publisher to create your own branded mobile app.

Real-time Collaborative Docs

Transform productivity with collaborative docs, spreadsheets, and slides inside Salesforce.

Most Recently Used 10 items

Type here to search

11:27 AM 10-04-2023

Developer Portal | Salesforce Dev | Home | Salesforce | Profiles | Salesforce | +

mvmuthiahgovernmentartsco16-dev-ed.lightning.force.com/lightning/setup/EnhancedProfiles/home

G Gmail YouTube Maps

Cloud icon Search Setup

Setup Home Object Manager

profile

Users Profiles

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

SETUP Profiles

All Profiles ▾ Edit | Delete | Create New View

New Profile

Action	Profile Name	User License	Custom
<input type="checkbox"/> Edit Del ...	Sales profile	Authenticated Website	<input checked="" type="checkbox"/>
<input type="checkbox"/> Edit Clone	Salesforce API Only System Integrations	Salesforce Integration	<input type="checkbox"/>
<input type="checkbox"/> Edit Clone	Silver Partner User	Silver Partner	<input type="checkbox"/>
<input type="checkbox"/> Edit Clone	Solution Manager	Salesforce	<input type="checkbox"/>
<input type="checkbox"/> Edit Clone	Standard Platform User	Salesforce Platform	<input type="checkbox"/>
<input type="checkbox"/> Edit Clone	Standard User	Salesforce	<input type="checkbox"/>
<input type="checkbox"/> Edit Clone	System Administrator	Salesforce	<input type="checkbox"/>

1-7 of 7 0 Selected

Help for this Page

Page 1 of 1

Type here to search

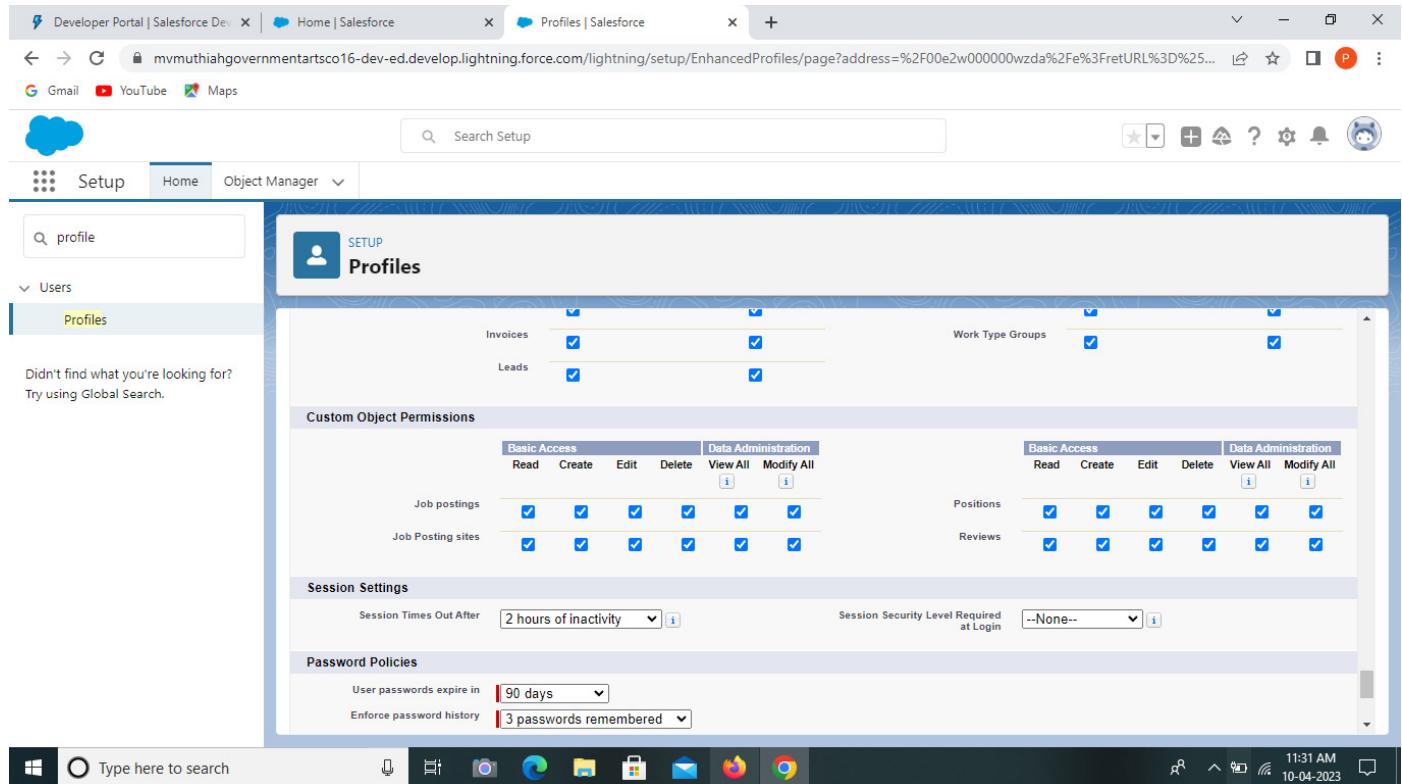
11:29 AM 10-04-2023

The screenshot shows the Salesforce Setup interface with the following details:

- Header:** Developer Portal | Salesforce Dev, Home | Salesforce, Profiles | Salesforce.
- Search Bar:** Search Setup.
- Left Sidebar:** Profile search bar, Users (selected), Profiles.
- Middle Content:** **Clone Profile** page. It asks for the name of the new profile and requires selecting an existing profile to clone from. The selected profile is "Standard User" with "Salesforce" license and "Profile Name" set to a redacted value.
- Bottom:** Windows taskbar with various pinned icons and system status.

The screenshot shows the Salesforce Setup interface with the following details:

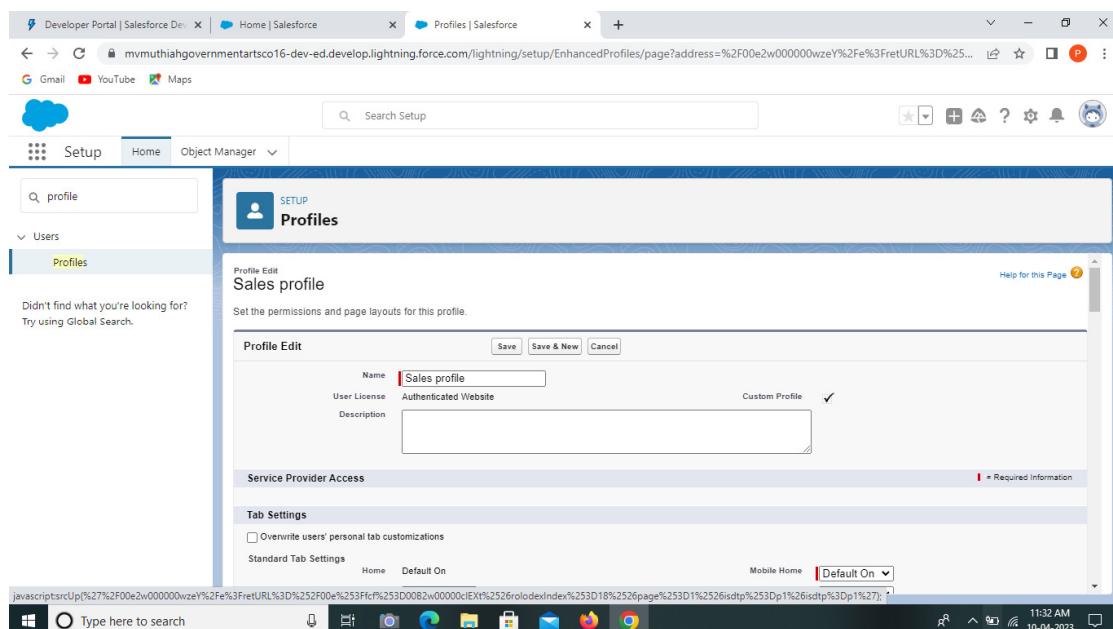
- Header:** Developer Portal | Salesforce Dev, Home | Salesforce, Profiles | Salesforce.
- Search Bar:** Search Setup.
- Left Sidebar:** Profile search bar, Users (selected), Profiles.
- Middle Content:** **Clone Profile** page. It asks for the name of the new profile and requires selecting an existing profile to clone from. The selected profile is "Event user profile".
- Bottom:** Windows taskbar with various pinned icons and system status.



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”.



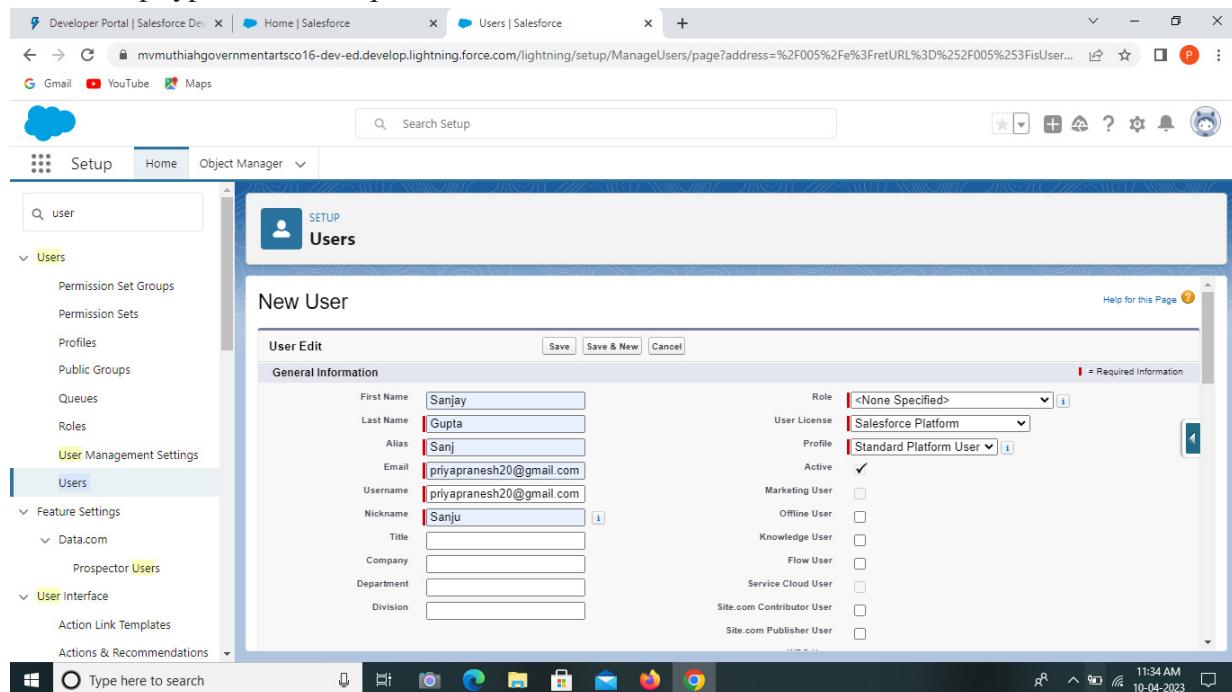
Milestone 10: User

A user is anyone who logs in to Salesforce. Users are employees at your company, such as sales reps, managers, and IT specialists, who need access to the company's records. Every user in Salesforce has a user account. The user account identifies the user, and the user account settings determine what features and records the user can access.

Activity-1

Creating a User:

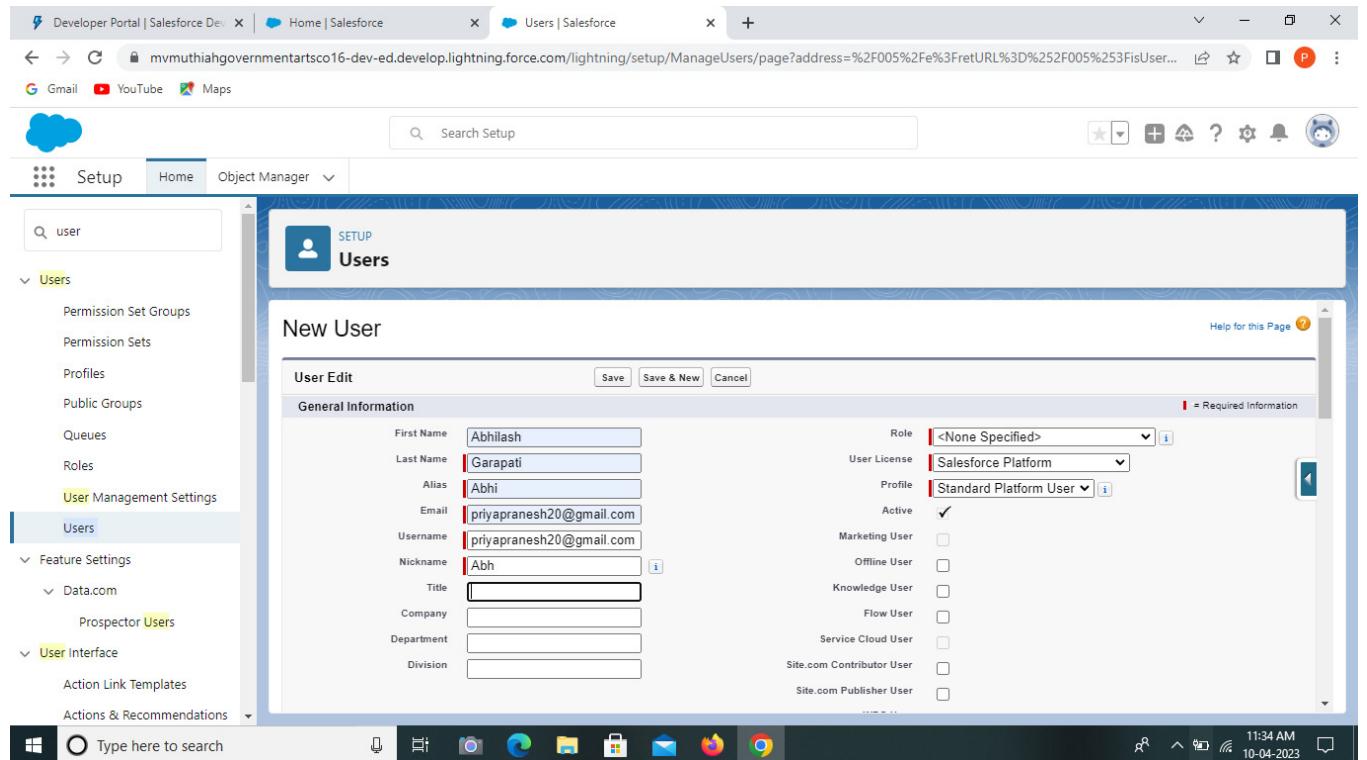
From setup type “users” in quick find and select users, then click New User



- 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.



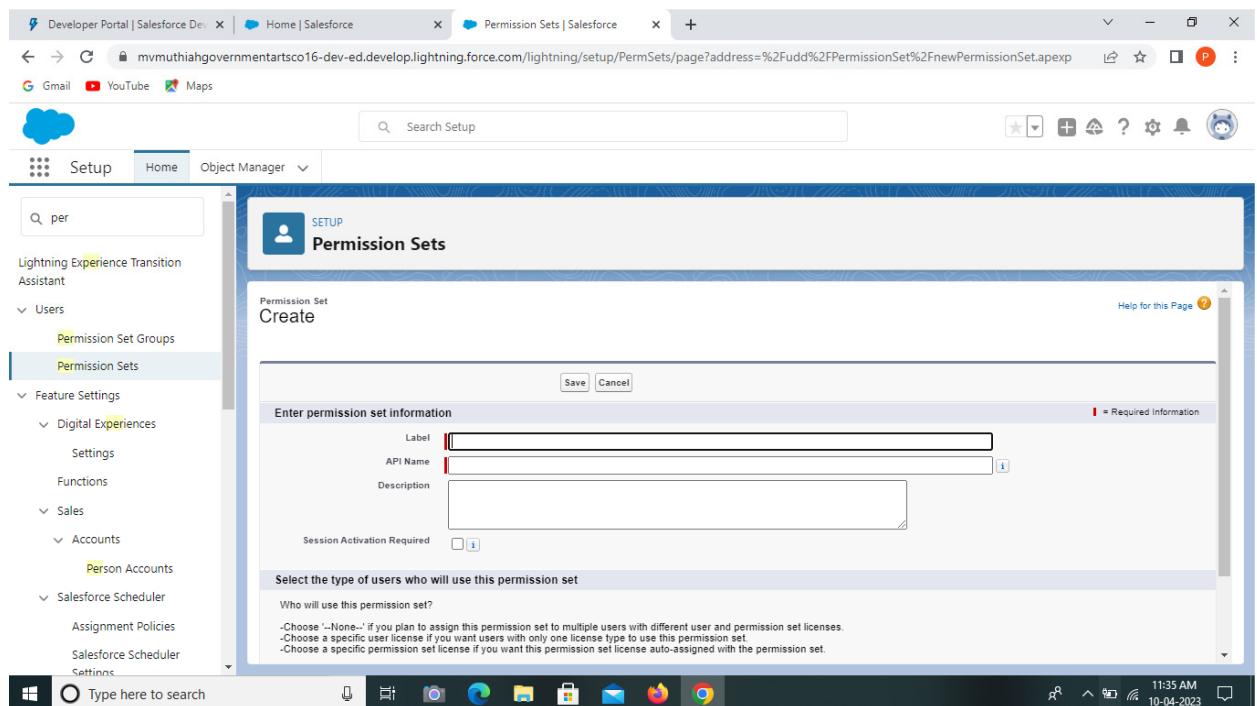
Milestone 11 : Permission set

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.

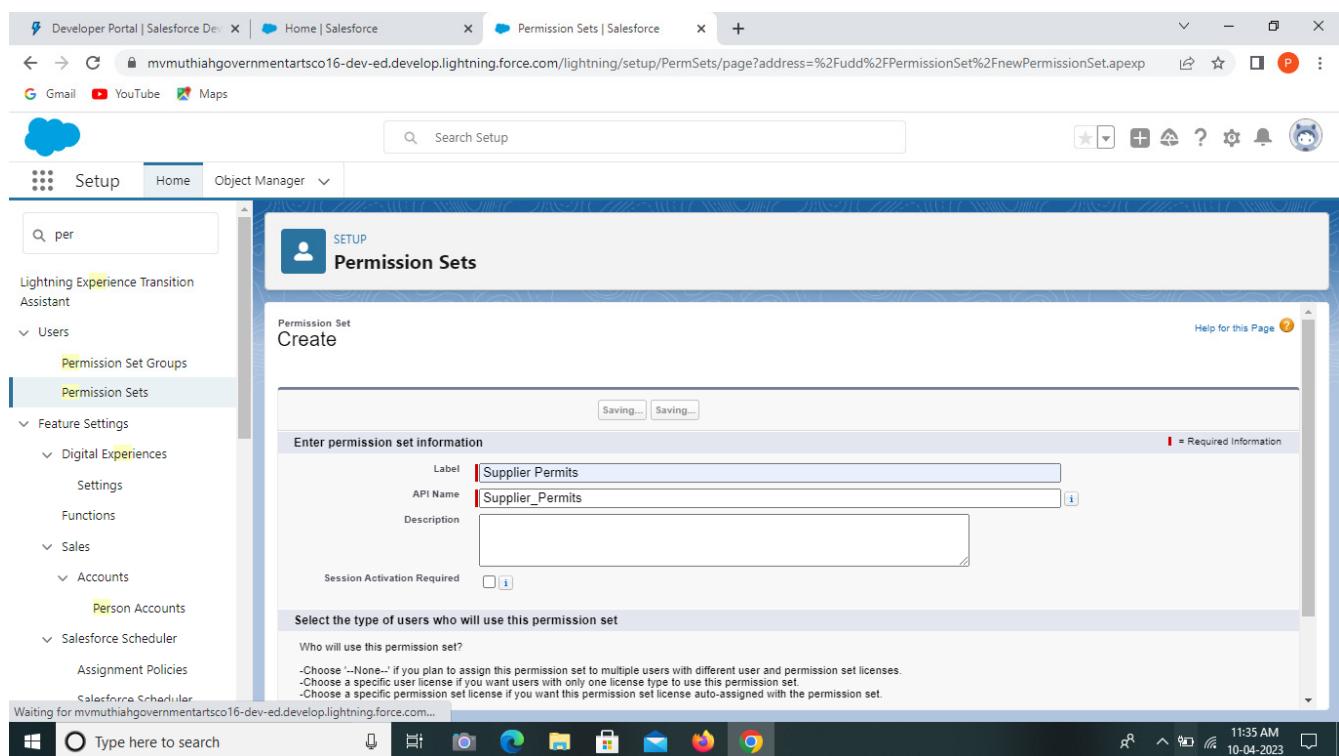
Activity-1

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

The screenshot shows the Salesforce Setup interface under the 'Permission Sets' tab. The main content area displays the 'Supplier Permits' permission set. The 'Permission Set Overview' section includes fields for Description (empty), License (empty), Session Activation Required (unchecked), Last Modified By (Priyadarshini_R), and Created By (Priyadarshini_R). The 'API Name' is listed as 'Supplier_Permits'. Below this, the 'Apps' section lists several categories: Assigned Apps, Assigned Connected Apps, Object Settings, and App Permissions. The Windows taskbar at the bottom shows the date as 10-04-2023 and the time as 11:37 AM.

4. Now click on the Add Assignment

The screenshot shows the 'Manage Assignment Expiration' screen for the 'Supplier Permits' permission set. The left sidebar is identical to the previous screenshot. The main content area is titled 'Select Users to Assign' and features a 'Recently Viewed' section. A table lists three users: Priyadarshini.R, Abhilash Garapati, and Sanjay Gupta, each with a checkbox next to their name and email address (priyaprash20@gmail.com). The Windows taskbar at the bottom shows the date as 10-04-2023 and the time as 11:38 AM.

4. Now select the users and click on save

Activity-2

Create a permission set for Review object

The screenshot shows the Salesforce Setup interface for creating a new Permission Set. The left sidebar is expanded, showing categories like Lightning Experience Transition Assistant, Users, Feature Settings, Sales, Accounts, and Salesforce Scheduler. Under 'Users', 'Permission Sets' is selected. The main content area is titled 'Permission Sets' and shows a sub-section for 'Clone: Review'. A form is displayed with the following fields:

- Label:** Review
- API Name:** Review
- Description:** (empty)
- Session Activation Required:** (unchecked)
- License:** (empty)

At the bottom of the form are 'Save' and 'Cancel' buttons.

The screenshot shows the Salesforce Setup interface after the permission set has been created. The left sidebar remains the same. The main content area is titled 'Permission Sets' and shows a list of permission sets. One entry is highlighted: 'Review' (API Name: Review). Below the list is a 'Permission Set Overview' section with the following details:

Description	API Name	Namespace Prefix
Review	Review	
Created By	Priyadarshini_R	30/03/2023, 12:04 pm

Below this is a 'Apps' section with four categories:

- Assigned Apps:** Settings that specify which apps are visible in the app menu.
- Assigned Connected Apps:** 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".

Milestone 12: 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:

1. 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 web browser window with two tabs open: 'Developer Portal | Salesforce Dev' and 'New Accounts Report | Salesforce'. The main content area displays a report titled 'Report: Accounts New Accounts Report'. The report shows 13 total records. The columns are: Last Activity, Account Owner, Account Name, Billing State/Province, Type, Rating, and Last Modified Date. The data includes various accounts like 'Sample Account for Entitlements', 'GenePoint', 'United Oil & Gas, UK', etc., with details such as 'Customer - Channel' type and 'Cold' rating. The browser toolbar at the bottom shows icons for search, file operations, and system status.

	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 Corp.	NY	Customer - Direct	Hot	08/03/2023

4.Trailhead Profile Public URL

Team Lead – R.RATHINA MALA -<https://trailblazer.me/id/rmala112>

Team Member-1-S.PRADEEP A

Team Member-2-A.PRIYADHARSHINI

Team Member-3-R.PRIYADHARSHINI

5.ADVANTAGES & DISADVANTAGES

Advantages:

- 1.Better Growth.
- 2.Better remuneration.
- 3.Authority.
- 4.Provides better management experience.
- 5 Enhanced strategic thinking.
- 6.Better job satisfaction.
- 7.Communication skills.
- 8.Value.
- 9.Accomplishment.

Disadvantages:

- 1.Maintaining a safe distance.
- 2.Higher competition.
- 3.Lower recognition value.
- 4.Greater experience expected.
- 5.Conflicts of opinion.
- 6.Legal liabilities.
- 7.Position restrictions.

6.APPLICATIONS:

Recruiting Assistants provide support to hiring managers and help them find suitable candidates for a vacant position. Main responsibilities of a Recruiting Assistant are implementing HR functions, providing clerical support, performing background checks, monitoring staff activity, organizing interviews, and helping with payroll preparation. Resume examples in the field mention skills like recruiting experience, organization and planning, labor law knowledge, and familiarity with dedicated software. Employers choose resumes displaying a Bachelor's Degree in human resources or a related field.

7.CONCLUSION:

The discussion over pros and cons of an HR Manager can conclude 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.

8.FUTURE SCOPE:

Human Resource Management Professionals are termed as the backbone of an organization. There is a huge demand for such professionals in both the public and private sectors. No matter if you're looking at startups or big reputed companies, human resources play a crucial role in the formation of a company's future. The human resources management department basically is the team that helps an organization increase productivity while also maintaining employee satisfaction.

Due to the great demand for these professionals, this is the right time to start preparing to follow your career as an HR. Human Resource managers are considered as the controllers of the human resources department. Moreover, they provide insurance for functions and tasks existing carried out by the HR team. They also serve as the link between the company and its employees. Also, their work runs from delivering consultation on strategic planning with top executives to recruiting, interviewing, and hiring new staff.
