Recruiting assistance for HR managers

INDRODUCTION

Overview :

Recruiting assistance for HR managers involves providing support and guidance throughout the hiring process to ensure that the organization attracts and hires the best talent. The recruiting assistance can be provided in various ways, such as developing job descriptions, creating and posting job ads, reviewing resumes, conducting initial phone screenings, scheduling interviews, conducting background checks, and extending job offers.

The primary goal of recruiting assistance is to streamline the hiring process and improve the quality of candidates who apply for open positions. By leveraging specialized tools and techniques, HR managers can identify and attract highly qualified candidates who are a good fit for the organization's culture and values.

Recruiting assistance can also help HR managers save time and resources by automating time-consuming tasks and allowing them to focus on more strategic initiatives. By utilizing innovative technologies and recruitment platforms, HR managers can quickly identify and engage with top candidates, reduce time-to-hire, and increase the efficiency of the recruitment process.**Purpose**

The purpose of a vehicle management system is to help organizations manage their vehicles, drivers, and related activities more effectively and efficiently.

By using a vehicle management system, organizations can achieve several benefits such as:

- ❖ Improved fleet visibility and control: A vehicle management system provides real-time information on the location and status of vehicles, enabling organizations to track their fleets and optimize their operations.
- ❖ Better driver performance and safety: A vehicle management system can monitor driver behavior, such as speeding, harsh braking, or idling, and provide feedback to drivers to improve their performance and safety.
- ❖ Reduced fuel consumption and costs: A vehicle management system can monitor fuel consumption and identify opportunities for reducing fuel usage and costs, such as by optimizing routes or reducing idling time.

❖ Enhanced maintenance and repair management: A vehicle management system can schedule and track maintenance and repairs, reducing downtime and extending the lifespan of vehicles.

Problem Definition & Design Thinking

Empathy 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

Share template feedback

Need some inspiration?

See a finished version of this template to kickstart your work.

Open example →

Before you collaborate

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

10 minutes

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

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

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

Open article →

2

Brainstorm

Write down any ideas that come to mind that address your problem statement.

10 minutes

TIP

You can select a sticky note and hit the pencil [switch to sketch] icon to start drawing!

Person 1

It's no secret that recruiters are up against a major talent shortage. As roles become more in-demand, competition becomes even more cut-throat.

This poses a serious obstacle to your recruitment success, but not one that's altogether insurmountable.

By setting strategic recruitment goals, hiring managers and recruiters can improve their productivity, making them faster while at the same time becoming more effective at appealing to ideal job candidates.

Before you can set reasonable, worthwhile recruitment goals, you need to evaluate your current team and efforts to determine whether you have enough people on your team to tackle recruiting needs.

Person 2

Calculate your current cost-per-hire, time-to-fill and turnover rate.

These metrics are extremely important to know and track as they directly indicate the success and efficiency of your recruitment process.

Knowing your turnover rate is important to proactively building your talent pipeline before roles become vacant.

If you know that for every five salespeople you hire one leaves within the year, you can better plan your subsequent recruitment cycles and spend more time sourcing the quality candidates you will need to backfill roles.

Person 3

The most successful recruitment goals — and business goals in general — are SMART goals.

They are Specific, Measurable, Achievable, Relevant and Time-Based goals that provide a clear objective and action plan.

Establishing these kinds of benchmarks helps each recruiting team member understand their individual responsibilities and how those duties contribute to overall success.

Get in the habit of regularly evaluating your performance and tracking your KPIs, whether on a quarterly or monthly basis.

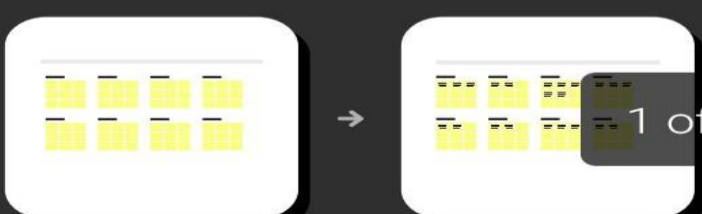
Person 4

Tracking key performance indicators is crucial to creating actionable recruitment goals that will drive your business forward.

Home in on your KPIs and carefully evaluate your efforts in order to make improvements that will give your company a leg up on the competition.

If you want to improve your recruitment outcomes, start by focusing your efforts on employer branding.

Your employer brand is your reputation among job seekers. While you can't forcibly control how people perceive you as a potential employer, you can influence their opinion by simply telling your company story.

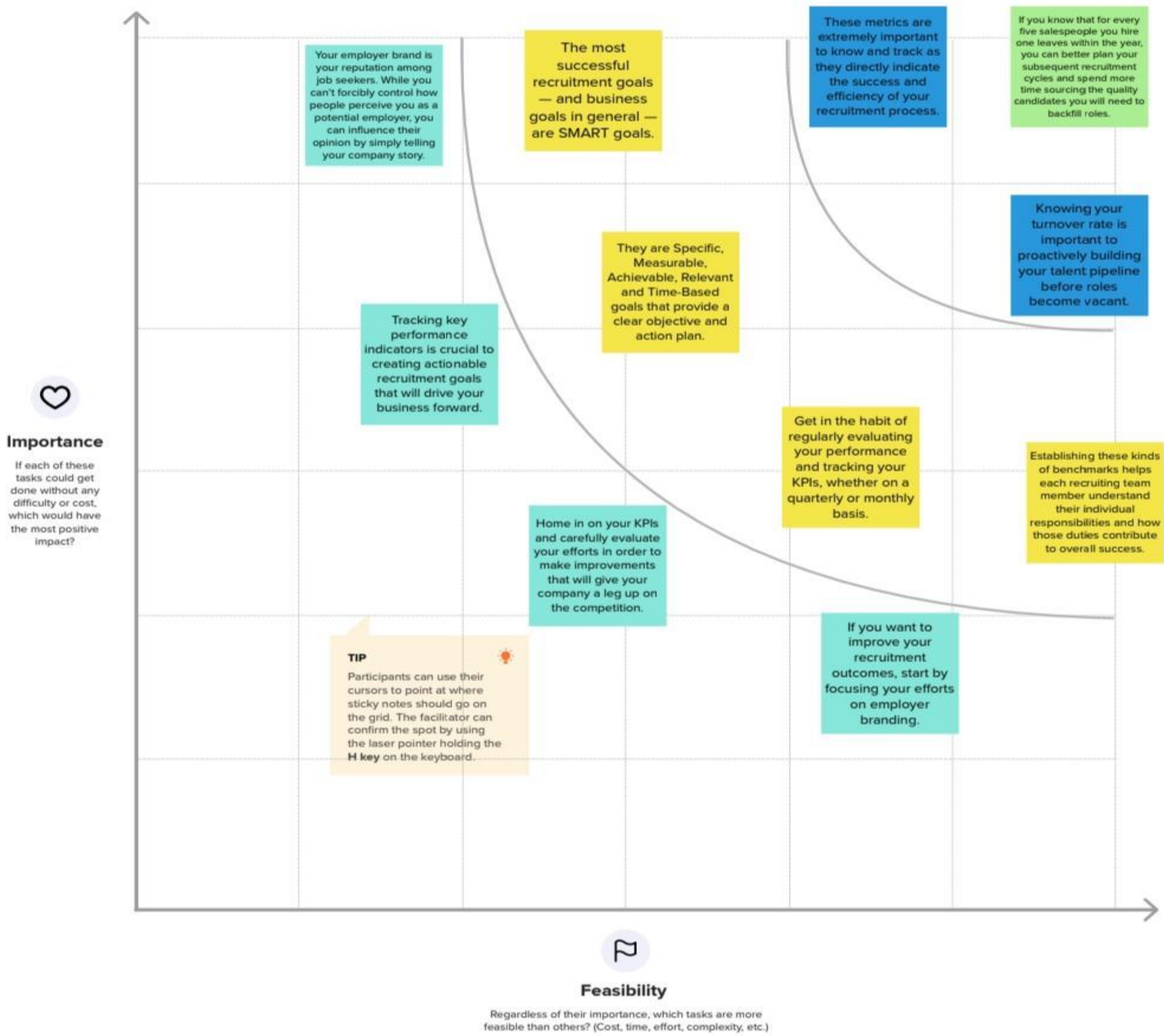


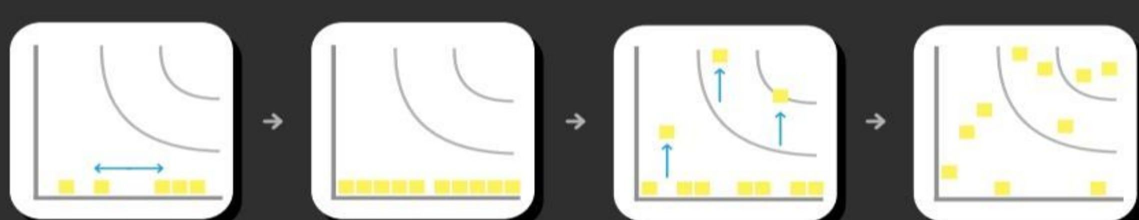
4

Prioritize

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

20 minutes





RESULT

Data Model :

Object Name		Fields in the Object	
		Field Lable	**Data Type**
Job Posting Site		Created By	Lookup (user)
		Description	URL(255)
		Job posting site URL	URL(255)
		Last modified By	Lookup (user)
		Owner	Lookup (user, group)
Job posting		Created by	Lookup (user)
		Job posting number	Auto number
		Job posting site	Master -detail(job posting site)
		Last modified By	Lookup (user)
		Position	Master – detail (position)

		Field Lable	Data Type
	Review	Created by	Lookup (user)
		Last modified By	Lookup (user)
		Owner	Lookup (user, group)
		Review number	Auto number
	Position	Created by	Lookup (user)
		Last modified By	Lookup (user)
		Owner	Lookup (user, group)
		Position name	Text (80)

Activity & ScreenShot

Milestone 1: Creation of developer account

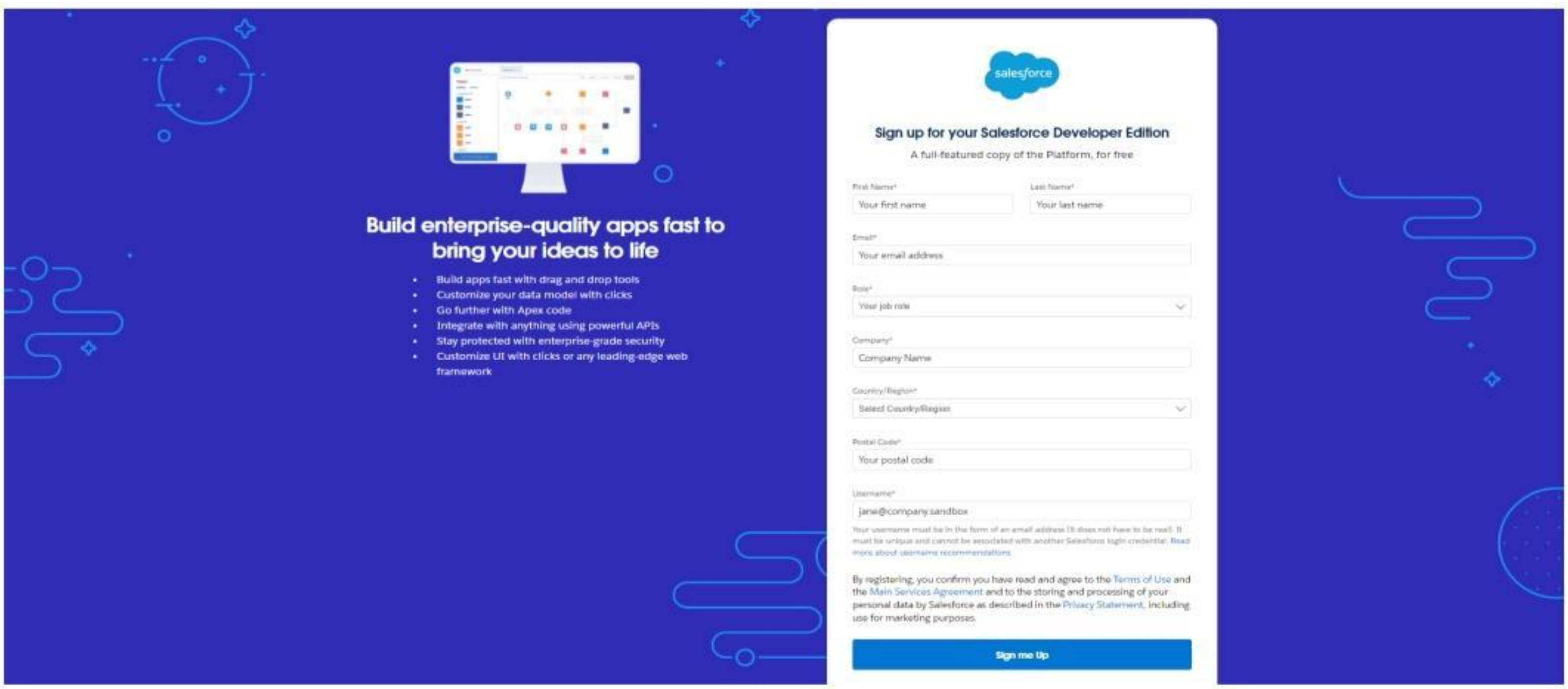
Create your Salesforce Developer Org to get Started

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.

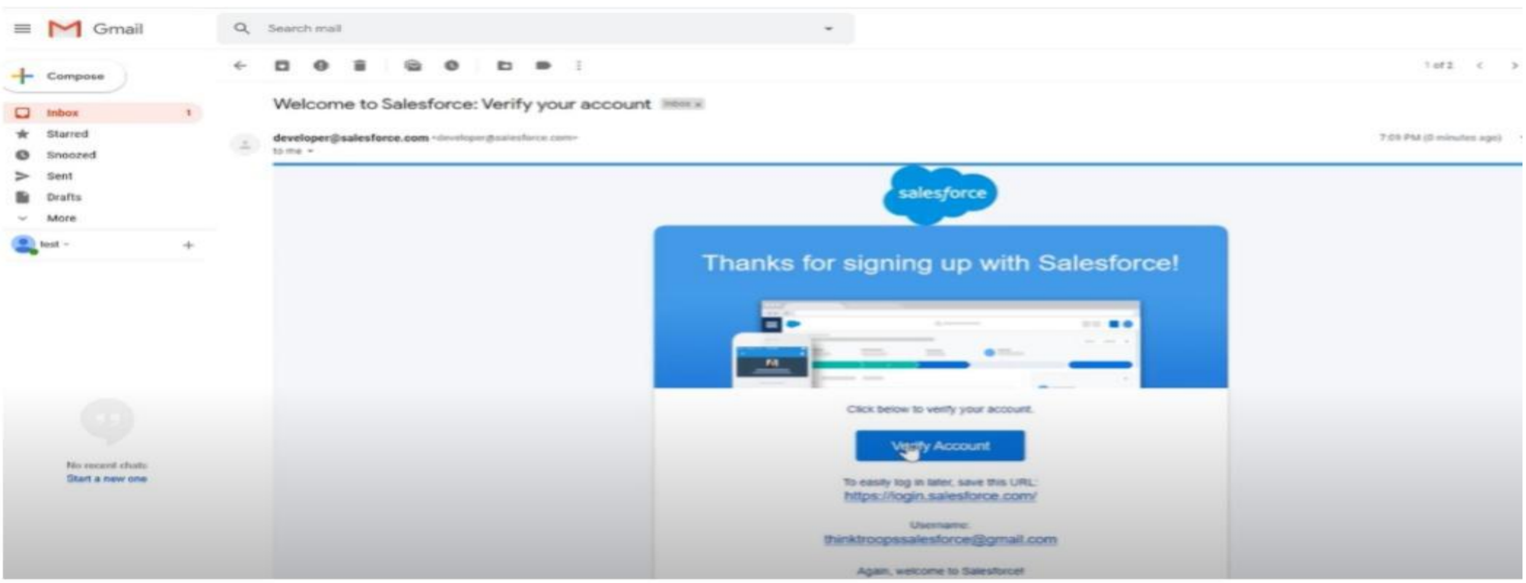
1. Search Developer.salesforce.com



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

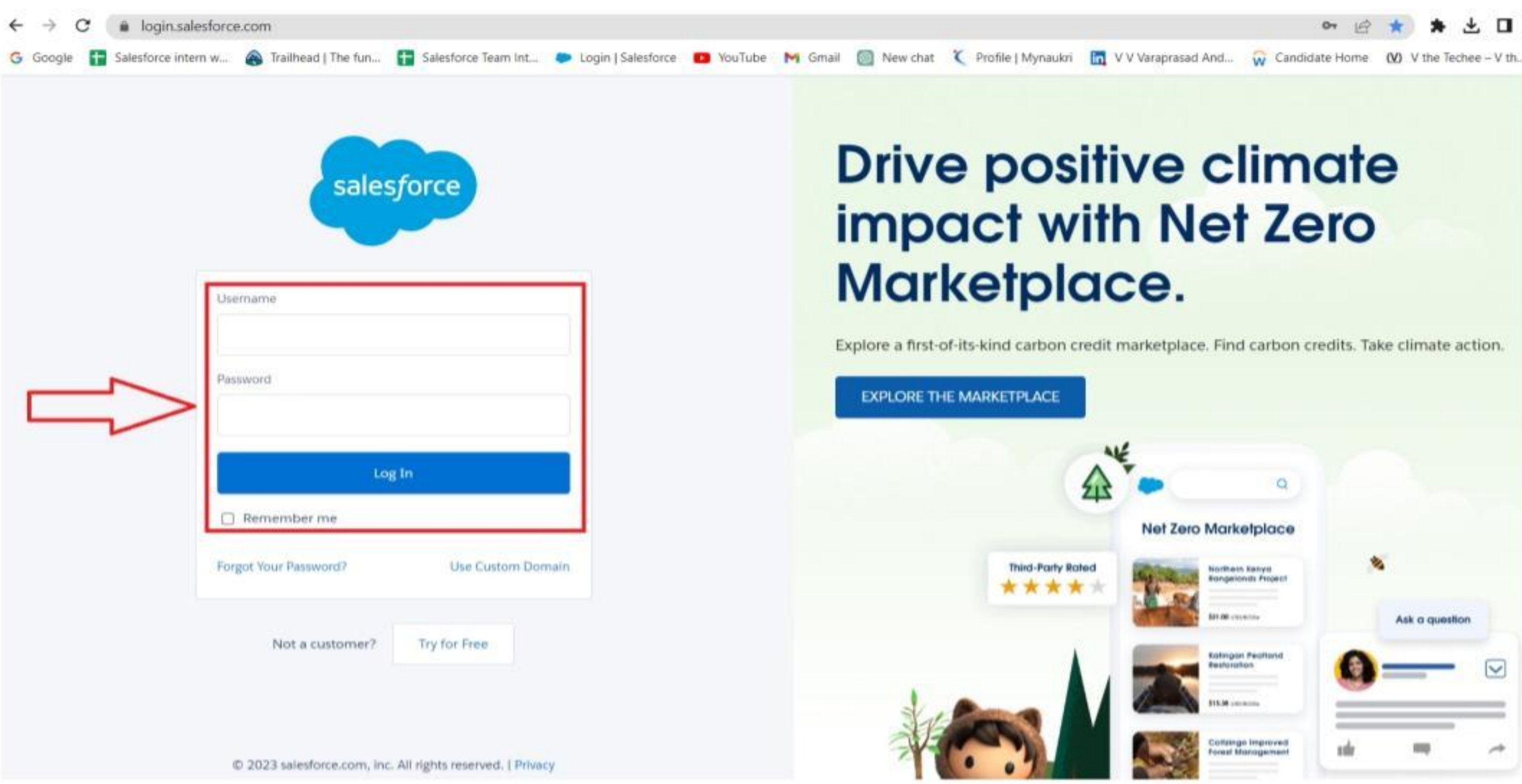
verify account link you can create your new password.



4. Click save.

5. Search login.salesforce.com

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

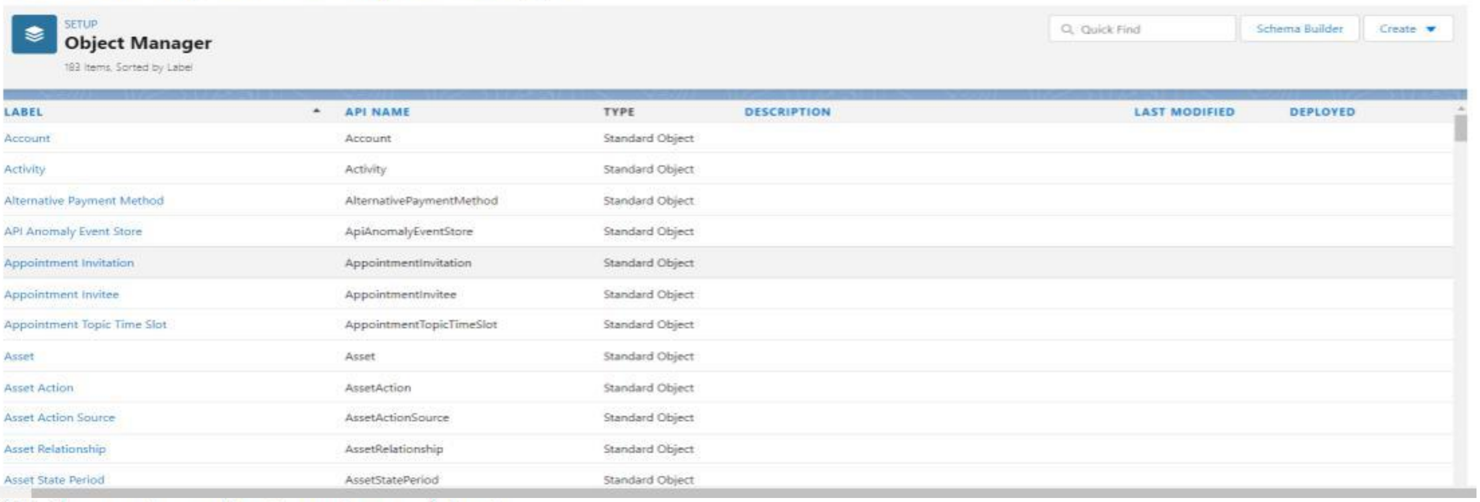


Activity-1

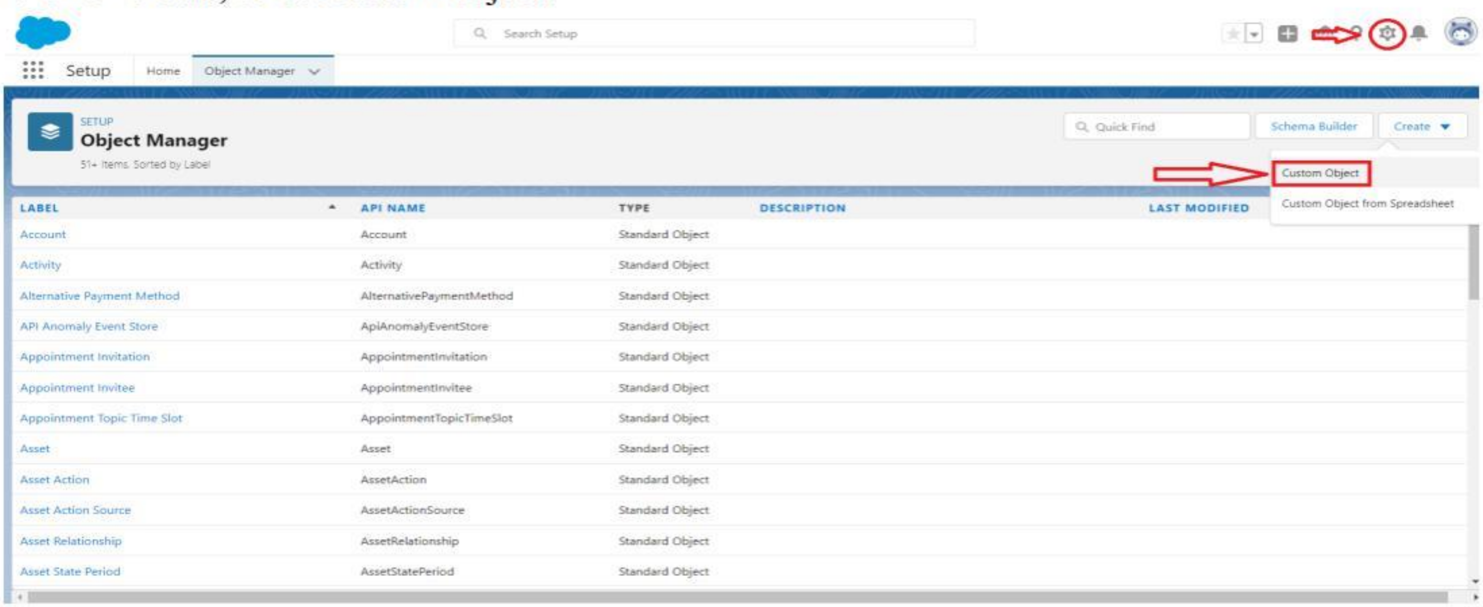
Create a custom object for Job Posting Sites

To create a custom object, follow these steps :

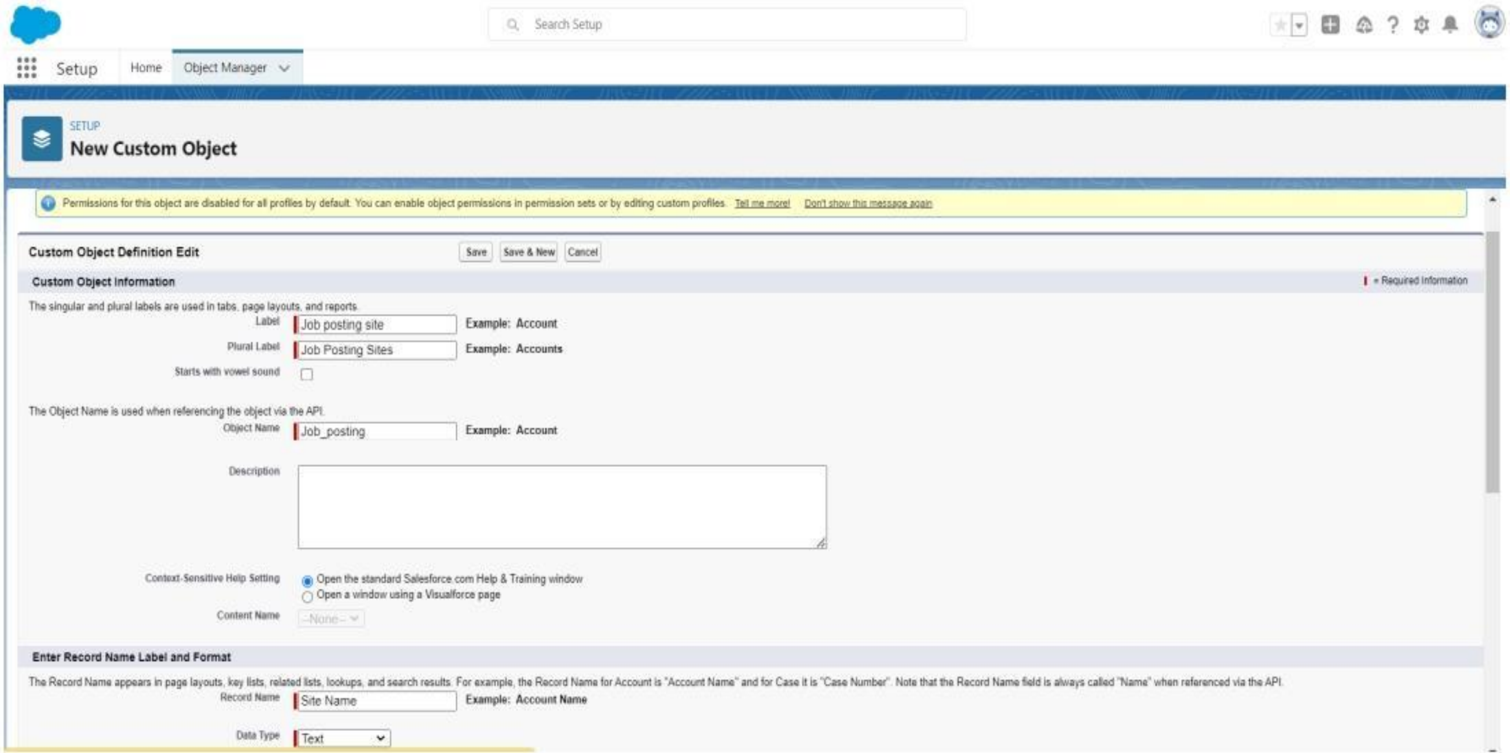
1. From setup click on object manager.

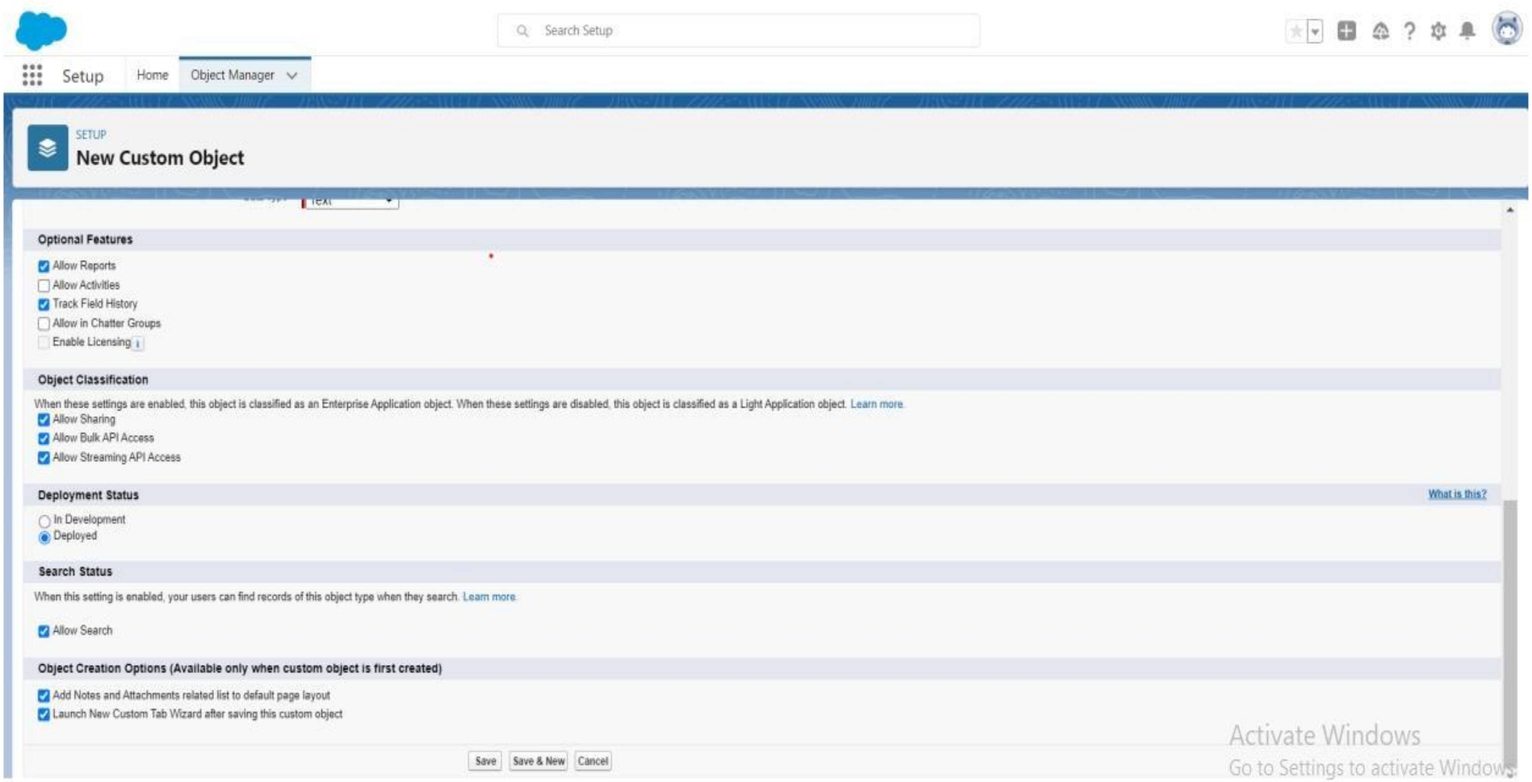


2. Click create, select custom object.



3. Fill in the label as "Job Posting Site".
4. Fill in the plural label as "Job Posting Sites".
5. Record name : "Site Name"


Search Setup
Setup
Home
Object Manager
SETUP
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. Tell me more! 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
Job posting site
Example: Account
Plural Label
Job Posting Sites
Example: Accounts
Starts with vowel sound
The Object Name is used when referencing the object via the API.
Object Name
Job_posting
Example: Account
Description
Context-Sensitive Help Setting
Open the standard Salesforce.com Help & Training window
Open a window using a Visualforce page
Content Name
--None--
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
Site Name
Example: Account Name
Data Type
Text


Search Setup
Setup
Home
Object Manager
SETUP
New Custom Object
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
Deployment Status
What is this?
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
Activate Windows
Go to Settings to activate Windows.

Edit Custom Object

Review

Help for this Page

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.
Be careful when changing the name or label as it may affect existing integrations and merge templates.

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:

Context-Sensitive Help Setting:
- (•) Open the standard Salesforce.com Help & Training window
- ( ) Open a window using a Visualforce page

Content Name: --None--

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?

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

Deployment Status

What is this?

- ( ) 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

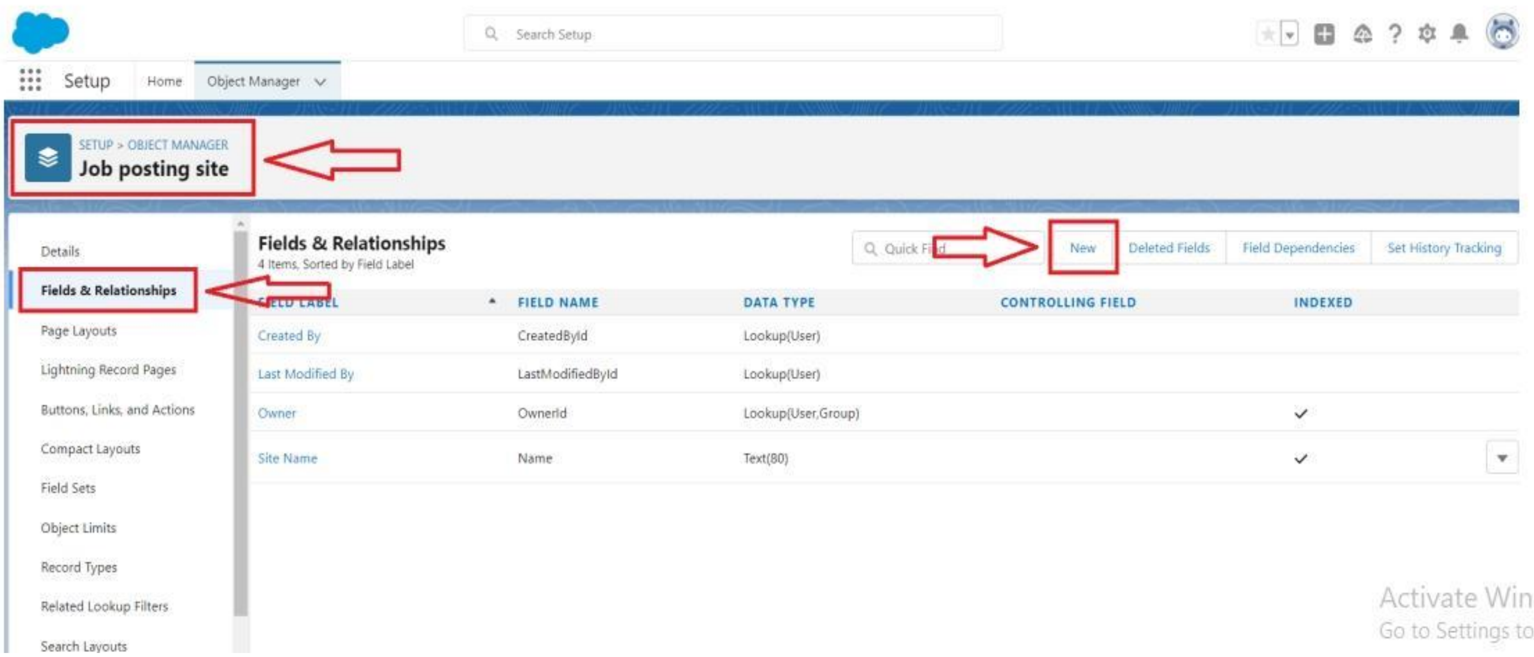
Save | Save & New | Cancel

Activity -1

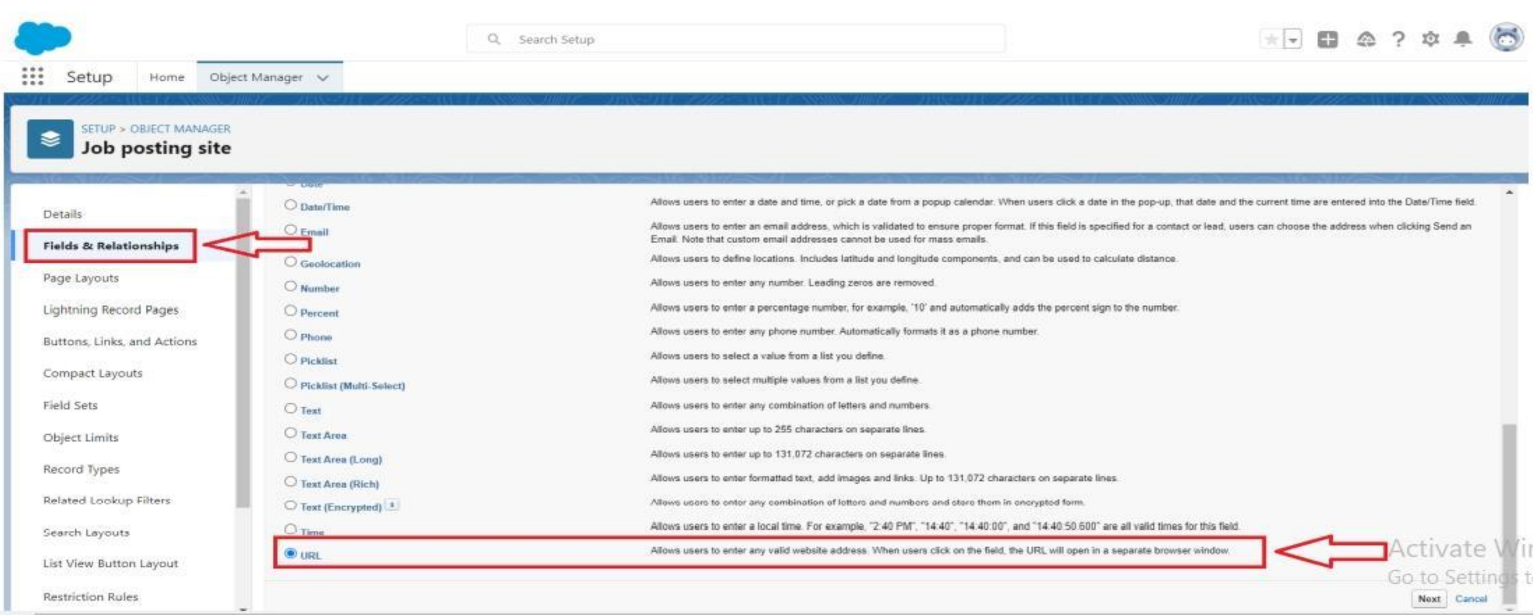
Created New Field for job posting site

From the object manager, click on the job posting site, then click on Fields & Relationships.

1. Click on new.

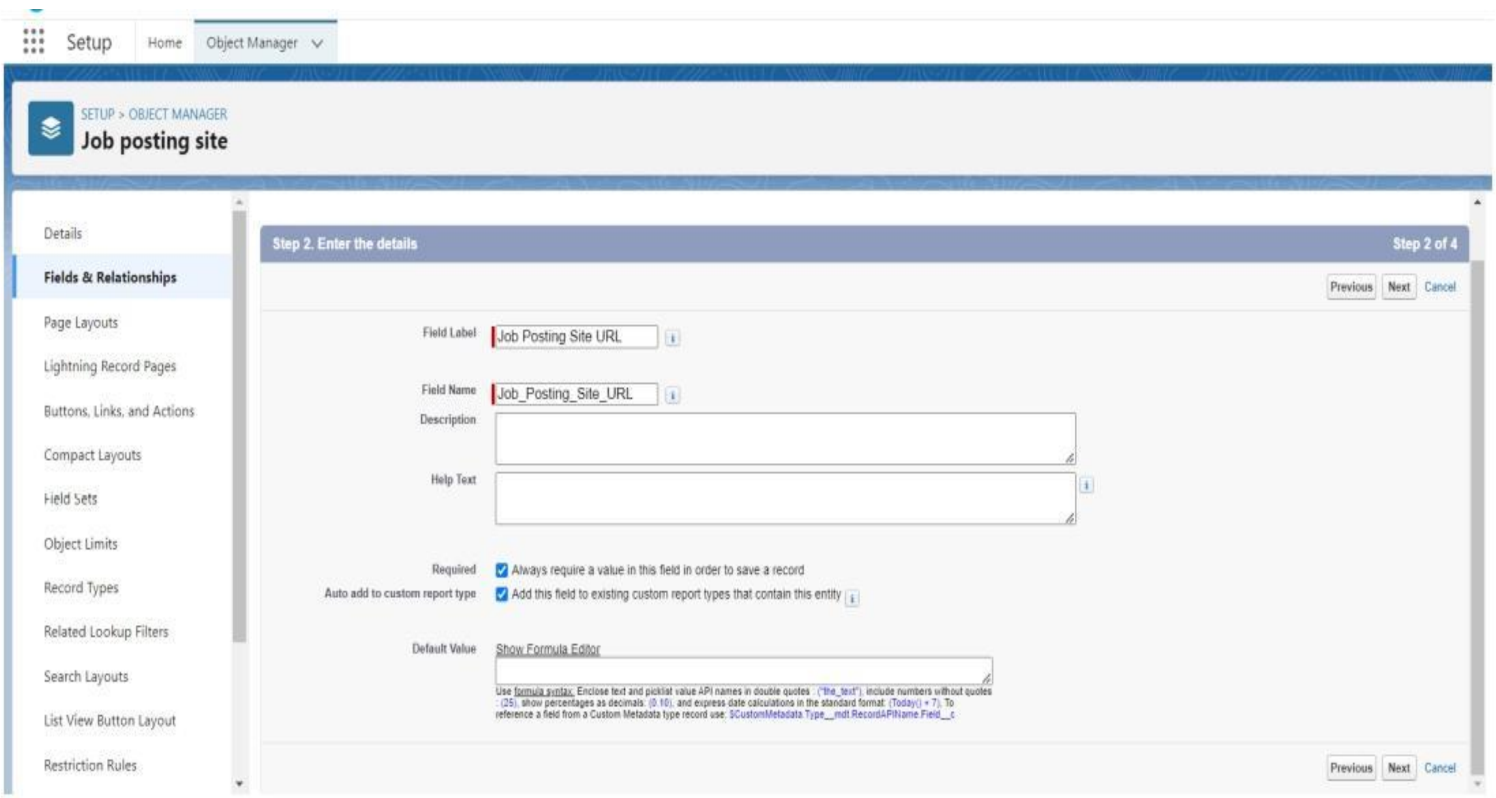


2. Select the data type as URL.



3. Click Next.

4. For Field Label, enter the Job Posting Site URL.

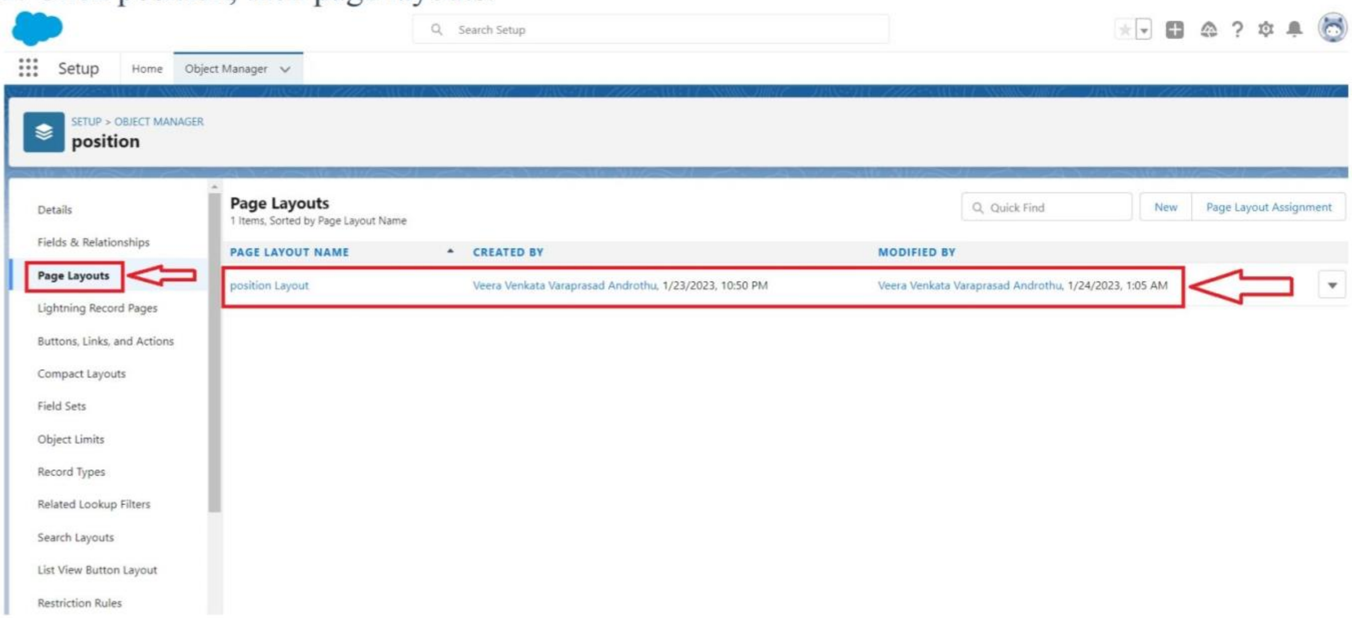


5. Click Next, Next, and click Save & New.

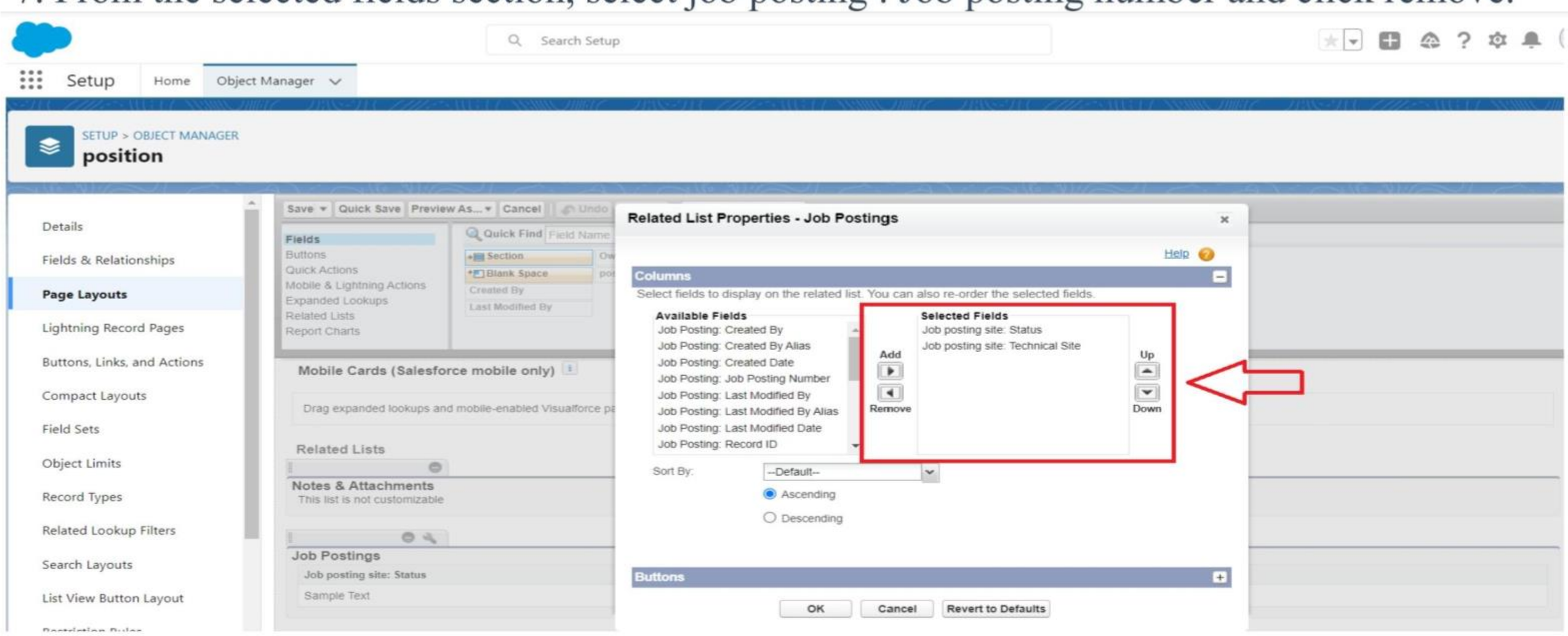
Activity-1

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.



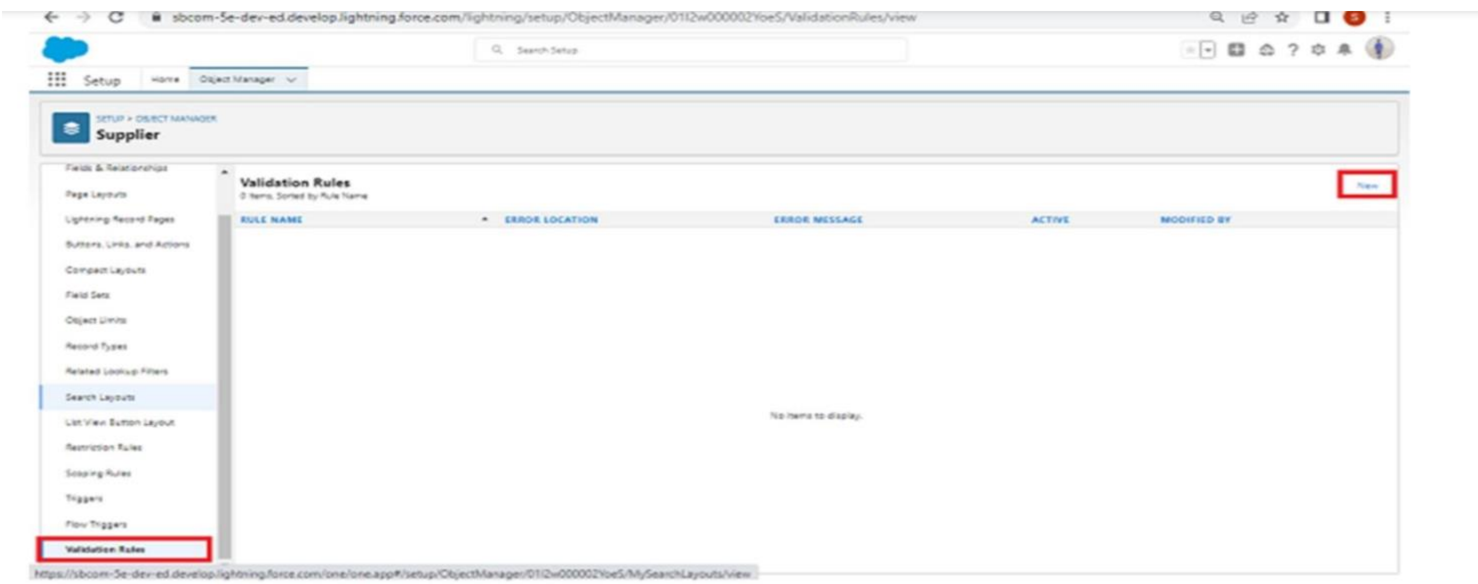
8. Click ok, then save.

Activity -1

Creating a Validation Rule:

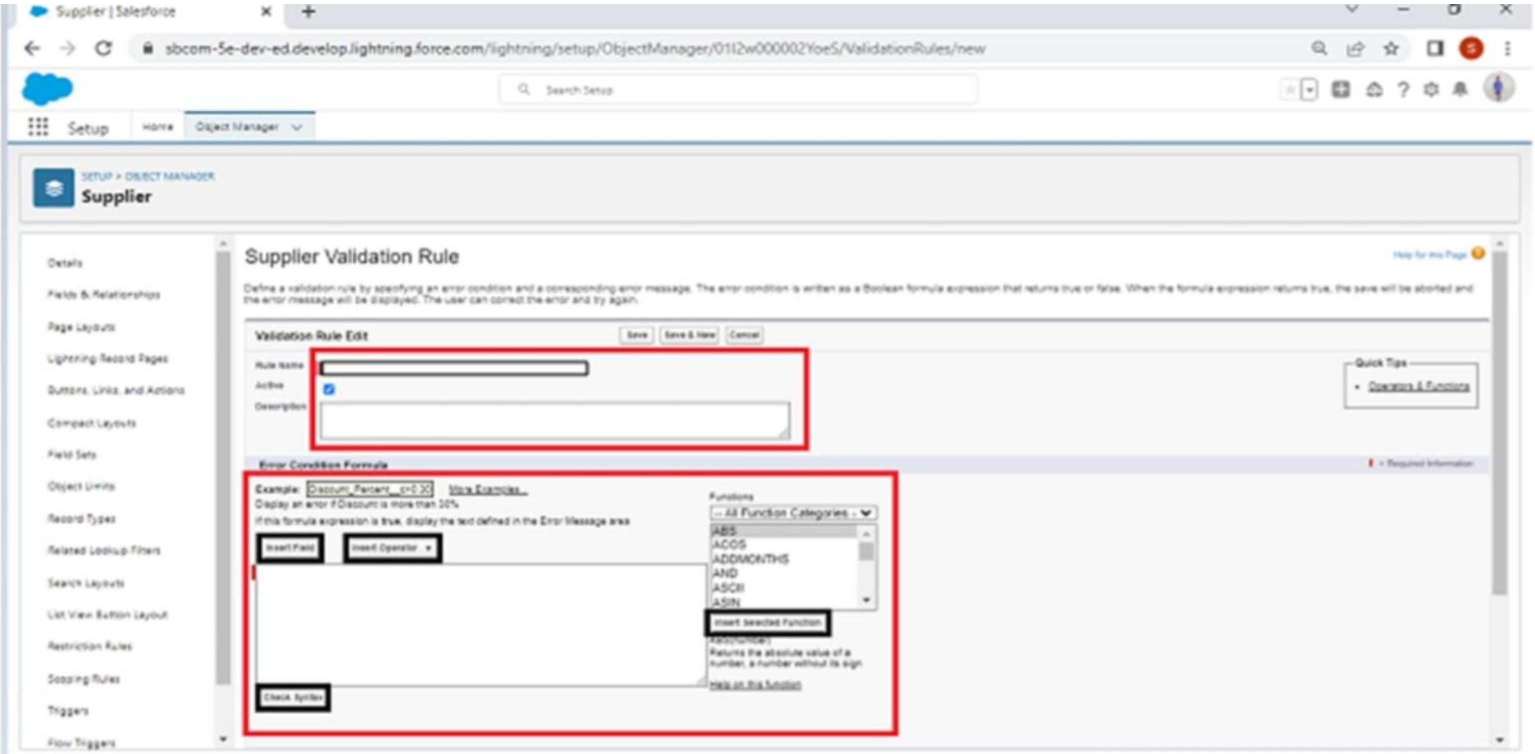
To create a validation rule:

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

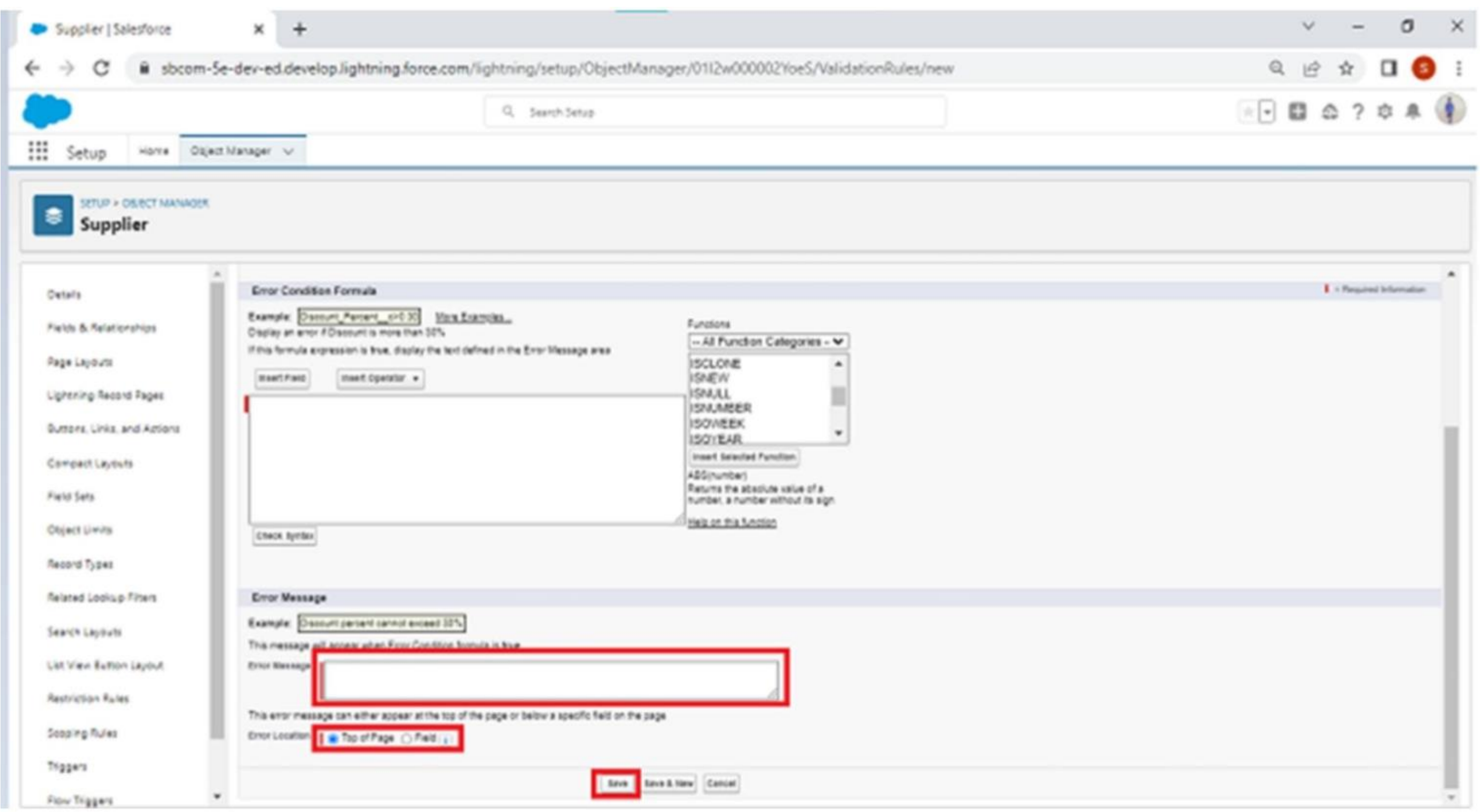


Give details as:

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.



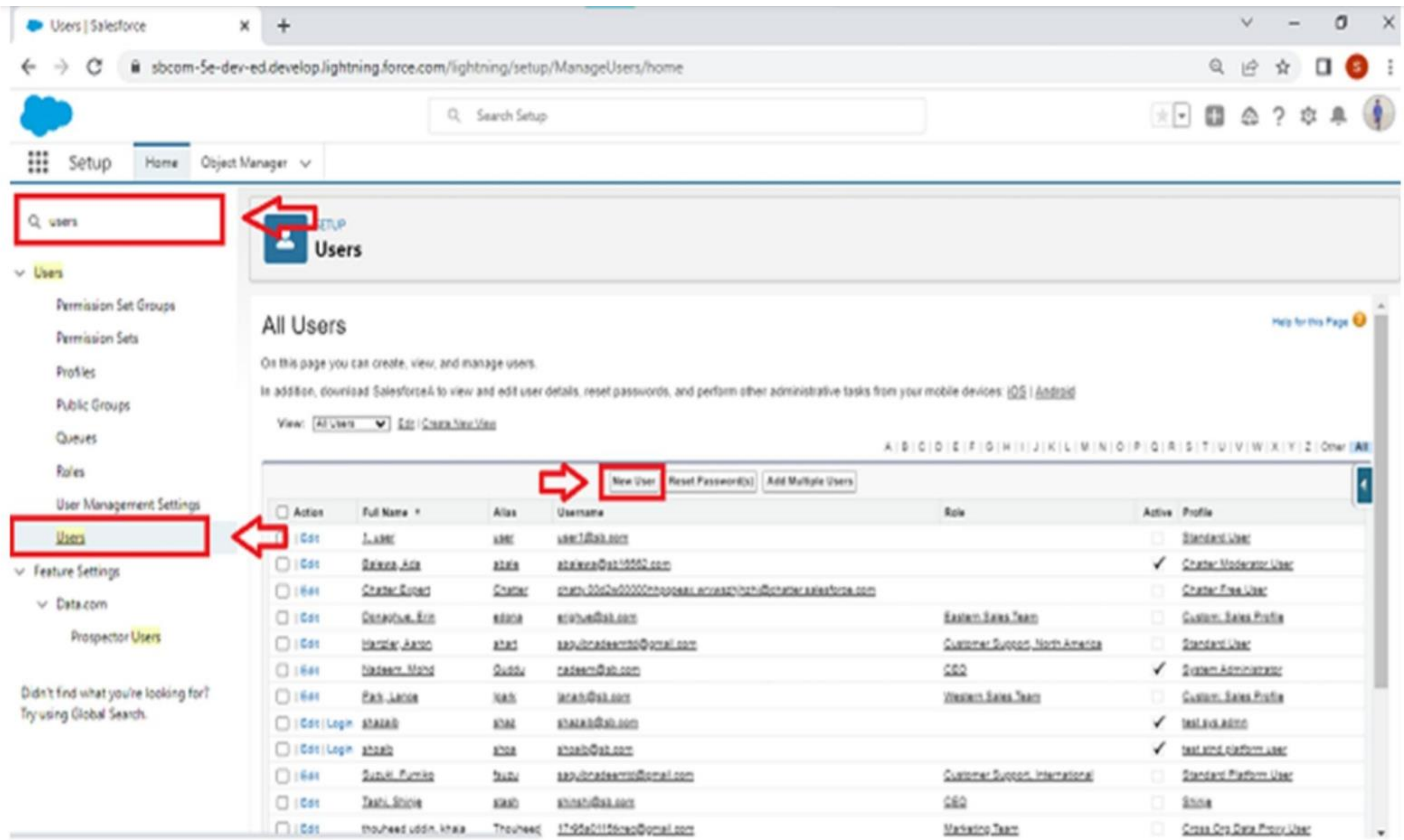
6. Error Message: Please give a valid phone number
7. Error location: select field
8. Save



Activity-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**

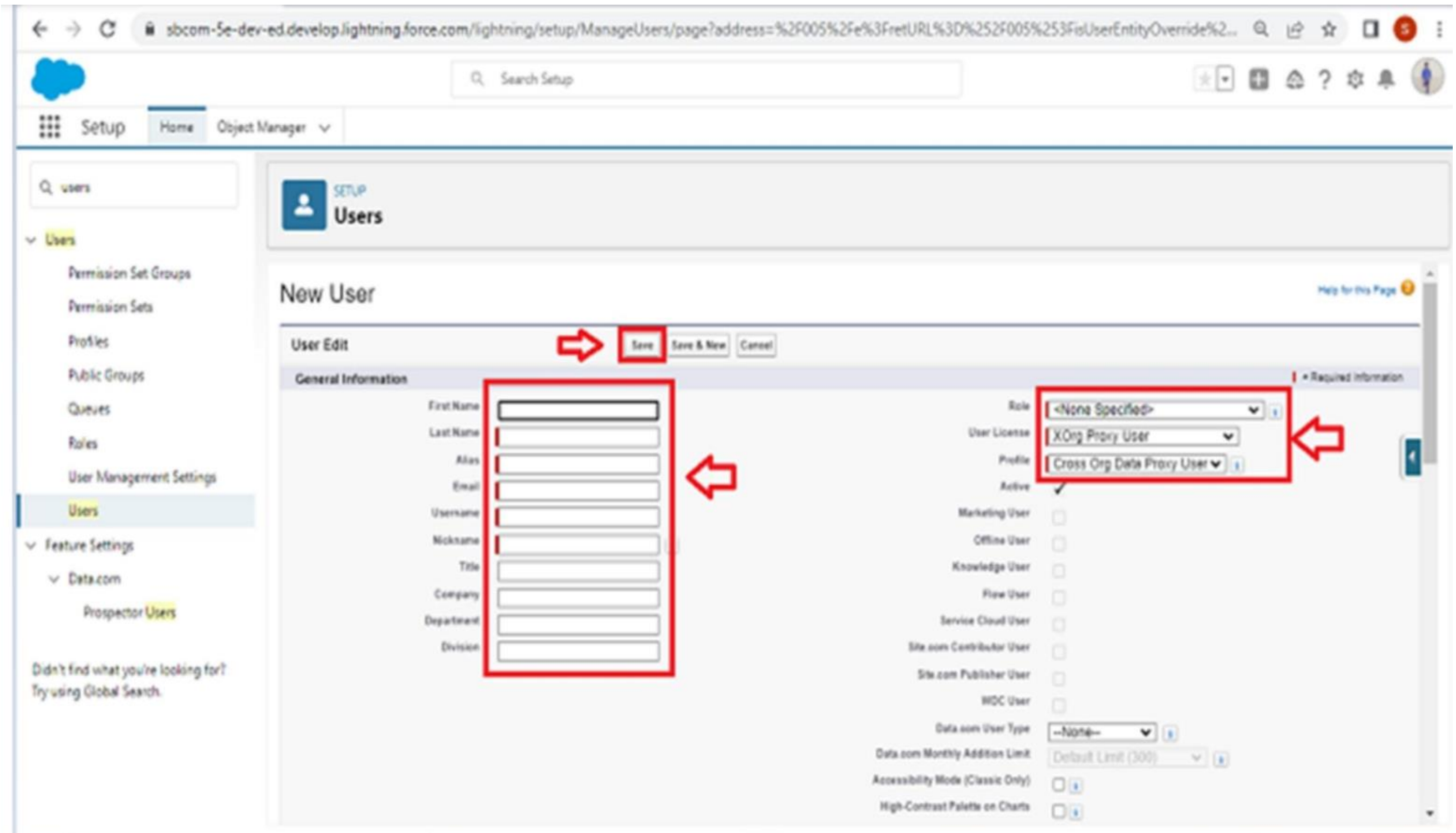
· **Username: sanjaygupta@thesmartbridge.com**

· **Nickname: Sanju**

· **Role: leave it as default**

· **User License: Salesforce**

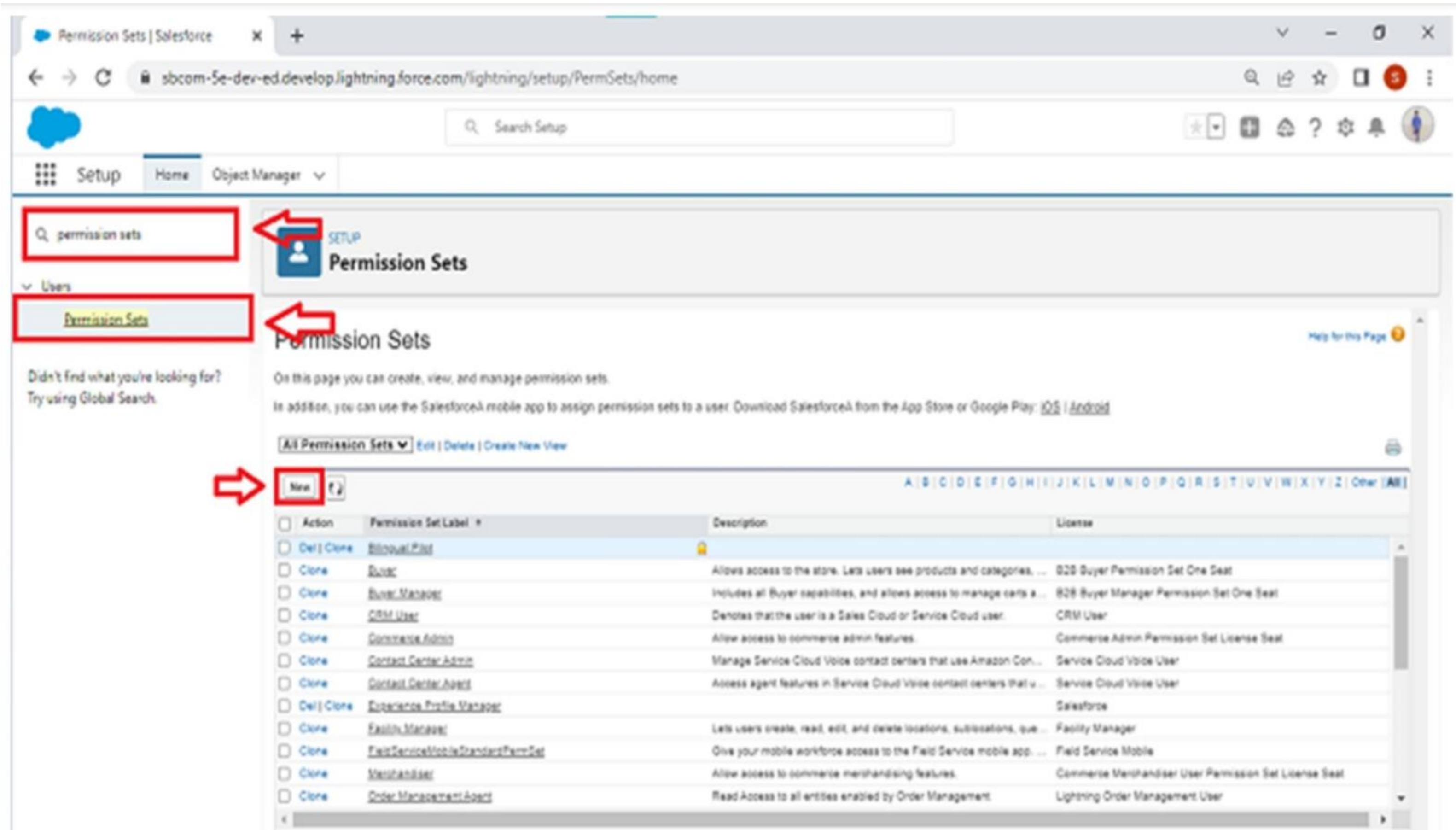
· **Profile: Event User Profile**



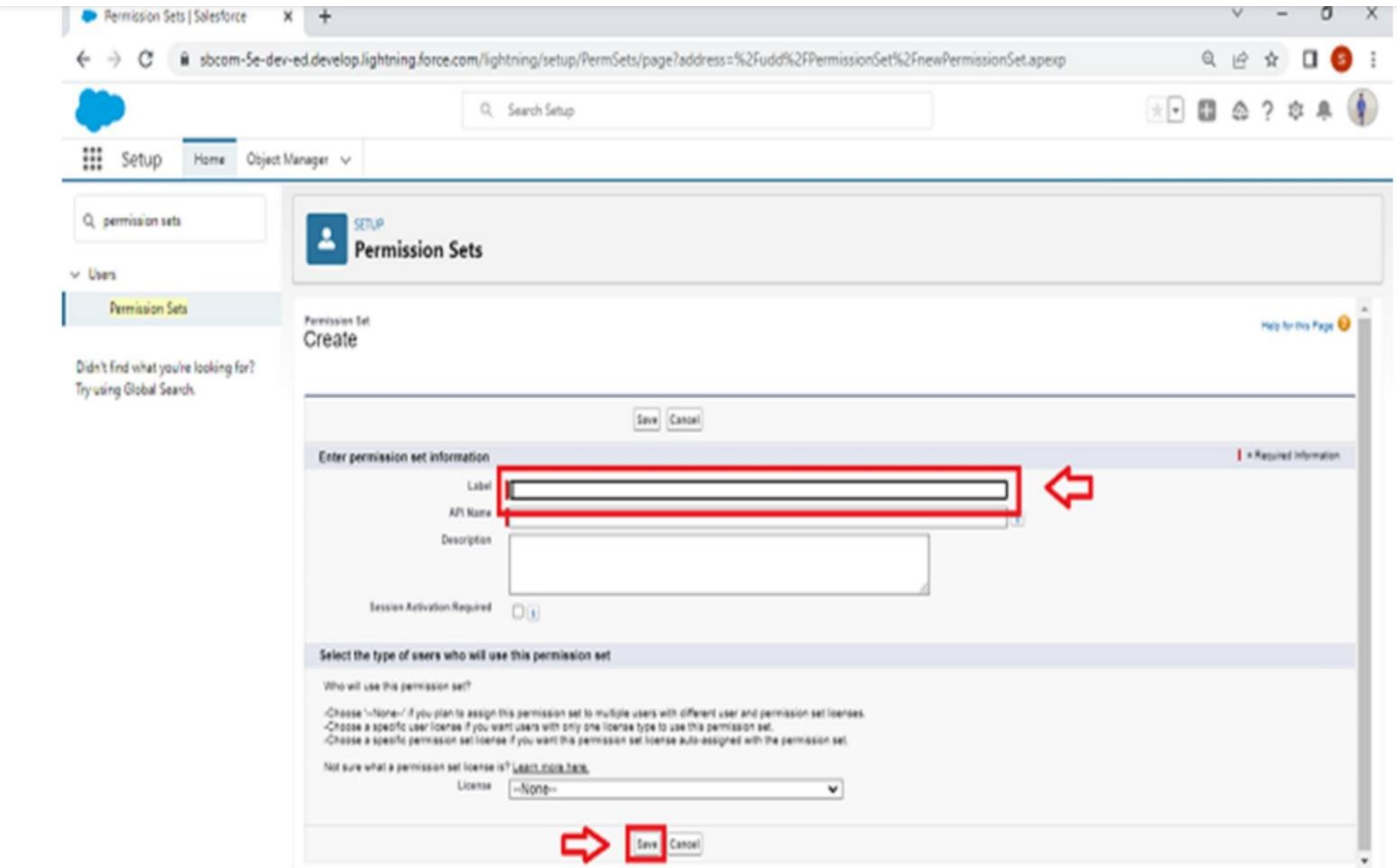
Activity-1

Creating a Permission Set:

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



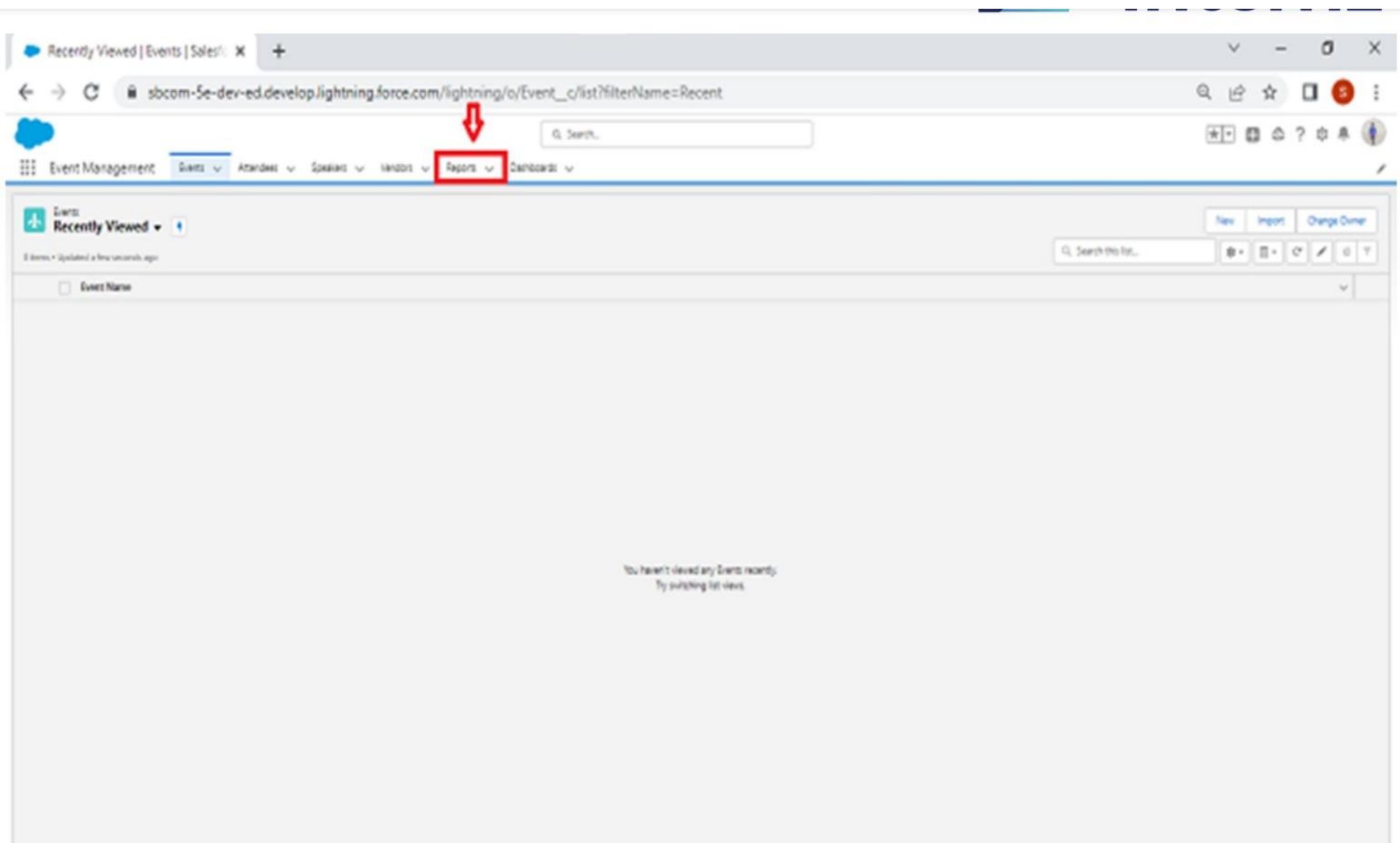
2. Enter label as: Supplier Permits and Save.

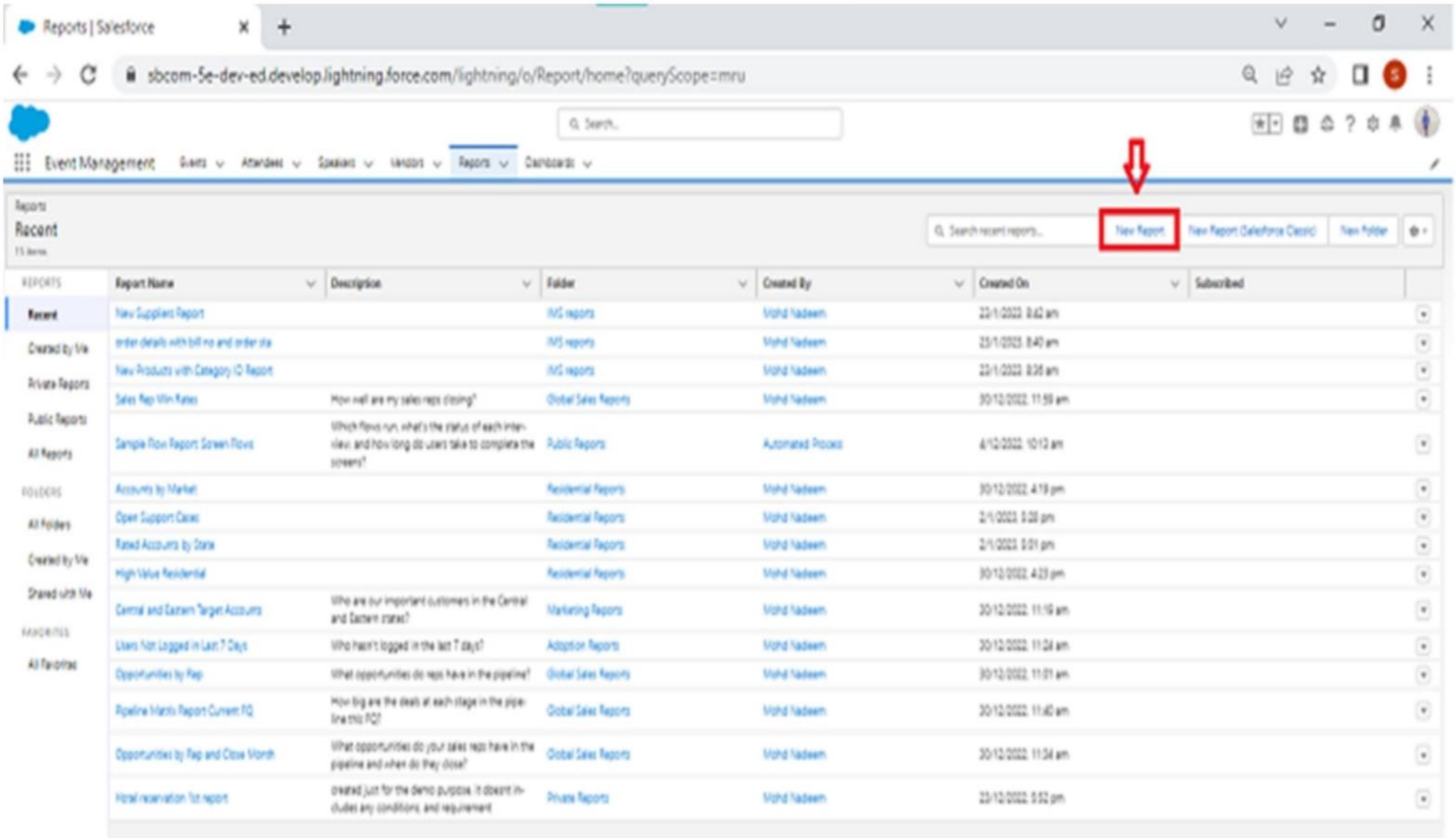

Permission Sets | Salesforce
sbcom-5e-dev-ed.develop.lightning.force.com/lightning/setup/PermSets/page?address=%2Fudd%2FPermissionSet%2FnewPermissionSet.apexp
Search Setup
Setup
Home
Object Manager
permission sets
Users
Permission Sets
Didn't find what you're looking for? Try using Global Search.
SETUP
Permission Sets
Permission Set
Create
Help for this Page
Save
Cancel
Enter permission set information
= Required Information
Label
API Name
Description
Session Activation Required
Select the type of users who will use this permission set
Who will use this permission set?
License
--None--
Save
Cancel

Activity-1

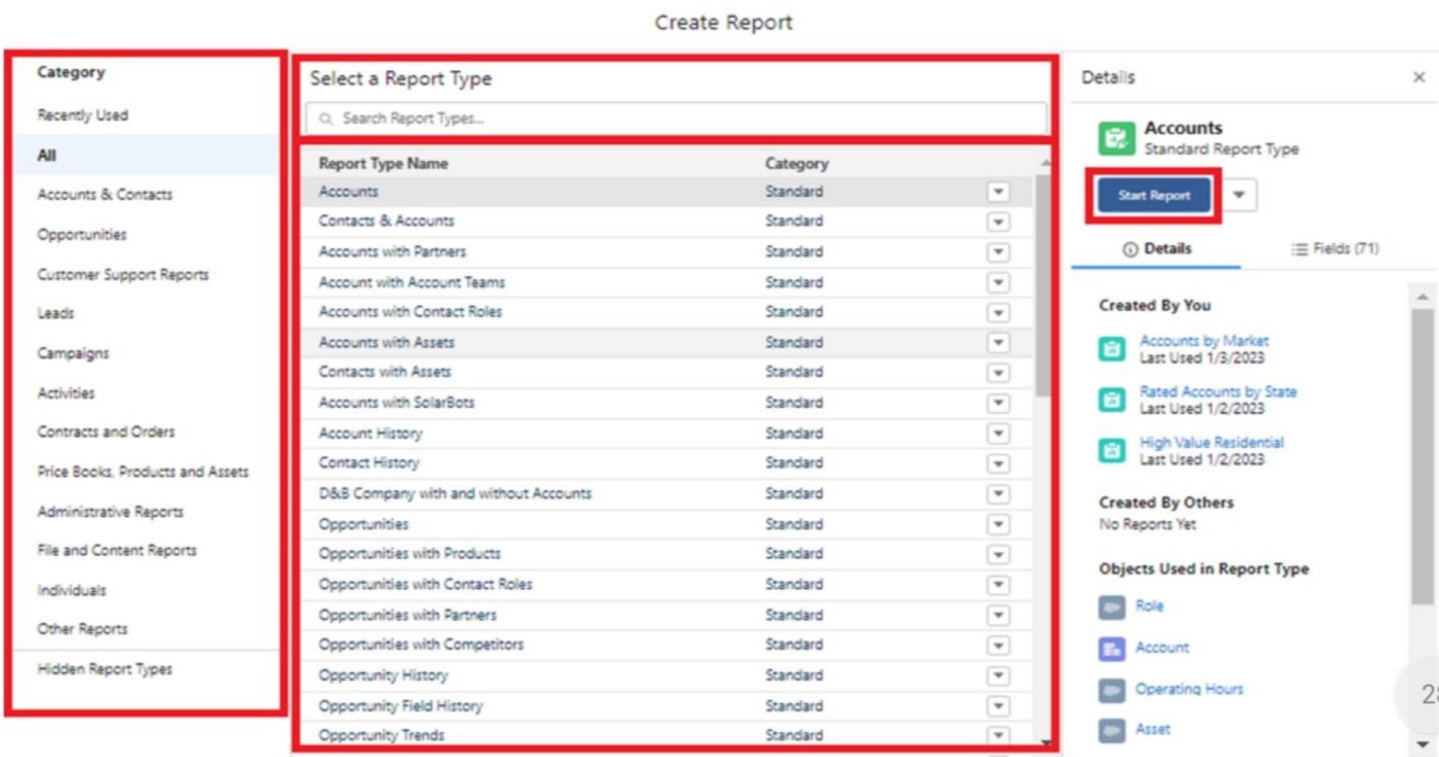
Reports:

1. **From the Reports tab, click New Report.**

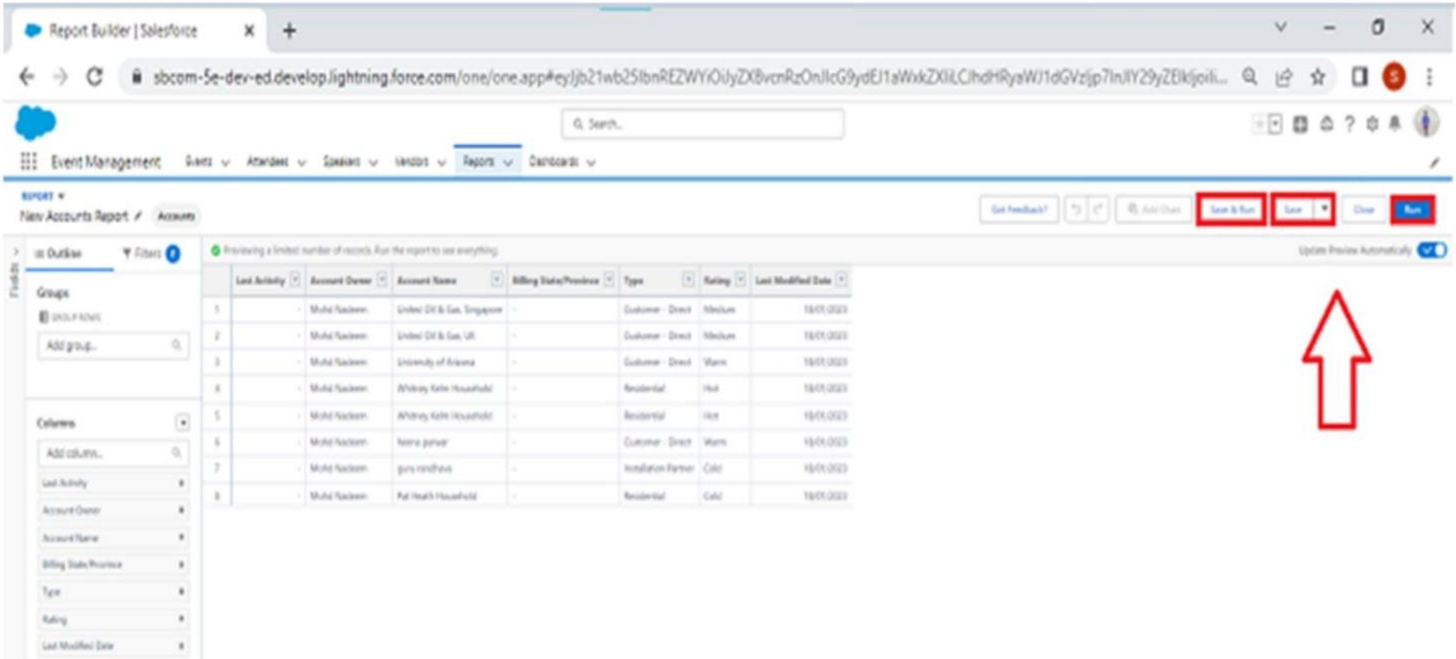




2. Select the report type Attendees with events for the report, and click Create.



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



Trailhead Profile Public URL

Team leader https://trailblazer.me/id/abimanyu14

Team member 1 **https://trailblazer.me/id/aiay**

Team member 2 **https://trailblazer.me/id/asraf8**

Team member 3 **https://trailblazer.me/id/kdhasan2**

Advantages & Dis advantages

Advantage and disadvantage of recruiting assistant for HR manager

Advantages of Recruiting an Assistant for HR Manager:

Time Management: Hiring an assistant for the HR manager can help manage time effectively by delegating tasks that do not require the HR manager's specific expertise, allowing them to focus on more critical tasks.

Increased Efficiency: With an assistant handling administrative tasks such as scheduling, filing, and record-keeping, the HR manager can focus on strategic planning and decision-making, which can increase the efficiency of the department.

Improved Communication: An assistant can help improve communication within the HR department by managing correspondence, responding to inquiries, and keeping stakeholders informed.

Enhanced Candidate Experience: With an assistant dedicated to candidate experience, applicants can receive timely responses and feedback, which can lead to a better candidate experience and positive reputation for the organization.

Disadvantages of Recruiting an Assistant for HR Manager:

Cost: Recruiting an assistant for the HR manager is an additional expense that organizations may not be willing or able to afford.

Training: The HR manager will need to invest time in training and supervising the assistant, which can initially impact productivity.

Coordination: An assistant may need to work closely with the HR manager and other team members, requiring coordination and collaboration that may not always be easy to achieve.

Dependence: If the assistant leaves the organization, the HR manager may have to take on their responsibilities, leading to increased workload and stress.

In conclusion, hiring an assistant for an HR manager has its advantages and disadvantages. Organizations must consider their specific needs and the costs and benefits of such a move before making a decision. While an assistant can bring numerous benefits to an organization, they may not be necessary or feasible for every organization.

Recruiting assistant for HR manager features:

Here are some of the key features that an assistant for an HR manager may possess:

Administrative Support: An assistant for an HR manager typically provides administrative support such as scheduling meetings, maintaining calendars, organizing files, and managing correspondence.

Candidate Management: The assistant may assist with candidate management, including reviewing resumes, scheduling interviews, and communicating with candidates.

Onboarding: The assistant may help with onboarding new employees, including completing paperwork, setting up new employee profiles, and communicating with new hires.

Communication: The assistant may help with communication within the HR department and with other departments, including responding to inquiries, providing information, and maintaining a positive working relationship.

Compliance: The assistant may assist with compliance-related tasks such as maintaining employee records, ensuring compliance with labor laws, and tracking HR-related metrics.

Event Planning: The assistant may help with event planning related to the HR department, including scheduling training sessions, coordinating employee appreciation events, and managing HR-related projects.

Reporting: The assistant may help with reporting, including compiling data, creating reports, and presenting findings to the HR manager or other stakeholders.

Professional Development: The assistant may participate in professional development opportunities to enhance their skills and knowledge of HR practices, policies, and procedures.

These are just some of the possible features that an assistant for an HR manager may possess. The specific duties and responsibilities of the assistant will depend on the needs of the HR department and the organization as a whole.

Conclusion :

As a recruiting assistant for HR managers project, my conclusion is that technology has played a significant role in transforming the recruitment process. The use of advanced technologies like artificial intelligence, machine learning, and natural language processing has made it easier for recruiters to identify and attract top talent.

However, while technology has streamlined the recruitment process, it is crucial to note that human interaction and personalization are still critical in the hiring process. HR managers should continue to maintain a human touch in their recruitment strategies to create a positive candidate experience.

In conclusion, technology has made recruitment more efficient, but it cannot replace the human element of the hiring process. By combining the strengths of technology and human interaction, HR managers can ensure that they attract and retain the best talent.