

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



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



Need some inspiration?

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

Open example →

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.

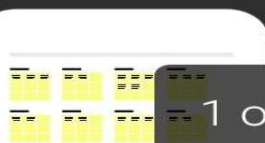
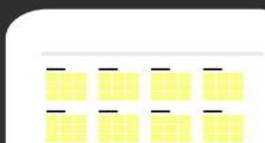
Person 4

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.

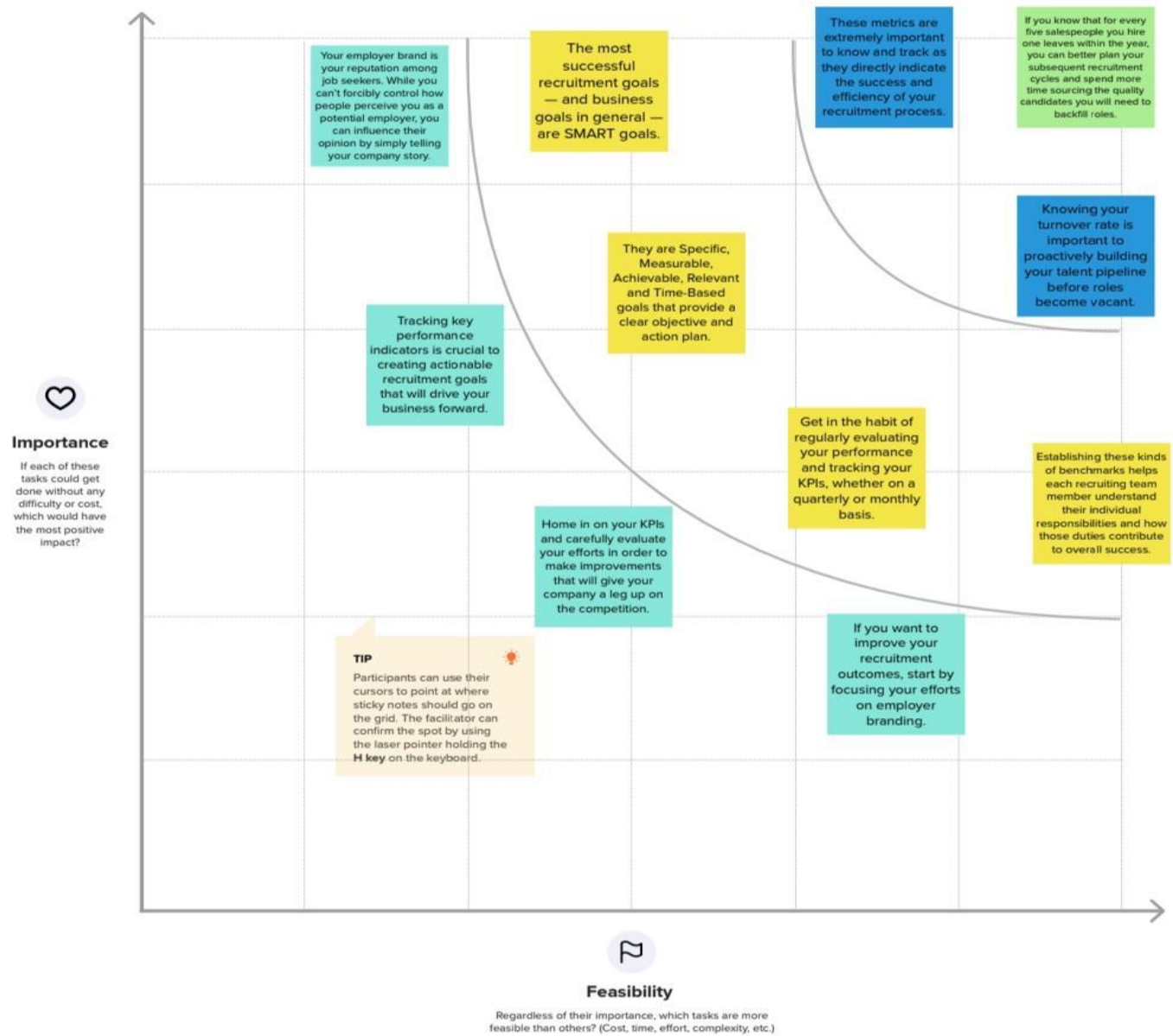


1 of 1

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	
Job Posting Site			
		Field Lable	Data Type
		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)

	<div>Review</div>	<table><thead><tr><th>Field Lable</th><th>Data Type</th></tr></thead><tbody><tr><td>Created by</td><td>Lookup (user)</td></tr><tr><td>Last modified By</td><td>Lookup (user)</td></tr><tr><td>Owner</td><td>Lookup (user, group)</td></tr><tr><td>Review number</td><td>Auto number</td></tr></tbody></table>	Field Lable	Data Type	Created by	Lookup (user)	Last modified By	Lookup (user)	Owner	Lookup (user, group)	Review number	Auto number
Field Lable	Data Type											
Created by	Lookup (user)											
Last modified By	Lookup (user)											
Owner	Lookup (user, group)											
Review number	Auto number											
	<div>Position</div>	<table><tbody><tr><td>Created by</td><td>Lookup (user)</td></tr><tr><td>Last modified By</td><td>Lookup (user)</td></tr><tr><td>Owner</td><td>Lookup (user, group)</td></tr><tr><td>Position name</td><td>Text (80)</td></tr></tbody></table>	Created by	Lookup (user)	Last modified By	Lookup (user)	Owner	Lookup (user, group)	Position name	Text (80)		
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

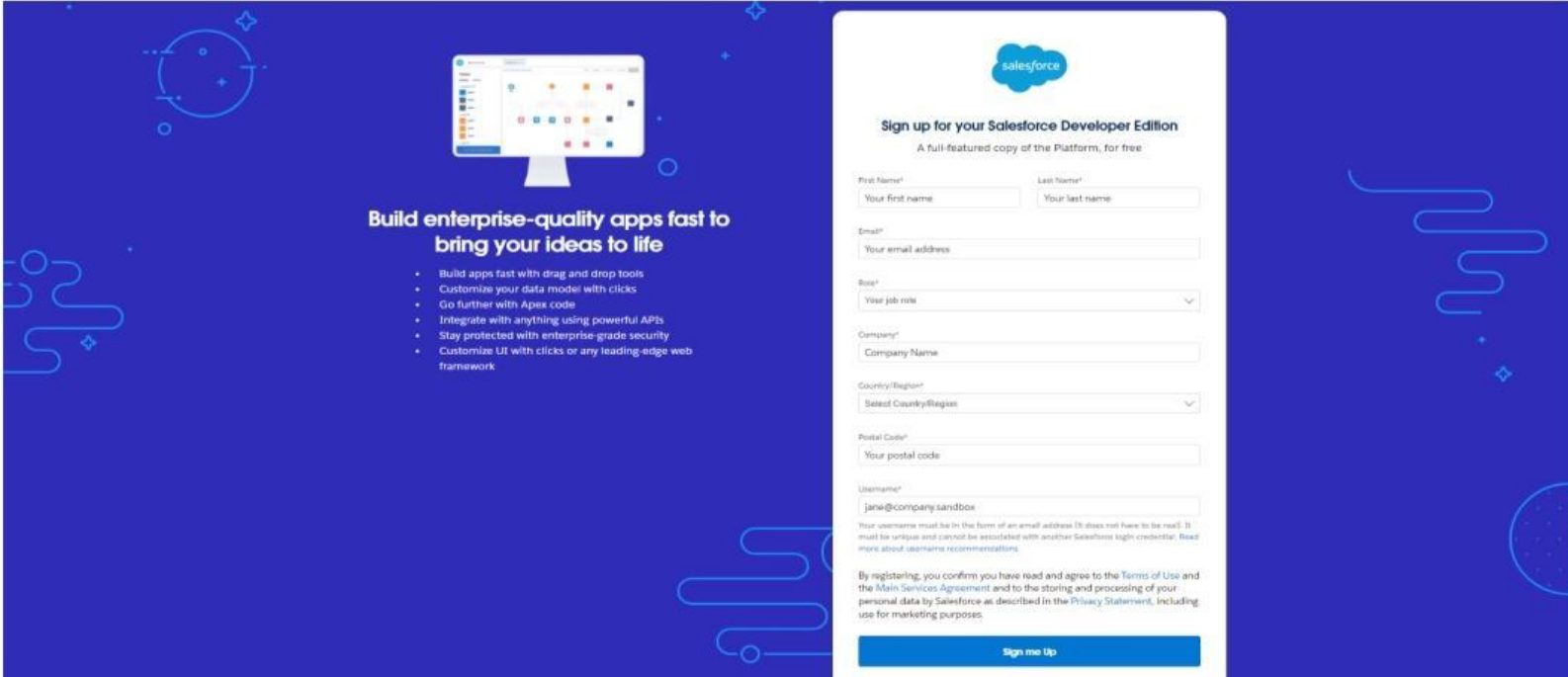
Create your Salesforce Developer Org to get Started

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



Build enterprise-quality apps fast to bring your ideas to life

- Build apps fast with drag and drop tools
- Customize your data model with clicks
- Go further with Apex code
- Integrate with anything using powerful APIs
- Stay protected with enterprise-grade security
- Customize UI with clicks or any leading-edge web framework

Sign up for your Salesforce Developer Edition
A full-featured copy of the Platform, for free

First Name*
Your first name

Last Name*
Your last name

Email*
Your email address

Role*
Your job role

Company*
Company Name

Country/Region*
Select Country/Region

Postal Code*
Your postal code

Username*
jane@company.sandbox

Your username must be in the form of an email address (it does not have to be real). It must be unique and cannot be associated with another Salesforce login credential. Read more about username recommendations.

By registering, you confirm you have read and agree to the Terms of Use and the Main Services Agreement and to the storing and processing of your personal data by Salesforce as described in the Privacy Statement, including use for marketing purposes.

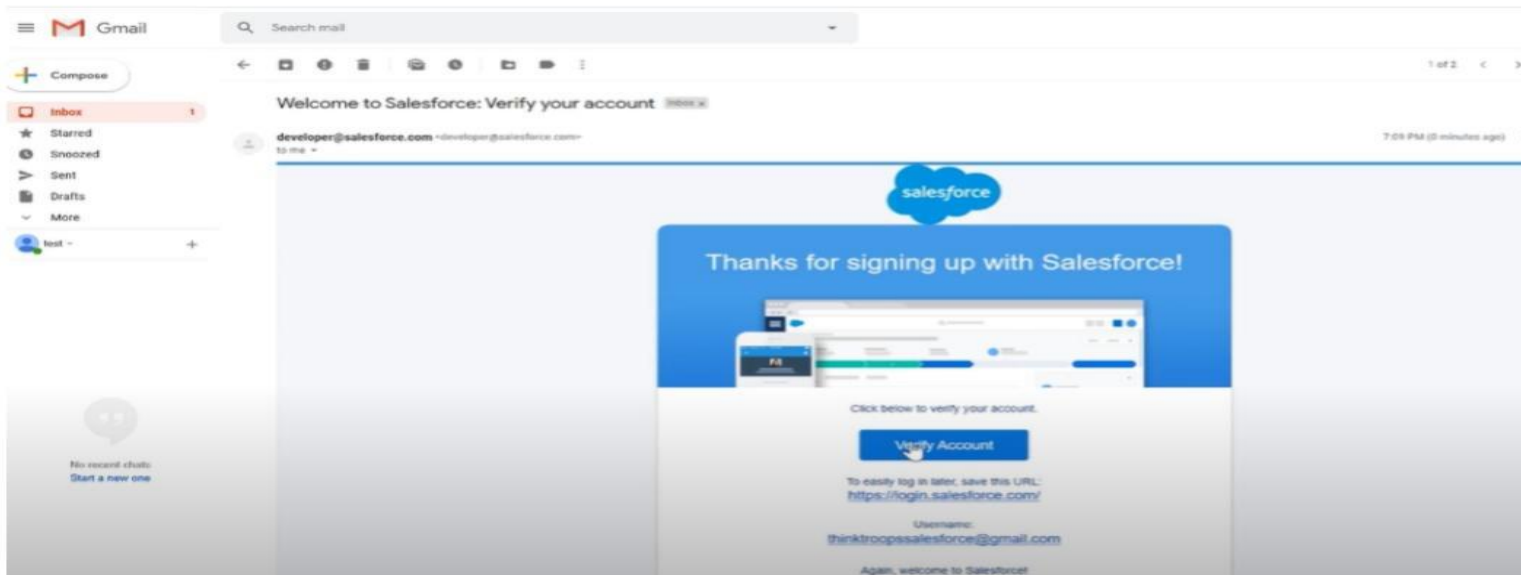
Sign me Up

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 receive a mail salesforce org and by using the

verify account link you can create your new password.

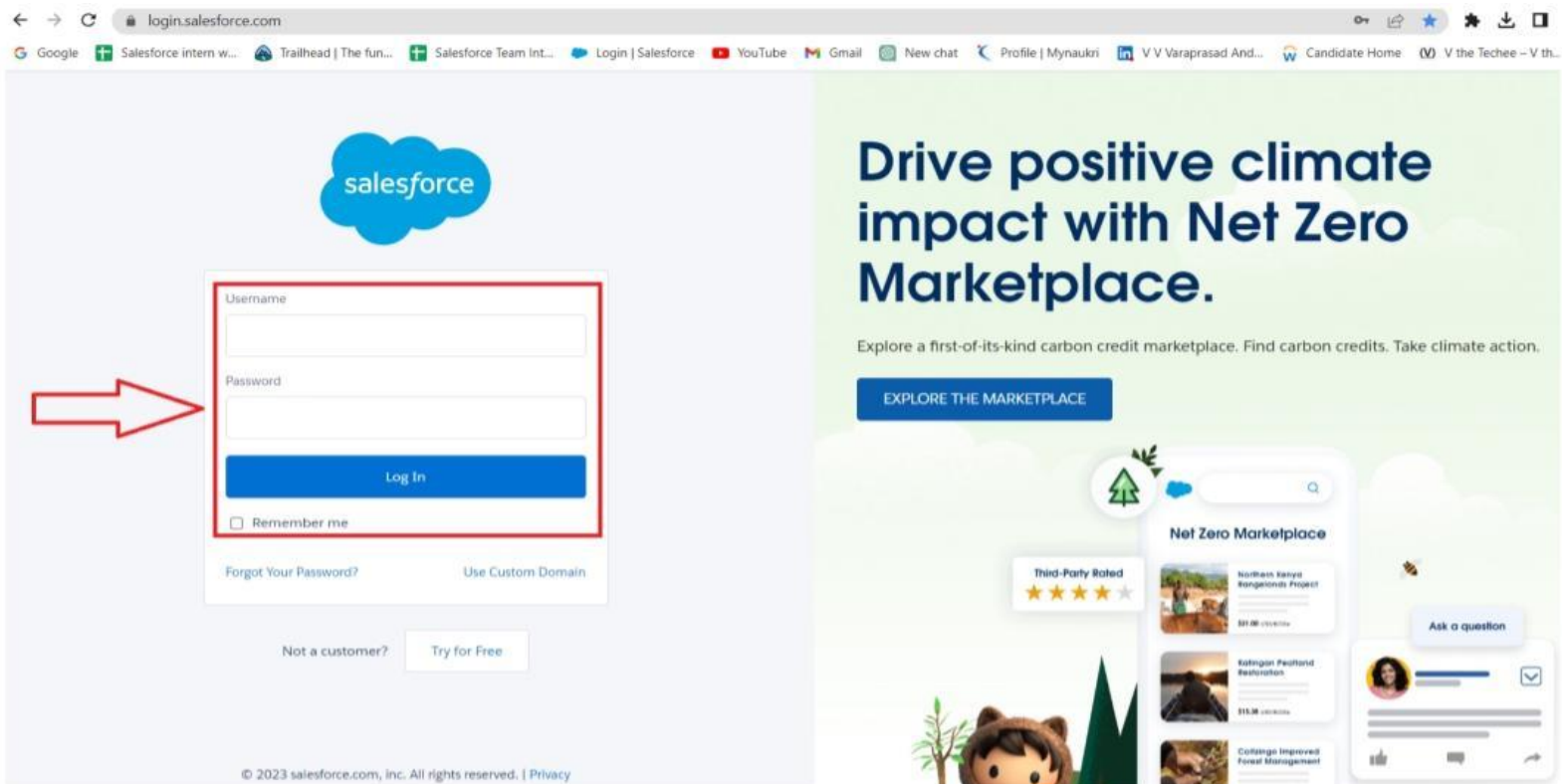
3 / 28



4. Click save.

5. Search login.salesforce.com

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

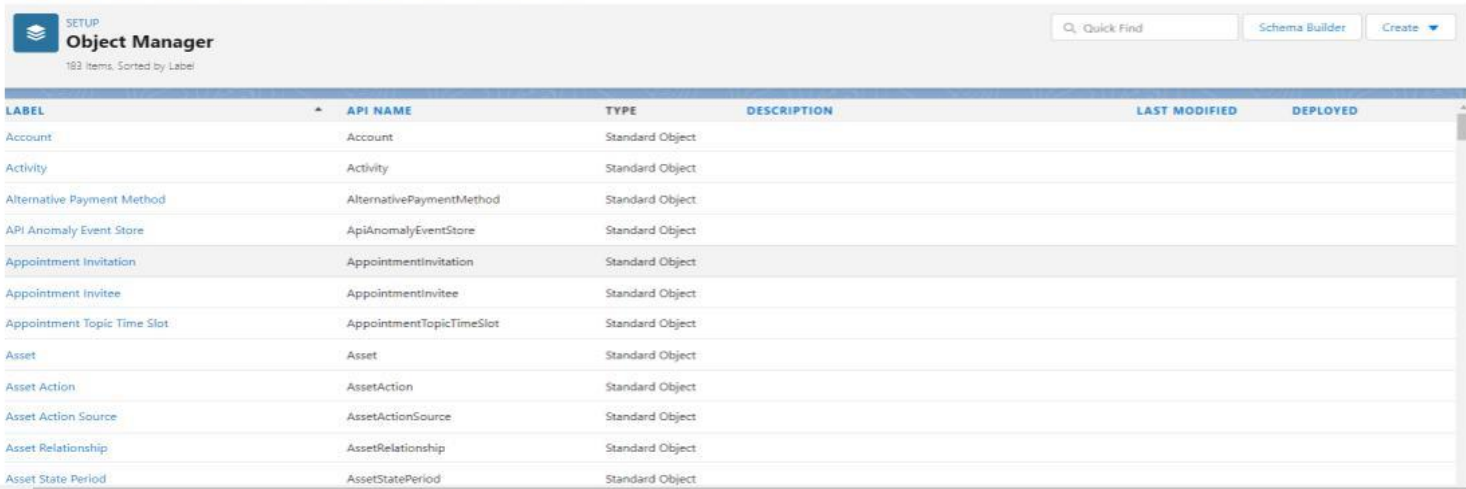


Activity-1

Create a custom object for Job Posting Sites

To create a custom object, follow these steps :

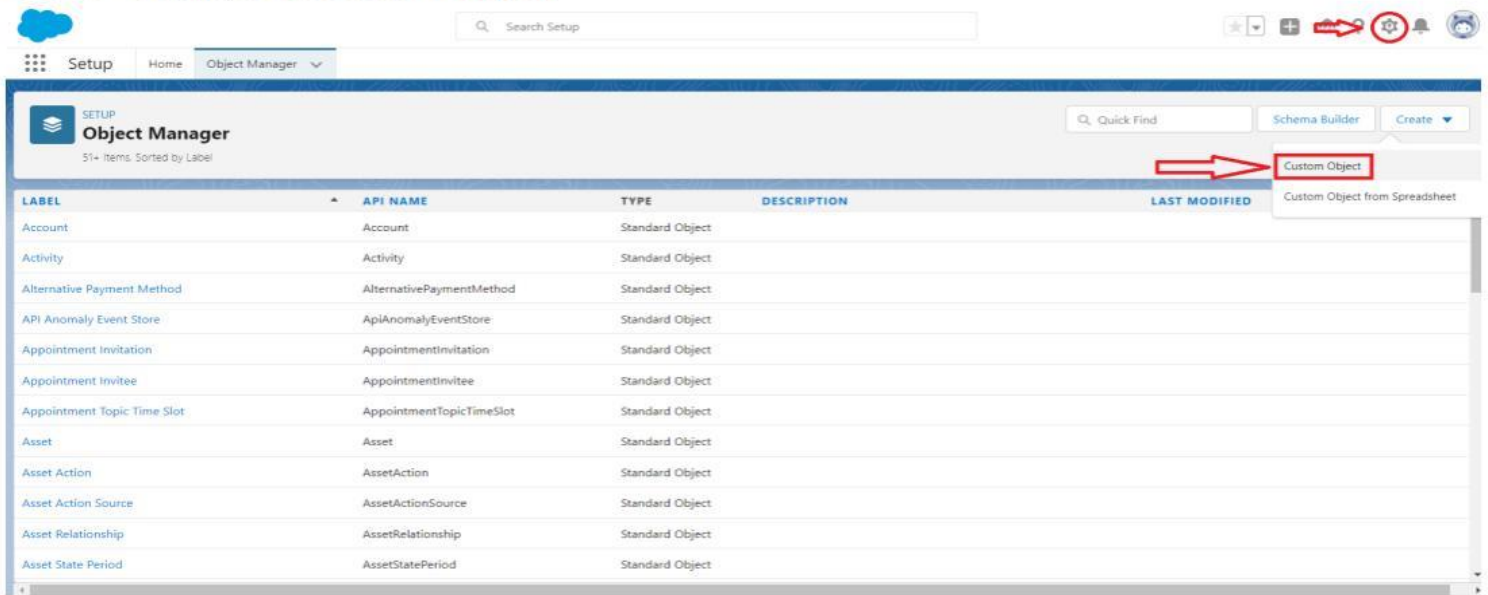
1. From setup click on object manager.



The screenshot shows the Salesforce Object Manager interface. At the top, there's a header with the Salesforce logo, 'SETUP Object Manager', and a count of '183 Items, Sorted by Label'. On the right, there are buttons for 'Quick Find', 'Schema Builder', and 'Create'. Below the header is a table with columns: LABEL, API NAME, TYPE, DESCRIPTION, LAST MODIFIED, and DEPLOYED. The table lists various standard objects like Account, Activity, Alternative Payment Method, etc.

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Account	Account	Standard Object			
Activity	Activity	Standard Object			
Alternative Payment Method	AlternativePaymentMethod	Standard Object			
API Anomaly Event Store	ApiAnomalyEventStore	Standard Object			
Appointment Invitation	AppointmentInvitation	Standard Object			
Appointment Invitee	AppointmentInvitee	Standard Object			
Appointment Topic Time Slot	AppointmentTopicTimeSlot	Standard Object			
Asset	Asset	Standard Object			
Asset Action	AssetAction	Standard Object			
Asset Action Source	AssetActionSource	Standard Object			
Asset Relationship	AssetRelationship	Standard Object			
Asset State Period	AssetStatePeriod	Standard Object			

2. Click create, select custom object.



The screenshot shows the Salesforce Object Manager interface with the 'Create' button highlighted by a red arrow. A dropdown menu is open, showing 'Custom Object' as the selected option. The table below lists standard objects.

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Account	Account	Standard Object			
Activity	Activity	Standard Object			
Alternative Payment Method	AlternativePaymentMethod	Standard Object			
API Anomaly Event Store	ApiAnomalyEventStore	Standard Object			
Appointment Invitation	AppointmentInvitation	Standard Object			
Appointment Invitee	AppointmentInvitee	Standard Object			
Appointment Topic Time Slot	AppointmentTopicTimeSlot	Standard Object			
Asset	Asset	Standard Object			
Asset Action	AssetAction	Standard Object			
Asset Action Source	AssetActionSource	Standard Object			
Asset Relationship	AssetRelationship	Standard Object			
Asset State Period	AssetStatePeriod	Standard 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 Example: Account
Plural Label Example: Accounts
Starts with vowel sound ☐

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

Object Name Example: Account

Description

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

Content Name

Enter Record Name Label and Format

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

Record Name Example: Account Name

Data Type



Search Setup



Setup Home Object Manager

SETUP New Custom Object

TEXT

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

Review

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

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- ☐ Allow Activities
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Save Save & New Cancel

Activate Windows
Go to Settings to activate Windows.

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.

The screenshot shows the Salesforce Setup interface for the 'Job posting site' object. The 'Fields & Relationships' tab is selected, displaying a table of existing fields. A red box highlights the 'New' button in the top right corner of the tab area. Another red box highlights the 'Fields & Relationships' link in the left sidebar. A third red box highlights the 'Quick Find' search bar above the table.

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
Site Name	Name	Text(80)		✓

Activate Win
Go to Settings to

2. Select the data type as URL.

The screenshot shows the 'New' field dialog in the Salesforce Setup interface. The 'Fields & Relationships' link in the left sidebar is highlighted with a red box. The 'URL' data type is selected in the list of options, also highlighted with a red box. The dialog provides a description for the URL data type: 'Allows users to enter any valid website address. When users click on the field, the URL will open in a separate browser window.'

Activate Win
Go to Settings to

3. Click Next.

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

The screenshot shows the Salesforce Setup interface. The top navigation bar includes 'Setup', 'Home', and 'Object Manager'. The left sidebar lists various setup options, with 'Fields & Relationships' selected. The main content area is titled 'Step 2. Enter the details' and shows the configuration for a new field named 'Job Posting Site URL'. The 'Field Label' is set to 'Job Posting Site URL', and the 'Field Name' is 'Job_Posting_Site_URL'. The 'Description' and 'Help Text' fields are empty. The 'Required' checkbox is checked, and the 'Auto add to custom report type' checkbox is also checked. The 'Default Value' field is empty, and the 'Show Formula Editor' link is visible. The bottom right corner of the form has 'Previous', 'Next', and 'Cancel' buttons.

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
List View Button Layout
Restriction Rules

Step 2. Enter the details Step 2 of 4

Field Label

Field Name

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

Default Value

Use formula syntax. Enclose text and picklist value API names in double quotes ("the_text"). Include numbers without quotes (25). Show percentages as decimals (.16), and express date calculations in the standard format: (Today) + 7). To reference a field from a Custom Metadata type record use: \$CustomMetadata.Type__mdt.RecordAPINameField__c.

Previous Next Cancel

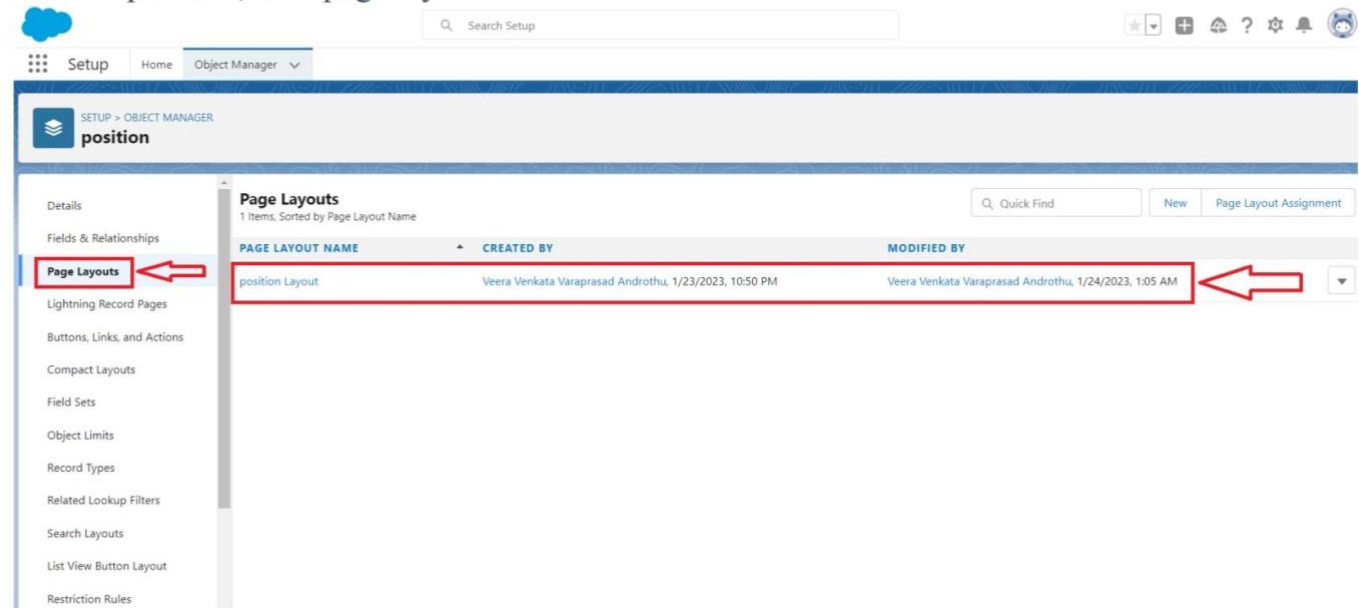
5. Click Next, Next, and click Save & New.

Activate Windows
Go to Settings to activate

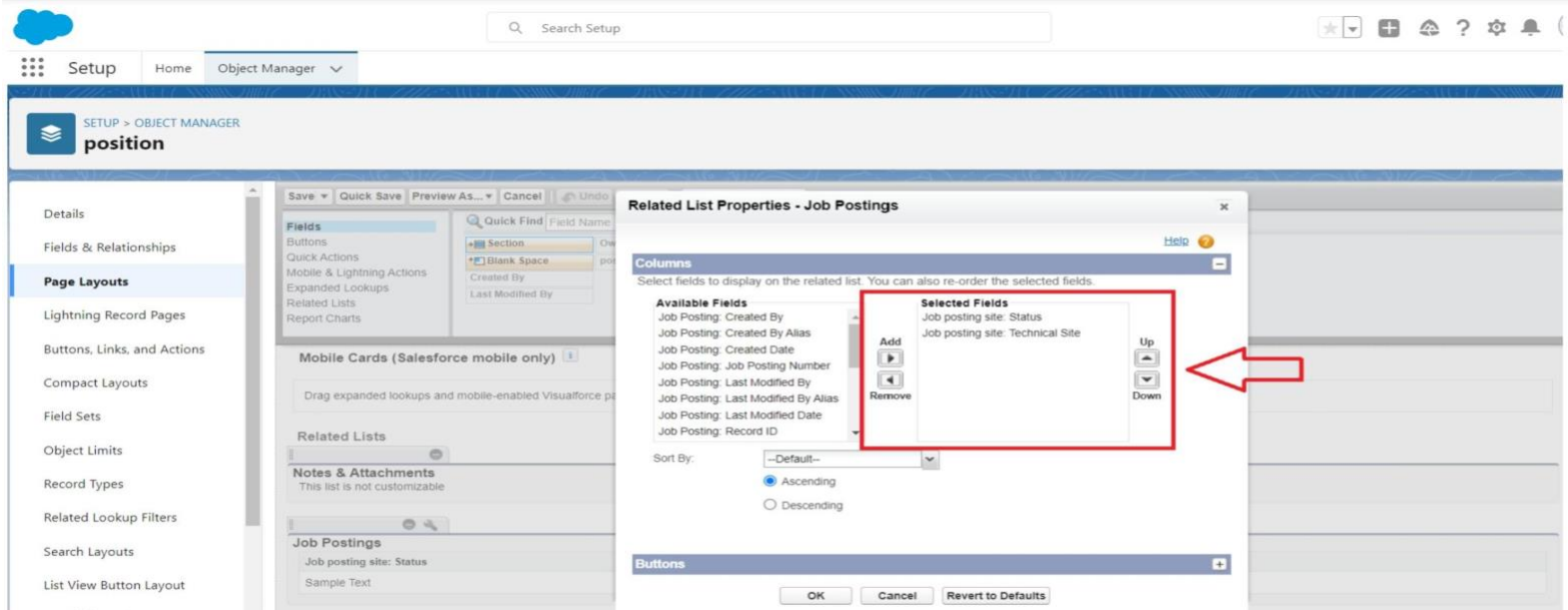
Activity-1

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.



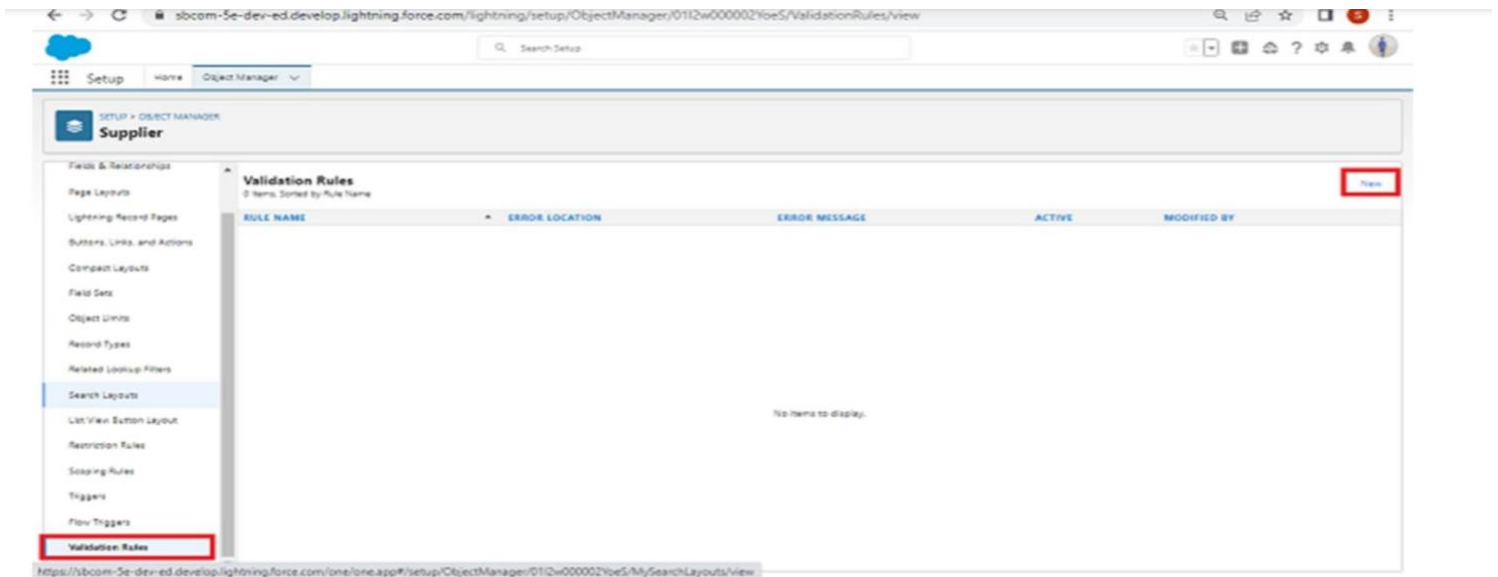
8. Click ok, then save.

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.

Supplier | Salesforce

sbcom-5e-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w000002YoeS/ValidationRules/new

Search Setup

Setup Home Object Manager

Supplier

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

List View Button Layout

Restriction Rules

Scoping Rules

Triggers

Flow Triggers

Supplier Validation Rule

Define a validation rule by specifying an error condition and a corresponding error message. The error condition is written as a Boolean formula expression that returns true or false. When the formula expression returns true, the save will be aborted and the error message will be displayed. The user can correct the error and try again.

Validation Rule Edit

Save Save & New Cancel

Rule Name:

Active: ☒

Description:

Quick Tip: [Access & Functions](#)

Error Condition Formula

Example: `Discount_Percent > 30` [View 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

-- All Function Categories --

ABS

ACOS

ADDMONTHS

AND

ASCII

ASIN

ABS(number)

Returns the absolute value of a number, a number without its sign

[Help on this Function](#)

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

Supplier | Salesforce

sbcom-5e-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w000002YoeS/ValidationRules/new

Search Setup

Setup Home Object Manager

Supplier

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

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Triggers

Flow Triggers

Supplier Validation Rule

Error Condition Formula

Example: `Discount_Percent > 30` [View 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

-- All Function Categories --

ISCLONE

ISNEW

ISNULL

ISNUMBER

ISOWEEK

ISQTYEAR

ABS(number)

Returns the absolute value of a number, a number without its sign

[Help on this Function](#)

Error Message

Example: `Discount percent cannot exceed 30%`

This message will appear when Error Condition Formula is true

Error Message:

This error message can either appear at the top of the page or below a specific field on the page

Error Location: ☒ Top of Page ☐ Field

Save Save & New Cancel

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

The screenshot shows the Salesforce Setup interface. On the left, the 'Users' link is highlighted in the sidebar. In the main content area, the 'All Users' page is displayed. A red arrow points to the 'New User' button in the top right corner of the table.

Action	Full Name	Alias	Username	Role	Active	Profile
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input checked="" type="checkbox"/>	System Administrator
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
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<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
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<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
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<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
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<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	John Doe	JD	john.doe@abc.com		<input type="checkbox"/>	Standard User
<input type="checkbox"/>	Jane Doe	JD	jane.doe@abc.com		<input type="checkbox"/>	Standard 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

The screenshot shows the Salesforce 'New User' setup page. The left sidebar contains a navigation menu with 'Users' selected. The main content area is titled 'New User' and includes a 'User Edit' section with a 'Save' button highlighted by a red arrow. Below this is the 'General Information' section, which contains a list of input fields for user details. A red box highlights these fields, with a red arrow pointing to it from the right. To the right of the 'General Information' section is the 'Required Information' section, which contains dropdown menus for 'Role', 'User License', and 'Profile'. A red box highlights these three dropdowns, with a red arrow pointing to it from the right. The 'Role' dropdown is set to '<None Specified>', the 'User License' dropdown is set to 'XOrg Proxy User', and the 'Profile' dropdown is set to 'Cross Org Data Proxy User'.

sbcom-5e-dev-ed.develop.lightning.force.com/lightning/setup/ManageUsers/page?address=%2F005%2F%3FretURL%3D%252F005%253FisUserEntityOverride%2...

Search Setup

Setup Home Object Manager

users

Users

Permission Set Groups
Permission Sets
Profiles
Public Groups
Queues
Roles
User Management Settings
Users

Feature Settings
Data.com
Prospector Users

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

New User

User Edit

Save Save & New Cancel

General Information

First Name
Last Name
Alias
Email
Username
Nickname
Title
Company
Department
Division

Required Information

Role: <None Specified>
User License: XOrg Proxy User
Profile: Cross Org Data Proxy User

Active: ☒
Marketing User: ☐
Offline User: ☐
Knowledge User: ☐
Flow User: ☐
Service Cloud User: ☐
Site.com Contributor User: ☐
Site.com Publisher User: ☐
WDC User: ☐
Data.com User Type: --None--
Data.com Monthly Addition Limit: Default Limit (300)
Accessibility Mode (Classic Only): ☐
High-Contrast Palette on Charts: ☐

Activity-1

Creating a Permission Set:

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

Permission Sets | Salesforce

sbcom-5e-dev-ed.develop.lightning.force.com/lightning/setup/PermSets/home

Search Setup

Setup Home Object Manager

permission sets

Users

Permission Sets

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

On this page you can create, view, and manage permission sets. In addition, you can use the Salesforce mobile app to assign permission sets to a user. Download Salesforce from the App Store or Google Play: [iOS](#) | [Android](#)

All Permission Sets Edit Delete Create New View

New

Action	Permission Set Label	Description	License
Del Clone	Billoval Pilot		
Clone	Buyer	Allows access to the store. Lets users see products and categories, ...	B2B Buyer Permission Set One Seat
Clone	Buyer Manager	Includes all Buyer capabilities, and allows access to manage carts a ...	B2B Buyer Manager Permission Set One Seat
Clone	CRM User	Denotes that the user is a Sales Cloud or Service Cloud user.	CRM User
Clone	Commerce Admin	Allow access to commerce admin features.	Commerce Admin Permission Set License Seat
Clone	Contact Center Admin	Manage Service Cloud Voice contact centers that use Amazon Con...	Service Cloud Voice User
Clone	Contact Center Agent	Access agent features in Service Cloud Voice contact centers that u ...	Service Cloud Voice User
Del Clone	Experience Profile Manager		Salesforce
Clone	Facility Manager	Lets users create, read, edit, and delete locations, subscriptions, que ...	Facility Manager
Clone	Field Service Mobile Standard Perm Set	Give your mobile workforce access to the Field Service mobile app. ...	Field Service Mobile
Clone	Merchandiser	Allow access to commerce merchandising features.	Commerce Merchandiser User Permission Set License Seat
Clone	Order Management Admin	Read Access to all entities enabled by Order Management	Lightning Order Management User

2. Enter label as: Supplier Permits and Save.

Permission Sets | Salesforce

sbcom-5e-der-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.

Permission Sets

Permission Set
Create

Save Cancel

Enter permission set information

Label

API Name

Description

Session Activation Required ☐ (1)

Select the type of users who will use this permission set

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 the permission set license auto-assigned with the permission set.

Not sure what a permission set license is? [Learn more here.](#)

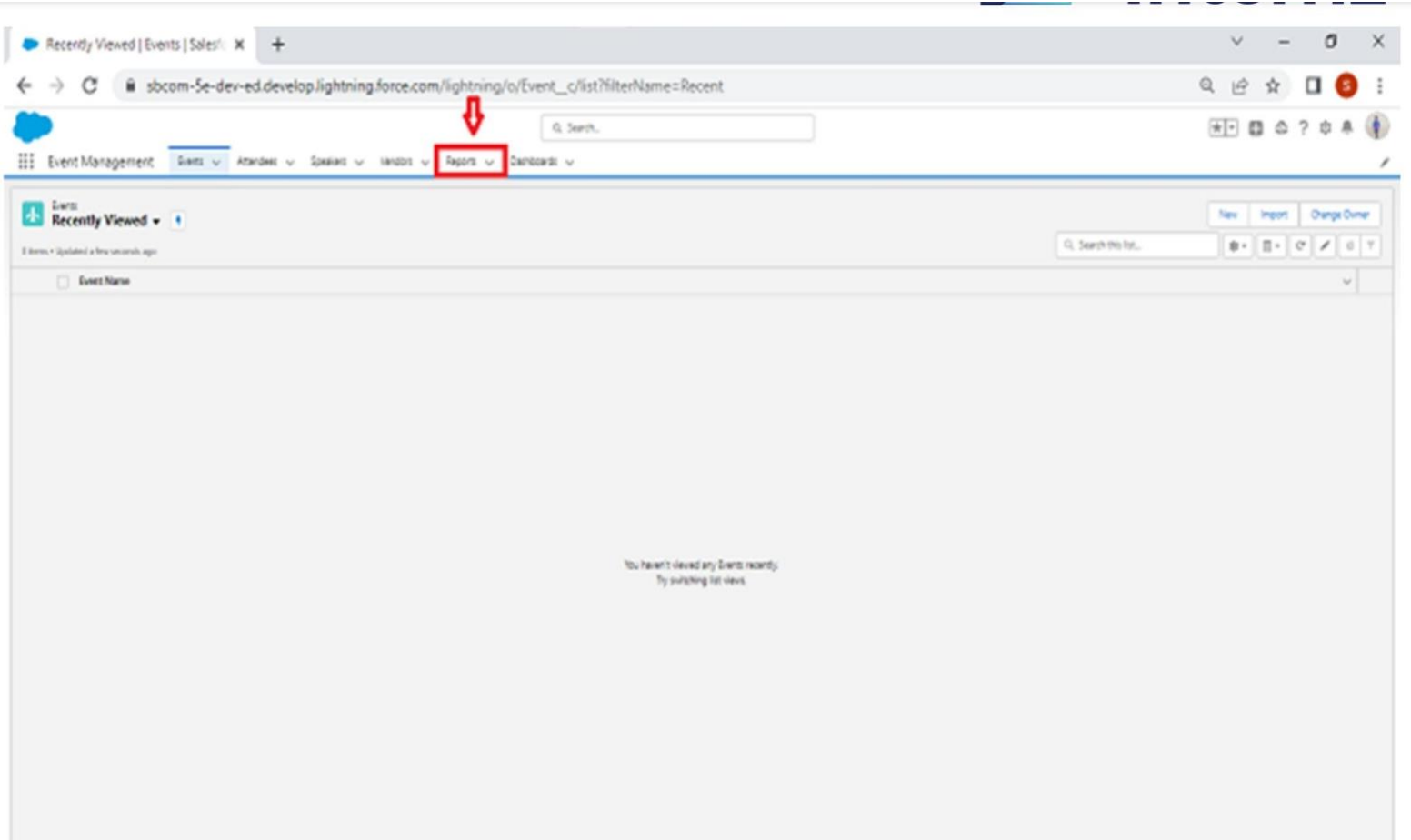
License

Save Cancel

Activity-1

Reports:

1. From the Reports tab, click New Report.



Reports | Salesforce

sbcom-5e-dev-ed.develop.lightning.force.com/lightning/o/Report/home?queryScope=mru

Q Search...

Event Management | Guests | Attendees | Speakers | Vendors | Reports | Dashboards

Recent Reports

Q Search recent reports... **New Report** New Report Salesforce Classic New Folder

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	New Suppliers Report		MS reports	Mohd Nadeem	22/1/2023 8:42 am	
Created by Me	Order details with bill no and order sta		MS reports	Mohd Nadeem	23/1/2023 8:40 am	
Private Reports	New Products with Category ID Report		MS reports	Mohd Nadeem	23/1/2023 8:28 am	
Public Reports	Sales Rep Win Rates	How well are my sales reps closing?	Global Sales Reports	Mohd Nadeem	30/12/2022 11:58 am	
All Reports	Sample Flow Report Screen Flows	Which flows run, what's the status of each inter- view, and how long do users take to complete the screens?	Public Reports	Automated Process	4/12/2022 10:12 am	
FOLDERS	Accounts by Market		Residential Reports	Mohd Nadeem	30/12/2022 4:19 pm	
All Folders	Open Support Cases		Residential Reports	Mohd Nadeem	2/1/2023 5:28 pm	
Created by Me	Rated Accounts by State		Residential Reports	Mohd Nadeem	2/1/2023 5:01 pm	
Shared with Me	High Value Residential		Residential Reports	Mohd Nadeem	30/12/2022 4:23 pm	
FAVORITES	Central and Eastern Target Accounts	Who are our important customers in the Central and Eastern states?	Marketing Reports	Mohd Nadeem	30/12/2022 11:19 am	
All Favorites	Users Not Logged in Last 7 Days	Who hasn't logged in the last 7 days?	Adoption Reports	Mohd Nadeem	30/12/2022 11:24 am	
	Opportunities by Rep	What opportunities do reps have in the pipeline?	Global Sales Reports	Mohd Nadeem	30/12/2022 11:01 am	
	Pipeline Month Report Current PQ	How big are the deals at each stage in the pipeline this PQ?	Global Sales Reports	Mohd Nadeem	30/12/2022 11:40 am	
	Opportunities by Rep and Close Month	What opportunities do your sales reps have in the pipeline and when do they close?	Global Sales Reports	Mohd Nadeem	30/12/2022 11:54 am	
	Hotel reservation list report	created just for the demo purpose. It doesn't include any conditions and requirement	Private Reports	Mohd Nadeem	23/12/2022 5:52 pm	

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

Create Report

Category

Recently Used

All

Accounts & Contacts

Opportunities

Customer Support Reports

Leads

Campaigns

Activities

Contracts and Orders

Price Books, Products and Assets

Administrative Reports

File and Content Reports

Individuals

Other Reports

Hidden Report Types

Select a Report Type

Q Search Report Types...

Report Type Name	Category
Accounts	Standard
Contacts & Accounts	Standard
Accounts with Partners	Standard
Account with Account Teams	Standard
Accounts with Contact Roles	Standard
Accounts with Assets	Standard
Contacts with Assets	Standard
Accounts with SolarBots	Standard
Account History	Standard
Contact History	Standard
D&B Company with and without Accounts	Standard
Opportunities	Standard
Opportunities with Products	Standard
Opportunities with Contact Roles	Standard
Opportunities with Partners	Standard
Opportunities with Competitors	Standard
Opportunity History	Standard
Opportunity Field History	Standard
Opportunity Trends	Standard

Details

Accounts
Standard Report Type

Start Report

Details Fields (71)

Created By You

- Accounts by Market
Last Used 1/3/2023
- Rated Accounts by State
Last Used 1/2/2023
- High Value Residential
Last Used 1/2/2023

Created By Others
No Reports Yet

Objects Used in Report Type

- Role
- Account
- Operating Hours
- Asset

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

The screenshot shows the Salesforce Report Builder interface. The report is titled 'New Accounts Report' and is based on the 'Accounts' object. The report preview shows a table with the following columns: Last Activity, Account Owner, Account Name, Billing State/Province, Type, Rating, and Last Modified Date. The table contains 8 rows of data. A red arrow points to the 'Run' button in the top right corner of the report preview area.

Last Activity	Account Owner	Account Name	Billing State/Province	Type	Rating	Last Modified Date
1	Muhd Nadeem	United Oil & Gas, Singapore	-	Customer - Direct	Medium	18/01/2023
2	Muhd Nadeem	United Oil & Gas, UK	-	Customer - Direct	Medium	18/01/2023
3	Muhd Nadeem	University of Arizona	-	Customer - Direct	Warm	18/01/2023
4	Muhd Nadeem	Whitney Korte Household	-	Residential	Hot	18/01/2023
5	Muhd Nadeem	Whitney Korte Household	-	Residential	Hot	18/01/2023
6	Muhd Nadeem	Anna Jovan	-	Customer - Direct	Warm	18/01/2023
7	Muhd Nadeem	guy's ranch	-	Installation Partner	Cold	18/01/2023
8	Muhd Nadeem	Pat Heath Household	-	Residential	Cold	18/01/2023

Trailhead Profile Public URL

Team leader - <https://trailblazer.me/id/mani143s>

Team member 1- <https://trailblazer.me/id/kathp16>

Team member 2- <https://trailblazer.me/id/nirab2>

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

Advantages & Disadvantages

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.