



PROJECT REPORT TEMPLATE

RECRUITING ASSISTANT FOR HR MANAGER

1.INTRODUCTION

1.1OVERVIEW

A Human Resource[HR] Assistant is a professional who is responsible for the daily administrative and HR duties of an organization.

1.2 PURPOSE

Assist in the recruitment process by identifying candidates, conducting reference checks, and issuing employment contracts.HR manager will lead and direct the routine functions of Human Resource (HR) department including hiring and interviewing staff.

2. PROBLEM DEFINITION & DESIGN THINKING

2.1. EMPATHY MAP

2.2. IDEATION & BRAINSTORMING MAP

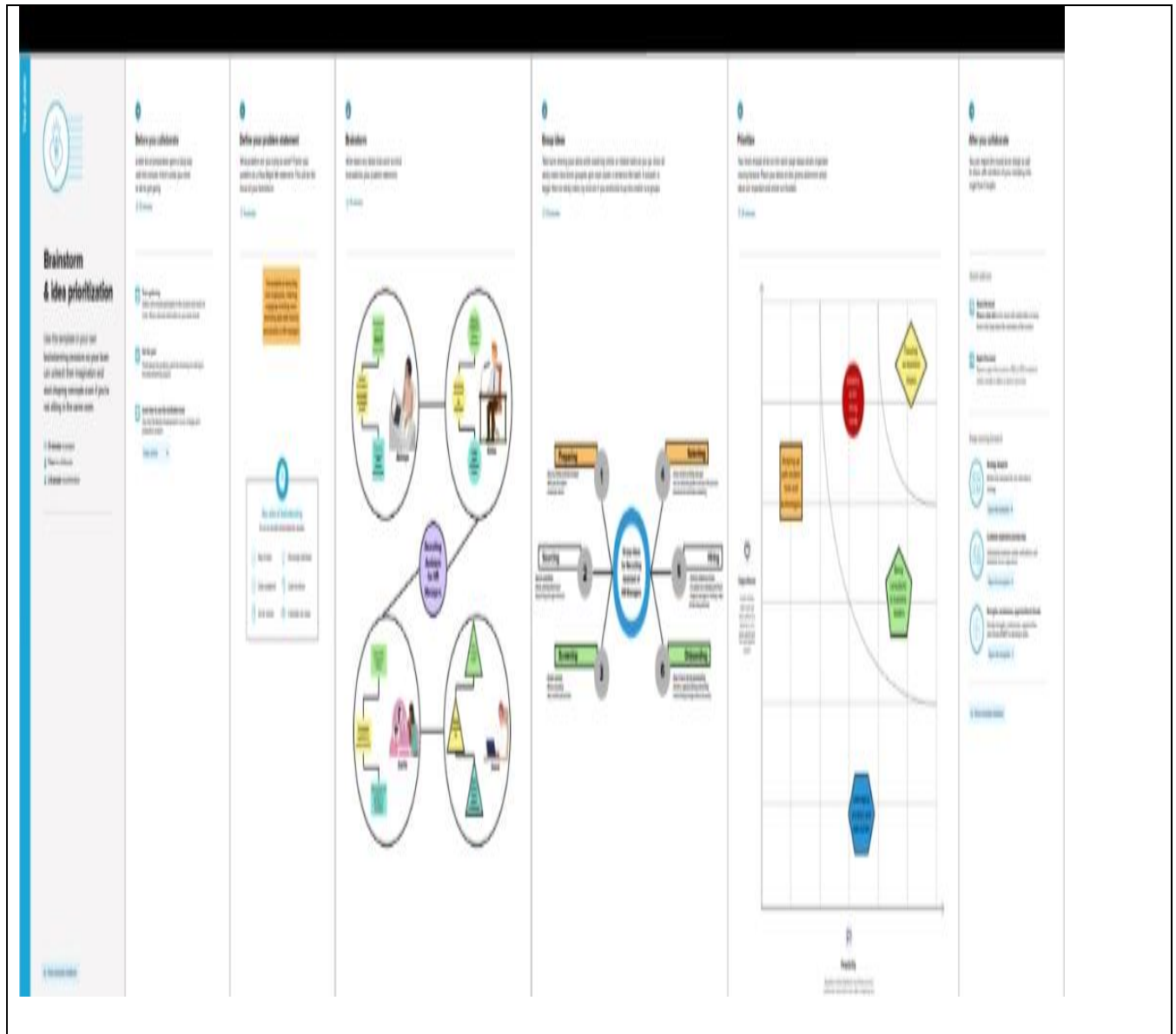
2.1. EMPATHY MAP

An empathy map is a collaborative tool teams use to gain a deeper insight into their customers. The empathy map was originally created by Dave Gray and has gained much popularity within the agile community.



2.2.IDEATION & BRAINSTORMING MAP

Brainstorming is a group solving method that involves the spontaneous contribution of creative ideas and solutions.



3.RESULT

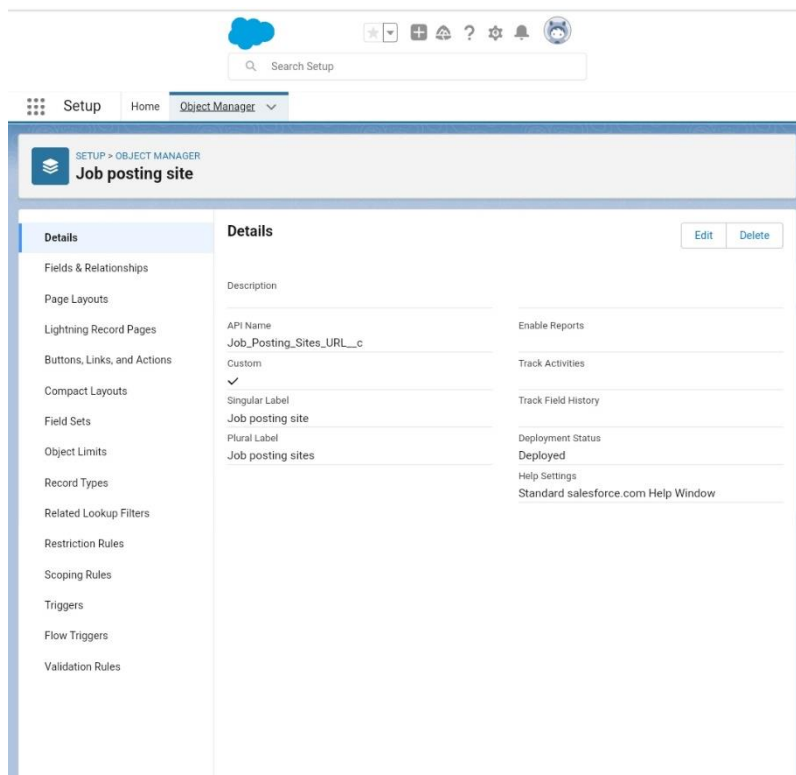
3.1 DATA MODEL:

OBJECT NAME	FIELD IN THE OBJECT	
Obj:1	Field label	Data type
	Job posting site	Text
	Review	Auto number
Obj:2	Field label	Data type
	Job posting	Auto number
	Relationship	Auto number

3.2.ACTIVITY & SCREENSHOT

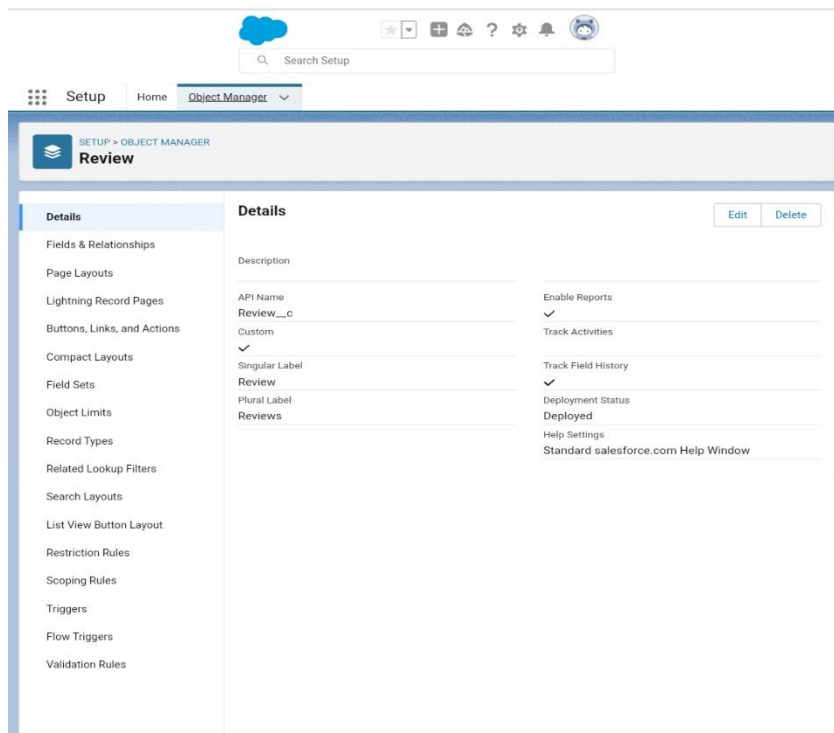
ACTIVITY:1 [Job Posting Site]

Job provide an interface where they discover, learn, and apply for relevant open positions.



ACTIVITY:2 [Review]

A Job review needs to be accurate, up-to-date, and a useful management tool.



ACTIVITY:3[Job Posting]

Job posting summarizes the essential responsibilities, activities, qualifications and skills for a role.

The screenshot shows the Salesforce Setup interface. At the top, there's a navigation bar with 'Setup', 'Home', and 'Object Manager'. Below this, the 'Job Posting' object is selected. The left sidebar lists various configuration options for the object, including 'Details', 'Fields & Relationships', 'Page Layouts', 'Lightning Record Pages', 'Buttons, Links, and Actions', 'Compact Layouts', 'Field Sets', 'Object Limits', 'Record Types', 'Related Lookup Filters', 'Restriction Rules', 'Scoping Rules', 'Triggers', 'Flow Triggers', and 'Validation Rules'. The main content area is titled 'Details' and contains several fields: 'Description', 'API Name' (Job_Posting__c), 'Custom' (checked), 'Singular Label' (Job Posting), 'Plural Label' (Job Postings), 'Enable Reports', 'Track Activities', 'Track Field History', 'Deployment Status' (Deployed), 'Help Settings', and 'Standard salesforce.com Help Window'. There are 'Edit' and 'Delete' buttons in the top right corner of the details section.

Details	
Description	
API Name	Job_Posting__c
Custom	✓
Singular Label	Job Posting
Plural Label	Job Postings
Enable Reports	
Track Activities	
Track Field History	
Deployment Status	Deployed
Help Settings	
Standard salesforce.com Help Window	

ACTIVITY:4[Relationship]

The employment relationship is the legal link between employers and employees.

The screenshot shows the Salesforce Setup interface. At the top, there's a navigation bar with the Salesforce logo, a search bar labeled "Search Setup", and several utility icons. Below this, the "Setup" menu is open, showing "Home" and "Object Manager". The "Object Manager" dropdown is selected, leading to the "Relationship" object page. The page title is "SETUP > OBJECT MANAGER Relationship". On the left, a sidebar lists various configuration options for the Relationship object: Details (selected), Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, Restriction Rules, Scoping Rules, Triggers, Flow Triggers, and Validation Rules. The main content area is titled "Details" and contains a table of configuration settings. The table has two columns: the first column lists the setting name, and the second column shows the current value. The settings include: Description (empty), API Name (Relationship__c), Custom (checked), Singular Label (Relationship), Plural Label (Relationships), Enable Reports (unchecked), Track Activities (unchecked), Track Field History (unchecked), Deployment Status (Deployed), Help Settings (Standard salesforce.com Help Window), and a link to Edit or Delete the object.

Details		Edit	Delete
Description			
API Name	Relationship__c		
Custom	✓		
Singular Label	Relationship		
Plural Label	Relationships		
Enable Reports			
Track Activities			
Track Field History			
Deployment Status	Deployed		
Help Settings	Standard salesforce.com Help Window		

4. TRAILHEAD PROFILE PUBLIC URL

TEAM LEAD -trailblazer.me/id/abinj11

TEAM MEM 1-trailblazer.me/id/aarim13

TEAM MEM 2-trailblazer.me/id/arask20

TEAM MEM 3-trailblazer.me/id/jeeva27

5. ADVANTAGES AND 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

DISADVANTAGES:

- 1.Maintaining a safe distance
- 2.Higher competition
- 3.Lower recognition value
- 4.Greater experience expected
- 5.Conflicts of opinion

6. APPLICATIONS

1. Human resource management is the strategic approach to nurturing and supporting employees and ensuring a positive workplace environment.

2.Its functions vary across different businesses and industries, but typically include recruitment, benefits Compensation, training and development, employee relation.

7.CONCLUSION

The soft and hard Human Resource Management influence on the business and lets them development rapidly. It can improve employee's motivation.

8.FUTURE SCOPE

The role of HR is continuously evolving, and HR professionals can aim to learn about the trends, technologies and operational changes shaping the future of business.