

## **INTRODUCTION**

### **1.1 OVERVIEW**

*Human resources managers are leaders within HR departments, overseeing the functions of an organization that takes care of its workers. The role can vary depending on where you work, but many of the core responsibilities are consistent across organizations.*

*Human Resource management (HRM) is the strategic and coherent approach to the effective and efficient management of people in a company or organization such that they help their business gain a competitive advantage. It is designed to maximize employee performance in service of an employee strategic objectives. HRM is an recruiting, hiring, deploying, managing an organization employees.*

*To use human resources as effectively as possible. To ensure the best possible working relationships among all members of the organization. To assist individuals to reach their highest potential.*

### **1.2 PURPOSE:**

*Purpose of HR*



*The Purpose of to maximize the productivity of an organization by optimizing the effectiveness of its employee. This mandate is unlikely to change in any fundamental way, despite the ever increasing pace of change in the business world.*

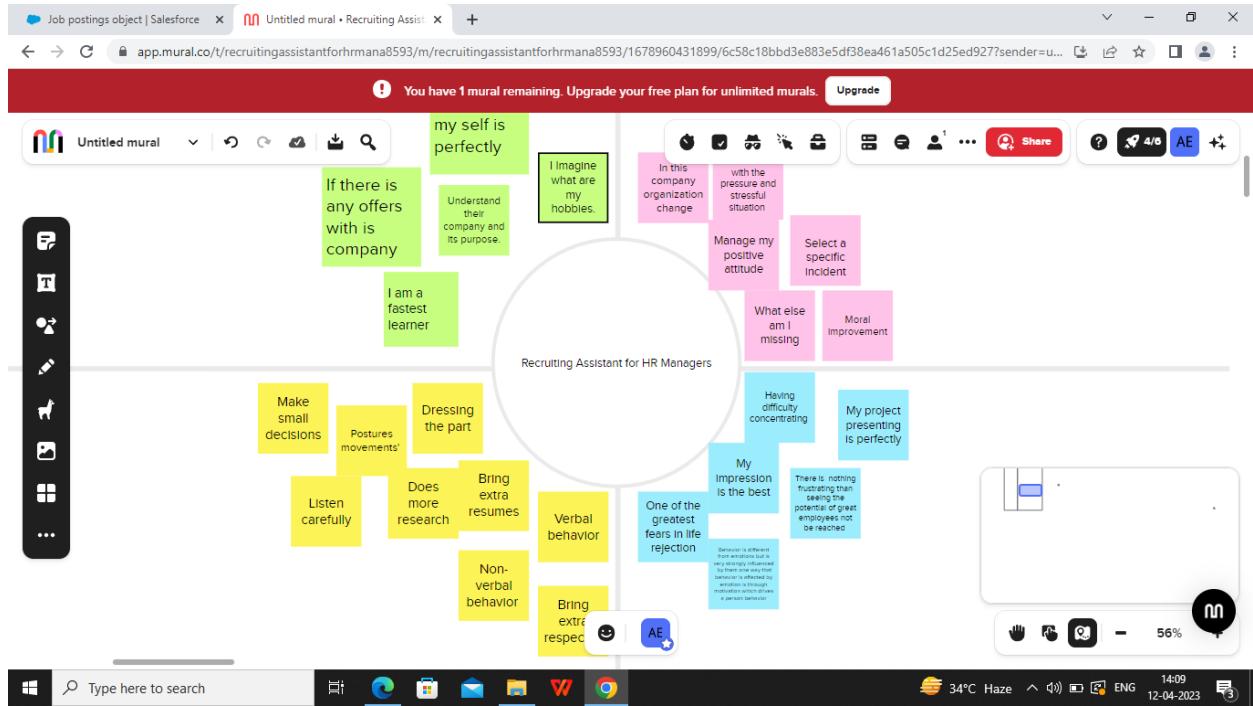
*Help the organization achieve its goals by providing and maintaining productive employees. Efficiently make use of the skills and abilities of each employee. Make sure employee have or receive the proper training.*

*HRM basics function: staffing, training and development, motivation, maintenance*

## ***PROBLEM DEFINITION AND DESIGN THINKING***

### ***2.1 EMPATHY MAP***





## 2.2 IDEATION AND BRAIN STORMING MAP

You have 1 mural remaining. Upgrade your free plan for unlimited murals. [Upgrade](#)

Untitled mural

**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 →

**PROBLEM**

Time management and communication, wrong questions inconsistency between candidates, Bias, Interview fatigue, Interviews are inherently dishonest

To do

Stay in touch

34°C Haze 14:09 12-04-2023



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Untitled mural • Recruiting Assistant

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**Person 1**

Early waking	Active listening	stay positive

**Person 2**

lentight sleep avoid	Friendliness	very your interview routine

**Person 3**

Schedule time for self-care	confidents	care for your body

**Person 4**

Battle procrastinations	respect	renew your motivation

**Person 5**

Minimize distractions	giving and receiving feedback	establish boundaries

**Person 6**

Do one thing at a time	Volume and clarity	take a break

**Person 7**

Prioritize high-value activities	understanding nonverbal cues	review after interviews

**Person 8**

Be intentional about your to-do list	responsiveness	In

Type here to search

34°C Haze 14:16 12-04-2023

Untitled mural • Recruiting Assistant

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**Mural basics**

**3 Group ideas**  
Take turns sharing your ideas until clustering similar or related notes as you go. Once all sticky notes have been grouped, give each cluster a sentence-like label. If a cluster is bigger than six sticky notes, try and break it up into smaller sub-groups.

20 minutes

1. One of the greatest fear in life is rejection in on interview	2. Having difficulty concentrating	3. Organization change, morale improvement, mentor a positive attitude, select a specific incident	4. Passionate about your work and suitably qualified
--	------------------------------------	--	--

**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

Importance	Impact
If each of these tasks were done without any other tasks, which would take the longest?	What would happen if we did not do this task?

Type here to search

36°C Sunny 14:46 12-04-2023



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## ***RESULT***

### ***3.1 DATA MODEL***

Object name	Fields in the object	
Job posting site	Field label Job posting site URL Status	Data type URL URL
Custom object	Field label Job posting site Review	Data type Text Auto Number

### ***3.2 ACTIVITY AND SCREENSHOT***

***Milestone 1:***

***Description for Salesforce:***

*In this Salesforce , we are going to take a look at a getting a*



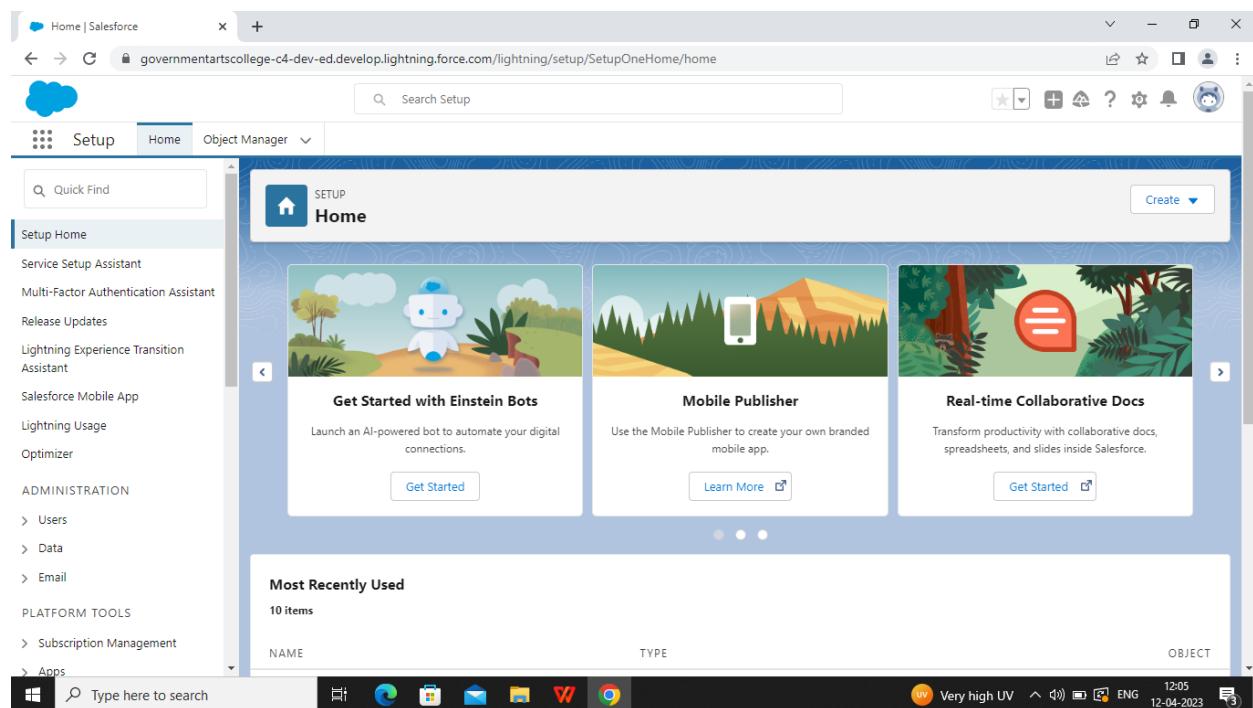
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*Life time free Salesforce developer account . So we can created the*

*Salesforce Developer Org get started.*

*The Screenshot are pasted below*

*Creation of developer account:*



*Milestone2:*

*Description for Recruiting app package:*

*A recruitment app package covers all stages of the hiring process and helps employers and job seekers*

*connect on an easy-to-navigate platform. These HR tools are efficient in streamlining activities and processes, resulting in improved quality. People use them to post job openings, find suitable candidates, and look for jobs.*

*In Salesforce , a package is a collection of Apex classes, Visual force pages, triggers, and other components that can be installed into an organization.*

*There are two types of package:*

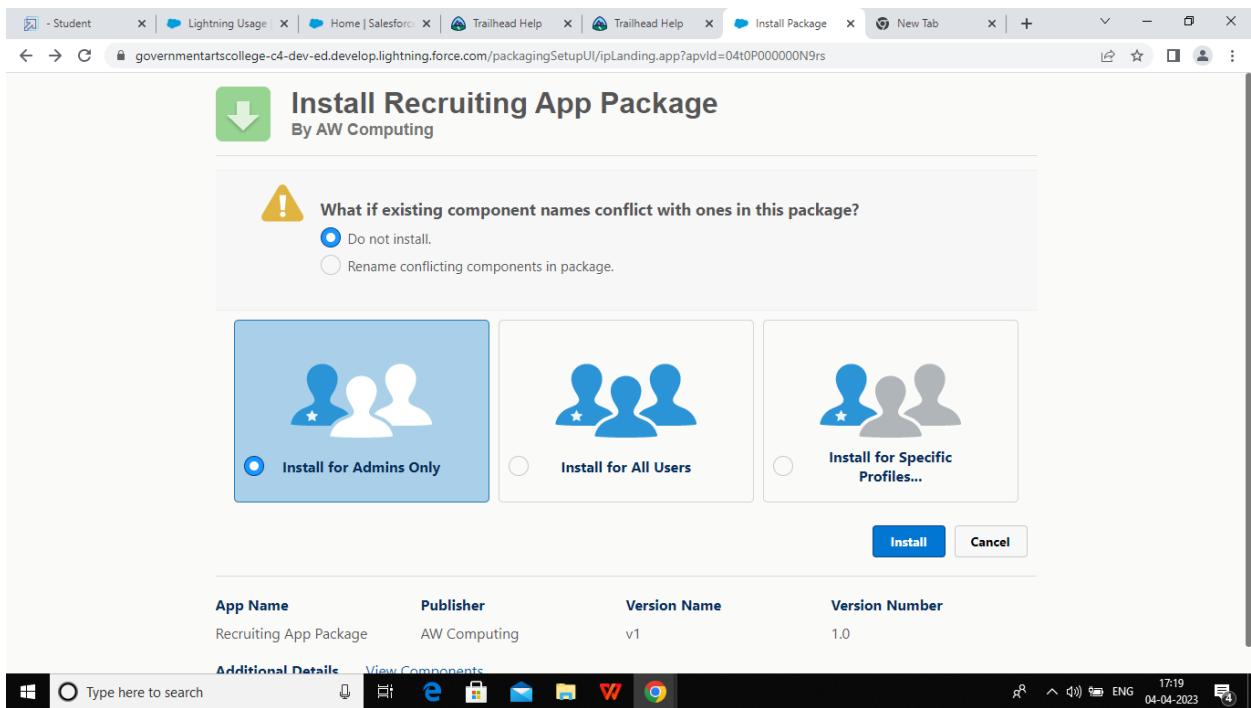
*Managed and Unmanaged*

*Managed packages are developed and distributed by (Independent Software Vendors) and can be installed from the Salesforce App Exchange while unmanaged packages are created and distributed by Salesforce administrators within an organization. To install a package, an administrator can navigate to the App Exchange, find the desired package, and click the install button. The administrator will then be prompted to login to their Salesforce organization and provide permission to install the package.*

*The screenshot are pasted below:*

*Package Installation for Recruiting App:*





## Milestone 3:

### Description for 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)*

*Custom object features:*

*Build page layout to control which fields users can view and edit when entering data for the custom object records.*

*Import custom objects records.*

*Track tasks and events for custom records.*

*Create reports and dashboards to analyze custom object data.*

*Salesforce object of two types:*

*Standard objects: Standard objects are the kind of objects that are provided by Salesforce.com such as users, contacts, reports, dashboards, etc.*

*Custom objects: custom objects are those objects that can be 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.*

*The screenshots are pasted below:*

*Custom objects for Job posting sites:*



The screenshot shows the Salesforce Setup interface with the 'Object Manager' selected. A specific object, 'Job posting site', is being viewed. The left sidebar lists various configuration options: Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, and Search Layouts. The main panel displays the 'Details' tab for the 'Job posting site' object. The 'Description' field is empty. The 'API Name' is set to 'Job\_posting\_site\_\_c'. Under the 'Custom' section, the 'Singular Label' is 'Job posting site' and the 'Plural Label' is 'Job posting sites'. On the right side, there are checkboxes for 'Enable Reports' (unchecked), 'Track Activities' (unchecked), 'Track Field History' (unchecked), and 'Deployment Status' (checked). The status is 'Deployed'. There is also a link to 'Help Settings' and 'Standard salesforce.com Help Window'. At the bottom right of the main panel are 'Edit' and 'Delete' buttons.

## Custom objects for Review:

The screenshot shows the Salesforce Setup interface with the 'Object Manager' selected. A specific object, 'Review', is being viewed. The left sidebar lists various configuration options: Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, and Search Layouts. The main panel displays the 'Details' tab for the 'Review' object. The 'Description' field contains the text 'Represents an interviewer's assessment of a particular candidate'. The 'API Name' is set to 'Review\_\_c'. Under the 'Custom' section, the 'Singular Label' is 'Review' and the 'Plural Label' is 'Reviews'. On the right side, there are checkboxes for 'Enable Reports' (unchecked), 'Track Activities' (unchecked), 'Track Field History' (unchecked), and 'Deployment Status' (checked). The status is 'Deployed'. There is also a link to 'Help Settings' and 'Standard salesforce.com Help Window'. At the bottom right of the main panel are 'Edit' and 'Delete' buttons.



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## **Milestone 4**

### **Description for Tabs:**

*A tab is like a user interface that is used to build records for objects and view the records in the objects.*

*“A short projecting device. Such as a small flap or loop by which something may be grasped or pulled. A projection from a card used as an aid in filling”.*

*Custom tab is a user interface components which we create we create to display custom object data or other web content embedded in the application. We can find all these three tabs in different edition of Salesforce.*

*Standard objects tabs display data related to standard objects. Custom objects tabs display data related to custom objects. Web display in any external web-based application or web page in a Salesforce.com.*

*Three different kind of custom tabs:*

- 1. Custom object tab*
- 2. Web tab*
- 3. Visual force page.*
- 4. Standard object tab*



*Difference between tabs and objects in Salesforce:*

*Tab in Salesforce is a user interface to build records for objects and view records in objects.*

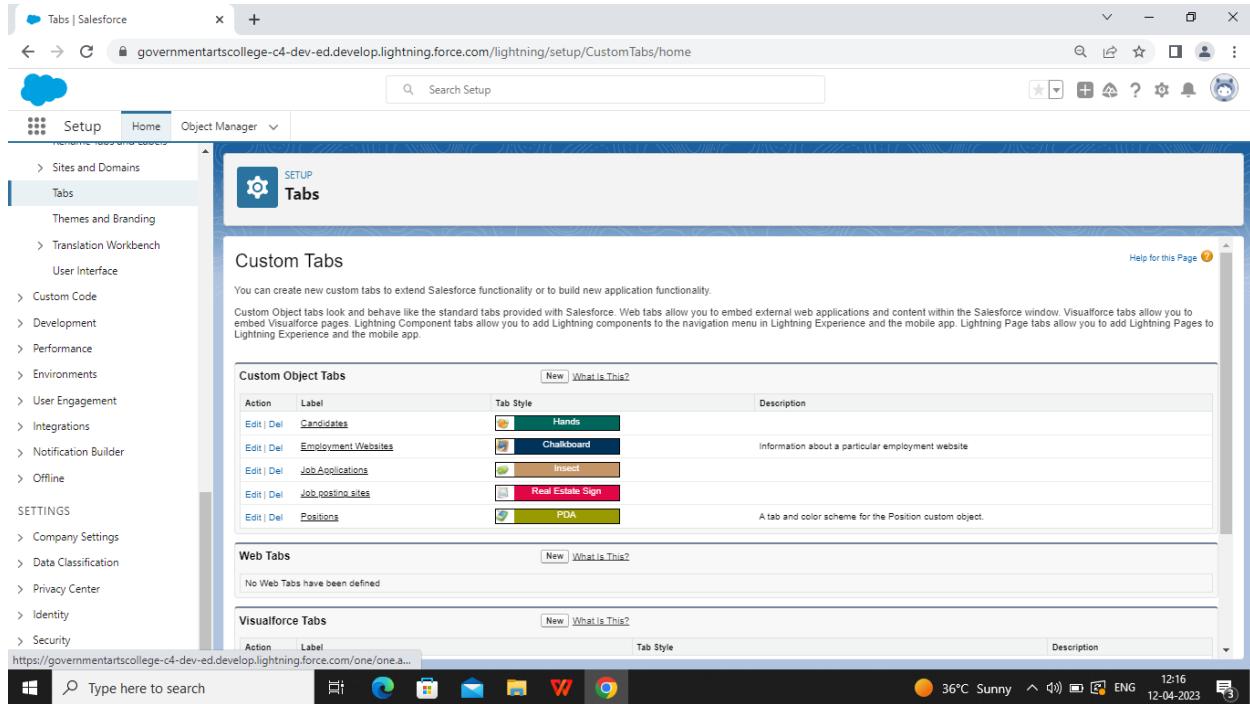
*Objects are the database tables that permit us to store data specific to the organization.*

*The screenshot are pasted in below:*

*Creating the custom tab:*



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## Milestone 5

### Description for fields:

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

*There are two type in Salesforce :*

*Standard fields: There are four fields in every custom object there are created by, last modified by, owner and the field at the time of 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 or edited from standard objects are standard fields.*

*Custom objects: The custom fields which are added by the administrator or developer to meet the business requirements of any organization.*

*They are or may not be required.*

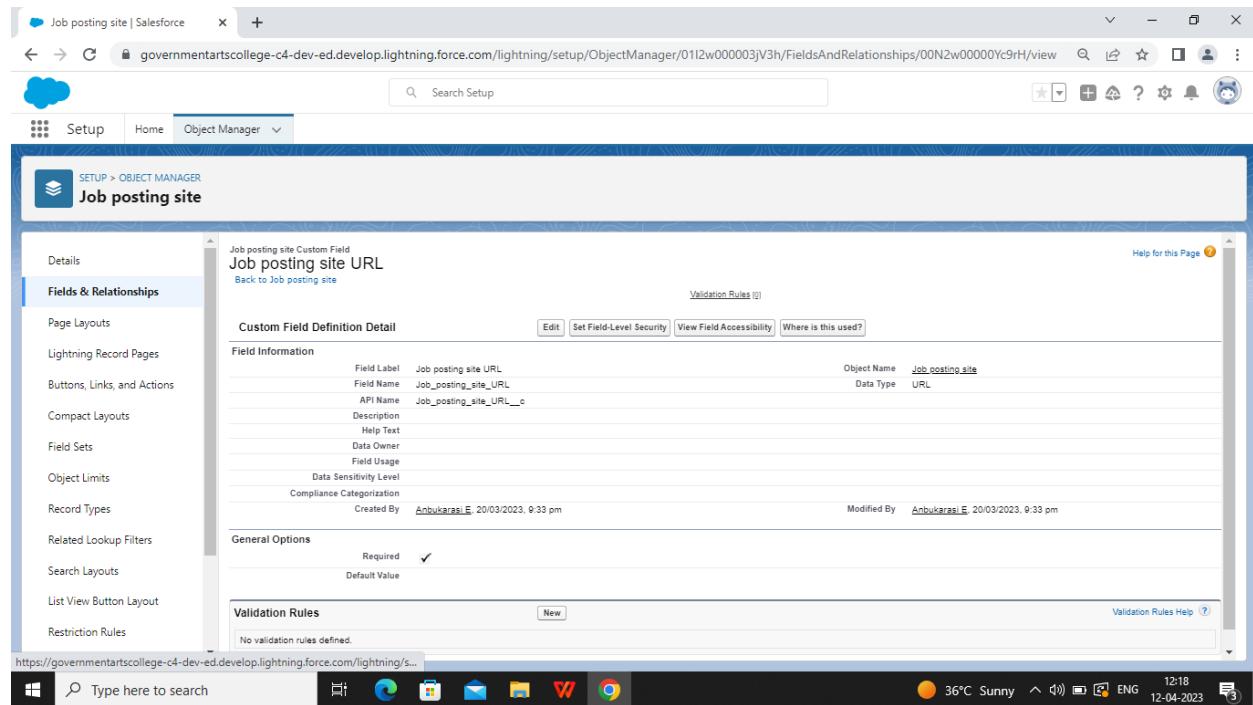
*The maximum number of Custom tabs available varies edition for Salesforce Contact manager edition, Group edition, Developer edition.*

*The screenshot are pasted in below:*



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## Create the new field for job posting site:



## Create the field for Status:



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The screenshot shows the Salesforce Setup interface for creating a custom field. The object is 'Job posting site'. The field name is 'status'. The field type is 'URL'. The field label is 'status'. The API name is 'status\_\_c'. The field is required. There are no validation rules defined.

Field Information	Value
Field Label	status
Field Name	status
API Name	status__c
Description	
Help Text	
Data Owner	
Field Usage	
Data Sensitivity Level	
Compliance Categorization	
Created By	Anbukarasi_E 20/03/2023, 9:34 pm
Modified By	Anbukarasi_E 20/03/2023, 9:34 pm

General Options	Value
Required	<input checked="" type="checkbox"/>
Default Value	

Validation Rules	Value
New	No validation rules defined.

## Create the field for Technical site

The screenshot shows the Salesforce Setup interface for creating a custom field. The object is 'Job posting site'. The field name is 'Technical site'. The field type is 'URL'. The field label is 'Technical site'. The API name is 'Technical\_site\_\_c'. The field is required. There are no validation rules defined.

Field Information	Value
Field Label	Technical site
Field Name	Technical_site
API Name	Technical_site__c
Description	
Help Text	
Data Owner	
Field Usage	
Data Sensitivity Level	
Compliance Categorization	
Created By	Anbukarasi_E 20/03/2023, 9:35 pm
Modified By	Anbukarasi_E 20/03/2023, 9:35 pm

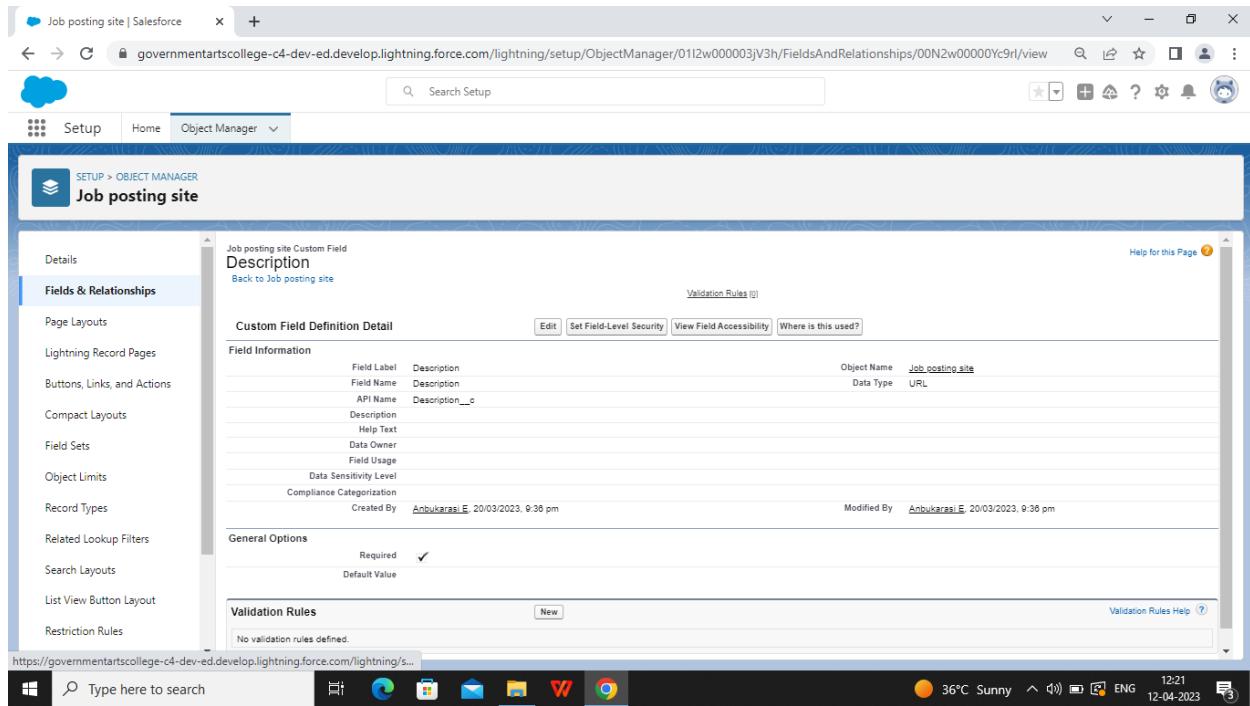
General Options	Value
Required	<input checked="" type="checkbox"/>
Default Value	

Validation Rules	Value
New	No validation rules defined.



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## Create the field for Description:



## Milestone 6:

### Description for Junction object

*“Junction object is a type of custom object which allows linking or custom object or one custom instance to many children records and each child can equally be liked in to many parents”.*

*HR’ recruiting app is to create a junction object is called a job posting site. A junction object is a custom object with two-master-detail relationships, and it is the key to making a many-to-many relationship. A job posting fits into the space between positions and employment*

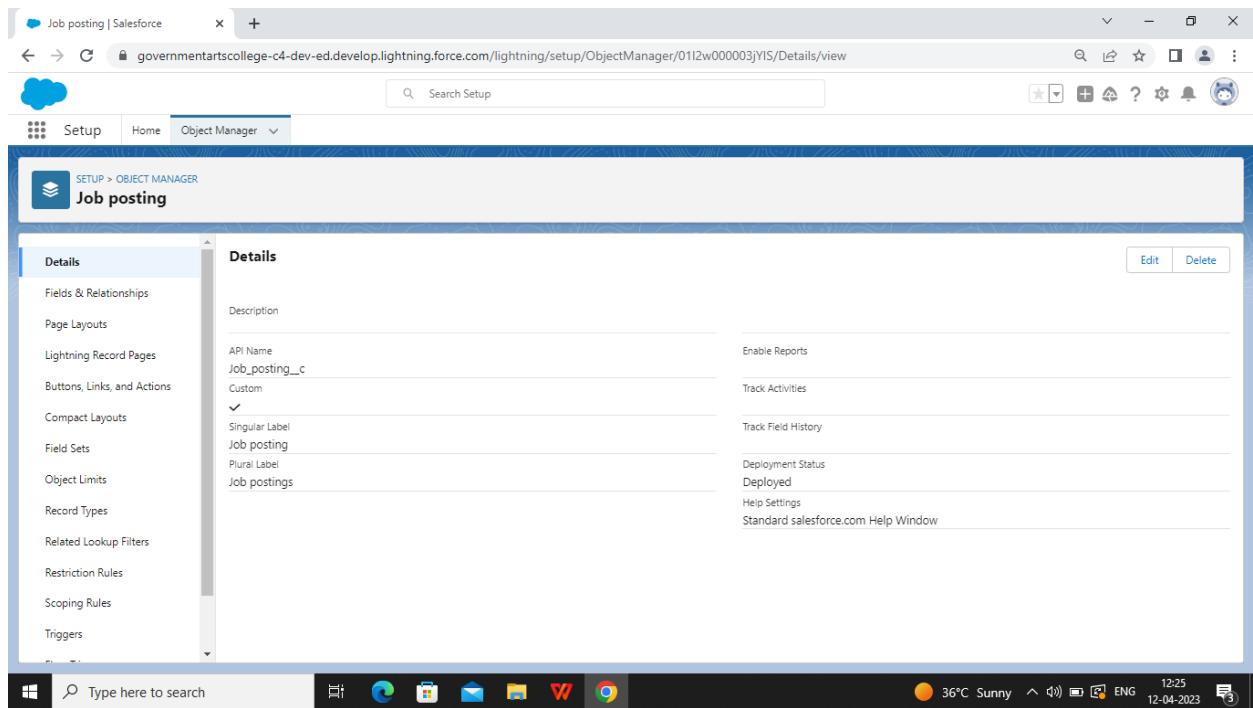
*websites.*

*In Salesforce, a junction object is a custom object that is used to create a many-to-many relationships 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 gave custom object for “projects” and another for “Teams”, a junction object could be used to connect individual team members, to multiple projects.*

*The screenshot are pasted below:*

*Creating a new custom object:*





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

Job posting site | Salesforce

governmentartscollege-c4-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01Iw000003jV3h/Details/view

Setup Home Object Manager

SETUP > OBJECT MANAGER  
Job posting site

Details

Description

API Name: Job\_posting\_site\_\_c

Custom: ✓

Singular Label: Job posting site

Plural Label: Job posting sites

Enable Reports: ✓

Track Activities: ✓

Track Field History: ✓

Deployment Status: Deployed

Help Settings: Standard salesforce.com Help Window

https://governmentartscollege-c4-dev-ed.develop.lightning.force.com/one/one.app#/setup/ObjectManager/01Iw000003jV3h/FieldSets/view

12:27 12-04-2023 36°C Sunny ENG

## Creating a master-detail relationship between job posting and position:

Position | Salesforce

governmentartscollege-c4-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01Iw000003jRpZ/Details/view

Setup Home Object Manager

SETUP > OBJECT MANAGER  
Position

Details

Description: This object stores information about the open job positions at our company.

API Name: Position\_\_c

Custom: ✓

Singular Label: Position

Plural Label: Positions

Enable Reports: ✓

Track Activities: ✓

Track Field History: ✓

Deployment Status: Deployed

Help Settings: Standard salesforce.com Help Window

https://governmentartscollege-c4-dev-ed.develop.lightning.force.com/one/one.app#/setup/ObjectManager/01Iw000003jRpZ/RecordTypes/view

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## *Milestone 7*

### *Description for Page layout:*

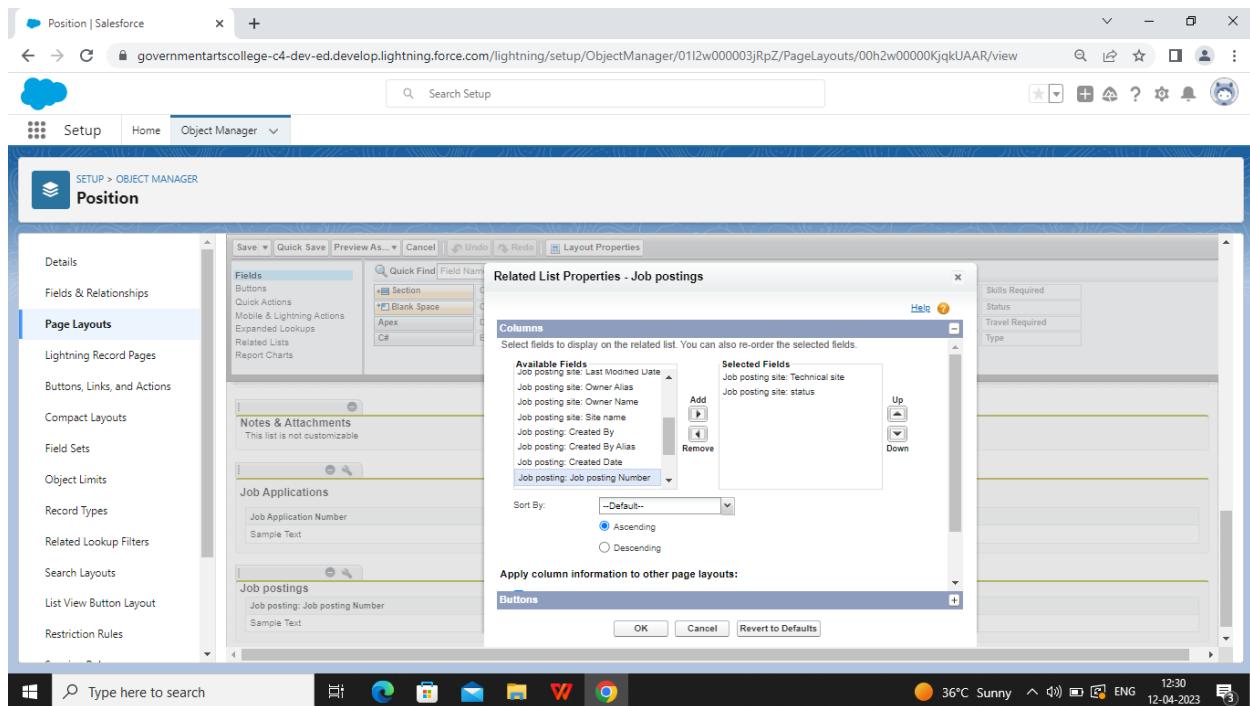
*Page layout in Salesforce allow us to customize the design and organization of detail and edit pages of records in Salesforce. Page layouts can be used to control the appearance of fields, related lists, and custom links on standard and custom object detail and edit pages.*

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

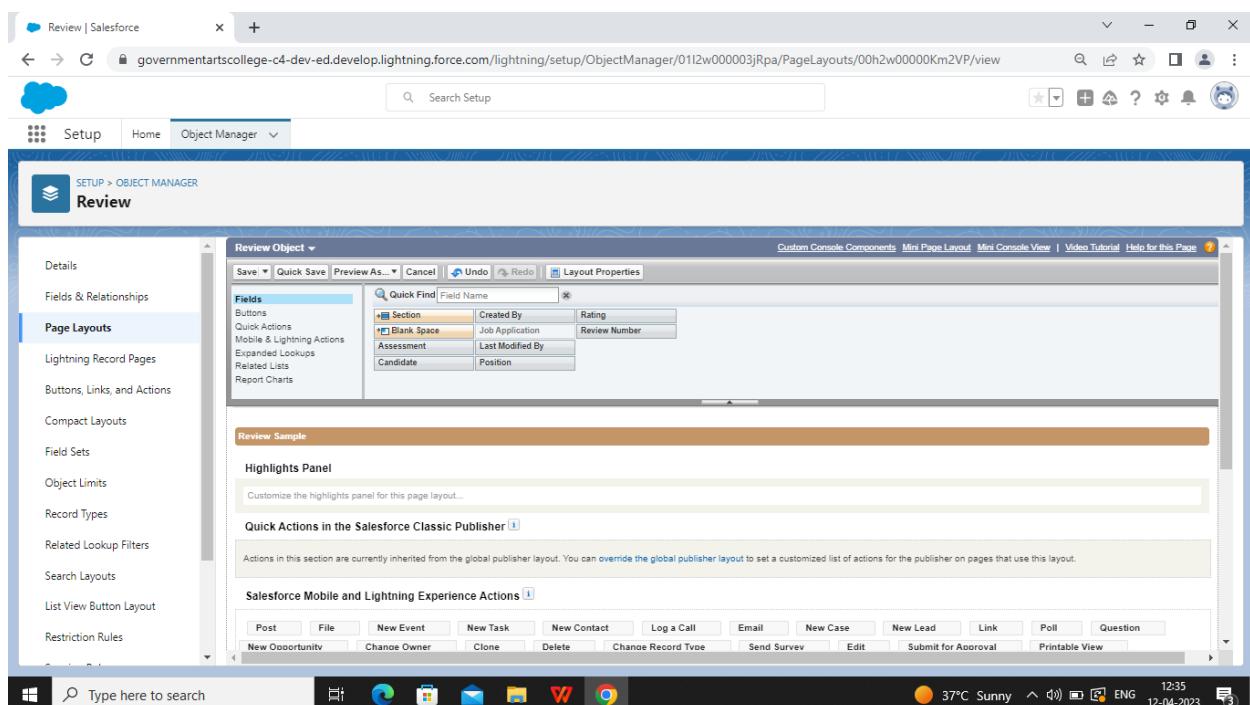
*The screenshot are pasted below:*

### *Page layout for positions:*





## Page layout for Review object:



## Milestone 8:

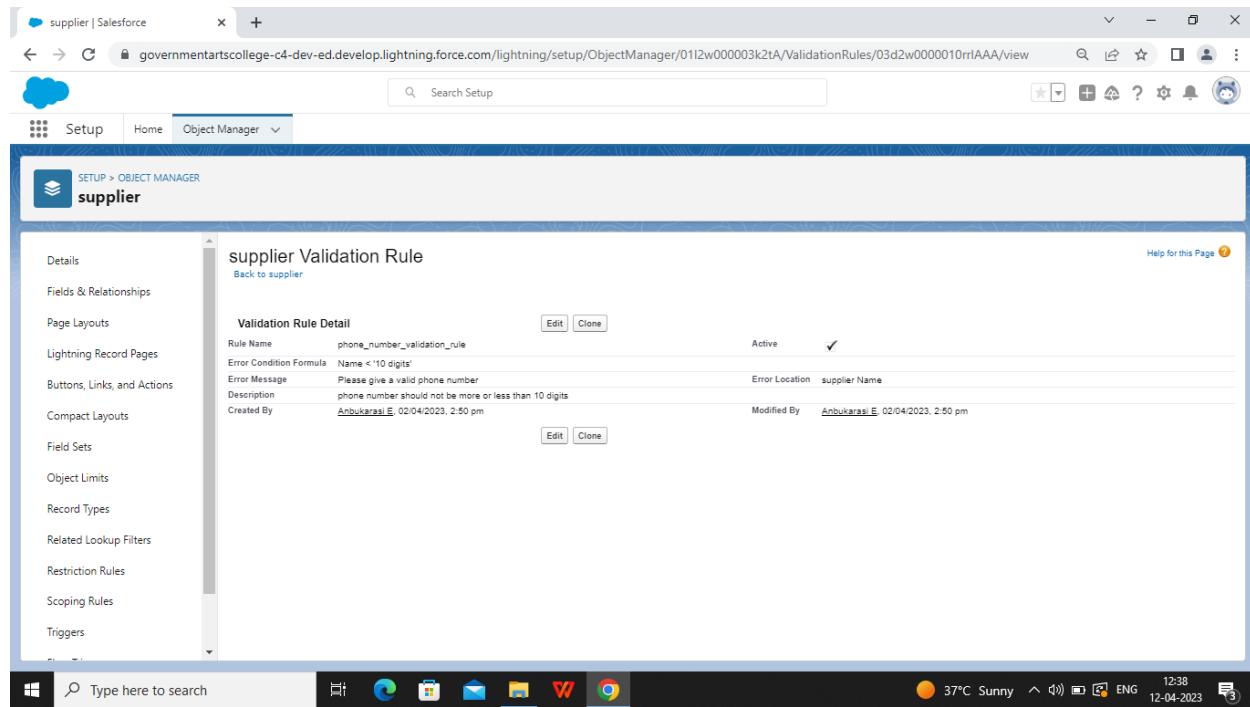
### Description for Validation rule:

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

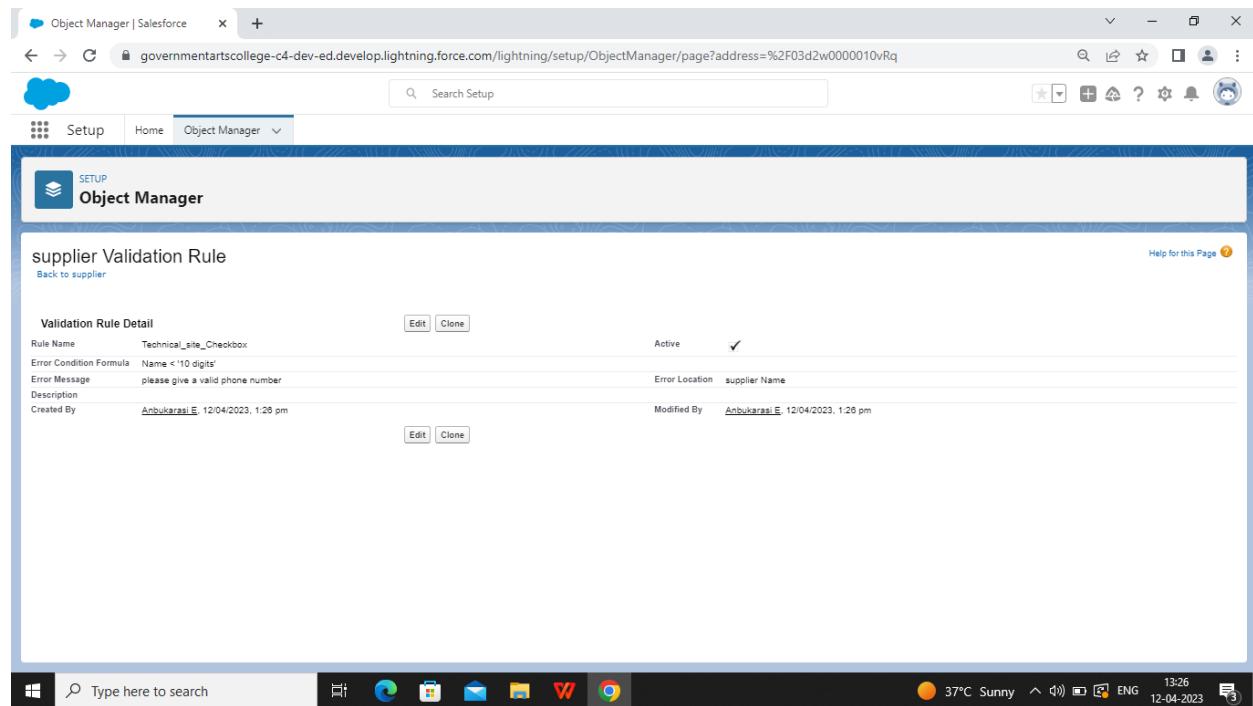
In a Salesforce , validation rules are used to enforce certain data requirements and constraints on records, while formulas are used to perform calculations and generate values for fields record.

The screenshot are pasted below:

### Phone number validation rule:



## Validation rule for Technical site checkbox is equal is true:



## Milestone 9

### Description for Profile:

A profile is a group or collection of settings and permissions that define, what a user can do Salesforce. A profile controls Object permissions, Field permissions, User permissions, App settings, Apex class access, Visual force page access, page layout, record types, login hours, and login ranges.

A profile can be assigned to many users, but user can be assigned single profile at a time.

*Here are some of the major standard profiles in Salesforce that are assigned sets of permissions and settings:*

*System Administrator, Platform one app user, platform user, user, partner , manager.*

*The screenshot are pasted below:*

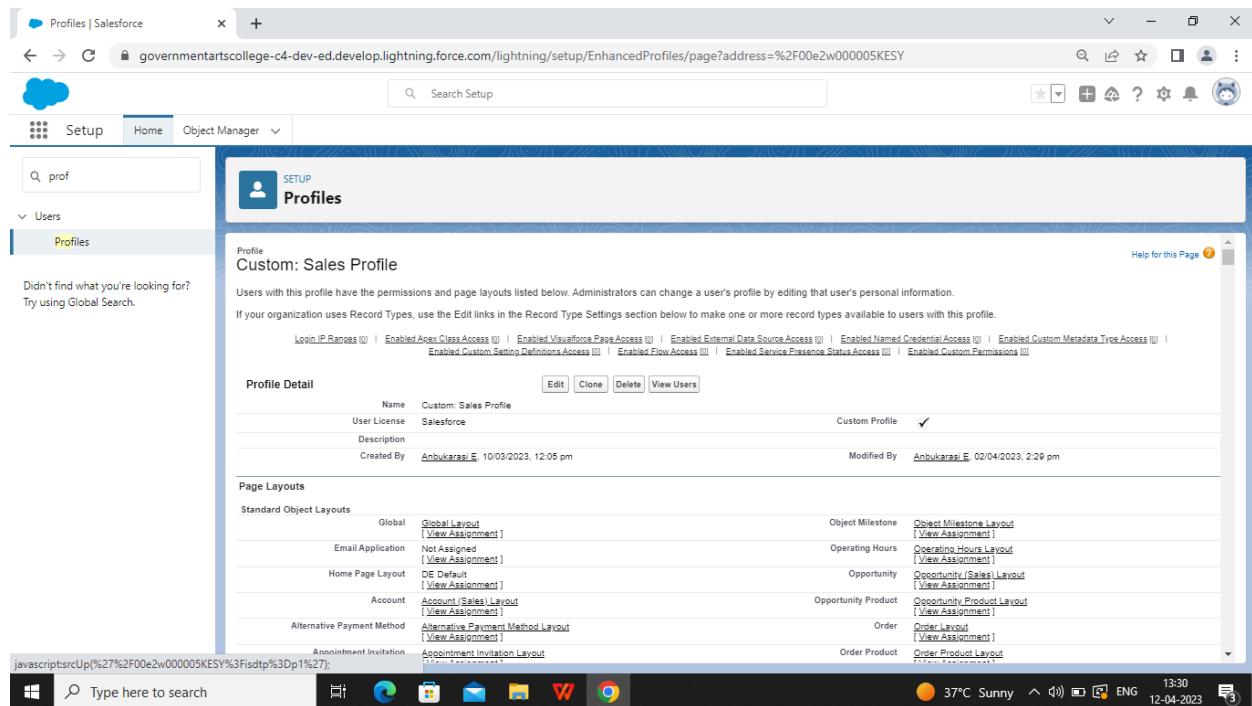
### Profile for Event Profile page:

The screenshot shows the Salesforce Setup interface for managing profiles. The top navigation bar includes links for Profiles, Home, Object Manager, and a search bar. The main content area is titled 'Event user profile' under the 'Profiles' section. It displays the profile's name, 'Event user profile', and its license, 'Salesforce'. The 'Custom Profile' checkbox is checked. Below this, the 'Profile Detail' section shows the profile was created by 'Anbukarasi\_E' on 02/04/2023, 3:01 pm, and modified by 'Anbukarasi\_E' on 02/04/2023, 3:22 pm. The 'Page Layouts' section lists various standard object layouts, such as Global, Email Application, Home Page Layout, Account, Alternative Payment Method, and Appointment Invitation, along with their respective global layouts. The bottom of the screen shows the Windows taskbar with icons for File Explorer, Edge, Mail, and Google Chrome, and a system tray showing the date and time as 12-04-2023, 13:29, with a temperature of 37°C and weather as Sunny.

### Profile for Sales profile:



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## Milestone 10:

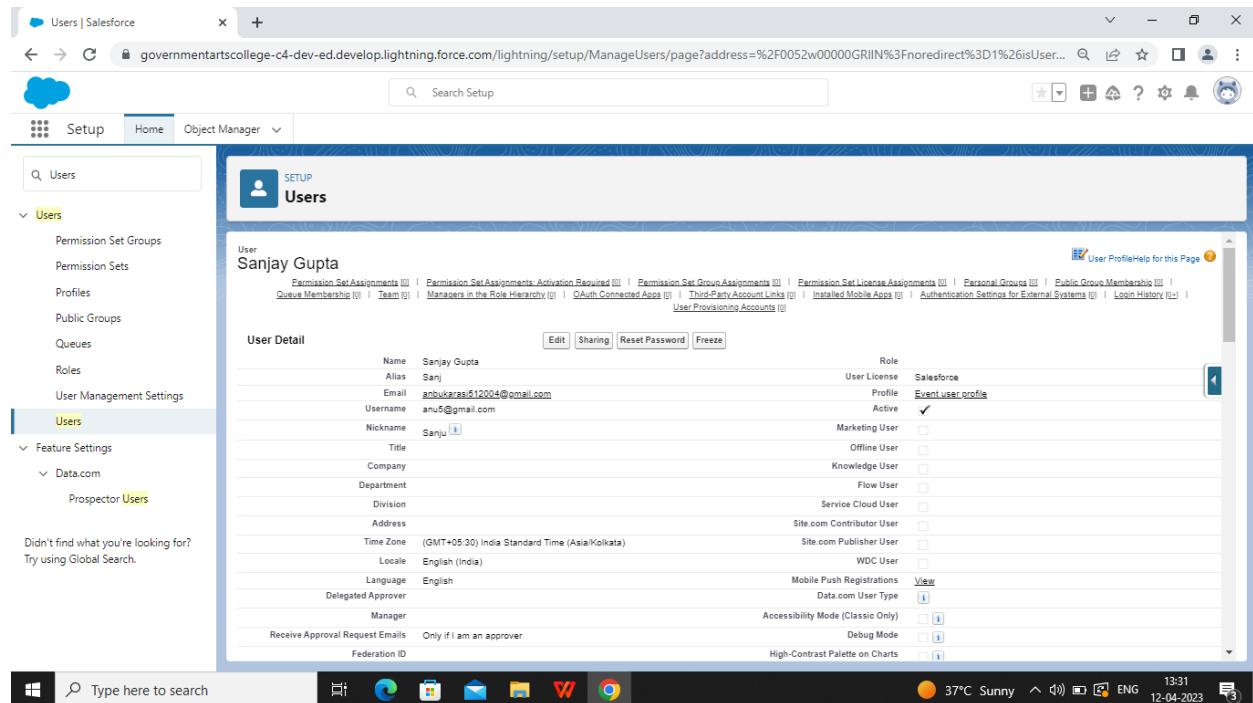
### Description for User:

*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 records. Every user in Salesforce has a user account.*

*The user account identifies the user, and the user account settings determine what features and the records the users can access.*

*The screenshot are pasted below:*

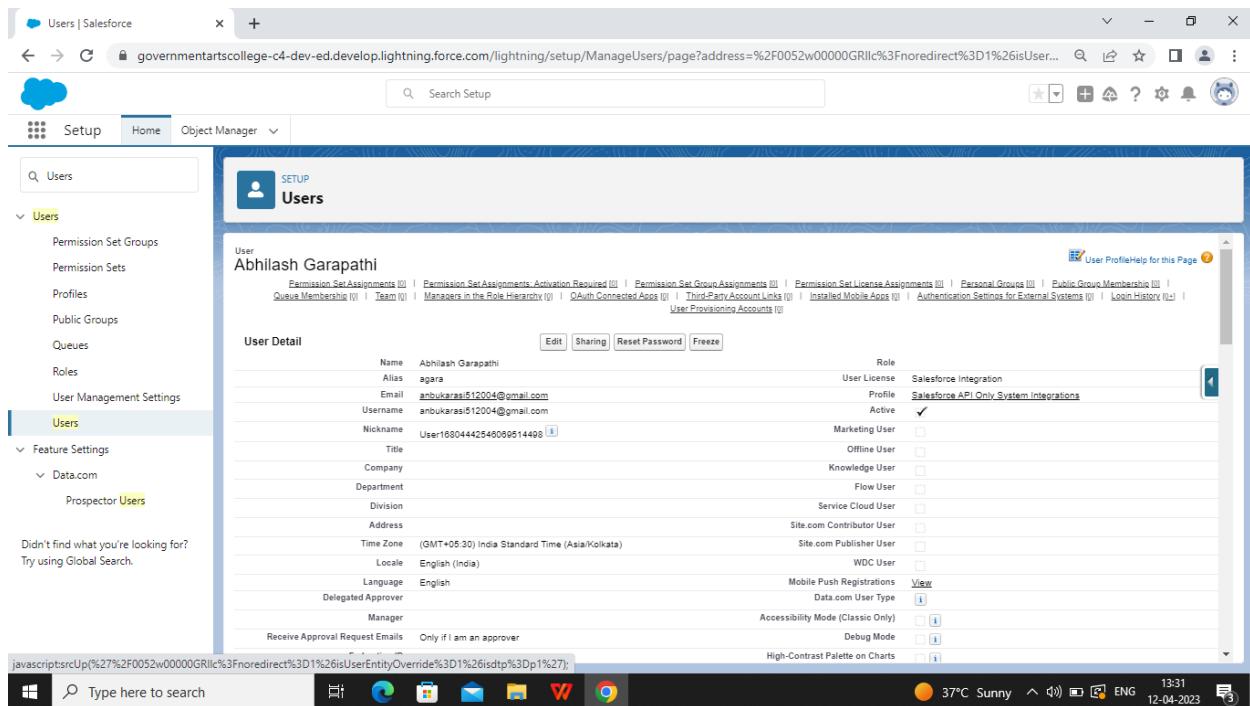
## Creating a user:



## Creating a user



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## Milestone 11:

### Description for Permission set:

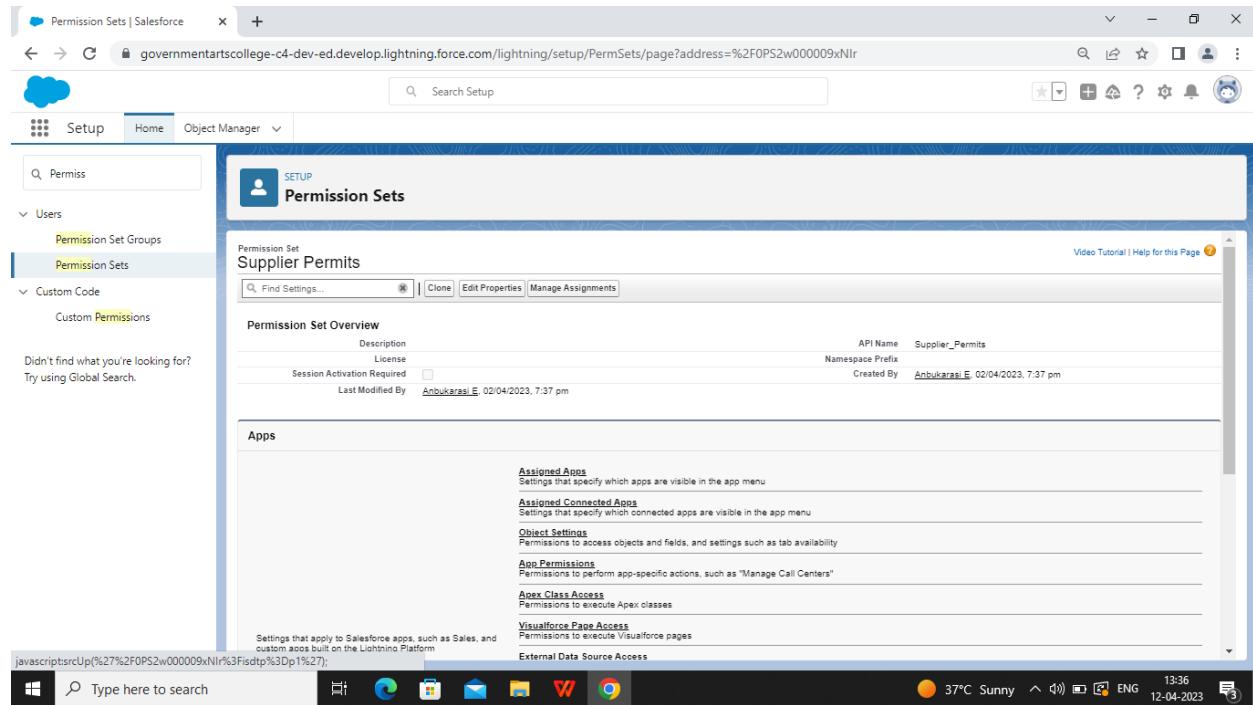
*In Salesforce, a permission set is a collection of settings and permissions that gives users access to various tools and functionality in the platform.*

*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.*

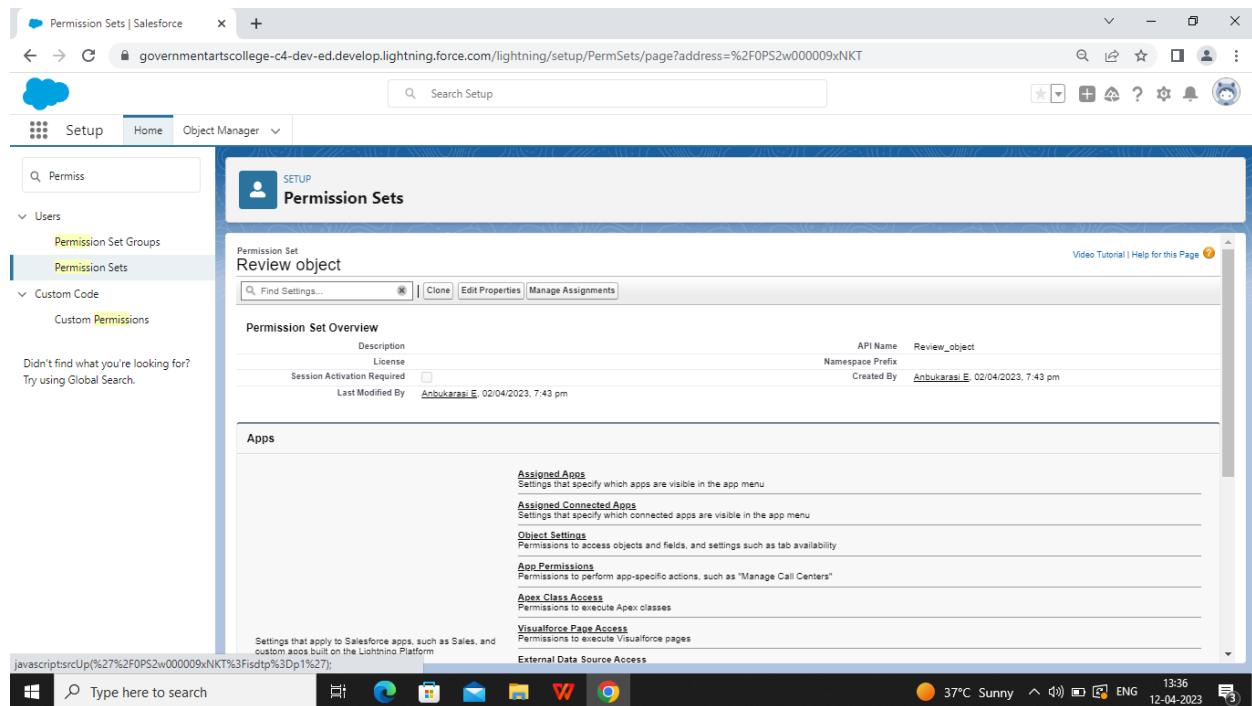
*Permissions sets can be assigned to individual users to a group of users.*

*The screenshot are pasted below:*

## *Creating a permission set for Supplier permit:*



## *Creating a permission set for Review object:*



## **Milestone 12:**

### **Description for Report:**

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

*The screenshot are pasted below:*

### **Report for Attendees with events:**



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Attendees with events for report

governmentartscollege-c4-dev-ed.develop.lightning.force.com/lightning/r/Report/00O2w00000EJaAVEA1/view?queryScope=userFolders

Lightning Usage App Lightning Usage \* Attendees with events for r... X

Report: Accounts Attendees with events for report

Total Records 13

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

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## Report for Job posting objects:

Job postings object | Salesforce

governmentartscollege-c4-dev-ed.develop.lightning.force.com/lightning/r/Report/00O2w00000EJaAvEAl/view?queryScope=userFolders

Lightning Usage App Lightning Usage \* Job postings object X

Report: Accounts Job postings object

Total Records 12

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

37°C Sunny 13:39 12-04-2023



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## ***TRAILHEAD PROFILE PUBLIC URL***

Team lead – <https://trailblazer.me/id/anbue>

Team Member 1 –<https://trailblazer.me/id/sranjini4>

Team Member 2 -

<https://trailblazer.me/id/kmathiyazhagan1>

Team Member 3 -

<https://trailblazer.me/id/mkandhasamy1>

## **ADVANTAGES AND DISADVANTAGES**

### **ADVANTAGES**

- ❖ *Advantages for Human Resource Management:*
- ❖ *Human resource planning , Hiring workforce*
- ❖ *Retaining Employees , Enhance organization*



- ❖ Effectiveness ,Handles disputes and queries
- ❖ Motivating Employees, Improves employee relations
- ❖ Secure Top talent. Attracting industry-leading talent takes a big commitment.
- ❖ Stronger on boarding,Access a big company employee benefits.

## DISADVANTAGES

- ❖ A disadvantages of adding a human resource department is that it requires you to relinquish control regarding how your business operates.
- ❖ Other individuals now have the responsibility for making important decisions in key areas, including hiring and personal information.
- ❖ Maintains a safe distance
- ❖ Hiring competition
- ❖ Lower recognition value
- ❖ Greater experience expected
- ❖ Conflicts of opinion
- ❖ Legal liabilities



❖ *Position restrictions*

❖ *Costly setup*

❖ *Recent origin*

*Unpredictability*

## APPLICATIONS

*Application of Human resource management :*

❖ *Employee self-service portal*

❖ *Payroll*

❖ *Workforce management*

❖ *Recruitment and hiring*

❖ *Benefits and administrations*

❖ *Talent management*

❖ *The computer application in human resource management is the managerial applications of computer use which is usually known as management information system. In case of Human resources management, is known as Human resource information system (HIRS)*

## CONCLUSION

❖ *Human resource management (HRM) consists of an*



*organizations “people practices”*

- ❖ *HRM influences who works for the organization and how those people work*
- ❖ *HR departments have responsibility for a variety of functions related to acquiring and managing employees.*
- ❖ *Training and development is one of the main functions of HRM professionals*
- ❖ *HRM when managed, correctly is a vital part of an organization and its success.*

### FUTURE SCOPE

- ❖ *The Human resource officer is responsible for providing support in the various human resource functions, which include recruitment, staffing, training and development , performance monitoring and employee counseling.*
- ❖ *Building a healthy work environment and motivating the employee at each step also comes under the scope of human resource management.*
- ❖ *This includes non-monetary amenities like medical,canteen, or other recreational areas.*
- ❖ *A safe and secure work environment plays a huge role in the efficiency of employees.*



❖ *HRM is concerned with all aspects of manpower planning, recruitment, selection, placement, induction, transfer, promotion, demotion, training, layoffs, development, retrenchment, wages and salaries.*

