

Project Report Template

RECRUITING ASSISTANT FOR HR MANAGERS

1. INTRODUCTION

1.1 Overview:

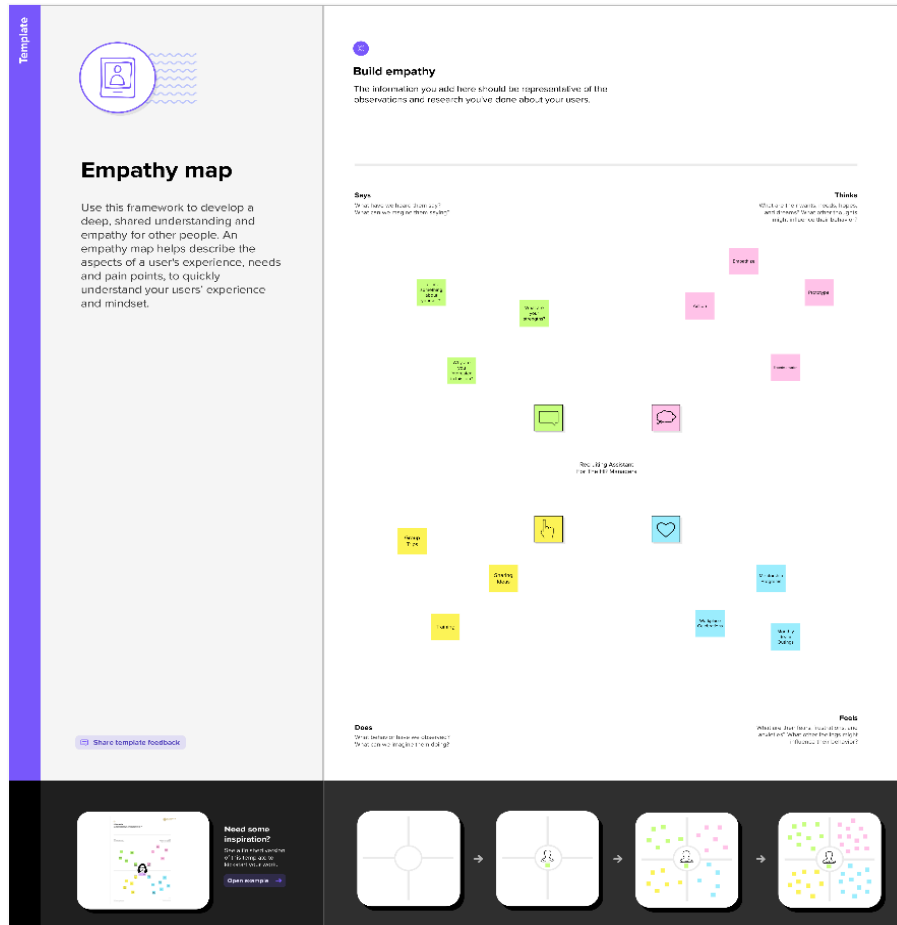
An effective job title will typically include a general term, the level of experience and any special requirements. The general term will optimize your job title to show up in a general search for jobs of the same nature. The level of experience will help you attract the most qualified applicants by outlining the amount of responsibility and prior knowledge required. And if your position is specialized, consider including the specialization in the job title as well.

1.2 Purpose:

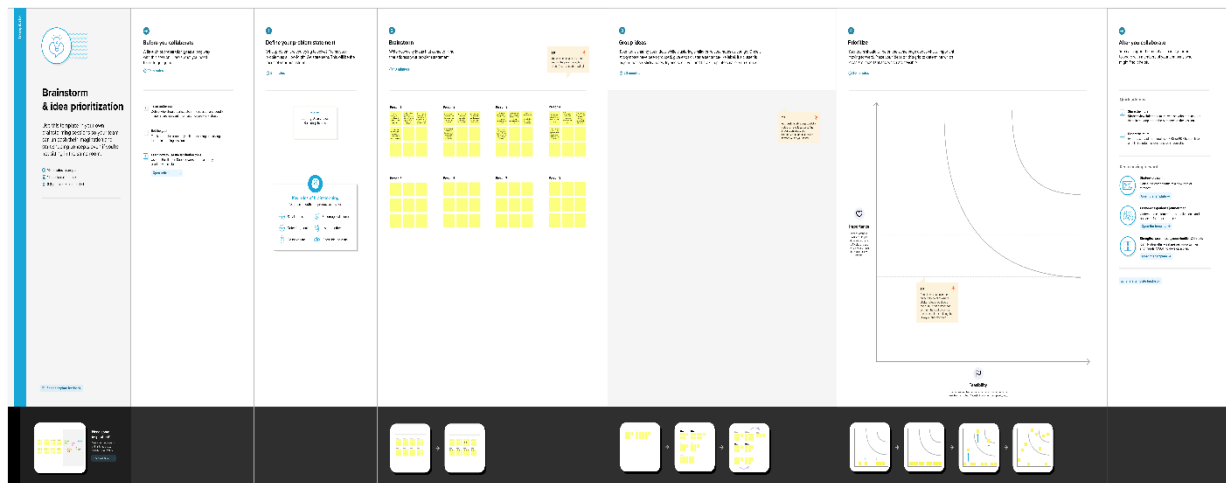
A Human Resources (HR) Assistant is a professional who is responsible for the daily administrative and HR duties of an organization. They assist with recruitment and record maintenance for payroll processing as well as provide clerical support to all employees.

2. Problem Definition & Design Thinking

2.1 Empathy Map



2.2 Ideation & Brainstorming Map



3. RESULT


3.1 Data Model:

Object Name	Field in the Object	
Object - 1 Job Posting Site		
	Field Label	Data Type
	Job Posting Site	Text
	Job Posting Site URL	URL (255)
	Status	URL (255)
	Technical Site	URL (255)
Object - 2 Review		
	Field Label	Data Type
	Job Application	Master Detail (Job Application)
	Review	Auto Number
	Review Number	Auto Number

Object - 3 Job posting	<table><tr><th>Field Label</th><th>Data Type</th></tr><tr><td>Job posting Number</td><td>Auto Number</td></tr><tr><td>Job Posting Site</td><td>Master-Detail (Job Posting Site)</td></tr><tr><td>Position</td><td>Master-Detail (Position)</td></tr></table>	Field Label	Data Type	Job posting Number	Auto Number	Job Posting Site	Master-Detail (Job Posting Site)	Position	Master-Detail (Position)
Field Label	Data Type								
Job posting Number	Auto Number								
Job Posting Site	Master-Detail (Job Posting Site)								
Position	Master-Detail (Position)								
Object - 4 Position	<table><tr><th>Field Label</th><th>Data Type</th></tr><tr><td>Job Descripton</td><td>Long Text Area (32000)</td></tr><tr><td>Position Title</td><td>Text (80)</td></tr><tr><td>Status</td><td>Picklist</td></tr></table>	Field Label	Data Type	Job Descripton	Long Text Area (32000)	Position Title	Text (80)	Status	Picklist
Field Label	Data Type								
Job Descripton	Long Text Area (32000)								
Position Title	Text (80)								
Status	Picklist								

3.2 Activity & Screenshot

1. Job posting : Fields & Relationships



[Setup](#)
[Home](#)
[Object Manager](#)

Job posting

[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](#)
[Validation Rules](#)

Fields & Relationships
5 Items, Sorted by Field Label

[New](#)
[Deleted Fields](#)
[Field Dependencies](#)
[Set History Tracking](#)

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Job posting Number	Name	Auto Number		✓
Job Posting Site	Job_Posting_Site__c	Master-Detail(Job Posting Site)		✓
Last Modified By	LastModifiedById	Lookup(User)		
Position	Position__c	Master-Detail(Position)		✓

2. Job Posting Site : Fields & Relationships

Setup

Home

Object Manager

Search Setup

Star

Plus

Refresh

Help

Settings

Notifications

Avatar

Job Posting Site

Details

Fields & Relationships

8 Items, Sorted by Field Label

Quick Find

New

Deleted Fields

Field Dependencies

Set History Tracking

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

- Status
- Technical site
- Description

3. Position : Fields & Relationships

Setup

Home

Object Manager

Search Setup

Star

Plus

Refresh

Help

Settings

Notifications

Avatar

Position

Details

Fields & Relationships

26 Items, Sorted by Field Label

Quick Find

New

Deleted Fields

Field Dependencies

Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Apex	Apex__c	Checkbox		
C#	Csharp__c	Checkbox		
Close Date	Close_Date__c	Date		
Created By	CreatedById	Lookup(User)		
Days Open	Days_Open__c	Formula (Number)		
Educational Requirements	Educational_Requirements__c	Long Text Area(32000)		
Functional Area	Functional_Area__c	Picklist		
Hire By	Hire_By__c	Date		
Hiring Manager	Hiring_Manager__c	Lookup(User)		✓
Java	Java__c	Checkbox		
JavaScript	JavaScript__c	Checkbox		
Job Description	Job_Description__c	Long Text Area(32000)		
Job Level	Job_Level__c	Picklist	Functional Area	
Last Modified By	LastModifiedById	Lookup(User)		

4. Review : Fields & Relationships

Setup

Home

Object Manager

Review

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

Validation Rules

Fields & Relationships

8 Items, Sorted by Field Label

Q Quick Find

New

Deleted Fields

Field Dependencies

Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Assessment	Assessment__c	Long Text Area(32000)		
Candidate	Candidate__c	Formula (Text)		
Created By	CreatedById	Lookup(User)		
Job Application	Job_Application__c	Master-Detail(Job Application)		✓
Last Modified By	LastModifiedById	Lookup(User)		
Position	Position__c	Formula (Text)		
Rating	Rating__c	Number(1, 0)		
Review Number	Name	Auto Number		✓

5. Tabs

Setup

Home

Object Manager

Quick Find

Setup Home

Service Setup Assistant

Multi-Factor Authentication Assistant

Release Updates

Lightning Experience Transition Assistant

Salesforce Mobile App

Lightning Usage

Optimizer

ADMINISTRATION

> Users

> Data

> Email

PLATFORM TOOLS

> Subscription Management

> Apps

> Feature Settings

> Slack

> MuleSoft

> Einstein

> Objects and Fields

Object Manager

Picklist Value Sets

Schema Builder

> Events

Custom Tabs

You can create new custom tabs to extend Salesforce functionality or to build new application functionality.

Custom Object tabs look and behave like the standard tabs provided with Salesforce. Web tabs allow you to embed external web applications and content within the Salesforce window. Visualforce tabs allow you to embed Visualforce pages. Lightning Component tabs allow you to add Lightning components to the navigation menu in Lightning Experience and the mobile app. Lightning Page tabs allow you to add Lightning Pages to Lightning Experience and the mobile app.

Custom Object Tabs

New

What Is This?

Action	Label	Tab Style	Description
Edit Del	Candidates	Hands	
Edit Del	Employment Websites	Chalkboard	Information about a particular employment website
Edit Del	Job Applications	Receipt	
Edit Del	Job Posting Sites	Real Estate Sign	
Edit Del	Positions	PGA	A tab and color scheme for the Position custom object.

Web Tabs

New

What Is This?

No Web Tabs have been defined

Visualforce Tabs

New

What Is This?

Action	Label	Tab Style	Description
Edit Del	Recruiting App Overview	Hot Air Balloon	

Lightning Component Tabs

New

What Is This?

No Lightning component tabs have been defined

Lightning Page Tabs

New

What Is This?

No Lightning Page Tabs have been defined

6. Validation Rule : Job posting

Cloud

Setup

Home

Object Manager

Q Search Setup

Star

Plus

Refresh

Help

Settings

Notifications

Avatar

Job posting

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

Validation Rules

Validation Rules

2 Items, Sorted by Rule Name

New

RULE NAME	ERROR LOCATION	ERROR MESSAGE	ACTIVE	MODIFIED BY
Phone_number_validation_rule	Job Posting Site	Please give a valid phone number	✓	K. Arun Balaji, 11/04/2023, 6:31 pm
Technical_Site_Checkbox	Job Posting Site	Please give a valid technical site checkbox	✓	K. Arun Balaji, 11/04/2023, 8:20 pm

Created a Validation Rule for Technical Site Checkbox is equal to True

7. Profile

Cloud

Setup

Home

Object Manager

Q Search Setup

Star

Plus

Refresh

Help

Settings

Notifications

Avatar

profile

Users

Profiles

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

Profiles

All Profiles Edit Delete Create New View

New Profile

Action

Profile Name

User License

Custom

<input type="checkbox"/>	Authenticated Website	Authenticated Website	<input type="checkbox"/>
<input type="checkbox"/>	Authenticated Website	Authenticated Website	<input type="checkbox"/>
<input type="checkbox"/>	Chatter External User	Chatter External	<input type="checkbox"/>
<input type="checkbox"/>	Chatter Free User	Chatter Free	<input type="checkbox"/>
<input type="checkbox"/>	Chatter Moderator User	Chatter Free	<input type="checkbox"/>
<input type="checkbox"/>	Contract Manager	Salesforce	<input type="checkbox"/>
<input type="checkbox"/>	Cross Org Data Proxy User	XOrg Proxy User	<input type="checkbox"/>
<input type="checkbox"/>	Custom Marketing Profile	Salesforce	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Custom Sales Profile	Salesforce	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Custom Support Profile	Salesforce	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Customer Community Login User	Customer Community Login	<input type="checkbox"/>
<input type="checkbox"/>	Customer Community Plus Login User	Customer Community Plus Login	<input type="checkbox"/>
<input type="checkbox"/>	Customer Community Plus User	Customer Community Plus	<input type="checkbox"/>
<input type="checkbox"/>	Customer Community User	Customer Community	<input type="checkbox"/>
<input type="checkbox"/>	Customer Portal Manager Custom	Customer Portal Manager Custom	<input type="checkbox"/>
<input type="checkbox"/>	Customer Portal Manager Standard	Customer Portal Manager Standard	<input type="checkbox"/>
<input type="checkbox"/>	Event User Profile	Salesforce	<input checked="" type="checkbox"/>
<input type="checkbox"/>	External Apps Login User	External Apps Login	<input type="checkbox"/>
<input type="checkbox"/>	External Identity User	External Identity	<input type="checkbox"/>
<input type="checkbox"/>	Force.com - App Subscription User	Force.com - App Subscription	<input type="checkbox"/>
<input type="checkbox"/>	Force.com - Free User	Force.com - Free	<input type="checkbox"/>
<input type="checkbox"/>	Gold Partner User	Gold Partner	<input type="checkbox"/>
<input type="checkbox"/>	High Volume Customer Portal	High Volume Customer Portal	<input type="checkbox"/>

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8. Users

Setup

Home

Object Manager

user

Users

Permission Set Groups

Permission Sets

Profiles

Public Groups

Queues

Roles

User Management Settings

Users

Feature Settings

Data.com

Prospector

User Interface

Action Link Templates

Actions & Recommendations

App Menu

Custom Labels

Density Settings

Global Actions

Publisher Layouts

Lightning App Builder

Lightning Extension

Loaded Console Tab Limit

Path Settings

Search Setup

Help for this Page

All Users

View: All Users Edit Global Name Values

New User Reset Password(s) Add Multiple Users

Action	Full Name	Alias	Username	Role	Active	Profile
<input type="checkbox"/>	Edit Full Name +					
<input type="checkbox"/>	Edit Babali_K_Arun	KBabali	arunbabali@satat.com		<input checked="" type="checkbox"/>	System Administrator
<input type="checkbox"/>	Edit Chatter_Fuqert	Chatter	chatter.0042v000000rnlsear-zu3huio8hux@chatter.salesforce.com		<input checked="" type="checkbox"/>	Chatter Free User
<input type="checkbox"/>	Edit Garanalli_Abhilash	Abhila	abhilashy@thesmartbridge.com		<input checked="" type="checkbox"/>	Standard Platform User
<input type="checkbox"/>	Edit Guota_Saniav	soud	arunbabali@thesmartbridge.com		<input checked="" type="checkbox"/>	Event User Profile
<input type="checkbox"/>	Edit User_Integration	inteo	integration@0042v000000rnlsear.com		<input checked="" type="checkbox"/>	Analytics Cloud Integration User
<input type="checkbox"/>	Edit User_Security	sec	insightsecurity@0042v000000rnlsear.com		<input checked="" type="checkbox"/>	Analytics Cloud Security User

New User Reset Password(s) Add Multiple Users

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other All

https://prod6-dev-ed911-dev-lktrntrn.force.com/one/one.app#/Setup/ManageUsers/home

Created User name for Sanjay Gupta and Abhilash Garapati and assigne them Sales profile

9. Permission Sets

Setup | Home | Object Manager ▾

Q permission

- Users
 - Permission Set Groups
 - Permission Sets**
- Custom Code
 - Custom Permissions

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

SETUP Permission Sets

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

All Permission Sets ▾ Edit | Delete | Create New View

Action	Permission Set Label ↑	Description	License
<input type="checkbox"/> Clone	Buyer	Allows access to the store. Lets users see products and categories, make purchases, and add ...	B2B Buyer Permission Set One Seat
<input type="checkbox"/> Clone	Buyer Manager	Includes all Buyer capabilities, and allows access to manage carts and orders related to their a...	B2B Buyer Manager Permission Set One Seat
<input type="checkbox"/> Clone	CRM User	Denotes that the user is a Sales Cloud or Service Cloud user.	CRM User
<input type="checkbox"/> Clone	Commerce Admin	Allow access to commerce admin features.	Commerce Admin Permission Set License Seats
<input type="checkbox"/> Clone	Contact Center Admin	Manage Service Cloud Voice contact centers that use Amazon Connect as a telephony provider.	Service Cloud Voice User
<input type="checkbox"/> Clone	Contact Center Agent	Access agent features in Service Cloud Voice contact centers that use Amazon Connect as a t...	Service Cloud Voice User
<input type="checkbox"/> Clone	Contact Center Supervisor	Access supervisor features in Service Cloud Voice contact centers that use Amazon Connect a...	Service Cloud Voice User
<input checked="" type="checkbox"/> Del Clone	Experience Profile Manager		Salesforce
<input type="checkbox"/> Clone	Facility Manager	Lets users create, read, edit, and delete locations, sublocations, queued parties, and queues.	Facility Manager
<input type="checkbox"/> Clone	FieldServiceMobileStandardPermSet	Give your mobile workforce access to the Field Service mobile app. Set them up with the right ...	Field Service Mobile
<input type="checkbox"/> Clone	Merchandiser	Allow access to commerce merchandising features.	Commerce Merchandiser User Permission Set License Seats
<input type="checkbox"/> Clone	Order Management Agent	Read Access to all entities enabled by Order Management	Lightning Order Management User
<input type="checkbox"/> Clone	Order Management Operations Manager	Access to all features enabled by Order Management	Lightning Order Management User
<input type="checkbox"/> Clone	Order Management Shopper	Limited access to Order Management features for Self Service	Lightning Order Management User
<input type="checkbox"/> Clone	Order Management Store Associate	Access to limited features enabled by Order Management	Lightning Order Management User
<input type="checkbox"/> Clone	Queue Manager	Lets users create, read, edit, and delete queued parties as well as read and update queues.	Queue Manager
<input checked="" type="checkbox"/> Del Clone	Review object		
<input type="checkbox"/> Clone	Sales Cloud User	Denotes that the user is a Sales Cloud user.	Sales User
<input type="checkbox"/> Clone	Salesforce CMS Integration Admin	Gives the admin data access and the permissions to integrate Salesforce CMS with any endpoint.	Cloud Integration User
<input type="checkbox"/> Clone	Salesforce Console User	Enable Salesforce Console User	Sales Console User
<input type="checkbox"/> Clone	Security Center Integration User	Access Security Center for Integration	Cloud Integration User
<input type="checkbox"/> Clone	Service Cloud User	Denotes that the user is a Service Cloud user.	Service User
<input type="checkbox"/> Clone	Shopper	Allow access to B2C Commerce features.	Commerce User

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Created a Permission Set for Supplier Permits and Review object

10. Creating a Report

The screenshot shows the Salesforce Reports interface. The top navigation bar includes 'Service', 'Home', 'Chatter', 'Accounts', 'Contacts', 'Cases', 'Reports', and 'Dashboards'. A search bar is located in the top right. The main content area displays a table of reports with columns: Report Name, Description, Folder, Created By, Created On, and Subscribed. The table lists three reports: 'New Accounts Report' (created by K. Arun Balaji on 11/4/2023), 'Sample Flow Report: Screen Flows' (created by Automated Process on 28/3/2023), and another 'New Accounts Report'. A left sidebar shows navigation options like 'Recent', 'Created by Me', 'Private Reports', 'Public Reports', 'All Reports', 'FOLDERS', 'All Folders', 'Created by Me', 'Shared with Me', 'FAVORITES', and 'All Favorites'.

4. Trailhead Profile Public URL

Team Lead – K. Arun Balaji - <https://trailblazer.me/id/arunbalaji02>

Team Member 1 – R. Dineshpandian - <https://trailblazer.me/id/dineshpandian13>

Team Member 2 – P. Praveen Kumar - <https://trailblazer.me/id/praveen2606>

Team Member 3 – K. Sivaprakash - <https://trailblazer.me/id/sivaprakash12>

5. ADVANTAGES & DISADVANTAGE

Advantages:

- Better growth
- Authority
- Better remuneration
- Provides better management experience
-

Disadvantages:

- The Workload is huge
- Handling the problems of various people
- Acting as a mediator
- Stressful Job

6. APPLICATIONS:

Human Resources Applications Effectively Support and Enhance Your Business

7. CONCLUSION:

HR administrative assistants submit job vacancies and publish job openings, gather information on new applicants, and inform employees of their employment status. They also work with human resource managers to select applicants who meet the specified job requirements.

8. FUTURE SCOPES:

Planning, coordinating, and supervising the employment of new employees are the responsibilities of HR managers. In addition to acting as a liaison between management and staff, they advise business executives on strategic planning. The role of an HR manager may be more crucial than ever in today's environment.