

## RECRUITING ASSISTANT FOR HR MANAGERS

### 1

#### 1.1 Over view

As an HR assistant, you will be responsible for managing and handling the day-to-day HR activities

#### 1.2 Purpose

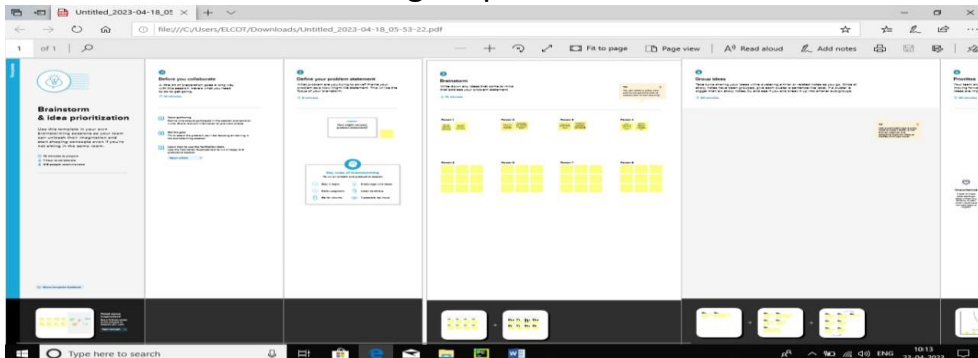
A Human resources (HR) Assistant is a professional who is Responsible for the daily administration and HR duties of organization. They Assist with recruitment and record maintenance for payroll processing as well As provide clerical support to all employees.

## 2. Problem Definition & Design Thinking

### 2.1 Empathy map



### 2.2 Ideation & Braintorming Map



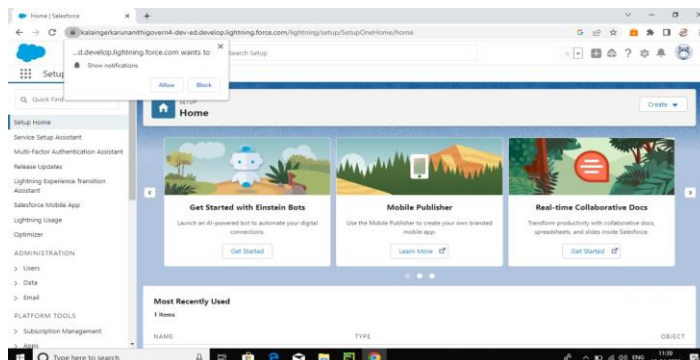
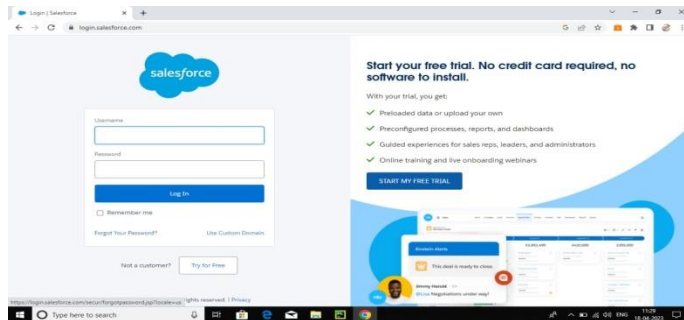
## 3 RESULT

### 3.1 Data model :

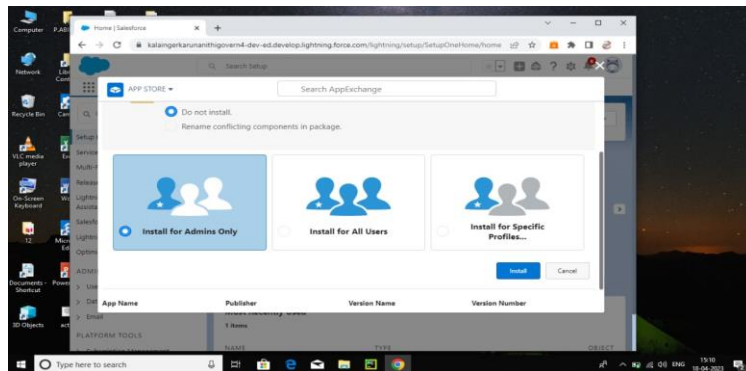
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obj1	Field label	Data type
	Standard Object	Standard field
obj2	Field label	Data type
	Custom Object	Custom field

### 3.2 Activity&Screenshot

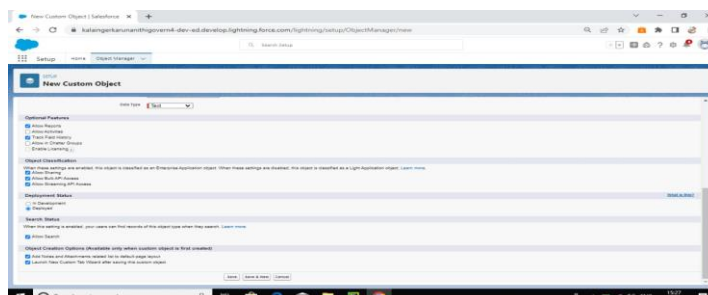
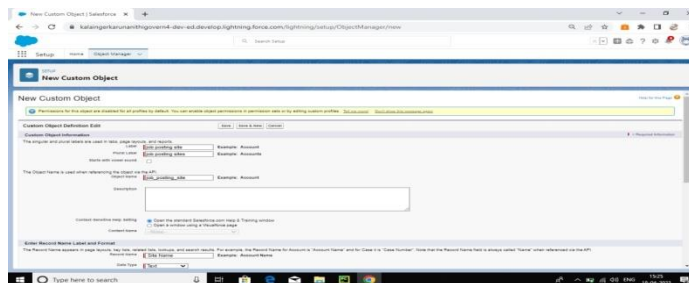
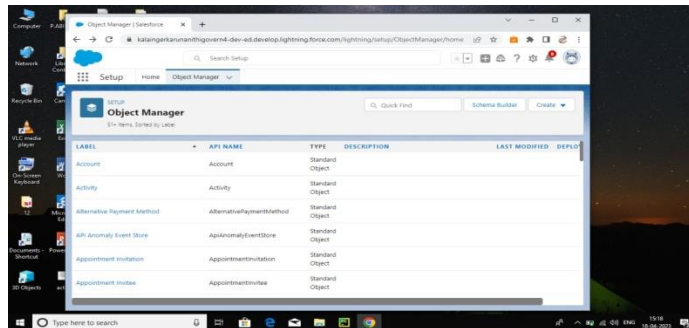
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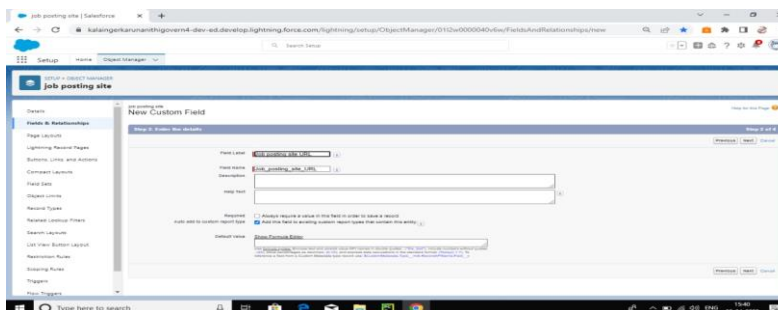
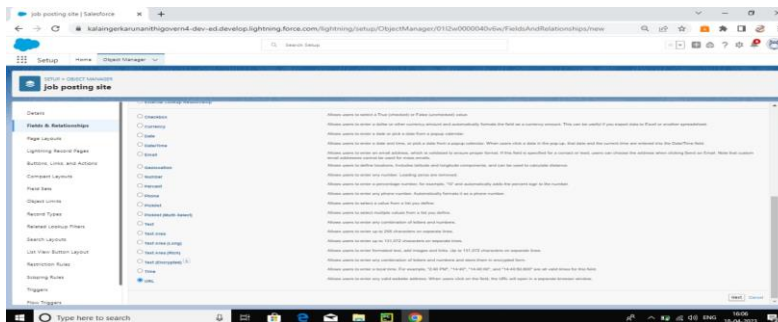
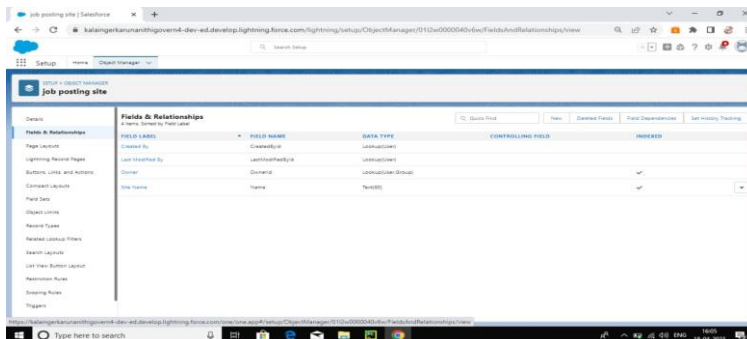
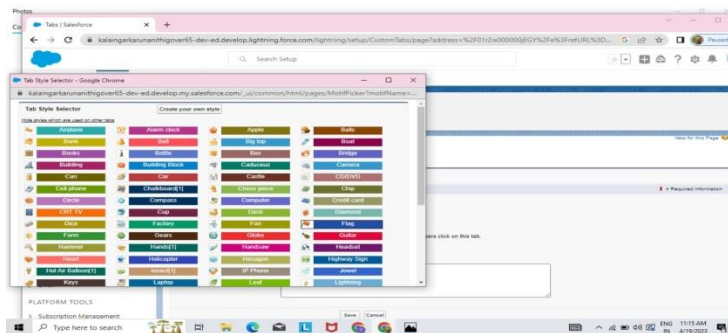


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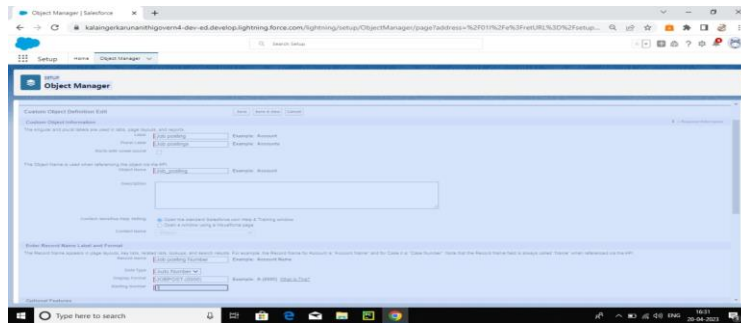
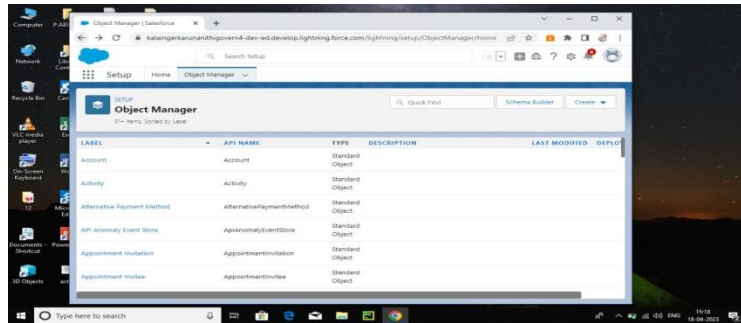


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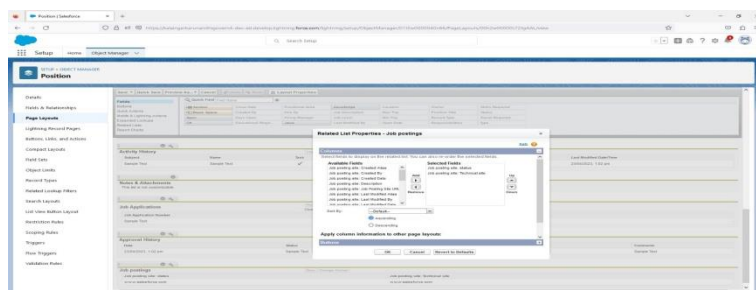
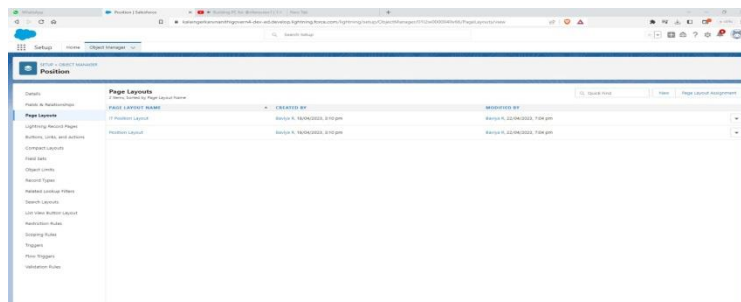


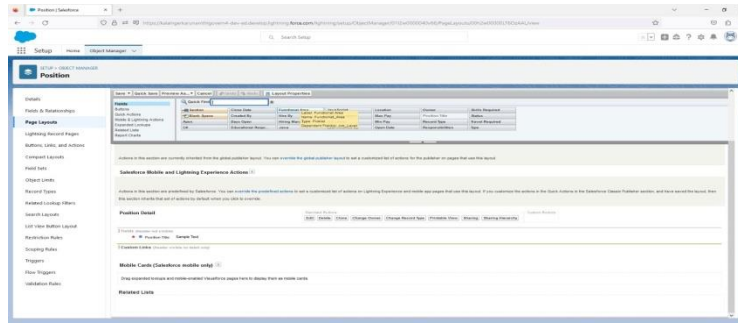


## Milestone 6:



## Milestone 7:

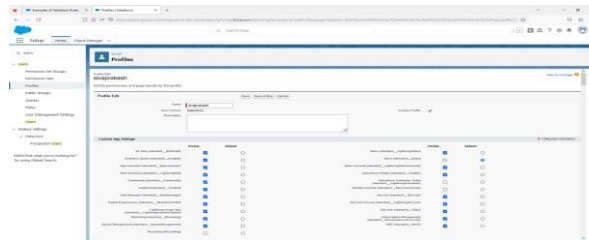
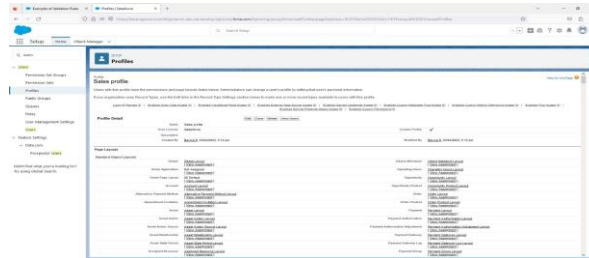
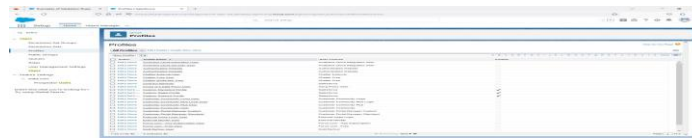




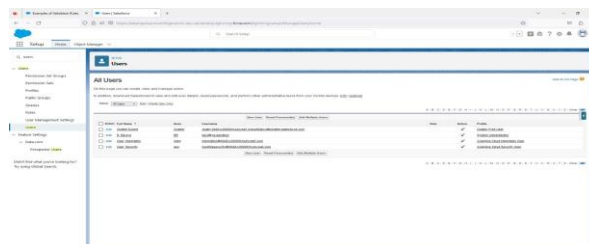
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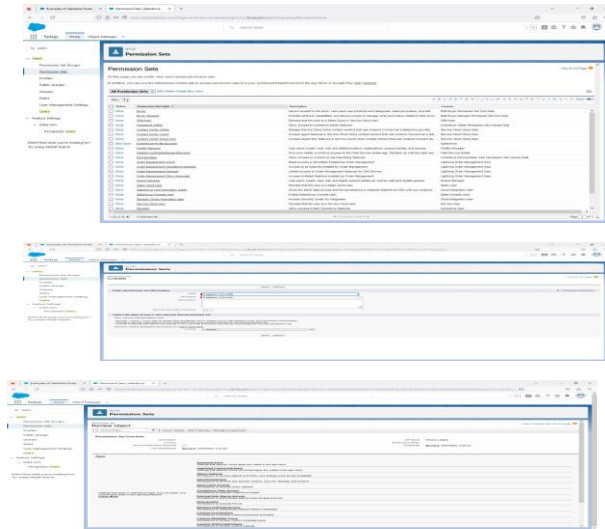
## Milestone 9:



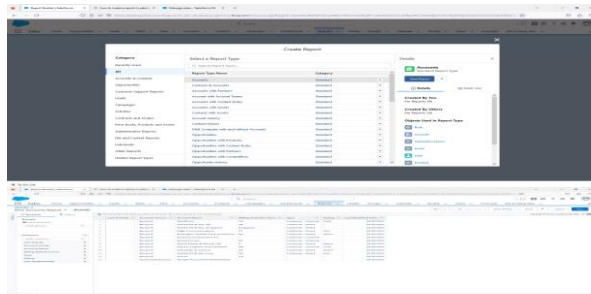
## Milestone 10:



## Milestone 11:



## Milestone 12:



## 2 Trailhead Profile Public URL

Team leader: k.Deepasri-  
<https://trailblazer.me/id/dsrik16>

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

Team Member  
 2:Aswati-  
<https://trailblazer.me/id/ashwm14>

Team member 3:R.Baviya-  
<https://trailblazer.me/id/brengan1>

## 5.ADVANTAGES & DISADVANTAGE

### Advantages

They often help manage job training where employees can learn transferable skills.As an HR assistant, you might help provide employees with performance

reviews that offer valuable information about their work. This allows them to identify areas of improvement in their skill and knowledge.

## **Disadvantages**

A disadvantages of adding a human resources department is that 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 personnel relations.

## **6 . APPLICATIONS**

HR Assistant skill we are looking for include excellent organization ability, familiarity with HR software and strong communication skills. To be an ideal candidate for the human resources assistant position, you should also hold an HR – related degree and have some experience in our industry. You should be able to work autonomously and remain calm under pressure. Following our training sessions. You will be able to assist HR managers in the whole recruitment lifecycle.

## **7. CONCLUSION**

On the hand, the soft and Hard Human Resource Management influence on the business and lets them development rapidly. It can improve employees motivation in a business and pay attention to company's policy and law respectively, which can increase the efficiency of company and get higher profits.

## **8 . FUTURESCOPE**

A human resources (HR) assistant is a certified professional who handle the daily administrative and HR duties of an organization. They assist HR managers with recruitment, record maintenance, and payroll processing, and provide clerical support to all employees.