Project Report Template

PROJECT TITLE: Recruiting assistance for the HR managers

1. INTRODUCTION

1.1 OVERVIEW

● Recruitment is **the process of actively seeking out, finding and hiring candidates for a specific position or job**. The recruitment definition includes the entire hiring process, from inception to the individual recruit's integration into the company.

● The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

1.2 PURPOSE

● The recruitment function of HR includes analyzing the requirements of an available job, attracting suitable candidates to the position, carefully screening and selecting all applicants, hiring, and seamlessly integrating new employees and roles into the organization
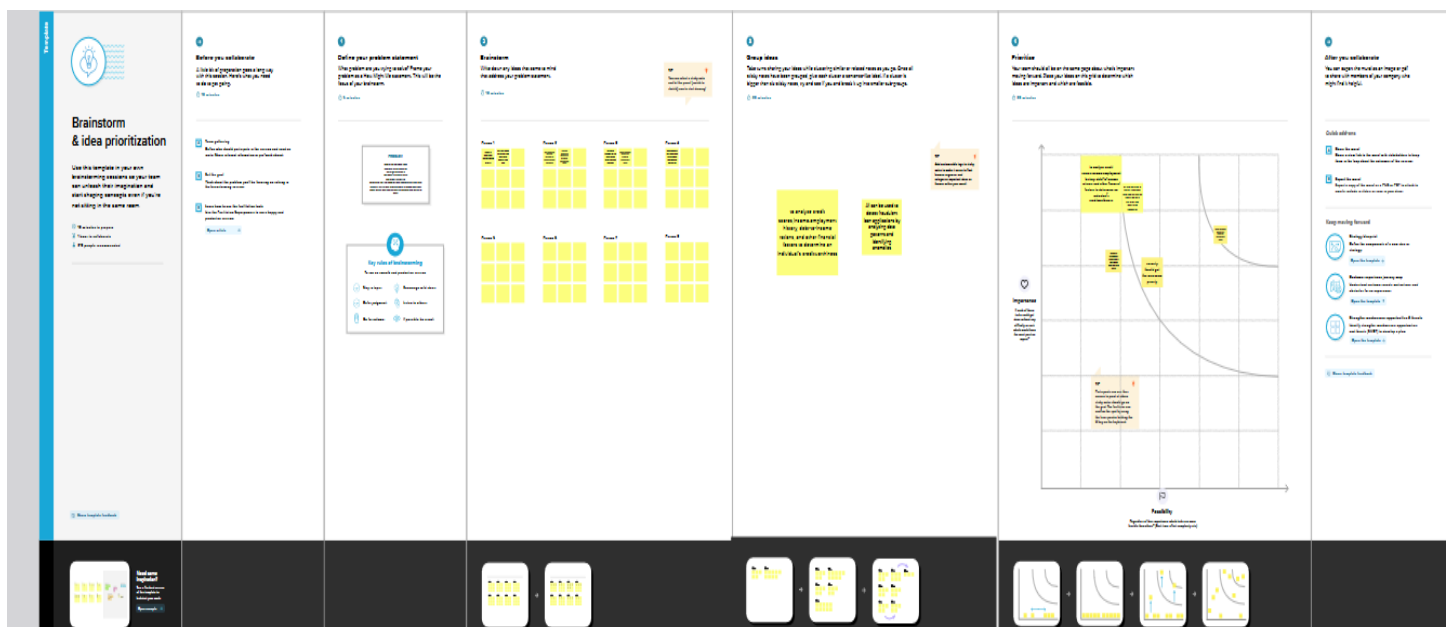
● Purpose of Recruitment is to create talent pool of candidates and enable organization Recruitment and selection process to recruit the best.

2. PROBLEM DEFINITION &DESIGN THINKING

2.1: EMPATHY MAP
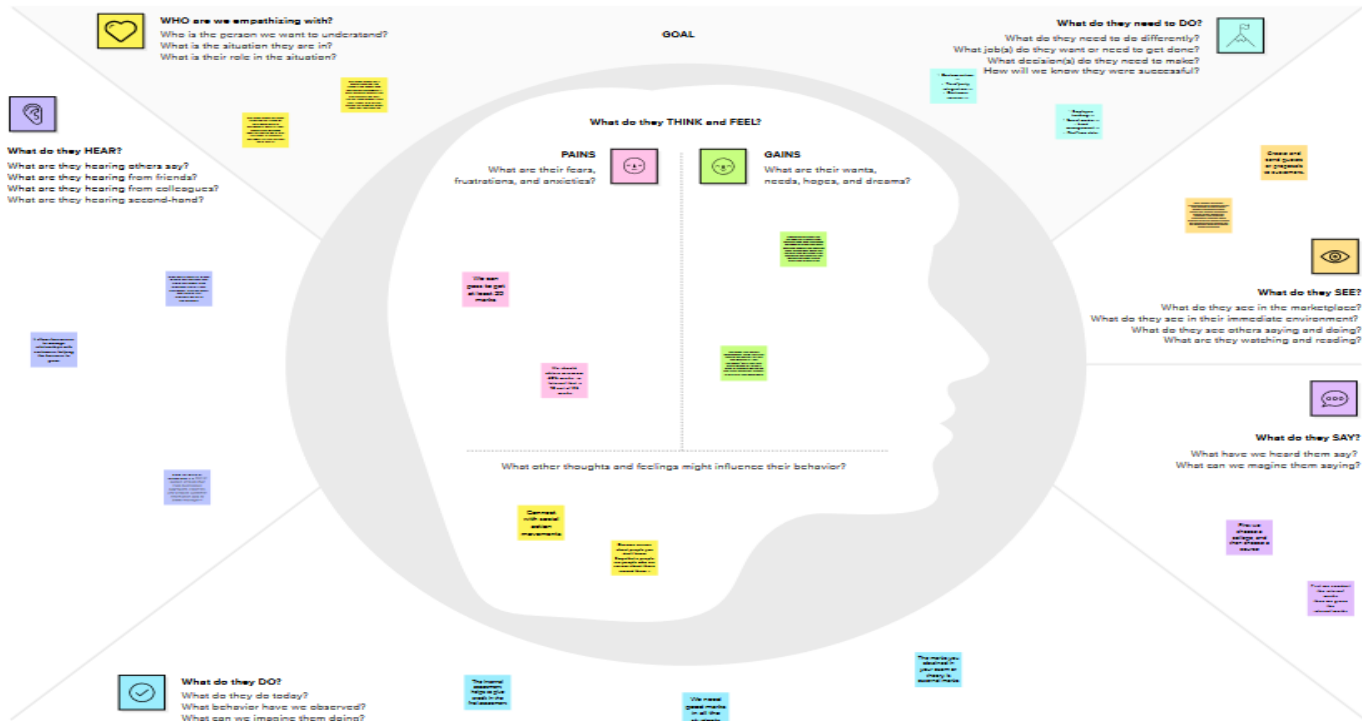
2.2: BRAINSTORMING &IDEA PRIORITIZATION TEMPLATE

3. RESULT

3.1: DATA MODEL

ACTIVITIES AND SCREENSHOT

MILESTONE 3: OBJECT

#Create a custom object for Job Posting Sites

#Create a custom object for reviews

MILESTONE 4: TABS

#CREATE TABS FOR JOB POSTING SITE

Custom Object Tab

Job Posting Sites

Below is the information for the custom tab. Click Edit to change the custom tab.

Custom Tab Definition Detail   Edit   Delete

Tab Label	Job Posting Sites	Tab Style	Chess piece
Object	Job Posting Site	Splash Page Custom Link	
Description			
Created By	Santhamoorthi G, 11/04/2023, 9:07 pm	Modified By	Santhamoorthi G, 11/04/2023, 9:07 pm

MILESTONE 5: FIELDS

#Create New Field for Job posting site

SETUP > OBJECT MANAGER
Job Posting Site

Details	Job Posting Site Custom Field
Fields & Relationships	**Job Posting Site URL**
Page Layouts	Back to Job Posting Site
Lightning Record Pages	
Buttons, Links, and Actions	**Custom Field Definition Detail**
Compact Layouts	**Field Information**
Field Sets	
Object Limits	
Record Types	
Related Lookup Filters	
Search Layouts	

Validation Rules [0]

Help for this Page

Custom Field Definition Detail Edit Set Field-Level Security View Field Accessibility Where is this used?

Field Information

Field Label	Job Posting Site URL	Object Name	Job Posting Site
Field Name	Job_Posting_Site_URL	Data Type	URL
API Name	Job_Posting_Site_URL__c		
Description			
Help Text			
Data Owner			
Field Usage			
Data Sensitivity Level			
Compliance Categorization			
Created By	Santhamoorthi G, 11/04/2023, 9:10 pm	Modified By	Santhamoorthi G, 11/04/2023, 9:10 pm

General Options

Required	✓
Default Value	

Milestone 6: Junction Object

#Create a custom junction object

SETUP > OBJECT MANAGER
Job Posting

Details	**Details** Edit Delete
Fields & Relationships	
Page Layouts	Description
Lightning Record Pages	
Buttons, Links, and Actions	API Name
Compact Layouts	Job_Posting__c
Field Sets	Custom
Object Limits	✓
Record Types	Singular Label
Related Lookup Filters	Job Posting
Restriction Rules	Plural Label
	Job Postings

Enable Reports

Track Activities

Track Field History

Deployment Status
Deployed

Help Settings
Standard salesforce.com Help Window

Milestone 9: Profile

Milestone 10: User

All Users

On this page you can create, view, and manage users.

In addition, download SalesforceA to view and edit user details, reset passwords, and perform other administrative tasks from your mobile devices: iOS | Android

View: All Users ⌄   Edit | Create New View

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**

New User   Reset Password(s)   Add Multiple Users

	Action	Full Name ↑	Alias	Username	Role	Active	Profile
☐	Edit	Chatter Expert	Chatter	chatty.00d5i00000byq5aeah.gm36bkv4wlux@chatter.salesforce.com		✓	Chatter Free User
☐	Edit	G, Santhamoorthi	SG	santhamoorthi@company.sandbox		✓	System Administrator
☐	Edit	Gupta, Sanjay	Sanj	santhamoorthig200@gmail.com		✓	Custom: Sales Profile
☐	Edit	User, Integration	integ	integration@00d5i00000byq5aeah.com		✓	Analytics Cloud Integration User
☐	Edit	User, Security	sec	insightssecurity@00d5i00000byq5aeah.com		✓	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**

Milestone 12: Reports

Search recent reports...   New Report   New Folder   ⚙ ⌄

Report Name ⌄	Description ⌄	Folder ⌄	Created By ⌄	Created On ⌄	Subscribed	
RECRUITING ASSISTANT FOR HR MANAGERS	Project Based Experimental Learning Program	Private Reports	Santhamoorthi G	11/4/2023, 9:52 pm		⌄

5 ADVANTAGES & DISADVANTAGES OF THE PROJECT

ADVANTAGE

A good recruitment policy **allows the organization to be consistent and fair in the hiring process and encourages practices that ensure consistency and equal participation**. Hiring managers rely on predetermined criteria to select candidates at all stages of the recruitment process.

One of the greatest advantages to seeking candidates externally, is**a much larger number and variety of applicants than those already employed within the company**. With a larger number of applicants to choose from, the chances of hiring the "right fit" increases.

An effective recruitment and selection process **allows companies to source, attract and identify the best candidates for every open role**. This can help to reduce attrition, increase productivity and even improve the company's bottom line.

DISADVANTAGE

Recruitment May Stagnate the Company's Culture. The recruitment process saves lots of time, energy, and resources for the organization but also has some drawbacks.

Increases Training Costs of the New Applicants. ...

Recruitment Agencies have Limited Choices. ...

May Leads to Workplace Hostility.

6 APPLICATION

- Employee information system. ...
- New staff hiring request. ...
- Applicant tracking. ...
- Employee on boarding. ...
- Employee off boarding. ...
- Timesheet management. ...
- Time off management. ...
- Training management.

7 CONCUSION

Include all necessary skills, and include a list of desired skills that are not necessary but that would enhance sz the candidate's chances. If we fail to do this, we might end up with a low-quality pool of candidates and wind up with limited

choices to fill the open position.

8 FUTURE SCOPE

The role of HR is continuously evolving, and **HR professionals can aim to learn about the technologies, trends and operational changes shaping the future of business**. HR can be agile in adapting to those changes in order to effectively support employee development, retention and recruitment.

4 TRAILHEAD PROFILE PUBLIC URL :

TEAM LEADER: **https://trailblazer.me/id/e762**

TEAM MEMBER 1: **https://trailblazer.me/settings#availableForHire**

TEAM MEMBER 2: **https://trailblazer.me/id/santg36**

TEAM MEMBER 3: **https://trailblazer.me/id/vijay36**