RECRUITING ASSISTANT FOR HR MANAGERS

INTRODUCTION

OVERVIEW

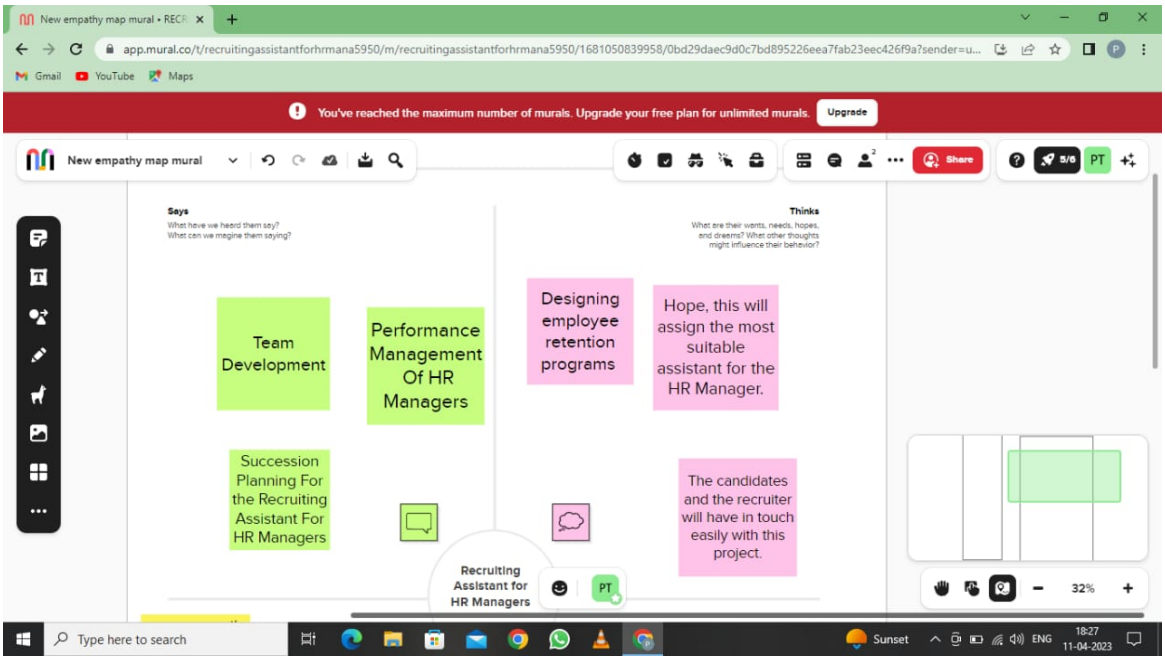
Assists with the recruitment process by identifying candidates, for performing reference checks and issuing employment contracts. Maintain calendar of the HR management team. Oversee the completion of compensation and benefit documentation. Assist with performance management procedures. This project helps to Recruiting Assistant For HR Managers using sales force.

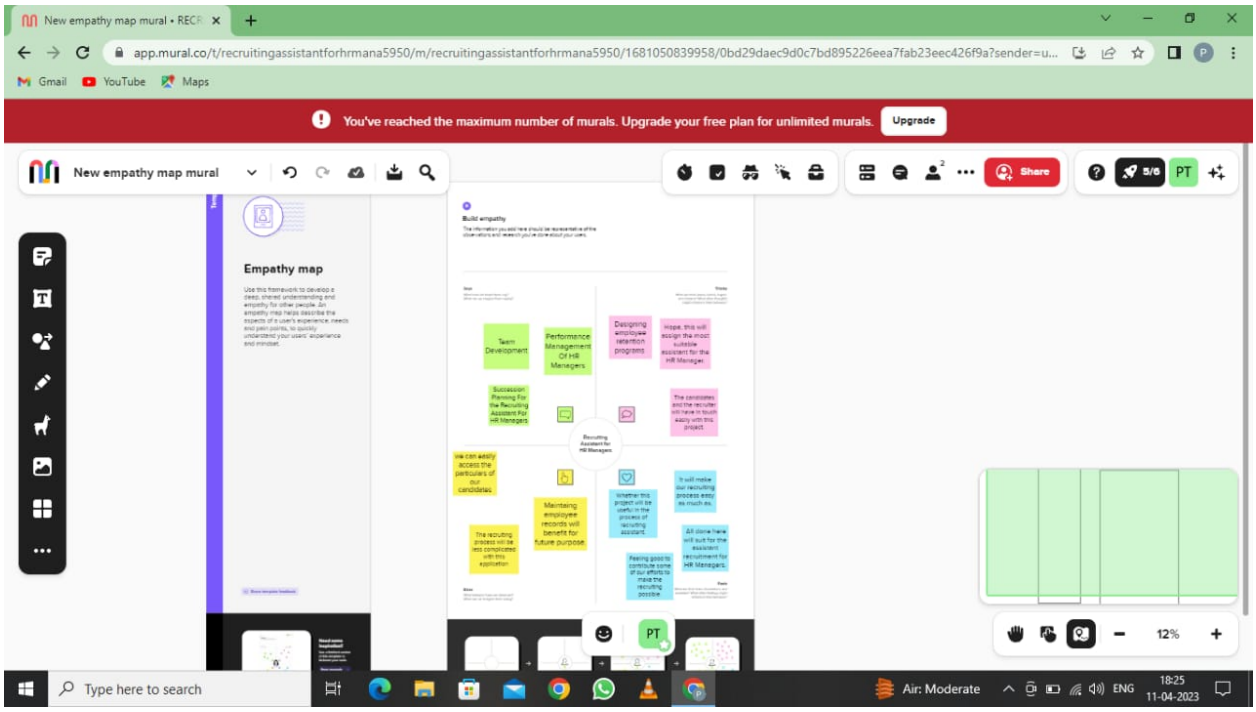
PURPOSE

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

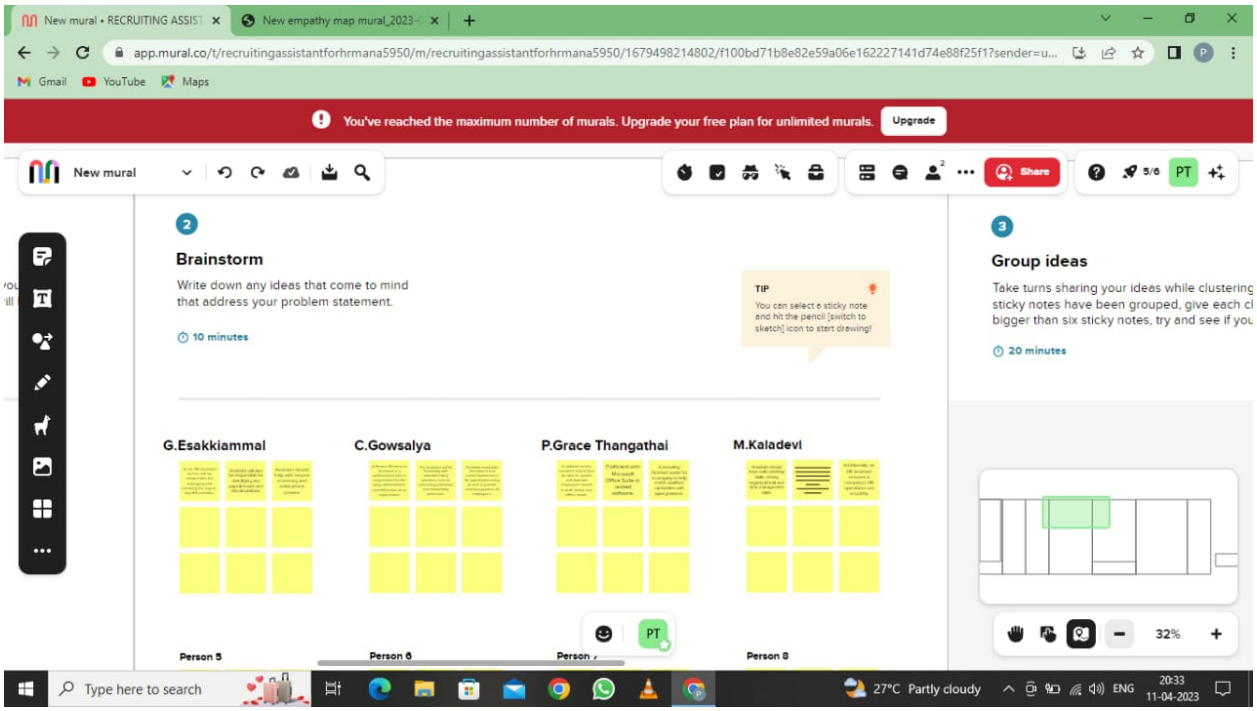
PROBLEM DEFINITION AND DESIGN THINKING

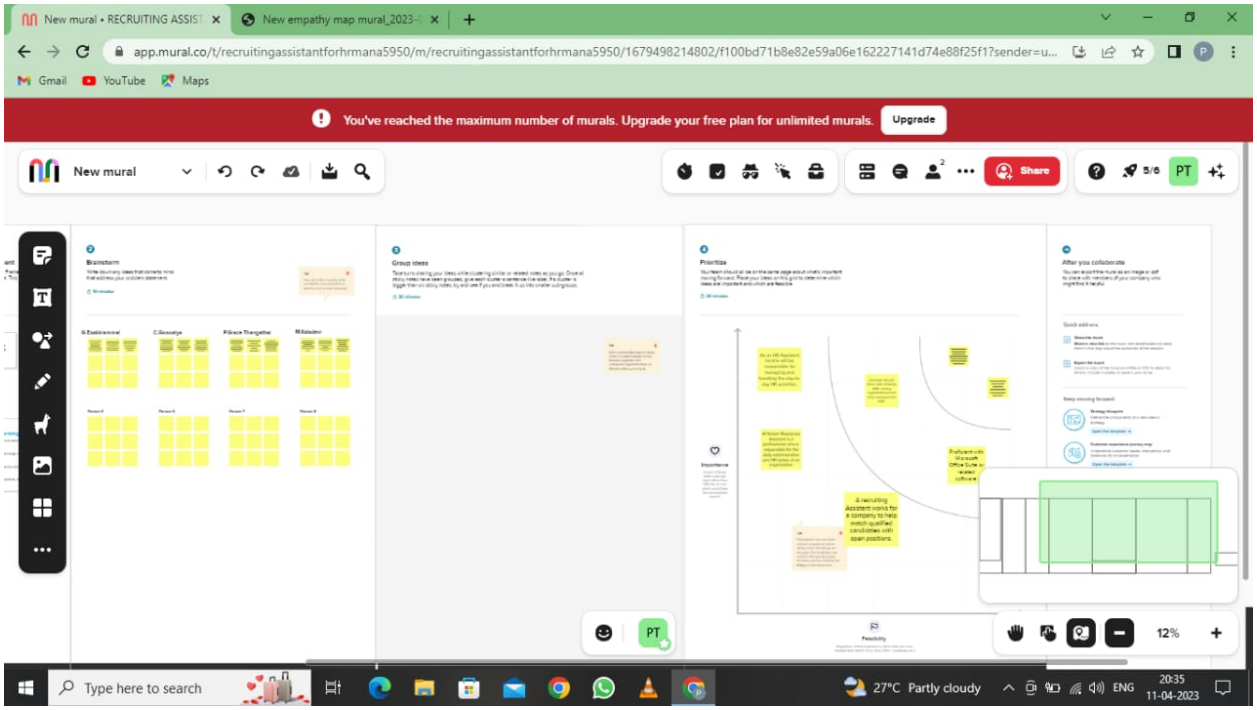
EMPATHY MAP

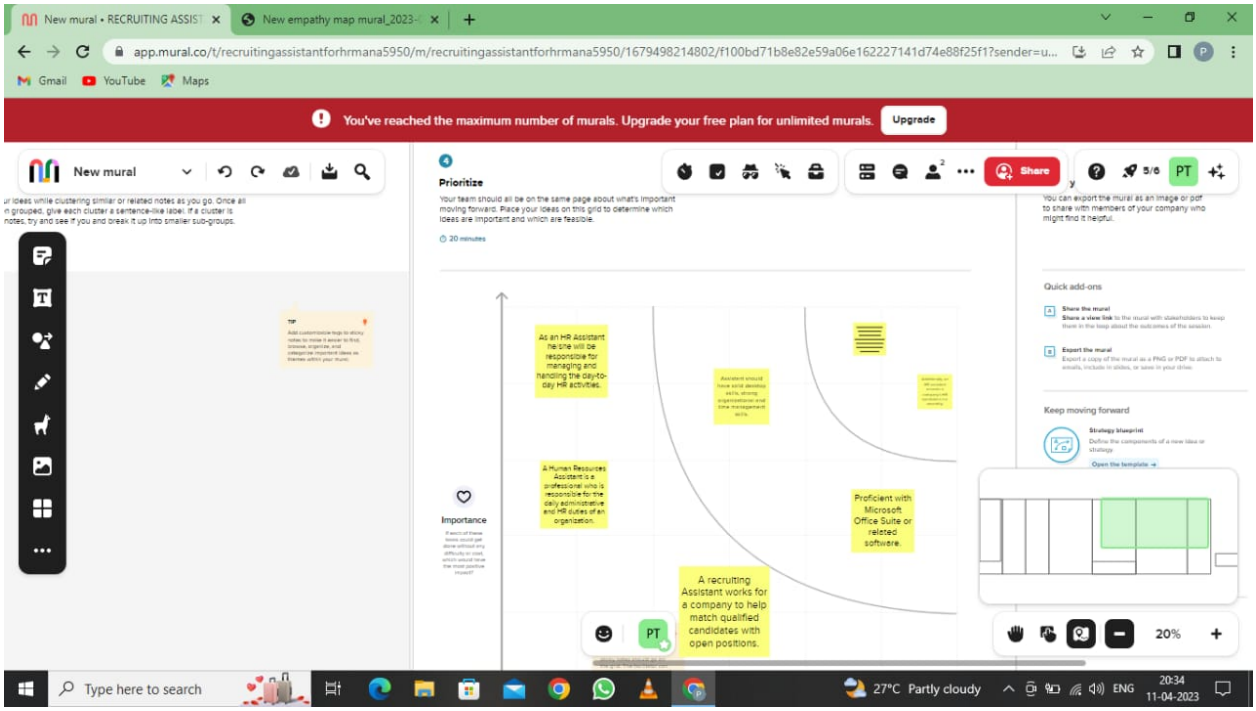

New empathy map mural • RECR
app.mural.co/t/recruitingassistantforhrmana5950/m/recruitingassistantforhrmana5950/1681050839958/0bd29daec9d0c7bd895226eea7fab23eec426f9a?sender=u...
Gmail
YouTube
Maps
You've reached the maximum number of murals. Upgrade your free plan for unlimited murals.
Upgrade
New empathy map mural
Share
PT
Says
What have we heard them say?
What can we imagine them saying?
Thinks
What are their wants, needs, hopes, and dreams? What other thoughts might influence their behavior?
Team Development
Performance Management Of HR Managers
Designing employee retention programs
Hope, this will assign the most suitable assistant for the HR Manager.
Succession Planning For the Recruiting Assistant For HR Managers
The candidates and the recruiter will have in touch easily with this project.
Recruiting Assistant for HR Managers
32%
Type here to search
Sunset
ENG
18:27
11-04-2023


New empathy map mural • RECR
app.mural.co/t/recruitingassistantforhrmana5950/m/recruitingassistantforhrmana5950/1681050839958/0bd29daec9d0c7bd895226eea7fab23eec426f9a?sender=u...
Gmail
YouTube
Maps
You've reached the maximum number of murals. Upgrade your free plan for unlimited murals.
Upgrade
New empathy map mural
Share
PT
Empathy map
Build empathy
Team Development
Performance Management Of HR Managers
Designing employee retention programs
Hope, this will assign the most suitable assistant for the HR Manager.
Succession Planning For the Recruiting Assistant For HR Managers
The candidates and the recruiter will have in touch easily with this project.
Recruiting Assistant for HR Managers
We can easily access the particulars of our candidates
Maintaining employee records will benefit for future purpose.
It will make our recruiting process easy as much as.
Whether this project will be useful in the process of recruiting assistant.
All done here will suit for the assistant recruitment for HR Managers.
The recruiting process will be less complicated with this application
Feeling good to contribute some of our efforts to make the recruiting possible.
12%
Type here to search
Air: Moderate
ENG
18:25
11-04-2023

IDEATION AND BRAINSTORMING MAP







DATA MODEL

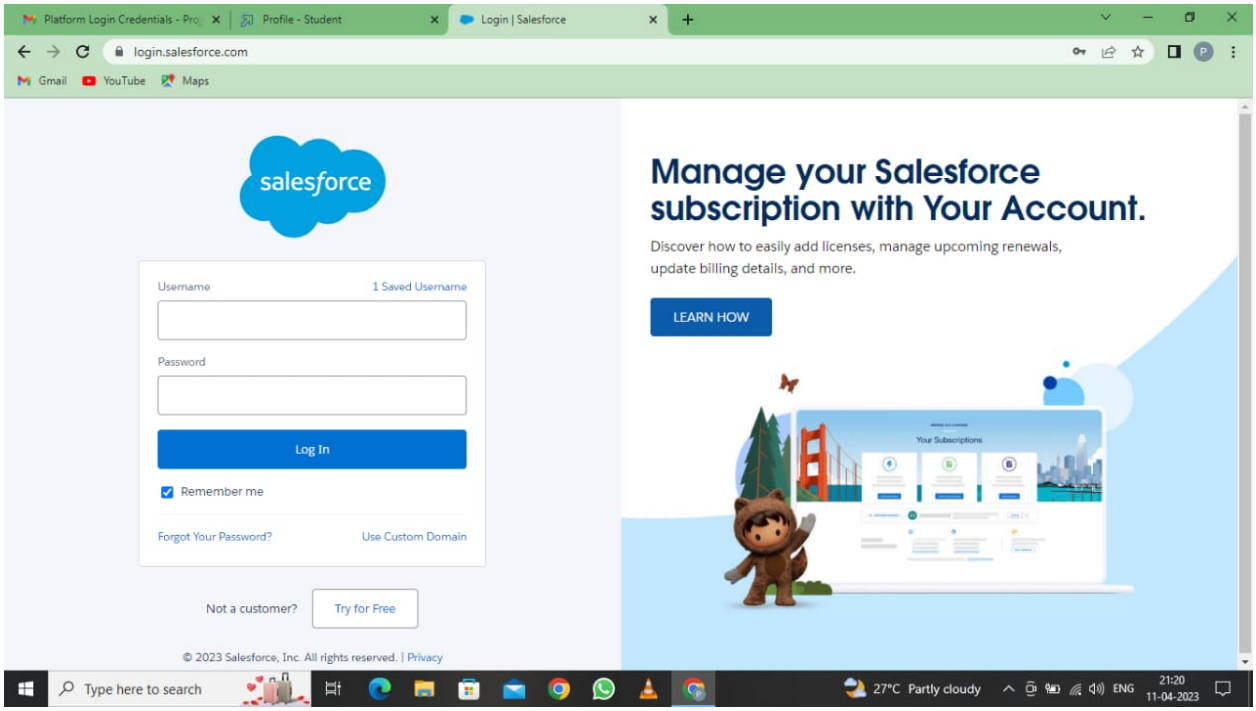
OBJECT NAME	FIELD LABLE	DATA TYPE
Job posting sites	Job posting site	Text
Reviews	Review	Auto number
Positions	Position	Text
Suppliers	Supplier	Text
Technical sites	Technical site	Text

ACTIVITY AND SCREENSHOT

1. CREATING A SALESFORCE ACCOUNT

We went to the website developers.salesforce.com and signed up by giving our details.

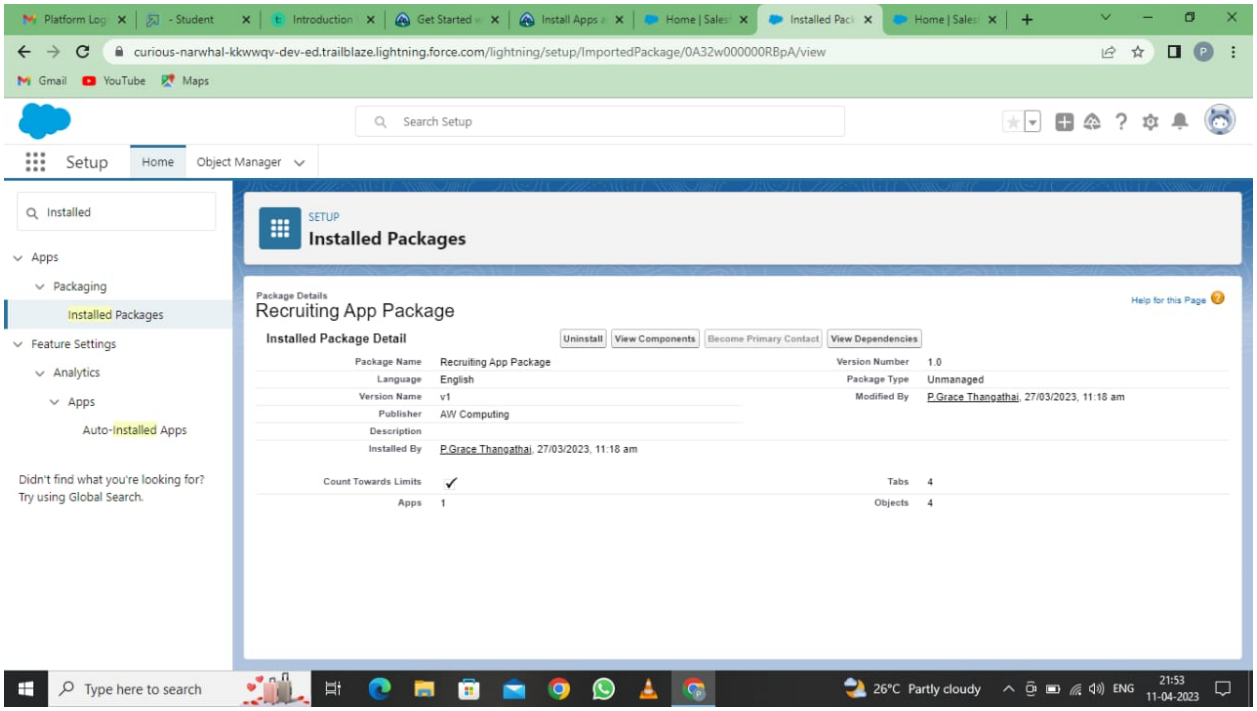
LOGIN TO SALESFORCE ACCOUNT



We have our username and password login into the sales force account.

2. CREATING THE PACKAGE INSTALLATION

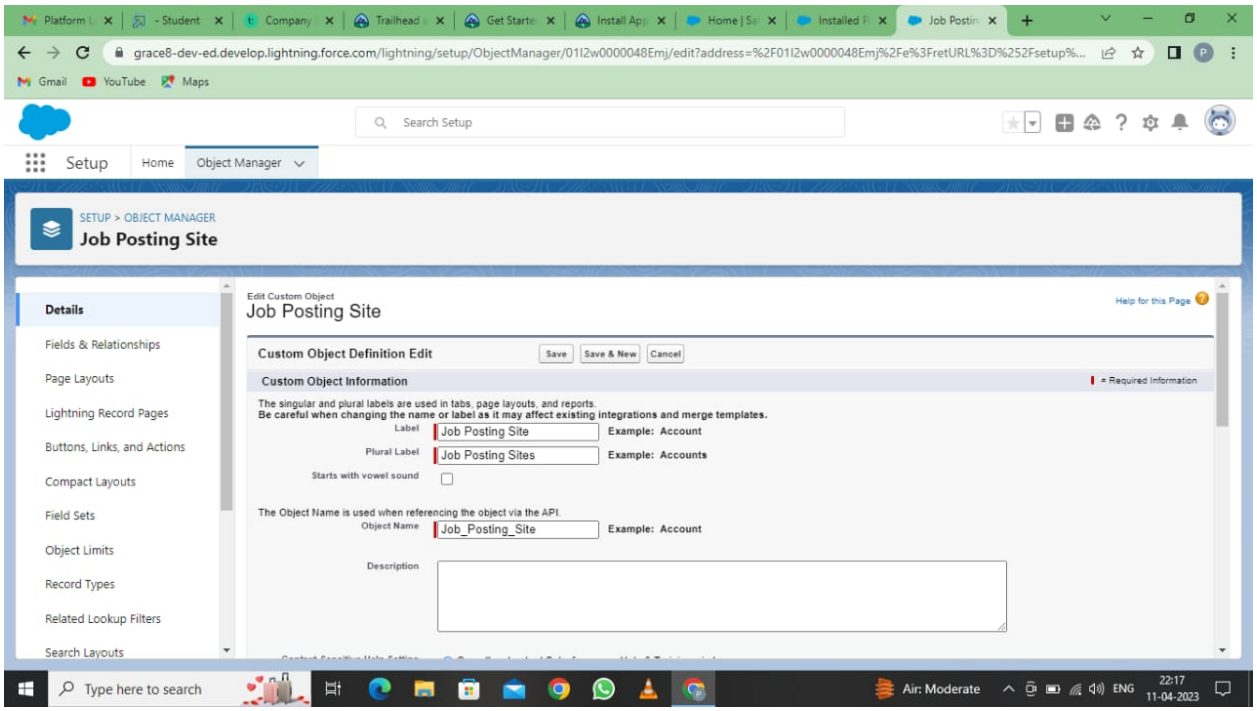
We went to inside it and new lightining app and created a package installation by giving the details.

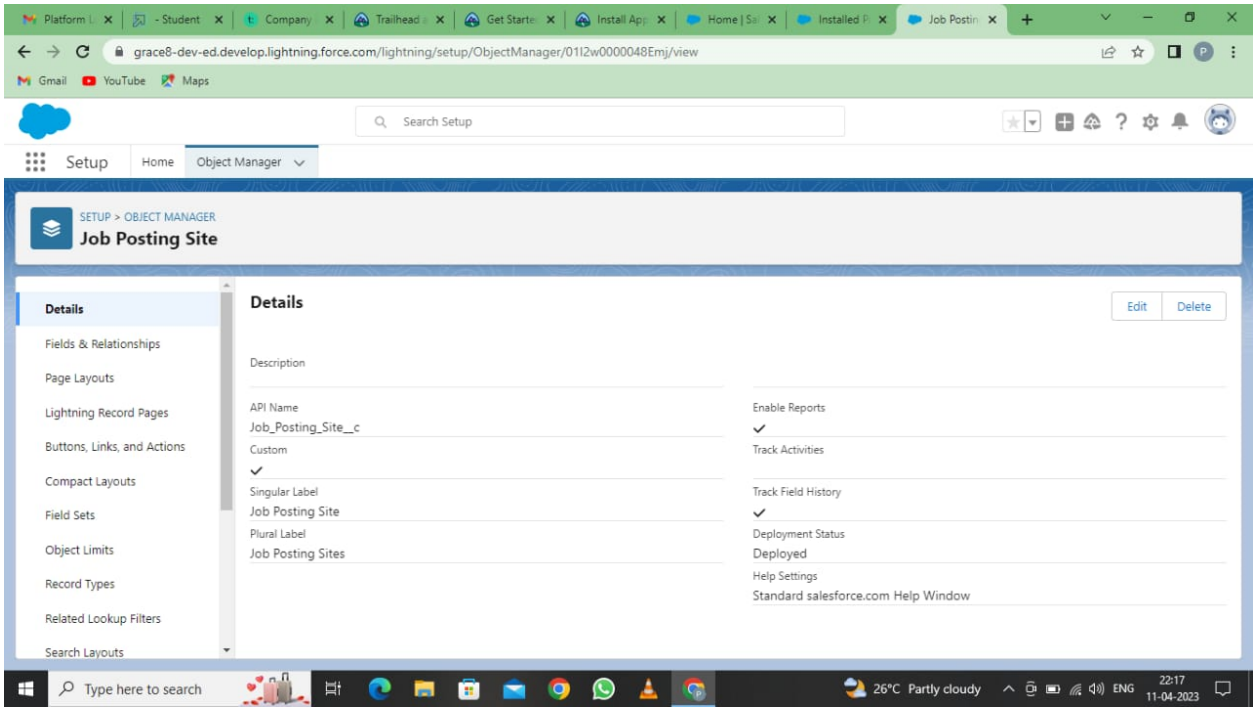


3. CREATE OBJECT

Activity-1

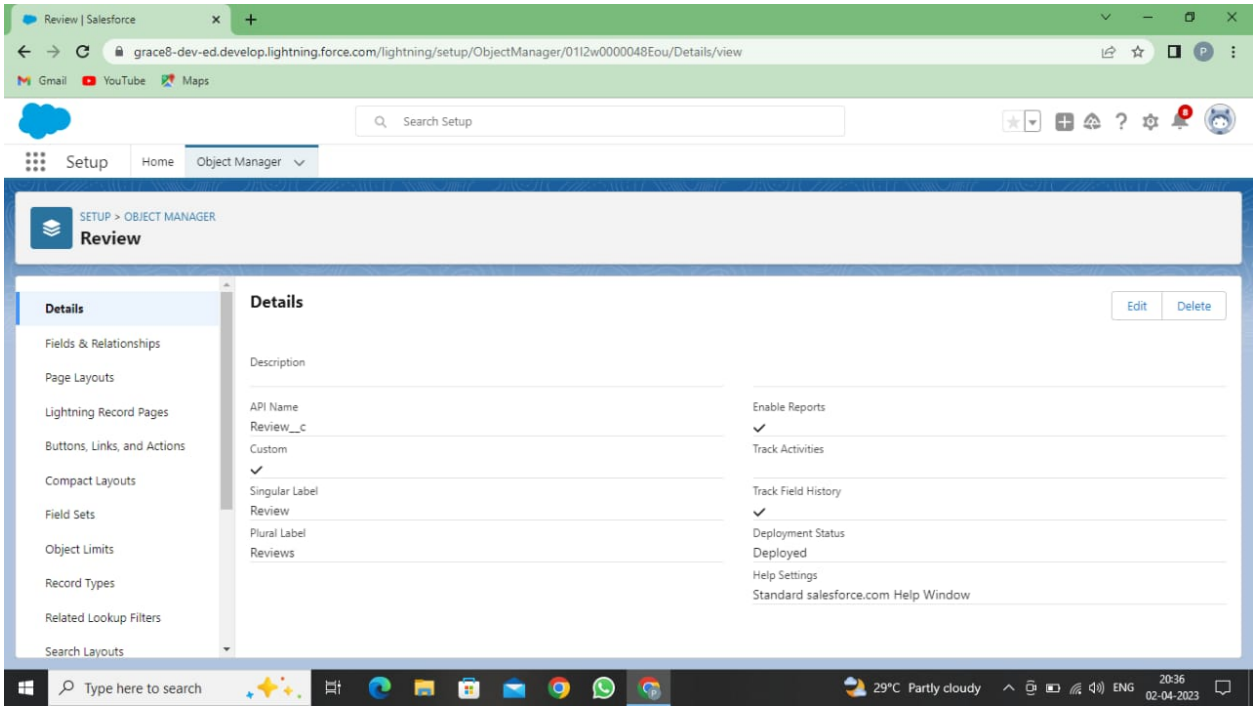
Create a custom object for job posting sites





Activity-2

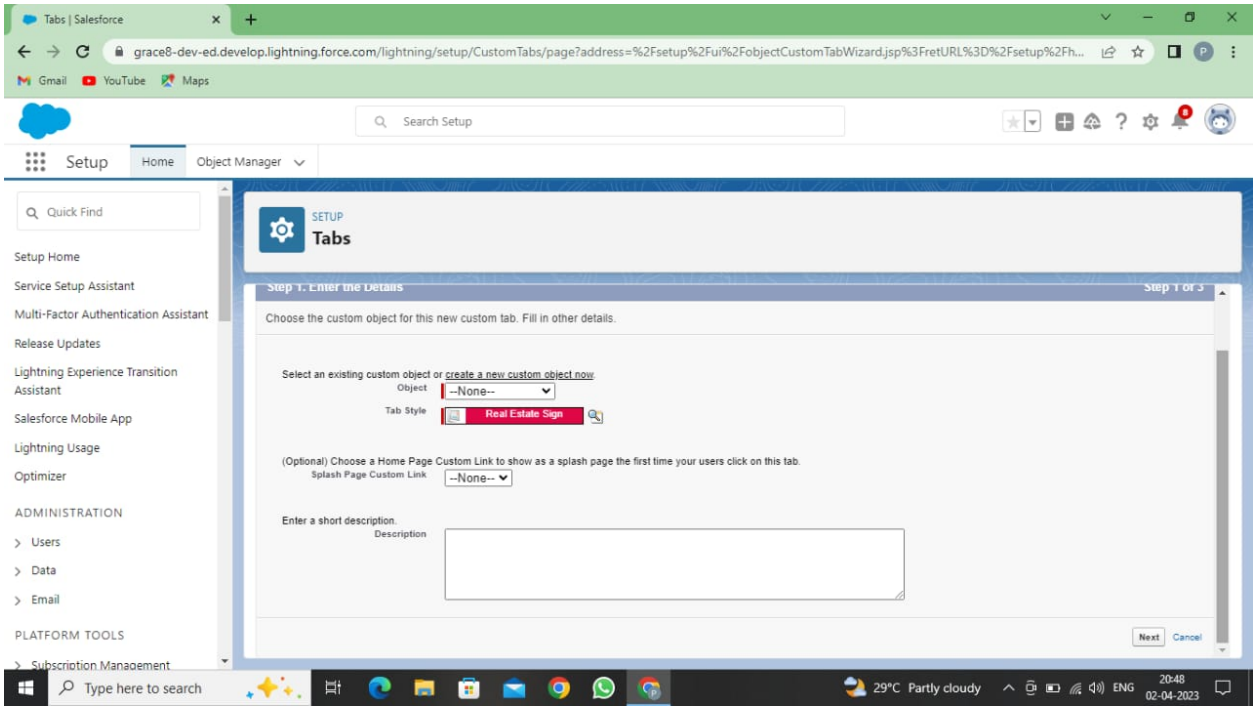
Create a custom object for reviews



We have created another custom object named reviews label as “Reviews” and data type as “Auto Number”.

4. CREATE TABS

We have created Tabs with Tab style as ‘Real Estate’.

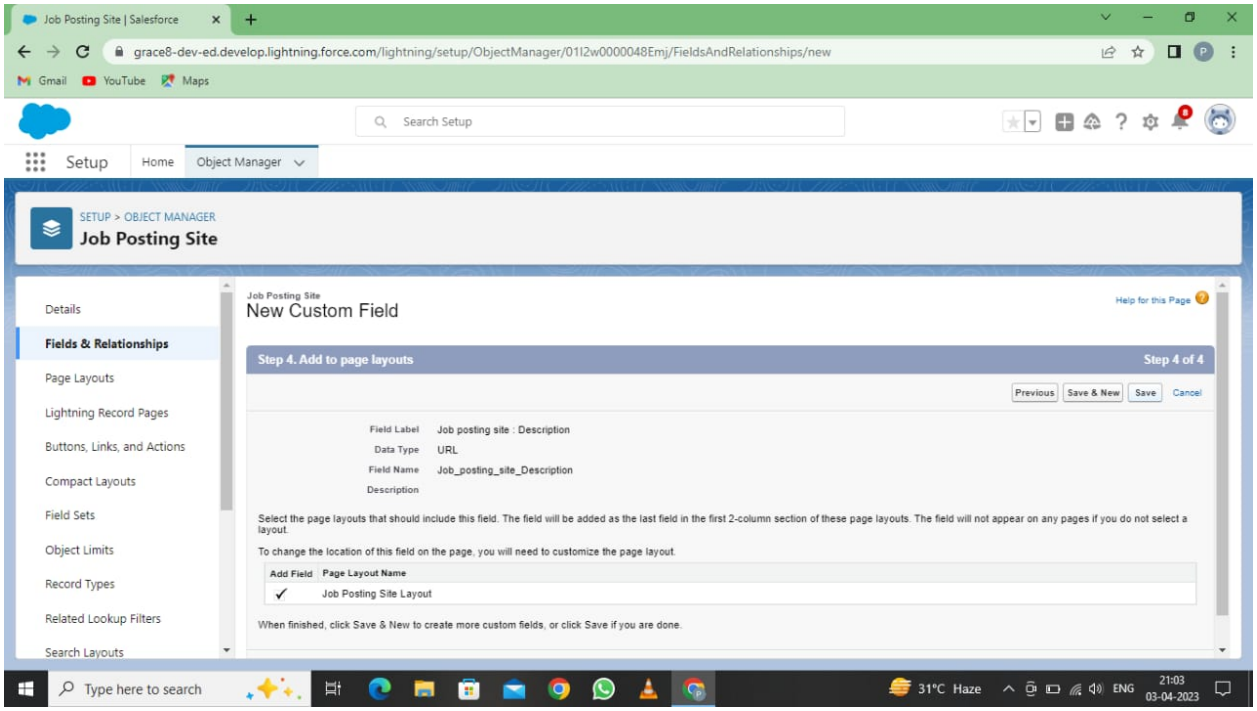


5. CREATE FIELDS

Activity-1

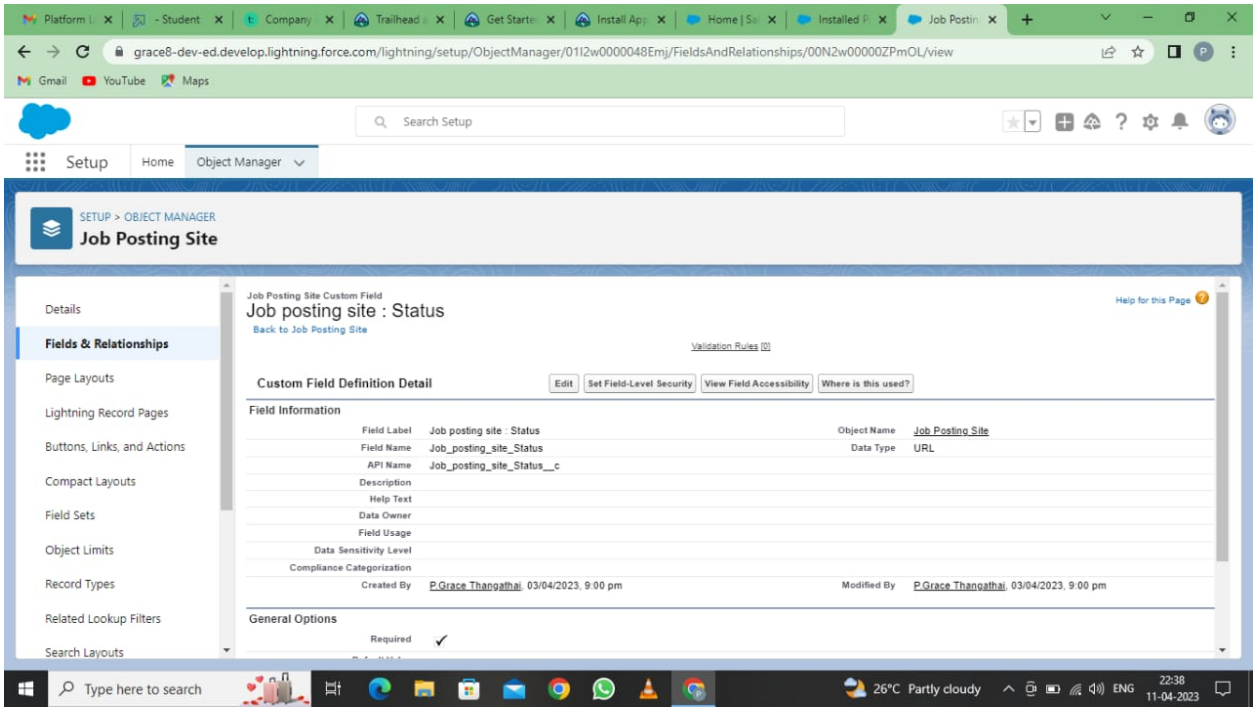
Create new field for Job Posting Site.

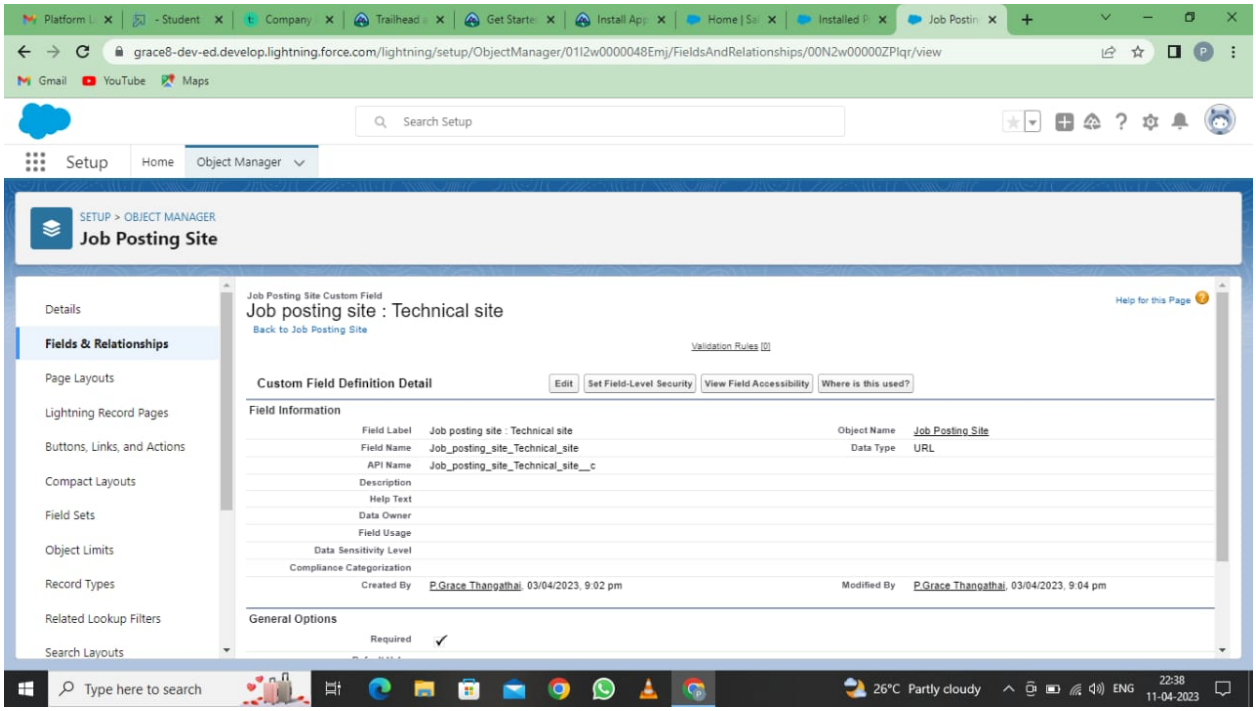
Then we created new fields Job Posting Site with data type as URL.

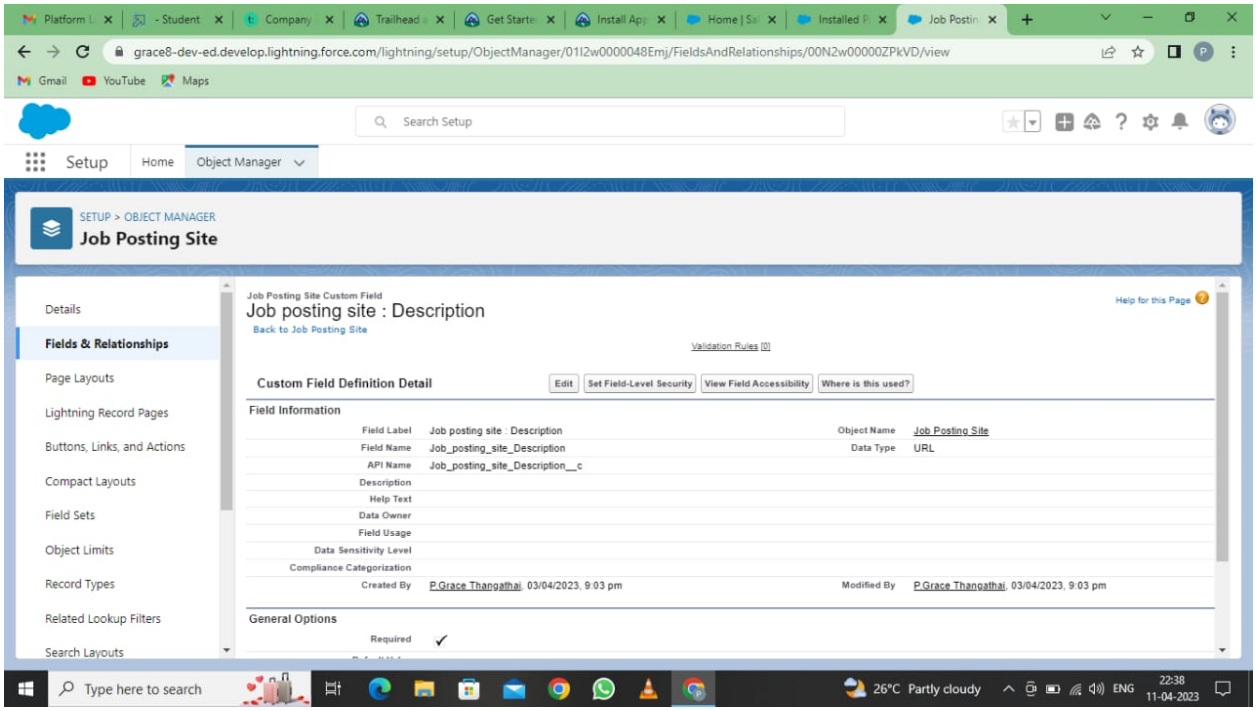


Create a Fields for Job Posting Site

1. Status
2. Technical Site
3. Description

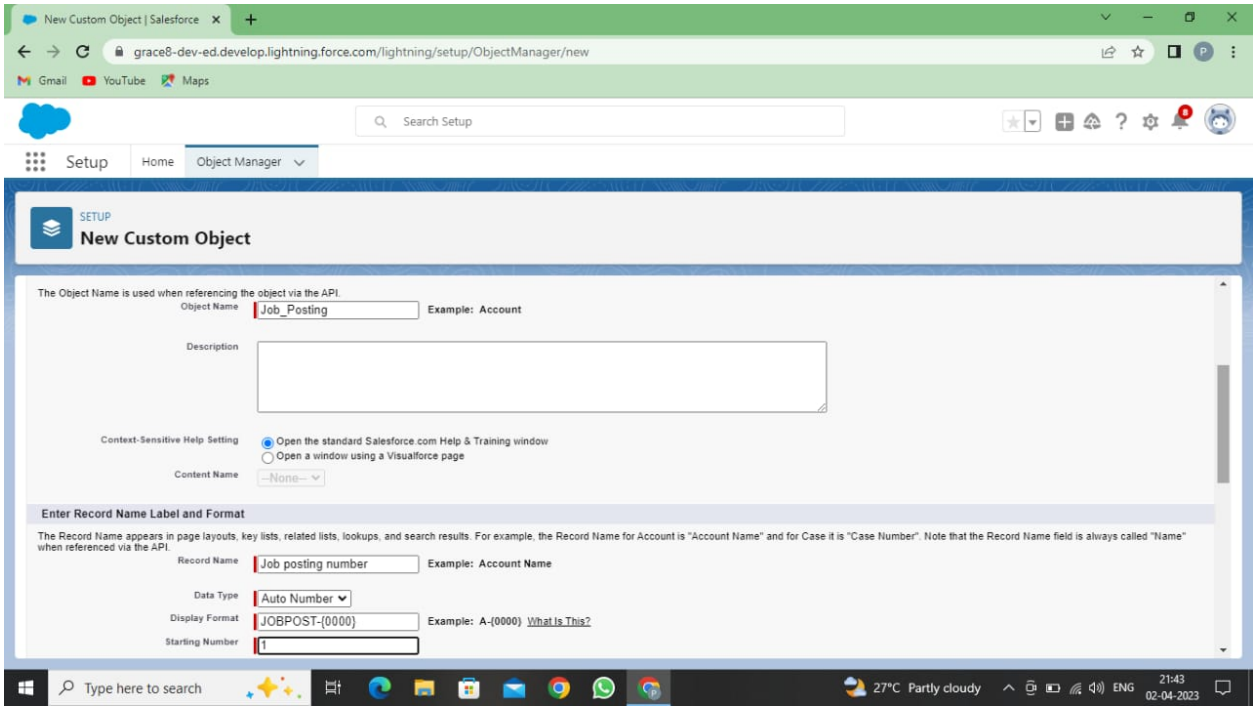



grace8-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w0000048Emj/FieldsAndRelationships/00N2w00000ZPlqr/view
Search Setup
Setup
Home
Object Manager
SETUP > OBJECT MANAGER
Job Posting Site
Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
Search Layouts
Job Posting Site Custom Field
Job posting site : Technical site
Back to Job Posting Site
Help for this Page
Validation Rules [0]
Custom Field Definition Detail
Edit
Set Field-Level Security
View Field Accessibility
Where is this used?
Field Information
Field Label
Job posting site : Technical site
Object Name
Job Posting Site
Field Name
Job_posting_site_Technical_site
Data Type
URL
API Name
Job_posting_site_Technical_site__c
Description
Help Text
Data Owner
Field Usage
Data Sensitivity Level
Compliance Categorization
Created By
P.Grace Thangathai, 03/04/2023, 9:02 pm
Modified By
P.Grace Thangathai, 03/04/2023, 9:04 pm
General Options
Required
Type here to search
26°C Partly cloudy
ENG
22:38
11-04-2023


grace8-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w0000048Emj/FieldsAndRelationships/00N2w00000ZPkVD/view
Search Setup
Setup
Home
Object Manager
SETUP > OBJECT MANAGER
Job Posting Site
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
Job Posting Site Custom Field
Job posting site : Description
Back to Job Posting Site
Help for this Page
Validation Rules [0]
Custom Field Definition Detail
Edit
Set Field-Level Security
View Field Accessibility
Where is this used?
Field Information
Field Label
Job posting site : Description
Object Name
Job Posting Site
Field Name
Job_posting_site_Description
Data Type
URL
API Name
Job_posting_site_Description__c
Description
Help Text
Data Owner
Field Usage
Data Sensitivity Level
Compliance Categorization
Created By
P.Grace Thangathai, 03/04/2023, 9:03 pm
Modified By
P.Grace Thangathai, 03/04/2023, 9:03 pm
General Options
Required
Type here to search
26°C Partly cloudy
ENG
22:38
11-04-2023

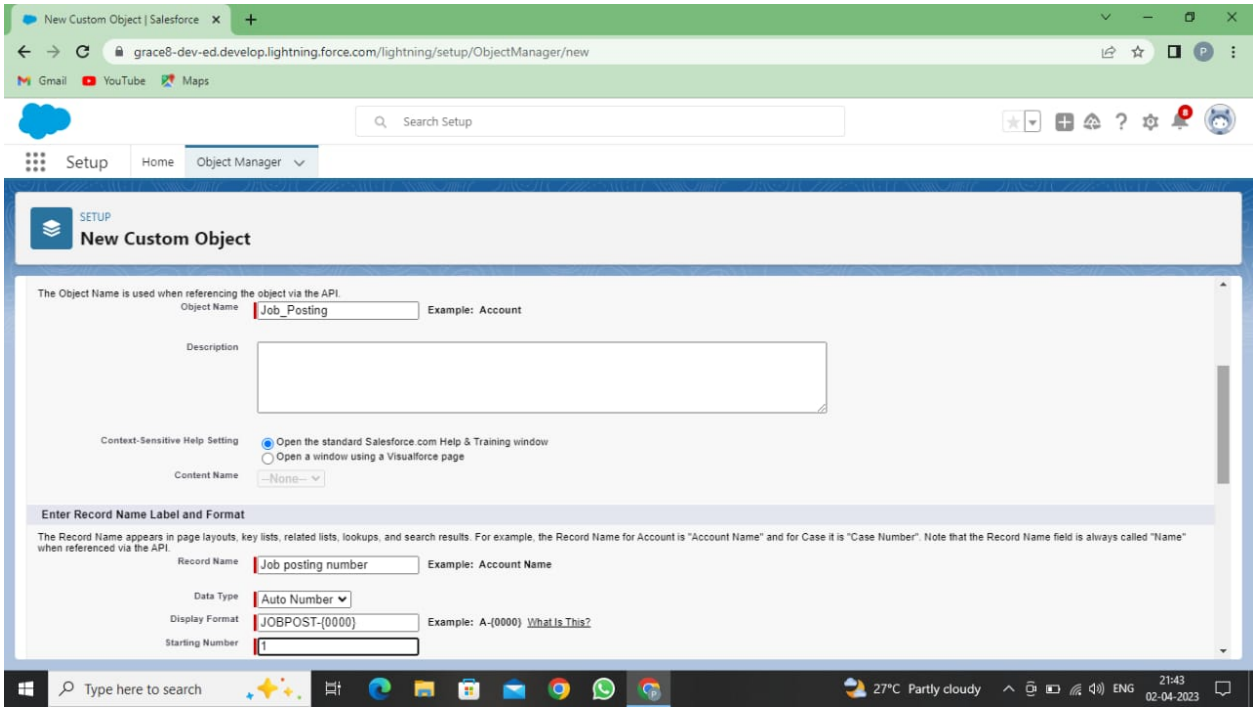
6. CREATE JUNCTION OBJECT

We have created custom junction object for job posting with data type as ‘Auto Number’.



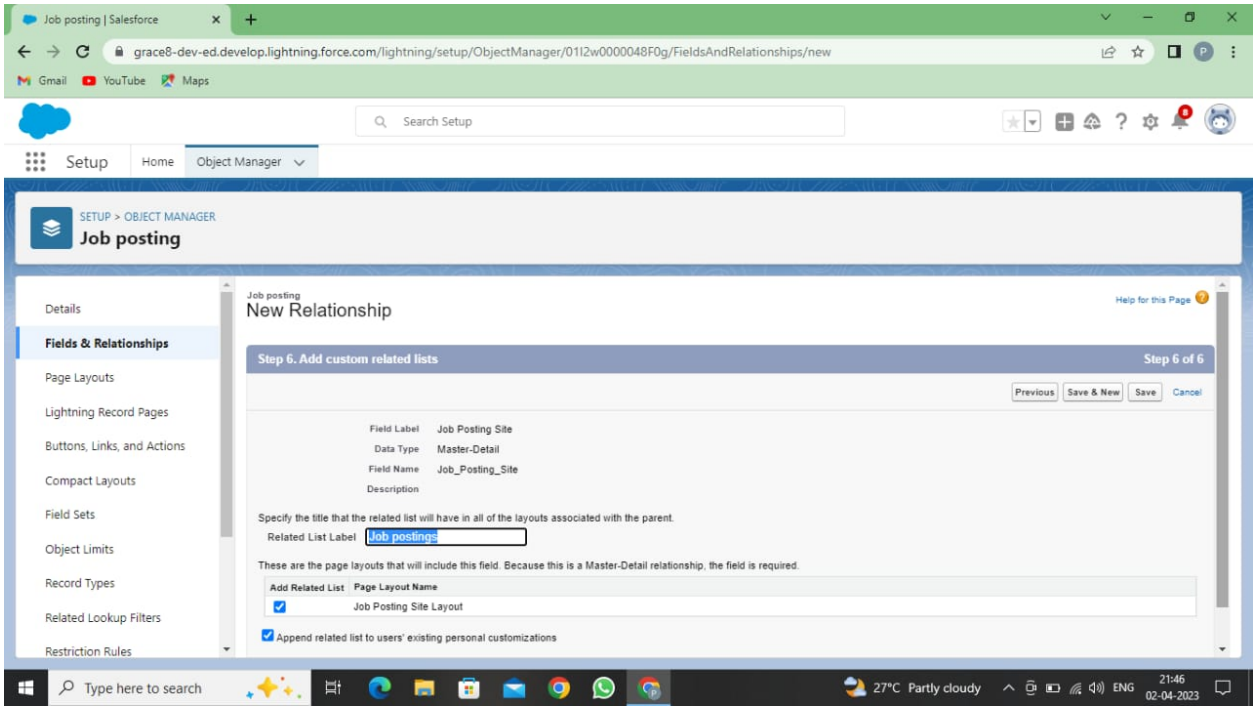
Activity-1

Creating a custom junction object:

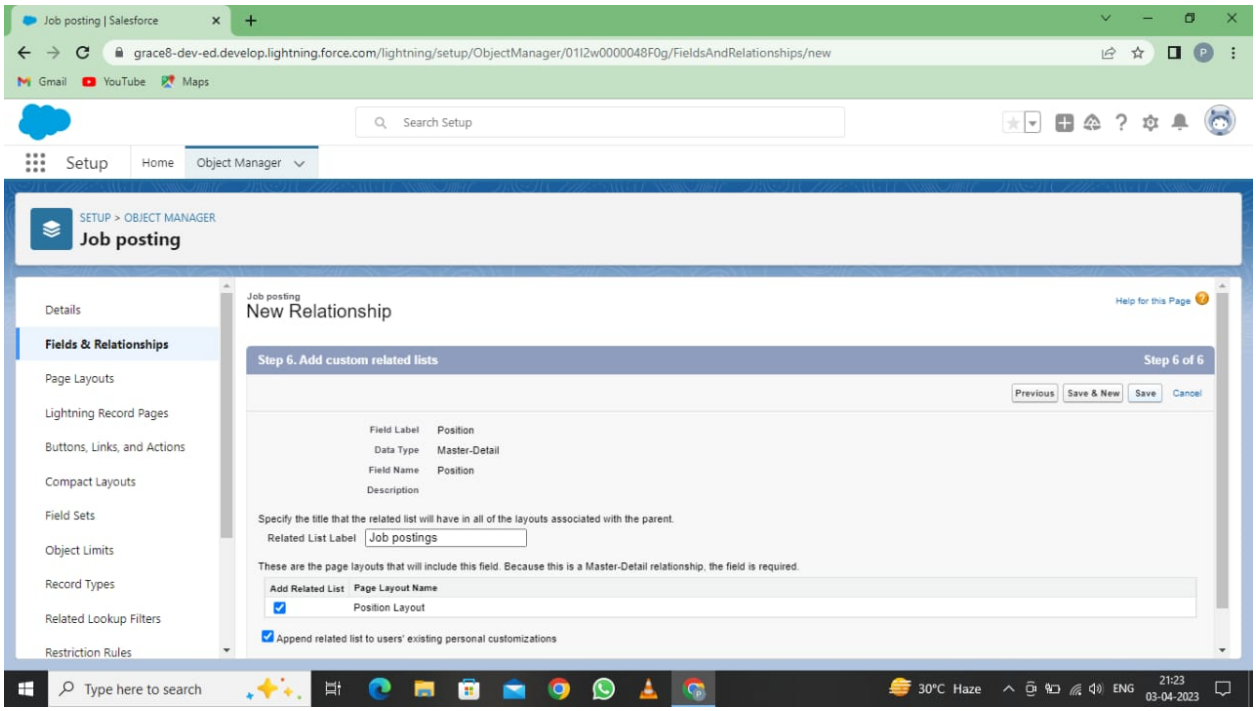


Activity-2

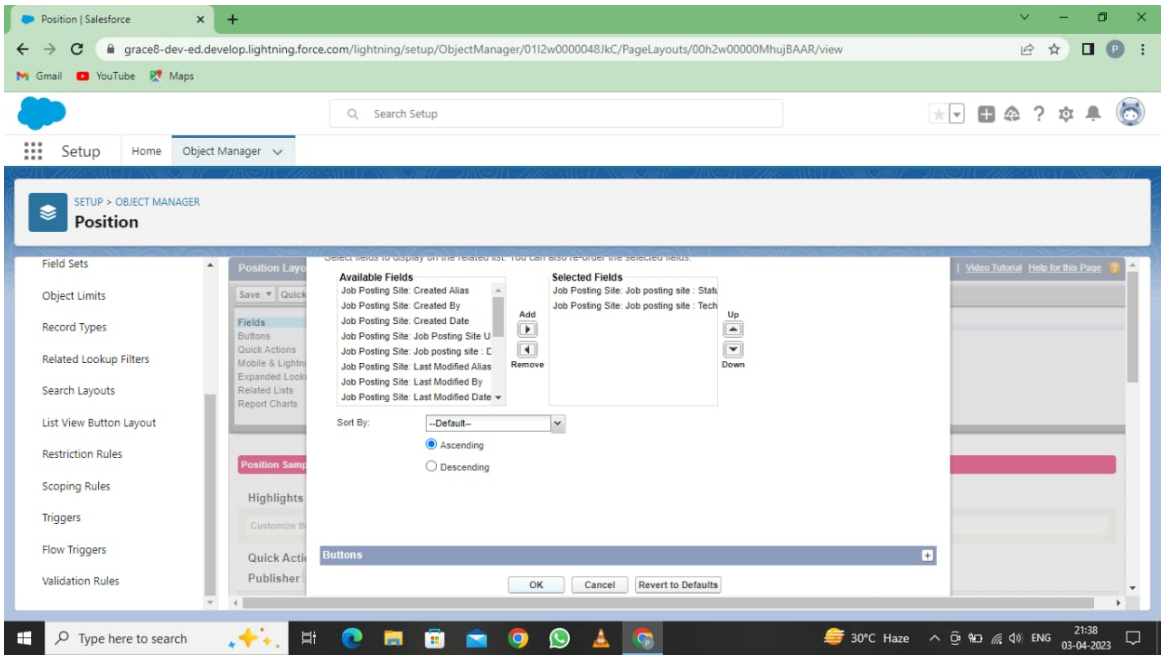
Create a Relationships Object.



We have created relationship object. Master details-relationship between Job Posting and Job Posting Site.



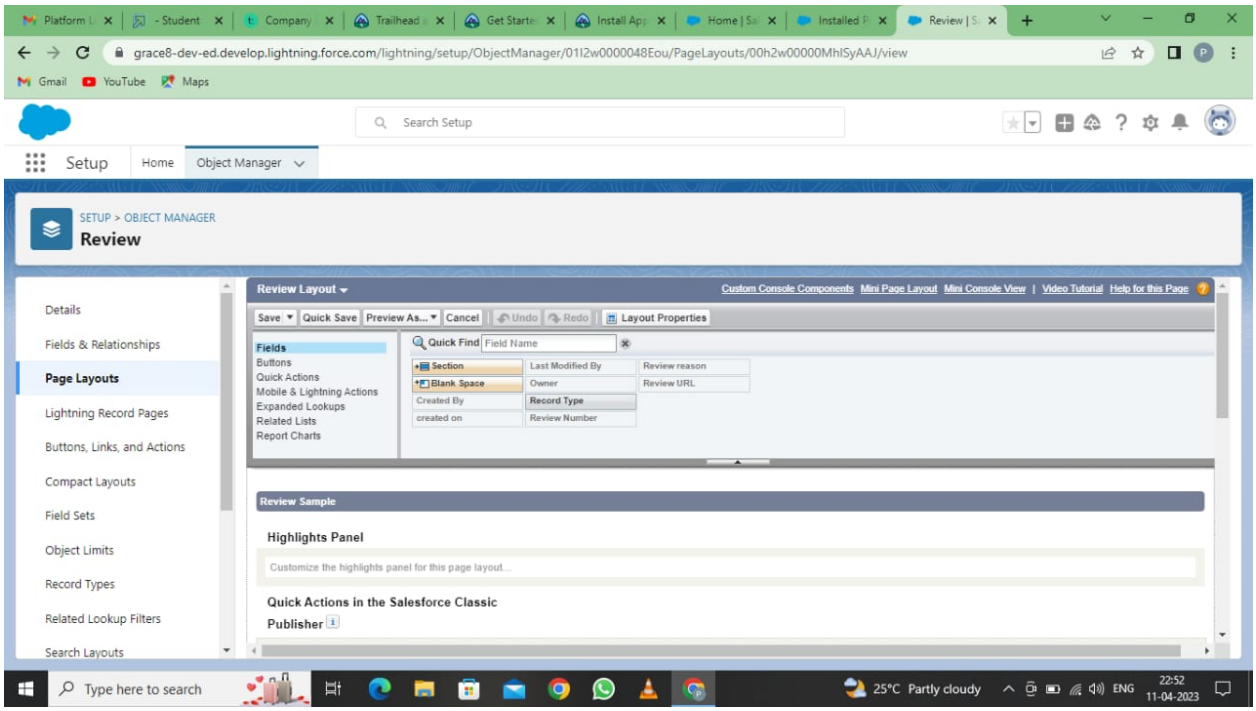
We have created relationship object. Master detail relationship between Job Posting and Position.



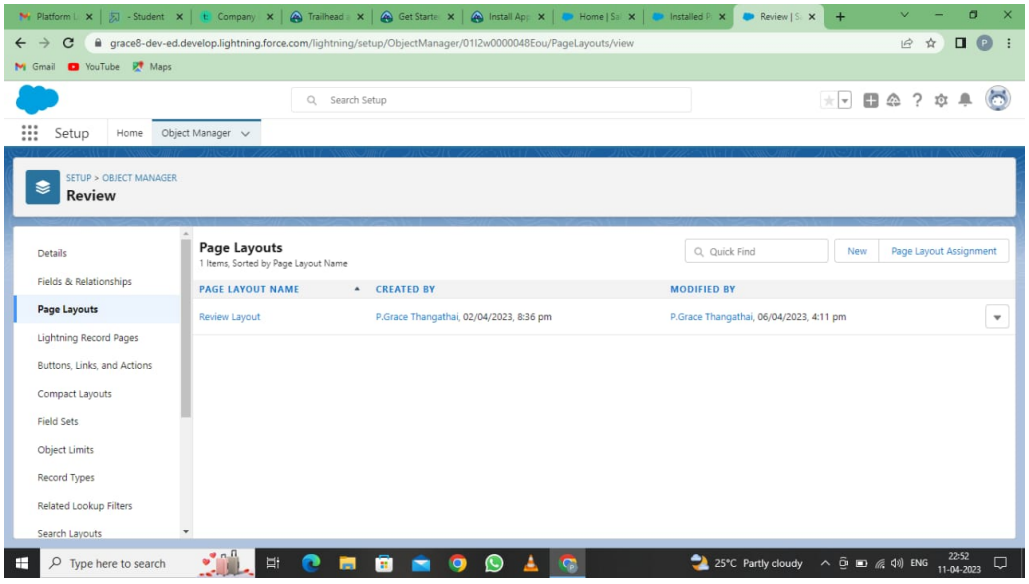
7. CREATE PAGE LAYOUT:

Activity-1&2

Modifying the page layouts



We have modified page layout for position object.

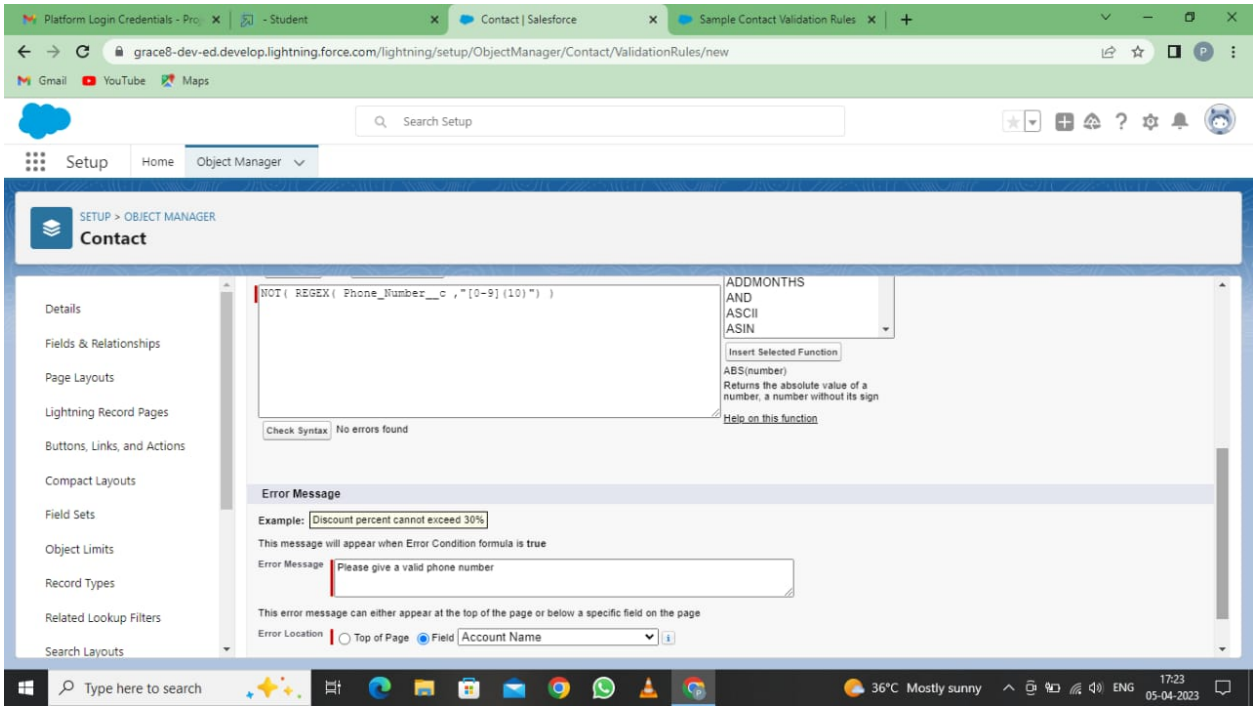


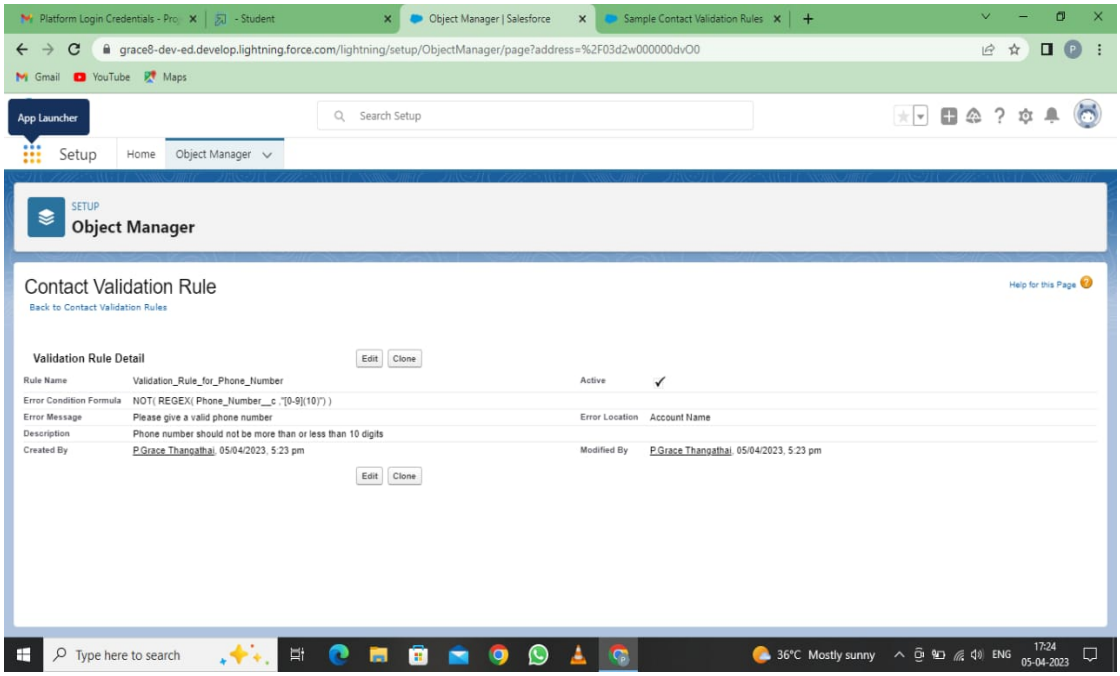
We have also created page layout for review object.

8. CREATE A VALIDATION RULES:

Activity-1

Create the validation rule.

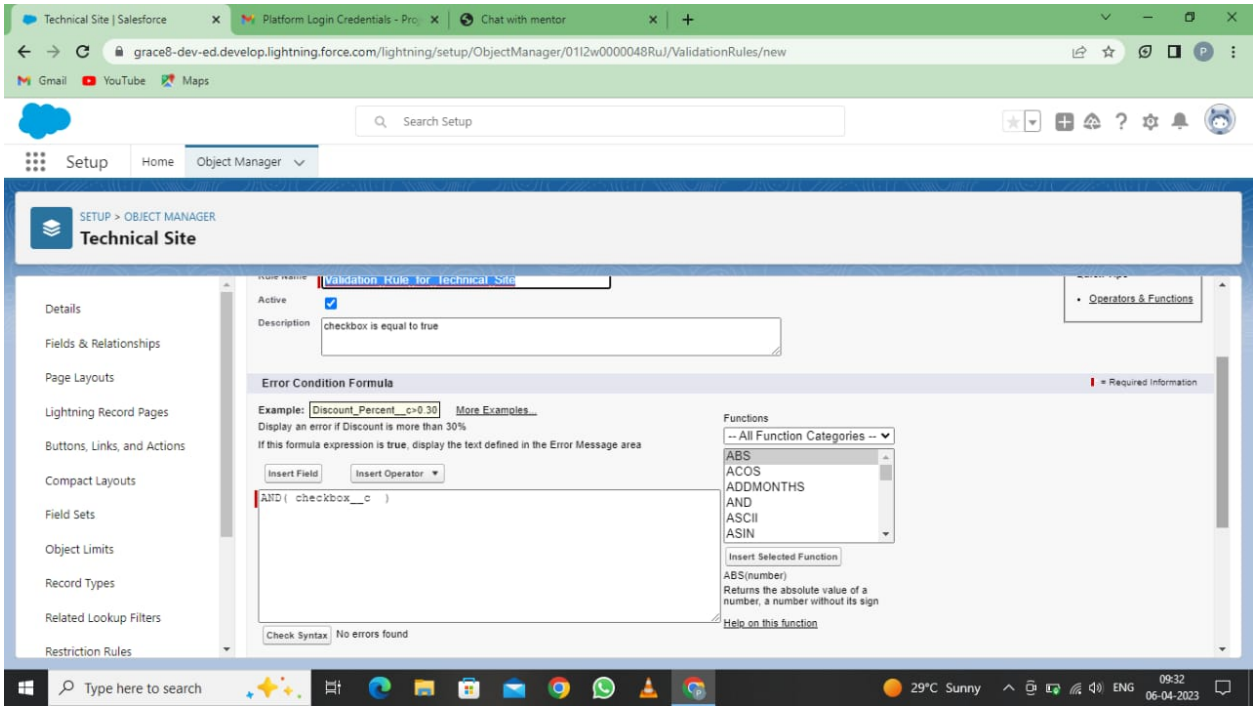


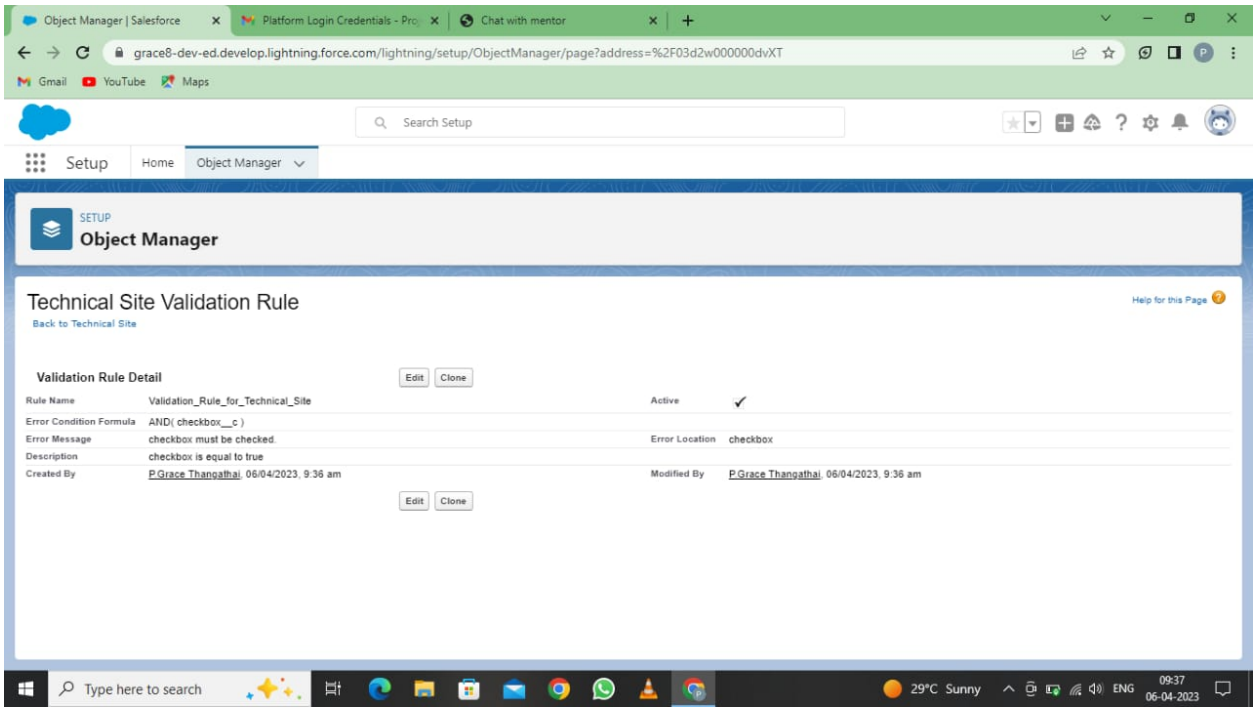


We have created validation rule for phone number.

Activity-2

Create a validation rule for Technical site check box is equal to True.

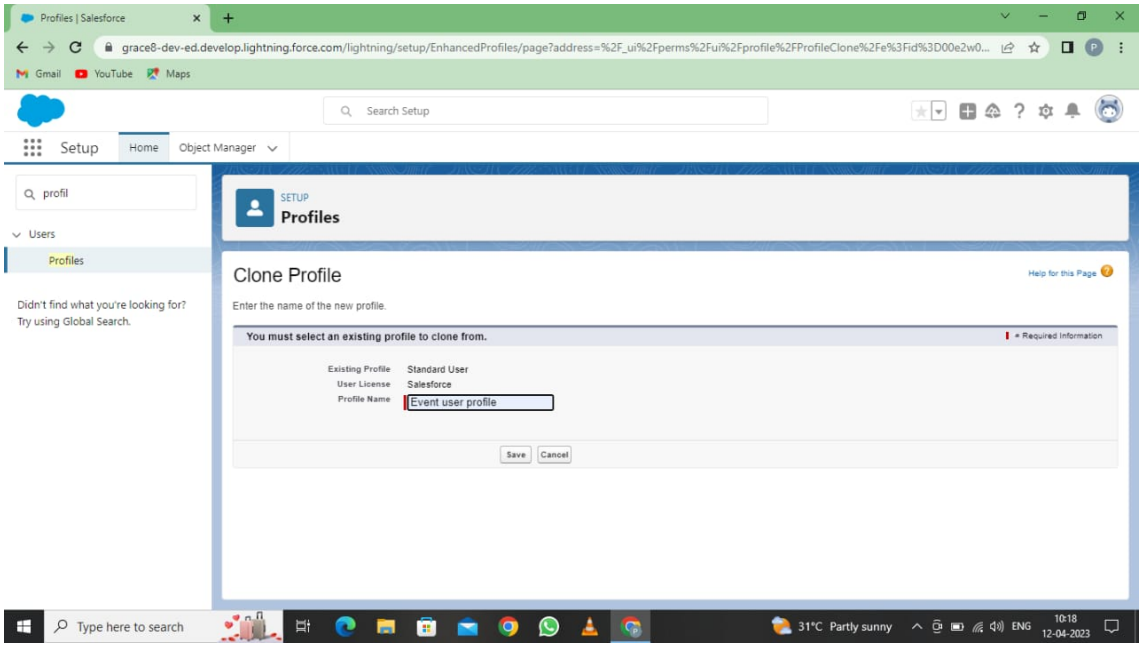




9. CREATE A PROFILE

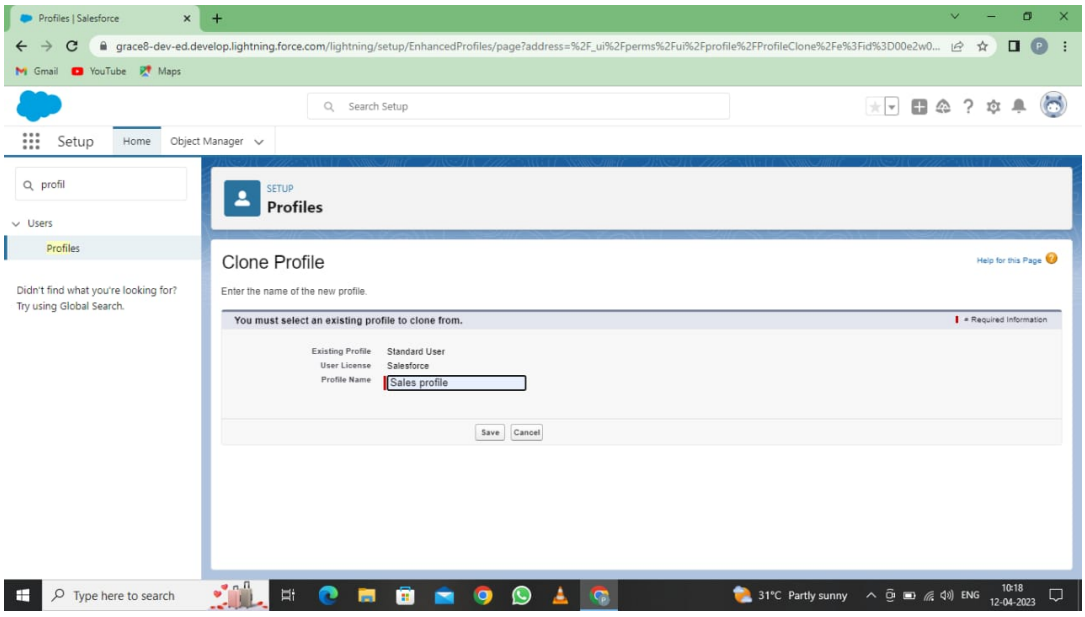
Activity-1

Creation on Profile



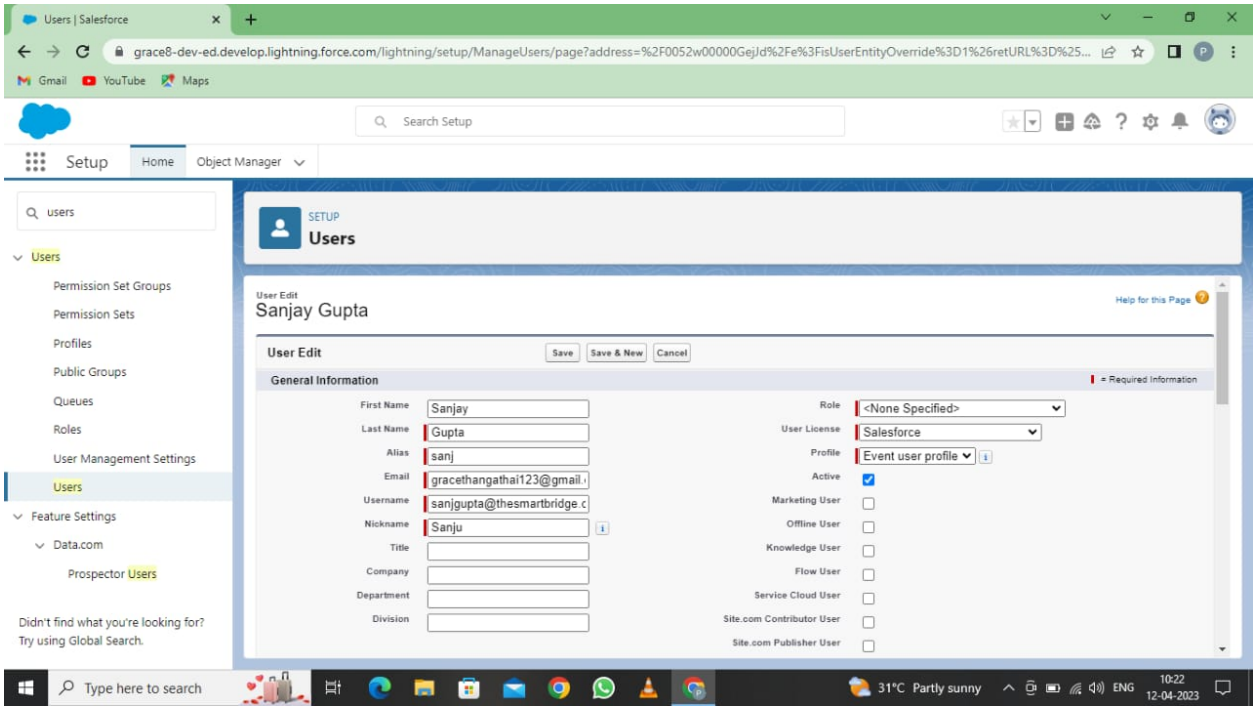
We have also created for Profile name, Event user file.

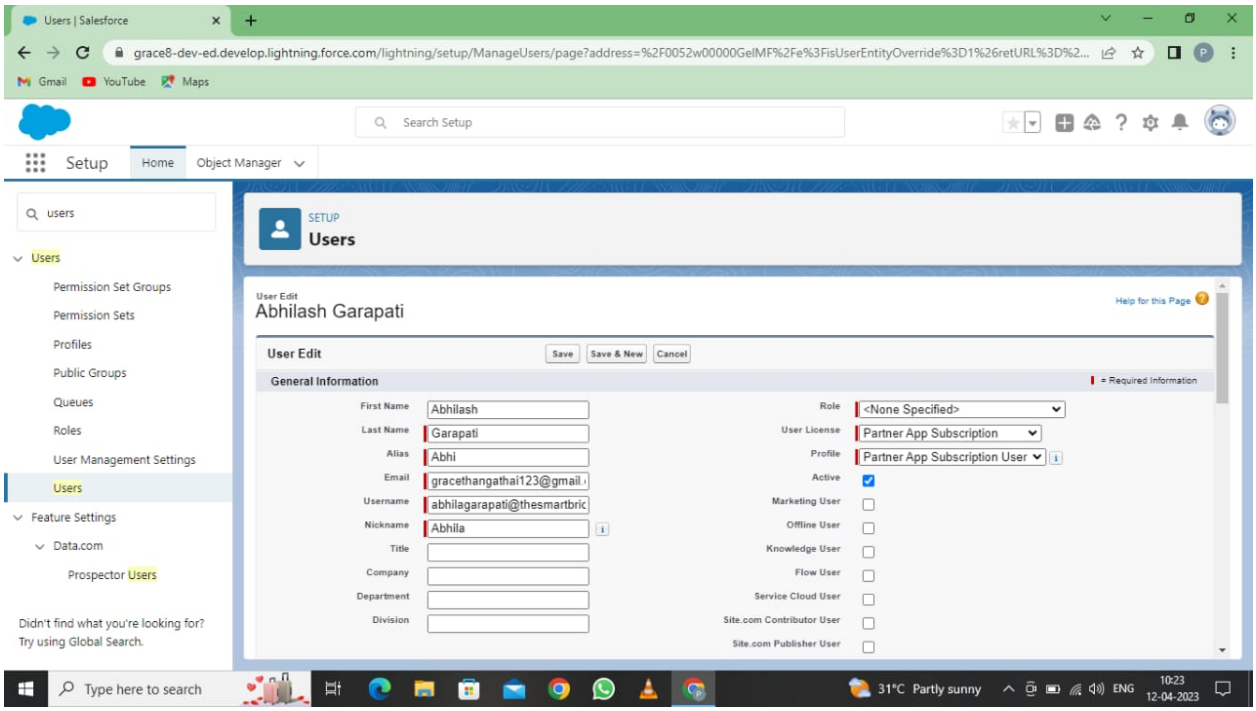
Activity-2



We have created the clone profile, Sales force.

10. CREATE A USER



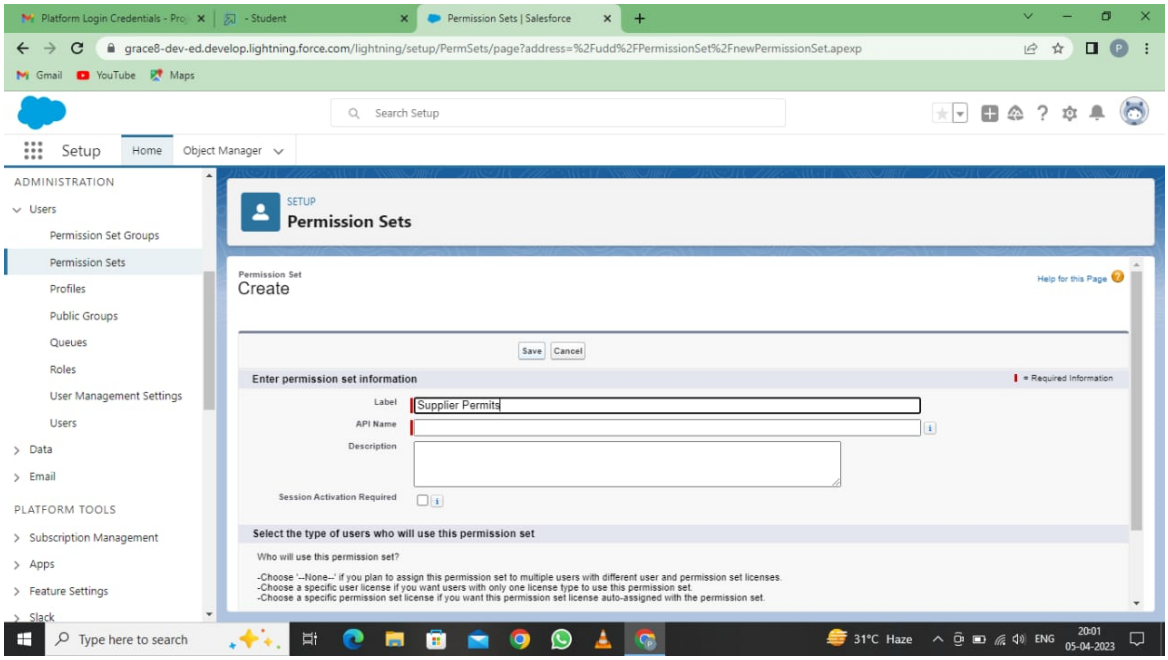


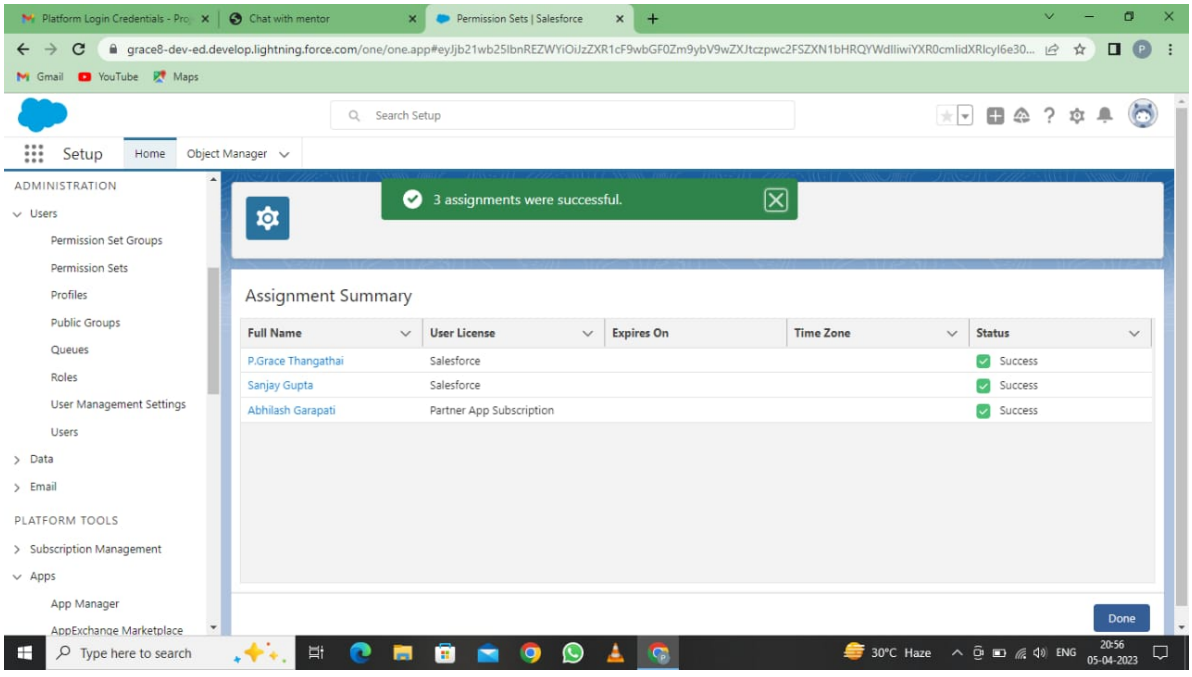
Create a user with a user name as “Sanjay Gupta” and “Abhilash Garapati”

Assign him the sales profile.

11. CREATE A PERMISSION SET

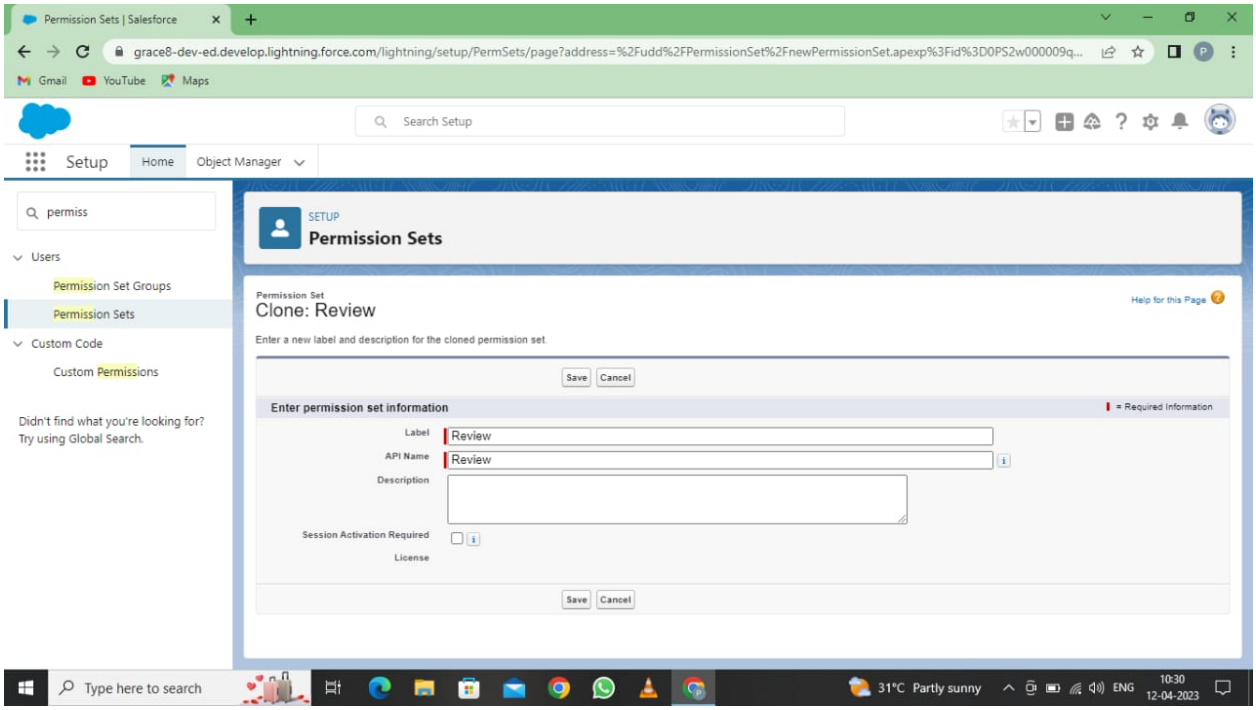
Activity-1

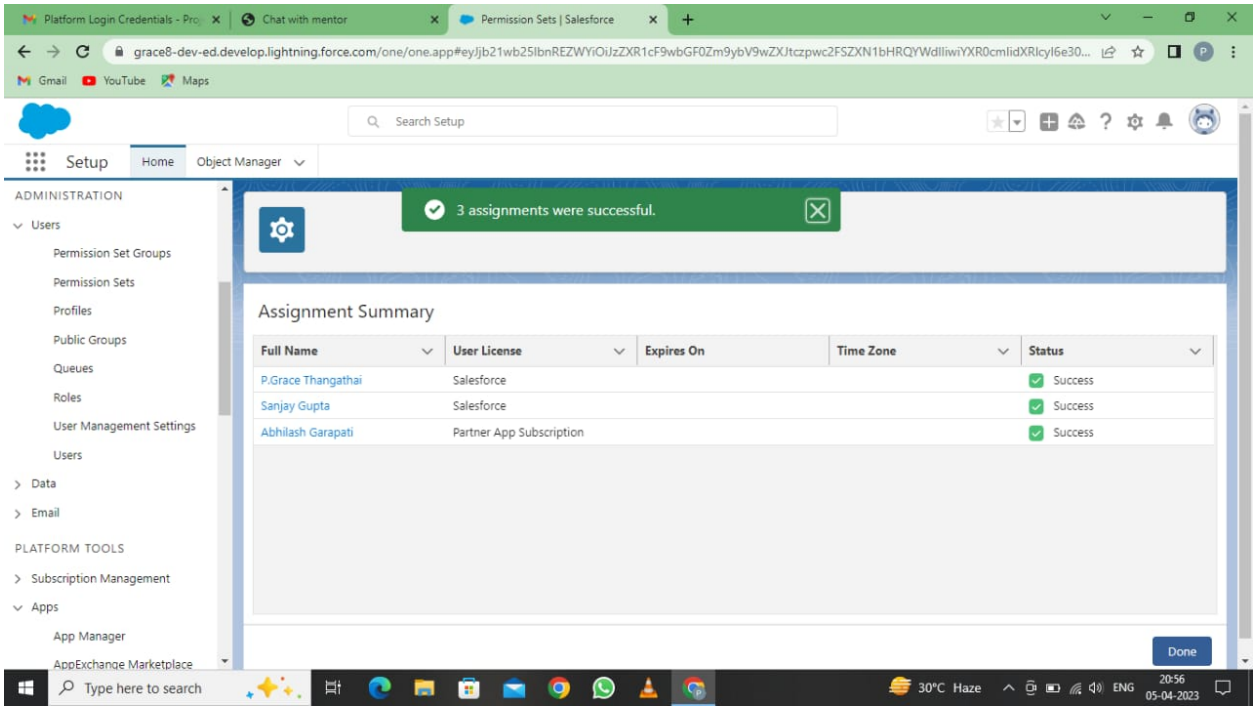




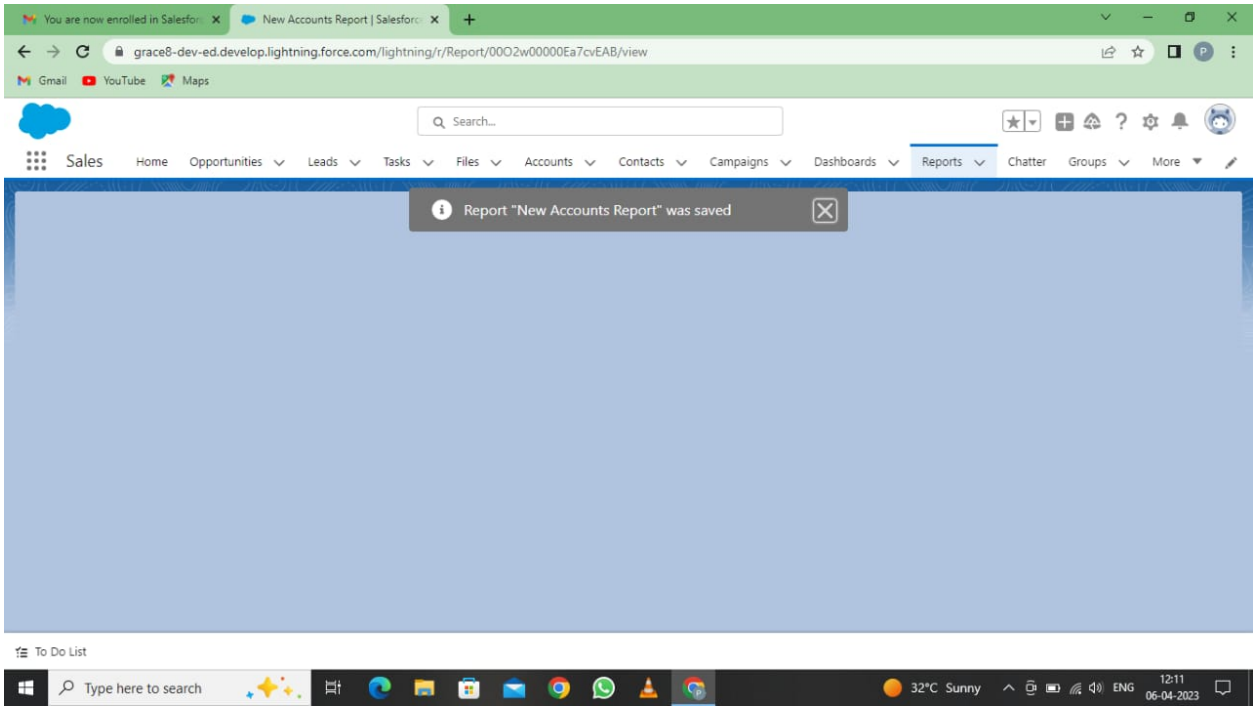
Activity-2

Create a Permission set for Review object





12. CREATE A REPORTS



Created a Report for Review and Job posting sites.

TRAILHEAD PROFILE PUBLIC URL:

Team Lead - https://trailblazer.me/id/gammal

Team Member1 - https://trailblazer.me/id/g5anjali

Team Member2 - https://trailblazer.me/id/gracept7

Team Member3 - https://trailblazer.me/id/k7devika

ADVANTAGES

1. HR Manager with daily tasks such as recruitment.
2. Benefits administration, and payrolls.
3. Additionally, an HR Assistant ensures a company's HR operations runs smoothly.

DISADVANTAGES

1. The workload is huge.
2. Handling the problems of various people.
3. Stressful Job.
4. Acting as a mediator.

APPLICATIONS

Maintains accurate and up-to-date human resources files, records, and documentation. Answers frequently asked questions from applicants and employees relative to standard policies, benefits hiring process, etc.; refers more complex questions to appropriate senior-level HR staff or management .

CONCLUSIONS

In conclusion, the practice of HRM needs to be integrated with the overall strategy to ensure effective use of people and provide better returns to the organizations in terms of ROI (Return on Investment) for every dollar or rupee spent on them.

"Full life cycle recruitment" is the complete recruitment process that starts with posting a job and sourcing candidates and ends with placement and onboarding.

FUTURE SCOPES

The HR recruiter assistant career path is the one in which an individual specialises in recruiting, screening, interviewing and placing potential employees in various teams. A recruiter assistant can be a part of an HR team in an organisation or one could also set up his or her own organisation of talent recruitment.

So the scope is always high , request you to learn more and more about the techniques of recruitment this will help you in industry.

Scope for HR assistant is promising, there are many specialities in HR assistant you can choose to master your career in.