

# **RECRUITING ASSISTANT FOR HR MANAGERS**

## **INTRODUCTION**

### **OVERVIEW**

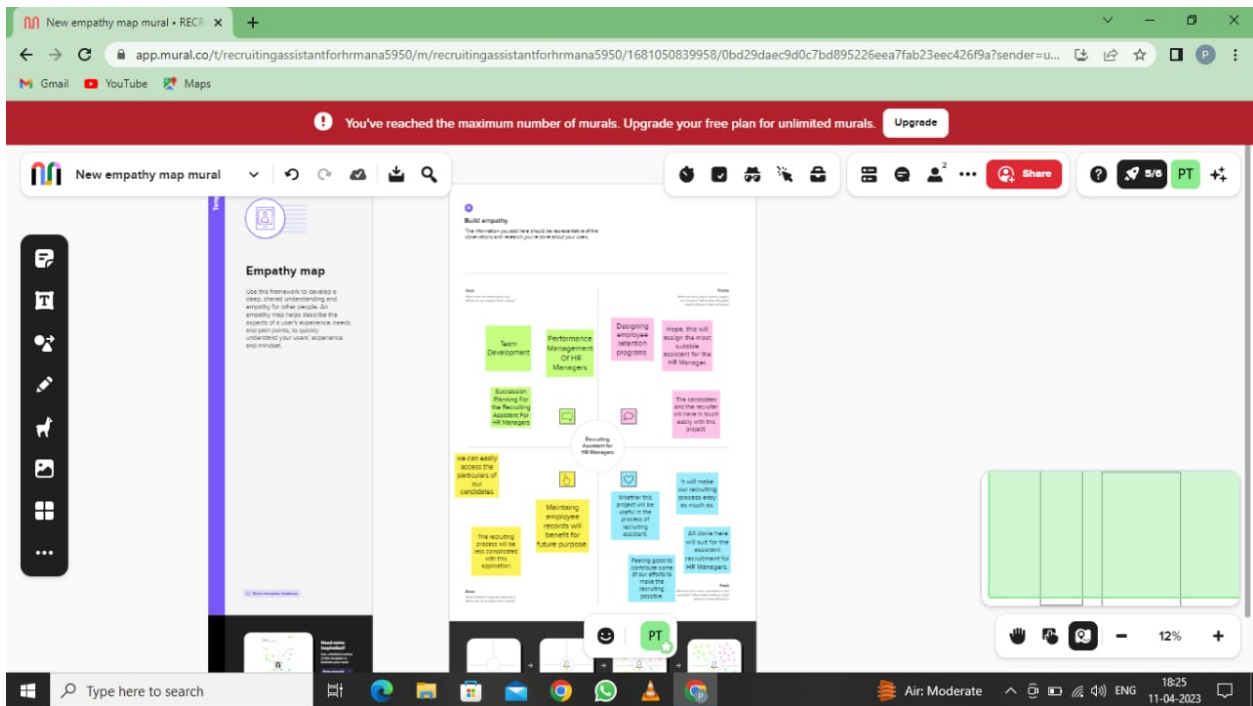
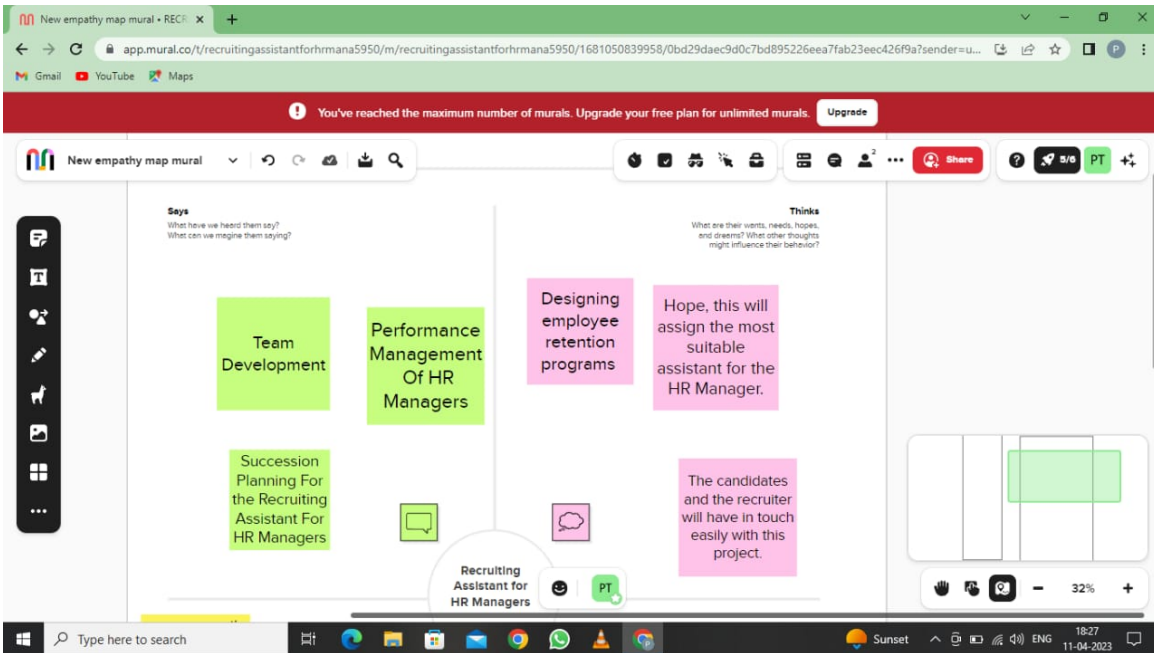
Assists with the recruitment process by identifying candidates, for performing reference checks and issuing employment contracts. Maintain calendar of the HR management team. Oversee the completion of compensation and benefit documentation. Assist with performance management procedures. This project 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**



# IDEATION AND BRAINSTORMING MAP

New mural • RECRUITING ASSISTANT x New empathy map mural\_2023- x

app.mural.co/t/recruitingassistantforhrmana5950/m/recruitingassistantforhrmana5950/1679498214802/f100bd71b8e82e59a06e162227141d74e88f25f1?sender=u...

You've reached the maximum number of murals. Upgrade your free plan for unlimited murals. Upgrade

New mural

2

**Brainstorm**

Write down any ideas that come to mind that address your problem statement.

10 minutes

TIP  
You can select a sticky note and hit the pencil icon to start drawing!

3

**Group ideas**

Take turns sharing your ideas while clustering sticky notes have been grouped, give each cluster a name and see if you can group them into a single idea.

20 minutes

G. Esakkiammal C. Gowsalya P. Grace Thangathai M. Kaladevi

Person 5

Person 5

Person 5

Person 5

27°C Partly cloudy 20:33 11-04-2023

New mural • RECRUITING ASSISTANT x New empathy map mural\_2023- x

app.mural.co/t/recruitingassistantforhrmana5950/m/recruitingassistantforhrmana5950/1679498214802/f100bd71b8e82e59a06e162227141d74e88f25f1?sender=u...

You've reached the maximum number of murals. Upgrade your free plan for unlimited murals. Upgrade

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G. Esakkiammal C. Gowsalya P. Grace Thangathai M. Kaladevi

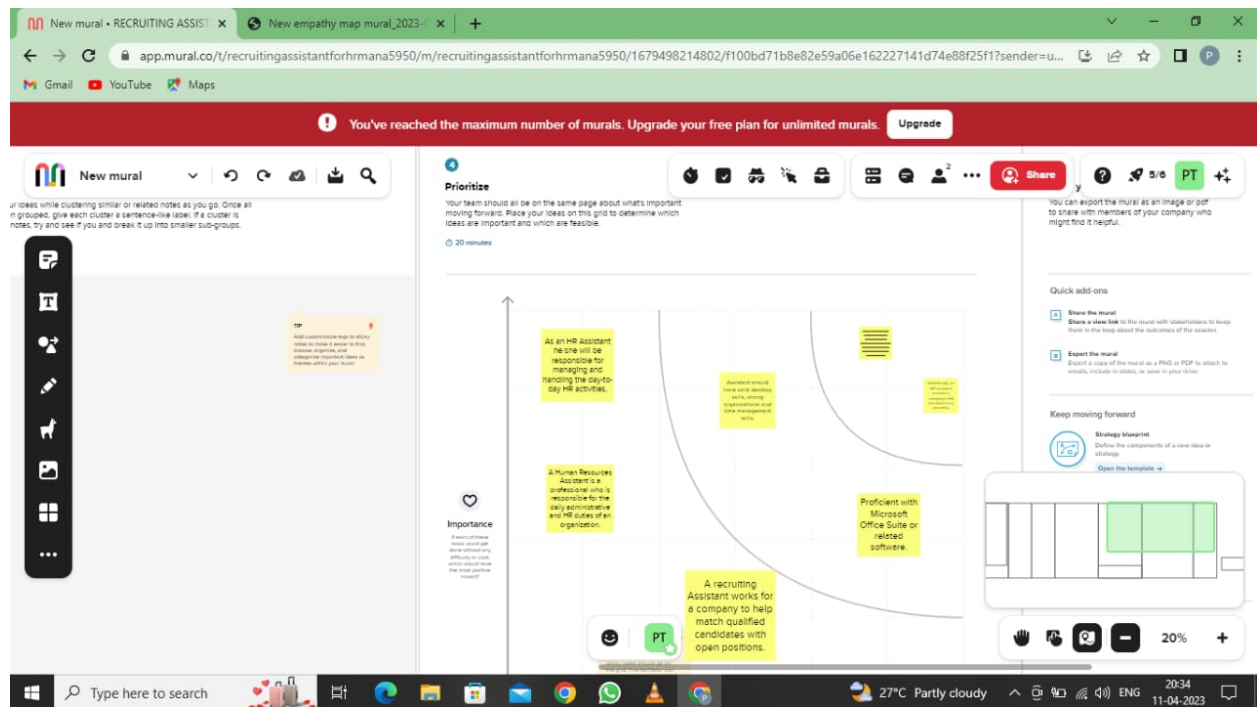
Person 5

Person 5

Person 5

Person 6

27°C Partly cloudy 20:35 11-04-2023



## DATA MODEL

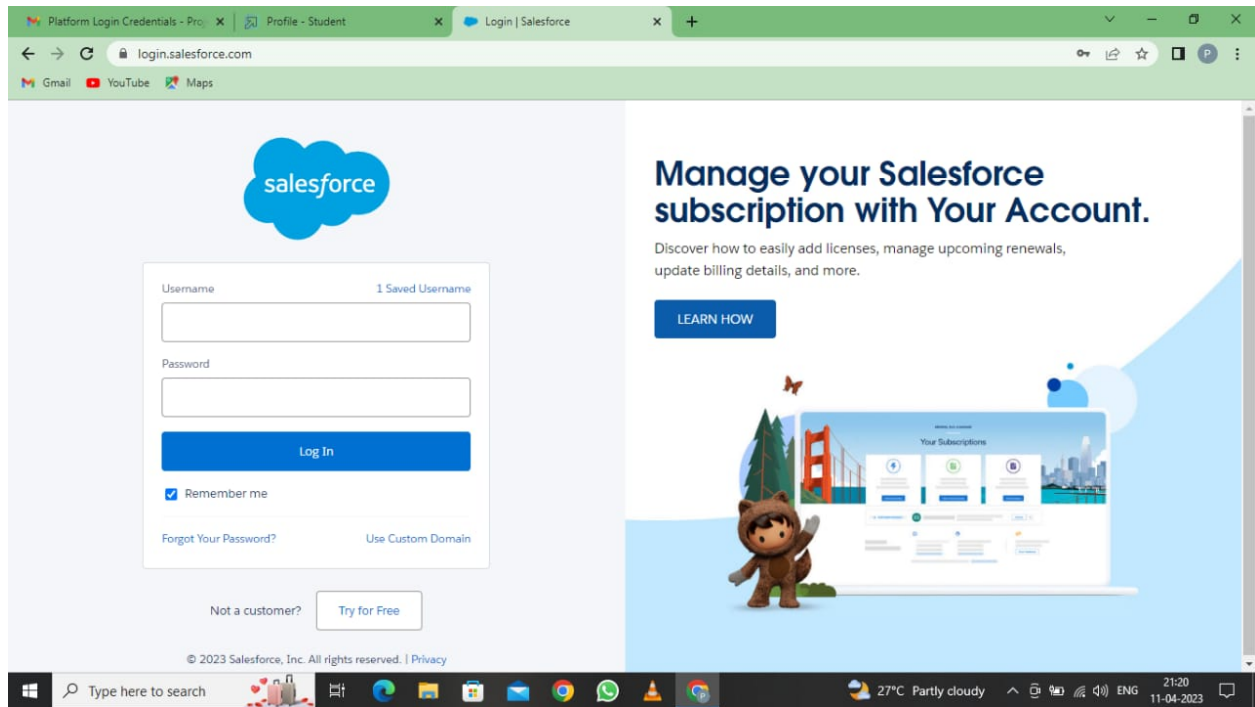
OBJECT NAME	FIELD LABEL	DATA TYPE
Job posting sites	Job posting site	Text
Reviews	Review	Auto number
Positions	Position	Text
Suppliers	Supplier	Text
Technical sites	Technical site	Text

## **ACTIVITY AND SCREENSHOT**

### 1. CREATING A SALESFORCE ACCOUNT

We went to the website [developers.salesforce.com](https://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 lightning app and created a package installation by giving the details.

Platform Log x - Student x Introduction x Get Started x Install Apps x Home | Sales x Installed Pack x Home | Sales x +

curious-narwhal-kkwwqy-dev-ed.trailblaze.lightning.force.com/lightning/setup/ImportedPackage/0A32w00000RBpA/view

Gmail YouTube Maps

Search Setup

Setup Home Object Manager

Installed

Apps

Packaging

Installed Packages

Feature Settings

Analytics

Apps

Auto-Installed Apps

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

SETUP

### Installed Packages

Package Details

#### Recruiting App Package

Uninstall View Components Become Primary Contact View Dependencies

Package Name	Recruiting App Package	Version Number	1.0
Language	English	Package Type	Unmanaged
Version Name	v1	Modified By	P.Grace.Thangathai, 27/03/2023, 11:18 am
Publisher	AW Computing		
Description			
Installed By	P.Grace.Thangathai, 27/03/2023, 11:18 am		
Count Towards Limits	<input checked="" type="checkbox"/>	Tabs	4
Apps	1	Objects	4

### 3. CREATE OBJECT

#### Activity-1

Create a custom object for job posting sites

Platform L x - Student x Company x Trailhead x Get Start x Install App x Home | S x Installed x Job Postin x +

grace8-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w0000048Emj/edit?address=%2F012w0000048Emj%2Fe%3FretURL%3D%252Fsetup%...

Gmail YouTube Maps

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

Edit Custom Object

#### Job Posting Site

Custom Object Definition Edit

Save Save & New Cancel

Custom Object Information

The singular and plural labels are used in tabs, page layouts, and reports. Be careful when changing the name or label as it may affect existing integrations and merge templates.

Label Job Posting Site Example: Account

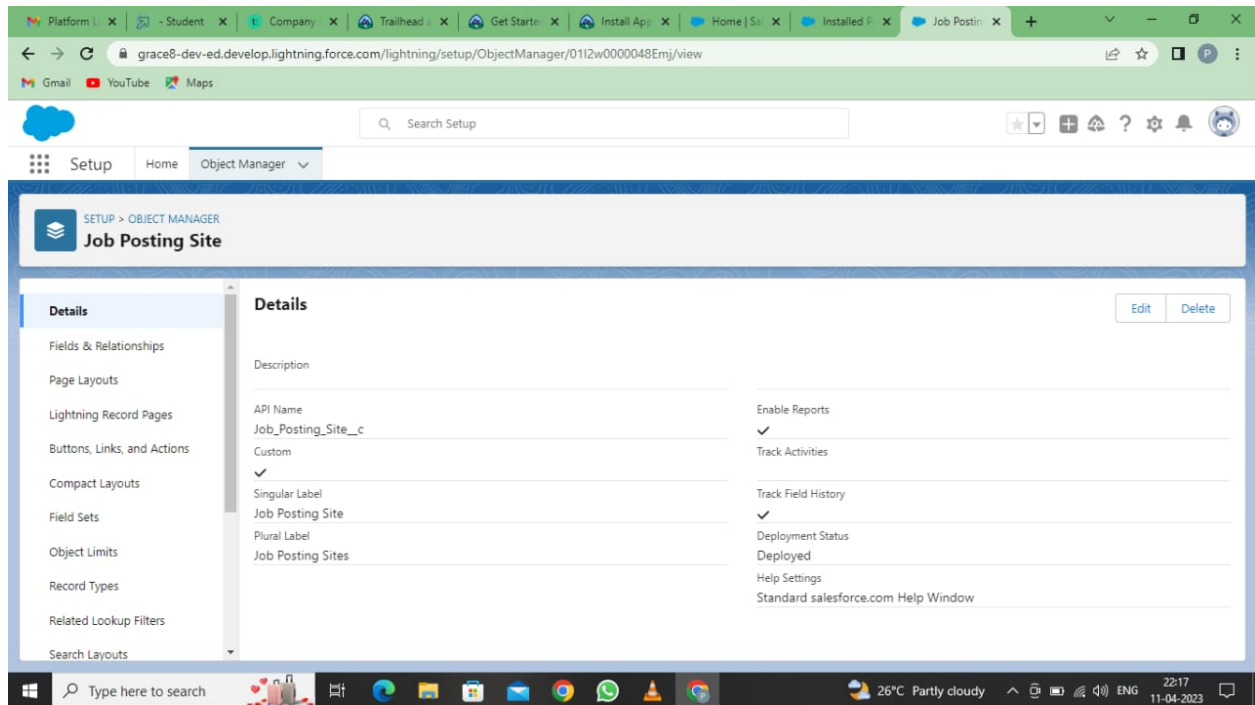
Plural Label Job Posting Sites Example: Accounts

Starts with vowel sound ☐

The Object Name is used when referencing the object via the API.

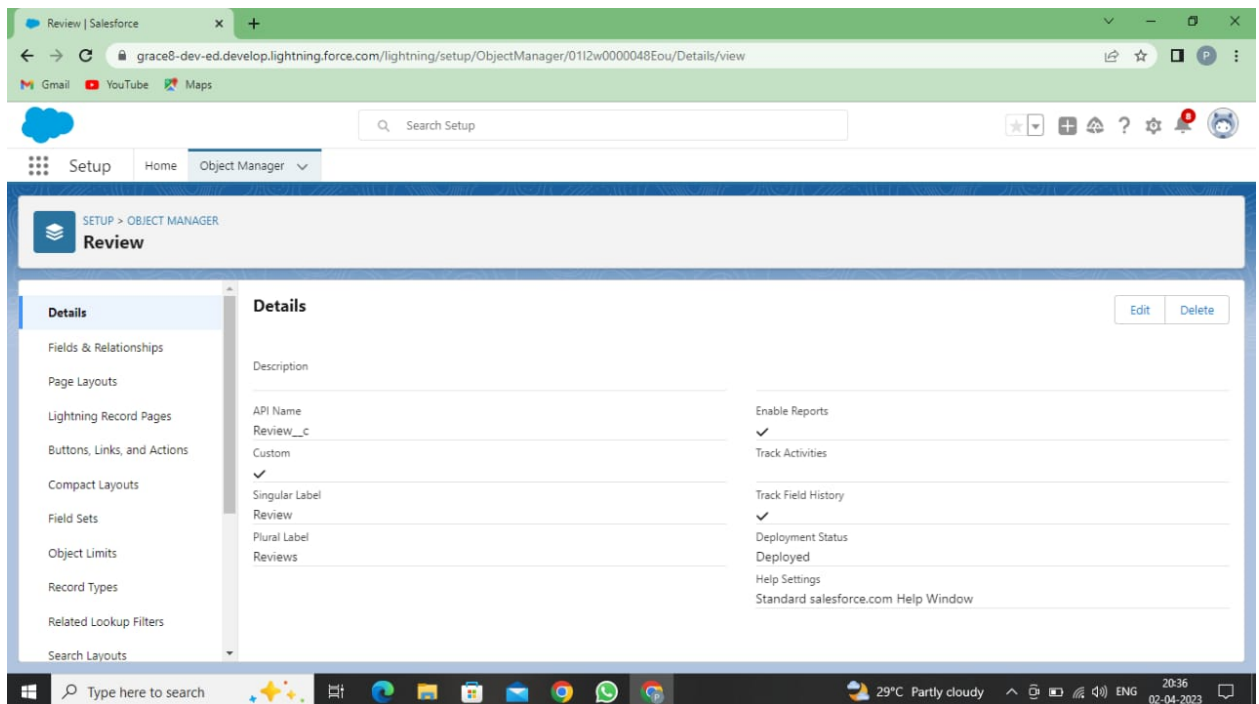
Object Name Job\_Posting\_Site Example: Account

Description



## Activity-2

Create a custom object for reviews

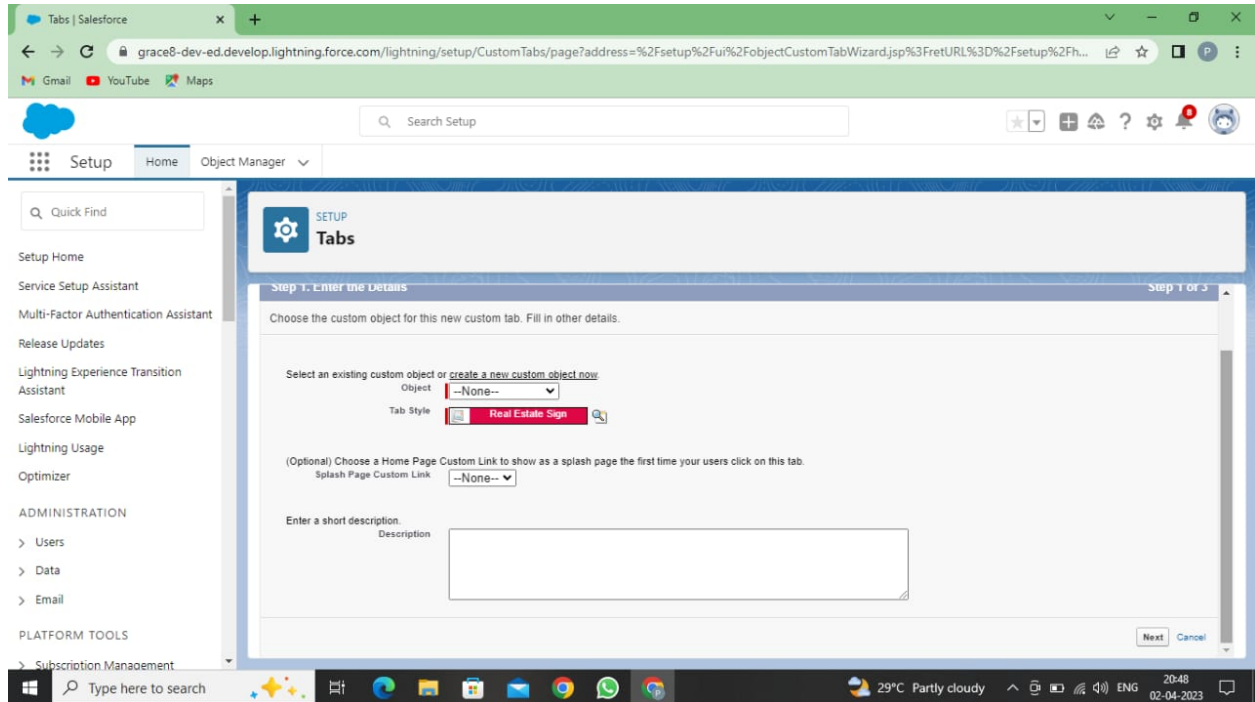


We have created another custom object named reviews label as “Reviews” and data type as “Auto Number”.



## 4. CREATE TABS

We have created Tabs with Tab style as 'Real Estate'.

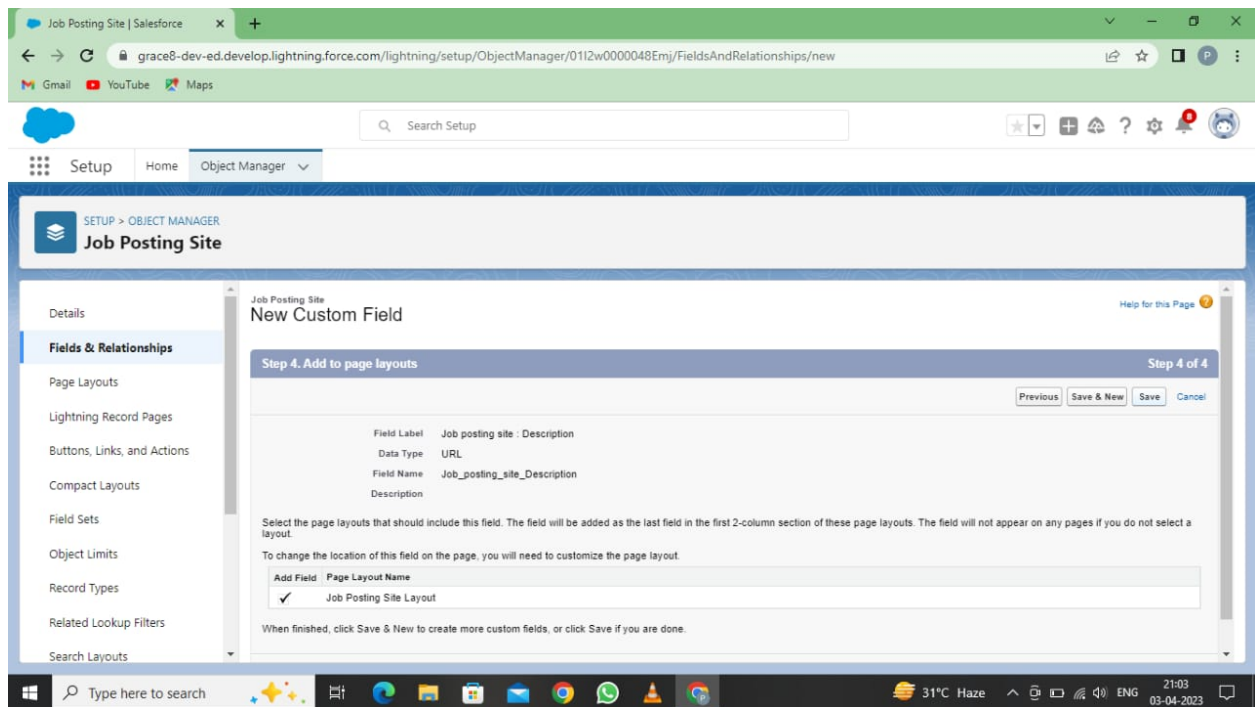


## 5. CREATE FIELDS

### Activity-1

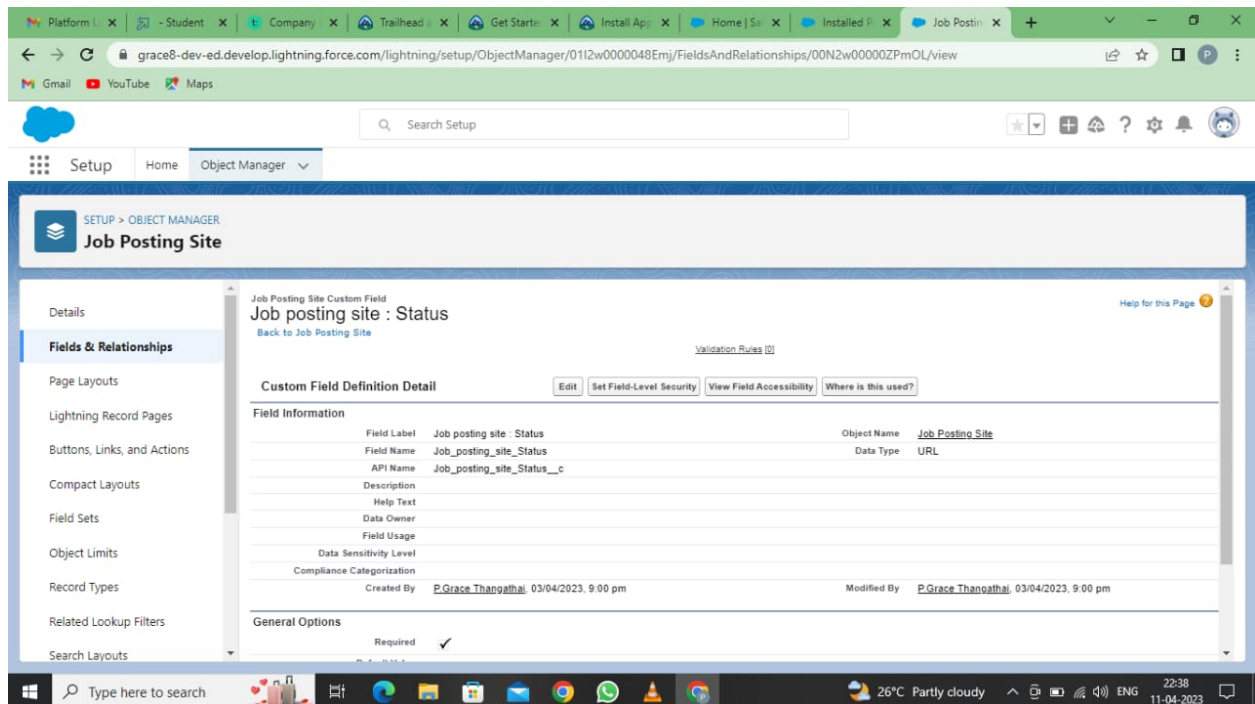
Create new field for Job Posting Site.

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



Platform | Student | Company | Trailhead | Get Started | Install App | Home | Installed | Job Posting

grace8-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w0000048Emj/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](#) [Validation Rules](#)

**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	<a href="#">Job Posting Site</a>
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.Thangatha: 03/04/2023, 9:02 pm	Modified By	P.Grace.Thangatha: 03/04/2023, 9:04 pm

**General Options**

Required ☒

Platform | Student | Company | Trailhead | Get Started | Install App | Home | Installed | Job Posting

grace8-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w0000048Emj/FieldsAndRelationships/00N2w00000ZPkVD/view

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER  
**Job Posting Site**

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

**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	<a href="#">Job Posting Site</a>
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.Thangatha: 03/04/2023, 9:03 pm	Modified By	P.Grace.Thangatha: 03/04/2023, 9:03 pm

**General Options**

Required ☒

## 6. CREATE JUNCTION OBJECT

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

The screenshot shows the 'New Custom Object' setup page in Salesforce. The browser address bar indicates the URL is `grace8-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/new`. The page title is 'New Custom Object'. The 'Object Name' field is set to 'Job\_Posting' with an example of 'Account'. The 'Description' field is empty. The 'Context-Sensitive Help Setting' is set to 'Open the standard Salesforce.com Help & Training window'. The 'Content Name' is set to 'None'. The 'Enter Record Name Label and Format' section shows the 'Record Name' as 'Job posting number' with an example of 'Account Name'. The 'Data Type' is set to 'Auto Number'. The 'Display Format' is set to 'JOBPOST-{0000}' with an example of 'A-{0000} What Is This?'. The 'Starting Number' is set to '1'. The Windows taskbar at the bottom shows the date as 02-04-2023 and the time as 21:43.

### Activity-1

Creating a custom junction object:

**Setup** Home **Object Manager**

## SETUP New Custom Object

The Object Name is used when referencing the object via the API.

Object Name  Example: Account

Description

Context-Sensitive Help Setting ☒ Open the standard Salesforce.com Help & Training window ☐ Open a window using a Visualforce page

Content Name

**Enter Record Name Label and Format**

The Record Name appears in page layouts, key lists, related lists, lookups, and search results. For example, the Record Name for Account is "Account Name" and for Case it is "Case Number". Note that the Record Name field is always called "Name" when referenced via the API.

Record Name  Example: Account Name

Data Type

Display Format  Example: A-{0000} [What Is This?](#)

Starting Number

## Activity-2

Create a Relationships Object.

**Job posting | Salesforce**

grace8-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w0000048F0g/FieldsAndRelationships/new

**Setup** Home **Object Manager**

## SETUP > 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

### Job posting New Relationship

Step 6. Add custom related lists Step 6 of 6

Previous Save & New Save Cancel

Field Label	Data Type	Field Name	Description
Job Posting Site	Master-Detail	Job_Posting_Site	

Specify the title that the related list will have in all of the layouts associated with the parent.

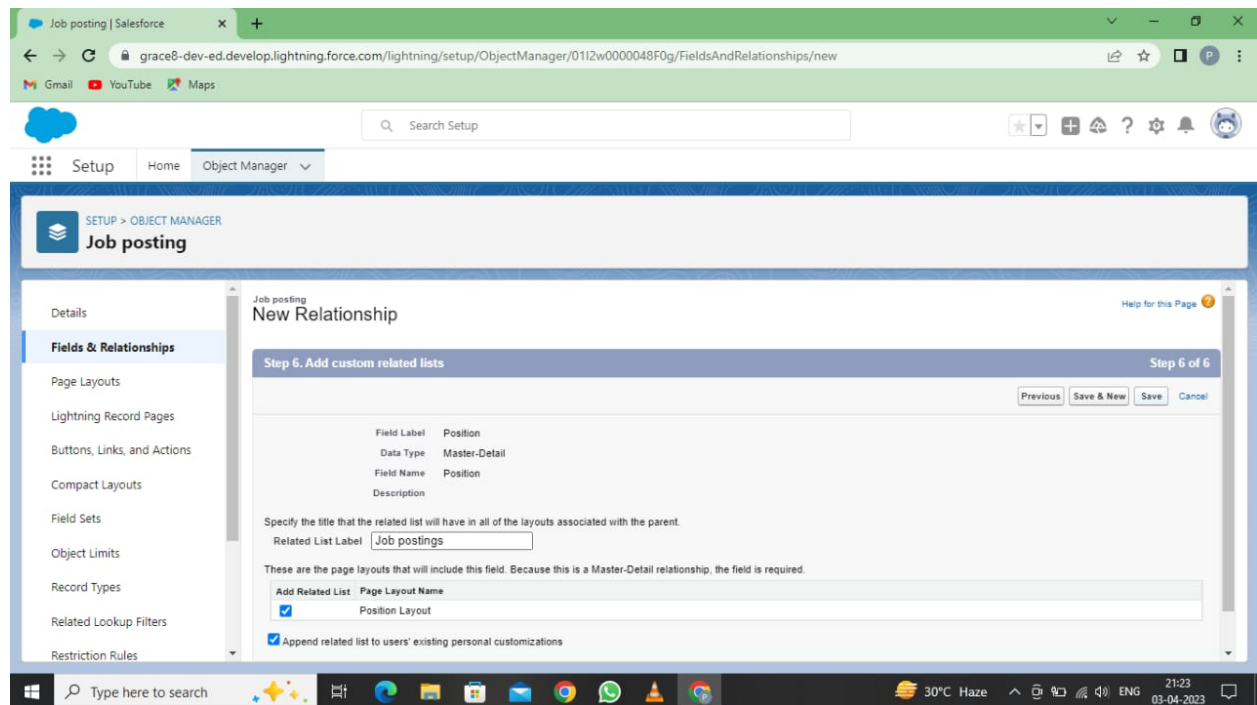
Related List Label

These are the page layouts that will include this field. Because this is a Master-Detail relationship, the field is required.

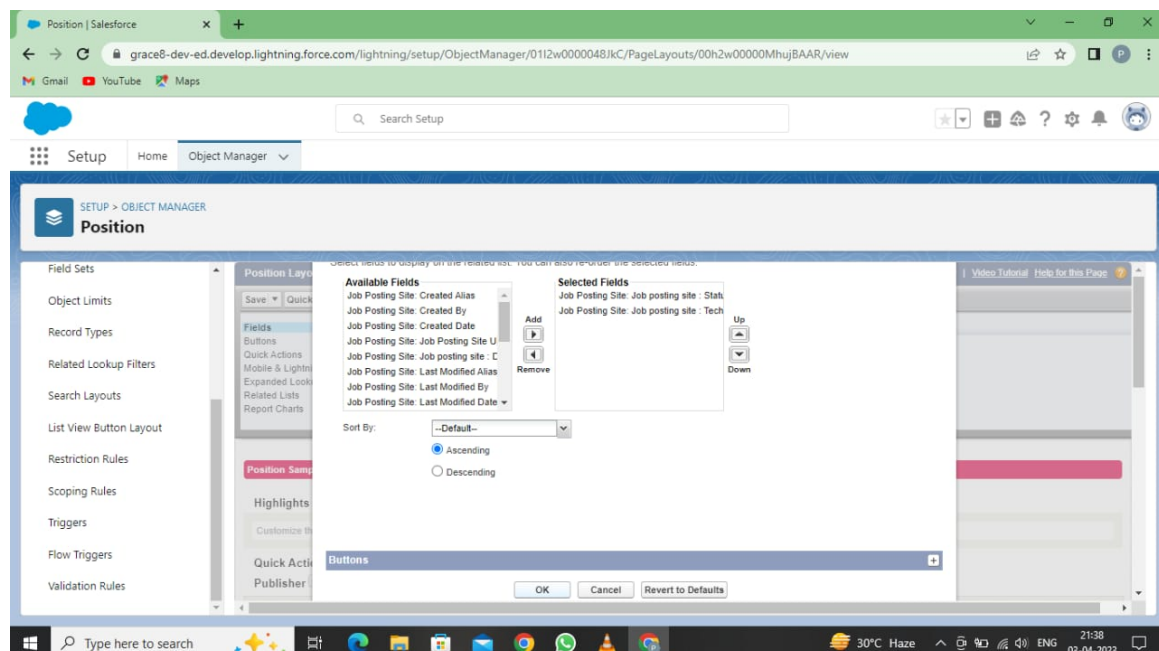
Add Related List	Page Layout Name
<input checked="" type="checkbox"/>	Job Posting Site Layout

☒ Append related list to users' existing personal customizations

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.

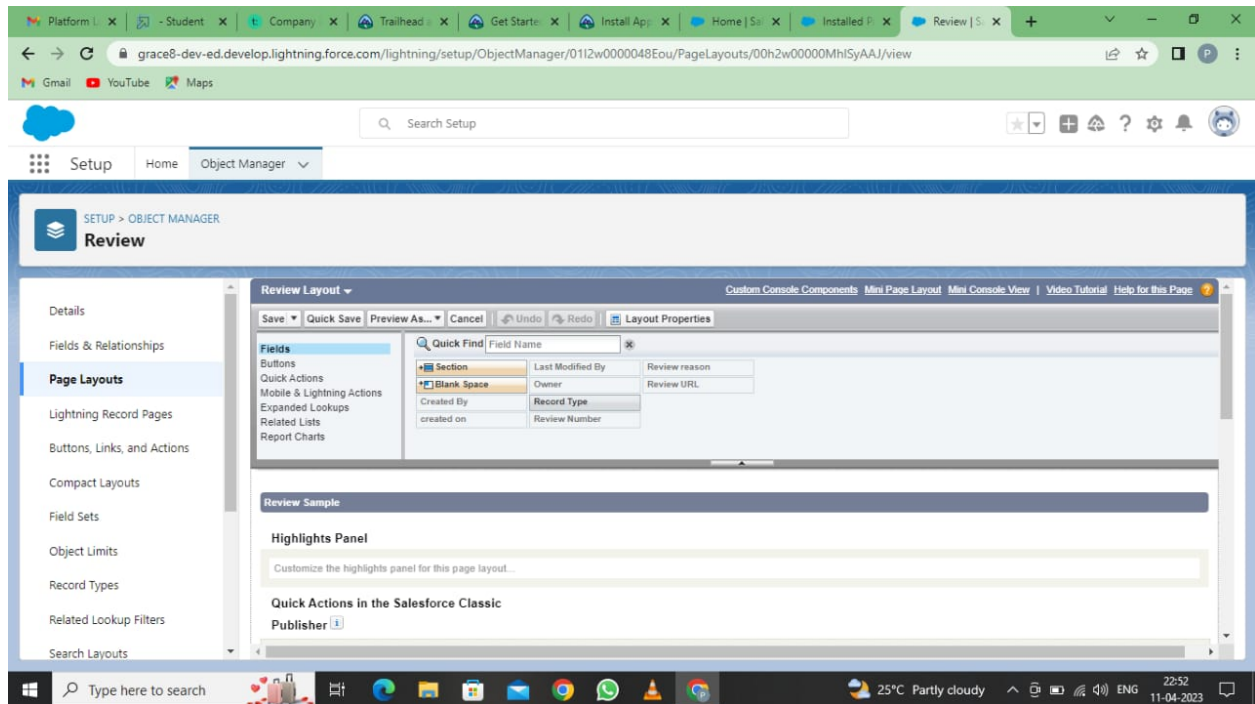




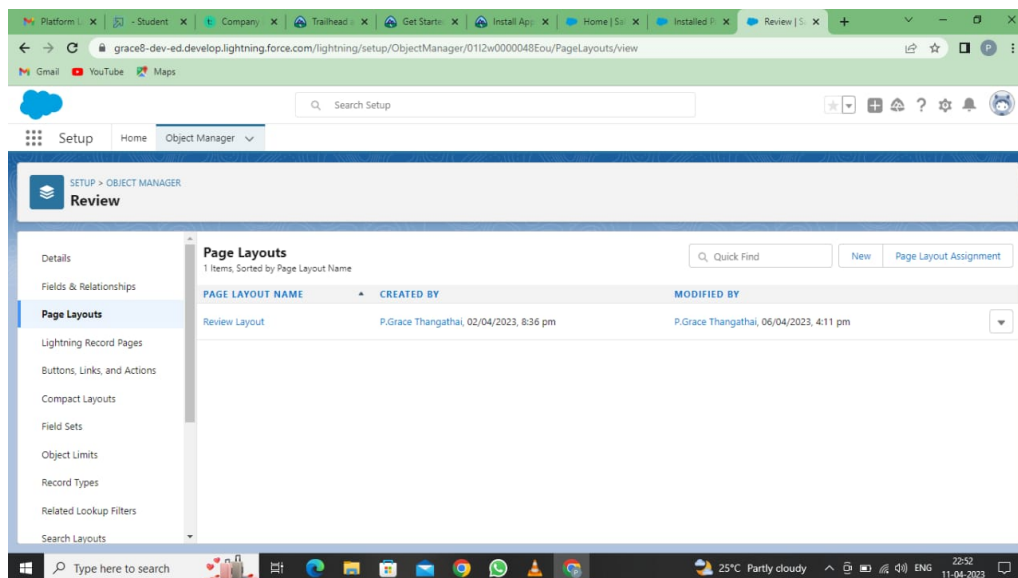
## 7. CREATE PAGE LAYOUT:

### 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.

The screenshot shows the Salesforce Setup interface for creating a validation rule for the Contact object. The left sidebar lists various setup options, and the main area is titled 'Contact'. The 'Error Message' section is active, showing a formula: `NOT( REGEX( Phone_Number__c , "[0-9]{10}") )`. Below the formula, there is a 'Check Syntax' button and a message 'No errors found'. The 'Error Message' field contains the text 'Please give a valid phone number'. The 'Error Location' is set to 'Field' and 'Account Name'. The 'Error Message' field is highlighted with a red border, indicating it is required.

The screenshot shows the Salesforce Setup interface for reviewing a validation rule for the Contact object. The left sidebar lists various setup options, and the main area is titled 'Object Manager'. The 'Contact Validation Rule' section is active, showing a table with the details of the validation rule.

Validation Rule Detail		Edit		Clone	
Rule Name	Validation_Rule_for_Phone_Number	Active	✓		
Error Condition Formula	NOT( REGEX( Phone_Number__c , "[0-9]{10}") )	Error Location	Account Name		
Error Message	Please give a valid phone number				
Description	Phone number should not be more than or less than 10 digits				
Created By	P.Grace.Thangathai 05/04/2023, 5:23 pm	Modified By	P.Grace.Thangathai 05/04/2023, 5:23 pm		



We have created validation rule for phone number.

## Activity-2

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

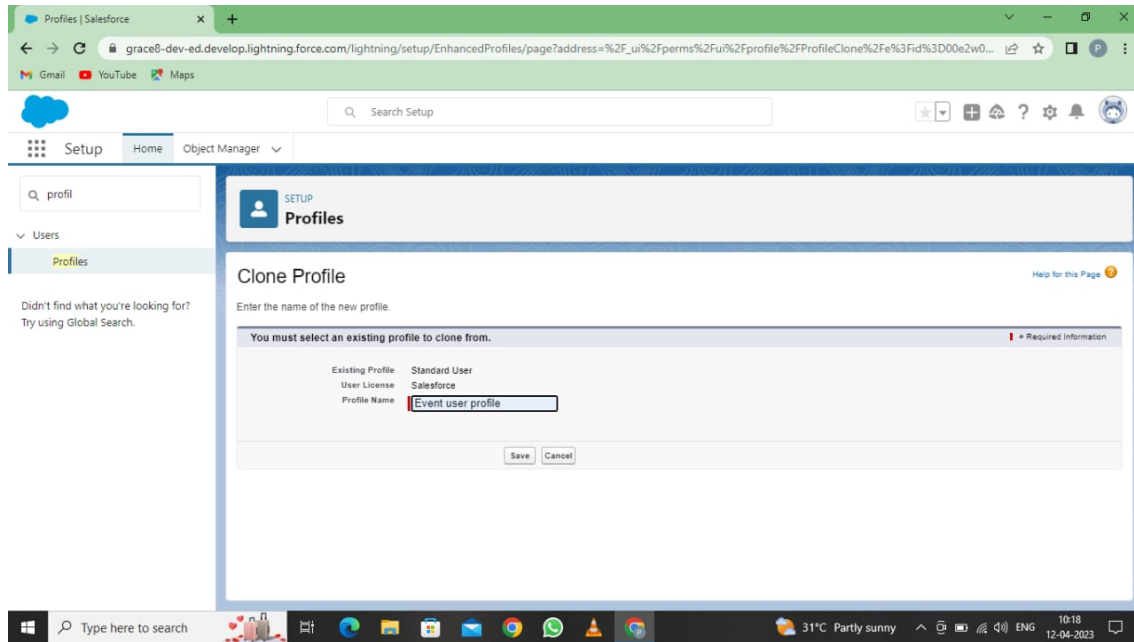
The screenshot shows the Salesforce Setup page for creating a new validation rule. The browser address bar displays the URL: `grace8-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w0000048Ru/ValidationRules/new`. The page title is "Technical Site". The left sidebar contains navigation links: Details, Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, and Restriction Rules. The main content area shows the "Validation Rule for Technical Site" form. The "Active" checkbox is checked. The "Description" field contains the text "checkbox is equal to true". The "Error Condition Formula" section shows the formula `AND ( checkbox__c )`. The "Functions" dropdown menu is open, showing a list of functions including ABS, ACOS, ADDMONTHS, AND, ASCII, and ASIN. The "Check Syntax" button is visible, and a message "No errors found" is displayed.

The screenshot shows the Salesforce Setup page for the "Technical Site Validation Rule". The browser address bar displays the URL: `grace8-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/page?address=%2F03d2w000000dvXT`. The page title is "Technical Site Validation Rule". The left sidebar contains navigation links: Setup, Home, and Object Manager. The main content area shows the "Validation Rule Detail" section. The "Rule Name" is "Validation\_Rule\_for\_Technical\_Site". The "Error Condition Formula" is `AND ( checkbox__c )`. The "Error Message" is "checkbox must be checked". The "Description" is "checkbox is equal to true". The "Created By" is "P.Grace.Thangathai" and the "Created" date is "06/04/2023, 9:36 am". The "Modified By" is "P.Grace.Thangathai" and the "Modified" date is "06/04/2023, 9:36 am". The "Active" checkbox is checked. The "Error Location" is "checkboxbox".

# 9. CREATE A PROFILE

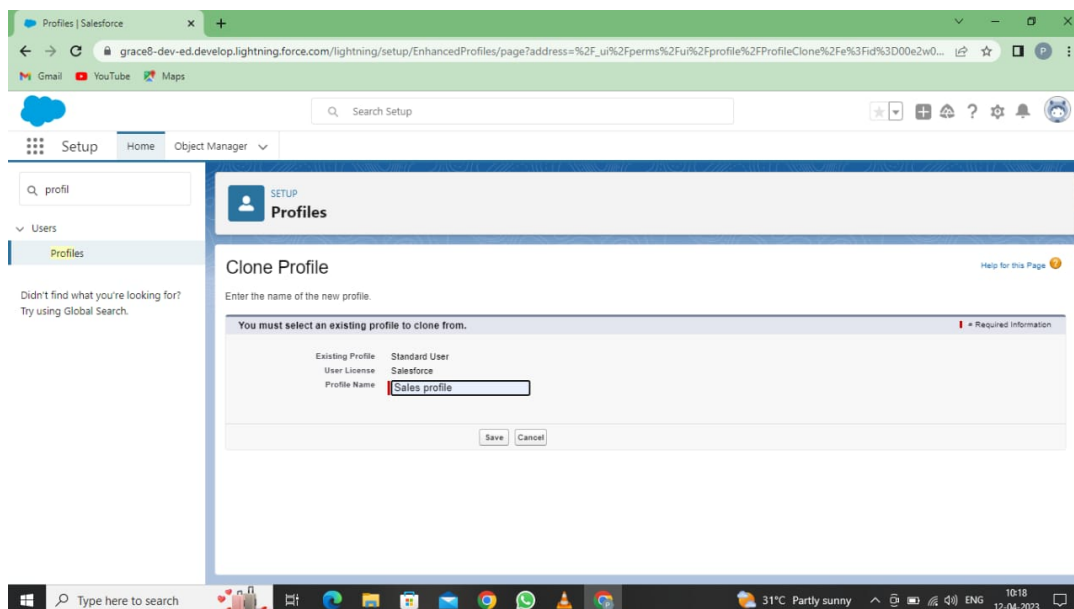
## Activity-1

### Creation on Profile



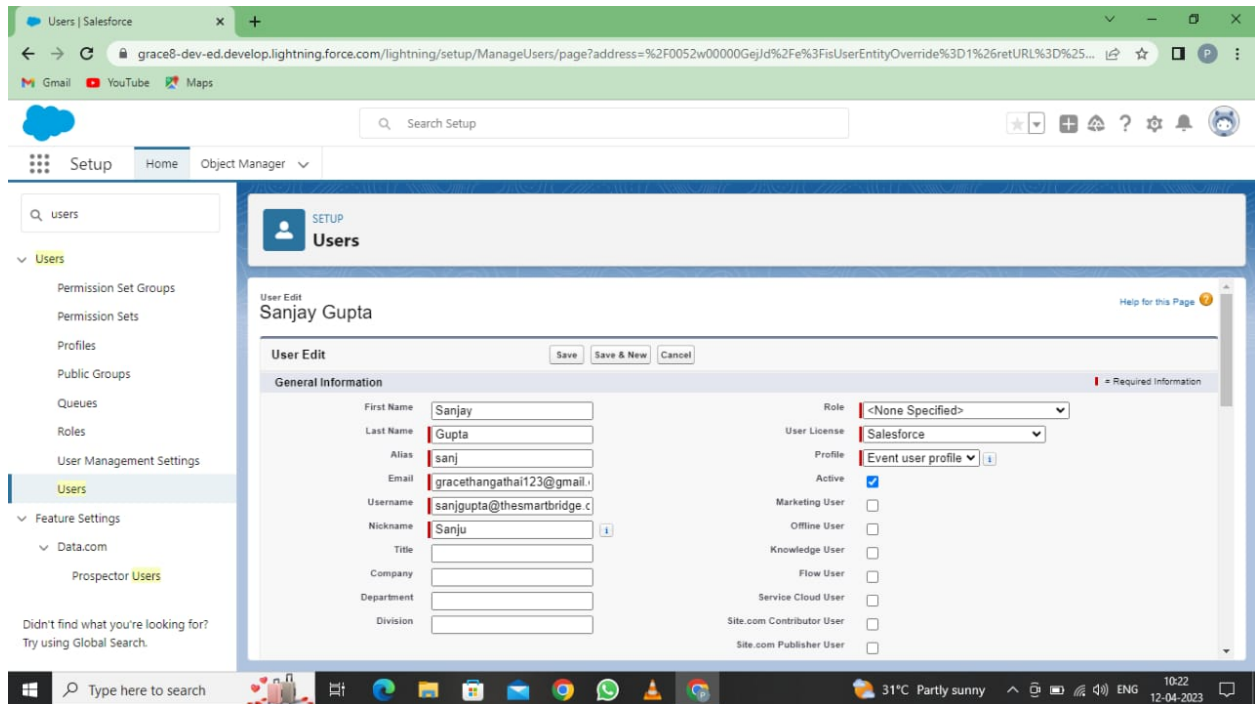
We have also created for Profile name, Event user file.

## Activity-2



We have created the clone profile, Sales force.

## 10. CREATE A USER



The screenshot shows the Salesforce 'Users' setup page for editing a user named Sanjay Gupta. The page is accessed via a browser at the URL: `grace8-dev-ed.develop.lightning.force.com/lightning/setup/ManageUsers/page?address=%2F0052w00000Gejd%2Fe%3FisUserEntityOverride%3D1%26retURL%3D%25...`. The left sidebar contains navigation links for 'Users', 'Permission Set Groups', 'Permission Sets', 'Profiles', 'Public Groups', 'Queues', 'Roles', and 'User Management Settings'. The main content area is titled 'User Edit' and includes a 'General Information' section with fields for First Name, Last Name, Alias, Email, Username, Nickname, Title, Company, Department, and Division. The 'Role' dropdown is set to '<None Specified>', 'User License' is 'Salesforce', and 'Profile' is 'Event user profile'. The 'Active' checkbox is checked. The right sidebar contains a list of checkboxes for various user types: Marketing User, Offline User, Knowledge User, Flow User, Service Cloud User, Site.com Contributor User, and Site.com Publisher User. The bottom of the screen shows a Windows taskbar with the date and time as 10:22 on 12-04-2023.

Users | Salesforce

grace8-dev-ed.develop.lightning.force.com/lightning/setup/ManageUsers/page?address=%2F0052w00000Gejd%2Fe%3FisUserEntityOverride%3D1%26retURL%3D%25...

Setup Home Object Manager

Users

Permission Set Groups

Permission Sets

Profiles

Public Groups

Queues

Roles

User Management Settings

Users

Feature Settings

Data.com

Prospector Users

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

SETUP Users

User Edit Sanjay Gupta

Save Save & New Cancel

General Information

First Name Sanjay

Last Name Gupta

Alias sanj

Email gracethangathai123@gmail.

Username sanjgupta@thesmartbridge.c

Nickname Sanju

Title

Company

Department

Division

Role <None Specified>

User License Salesforce

Profile Event user profile

Active ☒

Marketing User ☐

Offline User ☐

Knowledge User ☐

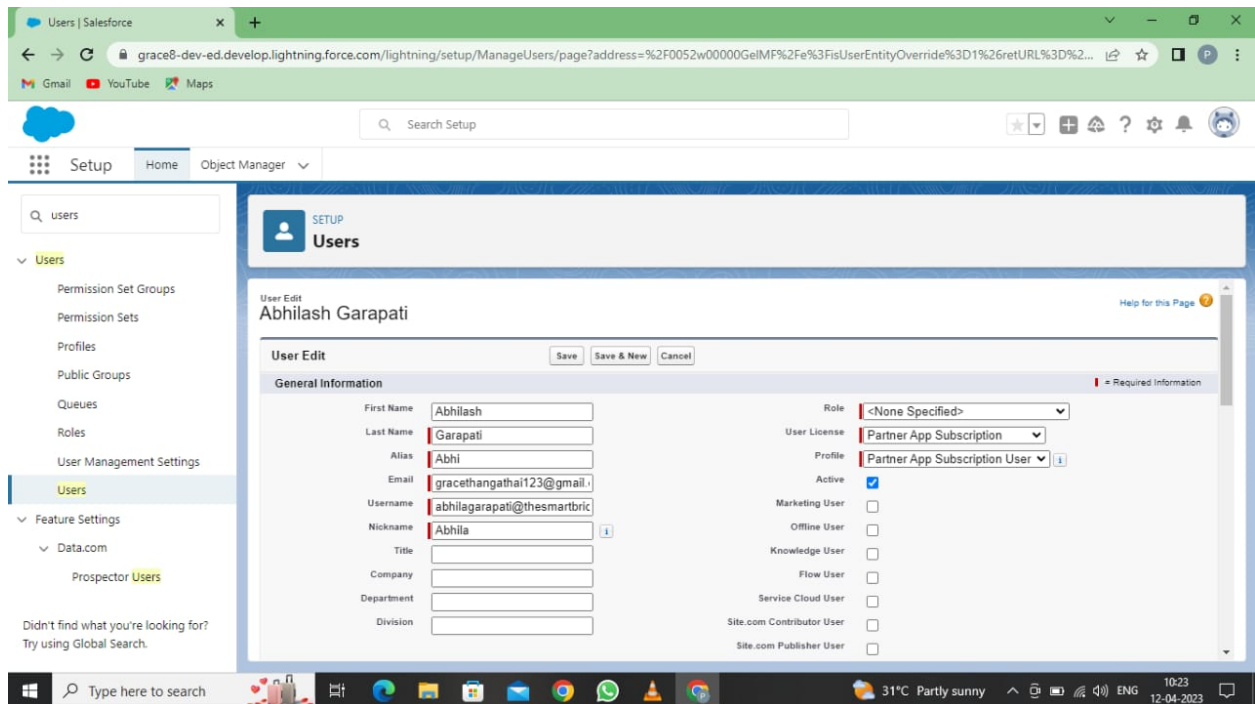
Flow User ☐

Service Cloud User ☐

Site.com Contributor User ☐

Site.com Publisher User ☐

31°C Partly sunny 10:22 12-04-2023



The screenshot shows the Salesforce 'Users' setup page for editing a user named Abhilash Garapati. The page is accessed via a browser at the URL: `grace8-dev-ed.develop.lightning.force.com/lightning/setup/ManageUsers/page?address=%2F0052w00000GeiMF%2Fe%3FisUserEntityOverride%3D1%26retURL%3D%25...`. The left sidebar contains navigation links for 'Users', 'Permission Set Groups', 'Permission Sets', 'Profiles', 'Public Groups', 'Queues', 'Roles', and 'User Management Settings'. The main content area is titled 'User Edit' and includes a 'General Information' section with fields for First Name, Last Name, Alias, Email, Username, Nickname, Title, Company, Department, and Division. The 'Role' dropdown is set to '<None Specified>', 'User License' is 'Partner App Subscription', and 'Profile' is 'Partner App Subscription User'. The 'Active' checkbox is checked. The right sidebar contains a list of checkboxes for various user types: Marketing User, Offline User, Knowledge User, Flow User, Service Cloud User, Site.com Contributor User, and Site.com Publisher User. The bottom of the screen shows a Windows taskbar with the date and time as 10:23 on 12-04-2023.

Users | Salesforce

grace8-dev-ed.develop.lightning.force.com/lightning/setup/ManageUsers/page?address=%2F0052w00000GeiMF%2Fe%3FisUserEntityOverride%3D1%26retURL%3D%25...

Setup Home Object Manager

Users

Permission Set Groups

Permission Sets

Profiles

Public Groups

Queues

Roles

User Management Settings

Users

Feature Settings

Data.com

Prospector Users

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

SETUP Users

User Edit Abhilash Garapati

Save Save & New Cancel

General Information

First Name Abhilash

Last Name Garapati

Alias Abhi

Email gracethangathai123@gmail.

Username abhilagarapati@thesmartbric

Nickname Abhila

Title

Company

Department

Division

Role <None Specified>

User License Partner App Subscription

Profile Partner App Subscription User

Active ☒

Marketing User ☐

Offline User ☐

Knowledge User ☐

Flow User ☐

Service Cloud User ☐

Site.com Contributor User ☐

Site.com Publisher User ☐

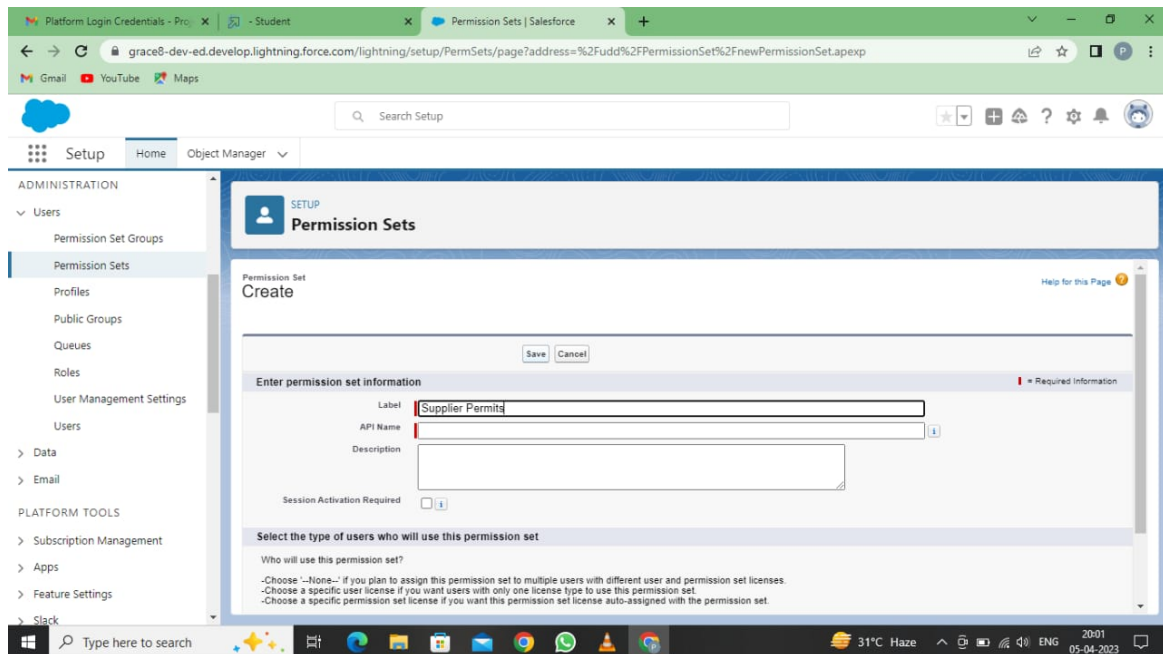
31°C Partly sunny 10:23 12-04-2023

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



The screenshot shows the Salesforce Setup interface for creating a new permission set. The left sidebar contains the navigation menu with 'Setup' selected. The main content area is titled 'Permission Sets' and 'Create'. It includes a 'Save' button and a 'Cancel' button. The 'Enter permission set information' section has fields for 'Label' (filled with 'Supplier Permits'), 'API Name', and 'Description'. Below this is a checkbox for 'Session Activation Required'. The 'Select the type of users who will use this permission set' section provides instructions and options for user selection.

Setup

Permission Sets

Create

Save Cancel

Enter permission set information

Label: Supplier Permits

API Name

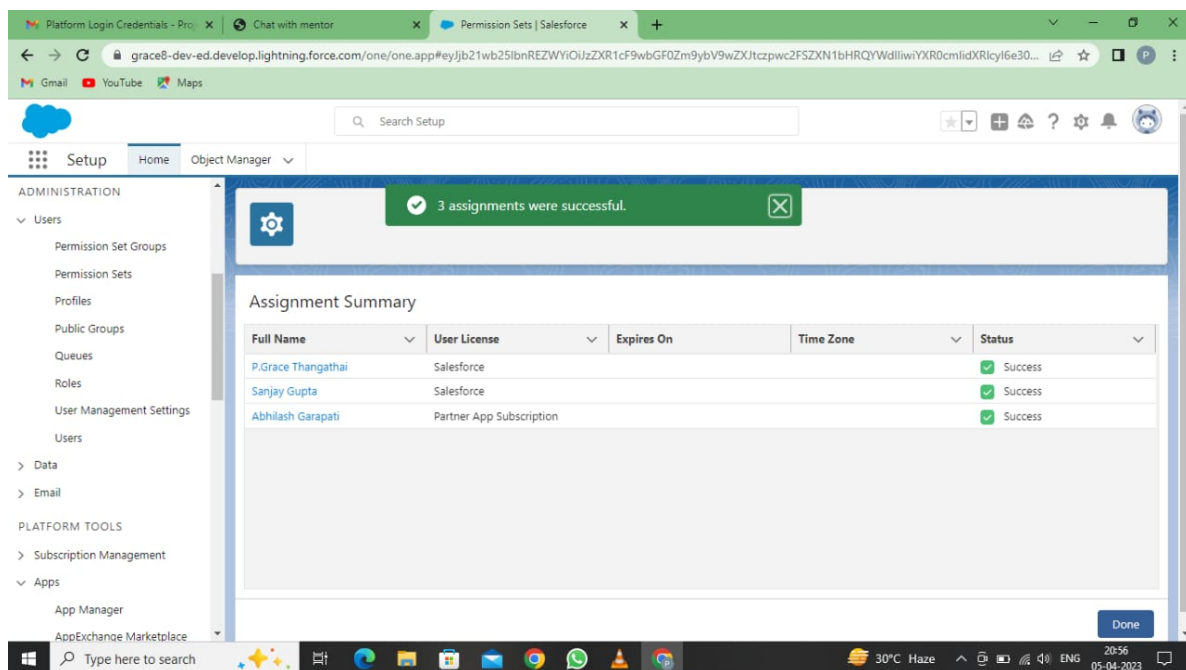
Description

Session Activation Required

Select the type of users who will use this permission set

Who will use this permission set?

- Choose "None" if you plan to assign this permission set to multiple users with different user and permission set licenses.
- Choose a specific user license if you want users with only one license type to use this permission set.
- Choose a specific permission set license if you want this permission set license auto-assigned with the permission set.



The screenshot shows the Salesforce Setup interface for the 'Assignment Summary' page. A green notification banner at the top states '3 assignments were successful.' The table below lists the assignments for the 'Supplier Permits' permission set.

Setup

Assignment Summary

3 assignments were successful.

Full Name	User License	Expires On	Time Zone	Status
P. Grace Thangathai	Salesforce			Success
Sanjay Gupta	Salesforce			Success
Abhilash Garapati	Partner App Subscription			Success

Done

## Create a Permission set for Review object

Permission Sets | Salesforce

grace8-dev-ed.develop.lightning.force.com/lightning/setup/PermSets/page?address=%2Fudd%2FPermissionSet%2FnewPermissionSet.apexp%3Fid%3D0PS2w000009q...

Setup Home Object Manager

Search Setup

Permission Sets

Clone: Review

Enter a new label and description for the cloned permission set.

Save Cancel

Enter permission set information

Label Review

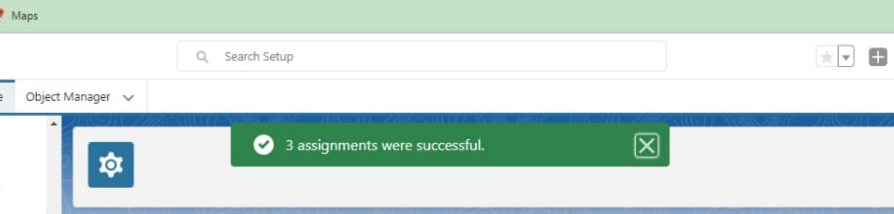
API Name Review

Description

Session Activation Required

License

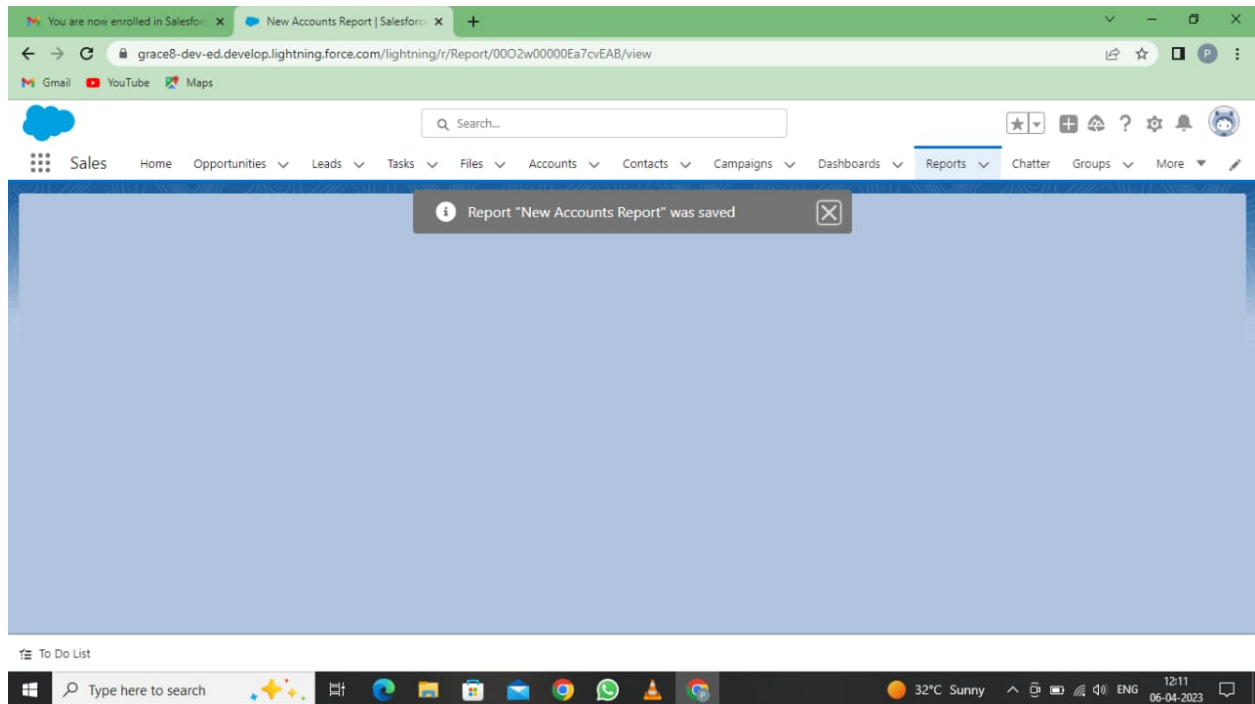
Save Cancel



The screenshot shows the Salesforce Setup interface. On the left is a navigation sidebar with categories like ADMINISTRATION, DATA, and PLATFORM TOOLS. The 'Users' section is expanded. A green success banner at the top of the main content area reads '3 assignments were successful.' Below this is the 'Assignment Summary' table.

Full Name	User License	Expires On	Time Zone	Status
P. Grace Thangathai	Salesforce			Success
Sanjay Gupta	Salesforce			Success
Abhilash Garapati	Partner App Subscription			Success

## 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.