



Sri Meenakshi Govt.Arts College for Women (A),

Madurai - 625 002

Department of Physics

Naan Mudhalvan Scheme



Domain : Sales Force Associate

Project Tile : JOB RECRUITING ASSISTANT FOR HR
MANAGERS

NM Id : EB114502B034E8C88814CC6BF5091763

Submitted by

TEAM II

Team Lead : Ms. JANAGAIALAGUSUNDARI K

Team Member 1 : Ms. DHIVYA T

Team Member 2: Ms. GAYATHRI B

Team Member 3 : Ms. GOWSALYA D

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April, 22 – 2023

PROJECT REPORT TEMPLATE

1. INTRODUCTION

1.1 Overview

Your job description is the first contact between your company and your new recruit. With millions of people searching for jobs on indeed each month, a great job description can help you attract the most qualified candidates to your open position. To get you started, here are some tips for creating an effective job description.

Supporting recruiting teams with clerical duties

Scheduling interviews and balancing calendars for interviewers and candidates.

Helping with initial applicant screening.

1.2 Purpose

- ❖ Proven experience as an HR Assistant, Staff assistant or relevant human resources/administrative position
- ❖ Fast computer typing skills (MS Office, in particular)
- ❖ Hands -on experience with an HRIS or HRMSS
- ❖ Familiarity with ATS software and resume databases

- ❖ Basic knowledge of labor laws
- ❖ Excellent organizational skills
- ❖ Strong communications skills
- ❖ Degree in Human Resources or related field

2. Problem Definition & Design Thinking

2.1 Empathy Map

Reflect on the topic

Working silently and individually, have each person create a few sticky notes in all four quadrants below for about five minutes. With the remaining time, discuss notes in each quadrant.

What went well?

What should we keep doing?
What should we celebrate?
Where did we make progress?

TOPIC

Workstation
engineering team
Sprint 10

What went poorly?

Where did we have problems?
What was frustrating to us or others?
What held us back?

What ideas do you have?

What ideas do you have for future work together?
Where do you see opportunities to improve?
What has untapped potential?

IDEAS

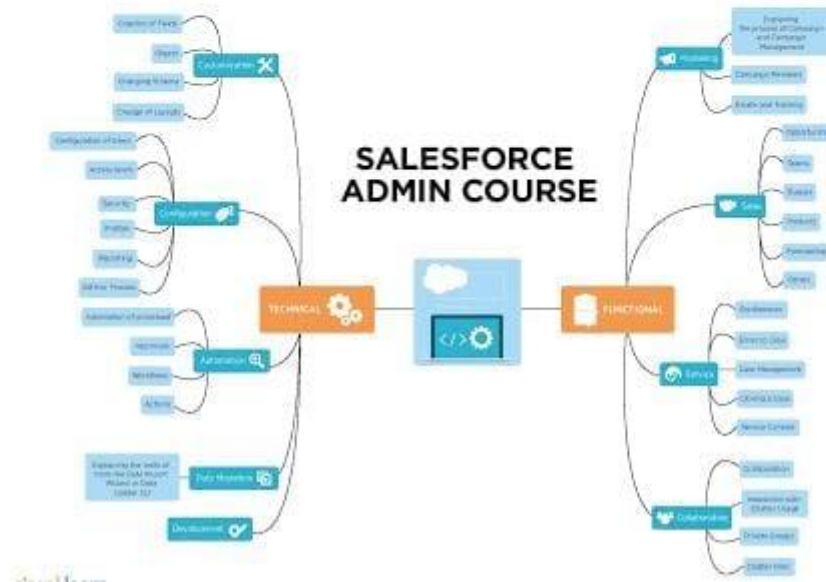
How should we take action?

What do you believe we should do next?
What specific things should we change?
What should extend beyond this meeting?

2.1 Ideation & Brainstorming Map



simplilearn

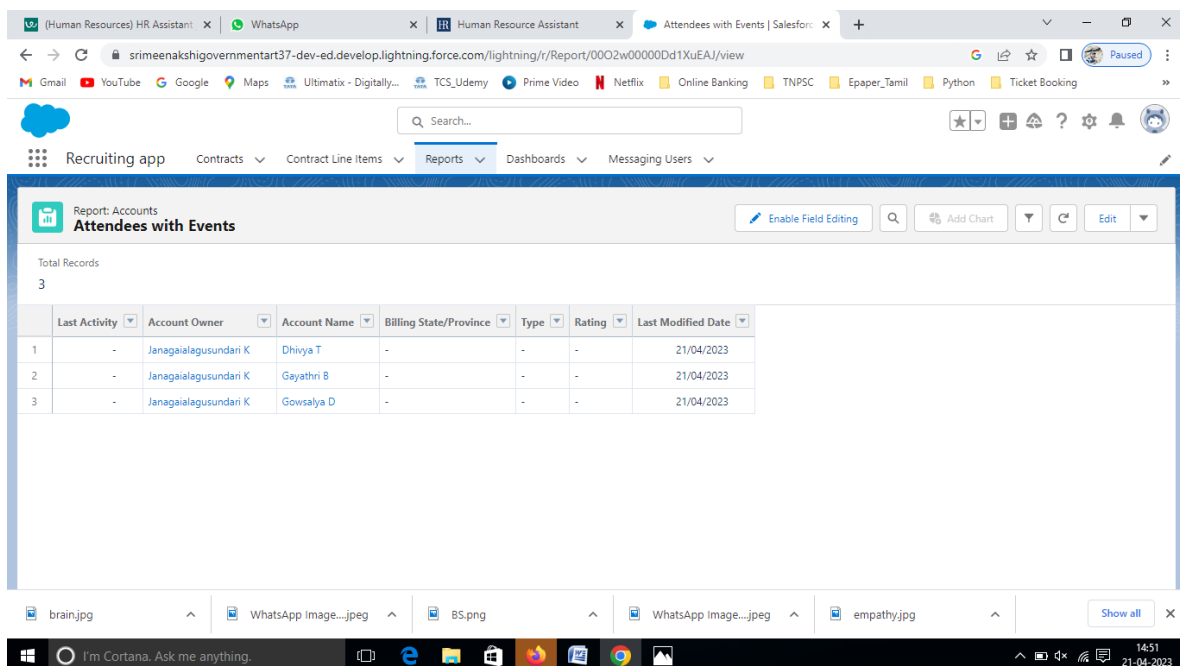


3. RESULT

3.1 Data Model:

Object name	Fields in the object	
Obj 1 Job posting site		
	Field label	Data type
	Job posting site URL	URL
	Status	URL
	Technical site	URL
	Description	URL
Obj 2 Reviews		
	Field label	Data type
	Review	Auto number

3.2 Activity & Screenshot



The screenshot shows a web browser window with multiple tabs. The active tab is a Salesforce Lightning report titled "Attendees with Events". The report displays a table with 3 records. The table columns are: Last Activity, Account Owner, Account Name, Billing State/Province, Type, Rating, and Last Modified Date. The records are as follows:

	Last Activity	Account Owner	Account Name	Billing State/Province	Type	Rating	Last Modified Date
1	-	Janagaialagusundari K	Dhivya T	-	-	-	21/04/2023
2	-	Janagaialagusundari K	Gayathri B	-	-	-	21/04/2023
3	-	Janagaialagusundari K	Gowsalya D	-	-	-	21/04/2023

The browser window also shows a taskbar at the bottom with various application icons and a system clock showing 14:51 on 21-04-2023.

Description:

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.

4. Trailhead Profile Public URL

Team Lead- <https://trailblazer.me/id/janak140>

Team Member 1 - <https://trailblazer.me/id/dhivs1810>

Team Member 2 - <https://trailblazer.me/id/gaye21>

Team Member 3 – <https://trailblazer.me/id/gowsi2002>

5 ADVANTAGES & DISADVANTAGES**ADVANTAGES**

- ❖ Reduce time to hire.
- ❖ Shorten on boarding times.
- ❖ Cost less.
- ❖ Strengthen employee engagement.

DISADVANTAGE

- ❖ Create resentment among employees and managers
- ❖ Leave a gap in your existing workforce
- ❖ Limit your pool of applicants
- ❖ Result in inflexible culture

5. APPLICATIONS

Human resources software assists with managing people, information and processes. Used by businesses of all sizes, HR software is designed to help both managers and employees work more efficiently while reducing errors, ensuring compliance and increasing productivity.

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.

7. CONCLUSION

“Human resource development is a means to an end. That end is usually acknowledged to be getting better results from the organization, teams and individuals by understanding and managing performance within an agreed framework of planned goals, objectives and standards”

8. FUTURESCOPE

- ❖ MBA in HR future scope is bright.
- ❖ HR will need to juggle things like changing employer-employee expectations.
- ❖ There's a higher demand for these professionals in specific industries.
- ❖ The HR department performs a wide variety of duties and is responsible for helping employees feel safe, valued and properly supported.