RECRUITING ASSISTANT

FOR

HR MANAGER

PROJECT REPORT TEMPLATE

1.INTRODUCTION :

1.1Overview

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

1.2Purpose of HR

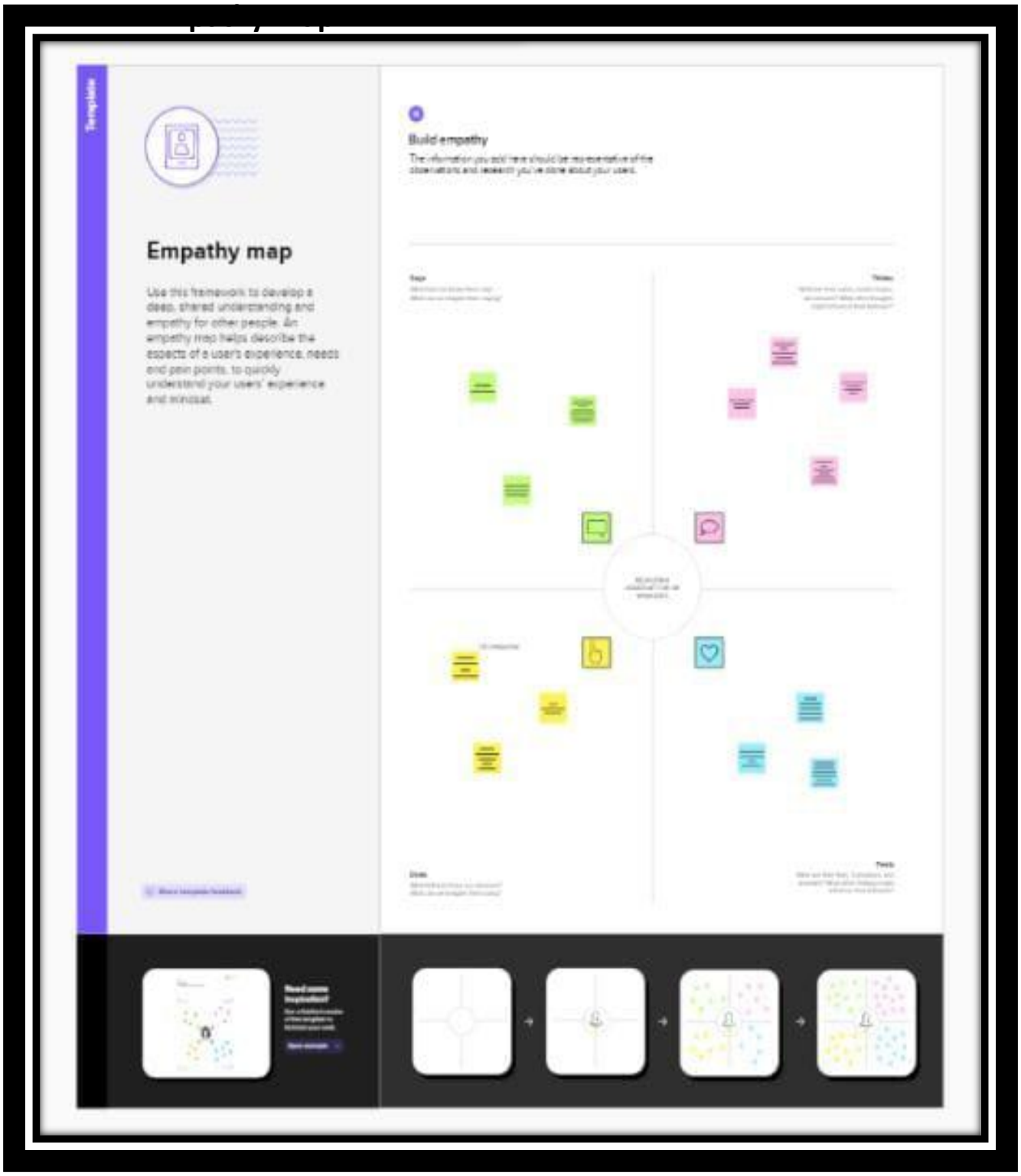
The overall purpose of human resources (HR) is to ensure that the organization is able to achieve success through people. HR professionals manage the human capital of an organization and focus on implementing policies and processes.

1.3Duties includes the following

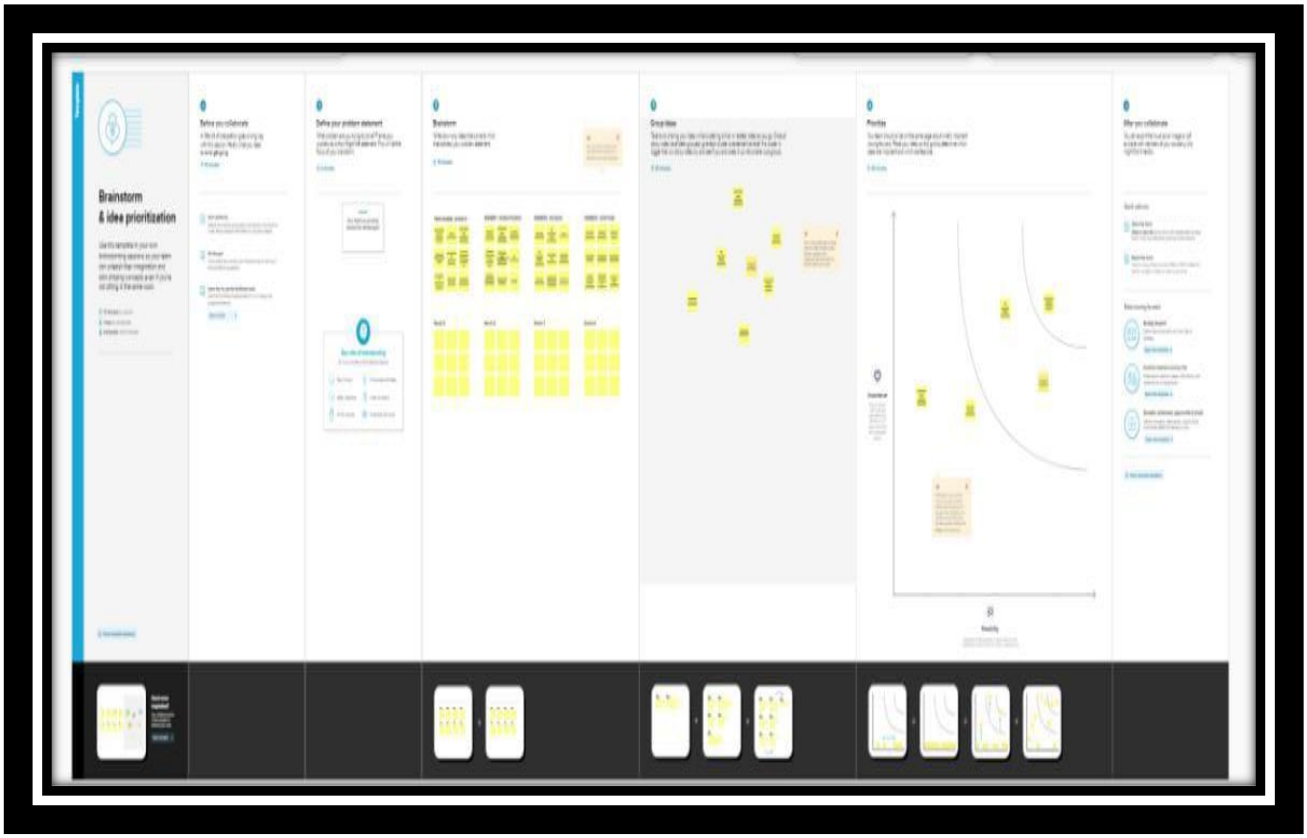
The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department

including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

2.PROBLEMS, DEFINITION AND DESIGN THINKING :



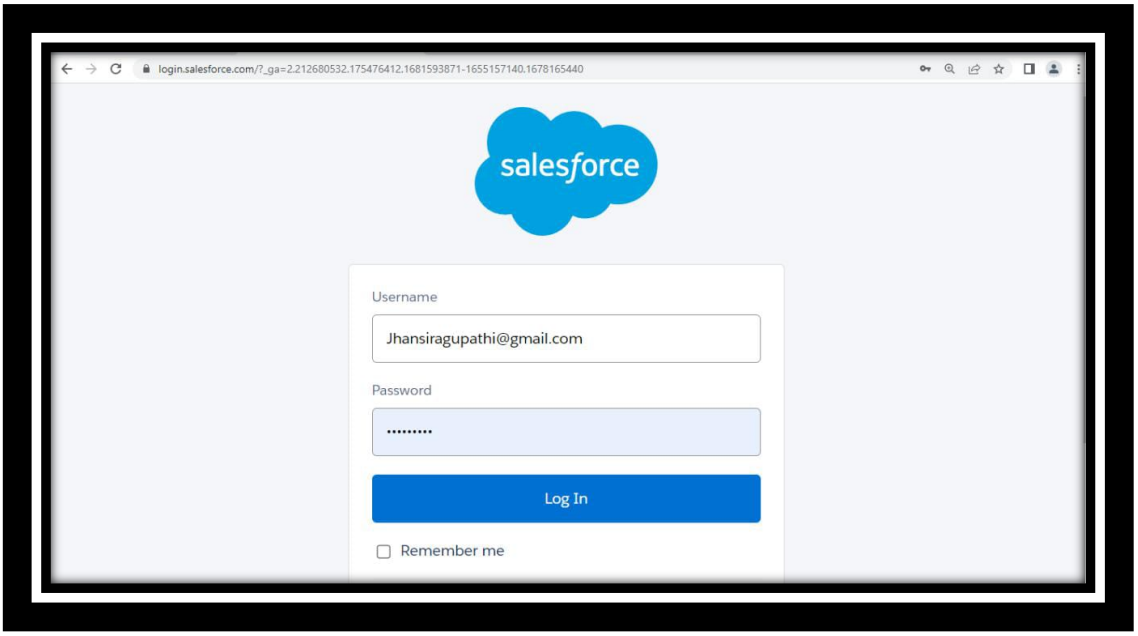
2.2 Brainstorm:

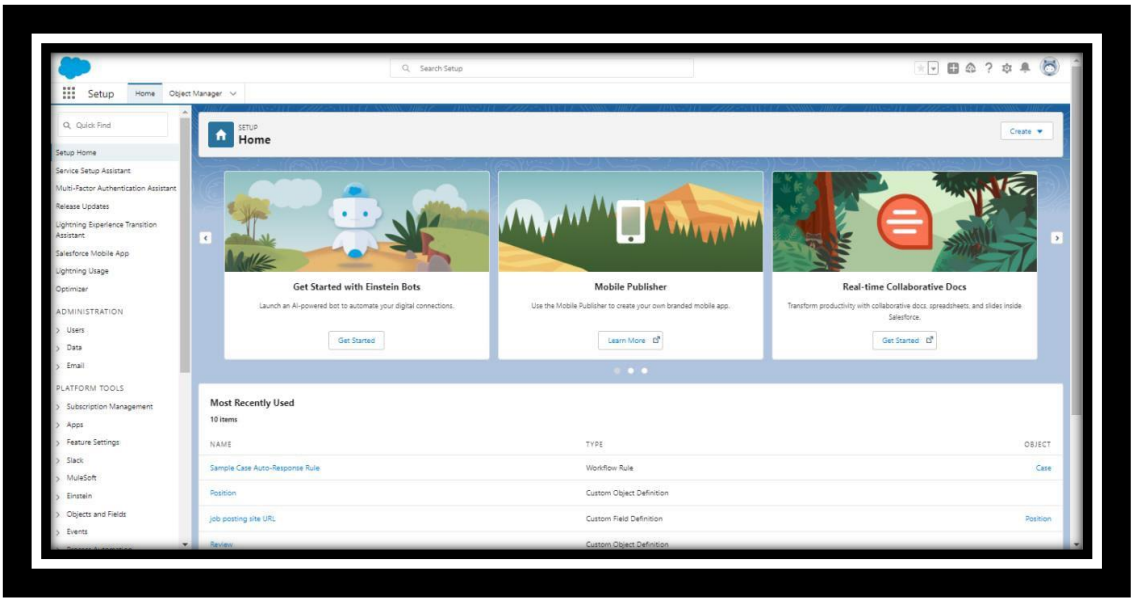


3.RESULTS:

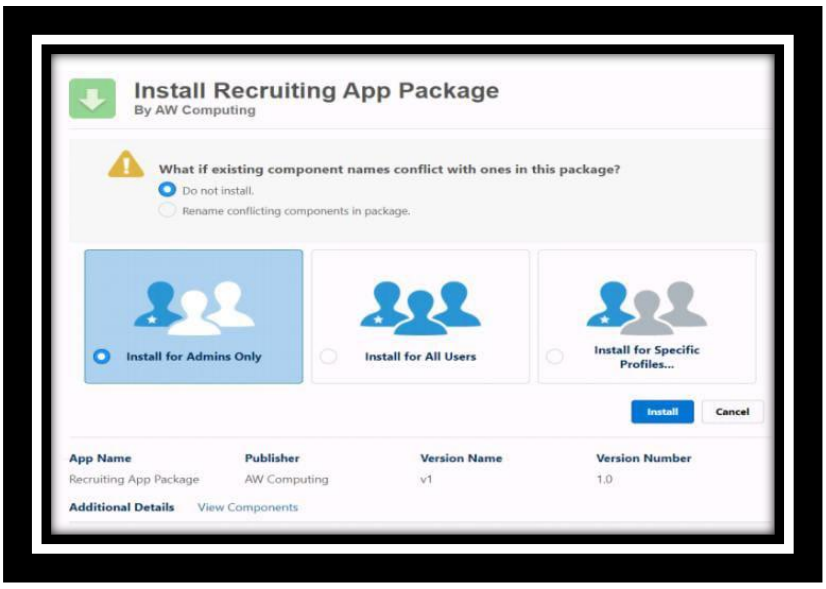
3.1 CREATION OF A DEVELOPER ACCOUNT

A developer org has all the features and licenses you need to have a free salesforce developer account.





3.2 PACKAGE INSTALLATION



3.3 OBJECT

Salesforce objects are database tablets that permit you to store data that is specific to an organization.

- Standard object:

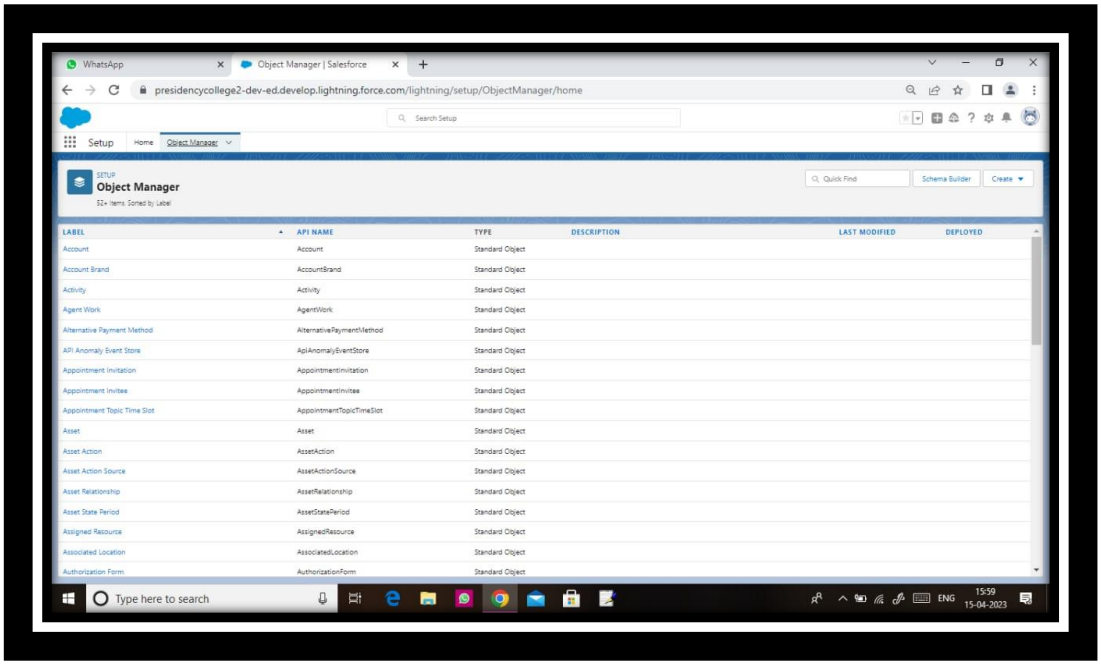
➢ Users,contacts,reports,dashboard etc...

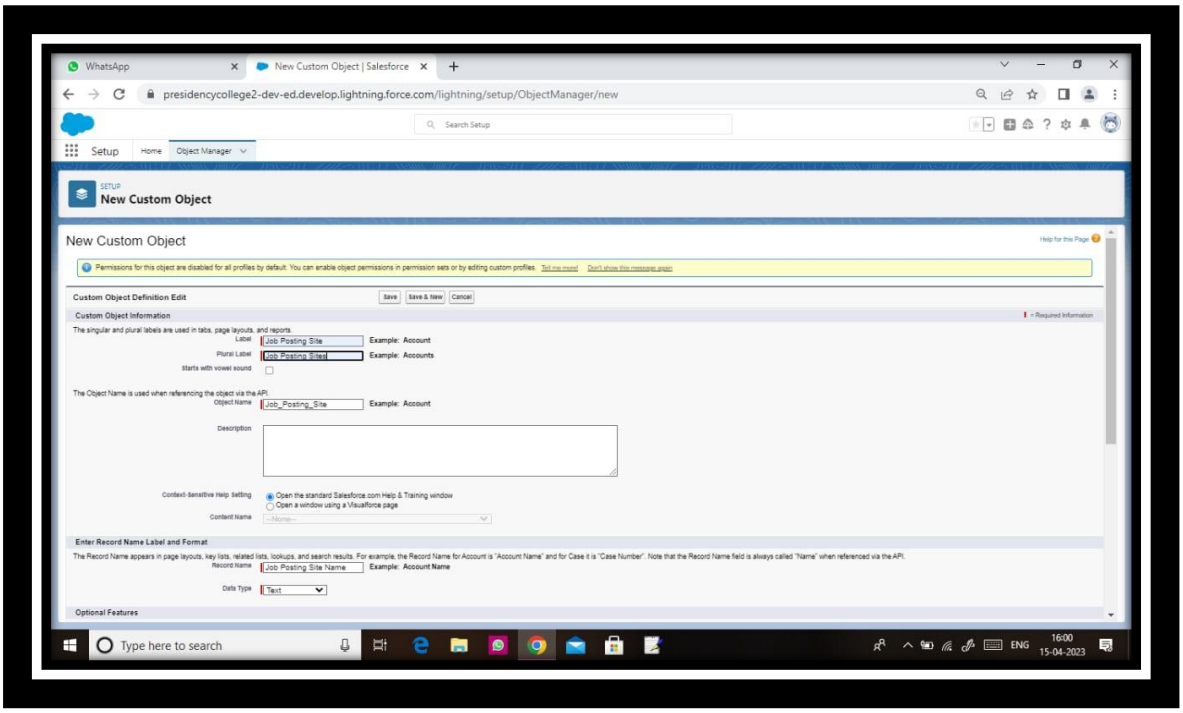
➢ Custom object:

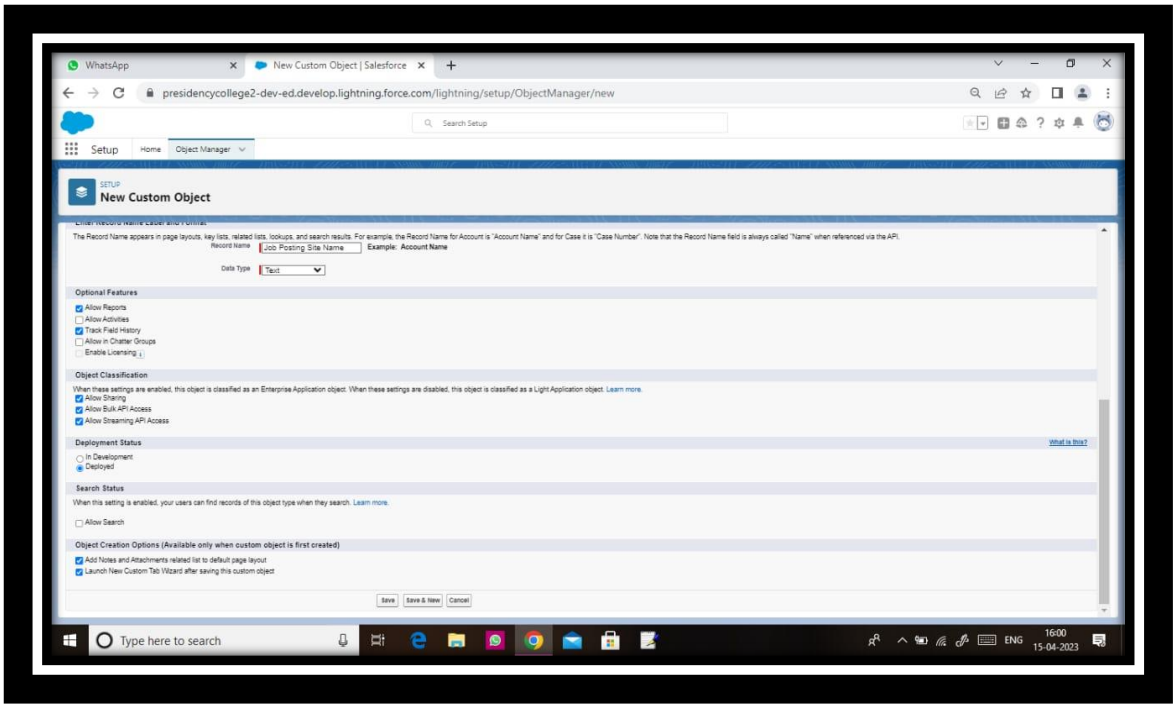
➢ Objects that are created by users.

[ ] Activity 1

➢ CREATE A CUSTOM OBJECT FOR JOB POSTING SITES

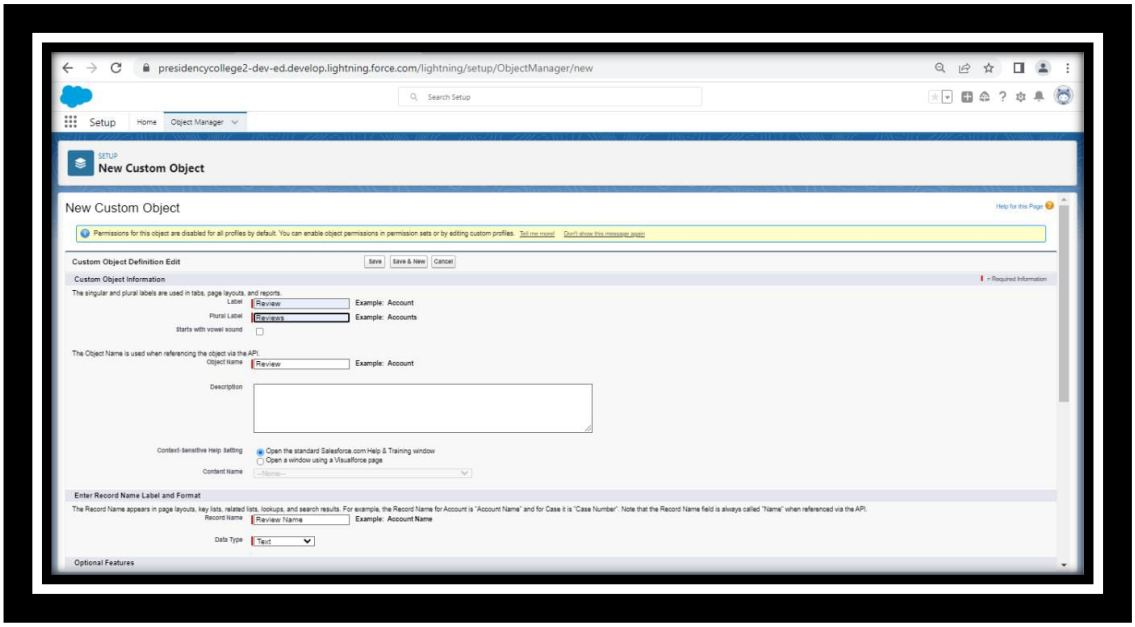


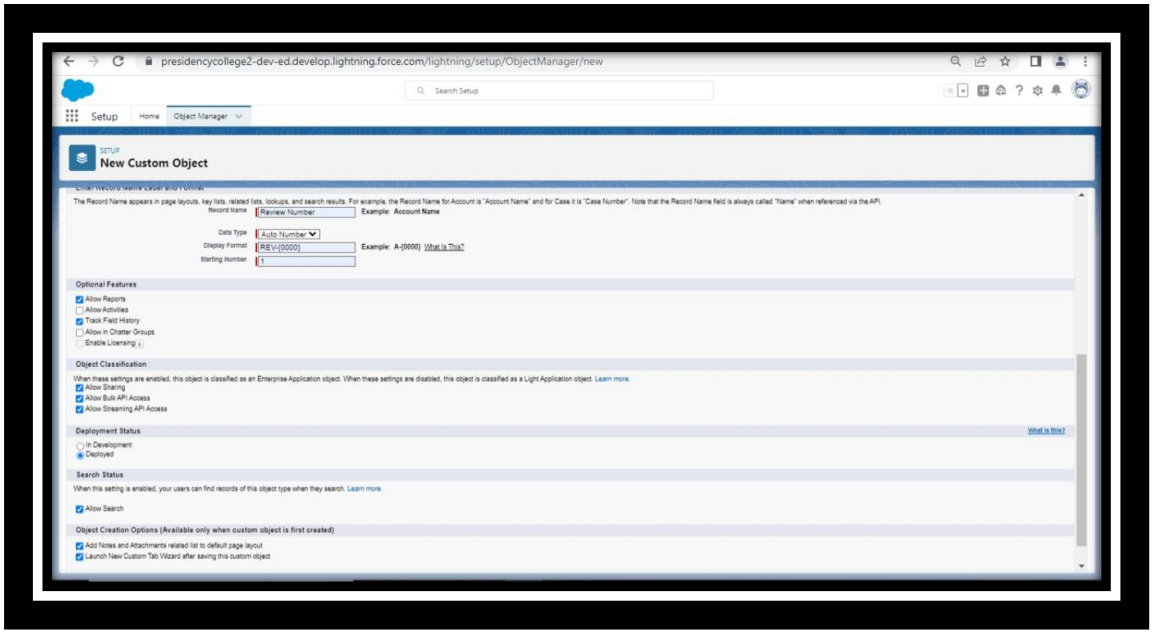




[ ] Activity 2

- CREATE A CUSTOM OBJECT FOR REVIEW

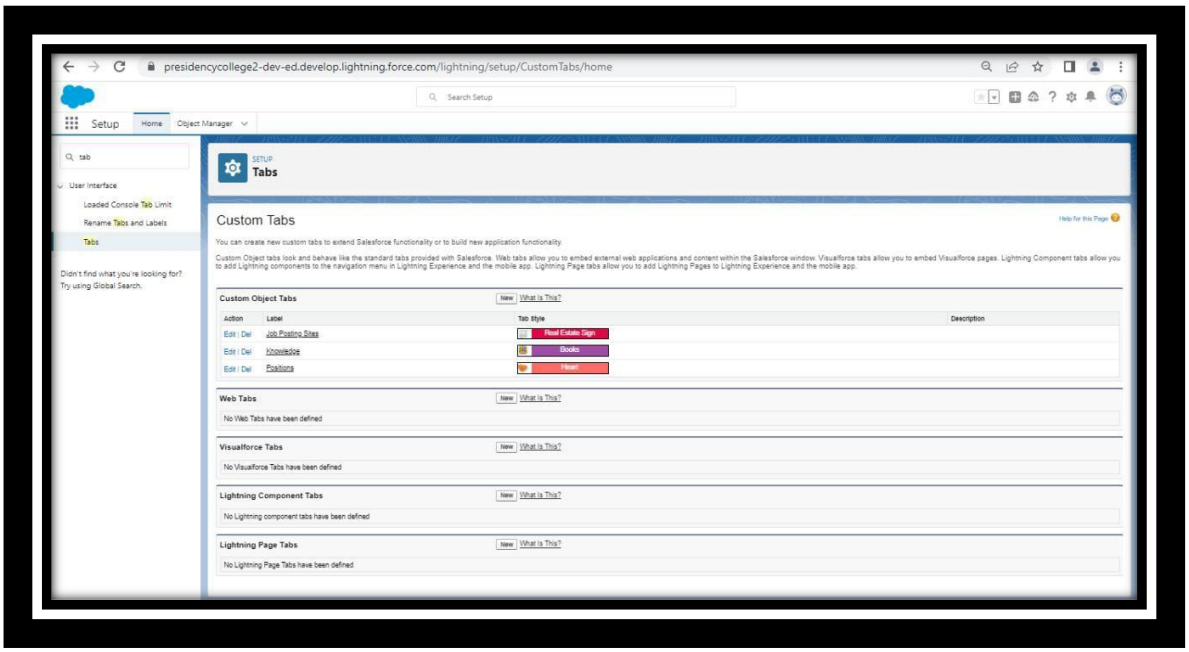




3.4 TABS

In salesforce, a tab is a user interface element that allows users to navigate to different sections of the platform such as Accounts, Contacts,Leads and opportunities.

- Activity



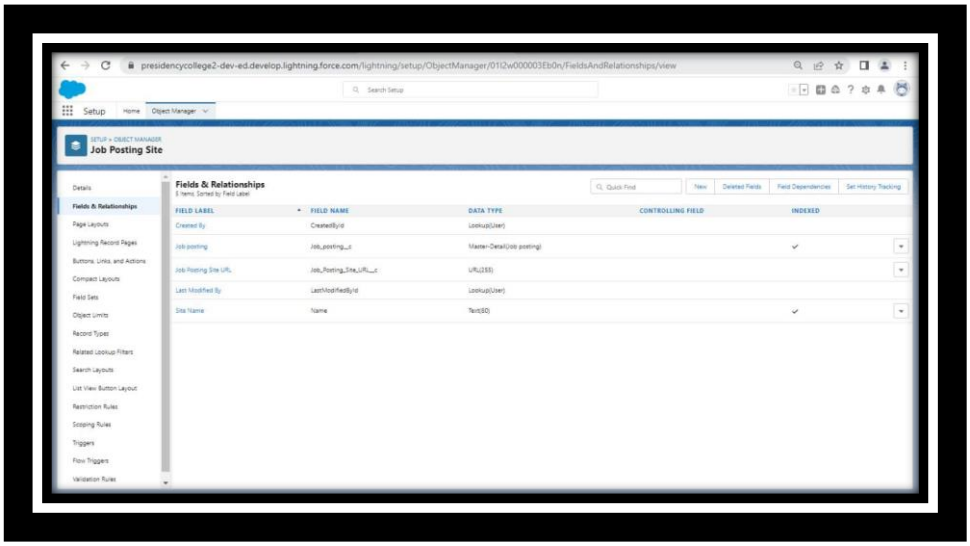
3.5 FIELDS

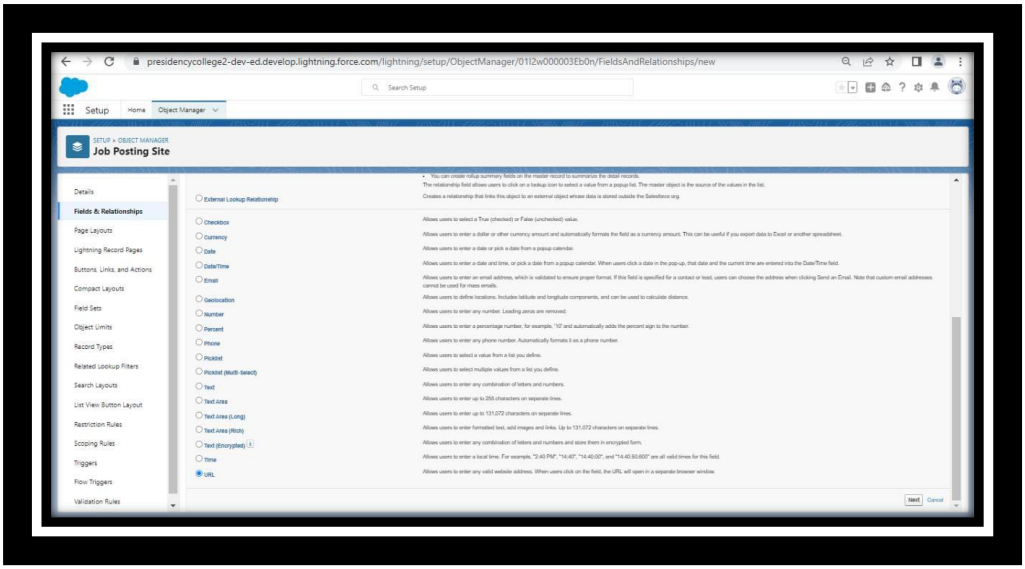
Fields in salesforce represents what the column represents in relational databases.

They are two types,standard fields and custom fields.

- ACTIVITY

CREATE A NEW FIELD FOR JOB POSTING SITE



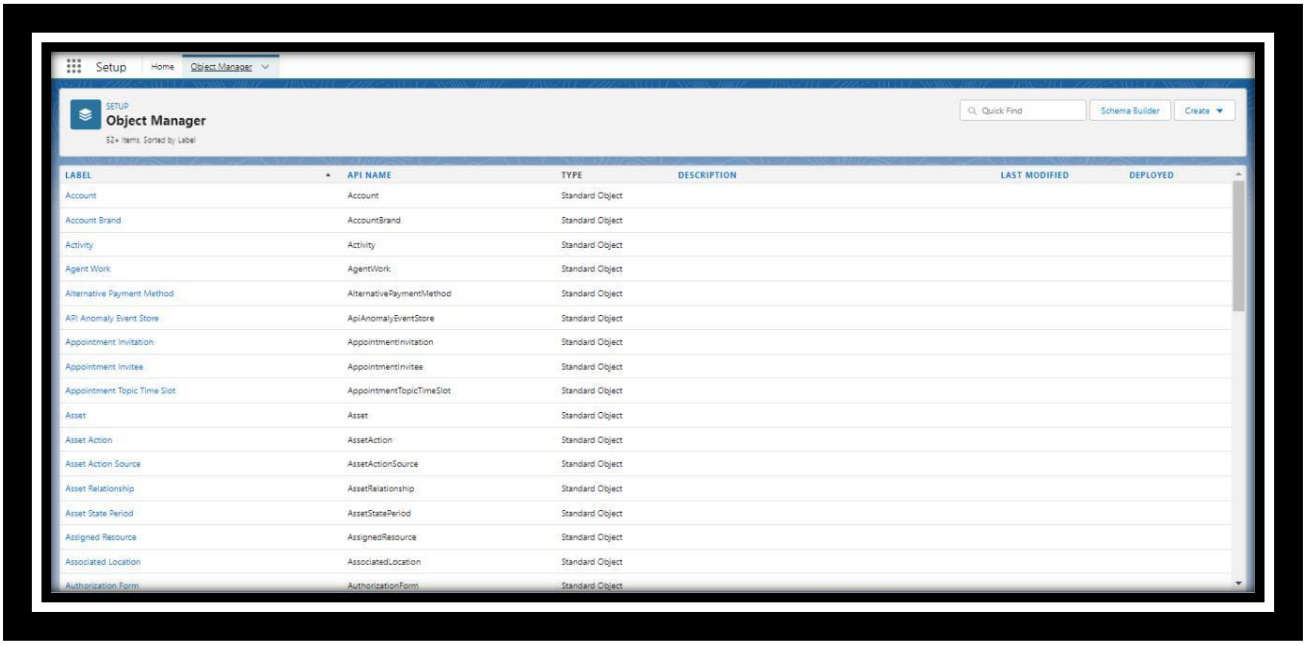


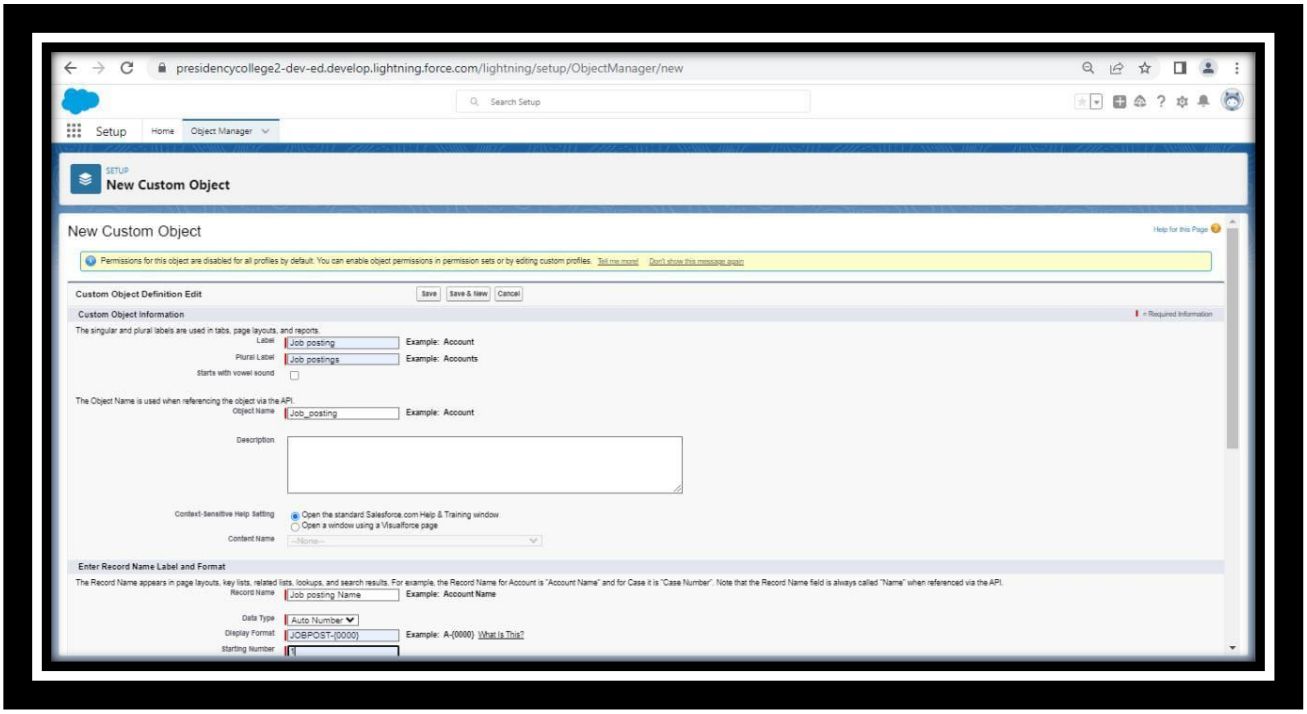
3.6 JUNCTION OBJECT

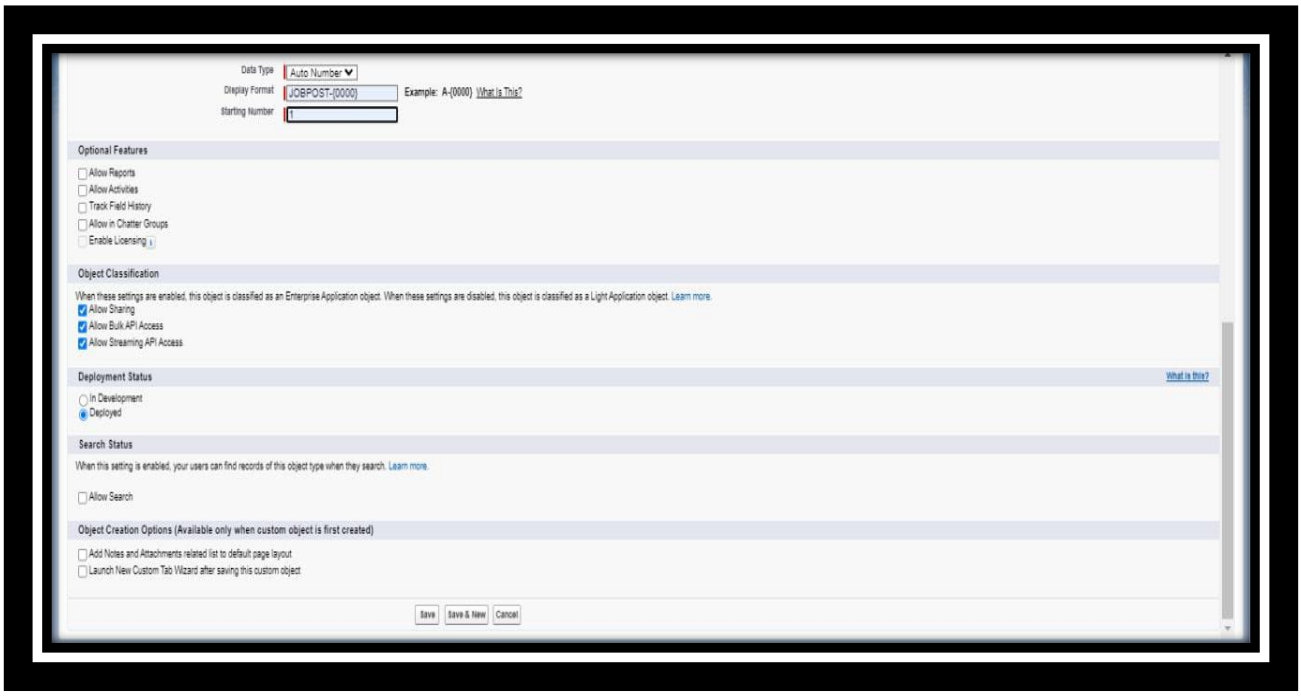
In salesforce, a junction object is a custom object that is used to create many-to-many relationship between two other objects.

- ACTIVITY

CREATING A CUSTOM JUNCTION OBJECT




presidencycollege2-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/new
Search Setup
Setup
Home
Object Manager
SETUP
New Custom Object
New Custom Object
Help for this Page
Permissions for this object are disabled for all profiles by default. You can enable object permissions in permission sets or by editing custom profiles. Tell me more! Don't show this message again
Custom Object Definition Edit
Save
Save & New
Cancel
Custom Object Information
= Required Information
The singular and plural labels are used in tabs, page layouts, and reports.
Label
Job posting
Example: Account
Plural Label
Job postings
Example: Accounts
Starts with vowel sound
The Object Name is used when referencing the object via the API.
Object Name
Job_posting
Example: Account
Description
Context-Sensitive Help Setting
Open the standard Salesforce.com Help & Training window
Open a window using a Visualforce page
Content Name
--None--
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
Job posting Name
Example: Account Name
Data Type
Auto Number
Display Format
JOBPOST-{0000}
Example: A-{0000} What Is This?
Starting Number
1

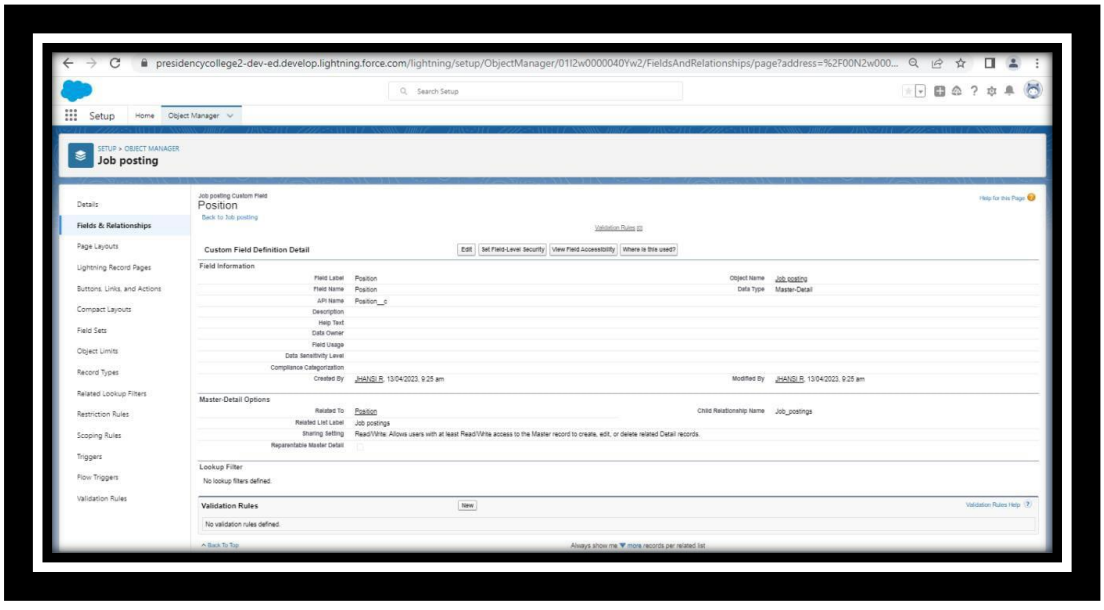

Data Type
Auto Number
Display Format
JOBPOST-{0000}
Example: A-{0000} What Is This?
Starting Number
1
Optional Features
Allow Reports
Allow Activities
Track Field History
Allow in Chatter Groups
Enable Licensing
Object Classification
When these settings are enabled, this object is classified as an Enterprise Application object. When these settings are disabled, this object is classified as a Light Application object. Learn more.
Allow Sharing
Allow Bulk API Access
Allow Streaming API Access
Deployment Status
What is this?
In Development
Deployed
Search Status
When this setting is enabled, your users can find records of this object type when they search. Learn more.
Allow Search
Object Creation Options (Available only when custom object is first created)
Add Notes and Attachments related list to default page layout
Launch New Custom Tab Wizard after saving this custom object
Save
Save & New
Cancel

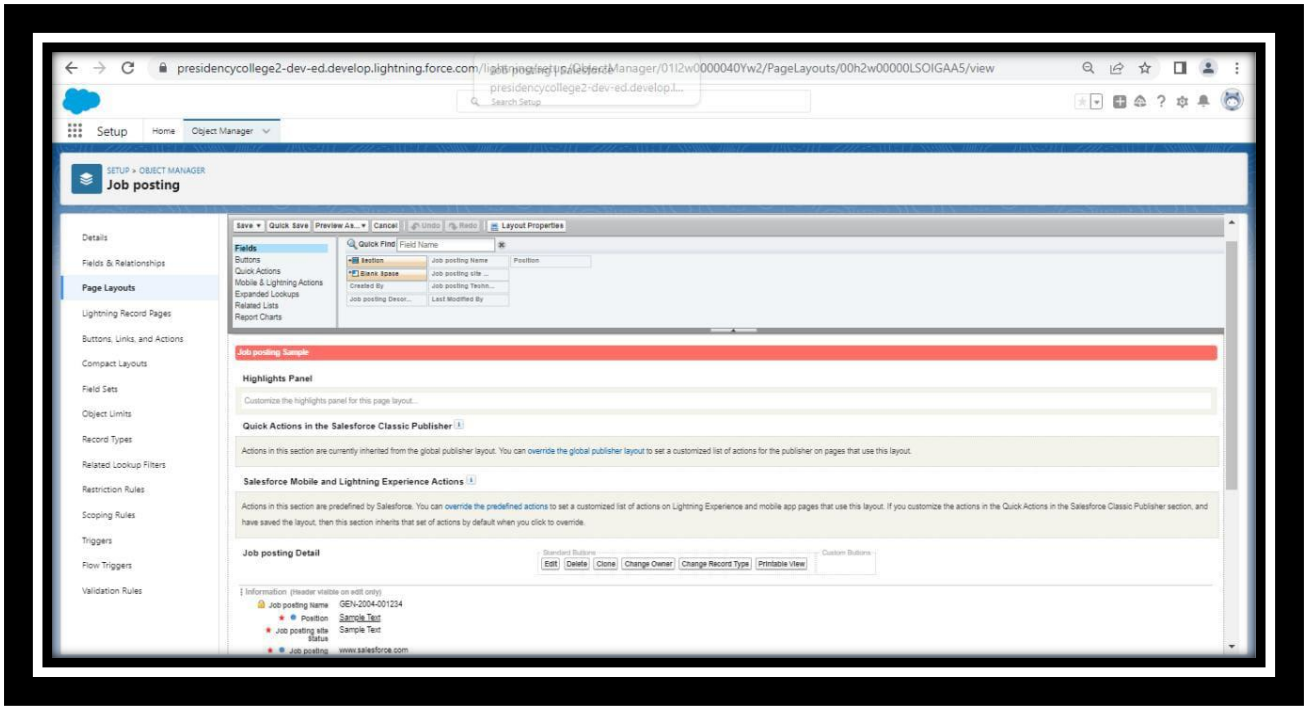
3.7 PAGE LAYOUT

In salesforce, a page layout is a visual design of a page that determines the organization and arrangement of fields,buttons and other components on page.

ACTIVITY 1

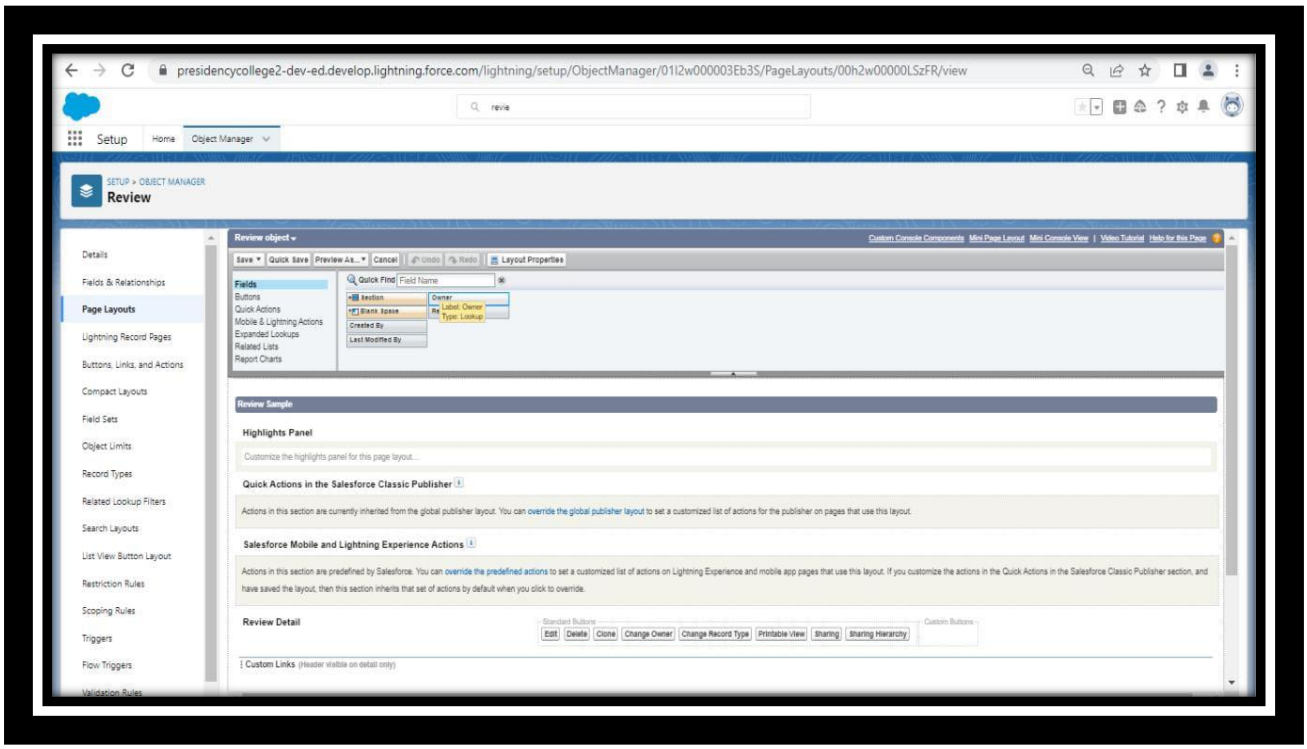
MODIFYING THE PAGE LAYOUT





➢ ACTIVITY 2

CREATING A PAGE LAYOUT FOR REVIEW OBJECT

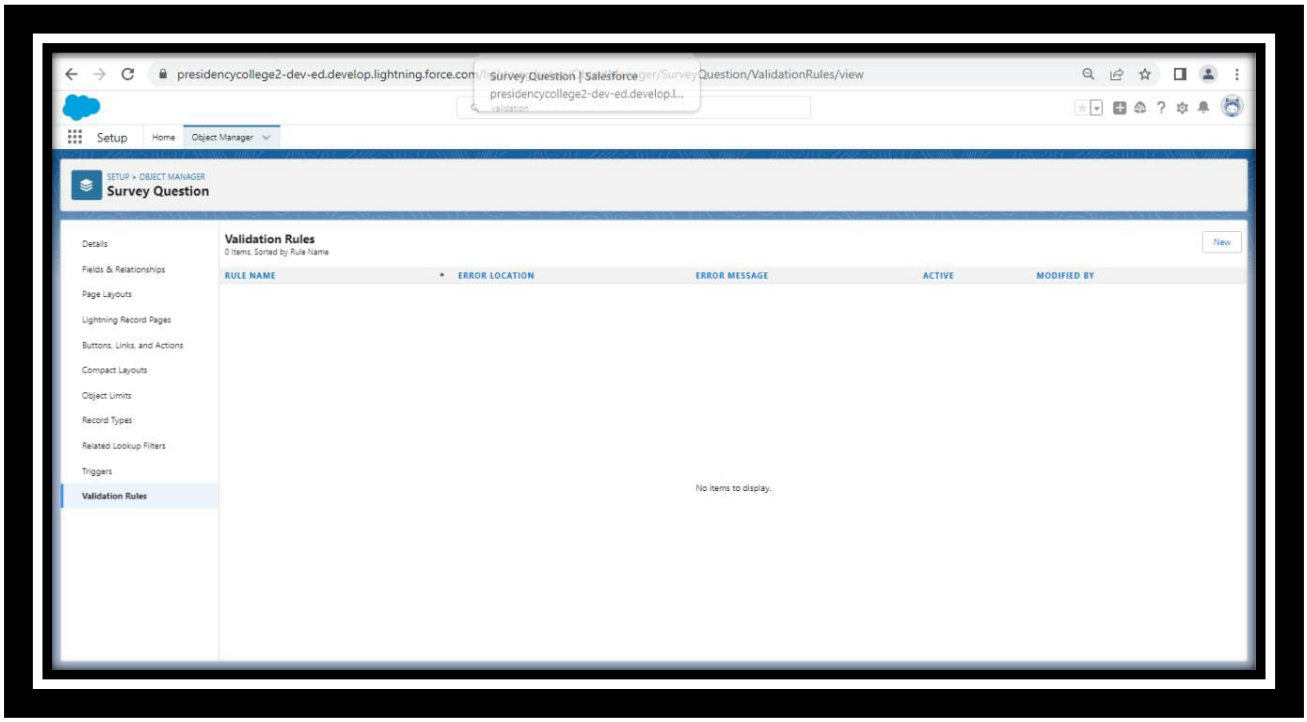


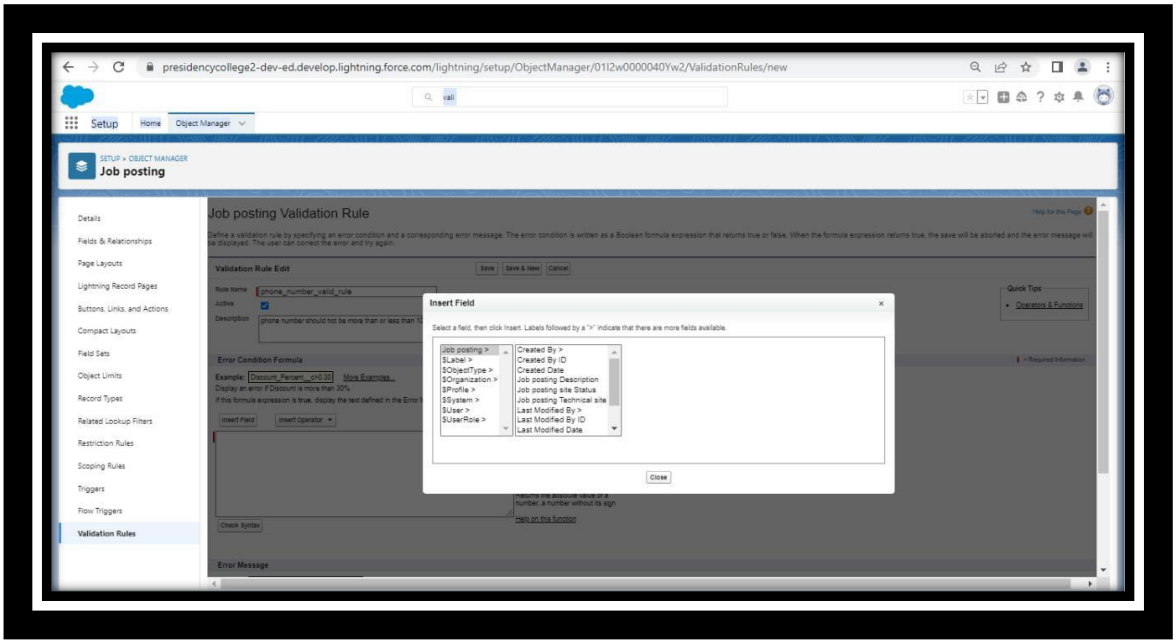
3.8 VALIDATION RULES

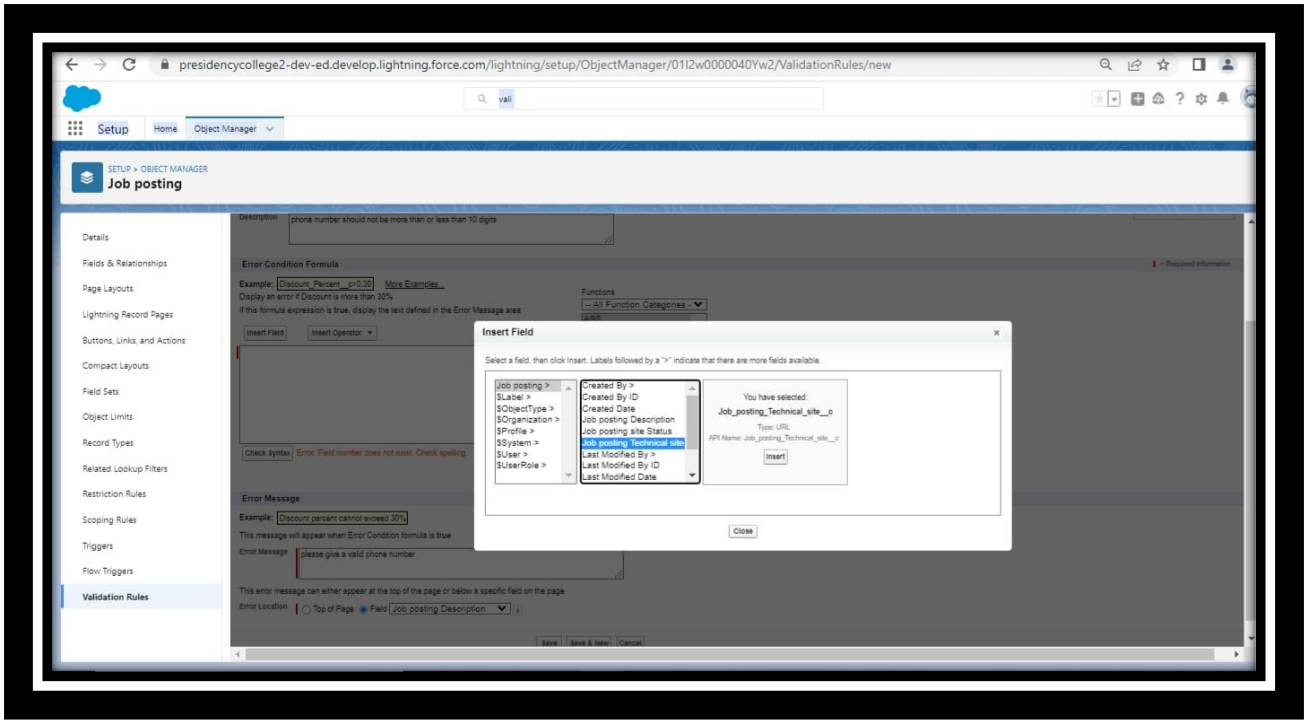
A Validation rule is a process which checks out the inputs given by any user is correct or not according to your requirement.

ACTIVITY 1

CREATING A VALIDATION RULE





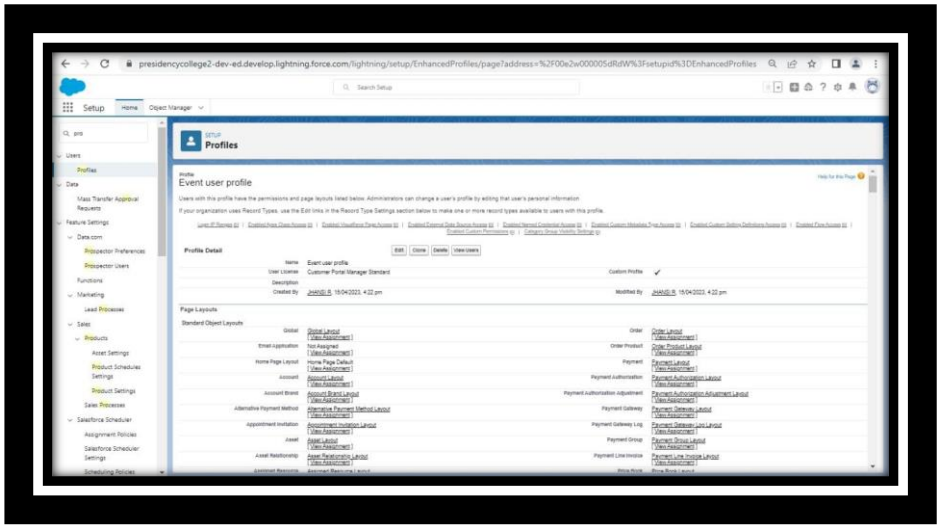


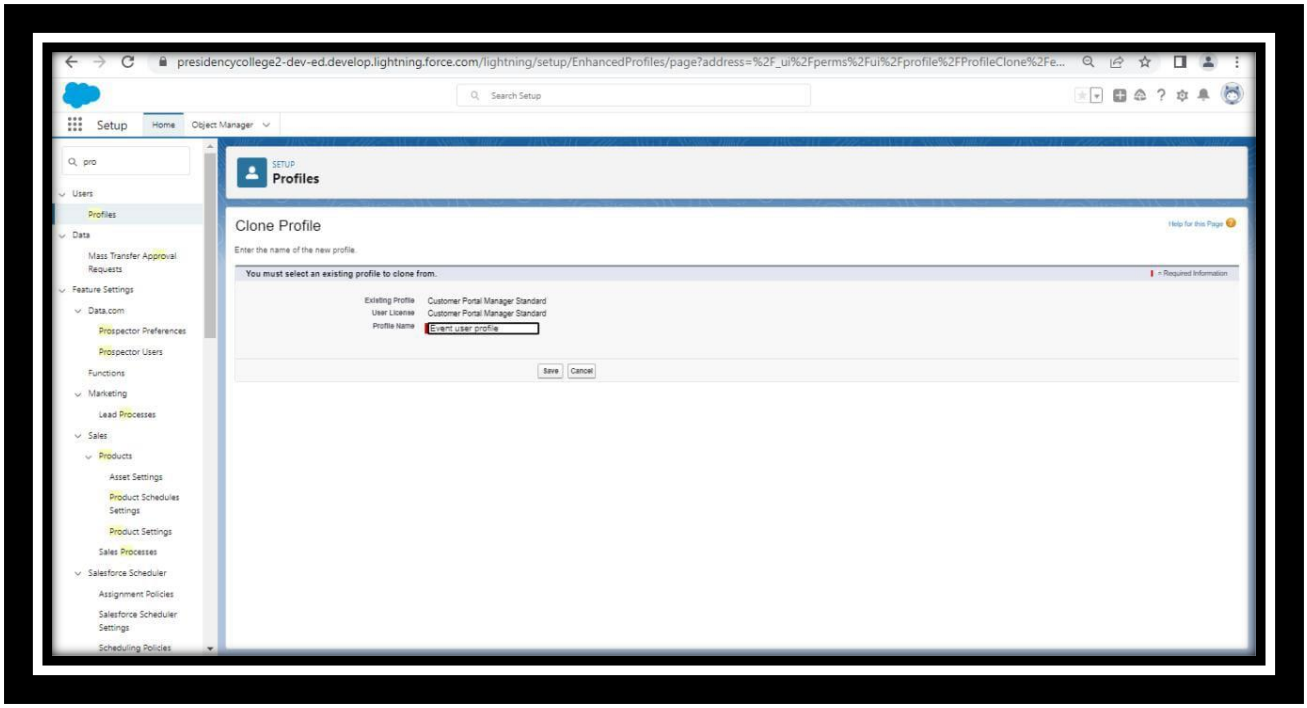
3.9 PROFILE

A profile is a group/collection of settings and permissions that define what a user can do in salesforce.

- ACTIVITY

CREATION ON PROFILE



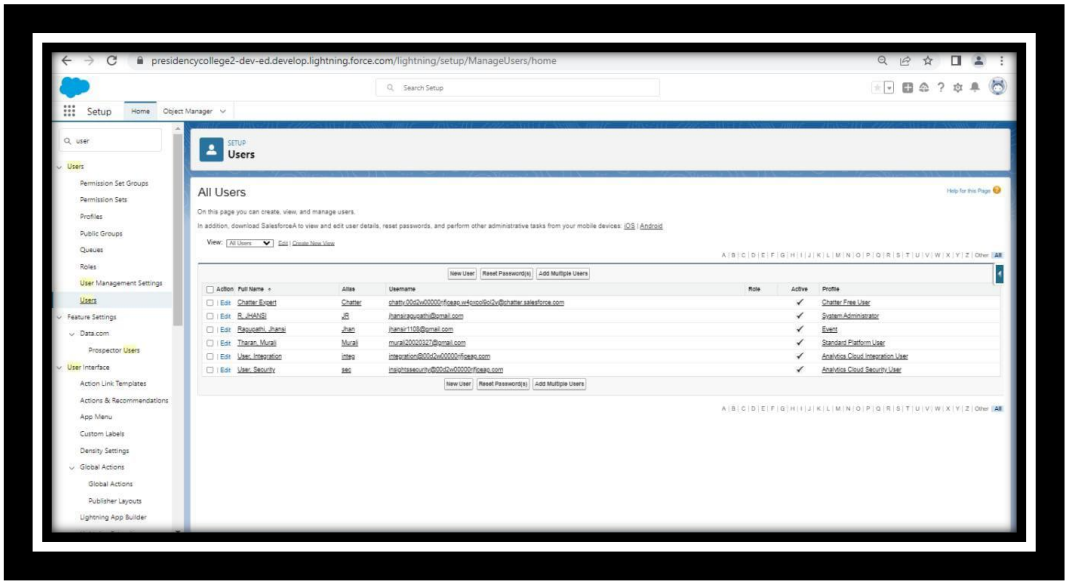


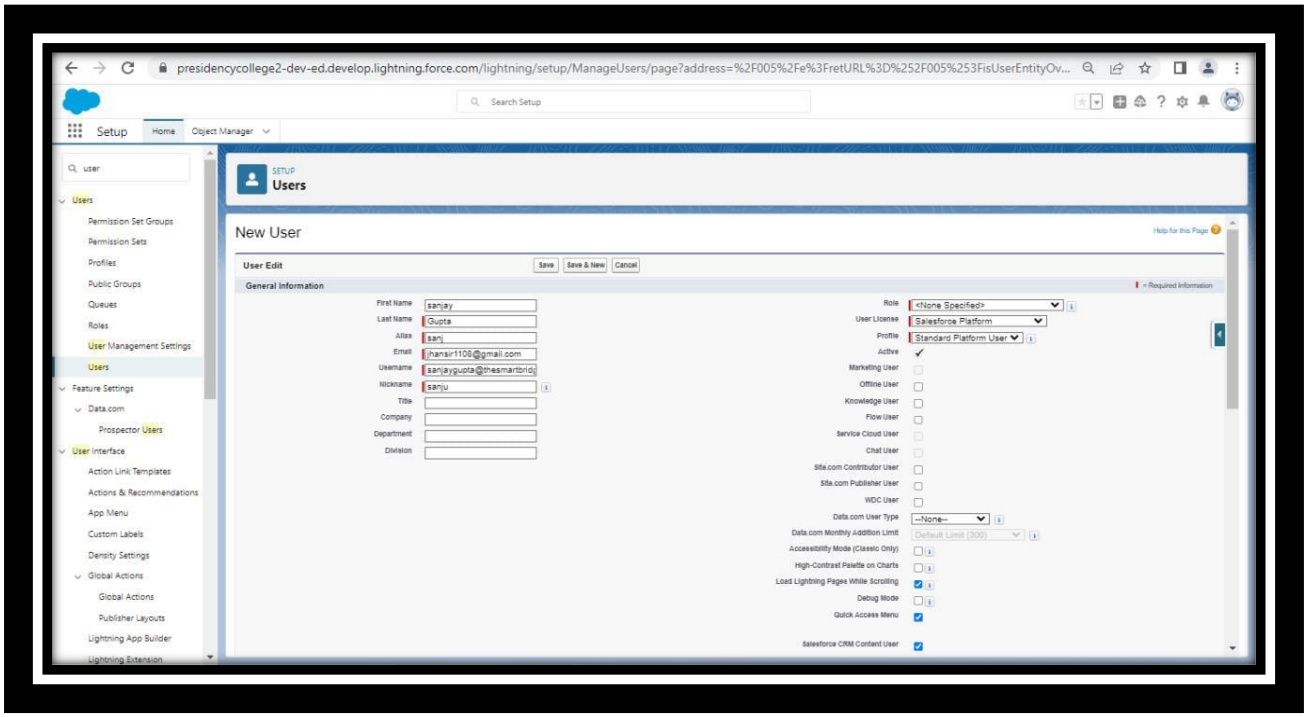
3.10 USER

A user is anyone who logs into salesforce.

- ACTIVITY 1

CREATING A USER



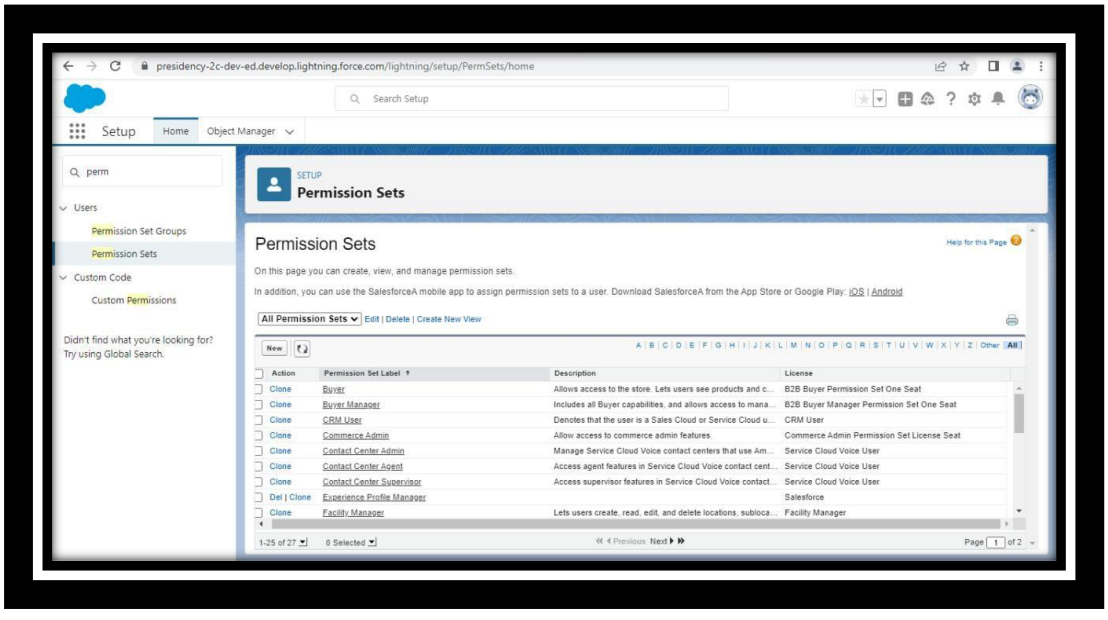


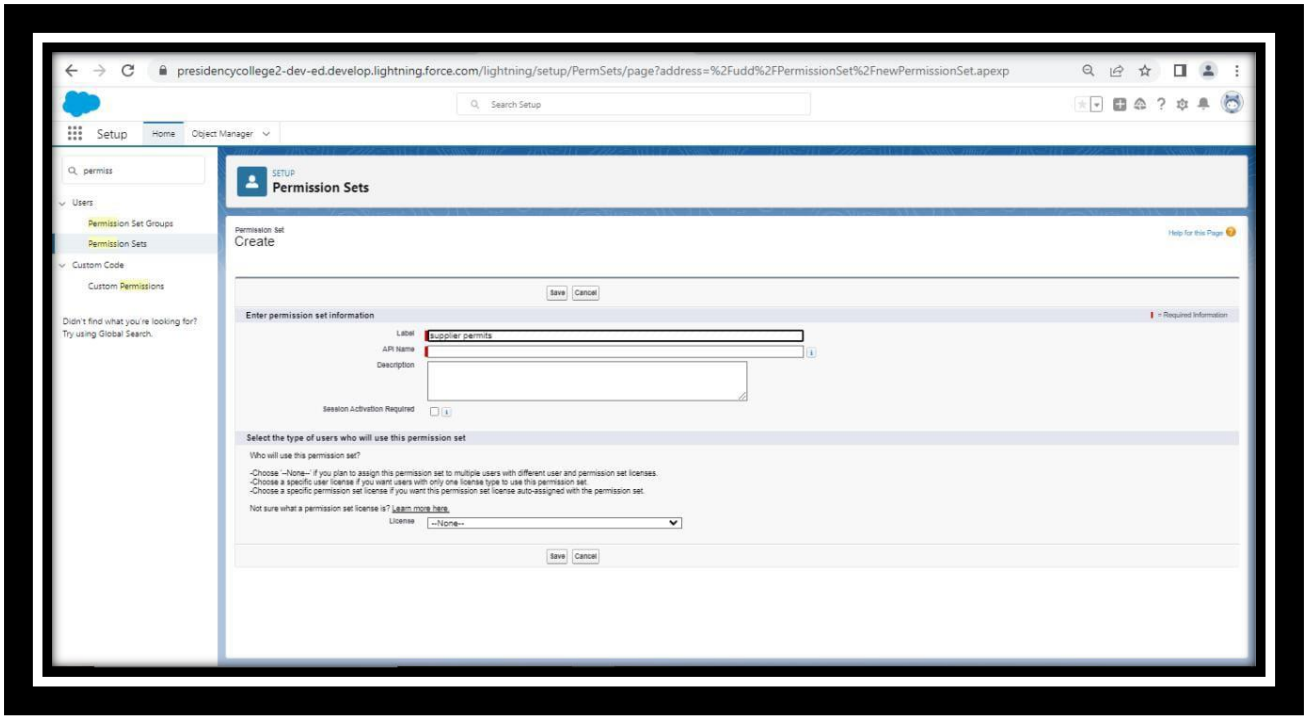
3.11 PERMISSION SET

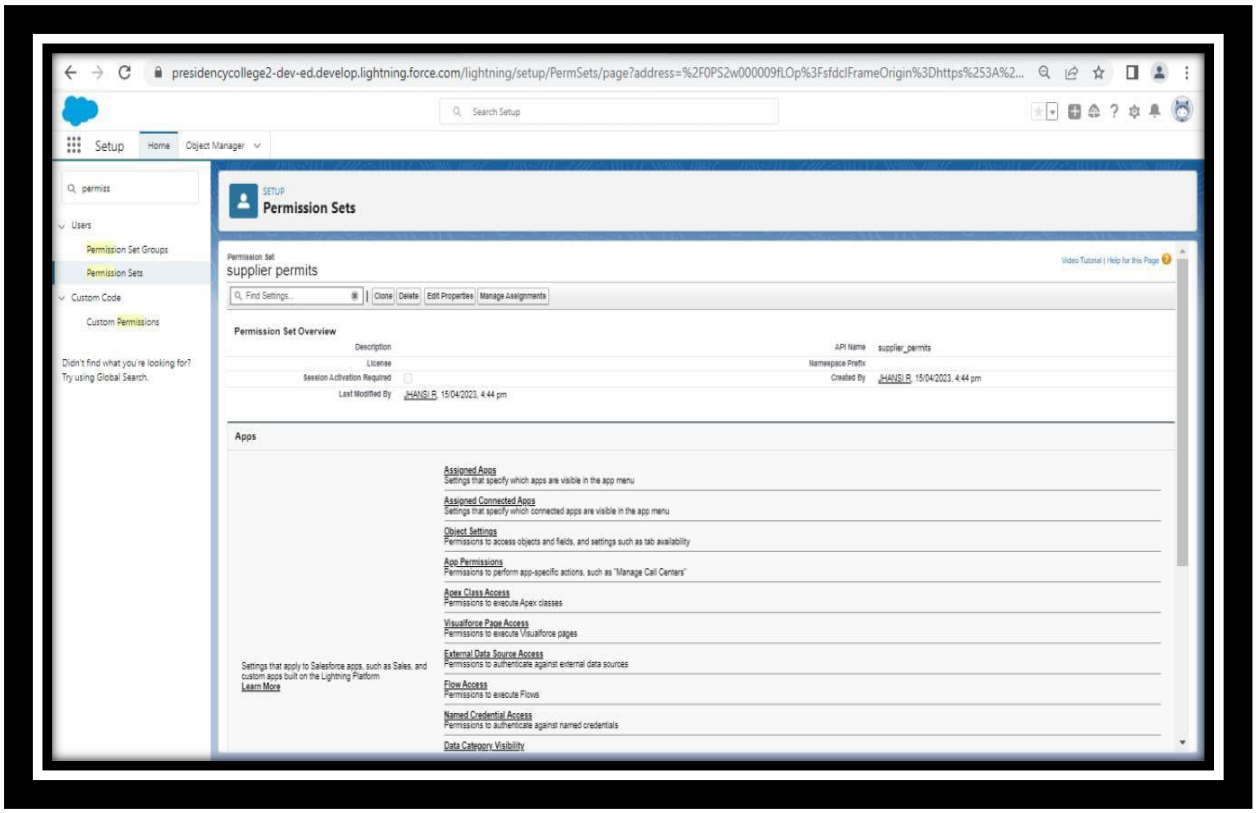
In a salesforce, a permission set is a collection of settings and permissions that gives users access to various tools and functionality in the platform.

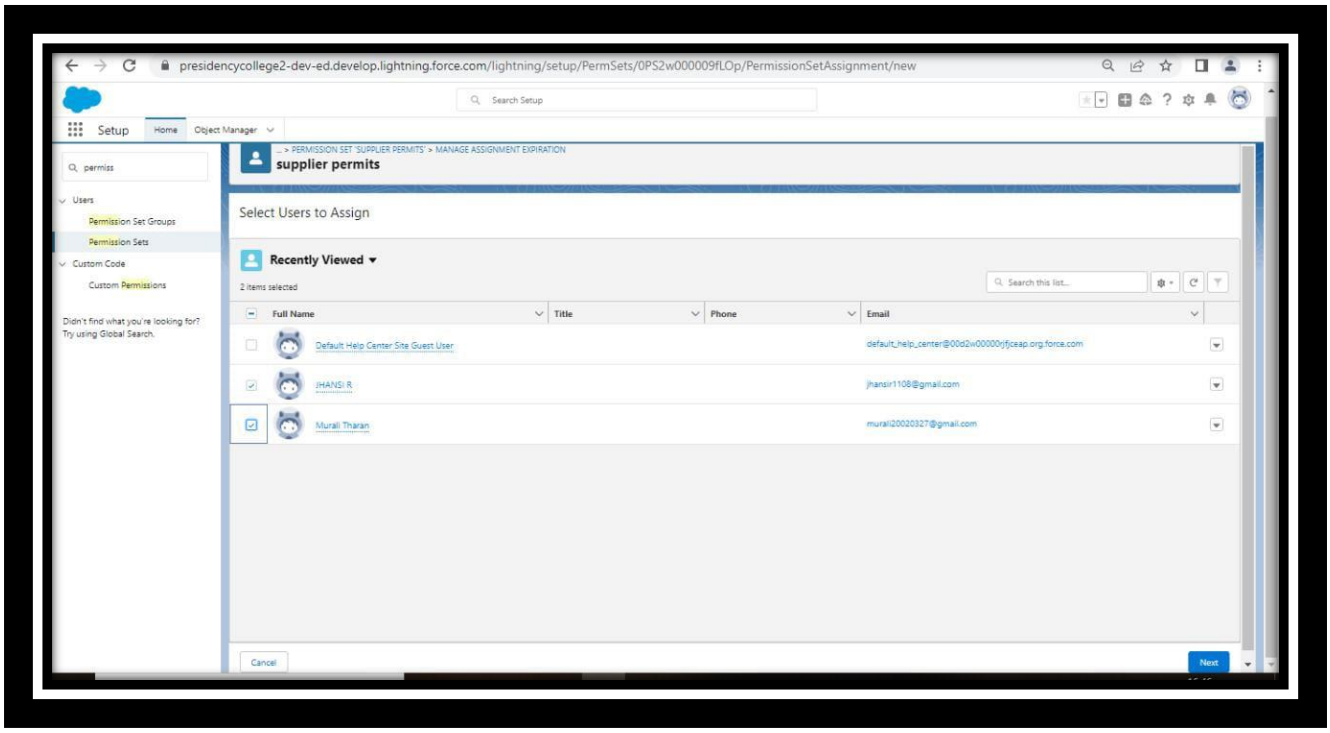
- ACTIVITY 1

CREATING A PERMISSION SET




presidencycollege2-dev-ed.develop.lightning.force.com/lightning/setup/PermSets/page?address=%2Fudd%2FPermissionSet%2FnewPermissionSet.apexp
Search Setup
Setup
Home
Object Manager
permiss
Users
Permission Set Groups
Permission Sets
Custom Code
Custom Permissions
Didn't find what you're looking for?
Try using Global Search.
SETUP
Permission Sets
Permission Set
Create
Help for this Page
Save
Cancel
Enter permission set information
= Required 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.
Not sure what a permission set license is? Learn more here.
License
--None--
Save
Cancel


presidencycollege2-dev-ed.develop.lightning.force.com/lightning/setup/PermSets/page?address=%2F0PS2w000009fLOp%3FsfdcIFrameOrigin%3Dhttps%253A%2...
Search Setup
Setup
Home
Object Manager
permiss
Users
Permission Set Groups
Permission Sets
Custom Code
Custom Permissions
Didn't find what you're looking for?
Try using Global Search.
SETUP
Permission Sets
Permission Set
supplier permits
Video Tutorial | Help for this Page
Find Settings...
Clone
Delete
Edit Properties
Manage Assignments
Permission Set Overview
Description
License
Session Activation Required
Last Modified By
JHANSI R, 15/04/2023, 4:44 pm
API Name
supplier_permits
Namespace Prefix
Created By
JHANSI R, 15/04/2023, 4:44 pm
Apps
Settings that apply to Salesforce apps, such as Sales, and custom apps built on the Lightning Platform
Learn More
Assigned Apps
Settings that specify which apps are visible in the app menu
Assigned Connected Apps
Settings that specify which connected apps are visible in the app menu
Object Settings
Permissions to access objects and fields, and settings such as tab availability
App Permissions
Permissions to perform app-specific actions, such as "Manage Call Centers"
Apex Class Access
Permissions to execute Apex classes
Visualforce Page Access
Permissions to execute Visualforce pages
External Data Source Access
Permissions to authenticate against external data sources
Flow Access
Permissions to execute Flows
Named Credential Access
Permissions to authenticate against named credentials
Data Category Visibility



3.12 REPORTS

A Report is a list of records that meet the criteria you define.

4.TRAILHEAD PROFILE PUBLIC URL

- TEAM LEAD : https://trailblazer.me/id/jhan1103
- TEAM MEMBER 1: http://trailblazer.me/id/muram44
- TEAM MEMBER 2: https://trailblazer.me/id/mugrs
- TEAM MEMBER 3: https://trailblazer.me/id/gowtp12

5.ADVANTAGES:

- 1.Recruitment and training
- 2.Perfornance management strategy
- 3.Building relationships
- 4.Conflict management
- 5.Improving employee turnover

6.DISADVANTAGES:

- 1.Unpredictability
- 2.Improper developmental programmes
- 3.Insufficient information

7.APPLICATIONS:

- It's used all type of company HR's and managers .
- It's is useful for job searching candidates to expose their talents.

8.CONCLUSION:

It is concluded that the assistant of HR Managers app is used for hire the right person for the job and it's strength is for maintaining the secret o