

# **Project Report Temple**

## **Recruiting Assistant For HR Managers**

### **1. INTRODUCTION**

#### **1.1 Overview**

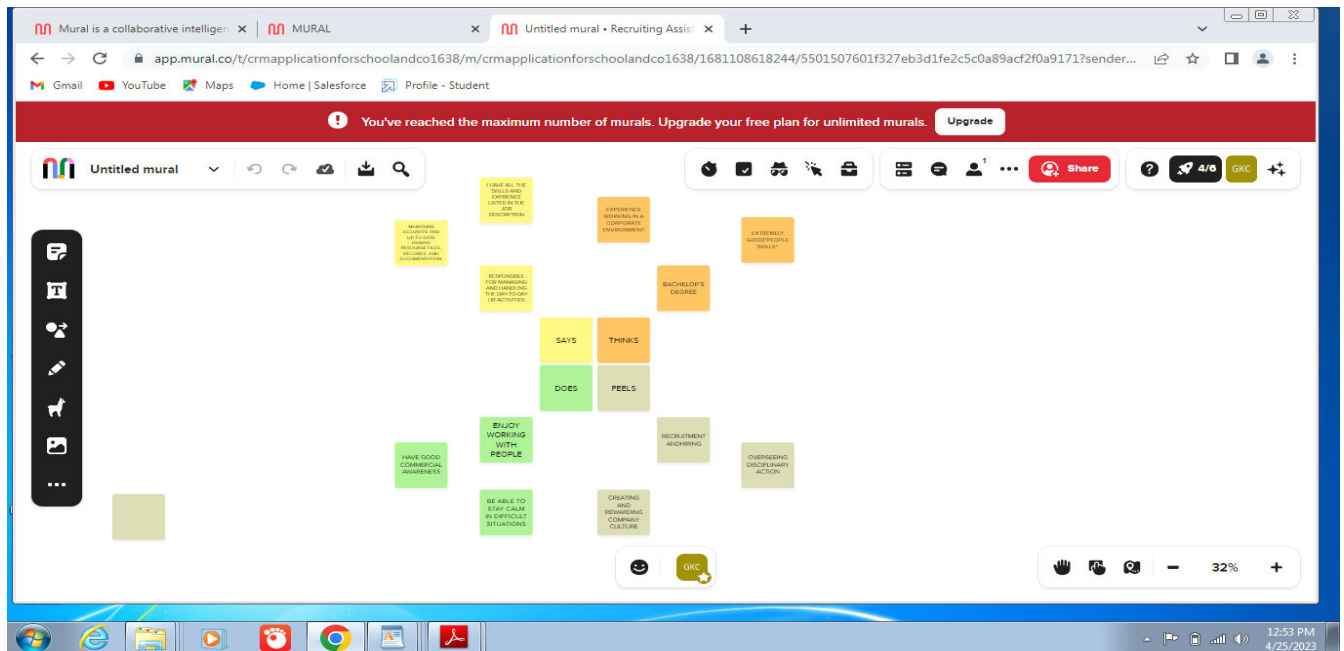
**Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts. Maintain calendars of the HR management team. Oversee the completion of compensation and benefit documentation. Assist with performance management procedures.**

#### **1.2 Purpose**

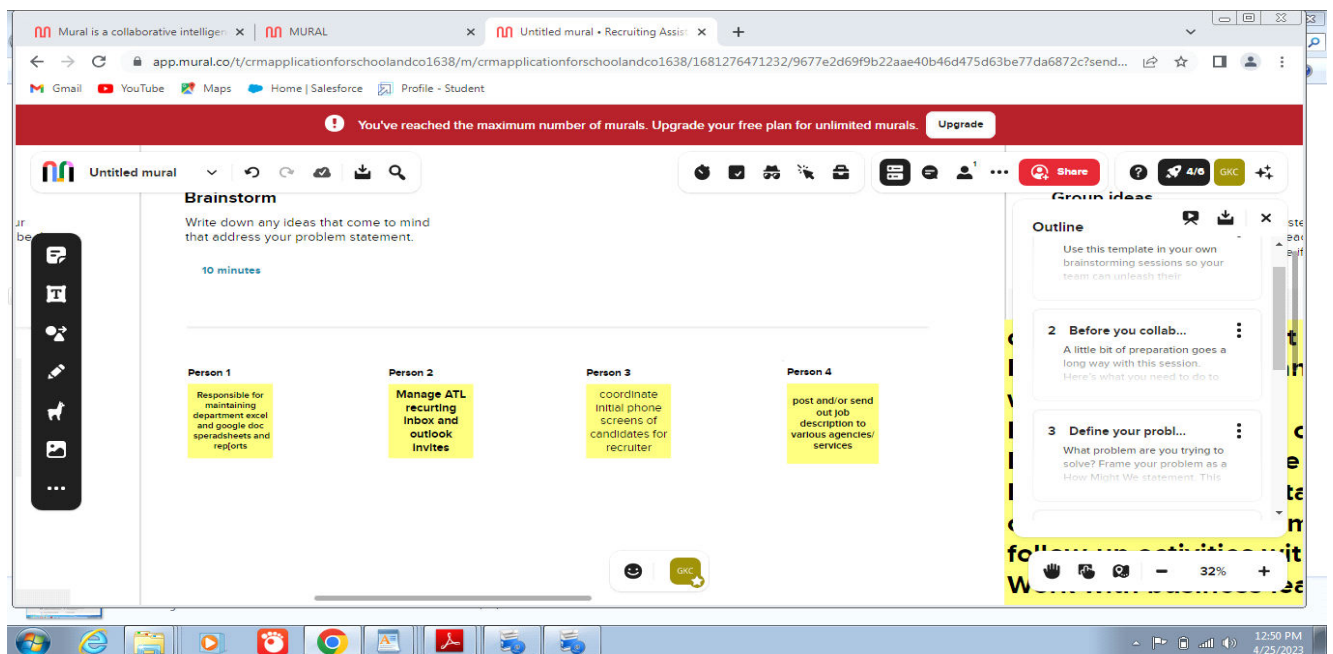
**A Human Resources Assistant is a professional who is responsible of an organization.**

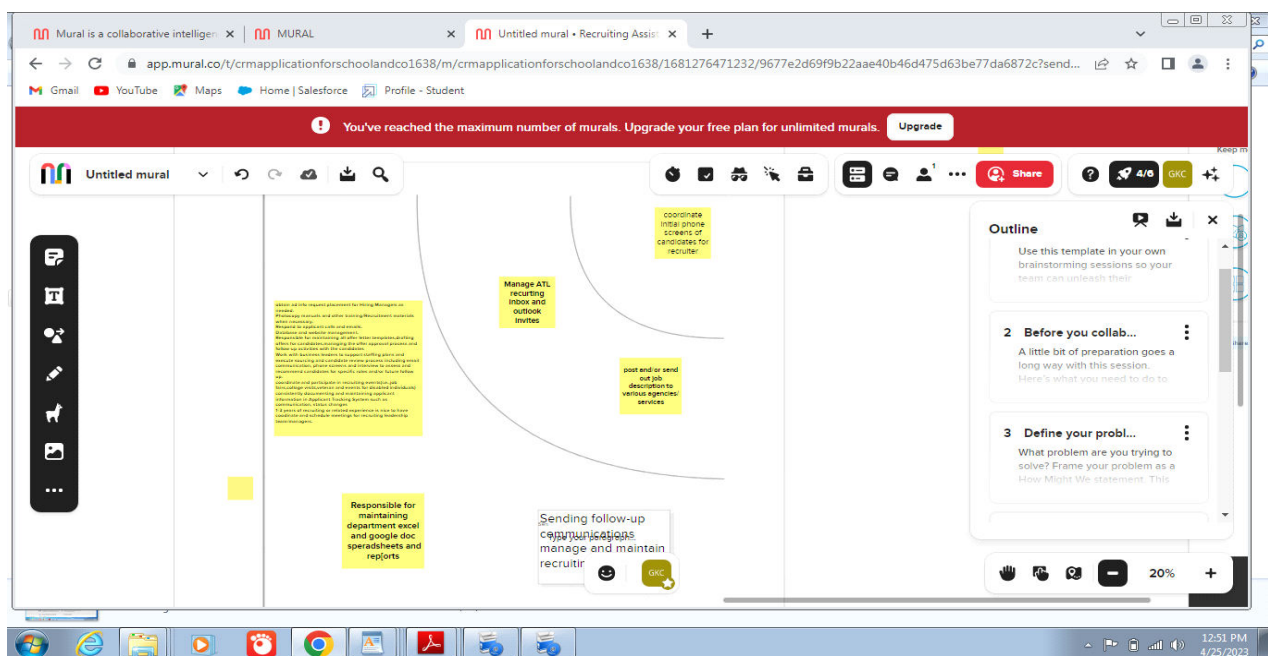
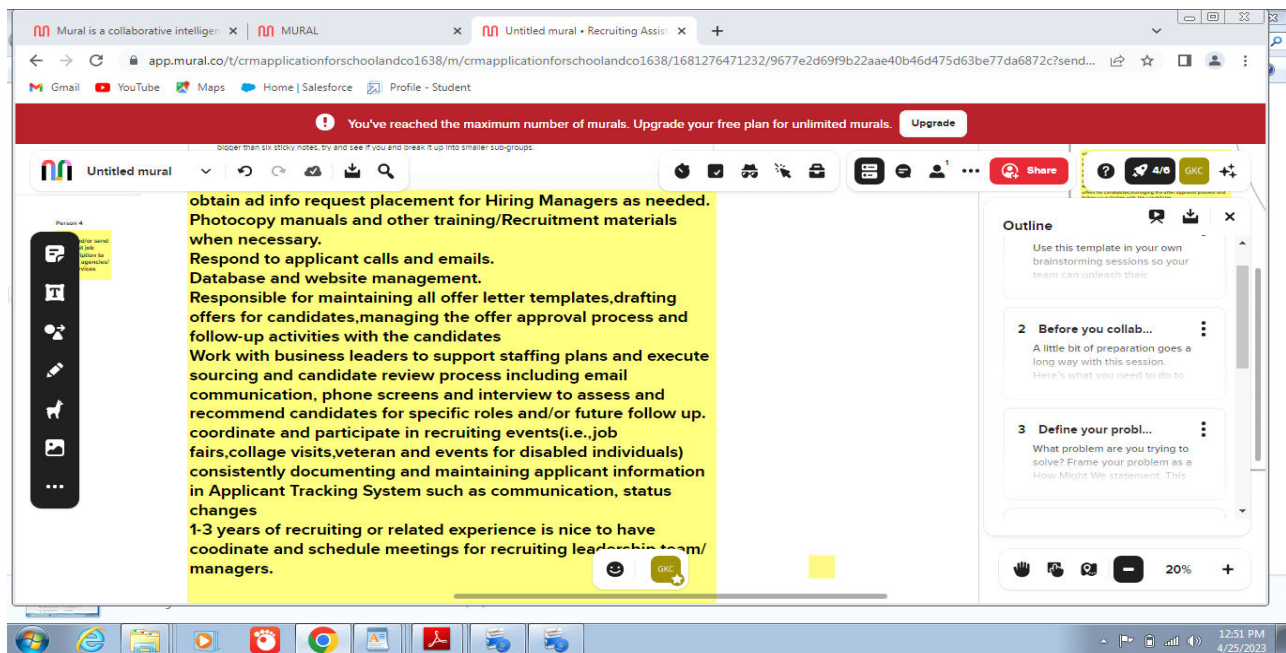
### **2. Problem Definition & Design Thinking**

#### **2.1 Empathy Map**



## 2.2 Ideation & Brainstorming Map





## 3.2 Activity and Screenshot

Object Manager | Salesforce

govartscollegemelur-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/home

Search Setup

Setup Home Object Manager

Object Manager

51 Items, Sorted by Label

Quick Find Schema Builder Create

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Account	Account	Standard Object			
Activity	Activity	Standard Object			
Alternative Payment Method	AlternativePaymentMethod	Standard Object			
API Anomaly Event Store	ApiAnomalyEventStore	Standard Object			
Appointment Invitation	AppointmentInvitation	Standard Object			
Appointment Invitee	AppointmentInvitee	Standard Object			
Appointment Topic Time Slot	AppointmentTopicTimeSlot	Standard Object			
Asset	Asset	Standard Object			
Asset Action	AssetAction	Standard Object			

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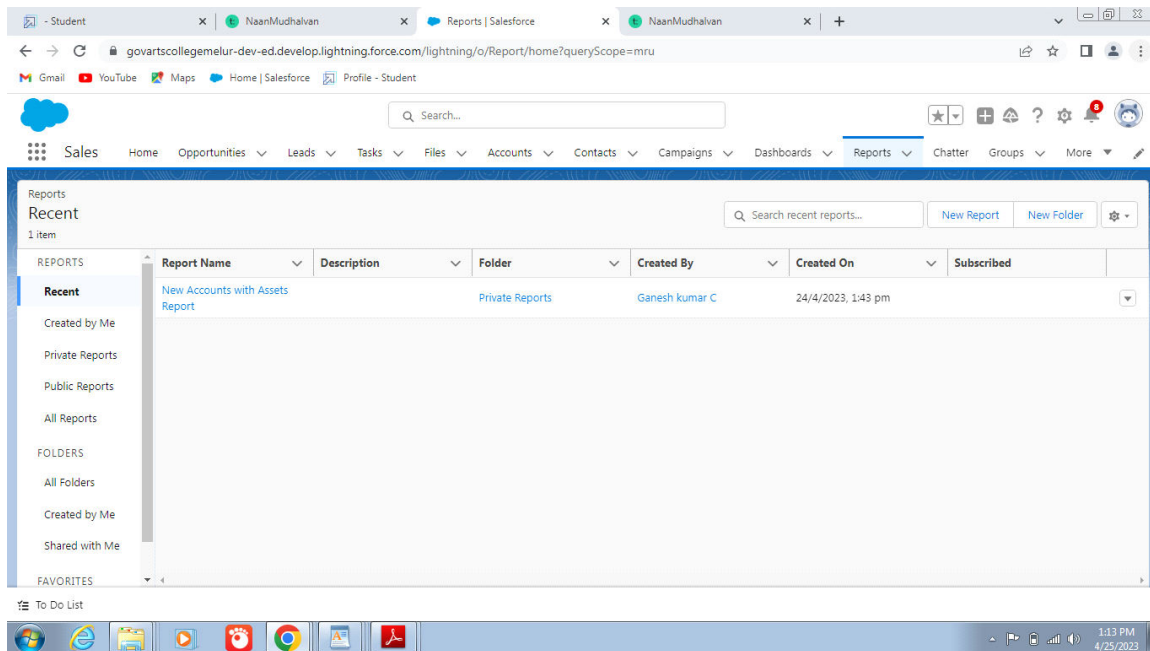
Salesforce Associate powered by Trailhead

Salesforce Associate

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### 3 Trailhead Profile & Public URL

Team Lead - <https://trailblazer.me/id/karthick12>

Team member1-<https://trailblazer.me/id/gkumar1011>

Team member 2-<https://trailblazer.me/id/ssuresh234>

Team member 3-<https://trailblazer.me/id/koven4>

### 5 Advantages & Disadvantages

#### Advantages

- They often help manage job trainings where employees

can learn transferable skills.

- As an HR assistant, you might help provide employees with performance reviews that offers valuable information about their work.
- This allows them to identify areas of improvement in their skills and knowledge.

## Disadvantages

- Maintaining a safe distance
- Higher competition
- Lower recognition value
- Greater experience expected
- Legal liabilities

## 6 Applications

- I am writing to apply for the position of HR Assistant with PharmaCrop.
- I have three years of human resources experience with a history of increased responsibility .
- As the current HR Assistant with Mega industries I undertake activities such as conducting background checks calling candidates and checking references.

## 7 Conclusion

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 for every dollar or rupee spent on them.

## 8 Future Scope

One should remember that HR needs to adapt and be agile an HR professional must not stop learning. HR will not be replaced, but HR professional must take up relevant courses to empower your working and be in a race. Thus, MBA in HR future scope is bright!