

RECRUITING ASSISTANTS FOR HR MANAGER

1.INTRODUCTION:

1.1 OVERVIEW:

Recruite assistant to support recruiting and on boarding activities.

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. Recruitment Assistant responsibilities include scheduling calls and interviews, maintaining candidate database and handling paperwork. Ultimately, they help to hire efficiently and keep hiring process running. If one have some experience in recruiting and an excellent organizer and communicator can go for this job.

Recruitment assistants are involved with a company's hiring processes and activities. Their duties include contacting potential candidates, scheduling interviews, and assisting the HR department during the recruitment process. They may also need to perform background checks and verify a candidate's qualifications and experience.

What HR Assistants do?

The HR Assistant duties involve a wide range of support activities inside the HR department, from coordinating meetings to maintaining our employee database to posting job ads. An important part of your role will be to act as the liaison between HR and employees, ensuring smooth communication and prompt resolution of requests and questions. They'll also assist in creating policies, processes and .documents.

HR Assistant qualifications:

HR Assistant skills are looking as, include excellent organization ability, familiarity with HR software and strong communication skills. To be an ideal candidate for the human resources assistant position, one should also hold an HR-related degree and have some experience in the industry. Also one should be able to work autonomously and remain calm under pressure. Following the training sessions, will be able to assist HR Managers in the whole recruitment lifecycle. (e.g. on boarding new hires and candidate sourcing.). Ultimately, they'll ensure that HR department is organized and



operates smoothly to attract, hire and retain our employees.

1.2 PURPOSE OF RECRUITING ASSISTANTS FOR HR MANAGER:

- Assist with day to day operations of the HR functions and duties.
- Providing clerical and administrative support to Human Resources executives.
- Compiling and updating employee records (hard and soft copies).
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc).
- Coordinate HR projects (meetings, training, surveys etc) and take minutes.
- Deal with employee requests regarding human resources issues, rules, and regulations.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc).
- Communicate with public services when necessary.

- Properly handle complaints and grievance procedures.
- Coordinate communication with candidates and schedule interviews conduct initial orientation to newly hired employees.
- Assist our recruiters to source candidates and update our database.

2.PROBLEM DEFINITION & DESIGN THINKING:

2.1 EMPATHY MAP:



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Template

Empathy map

Use this framework to develop a deep, shared understanding and empathy for other people. An empathy map helps describe the aspects of a user's experience, needs and pain points, to quickly understand your users' experience and mindset.

Build empathy

The information you add here should be representative of the observations and research you've done about your users.

Says
What have we heard them say?
What can we imagine them saying?

- recruitment
- update employee records
- schedule interviews
- responsible HR duties

Thinks
What are their wants, needs, hopes, and dreams? What other thoughts might influence their behavior?

- prepare and post for jobs
- assist interviewees onsite
- express what makes you proud to be a recruiter.
- to service people

Does
What behavior have we observed?
What can we imagine them doing?

- candidate hiring
- undertake clerical duties
- schedule for HR
- sourcing candidates online

Feels
What are their fears, frustrations, and annoyances? What other feelings might influence their behavior?

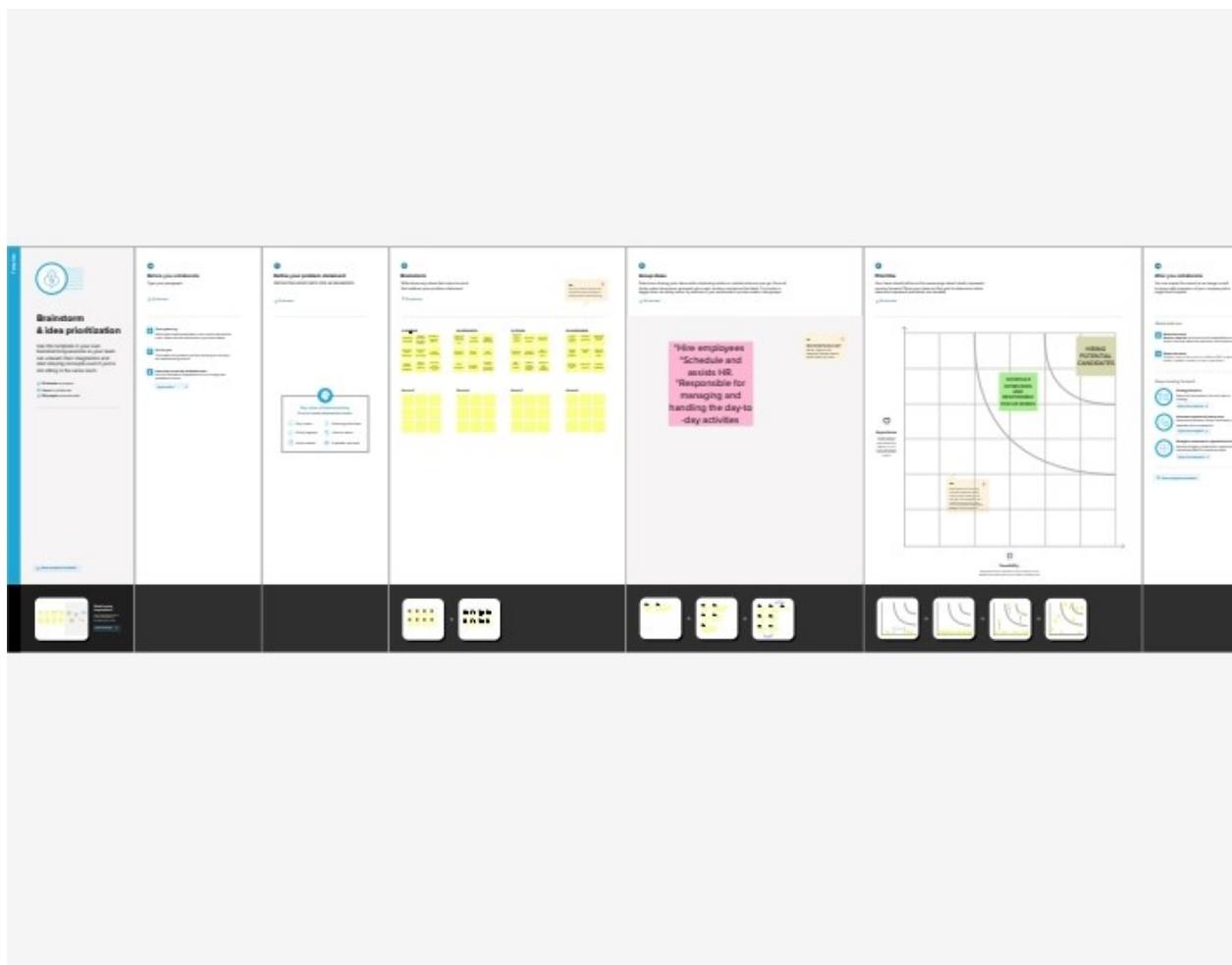
- Attracting the right candidate
- Strong sales skills
- approachable demeanor
- target driven

Recruiting assistants for HR managers.

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2.2 IDEATION AND BRAINSTORMING MAP:



3. RESULT:

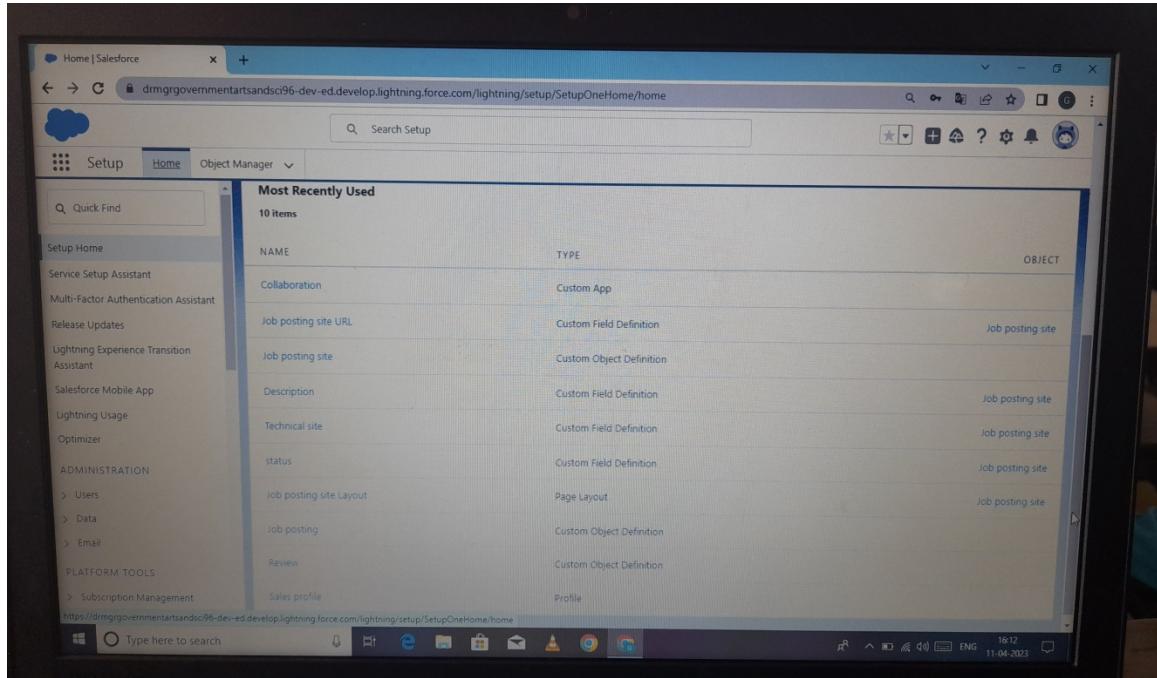
3.1 Data Model:

OBJECT NAME	FIELDS IN THE OBJECT	
OBJECT 1	FIELD LABEL	DATA TYPE
	Job Posting Site	Text
OBJECT 2	FIELD LABEL	DATA TYPE
	Review	Auto Number
OBJECT 3	FIELD LABEL	DATA TYPE
	Status	Text
OBJECT 4	FIELD LABEL	DATA TYPE
	Technical site	Text
OBJECT 5	FIELD LABEL	DATA TYPE
	Description	Text
OBJECT 6	FIELD LABEL	DATA TYPE
	Job Posting	Auto Number



3.2 Activity & Screenshot:

Total items used:



The screenshot shows the Salesforce Setup Home page. The left sidebar includes links for Setup Home, Service Setup Assistant, Multi-Factor Authentication Assistant, Release Updates, Lightning Experience Transition Assistant, Salesforce Mobile App, Lightning Usage, Optimizer, Administration (with sub-links for Users, Data, Email), and Platform Tools (with sub-links for Subscription Management). The main content area displays a table titled "Most Recently Used" with 10 items. The table has columns for NAME, TYPE, and OBJECT. The items listed are:

NAME	TYPE	OBJECT
Collaboration	Custom App	
Job posting site URL	Custom Field Definition	Job posting site
Job posting site	Custom Object Definition	
Description	Custom Field Definition	Job posting site
Technical site	Custom Field Definition	Job posting site
Status	Custom Field Definition	Job posting site
Job posting site Layout	Page Layout	Job posting site
Job posting	Custom Object Definition	
Review	Custom Object Definition	
Sales profile	Profile	

Collaboration:



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The screenshot shows the Salesforce Object Manager interface. The left sidebar lists various configuration options: Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, and Search Layouts. The main content area displays the 'Job posting site' object's details. The API Name is set to 'Job_posting_site__c'. Under the 'Custom' section, there is a checked checkbox. The singular label is 'Job posting site' and the plural label is 'Job posting sites'. On the right side, there are checkboxes for 'Enable Reports', 'Track Activities', 'Track Field History', and 'Deployment Status' (which is set to 'Deployed'). Below these are help settings and a link to the 'Standard salesforce.com Help Window'. At the bottom of the page, there are 'Edit' and 'Delete' buttons.

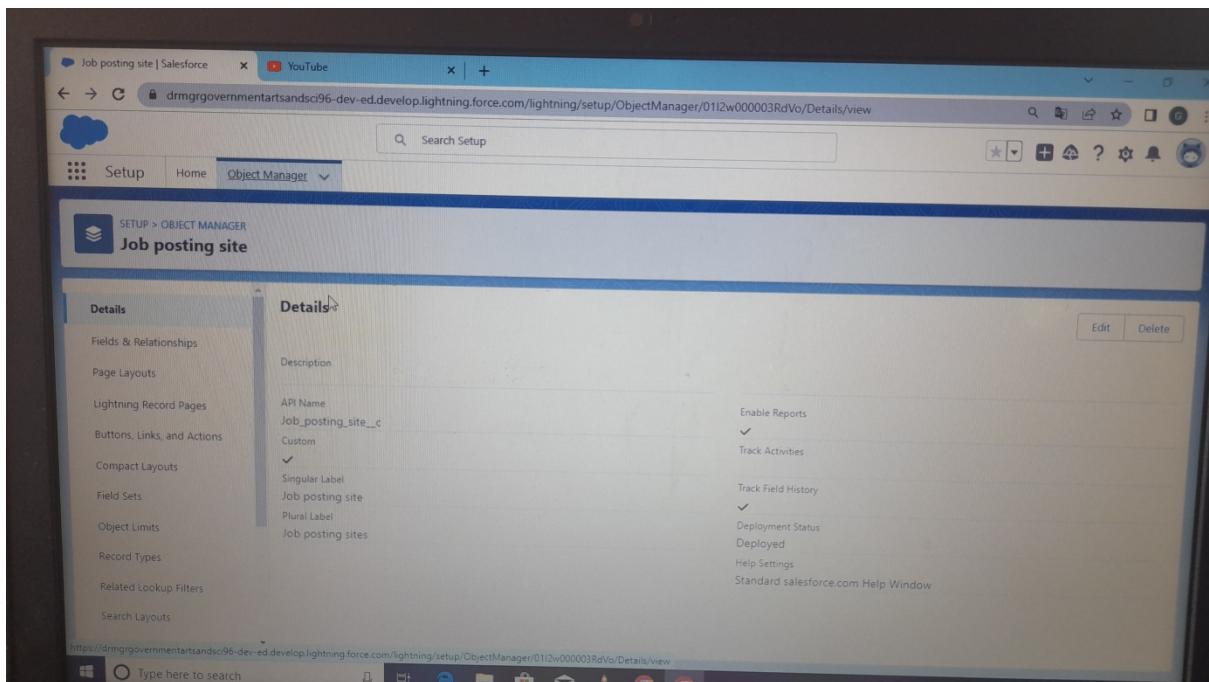
Job posting site URL:

The screenshot shows the Salesforce Object Manager interface, specifically the 'Fields & Relationships' section for the 'Job posting site' object. The left sidebar lists various layout configurations. The main content area shows the 'Job posting site URL' custom field. The 'Field Information' section includes the field label 'Job posting site URL', field name 'Job_posting_site_URL', API name 'Job_posting_site_URL__c', and a description 'Job posting site Custom Field: Job posting site URL -- Salesforce - Developer Edition'. It also shows the object name 'Job posting site', data type 'URL', and the creation details: 'Created By' Kousika Soundarajan, 'Created Date' 28/03/2023, 3:56 pm, and 'Modified By' Kousika Soundarajan, 'Modified Date' 28/03/2023, 4:00 pm. The 'General Options' section indicates that the field is required. At the bottom of the page, there are 'Edit', 'Set Field-Level Security', 'View Field Accessibility', and 'Where is this used?' buttons.

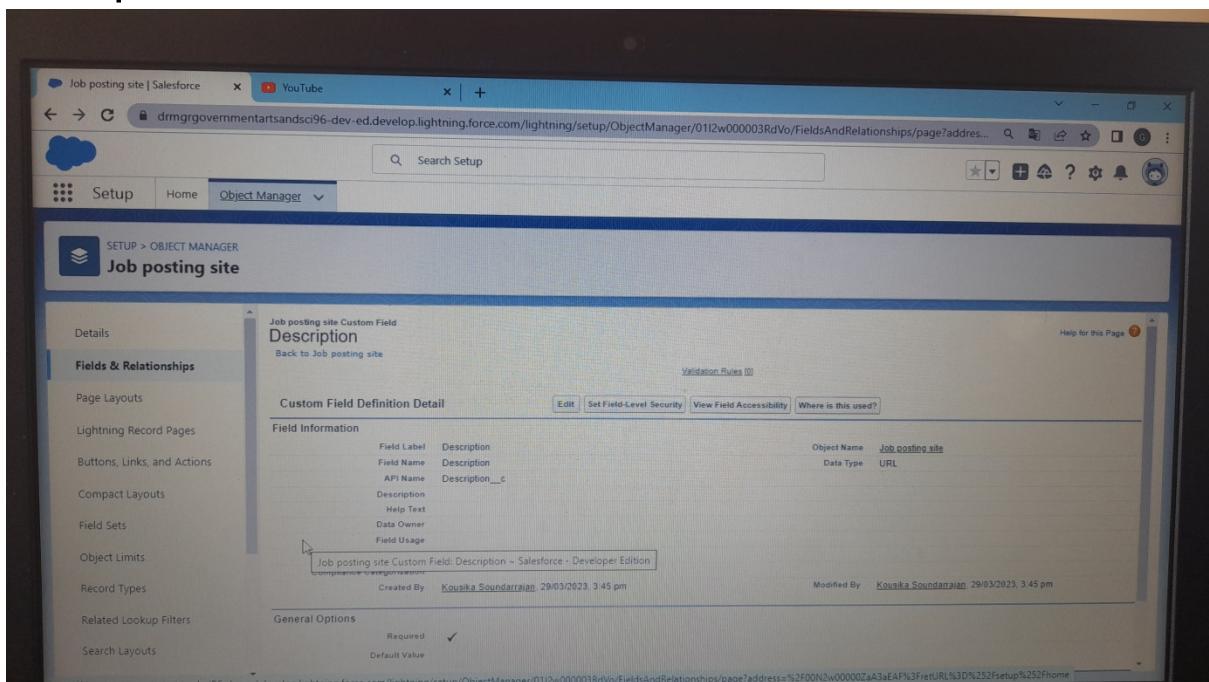
Job posting site:



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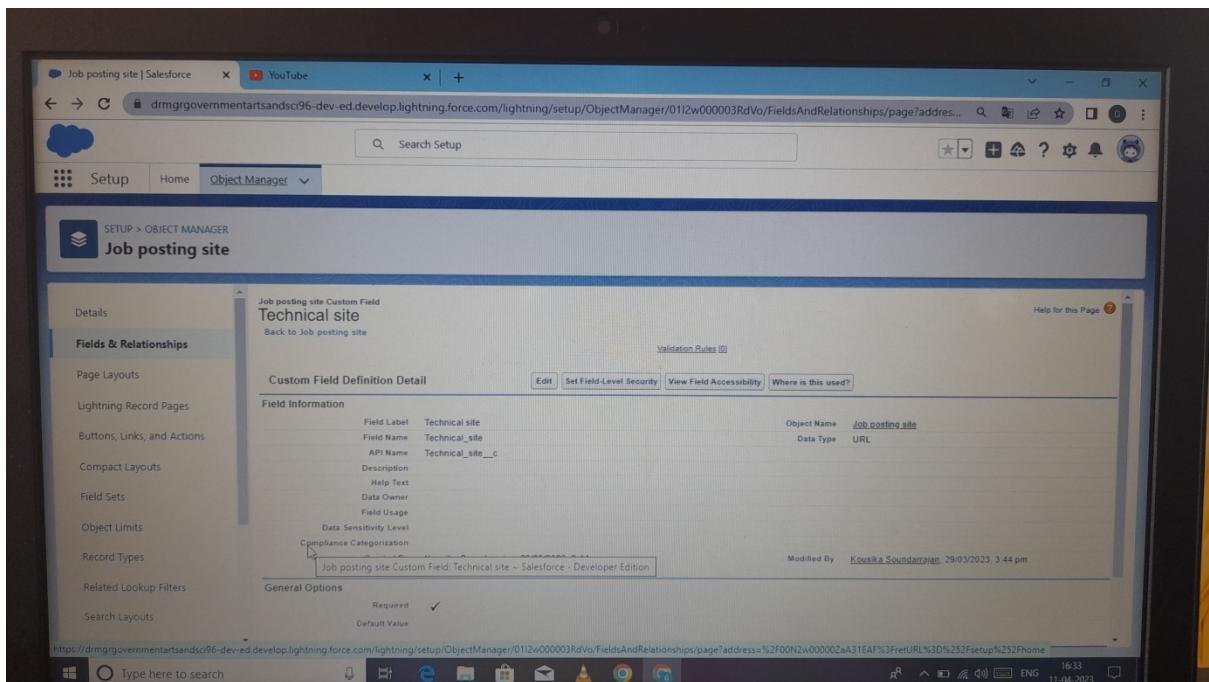
Description:



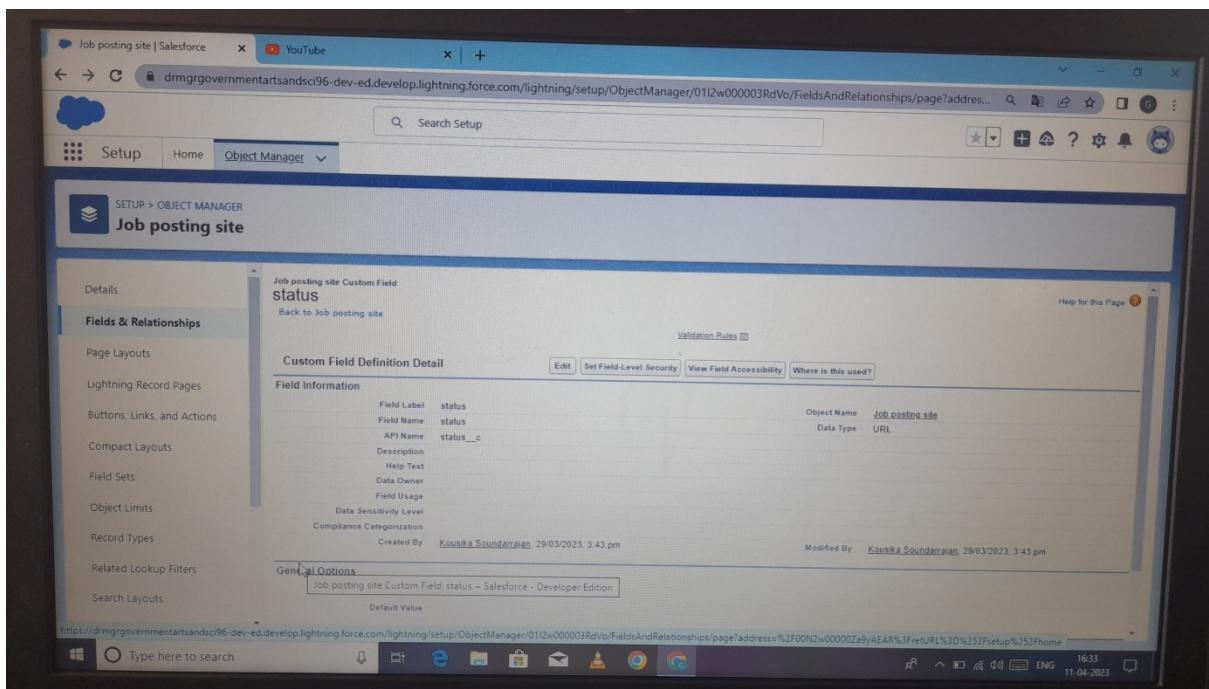
Technical site:



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Status:



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Job posting site layout:

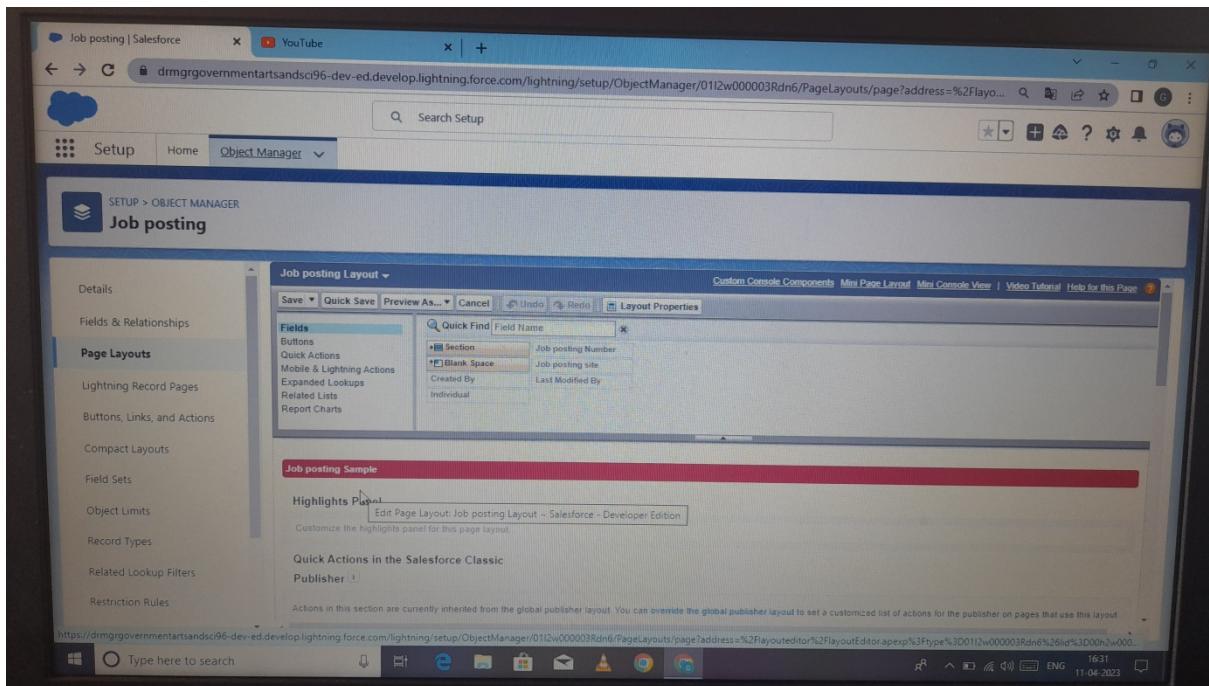
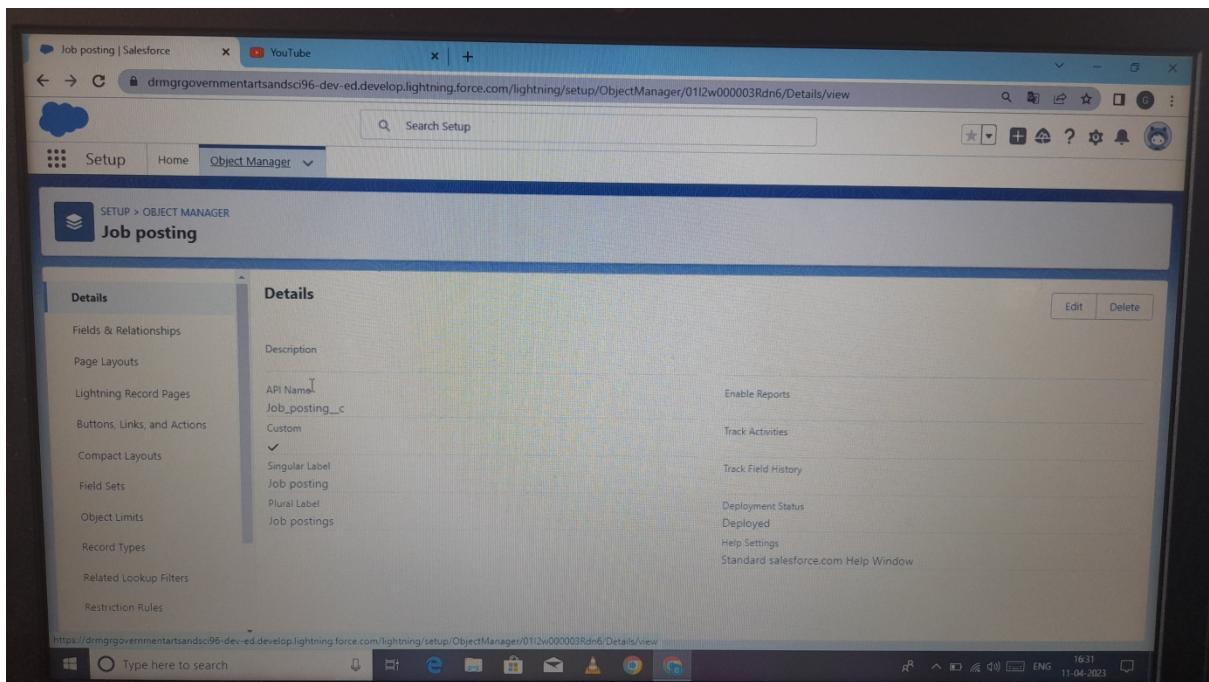
The screenshot shows the Salesforce App Manager interface. The main title is "Lightning Experience App Manager". Below it, a section titled "Clone Apps(Beta)" is displayed. A note says: "Quickly create new Lightning apps by cloning existing apps. To use the beta feature, indicate that you've read all legal requirements and agree to participate by toggling Enable App Cloning." A toggle switch labeled "Enable App Cloning" is set to "Disabled". Below this, a table lists 21 items, sorted by App Name. The columns are: App Name, Developer Name, Description, Last Modified, Ap..., and Vi... . The table includes entries like "All Tabs", "Analytics Studio", "App Launcher", "Bolt Solutions", and "Community".

This screenshot shows the same App Manager interface as the previous one, but with a different set of 21 items listed in the table. The columns are identical: App Name, Developer Name, Description, Last Modified, Ap..., and Vi... . The entries include "Digital Experiences", "Lightning Usage App", "Marketing", "Platform", "Queue Management", "Sales", "Sales Console", "Salesforce Chatter", "Salesforce Scheduler", and "Service". The developer names and descriptions provide details about each app's function.

Job posting:



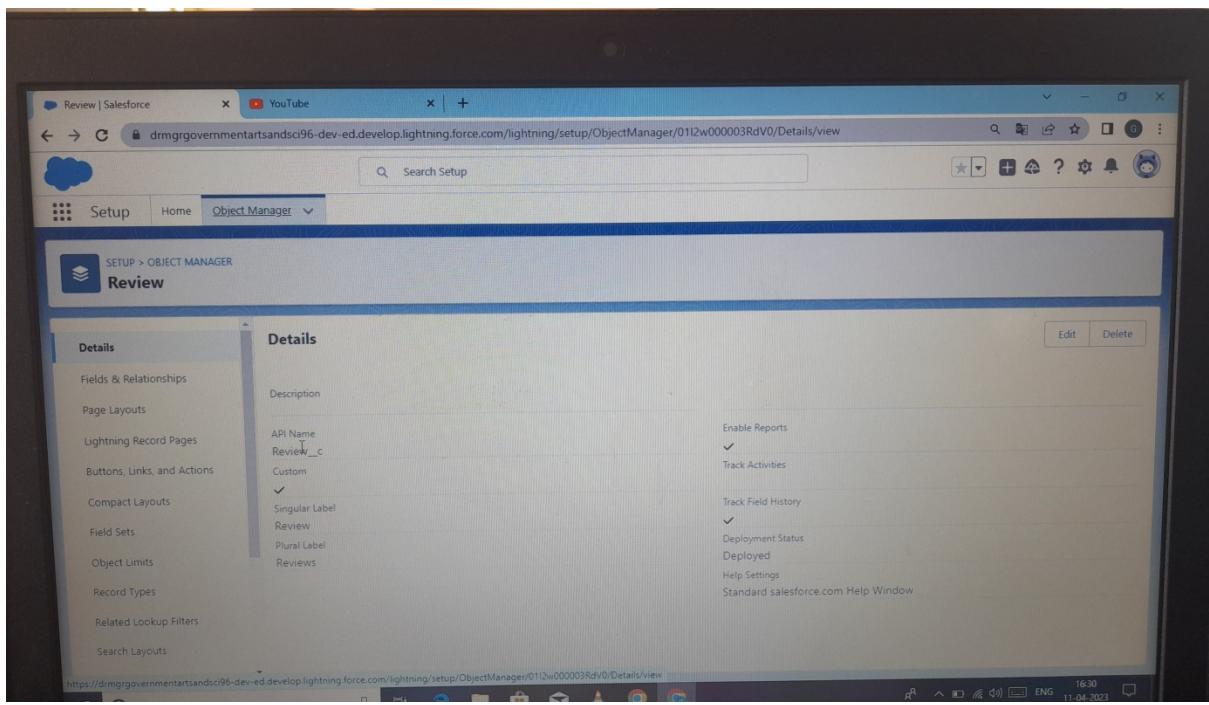
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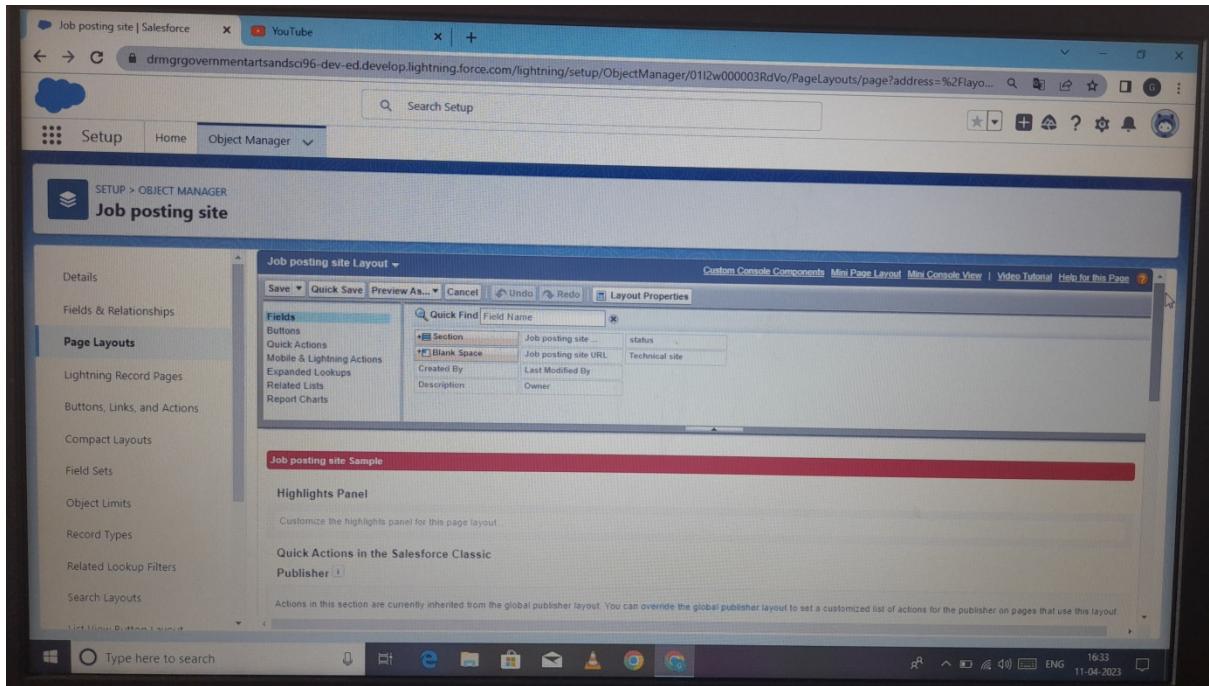
Review:



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Sales profile:



4. TRAILHEAD PROFILE PUBLIC URL:

TEAM LEADER- <https://trailblazer.me/id/kousika>

TEAM MEMBER 1 - <https://trailblazer.me/id/lmurugaiyan>

TEAM MEMBER 2 - <https://trailblazer.me/id/lolithiks>

TEAM MEMBER 3 - <https://trailblazer.me/id/lrajkumar1>

5. ADVANTAGES AND DISADVANTAGES OF RECRUITING ASSISTANTS

FOR HR MANAGERS:

ADVANTAGES:

- Provides Higher Quality Candidates.
- Ensures Faster Hiring.
- Helps Hire Applicants with Specialist Knowledge.
- Promotes Business Growth and Innovation.
- Gain Skilled Employees.
- Assures Cultural Fit. ...
- Saves Time and Money.
- Improves Employee Satisfaction.
- Ensures Positive Brand Image
- Reduce time to hire
- Shorten on boarding times
- Strengthen employee engagement
- Post ads on job boards, Subscribe to resume databases.
- Subscribe to resume databases.
- Provide job security to your employees.

DISADVANTAGES:

- Recruitment May Stagnate the Company's Culture
- Increases Training Costs of the New Applicants
- Recruitment Agencies have Limited Choices
- May Leads to Workplace Hostility
- Create resentment among employees and managers
- Leave a gap in your existing workforce
- Limit your pool of applicants
- Result in inflexible culture



- Creating jealousy
- Making a hole in the team.
- Limiting the application pool.
- Creating an inflexible culture
- Encouraging unfair promotions.
- Fast-growing companies can't always hire internally.
- Keywords Miss Valuable Talent.

6. APPLICATIONS:

Some of the applications of recruiting assistants of HR managers are as follows

- Employee information system.
- New staff hiring.
- Applicant tracking.
- Employee on-boarding and off-boarding.
- Timesheet and time-off management.
- Training and attendance management.
- Performance review and employee self-service.

7. CONCLUSION:

Recruitment for assistant HR managers is necessary for any organization as it brings new employees with new ideas and challenges the existing workforce with an old mind-set. It has to make more robust as it provides jobs to millions of people and indirectly contributes to developing individuals and nations. It has advantages like having limited talents from outside or comfort in relying on existing employees. But, it depends on the person in which advantages or disadvantages matter to them the most based on which one can make informed decision.

The changes in technology and recruitment automation will make



a huge impact on the way they hire. One have to prepare themselves to witness and embrace the future of hiring. If, as an organization, one fail to grow, adapt and evolve, will lose the game. It is said that great vision without great people is irrelevant and paying attention to the future of recruitment is the door to getting great people, one have to face it to win in the market place.

At its core, recruiting is a rather simple concept—it encompasses identifying candidates and hiring them to fill open positions. However, effective recruiting combines a bit of art with science. It requires implementing repeatable processes that will lead to reliable results, on the one hand. On the other, it requires sophistication to think outside the box in order to find an ideal candidate.

8.FUTURE SCOPE:

Recruiters will start thinking like marketers. Candidate experience is now a key recruitment factor.

The five main feature for recruiting HR's in future:

- Emphasis on diversity.
- Modernized processes.
- Career boards and referrals.
- Machine learning to fight bias.
- Global recruiting.

THANK YOU.



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