

# Project Report Template

## Recruiting assistant for HR /Manager

### INTRODUCTION

#### 1.1 Overview

A brief description about your project

The project is about Recruiting assistant for HR /Manager for develop ping the Management . Recruitment Assistant Responsibilities include Scheduling calls and interviews, maintaining candidate database and handling paperwork . Ultimately you'll help us to hire efficiently and keep our hiring process running.

Recruitment Managers will work closely with our recruiters to manage sourcing , interviewing and employment processing .Recruitment is the overall process of identifying, sourcing, screening, shortlisting ,and interviewing candidates for jobs within an organization.

#### 1.1 Purpose

The use of this project. What can be achieved using

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

## 2.1 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.

 [Share template feedback](#)

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



Need some

**inspiration?**  
See a finished version  
of this template to  
kickstart your work.

[Open example](#) →

## 2.2 Ideation and Brainstorming Map

This screenshot shows the first page of a Miro template titled 'Brainstorm & Idea Prioritization'. The page is divided into five main sections:

- Before you collaborate:** Includes instructions for team gathering, setting the goal, and a list of facilitation tools.
- Define your problem statement:** A section for writing a clear problem statement, with a note to 'Keep notes of brainstorming'.
- Brainstorm:** A large grid area for participants to brainstorm ideas, with a note to 'Write down any ideas that come to mind'.
- Group ideas:** A section for clustering and prioritizing ideas, with a note to 'Take turns sharing your ideas while clustering or sticky notes have been grouped'.
- After you collaborate:** A section for exporting the results, with a note to 'Export a copy of the results as a PDF or PNG'.

The page also includes a sidebar with a lightbulb icon and a 'Show template feedback' link.

This screenshot shows the second page of the Miro template, which is a 'Brainstorming Map'. The page is divided into three main sections:

- Group ideas:** A section for clustering and prioritizing ideas, with a note to 'Take turns sharing your ideas while clustering or sticky notes have been grouped'.
- Prioritize:** A section for prioritizing ideas based on importance and feasibility, with a note to 'Your team should all be on the same page about what's important moving forward'.
- After you collaborate:** A section for exporting the results, with a note to 'Export a copy of the results as a PDF or PNG'.

The 'Prioritize' section features a large grid with a diagonal line, and the 'After you collaborate' section includes a 'Quick add-ons' section with various templates and a 'Show template feedback' link.

### 3. RESULT

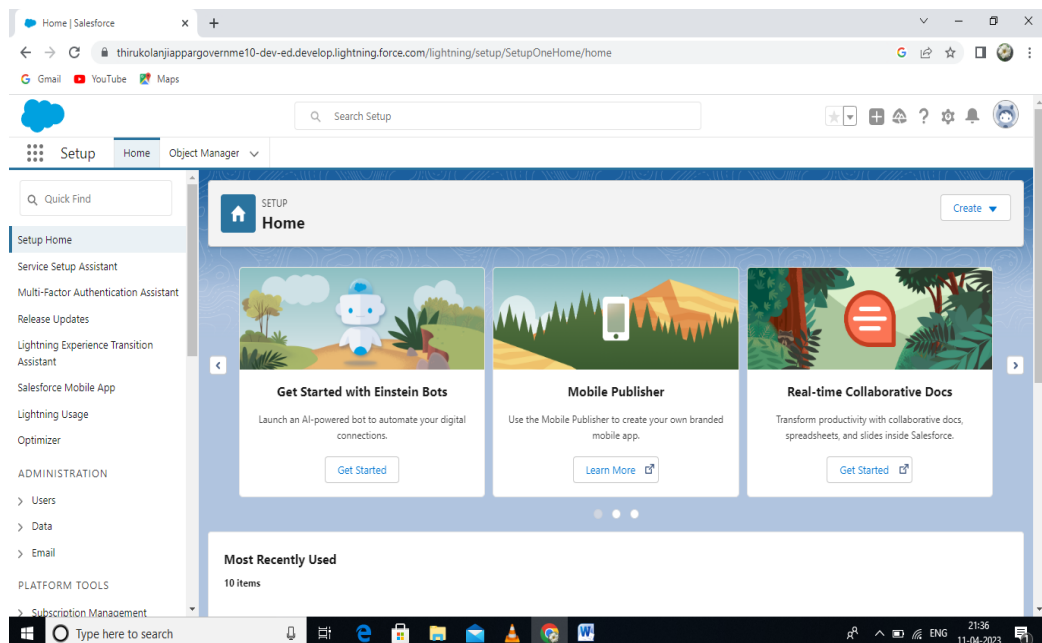
#### 3.1. Data Model

Object name	Fields in the Object	
obj1		
	Field label	Data type
	Job Posting Site URL	URL
	Status	URL
obj2		
	Field label	Data type
	Technical Site	URL
	Description	URL

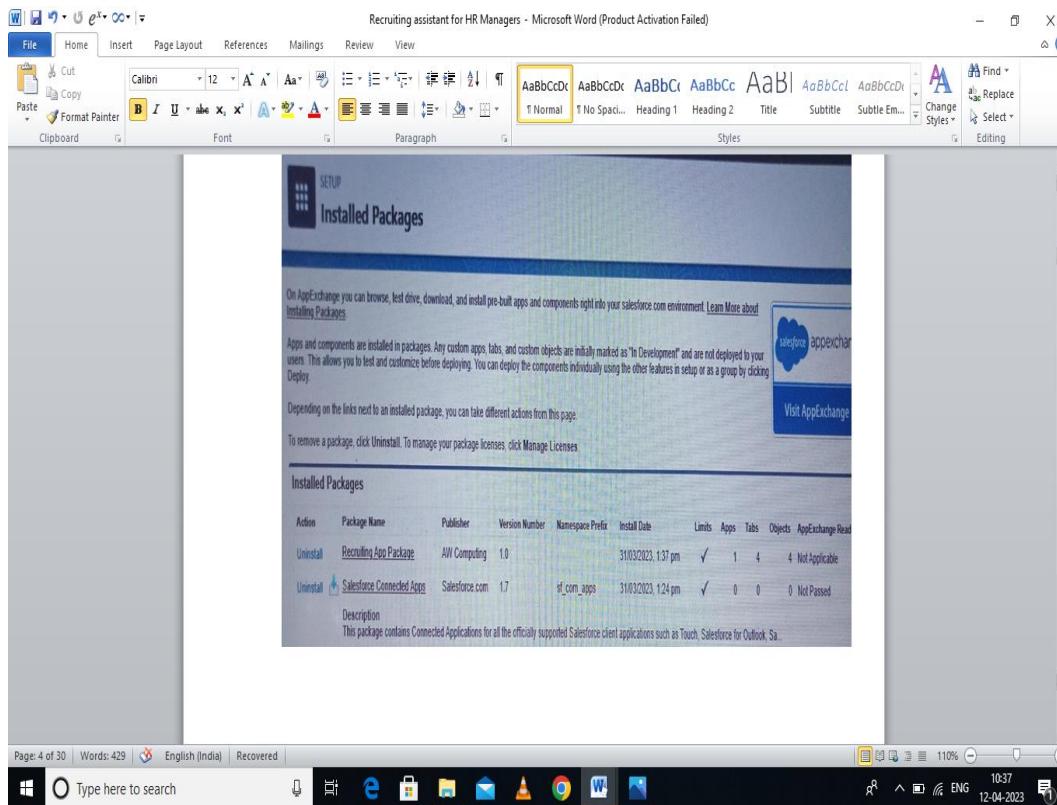
#### 3.2 Activity & Screenshot

Attach the screenshots of your project activity along with the description.

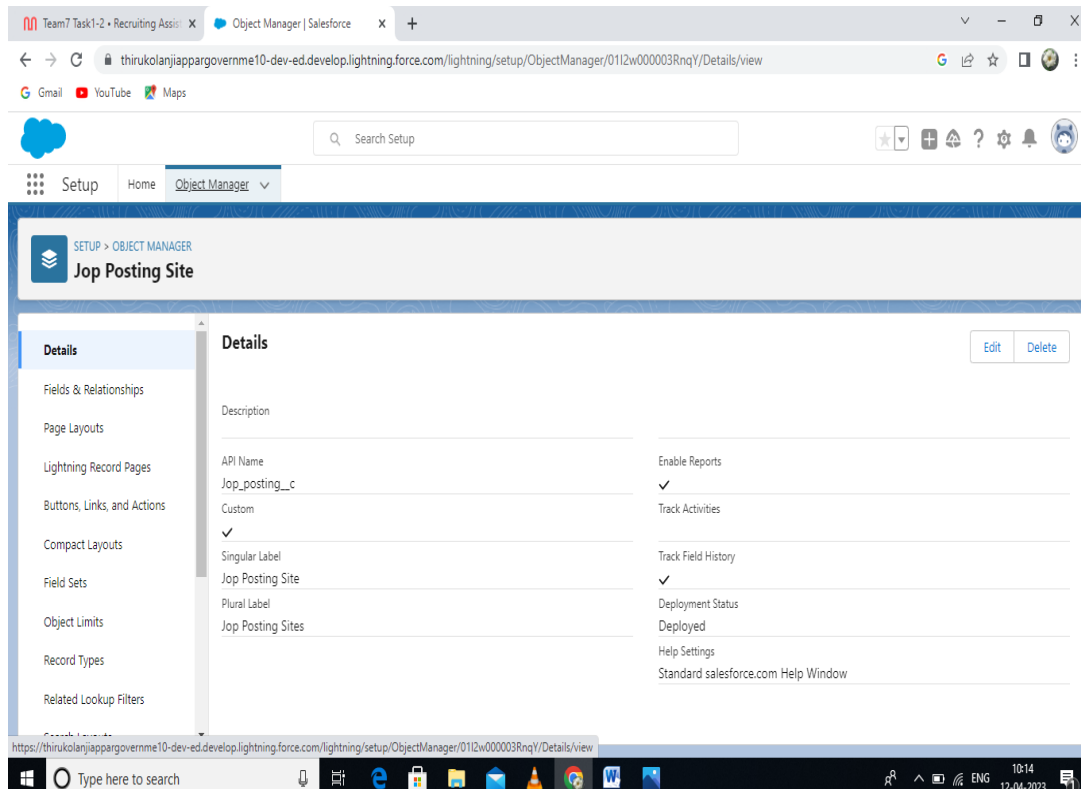
#### MILESTONE – 1 :



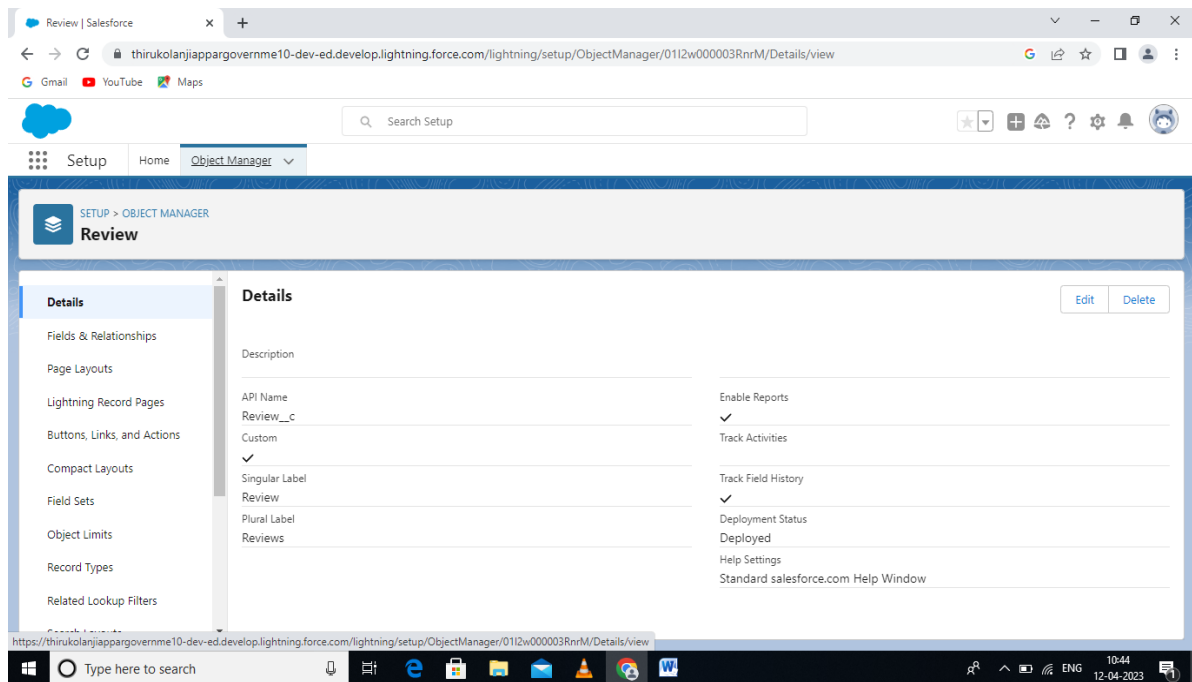
## MILESTONE – 2 :



## MILESTONE – 3 :



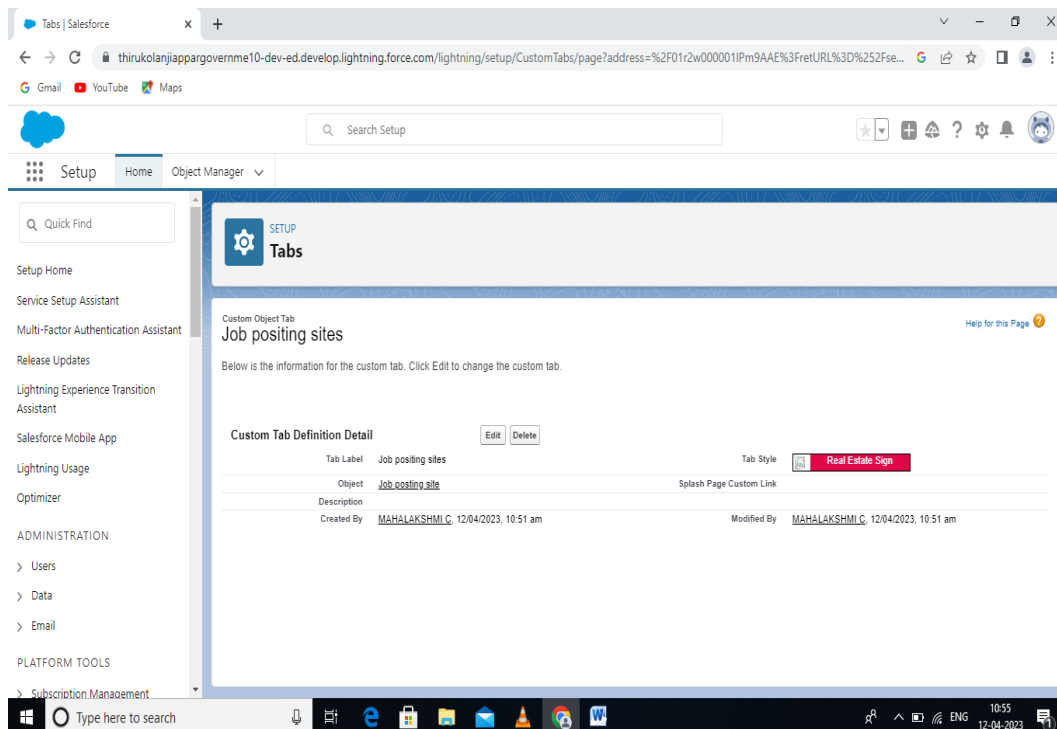
## Activity – 2:



The screenshot shows the Salesforce Setup interface, specifically the 'Object Manager' section under 'Review'. The browser address bar displays the URL: `thirukolaniappargovernme10-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w00003RnrM/Details/view`. The left sidebar contains a 'Details' menu with options like 'Fields & Relationships', 'Page Layouts', 'Lightning Record Pages', 'Buttons, Links, and Actions', 'Compact Layouts', 'Field Sets', 'Object Limits', 'Record Types', and 'Related Lookup Filters'. The main content area is titled 'Details' and includes a description, API Name (Review\_\_c), Custom (checked), Singular Label (Review), Plural Label (Reviews), and a list of settings: 'Enable Reports' (checked), 'Track Activities' (checked), 'Track Field History' (checked), 'Deployment Status' (Deployed), 'Help Settings' (Standard salesforce.com Help Window), and 'Edit' and 'Delete' buttons.

## MILESTONE – 4 :

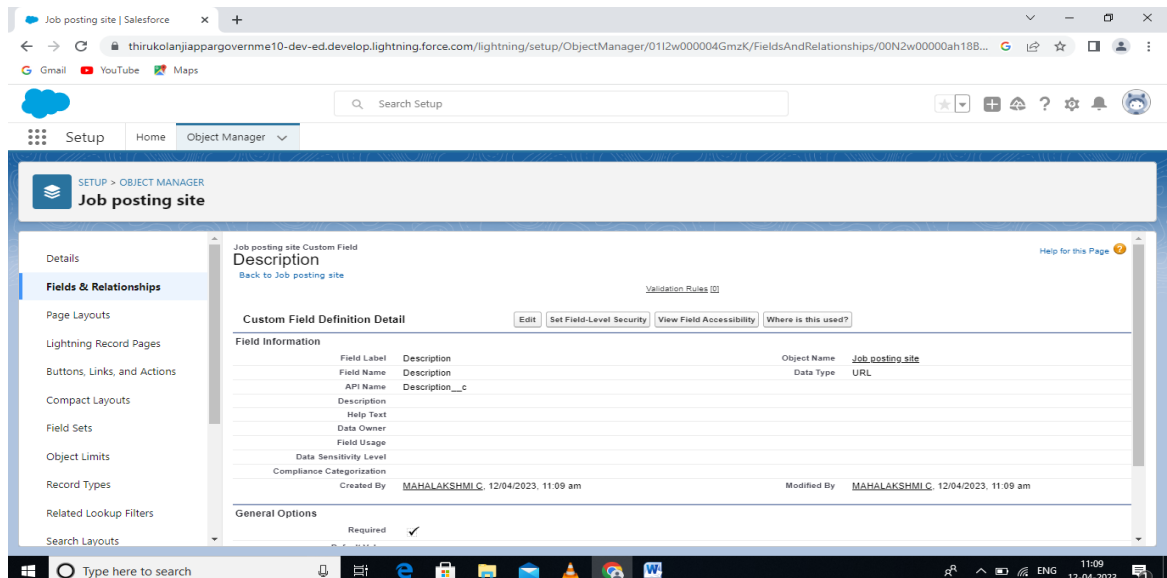
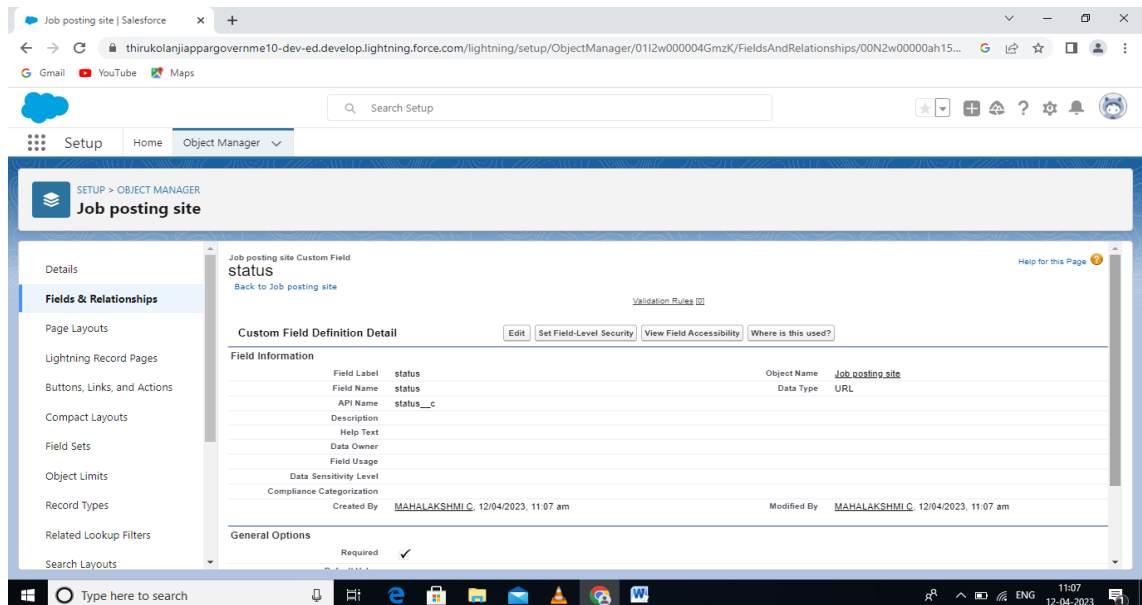
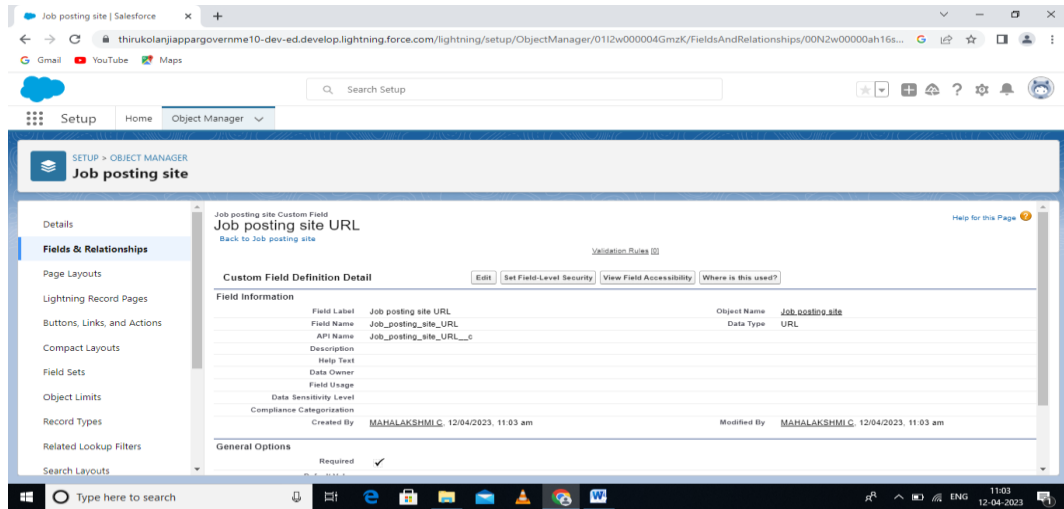
### TABS



The screenshot shows the Salesforce Setup interface, specifically the 'Tabs' section. The browser address bar displays the URL: `thirukolaniappargovernme10-dev-ed.develop.lightning.force.com/lightning/setup/CustomTabs/page?address=%2F01r2w000001Pm9AAE%3FretURL%3D%252Fse...`. The left sidebar contains a 'Quick Find' search bar and a list of setup options: 'Setup Home', 'Service Setup Assistant', 'Multi-Factor Authentication Assistant', 'Release Updates', 'Lightning Experience Transition Assistant', 'Salesforce Mobile App', 'Lightning Usage', 'Optimizer', 'ADMINISTRATION' (with sub-items 'Users', 'Data', 'Email'), and 'PLATFORM TOOLS' (with sub-item 'Subscription Management'). The main content area is titled 'Custom Object Tab' and 'Job positing sites'. It includes a description: 'Below is the information for the custom tab. Click Edit to change the custom tab.' and a 'Custom Tab Definition Detail' table. The table has columns for 'Tab Label', 'Object', 'Tab Style', 'Description', 'Created By', and 'Modified By'. The data row shows: 'Job positing sites', 'Job positing site', 'Real Estate Sign', 'Job positing site', 'MAHALAKSHMI G. 12/04/2023, 10:51 am', and 'MAHALAKSHMI G. 12/04/2023, 10:51 am'. There are 'Edit' and 'Delete' buttons next to the 'Tab Label' and 'Object' columns.

## MILESTONE – 5 : Fields

### Activity – 1 :



Job posting site | Salesforce

thirukolanjiappargovernme10-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w000004GmzK/FieldsAndRelationships/00N2w00000ah19X...

Search Setup

Setup Home 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

Technical site

Back to Job posting site

Validation Rules (0)

Custom Field Definition Detail

Edit Set Field-Level Security View Field Accessibility Where is this used?

Field Information

Field Label	Technical site	Object Name	Job posting site
Field Name	Technical_site	Data Type	URL
API Name	Technical_site__c		
Description			
Help Text			
Data Owner			
Field Usage			
Data Sensitivity Level			
Compliance Categorization			
Created By	MAHALAKSHMI C. 12/04/2023, 11:10 am	Modified By	MAHALAKSHMI C. 12/04/2023, 11:10 am

General Options

Required ☒

## MILESTONE - 6 : JUNCTION OBJECT

### ACTIVITY – 1 :

Job Posting | Salesforce

thirukolanjiappargovernme10-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w000003Ro3E/Details/view

Search Setup

Setup Home 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

Details

Edit Delete

Description

API Name

Job\_Posting\_\_c

Custom

✓

Singular Label

Job Posting

Plural Label

Job Postings

Enable Reports

Track Activities

Track Field History

Deployment Status

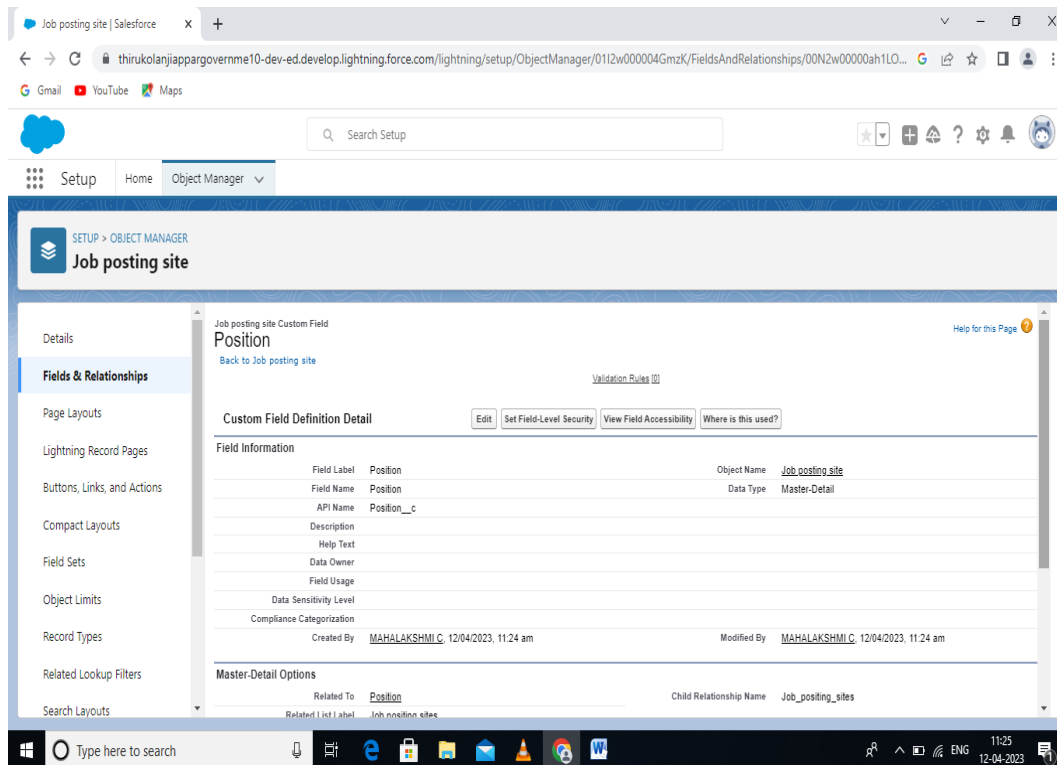
Deployed

Help Settings

Standard salesforce.com Help Window



## Activity – 2 :



The screenshot shows the Salesforce Setup interface for the 'Job posting site' custom field 'Position'. The left sidebar contains navigation links: Details, Fields & Relationships (selected), 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 'Custom Field Definition Detail' for the 'Position' field. It includes a 'Field Information' table with details like Field Label, Field Name, API Name, Description, Help Text, Data Owner, Field Usage, Data Sensitivity Level, and Compliance Categorization. Below this is the 'Master-Detail Options' section, showing the field is related to 'Position' with a 'Child Relationship Name' of 'Job\_posting\_sites'. The top navigation bar shows 'Setup > OBJECT MANAGER' and 'Job posting site'. The bottom status bar shows the time as 11:25 on 12-04-2023.

Job posting site Custom Field  
**Position**  
[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**

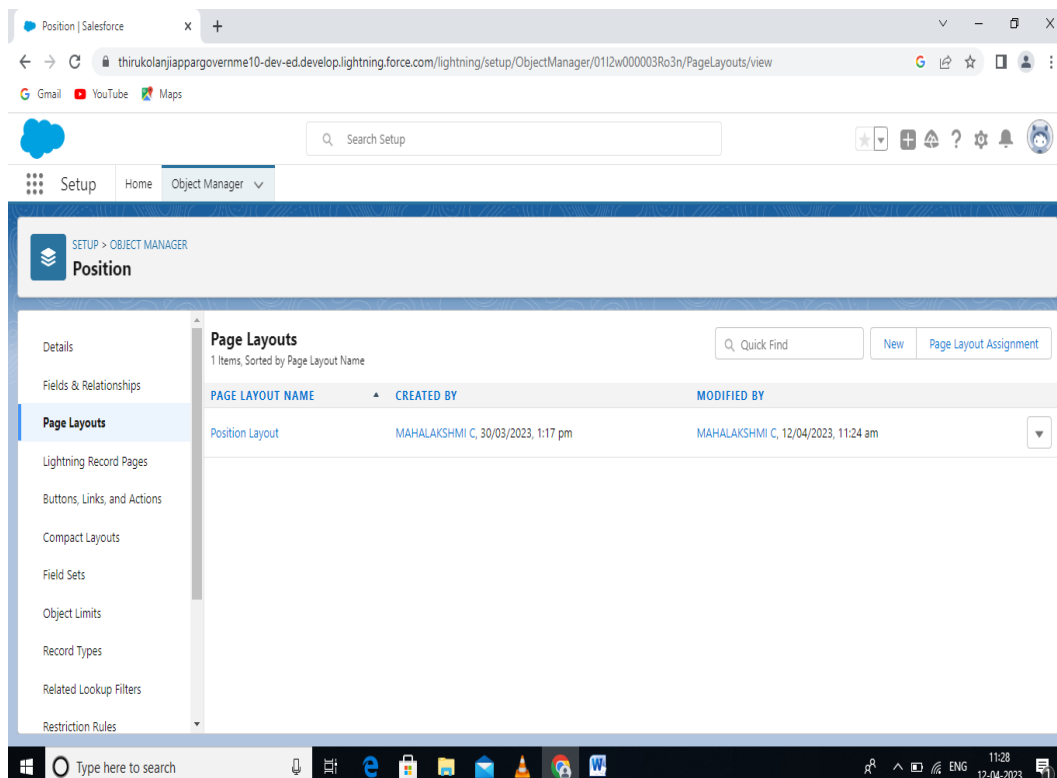
Field Label	Position	Object Name	Job posting site
Field Name	Position	Data Type	Master-Detail
API Name	Position__c		
Description			
Help Text			
Data Owner			
Field Usage			
Data Sensitivity Level			
Compliance Categorization			
Created By	MAHALAKSHMI C, 12/04/2023, 11:24 am	Modified By	MAHALAKSHMI C, 12/04/2023, 11:24 am

**Master-Detail Options**

Related To	Child Relationship Name
Position	Job_posting_sites

## MILESTONE – 7 : Page Layout

### Activity – 1:



The screenshot shows the Salesforce Setup interface for the 'Position' object, specifically the 'Page Layouts' section. The left sidebar contains navigation links: Details, Fields & Relationships, Page Layouts (selected), 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 displays a list of page layouts for the 'Position' object. There is one item listed: 'Position Layout', created by 'MAHALAKSHMI C' on 30/03/2023 at 1:17 pm, and modified by 'MAHALAKSHMI C' on 12/04/2023 at 11:24 am. The top navigation bar shows 'Setup > OBJECT MANAGER' and 'Position'. The bottom status bar shows the time as 11:28 on 12-04-2023.

Position | Salesforce

thirukolanjiappargoverme10-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w000003Ro3n/PageLayouts/view

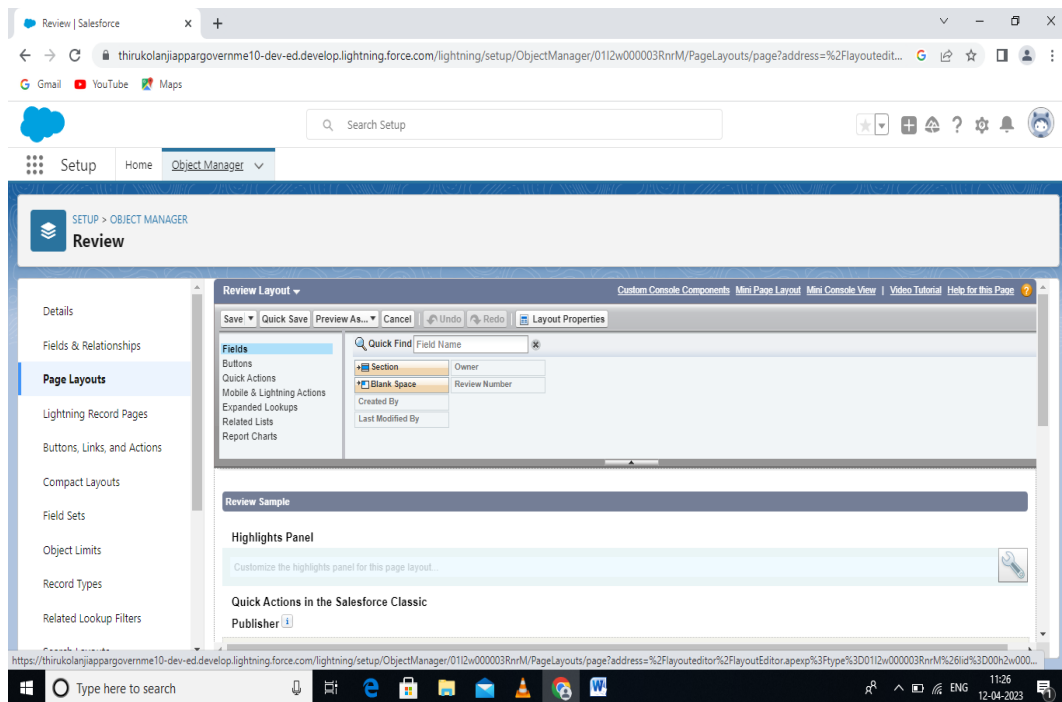
Search Setup

**Page Layouts** [Quick Find](#) [New](#) [Page Layout Assignment](#)

1 Items, Sorted by Page Layout Name

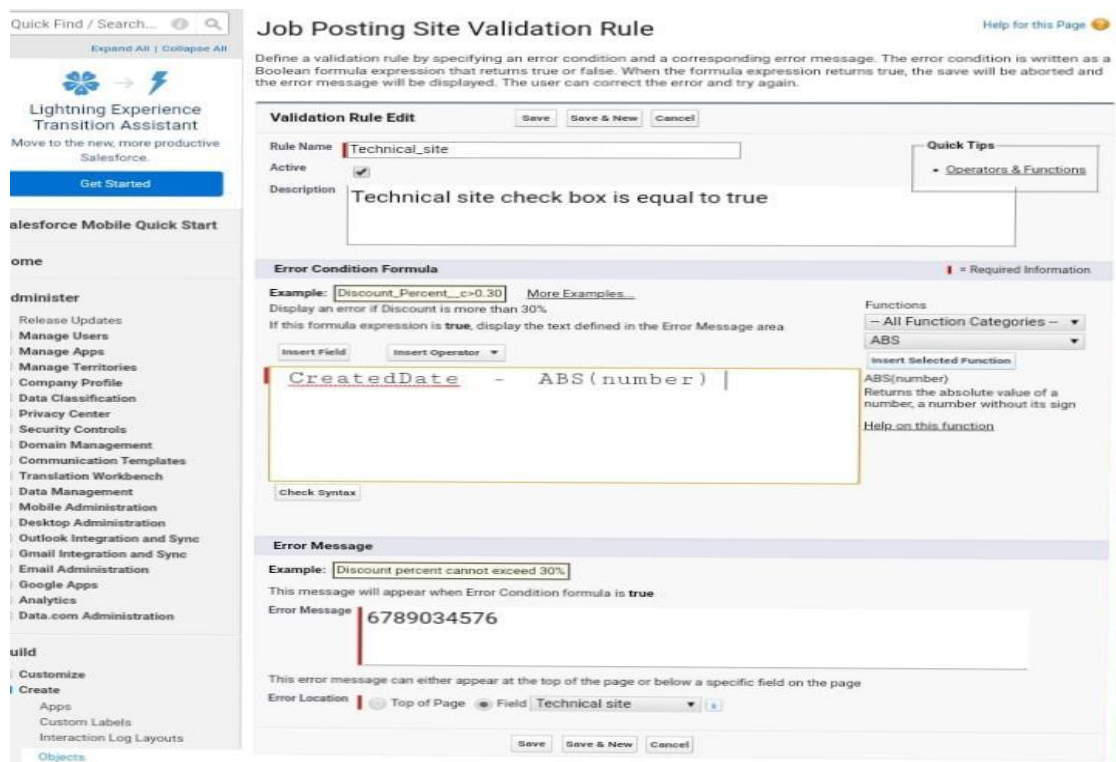
PAGE LAYOUT NAME	CREATED BY	MODIFIED BY
Position Layout	MAHALAKSHMI C, 30/03/2023, 1:17 pm	MAHALAKSHMI C, 12/04/2023, 11:24 am

## Activity – 2 :



## MILESTONE – 8 : Validation Rule

### Activity – 1



## Activity – 2 :

Quick Find / Search... [Expand All](#) [Collapse All](#)

**Lightning Experience Transition Assistant**  
Move to the new, more productive Salesforce.

[Get Started](#)

**Salesforce Mobile Quick Start**

**Administer**

- Release Updates
- Manage Users
- Manage Apps
- Manage Territories
- Company Profile
- Data Classification
- Privacy Center
- Security Controls
- Domain Management
- Communication Templates
- Translation Workbench
- Data Management
- Mobile Administration
- Desktop Administration
- Outlook Integration and Sync
- Gmail Integration and Sync
- Email Administration
- Google Apps
- Analytics
- Data.com Administration

**Build**

- Customize
- Create
  - Apps
  - Custom Labels
  - Interaction Log Layouts
- Objects

### Job Posting Site Validation Rule

Define a validation rule by specifying an error condition and a corresponding error message. The error condition is written as a Boolean formula expression that returns true or false. When the formula expression returns true, the save will be aborted and the error message will be displayed. The user can correct the error and try again.

**Validation Rule Edit** [Save](#) [Save & New](#) [Cancel](#)

Rule Name:

Active: ☒

Description:

**Error Condition Formula** ! Required Information

Example:  [More Examples...](#)  
Display an error if Discount is more than 30%  
If this formula expression is **true**, display the text defined in the Error Message area

**Functions**  
All Function Categories -  
ABS  
[Insert Selected Function](#)  
ABS(number)  
Returns the absolute value of a number, a number without its sign.  
[Help on this function](#)

**Error Message**

Example:   
This message will appear when Error Condition formula is **true**.

Error Message:

This error message can either appear at the top of the page or below a specific field on the page

Error Location: ☐ Top of Page ☒ Field:

[Save](#) [Save & New](#) [Cancel](#)

## MILESTONE –9 PROFILE

### ACTIVITY -1

Profiles | Salesforce

thirukolanjiappargovernme10-dev-ed.develop.lightning.force.com/lightning/setup/EnhancedProfiles?pageaddress=%2F00e2w00000xc2g%3Fsetupid%3DEnhanc...

Search Setup

Setup Home Object Manager

pro

Users

**Profiles**

Data

Mass Transfer Approval Requests

Feature Settings

Data.com

Prospector Preferences

Prospector Users

Functions

Marketing

Lead Processes

Sales

Products

Asset Settings

### SETUP Profiles

Profile: **event user profile** [Help for this Page](#)

Users with this profile have the permissions and page layouts listed below. Administrators can change a user's profile by editing that user's personal information.

If your organization uses Record Types, use the Edit links in the Record Type Settings section below to make one or more record types available to users with this profile.

[Login IP Ranges](#) [Enabled Apex Class Access](#) [Enabled External Data Source Access](#) [Enabled Named Credential Access](#) [Enabled Custom Metadata Type Access](#) [Enabled Custom Setting Definitions Access](#) [Enabled Flow Access](#) [Enabled Service Presence Status Access](#) [Enabled Custom Permissions](#)

**Profile Detail** [Edit](#) [Clone](#) [Delete](#) [View Users](#)

Name	event user profile
User License	Analytics Cloud Integration User
Description	
Created By	MAHALAKSHMI C, 12/04/2023, 11:36 am
Modified By	MAHALAKSHMI C, 12/04/2023, 11:36 am

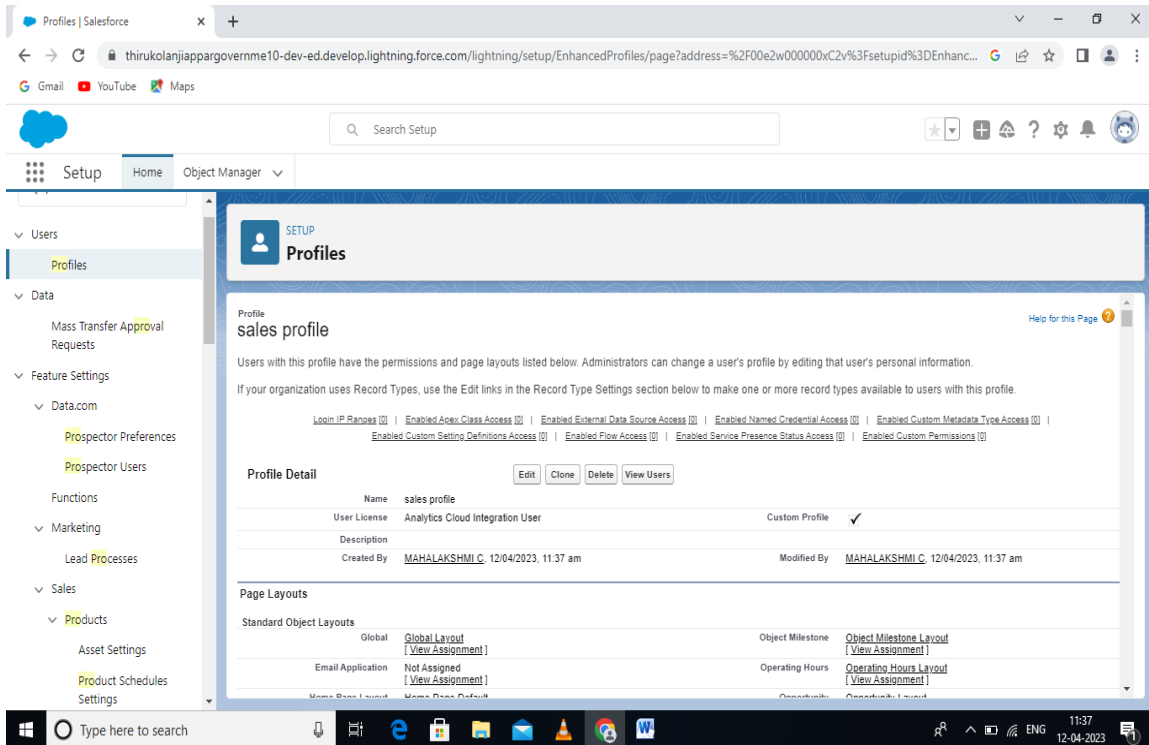
**Page Layouts**

Standard Object Layouts	Global	Object Milestone
	<a href="#">Global Layout</a> <a href="#">View Assignment</a>	<a href="#">Object Milestone Layout</a> <a href="#">View Assignment</a>
Email Application	Not Assigned <a href="#">View Assignment</a>	<a href="#">Operating Hours Layout</a> <a href="#">View Assignment</a>

Type here to search

11:36 12-04-2023

## ACTIVITE-2



The screenshot shows the Salesforce Setup interface for the 'Profiles' section. The left sidebar contains a navigation menu with 'Users' and 'Profiles' highlighted. The main content area displays the 'sales profile' details. The profile is named 'sales profile' and is a 'Custom Profile'. It is associated with the 'Analytics Cloud Integration User' license. The description states: 'Users with this profile have the permissions and page layouts listed below. Administrators can change a user's profile by editing that user's personal information. If your organization uses Record Types, use the Edit links in the Record Type Settings section below to make one or more record types available to users with this profile.' The 'Profile Detail' section shows the profile was created by MAHALAKSHMI C. on 12/04/2023 at 11:37 am and modified by the same user at the same time. The 'Page Layouts' section lists the standard object layouts: Global (Global Layout), Object Milestone (Object Milestone Layout), Email Application (Not Assigned), and Operating Hours (Operating Hours Layout).

**Profile Detail**

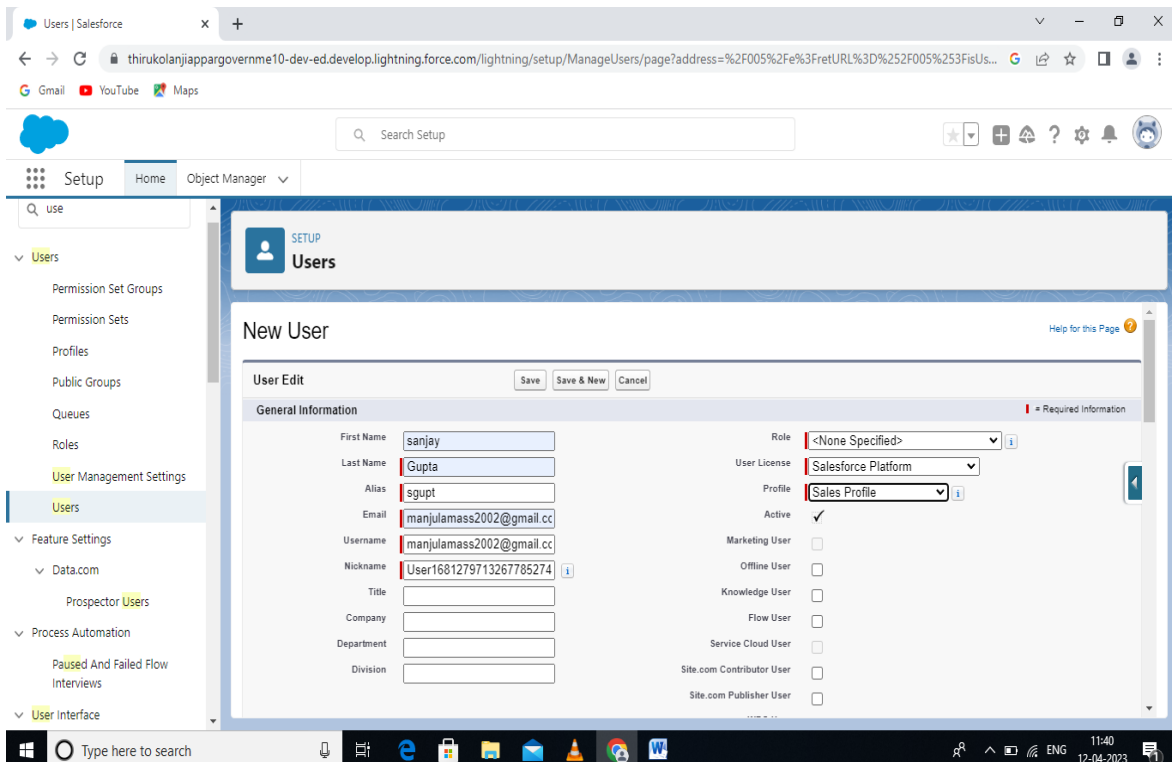
Name	sales profile
User License	Analytics Cloud Integration User
Description	Users with this profile have the permissions and page layouts listed below. Administrators can change a user's profile by editing that user's personal information. If your organization uses Record Types, use the Edit links in the Record Type Settings section below to make one or more record types available to users with this profile.
Created By	MAHALAKSHMI C. 12/04/2023, 11:37 am
Modified By	MAHALAKSHMI C. 12/04/2023, 11:37 am

**Page Layouts**

Standard Object Layouts	Global	Object Milestone	Email Application	Operating Hours
	Global Layout [View Assignment]	Object Milestone Layout [View Assignment]	Not Assigned [View Assignment]	Operating Hours Layout [View Assignment]

## MILESTONE – 10: USER

### Activity –1



The screenshot shows the Salesforce Setup interface for the 'Users' section. The left sidebar contains a navigation menu with 'Users' highlighted. The main content area displays the 'New User' form. The form is titled 'New User' and has a 'User Edit' section. The 'General Information' section includes fields for First Name (sanjay), Last Name (Gupta), Alias (sgupt), Email (manjulamass2002@gmail.cc), Username (manjulamass2002@gmail.cc), Nickname (User1681279713267785274), Title, Company, Department, and Division. The 'Role' field is set to '<None Specified>', the 'User License' is 'Salesforce Platform', and the 'Profile' is 'Sales Profile'. The 'Active' checkbox is checked. The 'Marketing User', 'Offline User', 'Knowledge User', 'Flow User', 'Service Cloud User', 'Site.com Contributor User', and 'Site.com Publisher User' checkboxes are unchecked.

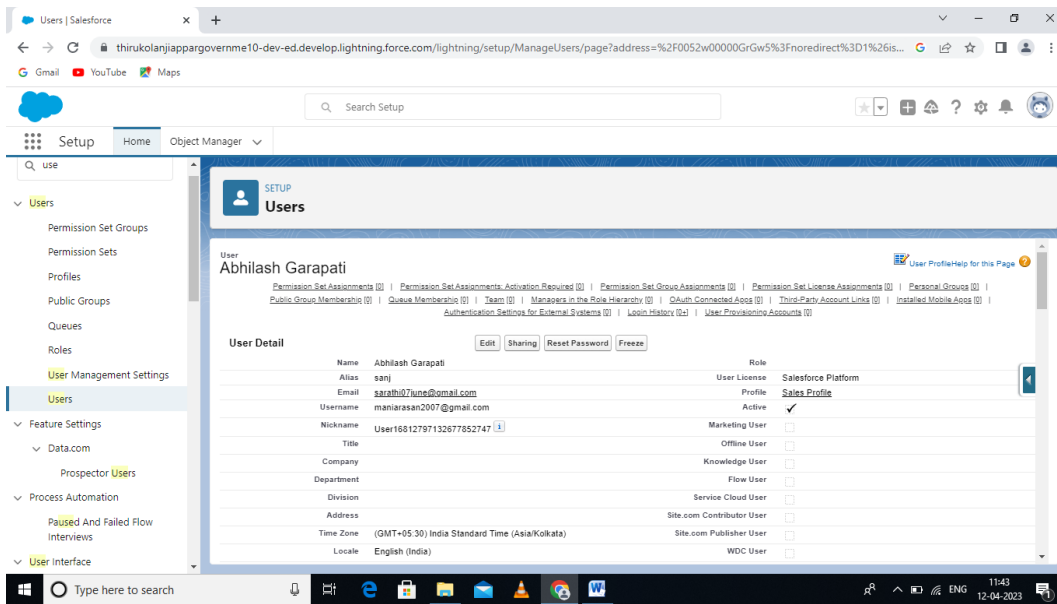
**New User**

**User Edit**

**General Information**

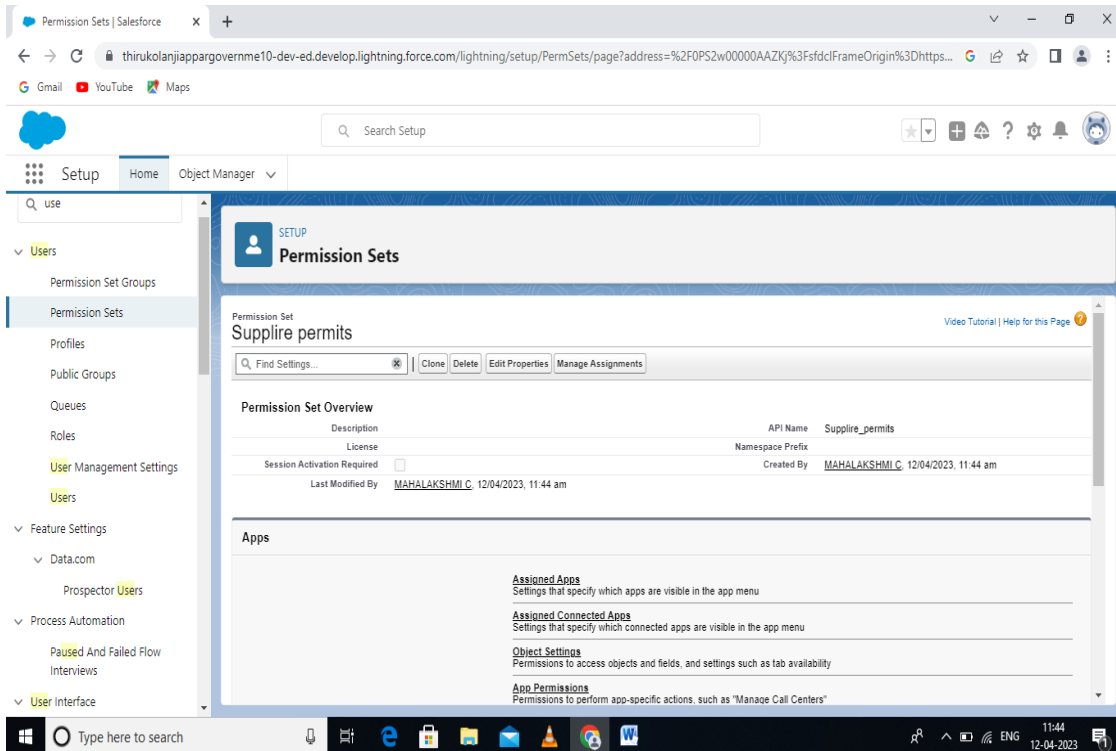
First Name	sanjay	Role	<None Specified>
Last Name	Gupta	User License	Salesforce Platform
Alias	sgupt	Profile	Sales Profile
Email	manjulamass2002@gmail.cc	Active	<input checked="" type="checkbox"/>
Username	manjulamass2002@gmail.cc	Marketing User	<input type="checkbox"/>
Nickname	User1681279713267785274	Offline User	<input type="checkbox"/>
Title		Knowledge User	<input type="checkbox"/>
Company		Flow User	<input type="checkbox"/>
Department		Service Cloud User	<input type="checkbox"/>
Division		Site.com Contributor User	<input type="checkbox"/>
		Site.com Publisher User	<input type="checkbox"/>

### Activity – 2 :

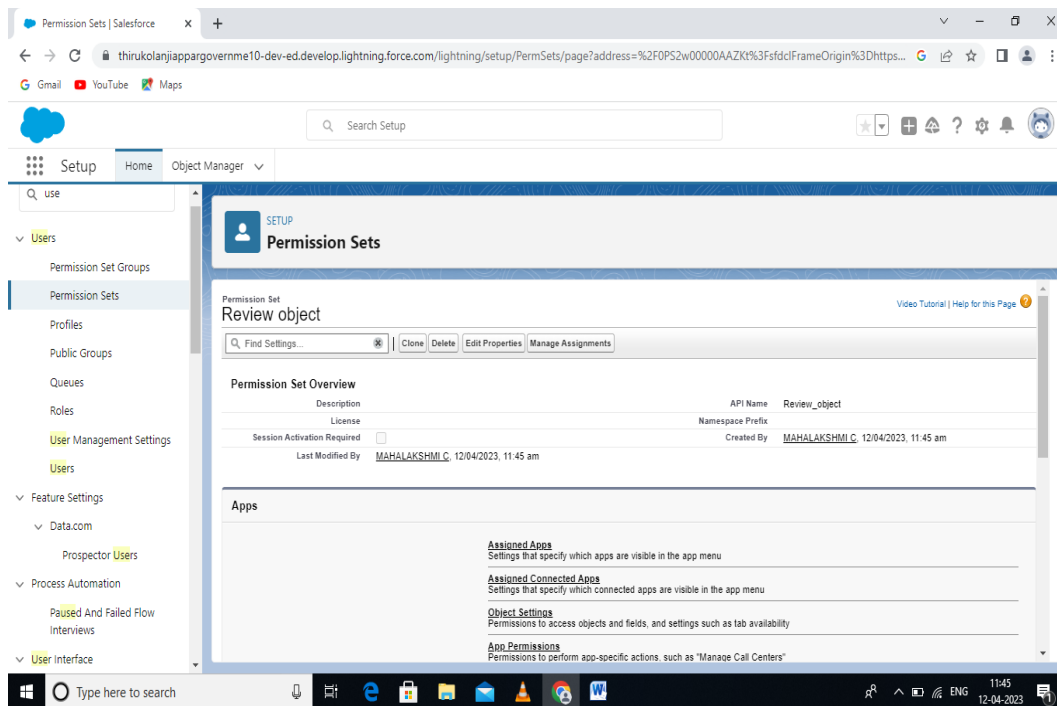


## MILESTONE – 11 : Permission Set

### Activity – 1 :



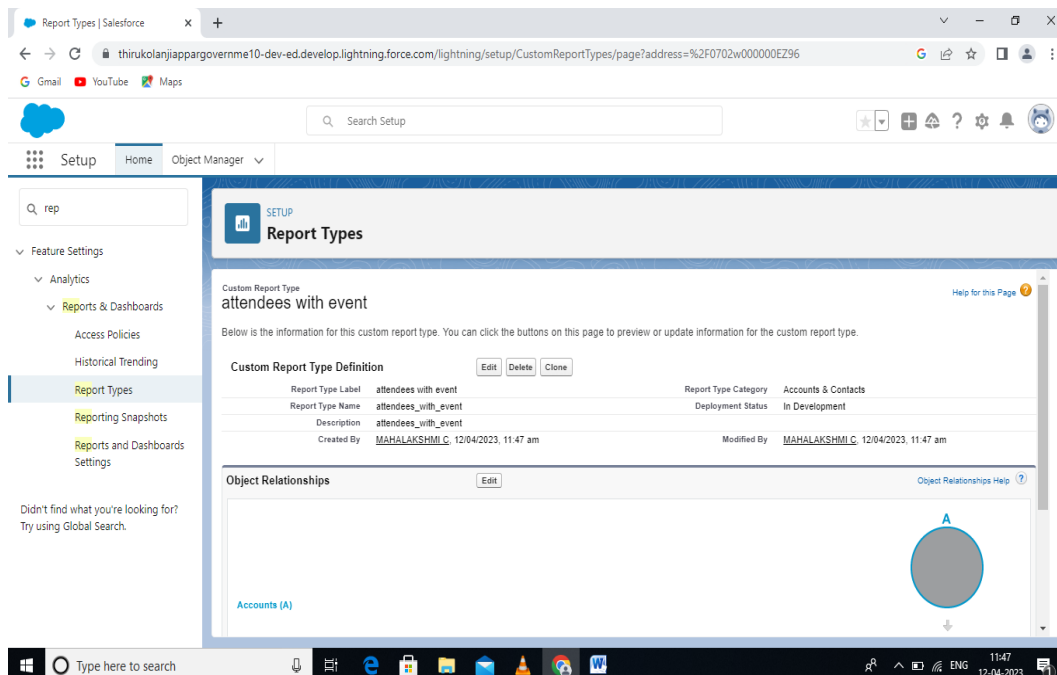
## Activity – 2 :



The screenshot shows the Salesforce Setup interface for the 'Permission Sets' page. The left sidebar contains a navigation menu with 'Users' selected, showing sub-items like 'Permission Set Groups', 'Permission Sets', 'Profiles', 'Public Groups', 'Queues', 'Roles', 'User Management Settings', and 'Users'. The main content area is titled 'Permission Sets' and shows the 'Review object' page for the 'Review\_object' permission set. The 'Permission Set Overview' section displays details such as 'Description', 'License', 'Session Activation Required', 'Last Modified By', 'API Name', 'Namespace Prefix', 'Created By', and 'Created Date'. The 'Apps' section lists 'Assigned Apps', 'Assigned Connected Apps', 'Object Settings', and 'App Permissions'.

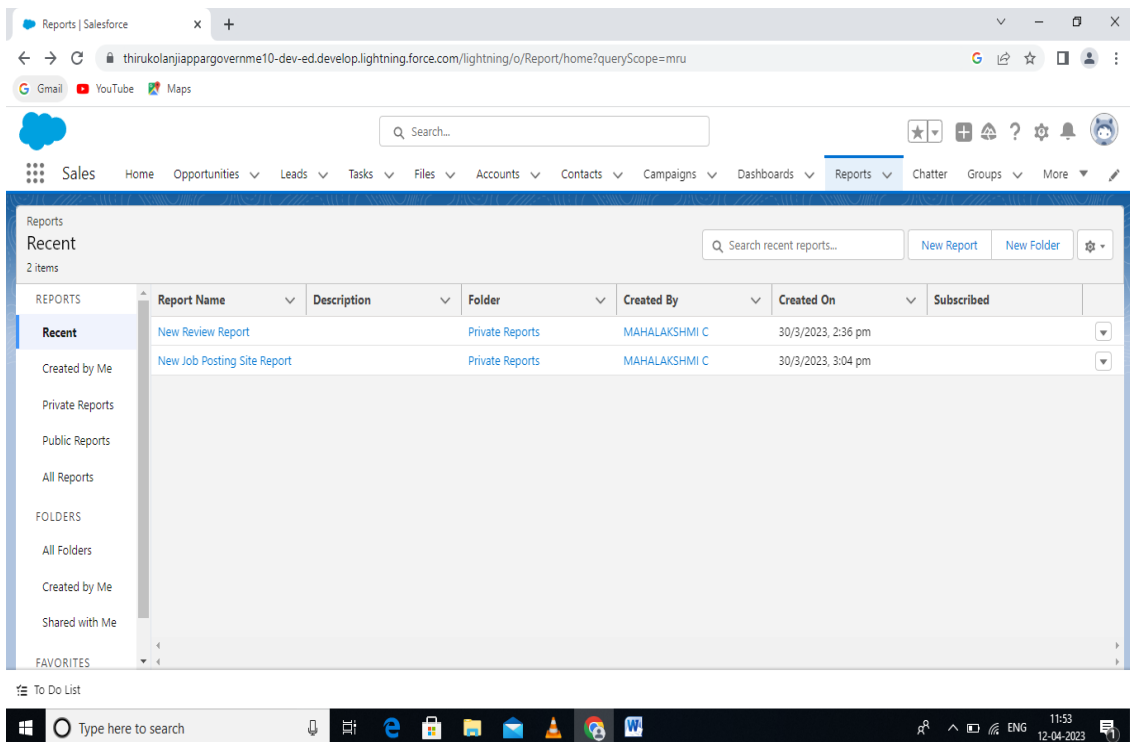
## MILESTONE – 12 : REPORTS

## Activity – 1 :



The screenshot shows the Salesforce Setup interface for the 'Report Types' page. The left sidebar contains a navigation menu with 'Feature Settings' selected, showing sub-items like 'Analytics', 'Reports & Dashboards', 'Access Policies', 'Historical Trending', 'Report Types', 'Reporting Snapshots', and 'Reports and Dashboards Settings'. The main content area is titled 'Report Types' and shows the 'Custom Report Type Definition' page for the 'attendees with event' report type. The 'Custom Report Type Definition' section displays details such as 'Report Type Label', 'Report Type Name', 'Description', 'Created By', 'Report Type Category', 'Deployment Status', and 'Modified By'. The 'Object Relationships' section shows a diagram with 'Accounts (A)' and a relationship arrow.

## Activity – 2 :



The screenshot shows the Salesforce Reports page. The left sidebar contains navigation links: Reports, Recent (2 items), RECENT, Created by Me, Private Reports, Public Reports, All Reports, FOLDERS, All Folders, Created by Me, Shared with Me, and FAVORITES. The main content area displays a table of recent reports:

Report Name	Description	Folder	Created By	Created On	Subscribed
New Review Report		Private Reports	MAHALAKSHMI C	30/3/2023, 2:36 pm	
New Job Posting Site Report		Private Reports	MAHALAKSHMI C	30/3/2023, 3:04 pm	

The bottom of the screen shows the Windows taskbar with the search bar and various application icons.

### 4.Trailhead Profile Public URL

**Team Lead - C .MAHALAKSHMI**

<https://trailblazer.me/id/mahac13>

**Team Member 1 –G.MATHUBALAN**

<https://trailblazer.me/id/g22289>

**Team Member 2 –S. NIVEDHA**

<https://trailblazer.me/id/s678549>

**Team Member 3 – M.MANJULA**

<https://trailblazer.me/id/m876422>

**Team Member 4 –A.MAHESWARI**

<https://trailblazer.me/id/a27628>

## **5.ADVANTAGES & DISADVANTAGE**

**List of advantages and disadvantages of the proposed solution**

### **ADVANTAGES :**

- **Reduce time to hire**
- **Cost less**
- **Shorten onboarding times**

### **DISADVANTAGES :**

- **Maintaining the safe distance**
- **Higher Competition**
- **Lower recognition value**

## **6.APPLICATIONS**

**The areas where this solution can be applied**

- **Nurturing and Supporting employees**
- **Ensuring a positive workplace environment**



## **7.CONCLUSION**

**Conclusion summarizing the entire work and findings.**

**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 organization's in terms of ROI.**

## **8. FUTURE SCOPE**

**Enhancements that can be made in the future.**

- **Perform administrative duties**
- **Maintaining employees**
- **Sorting emails for HR department.**