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.

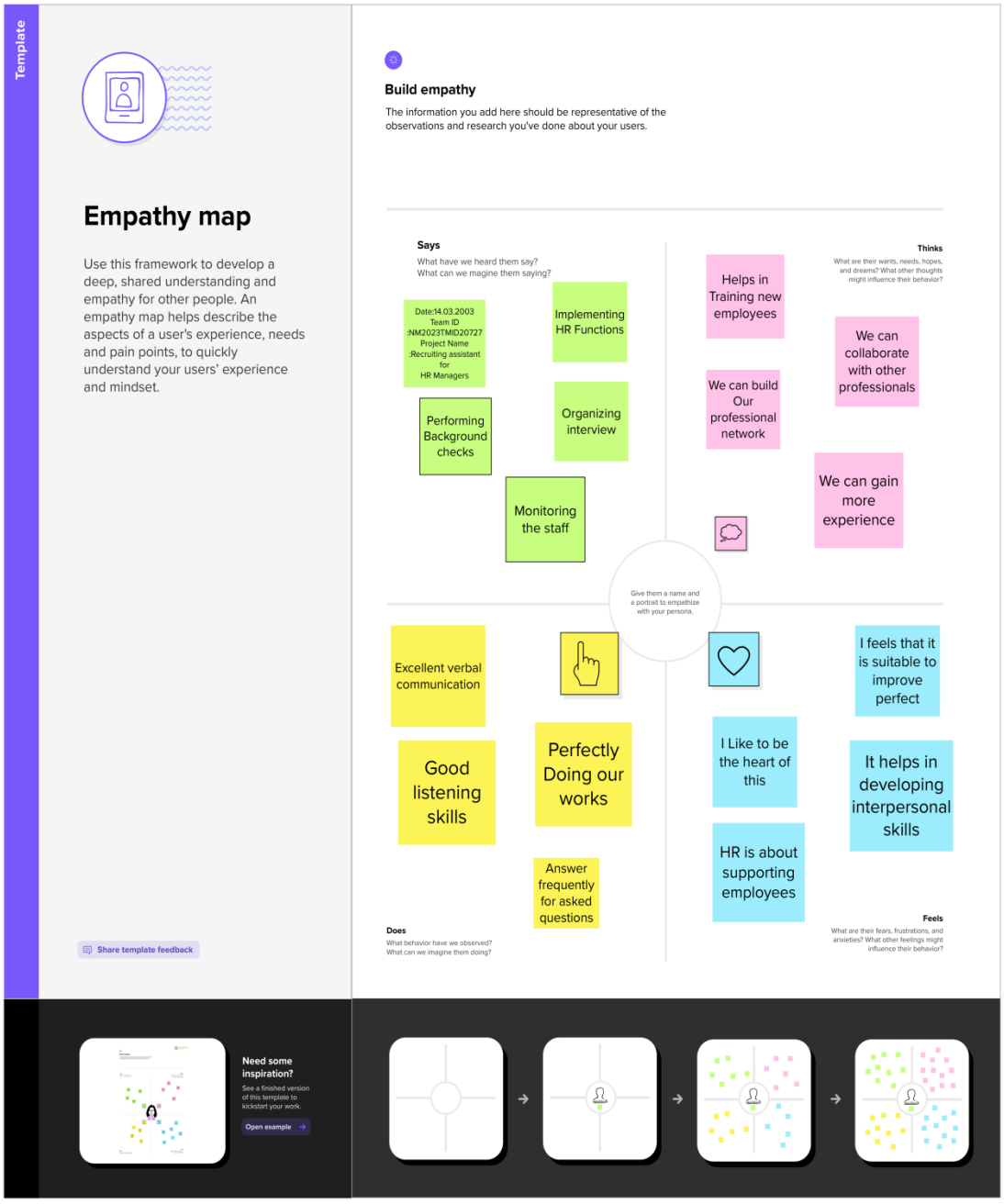
1.1 Purpose

The use of this project. What can be achieved using

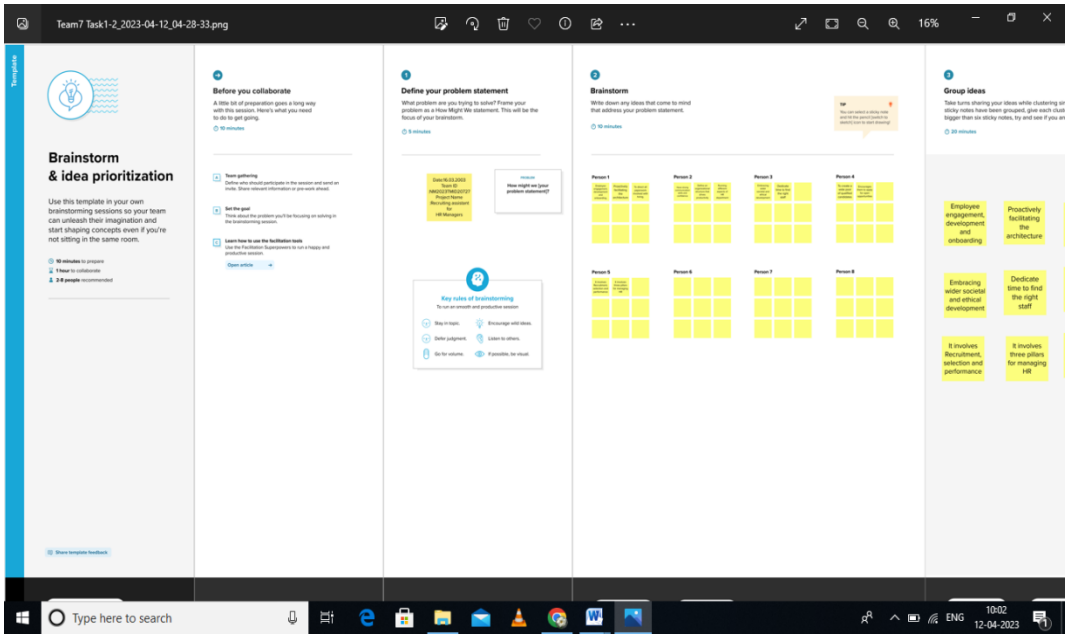
A Human Resource Assistant is a professional who is responsible for the daily administrative and HR duties of an organization.They assist with recruitment and record maintainance for payroll processing as well as provide clerical support to all employees.

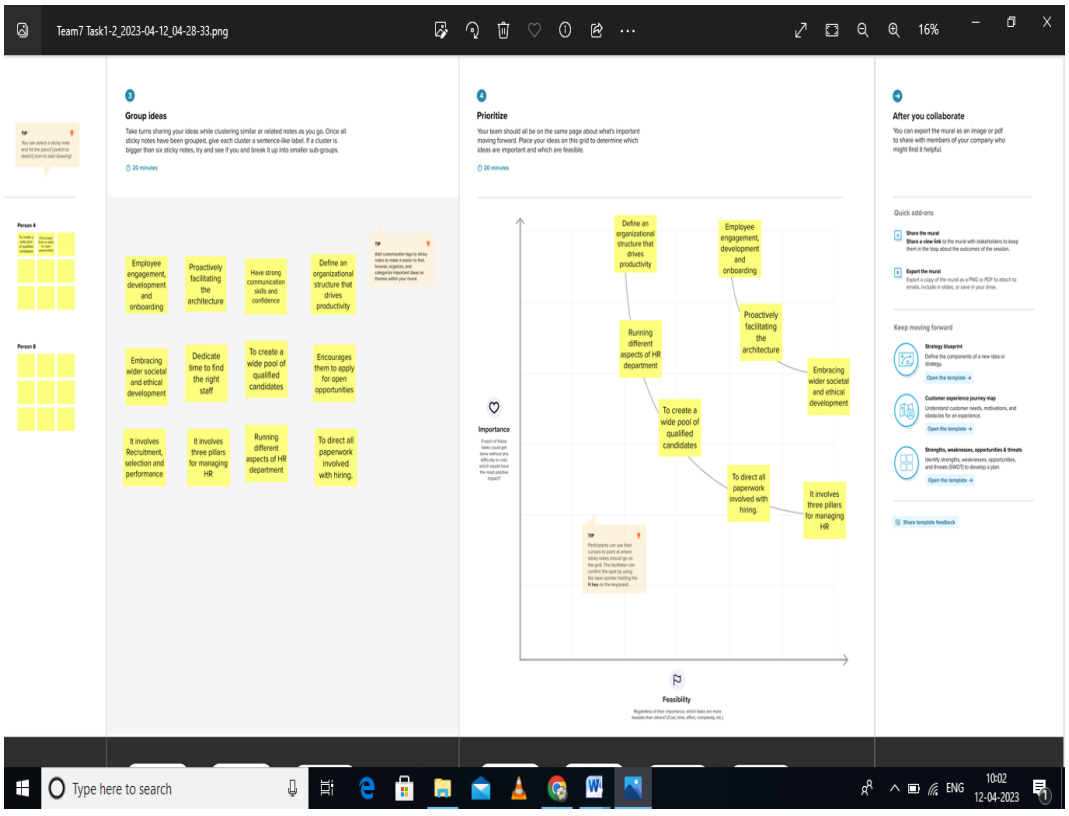
2. Problem Definition & Design Thinking

2.1 Empathy Map



2.2 Ideation and Brainstorming Map





3. RESULT

3.1. Data Model

<table>
<tr><th>Object name</th><th>Fields in the Object</th></tr>
<tr><td>obj1</td><td>
<table>
<tr><th>Field label</th><th>Data type</th></tr>
<tr><td>Job Posting Site URL</td><td>URL</td></tr>
<tr><td>Status</td><td>URL</td></tr>
</table>
</td></tr>
<tr><td>obj2</td><td>
<table>
<tr><th>Field label</th><th>Data type</th></tr>
<tr><td>Technical Site</td><td>URL</td></tr>
<tr><td>Description</td><td>URL</td></tr>
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</td></tr>
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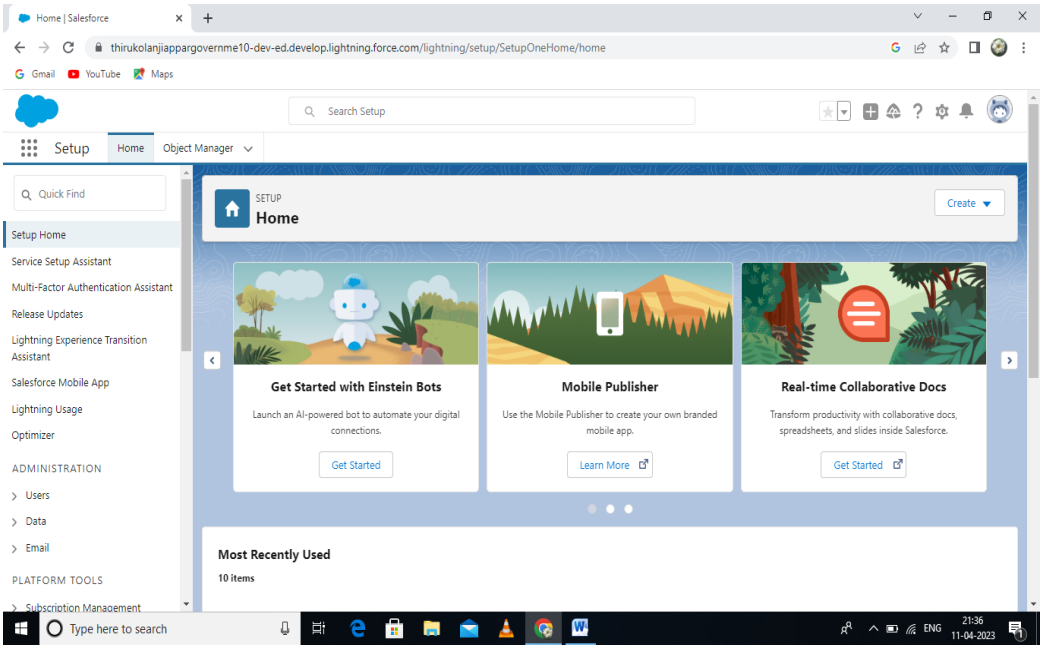
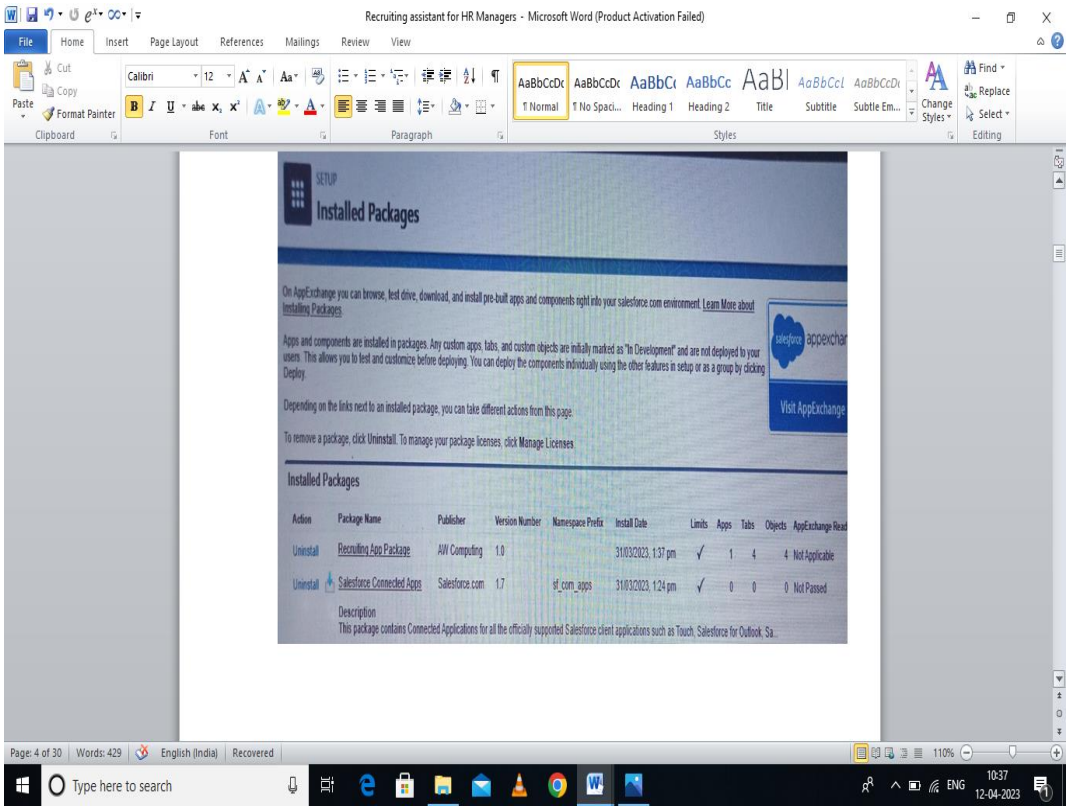
3.2 Activity & Screenshot

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

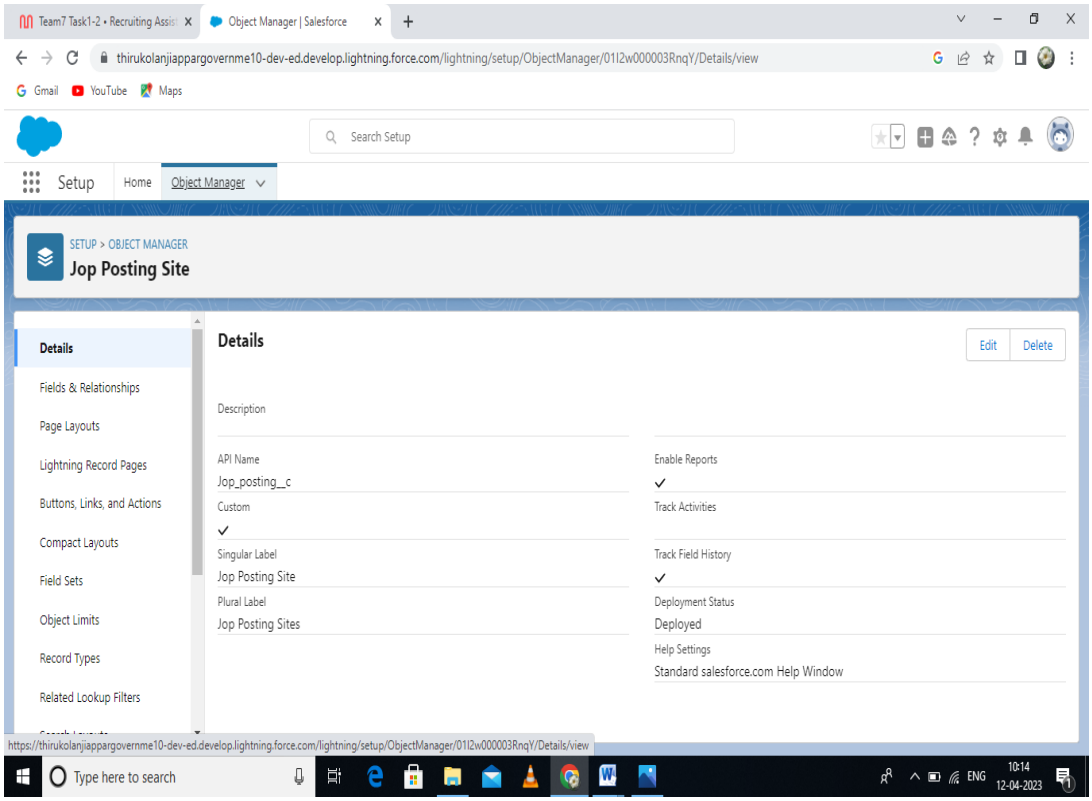
MILESTONE – 1 :



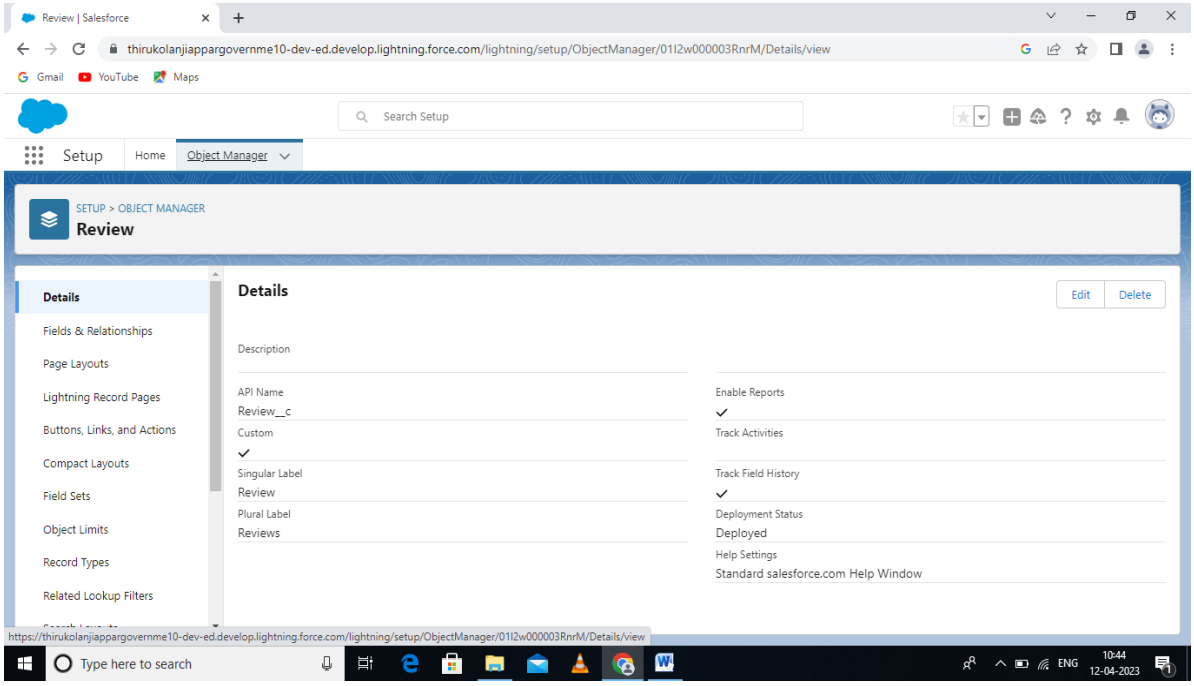
MILESTONE – 2 :



MILESTONE – 3 :

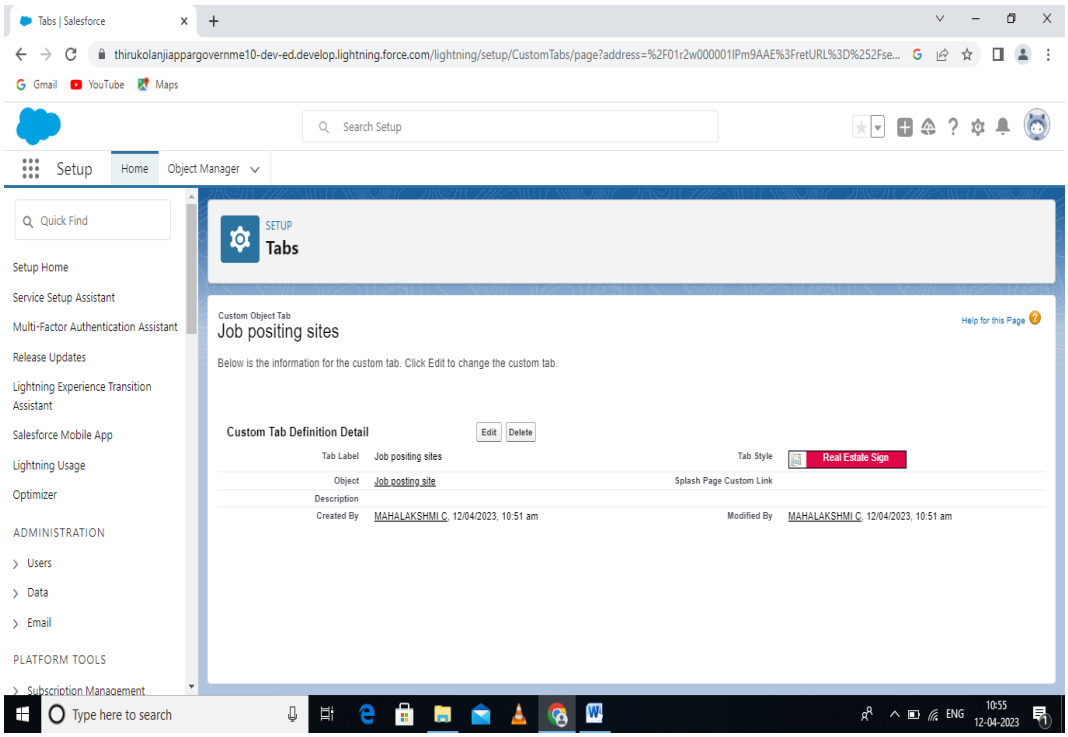


Activity – 2:



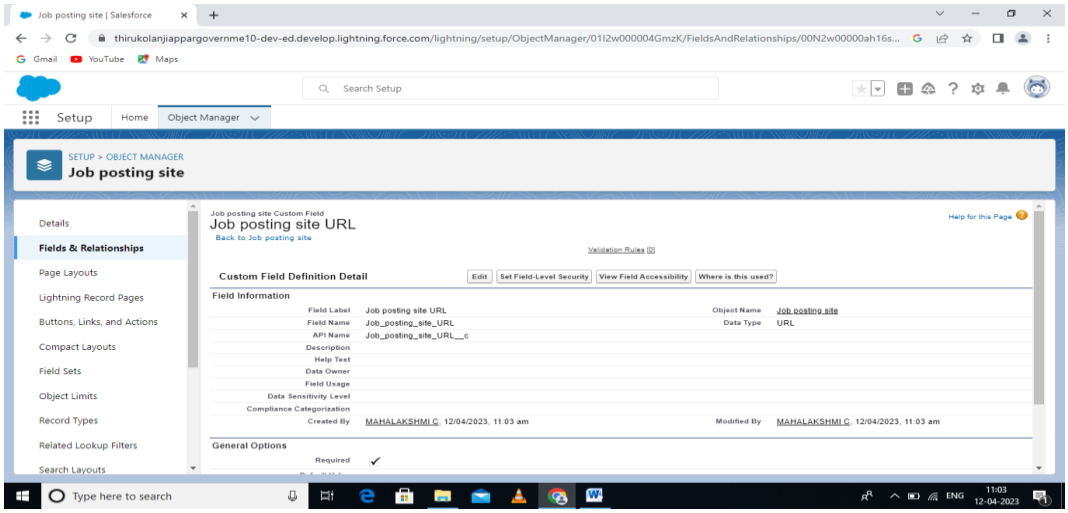
MILESTONE – 4 :

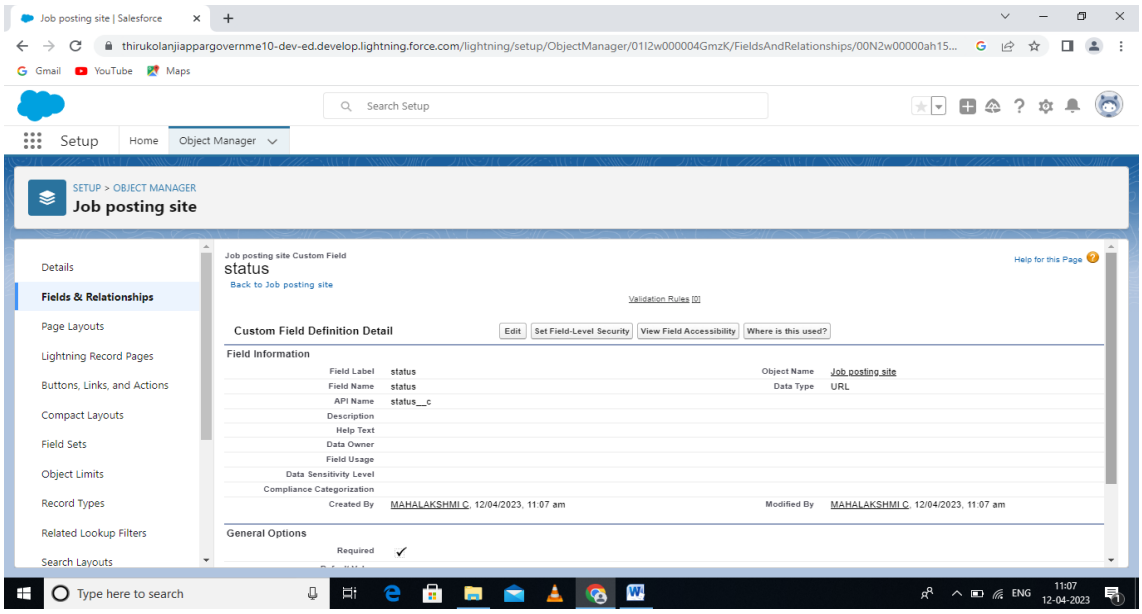
TABS

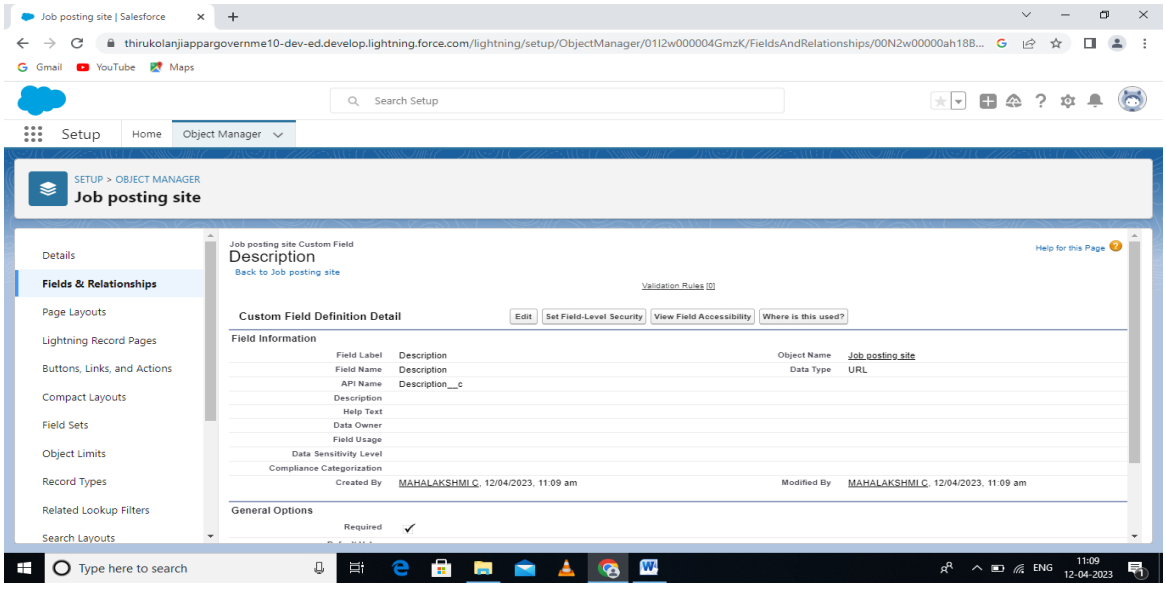


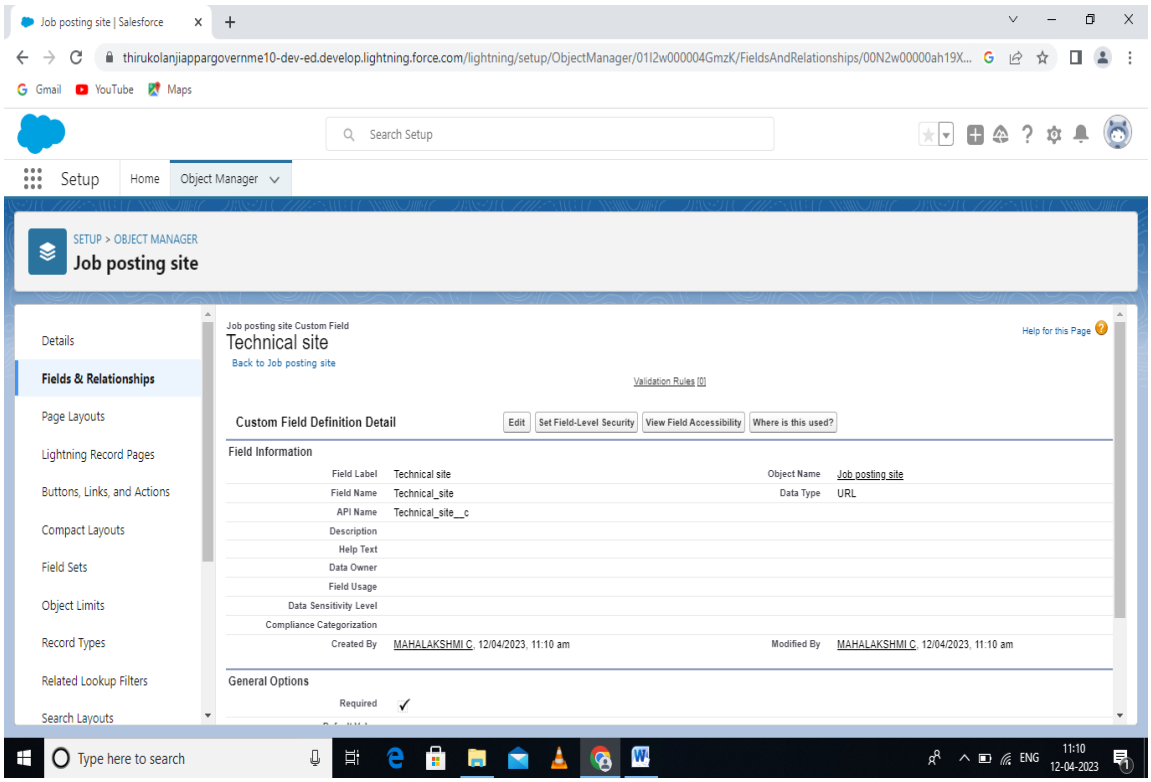
MILESTONE – 5 : Fields

Activity – 1 :



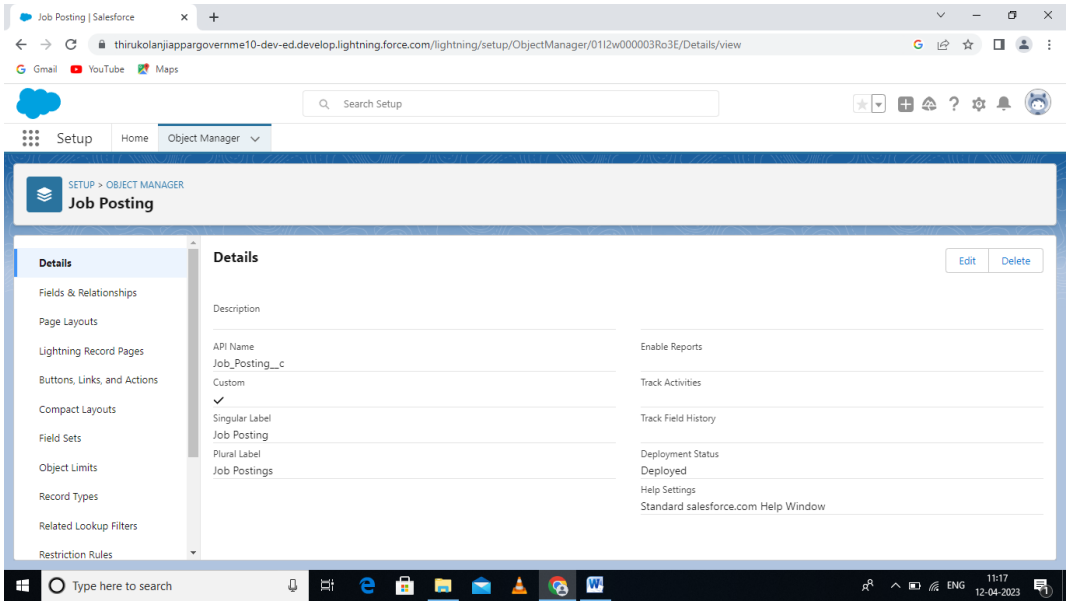




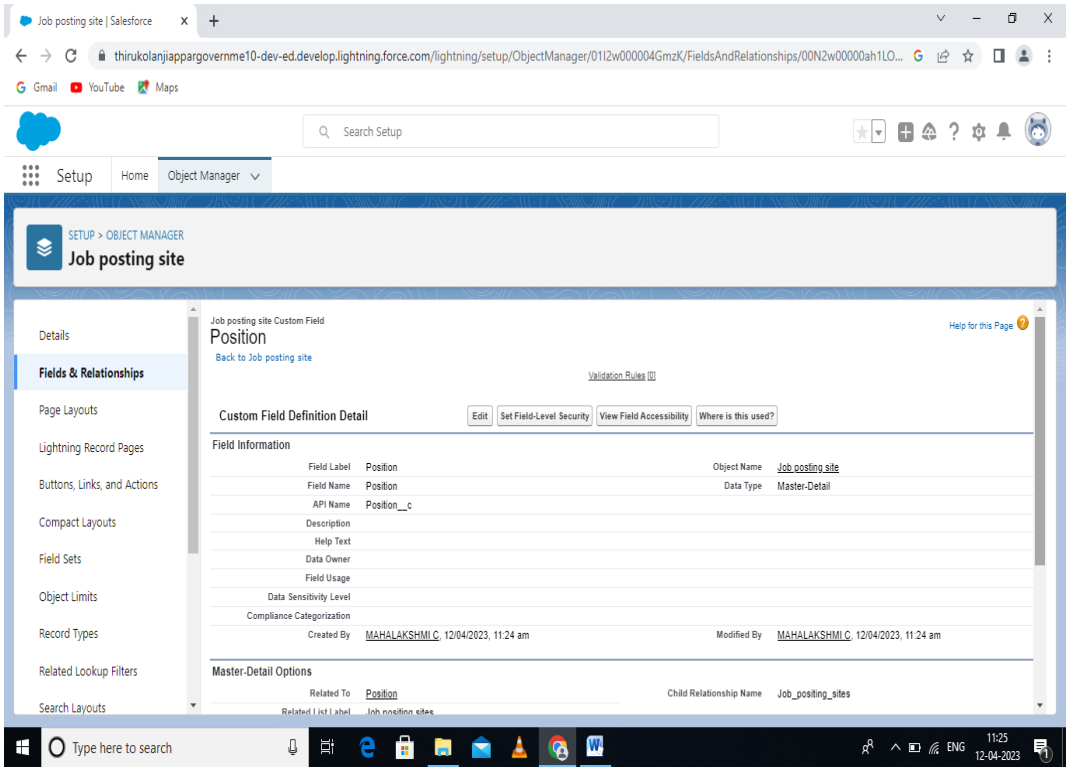


MILESTONE - 6 : JUNCTION OBJECT

ACTIVITY – 1 :

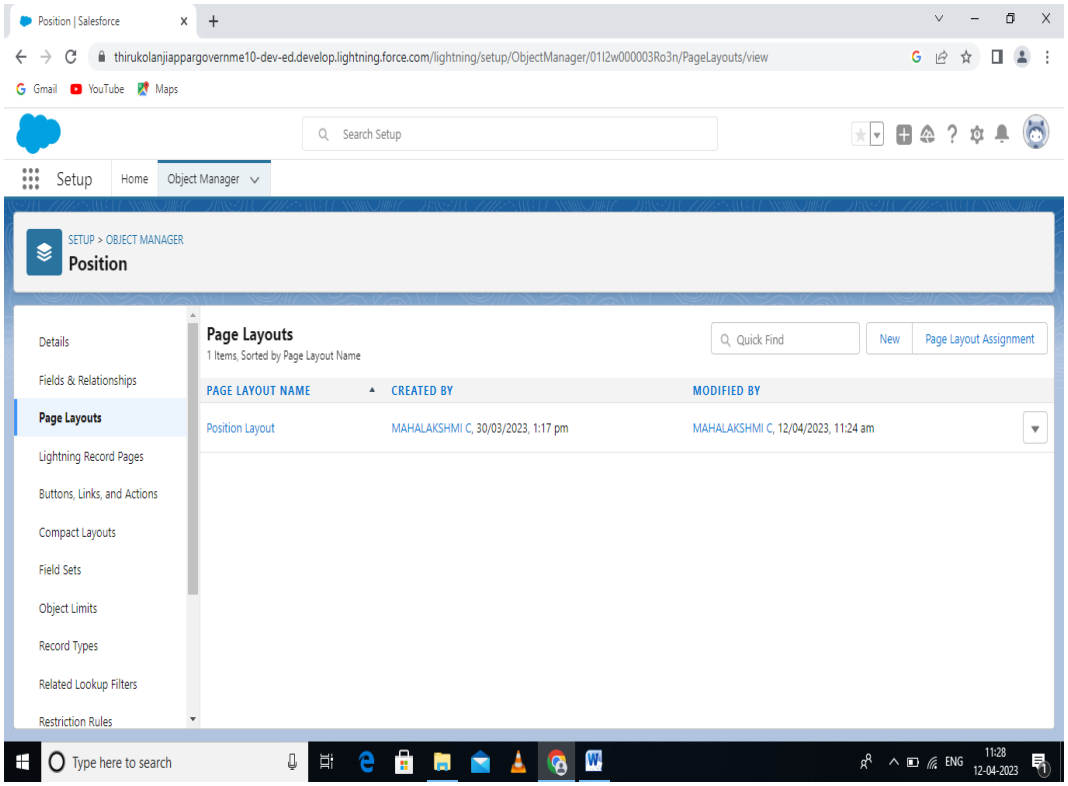


Activity – 2 :

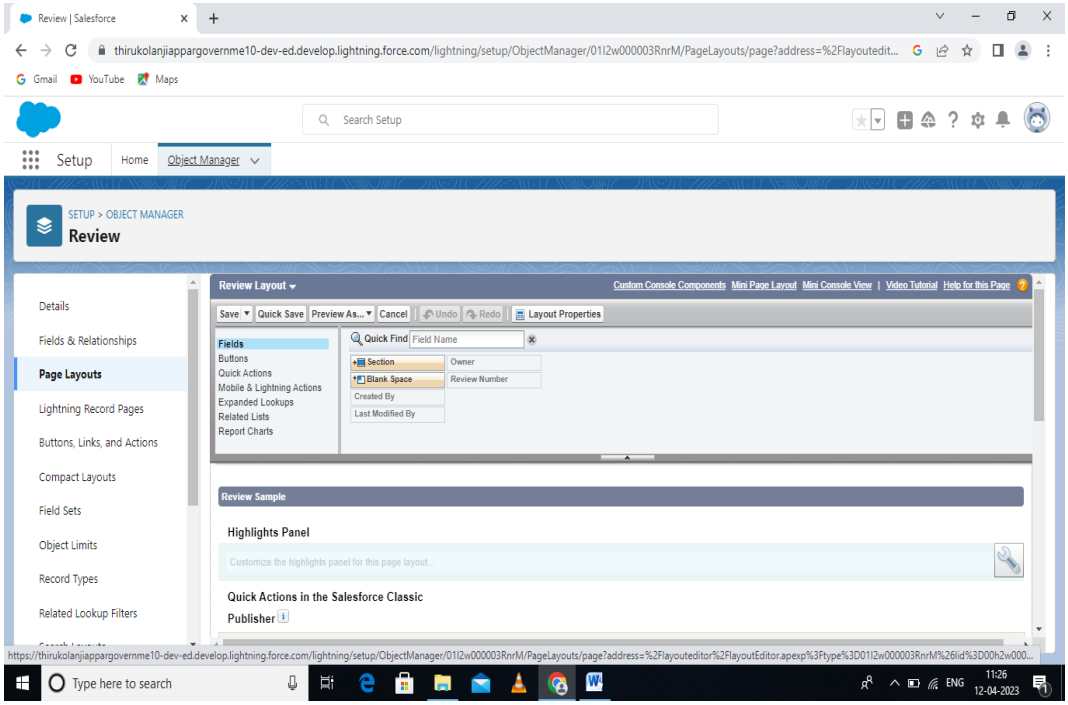


MILESTONE – 7 : Page Layout

Activity – 1:

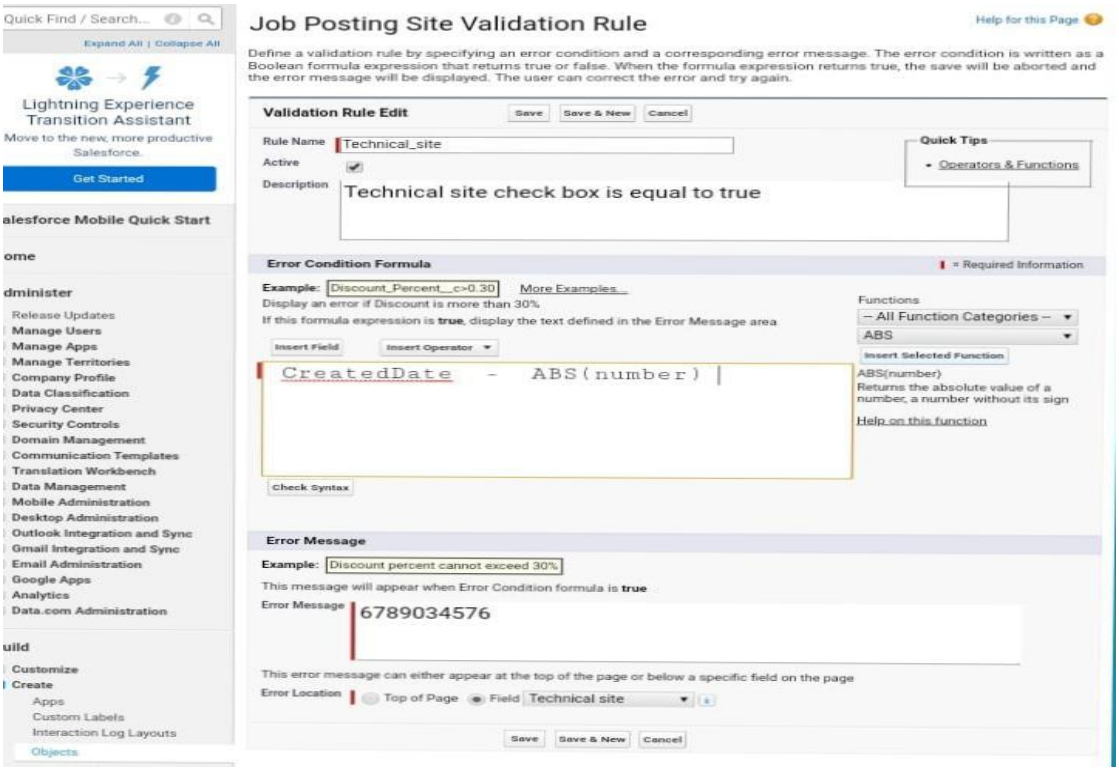


Activity – 2 :



MILESTONE – 8 : Validation Rule

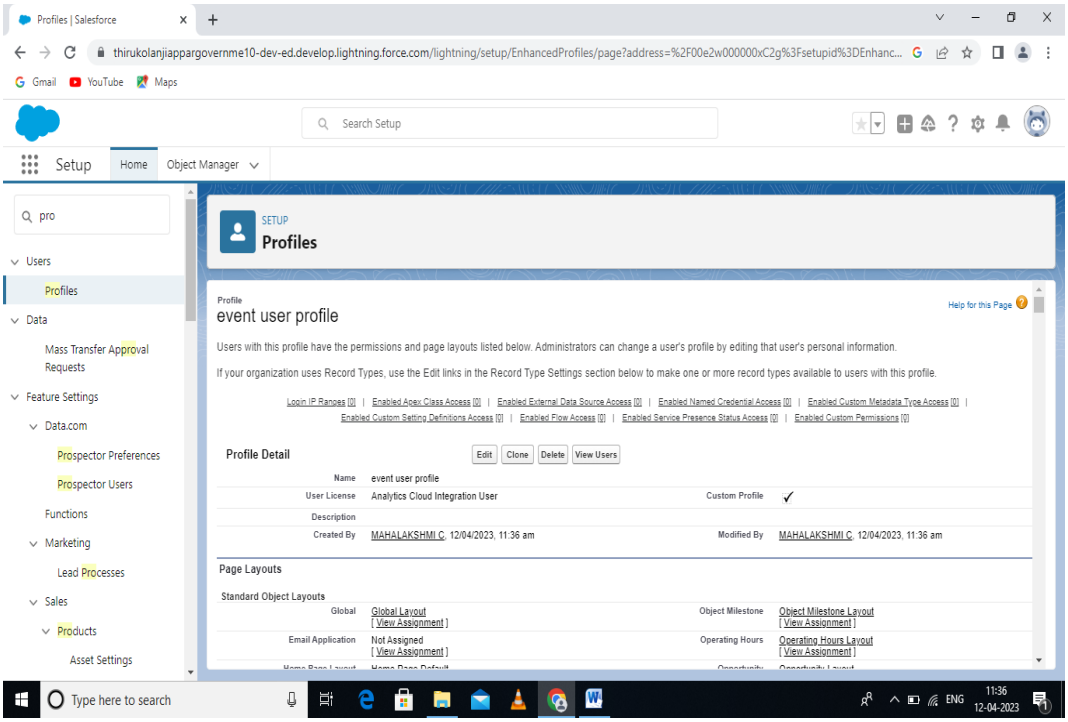
Activity – 1



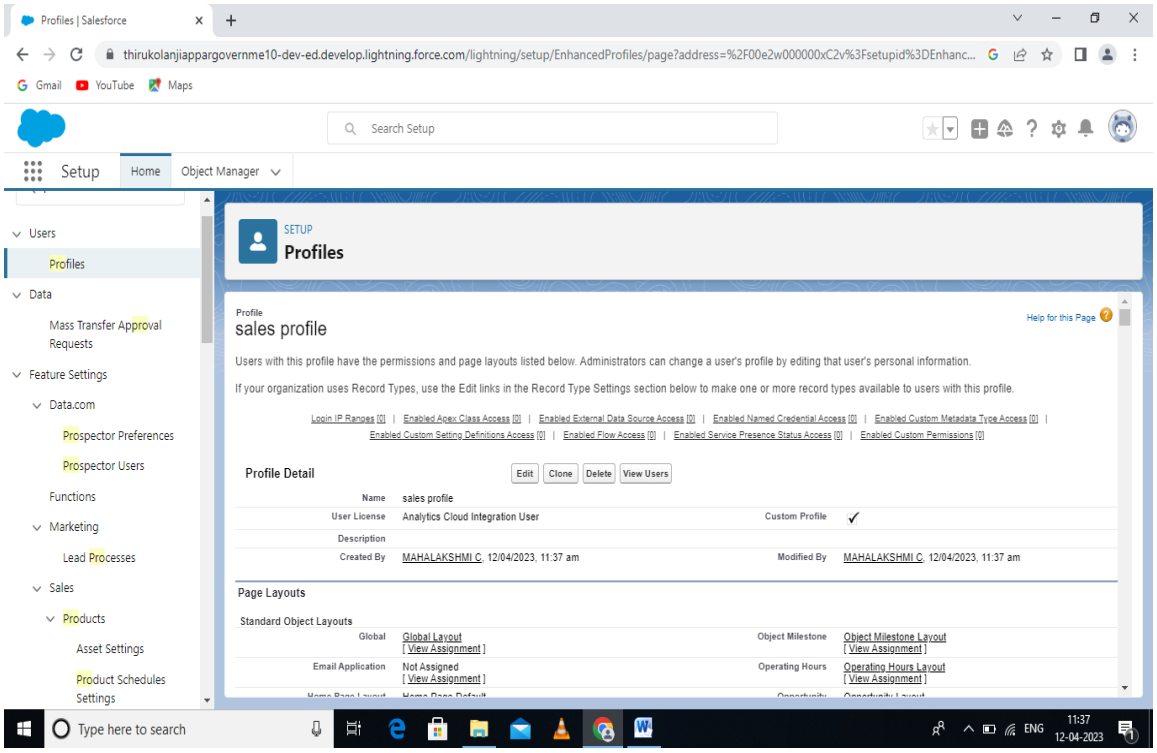
Activity – 2 :

MILESTONE –9 PROFILE

ACTIVITY -1

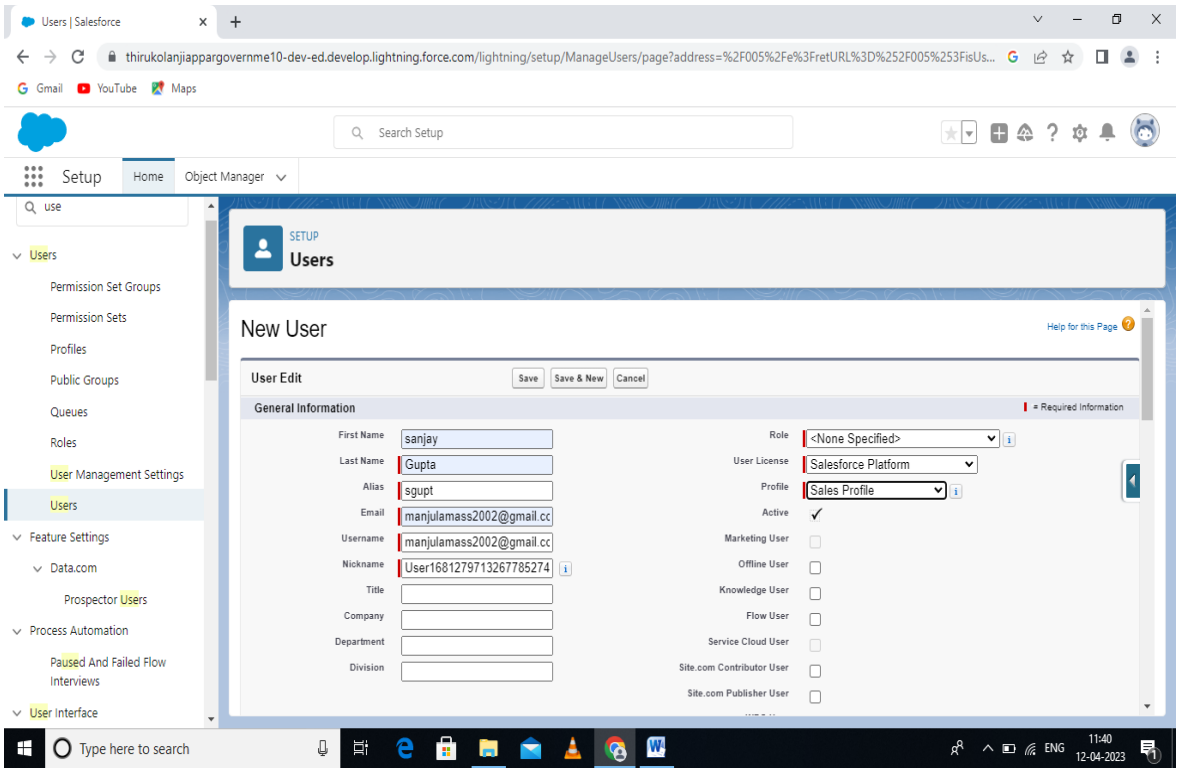


ACTIVITE-2

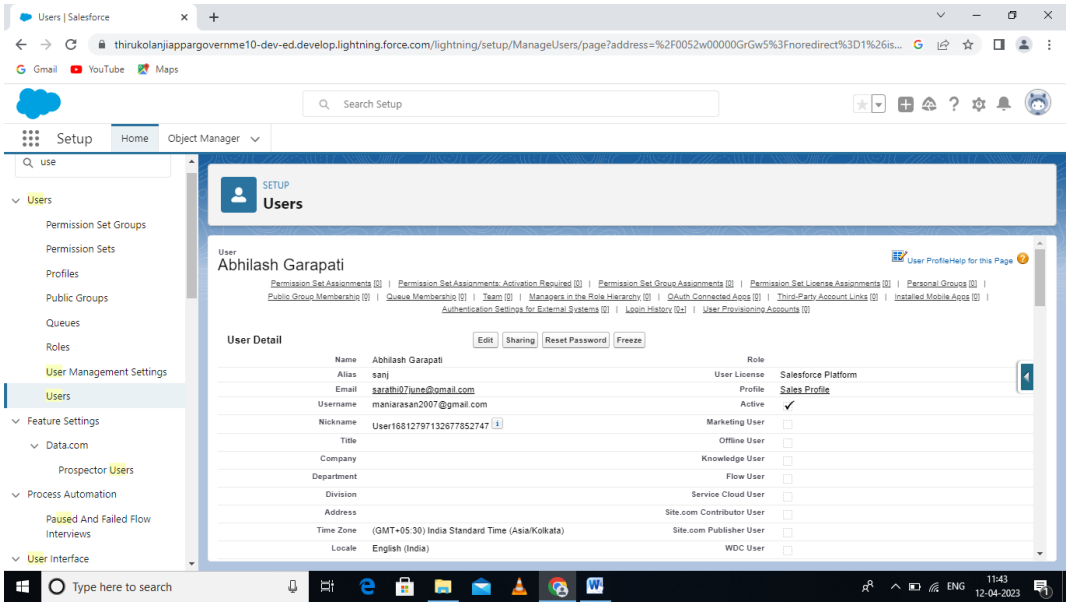


MILESTONE – 10: USER

Activity –1

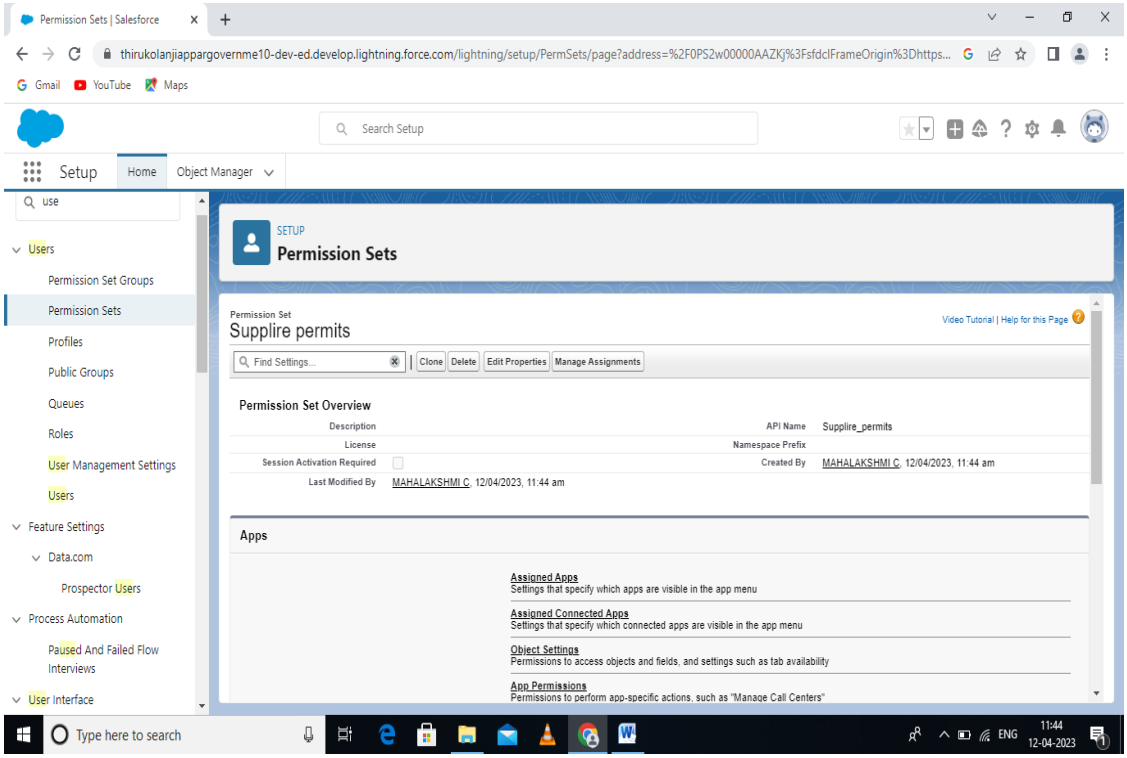


Activity – 2 :

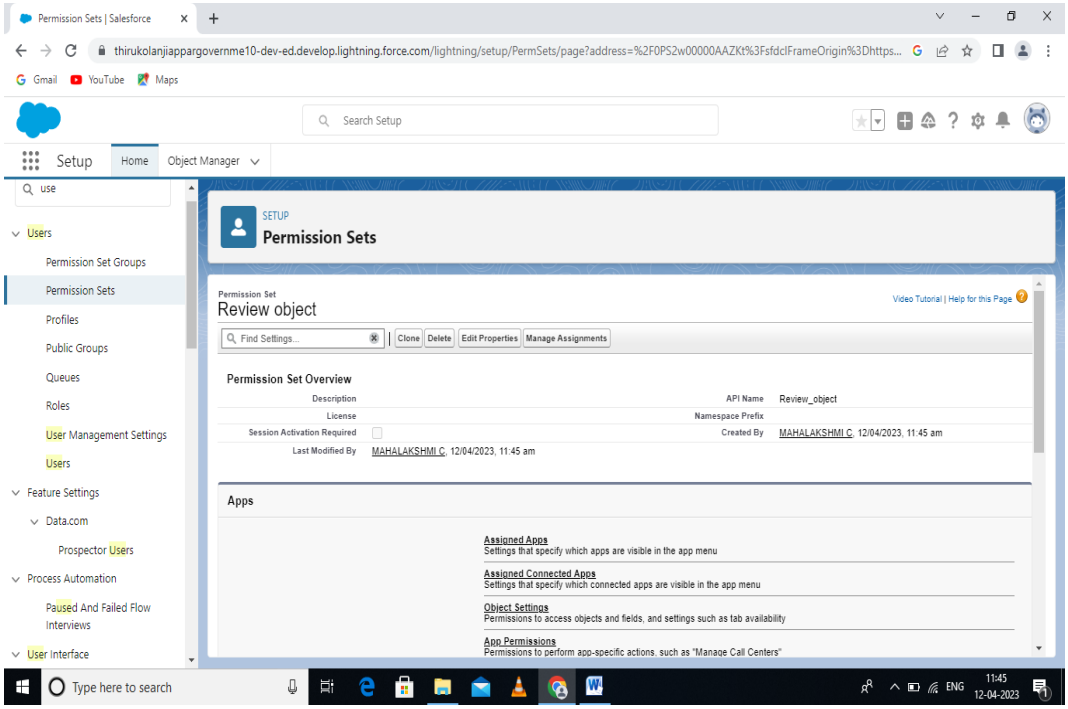


MILESTONE – 11 : Permission Set

Activity – 1 :

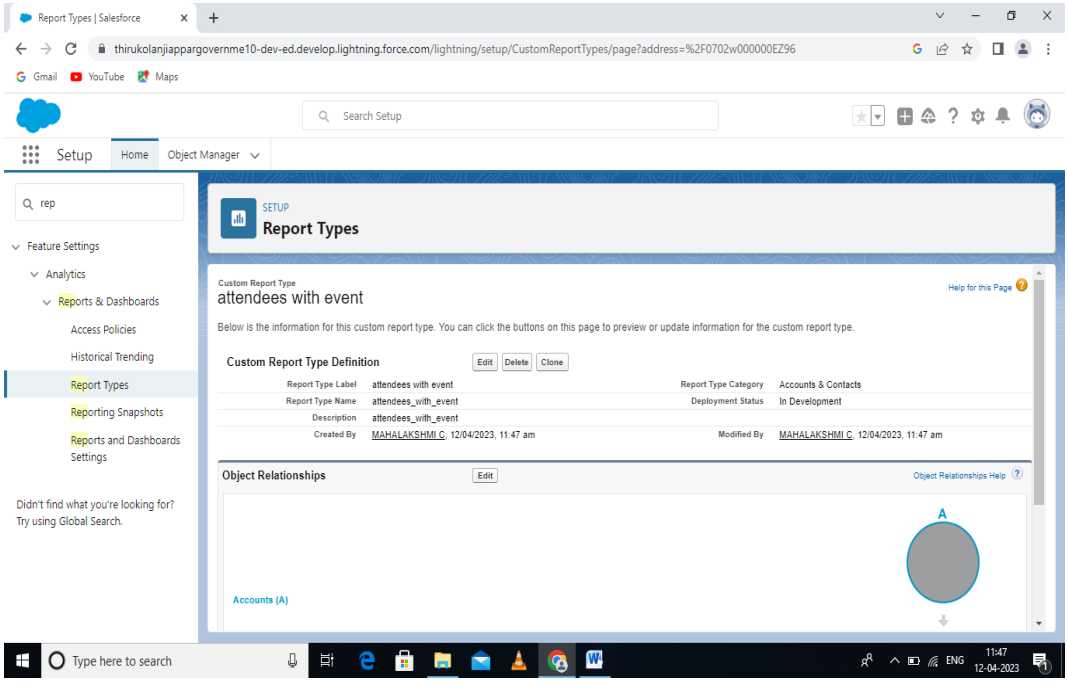


Activity – 2 :



MILESTONE – 12 : REPORTS

Activity – 1 :



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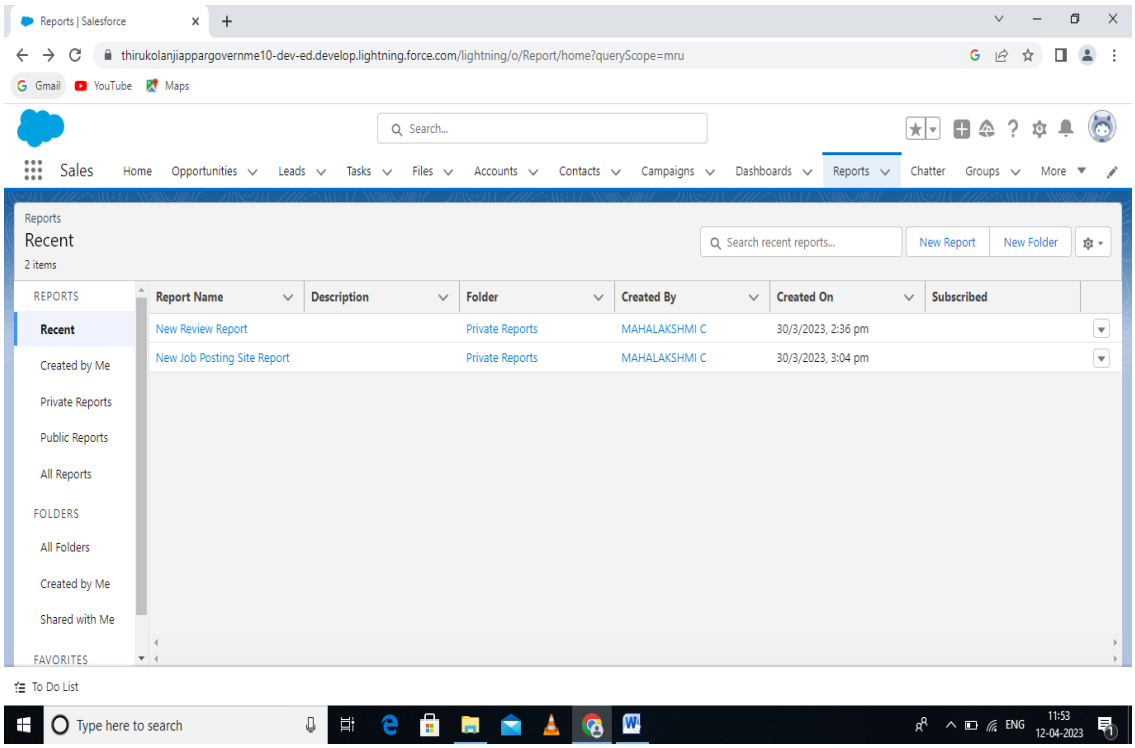

4.Trailhead Profile Public URL

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.**