GOVERNMENT OF TAMILNADU

Naan Muthalvan - Project-Based Experiential Learning

RECRUITING ASSISTANT FOR HR MANAGERS

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M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN

(Affiliated To Mother Teresa Women's University, Kodaikanal)

Reaccredited with "A" Grade by NAAC

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This is to certify that this is a bonafide record of the project entitled, **"RECRUITING ASSISTANT FOR HR MANAGERS"** done by **Ms.M PAVITHRA (20321TR023), Ms.G POORNA DEVI (20321TR024),Ms.E RAMYAKRISHNAN (20321TR025) and Ms.R SANGEETHA (20321TR026)**. This is submitted in partial fulfillment for the award of the degree of **Bachelor of Science in Mathematics in M.V.MUTHIAH GOVERNMENT ARTS COLLEGE FOR WOMEN, DINDIGUL** during the period of December 2022 to April 2023.

T. Eswar

Project Mentor(s) **Head of the Department**

Submitted for viva-voce Examination held on ______________

RECRUITING ASSISTANT FOR HR MANAGERS

INTRODUCTION

Salesforce is the customer company. We make cloud-based software designed to help businesses connect to their customers in a whole new way, so they can find more prospects, close more deals, and wow customers with amazing service.

Customer 360, our complete suite of products, unites your sales, service, marketing, commerce, and IT teams with a single, shared view of customer information, so that your company can become a customer company, too.

1.1 **Overview**

In this project, we can use objects, relationships, page layouts to give the HR team easy access to data they need on an existing recruiting app.

The recruitment process is an important part of HR management. It’s not done without proper strategic planning. Recruitment is defined as a process that provides the organization with a pool of qualified job candidates from which to choose. Before companies recruit, they must implement proper staffing plans and forecasting to determine how many people they will need. The basis of the forecast will be the annual budget of the organization and the short – to long – term plans of the organization – for example, the possibility of expansion. In addition to this, the organizational life cycle will be a factor.

of developing a The recruiter also determines where the position can be advertised. Many companies advertise in the area close to their location, but some offer relocation options or allow their employees to work remotely.

Another important aspect recruitment strategy is determining what type and source of recruitment you plan to use. You might prefer job fairs, online postings, recruitment agencies or recruiting on college campuses. Each type and source of recruiting requires different resources, including cost and time investments.

1.2 Purpose

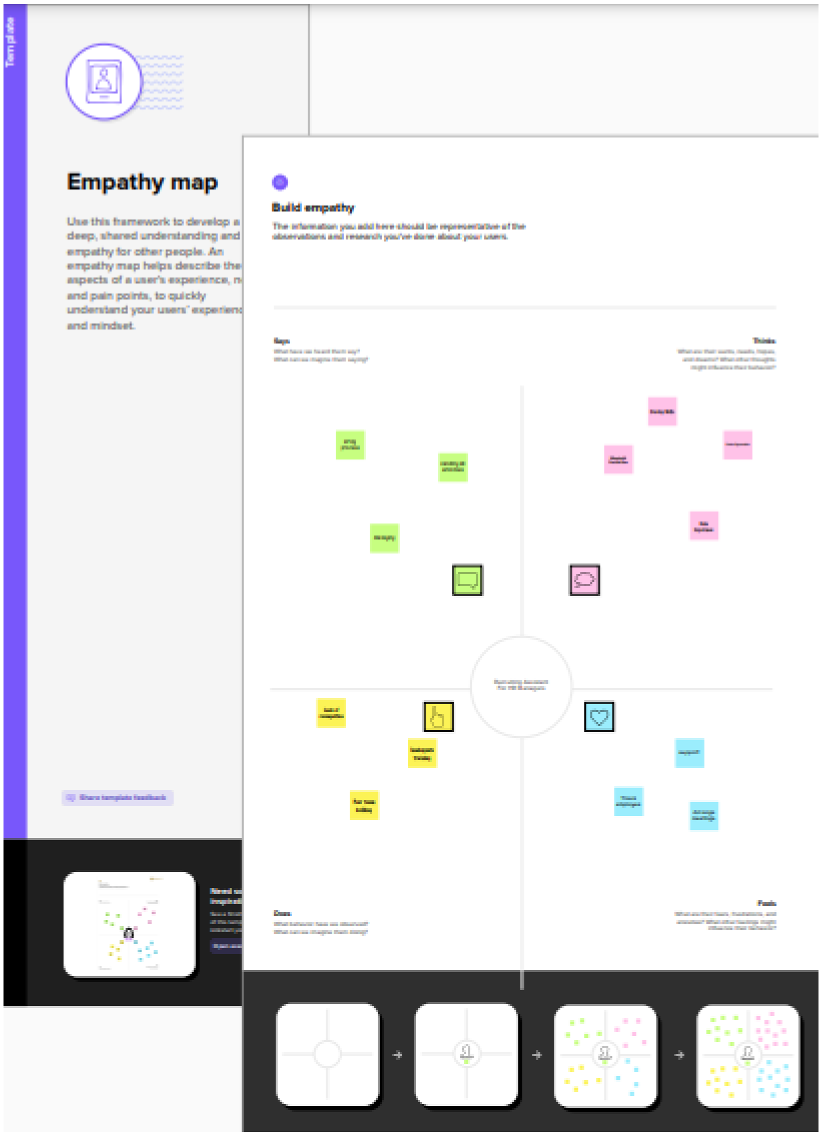
While analyzing a company's success, most of us look at the figures & financials of an organization. However, we often turn a blind eye towards the aspect that reflects the company's success, its employees. Thus, they are ignorant of the importance of recruitment.

The employees work hard to achieve organizational goals and the success of your business depends on your attitude and viewpoint towards recruiting. Companies that want to grow rapidly but steadily understand that they can only do so if they have the right mix of talent, which is why recruitment is vital.

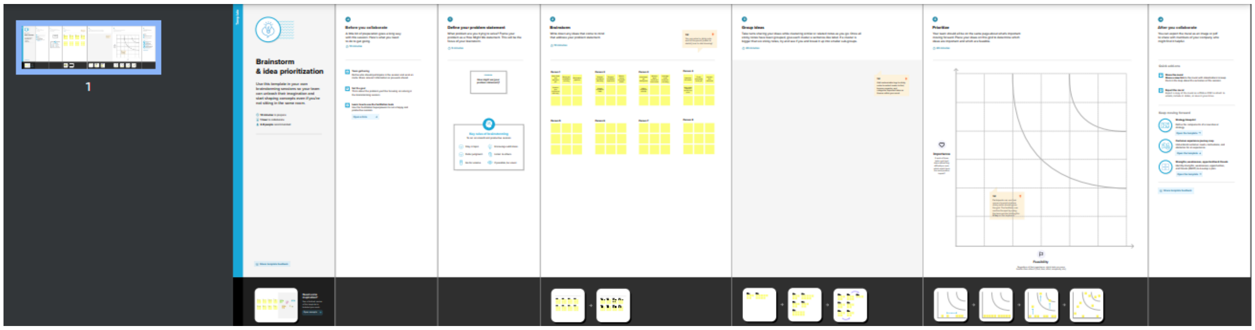
1. Determines the Present & Future Requirements
   The recruitment process assists a company in evaluating its present and future staffing requirements. It conducts a methodical examination of company operations to determine the right number of recruits necessary.
2. Prevents Disruption of Business Activities
   Various job positions,the recruitment process selects individuals from a variety of backgrounds to meet the organization's needs.
3. Increases Success Rate of Hiring
   This approach is effective in stimulating the success percentage of the company's selecting process. It analyzes all the job applications to minimize the frequency of unqualified and exaggerating candidates. Only qualified employee's applications are advanced to the next stage of the recruitment process.
4. Improves the Credibility of the Organization
   A business organization's reputation is bolstered by a strong recruitment process. It assesses the validity of job openings and reflects the professionalism and authenticity of the company. The adoption of a good application method by a company organization will aid in increasing the trust of job applicants. This, in turn, attracts the attention of highly qualified applicants for your company.

Problem Definition & Design Thinking

2.1 Empathy Map



2.2 Ideation & Brainstorming Map



RESULT

3.1 Data Model

Object Name	Fields in the Object: ***Field label***	***Data Type***
Job Positing Site	Job posting site URL	Text
Review	Status	Text
	Technical site	Text
	Description	Text

3.2 Activity

Milestone 1: Creation of developer account

Create your Salesforce Developer Org to get Started In order to start with this project you need to have a free salesforce developer account.

Activity-1

A Developer org has all the features and licenses you need to get started with Salesforce.

1. Search Developer.salesforce.com

2.Enter the following details like First name, last name, Email, Role, Company, Country/Region, Postal code, and Username must be unique.

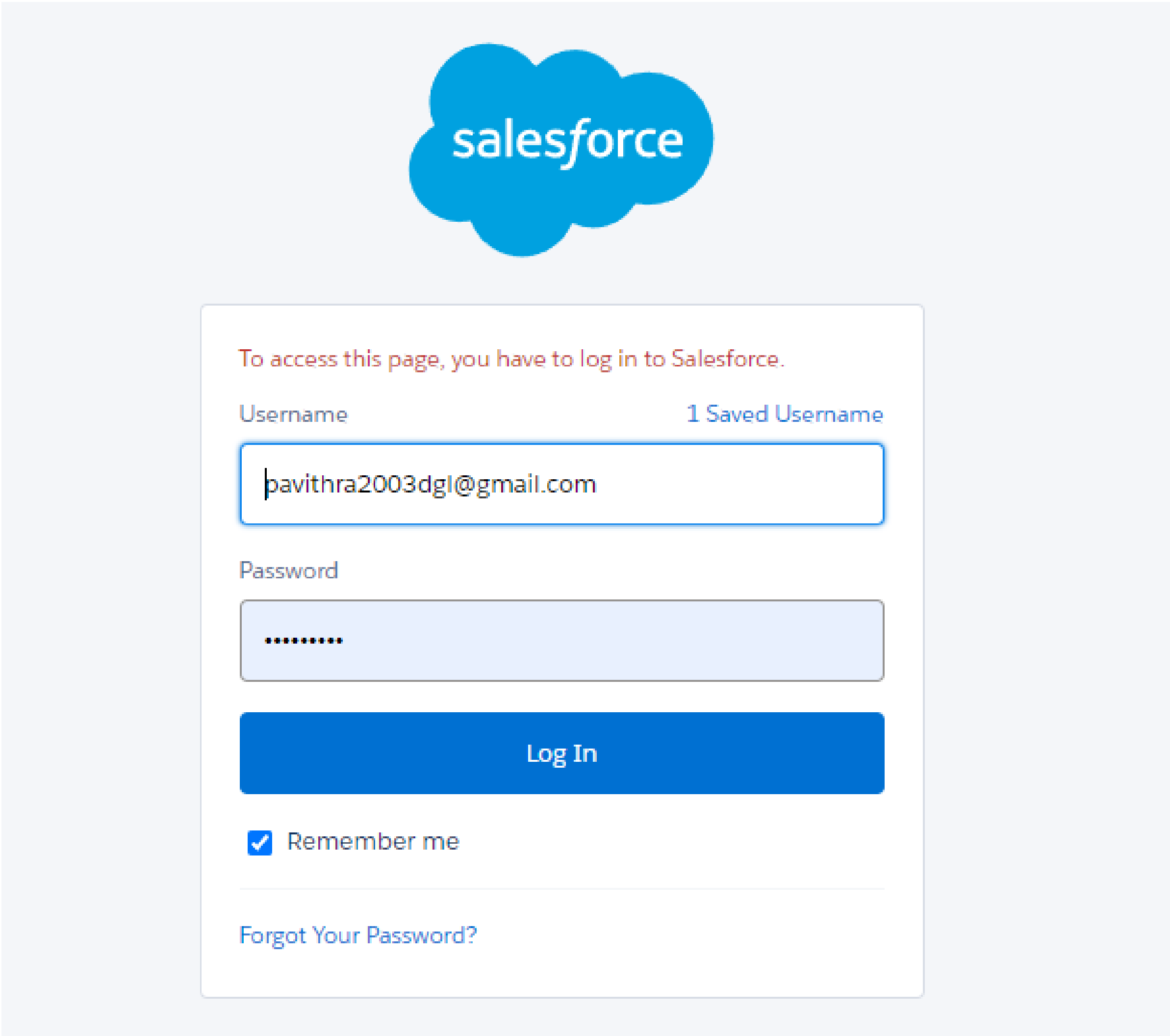
3. Click sign me up, After a few min you will reserve a mail salesforce org and by using the verify account link you can create your new password

4. Click save.

5. Search login.salesforce.com

6. By using username and password you can into the salesforce org.

Create a developer org and login with your login credentials.


salesforce
To access this page, you have to log in to Salesforce.
Username
1 Saved Username
pavithra2003dgl@gmail.com
Password
Log In
Remember me
Forgot Your Password?

Milestone 2 : Package installation

Package installation for Recruiting App In Salesforce, a package is a collection of Apex classes, triggers, Visualforce pages, and other components that can be installed into an organization. There are two types of packages: managed and unmanaged. Managed packages are developed and distributed by ISVs (Independent Software Vendors) and can be installed from the Salesforce AppExchange, while unmanaged packages are created and distributed by Salesforce administrators within an organization. To install a package, an administrator can navigate to the AppExchange, find the desired package, and click the "Install" button. The administrator will then be prompted to log in to their Salesforce organization and provide permission to install the package.

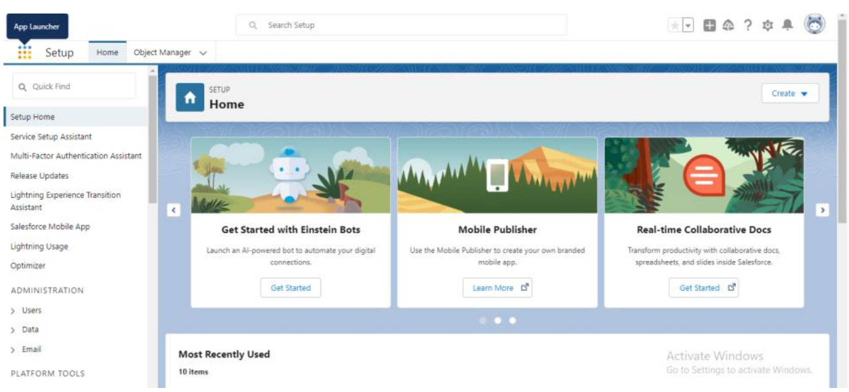
Click to launch the App Launcher, then click Playground Starter and follow the steps

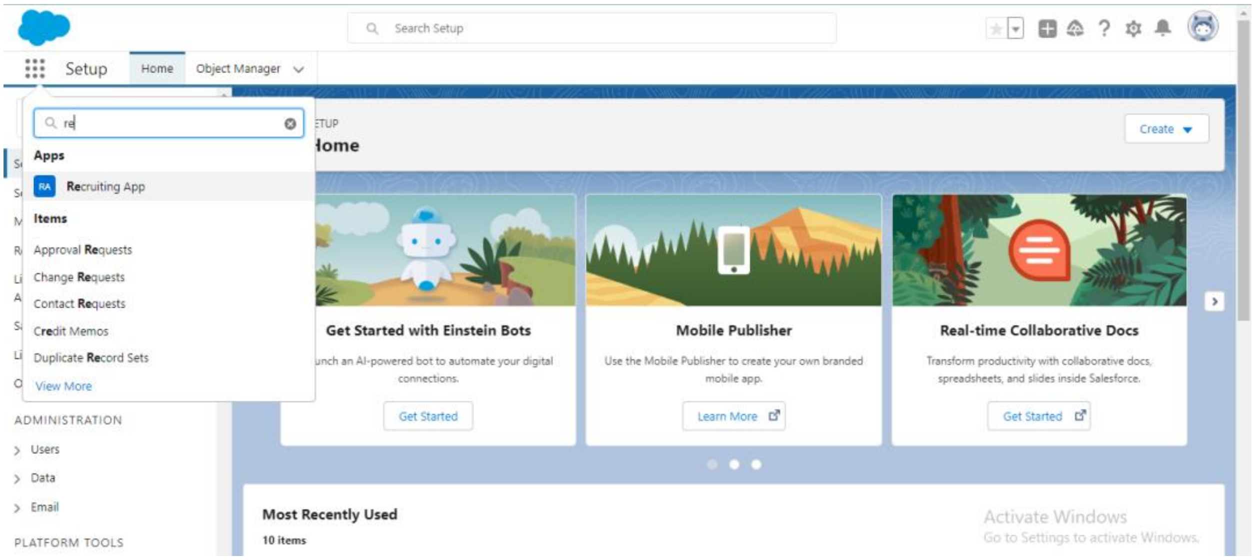
1. Click the install a package tab.

2. Paste 04t0P000000N9rs into the field.

3. Click install.

4. Select install for admins only,





Milestone 3: Object

Salesforce objects are database tables that permit you to store data that is specific to an organization. It consists of fields (columns) and records (rows).

Salesforce objects are of two types:

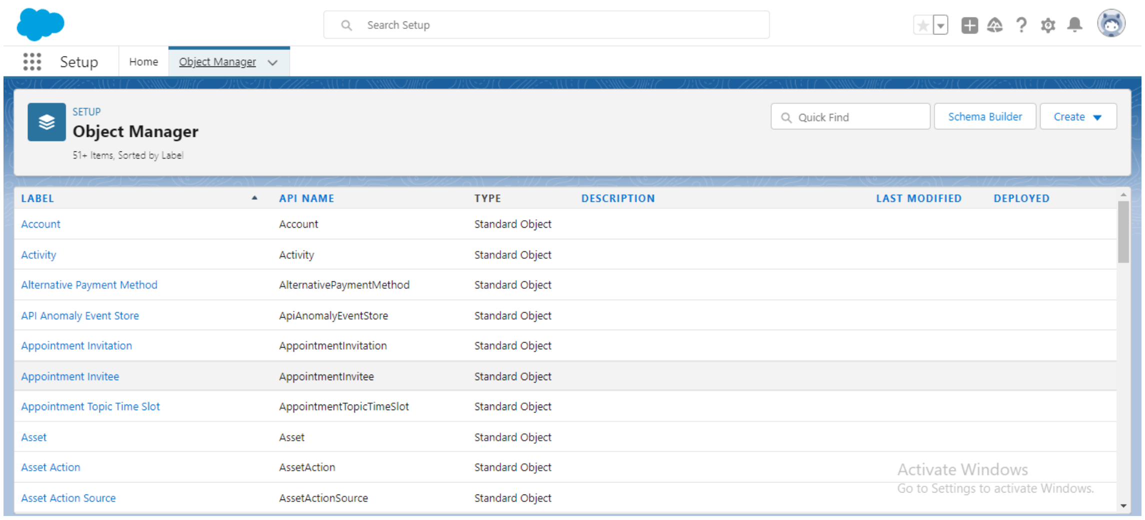
● Standard Objects: Standard objects are the kind of objects that are provided by salesforce.com such as users, contracts, reports, dashboards, etc.

● Custom Objects: Custom objects are those objects that are created by users. They supply information that is unique and essential to their organization. They are the heart of any application and provide a structure for sharing data.

Activity-1

Create a custom object for Job Posting Sites

To create a custom object, follow these steps :
1. From setup click on object manager.



2. Click create, select custom object.

3. Fill in the label as "Job Posting Site".

4. Fill in the plural label as "Job Posting Sites".

5. Record name : "Site Name"

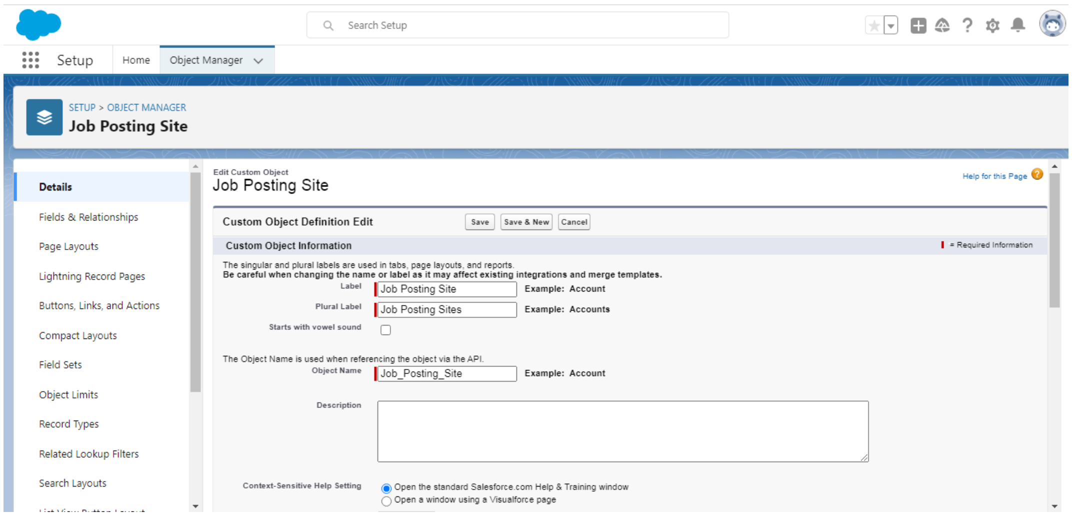
6. Select the data type as "Text".

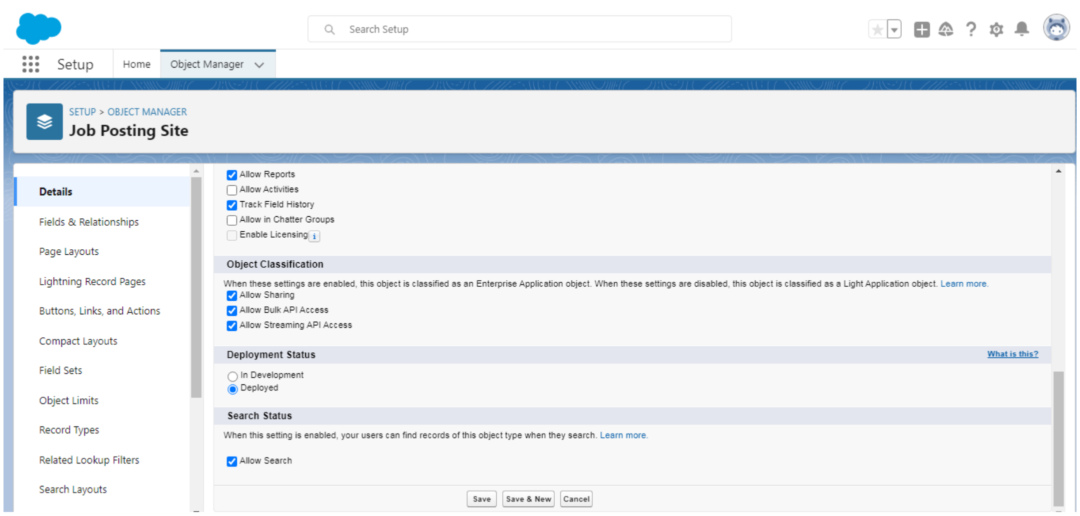
7. In the Optional Features section, select Allow Reports and Track Field History.

8. In the Deployment Status section, ensure Deployed is selected.

9. In the Search Status section, select Allow Search.

10. In the Object Creation Options section, select select these options: Add Notes and Attachments related list to default page layout Launch New Custom Tab Wizard after saving this custom object





11. Leave everything else as is, and click Save.

Activity-2

Create a custom object for reviews

To create a custom object, follow these steps :

1. From setup click on object manager.

2. Click create, select custom object.

3. Fill in the label as "Review".

4. Fill in the plural label as "Reviews".

 5. Record name : "Review Number"

6. Select the data type as "Auto Number".

7. Under display format enter "REV-{0000}"

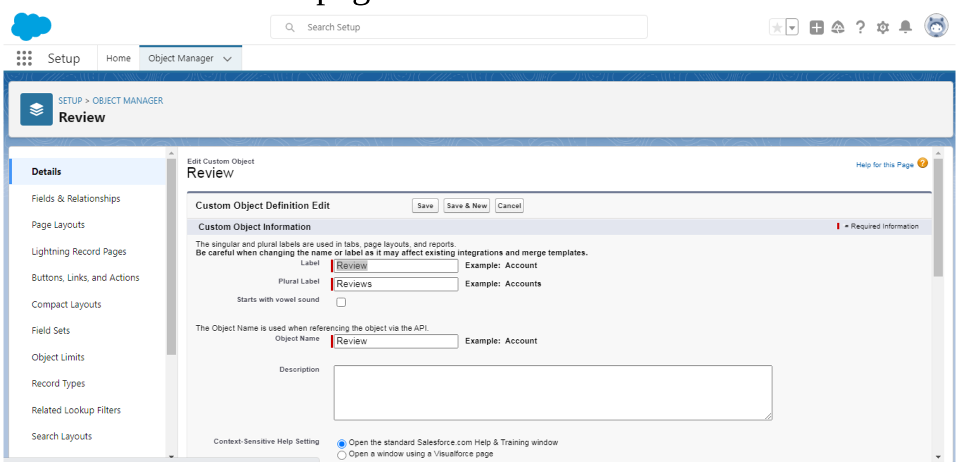
8. Enter the starting number as 1.

 9. In the Optional Features section, select Allow Reports and Track Field History.

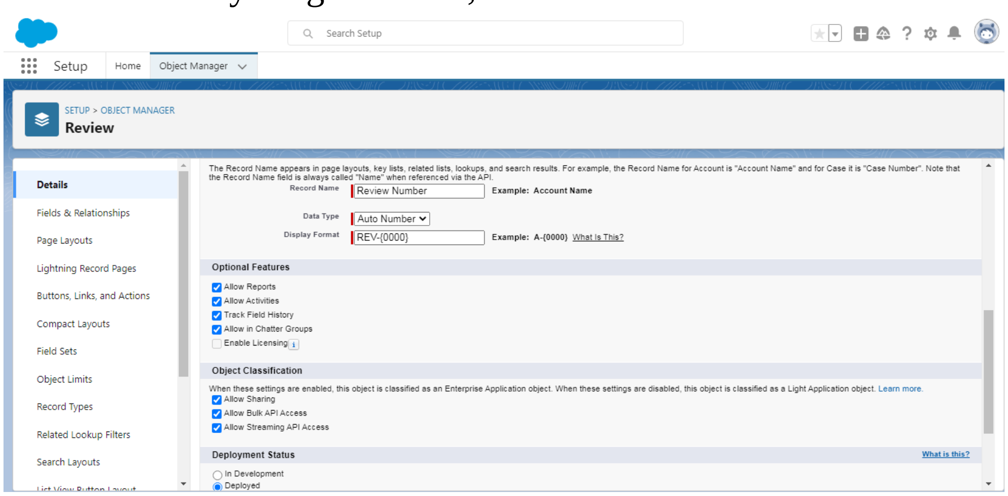
10. In the Deployment Status section, ensure Deployed is selected.

 11. In the Search Status section, select Allow Search.

12. In the Object Creation Options section, select Add Notes and Attachments related list to default page



 13. Leave everything else as is, and click Save.



Milestone 4 : Tabs

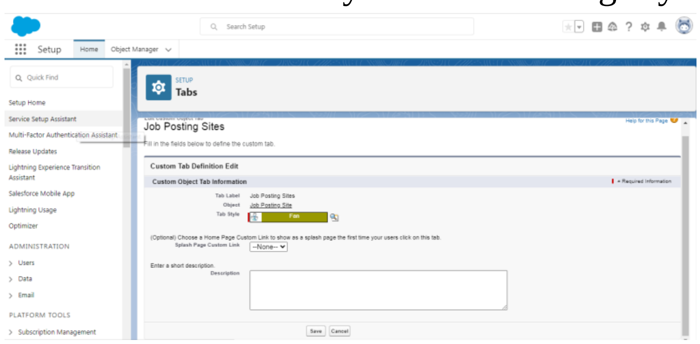
In Salesforce, a tab is a user interface element that allows users to navigate to different sections of the platform, such as Accounts, Contacts, Leads, and Opportunities. Tabs can also be used to access custom objects and custom pages. They are typically located at the top of the screen and can be customized to fit the needs of the organization.

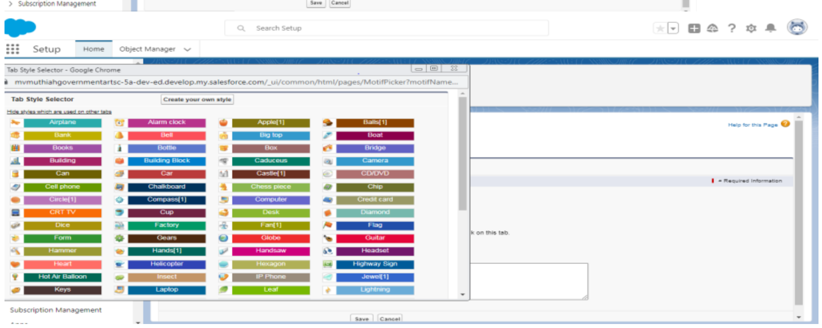
Activity :

How to create a tab

As we selected to launch a custom tab wizard in step 10, a custom tab wizard appears wherein we customize the look of the Job posting site object's tab

1. To Select the Tab Style: Click the magnifying glass and select Real Estate





2. Click Next.   3. Leave the profile as is and click Next.

4. In the Add to Custom Apps section: 5. Deselect Include Tab.

6. Select Append tab to users’ existing personal customizations.

7. Click Save

Milestone 5 : Fields

Fields in Salesforce represents what the columns represent in relational databases. It can store data values which are required for a particular object in a record. There are 2 types of fields in salesforce:

● Standard fields: There are four standard fields in every custom object that are Created By, Last Modified By, Owner, and the field created at the time of the creation of an object. These fields cannot be deleted or edited and they are always required. For standard objects, the fields which are present by default in them and cannot be deleted from standard objects are standard fields.

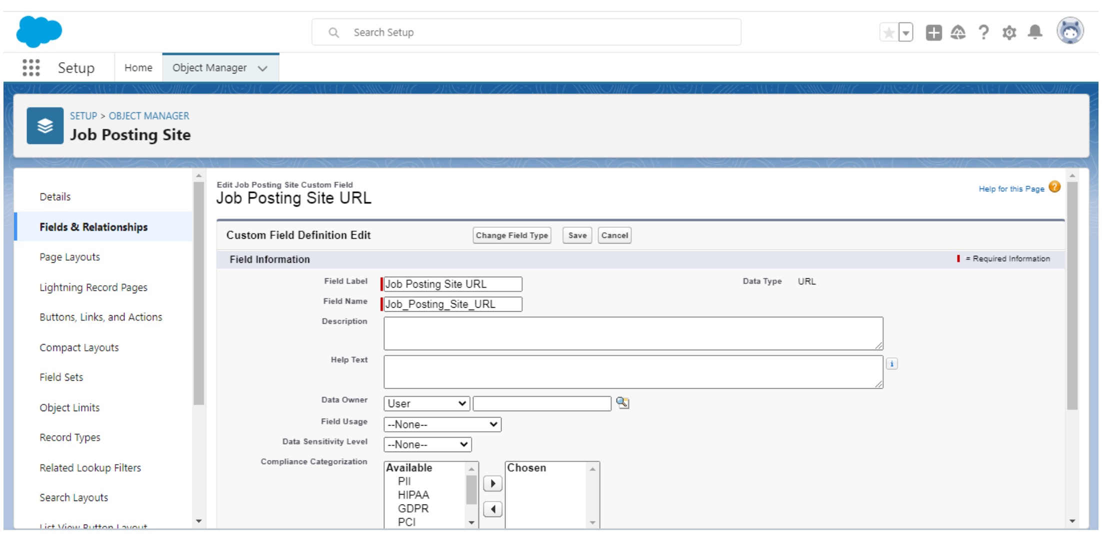
● Custom fields: The Custom fields which are added by the administrator/developer to meet the business requirements of any organization. They may or may not be required.

Activity-1

Create New Field for Job Posting site

From the object manager, click on the job posting site, then click on Fields & Relationships.

1. Click on new.



2. Select the data type as URL.

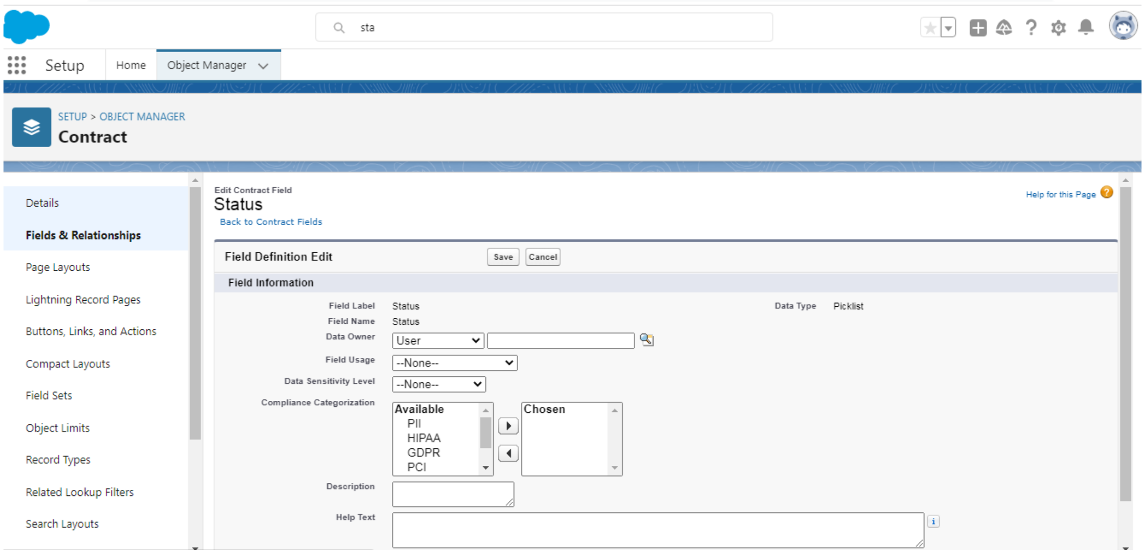
3. Click Next.

4. For Field Label, enter the Job Posting Site URL.

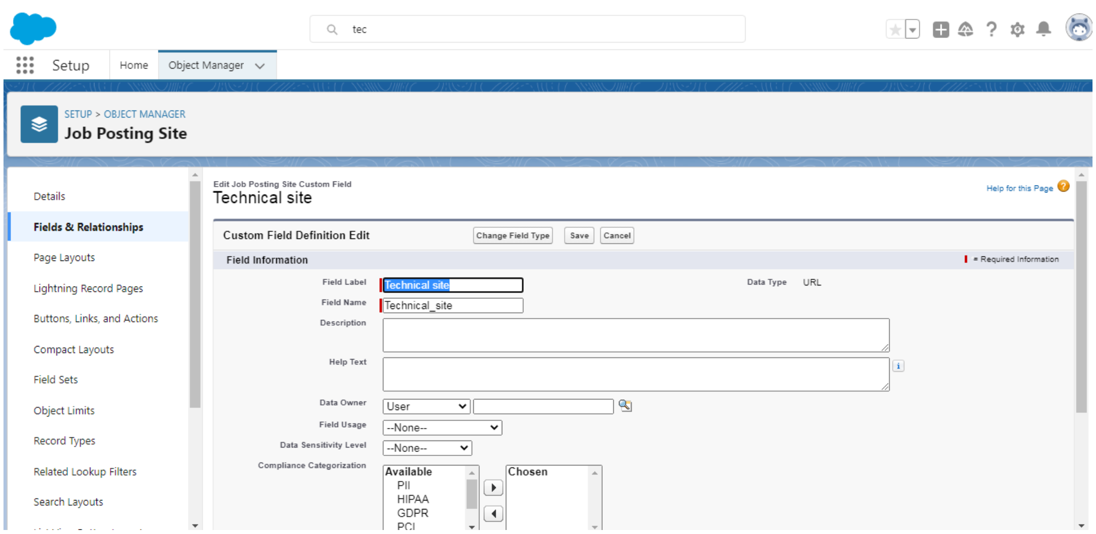
5. Click Next, Next, and click Save & New.

Create a Fields for Job Posting site

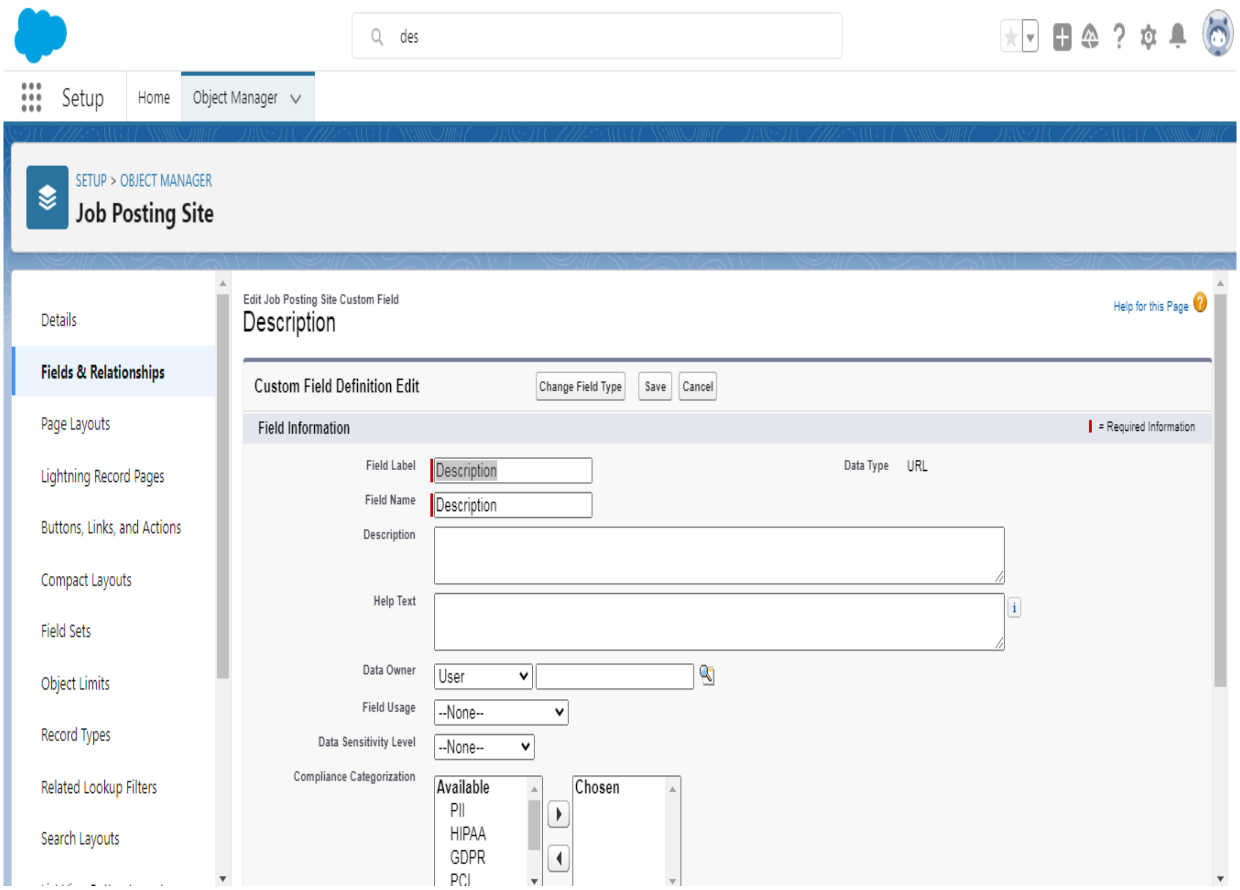
1. Status



2. Technical site



3. Description



Milestone 6 : Junction Object

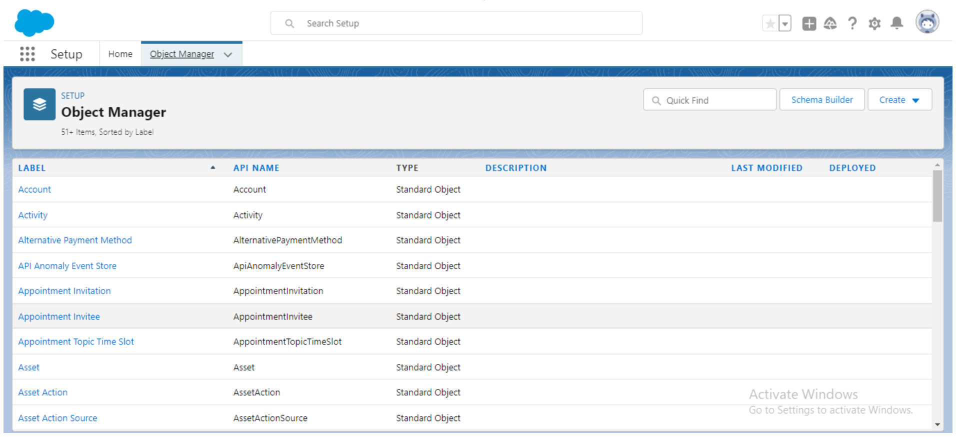
In Salesforce, a junction object is a custom object that is used to create a many-to-many relationship between two other objects. It connects two objects together by creating two one-to-many relationships, allowing data from both objects to be associated with each other in a single record. For example, if you have a custom object for "Projects" and another for "Teams," a junction object could be used to connect individual team members to multiple projects

Activity

Creating a custom junction object :

1. From setup, click object Manager.

2. Click create, select custom object.



3. Enter the label as "Job posting".

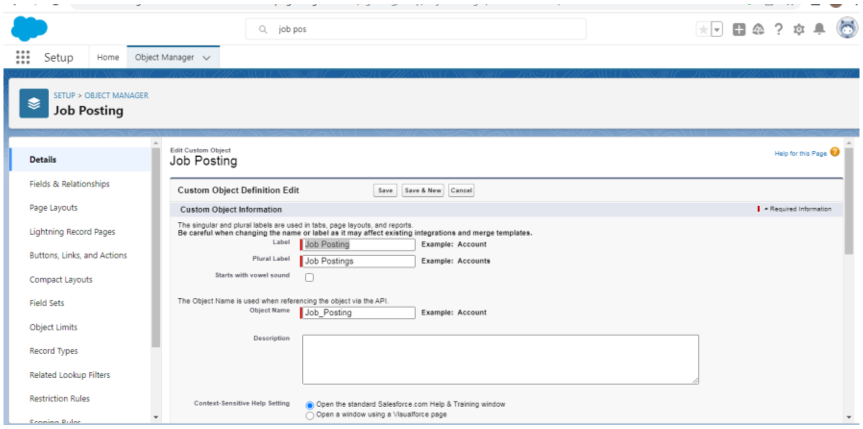
4. Enter the plural label as "Job postings".

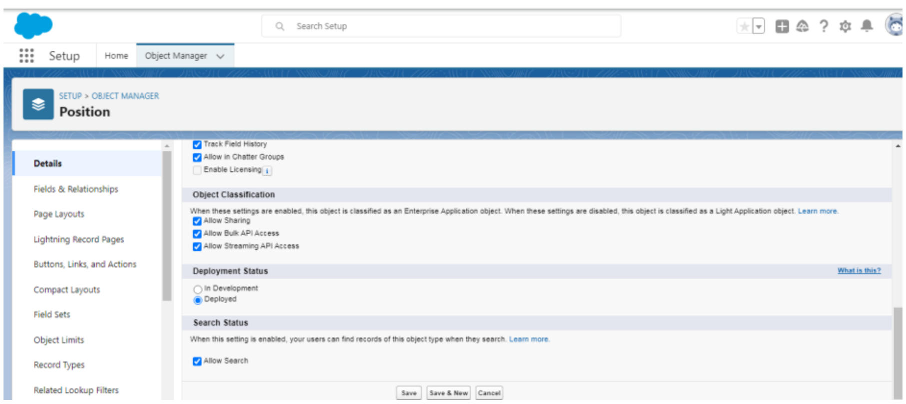
5. Enter the record name as "Job posting number".

6. select the data type as "Auto Number".

7. Enter the display format as "JOBPOST-{0000}"

8. Enter the Starting number as 1.





9. Leave everything else as is, and click save.

Activity: 2

Create a Relationships Object Creating a master-detail relationship between Job posting and job posting site.

1. From setup, click object manager.

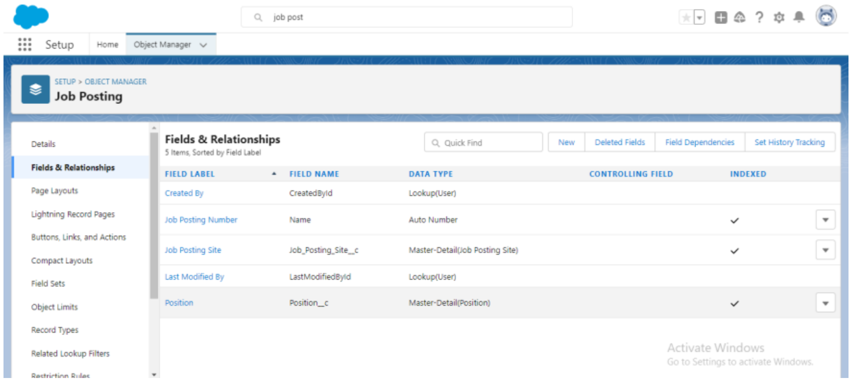
2. Select Job posting object, click on field and relationships, click New

3. Select the data type as Master-detail relationship.

4. Click Next, relate to the Job posting site.

5. Enter the label Job Posting site.

6. Click next, next, next and save.



Creating a master-detail relationship between job posting and position

1. From setup, click object manager.

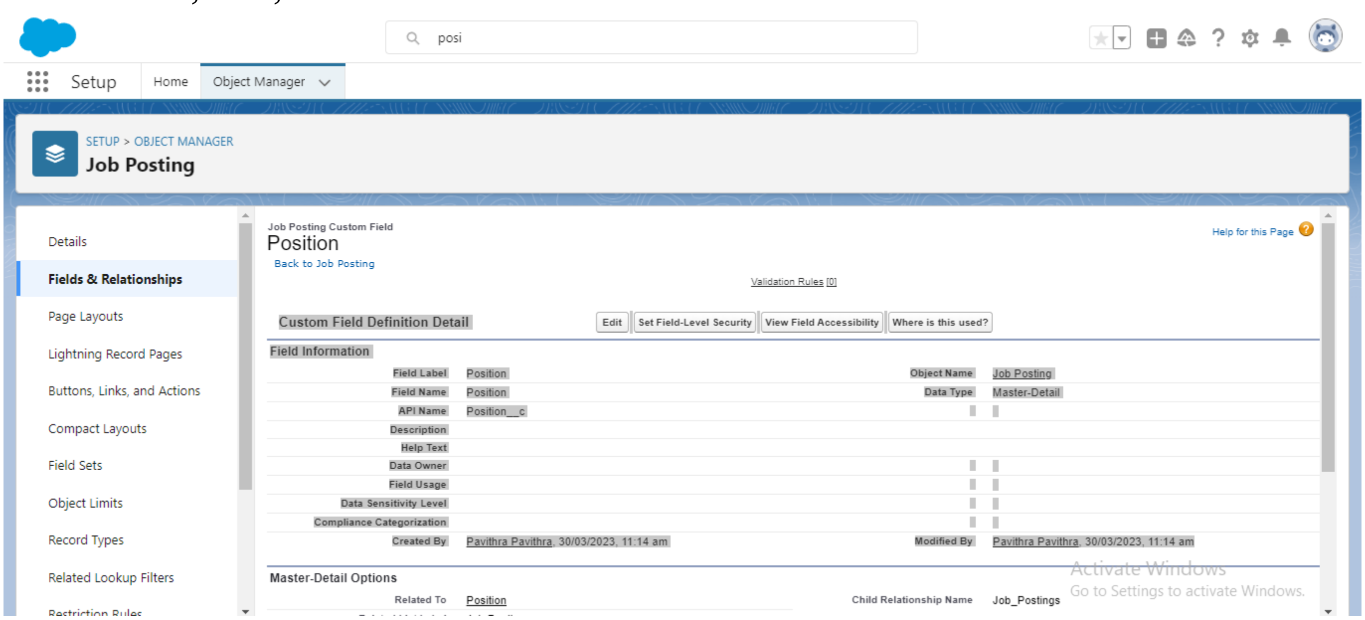
2. Select Job posting object, click on field and relationships, click new.

3. Select the data type as Master-detail relationship.

4. Click Next, relate to position.

5. Enter the label Position

6. Click next, next, next and save.



Milestone 7: Page Layout

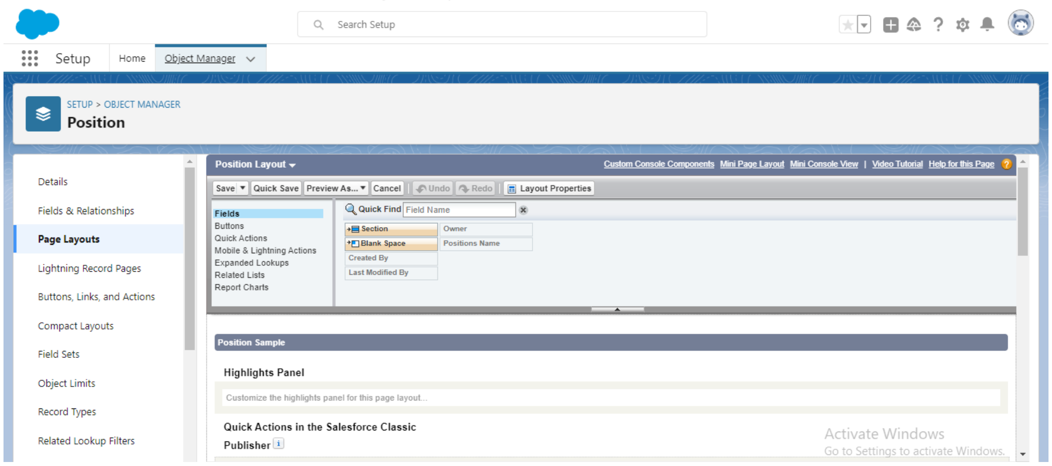
In Salesforce, a page layout is a visual design of a page that determines the organization and arrangement of fields, buttons, and other components on a page. Page layouts can be customized to show the fields and related information that are most relevant to different users, roles, and record types. They can also be used to control the visibility and access to fields, buttons, and other components on a page.

Activity-1

Modifying the page layouts :

1. From setup, click on object manager.

2. Click position, then page layouts.



3. Click down array next to the position layout and select edit.

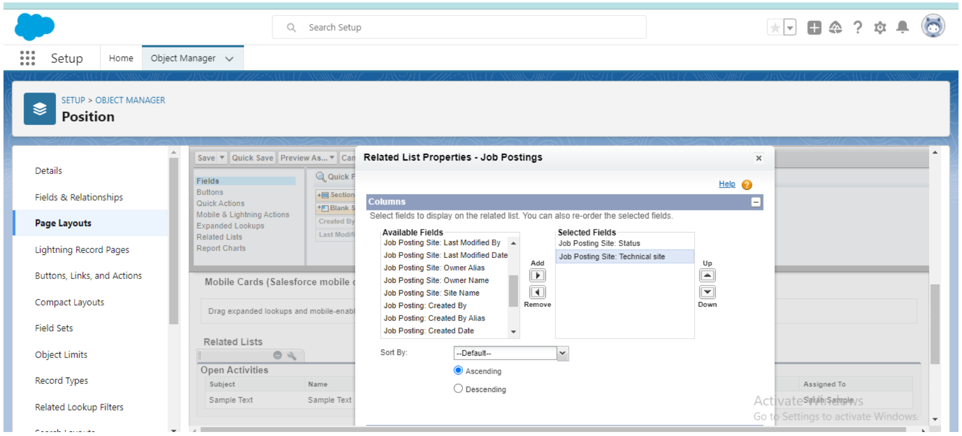
4. Scroll down to the job posting related list, and click the wrench icon in the header to edit it.

5. From the available fields section, select

Job posting site : Status
Job posting site : Technical Site

6. Click add.

7. From the selected fields section, select job posting : Job positing number, click

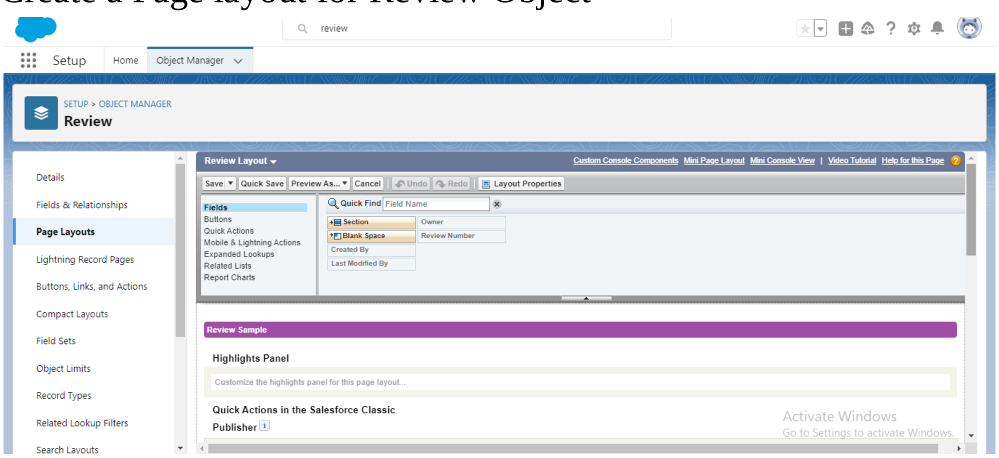


remove.

8. Click ok, then save.

Activity-2

Create a Page layout for Review Object



Milestone 8 : Validation Rules

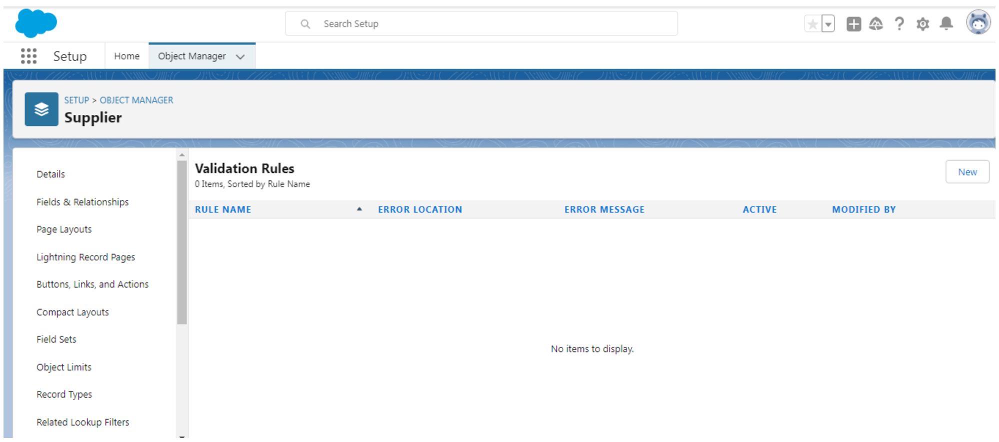
A validation rule is a process which checks out (validate) the inputs given by any user is correct or not according to your requirement.

Activity -1

Creating a Validation Rule:

To create a validation rule:

Go to object manager, select the object on which validation rule has to be implemented, scroll down and click validation rule, New.



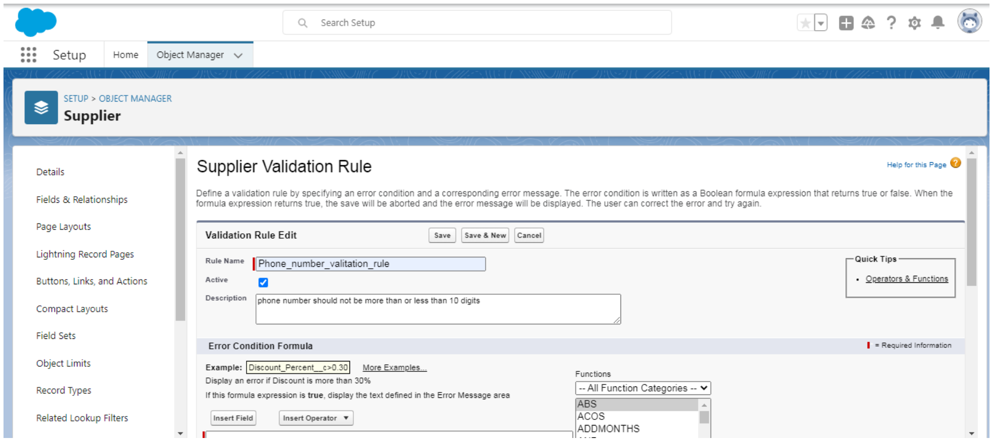
Give details as:

1. Rule name: Phone number validation rule.

2. Active: checked

3. Description: phone number should not be more than or less than 10 digits.

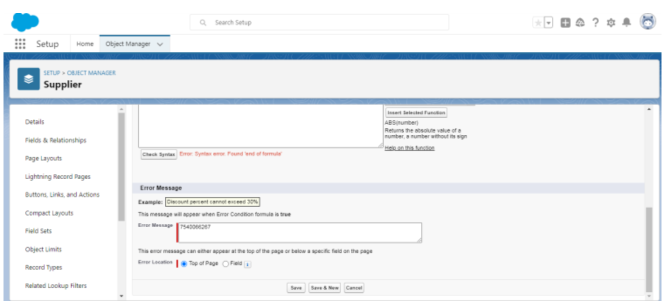
4. Under Error Condition Formula: write the condition using insert field, insert operator, insert function 5. Using check syntax: check if the formula you entered



6. Error Message: Please give a valid phone number

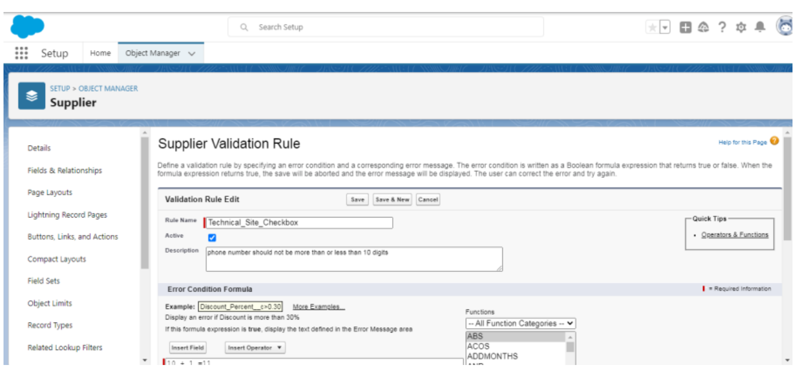
7. Error location: select field

8. Save



Activity-2

Create a Validation rule For Technical Site Checkbox is equal to True.

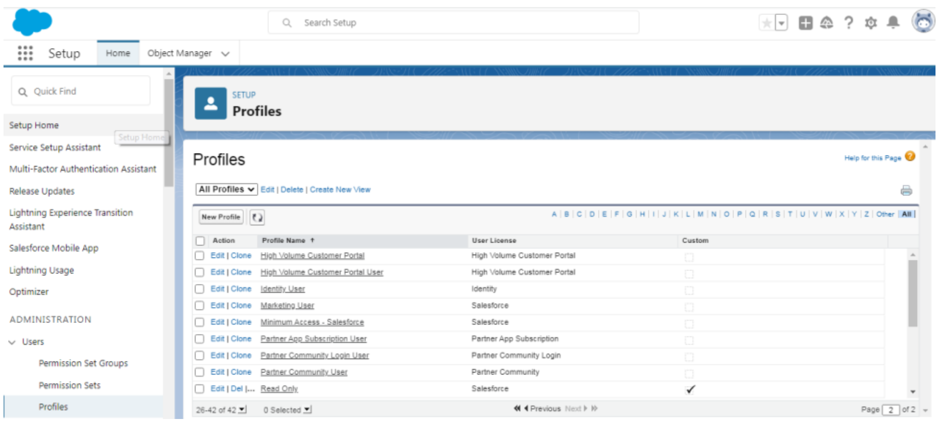


Milestone 9 : Profile

A profile is a group/collection of settings and permissions that define what a user can do in salesforce. A profile controls “Object permissions, Field permissions, User permissions, Tab settings, App settings, Apex class access, Visualforce page access, Page layouts, Record Types, Login hours & Login IP ranges. A profile can be assigned to many users, but user can be assigned single profile at a time.

Activity

Creation on profile: From Setup enter Profiles in the Quick Find box, and select



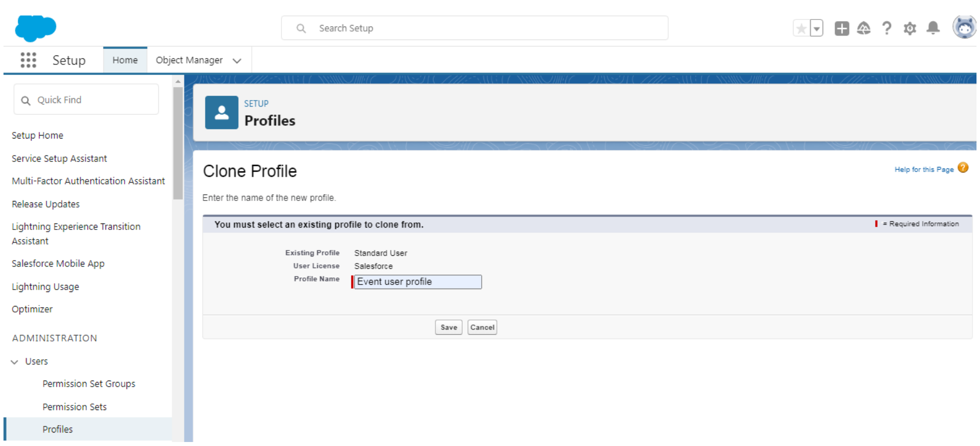
Profiles.

1. From the list of profiles, find Standard User.

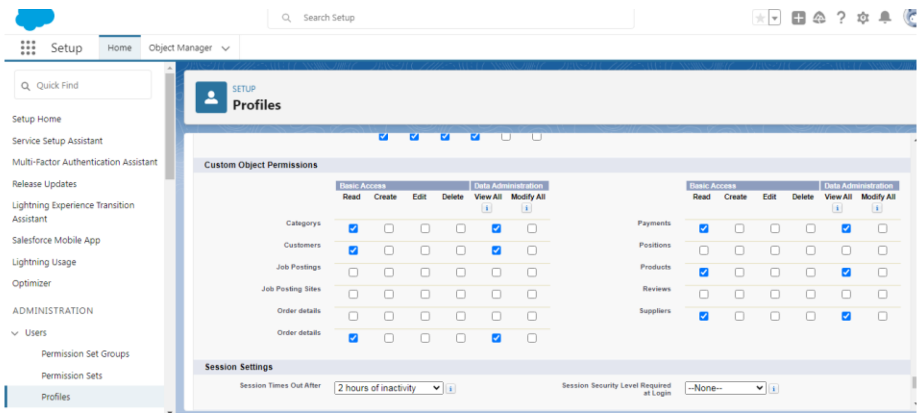
2. Click Clone.

3. For Profile Name, enter Event user profile.

4. Click Save

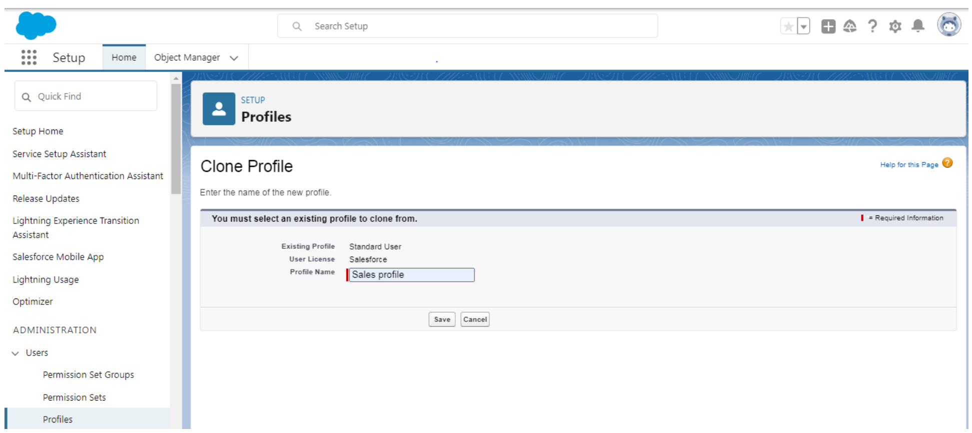


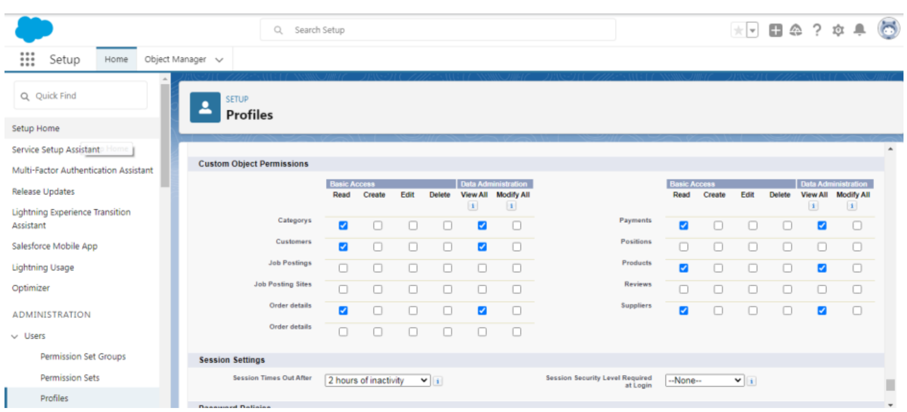
5. While still on the Event profile page, then click Edit.
6. 6. Scroll down to Custom Object Permissions and Give view all access permissions to the Order details, supplier, product, customer, category, payment



Activity-2

Create a profile with the profile name as “Sales profile”





Milestone 10: User

What is a user?

A user is anyone who logs in to Salesforce. Users are employees at your company, such as sales reps, managers, and IT specialists, who need access to the company's records. Every user in Salesforce has a

user account. The user account identifies the user, and the user account settings determine what features and records the user can access

Activity-1

Creating a User:

From setup type “users” in quick find and select users, then click New User

First Name: Sanjay ·

Last Name: Gupta ·

Alias: Sanj ·

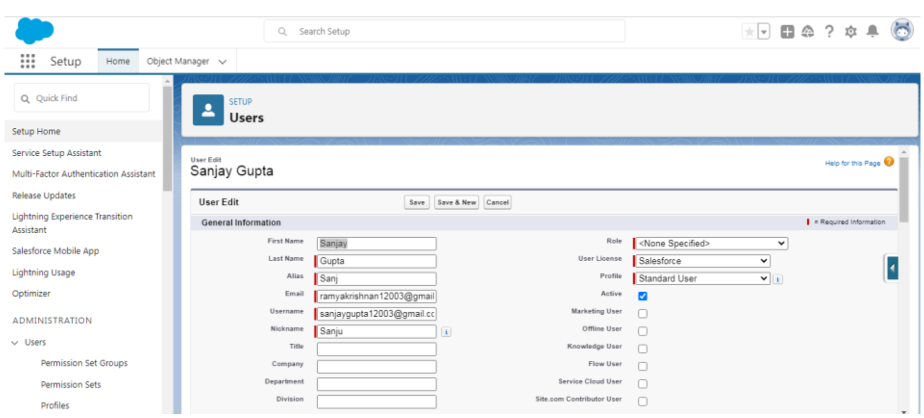
Email: provide your personal email id for future reference ·

Username: sanjaygupta@thesmartbridge.com ·

: Sanju · Role: leave it as default ·

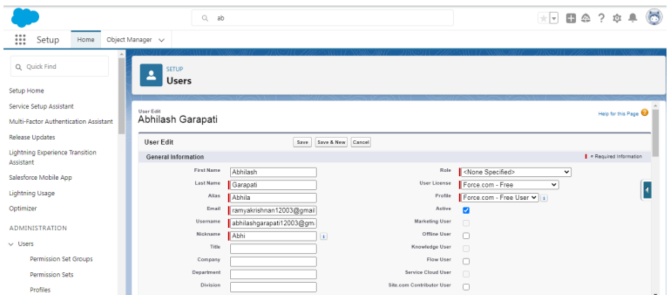
User License: Salesforce

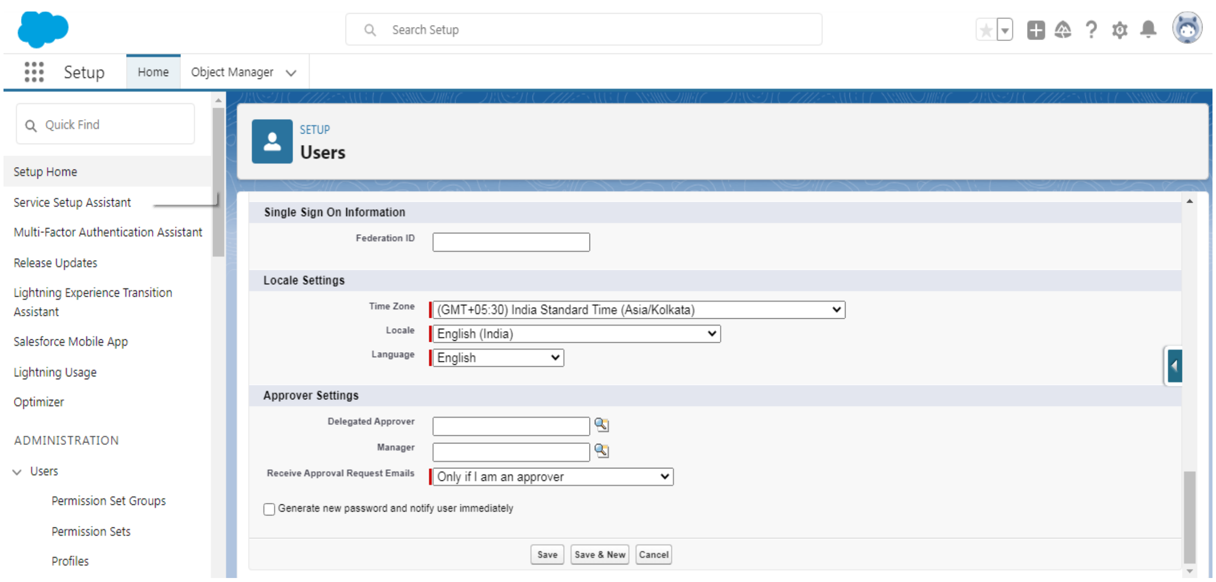
Profile: Event User Profile



Activity-2

Create a user with a username as “Abhilash Garapati”, and assign him the sales profile.





Milestone 11 : Permission set

In Salesforce, a permission set is a collection of settings and permissions that give users access to various tools and functionality in the platform. Permission sets can be used to grant additional access to users beyond what is included in their profile, without modifying the profile itself. This allows for granular control over user access and permissions within the Salesforce environment. Permission sets can be assigned to individual users or to a group of users.

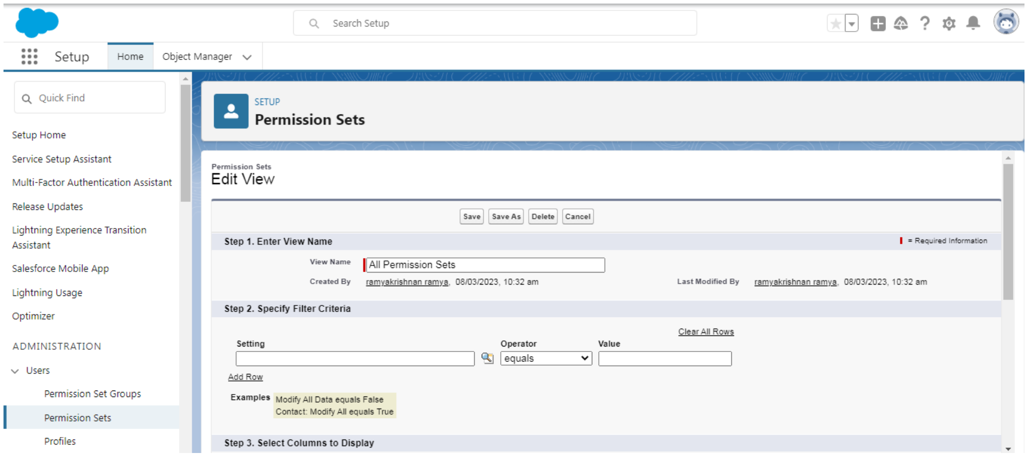
Activity-1

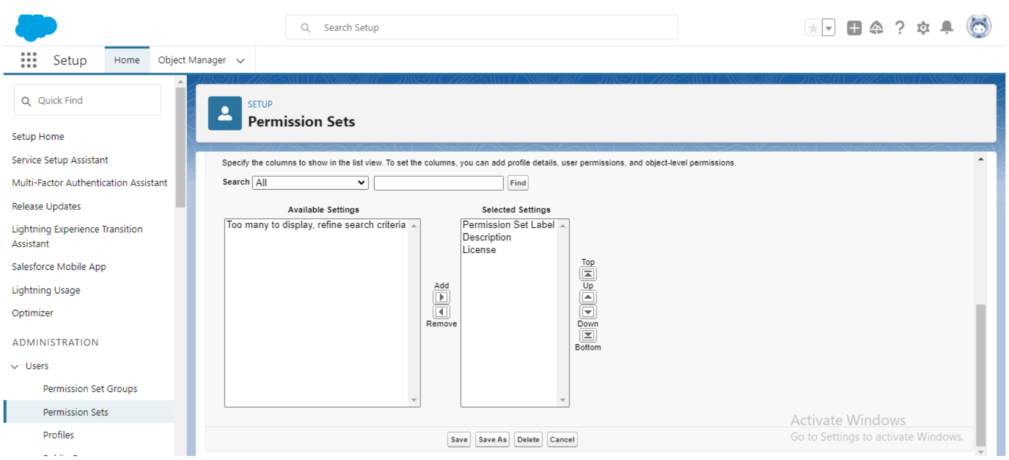
Creating a Permission Set:

1. From setup search “permission sets” in quick find and select permission set then click on New.

2. Select the report type Attendees with events for the report, and click Create.

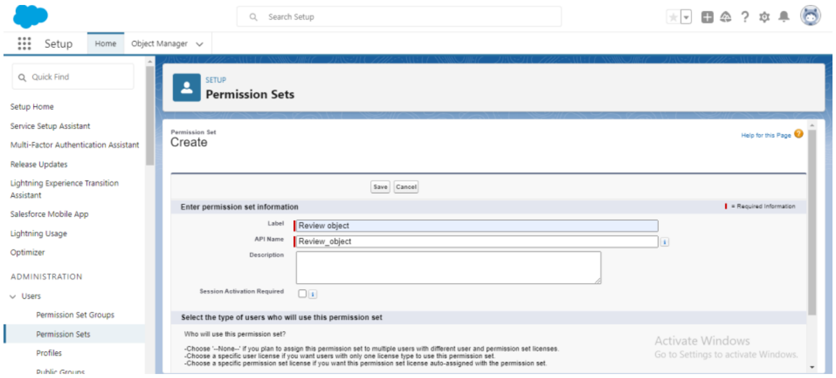
3. Customize your report accordingly and include all fields, then save or run it





Activity-2

Create a Permission set for review Object.



Milestone 12: Reports

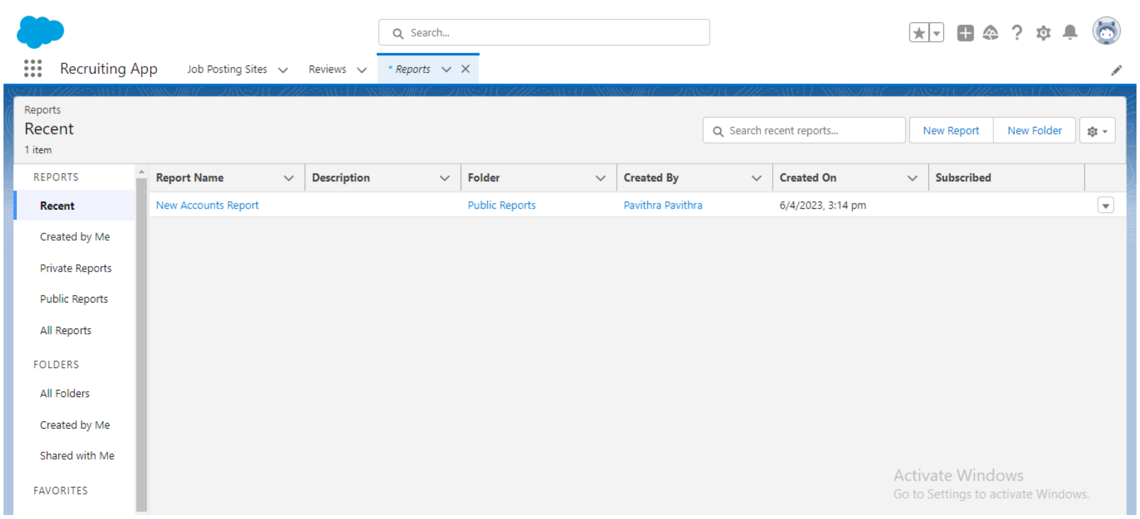
What are Reports?

A report is a list of records that meet the criteria you define. It's displayed in rows and columns, and can be filtered, grouped, or displayed in a graphical chart. Every report is stored in a folder. Folders can be public, hidden, or shared, and can be set to read-only or read

Activity-1

Reports:

1. From the Reports tab, click New Report.
2. Select the report type Attendees with events for the report, and click Create
3. Customize your report accordingly and include all fields, then save or run it.



Trailhead Profile Public URL

Team Lead – trailblazer.me/id/pg-tr024

Team Member1

Team Member2

Team Member3

ADVANTAGES & DISADVANTAGE

ADVANTAGE

1. Reducing hiring time

Internal hiring means you're choosing candidates who are already part of your workplace. This may allow you to look at their public schedules and see what times they're available to meet and discuss plans rather than engaging in lengthy phone or email exchanges.

2. Reducing onboarding

Current company employees may not need an extended onboarding or training period before starting a new position within the same company. They likely already understand most company practices and policies.

3. Saving money during hiring

Hiring internally can reduce the need for spending additional money on the recruitment process. Companies may save money paying for job board services or posting the listings with paid media outlets. They can instead share hiring news through company emails and newsletters or in-person at staff meetings.

DISADVANTAGE

1. Making a hole in the team

Promoting or hiring from within may leave a gap in a team or department. Unless they eliminate the candidate's old position, the company must then hire an external candidate or promote from within to fill that job.

2. Limiting the application pool

Choosing only to recruit internally may cause companies to miss candidates with additional skills and fresh ideas that current employees don't possess. This could create stagnation in progress and innovation within the team.

APPLICATIONS

These systems are being designed to improve the efficiency of recruiters as well as job seekers. Recruitment management systems have a range of components and functions. They include applicant tracking systems for managing job postings and applications, and customer relationship management -type functions to keep applicants connected and engaged.

CONCLUSION

Conclusion 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.

FUTURE SCOPE

HR will always have a scope as it is an evolving field. Future HR will be a blend of technology and people analytics. How will Human Resource