



# GOVERNMENT OF TAMILNADU

## Naan Muthalvan - Project-Based Experiential Learning

### RECRUITING ASSISTANT FOR HR MANAGERS

Submitted by

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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

**DINDIGUL-624001.**

**APRIL - 2023**

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.

**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

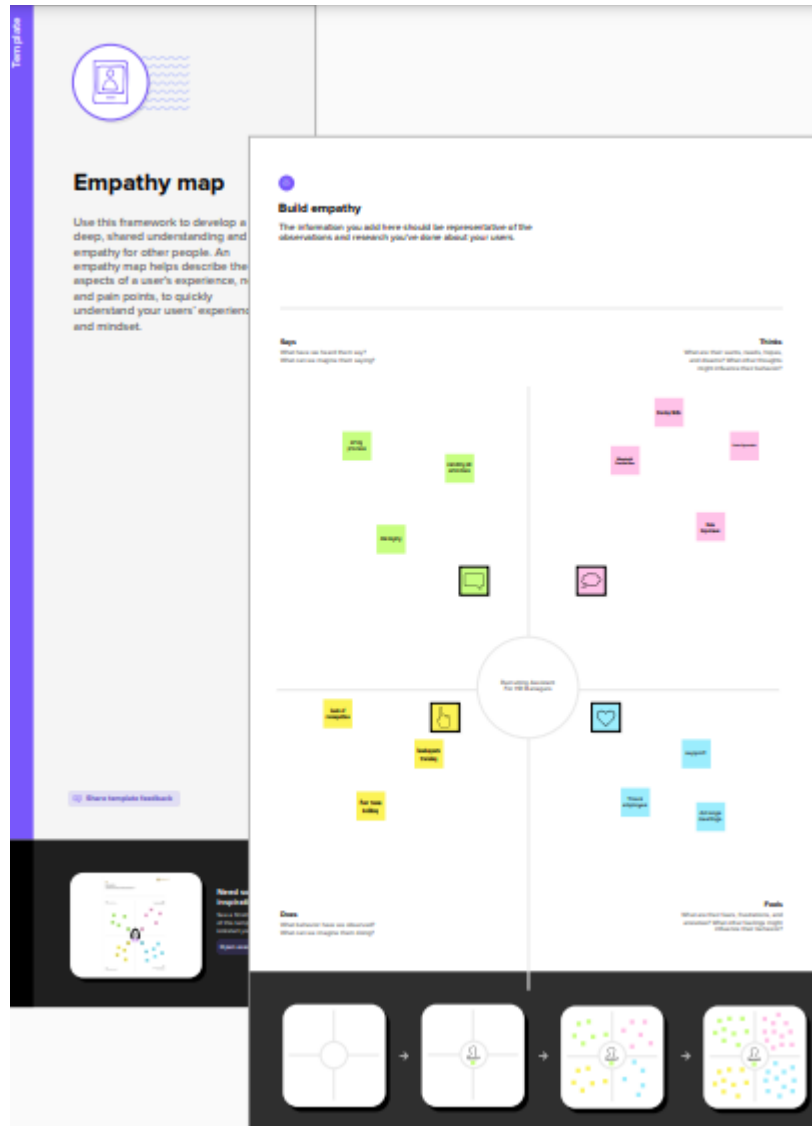
This approach is effective in stimulating the success percentage of the company's selecting process. It analyzes all the job applications to minimize the frequency of unqualified and exaggerating candidates. Only qualified employee's applications are advanced to the **next stage of the recruitment** process.

4. Improves the Credibility of the Organization

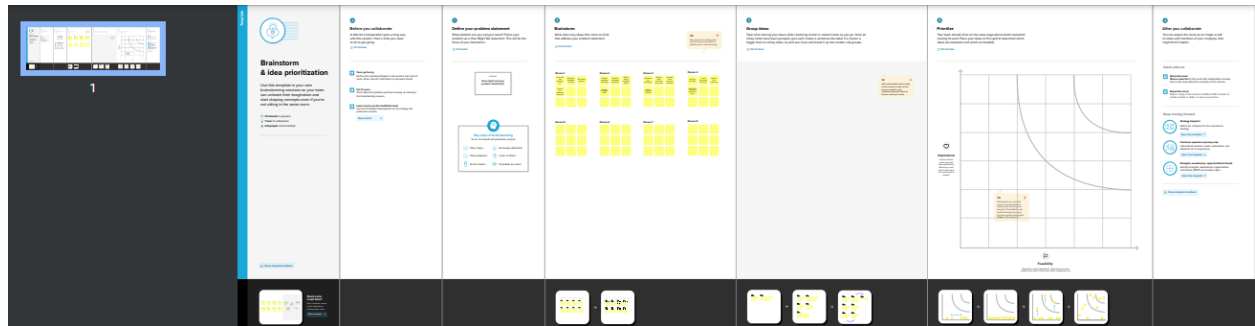
A business organization's reputation is bolstered by a strong recruitment process. It assesses the validity of job openings and reflects the professionalism and authenticity of the company. The adoption of a good application method by a company organization will aid in increasing the trust of job applicants. 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	Text
	URL	
Review	Field label	Data Type
	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](https://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 receive 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](https://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.



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?](#)

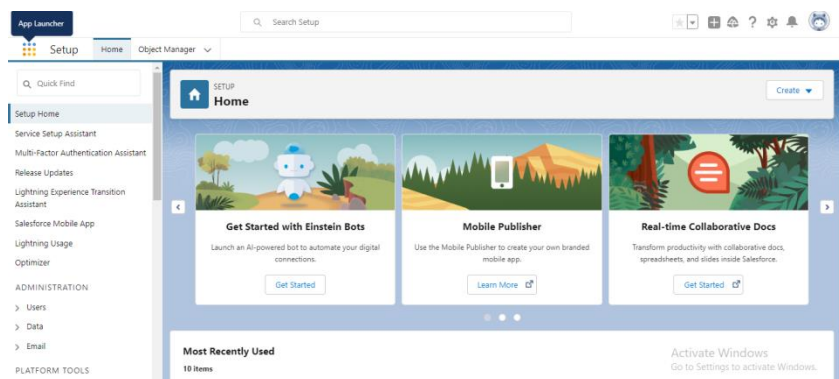


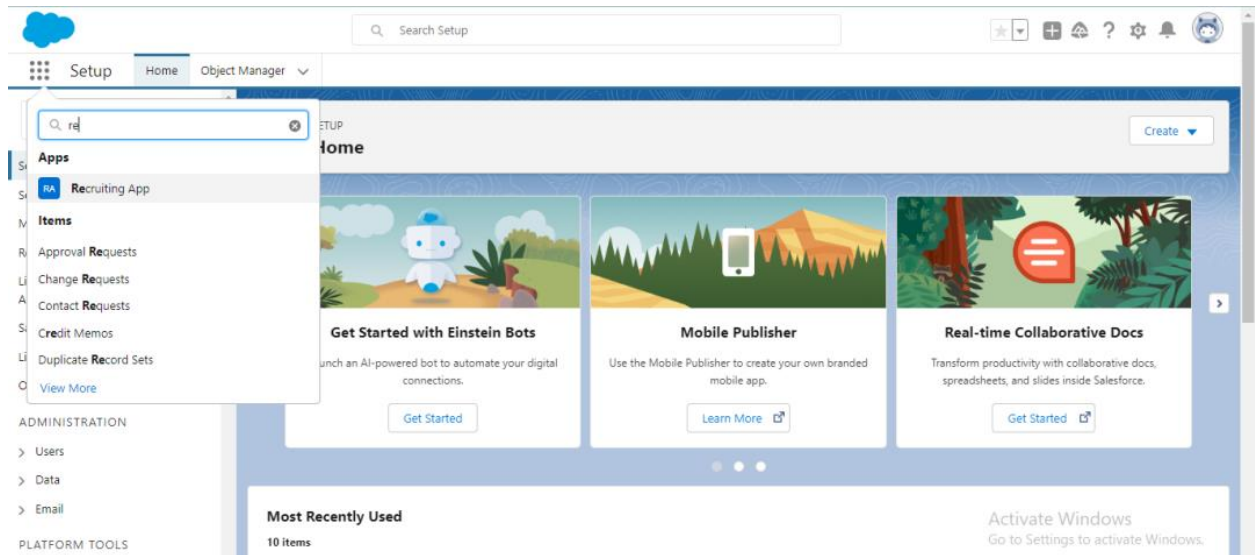
## Milestone 2 : Package installation

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:

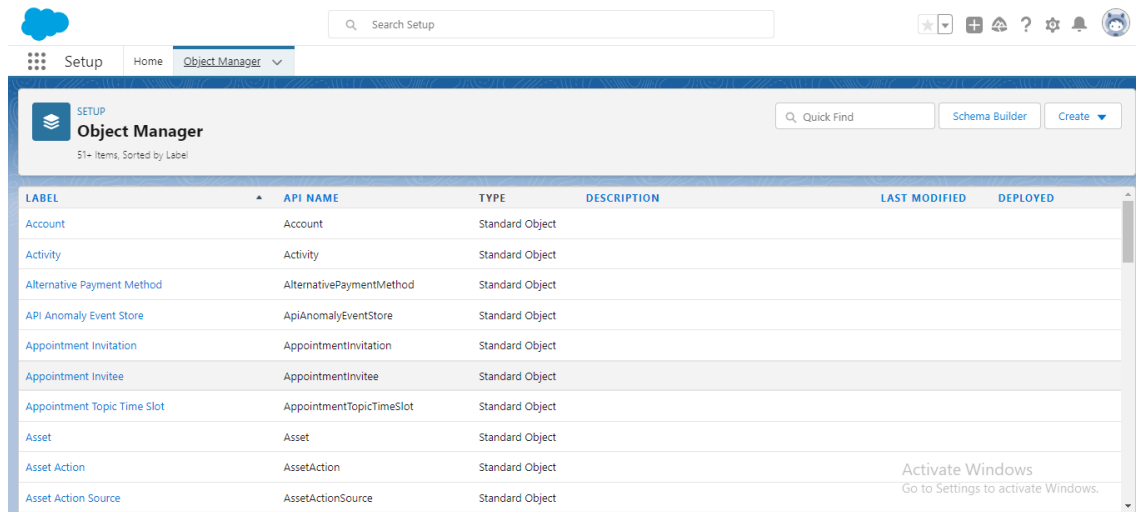
- **Standard Objects:** Standard objects are the kind of objects that are provided by salesforce.com such as users, contracts, reports, dashboards, etc.
- **Custom Objects:** Custom objects are those objects that are created by users. They supply information that is unique and essential to their organization. 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

Setup > 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

Custom Object Definition Edit

Custom Object Information

The singular and plural labels are used in tabs, page layouts, and reports. Be careful when changing the name or label as it may affect existing integrations and merge templates.

Label:  Example: Account

Plural Label:  Example: Accounts

Starts with vowel sound: ☐

The Object Name is used when referencing the object via the API.

Object Name:  Example: Account

Description:

Context-Sensitive Help Setting: ☒ Open the standard Salesforce.com Help & Training window ☐ Open a window using a Visualforce page

Setup > 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

Allow Reports: ☒

Allow Activities: ☐

Track Field History: ☒

Allow in Chatter Groups: ☐

Enable Licensing: ☐

Object Classification

When these settings are enabled, this object is classified as an Enterprise Application object. When these settings are disabled, this object is classified as a Light Application object. [Learn more.](#)

Allow Sharing: ☒

Allow Bulk API Access: ☒

Allow Streaming API Access: ☒

Deployment Status

☐ In Development ☒ Deployed [What is this?](#)

Search Status

When this setting is enabled, your users can find records of this object type when they search. [Learn more.](#)

Allow Search: ☒

Save Save & New Cancel

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

Setup > OBJECT MANAGER  
Review

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

Custom Object Definition Edit

Custom Object Information

The singular and plural labels are used in tabs, page layouts, and reports. Be careful when changing the name or label as it may affect existing integrations and merge templates.

Label:  Example: Account

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The Object Name is used when referencing the object via the API.

Object Name:  Example: Account

Description:

Context-Sensitive Help Setting: ☒ Open the standard Salesforce.com Help & Training window ☐ Open a window using a Visualforce page

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

Setup > OBJECT MANAGER  
Review

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

The Record Name appears in page layouts, key lists, related lists, lookups, and search results. For example, the Record Name for Account is "Account Name" and for Case it is "Case Number". Note that the Record Name field is always called "Name" when referenced via the API.

Record Name:  Example: Account Name

Data Type:

Display Format:  Example: A-{0000} What is This?

Optional Features

- ☒ Allow Reports
- ☒ Allow Activities
- ☒ Track Field History
- ☒ Allow in Chatter Groups
- ☐ Enable Licensing

Object Classification

When these settings are enabled, this object is classified as an Enterprise Application object. When these settings are disabled, this object is classified as a Light Application object. [Learn more.](#)

- ☒ Allow Sharing
- ☒ Allow Bulk API Access
- ☒ Allow Streaming API Access

Deployment Status

☐ In Development ☒ Deployed

## Milestone 4 : Tabs

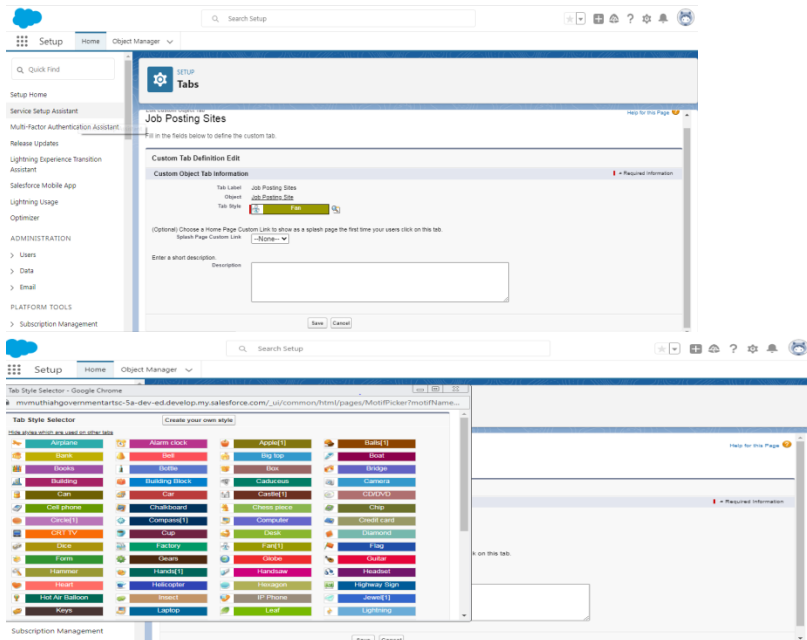
In Salesforce, a tab is a user interface element that allows users to navigate to different sections of the platform, such as Accounts, Contacts, Leads, and Opportunities. Tabs can also be used to access custom objects and custom pages. They are typically located at the top of the screen and can be customized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

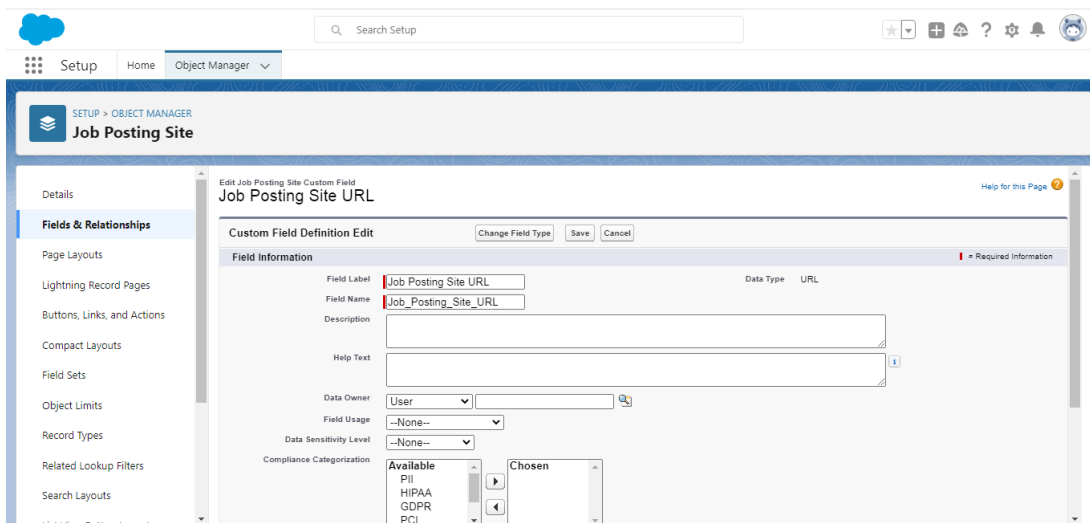
- **Standard fields:** There are four standard fields in every custom object that are Created By, Last Modified By, Owner, and the field created at the time of the creation of an object. These fields cannot be deleted or edited and they are always required. For standard objects, the fields which are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



The screenshot shows the Salesforce 'Custom Field Definition Edit' page for the 'Job Posting Site URL' field. The page is titled 'Edit Job Posting Site Custom Field' and 'Job Posting Site URL'. The 'Field Information' section includes fields for 'Field Label' (Job Posting Site URL), 'Field Name' (Job\_Posting\_Site\_URL), 'Description', and 'Help Text'. The 'Data Type' is set to 'URL'. The 'Data Owner' is set to 'User'. The 'Field Usage' is set to '--None--'. The 'Data Sensitivity Level' is set to '--None--'. The 'Compliance Categorization' section shows a list of available categories (PII, HIPAA, GDPR, PCI) and a 'Chosen' list. The 'Required Information' indicator is present in the top right corner.

#### 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

The screenshot shows the 'Edit Contract Field' form for a field named 'Status'. The form is titled 'Field Definition Edit' and includes a 'Save' button and a 'Cancel' button. The 'Field Information' section contains the following fields: 'Field Label' (Status), 'Field Name' (Status), 'Data Owner' (User), 'Field Usage' (--None--), 'Data Sensitivity Level' (--None--), and 'Compliance Categorization' (Available: PII, HIPAA, GDPR, PCI; Chosen: ). The 'Description' field is empty, and the 'Help Text' field is also empty. The left sidebar shows the 'Object Manager' menu with 'Status' selected.

## 2. Technical site

The screenshot shows the 'Edit Job Posting Site Custom Field' form for a field named 'Technical site'. The form is titled 'Custom Field Definition Edit' and includes a 'Change Field Type' button, a 'Save' button, and a 'Cancel' button. The 'Field Information' section contains the following fields: 'Field Label' (Technical site), 'Field Name' (Technical\_site), 'Data Type' (URL), 'Description' ( ), 'Help Text' ( ), 'Data Owner' (User), 'Field Usage' (--None--), 'Data Sensitivity Level' (--None--), and 'Compliance Categorization' (Available: PII, HIPAA, GDPR, PCI; Chosen: ). The 'Description' field is empty, and the 'Help Text' field is also empty. The left sidebar shows the 'Object Manager' menu with 'Technical site' selected.



### 3. Description

The screenshot shows the Salesforce interface for editing a custom field. The top navigation bar includes the Salesforce logo, a search bar with 'des', and various utility icons. The main navigation menu on the left lists 'Setup', 'Home', and 'Object Manager'. The 'Object Manager' sub-menu is open, showing 'Job Posting Site' under 'SETUP > OBJECT MANAGER'. The left sidebar contains a list of configuration options: '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 is titled 'Edit Job Posting Site Custom Field' and 'Description'. It features a 'Custom Field Definition Edit' section with buttons for 'Change Field Type', 'Save', and 'Cancel'. Below this is the 'Field Information' section, which includes fields for 'Field Label' (Description), 'Field Name' (Description), 'Description', and 'Help Text'. It also has dropdowns for 'Data Owner' (User), 'Field Usage' (--None--), and 'Data Sensitivity Level' (--None--). At the bottom, there is a 'Compliance Categorization' section with 'Available' and 'Chosen' lists. The 'Available' list contains PII, HIPAA, GDPR, and PCI. The 'Chosen' list is currently empty.

Setup > 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

Edit Job Posting Site Custom Field  
Description

Custom Field Definition Edit  
Change Field Type Save Cancel

Field Information ! = Required Information

Field Label Description  
Field Name Description  
Description  
Help Text  
Data Owner User  
Field Usage --None--  
Data Sensitivity Level --None--  
Compliance Categorization  
Available: PII, HIPAA, GDPR, PCI  
Chosen:

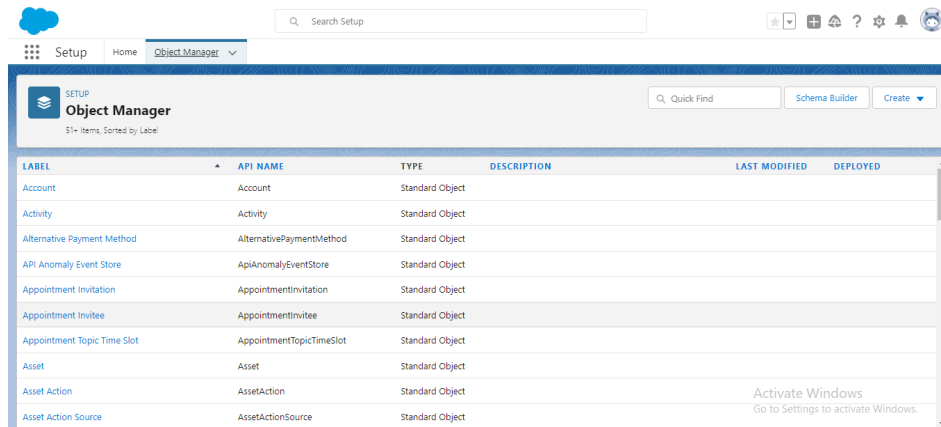
## Milestone 6 : Junction Object

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

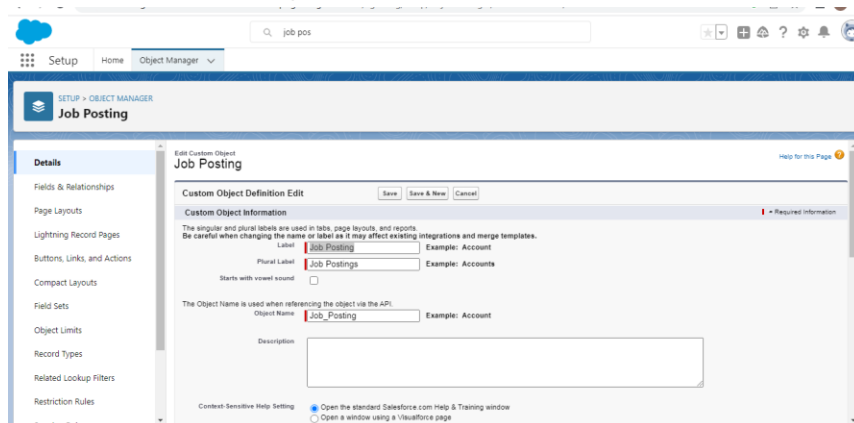
Creating a custom junction object :

1. From setup, click object Manager.
2. Click create, select custom object.

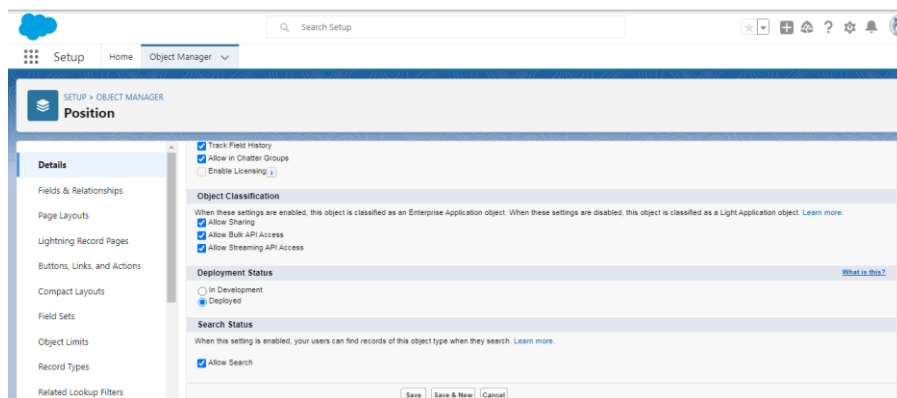


3. Enter the label as "Job posting".
4. Enter the plural label as "Job postings".
5. Enter the record name as "Job posting number".
6. select the data type as "Auto Number".
7. Enter the display format as "JOBPOST-{0000}"

8. Enter the Starting number as 1.



The screenshot shows the Salesforce Setup interface with the 'Object Manager' tab selected. The 'Job Posting' object is being edited. The 'Custom Object Definition Edit' section is visible, showing fields for 'Label' (Job Posting), 'Plural Label' (Job Postings), 'Object Name' (Job\_Posting), and 'Description'. The 'Starting number' is set to 1. The 'Save' button is highlighted.



The screenshot shows the Salesforce Setup interface with the 'Object Manager' tab selected. The 'Position' object is being edited. The 'Details' section is visible, showing fields for 'Track Field History', 'Allow in Chatter Groups', 'Enable Licensing', 'Object Classification', 'Deployment Status', and 'Search Status'. The 'Save' button is highlighted.

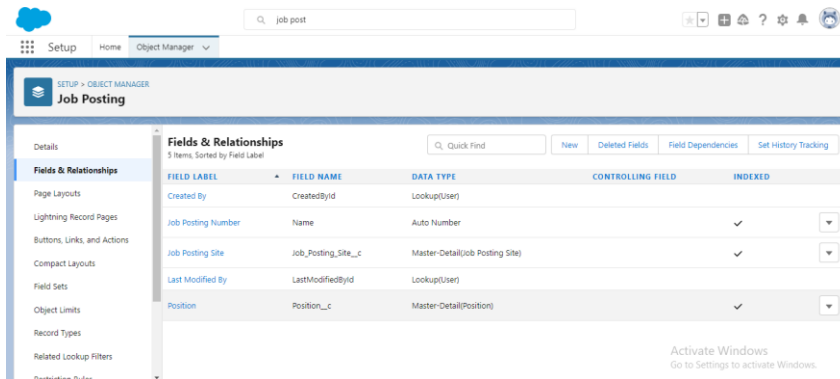
9. Leave everything else as is, and click save.

Activity: 2

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

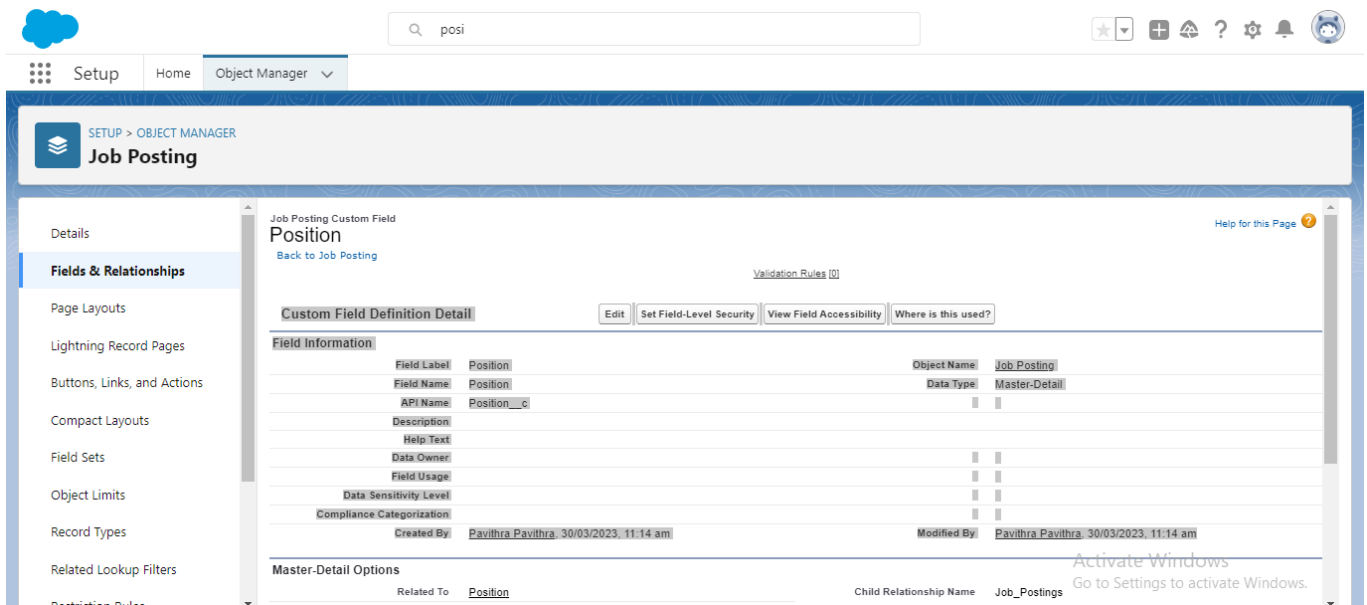
1. From setup, click object manager.
2. Select Job posting object, click on field and relationships, click New
3. Select the data type as Master-detail relationship.
4. Click Next, relate to the Job posting site.
5. Enter the label Job Posting site.

## 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.



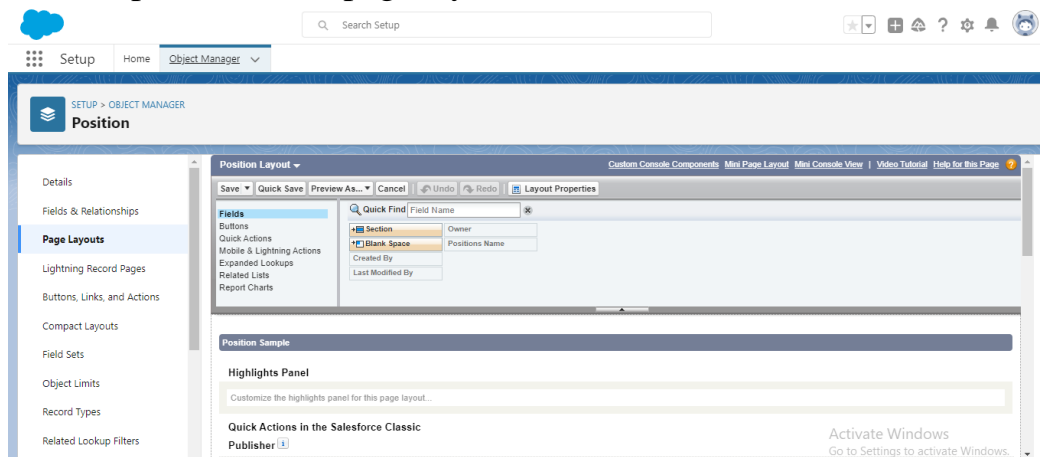
## Milestone 7: Page Layout

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

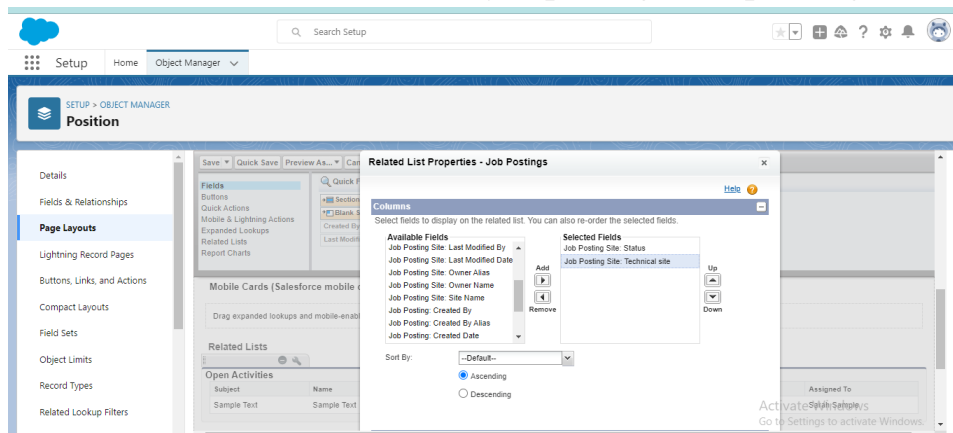
Modifying the page layouts :

1. From setup, click on object manager.
2. Click position, then page layouts.



3. Click down arrow 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.

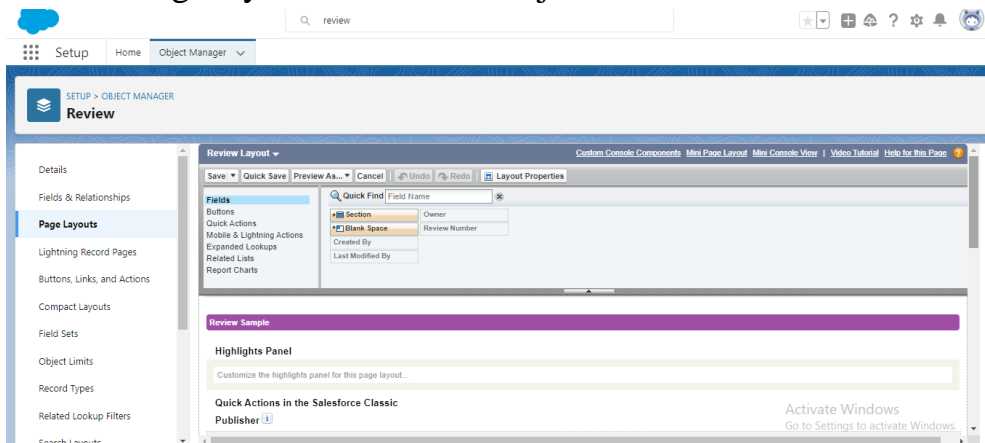
7. From the selected fields section, select job posting : Job positing number, click



8. Click ok, then save.

## Activity-2

Create a Page layout for Review Object



## Milestone 8 : Validation Rules

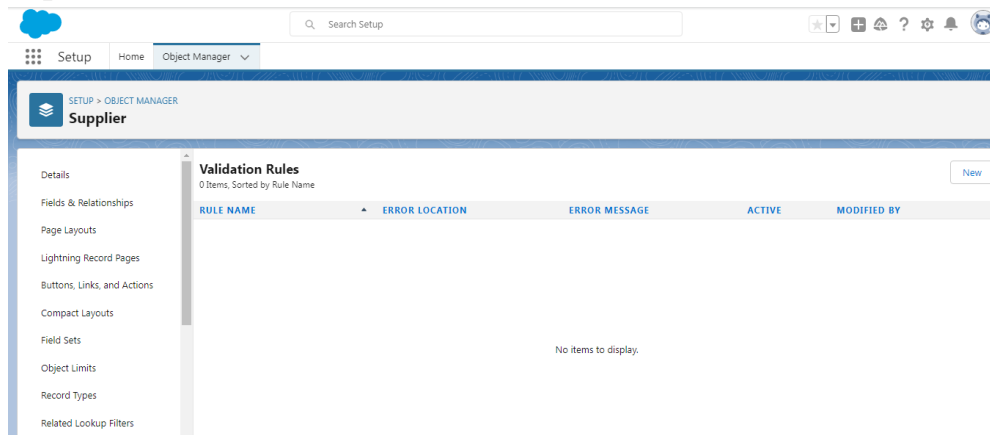
A validation rule is a process which checks out (validate) the inputs given by any user is correct or not according to your requirement.

### 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

**Supplier 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

Insert Field [ ] Insert Operator [ ]

Functions:    
 ABS   
 ACOS   
 ADDMONTHS

6. Error Message: Please give a valid phone number

7. Error location: select field

8. Save

**Supplier 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.

**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]

Activity-2

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

**Supplier 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]

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Example:  [More Examples...](#)

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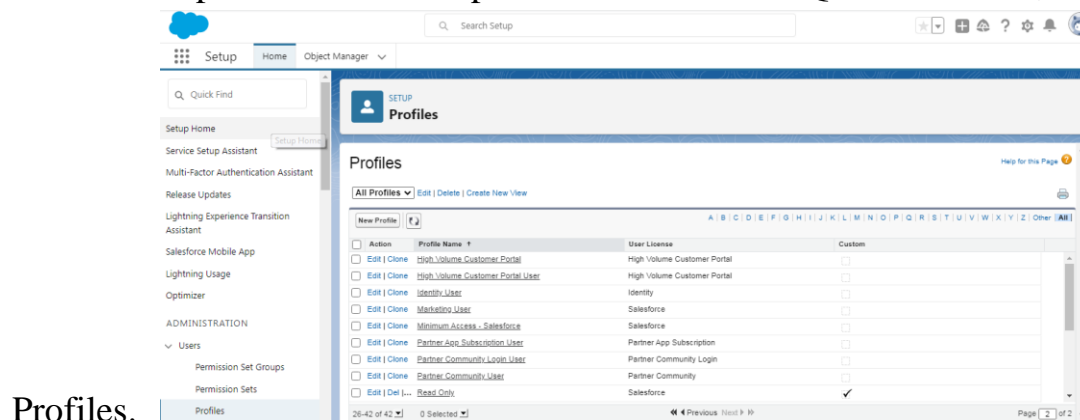


## Milestone 9 : Profile

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.

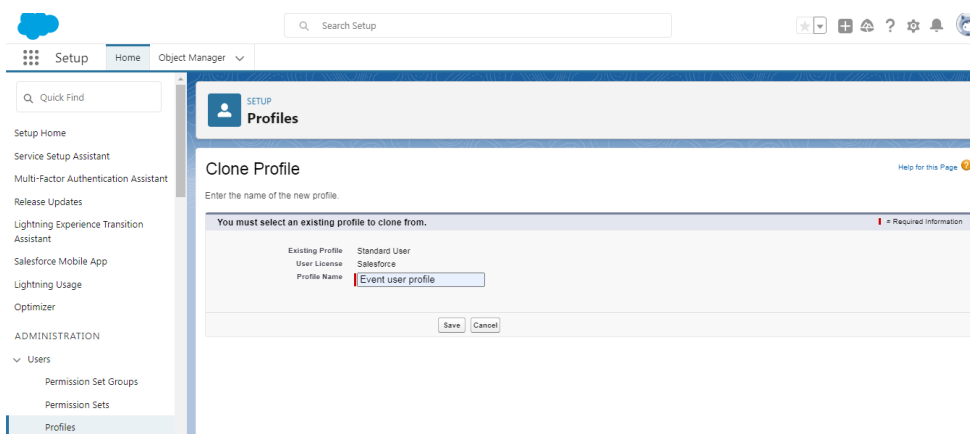
### Activity

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

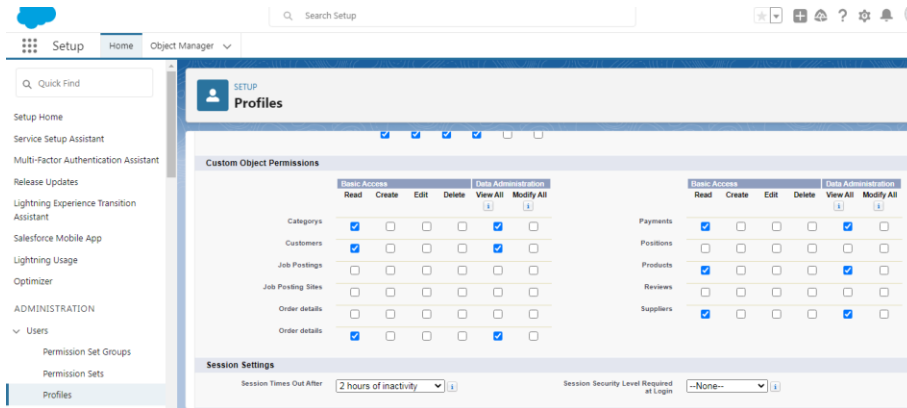


Profiles.

1. From the list of profiles, find Standard User.
2. Click Clone.
3. For Profile Name, enter Event user profile.
4. Click Save

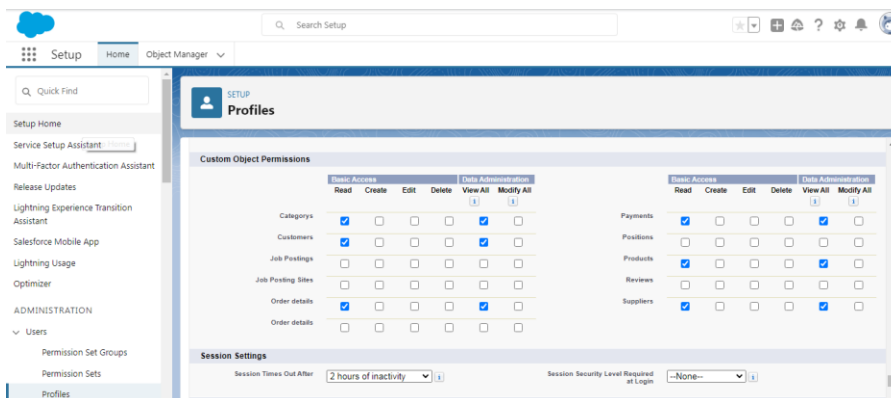
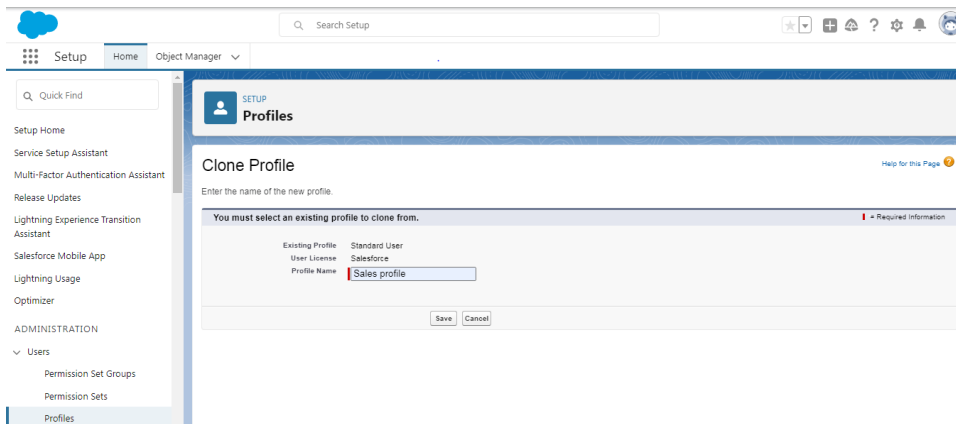


5. While still on the Event profile page, then click Edit.
6. 6. Scroll down to Custom Object Permissions and Give view all access permissions to the Order details, supplier, product, customer, category, payment



## 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 ·

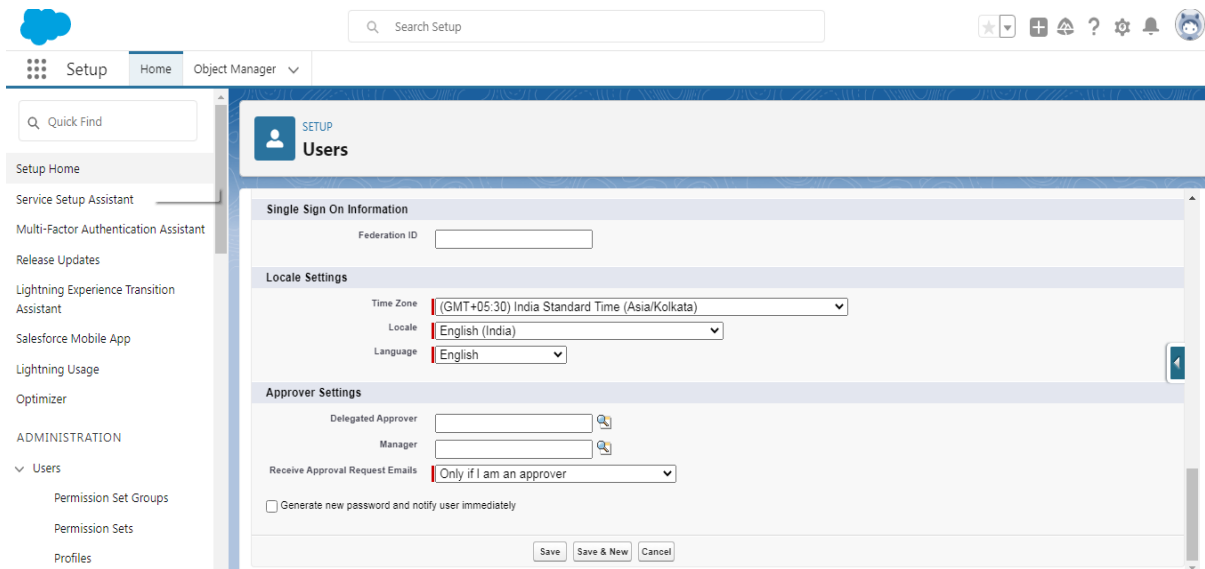
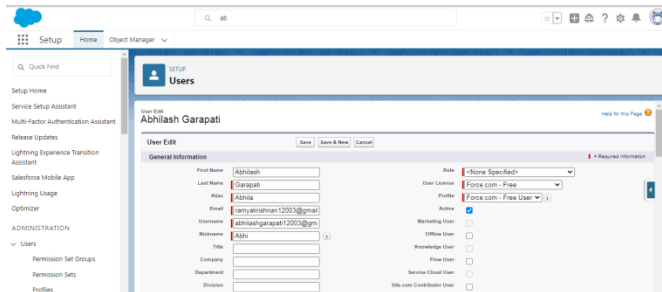
User License: Salesforce

Profile: Event User Profile

The screenshot shows the Salesforce Setup interface. On the left is a navigation menu with options like 'Setup Home', 'Service Setup Assistant', 'Multi-Factor Authentication Assistant', 'Release Updates', 'Lightning Experience Transition Assistant', 'Salesforce Mobile App', 'Lightning Usage', 'Optimizer', and 'ADMINISTRATION'. Under 'ADMINISTRATION', 'Users' is selected. The main content area is titled 'Users' and shows a 'User Edit' form for 'Sanjay Gupta'. The form has tabs for 'General Information', 'Permissions', and 'Advanced'. The 'General Information' tab is active, showing fields for First Name (Sanjay), Last Name (Gupta), Alias (Sanj), Email (ramy.krishnan12003@gmail), Username (sanjaygupta12003@gmail.cc), Nickname (Sanju), Title, Company, Department, and Division. On the right, there are dropdowns for Role (<None Specified>), User License (Salesforce), and Profile (Standard User). Below these are checkboxes for Active (checked), Marketing User, Offline User, Knowledge User, Flow User, Service Cloud User, and Site.com Contributor User. At the top of the form are buttons for 'Save', 'Save & New', and 'Cancel'. A 'Help for this Page' link is also visible.

## 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

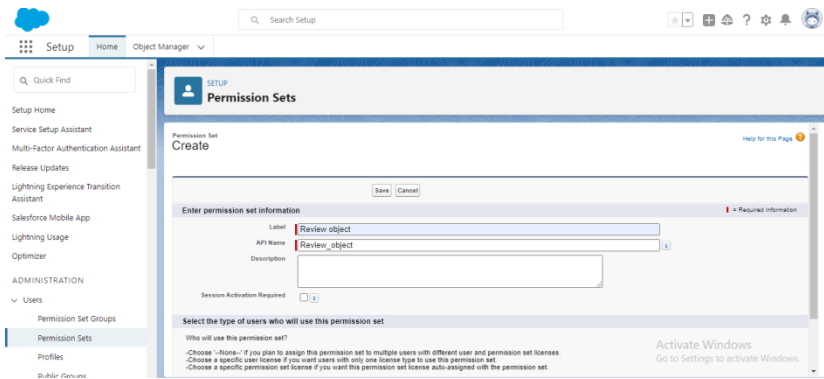
## Creating a Permission Set:

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

The first screenshot shows the 'Permission Sets' configuration page in the Salesforce Setup interface. The left sidebar contains navigation links for Setup Home, Service Setup Assistant, Multi-Factor Authentication Assistant, Release Updates, Lightning Experience Transition Assistant, Salesforce Mobile App, Lightning Usage, Optimizer, and ADMINISTRATION. Under ADMINISTRATION, there are links for Users, Permission Set Groups, Permission Sets (highlighted), and Profiles. The main content area is titled 'Permission Sets' and 'Edit View'. It includes a 'Quick Find' search bar and a 'Search Setup' bar. The configuration is divided into three steps: Step 1. Enter View Name, Step 2. Specify Filter Criteria, and Step 3. Select Columns to Display. Step 1 shows the View Name as 'All Permission Sets', created by 'ramyabhishek.ramya' on 08/03/2023 at 10:32 am, and last modified by the same user on the same date and time. Step 2 shows a filter criteria table with columns for Setting, Operator, and Value. The current entry is 'All Data equals False'. Examples provided are 'Modify All Data equals False' and 'Contact: Modify All equals True'. Step 3 is currently empty. The second screenshot shows the 'Select Columns to Display' step. It includes a search bar for 'Specify the columns to show in the list view. To set the columns, you can add profile details, user permissions, and object-level permissions.' The search results are divided into 'Available Settings' and 'Selected Settings'. The 'Available Settings' list is empty, and the 'Selected Settings' list contains 'Permission Set Label', 'Description', and 'License'. The 'Add' and 'Remove' buttons are visible between the two lists. The 'Top', 'Up', 'Down', and 'Bottom' buttons are visible on the right side of the 'Selected Settings' list. The 'Save', 'Save As', 'Delete', and 'Cancel' buttons are at the bottom.

## Activity-2

Create a Permission set for review Object.



## Milestone 12: Reports

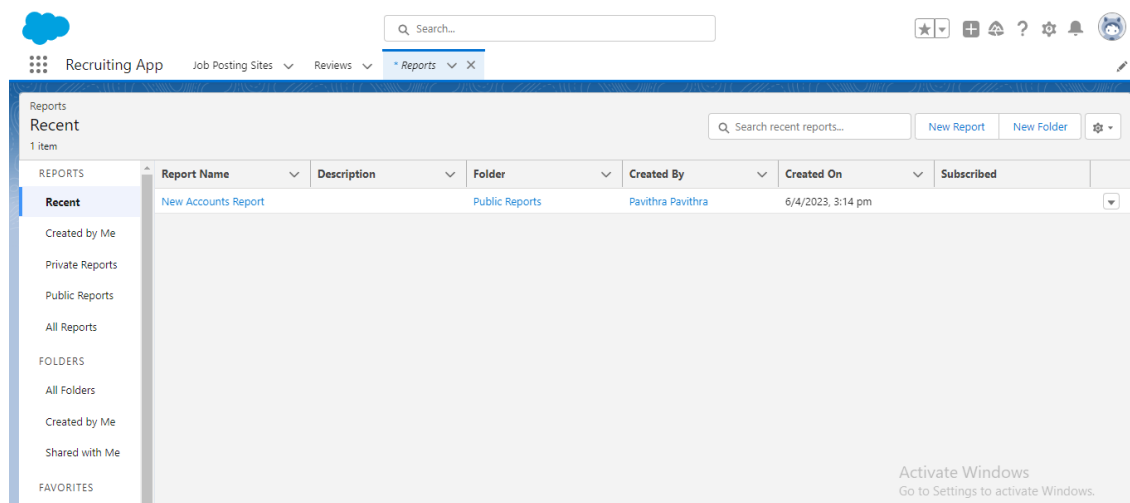
### What are Reports?

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](https://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