

# **RECRUITING ASSISTANT FOR HR MANAGERS**

## **I.INTRODUCTION**

### **OVERVIEW:**

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

To make the existing app more efficient for the HR team we create custom objects and relationships to store and access the data more efficiently. We install an unmanaged package in the org to get metadata that acts as existing data in the recruitment app.

### **PURPOSE:**

Recruitment apps help you inform candidates of things they need to follow before coming for their interviews. These apps notify them of the documents they need to carry and their timing. Recruitment apps even explain the interview process to them; it does all the simple tasks for you.

## **II.PROBLEM DEFINITION & DESIGN THINKING EMPATHY MAP:**

PRYADHANYA M - Developer at Untitled mural • Rani Anna gover +

You have 1 mural remaining. Upgrade your free plan for unlimited murals. Upgrade

Untitled mural

Item statement

try to be creative? Frame your problem statement. This will be the starting point for your session.

Brainstorm

Write down any ideas that come to mind that address your problem statement.

10 minutes

TIP You can select a sticky note and hit the pencil [pencil to sketch] icon to start drawing!

Group Id

Take turns to add sticky notes. Whoever has the most notes wins!

SIBANA PARVEEN.R

MANIMOZHIS

PRIYADHANYA.M

VALARMATHIS

iles of brainstorming

smooth and productive session

Type here to search

PRYADHANYA M - Developer at Untitled mural • Rani Anna gover +

You have 1 mural remaining. Upgrade your free plan for unlimited murals. Upgrade

Add customizable tags for the items you add to the mural. Tags help to keep related notes together and make it easier to filter them later.

Importance

Importance is how much value each idea has to the overall project.

Feasibility

Feasibility is how easy or difficult it would be to implement each idea.

Keep moving forward

Strategy Blueprint Define the components of a new idea or strategy.

Customer experience journey map Understand customer needs, motivations, and behaviors across different touchpoints.

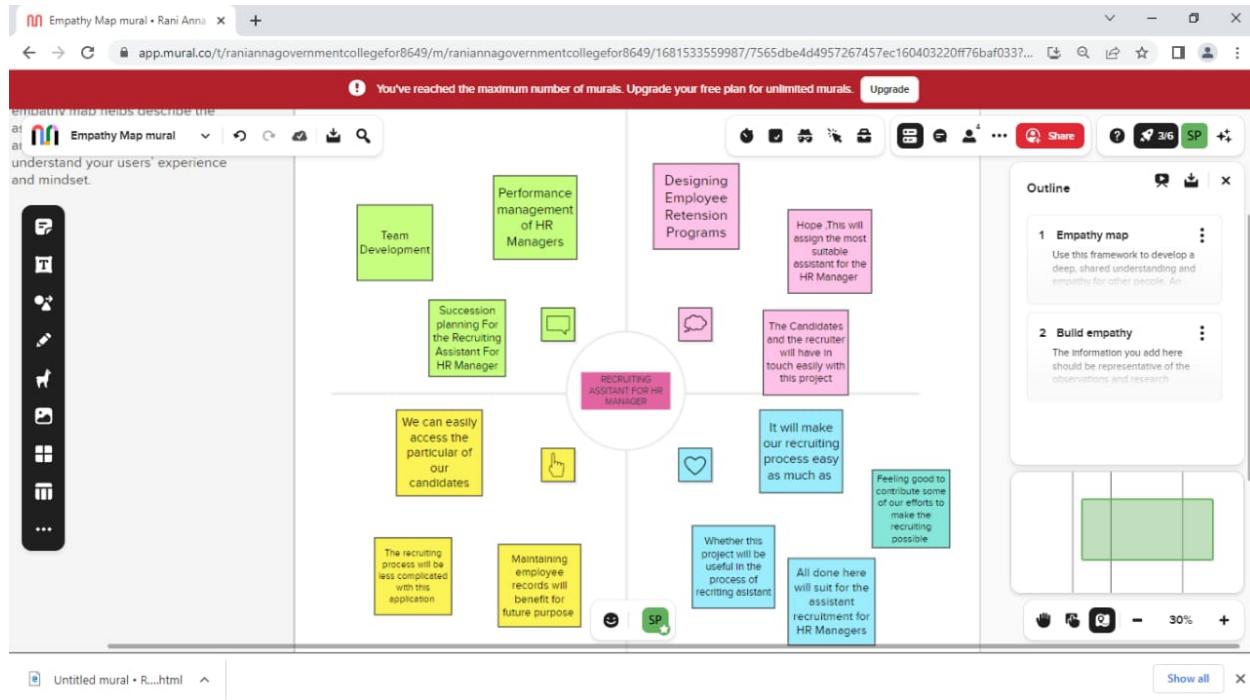
Strengths, weaknesses, opportunities & threats Identify strengths, weaknesses, opportunities, and threats (SWOT) to develop a plan.

Quick add-ons

Share the mural Share the mural with stakeholders to keep them in the loop about the outcomes of the session.

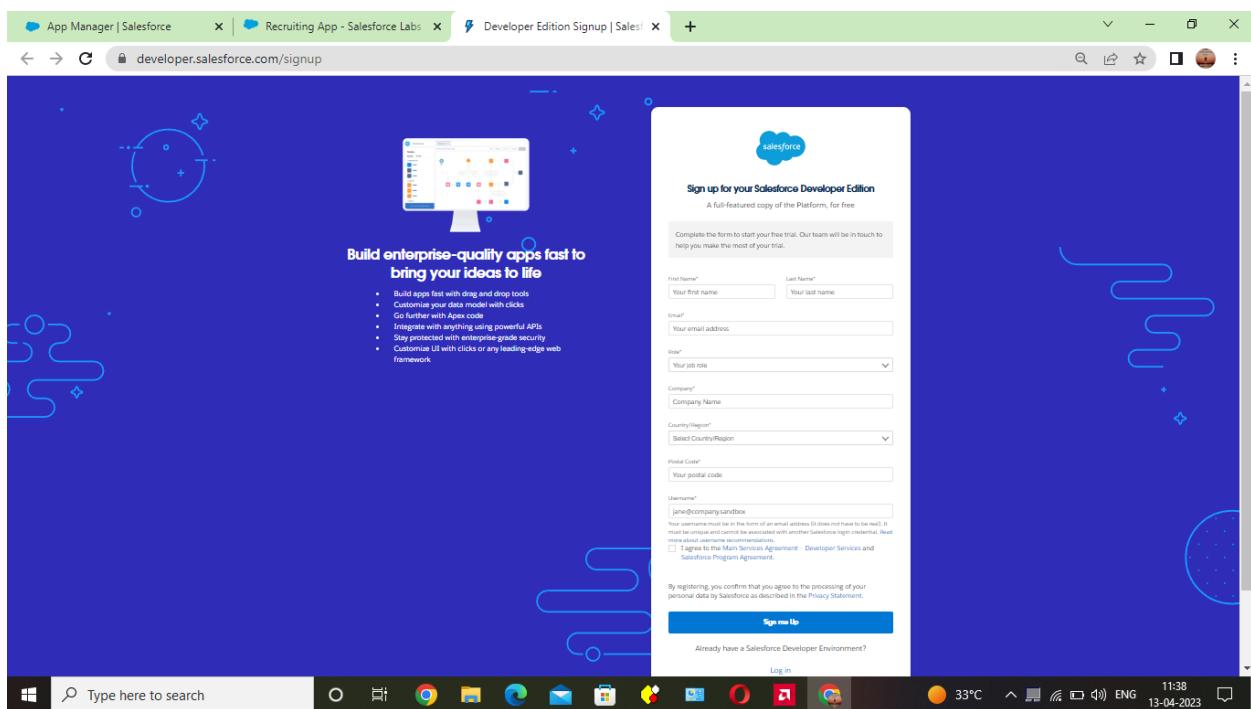
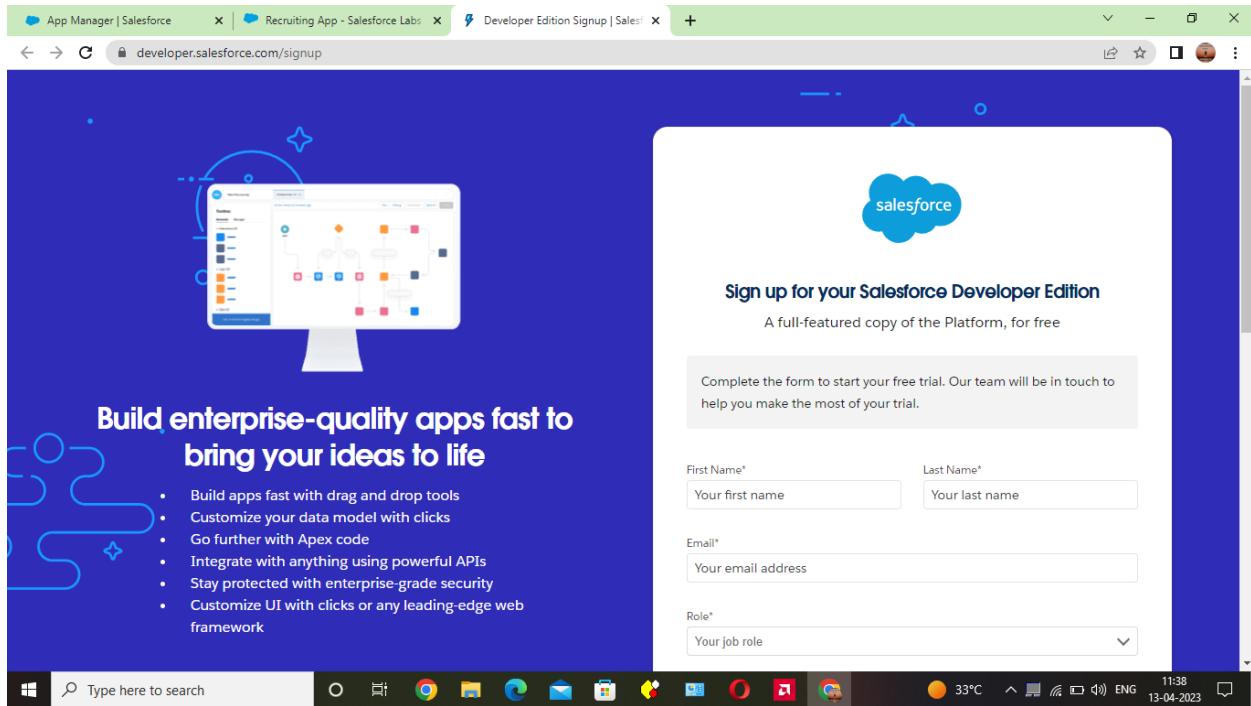
Export the mural Export a copy of the mural as a PDF or PPT to reflect to clients, include in emails, or save in your drive.

Type here to search



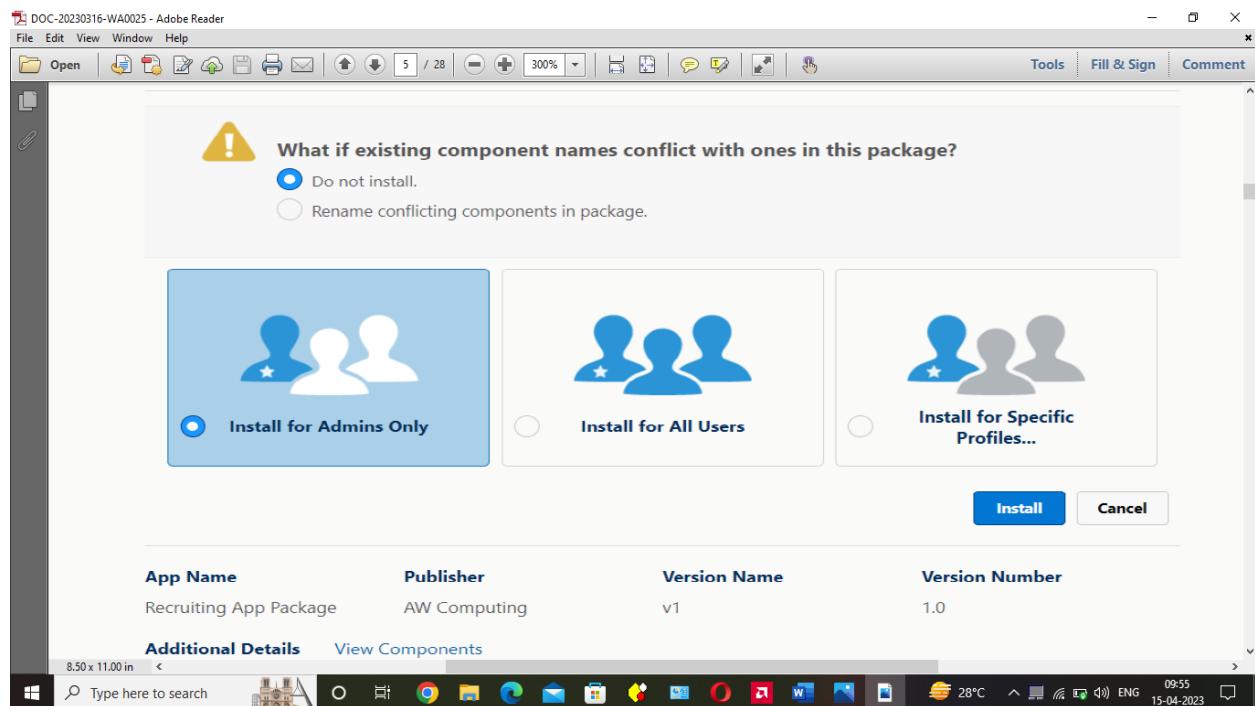
### III.ACTIVITY & SCREENSHOT:

1.Created a salesforce developer Org through the website **developer.salesforce.com** and the setup page appeared.



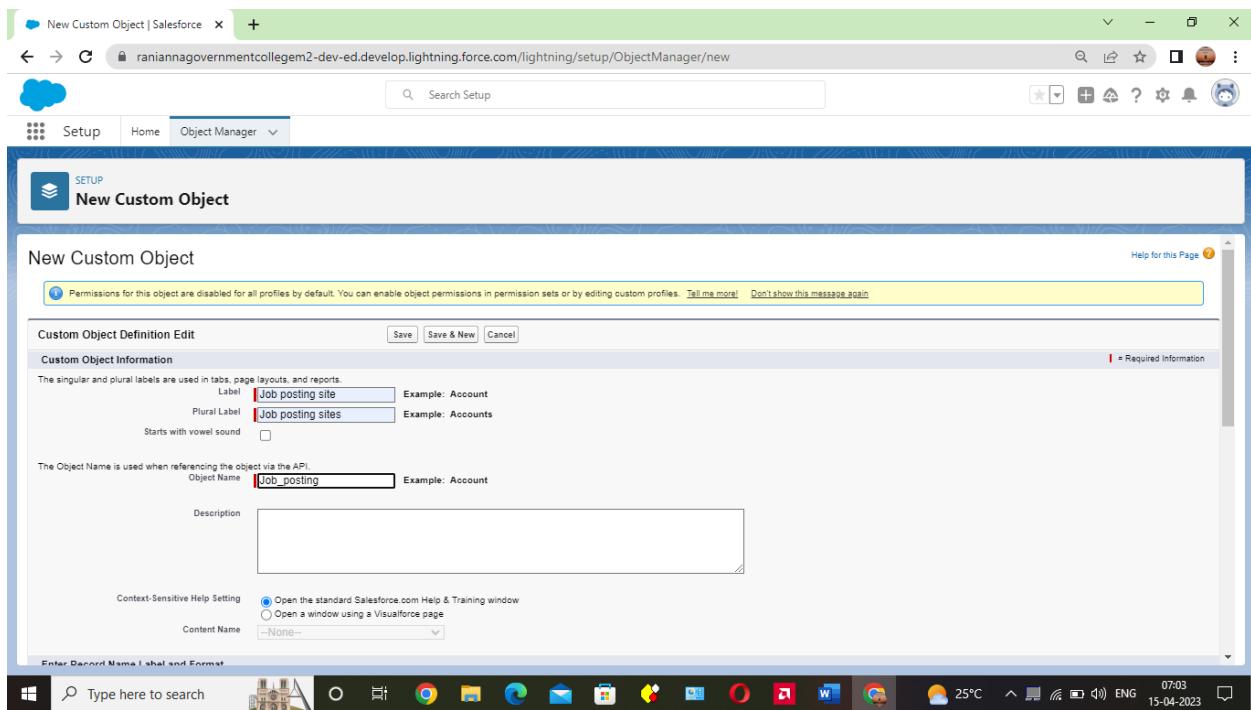
## 2. Package installation for Recruiting App

By clicking the app launcher, Recruiting App was Installed.



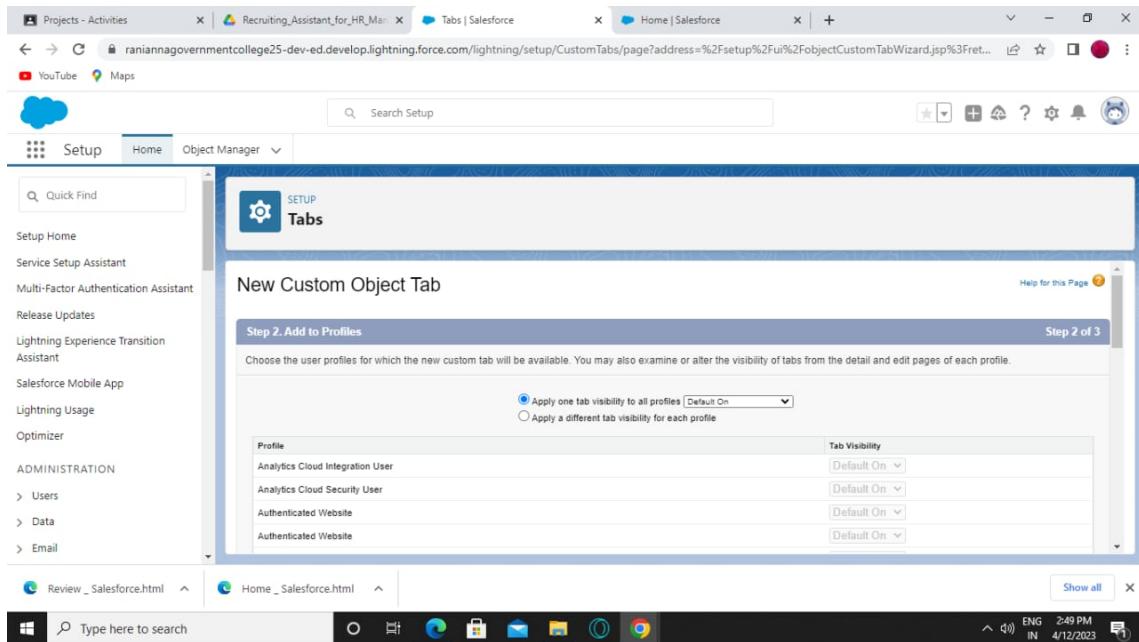
### 3. To Create a custom object for Job Posting Sites.

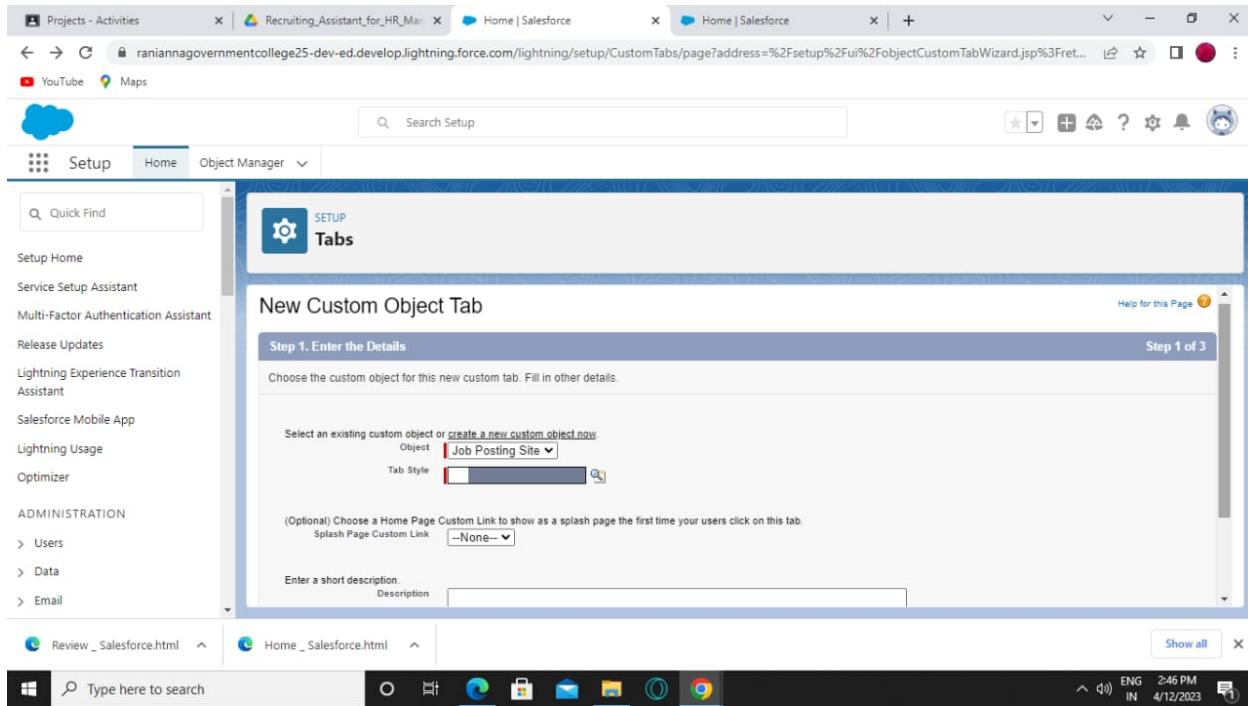
LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Account	Account	Standard Object			
Activity	Activity	Standard Object			
Alternative Payment Method	AlternativePaymentMethod	Standard Object			
API Anomaly Event Store	ApiAnomalyEventStore	Standard Object			
Appointment Invitation	AppointmentInvitation	Standard Object			
Appointment Invitee	AppointmentInvithee	Standard Object			
Appointment Topic Time Slot	AppointmentTopicTimeSlot	Standard Object			
Asset	Asset	Standard Object			
Asset Action	AssetAction	Standard Object			
Asset Action Source	AssetActionSource	Standard Object			
Asset Relationship	AssetRelationship	Standard Object			
Asset State Period	AssetStatePeriod	Standard Object			
Assigned Resource	AssignedResource	Standard Object			



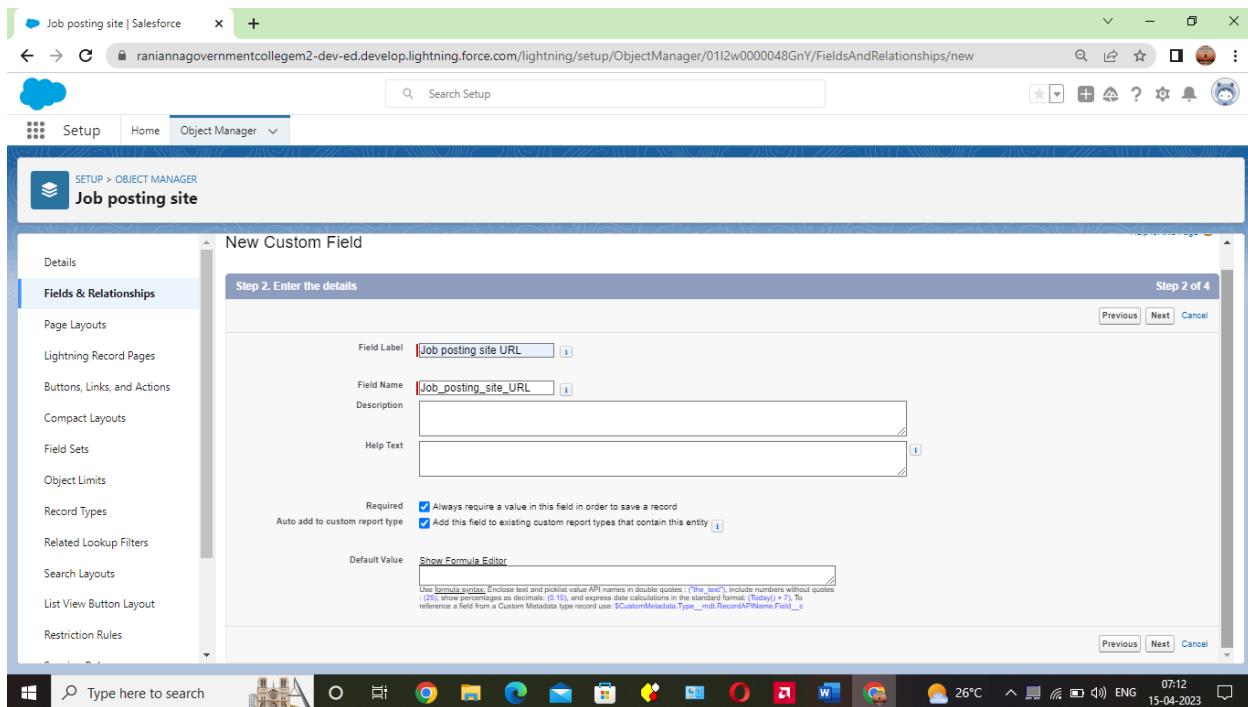
## To Create a custom object for reviews.

### 4. To Create Tab.





## 5. Create New Field for Job Posting site.



Also Create the Fields for Job Posting site

### 1. Status

## 2. Technical site

### 3. Description

The screenshot shows the Salesforce Setup Object Manager interface. The left sidebar is titled 'job posting site' and lists various setup categories under 'Fields & Relationships'. The main panel is titled 'New Custom Field' and is on 'Step 2 of 4'. The field label is 'job posting site STATUS', and the field name is 'job\_posting\_site\_STATUS'. The 'Required' checkbox is checked. The 'Default Value' section contains a formula editor with the placeholder: 'Use formula syntax: Enclose text and picklist value API names in double quotes - ("the\_text"), include numbers without quotes - (25), show percentages as decimals (0.10), and express date calculations in the standard format: (Today() + 7). To reference a field from a Custom Metadata type record use: \${CustomMetadataType\_\_mdt:RecordAPIName.FieldName\_\_c}'.

The screenshot shows the Salesforce Setup Object Manager interface. The left sidebar is titled 'job posting site' and lists various setup categories under 'Fields & Relationships'. The main panel is titled 'New Custom Field' and is on 'Step 3 of 4'. The field label is 'job posting site DESCRIPTION', and the field name is 'job\_posting\_site\_DESCRIPTION'. The 'Field-Level Security for Profile' table shows security settings for various profiles:

Profile	Visible	Read-Only
Analytics Cloud Integration User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Analytics Cloud Security User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Authenticated Website	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Authenticated Website	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cross Org Data Proxy User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Custom: Marketing Profile	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Custom: Sales Profile	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**SETUP > OBJECT MANAGER**

**job posting site**

**New Custom Field**

**Step 3. Establish field-level security**

**Field Label:** job posting site TECHNICAL SITE  
**Data Type:** URL  
**Field Name:** job\_posting\_site\_TECHNICAL\_SITE  
**Description:**

Select the profiles to which you want to grant edit access to this field via field-level security. The field will be hidden from all profiles if you do not add it to field-level security.

Field-Level Security for Profile	Visible	Read-Only
Analytics Cloud Integration User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Analytics Cloud Security User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Authenticated Website	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Authenticated Website	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cross Org Data Proxy User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Custom: Marketing Profile	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Custom: Sales Profile	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## 6. Creating a custom junction object for Job Posting.

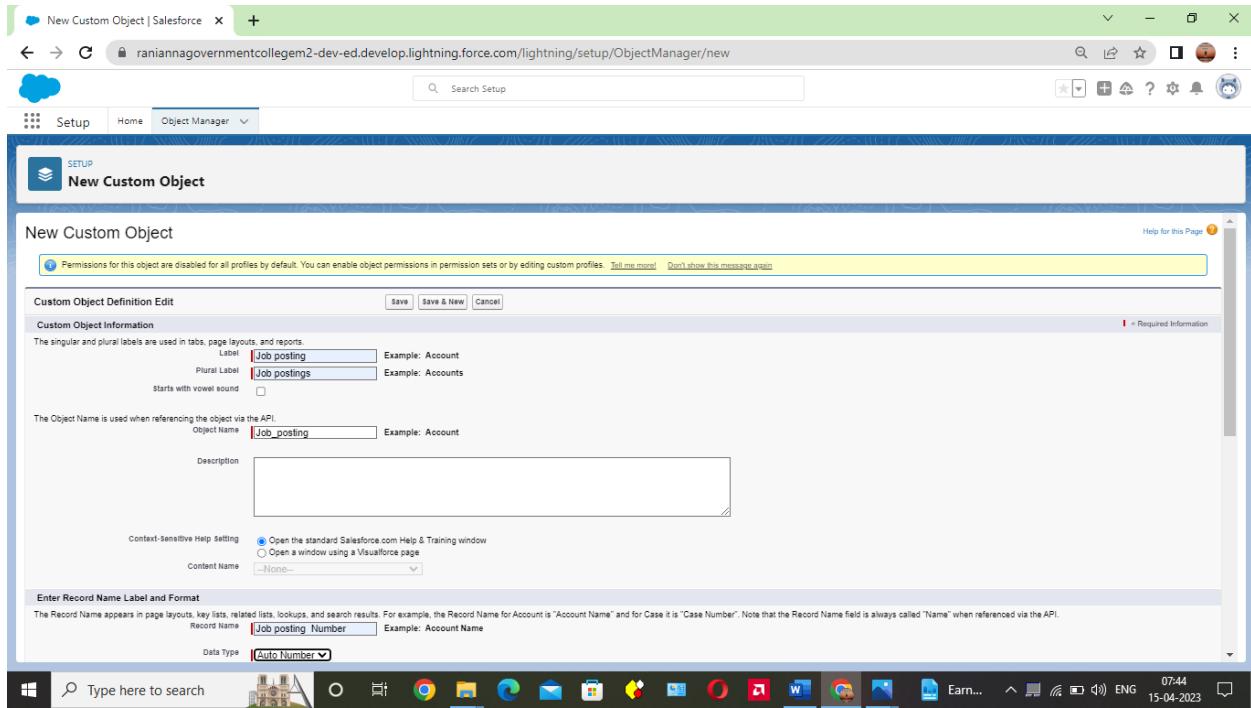
**SETUP**

**Object Manager**

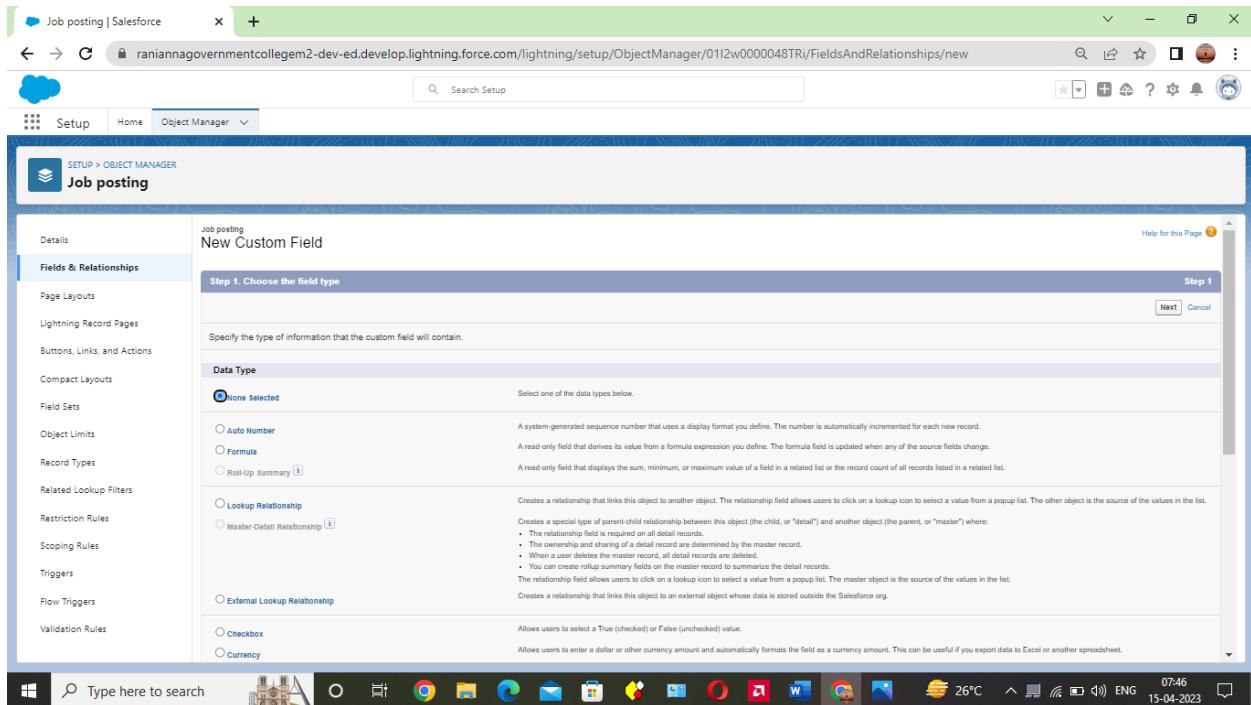
51+ items, Sorted by Label

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Account	Account	Standard Object			
Activity	Activity	Standard Object			
Alternative Payment Method	AlternativePaymentMethod	Standard Object			
API Anomaly Event Store	ApiAnomalyEventStore	Standard Object			
Appointment Invitation	AppointmentInvitation	Standard Object			
Appointment Invitee	AppointmentInvitee	Standard Object			
Appointment Topic Time Slot	AppointmentTopicTimeSlot	Standard Object			
Asset	Asset	Standard Object			
Asset Action	AssetAction	Standard Object			
Asset Action Source	AssetActionSource	Standard Object			
Asset Relationship	AssetRelationship	Standard Object			
Asset State Period	AssetStatePeriod	Standard Object			
Assigned Resource	AssignedResource	Standard Object			

https://raniannagovernmentcollegem2-dev-ed.develop.lightning.force.com/lightni...



## 7. Creating a master-detail relationship between Job posting and job posting site.



**Creating a master-detail relationship between job posting and position.**

## 8.To Modify the page layouts

The screenshot shows the Salesforce Setup interface for the Position object. The left sidebar lists various configuration options like Details, Fields & Relationships, Page Layouts, Lightning Record Pages, etc. The main content area displays a table titled 'Page Layouts' with three items:

PAGE LAYOUT NAME	CREATED BY	MODIFIED BY
IT Position Layout	PRIYADHANYA M, 03/04/2023, 11:11 am	PRIYADHANYA M, 08/04/2023, 7:03 pm
Position Layout	PRIYADHANYA M, 03/04/2023, 11:11 am	PRIYADHANYA M, 08/04/2023, 7:03 pm
Review	PRIYADHANYA M, 08/04/2023, 7:08 pm	PRIYADHANYA M, 08/04/2023, 7:08 pm

## 9.Create a Page layout for Position Object

The screenshot shows the Salesforce Setup interface for the Position object. The left sidebar lists various configuration options. The main content area shows a 'Page Layouts' configuration screen. A modal window titled 'Related List Properties - Job postings' is open, allowing the user to select fields for a related list. The 'Available Fields' section includes 'Job posting site: Created Alias', 'Job posting site: Created By', 'Job posting site: Created Date', 'Job posting site: Job posting site UI', 'Job posting site: Job posting site D', 'Job posting site: Last Modified Alias', 'Job posting site: Last Modified By', and 'Job posting site: Last Modified Date'. The 'Selected Fields' section includes 'Job posting site: Job posting site : Status' and 'Job posting site: Job posting site : Techn...'. The 'Buttons' section at the bottom contains 'OK', 'Cancel', and 'Revert to Defaults' buttons.

## 10.Create a Page layout for Review Object

The screenshot shows the Salesforce Setup interface for the 'Review' object. The left sidebar lists various configuration options: Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, Search Layouts, List View Button Layout, Restriction Rules, Scoping Rules, Triggers, and Flow Triggers. The main pane displays the 'Details' section for the 'Review' object. It includes fields for Description (Represents an interviewer's assessment of a particular candidate), API Name (Review\_\_c), Singular Label (Review), Plural Label (Reviews), and several checkboxes for features like Enable Reports, Track Activities, Track Field History, Deployment Status (set to Deployed), and Help Settings (Standard salesforce.com Help Window). The top navigation bar shows the URL raniannagovernmentcollegem2-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01l2w0000048GeY/Details/view.

The screenshot shows the Salesforce Setup interface for the 'Review' object, specifically the 'Page Layouts' section. The left sidebar is identical to the previous screenshot. The main pane shows a table titled 'Page Layouts' with one item: 'Review Layout'. The table has columns for 'PAGE LAYOUT NAME', 'CREATED BY', and 'MODIFIED BY'. The data shows 'Review Layout' was created by PRIYADHANYA M. on 03/04/2023, 11:11 am, and last modified by the same user on the same date and time. A 'Quick Find' search bar and 'New' and 'Page Layout Assignment' buttons are visible at the top of the table area. The top navigation bar shows the URL raniannagovernmentcollegem2-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01l2w0000048GeY/PageLayouts/view.

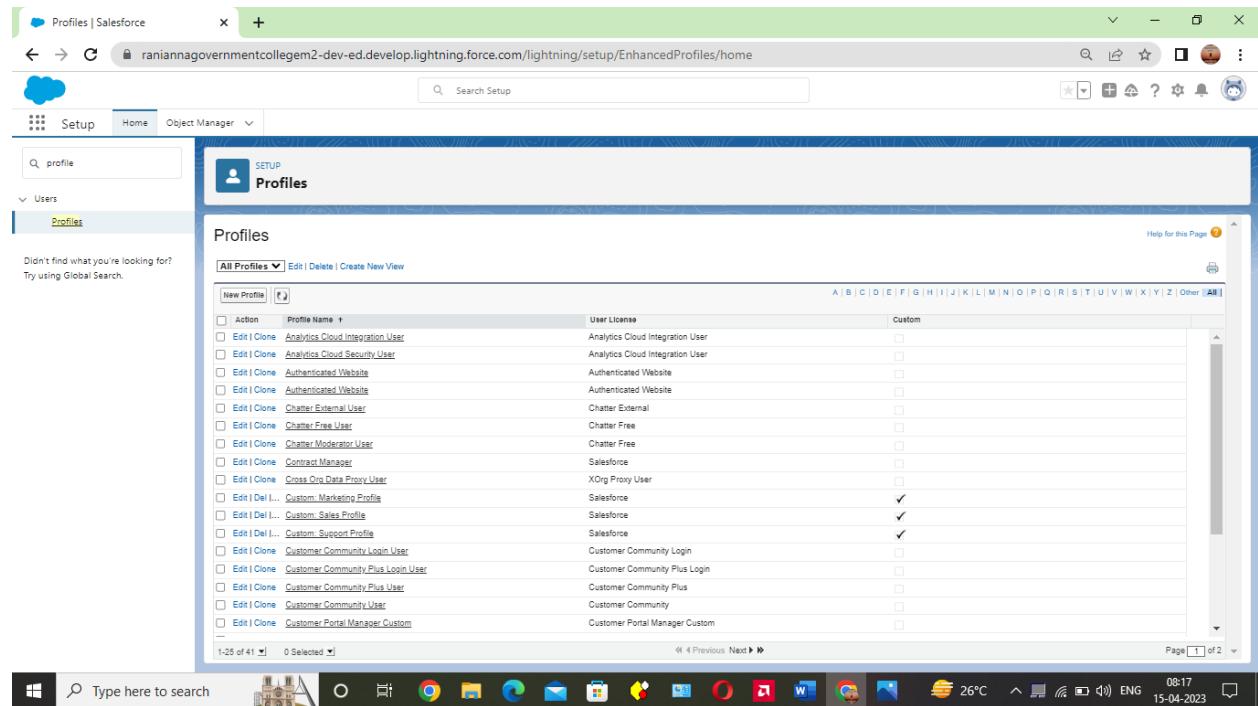
The screenshot shows the Salesforce Setup interface with the URL [raniannagovernmentcollegem2-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01Iw0000048GeY/PageLayouts/00h2w00000Mhp4OAAR/view](https://raniannagovernmentcollegem2-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01Iw0000048GeY/PageLayouts/00h2w00000Mhp4OAAR/view). The page title is "Review | Salesforce". The main content area is titled "Review Layout" and shows the "Fields" section. The sidebar on the left lists various setup categories, and the bottom navigation bar includes links like "Custom Console Components", "Mini Page Layout", "Mini Console View", "Video Tutorial", and "Help for this Page". The system status bar at the bottom right shows the date as 15-04-2023 and the time as 08:02.

## 11. To create a validation rule.

The screenshot shows the Salesforce Setup interface with the URL [raniannagovernmentcollegem2-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01Iw0000048Z2b/ValidationRules/view](https://raniannagovernmentcollegem2-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01Iw0000048Z2b/ValidationRules/view). The page title is "validation rule | Salesforce". The main content area is titled "Validation Rules" and shows a table with one row: "No items to display.". The sidebar on the left lists various setup categories, and the bottom navigation bar includes links like "Custom Console Components", "Mini Page Layout", "Mini Console View", "Video Tutorial", and "Help for this Page". The system status bar at the bottom right shows the date as 15-04-2023 and the time as 08:09. A "Create" button is visible in the bottom right corner of the page.

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

## 12.Creation on profile



The screenshot shows the Salesforce Setup interface with the 'Profiles' page open. The URL is [raniannagovernmentcollegem2-dev-ed.lightning.force.com/lightning/setup/EnhancedProfiles/home](https://raniannagovernmentcollegem2-dev-ed.lightning.force.com/lightning/setup/EnhancedProfiles/home). The page displays a list of profiles, each with an 'Edit | Clone' link and a checkbox column. The columns are 'Action', 'Profile Name', 'User License', and 'Custom'. Some profiles have a checked checkbox in the 'Custom' column, indicating they have a validation rule. The list includes standard profiles like 'Analytics Cloud Integration User', 'Authenticated Website', and 'Salesforce', as well as custom profiles like 'Customer Community Login User' and 'Customer Portal Manager Custom'. The interface includes a search bar, a navigation bar with 'Setup', 'Home', and 'Object Manager', and a top menu with various icons.

The screenshot shows the Salesforce Setup interface with the title 'Profiles | Salesforce'. The URL in the address bar is 'raniannagovernmentcollegem2-dev-ed.develop.lightning.force.com/lightning/setup/EnhancedProfiles/home'. The page displays a list of profiles under the 'Profiles' tab. A search bar at the top right contains 'Search Setup'. The main content area has a header 'Profiles' with a help link 'Help for this Page'. Below the header is a toolbar with 'All Profiles' dropdown, 'Edit', 'Delete', and 'Create New View' buttons. The list table has columns for 'Action', 'Profile Name', and 'User License'. The 'User License' column includes options like 'Custom', 'Identity', 'Salesforce', 'Partner App Subscription', 'Partner Community Login', 'Partner Community', 'Salesforce API Only', 'Silver Partner', 'Solution Manager', 'Standard Platform', 'Salesforce', and 'Work.com Only'. The 'Standard User' profile is selected, indicated by a checked checkbox in the 'Action' column. The bottom of the table shows pagination '28-41 of 41' and '1 Selected'. The system status bar at the bottom right shows '08:17 15-04-2023'.

Create a profile with the profile name as "Sales profile".

### 13.Creating a User

The screenshot shows the Salesforce Setup interface with the 'Users' tab selected in the sidebar. The main page title is 'All Users'. It displays a table of users with columns for Action, Full Name, Alias, Username, Role, Active, and Profile. The table includes rows for 'Chatter\_Expert', 'M\_PRIYADHANYA', 'pm', 'User\_Integration', and 'User\_Security'. A 'New User' button is at the top right of the table. The status bar at the bottom indicates the URL is <https://raniannagovernmentcollegem2-dev-ed.develop.lightning.force.com/lightning/setup/ManageUsers/home>, the time is 08:21, and the date is 15-04-2023.

The screenshot shows the 'New User' page in the Salesforce Setup interface. The title is 'User Edit'. The 'General Information' section contains fields for First Name (Sanjay), Last Name (Gupta), Alias (Sanj), Email (priyadhanaya35@gmail.com), Username (sanjaygupta@thesmartribd), Nickname (User168152693314553029), Title (empty), Company (empty), Department (empty), and Division (empty). To the right, there are sections for Role (None Specified), User License (Salesforce), Profile (Event user profile), and various checkboxes for Marketing User, Offline User, Knowledge User, Flow User, Service Cloud User, Site.com Contributor User, Site.com Publisher User, WDC User, Data.com User Type (None), Data.com Monthly Addition Limit (Default Limit (300)), Accessibility Mode (Classic Only), High-Contrast Palette on Charts, Load Lightning Pages While Scrolling, Debug Mode, and Quick Access Menu. The status bar at the bottom indicates the URL is [https://raniannagovernmentcollegem2-dev-ed.develop.lightning.force.com/lightning/setup/ManageUsers/page?address=%2F005%2fe%3FretURL%3D%252F005%253Fis...](https://raniannagovernmentcollegem2-dev-ed.develop.lightning.force.com/lightning/setup/ManageUsers/page?address=%2F005%2Fe%3FretURL%3D%252F005%253Fis...), the time is 08:24, and the date is 15-04-2023.

## 14. Creating a Permission Set

The screenshot shows the Salesforce 'Permission Sets' page. The left sidebar is collapsed, showing sections like 'Lightning Experience Transition Assistant', 'Users', 'Permission Set Groups', and 'Permission Sets'. The main content area is titled 'Permission Sets' and contains a table of existing permission sets. The table columns are 'Action', 'Permission Set Label', 'Description', and 'License'. Some rows have a 'Clone' link next to them. The table includes entries for various roles and features, such as 'Buyer', 'Buyer Manager', 'CRM User', 'Commerce Admin', etc. A navigation bar at the bottom indicates there are 27 pages.

The screenshot shows the 'Create' page for a new permission set. The left sidebar is collapsed, showing sections like 'Lightning Experience Transition Assistant', 'Users', 'Permission Set Groups', and 'Permission Sets'. The main content area is titled 'Permission Set Create'. It has a form with fields for 'Label' (set to 'Supplier permit'), 'API Name' (left empty), 'Description' (empty), and 'Session Activation Required' (unchecked). Below this, a section titled 'Select the type of users who will use this permission set' contains a note about choosing license types. At the bottom, there are 'Save' and 'Cancel' buttons.

Create a Permission set for Review object.

## 15.Creation of REPORT

Reports | Salesforce

raniannagovernmentcollegem2-dev-ed.develop.lightning.force.com/lightning/o/Report/home?queryScope=mru

Service Home Chatter Accounts Contacts Cases Reports Dashboards \* Recruiting App Overview \* Recruiting App Overview

Search...  Search recent reports... New Report New Folder

Recent Items

REPORTS Recent

Report Name	Folder	Created By	Description	Created On	Subscribed
New Activities with Reviews Report	Private Reports	PRIYADHANYA M		8/4/2023, 9:58 pm	
New Accounts Report	Private Reports	PRIYADHANYA M		8/4/2023, 9:53 pm	
New Accounts Report	Private Reports	PRIYADHANYA M		13/4/2023, 11:20 am	
Sample Flow Report: Screen Flows	Public Reports	Automated Process	Which flows run, what's the status of each interview, and how long do users take to complete the screens?	21/2/2023, 11:45 am	
New Job posting sites Report	Private Reports	PRIYADHANYA M		8/4/2023, 9:56 pm	

CREATED BY ME

PRIVATE REPORTS

PUBLIC REPORTS

ALL REPORTS

FOLDERS

ALL FOLDERS

CREATED BY ME

SHARED WITH ME

FAVORITES

ALL FAVORITES

Type here to search  

08:31 15-04-2023

Report Builder | Salesforce

raniannagovernmentcollegem2-dev-ed.develop.lightning.force.com/one/one.app#eyJjb21wb25lbnREZWYiOiJyZXBvcnRzOnJlcG9ydEJ1aWxkZXliLCJhdHRyaWJ1dGV...

Service Home Chatter Accounts Contacts Cases Reports Dashboards \* Recruiting App Overview \* Recruiting App Overview

Create Report

Category Recently Used

All Accounts & Contacts Opportunities Customer Support Reports Leads Campaigns Activities Contracts and Orders Price Books, Products and Assets Administrative Reports File and Content Reports Individuals

Select a Report Type

Search Report Types...

Recently Used Report Types

Report Type Name	Category
Accounts	Standard
Activities with Reviews	Standard
Job posting sites	Standard

Type here to search  

08:32 15-04-2023

Report Builder | Salesforce

Search... Report Type Name Category

Recently Used Report Types

Report Type Name	Category
Accounts	Standard
Activities with Reviews	Standard
Job posting sites	Standard

Details

Accounts Standard Report Type

Start Report

Created By You

- New Accounts Report Last Used 4/15/2023
- New Accounts Report Last Used 4/13/2023

Created By Others

No Reports Yet

Objects Used in Report Type

- Role
- Account

Type here to search 08:32 15-04-2023

Report Builder | Salesforce

Search... Report Type Name Category

Recently Used Report Types

Report Type Name	Category
Accounts	Standard
Activities with Reviews	Standard
Job posting sites	Standard

Details

Activities with Reviews Standard Report Type

Start Report

Created By You

- New Activities with Reviews Report Last Used 4/15/2023

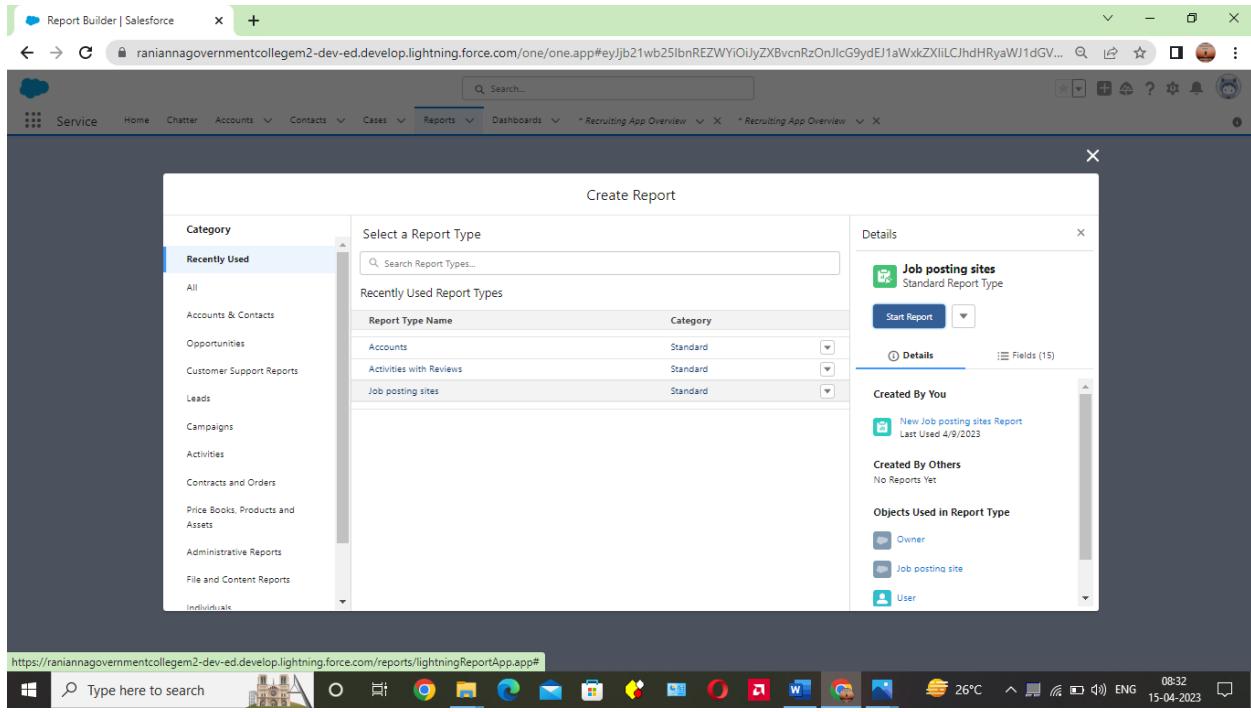
Created By Others

No Reports Yet

Objects Used in Report Type

- Account
- Role
- Solution

Type here to search 08:32 15-04-2023



#### IV. Trailhead Profile Public URL

**Team Lead - <https://trailblazer.me/id/sparveen66>**

**Team Member 1: <https://trailblazer.me/id/priym47>**

**Team Member 2:<https://trailblazer.me/id/valar24>**

**Team Member 3:<https://trailblazer.me/id/mani1734>**

#### V. ADVANTAGES & DISADVANTAGES

##### ADVANTAGES:

Help manage job trainings where employees can learn transferable skills. As an HR assistant, you might help provide employees with performance reviews that offer valuable information about their work. This allows them to identify areas of improvement in their skills and knowledge.

##### DISADVANTAGES(CHALLENGES):

- Attracting top talent. Talent acquisition is a top priority for HR given the competitive nature of the current market. ...

- Change management. ...
- Reskilling and upskilling. ...
- Building digital dexterity. ...
- Managing diversity. ...
- Employee engagement. ...
- Employee retention. ...
- Leadership development.

## VI. FUTURE SCOPE

A human resources (HR) assistant is a certified professional who handles the daily administrative and HR duties of an organization. They assist HR managers with recruitment, record maintenance, and payroll processing, and provide clerical support to all employees.

Typical responsibilities include: answering telephones; responding to inquiries via phone, in-person, or via email; routing calls to appropriate staff; performing records maintenance; sorting and distributing mail; running reports; and, performing other support functions as necessary.

Human Resources (HR) Administrative Assistants support management-level staff and perform a variety of tasks. The primary duty of an HR Administrative Assistant is to collect and manage all data pertaining to a business' employees, but they are also involved in the recruiting, hiring, and training of new employees.

