GOVERNMENT ARTS COLLEGE, OOTY

DEPARTMENT OF MATHEMATICS

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RECRUITING ASSISTANTS FOR HR MANAGERS:

1: INTRODUCTION

1.1: OVERVIEW:

The "Recruiting Assistants for HR Managers" Salesforce project aims to streamline and optimize the recruitment process by empowering HR managers with powerful tools and features. The project includes several key components, such as an applicant tracking system (ATS), candidate management tools, and automated workflows.

The ATS allows HR managers to track and manage job openings, job applicants, and candidate profiles in one central location. They can easily view and filter candidate applications, track their progress through the recruitment process, and communicate with candidates directly through the system.

The candidate management tools provide HR managers with additional functionality to manage candidate profiles and data. They can upload and store resumes, cover letters, and other relevant documents, as well as set up candidate profiles with detailed information about skills, experience, and qualifications.

The automated workflows allow HR managers to streamline the recruitment process by automating repetitive tasks and reducing manual effort. For example, they can set up workflows to automatically send email notifications to candidates when they are selected for an interview or to remind hiring managers to review and provide feedback on candidate applications.

Overall, the "Recruiting Assistants for HR Managers" Salesforce project helps HR managers save time and effort by providing them with powerful tools and features to manage the recruitment process effectively. The project enables

them to identify and hire the best candidates faster and more efficiently, leading to a more successful recruitment process and ultimately, a stronger workforce.

1.2 PURPOSE:

Recruiting assistants for HR managers can serve several purposes, including:

Administrative Support: HR assistants can provide administrative support to HR managers, allowing them to focus on more strategic tasks. This can include tasks such as scheduling interviews, managing resumes, and organizing paperwork.

Recruitment: HR assistants can help with recruitment efforts by sourcing candidates, screening resumes, and conducting initial interviews. This can help HR managers to identify top candidates more efficiently.

Onboarding: HR assistants can also assist with the onboarding process, including preparing new employee paperwork, conducting orientations, and ensuring that new employees have the necessary resources to start their new jobs.

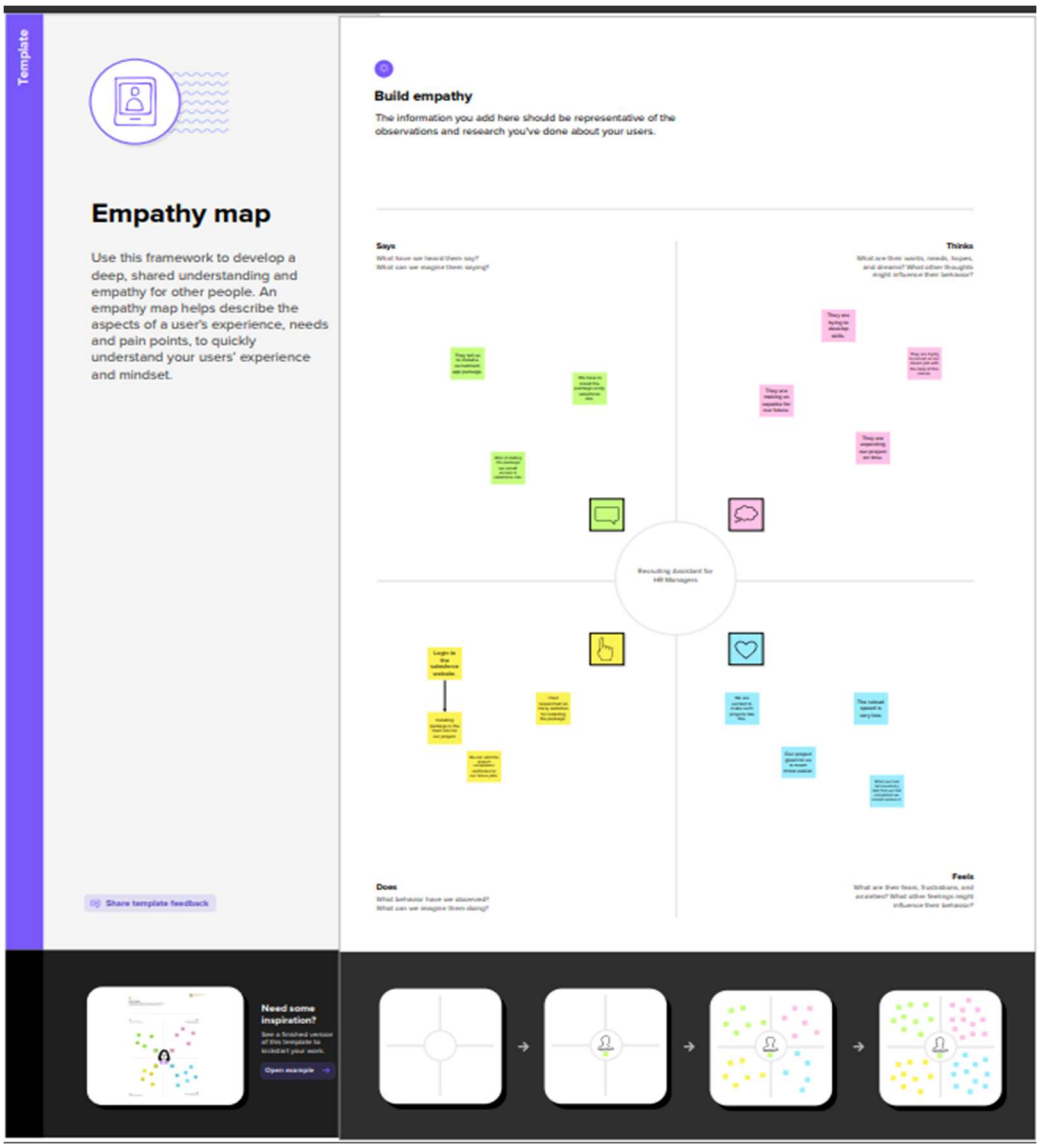
Employee Relations: HR assistants can help with employee relations by fielding employee questions and concerns, conducting exit interviews, and providing support to employees.

Compliance: HR assistants can assist with compliance-related tasks, such as maintaining employee files, ensuring that HR policies are being followed, and keeping up to date with employment laws and regulations.

Overall, recruiting assistants for HR managers can help to increase the efficiency and effectiveness of HR departments, allowing HR managers to focus on more strategic tasks while ensuring that day-to-day operations are running smoothly.

2: PROBLEM DEFINING & DESIGN THINKING

2.1 EMPATHY MAP:



2.2 IDEATION AND BRAINSTORMING MAP:

3: RESULT

3.1 DATA MODEL

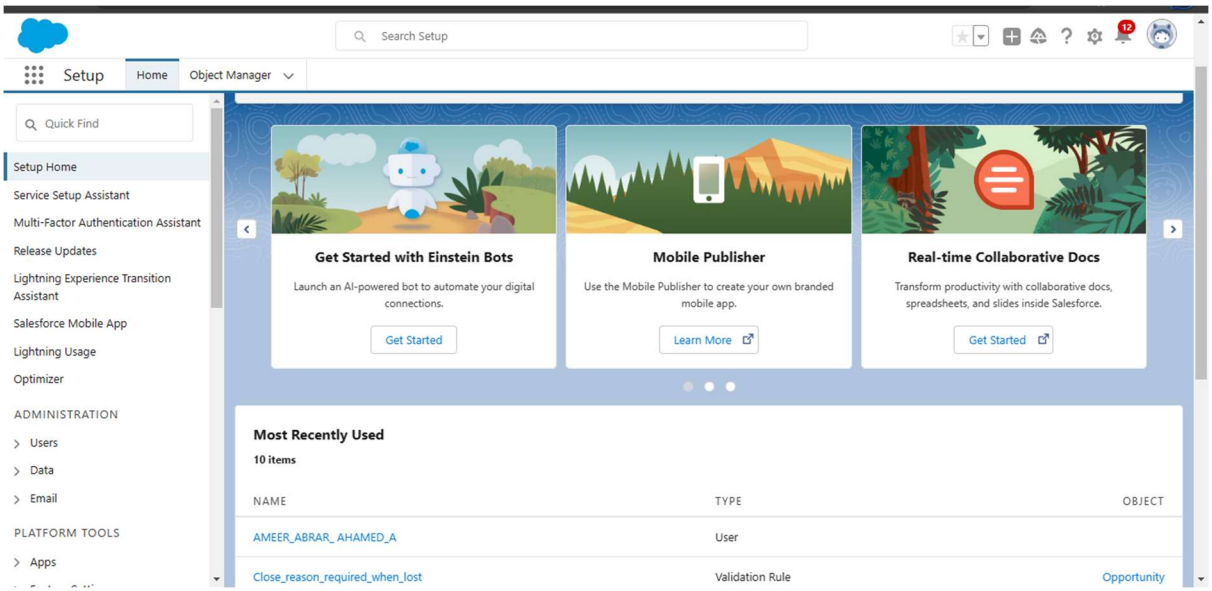
OBJECT NAME	FIELD IN THE OBJECT	
Job Posting Site	**Field Label**	**Data Type**
	Job Posting Site URL	URL
	Status	URL
	Technical Site	URL
	Description	URL
Job Posting	**Field Label**	**Data Type**
	Position	Master-Detail(Position)
	Job Posting Site	Master-Detail(Job Posting Site)

3.2 ACTIVITY & SCREENSHOT

Milestone 1: Creation of Developer Account

Description:

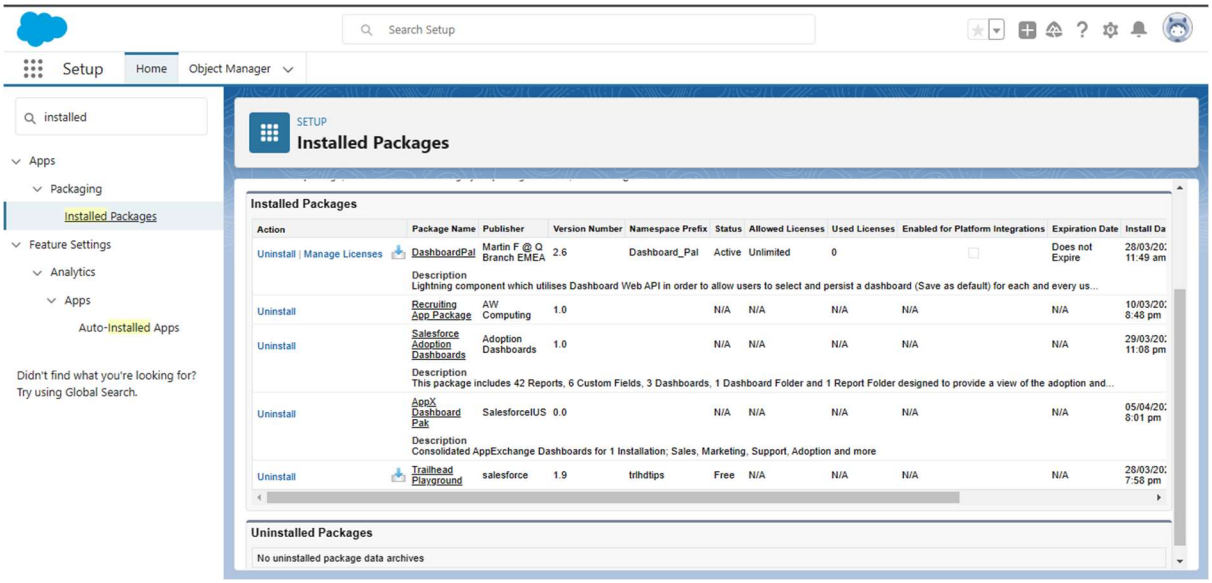
We had created a new salesforce developer account from the website Developer.salesforce.com



Milestone 2: Package Installation

Description:

We have installed a recruiting app package from the playground starter with the package id 04t0P000000N9rs. It should be installed for admins only.

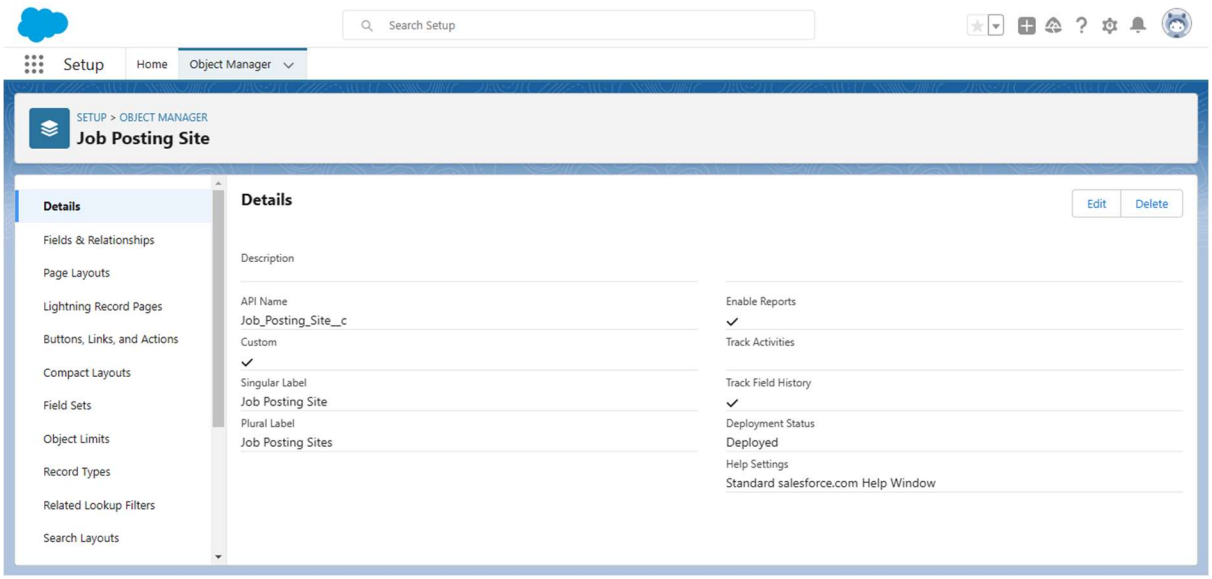


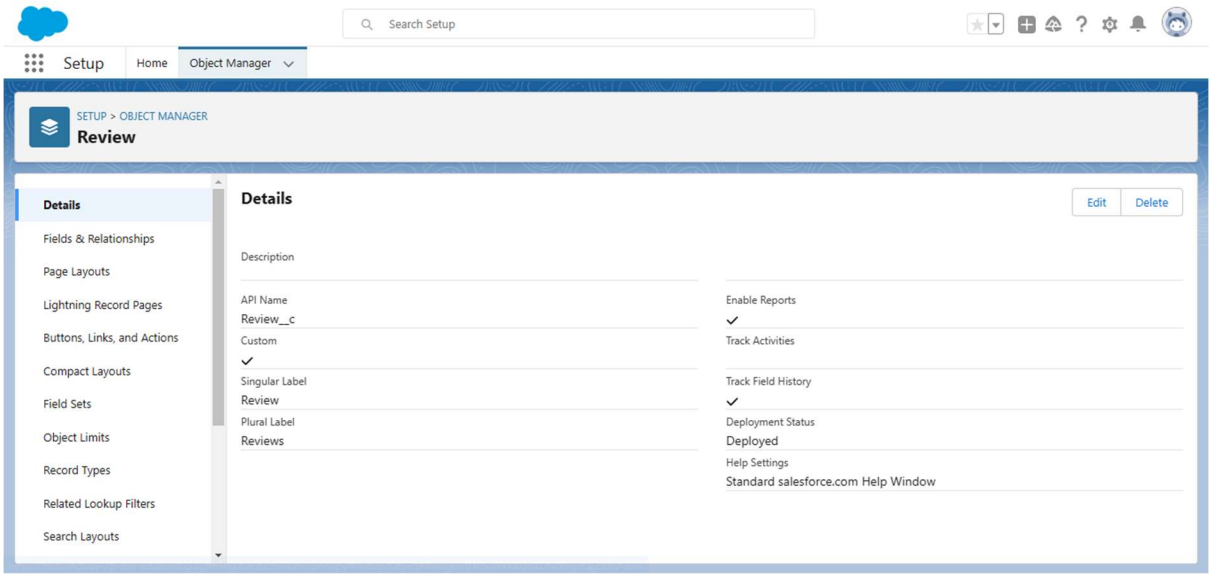
Milestone 3: Object

Description:

We had created a custom object named “Job Posting Site” with the data type Text.

We had created a custom object named “Reviews” with the data type Auto Number.

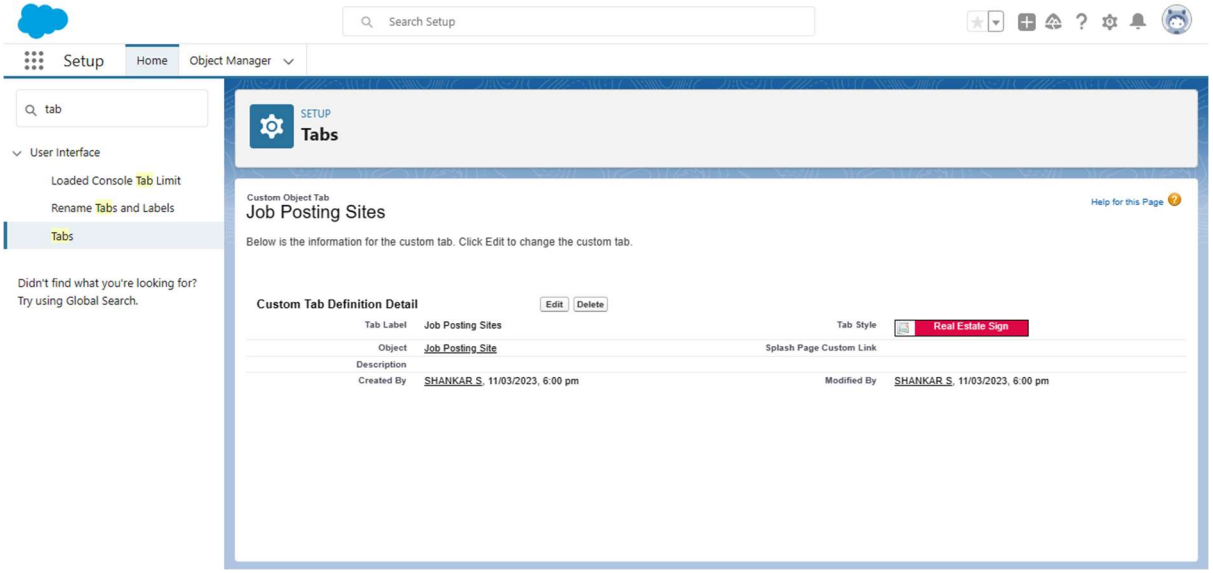




Milestone 4: Tabs

Description:

We had created a tab with the tab style Real Estate.



Milestone 5: Fields

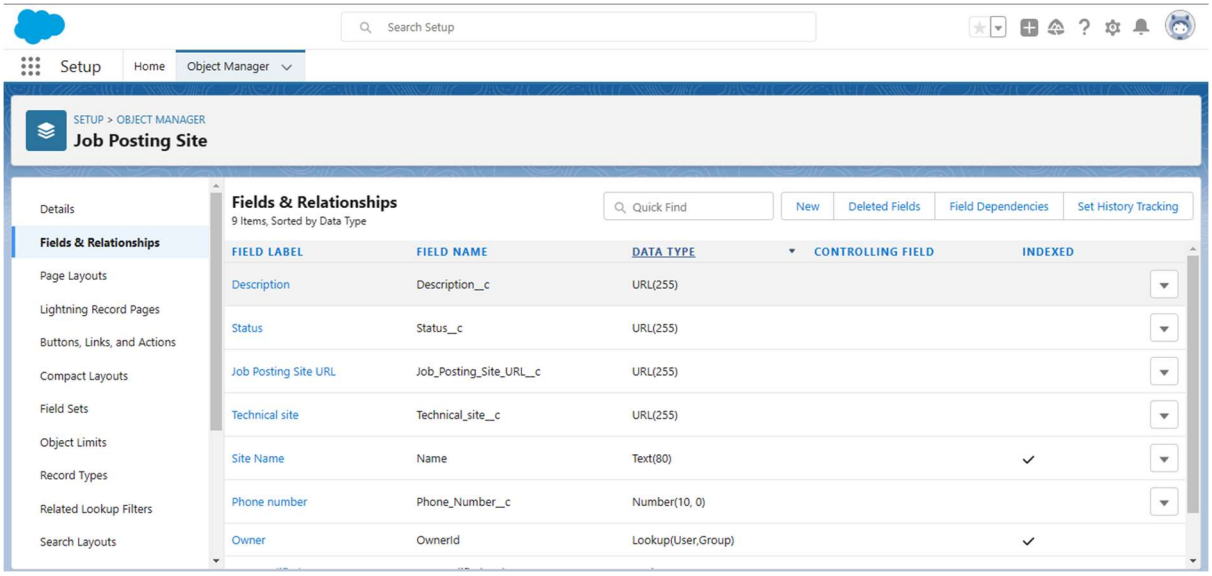
Description:

We had created a field named “Job Posting Site URL” in the Job Posting Site object.

We had created a field named “Status” in the Job Posting Site object.

We had created a field named “Technical Site” in the Job Posting Site object.

We had created a field named “Description” in the Job Posting Site object.

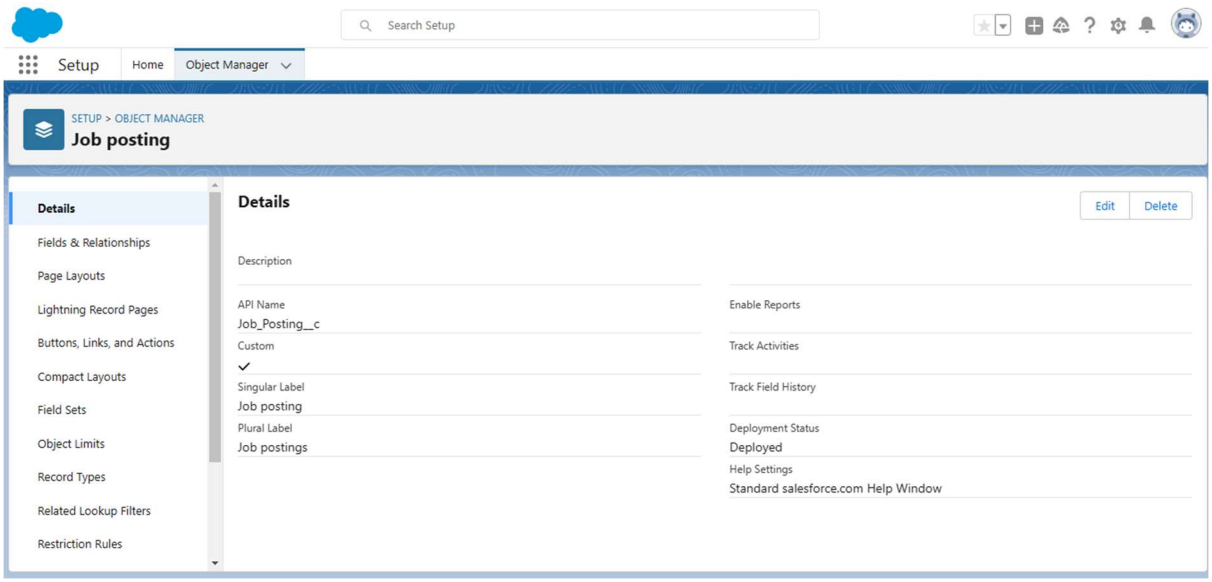


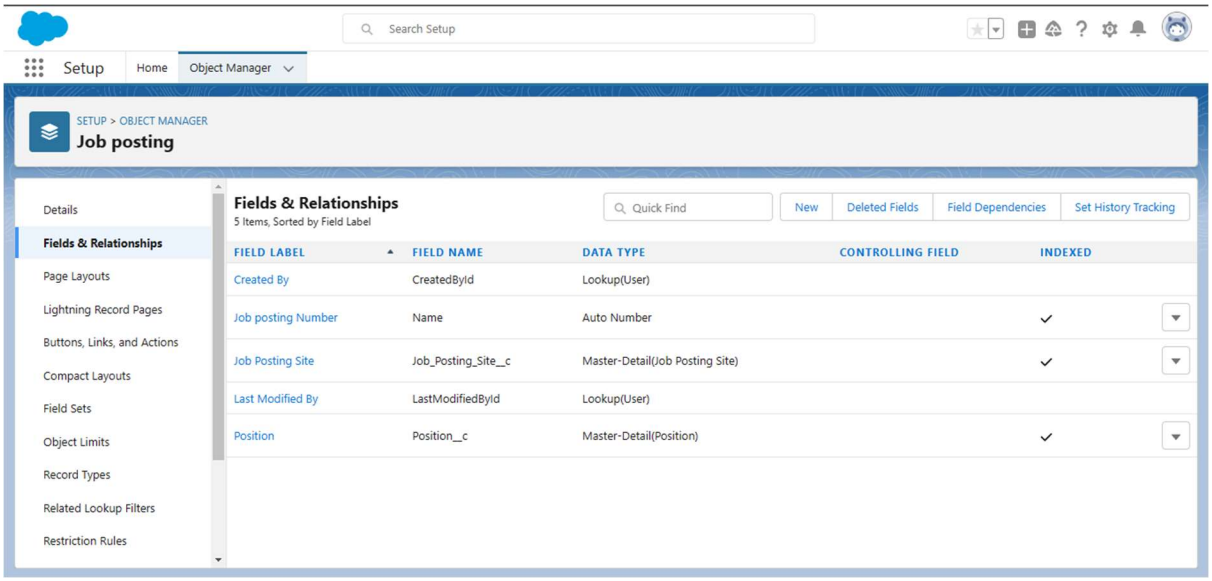
Milestone 6: Junction Object

Description:

We had created a custom junction object named “Job Postings” with the data type as “Auto Number”.

We had created a master-relationship between job posting and position.

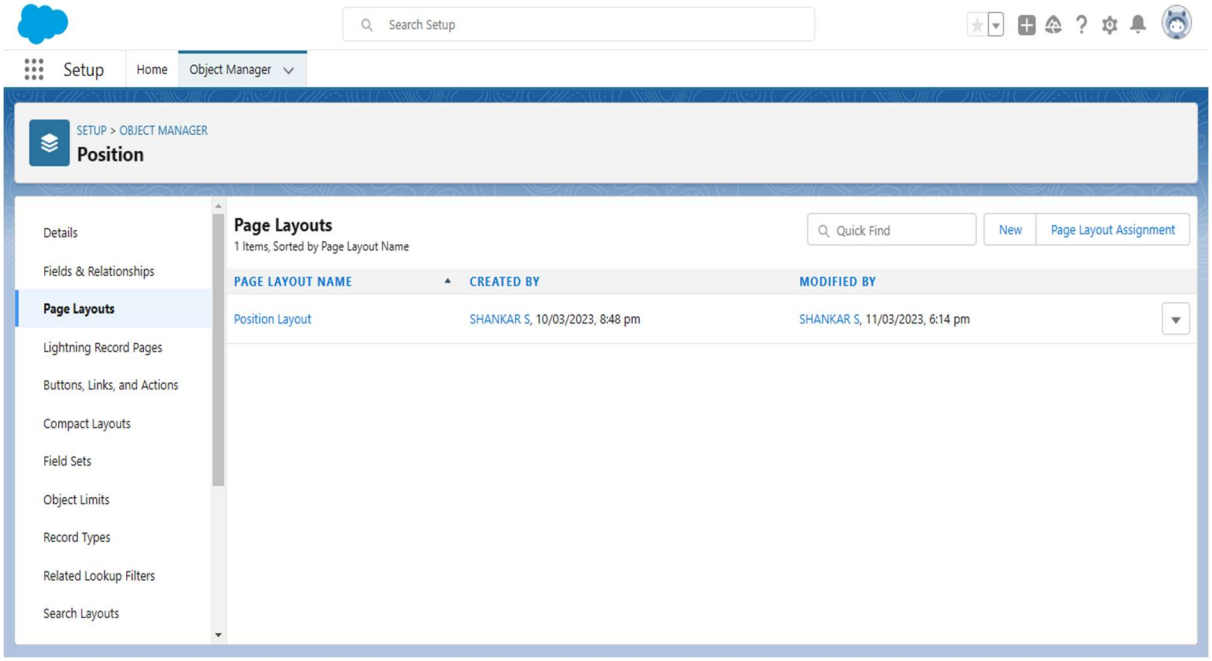


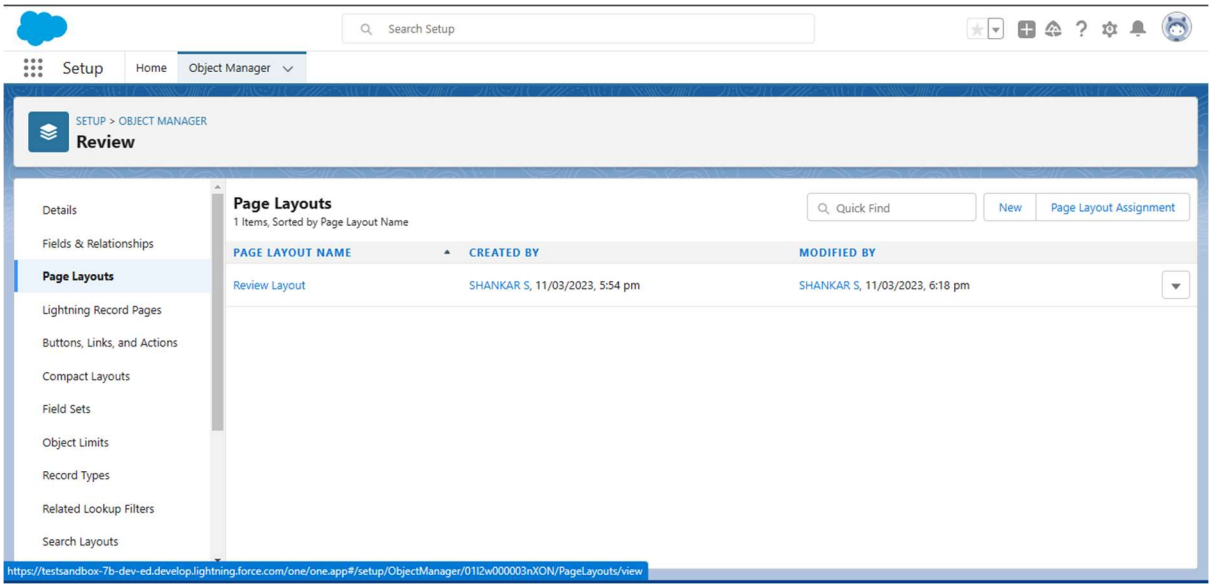


Milestone 7: Page Layout

Description:

We had created a page layout for position object.



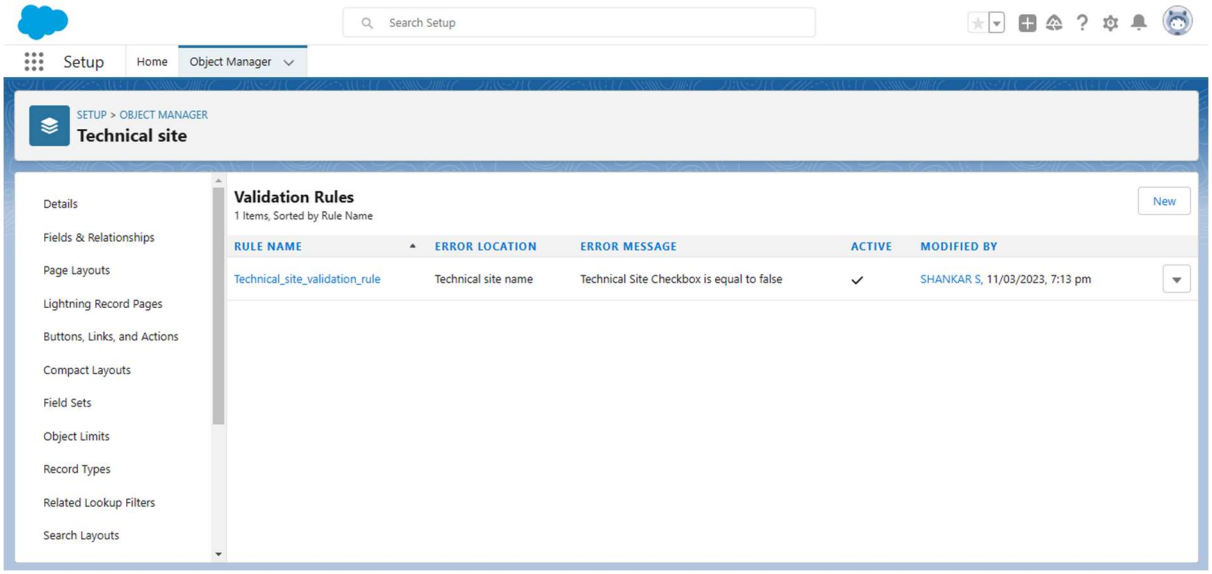


Milestone 8: Validation Rules

Description:

We had created a validation rule named “Phone number validation rule”

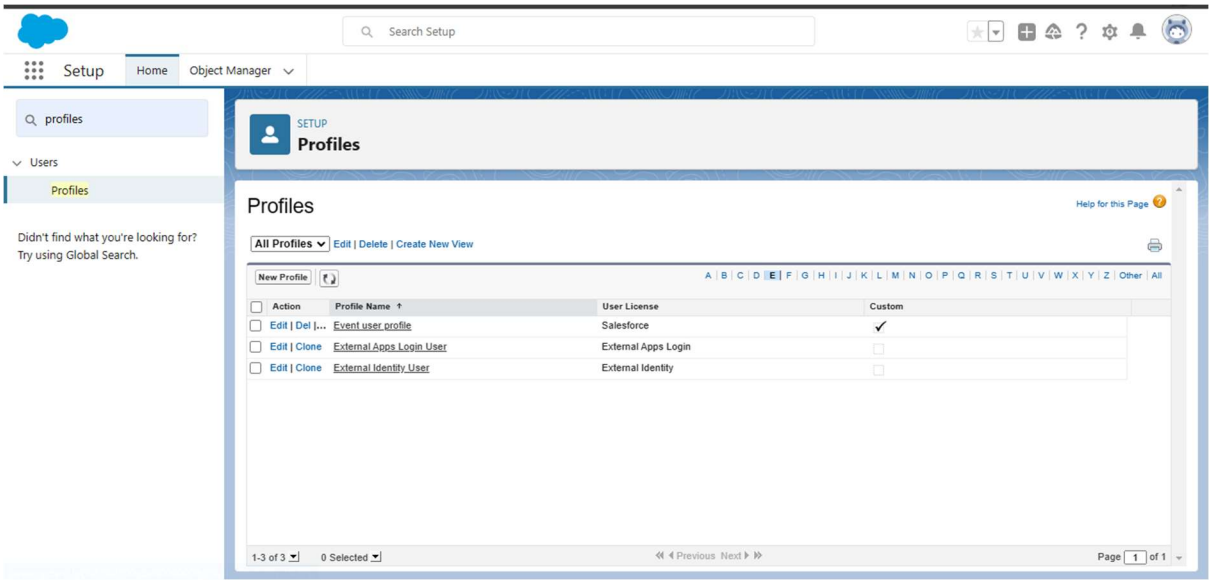
We had created a validation rule for Technical Site Checkbox is equal to True.

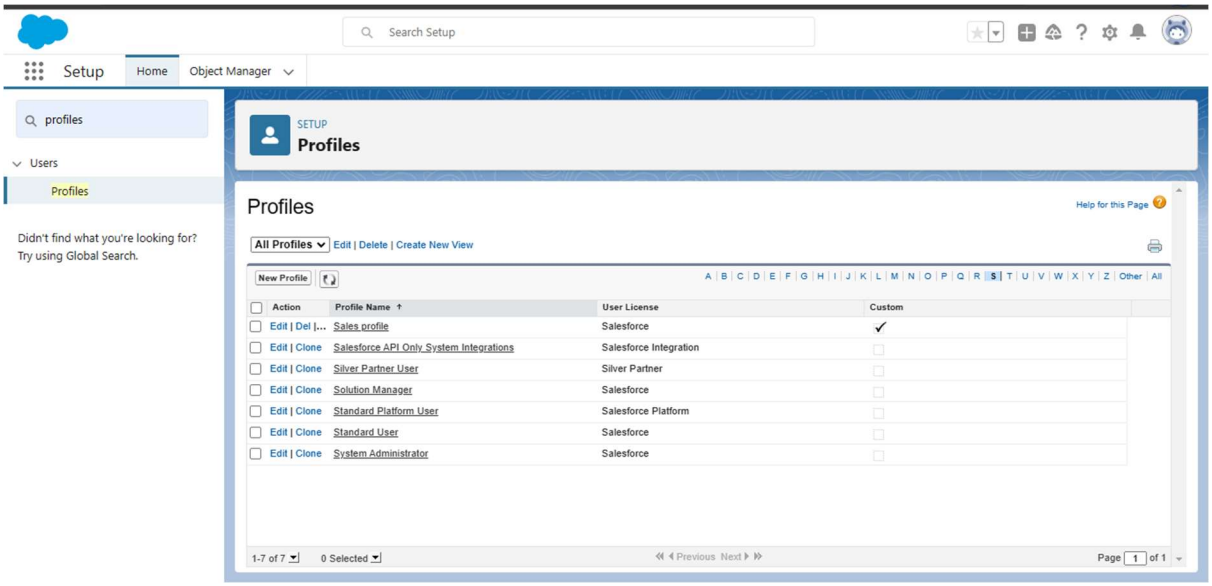


Milestone 9: Profile

Description:

We had created a Event user profile and a Sales profile.

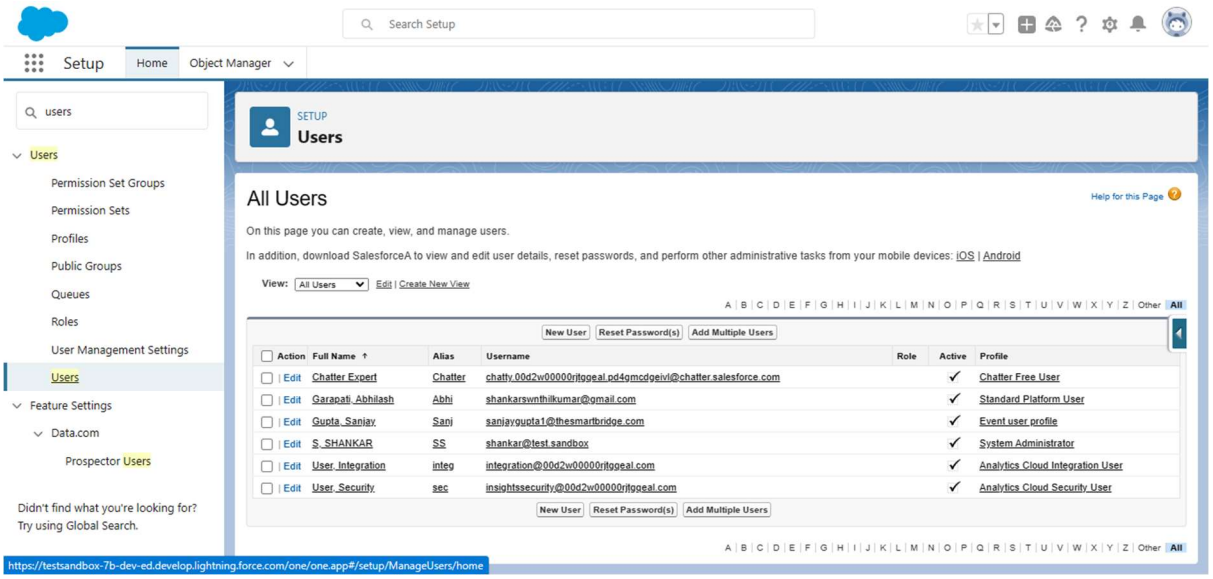




Milestone 10: User

Description:

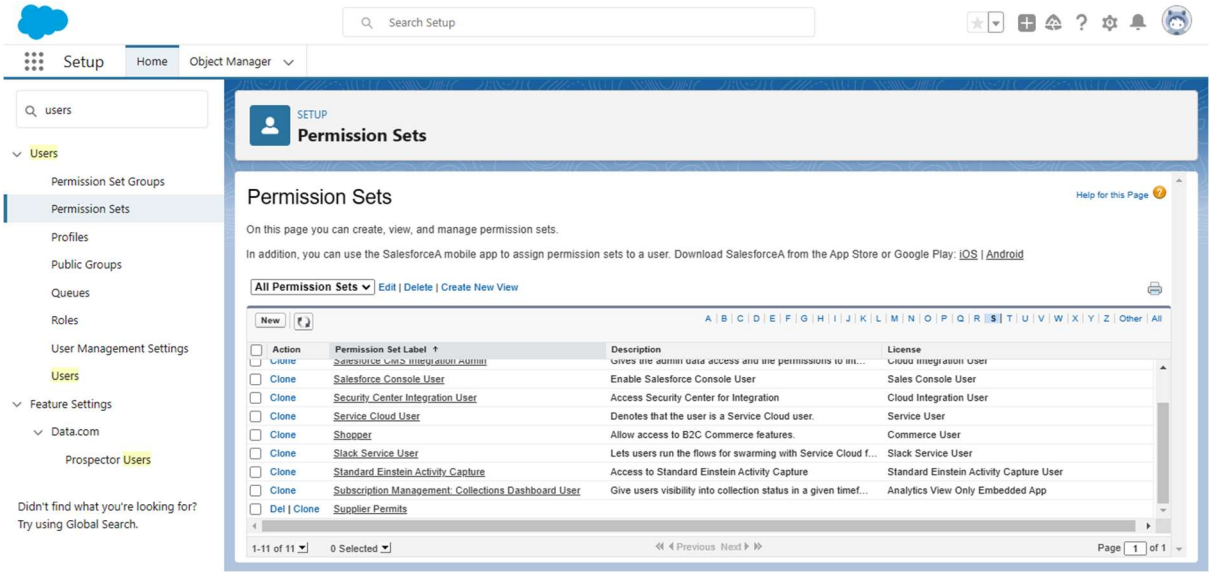
We had created a new user named “Sanjay Gupta” and “Abhilash Garapati” and assigned them to sales profile.



Milestone 11: Permission Set

Description:

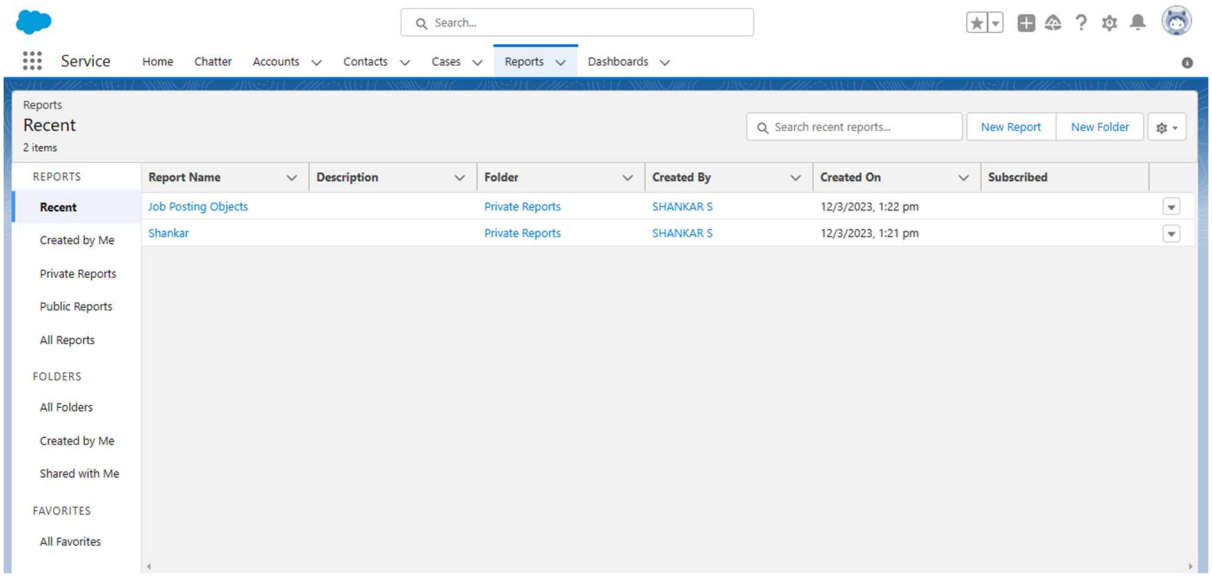
We had created a permission set for supplier permits and for review object.



Milestone 12: Reports

Description:

We had created a report for review and Job Posting Objects.



4: TRAILHEAD PROFILE PUBLIC URL

Team Lead: https://trailblazer.me/id/shankarsanju

Team Member 1: https://trailblazer.me/id/savel47

Team Member 2: https://trailblazer.me/id/rmurugan20

Team Member 3: https://trailblazer.me/id/sowmv10

5: ADVANTAGES & DISADVANTAGES OF THE PROJECT

Recruiting assistants can provide a number of advantages for HR managers, including:

Time savings: HR managers are often responsible for a wide range of tasks, including recruiting, hiring, onboarding, training, and managing employees. By delegating recruiting tasks to an assistant, HR managers can free up valuable time to focus on other important responsibilities.

Increased efficiency: Recruiting assistants can help streamline the hiring process by screening resumes, scheduling interviews, and conducting initial candidate assessments. This can help ensure that the HR manager is only spending time with the most qualified candidates.

Improved candidate experience: Recruiting assistants can act as a point of contact for candidates throughout the hiring process, providing updates, answering questions, and ensuring that candidates feel valued and respected.

This can help improve the overall candidate experience and promote a positive employer brand.

Access to additional resources: Recruiting assistants may have access to additional recruiting tools and resources, such as job boards, applicant tracking systems, and candidate databases. This can help HR managers identify top talent more quickly and effectively.

Cost savings: By delegating recruiting tasks to an assistant, HR managers may be able to reduce their hiring costs by minimizing the need for external recruiting services or advertising.

Cost: Depending on the size and complexity of the organization's hiring needs, hiring a recruiting assistant may be an additional cost that the organization may not be able to afford.

Training and supervision: HR managers may need to spend time and resources to train and supervise the recruiting assistant, which can take away from their other responsibilities.

Communication challenges: If the recruiting assistant is not properly trained or does not have a clear understanding of the organization's hiring needs and processes, miscommunications can occur, which may result in missed opportunities to hire the right candidates.

Lack of experience: If the recruiting assistant is new to the field or lacks experience, they may not be able to effectively identify top talent or screen candidates effectively.

Limited capacity: Depending on the size and complexity of the organization's hiring needs, a recruiting assistant may not have the capacity to manage all of the organization's recruiting needs, which may require additional resources or external assistance.

6: APPLICATIONS

Recruiting assistants can be used in a variety of applications for HR managers, including:

Screening resumes: Recruiting assistants can help screen resumes to identify candidates who meet the required qualifications and experience.

Scheduling interviews: Recruiting assistants can help schedule interviews with candidates and manage the logistics of the interview process.

Conducting initial candidate assessments: Recruiting assistants can conduct initial phone or video interviews to assess a candidate's suitability for the role.

Posting job listings: Recruiting assistants can help post job listings on job boards, social media, and other recruiting channels.

Coordinating recruitment events: Recruiting assistants can help coordinate recruitment events, such as job fairs and campus recruiting events.

Providing administrative support: Recruiting assistants can provide administrative support to HR managers by managing paperwork, data entry, and other tasks.

Maintaining candidate databases: Recruiting assistants can help maintain candidate databases, ensuring that candidate information is accurate and up-to-date.

7: CONCLUSION

In conclusion, recruiting assistants can provide a number of advantages for HR managers, including time savings, increased efficiency, improved candidate experience, access to additional resources, and cost savings. By delegating recruiting tasks to an assistant, HR managers can focus on other important responsibilities and ensure that the organization is able to attract and hire top talent. However, there are also potential disadvantages to consider, such as cost, training and supervision, communication challenges, lack of experience, and limited capacity. It's important for HR managers to carefully consider their organization's hiring needs and weigh the potential advantages and disadvantages of recruiting assistants before making a decision. Overall, if implemented correctly, recruiting assistants can be a valuable addition to the HR team and help improve the organization's recruiting process.

8: FUTURE SCOPE

AI-powered screening: With the increasing use of artificial intelligence (AI) in HR technology, recruiting assistants may be able to use AI-powered screening tools to quickly identify top candidates based on their resumes, social media profiles, and other data.

Chatbots for candidate communication: Chatbots and other AI-powered communication tools may be used to automate candidate communication,

ensuring that candidates receive timely updates and are able to ask questions at any time of day.

Video-based recruitment: With the increasing use of video technology, recruiting assistants may be able to conduct initial candidate assessments through video interviews, saving time and resources.

Diversity and inclusion: As organizations continue to prioritize diversity and inclusion in their hiring processes, recruiting assistants may be trained to identify and attract candidates from diverse backgrounds, ensuring that the organization is able to access a wide range of talent.

Employer branding: As the competition for top talent continues to grow, recruiting assistants may play an increasingly important role in promoting the organization's employer brand and attracting candidates who align with the organization's values and culture.