

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.

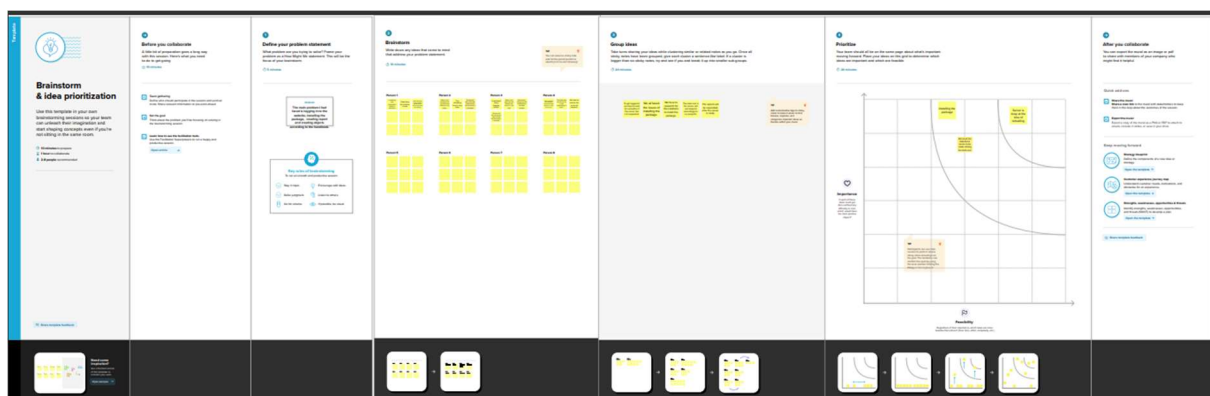
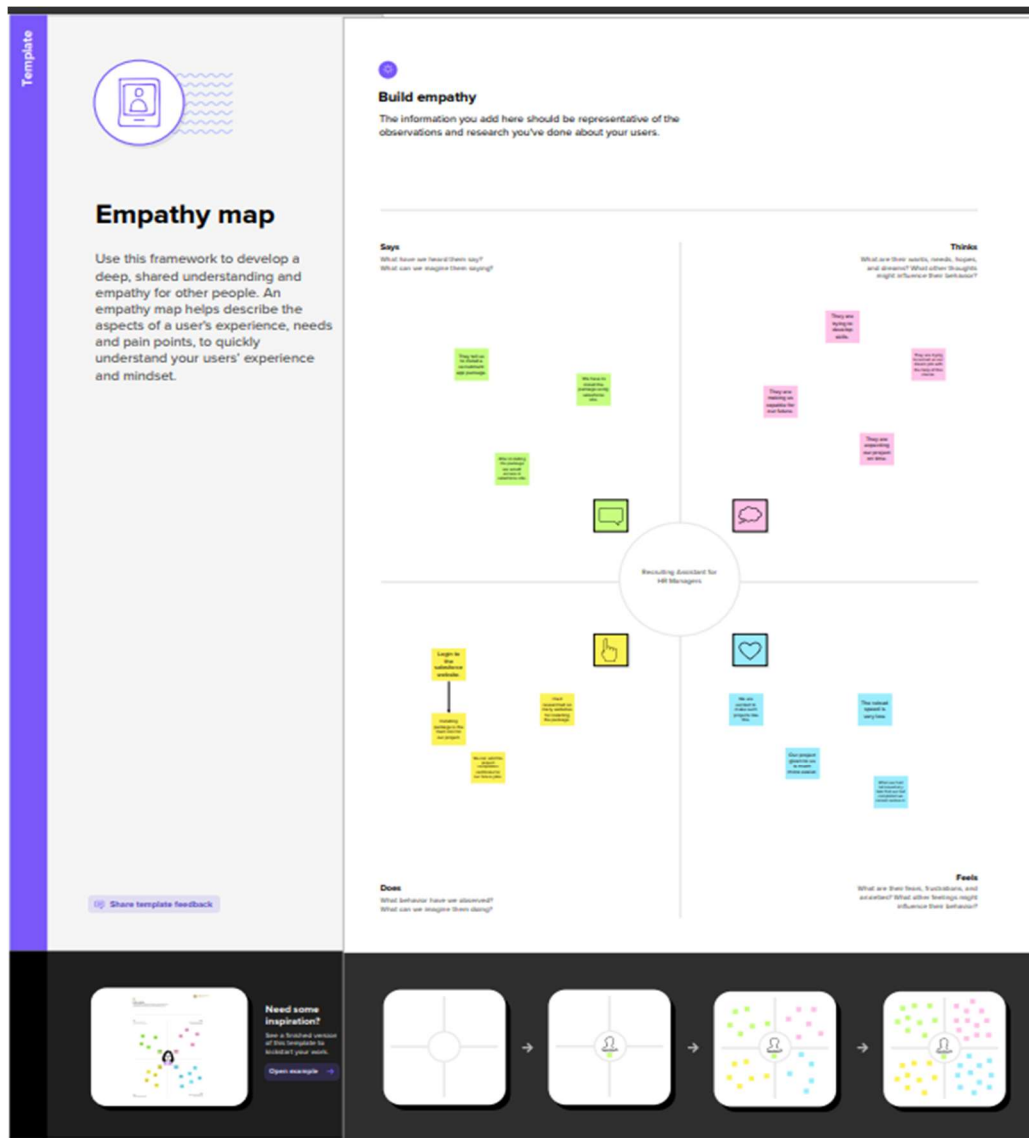
Employee Relations: HR assistants can help with employee relations by fielding employee questions and concerns, conducting exit interviews, and providing support to employees.

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:



3: RESULT

3.1 DATA MODEL

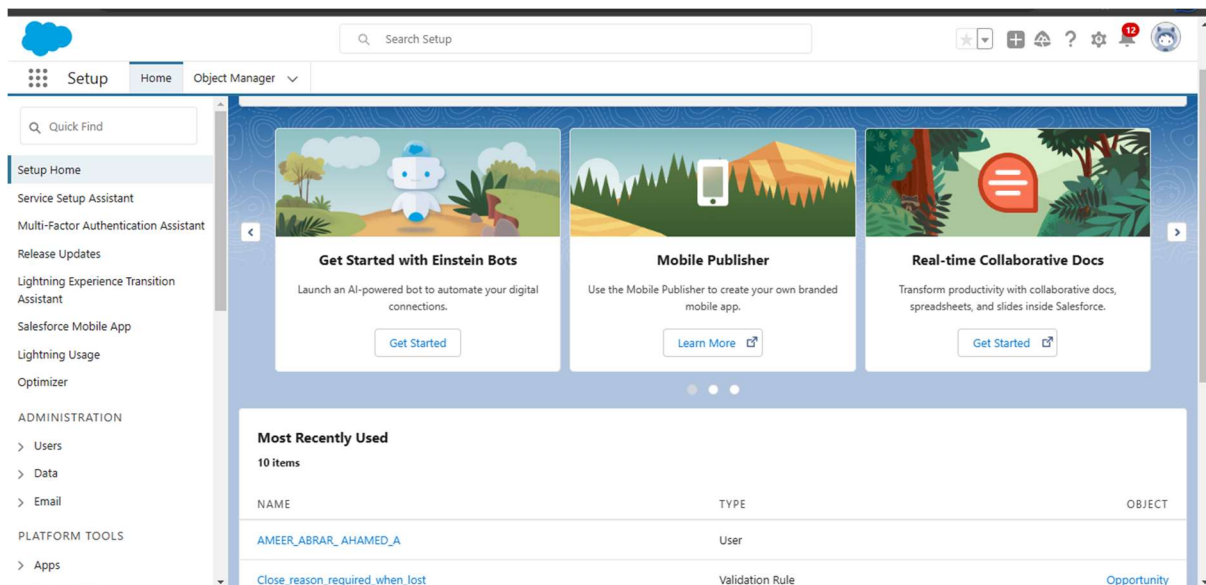
OBJECT NAME	FIELD IN THE OBJECT	
Job Posting Site	Field Label	Data Type
	Job Posting Site URL	URL
	Status	URL
	Technical Site	URL
	Description	URL
Job Posting	Field Label	Data Type
	Position	Master-Detail(Position)
	Job Posting Site	Master-Detail(Job Posting Site)

3.2 ACTIVITY & SCREENSHOT

Milestone 1: Creation of Developer Account

Description:

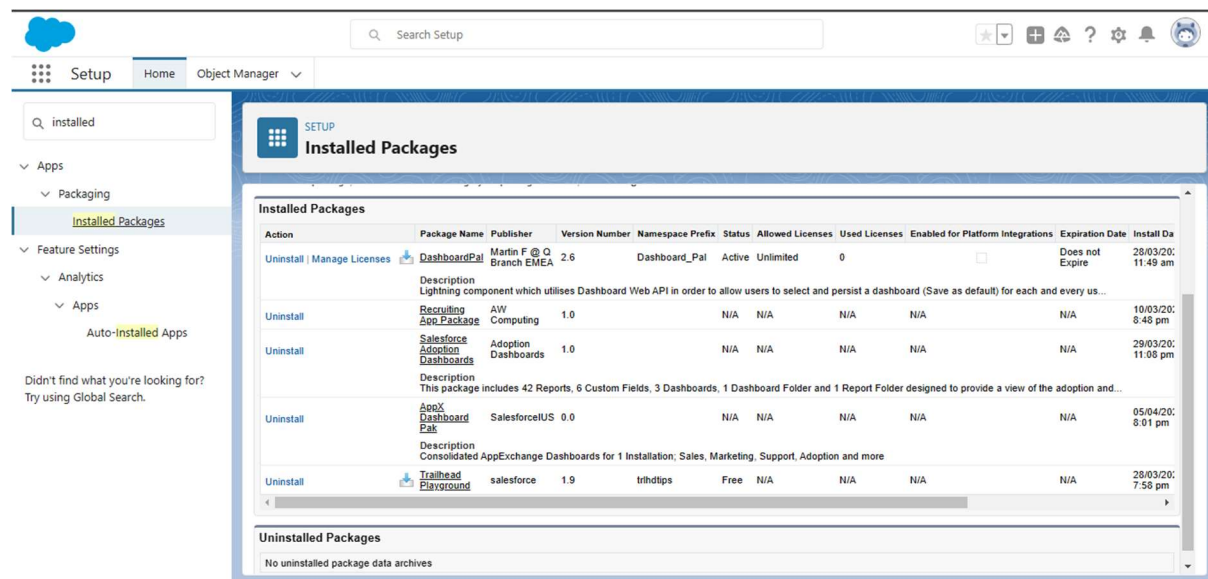
We had created a new salesforce developer account from the website Developer.salesforce.com



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.



The screenshot shows the Salesforce Setup interface. The left sidebar contains navigation links: Setup, Home, Object Manager, and a search bar. The main content area is titled "Installed Packages" and displays a table of installed packages. The table has columns for Action, Package Name, Publisher, Version Number, Namespace Prefix, Status, Allowed Licenses, Used Licenses, Enabled for Platform Integrations, Expiration Date, and Install Date. The packages listed are:

Action	Package Name	Publisher	Version Number	Namespace Prefix	Status	Allowed Licenses	Used Licenses	Enabled for Platform Integrations	Expiration Date	Install Date
Uninstall Manage Licenses	DashboardPal	Martin F @ O Branch EMEA	2.6	Dashboard_Pal	Active	Unlimited	0	<input type="checkbox"/>	Does not Expire	28/03/20: 11:49 am
Uninstall	Recruiting App Package	AW Computing	1.0		N/A	N/A	N/A	N/A	N/A	10/03/20: 8:48 pm
Uninstall	Salesforce Adoption Dashboards	Adoption Dashboards	1.0		N/A	N/A	N/A	N/A	N/A	29/03/20: 11:08 pm
Uninstall	AppX Dashboard Pak	SalesforceUS	0.0		N/A	N/A	N/A	N/A	N/A	05/04/20: 8:01 pm
Uninstall	Trailhead Playground	salesforce	1.9	trihdtps	Free	N/A	N/A	N/A	N/A	28/03/20: 7:58 pm

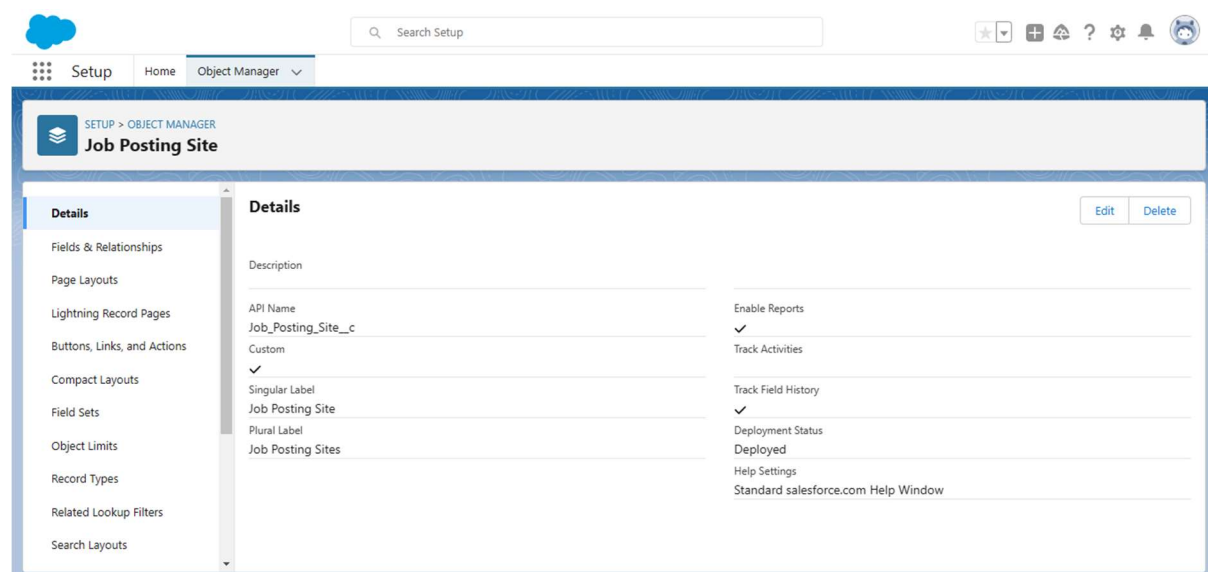
Below the table, there is a section for "Uninstalled Packages" which currently shows "No uninstalled package data archives".

Milestone 3: Object

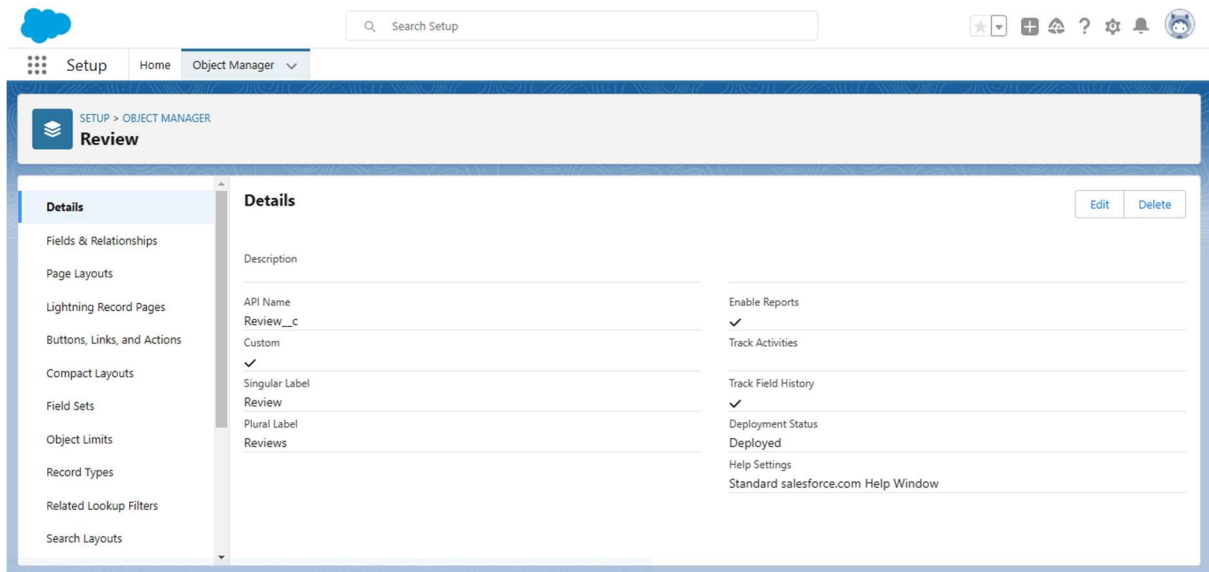
Description:

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.



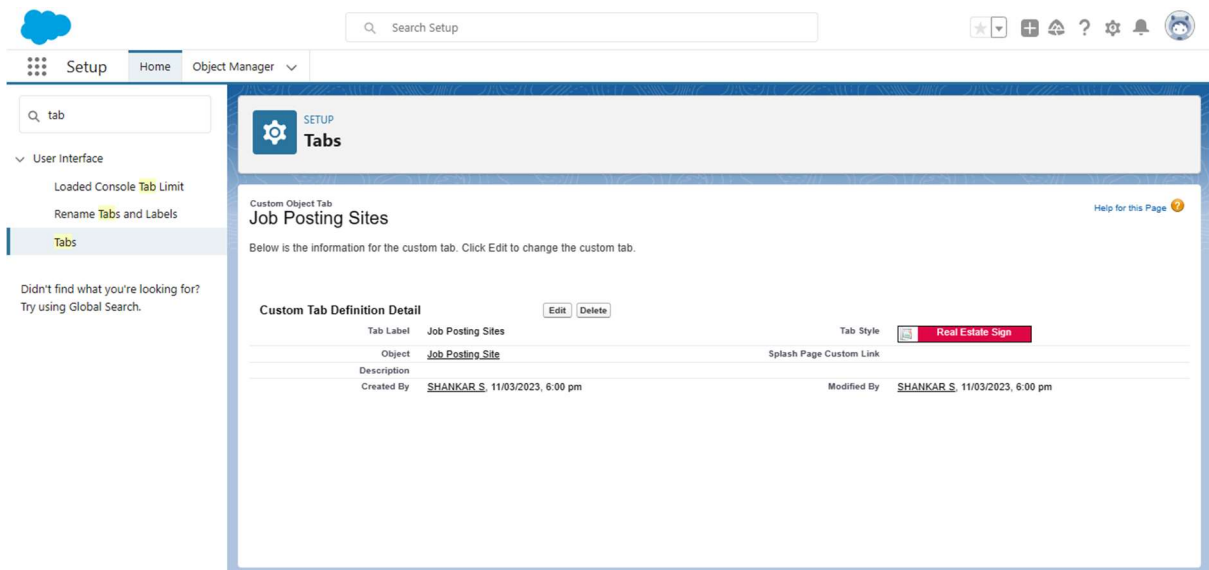
The screenshot shows the Salesforce Object Manager page for the "Job Posting Site" object. The left sidebar contains navigation links: Setup, Home, Object Manager, and a search bar. The main content area is titled "Job Posting Site" and displays the "Details" tab. The details section includes a description, API Name (Job_Posting_Site__c), Custom (checked), Singular Label (Job Posting Site), Plural Label (Job Posting Sites), and a list of settings: Enable Reports (checked), Track Activities (checked), Track Field History (checked), Deployment Status (Deployed), Help Settings (Standard salesforce.com Help Window).



Milestone 4: Tabs

Description:

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



Milestone 5: Fields

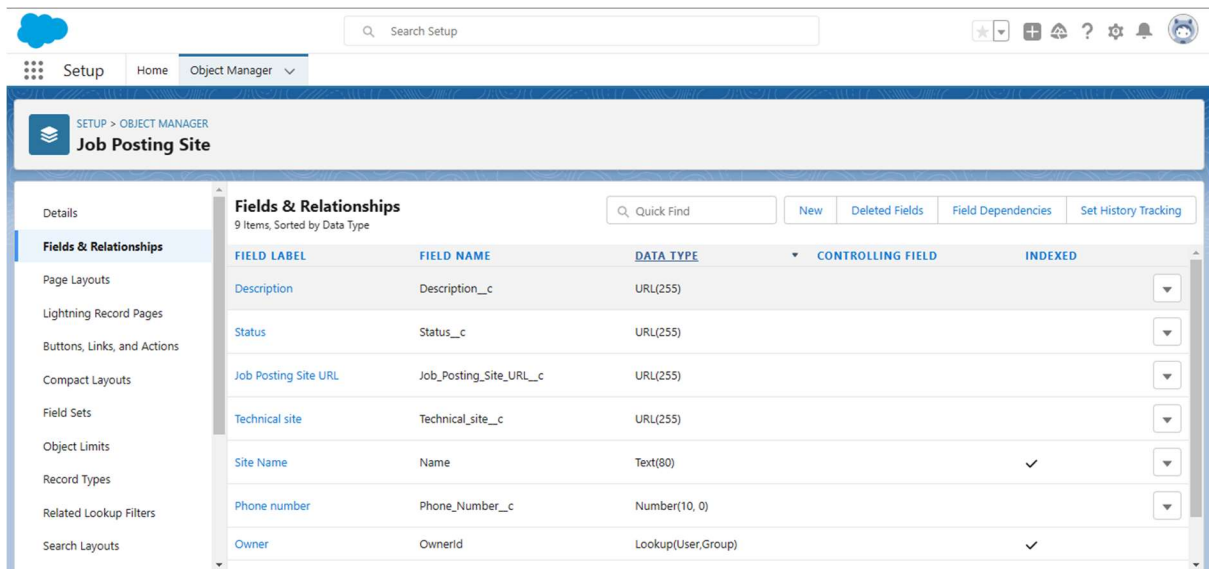
Description:

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.



The screenshot shows the Salesforce Setup interface for the 'Job Posting Site' object. The 'Fields & Relationships' section is active, displaying a table of 9 fields. The table has columns for FIELD LABEL, FIELD NAME, DATA TYPE, CONTROLLING FIELD, and INDEXED. The fields listed are: Description (Description__c, URL(255)), Status (Status__c, URL(255)), Job Posting Site URL (Job_Posting_Site_URL__c, URL(255)), Technical site (Technical_site__c, URL(255)), Site Name (Name, Text(80)), Phone number (Phone_Number__c, Number(10, 0)), and Owner (Ownerid, Lookup(User,Group)).

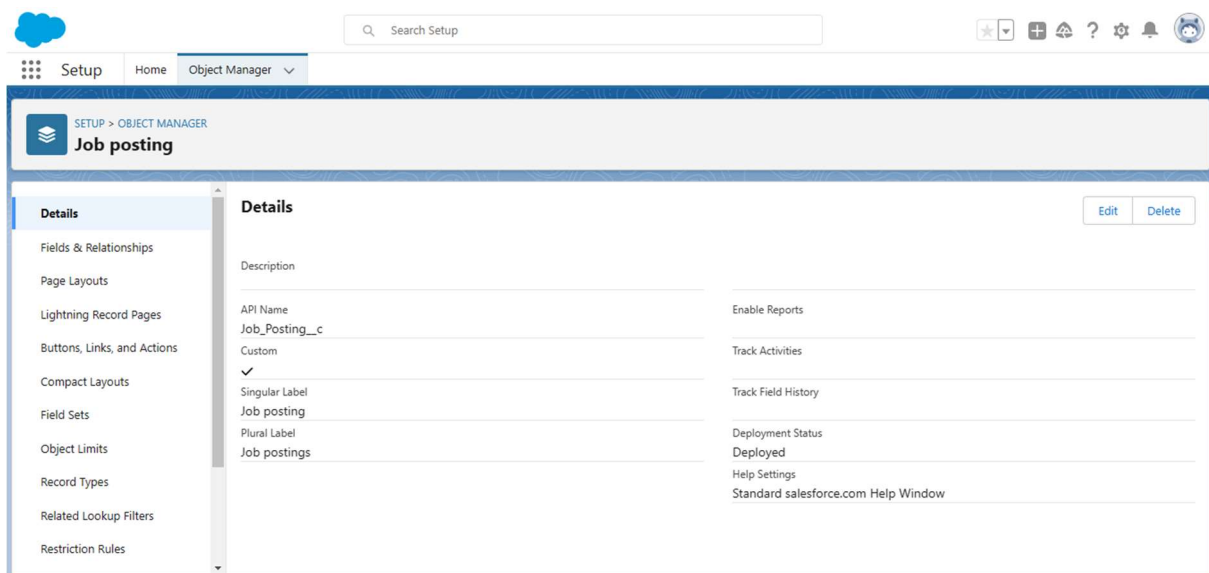
FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Description	Description__c	URL(255)		
Status	Status__c	URL(255)		
Job Posting Site URL	Job_Posting_Site_URL__c	URL(255)		
Technical site	Technical_site__c	URL(255)		
Site Name	Name	Text(80)		✓
Phone number	Phone_Number__c	Number(10, 0)		
Owner	Ownerid	Lookup(User,Group)		✓

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.



The screenshot shows the Salesforce Setup interface for the 'Job posting' object. The 'Details' section is active, displaying various configuration options. The 'API Name' is 'Job_Posting__c', and the 'Singular Label' is 'Job posting'. The 'Plural Label' is 'Job postings'. The 'Deployment Status' is 'Deployed'. The 'Help Settings' are set to 'Standard salesforce.com Help Window'.

Field	Value
Description	
API Name	Job_Posting__c
Custom	✓
Singular Label	Job posting
Plural Label	Job postings
Enable Reports	
Track Activities	
Track Field History	
Deployment Status	Deployed
Help Settings	Standard salesforce.com Help Window

Setup Home Object Manager

Search Setup

SETUP > OBJECT MANAGER
Job posting

Details

Fields & Relationships
5 Items, Sorted by Field Label

Quick Find New Deleted Fields Field Dependencies Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Job posting Number	Name	Auto Number		✓
Job Posting Site	Job_Posting_Site__c	Master-Detail(Job Posting Site)		✓
Last Modified By	LastModifiedById	Lookup(User)		
Position	Position__c	Master-Detail(Position)		✓

Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
Restriction Rules

Milestone 7: Page Layout

Description:

We had created a page layout for position object.

Setup Home Object Manager

Search Setup

SETUP > OBJECT MANAGER
Position

Details

Fields & Relationships

Page Layouts
1 Items, Sorted by Page Layout Name

Quick Find New Page Layout Assignment

PAGE LAYOUT NAME	CREATED BY	MODIFIED BY
Position Layout	SHANKAR S, 10/03/2023, 8:48 pm	SHANKAR S, 11/03/2023, 6:14 pm

Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
Search Layouts

The screenshot shows the Salesforce Setup interface. The top navigation bar includes a search bar labeled "Search Setup" and several utility icons. The main navigation menu on the left lists various setup areas, with "Object Manager" selected. The sub-navigation bar shows "Setup > OBJECT MANAGER" and "Review". The main content area is titled "Page Layouts" and displays a table with one item, "Review Layout". The table has columns for "PAGE LAYOUT NAME", "CREATED BY", and "MODIFIED BY". The "Review Layout" was created by SHANKAR S on 11/03/2023 at 5:54 pm and modified by SHANKAR S on 11/03/2023 at 6:18 pm. A "New" button and a "Page Layout Assignment" button are visible in the top right of the table area.

PAGE LAYOUT NAME	CREATED BY	MODIFIED BY
Review Layout	SHANKAR S, 11/03/2023, 5:54 pm	SHANKAR S, 11/03/2023, 6:18 pm

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.

The screenshot shows the Salesforce Setup interface for the "Technical site" object. The top navigation bar includes a search bar labeled "Search Setup" and several utility icons. The main navigation menu on the left lists various setup areas, with "Object Manager" selected. The sub-navigation bar shows "Setup > OBJECT MANAGER" and "Technical site". The main content area is titled "Validation Rules" and displays a table with one item, "Technical_site_validation_rule". The table has columns for "RULE NAME", "ERROR LOCATION", "ERROR MESSAGE", "ACTIVE", and "MODIFIED BY". The "Technical_site_validation_rule" has an error location of "Technical site name" and an error message of "Technical Site Checkbox is equal to false". It is active (indicated by a checkmark) and was modified by SHANKAR S on 11/03/2023 at 7:13 pm. A "New" button is visible in the top right of the table area.

RULE NAME	ERROR LOCATION	ERROR MESSAGE	ACTIVE	MODIFIED BY
Technical_site_validation_rule	Technical site name	Technical Site Checkbox is equal to false	✓	SHANKAR S, 11/03/2023, 7:13 pm

Milestone 9: Profile

Description:

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

The screenshot shows the Salesforce Setup interface for Profiles. The left sidebar has a search bar with 'profiles' and a list with 'Users' and 'Profiles' (selected). The main content area is titled 'Profiles' and shows a table with 3 profiles. The table has columns for Action, Profile Name, User License, and Custom. The profiles listed are 'Event user profile', 'External Apps Login User', and 'External Identity User'. The 'Event user profile' has a checkmark in the Custom column. The bottom of the table shows '1-3 of 3' and '0 Selected'.

Action	Profile Name	User License	Custom
Edit Del ...	Event user profile	Salesforce	<input checked="" type="checkbox"/>
Edit Clone	External Apps Login User	External Apps Login	<input type="checkbox"/>
Edit Clone	External Identity User	External Identity	<input type="checkbox"/>

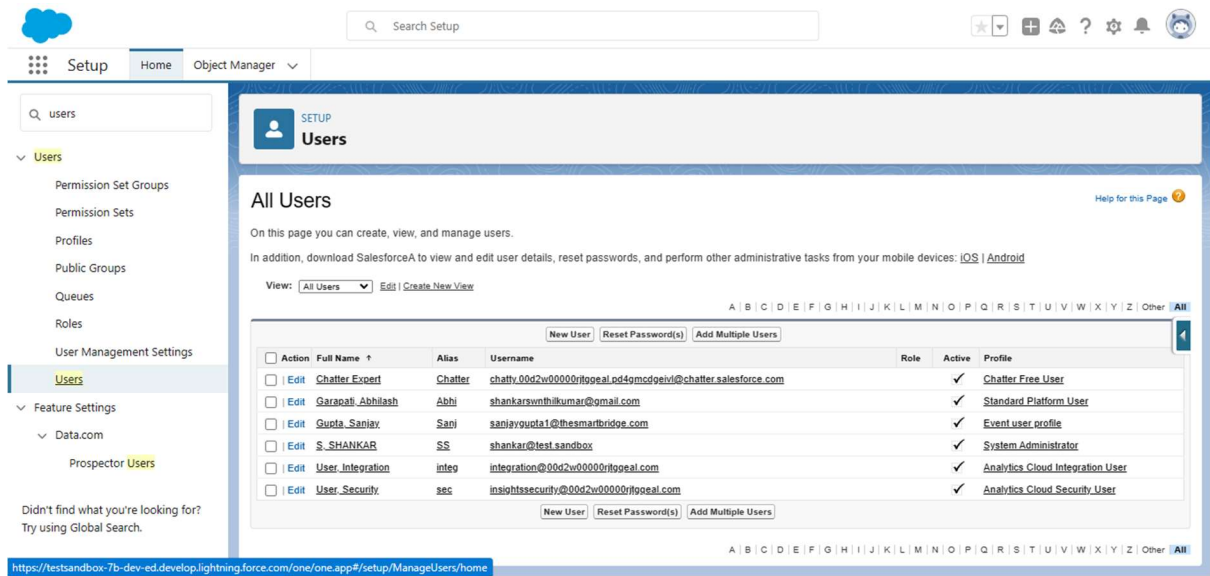
The screenshot shows the Salesforce Setup interface for Profiles. The left sidebar has a search bar with 'profiles' and a list with 'Users' and 'Profiles' (selected). The main content area is titled 'Profiles' and shows a table with 7 profiles. The table has columns for Action, Profile Name, User License, and Custom. The profiles listed are 'Sales profile', 'Salesforce API Only System Integrations', 'Silver Partner User', 'Solution Manager', 'Standard Platform User', 'Standard User', and 'System Administrator'. The 'Sales profile' has a checkmark in the Custom column. The bottom of the table shows '1-7 of 7' and '0 Selected'.

Action	Profile Name	User License	Custom
Edit Del ...	Sales profile	Salesforce	<input checked="" type="checkbox"/>
Edit Clone	Salesforce API Only System Integrations	Salesforce Integration	<input type="checkbox"/>
Edit Clone	Silver Partner User	Silver Partner	<input type="checkbox"/>
Edit Clone	Solution Manager	Salesforce	<input type="checkbox"/>
Edit Clone	Standard Platform User	Salesforce Platform	<input type="checkbox"/>
Edit Clone	Standard User	Salesforce	<input type="checkbox"/>
Edit Clone	System Administrator	Salesforce	<input type="checkbox"/>

Milestone 10: User

Description:

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

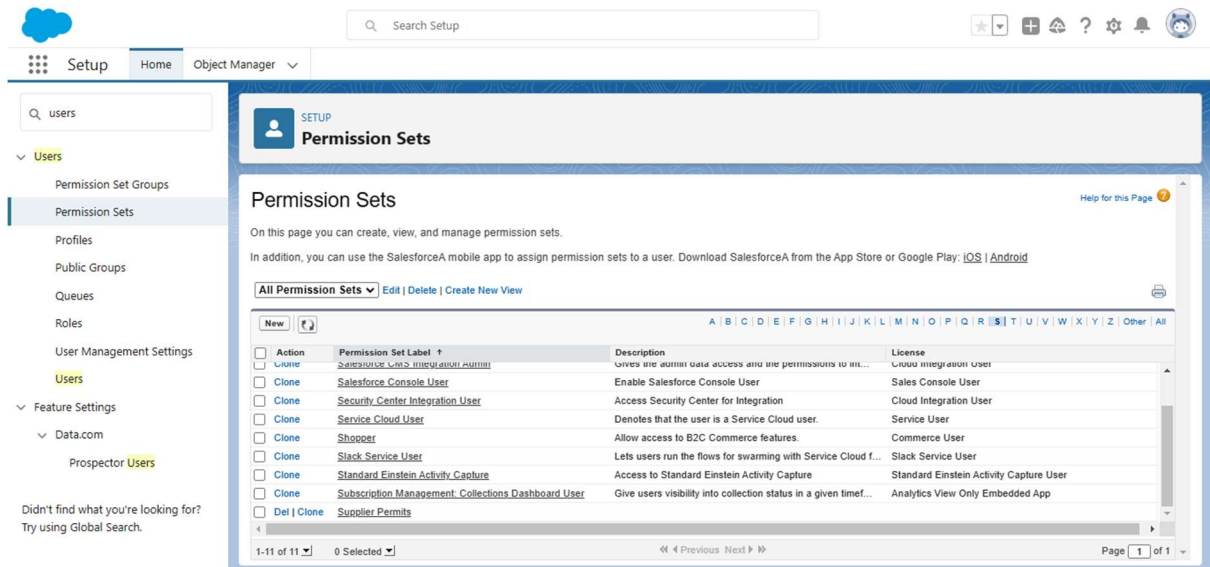


The screenshot shows the Salesforce Setup interface for the 'Users' section. The left sidebar contains navigation links: Setup, Home, Object Manager, Users, Permission Set Groups, Permission Sets, Profiles, Public Groups, Queues, Roles, User Management Settings, Feature Settings, Data.com, and Prospectors. The main content area is titled 'All Users' and includes a search bar, a 'View: All Users' dropdown, and a 'Create New User' button. Below this is a table of users with columns for Action, Full Name, Alias, Username, Role, Active, and Profile. The table lists several users, including 'Chatter Expert', 'Garaadi Abhilash', 'Gupta Sanjay', 'S. SHANKAR', 'User Integration', and 'User Security'. The bottom of the page shows the URL: <https://testsandbox-7b-dev-ed.develop.lightning.force.com/one/one.app#/setup/ManageUsers/home>.

Milestone 11: Permission Set

Description:

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

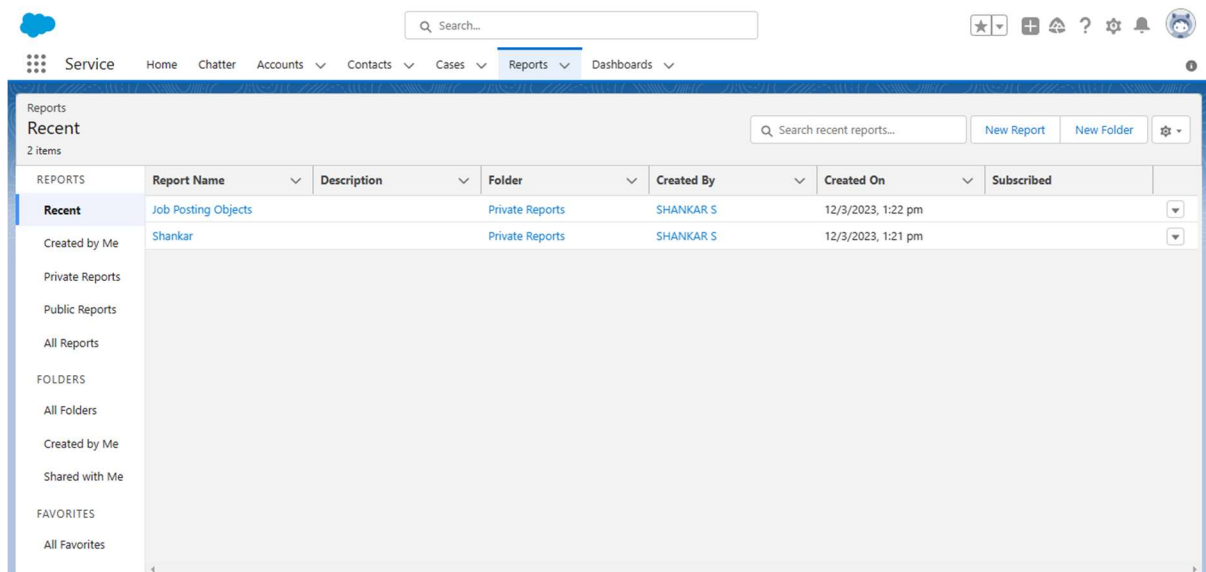


The screenshot shows the Salesforce Setup interface for the 'Permission Sets' section. The left sidebar contains navigation links: Setup, Home, Object Manager, Users, Permission Set Groups, Permission Sets, Profiles, Public Groups, Queues, Roles, User Management Settings, Feature Settings, Data.com, and Prospectors. The main content area is titled 'Permission Sets' and includes a search bar, a 'View: All Permission Sets' dropdown, and a 'Create New View' button. Below this is a table of permission sets with columns for Action, Permission Set Label, Description, and License. The table lists several permission sets, including 'Salesforce Console User', 'Security Center Integration User', 'Service Cloud User', 'Shopper', 'Slack Service User', 'Standard Einstein Activity Capture', 'Subscription Management Collections Dashboard User', and 'Supplier Permits'. The bottom of the page shows the URL: <https://testsandbox-7b-dev-ed.develop.lightning.force.com/one/one.app#/setup/ManageUsers/home>.

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.