

PROJECT REPORT TEMPLATE

RECRUITING ASSISTANT FOR HR MANAGERS

1.INRODUCTION

1.1 Overview :

In this project ,we use custom objects ,relationships, pages layouts to give the HR 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.

1.2 Purpose :

- ❖ Job positing
- ❖ Rewards & Incentives
- ❖ Resolving conflicts
- ❖ Performance Appraisal
- ❖ Training & Development
- ❖ Maintaining Healthy Work culture
- ❖ Organizing various activities
- ❖ Payroll Management .

2. Problem Definition & Design Thinking

2.1 Empathy map :

An empathy map is a collaborative visualization used to articulate what we know about a particular type of user. It externalizes knowledge about users in order to

- 1) create a shared understanding of user needs, and
- 2) aid in decision making



2.2 Brainstorming :

Brainstorming is a group problem-solving method that involves the spontaneous contribution of creative ideas and solutions. This technique requires intensive, freewheeling discussion in which every member of the group is encouraged to think aloud and suggest as many ideas as possible based on their diverse knowledge.

The screenshot displays a Mural collaborative workspace with a blue sidebar on the left and a main content area on the right. The sidebar contains a lightbulb icon and the title 'Brainstorm & idea prioritization'. Below the title, it provides instructions: 'Use this template in your own brainstorming sessions so your team can unleash their imagination and start shaping concepts even if you're not sitting in the same room.' It also lists session details: '10 minutes to prepare', '1 hour to collaborate', and '2-8 people recommended'. The main content area is divided into two panels. The left panel, titled 'Before you collaborate', includes a sub-header 'A little bit of preparation goes a long way with this session. Here's what you need to do to get going.' and a '10 minutes' timer. It lists three steps: 'A Team gathering' (Define who should participate in the session and send an invite. Share relevant information or pre-work ahead.), 'B Set the goal' (Think about the problem you'll be focusing on solving in the brainstorming session.), and 'C Learn how to use the facilitation tools' (Use the Facilitation Superpowers to run a happy and productive session.). A link 'Open article' is provided. The right panel, titled 'Define your problem statement', includes a sub-header 'What problem are you trying to solve? Frame your problem as a How Might We statement. This will be the focus of your brainstorm.' and a '5 minutes' timer. It features a box labeled 'PROBLEM' with the text 'How might we [your problem statement]?'. Below this is a section titled 'Key rules of brainstorming' with the subtitle 'To run a smooth and productive session'. It lists six rules: 'Stay in topic.', 'Defer judgment.', 'Go for volume.', 'Encourage wild ideas.', 'Listen to others.', and 'If possible, be visual.' Each rule is accompanied by a small icon. At the bottom of the main content area, there is a small chat window with a smiley face icon and a group photo icon.

Brainstorm & idea prioritization

Use this template in your own brainstorming sessions so your team can unleash their imagination and start shaping concepts even if you're not sitting in the same room.

10 minutes to prepare
1 hour to collaborate
2-8 people recommended

Before you collaborate

A little bit of preparation goes a long way with this session. Here's what you need to do to get going.

10 minutes

A Team gathering
Define who should participate in the session and send an invite. Share relevant information or pre-work ahead.

B Set the goal
Think about the problem you'll be focusing on solving in the brainstorming session.

C Learn how to use the facilitation tools
Use the Facilitation Superpowers to run a happy and productive session.

[Open article](#)

Define your problem statement

What problem are you trying to solve? Frame your problem as a How Might We statement. This will be the focus of your brainstorm.

5 minutes

PROBLEM
How might we [your problem statement]?

Key rules of brainstorming
To run a smooth and productive session

- Stay in topic.
- Defer judgment.
- Go for volume.
- Encourage wild ideas.
- Listen to others.
- If possible, be visual.

2

Brainstorm

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

🕒 10 minutes

TP

You can select a sticky note and hit the pencil (switch to sketch) icon to start drawing!

V.Sabarinathan

Recruiting resources	Involve employees in decision making	Develop a supportive culture
Train and handle employees	Set and review objectives	Motivate employees
Conduct financial evaluation	Try to improve diversity	

Santhanalakshmi.V

Recruiting resources	Involve employees in decision making	Develop a supportive culture
Train and handle employees	Set and review objectives	Motivate employees
Conduct financial evaluation	Try to improve diversity	

Sarvin.S

Recruiting resources	Involve employees in decision making	Develop a supportive culture
Train and handle employees	Set and review objectives	Motivate employees
Conduct financial evaluation	Try to improve diversity	

Sivabalan.K

Recruiting resources	Involve employees in decision making	Develop a supportive culture
Train and handle employees	Set and review objectives	Motivate employees
Conduct financial evaluation	Try to improve diversity	

3

Group ideas

Take turns sharing your ideas while clustering sticky notes have been grouped, give each cluster a title. Once all clusters have been created, try and see if you can find a common theme across all groups.

🕒 20 minutes



Once all clusters have been created, try and see if you can find a common theme across all groups.

*Hire employees
*schedule and assists HR.
*Responsible for managing and handling the day-to-day activities

TP

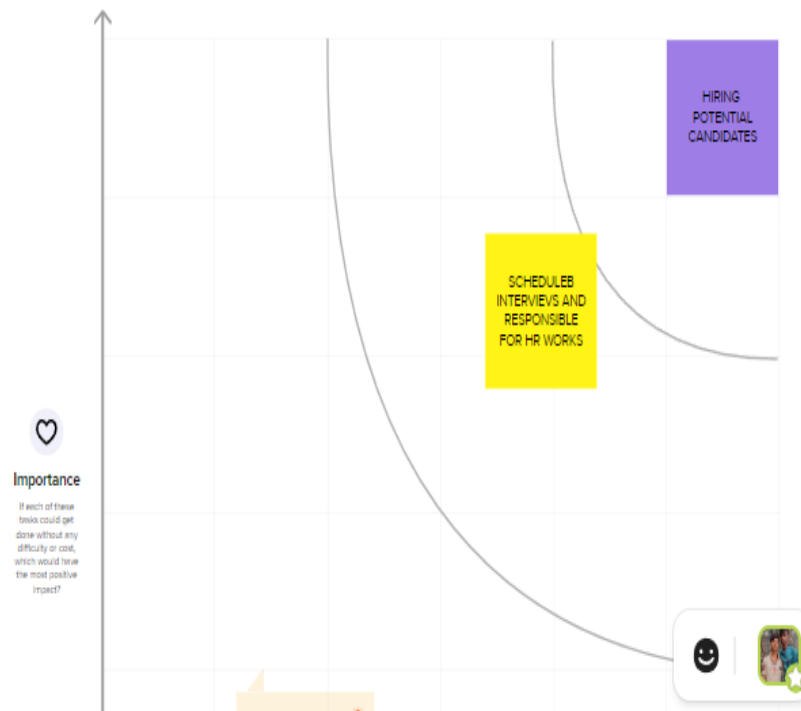
Add customizable tags to sticky notes to make it easier to find, browse, organize, and categorize important ideas as themes within your mind.



Prioritize

Your team should all be on the same page about what's important moving forward. Place your ideas on this grid to determine which ideas are important and which are feasible.

🕒 20 minutes






After you collaborate

You can export the mural as an image or pdf to share with members of your company who might find it helpful.

Quick add-ons

- A Share the mural**
Share a **view link** to the mural with stakeholders to keep them in the loop about the outcomes of the session.
- B Export the mural**
Export a copy of the mural as a PNG or PDF to attach to emails, include in slides, or save in your drive.

Keep moving forward

-  **Strategy blueprint**
Define the components of a new idea or strategy.
[Open the template →](#)
-  **Customer experience journey map**
Understand customer needs, motivations, and obstacles for an experience.
[Open the template →](#)
-  **Strengths, weaknesses, opportunities & threats**
Identify strengths, weaknesses, opportunities, and threats (SWOT) to develop a plan.
[Open the template →](#)

3.

RESULT

3.1 Data Model :

Object name		Field label	Data type
1	Job positing site	Job positing site	Text
	Job positing URL	Job positing URL	Text
2	Review	Review	Auto- Number
	Account	Account	Auto- Number

3.2 Activity & Screenshort :

The screenshot displays a web browser window with multiple tabs. The active tab is 'Reports | Salesforce', showing a report titled 'Report: Accounts' by user 'sabarínathan'. The report displays a table with 12 rows of account data. The table columns are: Last Activity, Account Owner, Account Name, Billing State/Province, Type, Rating, and Last Modified Date. The data rows show various accounts such as 'University of Arizona', 'United Oil & Gas Corp.', 'sForce', 'GenePoint', 'United Oil & Gas, UK', 'United Oil & Gas, Singapore', 'Edge Communications', 'Burlington Textiles Corp of America', and 'Pyramid Construction Inc.'. The browser's address bar shows a Salesforce URL. The Windows taskbar at the bottom includes the search bar and system clock showing 07:49 on 13-04-2023.

Report: Accounts
sabarínathan

12

	Last Activity	Account Owner	Account Name	Billing State/Province	Type	Rating	Last Modified Date
1	-	Sabarínathan V	University of Arizona	AZ	Customer - Direct	Warm	12/04/2023
2	-	Sabarínathan V	United Oil & Gas Corp.	NY	Customer - Direct	Hot	12/04/2023
3	-	Sabarínathan V	sForce	CA	-	-	12/04/2023
4	-	Sabarínathan V	GenePoint	CA	Customer - Channel	Cold	12/04/2023
5	-	Sabarínathan V	United Oil & Gas, UK	UK	Customer - Direct	-	12/04/2023
6	-	Sabarínathan V	United Oil & Gas, Singapore	Singapore	Customer - Direct	-	12/04/2023
7	-	Sabarínathan V	Edge Communications	TX	Customer - Direct	Hot	12/04/2023
8	-	Sabarínathan V	Burlington Textiles Corp of America	NC	Customer - Direct	Warm	12/04/2023
9	-	Sabarínathan V	Pyramid Construction Inc.	-	Customer - Channel	-	12/04/2023
10	-	Sabarínathan V	Diksona, Inc.	VA	Customer - Channel	-	12/04/2023

To Do List

MURAL x Upload files - Sabari-nathan0 x Welcome to Salesforce: Verifi x Home | Salesforce x Home | Salesforce x +

d5i00000bzzuaea5-dev-ed.develop.lightning.force.com/lightning/setup/SetupOneHome/home

New Tab New Tab Gmail Appointment Invite... Sabari Nathan - Rec...

Search Setup

Setup Home Object Manager

Quick Find

Setup Home

Service Setup Assistant

Multi-Factor Authentication Assistant

Release Updates

Lightning Experience Transition Assistant

Salesforce Mobile App

Lightning Usage

Optimizer

ADMINISTRATION

Users

Permission Set Groups

Permission Set

NAME	TYPE	OBJECT
Sabarinathan V	User	
Review	Custom Object Definition	
job posting	Custom Object Definition	
job posting site	Custom Object Definition	
job posting site url	Custom Field Definition	job posting site
description	Custom Field Definition	job posting site
technical site	Custom Field Definition	job posting site
status	Custom Field Definition	job posting site
job posting site Layout	Page Layout	job posting site
Permission Set	Custom Object Definition	

https://d5i00000bzzuaea5-dev-ed.develop.lightning.force.com/lightning/setup/SetupOneHome/home

Type here to search

02:30 15-04-2023

4. TRAILHEAD PROFILE PUBLIC URL

Team Leader – <https://trailblazer.me/id/snathan91>
Team Member 1 - <https://trailblazer.me/id/kksivabalan>
Team Member 2 - <https://trailblazer.me/id/sarvs8>
Team Member 3 – <https://trailblazer.me/id/svishvanathan1>

5. ADVANTAGES & DISADVANTAGES

Advantages :

- ❖ Human resource planning
- ❖ Hiring workforce
- ❖ Enhance organization effectiveness
- ❖ Handles disputes and queries
- ❖ Motivating employees
- ❖ Improve employee relation .

Disadvantages :

- ❖ Costly setup
- ❖ Recent origin
- ❖ Unpredictability
- ❖ Improper development programmes
- ❖ Insufficient information .

6.

APPLICATIONS

- ❖ HRIS is a type of business application that enables companies to store employee information ,manage common HR functions ,and execute critical HR activities such as processing payroll and administering benefits.
- ❖ Features oh HRIS application include an employee self-service portal , payroll , workforce management ,recruitment and hiring ,benefits administration ,and talent management .
- ❖ As mentioned, HRIS applications are valuable for supporting critical HR operations and initiatives. Let's look at how you an apply HRIS capabilities in your business to deliver value and build a strong foundation.

7.

CONCLUSION

In conclusion ,due many challenges that are facing human resource departments , there is need for organisations to adopt correct and workable policies that will not only ensure they alleviate these challenges but also develop mechanisms of Dellinger with such challenge in case they occur in the future .

8.

FUTURE SCOPE

The project has a very vast scope in future . The project can be implemented on internet in future.