RECRUITING ASSISTANT FOR HR MANAGERS

INTRODUCTION

1.1 Overview

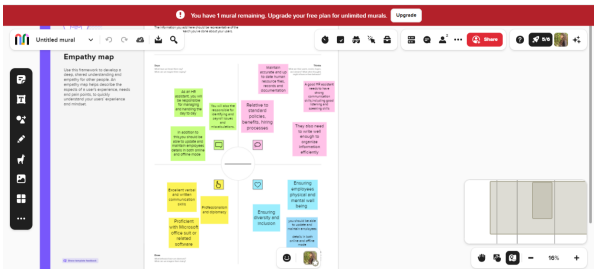
In this project,we use custom objects, relationships,page layouts to give the HR Team easy access to data they need on an existing recruitment app. To make the existing app more efficient for the HR team we create custom objects and relationship to store and access the data more efficiently.we install an unmanaged package in the org to get metadata that acts as existing data in the recruitment app.

1.2 Purpose

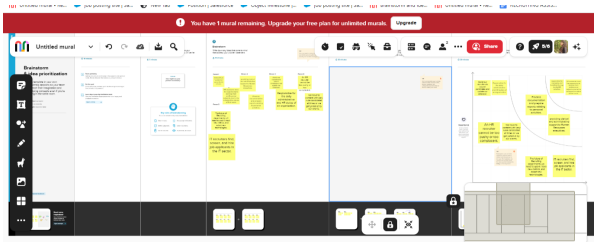
Assist with the recruitment process by identifying candidates, performing reference checks,and issuing employment contracts.Maintain calendars of the HR management team.Oversee the completion of compensation and benefits documentation.Assist with performance management procedures.

2 ProblemDefinition& DesignThinking

2.1 EmpathyMap



2.2 Ideation&BrainstormingMap



3 RESULT

3.1 DataModel:

<table>
<tr><td>Objectname</td><td>Fieldsintheobject</td></tr>
<tr><td>obj1</td><td><table><tr><td>Fieldlabel</td><td>Data type</td></tr><tr><td></td><td></td></tr><tr><td>Standard object</td><td>Standard field</td></tr></table></td></tr>
<tr><td>obj2</td><td><table><tr><td>Fieldlabel</td><td>Data type</td></tr><tr><td></td><td></td></tr><tr><td>Custom object</td><td>Custom field</td></tr></table></td></tr>
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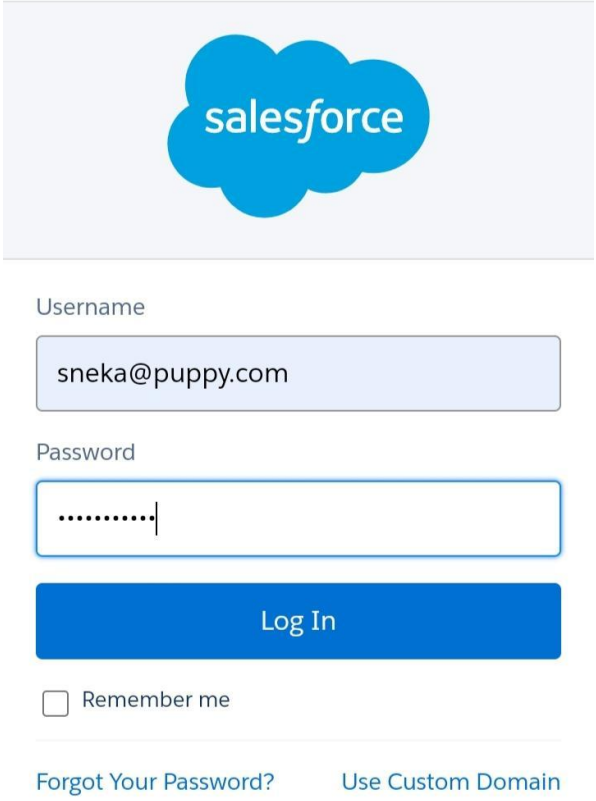
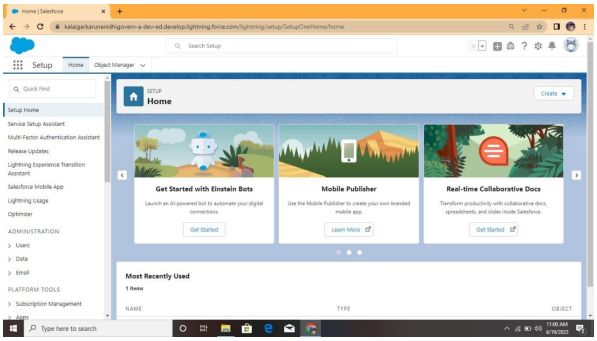
3.2 Activity&Screenshot

Milestone 1:





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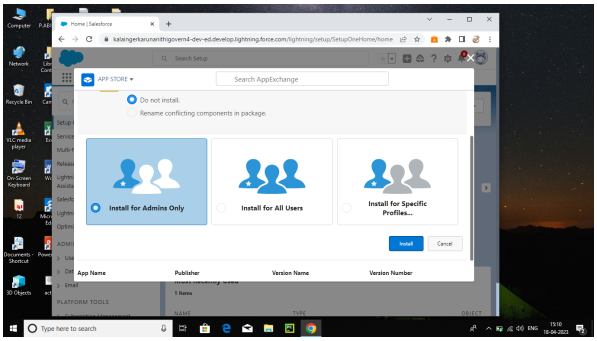

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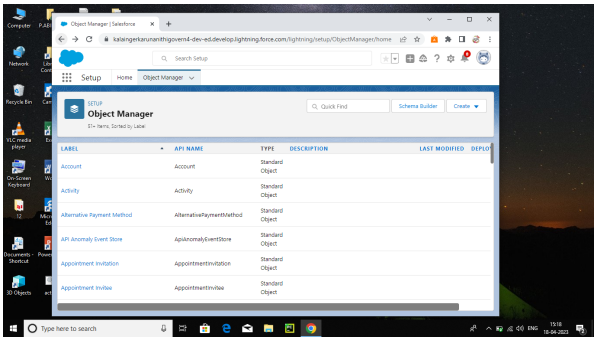

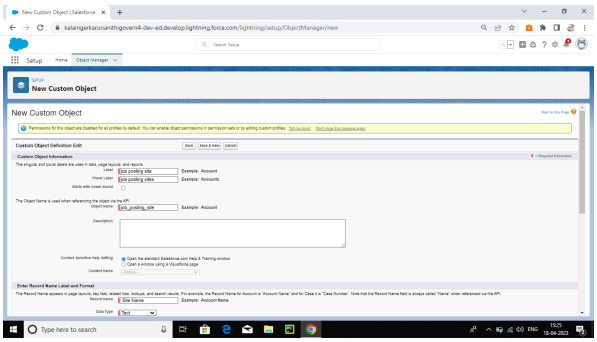

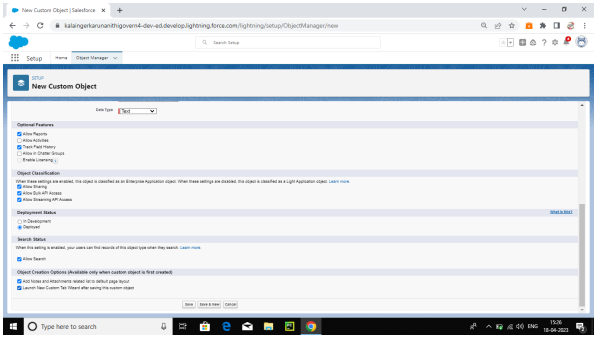

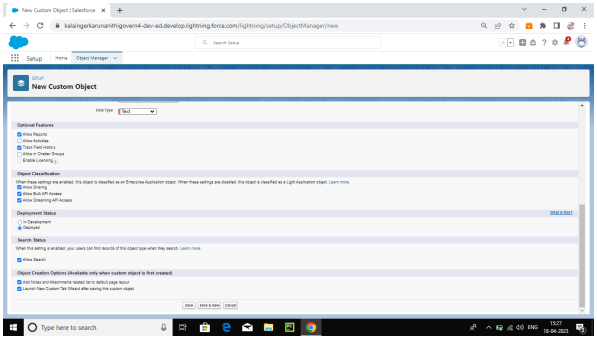

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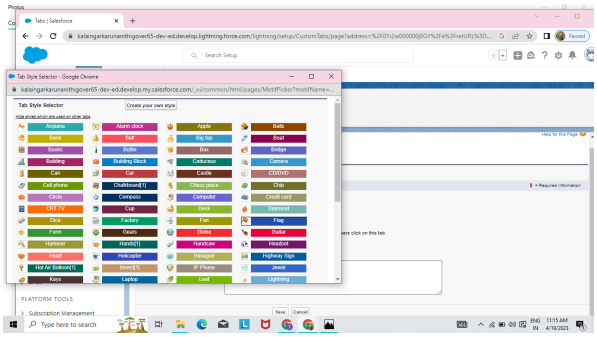

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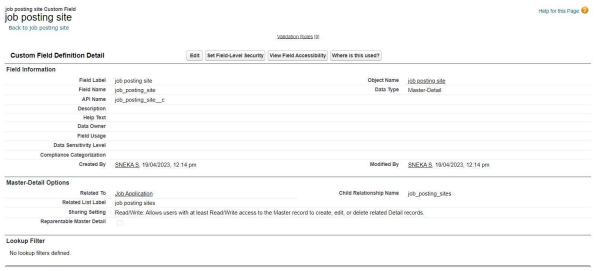

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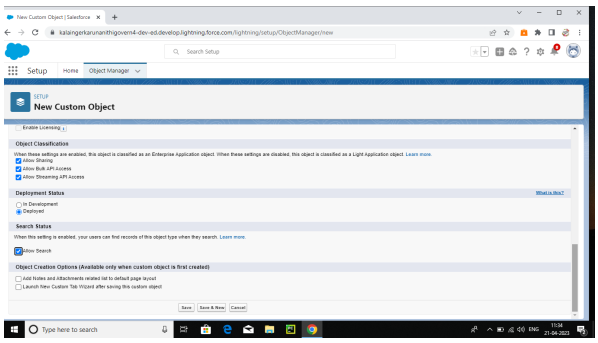

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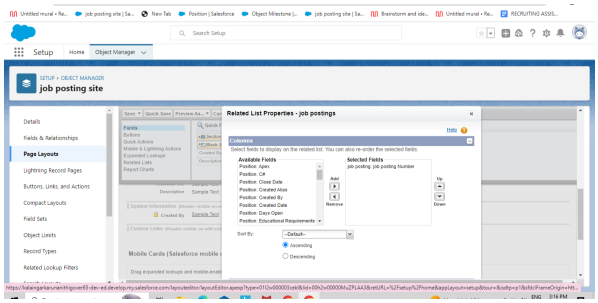

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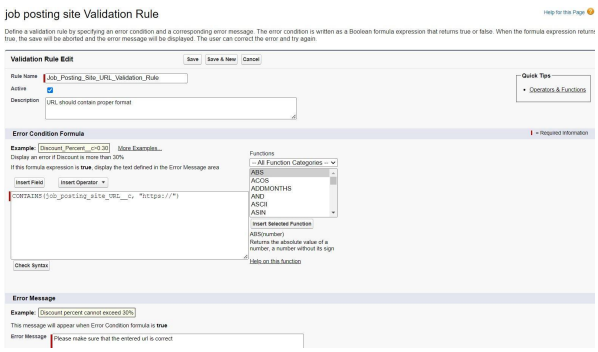

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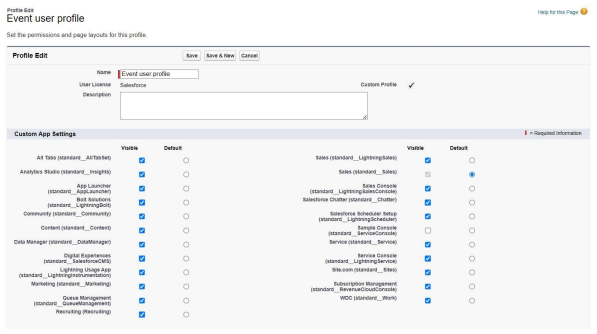

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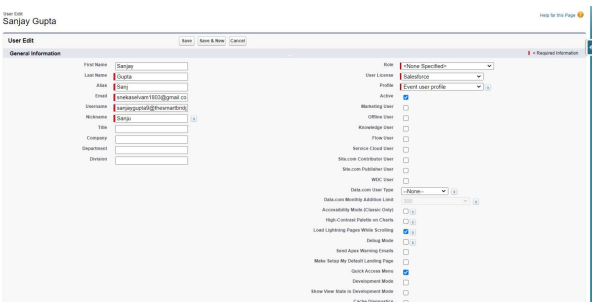

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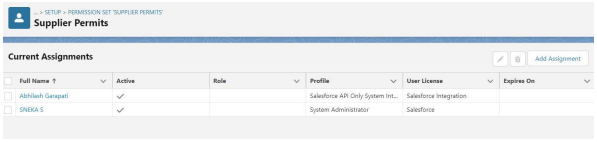

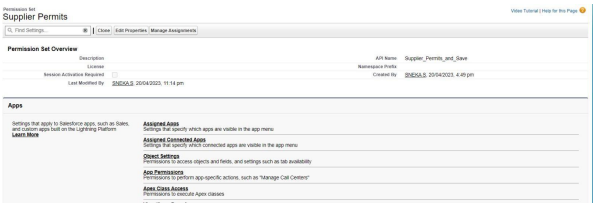

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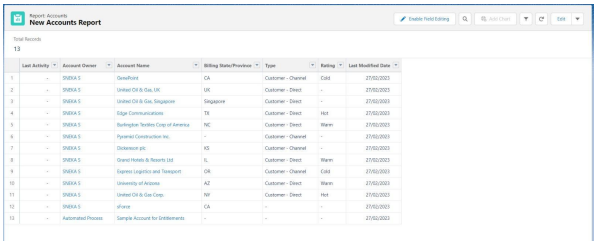

4 TrailheadProfilePublicURL

Team Lead- S.sneka

http://trailblazer.me/id/sselvam60

Team Member 1-K.Shobika

http://trailblazer.me/id/sshobika1

Team Member 2-S.Tamilselvi

http://trailblazer.me/id/tselvi38

Team Member 3-A.Thatchayeni

https://trailblazer.me/id/thata21

Team Member 4-S.Vijayalakshmi

https://trailblazer.me/id/vviji20

5 ADVANTAGES&DISADVANTAGE

Advantages

They often 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

A disadvantage of adding a human resources department is that it requires you to relinquish control regarding how your business operates. Other individuals now have the responsibility for making important decisions in key areas, including hiring and personnel relations.

6 APPLICATIONS

HR Assistant skills we're looking for include excellent organization ability, familiarity with HR software and strong communication skills. To be an ideal candidate for the human resources assistant position, you should also hold an HR-related degree and have some experience in our industry. You should be able to work autonomously and remain calm under pressure. Following our training sessions, you'll be able to assist HR Managers in the whole recruitment lifecycle.

7 CONCLUSION

On the one hand, the Soft and Hard Human ResourceManagement influence on the business and lets them development rapidly. Itcan improve employee's motivation in a business and pay attention to company's policy and law respectively, which can increase the efficiency of company and get higher profits.

8 FUTURESCOPE

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.