

RECRUITING ASSISTANT FOR HR MANAGERS

INTRODUCTION

1.1 Overview

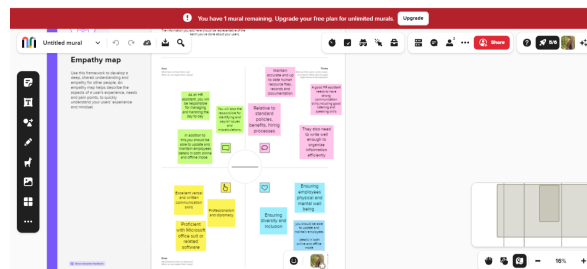
In this project, we use custom objects, relationships, page layouts to give the HR Team easy access to data they need on an existing recruitment app. To make the existing app more efficient for the HR team we create custom objects and relationship to store and access the data more efficiently. we install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

1.2 Purpose

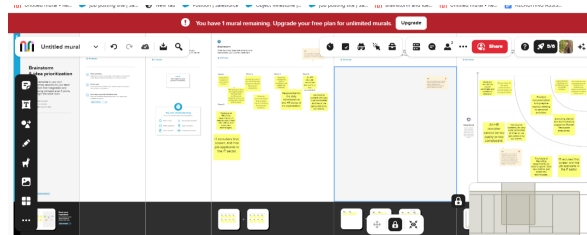
Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts. Maintain calendars of the HR management team. Oversee the completion of compensation and benefits documentation. Assist with performance management procedures.

2 ProblemDefinition& DesignThinking

2.1 EmpathyMap



2.2 Ideation&BrainstormingMap



3 RESULT

3.1 DataModel:

Objectname	Fieldsintheobject	
obj1		
	Fieldlabel	Data type
	Standard object	Standard field
obj2		
	Fieldlabel	Data type
	Custom object	Custom field

3.2 Activity&Screenshot

Milestone 1:



Username

sneka@puppy.com

Password

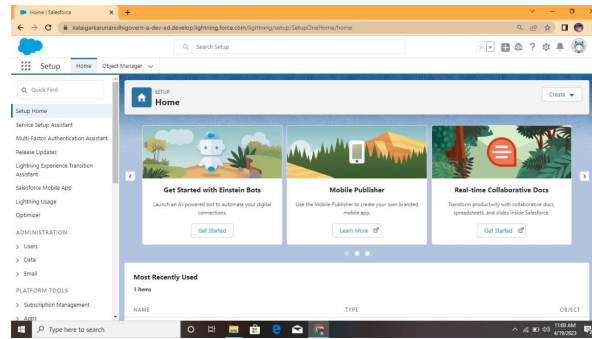
.....

Log In

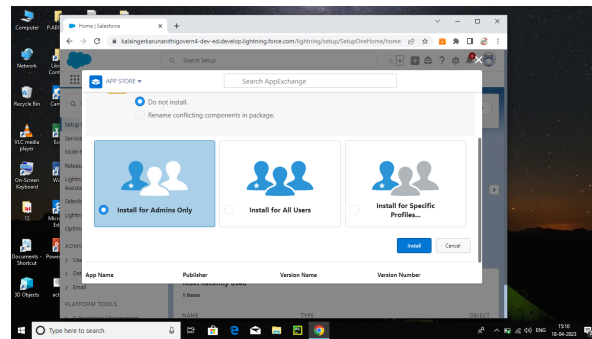
☐ Remember me

[Forgot Your Password?](#)

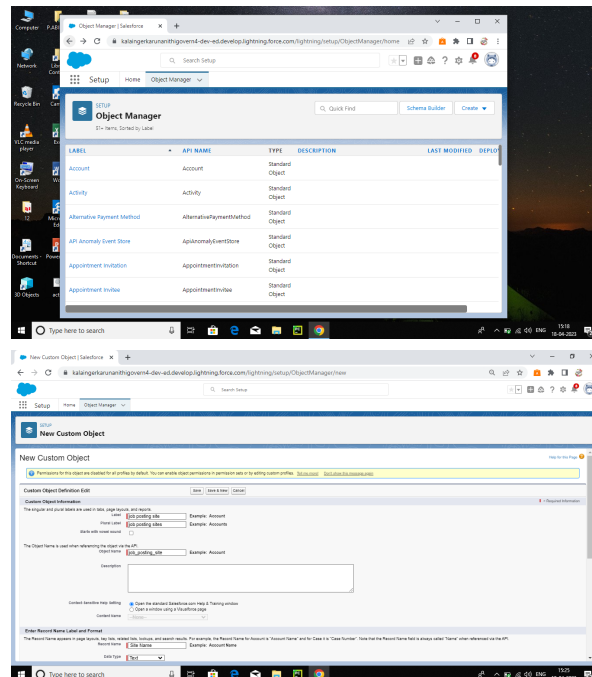
[Use Custom Domain](#)



Milestone 2 :



Milestone 3:



The screenshot shows the 'New Custom Object' page in the AWS IAM console. The 'Object Name' field is highlighted with a red box. The page includes sections for 'Optional Features', 'Object Description', 'Object Creation Options', and 'Search Index'.

[illegible]

job posting site Custom Field
job posting site
 last modified: job posting site

job posting site
 job posting site

Custom Field Definition Detail

Set Field Level Security View Field Accessibility Where is this used?

Field Information

Field Label

job posting site

Field Name

job_posting_site

API Name

job_posting_site__c

Description

Group Name

Field Usage

Date Sensitivity Level

Calculation Configuration

Created By

SHELIA 19/04/2012 12:14 pm

Last Modified By

SHELIA 19/04/2012 12:14 pm

Object Name

job_posting_site

Basic Type

Master Detail

Master Detail Options

Related To

job_posting_site

Related List Label

job posting sites

Sharing Setting

Read/Write

Relationship Master Detail

Child Relationship Name job_posting_sites

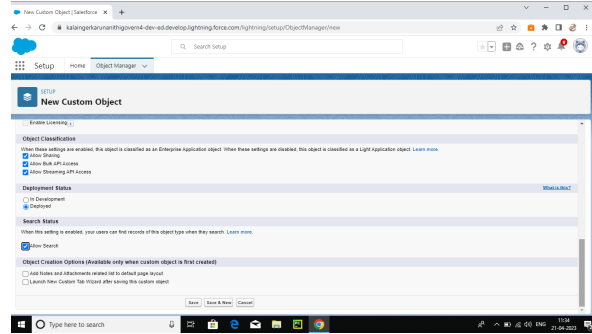
Read/Write: Allows users with at least Read/Write access to the Master record to create, edit, or delete related Detail records.

Lookup Filter

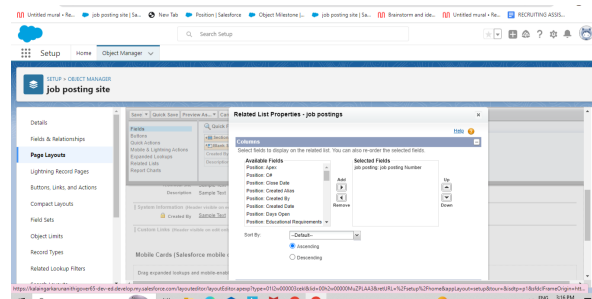
No lookup filters defined.

Milestone 6:

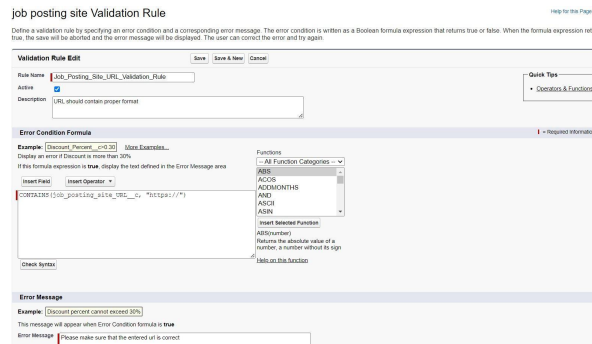
ProjectReportTemplate



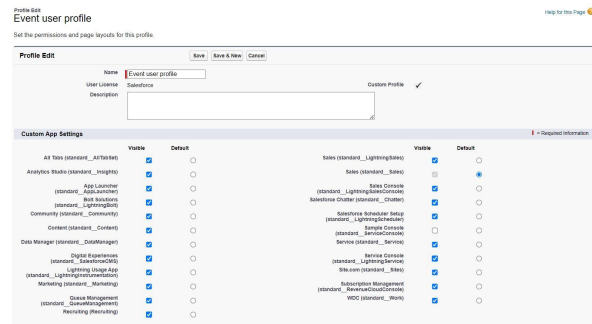
Milestone 7:



Milestone 8:



Milestone 9:



Milestone 10:

User Edit
Sanjay Gupta

Save | Item & Role | Cancel

User Edit

General Information

First Name: Sanjay
Last Name: Gupta
Alias: Sanj
Email: [redacted]
Username: [redacted]
Nickname: Sanj
Title:
Company:
Department:
Division:

Role: [Select Specific]
User License: Salesforce
Profile: [Select user profile]
Active: ☒
Marketing User: ☐
Offline User: ☐
Knowledge User: ☐
Flow User: ☐
Mobile Cloud User: ☐
Stem.com Contributor User: ☐
Site.com Publisher User: ☐
Web User: ☐
Data User User Type: [Select]
Data User Monthly Additional Limit: [Select]
Accessibility Mode (Classic Setup): ☐
High-Contrast Fonts on Charts: ☐
Load Lightning Pages While Loading: ☒
Email Block: ☐
Send Apex Warning Emails: ☐
Make Setup My Default Landing Page: ☒
Quick Action Menu: ☒
Development Mode: ☐
Show View State in Development Mode: ☐
Force Resource: [Select]

Milestone 11:

Setup > PERMISSION SET SUPPLIER PERMITS
Supplier Permits

Current Assignments

Full Name	Active	Role	Profile	User License	Expires On
Abhilash Gangad	<input checked="" type="checkbox"/>		Salesforce API Only System Int...	Salesforce Integration	
SNEKA S	<input checked="" type="checkbox"/>		System Administrator	Salesforce	

Permissions Set
Supplier Permits

First Settings | Users | Edit Properties | Manage Assignments

Permission Set Overview

Description: [redacted]
License: [redacted]
Inactive Activation Required: ☐
Last Modified By: SNEKA S 2024/03/23 11:14 pm

Full Name: [redacted]
Marketing Profile: [redacted]
Created On: SNEKA S 2024/03/23 4:40 pm

Apps

Settings that apply to Salesforce apps, such as Sales and Chatter, will take on the Lightning Default.

Assigned Apps
Control the specific apps visible in the app menu.

Assigned Connected Apps
Control the specific connected apps visible in the app menu.

Direct Settings
Permissions to access objects and fields, and settings such as tab availability.

App Permissions
Permissions to perform app-specific actions, such as "Manage Call Center".

App Class Access
Permissions to install App classes.

Milestone 12:

Report Accounts
New Accounts Report

Enable Field History | Search | Add Chart | OK

Total Records: 13

Id	Last Activity	Account Owner	Account Name	Billing State/Province	Type	Rating	Last Modified Date
1	-	SNEKA S	Ganesh	CA	Customer - Channel	Gold	27/02/2023
2	-	SNEKA S	United Oil & Gas Ltd	IN	Customer - Direct	-	27/02/2023
3	-	SNEKA S	United Oil & Gas Singapore	Singapore	Customer - Direct	-	27/02/2023
4	-	SNEKA S	Edge Communications	IN	Customer - Direct	Hot	27/02/2023
5	-	SNEKA S	Burlington Textiles Corp of America	NC	Customer - Direct	Warm	27/02/2023
6	-	SNEKA S	Paycom Compensation Inc	-	Customer - Channel	-	27/02/2023
7	-	SNEKA S	Delaware plc	NS	Customer - Channel	-	27/02/2023
8	-	SNEKA S	Grand Hotels & Resorts Ltd	IN	Customer - Direct	Warm	27/02/2023
9	-	SNEKA S	Expres Logistics and Transport	OR	Customer - Channel	Gold	27/02/2023
10	-	SNEKA S	University of Kansas	KZ	Customer - Direct	Warm	27/02/2023
11	-	SNEKA S	United Oil & Gas Corp	IN	Customer - Direct	Hot	27/02/2023
12	-	SNEKA S	oVance	CA	-	-	27/02/2023
13	-	Automated Process	Sample Account for Salesforce	-	-	-	27/02/2023

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 Resource Management influence on the business and lets them development rapidly. It can 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.