

# **RECRUITING ASSISTANT FOR HR MANAGERS**

## **1.INTRODUCTION**

A recruiting assistant is a valuable asset for HR managers, as they can help streamline the recruitment process and make it more efficient. A recruiting assistant can handle a variety of tasks related to recruiting, including sourcing candidates, screening resumes, scheduling interviews, and communicating with candidates.

### **1.1 OVERVIEW**

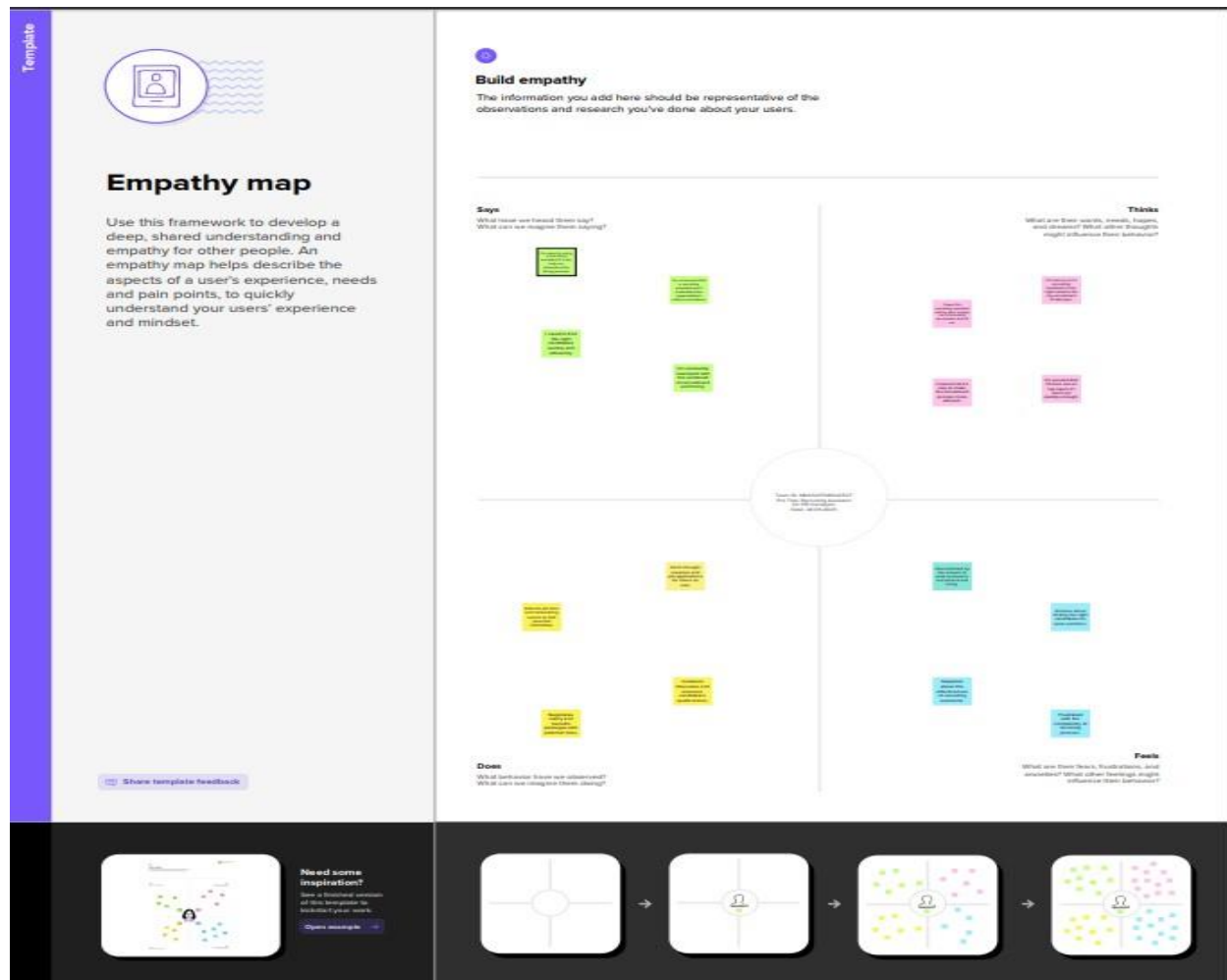
One specific use case for a CRM system in the recruitment context is tracking the results of a candidate with internal marks. Internal marks are scores or evaluations that are generated by an organization's internal systems or processes, such as exams, assessments, or performance evaluations. By integrating internal marks into a CRM system, recruiters and hiring managers can gain a more holistic view of a candidate's qualifications, skills, and potential fit for a role

### **1.2 PURPOSE**

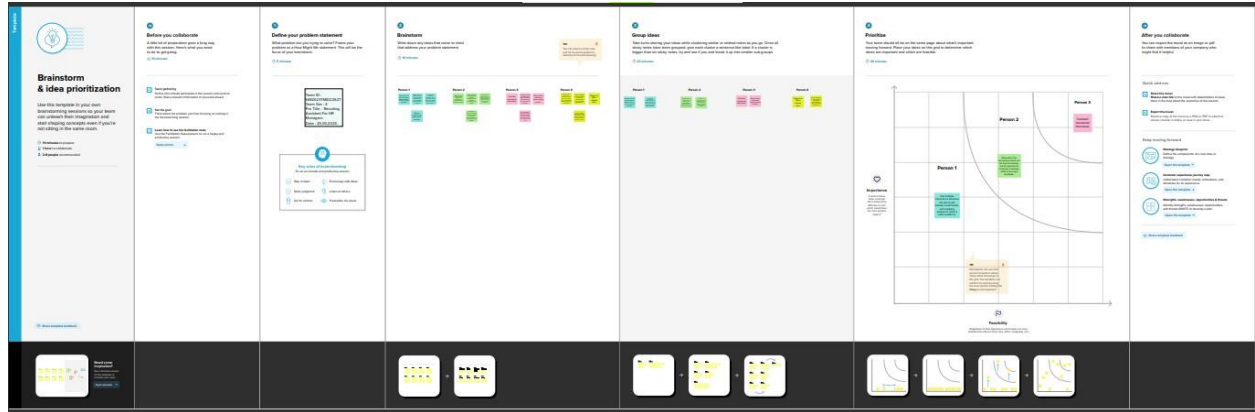
The purpose of a recruiting assistant for HR managers is to provide support and assistance in the recruitment process. By taking on some of the administrative tasks associated with recruitment, such as screening resumes, scheduling interviews, and communicating with candidates, a recruiting assistant can help HR managers to focus on more strategic aspects of their job

## 2.PROBLEM DEFINITION & DESIGN THINKING

### 2.1 EMPATHY MAP



## 2.2 IDEATION & BRAINSTORMING MAP



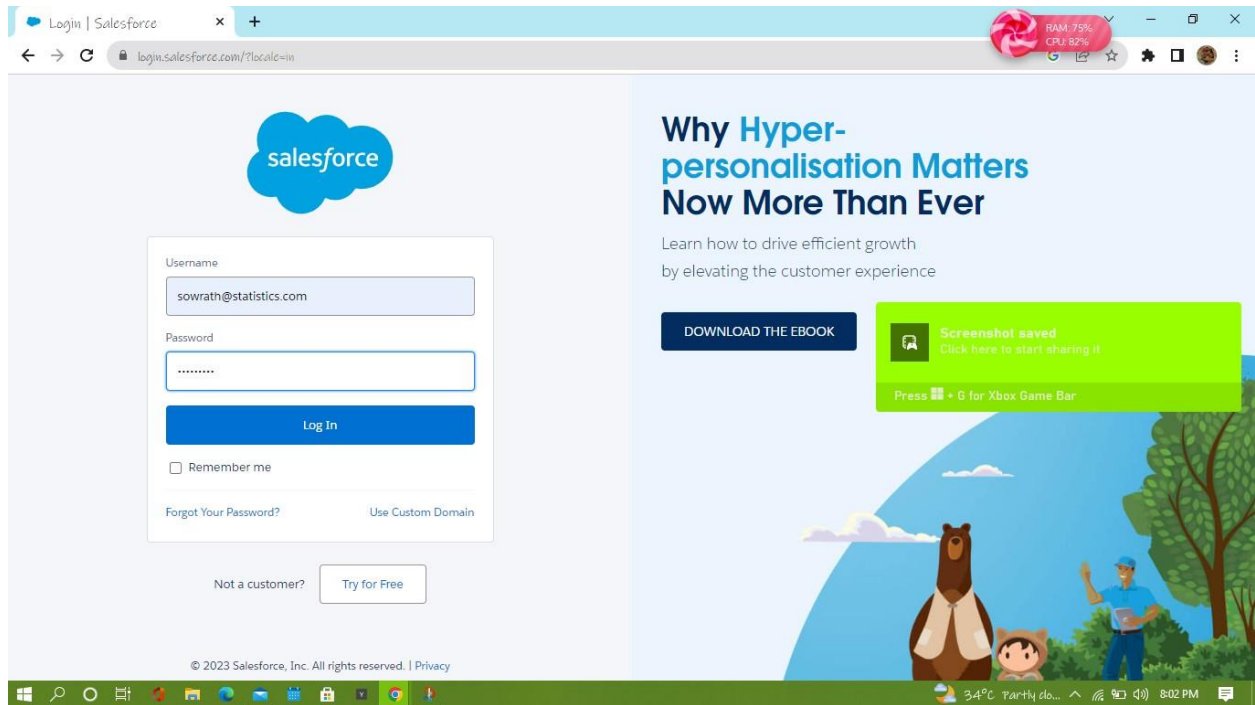
## 3.RESULT

### 3.1 Data Model

Object Name	Fields in the Object	
Job Posting	Field Label	Date Type
	Job Posting Site	Look ( User)
Reviews	Field Label	Date Type
	Reviews	Auto number
Position	Field Label	Date Type
	Position	Text (80)

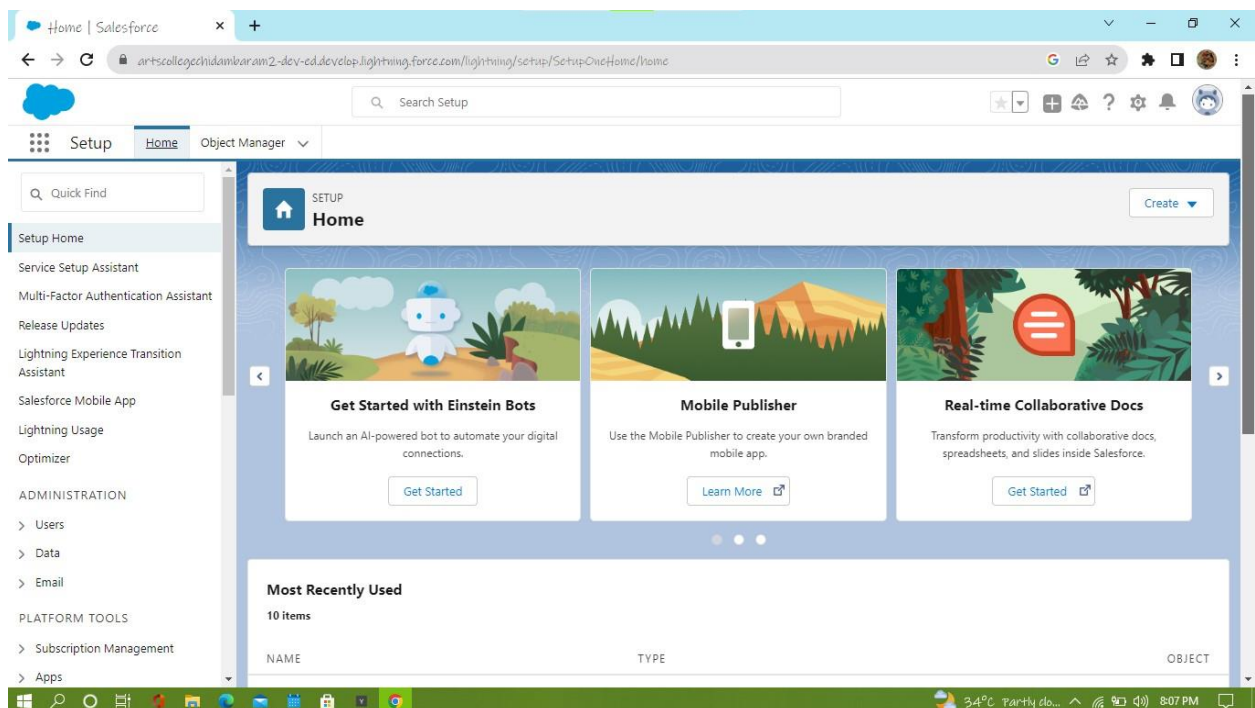
## 3.2.Activity & Screenshot

### Milestone 1 : Creation Salesforce Org



### Activity 1 :

### Salesforce Login



### Milestone-2: Package installation

Installed Packages | Salesforce

artscollegechidambaram2-dev-ed.develop.lightning.force.com/lightning/setup/ImportedPackage/home

Search Setup

Setup Home Object Manager

Q Install

Apps

Packaging

Installed Packages

Feature Settings

Analytics

Apps

App Install History

Auto-Installed Apps

Didn't find what you're looking for?  
Try using Global Search.

### Installed Packages

On AppExchange you can browse, test drive, download, and install pre-built apps and components right into your salesforce.com environment. [Learn More about Installing Packages](#)

Apps and components are installed in packages. Any custom apps, tabs, and custom objects are initially marked as "In Development" and are not deployed to your users. This allows you to test and customize before deploying. You can deploy the components individually using the other features in setup or as a group by clicking Deploy.

Depending on the links next to an installed package, you can take different actions from this page.

To remove a package, click Uninstall. To manage your package licenses, click Manage Licenses.

Visit AppExchange »

Action	Package Name	Publisher	Version Number	Namespace Prefix	Install Date	Limits	Apps	Tabs	Objects	AppExchange Ready
Uninstall	Recruiting_300	salesforce	1.4		04/04/2023, 1:52 pm	✓	1	5	5	Not Applicable

### Uninstalled Packages

No uninstalled package data archives

## Milestone 3 :Object

Job Posting Site | Salesforce

artscollegechidambaram2-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/D1I2W000004GUIDE/Details/view

Search Setup

Setup Home Object Manager

### SETUP > OBJECT MANAGER

#### Job Posting Site

Edit Delete

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

Layout

Details

Description

API Name  
Job\_Posting\_\_c

Custom  
✓

Singular Label  
Job Posting Site

Plural Label  
Job Posting Sites

Enable Reports  
✓

Track Activities

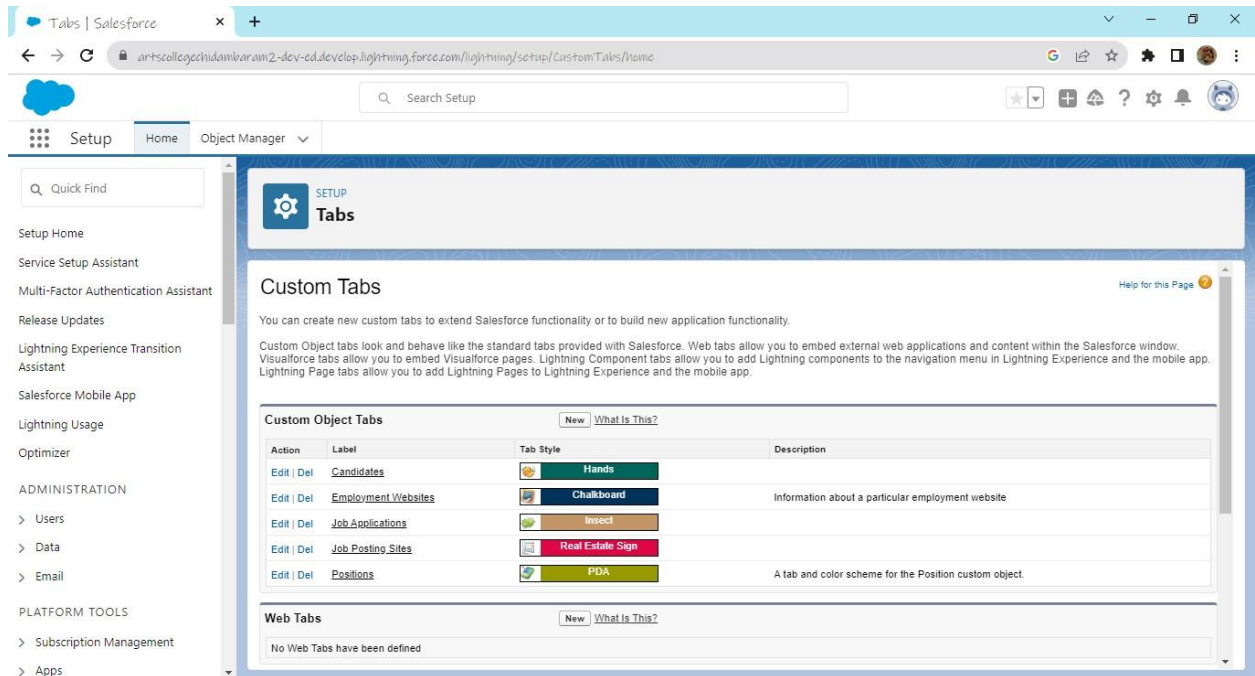
Track Field History  
✓

Deployment Status  
Deployed

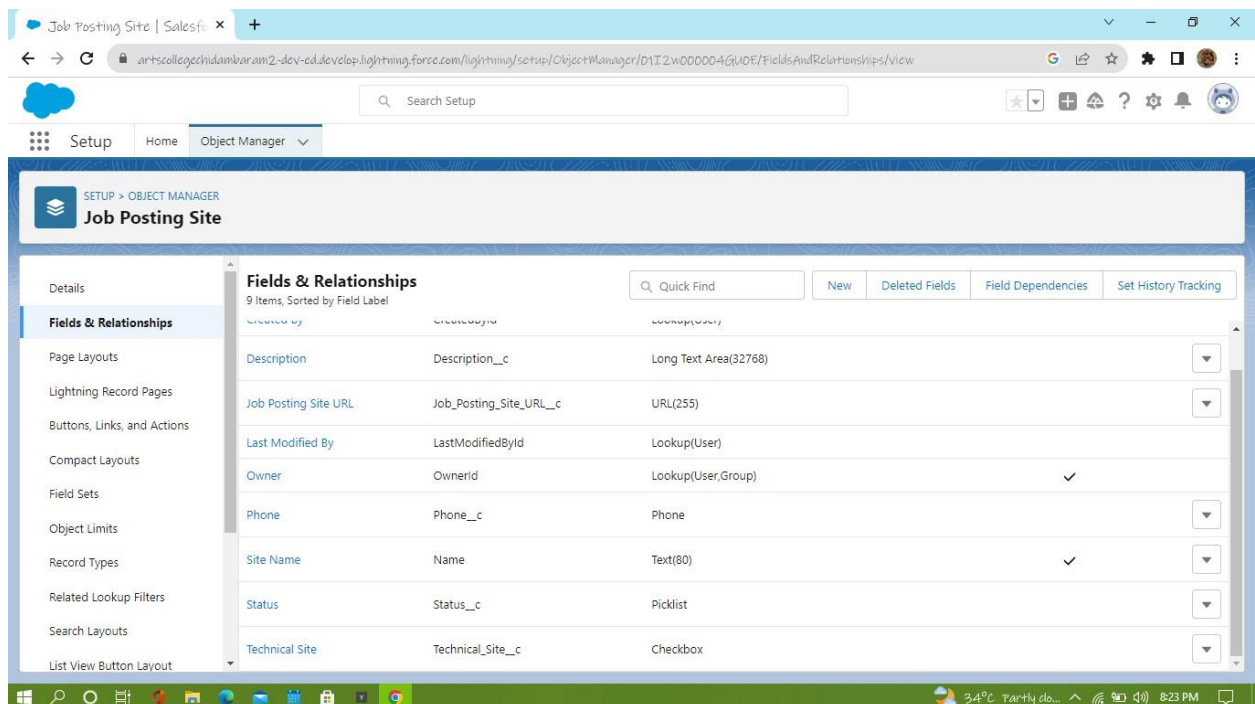
Help Settings  
Standard salesforce.com Help Window

javascript:void(0);

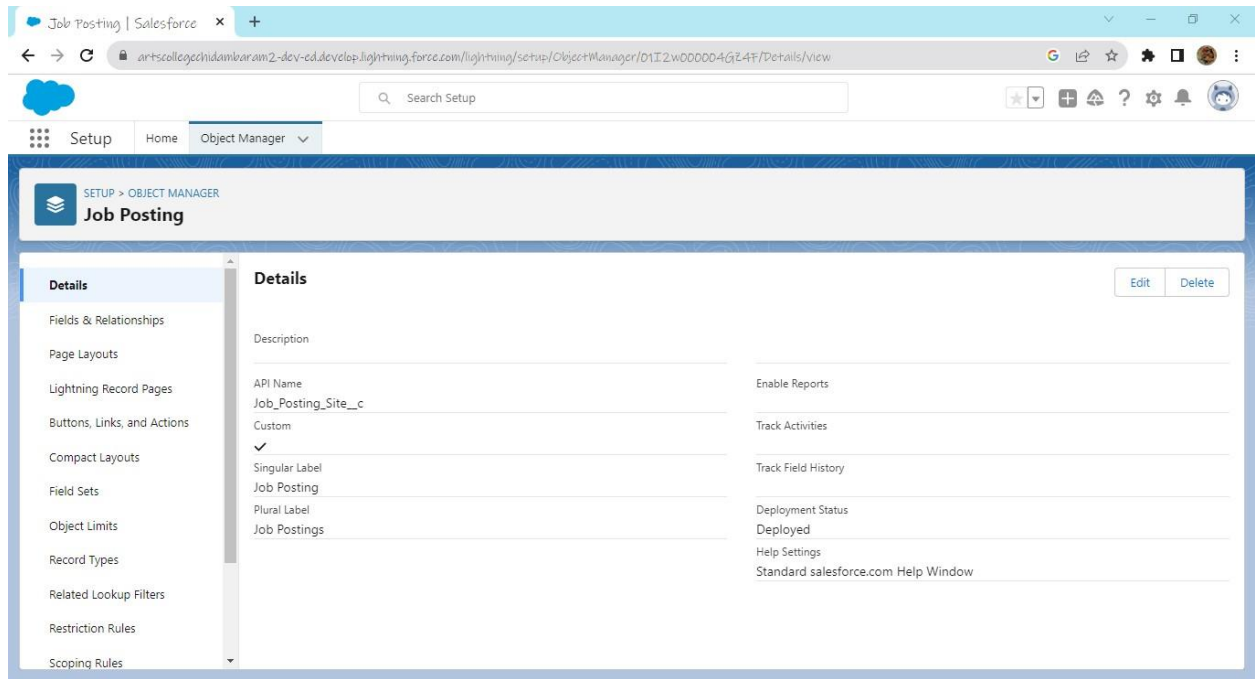
## Milestone 4.Tab



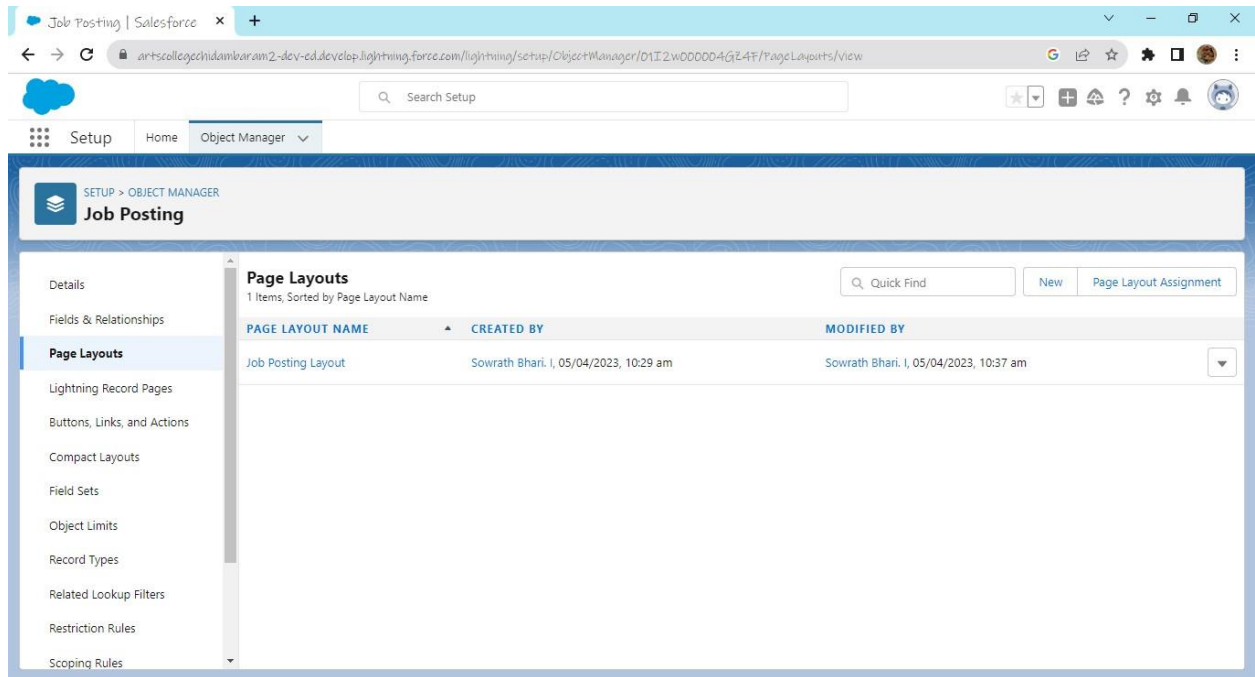
## Milestone:5 Fields



## Milestone:6 Junction Object



## Milestone 7. Page Layouts



## Milestone:8 Validation Rules



The screenshot shows the Salesforce Setup interface for 'Job Posting Site'. The left sidebar contains a navigation menu with options like Details, Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, Search Layouts, and List View Button Layout. The main content area is titled 'Validation Rules' and shows 2 items, sorted by Rule Name. The table below lists the validation rules:

RULE NAME	ERROR LOCATION	ERROR MESSAGE	ACTIVE	MODIFIED BY
Phone_number_validation_rule	Job Posting Site URL	Please give a valid phone number	✓	Sowrath Bhari, I, 06/04/2023, 1:44 pm
Technical_site	Technical Site	Review all error messages below to correct your data.	✓	Sowrath Bhari, I, 06/04/2023, 1:55 pm

## Milestone 9 :Profile

The screenshot shows the Salesforce Setup interface for 'Profiles'. The left sidebar has a search bar and a list of users. The main content area is titled 'Profiles' and shows the 'Event' profile. Below the profile name, there is a description and a list of permissions. The 'Profile Detail' section shows the profile name, user license, description, and creation/modification details. The 'Page Layouts' section shows the standard object layouts for the profile.

**Profile Detail**

Name	Event
User License	Salesforce
Description	Custom Profile
Created By	Sowrath Bhari, I, 06/04/2023, 2:06 pm
Modified By	Sowrath Bhari, I, 06/04/2023, 2:22 pm

**Page Layouts**

Standard Object Layouts	Global	Object Milestone
Email Application	Global Layout [View Assignment]	Object Milestone Layout [View Assignment]
Home Page Layout	Not Assigned [View Assignment]	Operating Hours Layout [View Assignment]
Account	DE Default [View Assignment]	Opportunity Layout [View Assignment]
	Account Layout	Opportunity Product Layout

## Milestone 10 :User



**Users**

On this page you can create, view, and manage users.

In addition, download SalesforceA to view and edit user details, reset passwords, and perform other administrative tasks from your mobile devices: [iOS](#) | [Android](#)

View: [All Users](#) [Edit](#) [Create New View](#)

Action	Full Name	Alias	Username	Role	Active	Profile
<a href="#">Edit</a>	Rhari Sowrath	sowra	sowrath141@gmail.com		✓	Event
<a href="#">Edit</a>	Rhari J Sowrath	SRhar	sowrath@statistica.com		✓	System Administrator
<a href="#">Edit</a>	Chatter Expert	Chatter	chatty_00q2w00000rk4veaf.m9pm6apdtvif@chatter.salesforce.com		✓	Chatter Free User
<a href="#">Edit</a>	Sathya AP	asath	sathya@stat.com		✓	Standard Platform User
<a href="#">Edit</a>	User Integration	integ	integration@00q2w00000rk4veaf.com		✓	Analytics Cloud Integration User
<a href="#">Edit</a>	User Security	sec	insightssecurity@00q2w00000rk4veaf.com		✓	Analytics Cloud Security User

## Milestone 11 :Permission Set

**Permission Sets**

Supplier Permits and Save

Find Settings... Clone Edit Properties Manage Assignments

**Permission Set Overview**

Description	API Name
Supplier Permits and Save	Supplier_Permits_and_Save

License:   
 Session Activation Required: ☐   
 Created By: Sowrath Rhari J 06/04/2023, 2:49 pm   
 Last Modified By: Sowrath Rhari J 06/04/2023, 2:49 pm

**Apps**

**Assigned Apps**  
Settings that specify which apps are visible in the app menu

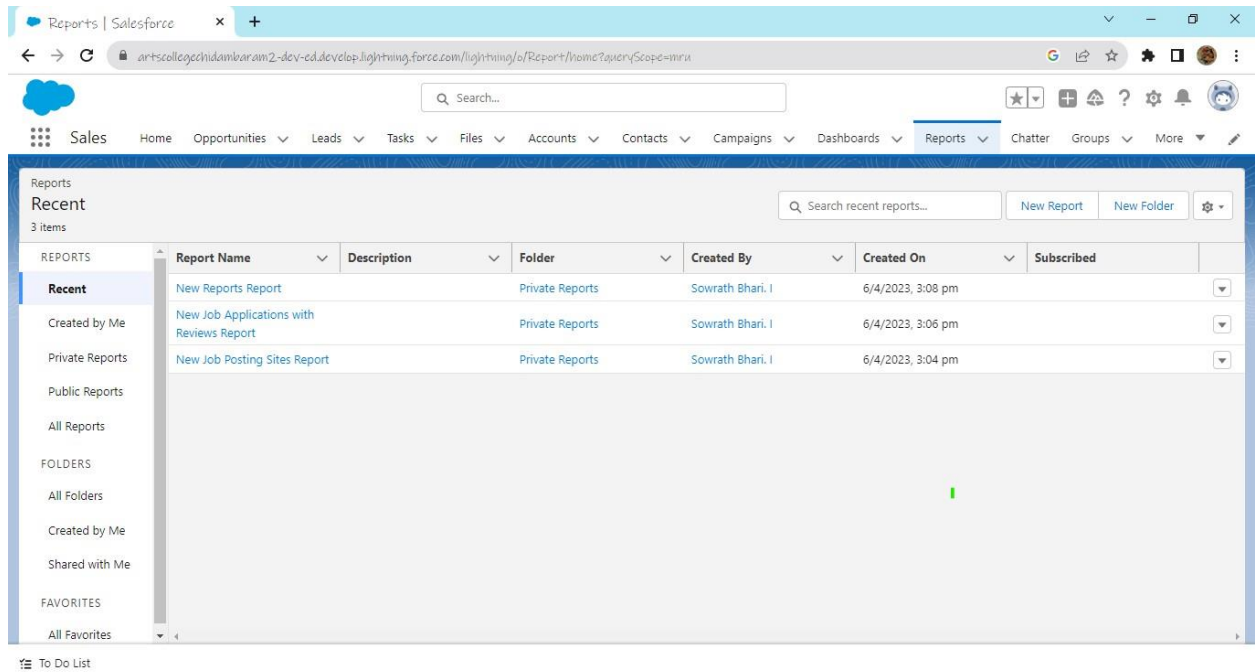
**Assigned Connected Apps**  
Settings that specify which connected apps are visible in the app menu

**Object 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 Centers"

**Apex Class Access**  
Permissions to execute Apex classes

## Milestone 12 : Reports



## 4.Trailhead Profile Public URL

**Team Lead** — <https://trailblazer.me/id/sbharii>

**Team Member 1-** <https://trailblazer.me/id/ssinbash>

**Team Member 2 -** <https://trailblazer.me/id/sath03>

**Team Member 3 -** <https://trailblazer.me/id/sibalan55>

## **5.ADVANTAGES & DISADVANTAGES**

Increased efficiency: A recruiting assistant can help to streamline the recruitment process, making it more efficient by handling tasks such as resume screening, scheduling interviews, and communicating with candidates. This frees up HR managers' time to focus on other important tasks, such as developing recruitment strategies and building relationships with stakeholders.

### **DISADVANTAGES**

While there are many advantages of having a recruiting assistant for HR managers, there are also some potential disadvantages to consider. These include:

Lack of expertise: Depending on the qualifications and experience of the recruiting assistant, they may not have the same level of expertise as HR managers when it comes to recruitment strategies, employment law, and other important areas.

## **6.APPLICATION**

A recruiting assistant can be a valuable tool for HR managers to help streamline and automate various aspects of the recruiting process. Here are some potential applications of a recruiting assistant for HR managers

Sourcing candidates: A recruiting assistant can help HR managers to source candidates by automatically scanning job boards, social media platforms, and other sources for potential candidates who meet specific criteria. This can save HR managers time and effort in manually searching for candidate

## **7.CONCLUSION**

conclusion, a recruiting assistant can be a powerful tool for HR managers to help them automate and streamline various aspects of the recruiting process. By using AI-powered algorithms, chatbots, and automation tools, a recruiting assistant can help HR managers to source candidates, screen resumes, schedule interviews, conduct initial interviews, and assist with onboarding new employees

## **8.FUTURE SCOPE**

increased Efficiency: Recruiting assistants can help automate the screening and hiring process, allowing HR managers to focus on other critical tasks. With the help of AI and machine learning algorithms, recruiting assistants can quickly scan through hundreds of resumes, screen candidates, and even conduct initial interviews.

Improved Candidate Experience: By providing real-time feedback and personalized communication, recruiting assistants can create a positive experience for candidates throughout the hiring process. This can help boost the company's,