GOVERNMENT ARTS COLLEGE FOR WOMEN SALEM – 08

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RECRUITING ASSISTANT FOR HR MANAGERS

1. INTRODUCTION:

As an HR Assistant, You will be responsible for managing the day-to-day HR activities .You will be responsible for identifying any payroll issues and mis calculations. In addition to this you should be able to update and maintain employees both online and offline mode. It maintain accurate and up-to-date human resource files , records, and documentation .Answers frequently asked questions from applicants and employees relative to standard policies ,benefits, hiring processes etc.

1.1 Overview

A HR Assistant is a professional who is responsible for the daily administrative and HR duties of an organization. They assist with recruitment and record maintenance for payroll processing as well as provide clerical support all employees.

1.2 Purpose

A Human Resources (HR) Assistant is a professional who is responsible for the daily administrative and HR duties of an organization.

2. Problem Definition & Design Thinking :

2.1 Empathy Map

2.2 Ideation & Brainstorming Map

(no subject) - subanandhu786@
mail.google.com/mail/u/0/#spam/FMfcgzGsmDnwkcPSTfgDxjHKMCbtNNfn?projector=1&messagePartId=0.2
Gmail
YouTube
Maps
1
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
1.HR department are often overworked and understaffed,leading to hastily-made last-minute recruitment,hiring,and onboarding decision
2.Companies tend to invest more time and effort in the recruiting process and enough time on
Key rules of brainstorming
To run an smooth and productive session
Stay in topic.
Encourage wild ideas.
Defer judgment.
Listen to others.
Go for volume.
If possible, be visual.
2
Brainstorm
Write down any ideas that come to mind that address your problem statement.
10 minutes
TIP
You can select a sticky note and hit the pencil [switch to sketch] icon to start drawing!
Person 1
Person 2
Person 3
Person 4
Person 5
Person 6
Person 7
Person 8
3
Group ideas
Take turns sharing your ideas while clustering similar or related notes
sticky notes have been grouped, give each cluster a sentence-like labe
bigger than six sticky notes, try and see if you and break it up into sma
20 minutes
Onboarding
Workload
managemen
t
individual
managemen
t
Hum
resou
manage
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(no subject) - subanandhu786@
mail.google.com/mail/u/0/#spam/FMfcgzGsmDnwkcPSTfgDxjHKMCbtNNfn?projector=1&messagePartId=0.2
Gmail
YouTube
Maps
Untitled_2023-03-17_14-33-07.pdf
1.HR department are often overworked and understaffed,leading to hastily-made last-minute recruitment,hiring,and onboarding decision
2.Companies tend to invest more time and effort in the recruiting process and enough time on
Key rules of brainstorming
Encourage wild ideas.
Listen to others.
If possible, be visual.
Person 2
Person 3
Person 4
Person 5
Person 6
Person 7
Person 8
Onboarding
Workload
managemen
t
Team
managem
t
individual
managemen
t
Human
resource
management
Offboarding
People skills
Accountability
Page 1 / 1
Type here to search

3. RESULT

3.1 Data Model:

Object name	Fields in the Object
Job posting site	<table><tr><td>Field label</td><td>Data type</td></tr><tr><td>Job posting site</td><td>Text</td></tr></table>
Review	<table><tr><td>Filed Label</td><td>Data type</td></tr><tr><td>Review</td><td>Auto number</td></tr></table>

<table>
<tr><td>Status</td><td><table><tr><td>Filed Label</td><td>Data type</td></tr><tr><td>Status</td><td>Text</td></tr></table></td></tr>
<tr><td>Technical Site</td><td><table><tr><td>Filed Label</td><td>Data type</td></tr><tr><td>Technical site</td><td>Text</td></tr></table></td></tr>
<tr><td>Description</td><td><table><tr><td>Field Label</td><td>Data type</td></tr><tr><td></td><td></td></tr></table></td></tr>
<tr><td>Job posting</td><td><table><tr><td>Field Label</td><td>Data type</td></tr><tr><td>Job posting</td><td>Auto number</td></tr></table></td></tr>
<tr><td>Position</td><td><table><tr><td>Field Label</td><td>Data type</td></tr><tr><td>Position</td><td>Text</td></tr></table></td></tr>
<tr><td>Order details</td><td><table><tr><td>Field Label</td><td>Data type</td></tr><tr><td>Order details</td><td>Text</td></tr></table></td></tr>
</table>

<table>
<tr><td></td><td></td></tr>
<tr><td>Customer</td><td><table><tr><td>Field Label</td><td>Data type</td></tr><tr><td>Customer</td><td>Text</td></tr></table></td></tr>
<tr><td>Product</td><td><table><tr><td>Field Label</td><td>Data type</td></tr><tr><td>Product</td><td>Text</td></tr></table></td></tr>
<tr><td>Category</td><td><table><tr><td>Field Label</td><td>Data type</td></tr><tr><td>Category</td><td>Text</td></tr></table></td></tr>
<tr><td>Payment</td><td><table><tr><td>Field Label</td><td>Data type</td></tr><tr><td>Payment</td><td>Text</td></tr></table></td></tr>
</table>

3.2 Activity & Screenshot

Milestone 1: Creation of developer account.

Creating a developer org and login with my credentials

.Milestone 3:Object.

1. From setup click on object manager.

2. Click create select custom object.
3. Fill in the label as' job posting site.'
4. Fill in the plural label as' job posting sites'.
5. Record name Site Name
6. Select the data type as Text.
7. . In the Optional Features section, select Allow Reports and Track Field History.

8. In the Deployment Status section,ensure Deployed is selected.

9. In the Search Status section, select Allow Search.

10. In the Object Creation Options section, select select these options: Add Notes and Attachments related list to default page layout Launch New Custom Tab Wizard after saving this custom object

11.Leave everything else as is and click save.

Activity 2:

1.From setup click on object manager.

2. Click create, select custom object.

3. Fill in the label as "Review".

4. Fill in the plural label as "Reviews".

5. Record name : "Review Number"

6. Select the data type as "Auto Number"

. 7. Under display format enter "REV-{0000}".

8. Enter the starting number as 1.

9. In the Optional Features section, select Allow Reports and Track Field History.

10. In the Deployment Status section, ensure Deployed is selected.

11. In the Search Status section, select Allow Search.

12. In the Object Creation Optionssection,selectAddNotesandAttachmentsrelatedlistto default page layout.
13. Leave everything else as is, and click Save.

Milestone 4 :Tabs

1.To select the tab style click the magnifying glass and select real estate.

2. Click Next.

3. Leave the profile as is and click Next.

4. In the Add to Custom Apps section:

5. Deselect Include Tab

. 6. Select Append tab to users' existing personal customizations.

7. Click Save.

Milestone 5 : Fields

Activity 1;

From the object manager, click on the job posting site, then click on Fields & Relationships.

1. Click on new.
2. Select the data type as URL.
3. Click next
4. For field label enter the job posting site as URL.
5. 5. Click Next, Next, and click Save & New.
6. Create a Fields for Job Posting site
7. 1. Status
   2. Technical site
   3. Description

Inbox (179) - subanandhu786@
Tabs | Salesforce
Job Posting Site | Salesforce
Project - Student
governmentartscollegefor175-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003Samb/Details/view
Gmail
YouTube
Maps
Search Setup
Setup
Home
Object Manager
SETUP > OBJECT MANAGER
Job Posting Site
Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
Details
Edit
Delete
Description
API Name
Job_Posting_Site__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
https://governmentartscollegefor175-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003Samb/Details/view
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4/13/2023

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Tabs | Salesforce
Job Posting Site | Salesforce
Project - Student
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Gmail
YouTube
Maps
Search Setup
Setup
Home
Object Manager
SETUP > OBJECT MANAGER
Job Posting Site
Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
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 Site URL
Job_Posting_Site_URL__c
URL(255)
Last Modified By
LastModifiedById
Lookup(User)
Owner
OwnerId
Lookup(User,Group)
Site Name
Name
Text(80)
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Setup > Home > Object Manager

SETUP > OBJECT MANAGER

Status

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

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)		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
Status	Status__c	URL(255)		
Status Name	Name	Text(80)		✓

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governmentartscollegefor175-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003StCZ/FieldsAndRelationships/view

Setup > Home > Object Manager

SETUP > OBJECT MANAGER

Technical site

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

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)		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
Technical site Name	Name	Text(80)		✓
Technical site URL	Technical_site_URL__c	URL(255)		

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governmentartscollegefor175-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003StuZ/FieldsAndRelationships/view

Gmail YouTube Maps

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER

Description

- 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

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)		
Description Name	Name	Text(80)		✓
Description URL	Description_URL__c	URL(255)		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓

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Inbox (179) - subanandhu786@g | Tabs | Salesforce | Job Posting | Salesforce | Project - Student

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Gmail YouTube Maps

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER

Job Posting

- Details
- Fields & Relationships
- Page Layouts
- Lightning Record Pages
- Buttons, Links, and Actions
- Compact Layouts
- Field Sets
- Object Limits
- Record Types
- Related Lookup Filters

Details

Edit | Delete

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

https://governmentartscollegefor175-dev-ed.develop.lightning.force.com/one/one.app#/setup/ObjectManager/01I2w000003SeTi/FieldsAndRelationships/view

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Milestone 6:Junction object.

Creating a custom junction object :

1. From setup, click object Manager.

2. Click create, select custom object

3. Enter the label as "Job posting".

4. Enter the plural label as "Job postings".

5. Enter the record name as "Job posting number".

6. select the data type as "Auto Number".

7. Enter the display format as "JOBPOST-{0000}"

8. Enter the Starting number as 1.

9. leave everything else as is and click save.

Activity: 2

Create a Relationships Object

Creating a master-detail relationship between Job posting and job posting site.

1. From setup, click object manager.

2. Select Job posting object, click on field and relationships, click new.

3. Select the data type as Master-detail relationship.

4. Click Next, relate to the Job posting site.

5. Enter the label Job Posting site.

6. Click next, next, next and save.

Creating a master-detail relationship between job posting and position.

1. From setup, click object manager.

2. Select Job posting object, click on field and relationships, click new.

3. Select the data type as Master-detail relationship.

4. Click Next, relate to position.

5. Enter the label Position

. 6. Click next, next, next and save.

Milestone 7 : Page Layout

Activity-1

Modifying the page layouts :

1. From setup, click on object manager.

2. Click position, then page layouts.

3. Click down array next to the position layout and select edit.

4. Scroll down to the job posting related list, and click the wrench icon in the header to edit it.

5. From the available fields section, select Job posting site : Status Job posting site : Technical Site

6. Click add.

7. From the selected fields section, select job posting : Job posting number and click remove

8. Click ok then save.

Activity -2

Create a page layout for Review Object.

Milestone 8: Validation Rules.

Activity -1 Creating a Validation Rule:

To create a validation rule:

Go to object manager, select the object on which validation rule has to beimplemented,scroll down and click validation rule, New

Give details as:

1. Rule name: Phone number validation rule.

2. Active: checked

3. Description: phone number should not be more than or less than 10 digits.

4. Under Error Condition Formula: write the condition using insert field, insert operator, insert function

5. Using check syntax: check if the formula you entered is valid or not.

6. Error Message: Please give a valid phone number

7. Error location: select field

8. Save

Activity -2 :

Create a Validation rule for Technical site.

Milestone 9 : Profile.

Activity

Creation on profile: From Setup enter Profiles in the Quick Find box, and select Profiles

.

1. From the list of profiles, find Standard User
2. . 2. Click Clone.
3. 3. For Profile Name, enter Event user profile.
4. 4. ClickSave
5.

6. While still on the event profile then click edit.
7. Scroll down to custom object Permission and give view all permission to the order details , supplier , product , customer , category , payment.

Activity-2

Create a profile with the profile name as “Sales profile”.

Milestone10: User

Activity-1

Creating a User: From setup type “users” in quick find and select users, then click New User

First Name: Sanjay ·

Last Name: Gupta ·

Alias: Sanj ·

Email: provide your personal email id for future reference ·

Username: sanjaygupta@thesmartbridge.com ·

Nickname: Sanju ·

Role: leave it as default ·

User License: Salesforce ·

Profile: Event User Profile

Activity-2

Create a user with a username as “Abhilash Garapati”, and assign him the sales profile

Milestone 11: Permission Set.

TrailActivity-1

Creating a Permission Set:

1. From setup search “permission sets” in quick find and select permission set then click on New.

2. Enter label as Supplier permits and save.
3. After saving the permission click on the manage assignment.
4. Now click on the add assignment
5. Now select the users and click on save

Inbox (179) - subanan | Tabs | Salesforce | Home | Salesforce | Profiles | Salesforce | Permission Sets | Sale | Project - Student

governmentartscollegefor175-dev-ed.develop.lightning.force.com/lightning/setup/PermSets/page?address=%2F0PS2w000008YQA5

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Search Setup

Setup Home Object Manager

permission

Users
- Permission Set Groups
- Permission Sets

Custom Code
- Custom Permissions

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

SETUP
Permission Sets

Permission Set
Supplier Permits

Video Tutorial | Help for this Page

Find Settings... | Clone | Edit Properties | Manage Assignments

Permission Set Overview

Description		API Name	Supplier_Permits
License		Namespace Prefix	
Session Activation Required	☐	Created By	Subanandhini S, 11/04/2023, 4:06 pm
Last Modified By	Subanandhini S, 11/04/2023, 4:06 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"

javascript:srcUp('%27%2F0PS2w000008YQA5%3Fisdtp%3Dp1%27');

Type here to search 12:21 AM 4/14/2023

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Search Setup

Setup Home Object Manager

permission

Users
- Permission Set Groups
- Permission Sets

Custom Code
- Custom Permissions

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

... > SETUP > PERMISSION SET 'SUPPLIER PERMITS'
Supplier Permits

Current Assignments

Add Assignment

Full Name ↑	Active	Role	Profile	User License	Expires On
Subanandhini S	✓		System Administrator	Salesforce	

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Activity -2

Create a permission set on Review object.

Milestone 12 : Report.

Activity-1

Reports: 1. From the Reports tab, click New Report

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Tabs | Salesforce
Home | Salesforc
Profiles | Salesfor
Review | Salesfor
Report Builder | S
Project - Student
governmentartscollegefor175-dev-ed.develop.lightning.force.com/one/one.app#eyJjb21wb25lbnREZWYiOiJyZXBvcnRzOnJlcG9ydEJ1aWxkZXIiLCJhdHRyaWJ1dGVzIjp7In...
Gmail
YouTube
Maps
Search...
Sales
Home
Opportunities
Leads
Tasks
Files
Accounts
Contacts
Campaigns
Dashboards
Reports
Chatter
Groups
More
Create Report
Category
Recently Used
All
Accounts & Contacts
Opportunities
Customer Support Reports
Leads
Campaigns
Select a Report Type
att
Report Type Name
Category
Attendees with events for the reports
Standard
Attendees with events for the report History
Standard
Details
Attendees with events for the re...
Standard Report Type
Start Report
Details
Fields (11)
Created By You
No Reports Yet
To Do List
Type here to search
12:36 AM
4/14/2023

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Tabs | Salesforce
Home | Salesforc
Profiles | Salesfor
Review | Salesfor
Report Builder | S
Project - Student
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Gmail
YouTube
Maps
Search...
Sales
Home
Opportunities
Leads
Tasks
Files
Accounts
Contacts
Campaigns
Dashboards
Reports
Chatter
Groups
More
REPORT
New Report
Attendees with events for the reports
Add Chart
Save & Run
Save
Close
Run
Outline
Filters 1
Previewing a limited number of records. Run the report to see everything.
Update Preview Automatically
Groups
GROUP ROWS
Add group...
Attendees with events for the report: Attendees with events for the rep...
1 Payments
2 Job Posting
3 Review
Columns
Add column...
Attendees with events for the repor
To Do List
Type here to search
12:36 AM
4/14/2023

governmentartscollegefor175-dev-ed.develop.lightning.force.com/one/one.app#eyJjb21wb25lbnREZWYiOiJyZXBvcnRzOnJlcG9ydEJ1aWxkZXIiLCJhdHRyaWJ1dGVzI...
Sales
Home
Opportunities
Leads
Tasks
Files
Accounts
Contacts
Campaigns
Dashboards
Reports
Chatter
Groups
More
Report: Attendees with events for the reports
New Report
Enable Field Editing
Add Chart
Edit
Total Records
3
Attendees with events for the report: Attendees with events for the rep...
1 Payments
2 Job Posting
3 Review
To Do List
Type here to search
12:36 AM
4/14/2023

governmentartscollegefor175-dev-ed.develop.lightning.force.com/one/one.app#eyJjb21wb25lbnREZWYiOiJyZXBvcnRzOnJlcG9ydEJ1aWxkZXIiLCJhdHRyaWJ1dGVzI...
Sales
Home
Opportunities
Leads
Tasks
Files
Accounts
Contacts
Campaigns
Dashboards
Reports
Chatter
Groups
More
Create Report
Category
Recently Used
All
Accounts & Contacts
Opportunities
Customer Support Reports
Leads
Campaigns
Select a Report Type
rev
Report Type Name
Category
Reviews
Standard
Review History
Standard
Reviews
Standard
Review History
Standard
Details
Reviews
Standard Report Type
Start Report
Details
Fields (11)
Created By You
No Reports Yet
https://governmentartscollegefor175-dev-ed.develop.lightning.force.com/reports/lightningReportApp.app#
Type here to search
12:38 AM
4/14/2023

3. Select the report type Attendees with events for the report, and click Create
4. Customize your report accordingly and include all fields, then save or run it.

Activity-2

Create a report for review and Job Posting Objects

Trailhead profile URL.

Team Leader - https://trailblazer.me/id/subas185

Team Member 1 – https://trailblazer.me/id/uvala4

Team Member 2 - https://trailblazer.me/id/flora97

Team Member 3 – https://trailblazer.me/id/poojn12

Project Report Template

5 ADVANTAGES & DISADVANTAGE

- ADVANTAGE:
  - Help gain a competitive edge

- Help solve HRM problems
- Make the efficient use of employees and reduce costs
- Help anticipate and plan for changes
- Benefit long term

- DISADVANTAGE:
  - Difficulty in predicating the people behavior
  - Problems with predicting external events affecting HR planning
  - Needing constantly monitoring
  - Leading to industrial relation problems

6 APPLICATIONS

- Human resource management is the strategic approach to nurturing and supporting employees and ensuring a positive workplace environment. Its function vary across different businesses and industries, but typically include recruitment ,compensation and benefits ,training and development and employee relations.
- The HR Assistant will perform administrative tasks and services to support effective and efficient operations of the organization human resource department.
- Within a company ,human resources is responsible for screening , recruiting , and training employees,as well as,implementing employee processes.

7 CONCLUSION

- From this I conclude Recruitment is one of the main departments which place the right candidates to the right job.
- The recruiters should identify the best candidates from different sources and job sites.
- Recruitment should identify the problems faced during recruitment and find an alternative to make work efficiently.

8 FUTURE SCOPE

- Negotiation Skills
- People Analytic
- Risk management
- Ethics & Data Privacy
- Inter-department collaboration