

# Recruiting Assistant for HR Managers

## 1 INTRODUCTION

### 1.1 Overview

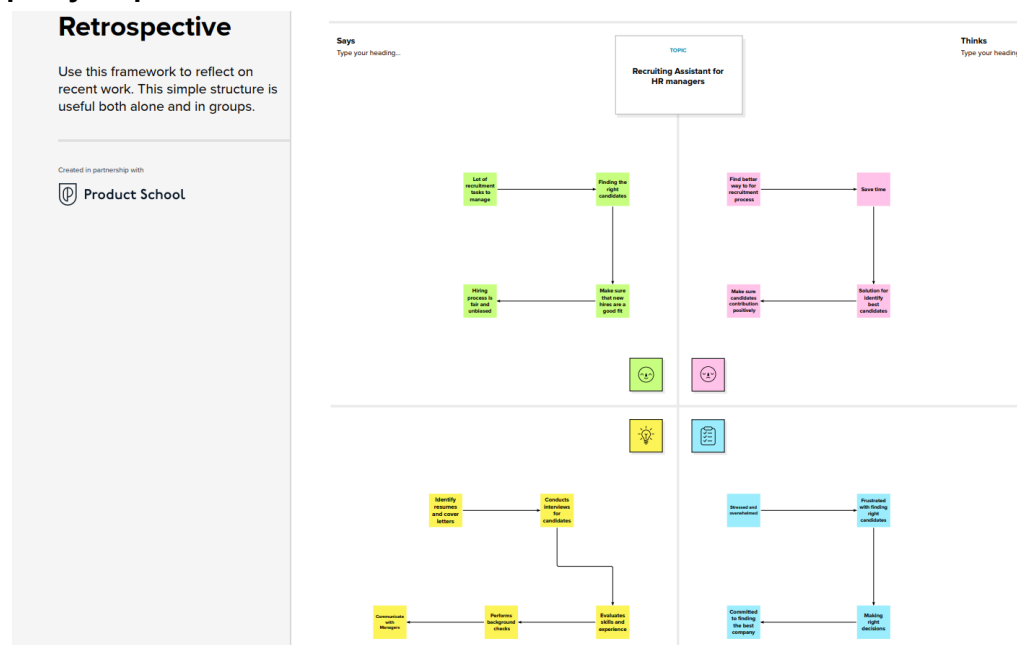
The "Recruiting Assistant for HR Managers" project aims to develop a cutting-edge software tool that leverages artificial intelligence (AI) and natural language processing (NLP) technologies to streamline and enhance the recruitment process for HR managers. This tool will serve as a digital assistant, providing HR managers with intelligent insights, automated tasks, and data-driven recommendations to optimize their recruitment efforts, save time, and improve the quality of their hires.

### 1.2 Purpose

- **Increase Efficiency:** The recruiting assistant aims to automate repetitive tasks, such as resume screening and interview scheduling, to save time and increase the efficiency of HR managers, allowing them to focus on strategic recruitment activities.
- **Enhance Candidate Experience:** The project seeks to provide personalized and timely communication to candidates, creating a positive impression and improving the overall candidate experience, which can lead to higher candidate satisfaction and increased employer branding.
- **Improve Hiring Quality:** The recruiting assistant aims to leverage AI-powered candidate screening and ranking capabilities to help HR managers identify the most qualified candidates for each position, leading to improved hiring quality and reduced turnover.

## 2 Problem Definition & Design Thinking

### 2.1 Empathy Map



## 2.2 Ideation & Brainstorming Map

### 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](#)  
[2-3 people recommended](#)

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**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](#)

- Team gathering**  
Define who should participate in the session and send an invite. Please request information as you need it.
- Set the goal**  
Think about the problem you'll be focusing on solving in the brainstorming session.
- Leave time to use the facilitation tools**  
Use the Facilitation Experiences to run a happy and productive session.

[Open article](#)

**1 Define your problem statement**

What problem are you trying to solve? Frame your problem as a clear, tight like statement. This will be the focus of your brainstorm.

[15 minutes](#)

Problem

How might we just problem statement?

Key rules of brainstorming

To run an smooth and productive session

- Stay in topic
- Encourage wild ideas
- Defer judgment
- Build on others
- One idea per person
- It's possible, be weird

**2 Brainstorm**

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

[10 minutes](#)

Person 1

Person 2

Person 3

Person 4

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**Facilitation Experiences**

These are the tools you'll use to run a happy and productive session.

[Open article](#)

**Brainstorming Map**

This is the tool you'll use to capture and organize your ideas.

[Open article](#)

**3 Group ideas**

Take turns sharing your ideas while clustering similar or related notes as you go. Once all sticky notes have been grouped, give each cluster a sentence that labels it. A cluster is bigger than six sticky notes, try and see if you can break it up into smaller sub-groups.

[10 minutes](#)

- 1. AI-powered candidates screening
- 2. Interview scheduling and management
- 3. Diversity and inclusion tracking
- 4. Virtual job fair platform
- 5. Team collaboration tools
- 6. Customizable job posting templates
- 7. Automated reference checking
- 8. Candidate feedback assessment and ranking
- 9. Skill and personality assessments
- 10. Onboarding and training platform
- 11. Gamification of the recruitment process
- 12. Recruitment marketing
- 13. Artificial intelligence-powered chatbots
- 14. Integrated video interviewing
- 15. Performance analytics

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**4 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.

[10 minutes](#)

Importance

Feasibility

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**5 After you collaborate**

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

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[Open article](#)

### 3 RESULT

#### 3.1 Data Model

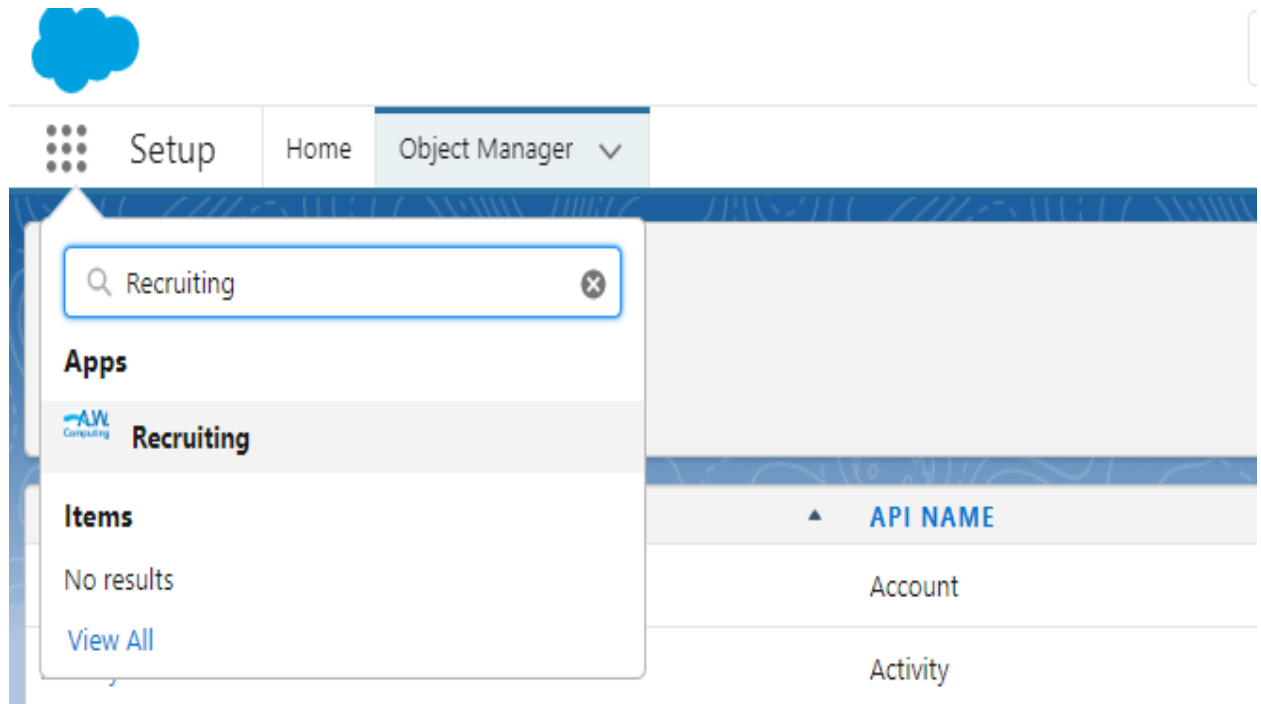
Object Name	Field in the object	
Job Application		
	<b>Field Label</b>	<b>Data Type</b>
	Job Application Name	Auto Number
	Candidate	Lookup(Candidate)
	Position	Lookup(Position)
	Total Review Score	Roll-Up Summary
	Average Review Score	Formula (Number)
Job Posting Site		
	<b>Field Label</b>	<b>Data Type</b>
	Description	Text Area(255)
	Job Posting Site URL	URL(255)
	Site Name	Text(80)
	Technical Site	Checkbox
Job Posting		
	<b>Field Label</b>	<b>Data Type</b>
	Job Posting Number	Auto Number
	Job Posting Site	Master-Detail(Job Posting Site)
	Position	Master-Detail(Position)

Candidate		
	Field Label	Data Type
	Education	Picklist (Multi-Select)
	First Name	Text(30)
	Last Name	Text(30)
	Zip/Postal Code	Text(50)
Interviewer		
	Field Label	Data Type
	Employee	Lookup(User)
	Position	Lookup(Position)
Position		
	Field Label	Data Type
	Location	Picklist
	Record Type	Record
	Salary Range	Picklist
	Status	Picklist
	Title	Text(80)
Review		
	Field Label	Data Type
	Interviewer	Lookup(Interviewer)
	Job Application	Master-Detail(Job Application)
	Overall Review Score	Formula (Number)

Zip Code		
	Field Label	Data Type
	Zip Code	Text(80)

### 3.2 Activity & Screenshot

#### 1. Package Installation:










#### 2. Create custom object for Job posting site

Object Manager						
3 Items, Sorted by Label						
LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYMENT STATUS	
<a href="#">Job Application</a>	Job_Application__c	Custom Object		14/04/2023	✓	
<a href="#">Job Posting</a>	Job_Posting__c	Custom Object		14/04/2023	✓	
<a href="#">Job Posting Site</a>	Job_Posting_Site__c	Custom Object		14/04/2023	✓	

### 3. Create custom object for Reviews

SETUP Object Manager 1 Items, Sorted by Label			
LABEL	API NAME	TYPE	DESCRIPTION
Review	Review__c	Custom Object	

### 4. Create Tab

Custom Object Tabs			New	What Is This?
Action	Label	Tab Style		
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Candidates</a>	 People		
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Interviewers</a>	 Hands		
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Job Applications</a>	 Pencil		
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Job Posting Sites</a>	 Real Estate Sign		
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Positions</a>	 Gears		
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Reviews</a>	 Thermometer		
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Zip Codes</a>	 Map		

### 5. Create new field for Job posting site

SETUP > OBJECT MANAGER Job Posting Site			
Details	<b>Fields &amp; Relationships</b> 8 Items, Sorted by Field Label		
<b>Fields &amp; Relationships</b>	<b>FIELD LABEL</b>	<b>FIELD NAME</b>	<b>DATA TYPE</b>
Page Layouts	<a href="#">Created By</a>	CreatedById	Lookup(User)
Lightning Record Pages	<a href="#">Description</a>	Description__c	Text Area(255)
Buttons, Links, and Actions	<a href="#">Job Posting Site URL</a>	Job_Posting_Site_URL__c	URL(255)
Compact Layouts	<a href="#">Last Modified By</a>	LastModifiedById	Lookup(User)
Field Sets	<a href="#">Owner</a>	OwnerId	Lookup(User,Group)
Object Limits	<a href="#">Site Name</a>	Name	Text(80)
Record Types	<a href="#">Status</a>	Status__c	Picklist
Related Lookup Filters	<a href="#">Technical Site</a>	Technical_Site__c	Checkbox
Search Layouts			
List View Button Layout			

## 6. Create page layout for Review Object

SETUP > OBJECT MANAGER  
**Review**

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  
List View Button Layout  
Restriction Rules  
Scoping Rules  
Triggers  
Flow Triggers  
Validation Rules

Save Quick Save Preview As... Cancel Undo Redo Layout Properties

Quick Find Field Name

Fields  
Buttons  
Quick Actions  
Mobile & Lightning Actions  
Expanded Lookups  
Related Lists  
Report Charts

Section  
Blank Space  
Candidate Name  
Core Competencies  
Experience  
Experience Comments

Interviewer  
Job Application  
Last Modified By  
Leadership Skills  
Overall Review Score  
Position Title  
Reason Recommended

Recommend for Hire  
Review Number  
Interviewer  
Job Application

Position & Candidate  
Position Title  
Candidate Name

System Information (Header visible on edit only)  
Created By

Overall Review Score 567.27

Leadership Skills  
Leadership Skills  
Comments

Recommendation  
Recommend for Hire  
Reason Recommended

Experience  
Experience  
Experience Comments

Information (Header visible on edit only)  
Review Number  
Interviewer  
Job Application

Position & Candidate  
Position Title  
Candidate Name

System Information (Header visible on edit only)  
Created By

Last Modified By

## 7. Create Validation Rule

SETUP > OBJECT MANAGER  
**Position**

Details  
Fields & Relationships  
**Page Layouts**  
Lightning Record Pages  
Buttons, Links, and Actions  
Compact Layouts  
Field Sets  
Object Limits

Position Validation Rule

[Back to Position](#)

Validation Rule Detail

Rule Name Every\_Position\_Must\_Have\_a\_Hiring\_Mgr Active ☒

Error Condition Formula ISBLANK (Hiring\_Manager\_\_c) && SProfile.Name <> "System Administrator"

Error Message Every Position must have a Hiring Manager. Error Location Top of Page

Description Every position record must have a hiring manager.

Created By [Sneha Sathiyamoorthi](#) 15/04/2023, 12:40 pm Modified By [Sneha Sathiyamoorthi](#) 15/04/2023, 12:40 pm

## 8. Create Profile

SETUP  
**Profiles**

Profiles

All Profiles Edit Delete Create New View

New Profile

Action Profile Name User License Custom

Edit Clone Salesforce API Only System Integrations Salesforce Integration

Edit Clone Silver Partner User Silver Partner

Edit Clone Solution Manager Salesforce

Edit Clone Standard Platform User Salesforce Platform

Edit Clone Standard User Salesforce

Edit Clone System Administrator Salesforce

## 9. Create User

SETUP

Users

User

Swetha Sathiyamoorthi

[Permission Set Assignments \(0\)](#) | [Permission Set Assignments: Activation Required \(0\)](#) | [Permission Set Group Assignments \(0\)](#) | [Permission Set License Assignments \(0\)](#) | [Personal Groups \(0\)](#) | [Public Group Membership \(0\)](#) | [Queue Manager](#) | [Third-Party Account Links \(0\)](#) | [Installed Mobile Apps \(0\)](#) | [Authentication Settings for External Systems \(0\)](#) | [Login History \(10+\)](#) | [User Provisioning Account](#)

User Detail

Edit

Sharing

Change Password

Name	Swetha Sathiyamoorthi	Role	
Alias	SSath	User License	Salesforce
Email	<a href="mailto:swethasathiyas@gmail.com">swethasathiyas@gmail.com</a>	Profile	<a href="#">System Administrator</a>
Username	swethasathiyas@curious-koala-n5mqnv.com	Active	<input checked="" type="checkbox"/>
Nickname	User16814052178706936593 <a href="#">i</a>	Marketing User	<input checked="" type="checkbox"/>
Title		Offline User	<input checked="" type="checkbox"/>
Company	Salesforce	Knowledge User	<input type="checkbox"/>
Department		Flow User	<input type="checkbox"/>
Division		Service Cloud User	<input checked="" type="checkbox"/>
Address	IN	Site.com Contributor User	<input type="checkbox"/>
Time Zone	(GMT+05:30) India Standard Time (Asia/Kolkata)	Site.com Publisher User	<input type="checkbox"/>
Locale	English (India)	WDC User	<input type="checkbox"/>
Language	English	Mobile Push Registrations	<a href="#">View</a>
Delegated Approver		Data.com User Type	<a href="#">i</a>

## 10. Create Permission set for review object

SETUP

Permission Sets

Permission Set

Hiring Manager

Find Settings...

Clone

Delete

Edit Properties

Manage Assignments

Permission Set Overview > Object Settings [▼](#) **Reviews** [▼](#)

Reviews [Edit](#)

Tab Settings

Available	Visible
<input type="checkbox"/>	<input type="checkbox"/> <a href="#">i</a>

Object Permissions

Permission Name	Enabled
Read	<input checked="" type="checkbox"/>
Create	<input checked="" type="checkbox"/>
Edit	<input checked="" type="checkbox"/>
Delete	<input checked="" type="checkbox"/>
View All	<input type="checkbox"/>
Modify All	<input type="checkbox"/>

Field Permissions



## 11. Create Report for Review & Job Posting Object

Reports				
Created by Me				
1 item				
REPORTS	Report Name	Description	Folder	Created By
Recent	Cases by Status		Public Reports	Swetha Sathiyamoorthi
Created by Me				
Private Reports				
Public Reports				
All Reports				
FOLDERS				
All Folders				
Created by Me				
Shared with Me				
FAVORITES				
All Favorites				

## 4 Trailhead Profile Public URL

Team Lead - <https://trailblazer.me/id/ssathiyamoorthi3>  
Team Member 1 - <https://trailblazer.me/id/uthas2>  
Team Member 2 - <https://trailblazer.me/id/vpappukutty>  
Team Member 3 - <https://trailblazer.me/id/vkarunanidhi2>

## 5 ADVANTAGES & DISADVANTAGE

### Advantages:

1. Improved Efficiency: The recruiting assistant can automate time-consuming and repetitive tasks, such as resume screening, candidate matching, and interview scheduling, saving HR managers significant time and effort in the recruitment process. This can lead to faster and more streamlined recruitment processes.
2. Enhanced Candidate Experience: The recruiting assistant can provide personalized and interactive experiences to candidates, such as automated responses, interview scheduling options, and feedback collection. This can result in a positive candidate experience, improving the employer brand and increasing the likelihood of attracting top talent.
3. Better Talent Matching: The recruiting assistant can use data analytics and predictive insights to match candidates with job opportunities based on their skills, qualifications,

and preferences. This can result in improved talent matching, leading to better-fit hires and reduced turnover rates.

**Disadvantages:**

1. **Data Privacy and Security Risks:** The recruiting assistant may handle sensitive candidate data, such as resumes, contact information, and assessment results, which may pose risks in terms of data privacy and security. Proper data protection measures, such as encryption and access controls, should be in place to mitigate such risks.
2. **Cost and Implementation Challenges:** Implementing and maintaining a recruiting assistant solution may require initial investment and ongoing costs for technology, training, and support. Integration with existing HR systems and processes may also require effort and resources, which could pose challenges for some organizations.
3. **Dependence on Technology:** Organizations may become overly dependent on the recruiting assistant solution, which could potentially result in reduced reliance on human intuition, judgment, and decision-making. It is essential to strike a balance between automation and human involvement in the recruitment process.

## **6 APPLICATIONS**

1. **Corporate Recruitment:** The solution can be used by HR managers in corporate settings to streamline and automate various aspects of the recruitment process, such as resume screening, candidate matching, interview scheduling, and feedback collection. This can help HR managers save time and effort, improve the efficiency of the recruitment process, and enhance the quality of hires.
2. **Staffing and Recruitment Agencies:** The solution can be utilized by staffing and recruitment agencies to optimize their candidate sourcing, screening, and placement processes. The recruiting assistant can help agency recruiters identify and match candidates to job opportunities more effectively, manage candidate pipelines, and track recruitment metrics, leading to improved placement outcomes and client satisfaction.
3. **Educational Institutions:** The solution can be applied in educational institutions, such as universities and colleges, where HR managers are involved in faculty and staff recruitment. The recruiting assistant can help streamline the hiring process, manage candidate applications, and facilitate interview scheduling, making the recruitment of academic and administrative staff more efficient and organized.
4. **Global Recruitment:** The solution can be applied in global recruitment scenarios, where HR managers need to manage recruitment processes for candidates located in different countries or regions. The recruiting assistant can facilitate communication, scheduling, and documentation for international candidates, helping HR managers overcome language barriers and time zone differences.

## **7 CONCLUSION**

The "Recruiting Assistant for HR Managers" project aims to revolutionize the recruitment process by leveraging AI and NLP technologies to provide HR managers with an intelligent, automated, and data-driven solution. By increasing efficiency, enhancing candidate experience, improving hiring quality, enabling data-driven decision-making, and seamlessly integrating with existing HR systems, the recruiting assistant will empower HR managers to optimize their recruitment efforts and achieve better outcomes.

## **8 FUTURE SCOPE**

A "Recruiting Assistant for HR Managers" project is vast, with potential advancements in AI, NLP, data analytics, and integration with emerging technologies. This could result in more efficient, personalized, and data-driven recruitment processes, leading to improved hiring outcomes for organizations and enhanced candidate experiences.