

PROJECT REPORT TEMPLATE

RECRUITING ASSISTANT FOR HR MANAGERS

TEAM ID : NM2023TMID20817

1.INRODUCTION

1.1 Overview :

In this project ,we use custom objects ,relationships, pages layouts to give the HR 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 relationships 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 :

- ❖ Job positing
- ❖ Rewards & Incentives
- ❖ Resolving conflicts
- ❖ Performance Appraisal
- ❖ Training & Development
- ❖ Maintaining Healthy Work culture
- ❖ Organizing various activities
- ❖ Payroll Management .

2.

Problem Definition & Design Thinking

2.1 Empathy map:

An empathy map is a collaborative visualization used to articulate what we know about a particular type of user. It externalizes knowledge about users in order to

- 1) create a shared understanding of user needs, and
- 2) aid in decision making.

Says

What have we heard them say?
What can we imagine them saying?

Preventing
turnover

Gain good
experience

Better
workforce
planning

Identify
attrition
and its
causes

Improves HR
performance

Recruiting
and hiring

Creating a
rewarding
company
culture

Onboarding
and ongoing
training and
development

Overseeing
disciplinary
action

Thinks

What are their wants, needs, hopes,
and dreams? What other thoughts
might influence their behavior?

Good
communication
skills

Quality

Integrity

Leadership

Formal
authority

Quick
decisions

Patient

Approachable

Responsible

Tactful

F7B82A0FD0DA61F9064
4DAD299395F4B
Recruiting Assistant for
HR Managers
TEAM
ID:NM2023TMID20817

Does

What behavior have we observed?
What can we imagine them doing?

Feels

What are their fears, frustrations, and
anxieties? What other feelings might
influence their behavior?

2.2 Brainstorming :

Brainstorming is a group problem-solving method that involves the spontaneous contribution of creative ideas and solutions. This technique requires intensive, freewheeling discussion in which every member of the group is encouraged to think aloud and suggest as many ideas as possible based on their diverse knowledge.

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

What is the roles & responsibilities of HR manager?



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!

S.Vasuthiyagarajan

Identifying the need for recruitment	Providing administrative support to the HR department
Handling HR-related employee requests and issues	Plan and structure our job interviews

E.Vignesh

Promoting positions through various services	Manage and maintain recruiting
Managing hiring and onboarding	Verify candidate references

S.Vetrivel

Ensuring legal compliance	Designing employee retention programs
Give realistic job preview	Creating overall compensation strategy

R.Vignesh

Properly communicate with applicants	Report submissions
Employment exchanges	Background and references checks

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-like label. If a cluster is bigger than six sticky notes, try and see if you can break it up into smaller sub-groups.

 20 minutes

Providing
administrative
support to
the HR
department

Promoting
positions
through
various
services

Creating
overall
compensation
strategy

Properly
communicate
with
applicants

TIP



Add customizable tags to sticky notes to make it easier to find, browse, organize, and categorize important ideas as themes within your mural.

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.

🕒 20 minutes



3.

RESULT

3.1 Data Model :

Object name		Field label	Data type
1	Job positing site	Job positing site	Text
	Job positing URL	Job positing URL	Text
2	Review	Review	Auto- Number
	Account	Account	Auto- Number

3.2 Activity & Screenshot :

Home Chatter Libraries Content Subscriptions Job Posting Sites +

It's Better in Lightning

Move to Lightning Experience and get the new, more productive Salesforce.

Welcome to the Improved Setup!

If you're familiar with the original Setup tree, start this tour to see what's different.

If you're new to Salesforce, this tour will show you how to get to your setup tasks.

No Thanks Show Me Later Start Tour

Tell Me More

Help for this Page

Getting Started

Lightning Experience Transition Assistant

Move to the new, more productive Salesforce.

Get Started

Build App

Generate a basic app with just one step, and then easily extend that app with clicks or code.

Add App

Salesforce Lightning

Turn on the power, speed, and simplicity of the new Salesforce user experience.

Get Started

Recent Items

Name	Type	Object
Job Posting Site	Custom Object Definition	
Job Posting Site Layout	Page Layout	Job Posting Site
Job Posting Site	Custom Field Definition	Job Posting Site
Job Posting Site Description	Custom Field Definition	Job Posting Site
Job Posting Site Technical site	Custom Field Definition	Job Posting Site
Job Posting Site status	Custom Field Definition	Job Posting Site
Job Posting Site URL	Custom Field Definition	Job Posting Site
Job Posting Sites	Custom Tab Definition	Job Posting Site
Review	Custom Object Definition	
Vasuthyagarajan S	User	

Quick Links

Tools

- App Quick Start
- Schema Builder
- New custom object

Users

- New user
- Add multiple users
- Reset users' passwords

App

- Manage apps
- Manage profiles
- Enable Chatter feeds

Security

- New profile
- New permission set
- Add roles

Data

- Import accounts & contacts
- Import custom objects
- Mass delete records

Community

Resources

Collaborate & Discuss
Join the conversation.

User Groups
Connect with customers in your area.

Find Answers

Post your questions to the Community.

Ask a Question

Contribute Ideas

Share & vote for ideas to improve the product.

Post an Idea

Release Resources

Salesforce Mobile Quick Start

Home

Administer

- Release Updates
- Manage Users
- Manage Apps
- Manage Territories
- Company Profile
- Data Classification
- Privacy Center
- Security Controls
- Domain Management
- Communication Templates
- Translation Workbench
- Data Management
- Mobile Administration
- Desktop Administration
- Outlook Integration and Sync
- Small Integration and Sync
- Email Administration
- Google Apps
- Analytics
- Data.com Administration

Build

- Customize
- Create
- Develop
- Lightning Bolt
 - Schema Builder
 - Lightning App Builder
 - Canvas App Previewer
 - Installed Packages
 - Package Usage
 - AppExchange Marketplace

Deploy

- Deployment Settings
- Deployment Status

Monitor

- System Overview
- Optimizer
- Imports
- Outbound Messages
- Time-Based Workflow
- Automated Process Actions
- Case Escalations
- Entitlement Processes
- API Usage Notifications
- Mass Emails
- Email Snapshots
- Jobs
- Logs

Copyright © 2000-2023 salesforce.com, inc. All rights reserved. | [Privacy Statement](#) | [Security Statement](#) | [Terms of Use](#) | [SOL Compliance](#)

Home | Salesforce | Platform Login | Student | Install Apps and | Lightning Exper | Home | Salesforce | Get Your Trailhe | +

brave-bear-ffd7o7-dev-ed.trailblaze.lightning.force.com/lightning/setup/SetupOneHome/home

Search Setup

Setup Home Object Manager

Quick Find

Setup Home

- Service Setup Assistant
- Multi-Factor Authentication Assistant
- Release Updates
- Lightning Experience Transition Assistant
- Salesforce Mobile App
- Lightning Usage
- Optimizer
- ADMINISTRATION
 - Users
 - Permission Set Groups
 - Permission Sets
 - Profiles
 - Public Groups
 - Queues
 - Roles

Most Recently Used

10 items

NAME	TYPE	OBJECT
Supplier Permits and Save	Permission Set	
Vasuthiyagarajan Selvam	User	
Event user profile	Profile	
appexchange default	Custom App	
Insights	Custom App	
AppLauncher	Custom App	
Work	Custom App	
Job Posting Site	Custom Object Definition	
Job posting	Custom Object Definition	
Review	Custom Object Definition	

https://brave-bear-ffd7o7-dev-ed.trailblaze.lightning.force.com/lightning/setup/PermSets/0PS8b000000WbDP/PermissionSetAssignment/home

Home | Salesforce | Platform Login | Student | Install Apps and | Lightning Exper | New Accounts R | Get Your Trailhe | +

brave-bear-ffd7o7-dev-ed.trailblaze.lightning.force.com/lightning/r/Report/00O8b0000008HweWEAS/view

TRAILHEAD

Playground Starter Welcome Install a Package Get Your Login Credentials Reports

Report: Accounts

New Accounts Report

Enable Field Editing Add Chart Edit

Total Records: 12

	Last Activity	Account Owner	Account Name	Billing State/Province	Type	Rating	Last Modified Date
1	-	Vasuthiyagarajan S	Edge Communications	TX	Customer - Direct	Hot	4/12/2023
2	-	Vasuthiyagarajan S	Burlington Textiles Corp of America	NC	Customer - Direct	Warm	4/12/2023
3	-	Vasuthiyagarajan S	Pyramid Construction Inc.	-	Customer - Channel	-	4/12/2023
4	-	Vasuthiyagarajan S	Dickenson plc	KS	Customer - Channel	-	4/12/2023
5	-	Vasuthiyagarajan S	Grand Hotels & Resorts Ltd	IL	Customer - Direct	Warm	4/12/2023
6	-	Vasuthiyagarajan S	United Oil & Gas Corp.	NY	Customer - Direct	Hot	4/12/2023
7	-	Vasuthiyagarajan S	Express Logistics and Transport	OR	Customer - Channel	Cold	4/12/2023
8	-	Vasuthiyagarajan S	University of Arizona	AZ	Customer - Direct	Warm	4/12/2023
9	-	Vasuthiyagarajan S	United Oil & Gas, UK	UK	Customer - Direct	-	4/12/2023
10	-	Vasuthiyagarajan S	United Oil & Gas, Singapore	Singapore	Customer - Direct	-	4/12/2023
11	-	Vasuthiyagarajan S	GenePoint	CA	Customer - Channel	Cold	4/12/2023
12	-	Vasuthiyagarajan S	sForce	CA	-	-	4/12/2023

New Contacts & Accounts Report

periyarartscollege-4a-dev-ed.develop.lightning.force.com/lightning/r/Report/0005i000007w4mGEAQ/view

Search...

Sales Home Opportunities Leads Tasks Files Accounts Contacts Campaigns Dashboards Reports Chatter Groups More

Report: Contacts & Accounts
New Contacts & Accounts Report

Enable Field Editing Add Chart Edit

Total Records
20

	Salutation	First Name	Last Name	Title	Account Name	Mailing Street	Mailing City
1	Ms.	Edna	Frank	VP, Technology	GenePoint	345 Shoreline Park Mountain View, CA 94043 USA	-
2	Ms.	Ashley	James	VP, Finance	United Oil & Gas, UK	Kings Park, 17th Avenue, Team Valley Trading Estate, Gateshead, Tyne and Wear NE26 3HS United Kingdom	-
3	Mr.	Tom	Ripley	Regional General Manager	United Oil & Gas, Singapore	9 Tagore Lane Singapore, Singapore 787472 Singapore	-
4	Ms.	Liz	D'Cruz	VP, Production	United Oil & Gas, Singapore	10 Tagore Lane Singapore, Singapore 787472 Singapore	-
5	Ms.	Rose	Gonzalez	SVP, Procurement	Edge Communications	313 Constitution Place Austin, TX 78767 USA	-
6	Mr.	Sean	Forbes	CFO	Edge Communications	312 Constitution Place Austin, TX 78767 USA	-
7	Mr.	Jack	Rogers	VP, Facilities	Burlington Textiles Corp of America	525 S. Lexington Ave	Burlington
8	Ms.	Pat	Stumuller	SVP, Administration and Finance	Pyramid Construction Inc.	2 Place Jussieu	Paris
9	Mr	Andy	Young	SVP, Operations	Dickenson plc	1301 Hoch Drive	Lawrence
10	Mr.	Tim	Barr	SVP, Administration and Finance	Grand Hotels & Resorts Ltd	2335 N. Michigan Avenue, Suite 1500 Chicago, IL 60601, USA	-
11	Mr.	John	Bond	VP, Facilities	Grand Hotels & Resorts Ltd	2334 N. Michigan Avenue, Suite 1500 Chicago, IL 60601, USA	-
12							

To Do List

New Contacts & Accounts Report

periyarartscollege-4a-dev-ed.develop.lightning.force.com/lightning/r/Report/0005i000007w4mGEAQ/view

Search...

Sales Home Opportunities Leads Tasks Files Accounts Contacts Campaigns Dashboards Reports Chatter Groups More

Report: Contacts & Accounts
New Contacts & Accounts Report

Enable Field Editing Add Chart Edit

	Salutation	First Name	Last Name	Title	Account Name	Mailing Street	Mailing City
7	Mr.	Jake	Rogers	VP, Facilities	Burlington Textiles Corp of America	525 S. Lexington Ave	Burlington
8	Ms.	Pat	Stumuller	SVP, Administration and Finance	Pyramid Construction Inc.	2 Place Jussieu	Paris
9	Mr	Andy	Young	SVP, Operations	Dickenson plc	1301 Hoch Drive	Lawrence
10	Mr.	Tim	Barr	SVP, Administration and Finance	Grand Hotels & Resorts Ltd	2335 N. Michigan Avenue, Suite 1500 Chicago, IL 60601, USA	-
11	Mr.	John	Bond	VP, Facilities	Grand Hotels & Resorts Ltd	2334 N. Michigan Avenue, Suite 1500 Chicago, IL 60601, USA	-
12	Ms.	Babara	Levy	SVP, Operations	Express Logistics and Transport	620 SW 5th Avenue Suite 400 Portland, Oregon 97204 United States	-
13	Mr.	Josh	Davis	Director, Warehouse Mgmt	Express Logistics and Transport	621 SW 5th Avenue Suite 400 Portland, Oregon 97204 United States	-
14	Ms.	Jane	Grey	Dean of Administration	University of Arizona	888 N Euclid Hallis Center, Room 501 Tucson, AZ 85721 United States	-
15	Ms.	Stella	Pavlova	SVP, Production	United Oil & Gas Corp.	1303 Avenue of the Americas New York, NY 10019 USA	-
16	Ms.	Lauren	Boyle	SVP, Technology	United Oil & Gas Corp.	1304 Avenue of the Americas New York, NY 10019 USA	-
17	Mr.	Arthur	Song	CEO	United Oil & Gas Corp.	1301 Avenue of the Americas New York, NY 10019 USA	-
18	Mr.	Avi	Green	CFO	United Oil & Gas Corp.	1302 Avenue of the Americas New York, NY 10019 USA	-
19	Ms.	Siddhartha	Nedaerik	-	sForce	The Landmark @ One Market	San Francisco
20	Mr.	Jake	Llorrac	-	sForce	The Landmark @ One Market	San Francisco

To Do List

4. **TRAILHEAD PROFILE PUBLIC URL**

Team Leader - <https://trailblazer.me/id/vasus31>
Team Member 1 - <https://trailblazer.me/id/svetri9>
Team Member 2 - <https://trailblazer.me/id/vigne549>
Team Member 3 - <https://trailblazer.me/id/vignr33>

5. **ADVANTAGES & DISADVANTAGES**

Advantages :

- ❖ Human resource planning
- ❖ Hiring workforce
- ❖ Enhance organization effectiveness
- ❖ Handles disputes and queries
- ❖ Motivating employees
- ❖ Improve employee relation .

Disadvantages :

- ❖ Costly setup
- ❖ Recent origin
- ❖ Unpredictability
- ❖ Improper development programs
- ❖ Insufficient information .

6.

APPLICATIONS

- ❖ HRIS is a type of business application that enables companies to store employee information ,manage common HR functions ,and execute critical HR activities such as processing payroll and administering benefits.
- ❖ Features oh HRIS application include an employee self-service portal , payroll , workforce management ,recruitment and hiring ,benefits administration ,and talent management .
- ❖ As mentioned, HRIS applications are valuable for supporting critical HR operations and initiatives. Let's look at how you an apply HRIS capabilities in your business to deliver value and build a strong foundation.

7.

CONCLUSION

In conclusion ,due many challenges that are facing human resource departments , there is need for organizations to adopt correct and workable policies that will not only ensure they alleviate these challenges but also develop mechanisms of Dellinger with such challenge in case they occur in the future .

8.

FUTURE SCOPE

The project has a very vast scope in future . The project can be implemented on internet in future.