

PROJECT REPORT TEMPLATE

1. INTRODUCTION

1.1 Overview

A Human Resource[HR] Assistant is a professional who is responsible for the daily administrative and HR duties of an organization.

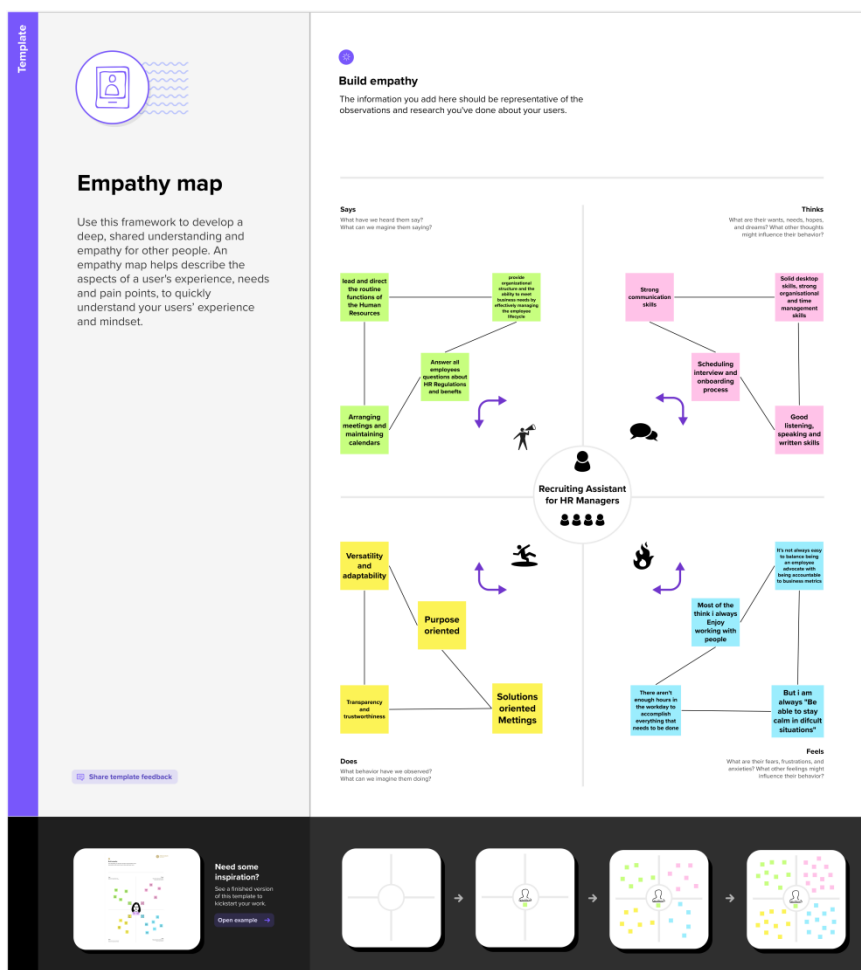
1.2 Purpose

Assist in the recruitment process by identifying candidates, conducting reference checks, and issuing employment contracts. HR manager will lead and direct the routine functions of Human Resource (HR) department including hiring and interviewing staff

2. Problem Definition & Design Thinking

2.1 Empathy Map

An empathy map is a collaborative tool teams .It can use to gain a deeper insight into their customers .The empathy map was originally created by Dave Gray and has gained much popularity within the agile community



2.2 Ideation & Brainstorming Map

Brainstorming is a group solving method that involves the spontaneous contribution of creative ideas and solutions.

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
- 2-8 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.

- 1 Team gathering: Define who should participate in the session and send an invite. Share relevant information or pre-work ahead.
- 2 Set the goal: Share about the problem you'll be focusing on solving in the brainstorming session.
- 3 Learn how to use the facilitation tools: Use the Facilitation Improvers 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 Now Might We statement. This will be the focus of your brainstorm.

PROBLEM

- The problem of recruiting new employees.
- The problem of Retaining.
- providing upto date training and
- benefits in HR managers

Key rules of brainstorming

To run an smooth and productive session

- Stay in topic.
- Encourage wild ideas.
- Defer judgement.
- 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.

Ajay E

Sathishkumar M

Sivaji R

Need some inspiration?

Use a facilitation tool to brainstorm and create your work.

[Open article](#)

Need some inspiration?

Use a facilitation tool to brainstorm and create your work.

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

[20 minutes](#)

Recruiting Assistant of HR Managers

- Recruiting new employees.
 - Ensuring a good candidate experience in recruiting new employees
 - Creating an efficient recruiting process
 - Engaging qualified candidates
- Retaining
 - Acknowledge and Reward Outstanding Work
 - Ensure Equitable Treatment
 - Maintain an Open-Door Policy
- Providing upto date training
 - It offers the whole workforce the opportunity to learn
 - Show employees that they are valued
 - A personalised analysis for each employee
- Benefits
 - Improve employee output
 - Improve the corporate image
 - Increase productivity and compliance with standards

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](#)

Remember! Important and feasible ideas are more feasible than others! (Don't show after company only)

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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Quick add-ons

- Show the mind**: Share a new idea in the mind with collaborators to keep them in the loop about the solution of the session.
- Export the mind**: Export a copy of the mind as a PDF or PNG to attach to emails, include in slides, or save in your drive.

Keep moving forward

- Strategy Blueprint**: Outline the components of a new idea or strategy.
- Customer experience journey map**: Understand customer needs, motivations, and obstacles for an experience.
- Strengths, weaknesses, opportunities & threats**: Identify strengths, weaknesses, opportunities, and threats (SWOT) to develop plans.

Need some inspiration?

Use a facilitation tool to brainstorm and create your work.

[Open article](#)

Need some inspiration?

Use a facilitation tool to brainstorm and create your work.

[Open article](#)

3. RESULT

3.1 Data Model:

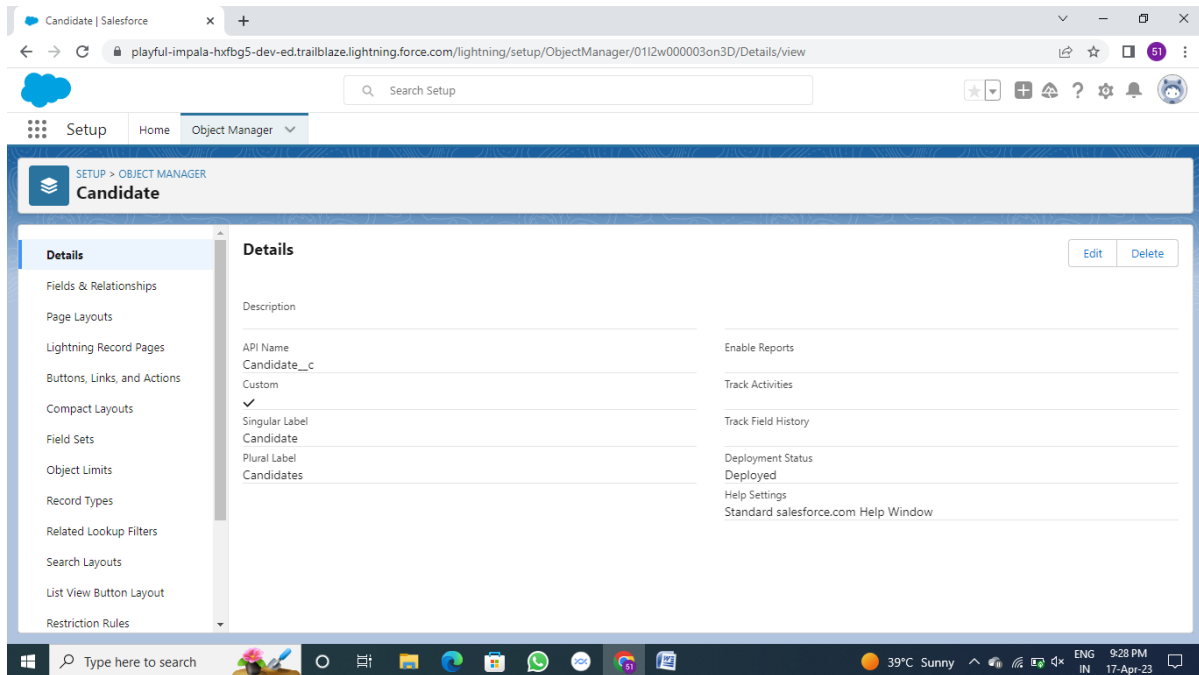
Object name																																				
Candidate	<table><thead><tr><th>Field label</th><th>Data type</th><th>Field label</th><th>Data type</th></tr></thead><tbody><tr><td>Candidate Number</td><td>Auto Number</td><td>Mobile</td><td>Phone</td></tr><tr><td>Legacy Candidate Number</td><td>Text (Unique)</td><td>Phone</td><td>Phone</td></tr><tr><td>First Name</td><td>Text</td><td>Address</td><td>Text</td></tr><tr><td>Last Name</td><td>Text</td><td>City</td><td>Text</td></tr><tr><td>Email</td><td>Email</td><td>State</td><td>Text</td></tr><tr><td>Education</td><td>Picklist (Multi-Select)</td><td>Zip Code</td><td>Text</td></tr><tr><td>Years of Experience</td><td>Number</td><td>Country</td><td>Text</td></tr></tbody></table>				Field label	Data type	Field label	Data type	Candidate Number	Auto Number	Mobile	Phone	Legacy Candidate Number	Text (Unique)	Phone	Phone	First Name	Text	Address	Text	Last Name	Text	City	Text	Email	Email	State	Text	Education	Picklist (Multi-Select)	Zip Code	Text	Years of Experience	Number	Country	Text
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Years of Experience	Number	Country	Text																																	
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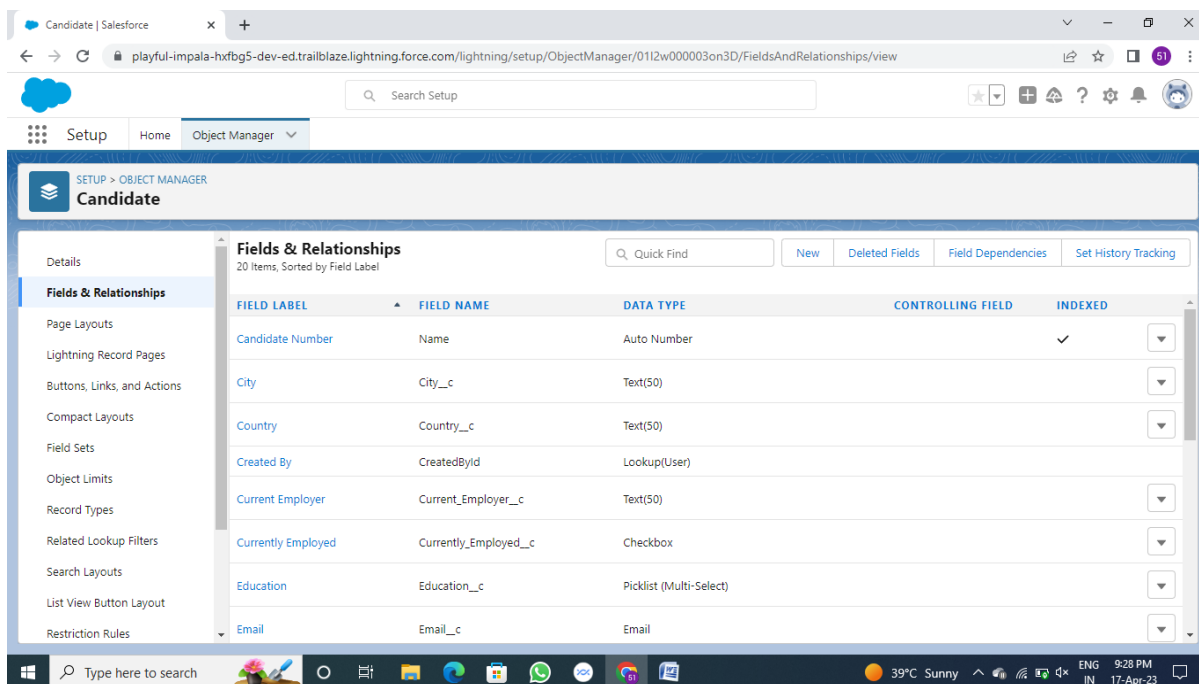
3.2 ACTIVITY & SCREENSHOT

ACTIVITY:1 [Candidate]

Here we create Candidate object in custom object option.



After, more fields created by us. For easy to identify the different data.



We create New job App in Buttons, Links, and Actions

The screenshot shows the Salesforce Setup interface for the 'Candidate' object. The left sidebar contains a navigation menu with options: Details, Fields & Relationships, Page Layouts, Lightning Record Pages, **Buttons, Links, and Actions** (selected), Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, Search Layouts, List View Button Layout, and Restriction Rules. The main content area is titled 'Buttons, Links, and Actions' and shows a list of 9 items. The 'New Job App' button is highlighted in blue. The table lists the following items:

Label	Page	Page Type
Candidates Tab	Tab	Standard page
Clone	Clone	Standard page
Delete	Delete	Standard page
Edit	Edit	Standard page
List	List	Standard page
New	New	Standard page
New Job App	New_Job_App	Action to create a job application from a Candidate record. This description is not visible to users. Click Save.
View	View	Standard page

The 'New Job App' button is configured with the label 'New Job App', the page 'New_Job_App', and the action 'Create a Record' using the 'Action Layout Editor'.

Validation Rule for Candidate Object:

The screenshot shows the Salesforce Setup interface for the 'Candidate Validation Rule'. The left sidebar is the same as the previous screenshot. The main content area is titled 'Candidate Validation Rule' and shows the details of a validation rule named 'Zip_Code_Consistent_with_State'. The rule is active and has a description: 'Validates candidate Zip/Postal Code by looking up the first five characters of the value in a custom object called Zip_Code__c. Error if the zip code is not found or the candidate State does not match the corresponding State in the object'. The error message is 'Candidate Zip Code does not exist in specified State'. The error location is 'Zip/Postal Code'. The rule was created by 'AJAY E.' on 10/04/2023 at 12:38 pm and modified by 'AJAY E.' on 10/04/2023 at 12:38 pm.

Validation Rule Detail

Rule Name: Zip_Code_Consistent_with_State (Active) ✓

Error Condition Formula: VLOOKUP(SObjectType.Zip_Code__c.Fields.State__c, SObjectType.Zip_Code__c.Fields.Name, LEFT(Zip_Postal_Code__c, 5)) <> State_Province__c

Error Message: Candidate Zip Code does not exist in specified State

Error Location: Zip/Postal Code

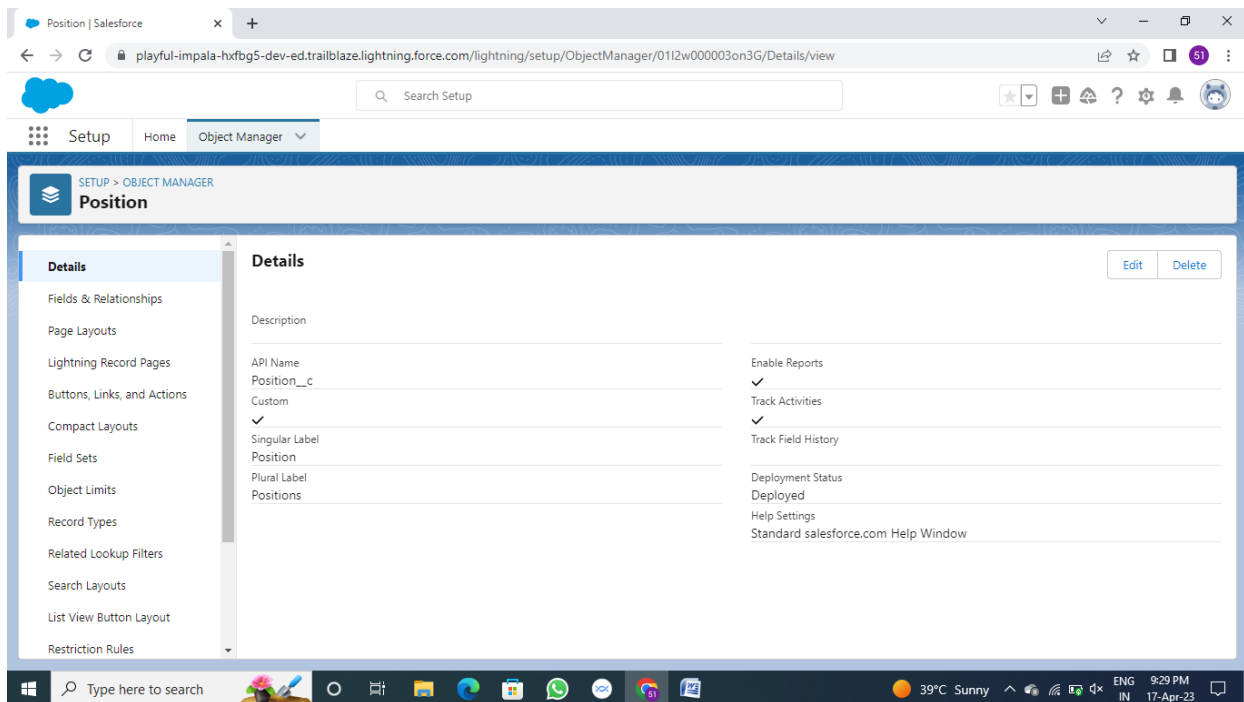
Description: Validates candidate Zip/Postal Code by looking up the first five characters of the value in a custom object called Zip_Code__c. Error if the zip code is not found or the candidate State does not match the corresponding State in the object

Created By: AJAY E. 10/04/2023, 12:38 pm

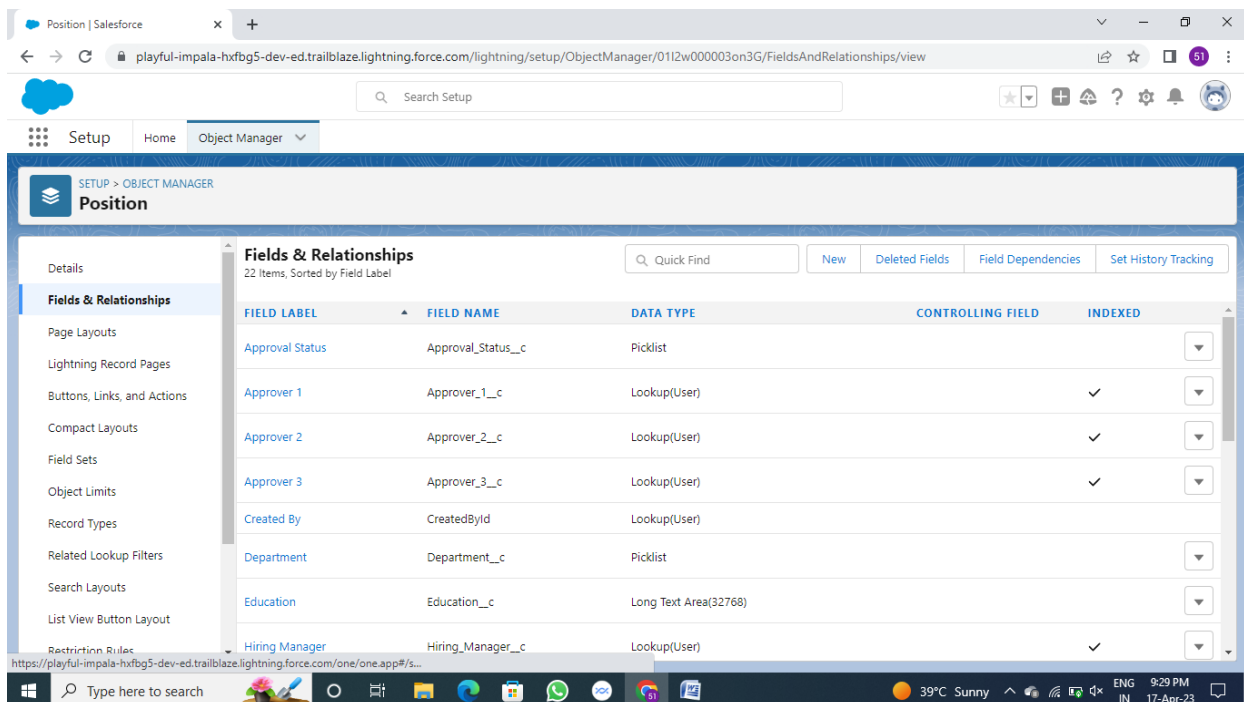
Modified By: AJAY E. 10/04/2023, 12:38 pm

ACTIVITY:2 [Position]

Here we create Position object in custom object option.



After more fields created by us. For easy to identify the different data.



Validation Rule for Position Object:

The screenshot shows the Salesforce Setup interface. 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, List View Button Layout, and Restriction Rules. The main content area is titled "Position Validation Rule" and includes a "Back to Position" link. Below this, the "Validation Rule Detail" section shows the following information:

Validation Rule Detail		Edit		Clone	
Rule Name	Every_Position_Must_Have_a_Hiring_Mgr	Active	<input checked="" type="checkbox"/>		
Error Condition Formula	ISBLANK (Hiring_Manager__c) && \$Profile Name <> "System Administrator"				
Error Message	Every Position Must have a Hiring Manager	Error Location	Top of Page		
Description					
Created By	AJAY E. 02/04/2023, 6:18 am	Modified By	AJAY E. 02/04/2023, 6:18 am		

Below the table, there are "Edit" and "Clone" buttons.

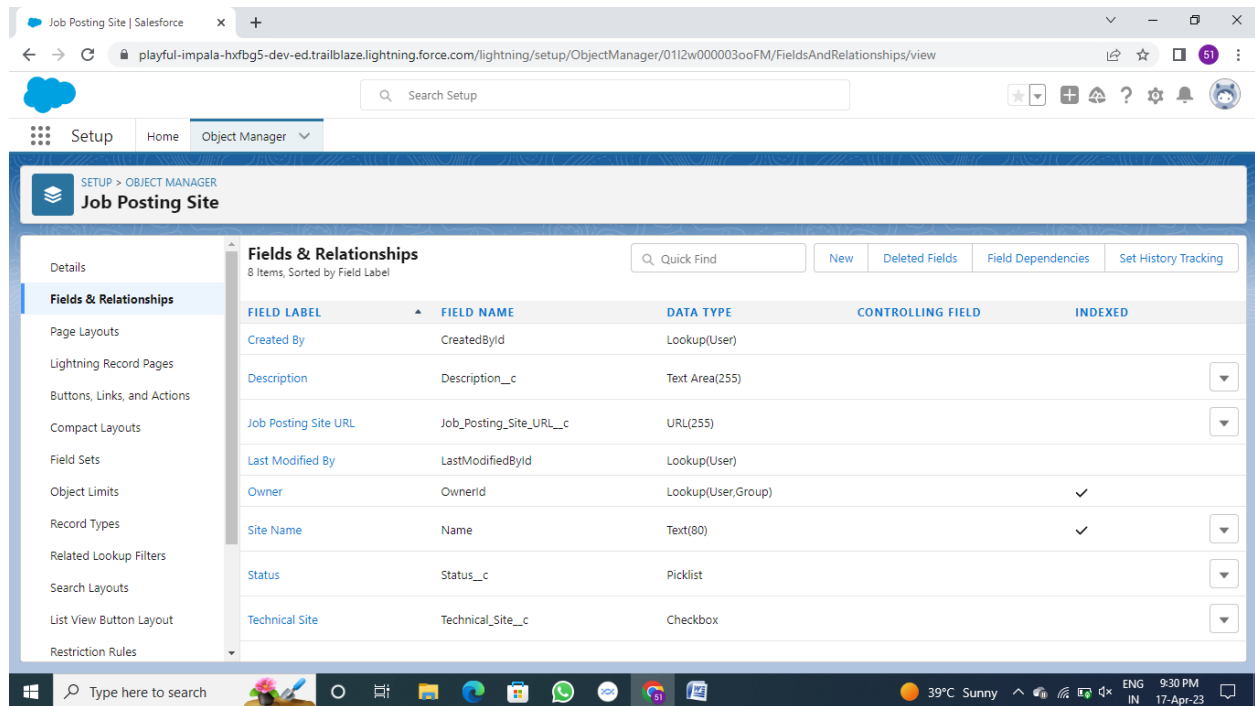
ACTIVITY:3 [Job Posting Site]

Job posting site is very useful to apply jobs. So, Here we create Job Posting Site object in custom object option.

The screenshot shows the Salesforce Setup interface for a new custom object named "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, List View Button Layout, and Restriction Rules. The main content area is titled "Job Posting Site" and includes a "Details" section. Below this, the "Details" section shows the following information:

Details		Edit		Delete	
Description					
API Name	Job_Posting_Site__c	Enable Reports	<input checked="" type="checkbox"/>		
Custom	<input checked="" type="checkbox"/>	Track Activities	<input checked="" type="checkbox"/>		
Singular Label	Job Posting Site	Track Field History	<input checked="" type="checkbox"/>		
Plural Label	Job Posting Sites	Deployment Status	Deployed		
		Help Settings	Standard salesforce.com Help Window		

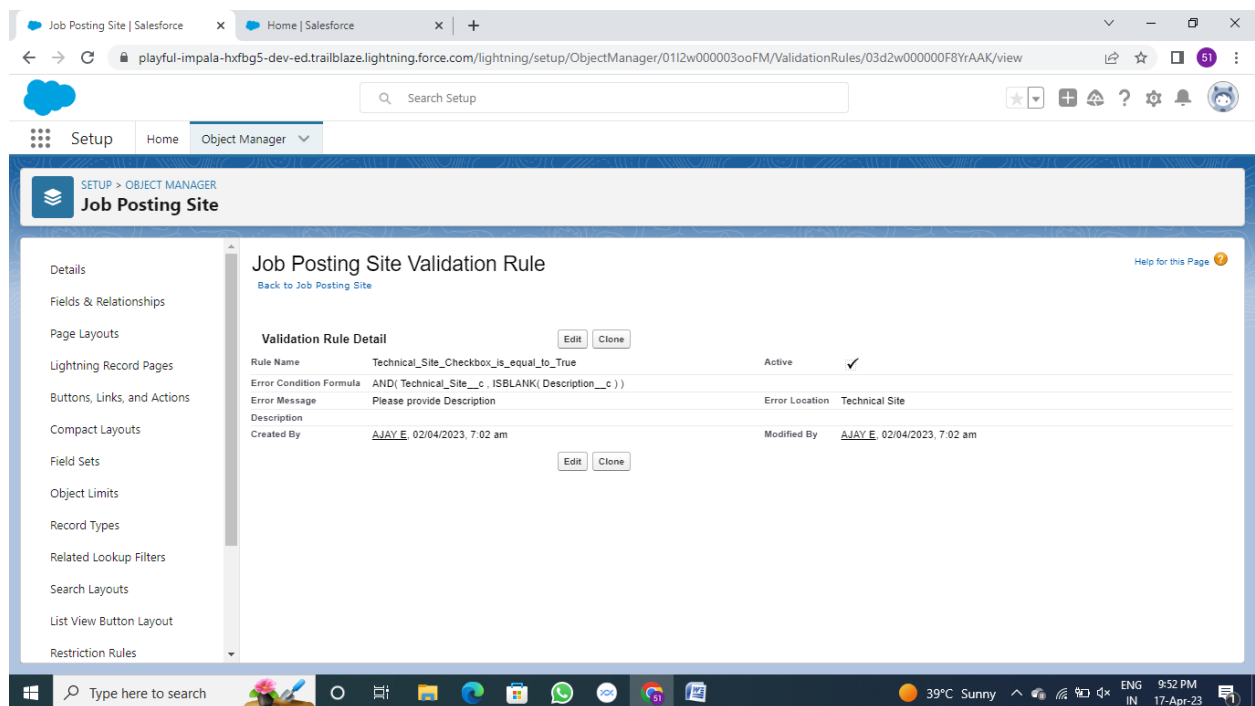
And more Fields created by us. It is very use to identify different data



The screenshot shows the Salesforce Object Manager interface for the 'Job Posting Site' object. The left sidebar contains a navigation menu with options: Details, Fields & Relationships (selected), 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, and Restriction Rules. The main content area is titled 'Fields & Relationships' and shows a list of 8 fields. The fields are: Created By (CreatedBy, Lookup(User)), Description (Description__c, Text Area(255)), Job Posting Site URL (Job_Posting_Site_URL__c, URL(255)), Last Modified By (LastModifiedBy, Lookup(User)), Owner (OwnerId, Lookup(User,Group)), Site Name (Name, Text(80)), Status (Status__c, Picklist), and Technical Site (Technical_Site__c, Checkbox). The 'Indexed' column shows checkmarks for Owner and Site Name, and dropdown arrows for the others. The top navigation bar includes 'Setup', 'Home', and 'Object Manager'.

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedBy	Lookup(User)		
Description	Description__c	Text Area(255)		
Job Posting Site URL	Job_Posting_Site_URL__c	URL(255)		
Last Modified By	LastModifiedBy	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
Site Name	Name	Text(80)		✓
Status	Status__c	Picklist		
Technical Site	Technical_Site__c	Checkbox		

Validation Rule for Job Posting Site:



The screenshot shows the Salesforce Object Manager interface for the 'Job Posting Site' object, specifically the 'Validation Rule' section. The left sidebar is the same as the previous screenshot. The main content area is titled 'Job Posting Site Validation Rule' and shows the details of a validation rule. The rule is named 'Technical_Site_Checkbox_is_equal_to_True' and is active. The error condition formula is 'AND(Technical_Site__c . ISBLANK(Description__c))'. The error message is 'Please provide Description'. The error location is 'Technical Site'. The rule was created by 'AJAY E.' on 02/04/2023, 7:02 am and modified by 'AJAY E.' on 02/04/2023, 7:02 am. The top navigation bar includes 'Setup', 'Home', and 'Object Manager'.

Validation Rule Detail	
Rule Name	Technical_Site_Checkbox_is_equal_to_True
Error Condition Formula	AND(Technical_Site__c . ISBLANK(Description__c))
Error Message	Please provide Description
Description	
Created By	AJAY E. 02/04/2023, 7:02 am
Modified By	AJAY E. 02/04/2023, 7:02 am

ACTIVITY 4 : [Job Posting]

Here we create Job Posting object in custom object option.

The screenshot shows the Salesforce Setup interface for a custom object named "Job posting". The left sidebar contains a navigation menu with options: 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, and Restriction Rules. The main content area is titled "Details" and includes a description field, API Name (Job_posting__c), Custom checkbox, Singular Label (Job posting), Plural Label (Job postings), and a list of settings: Enable Reports (checked), Track Activities, Track Field History (checked), Deployment Status (Deployed), and Help Settings (Standard salesforce.com Help Window). Edit and Delete buttons are visible in the top right corner.

And more Fields created by us. It is very use to identify different data

The screenshot shows the Salesforce Setup interface for the "Job posting" object, specifically the "Fields & Relationships" section. The left sidebar is the same as in the previous screenshot. The main content area displays a table of fields with columns: FIELD LABEL, FIELD NAME, DATA TYPE, CONTROLLING FIELD, and INDEXED. There are 5 items listed, sorted by Field Label. The table includes fields like "Created By", "Job posting number", "Job Posting site", "Last Modified By", and "Position".

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Job posting number	Name	Auto Number		✓
Job Posting site	Job_Posting_site__c	Master-Detail(Job Posting Site)		✓
Last Modified By	LastModifiedById	Lookup(User)		
Position	Position__c	Master-Detail(Position)		✓

ACTIVITY 5: [Interviewer]

Candidates need to know out Interviewer, so i create Interviewer Objects too.

The screenshot shows the Salesforce Setup interface for the 'Interviewer' object. 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, List View Button Layout, and Restriction Rules. The main content area is titled 'Details' and includes a description, API Name (Interviewer__c), Custom checkbox (checked), Singular Label (Interviewer), Plural Label (Interviewers), Enable Reports, Track Activities, Track Field History, Deployment Status (Deployed), and Help Settings (Standard salesforce.com Help Window). There are 'Edit' and 'Delete' buttons in the top right corner.

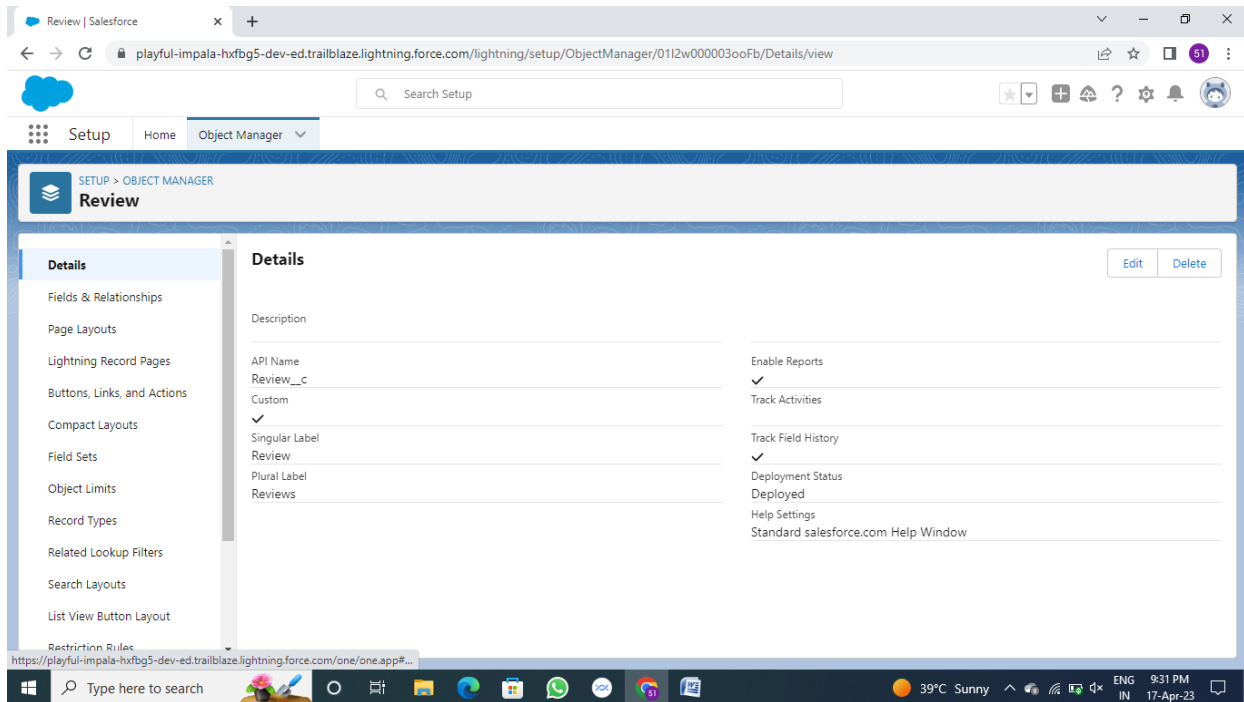
After more fields created by us. For easy to identify the different data.

The screenshot shows the Salesforce Setup interface for the 'Interviewer' object, specifically the 'Fields & Relationships' section. The left sidebar is the same as the previous screenshot. The main content area is titled 'Fields & Relationships' and shows a list of 7 items, sorted by Field Label. The table below lists the fields:

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Employee	Employee__c	Lookup(User)		✓
Interviewer No.	Name	Auto Number		✓
Last Modified By	LastModifiedById	Lookup(User)		
Legacy Interviewer Number	Legacy_Interviewer_Number__c	Text(18) (External ID) (Unique Case Insensitive)		✓
Owner	OwnerId	Lookup(User,Group)		✓
Position	Position__c	Lookup(Position)		✓

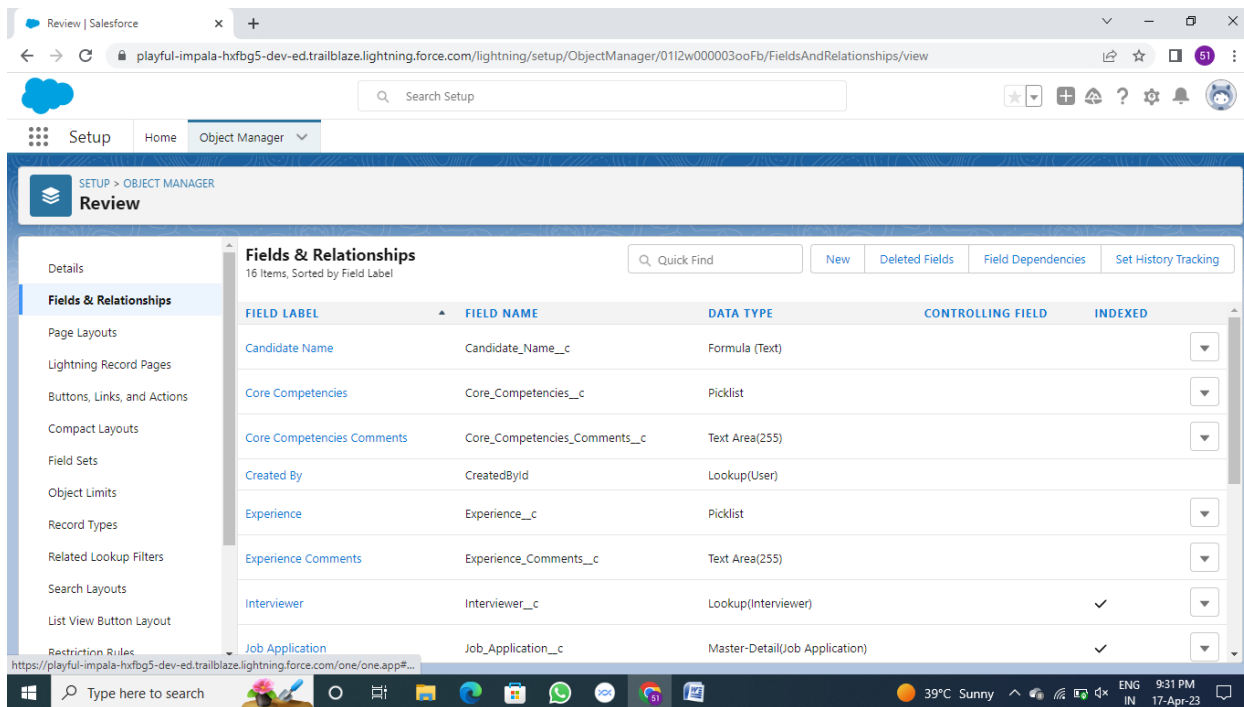
ACTIVITY 6 : [Review]

After all finished, Then company or owners need to know about Comments for all stages, so i create more Review options.



The screenshot shows the Salesforce Setup interface for the 'Review' object. 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, List View Button Layout, and Restriction Rules. The main content area is titled 'Review' and includes a 'Details' section with fields for Description, API Name (Review__c), Custom (checked), Singular Label (Review), Plural Label (Reviews), and Enable Reports (checked). There are also checkboxes for Track Activities and Track Field History (checked), and a Deployment Status of Deployed. A 'Help Settings' link is provided at the bottom.

After more fields created by us. For easy to identify the different data.



The screenshot shows the Salesforce Setup interface for the 'Review' object, specifically the 'Fields & Relationships' section. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Fields & Relationships' and shows a list of 16 items, sorted by Field Label. The table below lists the fields and their details.

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Candidate Name	Candidate_Name__c	Formula (Text)		
Core Competencies	Core_Competencies__c	Picklist		
Core Competencies Comments	Core_Competencies_Comments__c	Text Area(255)		
Created By	CreatedById	Lookup(User)		
Experience	Experience__c	Picklist		
Experience Comments	Experience_Comments__c	Text Area(255)		
Interviewer	Interviewer__c	Lookup(Interviewer)		✓
Job Application	Job_Application__c	Master-Detail(Job Application)		✓

ACTIVITY 7 : [Users]

We want to control all activity. But it is not possible single controller , So I create more Users.

The screenshot shows the Salesforce Setup page for managing users. The left sidebar contains navigation options like Setup, Home, Object Manager, and various administration tools. The main content area is titled 'All Users' and provides instructions on how to create, view, and manage users. Below the instructions, there is a table listing existing users with columns for Action, Full Name, Alias, Username, Role, Active status, and Profile. The table includes buttons for 'New User', 'Reset Password(s)', and 'Add Multiple Users'.

Action	Full Name	Alias	Username	Role	Active	Profile
Edit Login	Adm_Guest	questadm	5333questadmin5333@gmail.com		✓	Partner App Subscription User
Edit Login	Chatter Expert	Chatter	chatter.00g2w00000rv0hear.0z7d8rxtfxb@chatter.salesforce.com		✓	Chatter Free User
Edit Login	Cooper, Kathy	kcoope	kcooper22022004@gmail.com	Customer Support_North America	✓	Standard Platform User
Edit	E_AJAY	AE	ajay22022004@playful-impala-hxfg5.com		✓	System Administrator
Edit Login	Garaqati_Abhilash	Abgar	5777ajay5777@gmail.com		✓	Partner App Subscription User
Edit Login	Guota_Sanjay	SGuot	5333ajay5333@gmail.com		✓	Salesforce API Only System Integrations
Edit	User_Integration	integ	integration@00d2w00000rv0hear.com		✓	Analytics Cloud Integration User
Edit	User_Security	sec	insightsecurity@00d2w00000rv0hear.com		✓	Analytics Cloud Security User

ACTIVITY 8 : [REPORT]

The screenshot shows the Salesforce Report Builder interface. The left sidebar contains navigation options like Recruiting, Home, Candidates, Job Applications, Positions, Interviewers, Job Posting Sites, Job postings, Reviews, and Reports. The main content area is titled 'New Report' and shows a preview of a report for 'Positions with Job postings and Job Posting Sites'. The report table has columns for Position Title, Job posting number, Job Posting site: Site Name, Status, Approval Status, Job Posting site: Technical Site, and Salary Range. The report is currently in preview mode, showing a limited number of records.

Position Title	Job posting: Job posting number	Job Posting site: Site Name	Status	Approval Status	Job Posting site: Technical Site	Salary Range
Super Sales Rep	JOBPOST-0002	Lots-O-Jobs	New	Approved		-
					0	

4. Trailhead Profile Public URL

Team Lead -	AJAY E	-	https://trailblazer.me/id/ajaye17
Team Member 1 -	SATHISKUMAR M	-	https://trailblazer.me/id/ssathish51
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5. ADVANTAGES & DISADVANTAGE

- 1.Better growth
- 2.Better remuneration
- 3.Authority
- 4.Provides better management experience
- 5.Enhanced strategic thinking
- 6.Better job satisfaction
- 7.Communication skills
- 8.Value

6. DISADVANTAGE

- 1.Maintaining a safe distance
- 2.Higher competition
- 3.Lower recognition value
- 4.Greater experience expected
- 5.Conflicts of opinio

7. APPLICATIONS

1. Human resource management is the strategic approach to nurturing and supporting employees and ensuring a positive workplace environment.
2. Its functions vary across different businesses and industries, but typically include recruitment, benefits Compensation, training and development, employee relation.

8. CONCLUSION

The soft and hard Human Resource Management influence on the business and lets them development rapidly. It can improve employee's motivation.

9. FUTURE SCOPE

The role of HR is continuously evolving, and HR professionals can aim to learn about the trends, technologies and operational changes shaping the future of business.