

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.

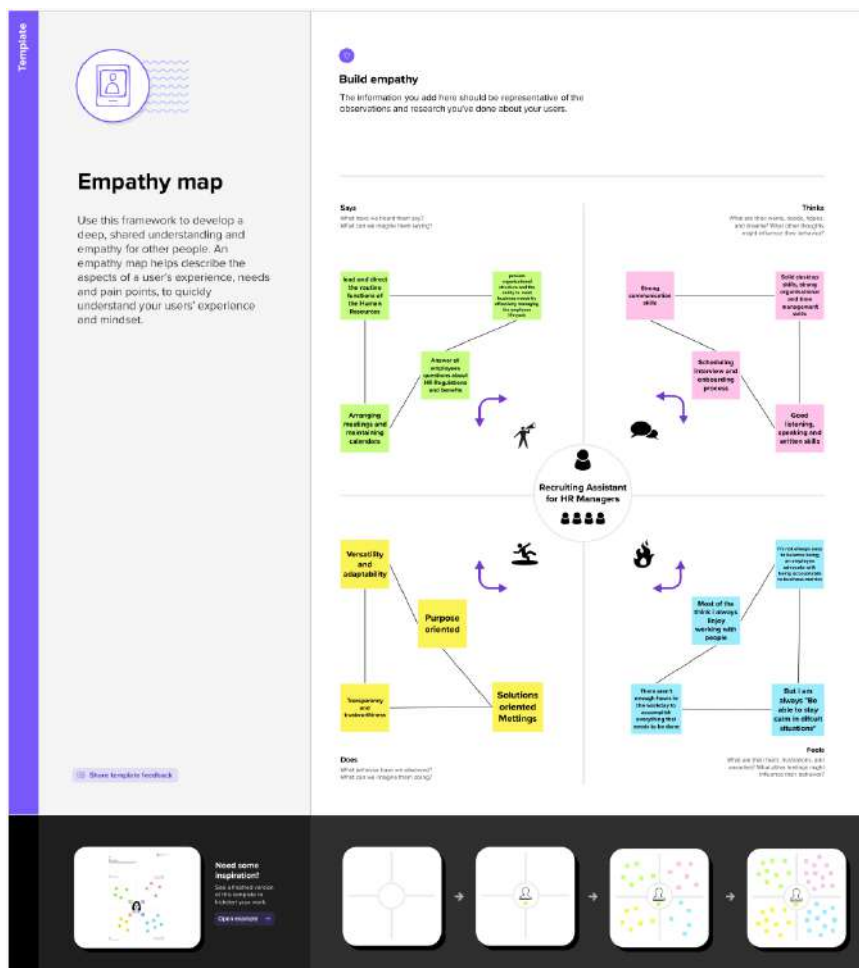
1.2 Purpose

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

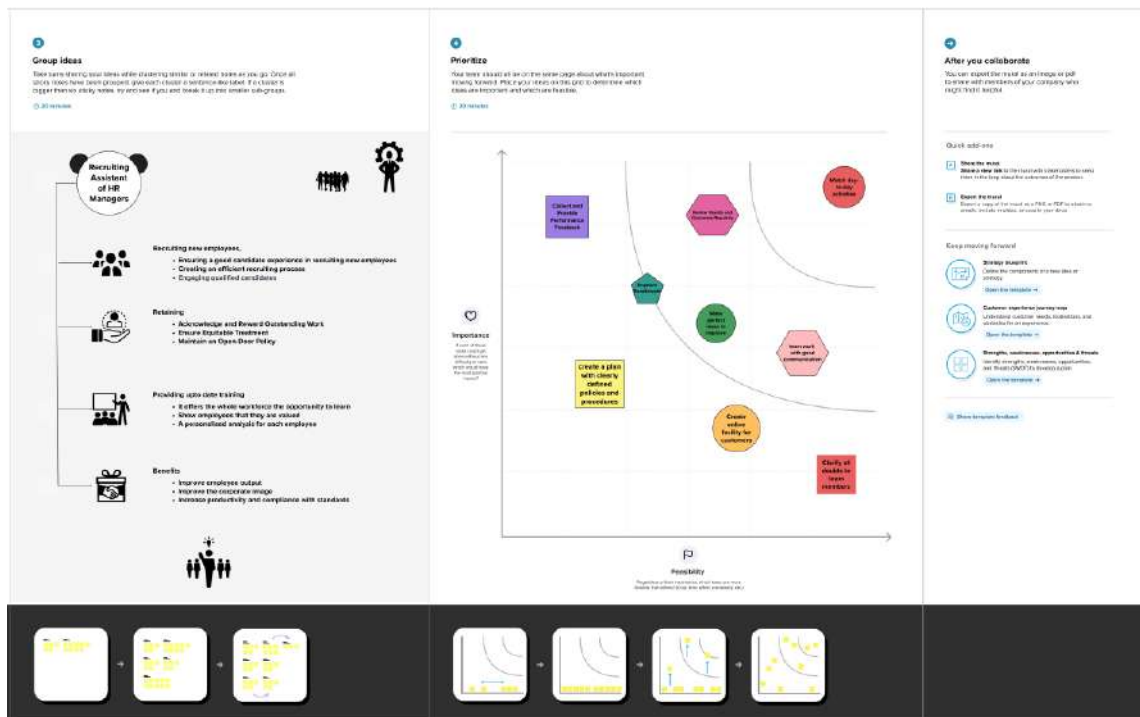
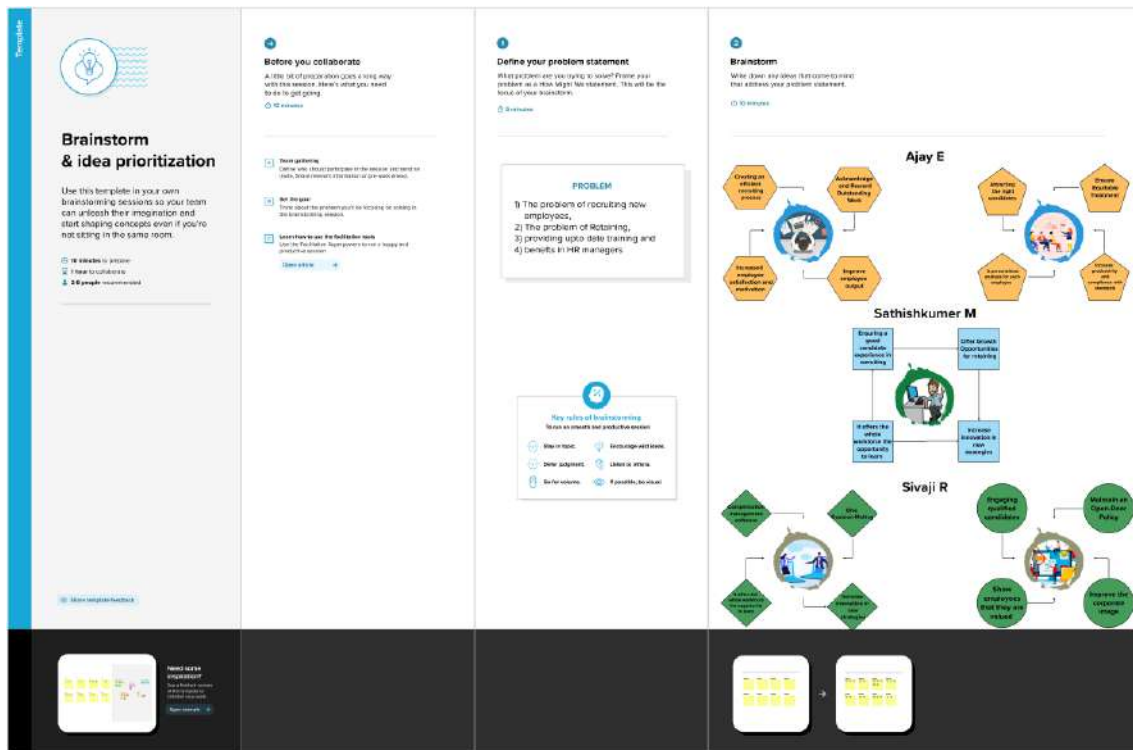
2.1 Empathy Map

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.



3. RESULT

3.1 Data Model:

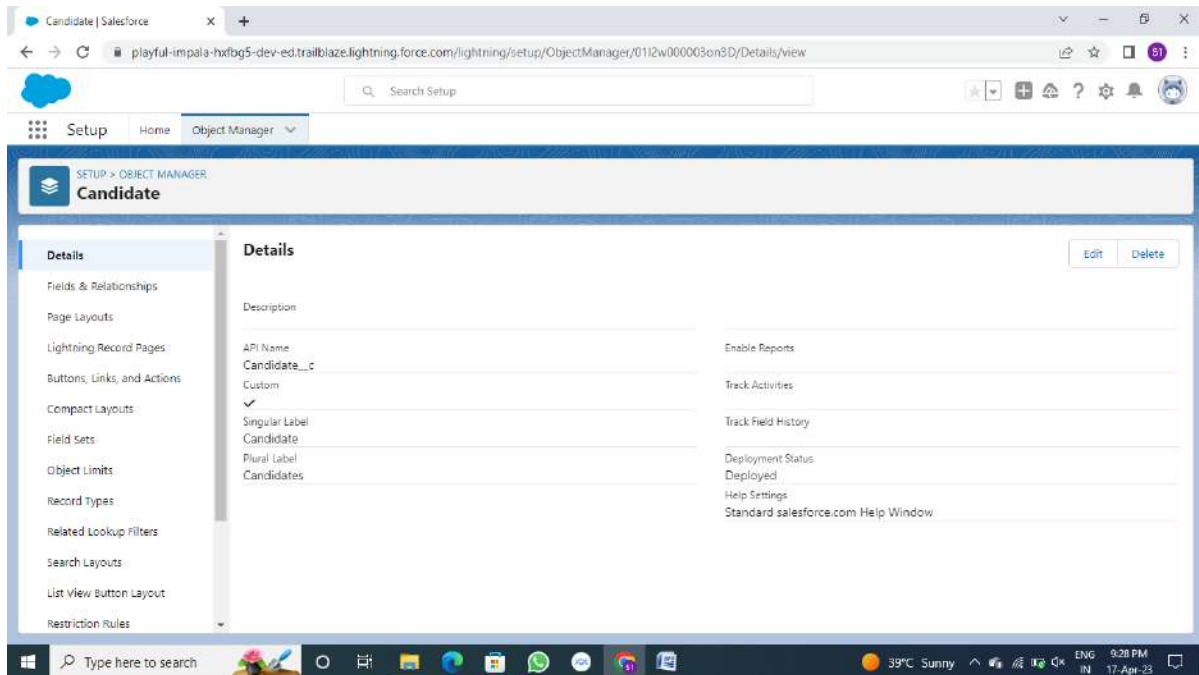
Object name																																				
Candidate	<table><thead><tr><th>Field label</th><th>Data type</th><th>Field label</th><th>Data type</th></tr></thead><tbody><tr><td>Candidate Number</td><td>Auto Number</td><td>Mobile</td><td>Phone</td></tr><tr><td>Legacy Candidate Number</td><td>Text (Unique)</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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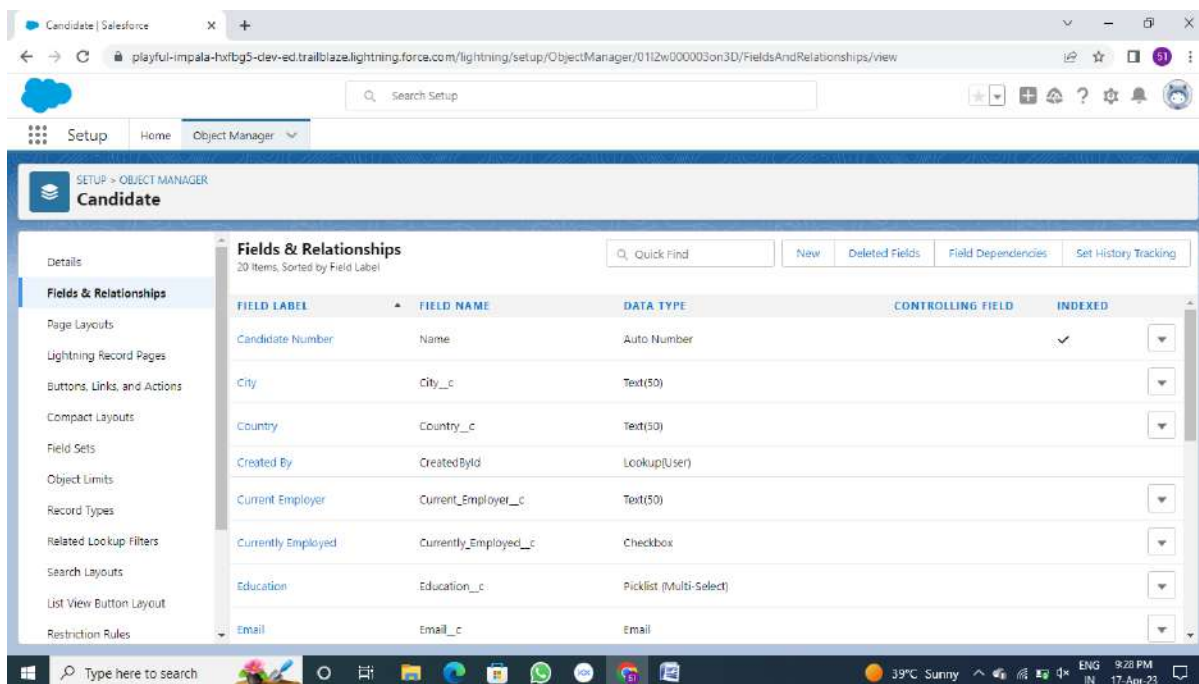
3.2 ACTIVITY & SCREENSHOT

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	API Name	Description	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.	Create a Record
View	View		Standard page

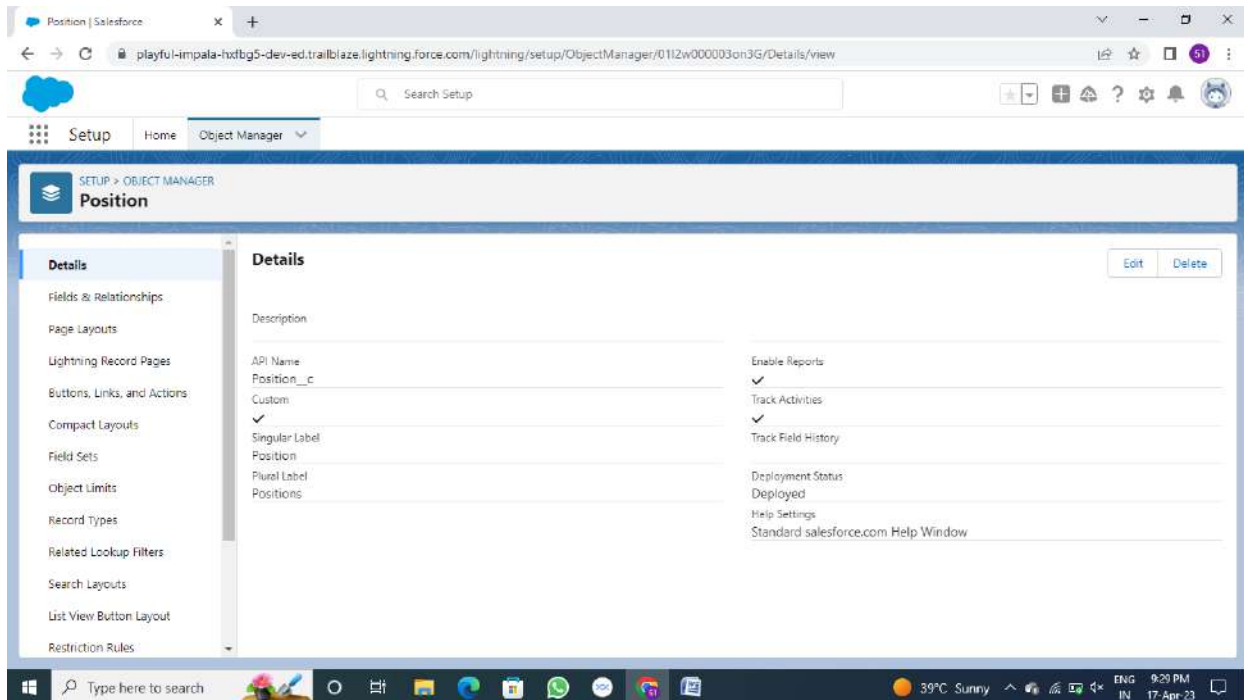
Validation Rule for Candidate Object:

The screenshot shows the Salesforce Setup interface for the 'Candidate' object, specifically the 'Validation Rules' page. 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 'Candidate Validation Rule' and shows a list of 1 validation rule. The 'Zip_Code_Consistent_with_State' rule is highlighted in blue. The table lists the following items:

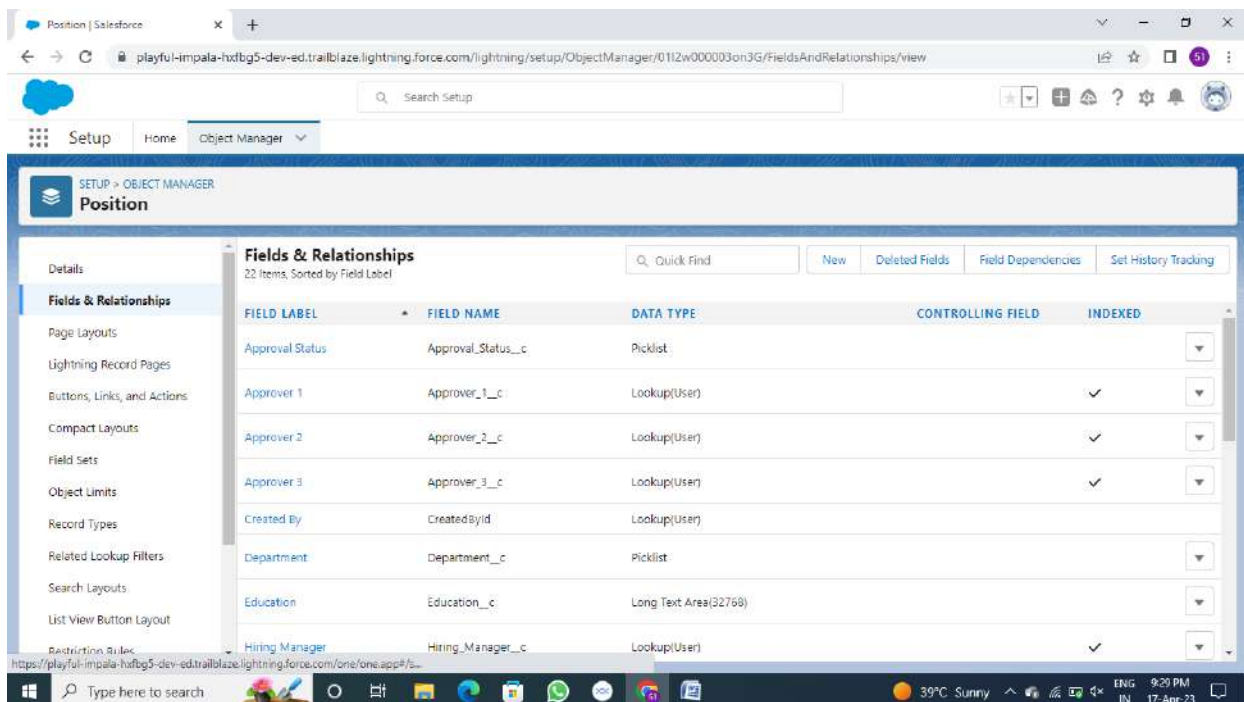
Rule Name	API Name	Active	Description
Zip_Code_Consistent_with_State	Zip_Code_Consistent_with_State	Active	Validates candidate Zip/Postal Code by looking up the first five characters of the value in a custom object called Zip_Code__c. Error if the zip code is not found or the candidate State does not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

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:

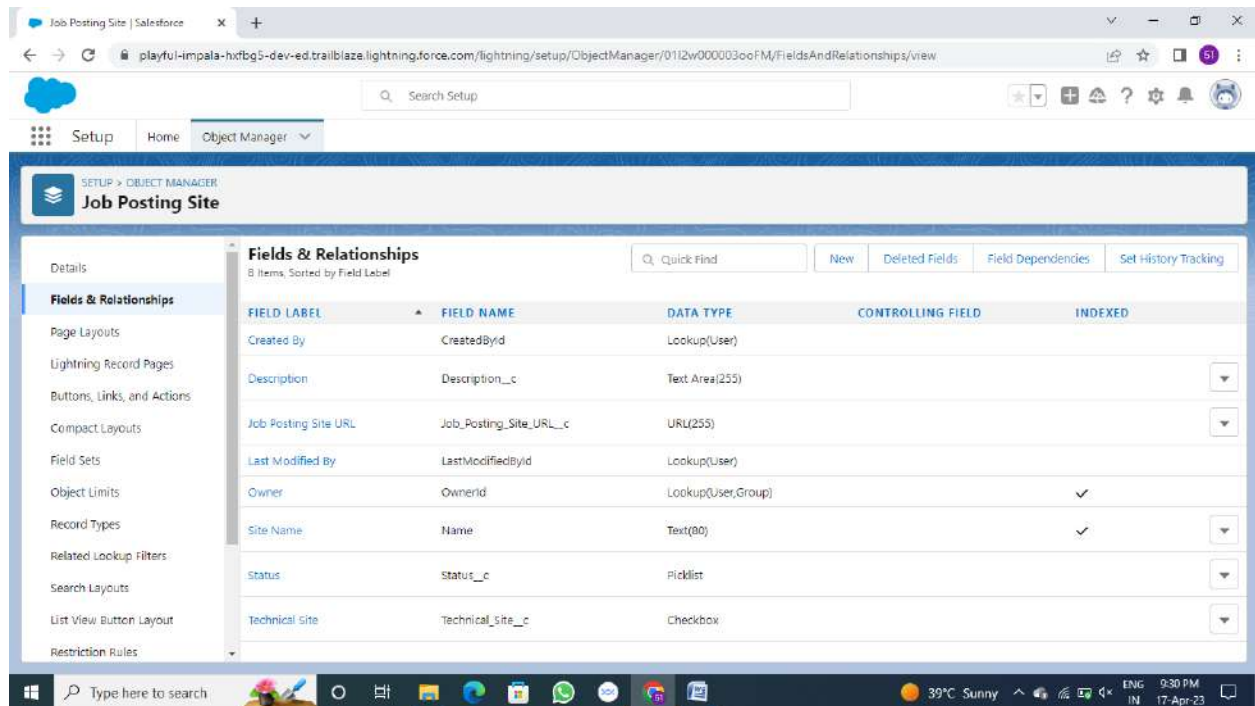
The screenshot shows the Salesforce Setup interface for a Position Validation Rule. The left sidebar contains a navigation menu with options like Details, Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, 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 rule name "Every Position Must Have a Hiring Mgr", the error condition formula "ISBLANK(Hiring_Manager__c) && \$Profile.Name <> 'System Administrator'", the error message "Every Position Must have a Hiring Manager", the error location "Top of Page", and the description "Every Position Must have a Hiring Manager". The rule was created by ADAY.E on 02/04/2023 at 6:18 am and is currently active.

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 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 an "Edit" button and a "Delete" button. Below this, the "Details" section shows the description "Job Posting Site", the API name "Job_Posting_Site__c", the custom label "Job Posting Site", the plural label "Job Posting Sites", the enable reports checkbox (checked), the track activities checkbox (checked), the track field history checkbox (checked), the deployment status "Deployed", and the help settings "Standard salesforce.com Help Window".

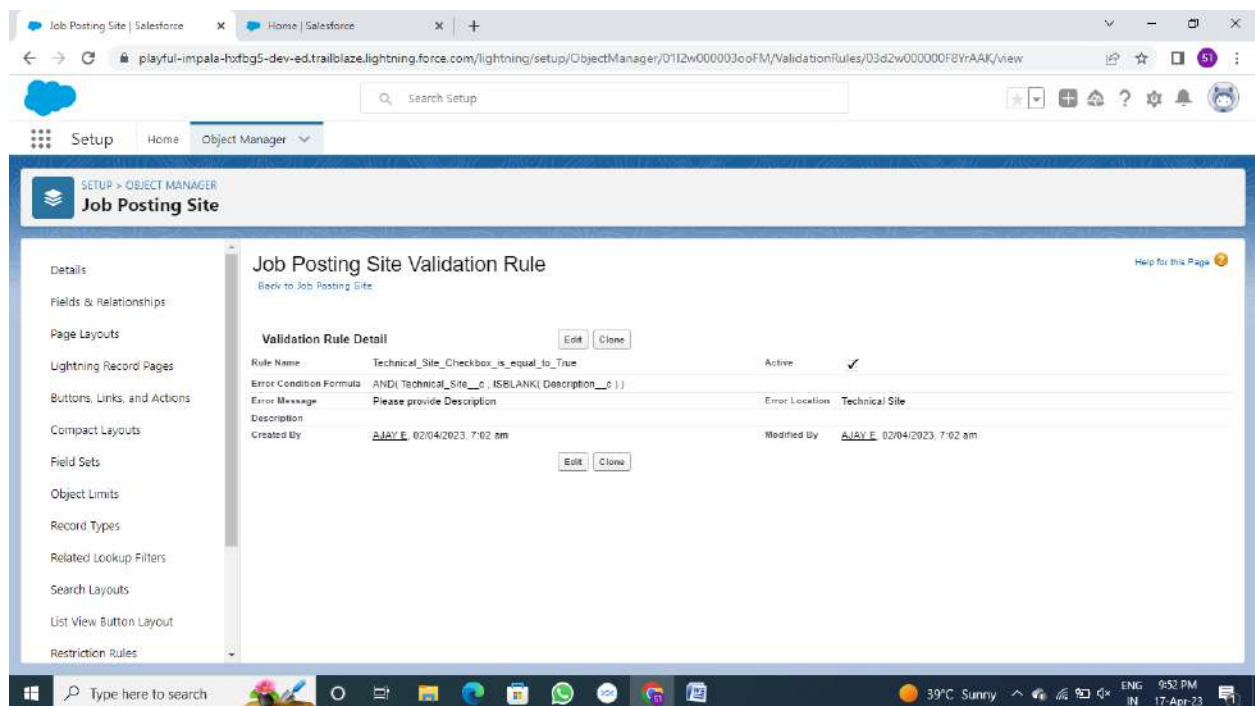
And more Fields created by us. It is very use to identify different data



The screenshot displays the Salesforce Object Manager interface for the 'Job Posting Site' object. The left sidebar shows navigation 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 sorted by Field Label. The table below lists the fields:

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Description	Description__c	Text Area(255)		
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)		✓
Status	Status__c	Picklist		
Technical Site	Technical_Site__c	Checkbox		

Validation Rule for Job Posting Site:



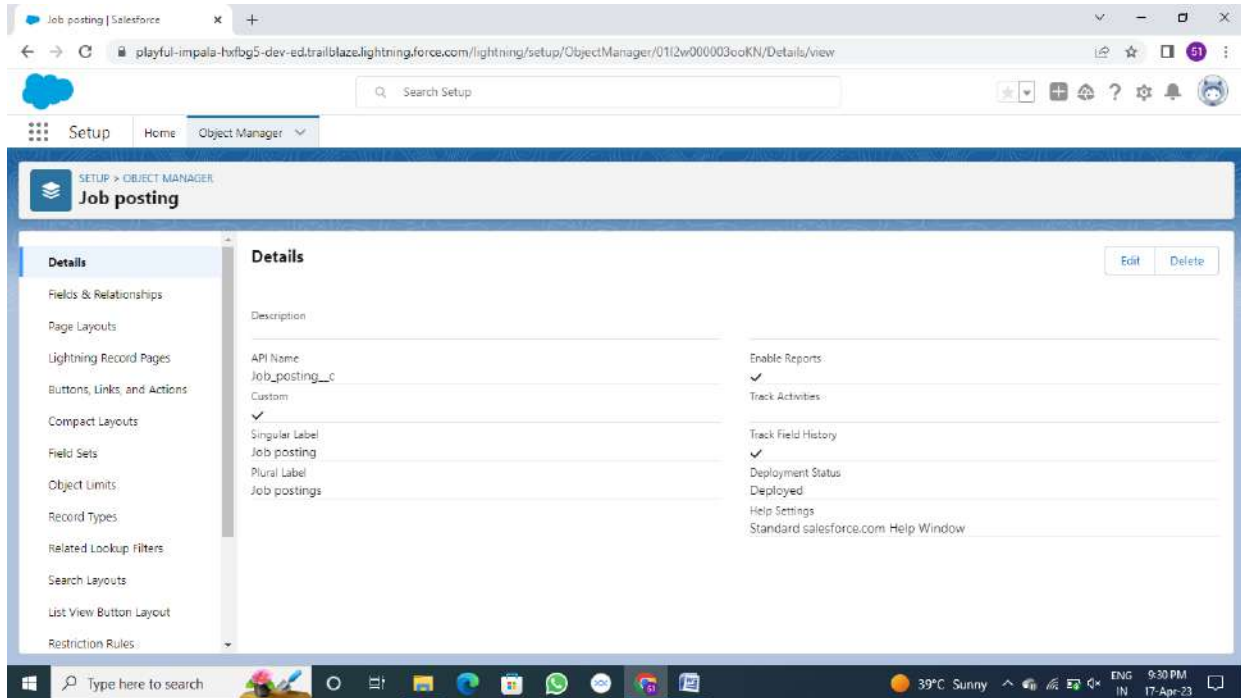
The screenshot displays the Salesforce Object Manager interface for the 'Job Posting Site' object, specifically the 'Validation Rule' section. The left sidebar shows navigation options: Details, Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, Search Layouts, List View Button Layout, and Restriction Rules. The main content area is titled 'Job Posting Site Validation Rule' and shows the details of a validation rule.

Validation Rule Detail

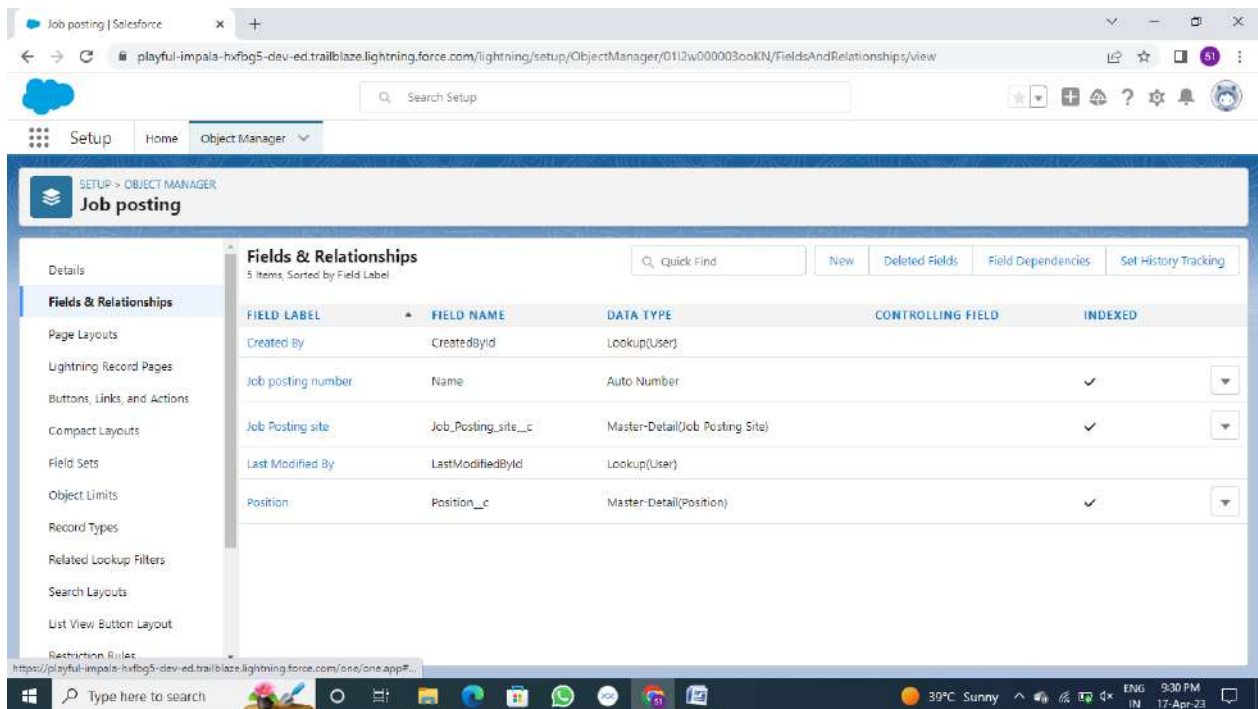
Rule Name	Technical_Site_Checkbox_is_equal_to_True	Active	✓
Error Condition Formula	AND(Technical_Site__c , ISBLANK(Description__c))		
Error Message	Please provide Description	Error Location	Technical Site
Description			
Created By	AJAY E. 02/04/2023, 7:02 am	Modified By	AJAY E. 02/04/2023, 7:02 am

ACTIVITY 4 : [Job Posting]

Here we create Job Posting object in custom object option.

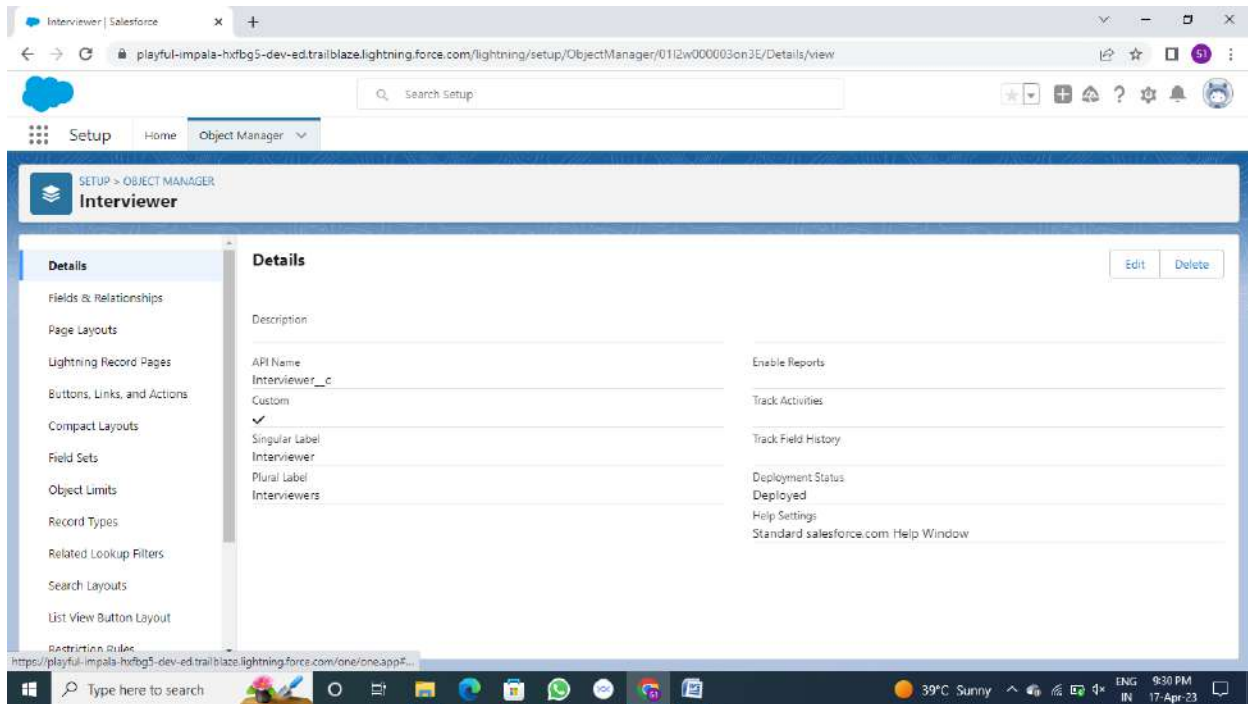


And more Fields created by us. It is very use to identify different data

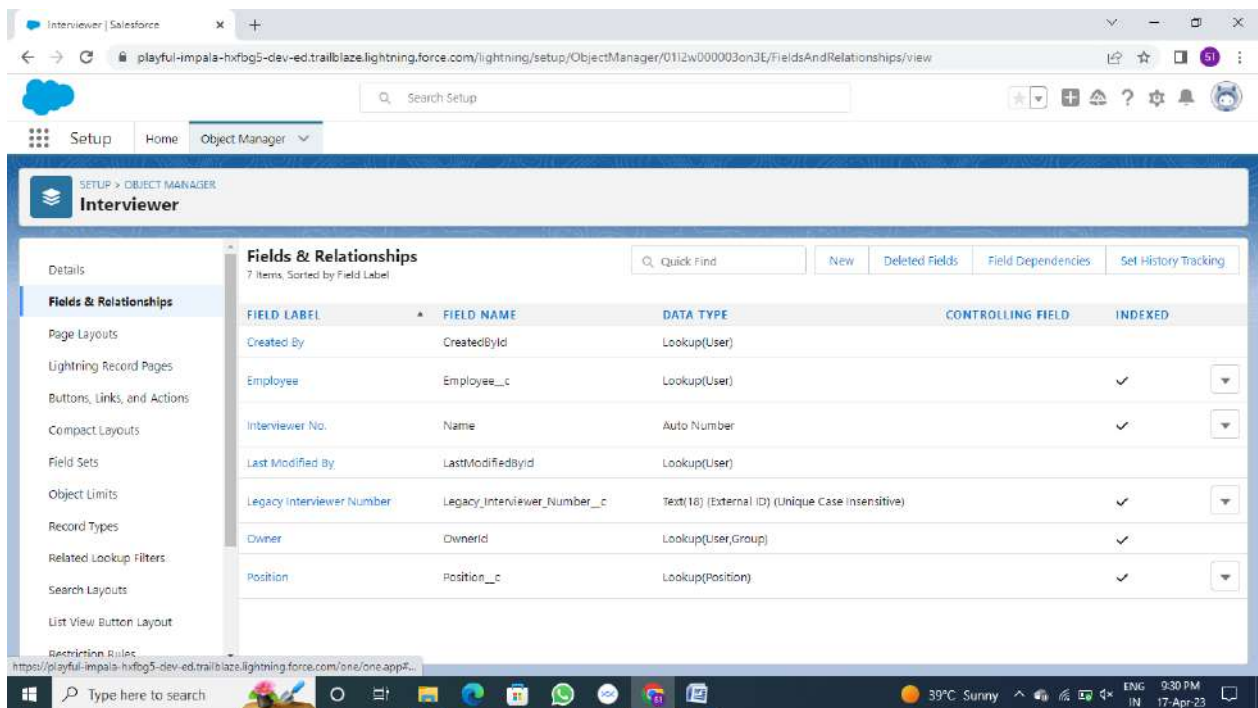


ACTIVITY 5: [Interviewer]

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

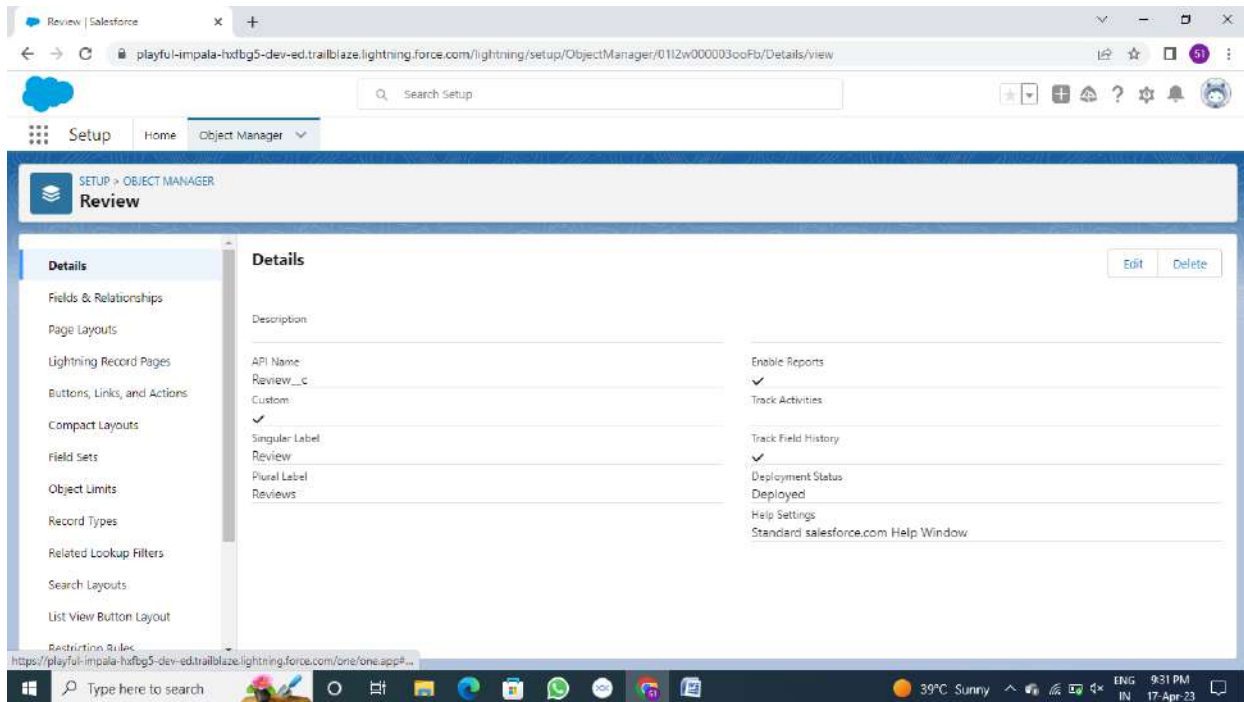


After more fields created by us. For easy to identify the different data.

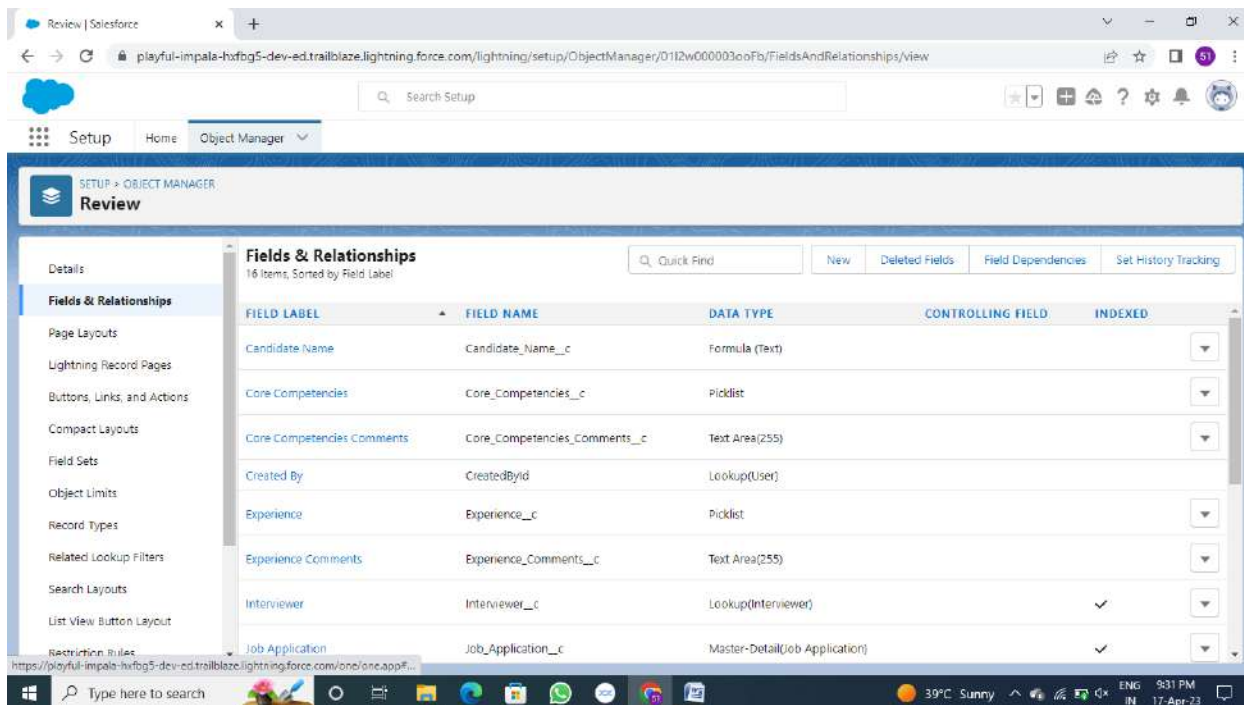


ACTIVITY 6 : [Review]

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



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



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 Users. The left sidebar contains navigation options: Setup, Home, Object Manager, Lightning Experience Transition Assistant, Salesforce Mobile App, Lightning Usage, Optimizer, ADMINISTRATION, Users, Permission Set Groups, Permission Sets, Profiles, Public Groups, Queues, Roles, User Management Settings, Data, and Email. The main content area is titled 'All Users' and includes a search bar, a 'View' dropdown set to 'All Users', and a 'Create New User' button. Below this is a table of users with columns for Action, Full Name, Alias, Username, Role, and Profile. The table lists several users, including 'Partner App Subscription User', 'Chatter Free User', 'Standard Platform User', 'System Administrator', 'Partner App Subscription User', 'Salesforce API Only System Integration', 'Analytics Cloud Integration User', and 'Analytics Cloud Security User'. The bottom of the page shows the Windows taskbar with the date and time as 9:31 PM on 17-Apr-23.

Action	Full Name	Alias	Username	Role	Profile
[Edit] [Login]	Admin User	admin	admin5333@gmail.com		✓ Partner App Subscription User
[Edit] [Login]	Chatter Expert	Chatter	chatter.06d2u0000rnu0ear.pz7d6xdtb@chatter.salesforce.com		✓ Chatter Free User
[Edit] [Login]	Cooper, Kathy	lcooper	lcooper22022004@gmail.com	Customer Support, North America	✓ Standard Platform User
[Edit] [Login]	F. J. JAY	AE	jay22022004@playful-impala-hxfg5.com		✓ System Administrator
[Edit] [Login]	Gerard, Abhiash	Abger	5777ajer5777@gmail.com		✓ Partner App Subscription User
[Edit] [Login]	Guila, Sanjay	SGuil	5333ajav5333@gmail.com		✓ Salesforce API Only System Integration
[Edit] [Login]	User Integration	intgr	integration@0002u0000rnu0hear.com		✓ Analytics Cloud Integration User
[Edit] [Login]	User Security	sec	insightsecurity@0002u0000rnu0hear.com		✓ Analytics Cloud Security User

ACTIVITY 8 : [REPORT]

The screenshot shows the Salesforce Report Builder interface. The left sidebar contains navigation options: Recruiting, Home, Candidates, Job Applications, Positions, Interviewers, Job Posting Sites, Job Postings, Reviews, Reports, and More. The main content area is titled 'New Report' and includes a search bar, a 'Run' button, and a 'Save & Run' button. Below this is a table of job postings with columns for Position Title, Job posting number, Job Posting site, Status, Approval Status, Job Posting site Technical Site, and Salary Range. The table lists two job postings: 'Super Sales Rep' and 'Job Posting site: Technical Site'. The bottom of the page shows the Windows taskbar with the date and time as 10:09 PM on 17-Apr-23.

Position Title	Job posting number	Job Posting site	Status	Approval Status	Job Posting site Technical Site	Salary Range
1 Super Sales Rep	JOBPOST-0002	Lots-Q-Jobs	New	Approved		-
2					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
Team Member 2-	SIVAJI R	-	https://trailblazer.me/id/sivar202
Team Member 3-	Velan A	-	(REDO)

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.