

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.

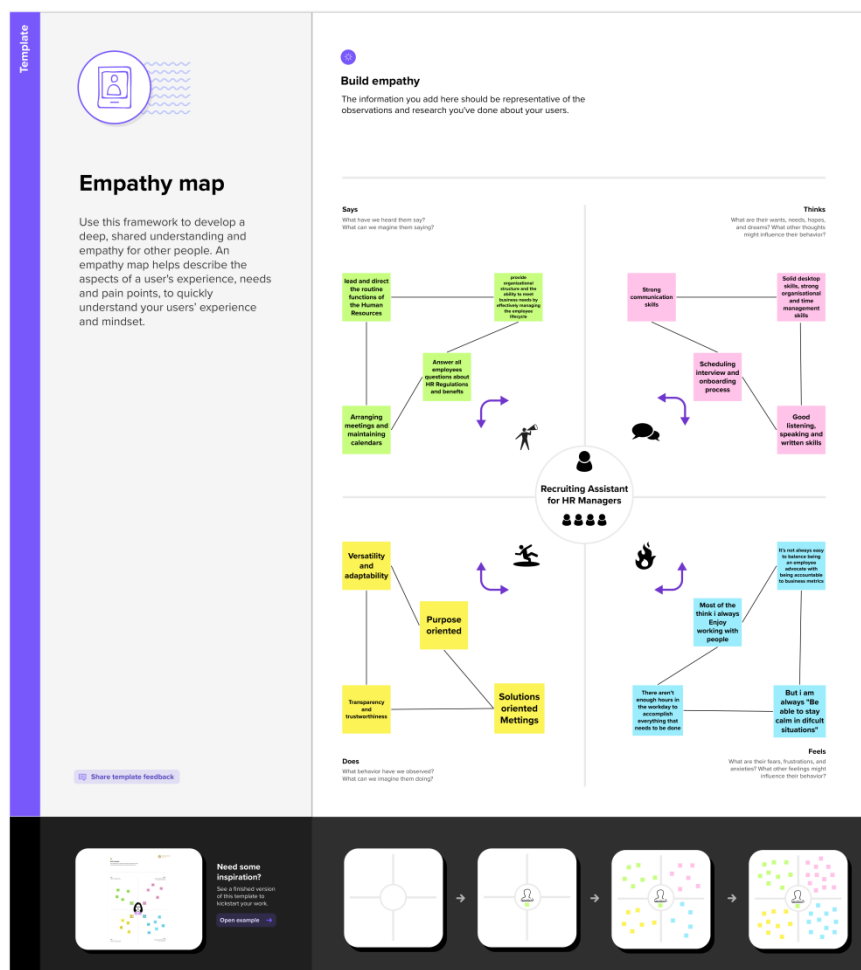
1.2 Purpose

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.

5 minutes

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.

10 minutes

Ajay E

Sathishkumar M

Sivaji R

Need some inspiration?

Use a better system to brainstorm. Connect your work.

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Use a better system to brainstorm. Connect your work.

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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.

10 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.

10 minutes

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.

Quick add-ons

- Share 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 to your drive.

Keep moving forward

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

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Need some inspiration?

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[Open article](#)

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3. RESULT

3.1 Data Model:

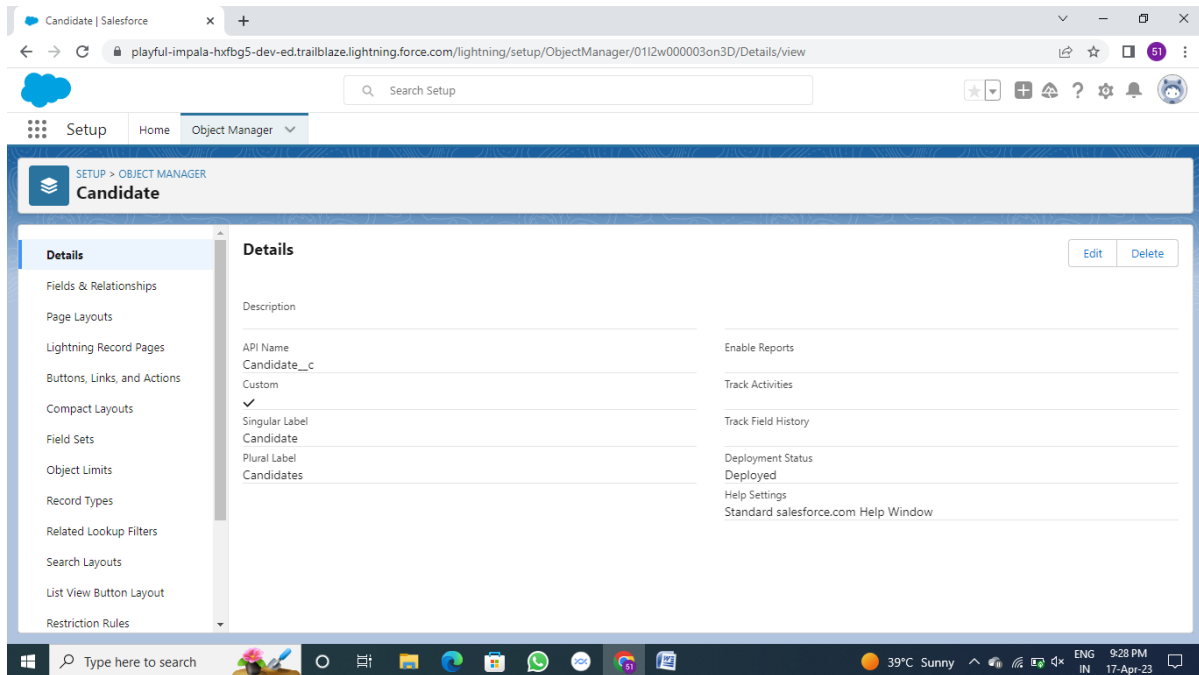
Object name																																				
Candidate	<table><thead><tr><th>Field label</th><th>Data type</th><th>Field label</th><th>Data type</th></tr></thead><tbody><tr><td>Candidate Number</td><td>Auto Number</td><td>Mobile</td><td>Phone</td></tr><tr><td>Legacy Candidate Number</td><td>Text (Unique)</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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Review	<table><tr><th>Field label</th><th>Data type</th></tr><tr><td>Review Number</td><td>Auto Number</td></tr><tr><td>Interviewer</td><td>Lookup</td></tr><tr><td>Job Application</td><td>Master-Detail</td></tr><tr><td>Position Title</td><td>Formula</td></tr><tr><td>Candidate Name</td><td>Formula</td></tr><tr><td>Core Competencies</td><td>Picklist</td></tr><tr><td>Core Competencies Comments</td><td>Text Area</td></tr></table> <table><tr><th>Field label</th><th>Data type</th></tr><tr><td>Leadership Skills</td><td>Picklist</td></tr><tr><td>Leadership Skills Comments</td><td>Text Area</td></tr><tr><td>Experience</td><td>Picklist</td></tr><tr><td>Experience Comments</td><td>Text Area</td></tr><tr><td>Recommend for Hire</td><td>Checkbox</td></tr><tr><td>Reason Recommended</td><td>Text Area</td></tr><tr><td></td><td></td></tr></table>	Field label	Data type	Review Number	Auto Number	Interviewer	Lookup	Job Application	Master-Detail	Position Title	Formula	Candidate Name	Formula	Core Competencies	Picklist	Core Competencies Comments	Text Area	Field label	Data type	Leadership Skills	Picklist	Leadership Skills Comments	Text Area	Experience	Picklist	Experience Comments	Text Area	Recommend for Hire	Checkbox	Reason Recommended	Text Area		
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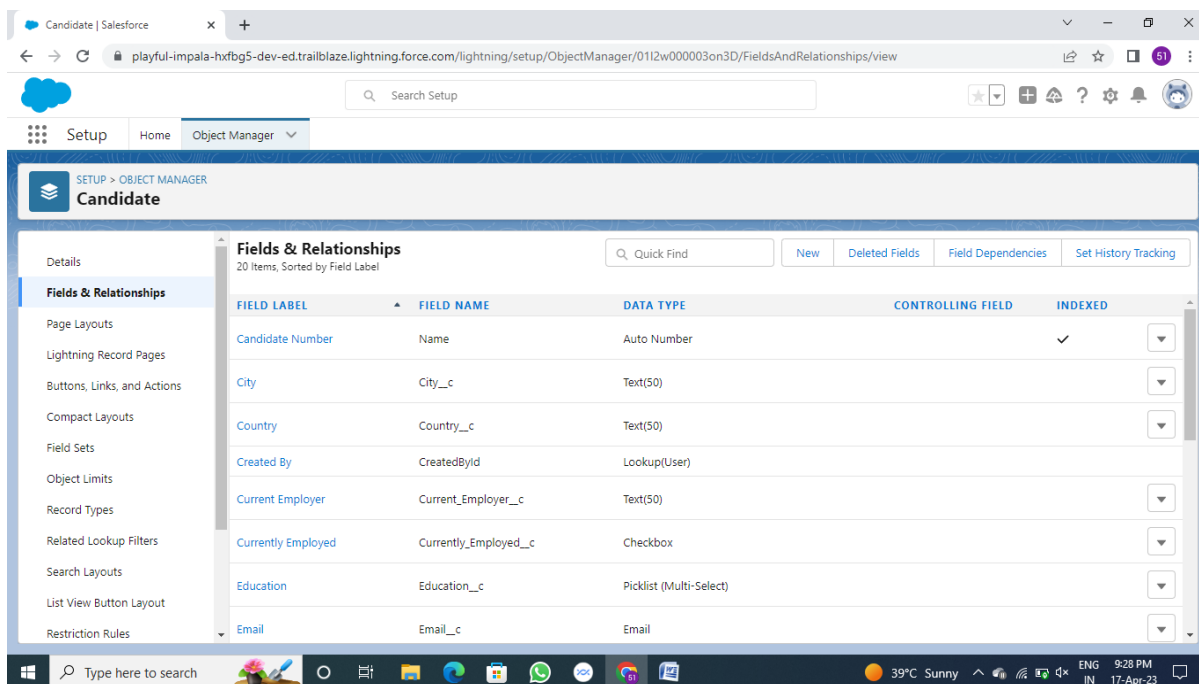
3.2 ACTIVITY & SCREENSHOT

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:

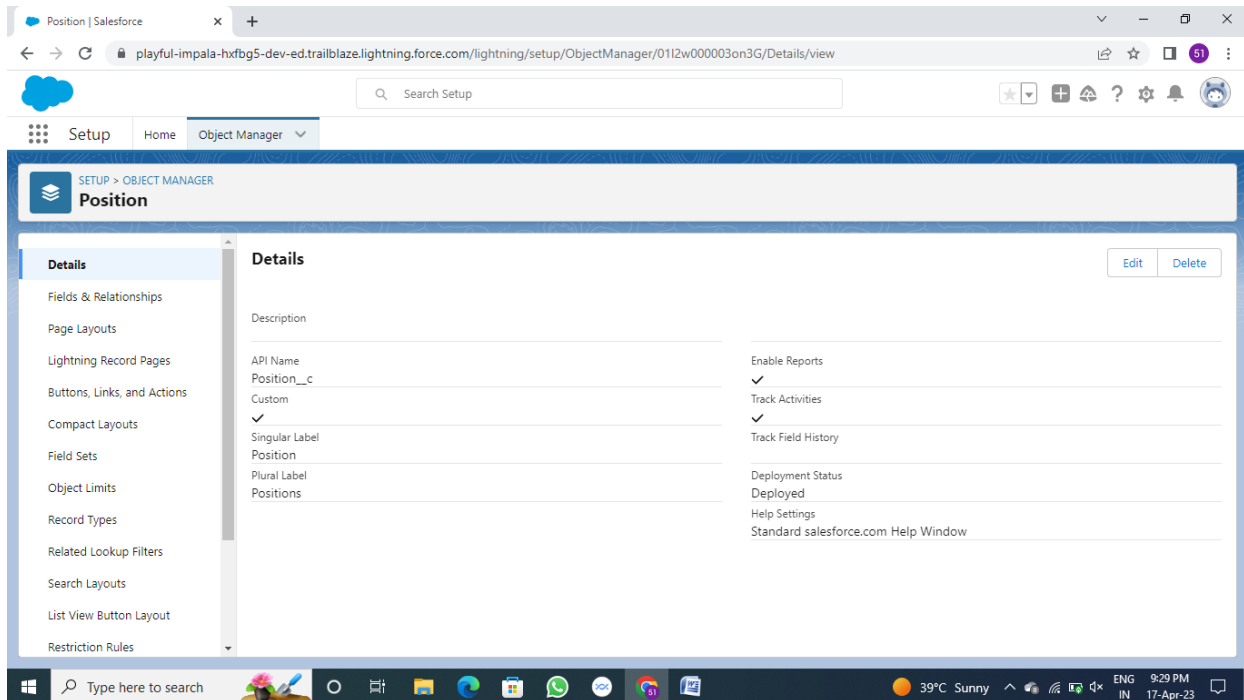
Label	API Name	Description	Page
Candidates Tab	Tab		Standard page
Clone	Clone		Standard page
Delete	Delete		Standard page
Edit	Edit		Standard page
List	List		Standard page
New	New		Standard page
New Job App	New_Job_App	Action to create a job application from a Candidate record. This description is not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

Validation Rule for Candidate Object:

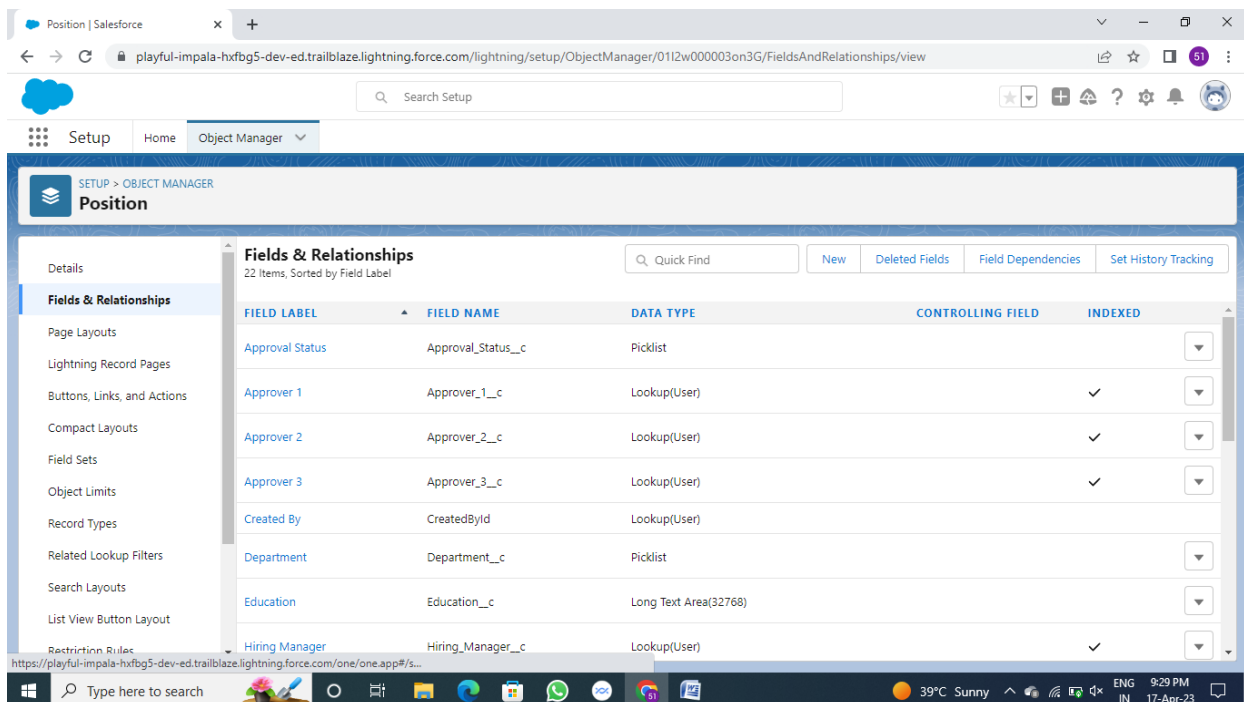
The screenshot shows the Salesforce Setup interface for the 'Candidate Validation Rule'. The left sidebar is the same as the previous screenshot. The main content area is titled 'Candidate Validation Rule' and shows the details of a validation rule. The rule is named 'Zip_Code_Consistent_with_State' and is active. The error condition formula is: `VLOOKUP($ObjectType.Zip_Code__c.Fields.State__c, $ObjectType.Zip_Code__c.Fields.Name, LEFT(Zip_Postal_Code__c, 5)) <> State_Province__c`. The error message is 'Candidate Zip Code does not exist in specified State'. The error location is 'Zip/Postal Code'. The description is '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 rule was created by 'AJAY E.' on 10/04/2023, 12:38 pm and modified by 'AJAY E.' on 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 for a Position Validation Rule. The left sidebar lists various setup options, with 'Position' selected. The main content area displays the 'Position Validation Rule' details. The rule is named 'Every_Position_Must_Have_a_Hiring_Mgr' and is active. The error condition formula is 'ISBLANK (Hiring_Manager__c) && \$Profile Name <> "System Administrator"'. The error message is 'Every Position Must have a Hiring Manager'. The error location is 'Top of Page'. The rule was created by 'AJAY E' on 02/04/2023 at 6:18 am and modified by the same user at the same time.

Validation Rule Detail			
Rule Name	Every_Position_Must_Have_a_Hiring_Mgr	Active	✓
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

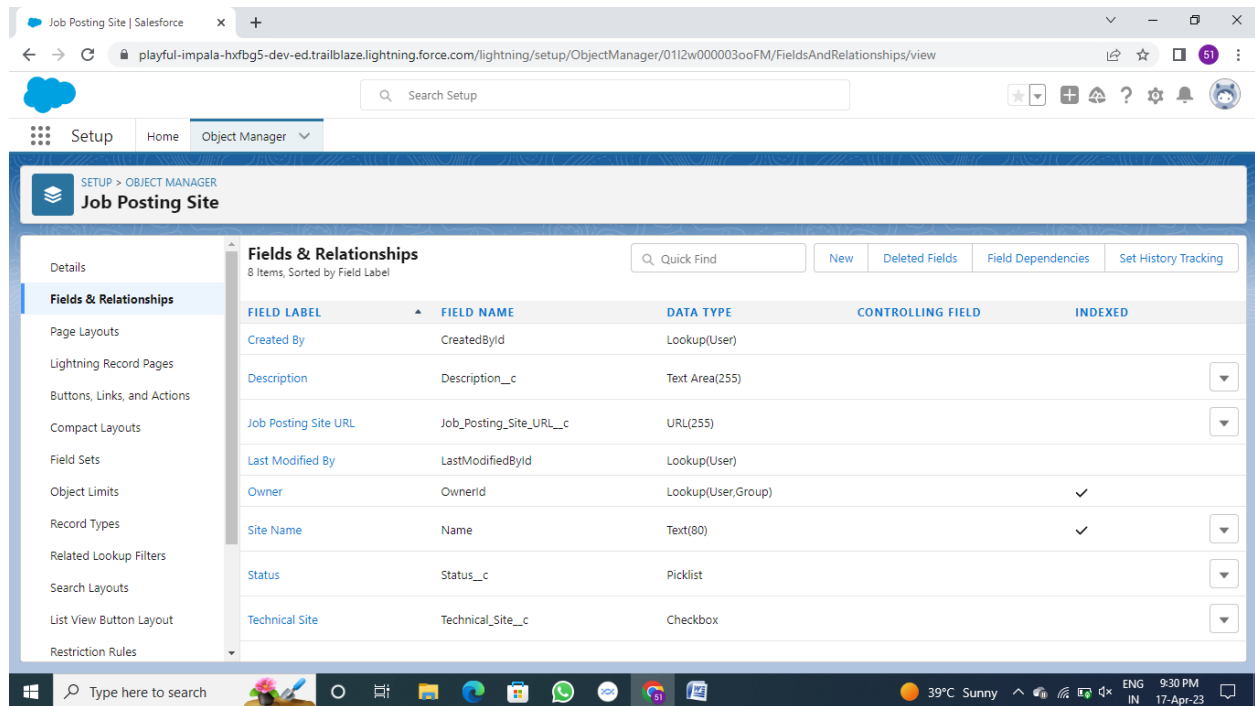
ACTIVITY:3 [Job Posting Site]

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 lists various setup options, with 'Job Posting Site' selected. The main content area displays the 'Details' of the object. The description is 'Job Posting Site'. The API Name is 'Job_Posting_Site__c'. The custom object is checked. The singular label is 'Job Posting Site' and the plural label is 'Job Posting Sites'. The enable reports checkbox is checked. The track activities checkbox is checked. The track field history checkbox is checked. The deployment status is 'Deployed'. The help settings are 'Standard salesforce.com Help Window'.

Details	
Description	Job Posting Site
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

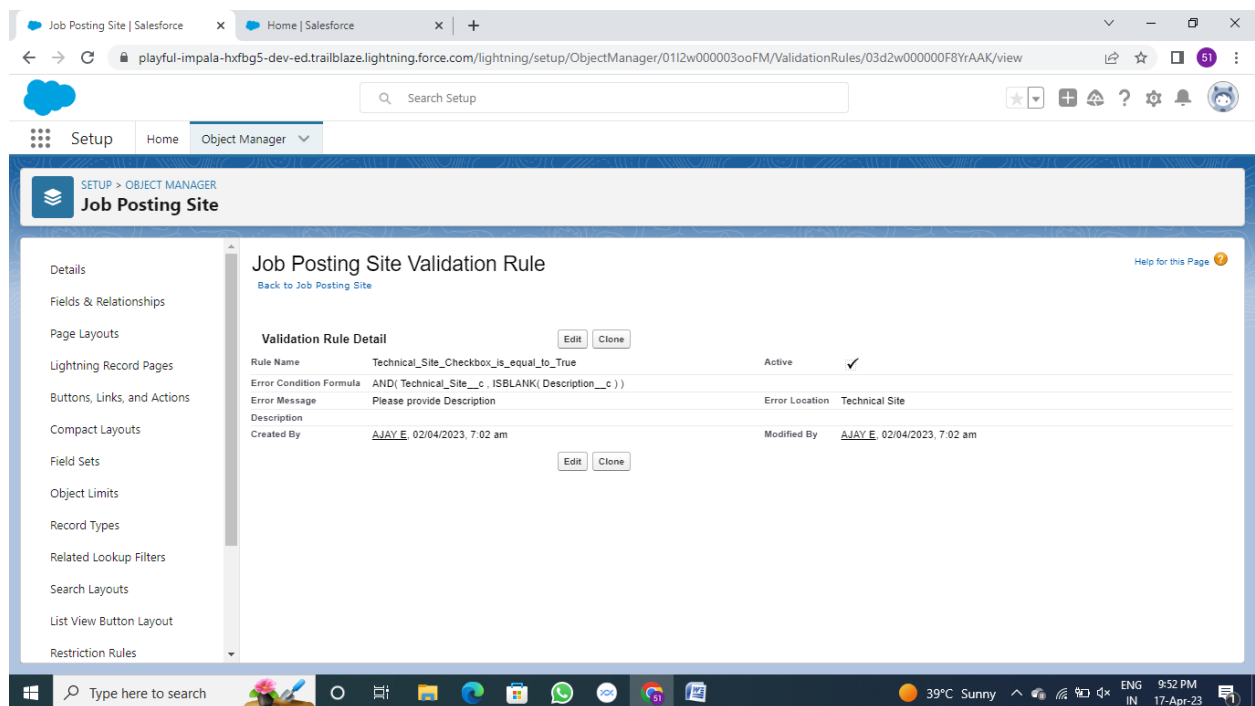
And more Fields created by us. It is very use to identify different data



The screenshot shows the Salesforce Object Manager interface for the 'Job Posting Site' object. The left sidebar contains navigation links: 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.

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:

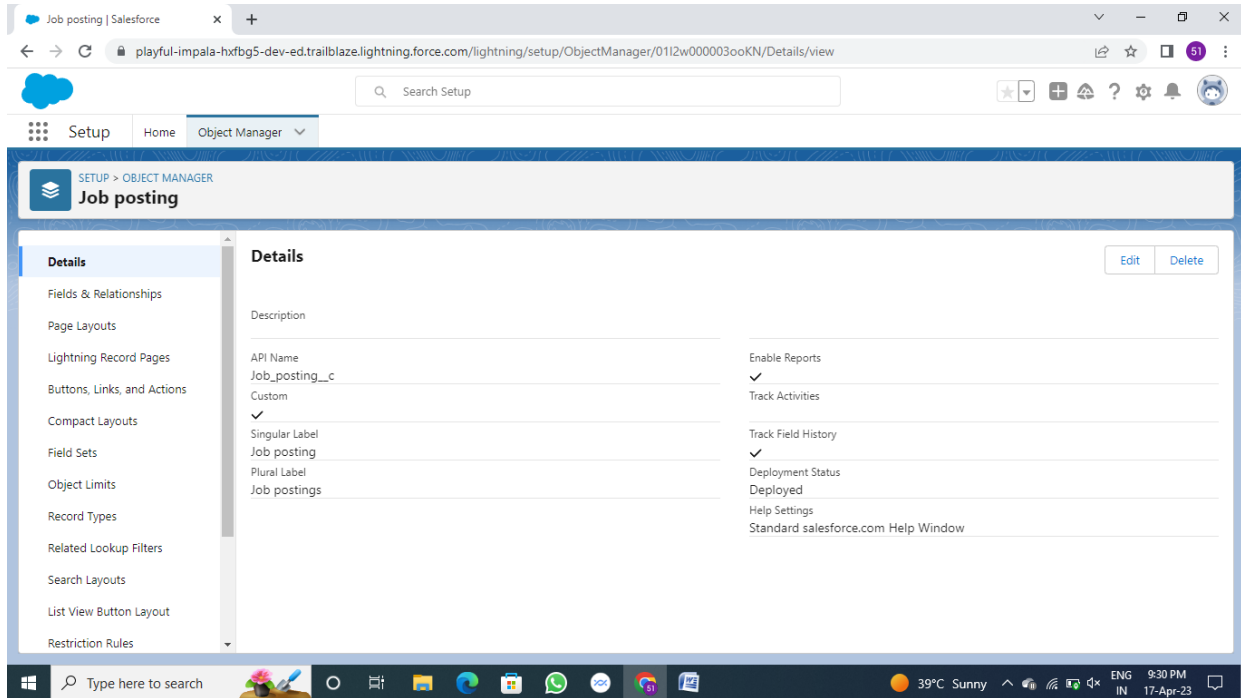


The screenshot shows the Salesforce Object Manager interface for the 'Job Posting Site' object, specifically the 'Validation Rule' section. The left sidebar is the same as the previous screenshot. The main content area is titled 'Job Posting Site Validation Rule' and shows the details of a validation rule named 'Technical_Site_Checkbox_is_equal_to_True'. The rule is active and has a checkmark in the 'Active' column. 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 description is 'Please provide Description'. 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.

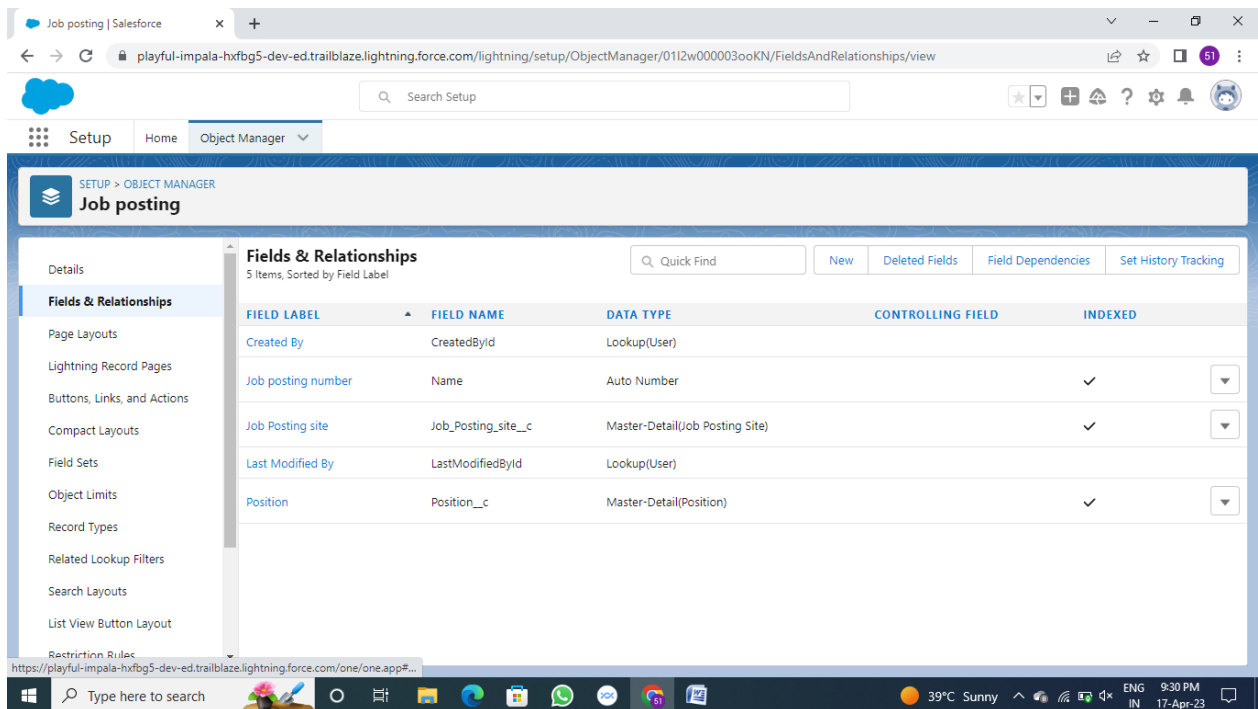
Validation Rule Detail		Active	✓
Rule Name	Technical_Site_Checkbox_is_equal_to_True		
Error Condition Formula	AND(Technical_Site__c . ISBLANK(Description__c))		
Error Message	Please provide Description	Error Location	Technical Site
Description	Please provide Description		
Created By	AJAY E. 02/04/2023,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

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 checkbox (checked), Track Activities checkbox (checked), Track Field History checkbox (checked), Deployment Status (Deployed), Help Settings (Standard salesforce.com Help Window), and Edit/Delete buttons.

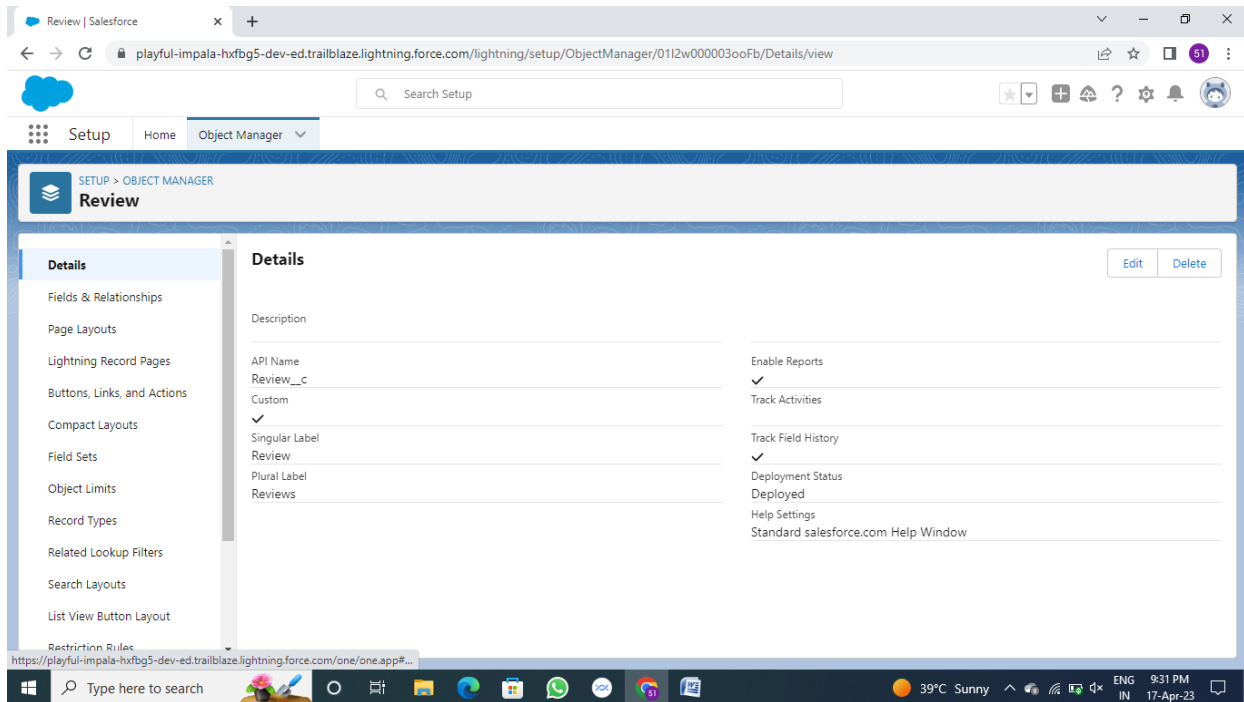
After more fields created by us. For easy to identify the different data.

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 includes a search bar, 'New', 'Deleted Fields', 'Field Dependencies', and 'Set History Tracking' buttons. Below is a table with 7 items, sorted by Field Label.

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)		✓

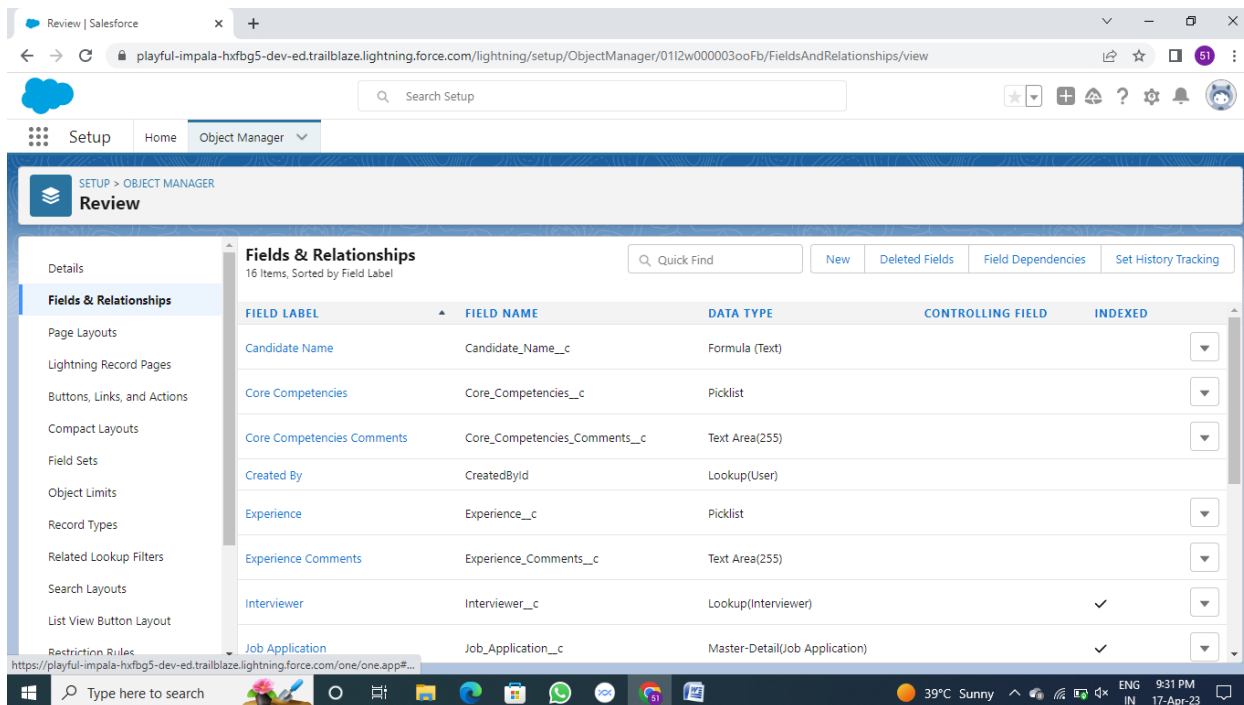
ACTIVITY 6 : [Review]

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). The deployment status is 'Deployed'. The help settings link to 'Standard salesforce.com Help Window'. The top navigation bar shows 'Setup', 'Home', and 'Object Manager'. The bottom status bar displays the date and time as 9:31 PM on 17-Apr-23.

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



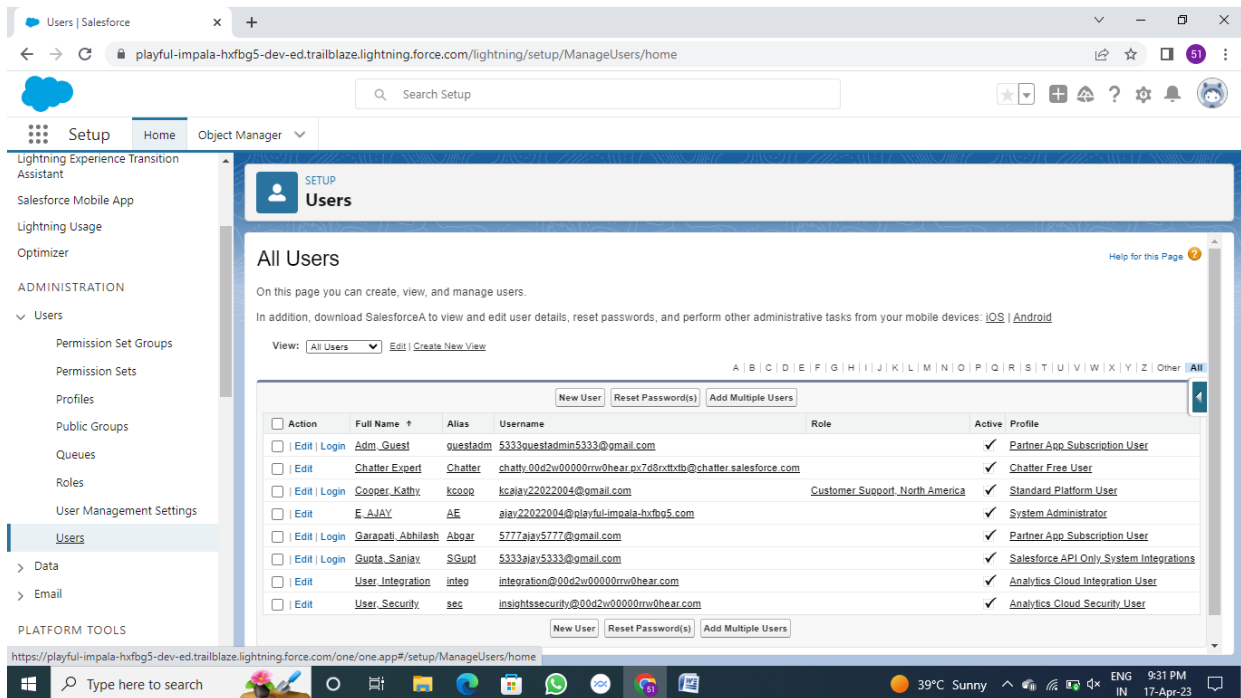
The screenshot shows the Salesforce Setup interface for the 'Review' object, specifically the 'Fields & Relationships' section. The left sidebar is the same as the previous screenshot. The main content area is titled 'Fields & Relationships' and shows a list of 16 items, sorted by Field Label. The table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

The top navigation bar shows 'Setup', 'Home', and 'Object Manager'. The bottom status bar displays the date and time as 9:31 PM on 17-Apr-23.

ACTIVITY 7 : [Users]

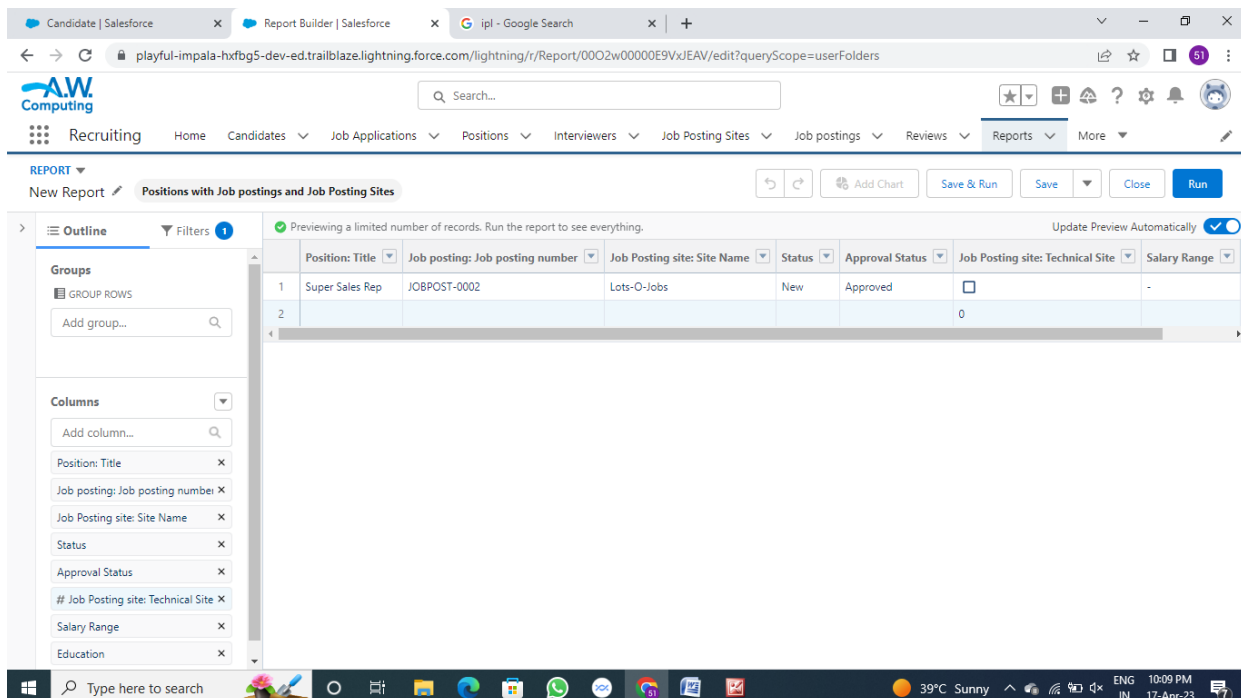
We want to control all activity. But it is not possible single controller , So I create more Users.



The screenshot shows the Salesforce Setup interface 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
1 Super Sales Rep	JOBPOST-0002	Lots-O-Jobs	New	Approved	<input type="checkbox"/>	-
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.