

RECRUITING ASSISTANT FOR HR MANAGERS

1 INTRODUCTION

Overview

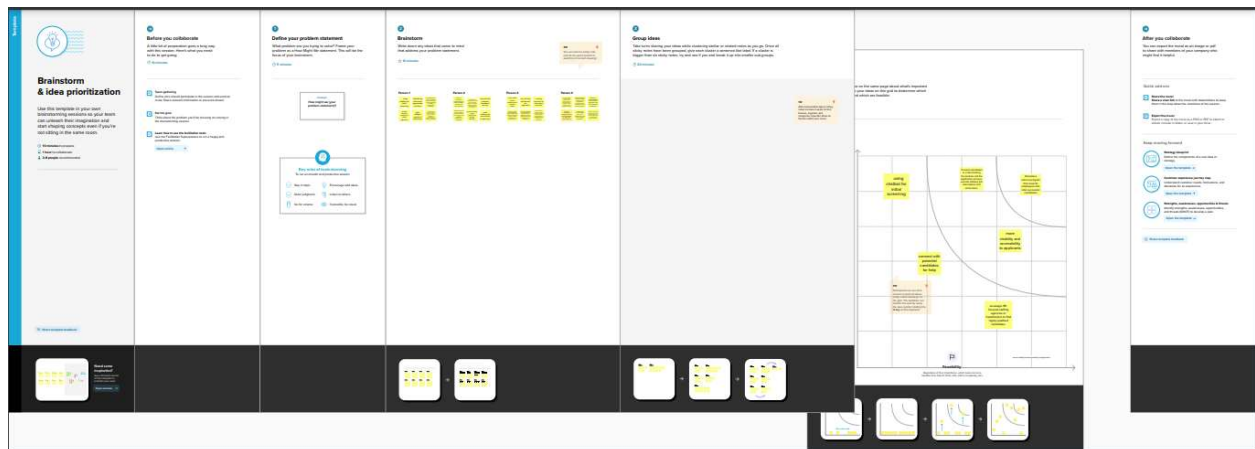
The recruiting assistant is responsible for identifying potential candidates through various channels such as job boards, social media, and employee referrals.

Purpose


The project helps with various HR-related tasks such as recruiting, hiring, onboarding, employee relations, and benefits administration

Problem Definition & Design Thinking

Ideation & Brainstorming Map



Empathy Map

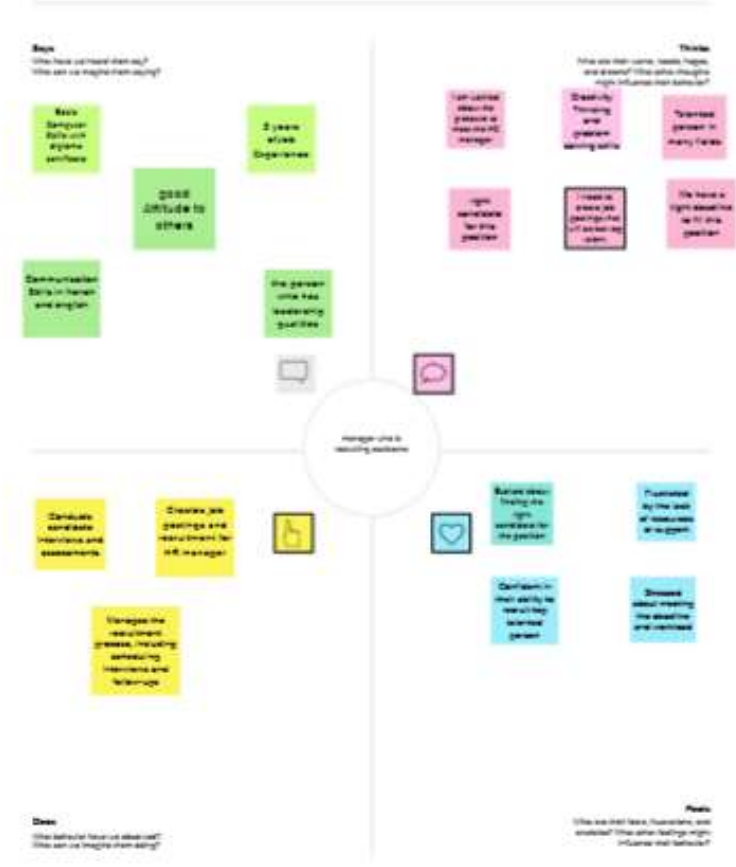


Empathy map

Use this framework to develop a deep, shared understanding and empathy for other people. An empathy map helps describe the aspects of a user's experience, needs and pain points, to quickly understand your users' experience and mindset.


Build empathy

The information you add here should be representative of the observations and research you've done about your users.



Need some inspiration?
See a list of common user experience pain points.

[Open examples](#)



3.1 Data Model:

Object Name	Fields in the Object	
1. Object		
Job Posting site	FIELD LABEL	DATA TYPE
	Job posting Site URL	URL
	Status	Pick list
	Technical site	Pick list
	Description	Pick list
2. Object		
Review	FIELD LABEL	DATA TYPE
	REVIEW	AUTO NUMBER

3.2 Activity & Screenshot

physicdepartmentgovernmenta-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w0000035zuN/FieldsAndRelationships/view

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER
Job Posting Site

Details

Fields & Relationships
8 Items, Sorted by Field Label

Q Quick Find New Deleted Fields Field Dependencies Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Description	Description__c	Long Text Area(44000)		
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		

physicdepartmentgovernmenta-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w000003602R/FieldsAndRelationships/view

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER
Review

Details

Fields & Relationships
12 Items, Sorted by Field Label

Q Quick Find New Deleted Fields Field Dependencies Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Core Competencies	Core_Competencies__c	Picklist		
Core Competencies Comments	Core_Competencies_Comments__c	Text Area(255)		
Created By	CreatedById	Lookup(User)		
Experience Comments	Experience_Comments__c	Text Area(255)		
Interviewer	Interviewer__c	Lookup(Interviewer)		✓
Job Application	Job_Application__c	Master-Detail(Job Application)		✓
Last Modified By	LastModifiedById	Lookup(User)		
Leadership Skills	Leadership_Skills__c	Picklist		
Leadership Skills Comments	Leadership_Skills_Comments__c	Text Area(255)		
Reason Recommended	Reason_Recommended__c	Text Area(255)		
Recommend for Hire	Recommend_for_Hire__c	Checkbox		
Review Number	Name	Auto Number		✓

4 Trailhead Profile Public URL

Team Lead - <https://trailblazer.me/id/anbua6>

Team Member 1 - <https://trailblazer.me/id/ranbarasan2>

Team Member 2 - <https://trailblazer.me/id/charv93>

Team Member 3 – <https://trailblazer.me/id/deveg2>

Project Report Template

5. ADVANTAGES:

- Can help ensure a positive candidate experience, which is essential for building a strong employer brand.
- Can help expand the reach of job postings by posting on various job boards and social media platforms
- Can manage candidate data efficiently, making it easier for the HR manager to review applications and make informed hiring decisions.
- Can be a cost-effective solution compared to hiring additional HR staff or outsourcing recruitment to a third-party provider.
- Can handle administrative tasks, such as scheduling interviews and responding to candidate inquiries, freeing up time for the HR manager to focus on other tasks

DISADVANTAGES:

- **Lack of Expertise:** Recruiting assistants may not have the same level of expertise as an HR manager, which can lead to mistakes in the recruitment process.
- **Communication Issues:** Miscommunication between the recruiting assistant and HR manager can cause misunderstandings that can impact the recruitment process
- **Limited Availability:** The recruiting assistant's workload and schedule may limit their availability for candidate inquiries and other recruitment-related tasks.
- **Dependency:** Over-reliance on the recruiting assistant can result in a lack of engagement and involvement in the recruitment process
- **Cost:** Hiring a recruiting assistant can be costly, especially for small businesses with limited budgets.

6 APPLICATIONS

- **Review the applicant's skills and assess whether they align with the requirements of the position.** Look for evidence of specific skills such as communication, problem-solving, and teamwork.
- **Consider whether the applicant's values, work style, and personality align with the company culture.** Look for evidence of teamwork, collaboration, and adaptability.
- **Look for relevant education, work experience, and any certifications that may be necessary for the role.**
- **Grammar and spelling:** Pay attention to the applicant's grammar and spelling, as errors can be an indication of poor attention to detail.

7 CONCLUSION

- The recruiting assistant may also play a role in promoting the employer brand and helping to attract top talent to the organization. This could include developing job descriptions and recruitment materials, attending job fairs and other recruiting events, and maintaining a strong online presence on social media and job search platforms.
- Overall, the role of a recruiting assistant for an HR manager is a vital one, helping to ensure that the organization has the right people in the right positions to achieve its goals. It requires a strong work ethic, excellent communication and organizational skills, and a commitment to supporting the success of the organization and its employees.

8 FUTURESCOPE

- I can assist in creating a clear and detailed job description for the HR manager role, including the responsibilities, qualifications, and necessary skills.
- Once you have received resumes, I can assist in screening them to identify the most qualified candidates based on the job requirements and qualifications.
- I can help schedule and conduct initial interviews with the shortlisted candidates via phone, video, or chat to assess their suitability for the role.
- I can assist in conducting salary benchmarking research to ensure that the company offers competitive salaries for the HR manager position.
- I can help you conduct exit interviews with departing employees to gain insights into the reasons for their departure and identify areas for improvement within the organization.

