

RECRUITING ASSISTANT FOR HR MANAGER

1.1 OVERVIEW:

Human Resources play a key role in helping companies meet the challenges of global competition. Strategic objectives to lower costs, improve productivity and increase organizational effectiveness are enabled by human resources strategies and technologies.

Human Resource Management is a process of bringing people and organizations together so that the goals of each are met. It tries to secure the best from people winning their wholehearted cooperation.

Human Resource Management is the planning, organizing, directing and controlling of the procurement, development, Compensation, integration, maintenance and separation of human resources to the end that individual organizational and social objectives are accomplished.

1.2 PURPOSE

- Health organization achieve its goals by providing and maintaining productive employees .
- Efficiently make use of the skills and abilities of each employee.
- Finding and hiring qualified employees and contractors.
- Preparing employee contracts and negotiating salaries and benefits.
- Meeting legal requirements related to hiring and adhering to ethical practices.

2.1 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.

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Need some inspiration?

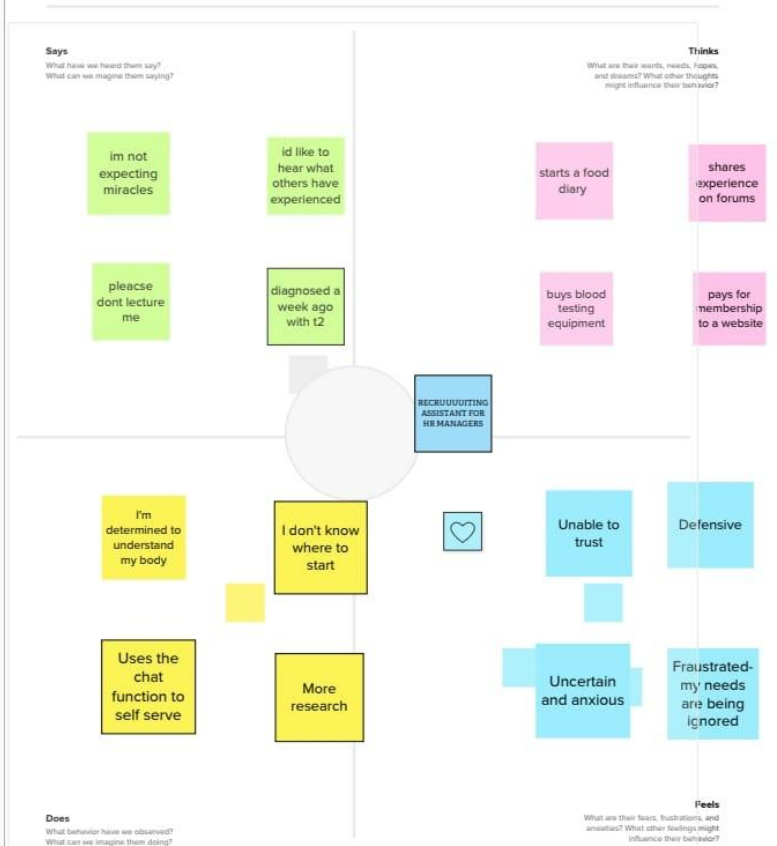
See a finished version of this template to kickstart your work.

[Open example](#) →

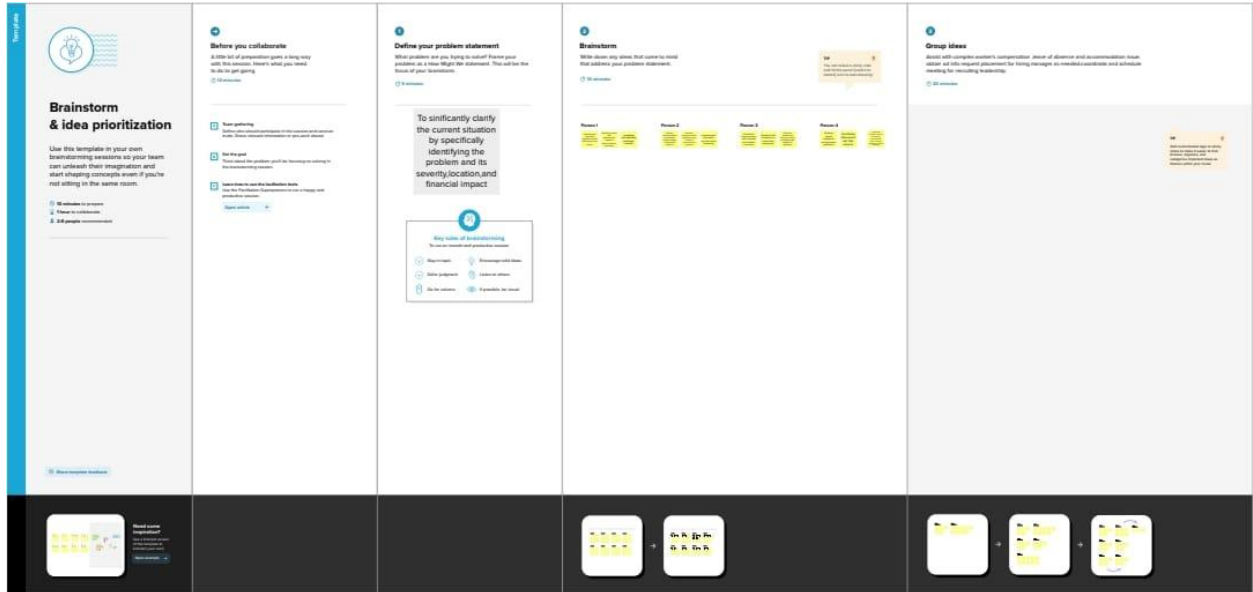


Build empathy

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



2.2 IDEATION & BRAINSTORMING MAP



3.1 DATA MODEL

OBJECT NAME	FIELD LABEL	DATA TYPE
Job posting site	Job posting site	Custom object
Job posting	Job posting	Custom object
Category	Category	Custom object
Supplier	Supplier	Custom object
Customer	Customer	Custom object
Payment	Payment	Custom object
learner	learner	Custom object

OBJECT

Object Manager | Salesforce

bayishatech-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/home

Search Setup

Setup Home Object Manager

+ New Object

RECENT RECORDS

category

learner

payment

customer

supplier

Quick Find Schema Builder Create

Object Name	API Name	Object Type	Last Modified By	Is Deleted
Cart Adjustment Basis	CartAdjustmentBasis	Standard Object		
Cart Adjustment Group	CartAdjustmentGroup	Standard Object		
Cart Delivery Group	CartDeliveryGroup	Standard Object		
Cart Item	CartItem	Standard Object		
Cart Item Price Adjustment	CartItemPriceAdjustment	Standard Object		
Cart Tax	CartTax	Standard Object		
Case	Case	Standard Object		
Case Related Issue	CaseRelatedIssue	Standard Object		
category	category__c	Custom Object	11/04/2023	✓
Change Request	ChangeRequest	Standard Object		

FIELD

Job posting site | Salesforce

bayishatech-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0115i0000026A1E/FieldsAndRelationships/view

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER

Job posting site

Details

Fields & Relationships

5 Items, Sorted by Field Label

Quick Find New Deleted Fields Field Dependencies Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Job posting site	Job_posting_site__c	URL(255)		
Job posting site Name	Name	Text(80)		✓
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

Job posting | Salesforce

bayishatech-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0115i0000026A1s/FieldsAndRelationships/view

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER
Job posting

Details

Fields & Relationships
4 Items, Sorted by Field Label

Quick Find New Deleted Fields Field Dependencies Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Job posting Number	Name	Auto Number		✓
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓

payment | Salesforce

bayishatech-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0115i0000026Dkn/Details/view

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER
payment

Details

Edit Delete

Description

API Name
payment__c

Custom
✓

Singular Label
payment

Plural Label
payment

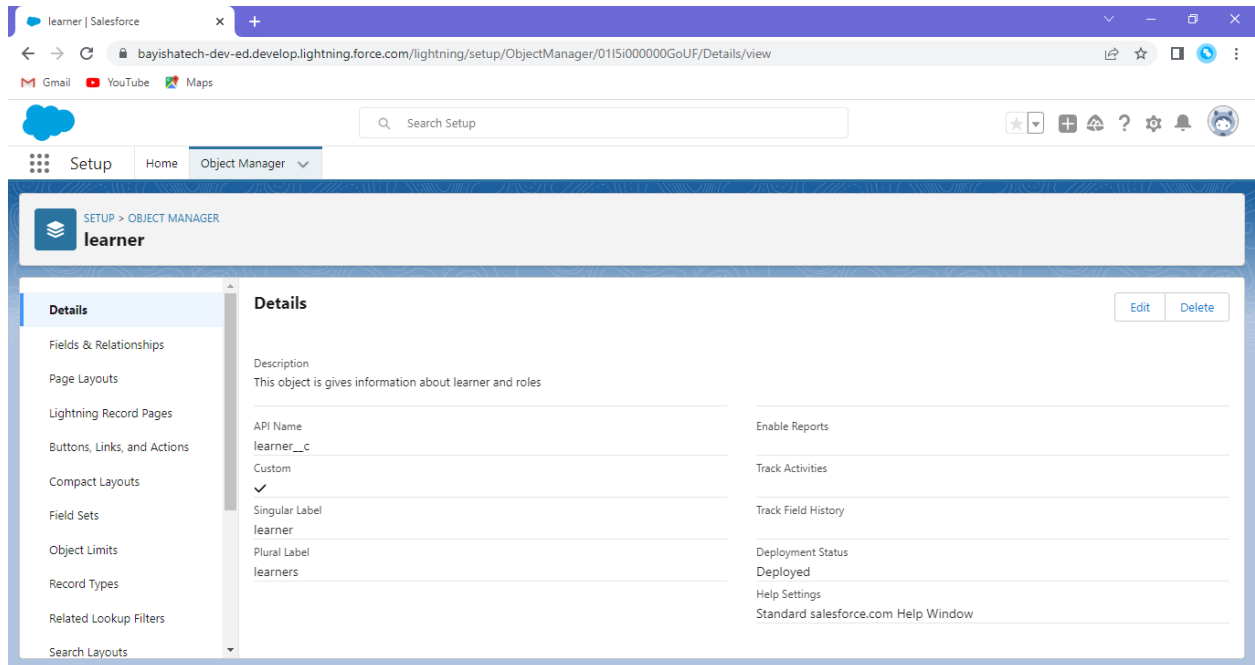
Enable Reports
✓

Track Activities

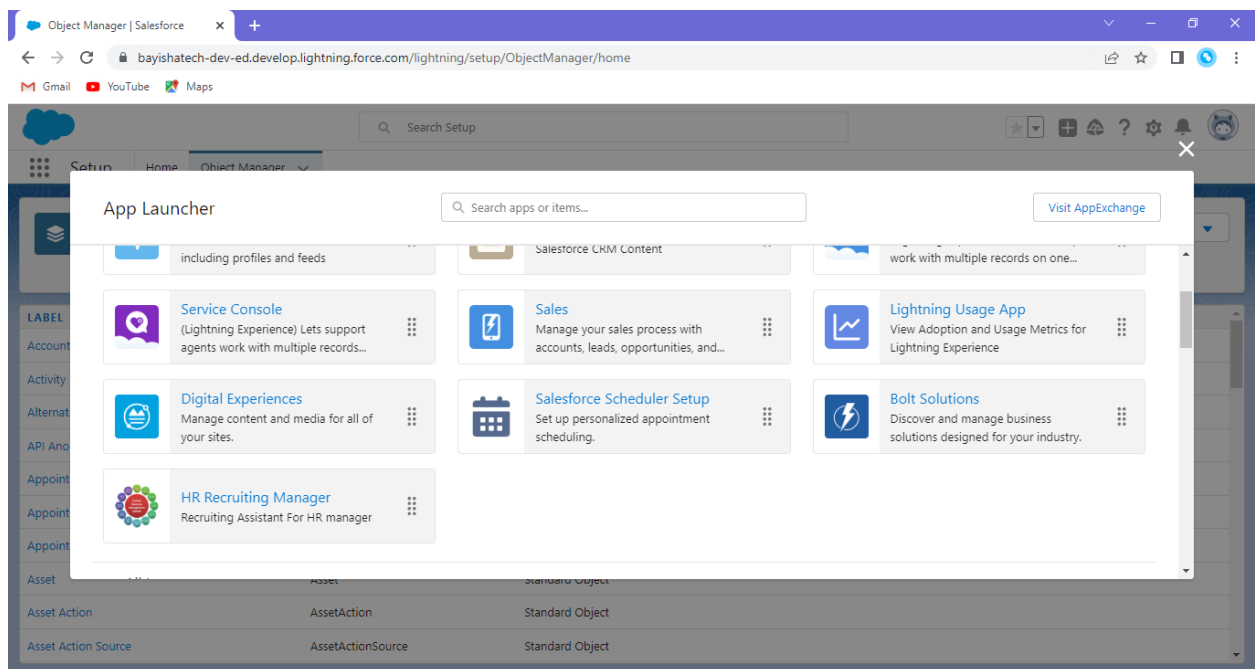
Track Field History
✓

Deployment Status
Deployed

Help Settings
Standard salesforce.com Help Window



LIGHTNING APP



PROFILE

The screenshot shows the Salesforce Setup interface for Profiles. The left sidebar contains a navigation menu with options like Users, Profiles, Data, Feature Settings, Data.com, Prospect Preferences, Prospect Users, Functions, Marketing, Lead Processes, Sales, Products, and Asset Settings. The main content area is titled 'Profiles' and includes a search bar, a 'New Profile' button, and a table of existing profiles. The table has columns for Action, Profile Name, User License, and Custom. The profiles listed include Unauthenticated External User, Chatter Free User, Chatter Moderator User, Contract Manager, Cross Org Data Proxy User, Custom Marketing Profile, Custom Sales Profile, Custom Support Profile, Customer Community Login User, and Customer Community Plus Login User. The bottom of the table shows '1-25 of 41' items and '0 Selected'.

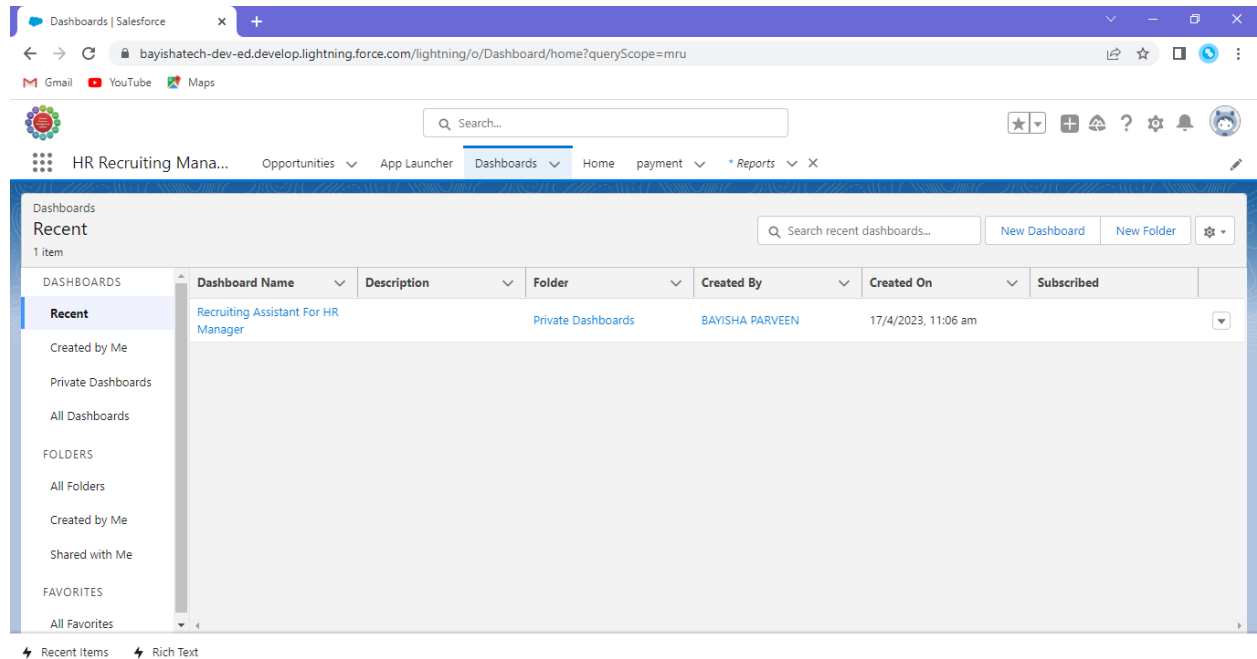
Action	Profile Name	User License	Custom
Edit Clone	Unauthenticated External User	Unauthenticated External	<input type="checkbox"/>
Edit Clone	Chatter Free User	Chatter Free	<input type="checkbox"/>
Edit Clone	Chatter Moderator User	Chatter Free	<input type="checkbox"/>
Edit Clone	Contract Manager	Salesforce	<input type="checkbox"/>
Edit Clone	Cross Org Data Proxy User	XOrg Proxy User	<input type="checkbox"/>
Edit Del ...	Custom Marketing Profile	Salesforce	<input checked="" type="checkbox"/>
Edit Del ...	Custom Sales Profile	Salesforce	<input checked="" type="checkbox"/>
Edit Del ...	Custom Support Profile	Salesforce	<input checked="" type="checkbox"/>
Edit Clone	Customer Community Login User	Customer Community Login	<input type="checkbox"/>
Edit Clone	Customer Community Plus Login User	Customer Community Plus Login	<input type="checkbox"/>

REPORT

The screenshot shows the Salesforce Reports interface. The left sidebar contains a navigation menu with options like Recent, Created by Me, Private Reports, Public Reports, All Reports, FOLDERS, All Folders, Created by Me, Shared with Me, and FAVORITES. The main content area is titled 'Reports' and includes a search bar, 'New Report', and 'New Folder' buttons. Below these are two reports listed in a table. The first report is 'Sample Flow Report: Screen Flows' with a description 'Which flows run, what's the status of each interview, and how long do users take to complete the screens?'. The second report is 'New Accounts Report' with a description 'Recruiting Assistant for HR manager'. The table has columns for Report Name, Description, Folder, Created By, Created On, and Subscribed.

Report Name	Description	Folder	Created By	Created On	Subscribed
Sample Flow Report: Screen Flows	Which flows run, what's the status of each interview, and how long do users take to complete the screens?	Public Reports	Automated Process	6/4/2023, 1:34 pm	<input type="checkbox"/>
New Accounts Report	Recruiting Assistant for HR manager	Private Reports	BAYISHA PARVEEN	13/4/2023, 10:24 am	<input type="checkbox"/>

DASHBOARD



4. Trailhead profile public URL

Team Lead - <https://trailblazer.me/id/epriyadharshini3>

Team member 1- <https://trailblazer.me/id/bparveen3>

Team member 2-<http://trailblazer.me/id/veeradurai123>

Team member 3-<https://trailblazer.me/id/anitha321>

5. ADVANTAGES AND DISADVANTAGES

- Provides better management experience
- Enhanced strategic thinking
- Better job satisfaction
- Conflicts of opinion
- Position restriction
- Cannot be too friendly with employees

APPLICATION

- Human Resource planning
- HR manager job Analysis and Design
- Hiring candidates

- Training and Development
- Design workplace policies
- Monitor performance
- Maintaining work culture

CONCLUSION

- Human Resource management (HRM) consists of an organizations, “people practices”
- HRM influences who works for the organization and how those people work
- HR departments have responsibility for a variety of functions related to acquiring and managing employees

FUTURE SCOPE

Opportunities in Human Resource management are

- HR Director
- Senior executive HR
- HR administrator
- HR associative
- HR analyst

