

# **PROJECT REPORT**

## **RECRUITING ASSISTANT FOR HR MANAGER**

### **1. INTRODUCTION**

#### **OVERVIEW**

A recruiting assistant for an HR manager is typically responsible for supporting the recruitment and hiring process within an organization. This role involves a range of tasks, including posting job ads, screening resumes, conducting initial interviews, scheduling interviews with hiring managers, and performing background checks on potential hires.

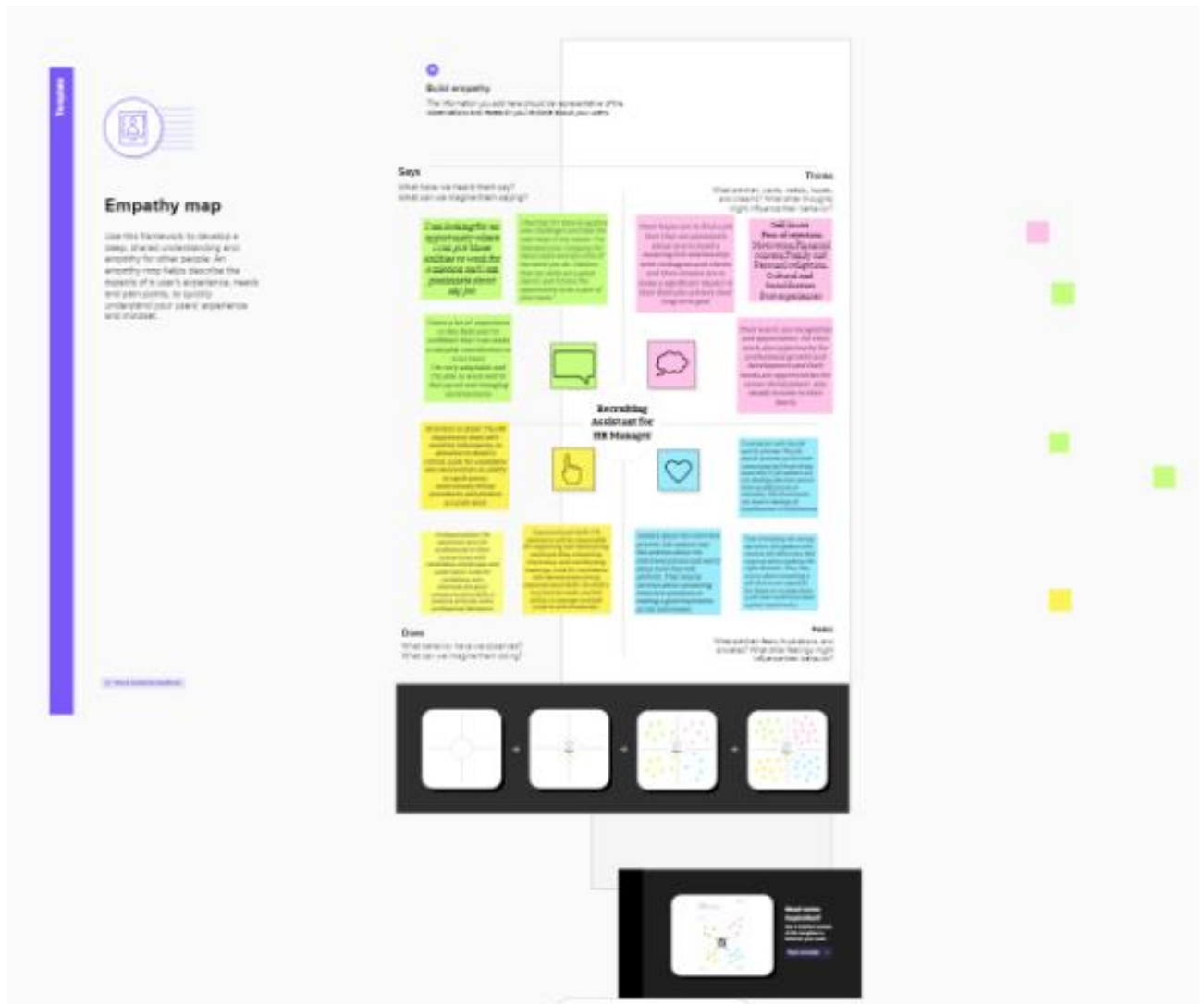
#### **PURPOSE**

The purpose of a recruiting assistant for an HR manager is to provide support and assistance throughout the recruitment and hiring process. This role is crucial in ensuring that the organization is able to attract and hire qualified candidates efficiently and effectively.

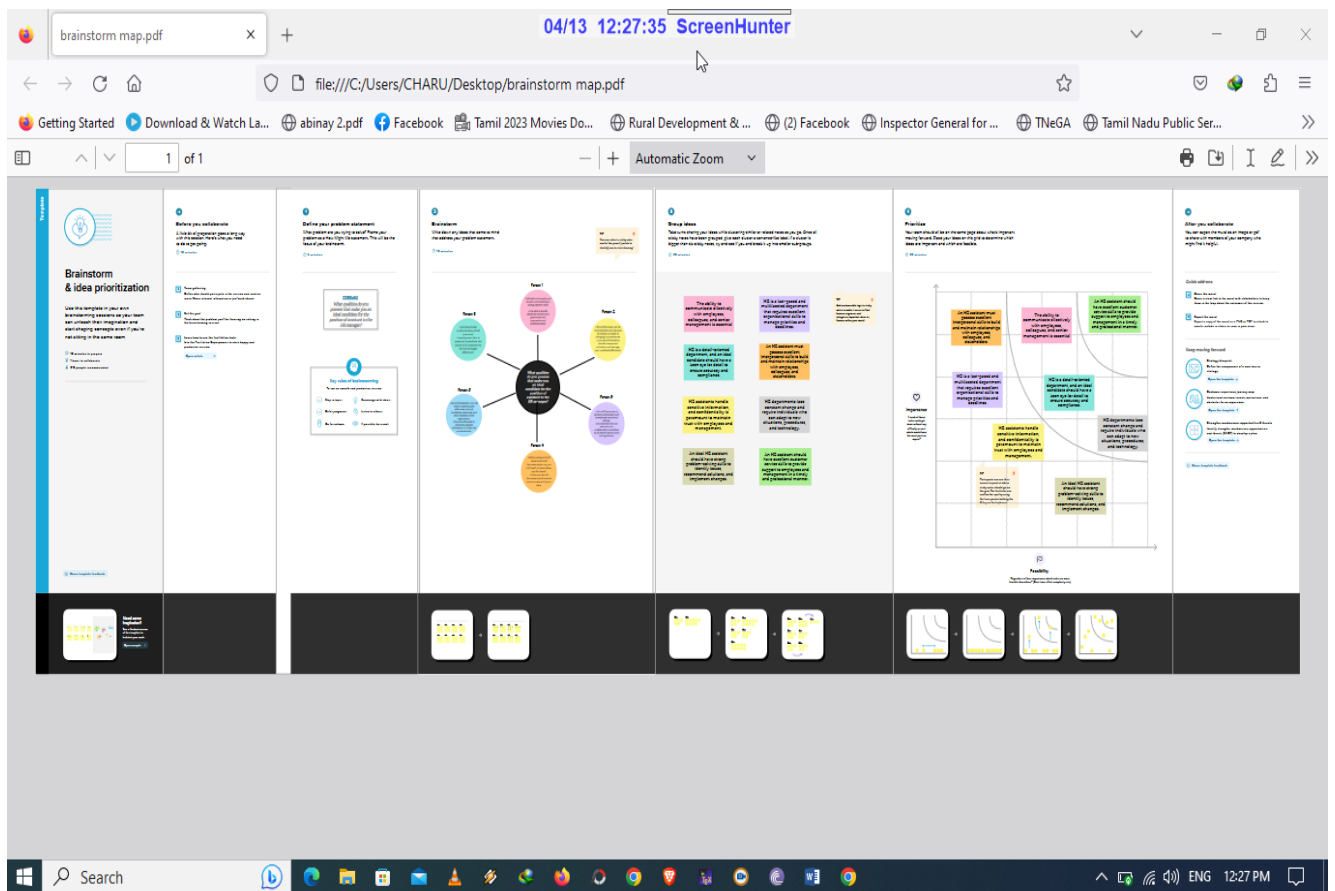
There are several benefits that can be achieved they are streamlined recruitment process, improved candidate experience, increased efficiency, Access to a larger pool of candidates.

## 2. PROBLEM DEFINITION & DESIGN THINKING

### EMPATHY MAP



# IDEATION & BRAINSTORMING MAP



### 3. RESULT

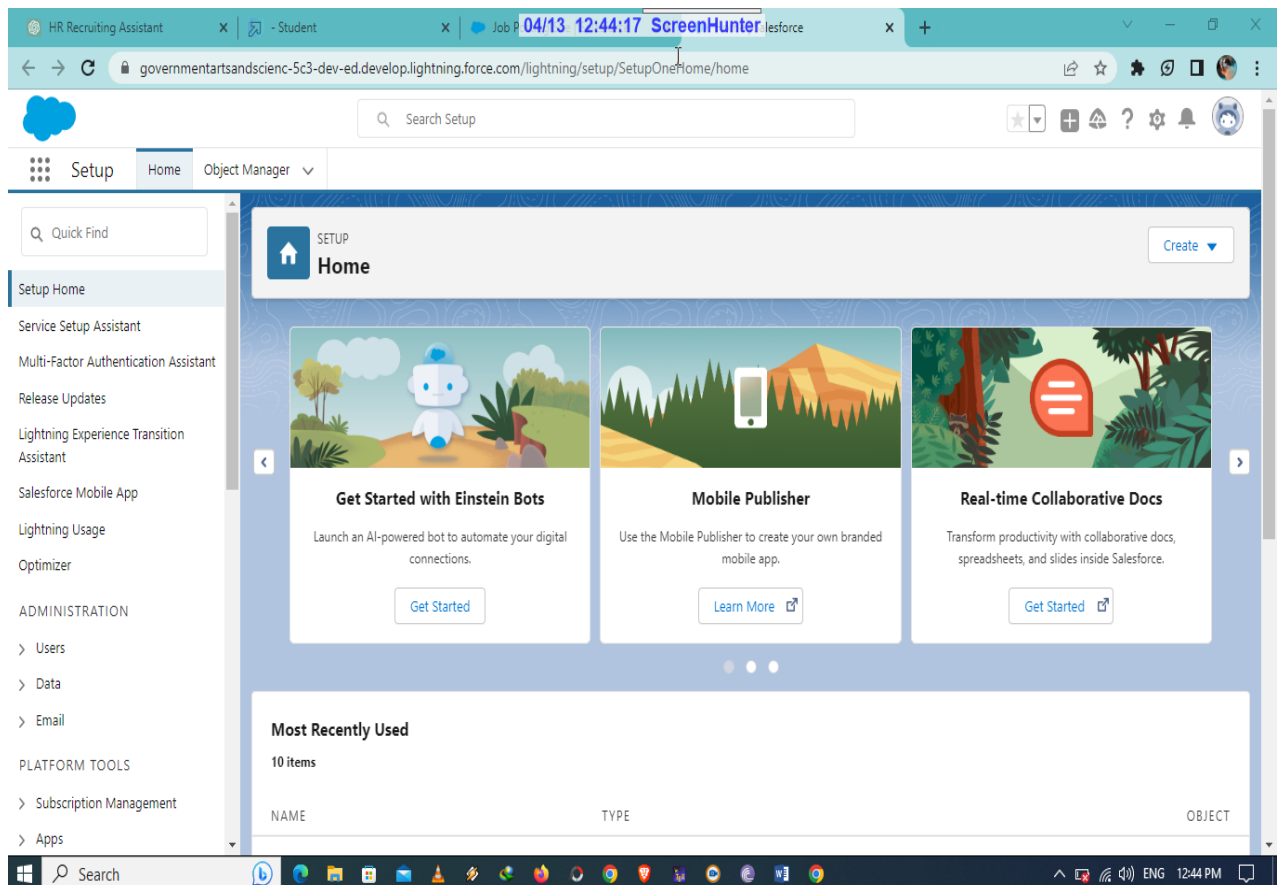
#### DATA MODEL:

| Object Name       | Fields in the Object |                     |
|-------------------|----------------------|---------------------|
| Job Posting Sites |                      |                     |
|                   | Field label          | Data type           |
|                   | Job Posting Site     | Text(80)            |
|                   | OwnerId              | Lookup(User, Group) |
| Reviews           |                      |                     |
|                   | Field label          | Data type           |
|                   | Review Number        | Auto Number         |
|                   | OwnerId              | Lookup(User, Group) |

# ACTIVITY & SCREENSHOT:

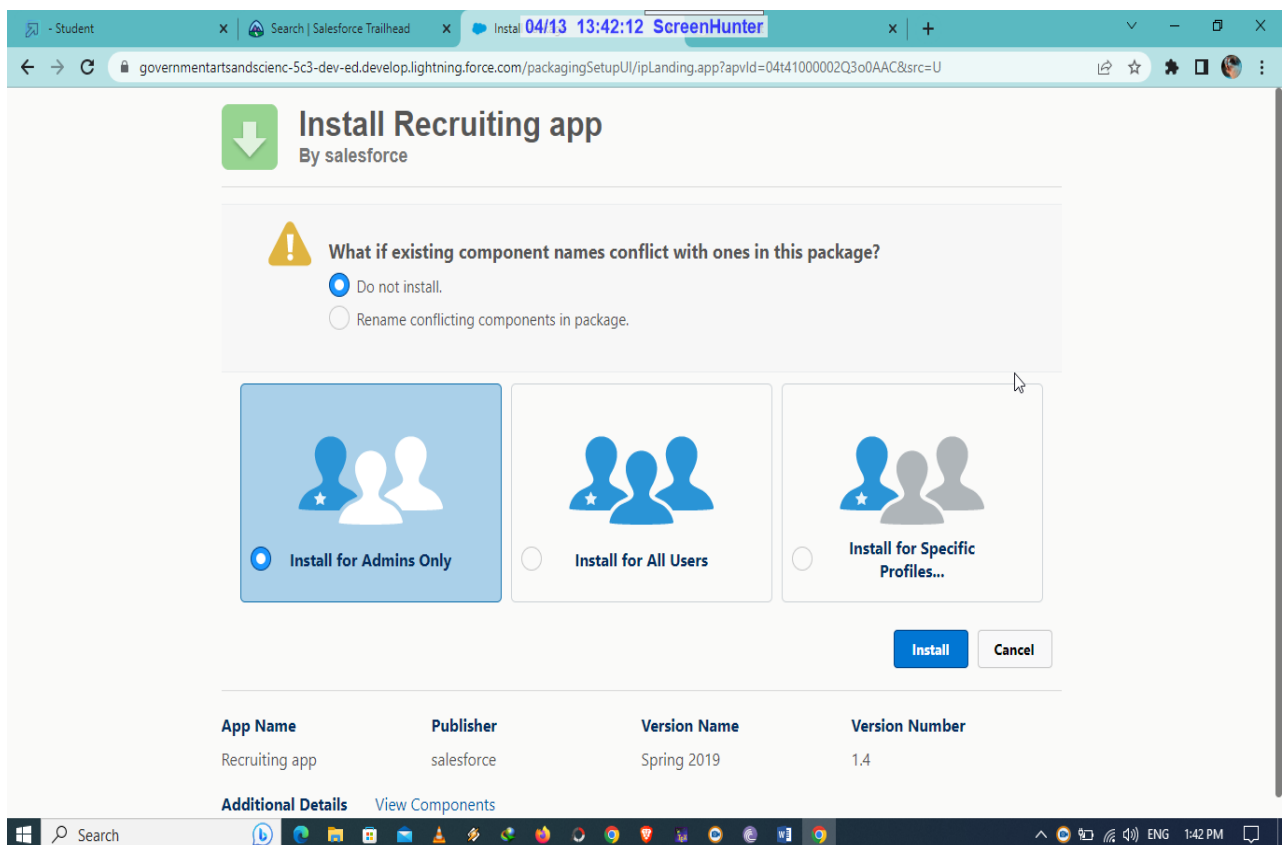
## Milestone 1: Creation of developer account

### Creation of Developer Account



## Milestone 2: Package installation

### Package Installation for Recruiting App



# Milestone 3: OBJECT

## Activity-1

### Create a Custom Object for Job Posting Sites

The screenshot shows the Salesforce Setup interface for the 'Job posting' custom 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, Restriction Rules, and Scoping Rules. The main content area is titled 'Fields & Relationships' and shows a table of fields for the 'Job posting' object. The table has columns for FIELD LABEL, FIELD NAME, DATA TYPE, CONTROLLING FIELD, and INDEXED. The fields listed are: Created By (CreatedById, Lookup(User)), Job posting Name (Name, Auto Number), Job Posting Site (Job\_Posting\_Site\_\_c, Master-Detail(Job Posting Site)), Last Modified By (LastModifiedById, Lookup(User)), and Position (Position\_\_c, Master-Detail(Position)).

| FIELD LABEL      | FIELD NAME          | DATA TYPE                       | CONTROLLING FIELD | INDEXED |
|------------------|---------------------|---------------------------------|-------------------|---------|
| Created By       | CreatedById         | Lookup(User)                    |                   |         |
| Job posting Name | 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-2

### Create a Custom Object for Reviews

The screenshot shows the Salesforce Setup interface for the 'Review' custom 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, and List View Button Layout. The main content area is titled 'Fields & Relationships' and shows a table of fields for the 'Review' object. The table has columns for FIELD LABEL, FIELD NAME, DATA TYPE, CONTROLLING FIELD, and INDEXED. The fields listed are: Created By (CreatedById, Lookup(User)), Last Modified By (LastModifiedById, Lookup(User)), Owner (OwnerId, Lookup(User,Group)), and Review Number (Name, Auto Number).

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

# Milestone 4: TAB

## 1. Create a Tab

The screenshot displays the Salesforce Setup interface in a web browser. The browser's address bar shows the URL: `governmentartsandscienc-5c3-dev-ed.develop.lightning.force.com/lightning/setup/CustomTabs/page?address=%2F01r5i000000hRIW%3Fsetupid%3DCustomTabs`. The Salesforce Setup navigation bar includes tabs for 'Setup', 'Home', and 'Object Manager'. The left sidebar contains a 'Quick Find' search bar and a list of setup categories: 'Setup Home', 'Service Setup Assistant', 'Multi-Factor Authentication Assistant', 'Release Updates', 'Lightning Experience Transition Assistant', 'Salesforce Mobile App', 'Lightning Usage', 'Optimizer', 'ADMINISTRATION' (with sub-items 'Users', 'Data', 'Email'), and 'PLATFORM TOOLS' (with sub-items 'Subscription Management', 'Apps').

The main content area is titled 'SETUP Tabs'. It shows the configuration for a 'Custom Object Tab' named 'Job Posting Site'. Below the title, a message states: 'Below is the information for the custom tab. Click Edit to change the custom tab.' There are 'Edit' and 'Delete' buttons. The 'Custom Tab Definition Detail' section contains the following information:

| Tab Label   | Job Posting Site                  | Tab Style               | Real Estate Sign                   |
|-------------|-----------------------------------|-------------------------|------------------------------------|
| Object      | <a href="#">Job Posting Site</a>  | Splash Page Custom Link |                                    |
| Description |                                   |                         |                                    |
| Created By  | charumathi R, 10/04/2023, 9:10 pm | Modified By             | charumathi R, 10/04/2023, 10:04 pm |

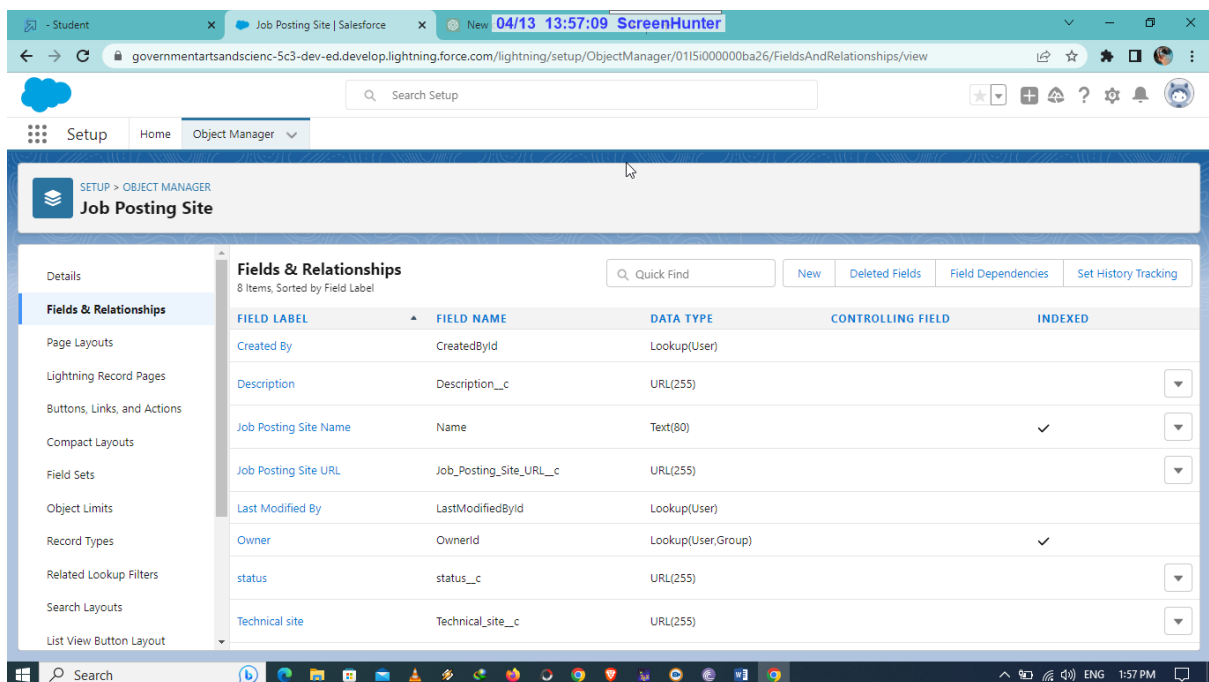
The Windows taskbar at the bottom shows the system clock as 1:51 PM on 10/04/2023.



# Milestone 5: Fields

## Activity-1

### 1. Create New Field for Job Posting Site



The screenshot shows the Salesforce Setup interface for the 'Job Posting Site' object. The 'Fields & Relationships' section is active, displaying a list of 8 fields. The fields are sorted by Field Label. The table below represents the data shown in the screenshot.

| FIELD LABEL           | FIELD NAME              | DATA TYPE          | CONTROLLING FIELD | INDEXED |
|-----------------------|-------------------------|--------------------|-------------------|---------|
| Created By            | CreatedById             | Lookup(User)       |                   |         |
| Description           | Description__c          | URL(255)           |                   |         |
| Job Posting Site Name | Name                    | Text(80)           |                   | ✓       |
| Job Posting Site URL  | Job_Posting_Site_URL__c | URL(255)           |                   |         |
| Last Modified By      | LastModifiedById        | Lookup(User)       |                   |         |
| Owner                 | OwnerId                 | Lookup(User,Group) |                   | ✓       |
| status                | status__c               | URL(255)           |                   |         |
| Technical site        | Technical_site__c       | URL(255)           |                   |         |

# Milestone 6: Junction Object

## Activity-1

### 1. Creating a Custom Junction Object

The screenshot shows the Salesforce Object Manager interface for the 'Job posting' 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, Restriction Rules, and Scoping Rules. The main content area is titled 'Fields & Relationships' and shows a table of fields. The table has columns: FIELD LABEL, FIELD NAME, DATA TYPE, CONTROLLING FIELD, and INDEXED. The fields listed are: Created By (CreatedBy, Lookup(User)), Job posting Name (Name, Auto Number), Job Posting Site (Job\_Posting\_Site\_\_c, Master-Detail(Job Posting Site)), Last Modified By (LastModifiedBy, Lookup(User)), and Position (Position\_\_c, Master-Detail(Position)).

| FIELD LABEL      | FIELD NAME          | DATA TYPE                       | CONTROLLING FIELD | INDEXED |
|------------------|---------------------|---------------------------------|-------------------|---------|
| Created By       | CreatedBy           | Lookup(User)                    |                   |         |
| Job posting Name | Name                | Auto Number                     |                   | ✓       |
| Job Posting Site | Job_Posting_Site__c | Master-Detail(Job Posting Site) |                   | ✓       |
| Last Modified By | LastModifiedBy      | Lookup(User)                    |                   |         |
| Position         | Position__c         | Master-Detail(Position)         |                   | ✓       |

## Activity-2

### 2. Create a Relationships Object

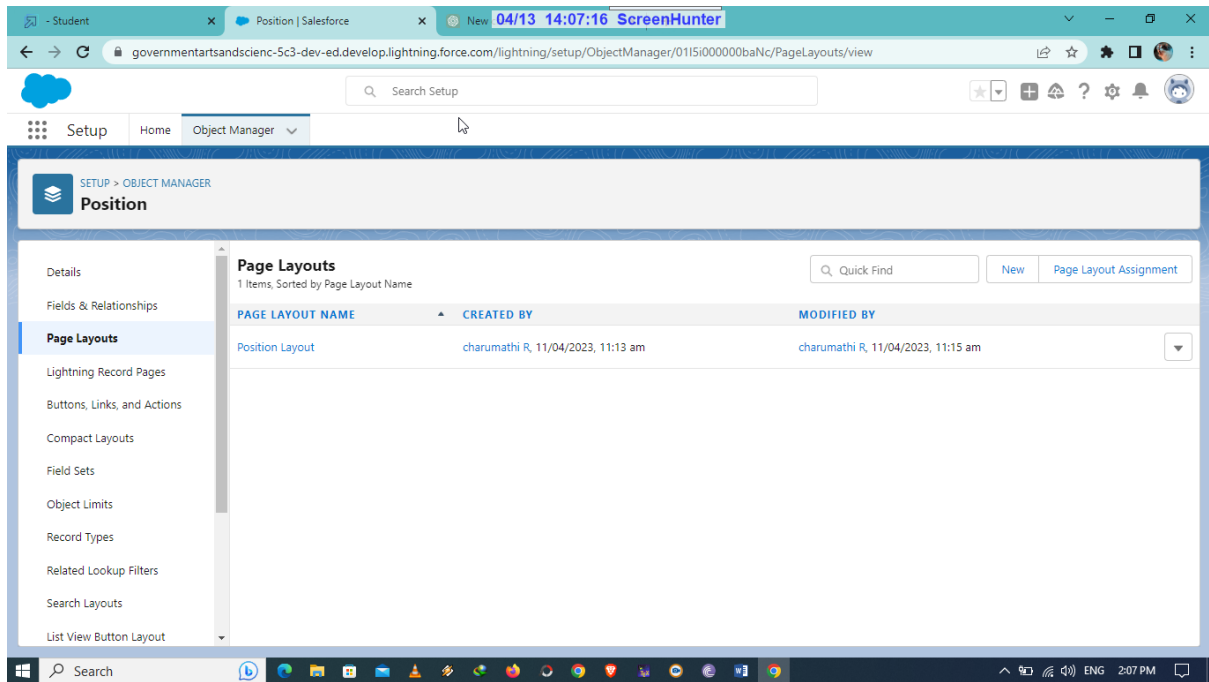
The screenshot shows the Salesforce Object Manager interface for the 'Position' object. The left sidebar contains a navigation menu with options: Details, Fields & Relationships (selected), Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, Search Layouts, and List View Button Layout. The main content area is titled 'Fields & Relationships' and shows a table of fields. The table has columns: FIELD LABEL, FIELD NAME, DATA TYPE, CONTROLLING FIELD, and INDEXED. The fields listed are: Created By (CreatedBy, Lookup(User)), Last Modified By (LastModifiedBy, Lookup(User)), Owner (OwnerId, Lookup(User,Group)), and Position Name (Name, Auto Number).

| FIELD LABEL      | FIELD NAME     | DATA TYPE          | CONTROLLING FIELD | INDEXED |
|------------------|----------------|--------------------|-------------------|---------|
| Created By       | CreatedBy      | Lookup(User)       |                   |         |
| Last Modified By | LastModifiedBy | Lookup(User)       |                   |         |
| Owner            | OwnerId        | Lookup(User,Group) |                   | ✓       |
| Position Name    | Name           | Auto Number        |                   | ✓       |

# Milestone 7: Page Layout

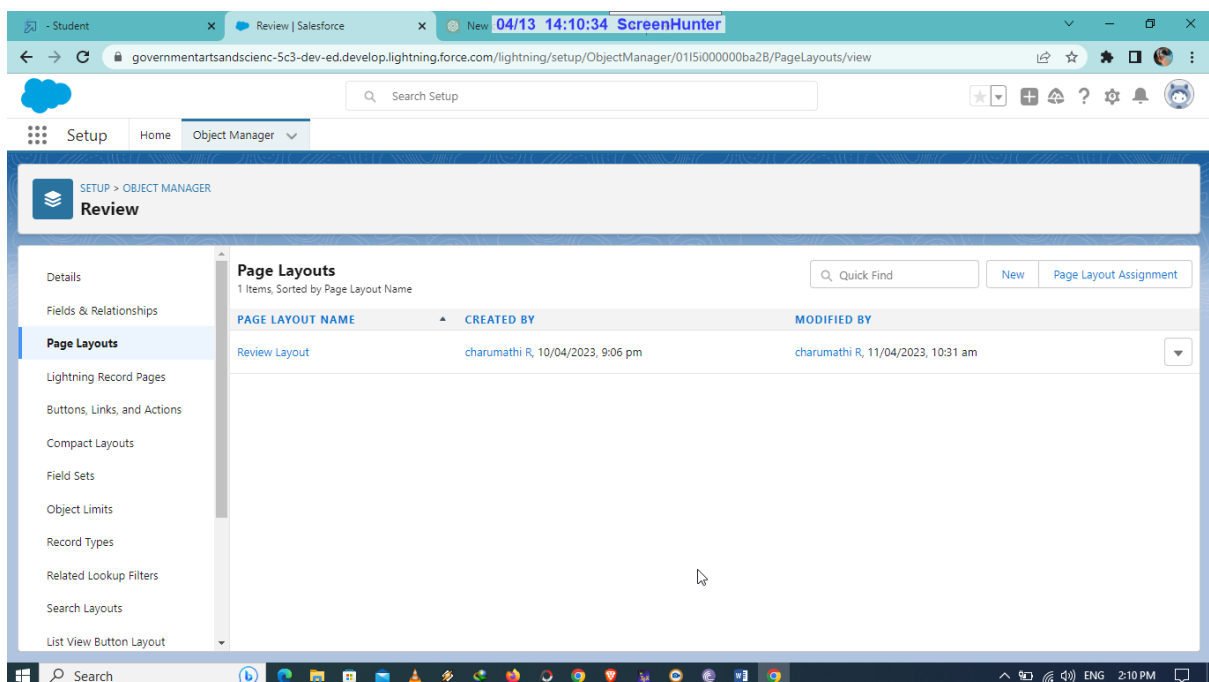
## Activity-1

### 1. Modifying the Page Layouts



## Activity-2

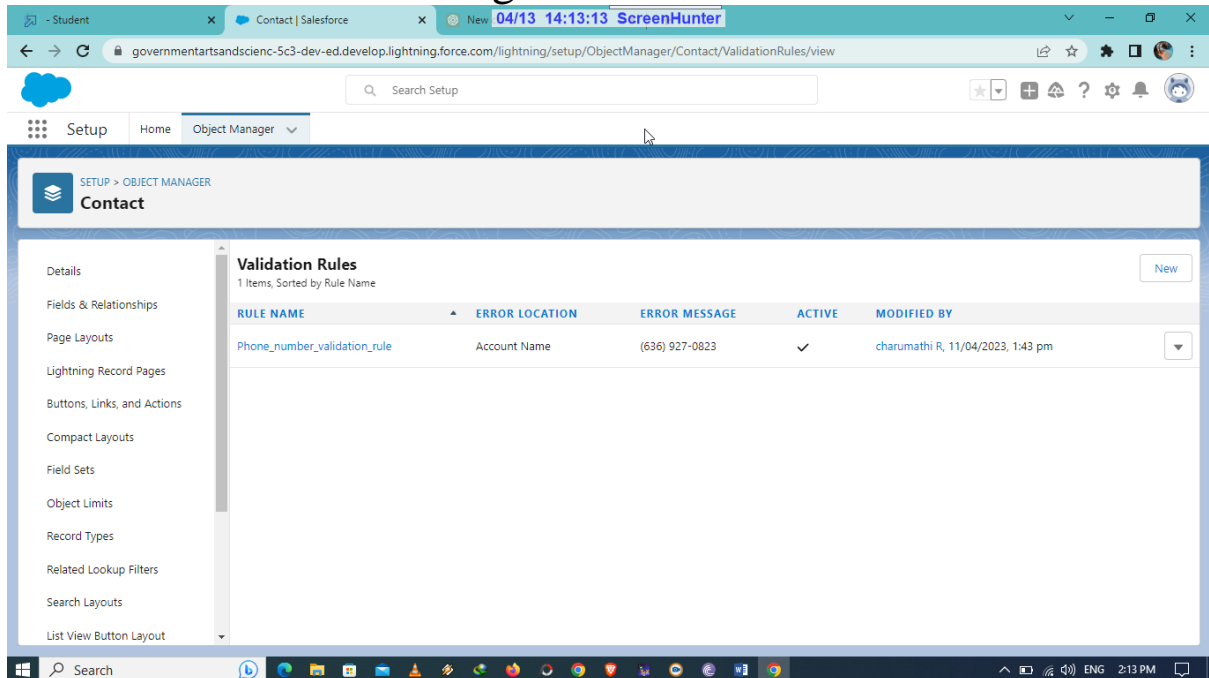
### 2. Create a Page Layout for Review Object



# Milestone 8: Validation Rules

## Activity-1

### Creating a Validation Rule

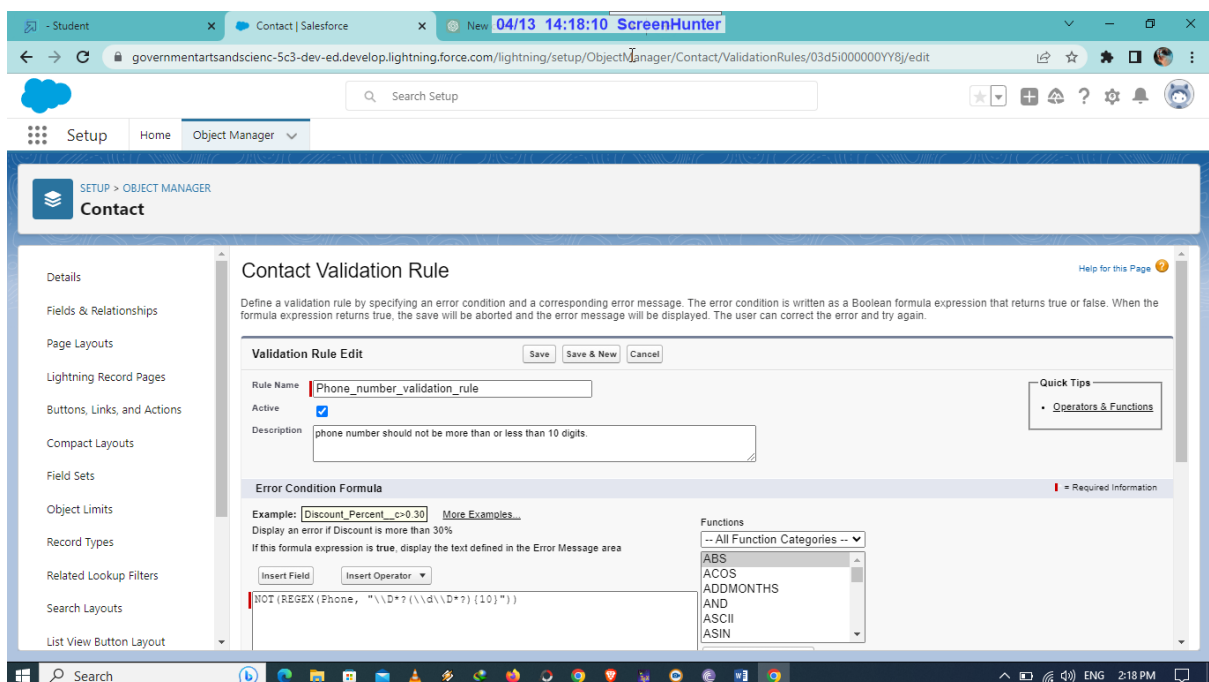


The screenshot shows the Salesforce Setup interface. The left sidebar contains a navigation menu with options like Details, Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, Search Layouts, and List View Button Layout. The main content area is titled 'Validation Rules' and shows a table with one rule: 'Phone\_number\_validation\_rule'. The table has columns for Rule Name, Error Location, Error Message, Active status, and Modified By. The rule is active and was modified by 'charumathi R' on 11/04/2023 at 1:43 pm.

| RULE NAME                    | ERROR LOCATION | ERROR MESSAGE  | ACTIVE | MODIFIED BY                       |
|------------------------------|----------------|----------------|--------|-----------------------------------|
| Phone_number_validation_rule | Account Name   | (636) 927-0823 | ✓      | charumathi R, 11/04/2023, 1:43 pm |

## Activity-2

Create A Validation Rule For Technical Site Checkbox Is Equal To True.



The screenshot shows the 'Contact Validation Rule' edit form in Salesforce Setup. The form includes fields for Rule Name, Active status, and Description. The 'Error Condition Formula' section shows a formula: 'NOT (REGEX (Phone, "\d{10}"))'. The 'Functions' list on the right includes ABS, ACOS, ADDMONTHS, AND, ASCII, and ASIN.

**Contact Validation Rule**

Define a validation rule by specifying an error condition and a corresponding error message. The error condition is written as a Boolean formula expression that returns true or false. When the formula expression returns true, the save will be aborted and the error message will be displayed. The user can correct the error and try again.

**Validation Rule Edit**

Rule Name: Phone\_number\_validation\_rule

Active: ☒

Description: phone number should not be more than or less than 10 digits.

**Error Condition Formula**

Example: `Discount_Percent__c > 0.30` More Examples...

Display an error if Discount is more than 30%

If this formula expression is true, display the text defined in the Error Message area

Insert Field Insert Operator

`NOT (REGEX (Phone, "\d{10}"))`

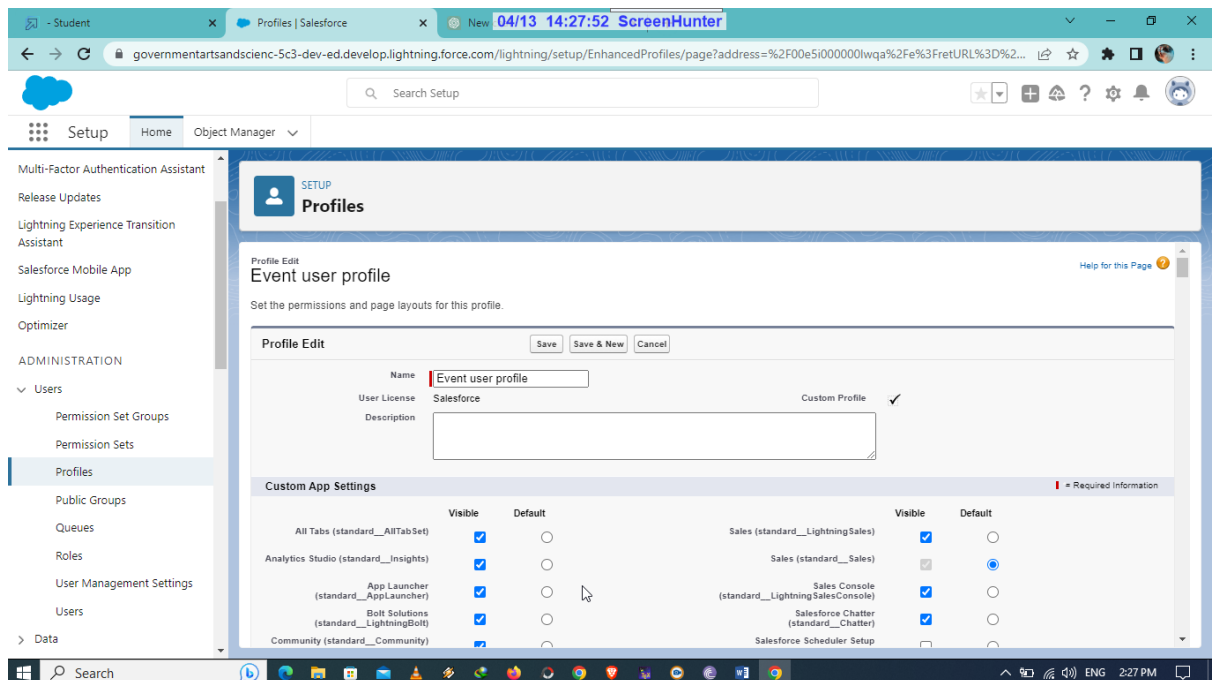
**Functions**

- ABS
- ACOS
- ADDMONTHS
- AND
- ASCII
- ASIN

## Milestone 9: Profile

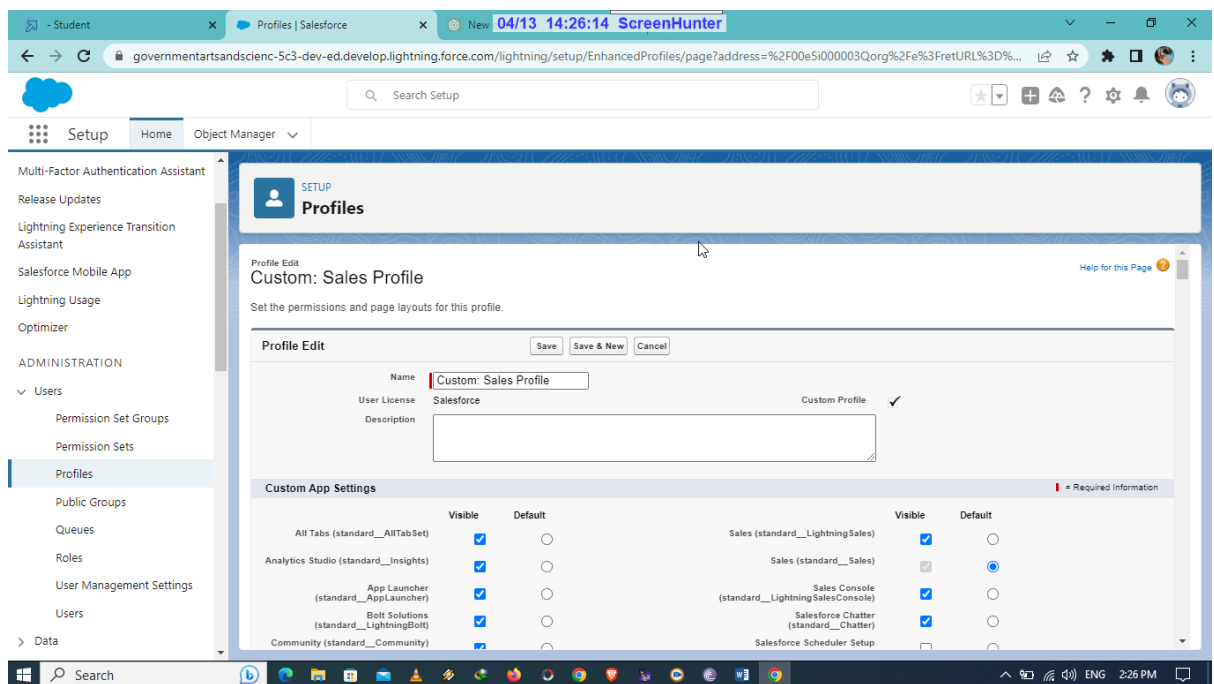
### Activity-1

### Creation on Profile



### Activity-2

Create A Profile With The Profile Name As “Sales Profile”.



## Milestone 10: User

### Activity-1

#### Creating a User

The screenshot shows the Salesforce 'User Edit' page for a user named 'charumathi R'. The page is titled 'User Edit' and includes a 'Setup' sidebar on the left. The main content area is divided into 'General Information' and 'Role' sections. The 'General Information' section contains fields for First Name, Last Name, Alias, Email, Username, Nickname, Title, Company, Department, and Division. The 'Role' section contains fields for Role, User License, Profile, Active, Marketing User, Offline User, Knowledge User, Flow User, Service Cloud User, Site.com Contributor User, Site.com Publisher User, WDC User, and Data.com User Type. The user's details are as follows:

| Field                     | Value                               |
|---------------------------|-------------------------------------|
| First Name                | charumathi                          |
| Last Name                 | R                                   |
| Alias                     | cr                                  |
| Email                     | kayalvizhirajesh46@gmail.cc         |
| Username                  | kayalvizhirajesh20@gmail.cc         |
| Nickname                  | charu                               |
| Title                     |                                     |
| Company                   | government arts and science         |
| Department                |                                     |
| Division                  |                                     |
| Role                      | <None Specified>                    |
| User License              | Salesforce                          |
| Profile                   | Event user profile                  |
| Active                    | <input checked="" type="checkbox"/> |
| Marketing User            | <input type="checkbox"/>            |
| Offline User              | <input type="checkbox"/>            |
| Knowledge User            | <input type="checkbox"/>            |
| Flow User                 | <input type="checkbox"/>            |
| Service Cloud User        | <input type="checkbox"/>            |
| Site.com Contributor User | <input type="checkbox"/>            |
| Site.com Publisher User   | <input type="checkbox"/>            |
| WDC User                  | <input type="checkbox"/>            |
| Data.com User Type        | None                                |

### Activity-2

Create A User With A Username As “Abhilash Garapati”, And Assign Him The Sales Profile.

The screenshot shows the Salesforce 'User Edit' page for a user named 'Abhilash Garapati'. The page is titled 'User Edit' and includes a 'Setup' sidebar on the left. The main content area is divided into 'General Information' and 'Role' sections. The user's details are as follows:

| Field                     | Value                               |
|---------------------------|-------------------------------------|
| First Name                | Abhilash                            |
| Last Name                 | Garapati                            |
| Alias                     | ag                                  |
| Email                     | kayalvizhirajesh20@gmail.cc         |
| Username                  | kayalvizhirajesh46@gmail.cc         |
| Nickname                  | agara                               |
| Title                     |                                     |
| Company                   | government arts and science         |
| Department                |                                     |
| Division                  |                                     |
| Role                      | <None Specified>                    |
| User License              | Salesforce                          |
| Profile                   | System Administrator                |
| Active                    | <input checked="" type="checkbox"/> |
| Marketing User            | <input checked="" type="checkbox"/> |
| Offline User              | <input checked="" type="checkbox"/> |
| Knowledge User            | <input type="checkbox"/>            |
| Flow User                 | <input type="checkbox"/>            |
| Service Cloud User        | <input checked="" type="checkbox"/> |
| Site.com Contributor User | <input type="checkbox"/>            |
| Site.com Publisher User   | <input type="checkbox"/>            |
| WDC User                  | <input type="checkbox"/>            |
| Data.com User Type        | None                                |

# Milestone 11: Permission set

## Activity-1

### Creating a Permission Set

The screenshot shows the Salesforce Setup interface for Permission Sets. The left sidebar contains navigation links for Setup Home, Service Setup Assistant, Multi-Factor Authentication Assistant, Release Updates, Lightning Experience Transition Assistant, Salesforce Mobile App, Lightning Usage, Optimizer, and ADMINISTRATION. Under ADMINISTRATION, there are links for Users, Permission Set Groups, Permission Sets (selected), Profiles, Public Groups, and Queues. The main content area is titled 'Permission Sets' and includes a search bar, a 'Quick Find' box, and a list of permission sets. The list has columns for Action, Permission Set Label, Description, and License. The 'All Permission Sets' dropdown is set to 'All'. The list shows 28 permission sets, including 'Buyer', 'Buyer Manager', 'CRM User', 'Commerce Admin', 'Contact Center Admin', 'Contact Center Agent', 'Contact Center Supervisor', 'Experience Profile Manager', and 'Facility Manager'. The bottom of the screen shows the Windows taskbar with the time 2:42 PM.

## Activity-2

### Create a Permission Set for Review Object

The screenshot shows the Salesforce Setup interface for creating a new permission set. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Permission Set' and 'Clone: Review Object Access'. It includes a search bar, a 'Quick Find' box, and a form to enter permission set information. The form has fields for Label, API Name, and Description. The 'Label' field is filled with 'Review Object Access' and the 'API Name' field is filled with 'Review\_Object\_Access'. The 'Description' field is empty. There are 'Save' and 'Cancel' buttons at the top and bottom of the form. The bottom of the screen shows the Windows taskbar with the time 2:43 PM.

# Milestone 12: Reports

## Activity-1

## Reports

The screenshot shows the Salesforce interface with the 'Recruiting assistant for HR manager' report. The report displays 12 records with columns: Last Activity, Account Owner, Account Name, Billing State/Province, Type, Rating, and Last Modified Date. The data is as follows:

|    | Last Activity | Account Owner     | Account Name                        | Billing State/Province | Type               | Rating | Last Modified Date |
|----|---------------|-------------------|-------------------------------------|------------------------|--------------------|--------|--------------------|
| 1  | -             | Abhilash Garapati | Burlington Textiles Corp of America | NC                     | Customer - Direct  | Warm   | 10/04/2023         |
| 2  | -             | Abhilash Garapati | Dickenson plc                       | KS                     | Customer - Channel | -      | 10/04/2023         |
| 3  | -             | Abhilash Garapati | Edge Communications                 | TX                     | Customer - Direct  | Hot    | 10/04/2023         |
| 4  | -             | Abhilash Garapati | Express Logistics and Transport     | OR                     | Customer - Channel | Cold   | 10/04/2023         |
| 5  | -             | Abhilash Garapati | GenePoint                           | CA                     | Customer - Channel | Cold   | 10/04/2023         |
| 6  | -             | Abhilash Garapati | Grand Hotels & Resorts Ltd          | IL                     | Customer - Direct  | Warm   | 10/04/2023         |
| 7  | -             | Abhilash Garapati | Pyramid Construction Inc.           | -                      | Customer - Channel | -      | 10/04/2023         |
| 8  | -             | Abhilash Garapati | sForce                              | CA                     | -                  | -      | 10/04/2023         |
| 9  | -             | Abhilash Garapati | United Oil & Gas, Singapore         | Singapore              | Customer - Direct  | -      | 10/04/2023         |
| 10 | -             | Abhilash Garapati | United Oil & Gas, UK                | UK                     | Customer - Direct  | -      | 10/04/2023         |
| 11 | -             | Abhilash Garapati | United Oil & Gas Corp.              | NY                     | Customer - Direct  | Hot    | 10/04/2023         |
| 12 | -             | Abhilash Garapati | University of Arizona               | AZ                     | Customer - Direct  | Warm   | 10/04/2023         |

## Activity-2

Create A Report For Review And Job Posting Objects.

The screenshot shows the Salesforce interface with the 'Job Posting Objects' report. The report displays 12 records with columns: Last Activity, Account Owner, Account Name, Billing State/Province, Type, Rating, and Last Modified Date. The data is as follows:

|    | Last Activity | Account Owner     | Account Name                        | Billing State/Province | Type               | Rating | Last Modified Date |
|----|---------------|-------------------|-------------------------------------|------------------------|--------------------|--------|--------------------|
| 1  | -             | Abhilash Garapati | GenePoint                           | CA                     | Customer - Channel | Cold   | 10/04/2023         |
| 2  | -             | Abhilash Garapati | United Oil & Gas, UK                | UK                     | Customer - Direct  | -      | 10/04/2023         |
| 3  | -             | Abhilash Garapati | United Oil & Gas, Singapore         | Singapore              | Customer - Direct  | -      | 10/04/2023         |
| 4  | -             | Abhilash Garapati | Edge Communications                 | TX                     | Customer - Direct  | Hot    | 10/04/2023         |
| 5  | -             | Abhilash Garapati | Burlington Textiles Corp of America | NC                     | Customer - Direct  | Warm   | 10/04/2023         |
| 6  | -             | Abhilash Garapati | Pyramid Construction Inc.           | -                      | Customer - Channel | -      | 10/04/2023         |
| 7  | -             | Abhilash Garapati | Dickenson plc                       | KS                     | Customer - Channel | -      | 10/04/2023         |
| 8  | -             | Abhilash Garapati | Grand Hotels & Resorts Ltd          | IL                     | Customer - Direct  | Warm   | 10/04/2023         |
| 9  | -             | Abhilash Garapati | Express Logistics and Transport     | OR                     | Customer - Channel | Cold   | 10/04/2023         |
| 10 | -             | Abhilash Garapati | University of Arizona               | AZ                     | Customer - Direct  | Warm   | 10/04/2023         |
| 11 | -             | Abhilash Garapati | United Oil & Gas Corp.              | NY                     | Customer - Direct  | Hot    | 10/04/2023         |
| 12 | -             | Abhilash Garapati | sForce                              | CA                     | -                  | -      | 10/04/2023         |



Student | Permission Sets | Salesforce | Review 04/13 14:49:23 ScreenHunter

governmentartsandsocien-5c3-dev-ed.develop.lightning.force.com/lightning/r/Report/0005i0000078wmxEAA/view?queryScope=userFolders

Search...

Sales Home Opportunities Leads Tasks Files Accounts Contacts Campaigns Dashboards Reports Chatter Groups More

Report: Accounts Review

Enable Field Editing Add Chart Edit

Total Records: 12

|    | Last Activity | Account Owner     | Account Name                        | Billing State/Province | Type               | Rating | Last Modified Date |
|----|---------------|-------------------|-------------------------------------|------------------------|--------------------|--------|--------------------|
| 1  | -             | Abhilash Garapati | GenePoint                           | CA                     | Customer - Channel | Cold   | 10/04/2023         |
| 2  | -             | Abhilash Garapati | United Oil & Gas, UK                | UK                     | Customer - Direct  | -      | 10/04/2023         |
| 3  | -             | Abhilash Garapati | United Oil & Gas, Singapore         | Singapore              | Customer - Direct  | -      | 10/04/2023         |
| 4  | -             | Abhilash Garapati | Edge Communications                 | TX                     | Customer - Direct  | Hot    | 10/04/2023         |
| 5  | -             | Abhilash Garapati | Burlington Textiles Corp of America | NC                     | Customer - Direct  | Warm   | 10/04/2023         |
| 6  | -             | Abhilash Garapati | Pyramid Construction Inc.           | -                      | Customer - Channel | -      | 10/04/2023         |
| 7  | -             | Abhilash Garapati | Dickenson plc                       | KS                     | Customer - Channel | -      | 10/04/2023         |
| 8  | -             | Abhilash Garapati | Grand Hotels & Resorts Ltd          | IL                     | Customer - Direct  | Warm   | 10/04/2023         |
| 9  | -             | Abhilash Garapati | Express Logistics and Transport     | OR                     | Customer - Channel | Cold   | 10/04/2023         |
| 10 | -             | Abhilash Garapati | University of Arizona               | AZ                     | Customer - Direct  | Warm   | 10/04/2023         |
| 11 | -             | Abhilash Garapati | United Oil & Gas Corp.              | NY                     | Customer - Direct  | Hot    | 10/04/2023         |
| 12 | -             | Abhilash Garapati | sForce                              | CA                     | -                  | -      | 10/04/2023         |

To Do List

## 4. Trailhead Profile Public URL

Team Lead- <https://trailblazer.me/id/prisnegayu3>

Team Member 1- <https://trailblazer.me/id/charr459>

Team Member 2- <https://trailblazer.me/id/kalas49>

Team Member 3- <https://trailblazer.me/id/syaga13>

Team Member 4- <https://trailblazer.me/id/sivas304>

# PROJECT REPORT TEMPLATE

## 5. Advantages & Disadvantage

Advantages are

- Time-saving
- Increased efficiency
- Improved candidate experience
- Access to new talent pools
- Cost-saving

Disadvantage are

- Cost
- Training
- Communication issues
- Limited expertise
- Dependence

## 6. Applications

- Applicant tracking systems (ATS)
- Job boards
- Video conferencing software
- Social media
- Communication tools

## 7. Conclusion

Recruiting assistants can be a valuable addition to the HR team, provided that they are well-trained, have strong communication skills, and are able to work effectively with the HR manager and other team members

## 8. Future Scope

These systems can help recruiting assistants manage job postings, resumes, and candidate information. ATSs can also automate certain tasks, such as resume screening, and help HR managers track the progress of candidates through the recruitment process.

Online job boards such as Indeed, Glassdoor, and LinkedIn can help Recruiting assistants find and attract potential candidates.