

RECRUITING ASSISTANT FOR HR MANAGERS



INTRODUCTION:

Overview

As an HR Assistant, you will be responsible for managing and handling the day-to-day HR activities. You will also be responsible for identifying any payroll issues and miscalculations. In addition to this, you should be able to update and maintain employees' details in both online and offline mode. To be successful in this job role, you should have an exceptional ability to solve problems instantly. You should also possess outstanding people skills and the ability to maintain sensitive information. Moreover, you should also be updated with the latest HR trends and practices. If you think you can perform this job role as an HR Assistant, then send in your job application right now. We will be happy to see you soon.

Companies almost always recruit candidates for new positions via advertisements, job boards, social media sites, and others. Many companies utilize recruiting software to more effectively and efficiently source top candidates.

A Human Resources (HR) Assistant is a professional who is responsible for the daily administrative and HR duties of an organization. They assist with recruitment and record maintenance for payroll processing as well as provide clerical support to all employees.

Corporate recruiter is an employee within a company who focuses entirely on recruiting for his or her company. Corporate recruiters are employed by the company for which they are recruiting. This type of recruiter may be focused on a specific area, such as technical recruiting. Suppose your receptionist is going on medical leave and you need to hire somebody to replace him, but you don't want a long-term hire. You can utilize the services of a temporary recruitment firm to send you qualified candidates who are willing to work shorter contracts. Usually, the firm pays the salary of the employee and the company pays the recruitment firm, so you don't have to add this person to your payroll. If the person does a good job, there may be opportunities for you to offer him or her a full-time, permanent position. Kelly Services, Manpower, and Snelling Staffing Services are examples of staffing firms



Responsibility:

- ❖ Answering all the employees' questions in regards to Human Resources.
- ❖ Organizing orientation programs for new employees.
- ❖ Updating the employee's details in the database.
- ❖ Administering day-to-day Human Resources activities
- ❖ Resolving all the internal and external HR-related issues.
- ❖ Assisting in Human Resources team in hiring.

Requirements:

- ❖ Ability to work in a team environment.
- ❖ Proficient in MS Office Tools.
- ❖ Good people management skills.
- ❖ Ability to manage time efficiently.
- ❖ Strong work ethics.



Purposes of recruitment

Determine the present and future requirements

Increase the pool of job

Help to increase the success rate

Help reduce the probability

Meet organization's social and legal obligation

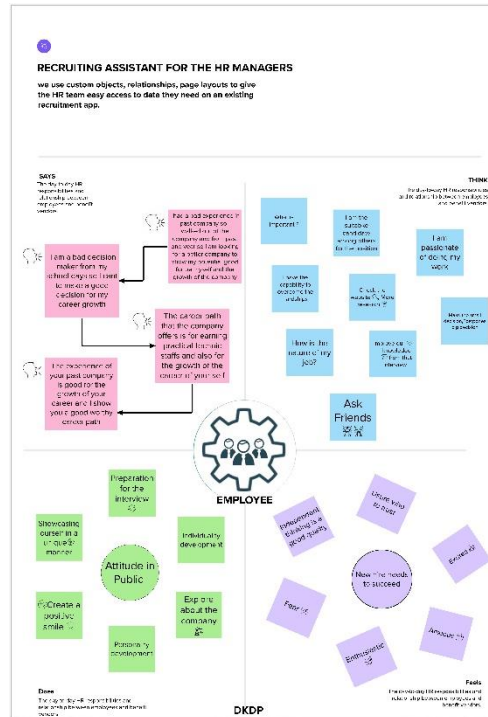
Begin identifying job applicants

Increase effectiveness

Problem Definition & Design Thinking:

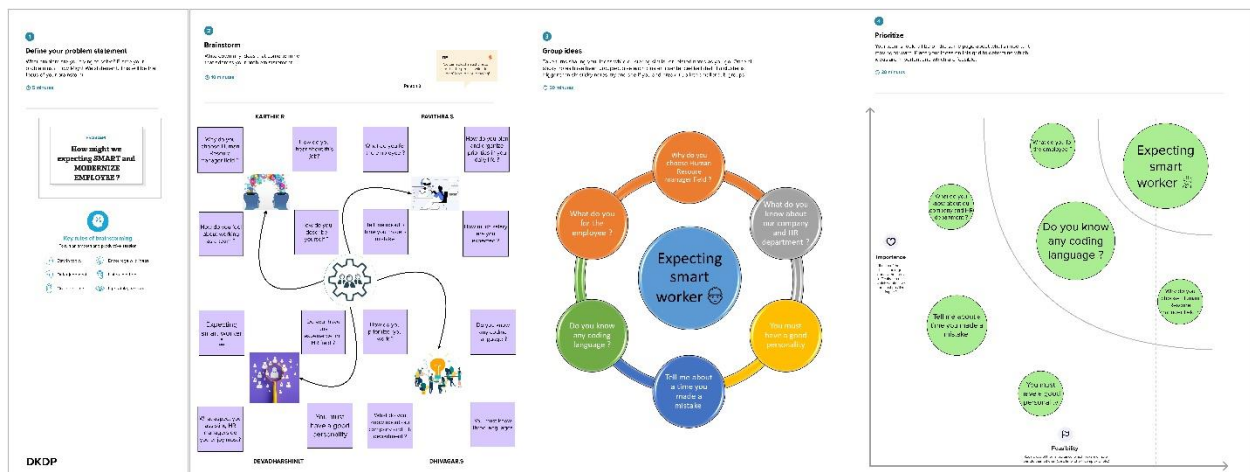
Empathy Map

I'm excited to provide you with informative and inspiring content that will deepen your understanding and inspire your curiosity.



Ideation & Brainstorming Map

Developing and implementing HR strategies and initiatives aligned with the overall business strategy.



Result:

Data Model

Custom Object

FIELD LABEL - Job Posting Sites

- DATA TYPE - Text

Custom Object

FIELD LABEL - Review

- DATA TYPE - Auto Number

Custom Junction Object

FIELD LABEL - Job Posting

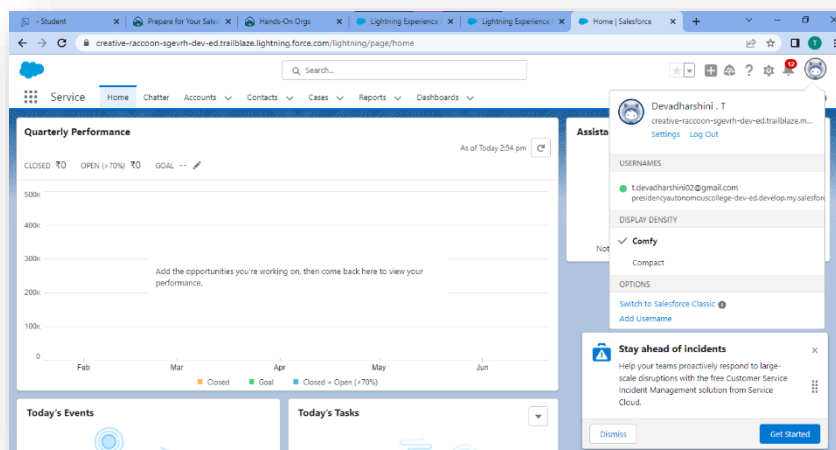
- DATA TYPE - Auto Number

Activity & Screenshot:

Milestone 1: Creation of developer account

Create your Salesforce Developer Org to get started.

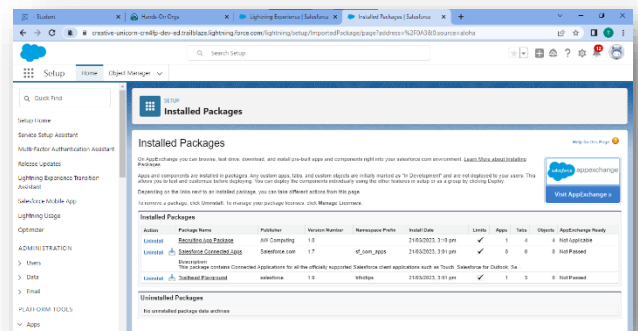
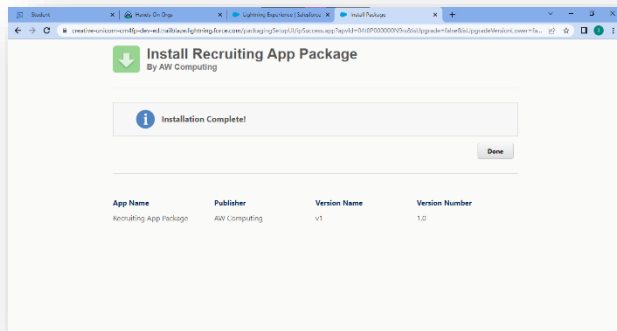
In order to start with this project you need to have a free salesforce developer account



Milestone 2: Package installation

Package installation for Recruiting App

In Salesforce, a package is a collection of Apex classes, triggers, Visualforce pages, and other components that can be installed into an organization. To install a package, an administrator can navigate to the AppExchange, find the desired package, and click the "Install" button. The administrator will then be prompted to log in to their Salesforce organization and provide permission to install the package.

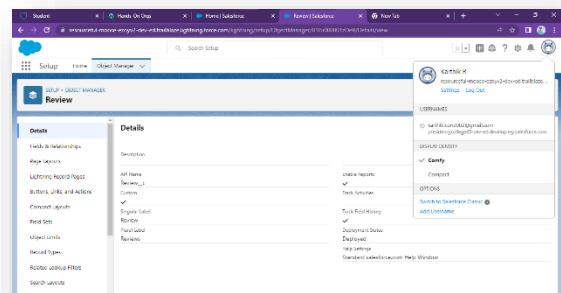
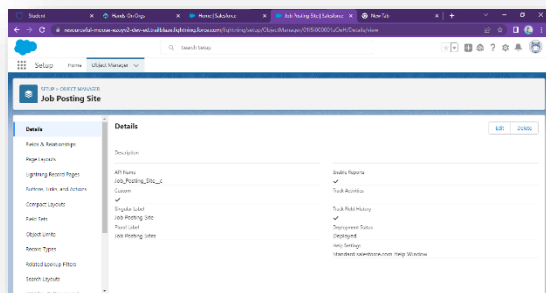


Milestone 3: Object

Salesforce objects are database tables that permit you to store data that is specific to an organization. It consists of fields (columns) and records (rows).

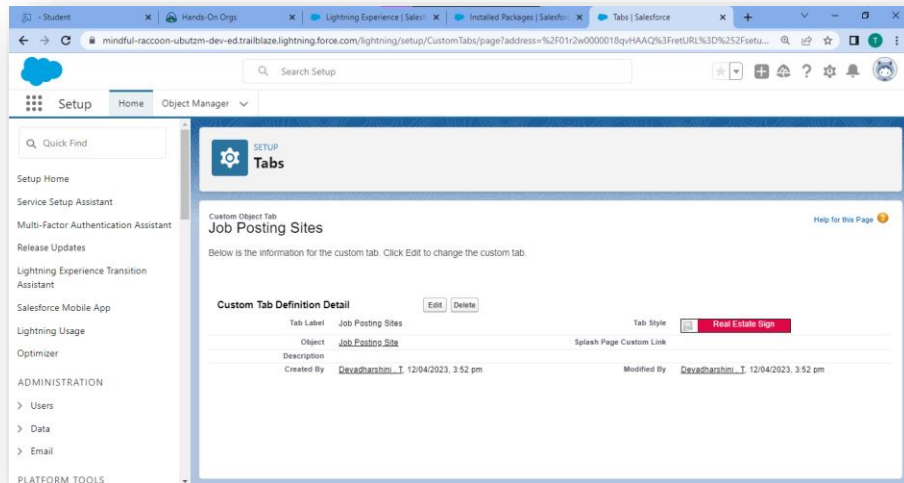
Salesforce objects are of two types:

- **Standard Objects:** Standard objects are the kind of objects that are provided by salesforce.com such as users, contracts, reports, dashboards, etc.
- **Custom Objects:** Custom objects are those objects that are created by users. They supply information that is unique and essential to their organization. They are the heart of any application and provide a structure for sharing data.



Milestone 4: Tabs

A tab is a user interface element that allows users to navigate to different sections of the platform, such as Accounts, Contacts, Leads, and Opportunities. Tabs can also be used to access custom objects and custom pages. They are typically located at the top of the screen and can be customized to fit the needs of the organization. .

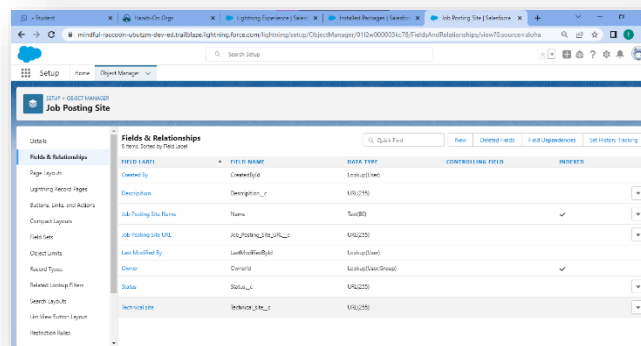


Milestone 5: Fields

Fields in Salesforce represents what the columns represent in relational databases. It can store data values which are required for a particular object in a record.

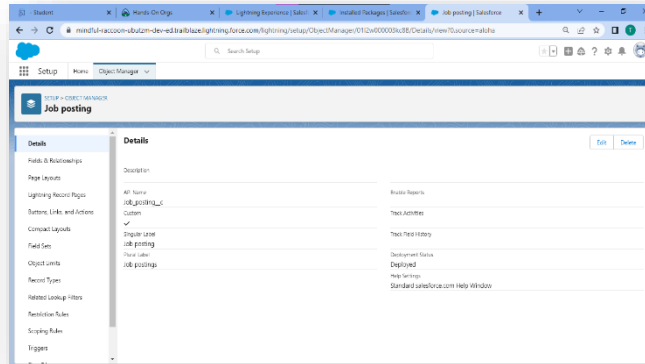
There are 2 types of fields in salesforce:

- **Standard fields:** There are four standard fields in every custom object that are Created By, Last Modified By, Owner, and the field created at the time of the creation of an object. These fields cannot be deleted or edited and they are always required
- **Custom fields:** The Custom fields which are added by the administrator/developer to meet the business requirements of any organization. They may or may not be required.

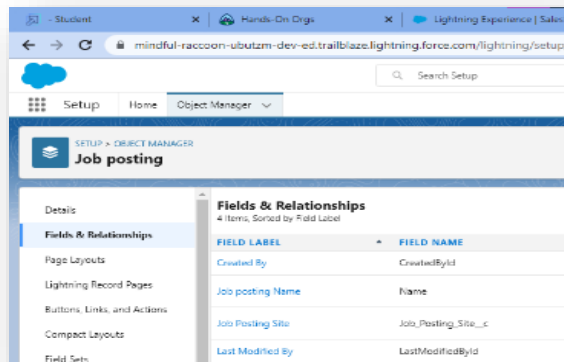


Milestone 6: Junction Object

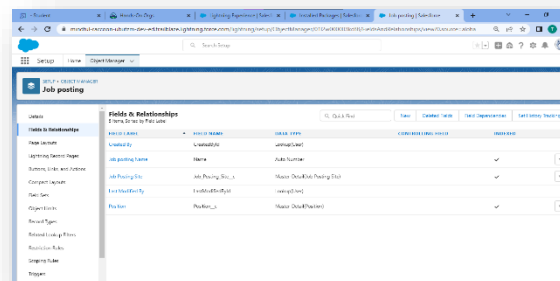
A junction object is a custom object that is used to create a many-to-many relationship between two other objects. It connects two objects together by creating two one-to-many relationships, allowing data from both objects to be associated with each other in a single record. For example, if you have a custom object for "Projects" and another for "Teams," a junction object could be used to connect individual team members to multiple projects.



Creating a master-detail relationship between Job posting and job posting site.

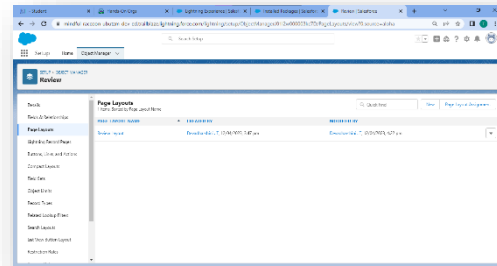
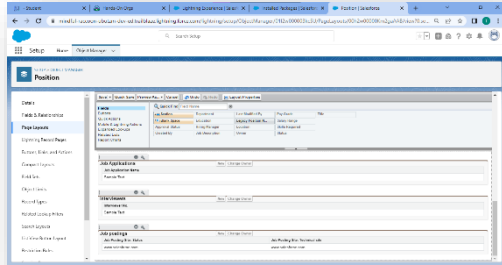


Creating a master-detail relationship between job posting and position.



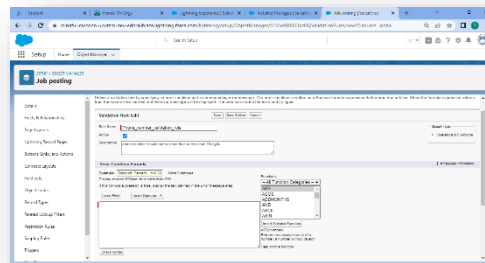
Milestone 7: Page Layout

A page layout is a visual design of a page that determines the organization and arrangement of fields, buttons, and other components on a page. Page layouts can be customized to show the fields and related information that are most relevant to different users, roles, and record types. They can also be used to control the visibility and access to fields, buttons, and other components on a page.



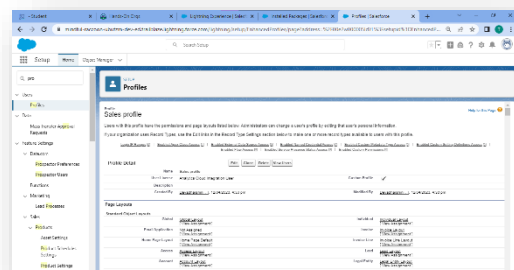
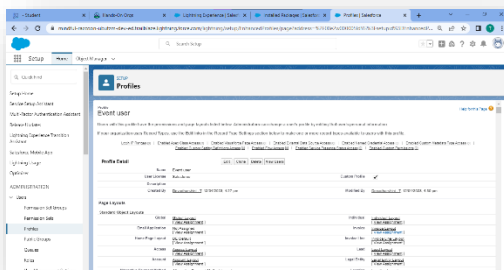
Milestone 8: Validation Rules

A validation rule is a process which checks out (validate) the inputs given by any user is correct or not according to your requirement.



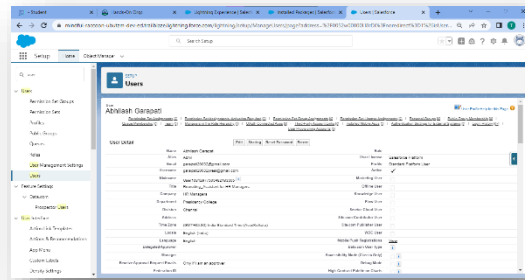
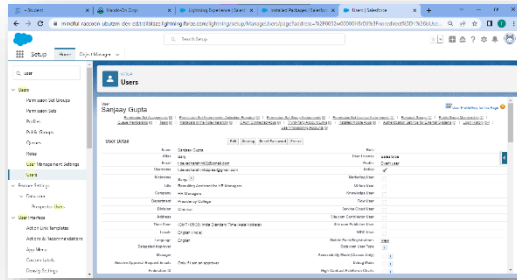
Milestone 9: Profile

A profile is a group/collection of settings and permissions that define what a user can do in salesforce. A profile controls "Object permissions, Field permissions, User permissions, Tab settings, App settings, Apex class access, Visualforce page access, Page layouts, Record Types, Login hours & Login IP ranges. A profile can be assigned to many users, but user can be assigned single profile at a time.



Milestone 10: User

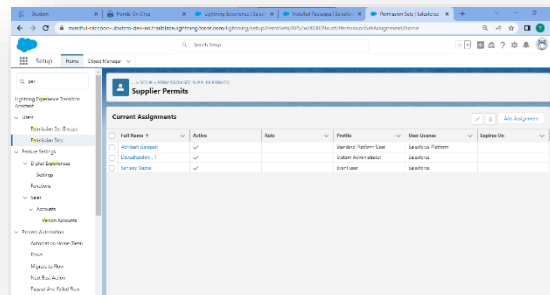
A user is anyone who logs in to Salesforce. Users are employees at your company, such as sales reps, managers, and IT specialists, who need access to the company's records. Every user in Salesforce has a user account. The user account identifies the user, and the user account settings determine what features and records the user can access.



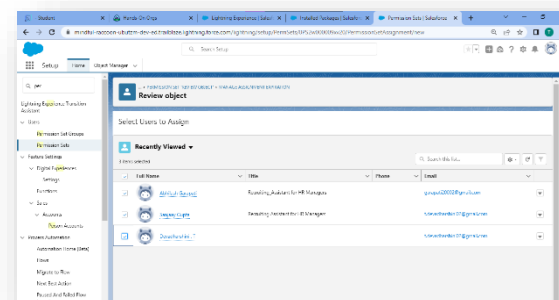
Milestone 11: Permission set

A permission set is a collection of settings and permissions that give users access to various tools and functionality in the platform. Permission sets can be used to grant additional access to users beyond what is included in their profile, without modifying the profile itself. This allows for granular control over user access and permissions within the Salesforce environment. Permission sets can be assigned to individual users or to a group of users.

Supplier Permits

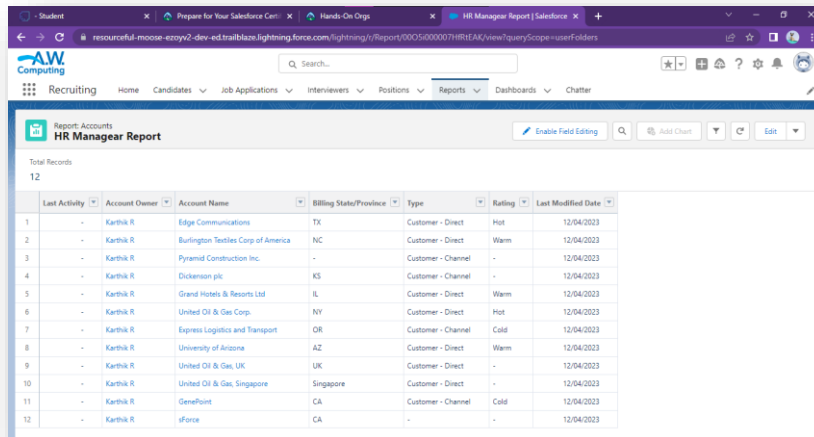


Review object



Milestone 12: Reports

A report is a list of records that meet the criteria you define. It's displayed in rows and columns, and can be filtered, grouped, or displayed in a graphical chart. Every report is stored in a folder. Folders can be public, hidden, or shared, and can be set to read-only or read/write.



The screenshot shows the 'HR Manager Report' in Salesforce. The report is titled 'Report: Accounts HR Manager Report' and shows 12 total records. The table has columns for 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	-	Karthik R	Edge Communications	TX	Customer - Direct	Hot	12/04/2023
2	-	Karthik R	Burlington Textiles Corp of America	NC	Customer - Direct	Warm	12/04/2023
3	-	Karthik R	Pyramid Construction Inc.	-	Customer - Channel	-	12/04/2023
4	-	Karthik R	Dickenson plc	KS	Customer - Channel	-	12/04/2023
5	-	Karthik R	Grand Hotels & Resorts Ltd	IL	Customer - Direct	Warm	12/04/2023
6	-	Karthik R	United Oil & Gas Corp.	NY	Customer - Direct	Hot	12/04/2023
7	-	Karthik R	Express Logistics and Transport	OR	Customer - Channel	Cold	12/04/2023
8	-	Karthik R	University of Arizona	AZ	Customer - Direct	Warm	12/04/2023
9	-	Karthik R	United Oil & Gas, UK	UK	Customer - Direct	-	12/04/2023
10	-	Karthik R	United Oil & Gas, Singapore	Singapore	Customer - Direct	-	12/04/2023
11	-	Karthik R	GenePoint	CA	Customer - Channel	Cold	12/04/2023
12	-	Karthik R	iForce	CA	-	-	12/04/2023

Trailhead Profile Public URL:

Team Lead – KARTHIK.R

🚩 NM_ID: E56B48A06D02F1294874512AB311827

🚩 Trailhead- <https://trailblazer.me/id/candykarthi123>

Team Member 1 - DEVADHARSHINI.T

🚩 NM_ID: AC1F645C09156D29AB5417E87843F488

🚩 Trailhead- <https://trailblazer.me/id/devadharshini23>

Team Member 2 - DHIVAGAR.S

🚩 NM_ID: D0DA1C9594D38AABC8F4A3ED0C26CDA6

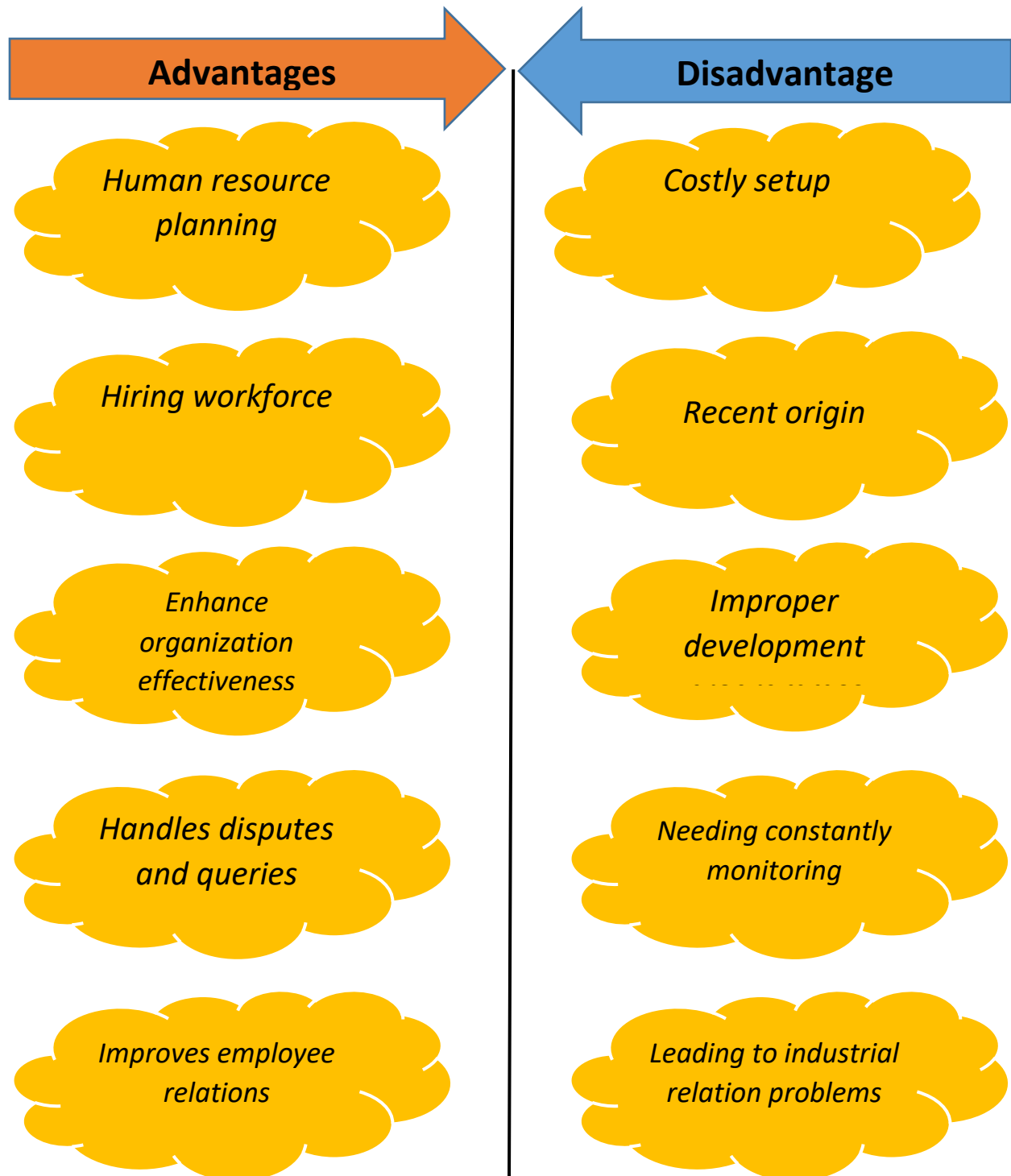
🚩 Trailhead- <https://trailblazer.me/id/dhids>

Team Member 3 - PAVITHRA.S

🚩 NM_ID: FE16A9ADDCF1CF5B7E247301957E8938

🚩 Trailhead- <https://trailblazer.me/id/pavithrasathish>

Advantages & Disadvantage:



APPLICATIONS

Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.

Duties:

- ✓ Maintains accurate and up-to-date human resource files, records, and documentation.
- ✓ Answers frequently asked questions from applicants and employees relative to *standard* policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- ✓ Maintains the integrity and confidentiality of human resource files and records.
- ✓ Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- ✓ Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.

Required Abilities:

- ✓ Excellent verbal and written communication skills.
- ✓ Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- ✓ Excellent organizational skills and attention to detail.
- ✓ Proficient with Microsoft Office Suite or related software.
- ✓ Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications

Education and Experience:

- ✓ Associate's degree in related field required.
- ✓ Prior related office experience preferred.

Physical Requirements:

- ✓ Prolonged periods of sitting at a desk and working on a computer.
- ✓ Must be able to lift up to 15 pounds at times

Conclusion:

- **Include all necessary skills, and include a list of desired skills that are not necessary but that would enhance the candidate's chances.**
- **Evaluation and control is the last stage in the process of recruitment**
- **The changes in technology and recruitment automation will make a huge impact on the way we hire. We have to prepare ourselves to witness and embrace the future of hiring. If, as an organization, you fail to grow, adapt and evolve, you will lose the game. It is said that great vision without great people is irrelevant and paying attention to the future of recruitment is the door to getting great people, you have to ace it to win in the marketplace.**

FUTURE SCOPE

If you're in recruiting, your job will be very different in 4 years — even if you keep the exact same job title. That's because the role of recruiting itself is evolving.

Is there a way for the future of hiring—even for roles and positions that may not exist yet? How do you prepare for the ups and downs of the economy? How do you even determine the needs of your company five years from now?

The future of Recruiting departments will need to upskill, track new metrics, and adopt new technologies. They will need to take on a more visible, strategic role within the business and will seriously rethink the way they see their job.

So, take a step back and look at how the future of recruitment process is going to shape out and the effects it's going to have.

❖ **Getting serious about diversity and inclusion**

The future of recruitment sees many leaders and hiring managers are seeking to have a more inclusive workplace from a social responsibility point of view, but the truth is, diverse teams are also more knowledgeable, perform better and generally have more success than those teams that are more rigid. As leaders, we have a compelling business reason, not just a principled one, to recruit for diversity

❖ **Why chatbots are the future of recruiting**

The future of recruitment sees the use of chatbots getting more popular. Chatbots are certainly nothing new, but lately, these AI-automated software robots are getting smarter and smarter while improving candidate experience. High volume recruiting strategy requires communicating and coordinating with thousands of candidates, in addition to a recruiter's normal screening functions and other daily tasks. Here is where a recruitment chatbot can help.

❖ **Recruiters will start thinking like marketers**

Today, recruitment marketing is a big hit in a lot of companies, in helping them to attract the right job applicants. Recruitment marketing is all about leveraging marketing tactics to find, engage and convert the best talent to your organization.

Whether you are a small business or a large corporation, recruitment marketing can help you make sure that you are reaching the right quality of talent for your job vacancies. By implementing a recruitment marketing strategy, you can get more qualified applicants for your job postings

❖ **Candidate experience is now a key recruitment factor**

Candidate experience refers to a candidate's overall perception of an organization's recruitment process. This is becoming an important factor in recruitment practices, as it helps to improve the recruitment process. The candidate experience encompasses a candidate's attitude, behavior, and feelings during the hiring process

Positive candidate experiences can lead to increased referrals and positive word-of-mouth on social media. On the other hand, negative experiences can have a detrimental effect on the company's reputation.

❖ **Reliance on social media recruiting grows**

As organizations continue to expand their search for top talent, more companies are turning towards social media recruiting as an efficient and effective recruitment method. The utilization of social networks such as LinkedIn, Twitter, and Facebook to research and locate candidates has been growing in recent years, demonstrating that this technology-driven approach is proving successful.

THE END...

