

GOVERNMENT ARTS COLLEGE FOR WOMEN

SALEM-8

TEAM ID: NM2023TMID16084

TEAM LEAD: DEEPIKA.I

NM ID: 7624BD94A7E142996EE4D87DF731E517

TEAM MEMBER 1: DEVISRI.S

NM ID: 5ED380E05ADE457958C41D5DCE6F58DB

TEAM MEMBER 2: HARIPRIYA.A

NM ID: 21716BD0755950991094906AE66D8CE4

TEAM MEMBER 3: KANIGA.K

NM ID: 11E66F49DAAE9D79FF445A86F838CCFD

RECRUITING ASSISTANT FOR

HR MANAGERS

1. INTRODUCTION:

Human resources is the set of people who make up the workforce of an Organization , business sector, industry, or economy. A narrower concept is human capital, the knowledge and skills which the individuals command. Similar terms include manpower , labor , personal , associates .

1.1 Overview:

The Functions of human resource management are designed to recruit potential employees, hire and train them, and then support them in improving their performance so they can reach their full potential and help the organisation achieve its targets. Put simply, it's important to find the right people, develop their skills over time, and create an environment where they can do their best work.

1.2 Objective:

We learn about employee relations, including how to log outs and stay within the bounds of the law when working with unions.

1.3 Purpose:

The Human Resource Manager will lead and direct routine functions of the human resources (HR) department

including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

- **Maintain a smooth onboarding process.**
- **Creating clear and concise reports**
- **Giving helpful and engaging presentation**
- **Leading a team with group work**

2. PROBLEM DEFINITION AND DESIGN THINKING

2.1 Empathy Map



2.2 Ideation and Brainstorming Map



Key rules of brainstorming

To run a smooth and productive session

- | | |
|-----------------|-------------------------|
| Stay in topic. | Encourage wild ideas. |
| Deter judgment. | Listen to others. |
| Go for volume. | If possible, be visual. |



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.

⌚ 10 minutes



Define your problem statement

What problem are you trying to solve? Frame your problem as a How Might We statement. This will be the focus of your brainstorm.

⌚ 5 minutes

PROBLEM
How might we [your problem statement]?



Brainstorm

Write down any ideas that come to mind that address your problem statement.

⌚ 10 minutes

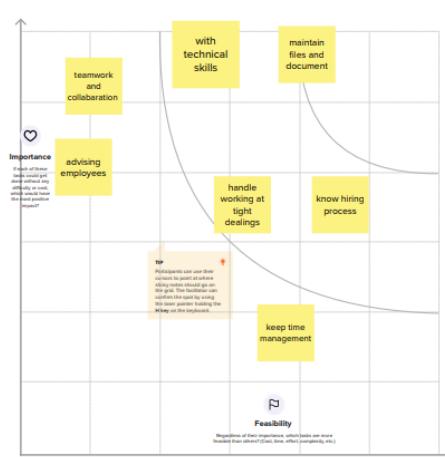
TIP
You can select a sticky note and hit the pencil [switch to sketch] icon to start drawing!



Prioritize

Your team should all be on the same page about what's important and feasible. Place your ideas on the grid to determine which ideas are important and which are feasible.

⌚ 20 minutes



After you collaborate

You can export the mural as an image or pdf to share with members of your company who might find it helpful.

Quick add-ons

- Share the mural**
Share a view link to the mural with stakeholders to keep them in the loop about the outcomes of the session.
- Export the mural**
Export a copy of the mural as a PNG or PDF to attach to emails, include in slides, or save in your drive.

Keep moving forward

- Strategy blueprint**
Define 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 a plan.
[Open the template →](#)

Share template feedback

3. RESULT

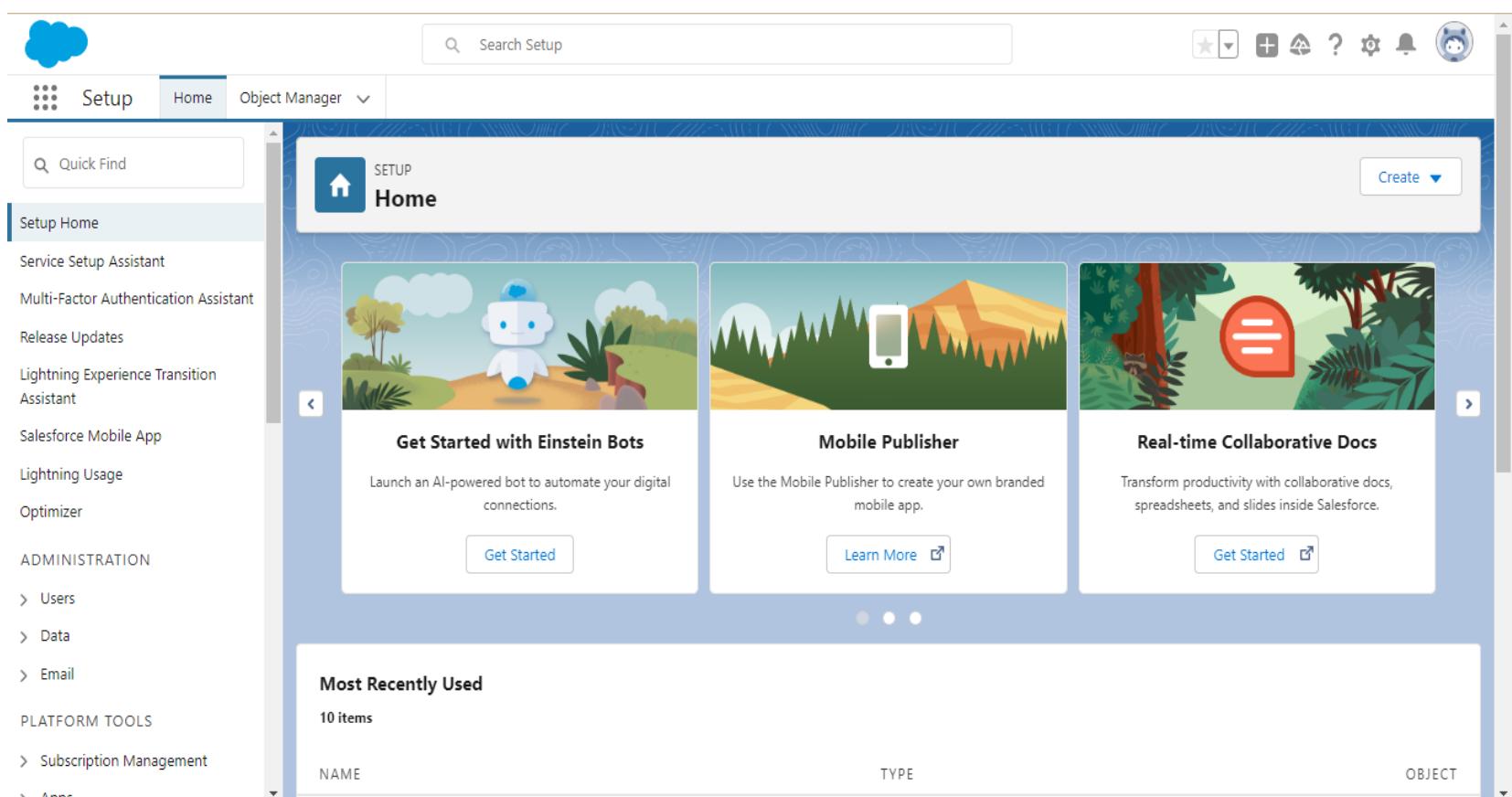
3.1. Data Model:

Object Name	Fields in the Object	
Job posting site	Field label	Data type
	Job posting site	Text
Review	Field label	Data type
	Review	Auto number
Status	Field label	Date type
	Status	Text
Technical Site	Field label	Data Type
	Technica l site	Text
Description	Field label	Data type
	Description	Text
Job posting	Field label	Data type
	Job posting	Auto Number
Position	Field label	Data type
	Position	Text
Order Details	Field label	Data type
	Order detail	Text

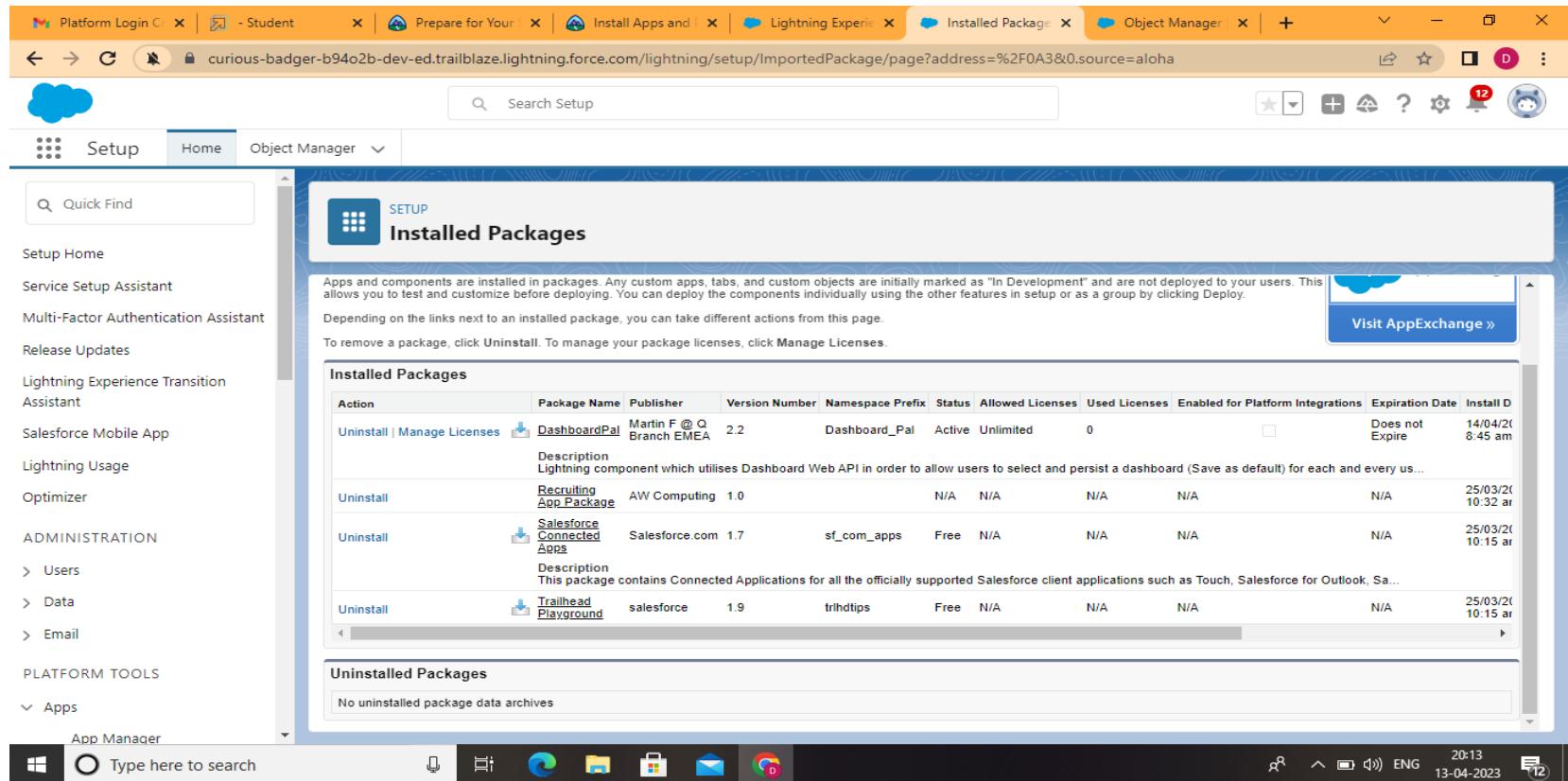
Customer	Field Label	Data type
	Customer	Text
Product	Field Label	Data type
	Product	Text
Customer	Field Label	Data type
	Customer	Text
Category	Field Label	Data Type
	Category	Text
Payment	Field Label	Data Type
	Category	Text

3.2 Activity & Screenshots:

Milestone 1:

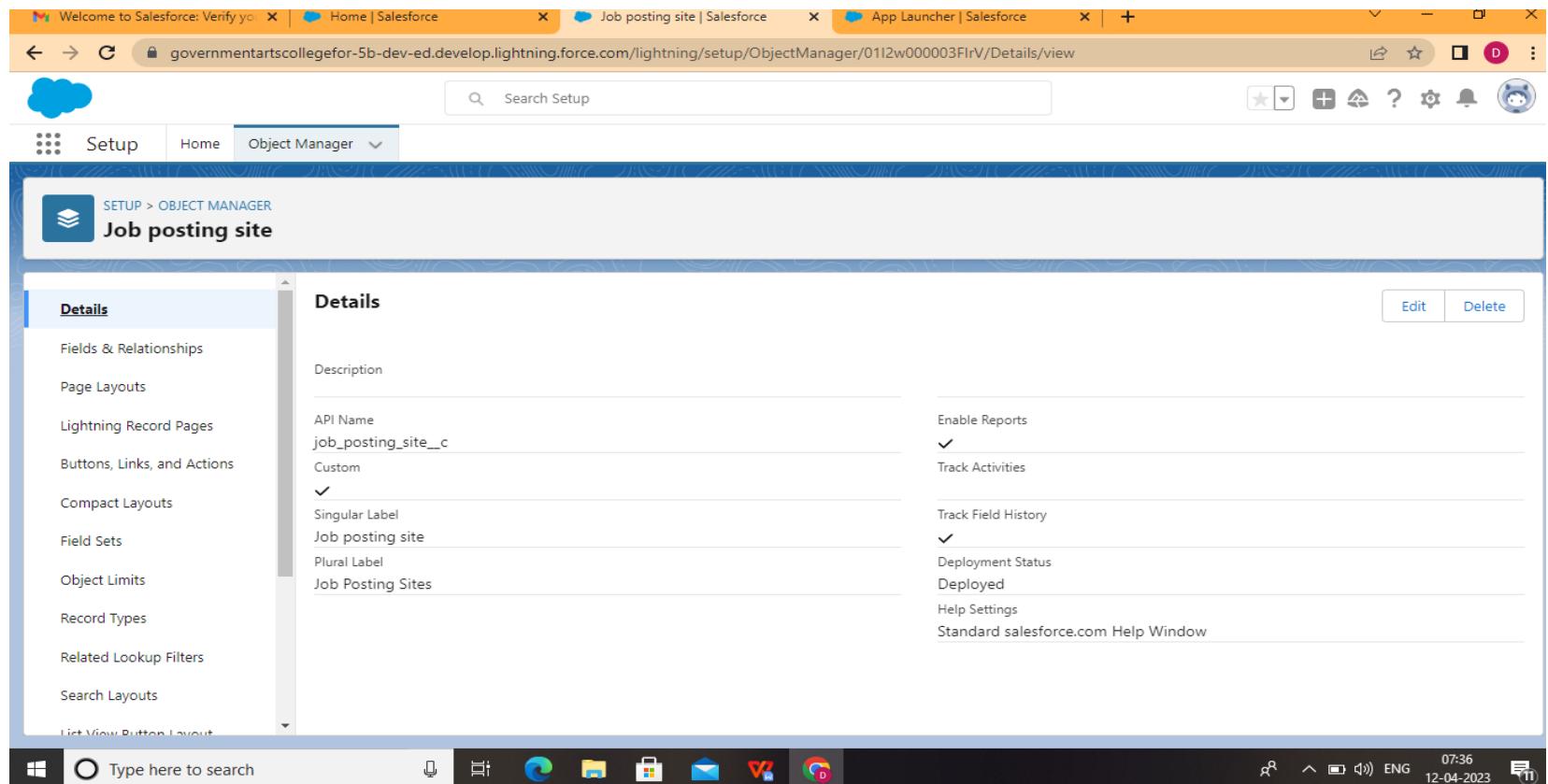


Create a developer account using user name and password into the salesforceorg

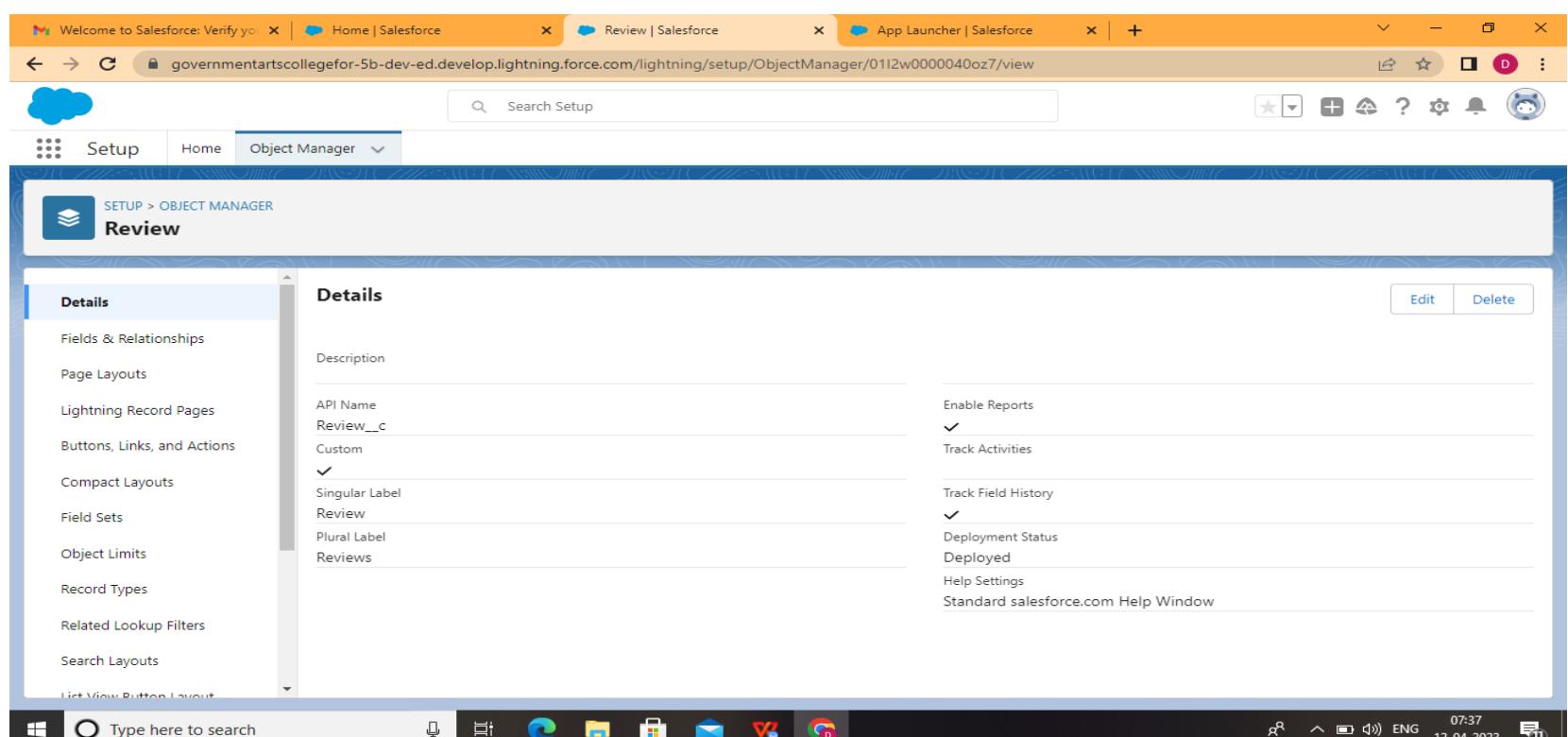


- Click App launch to playground starter
- Install a tab and paste package ID
- Select install for admin and install

Milestone 3:



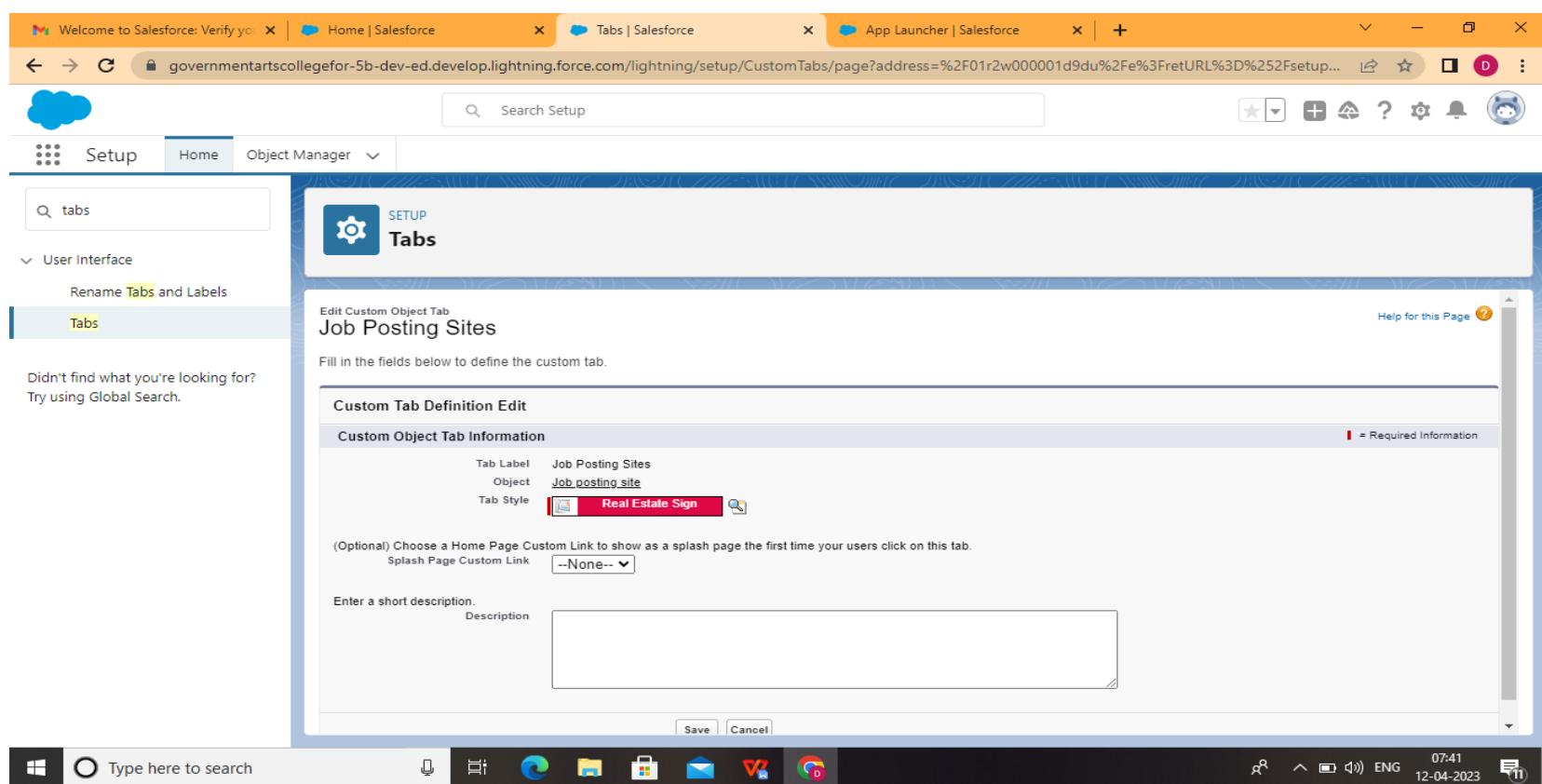
- In object manager, create custom object
- Label: Job Posting Site, plural : Job posting Sites
- Record Name: Site Name
- Data type: Text
- Click allow search and everything else then save



- In object Manager, create custom object

- **Label: Review, Plural label: Reviews**
- **Record Name: Review Number**
- **Data type: Auto Number, display: REV-{0000} and starting number: 1**
- **Select allow search then everything else, save**

Milestone 4:



- **Select Job posting site, and search Tab, Enter object name and Tab style**

Milestone 5:

The screenshot shows the Salesforce Object Manager interface. A custom field named 'Job_posting_site_URL' is being created for the 'Job posting site' object. The field is of type URL and is required. It has a label of 'Job posting site'. The API name is 'Job_posting_site_URL_c'. The field was created by 'deepika_iyyandurai' on 20/03/2023, 6:57 pm, and modified by the same user on the same date and time.

➤ Select Job Posting site , then click field and relationships,enter field label and everything else click save

The screenshot shows the Salesforce Object Manager interface. A custom field named 'Status' is being created for the 'Status' object. The field is of type Custom and is required. It has a label of 'Status'. The API name is 'Status__c'. The field was created by 'deepika_iyyandurai' on 20/03/2023, 6:57 pm, and modified by the same user on the same date and time.

➤ In Job Posting site, enter label name as Status then save

The screenshot shows the Salesforce Object Manager interface. A custom field named 'Technical site' has been created under the 'Job posting site' object. The field's details are as follows:

Field Label	Description	Object Name	Data Type
Technical site	Technical site	Job posting site	URL

The field is required and was created by 'deepika_iyyandurai' on 25/03/2023 at 1:08 pm.

➤ In job posting site, enter label name as Technical site, then save

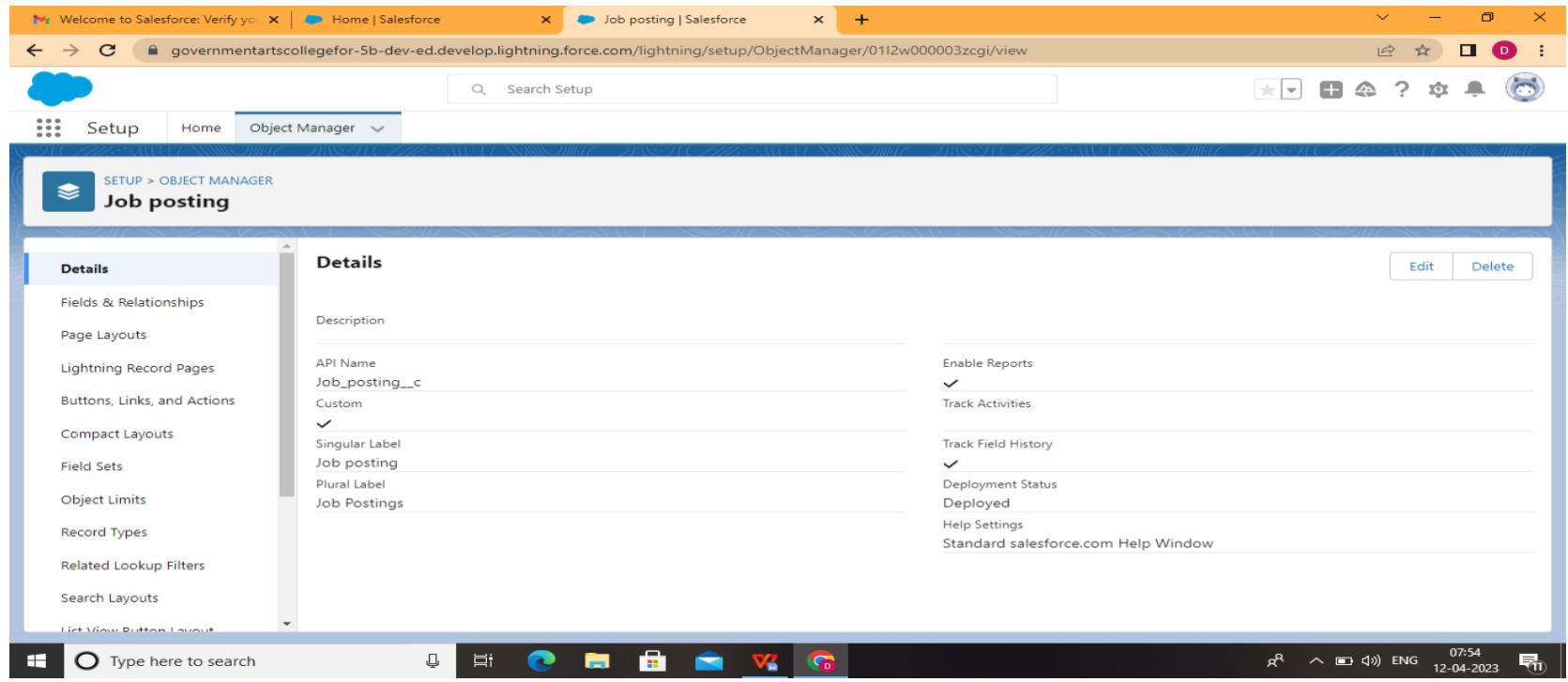
The screenshot shows the Salesforce Object Manager interface. A custom field named 'Description' has been created under the 'Job posting site' object. The field's details are as follows:

Field Label	Description	Object Name	Data Type
Description	Description	Job posting site	URL

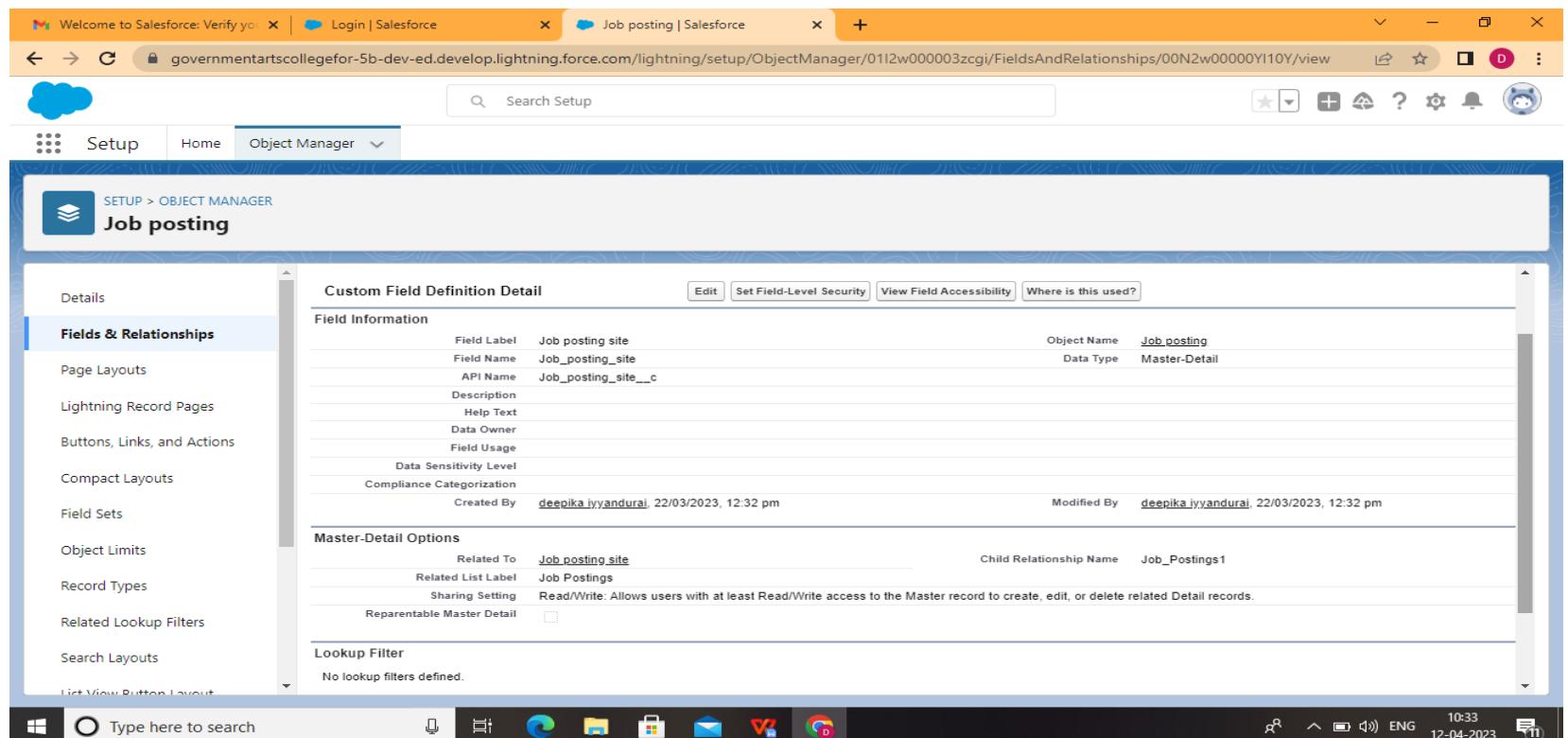
The field is required and was created by 'deepika_iyyandurai' on 25/03/2023 at 1:09 pm.

➤ In job posting site enter label name as Description, then save

Milestone 6:

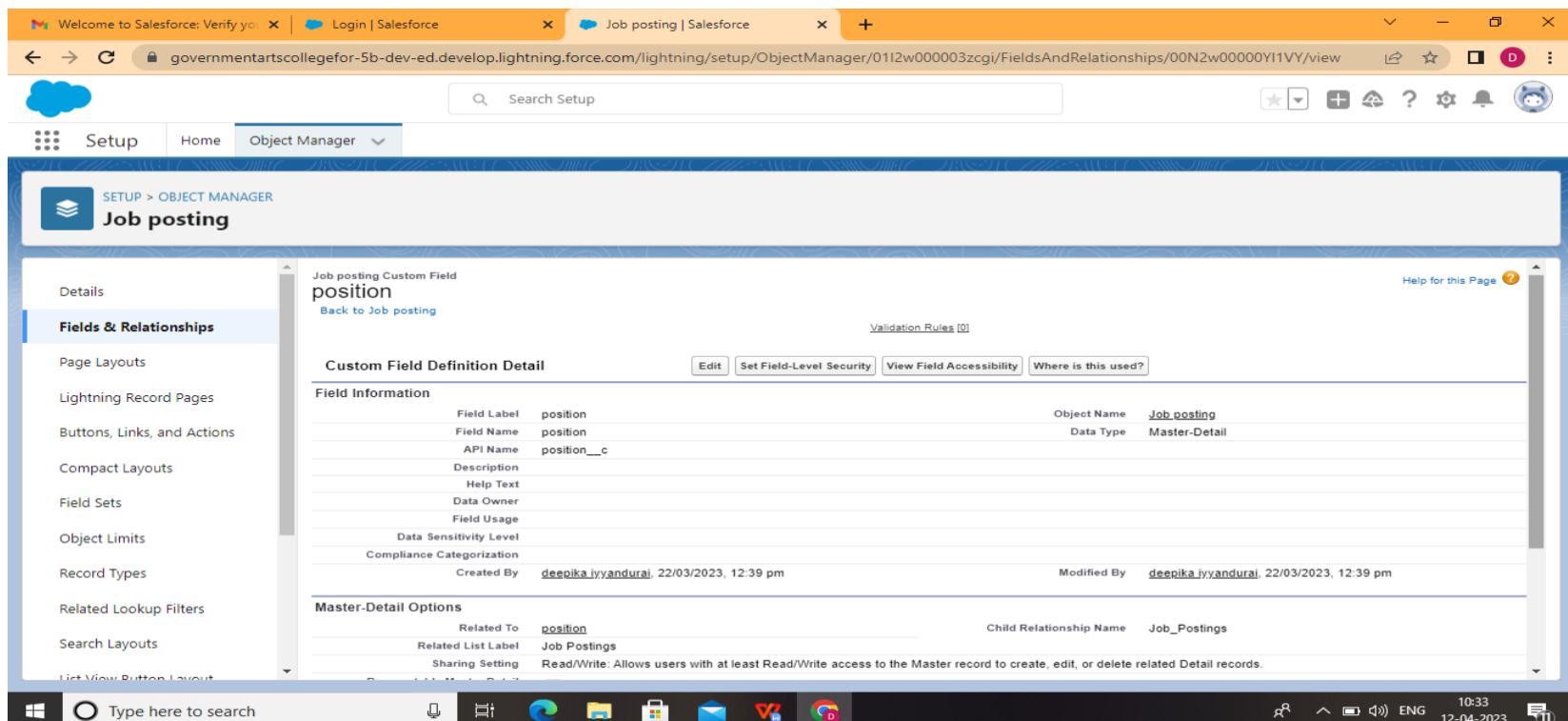


- In Object Manager, select custom object.
- Enter label Name : Job Posting
- Enter Plural name: Job Postings
- Enter record name as Job posting number, enter data type as Auto Number and display format as JOB POST-{0000} then save.

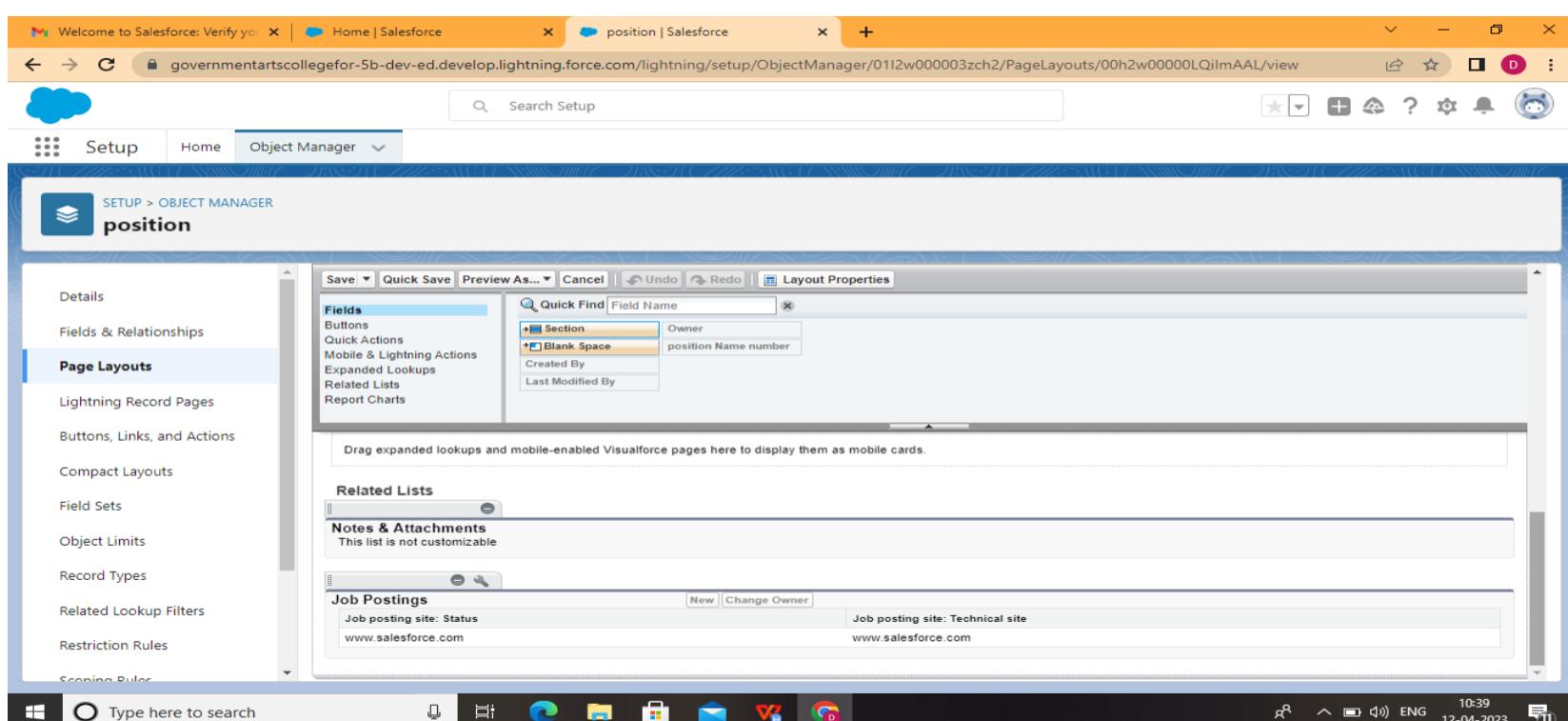


- In Object Manager select object then click field and relationship, click data type as Master detail relationship
- Then everything else save.

Milestone 7:

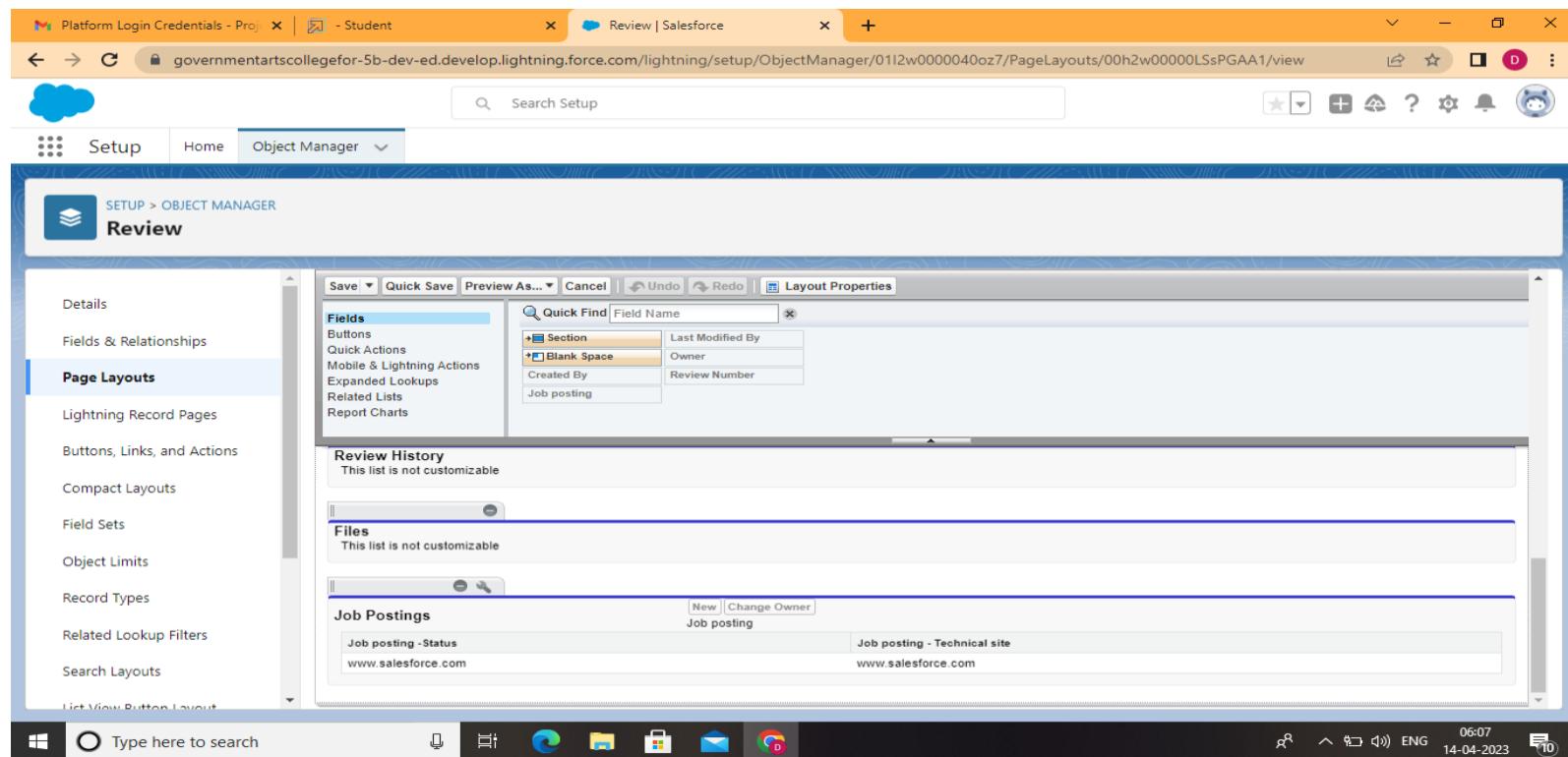


- In object manager, select an object then click field and relationship ,data type as Master detail relationship
- Everything else then save.



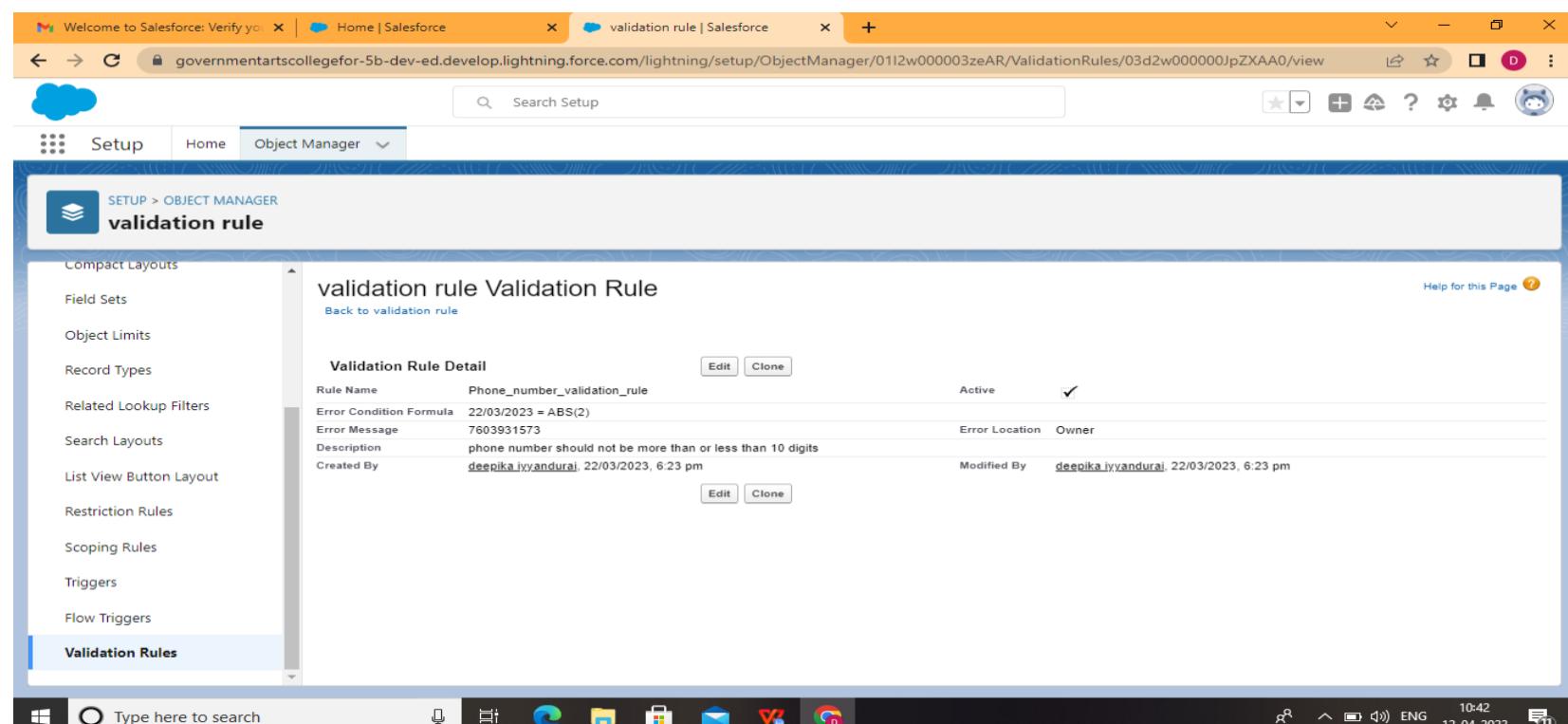
- Select an object ,then go to page layout, edit list will appear

- Select job posting wrench icon, then select then fields like status and technical site
- Everything else then save.



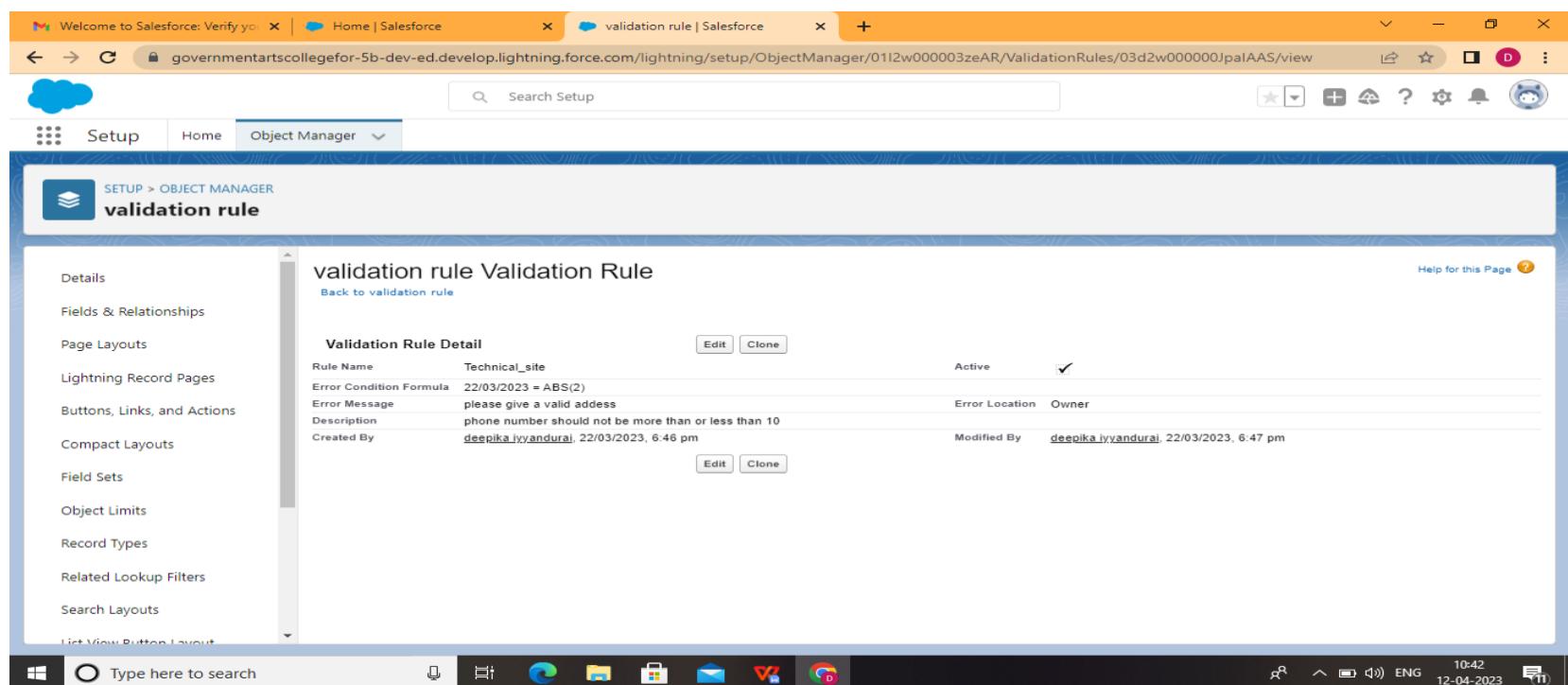
- In object manager select an object , then go to page layout.
- Select the fields then save.

Milestone 8:



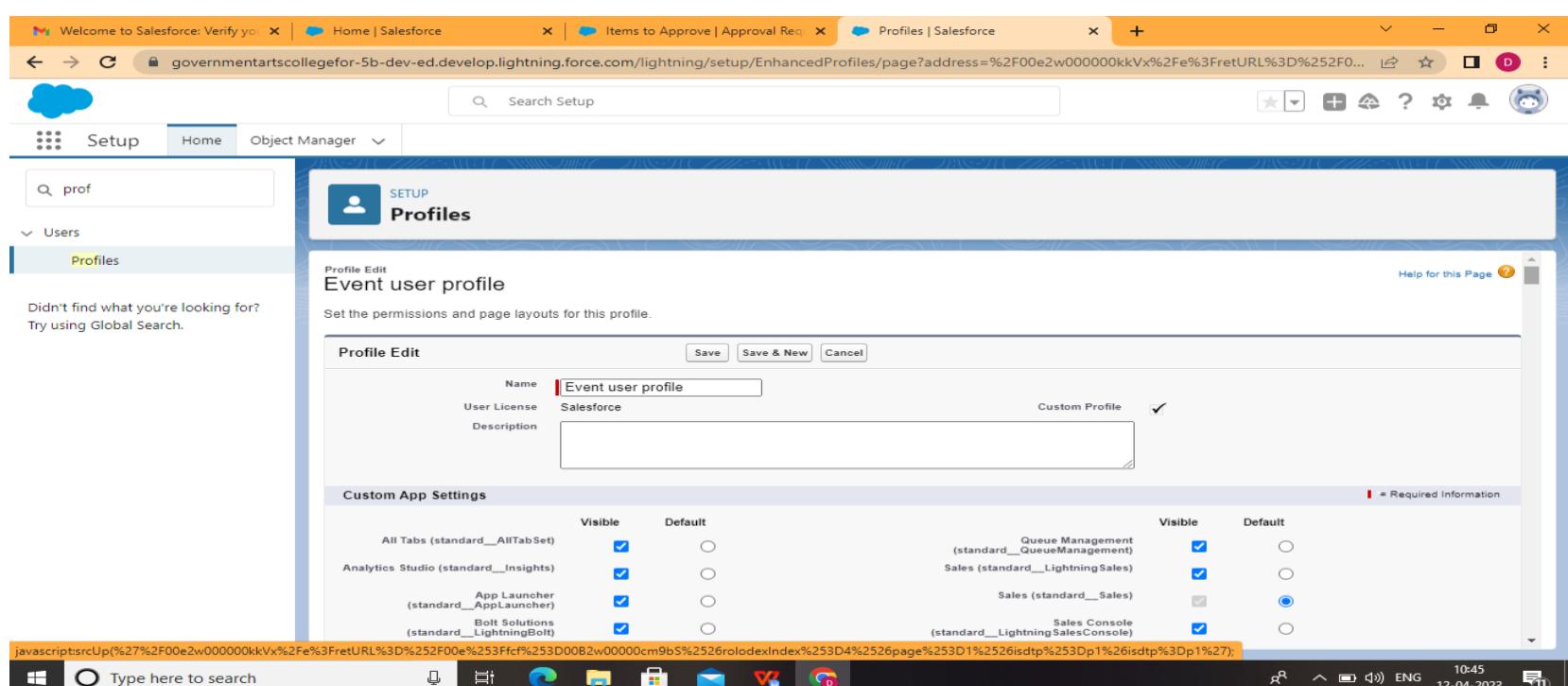
- In home tab search validation rule , then enter rule name as Phone number validation rule

- Enter description and insert field, insert operator, insert function
- Then everything else, click save



- In validation rule, Enter for technical site then insert field and insert operator and insert function
- Everything else then click save.

Milestone 9:



- In home search profile, find standard user then click clone.

➤ Enter Profile name as Event User Profile then scroll down to Custom object Permissions

➤ Give view all access permission to order detail, supplier, product, customer, category and payment.

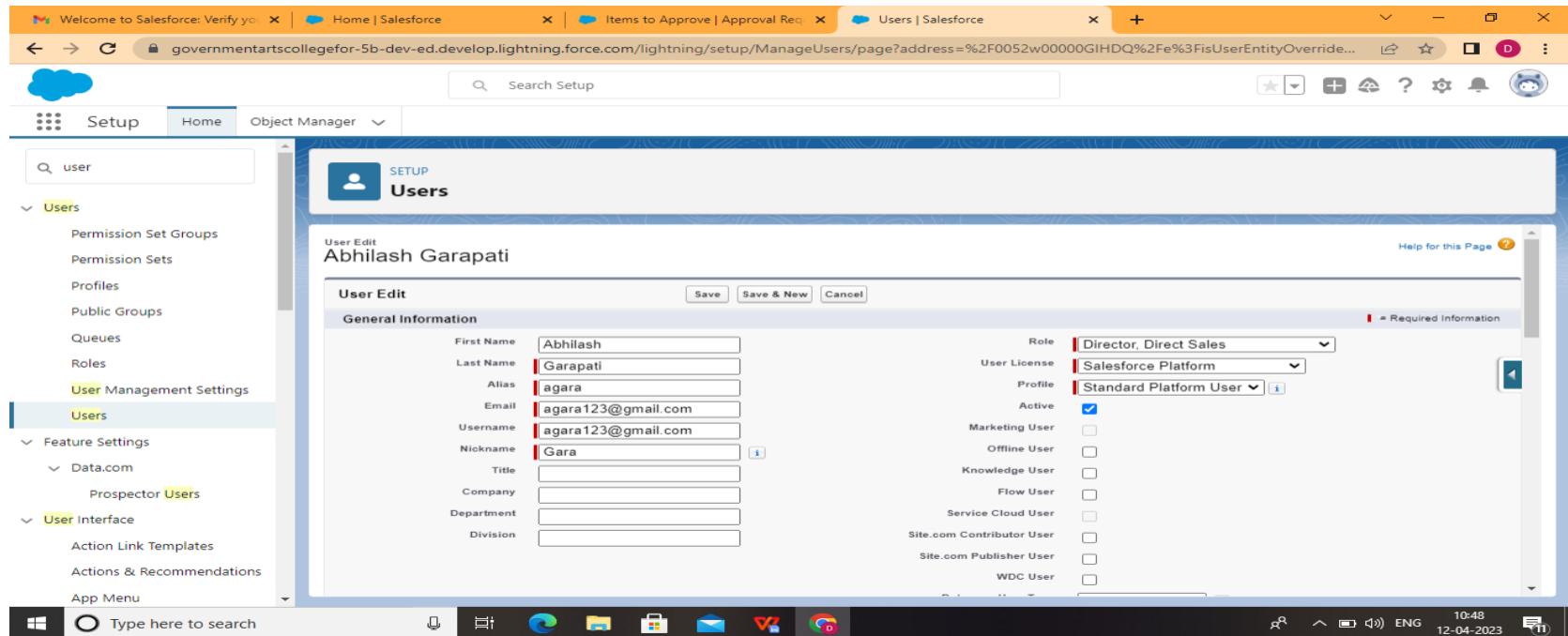
The screenshot shows the Salesforce Setup interface under the Profiles section. On the left, there's a search bar with 'prof' typed in and a sidebar with 'Users' and 'Profiles' selected. The main area displays a grid of objects with checkboxes for Read, Create, Edit, Delete, View All, and Modify permissions. Objects listed include attendees with events for reports, categories, customers, Events, Event Expenses, Event MDFs, Event Registrations, Job Postings, Job Posting Sites, order details, payments, positions, products, Reviews, reviews, Rooms, Sessions, Speakers, Status, suppliers, Tracks, validation rules, and Venues. Most objects have 'View All' checked, except for some like categories, customers, and products which have 'Edit' checked instead.

The screenshot shows the 'Profile Edit' screen for a 'Sales profile'. At the top, it says 'Profile Edit Sales profile' and 'Set the permissions and page layouts for this profile.' Below this is a 'Profile Edit' form with fields for Name (Sales profile), User License (Salesforce), and Description. A 'Custom Profile' checkbox is checked. The main area is titled 'Custom App Settings' and contains two tables of app settings. The first table includes All Tabs, Analytics Studio, App Launcher, Bolt Solutions, Queue Management, Sales, and Sales Console. The second table includes Lightning Sales and Lightning Sales Console. In both tables, most checkboxes are checked, indicating they are visible and default.

- In Profile enter label name as Sales Profile
- Then give view all permission to that object In custom object Permission

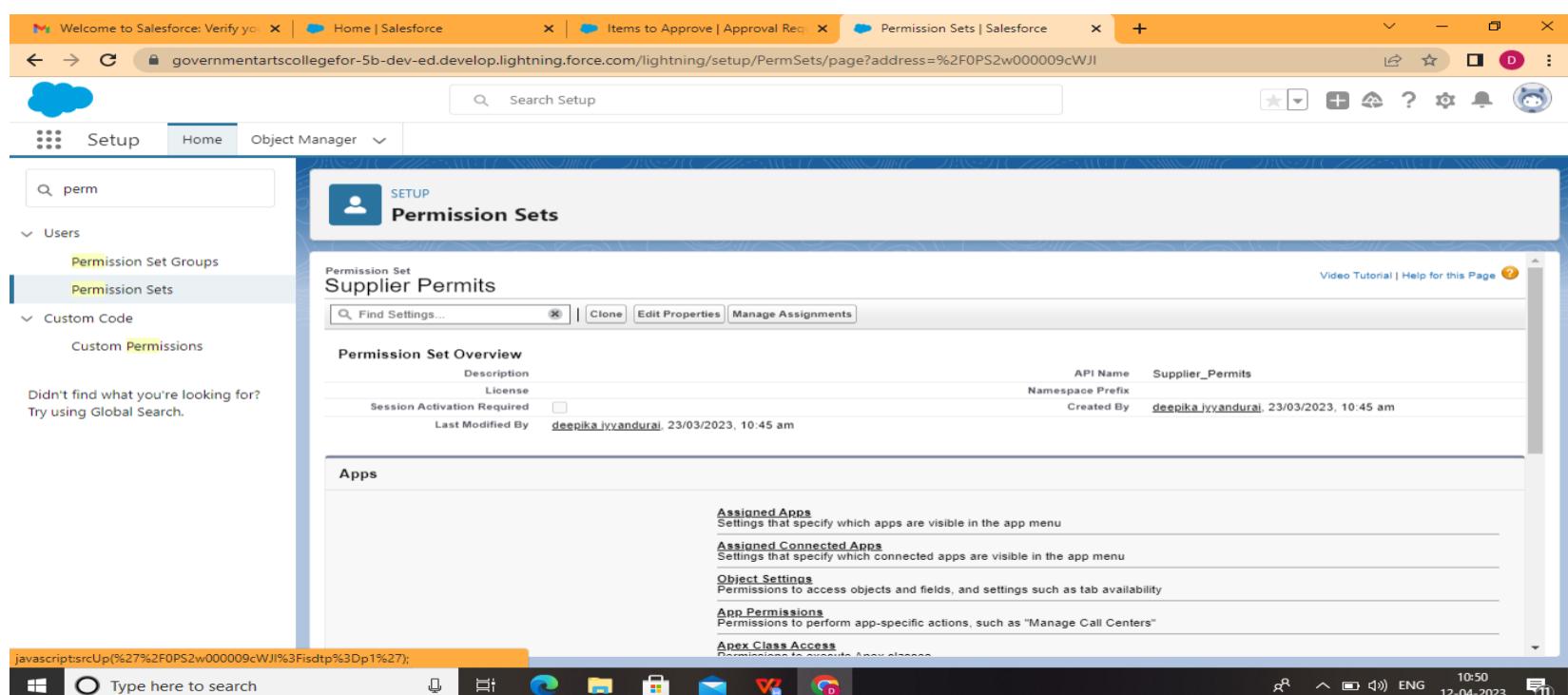
Milestone 10:

- In home page search user, then enter name and provide personal email for verification
- Enter Profile name as Event user profile then save

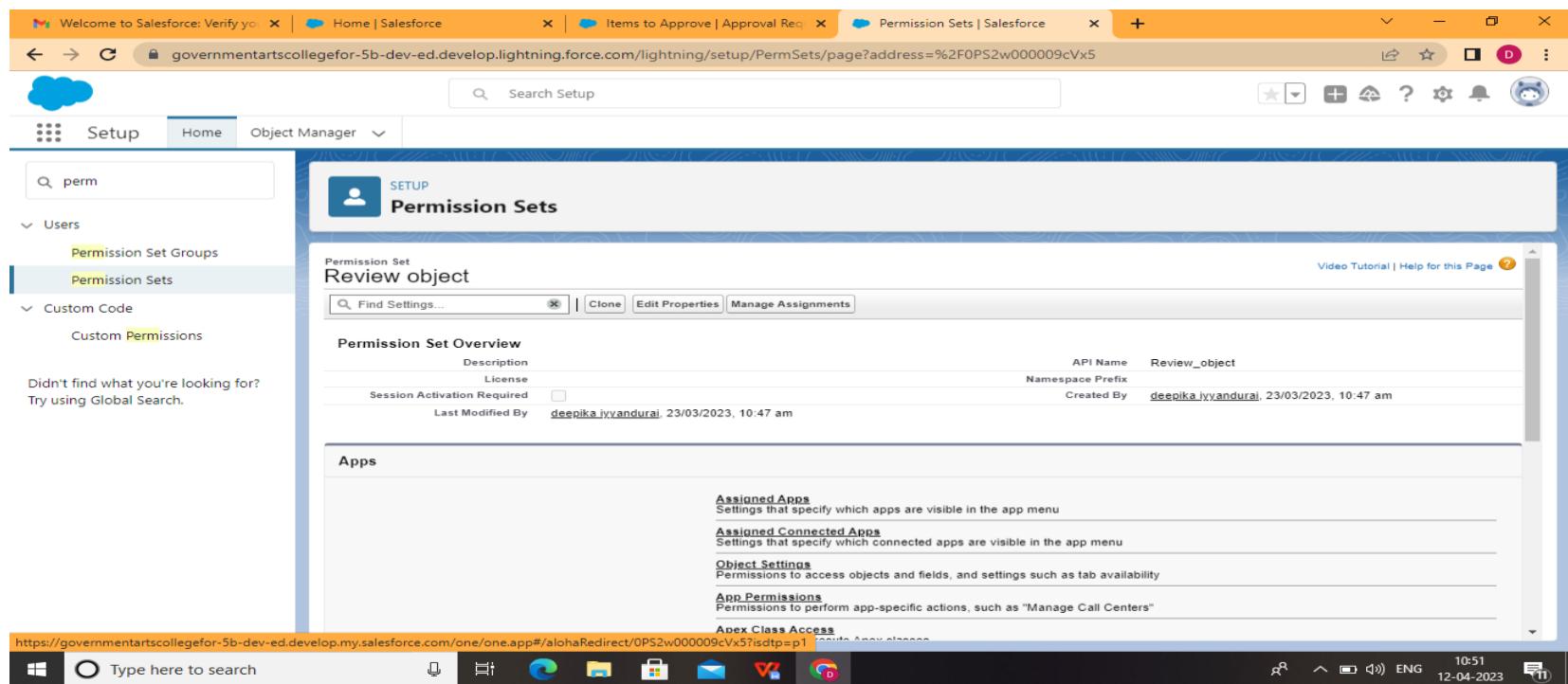


- In user, enter name and provide personal email for verification
- Enter Profile as sales ,then save

Milestone 11:

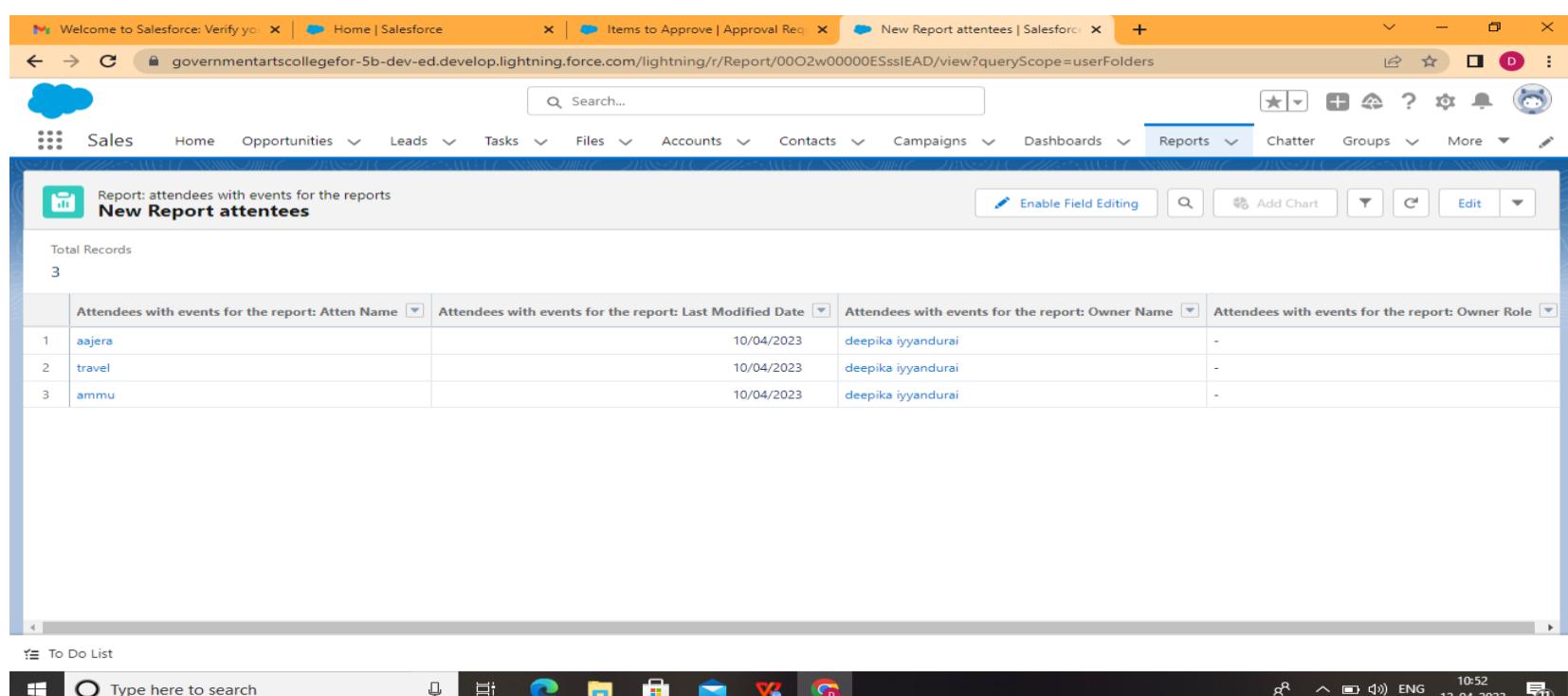


- In setup search permission set , enter label name as Supplier Permits
- Then save everything else



- In setup search permission setup, enter label name as Review
- Everything else then save

Milestone 12:



- In object manager , first create few records, then In setup search reports
- Enter report, then add columns , everything else then save and run

Total Records
4

	Review: Review Number	Review: Owner Name	Review: ID	Review: Last Modified Date	Review: Created Alias
1	REV-0001	deepika iyandurai	a022w00000nq7lk	10/04/2023	diyya
2	REV-0003	deepika iyandurai	a022w00000nq7ll	10/04/2023	diyya
3	REV-0004	deepika iyandurai	a022w00000nq7lm	10/04/2023	diyya
4	REV-0002	deepika iyandurai	a022w00000nq7MD	10/04/2023	diyya

- In object manager , first create few records, then In setup search reports
- Enter report, then add columns , everything else then save and run

Total Records
4

	Job posting: Job posting Name	Job posting: Owner Name	Job posting: ID	Job posting: Created Date	Job posting: Owner Role	Job posting: Last Modified Alias
1	salesforce project	deepika iyandurai	a0G2w00000XoI8A	10/04/2023	-	diyya
2	Built a event	deepika iyandurai	a0G2w00000XoI8B	10/04/2023	-	diyya
3	Managers	deepika iyandurai	a0G2w00000XoIvg	10/04/2023	-	diyya
4	Job posting report	deepika iyandurai	a0G2w00000XoI85	10/04/2023	-	diyya

- In object manager , first create few records, then In setup search reports
- Enter report, then add columns , everything else then save and run

4. TRAILHEAD PROFILE PUBLIC URL

Team lead

DEEPIKA.I - <https://trailblazer.me/id/diyyandurai>

Team Member 1

DEVISRI.S - <https://trailblazer.me/id/dsekar35>

Team Member 2

HARIPRIYA.A - <https://trailblazer.me/id/haria64>

Team Member 3

KANIGA.K - <https://trailblazer.me/id/kgayathri26>

5. ADVANTAGES AND DISADVANTAGES

ADVANTAGE	DISADVANTAGE
Human resource planning	Costly Setup
Enhance organization effectiveness	Recent origin and Unpredictability
Handles disputes and queries	Improper development programmes and insufficient information
Improves employee relation	Needing constantly monitoring

6. APPLICATION:

- Staffing and HR development
- Human resource management is the strategic approach to nurturing and supporting employees and ensuring a positive workplace environment.

- Its function vary across different businesses and industries, but typically include recruitment, compensation and benefits, training and development and employee relations.

7. CONCLUSION:

- For conclusion, key factor in success of organization is improving of human resources . Proper planning and implantation of human resources system will result overall development.
- From this I conclude Recruitment is one of the main departments which place the right candidates to the right job.
- Recruiters should identify the problems faced during recruitment and find an alternative to make work efficiently.

8.FUTURE SCOPE:

- Candidate experience is now a key recruitment factor.
- Recruiters will start thinking like markets.
- Navigate digital Interviews.
- Change Management and Consulting.
- Inter departmental collaboration.
- Management of Strategic deals.