Introduction

The Human Resource Manager will lead and direct the routine functions of the Human Resources [HR] Department including hiring and I.V staff benefits,...
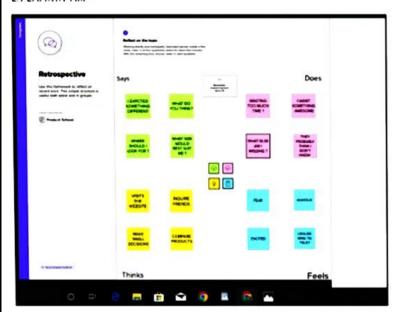
1.1 OVERVIEW

HR assistants often move into professional ·Level roles ,such as secruiting manager, payroll manager ,staffing manager,....

1.2 PURPOSE

A Human Resources[HR] Assistant is a professional who is responsible for the daily administrative and HR duties of an organization.

Problem Definition & Design Thinking

2.1 EMPATHY MAP

2.2 IDEATION & BRAINSTROMING MAP

RESULT

3.1 DATA MODEL

Object Name	Fields in the Object

RESULT

3.1 DATA MODEL

Object Name	Fields in the Object	
	Field Label	Data type
Obj 1	Job Posting Site	Text
Obj 2	Review	Auto Number

3.2 ACTIVITY & SCREENSHOT

Milstone 1: Creation of developer account

Activity -1

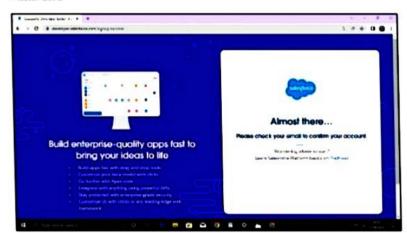A developer org hass all the feavtures and licenses you need to get started with salesforce.

1.Search Developer.salesforce.com.

2.Enter the following details like first name,last name,E-mail,role,company, country/region,postal code and username must be unique.

3.Click sign me up,after a few min you will reserve a mail salesforce org and by using the verify account link you can create your new password.

4.Click save.

5.Search login.salesforce.com.

6.By using username and password you can into the salesforce org.

The setup page will appear as below.

Introduction

The Human Resource Manager will lead and direct the routine functions of the Human Resources [HR] Department including hiring and I.V staff benefits,...

1.1 OVERVIEW

HR assistants often move into professional -Level roles ,such as secruiting manager, payroll manager ,staffing manager,....
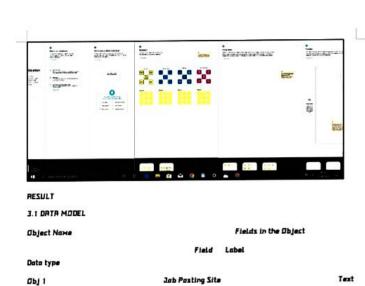
1.2 PURPOSE

A Human Resources[HR] Assistant is a professional who is responsible for the daily administrative and HR duties of an organization.

Problem Definition & Design Thinking

2.1 EMPATHY MAP

2.2 IDEATION & BRAINSTROMING MAP

RESULT

3.1 DATA MODEL

Object Name	Fields in the Object	
	Field	Label
Data type		
Obj 1	Job Posting Site	Text
Obj 2	Review	
Auto Number		

3.2 ACTIVITY & SCREENSHOT

Milstone 1: Creation of developer account

3.1 DATA MODEL

Object Name	Fields in the Object	
	Field Label	Data type
Obj 1	Job Posting Site	Text
Obj 2	Review	Auto Number

3.2 ACTIVITY & SCREENSHOT

Milstone 1: Creation of developer account

Activity -1

A developer org hass all the feavtures and licenses you need to get started with salesforce.
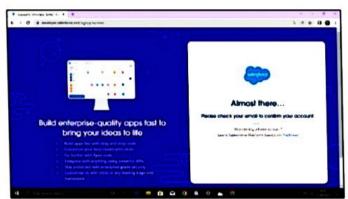
1.Search Developer.salesforce.com.

2.Enter the following details like first name,last name,E-mail,role,company, country/region,postal code and username must be unique.

3.Click sign me up,after a few min you will reserve a mail salesforce org and by using the verify account link you can create your new password.
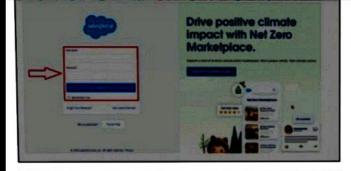
4.Click save.

Build enterprise-quality apps fast to bring your ideas to life

Almost there...

5.Search login.salesforce.com.

6.By using username and password you can into the salesforce org.

The setup page will appear as below.

Create a developer org and login with your login credentials.

Drive positive climate impact with Net Zero Marketplace.

Milstone 2: Package installation

Click   to app Launch App Launcher,then click Playground Starter and follow the steps

1.Click the install a package tab.

2.Paste 04tOp000000N9rs in to the field.

3.Click install.

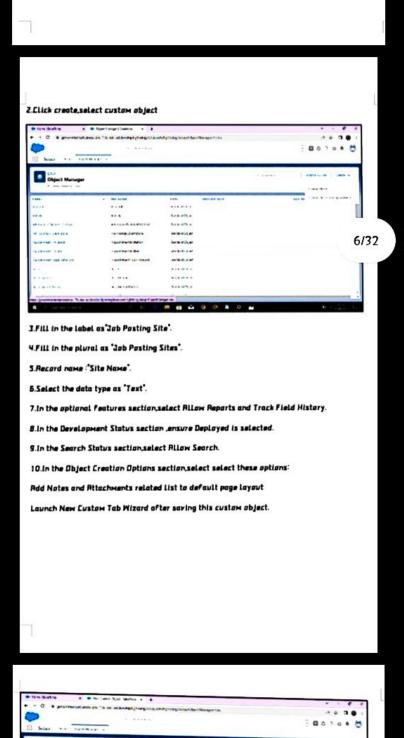4.Select install for admins only.

Milstone 3: Object

Activity - 1
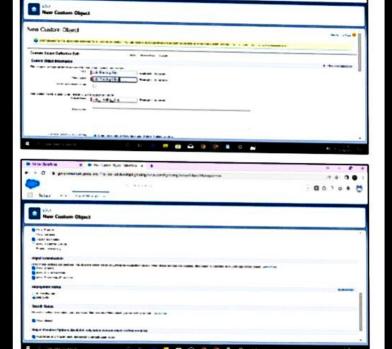
Create a custom object for Job Posting Sites

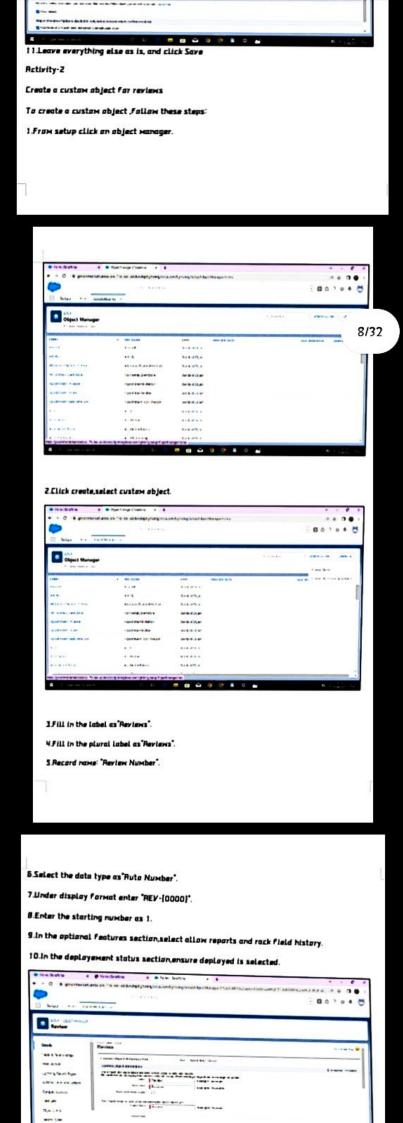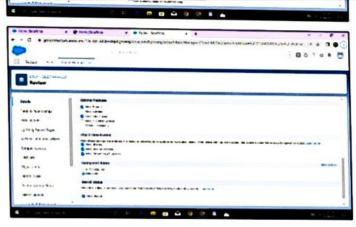To create a custom object,follow these steps:

1.From setup click manager.

2.Click create,select custom object

3.Fill in the label as"Job Posting Site".

4.Fill in the plural as "Job Posting Sites".

5.Record name :"Site Name".

6.Select the data type as "Text".

7.In the optional features section,select Allow Reports and Track Field History.

8.In the Development Status section ,ensure Deployed is selected.

9.In the Search Status section,select Allow Search.

10.In the Object Creation Options section,select select these options:

Add Notes and Attachments related list to default page layout

Launch New Custom Tab Wizard after saving this custom object.

11.Leave everything else as is, and click Save

Activity-2

Create a custom object for reviews

To create a custom object ,follow these steps:

1.From setup click on object manager.

2.Click create,select custom object.

3.Fill in the label as "Reviews".

4.Fill in the plural label as "Reviews".

5.Record name: "Review Number".

6.Select the data type as "Auto Number".

7.Under display format enter "REV-[0000]".

8.Enter the starting number as 1.

9.In the optional features section,select allow reports and rack field history.

10.In the deployment status section,ensure deployed is selected.

11.In the search status section ,select allow search.

12.In the object creation options section,seeslect add notes and attachments related list to default page layout.

13.Leave everything else as is and click save.

<center>Milestone 4:Tabs</center>

Activity:

As We selected to launch a custom tab wizard in step 10,a custom tab wizard appears wherein we customize the look of the Job Posting site object's tab.To do that:

1.TO select Tab Style:Click the Magnifying glass and select Real Estate.

2.Click Next.

3.Leave the profile as is and click next.▪

4.In the add to custom apps section:

5.Deselect include tab.

6.Select append tab to users existing personal customizations.

7.Click save.

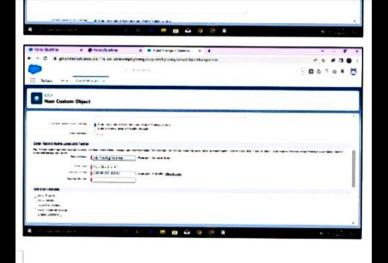<center>Milestone 5:Fields</center>
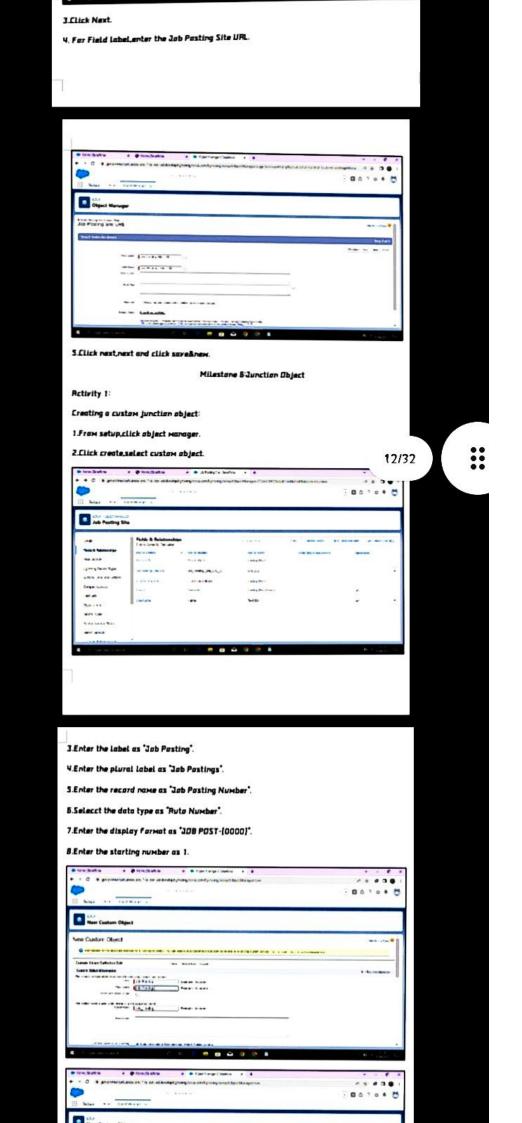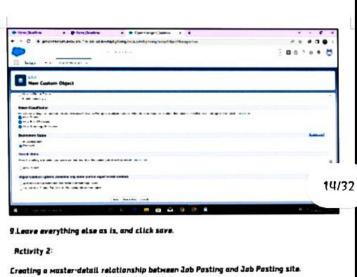
Activity 1:

Create New   Field for Job Posting Site

From the object Manager ,click on the job posting site, then click on Fields& Relationships.
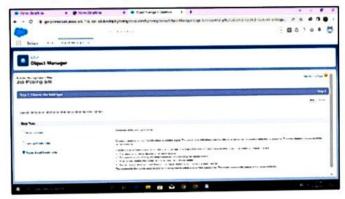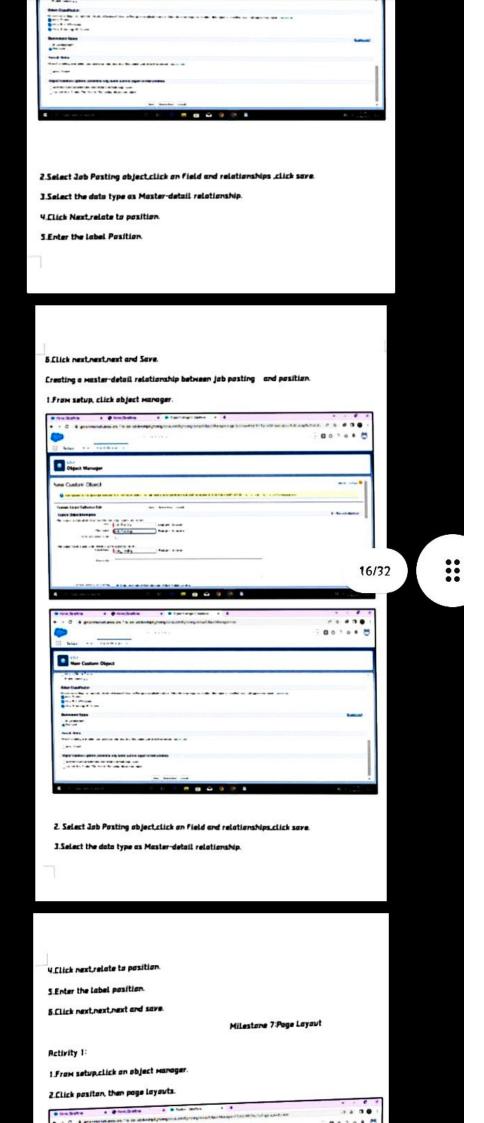
1.Click on new.

3.Click Next.

4. For Field label,enter the Job Posting Site URL.

5.Click next,next and click save&new.

Milestone 8:Junction Object

Activity 1:

Creating a custom junction object:

1.From setup,click object manager.

2.Click create,select custom object.

3.Enter the label as "Job Posting".

4.Enter the plural label as "Job Postings".

5.Enter the record name as "Job Posting Number".

6.Selecct the data type as "Auto Number".

7.Enter the display format as "JOB POST-{0000}".

8.Enter the starting number as 1.

9.Leave everything else as is, and click save.

 Activity 2:

Creating a master-detail relationship between Job Posting and Job Posting site.

1.From setup,click object manager.

2.Select Job Posting object.click on field and relationships ,click save.

3.Select the data type as Master-detail relationship.

4.Click Next,relate to position.

5.Enter the label Position.

6.Click next,next,next and Save.

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

1.From setup, click object manager.

2. Select Job Posting object.click on field and relationships.click save.

3.Select the data type as Master-detail relationship.

4.Click next,relate to position.

5.Enter the label position.

6.Click next,next,next and save.

                                   Milestone 7:Page Layout

Activity 1:

1.From setup,click on object manager.

2.Click positon, then page layouts.

Job posting site:Technical Site.

6.Click save.

7.From the selected fields section,select job posting:Job posting number and click remove.

8.Click save.

Activity 2:

Create a pagelayout for Review Object.

given details as:
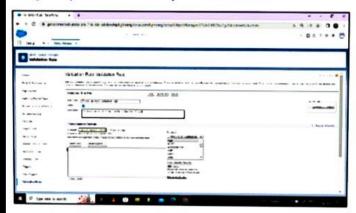
1.Rule name:Phone number validation rule.
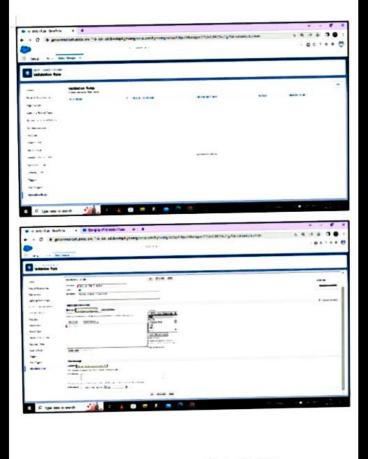
2.Active:checked.

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

4.Under error condition formula:write the condition using insert field,insert operator, insert function.

5.Using check syntax:check if the formula you entered is valid or not.
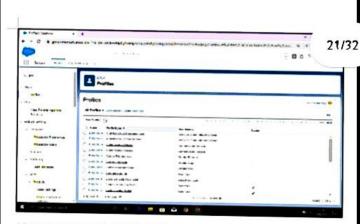
Milestone 9: Profile

Activity 1:

Create on profile:

From setup enter profile in the quickfind box,and select profiles.

1.From the list of profiles,find standard user.

2.Click save.

3.For profile Name,enter Event user profile.

4.Click save.

1.From the list of profiles,find standard user.

2.Click save.
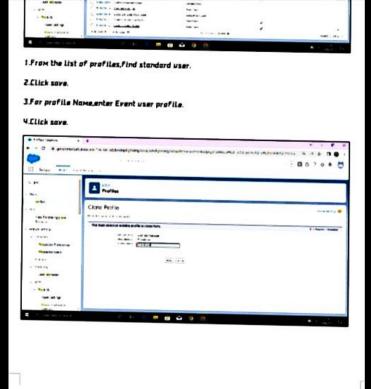
3.For profile Name,enter Event user profile.
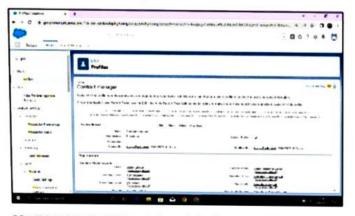
4.Click save.

5.While still on the event profile page,then click Edit.

6.Scroll down to custom object permissions and give all access permissions to the order

details,supplier,product,customer,category,payment.

Activity 2:

Create a profile with the profile name as "Sales Profile".
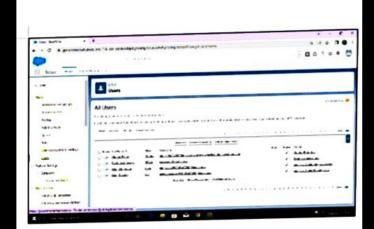
Milestone 10: User

Activity 1:

Creating a user:

From setup type "users" in quick find and select users, then click new user.

*First name:Sanjay

* Last name:Gupta

*Alias:Sanj

*E-mail:provide your personal email id for future reference.

*Username:sanjaygupta@thesmartbridge.com

*Nickname:Sanju

*Role:Leave it is default

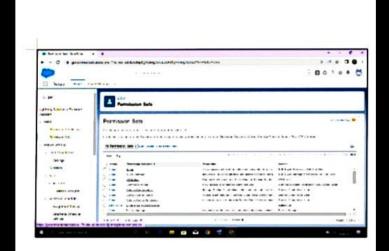*User License:SalesForce

*Profile:Event User Profile.

Activity 2:

Create a user with username as "Abhilash Granpti"and assign him the sales profile.

Milestone 11: Permission set
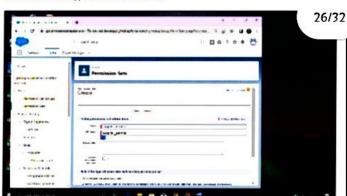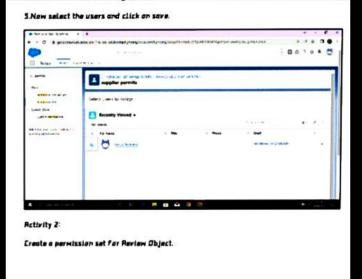
Activity 1:

Creating a permission Set:

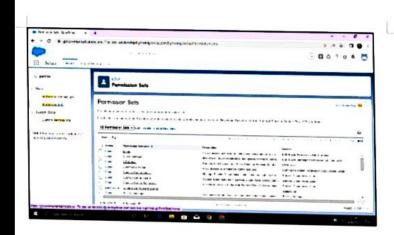1.From setup search "permission sets"in quick find and sselect permission set then click on New.

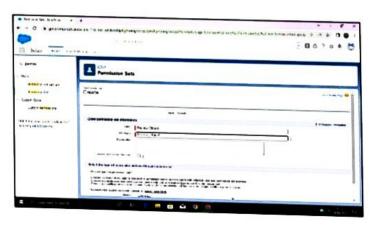2.Enter Label as:Supplier Permits and Save.

3.After saving the permissions click on the Manage assignment.

5.Now select the users and click on save.

Activity 2:

Create a permission set for Review Object.

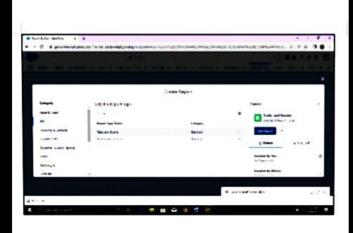## Milestone 12: Reports

Activity 1:

Reports:

1.From the Reports tab,click New Report.

2.Select the report type Attendees with events for the report ,and click save.
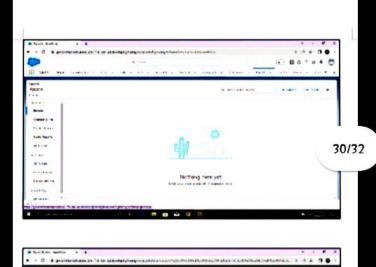

3.Customize your report accordingly and include all fields,then save or run it.

Activity 2:

Create a report for review and Job Posting Objects.

Trailhead Profile Public URL

Team Lead - https://trailblazer.me/id/karuvachii

Team Member 1 - https://trailblazer.me/id/ssiva454

Team Member 2 - https://trailblazer.me/id/mparamasivam1

Team Member 3 - https://trailblazer.me/id/ygobika

ADVANTAGES OF HR MANAGER

HR Manager
* A Human Resources assistant is an professional who aids the company's with daily task such as recruitment ,benefits,...

*HR assistant Responsibilities.

*Coordinates termination.

*The HR assistant role.

DISADVANTAGES OF HR MANAGER

HR Manager and the human resources depart are an essiential part of the company.Its is the following disadvantages.

1.Duties of HR Manager

*Manage and motivate employers to do their best.

* Monitor all the employee activity.

*Managing staffing problems.

2.HR Manager Objectives

*Create a great work culture.

*Develop a strong work force.

*Motivate the work force.

APPLICATIONS

*To apply for the HR assistant post at ABC company.

*To join your company as an HR assistant.

*Passionate about assisting and streamlining HR routine operation.

CONCLUSION

In conclusion the practice of HR Manager needs to be integrated with the over all strategy to ensure effective use of people and provide better returns to the organizations in terms of ROI for every dollar or rupee spent on them.

FUTURE SCOPE

They assist HR Managers with recruitment, record maintenance and payroll processing and provideclerical support to all employers.