

PROJECT REPORT TEMPLATE

INTRODUCTION

1.1 OVERVIEW

To make the existing app more efficient for the HR team we create custom objects and relationships to store and access the data more efficiently. We install an unmanaged package in the org to get metadata that acts as existing data in the recruitment app.

1.2 PURPOSE

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. 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.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Conducts or assists with new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.

2 . Performs other duties as assigned.

PROBLEM DEFINITION & DESIGN THINKING

2.1 EMPATHY MAP

1 of 1 | 🔍

— + ↺ ↻ 📏 Fit to width 📄 Page view 🗣️ Read aloud 📝 Add notes 🖨️ 📁

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.

[Show template feedback](#)

4 Build empathy

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

How What have we heard them say?
What are our biggest pain points?

What What are their wants, needs, hopes and fears? What other things might influence our beliefs?

How they think How do they think and feel about our problem?

How they feel How do they feel about our problem?

How they act How do they act about our problem?

How they think How do they think and feel about our problem?

How they feel How do they feel about our problem?

How they act How do they act about our problem?

Read some inspiration!

Here's a template to help you get started. You can use it as a starting point for your own work.

[Open example](#)

1. How they think

2. How they feel

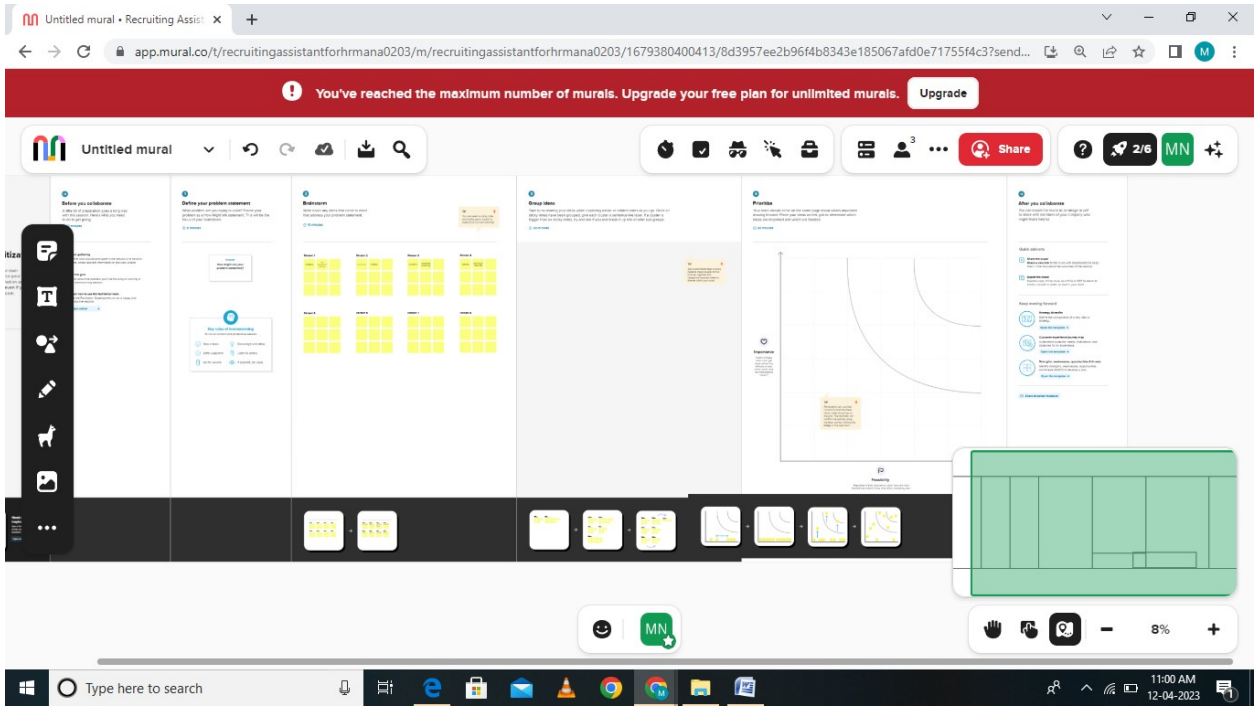
3. How they act

4. How they think

5. How they feel

6. How they act

2.2 IDEATION & BRAINSTORMING MAP



RESULT

3.1 DATA MODEL :

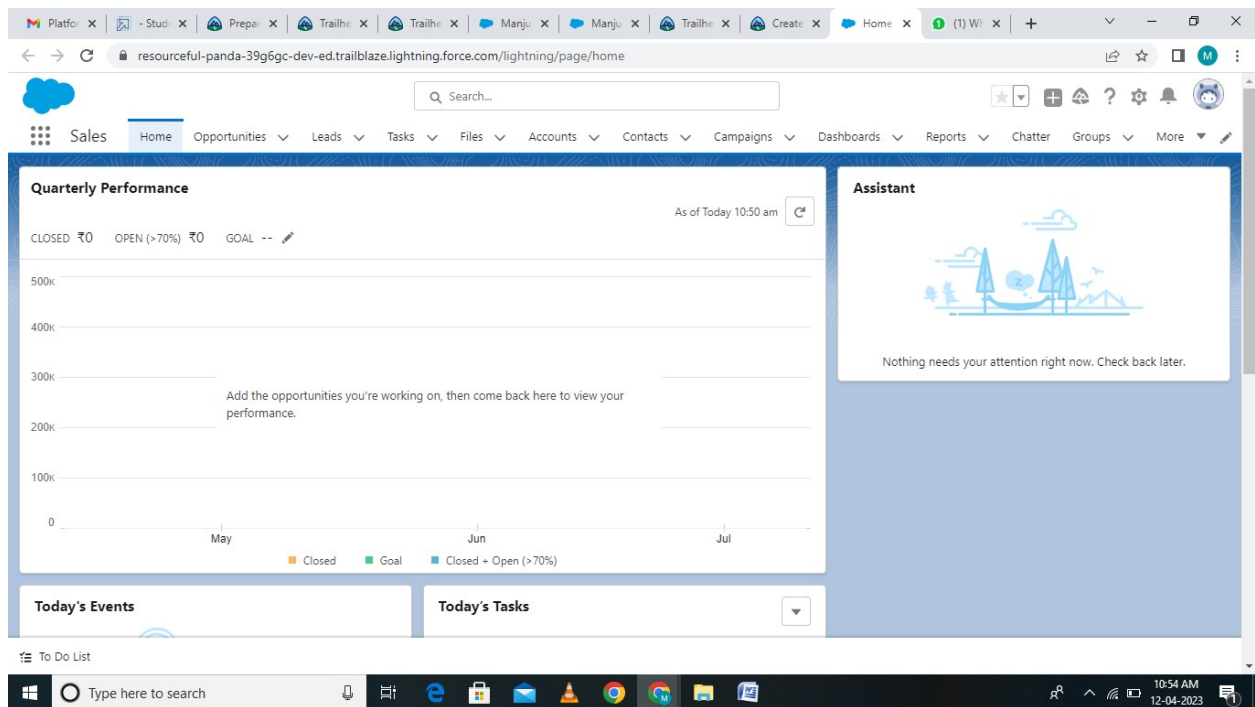
Object name	Fields in the object	
Obj 1	Field label	Data type
	price	currency
	property	Master detail relationship
Obj 2	Field label	Data type
	Street address	Text area
	lead	picklist

3.2 ACTIVITY & SCREENSHOT

We are looking for a Recruiting Assistant to support our recruiting and on boarding activities. Recruiting Assistant responsibilities include scheduling calls and interviews, maintaining candidate database and handling paperwork. Ultimately, you'll help us hire efficiently and keep our hiring process running.

If you have some experience in recruiting and you're an excellent organizer and communicator, we'd like to meet you.

- **Coordinates hiring activities**
- **Undertake clerical duties (e.g. answering emails and drafting offer letters)**
- **Prepare and post job ads online**
- **Help with resume screening and initial phone screens**
- **Greet and assist interviewees onsite**
- **Coordinates travel for fly in candidates**
- **Process background checks**
- **Handle records and paperwork**



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Search Setup

Setup Home Object Manager

Object Manager

51+ Items, Sorted by Label

Quick Find Schema Builder Create

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Account	Account	Standard Object			
Activity	Activity	Standard Object			
Alternative Payment Method	AlternativePaymentMethod	Standard Object			
API Anomaly Event Store	ApiAnomalyEventStore	Standard Object			
Asset	Asset	Standard Object			
Asset Action	AssetAction	Standard Object			
Asset Action Source	AssetActionSource	Standard Object			
Asset Relationship	AssetRelationship	Standard Object			
Asset State Period	AssetStatePeriod	Standard Object			
Associated Location	AssociatedLocation	Standard Object			
Authorization Form	AuthorizationForm	Standard Object			

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Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER
Account

Details

Fields & Relationships
34+ Items, Sorted by Field Label

Quick Find New Deleted Fields Field Dependencies Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Account Name	Name	Name		✓
Account Number	AccountNumber	Text(40)		
Account Owner	OwnerId	Lookup(User)		✓
Account Record Type	RecordTypeId	Record Type		✓
Account Site	Site	Text(80)		
Account Source	AccountSource	Picklist		
Active	Active_c	Picklist		
Annual Revenue	AnnualRevenue	Currency(18, 0)		
Billing Address	BillingAddress	Address		

https://resourceful-panda-39g6gc-dev-ed.trailblaze.lightning.force.com/one/one.app#/setup/ObjectManager/Account/FieldsAndRelationships/view

Type here to search

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Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER
Account

Details

Fields & Relationships

Account Field
Account Name
Back to Account Fields

Help for this Page

Set Field-Level Security View Field Accessibility

Field Information

Field Label	Account Name	Field Name	Name
Data Type	Name		
Description			
Data Owner			
Field Usage			
Data Sensitivity Level			
Compliance Categorization			

Validation Rules

New

Validation Rules Help

No validation rules defined.

List View Button Layout

Type here to search

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TRAILHEAD PROFILE PUBLIC URL

TEAM LEAD : <https://trailblazer.me/id/mnarayanan15>

TEAM MEMBER 1 : <https://trailblazer.me/id/madhp30>

TEAM MEMBER 2 : <https://trailblazer.me/id/npurushothaman3>

TEAM MEMBER 3 : <https://trailblazer.me/id/nathiya123>

ADVANTAGE & DISADVANTAGES

Recruiting is essential for hiring an individual for several posts in the organization . Recruiting has several advantages , some of which are discussed .

1.PROVIDES HIGHER QUALITY CANDIDATES

* The main advantage of recruitment is that it provides higher quality candidates for the specific post.

2.ENSURES FASTER HIRING

* The process of hiring is a very long tedious task . It involves a variety of things which makes the recruitment process very long and sometimes leads to a loss of interest among the applicant .

3.HELPS HIRE APPLICANTSWITH SPECILIST KNOWLEDGE

* Today's world is witnessing rapid growth and development in almost every field , most importantly in the technological domain .

4. PROMOTES BUSINESS GROWTH AND INNOVATION

* currently , the world is dominated by technology in almost every field .

DISADVANTAGES OF RECRUITMENT

An organization is an association of people who work together to achieve the same goal . And these people are selected for the post through a proper recruitment process .

1.RECRUITMENT MAY STAGNATE THE COMPANY'S CULTURE

*** The recruitment process saves lots of time , energy and resources for the organization but also has some drawbacks .**

2.INCREASE TRAINING COSTS OF THE NEW APPLICATION

*** The newly recruited employees may need additional training .**

3.RECRUITMENT AGENCIES HAVE LIMITED CHOICES

*** Recruiting is a very long process that takes lots of time to complete .**

APPLICATIONS

- Proven experience as an HR Assistant , staff assistant or relevant human resource / administrative position**
- Hands on experience with an HRIS or HRMS**
- Strong communication skills**
- Basic knowledge of labor laws**

CONCLUSION

Recruitment is necessary for any organization as it brings new employees with new ideas and challenges the existing workforce with an old mind set . Recruitment has to make more robust as it provides jobs to millions of people and indirectly contributes to developing individuals and nations .

FUTURE SCOPE

- Human resource management professionals are termed as the backbone of an organization .**
- There is a huge demand for such professionals in both the public and private sectors .**
- No matter if you're looking at startups or big reputed companies , human resource play a crucial role in the formation of a company 's future .**

