

PROJECT REPORT TEMPLATE

1 INTRODUCTION

1.1 OVERVIEW

A recruiting assistant is a role designed to support the HR manager in the recruitment and hiring process. The recruiting assistant works closely with the HR manager to streamline and manage various recruitment tasks, ensuring timely and efficient hiring of qualified candidates. This may include posting job ads, screening resumes, conducting initial screenings, scheduling interviews, conducting reference checks, managing candidate databases, and coordinating with hiring managers and candidates throughout the recruitment process.

The recruiting assistant may also leverage technology and software solutions to automate administrative tasks, manage job boards, conduct skills assessments, and handle candidate communication. They may also support the HR manager in implementing recruitment strategies, such as social media campaigns, employee referral programs, and diversity and inclusion initiatives, to attract a diverse and qualified candidate pool.

The recruiting assistant plays a critical role in alleviating the workload of the HR manager, allowing them to focus on strategic HR initiatives and ensuring that the recruitment process is efficient, compliant, and results in the hiring of top talent for the organization. Effective communication, organizational skills, attention to detail, and familiarity with recruitment tools and technologies are essential for a recruiting assistant to be successful in supporting the HR manager in achieving their recruitment goals.

1.2 PURPOSE

The implementation of a recruiting assistant for the HR manager can be a valuable project that aims to streamline the recruitment process, improve efficiency, and enhance the overall hiring outcomes for the organization. By leveraging the expertise and support of a recruiting assistant, the HR manager can focus on strategic HR initiatives while ensuring that the recruitment process is effective, compliant, and results in the hiring of qualified candidates.

Achievements:

1. Reduced the HR manager's workload by automating administrative tasks, such as job postings, resume screening, and candidate communication, allowing the HR manager to focus on strategic HR initiatives and other core responsibilities.
2. Improved the efficiency of the recruitment process by implementing technology solutions, such as resume screening software, video interviewing tools, and candidate tracking systems, resulting in faster screening, interviewing, and selection of candidates.
3. Enhanced the quality of hires by implementing skills assessments and reference checks facilitated by the recruiting assistant, resulting in the selection of more qualified candidates who align with the organization's requirements and culture.
4. Improved the candidate experience by providing timely communication, feedback, and support throughout the recruitment process, resulting in positive feedback from candidates and a favorable employer brand perception.
5. Supported the implementation of strategic recruitment initiatives, such as employee referral programs and diversity and inclusion initiatives, resulting in a larger and more diverse candidate pool, and improved candidate sourcing and selection.

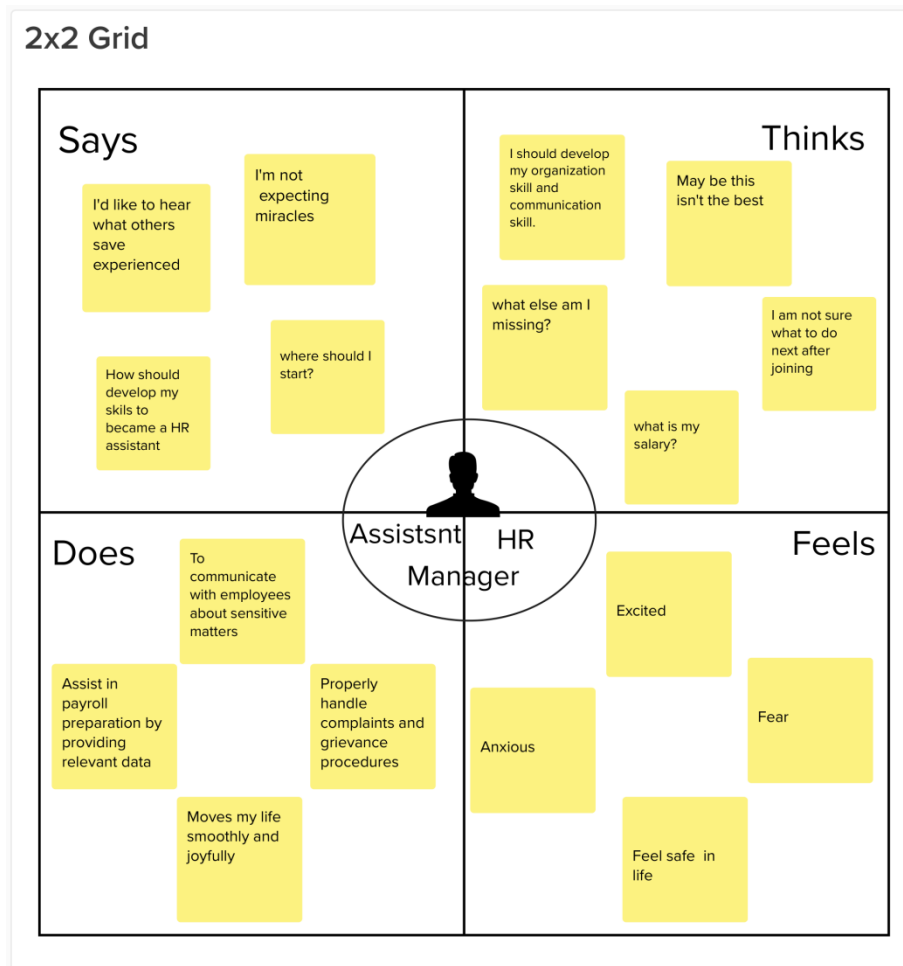
Overall, the implementation of a recruiting assistant for the HR manager can result in improved recruitment outcomes, increased efficiency, and enhanced candidate experience, contributing to the organization's ability to attract and hire top talent. It is essential to regularly evaluate and adjust the

project implementation to align with changing recruitment needs and ensure continued success in achieving the project objectives.

2 PROBLEM DEFINITION & DESIGN

THINKING

2.1 EMPATHY MAP



2.2 IDEATION & BRAINSTORMING MAP

Brainstorm & idea prioritization

Use this template in your own brainstorming sessions so your team can unleash their imagination and start shaping concepts even if you're not sitting in the same room.

10 minutes to prepare
1 hour to collaborate
2-8 people recommended

1 Define your problem statement

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

5 minutes

The HR manager at XYZ Company is overwhelmed with the increasing workload of recruitment tasks, resulting in delays in the hiring process and reduced efficiency. The HR manager needs assistance to streamline the recruitment process and ensure timely hiring of qualified candidates.

2 Key rules of brainstorming

To run an smooth and productive session

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

3 Brainstorm

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

10 minutes

Ramasamy's Ideas

- Automated resume screening software to filter out unqualified applicants.
- Virtual job fair platform to attract and engage with a larger pool of candidates.
- Recruitment agency partnerships to leverage external expertise and resources.
- Social media recruitment campaign to reach passive job seekers.
- Video interviewing tool for initial screening of candidates.
- Job board management software to streamline job posting and candidate tracking.

Vignesh's Ideas

- Job board management software to streamline job posting and candidate tracking.
- Candidate database management system to easily search and manage candidate profiles.
- Recruitment process outsourcing (RPO) to handle recruitment tasks externally.

Manoj Kumar's Ideas

- Candidate database management system to easily search and manage candidate profiles.
- Online skills assessment tool to quickly evaluate candidate qualifications.
- Recruitment agency partnerships to leverage external expertise and resources.

Loganath's Ideas

- Recruitment process outsourcing (RPO) to handle recruitment tasks externally.
- Video interviewing tool for initial screening of candidates.
- Job board management software to streamline job posting and candidate tracking.

Santhana Kumar's Ideas

- Diversity and inclusion initiatives to attract a more diverse candidate pool.
- Employee branding programs to position the company as an attractive employer.
- Training and development programs for HR staff to enhance recruitment skills.

4 Group Ideas

Take turns sharing your ideas while clustering similar or related notes as you go. Once all sticky notes have been grouped, give each cluster a sentence-like label. If a cluster is bigger than six sticky notes, try and see if you can break it up into smaller sub-groups.

20 minutes

Automated resume screening software to filter out unqualified applicants.

Virtual job fair platform to attract and engage with a larger pool of candidates.

Recruitment agency partnerships to leverage external expertise and resources.

Job board management software to streamline job posting and candidate tracking.

Candidate database management system to easily search and manage candidate profiles.

Recruitment process outsourcing (RPO) to handle recruitment tasks externally.

Talent relationship management system to build and nurture candidate pipelines.

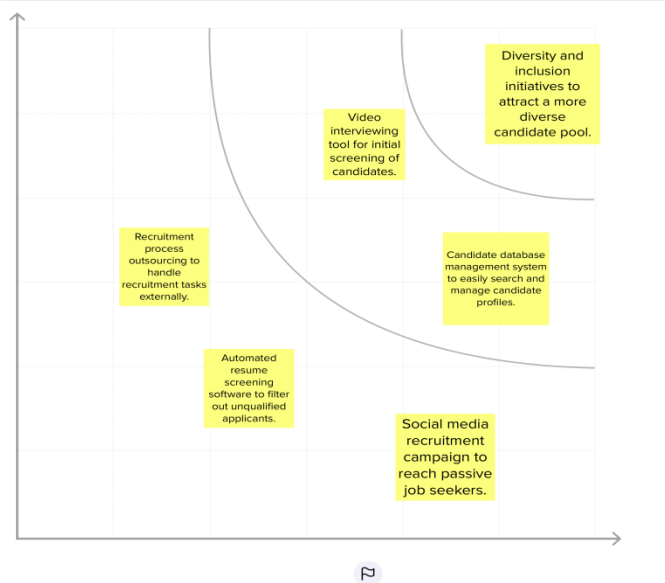
Diversity and inclusion initiatives to attract a more diverse candidate pool.

Training and development programs for HR staff to enhance recruitment skills.

4 Prioritize

Your team should all be on the same page about what's important moving forward. Place your ideas on this 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](#)

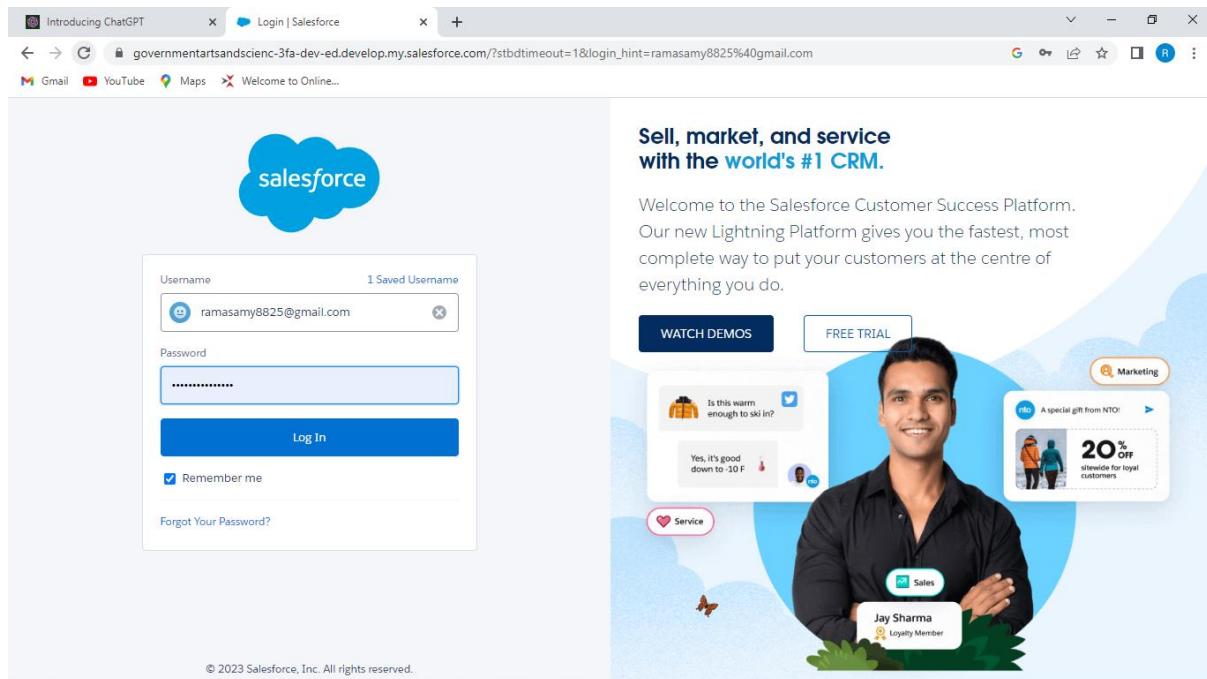
3 RESULT

3.1 Data Model:

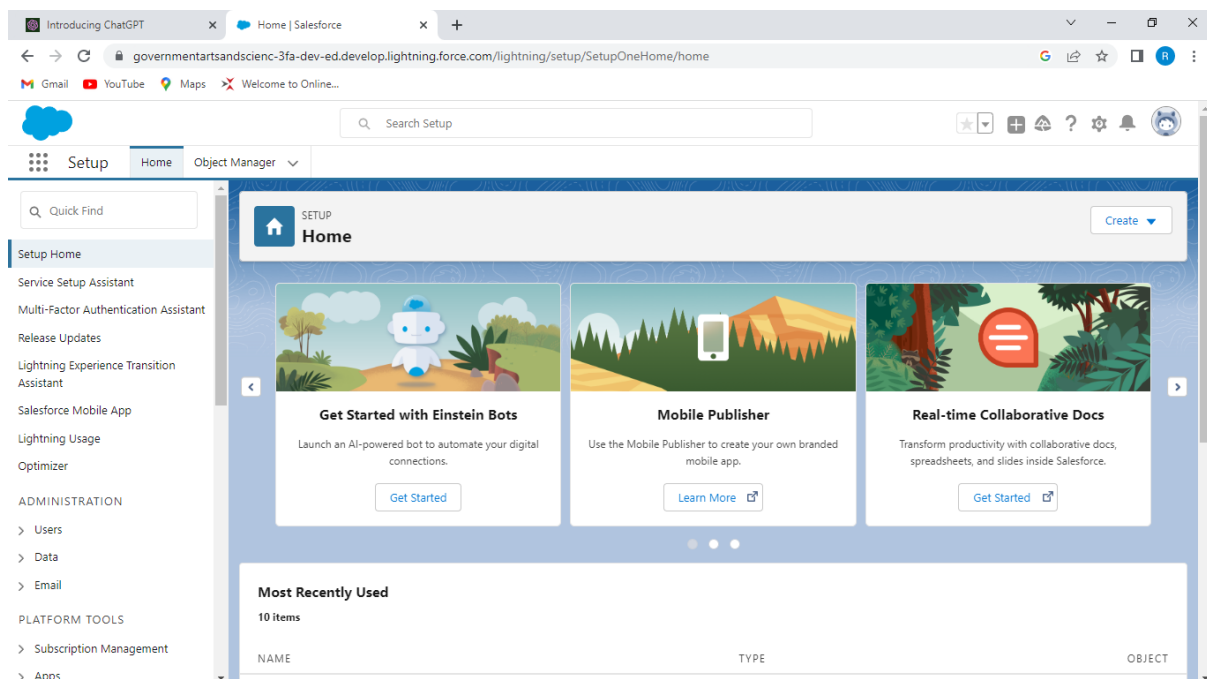
Object name	Fields in the object	
1.Job Posting Site	Field label	Data type
	1.Site name	Text(80)
	2.Technical Site	Checkbox
	3.Status	Picklist
2.Review	Field label	Data type
	1.Core Competencies	Picklist
	2.Experience	Picklist
	3.Leadership skills Comments	Text area(255)
	4.Experience Comments	Text area(255)

3.2 ACTIVITY & SCREENSHOT


1. ACTIVITY-1(CREATE SALESFORCE ACCOUNT)



2. ACTIVITY-2(ACCOUNT ACTIVATION)




3 . ACTIVITY-3(INSTALL PACKAGE)





Install Recruiting App Package


By AW Computing

**What if existing component names conflict with ones in this package?**

- ☒ Do not install.
- ☐ Rename conflicting components in package.

☒ **Install for Admins Only**

☐ **Install for All Users**

☐ **Install for Specific Profiles...**

App Name	Publisher	Version Name	Version Number
Recruiting App Package	AW Computing	v1	1.0

Additional Details [View Components](#)

4 . ACTIVITY-4 (CREATE CUSTOM OBJECT)

Introducing ChatGPT x Job Posting Site | Salesforce x

governmentartsandscienc-3fa-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w0000040G5p/Details/view

Gmail YouTube Maps Welcome to Online...

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER

Job Posting Site

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

Details

Description

API Name
Job_Posting_Site__c

Custom

Singular Label
Job Posting Site

Plural Label
Job Posting Sites

Enable Reports
✓

Track Activities

Track Field History
✓

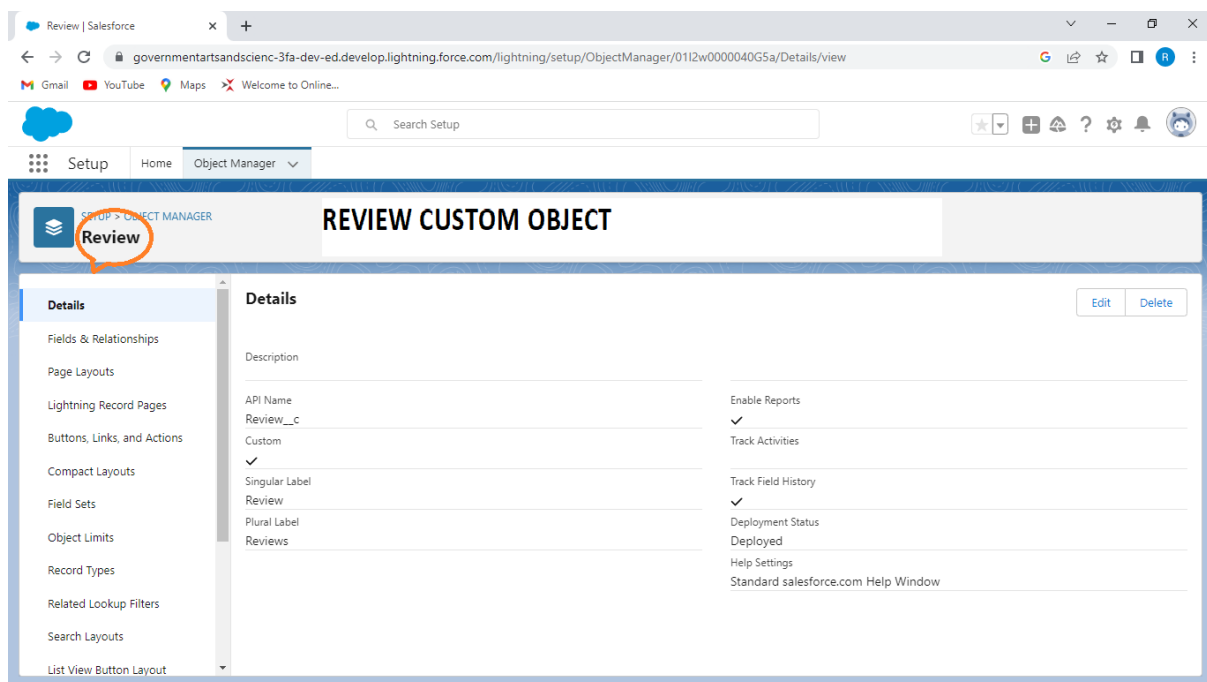
Deployment Status
Deployed

Help Settings
Standard salesforce.com Help Window

Description:

Description: The "Job Application" custom object is designed to capture and store detailed information about job applicants who apply for positions listed on the job posting site. It includes fields such as applicant's name, contact information, resume or CV upload, cover letter, employment history, skills, education, and any other relevant information required by the website's recruitment process.

5 . ACTIVITY-5(REVIEW CUSTOM OBJECT)

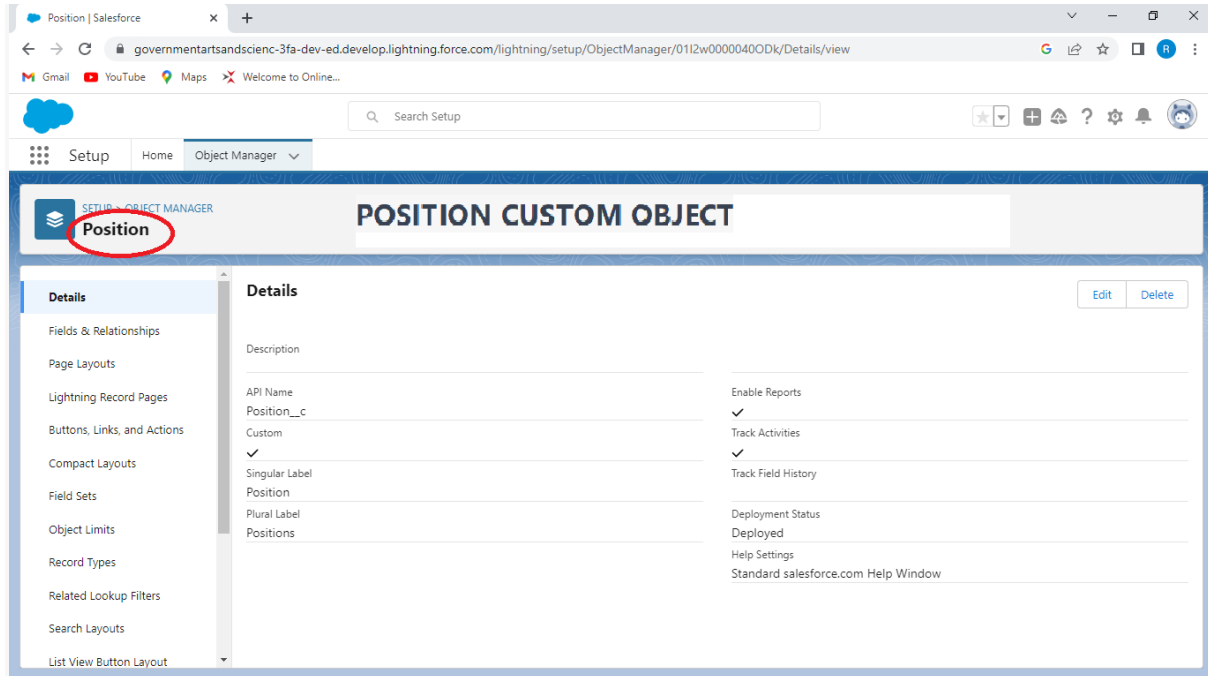


DESCRIPTION:

The "Review" object is a custom feature within the recruiting assistant system that enables HR managers to review and evaluate job applicants' profiles and resumes, as well as capture feedback from interviews or assessments. It provides a structured and organized approach to managing the review process, ensuring consistency and efficiency in evaluating applicants.

The "Review" object in a recruiting assistant for HR managers is a custom feature designed to streamline the process of reviewing and evaluating job applicants' profiles, resumes, and interview feedback. It is a centralized tool that allows HR managers to efficiently manage and track the progress of reviewing applicants during the recruitment process.

5 . ACTIVITY-5(PPOSITION CUSTOM OBJECT)



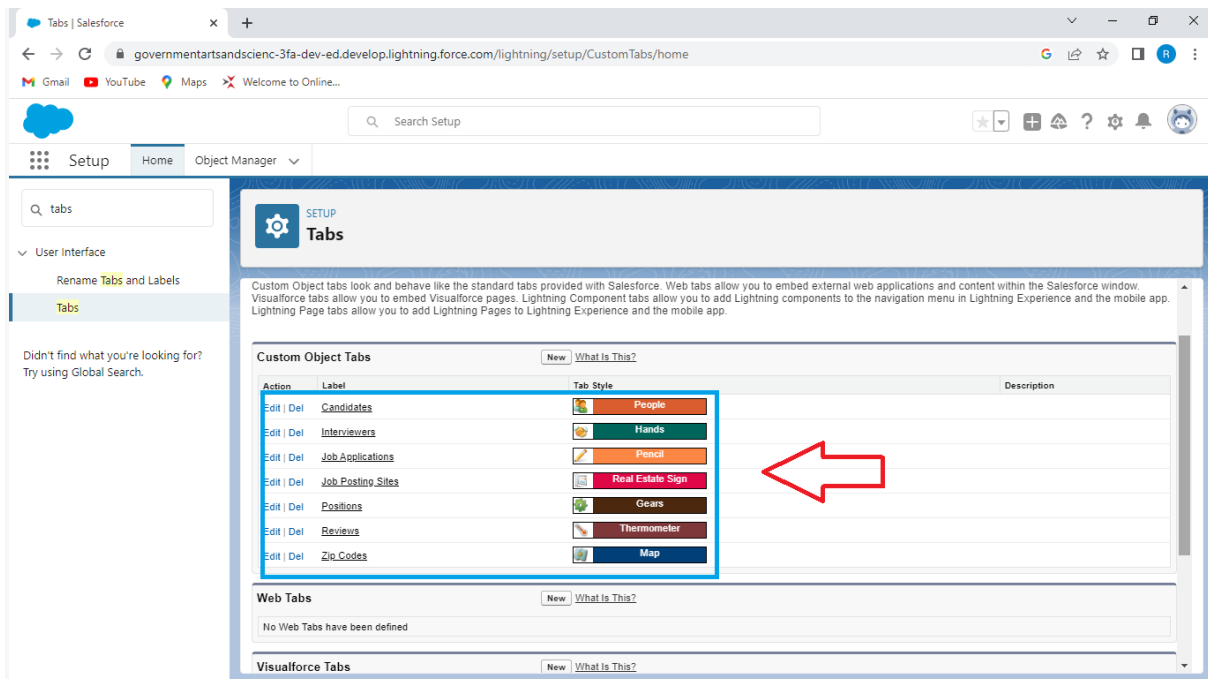
DESCRIPTION:

The "Position" object is a core component of the recruiting assistant system that represents a specific job opening within an organization. It serves as a central repository for all relevant information related to a job position, facilitating the management and tracking of job openings throughout the recruitment process.

Collaboration: The "Position" object facilitates collaboration among HR managers, recruiters, and hiring managers involved in the recruitment process. It allows for communication, sharing of information, and coordination of activities related to a particular job opening, ensuring smooth and efficient recruitment operations.

Reporting and Analytics: The "Position" object captures data related to each position, which can be used for reporting and analytics. This includes metrics such as time-to-fill, source of hire, applicant demographics, and other relevant insights that can help HR managers make data-driven decisions and improve the recruitment process.

6 . ACTIVITY-6(CREATE CUSTOM TABS)



DESCRIPTION:

Tabs are graphical user interface elements used in a software system to organize and display different sections or views of data related to an object. In the context of a job posting site, review, position, and job application objects, tabs can be used to provide easy access and navigation to different functionalities and information related to these objects. Here's a description of potential tabs for each of these objects:

Job Posting Site:

a. Job Listings: This tab displays a list of all the active job postings available on the site. It may include filters or search functionality to help users find specific job listings based on criteria such as job title, location, or department.

Review Templates: This tab allows users to create and manage review templates, which are predefined forms or questionnaires used for conducting employee reviews. Users can customize templates to align with the organization's performance evaluation criteria and goals.

7. ACTIVITY-7(FIELD & RELATIONSHIPS)

1. JOB POSTING SITE

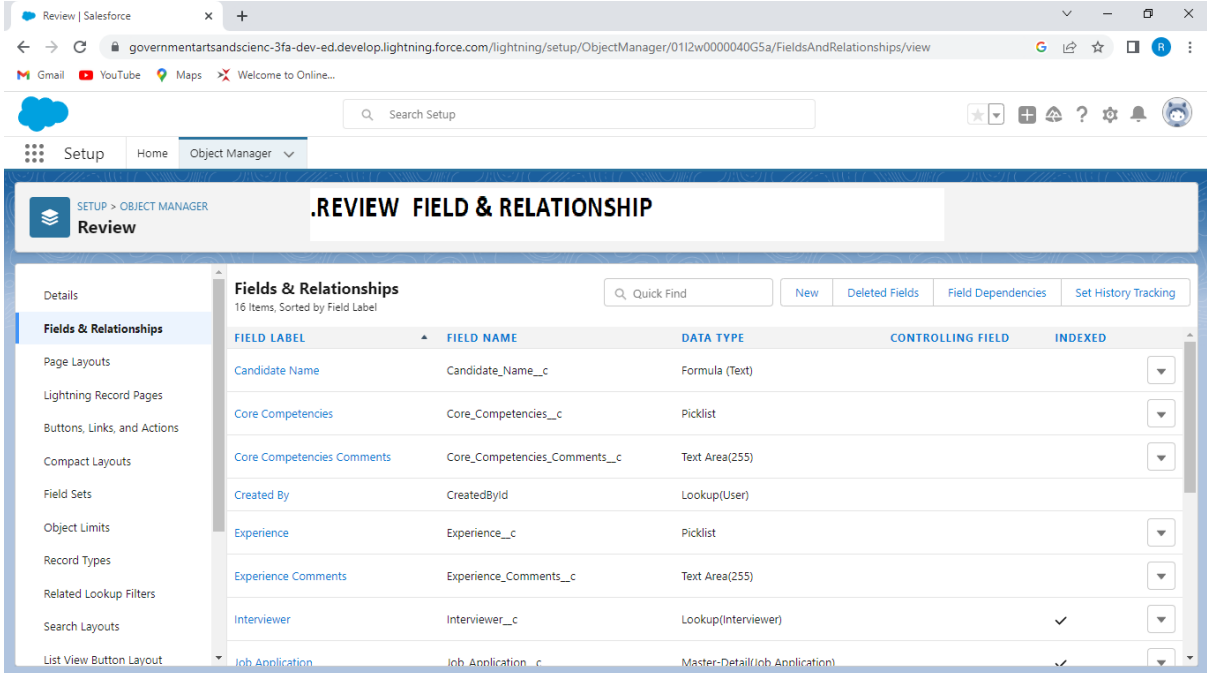
The screenshot shows the Salesforce Setup interface for the 'Job Posting Site' object. The 'Fields & Relationships' tab is selected, displaying a list of 8 fields. The fields are sorted by Field Label. The table includes columns for Field Label, Field Name, Data Type, Controlling Field, and Indexed status. The fields listed are: Created By (Lookup(User)), Description (Text Area(255)), Job Posting Site URL (URL(255)), Last Modified By (Lookup(User)), Owner (Lookup(User,Group)), Site Name (Text(80)), Status (Picklist), and Technical Site (Checkbox).

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Description	Description__c	Text Area(255)		
Job Posting Site URL	Job_Posting_Site_URL__c	URL(255)		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
Site Name	Name	Text(80)		✓
Status	Status__c	Picklist		
Technical Site	Technical_Site__c	Checkbox		

DESCRIPTION:

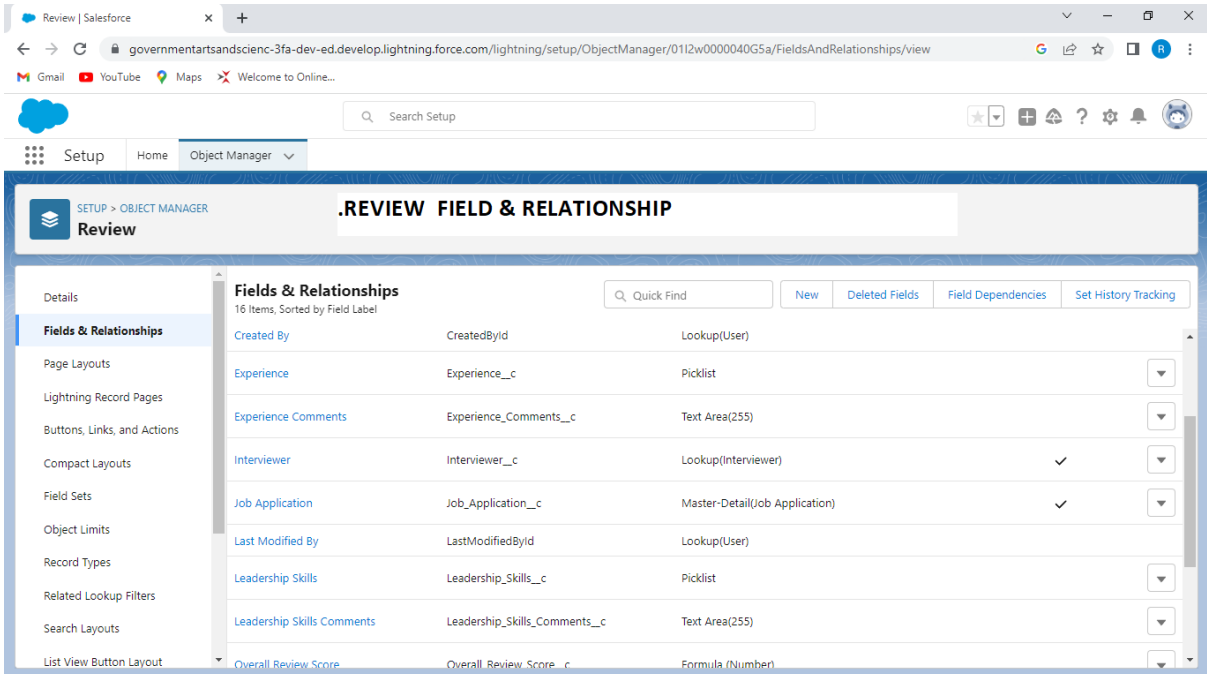
- Job Title: This field captures the title of the job being posted. It may include options for selecting from predefined job titles or allowing users to enter custom job titles.
- Job Description: This field allows users to enter a detailed description of the job, including responsibilities, qualifications, and other relevant information.
- Job Location: This field captures the location of the job, such as city, state, or country. It may include options for selecting from predefined locations or allowing users to enter custom locations.
- Job Applications: This relationship captures the job applications received for each job posting. It may include links to the application details, applicant information, and status of each application.
- Employer/Company: This relationship links the job posting to the employer or company that posted the job. It may include details such as company name, logo, and contact information.
- Users/Roles: This relationship defines the roles or permissions of users who can create, manage, and view job postings on the site. It may include roles such as admin, recruiter, or hiring manager, with different levels of access and capabilities.

2.REVIEW FIELD & RELATIONSHIP



This screenshot shows the Salesforce Setup interface for the 'Review' object. The left sidebar contains a navigation menu with options like Details, Fields & Relationships, Page Layouts, and others. The main content area is titled '.REVIEW FIELD & RELATIONSHIP' and displays a table of 16 fields. The table has columns for Field Label, Field Name, Data Type, Controlling Field, and Indexed. Fields listed include Candidate Name, Core Competencies, Core Competencies Comments, Created By, Experience, Experience Comments, Interviewer, and Job Application.

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Candidate Name	Candidate_Name__c	Formula (Text)		
Core Competencies	Core_Competencies__c	Picklist		
Core Competencies Comments	Core_Competencies_Comments__c	Text Area(255)		
Created By	CreatedById	Lookup(User)		
Experience	Experience__c	Picklist		
Experience Comments	Experience_Comments__c	Text Area(255)		
Interviewer	Interviewer__c	Lookup(Interviewer)		✓
Job Application	Job_Application__c	Master-Detail(Job Application)		✓



This screenshot continues the view of the Salesforce Setup interface for the 'Review' object, showing the next set of fields in the 'Fields & Relationships' table. The fields listed include Created By, Experience, Experience Comments, Interviewer, Job Application, Last Modified By, Leadership Skills, Leadership Skills Comments, and Overall Review Score.

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Experience	Experience__c	Picklist		
Experience Comments	Experience_Comments__c	Text Area(255)		
Interviewer	Interviewer__c	Lookup(Interviewer)		✓
Job Application	Job_Application__c	Master-Detail(Job Application)		✓
Last Modified By	LastModifiedById	Lookup(User)		
Leadership Skills	Leadership_Skills__c	Picklist		
Leadership Skills Comments	Leadership_Skills_Comments__c	Text Area(255)		
Overall Review Score	Overall_Review_Score__c	Formula (Number)		

DESCRIPTION:

- Reviewer Name: This field captures the name of the person who is writing the review. It may be linked to the user profile or captured as free text.
- Review Title: This field allows the reviewer to provide a title or heading for the review, summarizing its content.
- Review Body: This field allows the reviewer to provide detailed feedback or comments about the subject of the review, such as a job candidate, a job posting, or a recruitment process.
- Subject of Review: This relationship links the review to the specific subject being reviewed, such as a job candidate, a job posting, or a recruitment process. It may include details such as the subject's ID, name, or other relevant information.
- Reviewer Profile: This relationship links the review to the profile of the reviewer, capturing information such as the reviewer's name, job title, department, and contact information.

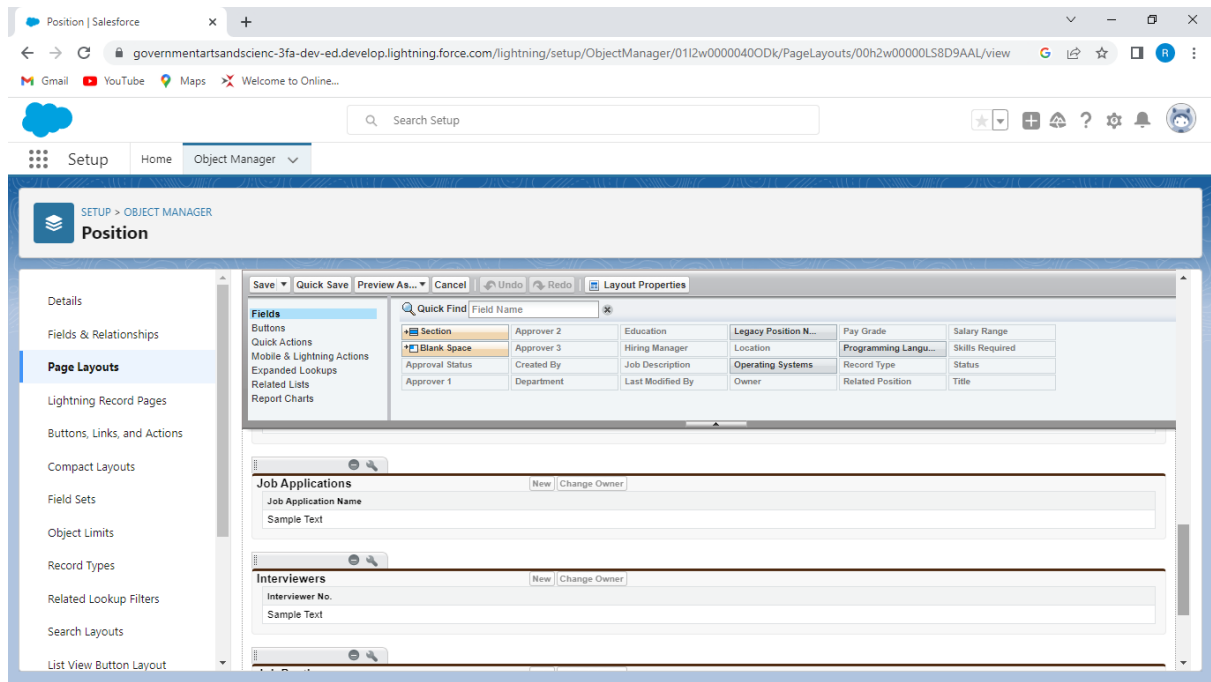
8. ACTIVITY-8(PAGE LAYOUTS FOR POSITION)

The screenshot shows the Salesforce Setup interface for configuring page layouts for the 'Position' object. The left sidebar contains a navigation menu with options like Details, Fields & Relationships, Page Layouts (selected), 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 'PAGE LAYOUTS FOR POSITION'. It features a 'Save' button, a 'Quick Save' button, a 'Preview As...' dropdown, a 'Cancel' button, and 'Undo' and 'Redo' buttons. Below these are 'Layout Properties' and a 'Quick Find' search bar.

The 'Fields' section is expanded, showing a list of fields categorized by type: Section, Blank Space, Approval Status, Approver 1, Approver 2, Approver 3, Created By, Department, Education, Hiring Manager, Job Description, Last Modified By, Legacy Position N..., Location, Operating Systems, Pay Grade, Programming Language, Record Type, Skills Required, Status, and Title. Each field has a corresponding 'Sample Text' value.

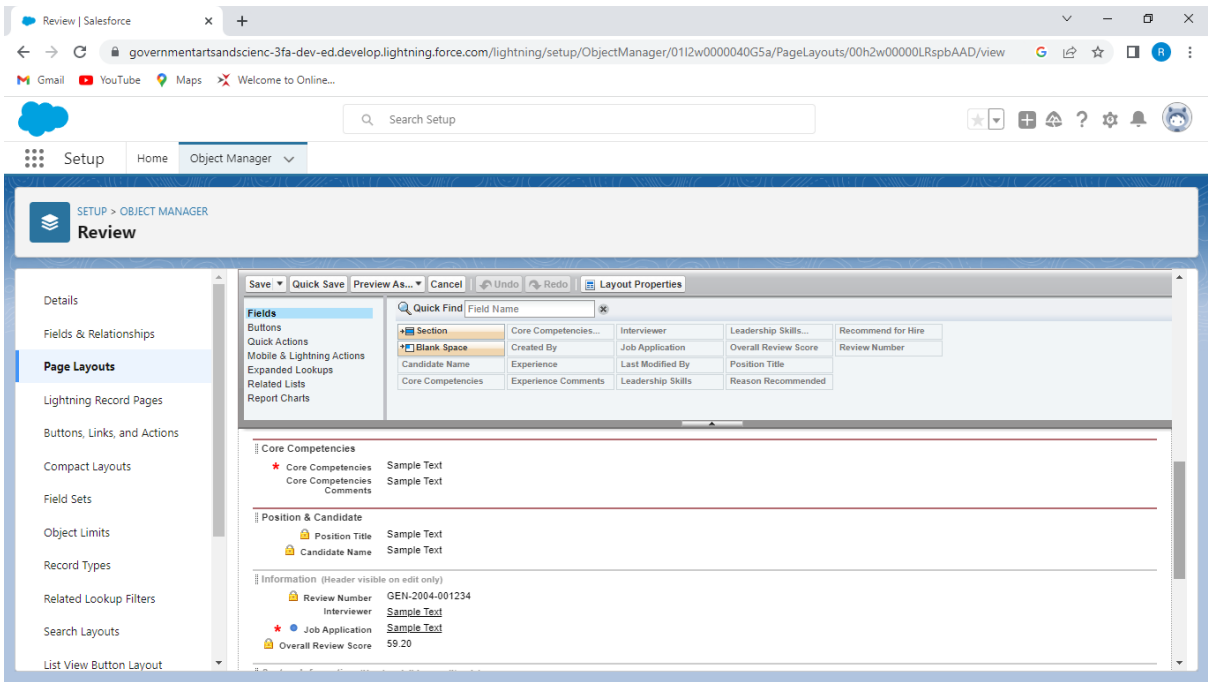
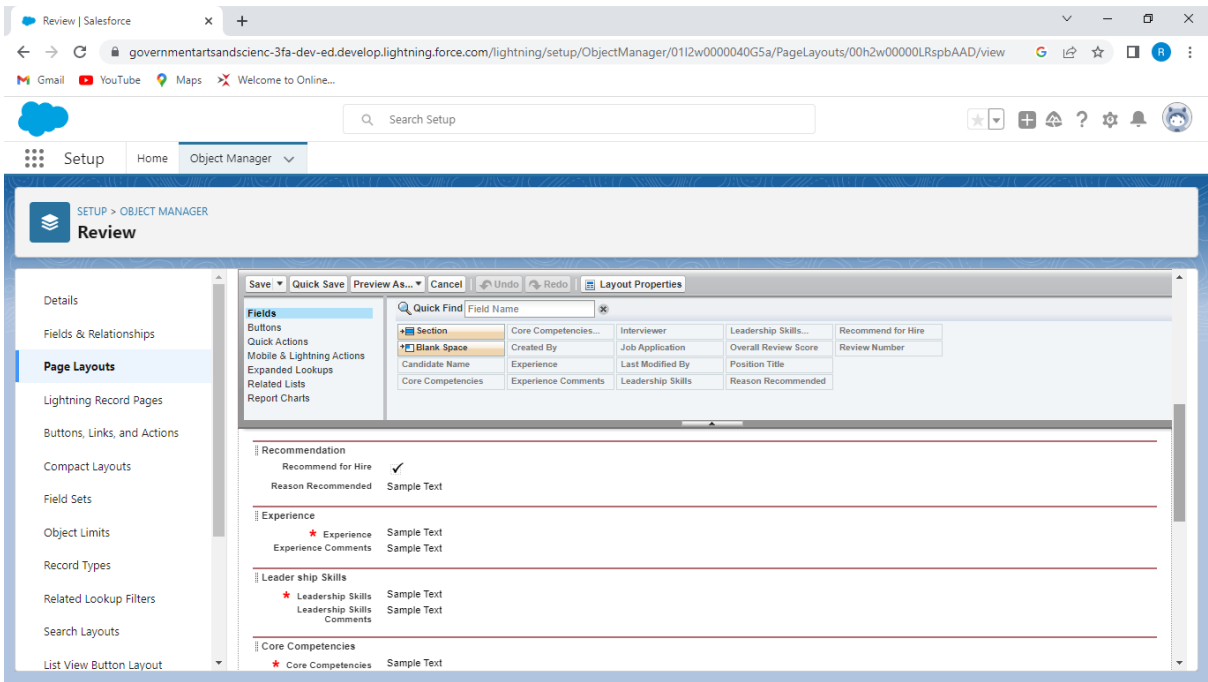
The 'Information' section displays a table with columns for Status, Sample Text, Approval Status, Sample Text, and Owner, Sample Text. The 'Description' section displays a table with columns for Job Description, Sample Text, and Pay Grade, Sample Text. The 'Salary' section displays a table with columns for Salary Range, Sample Text, and Pay Grade, Sample Text.



DESCRIPTION:

- ❖ **Position Details Section:** This section displays the key details of the position, such as the job title, department, location, employment type, and other relevant information.
- ❖ **Job Description Field:** This field displays the detailed description of the job, including responsibilities, qualifications, and other relevant information.
- ❖ **Position Status Field:** This field displays the current status of the position, such as open, closed, or on hold, indicating the stage of the recruitment process.
- ❖ **Hiring Manager Field:** This field displays the name or contact information of the hiring manager responsible for the position.
- ❖ **Recruitment Timeline Section:** This section displays a timeline or progress bar indicating the various stages of the recruitment process for the position, such as posting, screening, interviewing, and hiring, with relevant dates and statuses.

PAGE LAYOUT FOR REVIEW:



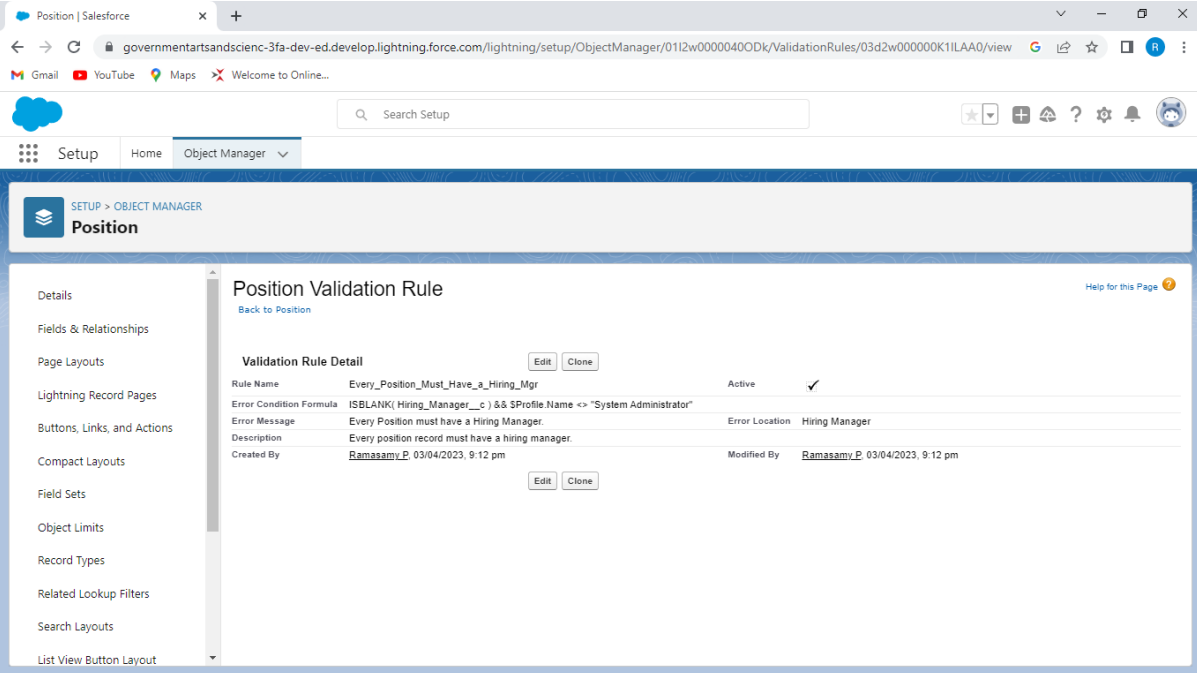
DESCRIPTION:

Review Details Section: This section displays the key details of the review, such as the reviewer's name, review title, rating, review date, and other relevant information.

- **Review Body Field:** This field displays the detailed feedback or comments provided by the reviewer, describing the subject of the review and providing insights or opinions.
- **Rating Field:** This field displays the numerical or qualitative rating provided by the reviewer, such as a star rating or a rating scale, indicating the reviewer's overall assessment of the subject being reviewed.
- **Tags/Keywords Field:** This field displays the tags or keywords added by the reviewer to categorize the review and make it easily searchable.
- **Subject of Review Section:** This section displays information about the subject being reviewed, such as a job candidate, a job posting, or a recruitment process, including relevant details such as the subject's name, ID, or other relevant information.

9 . ACTIVITY-9(VALIDATION RULES)

1. POSITION VALIDATION RULE



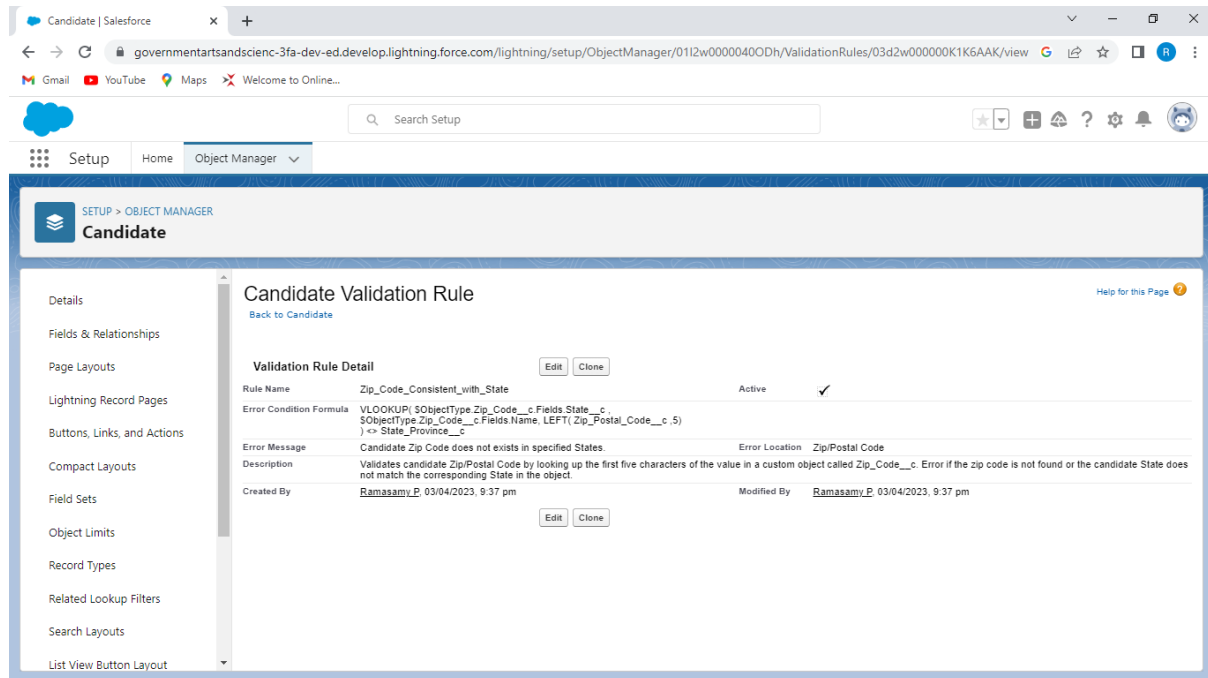
The screenshot shows the Salesforce Setup interface for configuring a Validation Rule for the 'Position' object. The left sidebar lists various setup options, and the main content area displays the 'Position Validation Rule' configuration details.

Position Validation Rule Configuration:

Validation Rule Detail		Active
Rule Name	Every_Position_Must_Have_a_Hiring_Mgr	✓
Error Condition Formula	ISBLANK(Hiring_Manager__c) && \$Profile.Name <=> "System Administrator"	
Error Message	Every Position must have a Hiring Manager.	Error Location: Hiring Manager
Description	Every position record must have a hiring manager.	
Created By	Ramasamy P. 03/04/2023, 9:12 pm	Modified By: Ramasamy P. 03/04/2023, 9:12 pm

Buttons: Edit, Clone

2.CANDIDATE VALIDATION RULE



DESCRIPTION:

- Name: The name of the validation rule, which should be descriptive and reflect the purpose of the validation rule.
- Description: A brief description or summary of the validation rule, explaining its purpose and what it checks for.
- Criteria/Conditions: The criteria or conditions that must be met for the validation rule to trigger. This may include field comparisons, formula expressions, or other logical conditions.
- Error Message: The error message that will be displayed when the validation rule is triggered. It should clearly indicate what is wrong with the data and provide guidance on how to correct it.
- Enforcement: A validation rule is enforced when data is entered or modified in the relevant field. If the data entered does not meet the criteria specified in the validation rule, the user is prevented from saving or submitting the data until the issue is resolved.
- Types of Validation Rules: There are various types of validation rules, including field-level, record-level, and cross-field validation. Field-level validation rules apply to a specific field, while record-level validation rules apply to an entire record. Cross-field validation rules involve multiple fields and ensure that the data entered in one field is consistent with data entered in another field..

10. ACTIVITY-10(CREATE PROFILE)

The screenshot shows the Salesforce Setup interface for the 'Standard User' profile. The left sidebar contains navigation links for 'Setup', 'Home', and 'Object Manager'. The main content area is titled 'Profiles' and shows the 'Standard User' profile details. The profile is associated with the 'Salesforce' user license and was created by 'Ramasamy P' on 30/03/2023. The 'Page Layouts' section lists various layouts assigned to the profile, including 'Global Layout', 'Email Application', 'Home Page Layout', 'Account Layout', 'Object Milestone Layout', 'Operating Hours Layout', 'Opportunity Layout', and 'Opportunity Product Layout'. The 'Profile Detail' section includes buttons for 'Edit', 'Clone', and 'View Users'.

Profiles | Salesforce

governmentartsandscienc-3fa-dev-ed.develop.lightning.force.com/lightning/setup/EnhancedProfiles/page?address=%2F00e2w000005koga

Search Setup

Setup Home Object Manager

Q profil

Users

Profiles

Didn't find what you're looking for? Try using Global Search.

Profile: Standard User

Users with this profile have the permissions and page layouts listed below. Administrators can change a user's profile by editing that user's personal information.

If your organization uses Record Types, use the Edit links in the Record Type Settings section below to make one or more record types available to users with this profile.

Login IP Ranges [0] | Enabled Apex Class Access [0] | Enabled Visualforce Page Access [0] | Enabled External Data Source Access [0] | Enabled Named Credential Access [0] | Enabled Custom Metadata Type Access [0] | Enabled Custom Setting Definitions Access [0] | Enabled Flow Access [0] | Enabled Service Presence Status Access [0] | Enabled Custom Permissions [0]

Profile Detail

Edit Clone View Users

Name	Standard User
User License	Salesforce
Created By	Ramasamy P 30/03/2023, 2:46 pm
Modified By	Ramasamy P 05/04/2023, 7:08 am

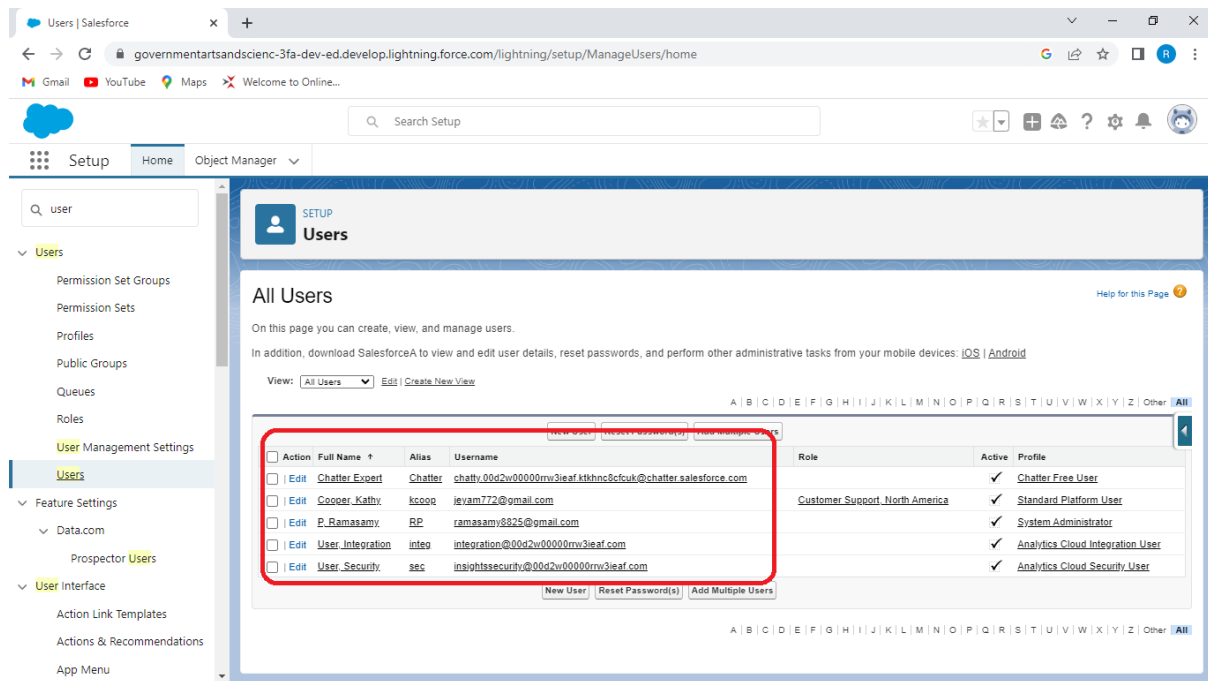
Page Layouts

Standard Object Layouts	Global	Global Layout [View Assignment]	Object Milestone	Object Milestone Layout [View Assignment]
Email Application	Not Assigned	[View Assignment]	Operating Hours	Operating Hours Layout [View Assignment]
Home Page Layout	DE Default	[View Assignment]	Opportunity	Opportunity Layout [View Assignment]
Account	Account Layout	[View Assignment]	Opportunity Product	Opportunity Product Layout [View Assignment]

DESCRIPTION:

- HR Strategy and Planning: I develop and implement HR strategies and plans aligned with the organization's goals and objectives. I create and manage HR policies, procedures, and programs to ensure compliance with relevant laws and regulations.
- Employee Lifecycle Management: I oversee the entire employee lifecycle, from recruitment and onboarding to performance management, employee engagement, and offboarding. I utilize Salesforce's HR tools and features to manage employee records, contracts, compensation, and benefits.
- Talent Acquisition and Management: I lead the recruitment and selection process, including job posting, applicant tracking, interviewing, and offer management. I collaborate with hiring managers to ensure a smooth and efficient hiring process. I also develop and implement talent management programs to identify, develop, and retain top talent within the organization.

11. ACTIVITY-11(CREATE USER)



DESCRIPTION:

- Navigate to the Salesforce Setup: Log in to Salesforce with your credentials and click on the gear icon in the upper-right corner to access the Setup menu.
- Access User Management Settings: In the Setup menu, under the "Administer" section, click on "Users" to access the User Management settings.
- Click on "New User": In the Users page, click on the "New User" button to create a new user for the Recruiting Assistant.
- Enter User Details: Fill in the required user details, such as First Name, Last Name, Email, Username, and Nickname. Choose an appropriate Profile for the user, which should have the necessary permissions to access and use the Recruiting Assistant.
- Assign Recruiting Assistant Permission Set: Scroll down to the "Permission Set Assignments" section and click on "Edit

Assignments." From the list of available Permission Sets, select the Permission Set that grants access to the Recruiting Assistant and click on "Add" to assign it to the user.

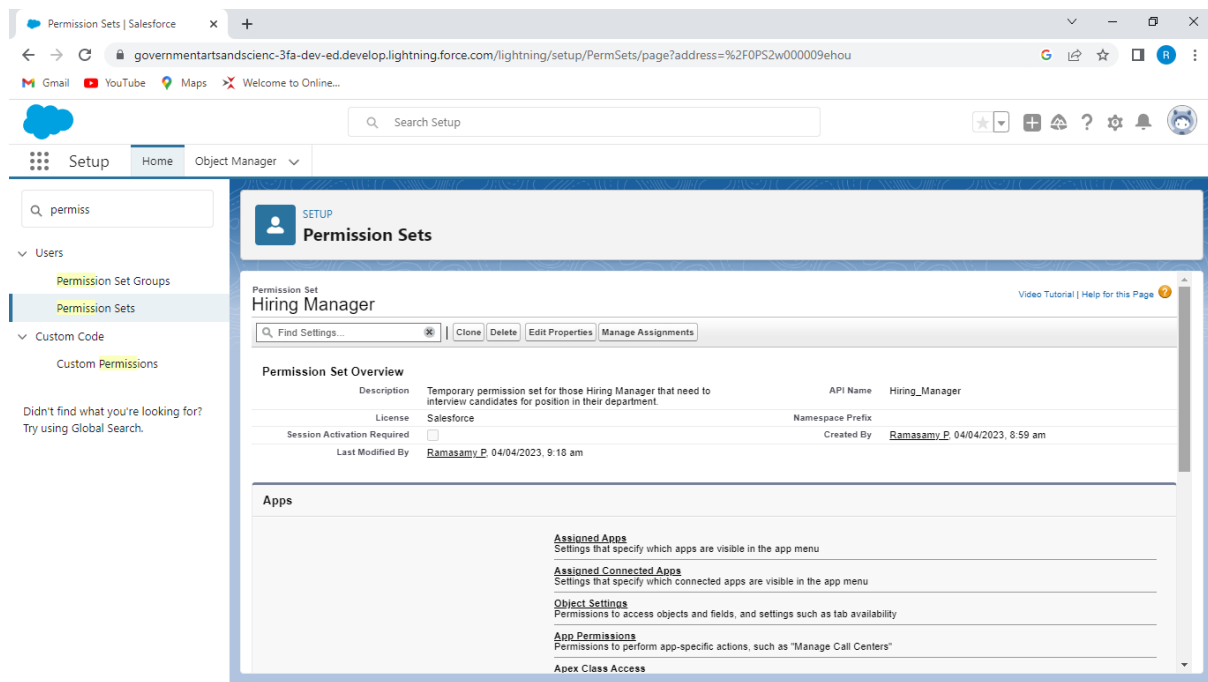
Set User's Role: Optionally, you can set a Role for the user to determine their level of access and hierarchy within the organization.

- Save the User: Once you have filled in all the required details and assigned the appropriate Permission Set, click on the "Save" button to create the user for the Recruiting Assistant.
- Notify the User: After saving the user, you can notify the user about their login credentials and provide any necessary

12. ACTIVITY-12(PERMISSION SETS)

The screenshot shows the Salesforce Setup interface for Permission Sets. The left sidebar contains navigation links for Users, Permission Set Groups, Permission Sets (highlighted), and Custom Code. The main content area is titled "Permission Sets" and includes a search bar, a "New" button, and a table of existing permission sets. The table has columns for Action, Permission Set Label, Description, and License. The table lists several 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 page shows pagination information: "1-25 of 26" and "0 Selected".

Action	Permission Set Label	Description	License
Clone	Buyer	Allows access to the store. Lets users see products and...	B2B Buyer Permission Set One Seat
Clone	Buyer Manager	Includes all Buyer capabilities, and allows access to mana...	B2B Buyer Manager Permission Set One Seat
Clone	CRM User	Denotes that the user is a Sales Cloud or Service Cloud u...	CRM User
Clone	Commerce Admin	Allow access to commerce admin features.	Commerce Admin Permission Set License Seats
Clone	Contact Center Admin	Manage Service Cloud Voice contact centers that use A...	Service Cloud Voice User
Clone	Contact Center Agent	Access agent features in Service Cloud Voice contact cent...	Service Cloud Voice User
Clone	Contact Center Supervisor	Access supervisor features in Service Cloud Voice contact...	Service Cloud Voice User
Del Clone	Experience Profile Manager		Salesforce
Clone	Facility Manager	Lets users create, read, edit, and delete locations, subloca...	Facility Manager

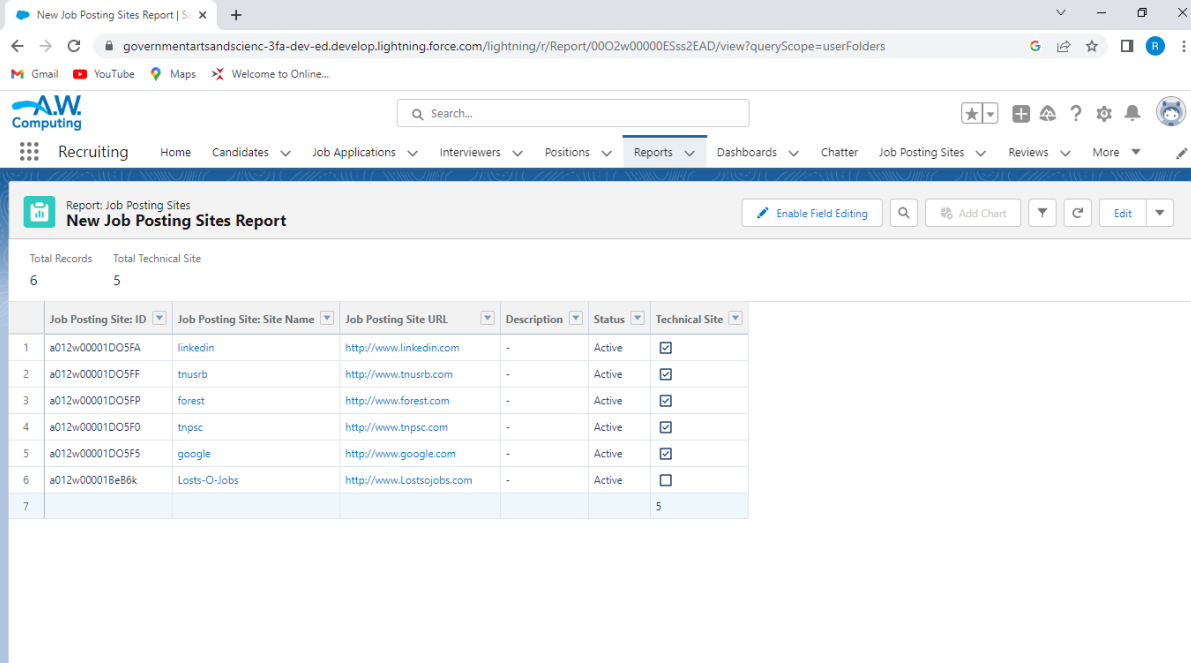


DESCRIPTION:

- **Recruiting Assistant User:** This Permission Set grants HR Managers access to the Recruiting Assistant application in Salesforce. It allows them to create, edit, and manage job postings, view and manage applicants, schedule interviews, and collaborate with hiring managers and recruiters.
- **Job Posting Manager:** This Permission Set specifically focuses on granting HR Managers the ability to create, edit, and manage job postings within the Recruiting Assistant. It allows them to define job details, set qualifications, manage application deadlines, and publish job postings to various channels.
- **Interview Scheduler:** This Permission Set enables HR Managers to schedule and manage interviews for job applicants within the Recruiting Assistant. It allows them to create and manage interview time slots, send interview invitations, and track interview status.
- **Offer Manager:** This Permission Set focuses on granting HR Managers the ability to create and manage job offers within the Recruiting Assistant. It allows them to create offer templates, generate offer letters, and manage offer acceptance or rejection.
- **Permission sets** are a collection of settings and permissions that define what a user can access and do within the Recruiting Assistant. Permission sets are used to grant users access to the various features and functions of the Recruiting Assistant, based on their roles and responsibilities.

- **Recruiting User:** This permission set is designed for users who need to create and manage job postings, view and edit candidate profiles, and collaborate with other recruiters and hiring managers.
- **Hiring Manager:** This permission set is designed for users who need to review and approve job postings, view and edit candidate profiles, and collaborate with recruiters to make hiring decisions.
- **Recruiting Administrator:** This permission set is designed for users who need to configure and manage the Recruiting Assistant application, such as creating and editing job templates, managing candidate sources, and customizing the recruiting process.
- **Interviewer:** This permission set is designed for users who need to schedule and conduct interviews with candidates, as well as provide feedback on their qualifications and suitability for the job.

13. ACTIVITY-13(REPORTS)



The screenshot shows a web browser displaying a Salesforce report. The report is titled "New Job Posting Sites Report" and is part of the "Job Posting Sites" dashboard. The report shows a table with 6 records. The columns are: Job Posting Site ID, Job Posting Site Name, Job Posting Site URL, Description, Status, and Technical Site. The data is as follows:

	Job Posting Site ID	Job Posting Site Name	Job Posting Site URL	Description	Status	Technical Site
1	a012w00001DO5FA	linkedin	http://www.linkedin.com	-	Active	<input checked="" type="checkbox"/>
2	a012w00001DO5FF	tnusrb	http://www.tnusrb.com	-	Active	<input checked="" type="checkbox"/>
3	a012w00001DO5FP	forest	http://www.forest.com	-	Active	<input checked="" type="checkbox"/>
4	a012w00001DO5FO	tnpsc	http://www.tnpsc.com	-	Active	<input checked="" type="checkbox"/>
5	a012w00001DO5F5	google	http://www.google.com	-	Active	<input checked="" type="checkbox"/>
6	a012w00001BeB6k	Losts-O-Jobs	http://www.Lostsojobs.com	-	Active	<input type="checkbox"/>
7						5

Report: Job Applications with Reviews
New Job Applications with Reviews Report

Enable Field Editing

Total Records: 1 Total Number of Reviews: 1

	Candidate	Candidate Name	Job Application: Job Application Name	Review: Review Number	Job Application: ID	Status	Number of Reviews
1	C-0000	Ramasamy P	APP-00001	REV-0001	a062w00000Pz0Rh	Open	1
2							1

Report: Accounts
New Accounts Report

Enable Field Editing

Total Records: 12

	Account Owner	Account Name	Type	Rating	Last Activity	Last Modified Date	Billing State/Province
1	Ramasamy P	sForce	-	-	-	30/03/2023	CA
2	Ramasamy P	United Oil & Gas Corp.	Customer - Direct	Hot	-	30/03/2023	NY
3	Ramasamy P	University of Arizona	Customer - Direct	Warm	-	30/03/2023	AZ
4	Ramasamy P	Express Logistics and Transport	Customer - Channel	Cold	-	30/03/2023	OR
5	Ramasamy P	Grand Hotels & Resorts Ltd	Customer - Direct	Warm	-	30/03/2023	IL
6	Ramasamy P	Dickenson plc	Customer - Channel	-	-	30/03/2023	KS
7	Ramasamy P	Pyramid Construction Inc.	Customer - Channel	-	-	30/03/2023	-
8	Ramasamy P	Burlington Textiles Corp of America	Customer - Direct	Warm	-	30/03/2023	NC
9	Ramasamy P	Edge Communications	Customer - Direct	Hot	-	30/03/2023	TX
10	Ramasamy P	United Oil & Gas, Singapore	Customer - Direct	-	-	30/03/2023	Singapore
11	Ramasamy P	United Oil & Gas, UK	Customer - Direct	-	-	30/03/2023	UK
12	Ramasamy P	GenePoint	Customer - Channel	Cold	-	30/03/2023	CA

DESCRIPTION:

- Access the Reports Tab: Log in to Salesforce with your credentials and click on the "Reports" tab in the navigation bar. This will take you to the Reports page, where you can create and manage reports.

- Choose a Report Type: In Salesforce, reports are based on report types, which determine the data you can include in your report. As an HR Manager, you can choose from various pre-built report types related to HR, such as "Employee," "Compensation," "Performance," and "Recruiting." Select the appropriate report type that matches the data you want to report on.
- Customize Report Columns and Filters: Once you have chosen a report type, you can customize the report by selecting the columns you want to display and applying filters to refine the data. For example, you can choose to display columns such as "Employee Name," "Hire Date," "Salary," and "Performance Rating," and apply filters based on criteria such as department, location, or job title to narrow down the data.
- Add Report Groupings and Summarized Fields: You can group the data in your report by adding grouping fields, such as "Department" or "Location," to organize the data and provide a higher-level view. You can also add summarized fields, such as "Total Compensation" or "Average Performance Rating," to calculate and display summarized data in your report.
- Customize Report Format and Chart Options: Salesforce allows you to customize the format of your report by choosing from different report formats, such as tabular, summary, or matrix. You can also add charts to your report to visualize data in graphical format, such as bar charts, pie charts, or line charts, to make it easier to interpret and analyze HR data.

4 . TRAILHEAD PROFILE PUBLIC URL

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

Team Member 1 – <https://trailblazer.me/id/vignr34>

Team Member2 – <https://trailblazer.me/id/manok45>

Team Member3 – <https://trailblazer.me/id/lnath33>

Team Member4- <https://trailblazer.me/id/skumar945>

5 . **ADVANTAGE & DISADVANTAGES**

Advantages of the Recruiting Assistant app for HR Managers:

- **Streamlined Recruitment Process:** The Recruiting Assistant app in Salesforce provides HR Managers with a centralized platform to manage the entire recruitment process, from creating job postings to tracking candidates' progress. This streamlines the recruitment process, making it more efficient and effective.
- **Enhanced Collaboration:** The app allows HR Managers to collaborate with recruiters, hiring managers, and other stakeholders in real-time. They can easily share candidate profiles, schedule interviews, and exchange feedback, promoting seamless communication and collaboration among team members.
- **Customizable Workflows:** The Recruiting Assistant app allows HR Managers to create customized workflows based on their organization's recruitment process. This enables them to standardize and automate recruitment tasks, ensuring consistency and reducing manual efforts.
- **Data-Driven Decision Making:** The app provides HR Managers with access to a wide range of data and analytics, enabling them to make informed decisions based on real-time insights. They can track key recruitment metrics, analyze candidate data, and identify areas for improvement in the recruitment process.
- **Integration with Salesforce CRM:** The Recruiting Assistant app is integrated with Salesforce CRM, allowing HR Managers to seamlessly manage recruitment data within the Salesforce platform. This integration eliminates the need for multiple systems and enhances data accuracy and consistency.

Disadvantages of the Recruiting Assistant app for HR Managers:

- **Learning Curve:** Like any new software, the Recruiting Assistant app may require HR Managers and other users to learn and adapt to a new system, which can take time and effort.
- **Customization Limitations:** While the app offers customization options, there may be limitations in terms of the level of customization that can be done to match the unique requirements of an organization's recruitment process.
- **Dependence on Salesforce Platform:** The app is tightly integrated with Salesforce CRM, which means HR Managers need to be dependent on the Salesforce platform and its updates and changes.
- **Cost:** The Recruiting Assistant app is a premium feature in Salesforce and may require additional licensing costs. This can be a potential disadvantage for organizations with budget constraints.
- **Data Security:** As with any software that involves handling sensitive HR data, data security and privacy are critical considerations. HR Managers need to ensure proper data security measures are in place to protect candidate information and comply with data privacy regulations.

6 . APPLICATIONS:

- Job Posting and Candidate Management: HR Managers can create and manage job postings within the app, including details such as job title, description, requirements, and location. They can also track and manage candidates who have applied for the job, review their profiles, and move them through various stages of the recruitment process.
- Candidate Sourcing and Screening: The app provides HR Managers with tools to source candidates from various channels, such as job boards, social media, and referrals. HR Managers can also screen candidates based on qualifications, experience, and other criteria, and track their progress in the recruitment process.
- Interview Scheduling and Feedback: The app allows HR Managers to schedule interviews with candidates and send automated notifications. They can also collect feedback from interviewers and stakeholders, and use it to evaluate candidates and make informed hiring decisions.
- Collaboration and Communication: The app promotes collaboration among HR Managers, recruiters, and hiring managers by providing a centralized platform for communication and feedback. HR Managers can share candidate profiles, exchange feedback, and collaborate in real-time, enhancing communication and coordination during the recruitment process.
- Workflow Automation: The app offers workflow automation capabilities that allow HR Managers to create customized recruitment workflows based on their organization's requirements. This helps standardize and automate recruitment tasks, reducing manual efforts and ensuring consistency in the recruitment process.
- Reporting and Analytics: The app provides HR Managers with access to data and analytics related to their recruitment processes. They can generate reports and dashboards to track key recruitment metrics, analyze candidate data, and gain insights for process improvement and decision making.
- Integration with Salesforce CRM: The app is integrated with Salesforce CRM, enabling HR Managers to seamlessly manage recruitment data within the Salesforce platform. This integration allows for data consistency, accuracy, and easier access to recruitment data alongside other HR and business data.

7 . CONCLUTION:

In conclusion, the Recruiting Assistant app in Salesforce offers valuable features and functionalities for HR Managers to streamline their recruitment processes and effectively manage their hiring needs. The app provides a centralized platform for job posting, candidate management, interview scheduling, feedback collection, collaboration, workflow automation, and reporting, all within the Salesforce CRM ecosystem. This allows HR Managers to leverage the power of Salesforce to enhance their recruitment management capabilities and make data-driven decisions.

The Recruiting Assistant app offers advantages such as a streamlined recruitment process, enhanced collaboration among team members, customizable workflows, data-driven decision making, and integration

with Salesforce CRM. It can improve recruitment efficiency, reduce manual efforts, standardize processes, and provide insights for continuous improvement.

However, there are also some considerations to keep in mind, including potential learning curve, customization limitations, dependence on Salesforce platform, licensing costs, and data security concerns. Organizations should carefully evaluate their unique requirements, budget, and data security needs before implementing the app.

Overall, the Recruiting Assistant app for HR Managers in Salesforce can be a valuable tool for organizations seeking to optimize their recruitment processes and improve recruitment management. Proper training, customization, and data security measures should be in place to ensure maximum benefits and success in utilizing the app for recruitment management.

8 . FUTURE SCOPE:

The future scope of the Recruiting Assistant app for HR Managers in Salesforce is promising, with several potential areas of growth and advancement. Here are some possible future developments and trends that could shape the future of the app:

- **Artificial Intelligence (AI) and Automation:** As AI and automation technologies continue to advance, the Recruiting Assistant app could potentially leverage these capabilities to further enhance the recruitment process. For example, AI-powered resume screening, chatbots for candidate engagement, and predictive analytics for identifying top candidates could become standard features in the app, saving time and effort for HR Managers and improving the quality of candidate selection.
- **Enhanced Integration with Other HR and Recruitment Tools:** The app could further expand its integration capabilities with other HR and recruitment tools, such as applicant tracking systems (ATS), background screening tools, and assessment platforms. This would allow HR Managers to seamlessly manage recruitment data and processes across different platforms, enhancing efficiency and productivity.
- **Mobile and Social Recruiting:** With the increasing use of mobile devices and social media in recruitment, the app could potentially incorporate more mobile and social recruiting capabilities. This could include mobile job posting and application features, social media integration for candidate sourcing, and social media analytics for tracking recruitment success on social platforms.
- **Enhanced Reporting and Analytics:** The app could continue to evolve its reporting and analytics capabilities, providing HR Managers with more advanced and customizable reporting options, predictive analytics for identifying recruitment trends, and data visualization tools for gaining insights from large volumes of recruitment data.
- **Enhanced Collaboration and Communication Features:** Collaboration and communication are critical in recruitment, and the app could further improve its features in these areas. This could include real-time chat and messaging capabilities,

collaborative candidate evaluation features, and integrations with video interviewing tools for remote recruitment.

- **Global Recruitment Capabilities:** As organizations increasingly look for talent globally, the app could expand its capabilities to support international recruitment processes, including features such as multi-language support, localized job postings, and compliance with global recruitment regulations.
- **Enhanced User Experience (UX) and User Interface (UI):** The app could continue to improve its UX and UI to make it more user-friendly, intuitive, and visually appealing, ensuring HR Managers can easily navigate and use the app to manage their recruitment processes efficiently.
- **Enhanced Security and Data Privacy:** As data privacy and security continue to be a top concern for organizations, the app could further enhance its security measures, including features such as data encryption, user access controls, and compliance with data protection regulations.