

Recruiting Assistant For HR Managers

1. INTRODUCTION:

1.1 OVERVIEW

We are looking to hire a young and dynamic individual as an HR Assistant for our Human Resources department.

To be successful in this job role, you should have an exceptional ability to solve problems instantly. You should also possess outstanding people skills and the ability to maintain sensitive information. Moreover, you should also be updated with the latest HR trends and practices.

If you think you can perform this job role as an HR Assistant, then send in your job application right now. We will be happy to see you soon.

As an HR Assistant, you will be **responsible for managing and handling the day-to-day HR activities**. You will also be responsible for identifying any payroll issues and miscalculations. In addition to this, you should be able to update and maintain employees' details in both online and offline mode.

What is the job description for HR Manager recruiter?



HR Manager responsibilities include:

Developing and implementing HR strategies and initiatives aligned with the overall business strategy. Bridging management and employee relations by addressing demands, grievances or other issues. Managing the recruitment and selection process.

Responsibilities

- Organizing orientation programs for new employees.
- Updating the employee's details in the database.
- Implementing and updating the benefits and compensation policies.
- Helping in the annual performance review process.
- Checking payroll details and resolving any payroll issues.
- Conducting employee termination process and completing the paperwork.
- Answering all the employees' questions in regards to Human Resources.

- Scheduling interview meetings along with other team members.
- Creating job advertisements and writing job descriptions.
- Administering day-to-day Human Resources activities.
- Performing reference checks and background checks.
- Coordinating with the training sessions for the new employees.
- Assisting in onboarding employees.
- Resolving all the internal and external HR-related issues.
- Assisting in Human Resources team in hiring.

1.2 Purpose

What is the general purpose of recruitment?

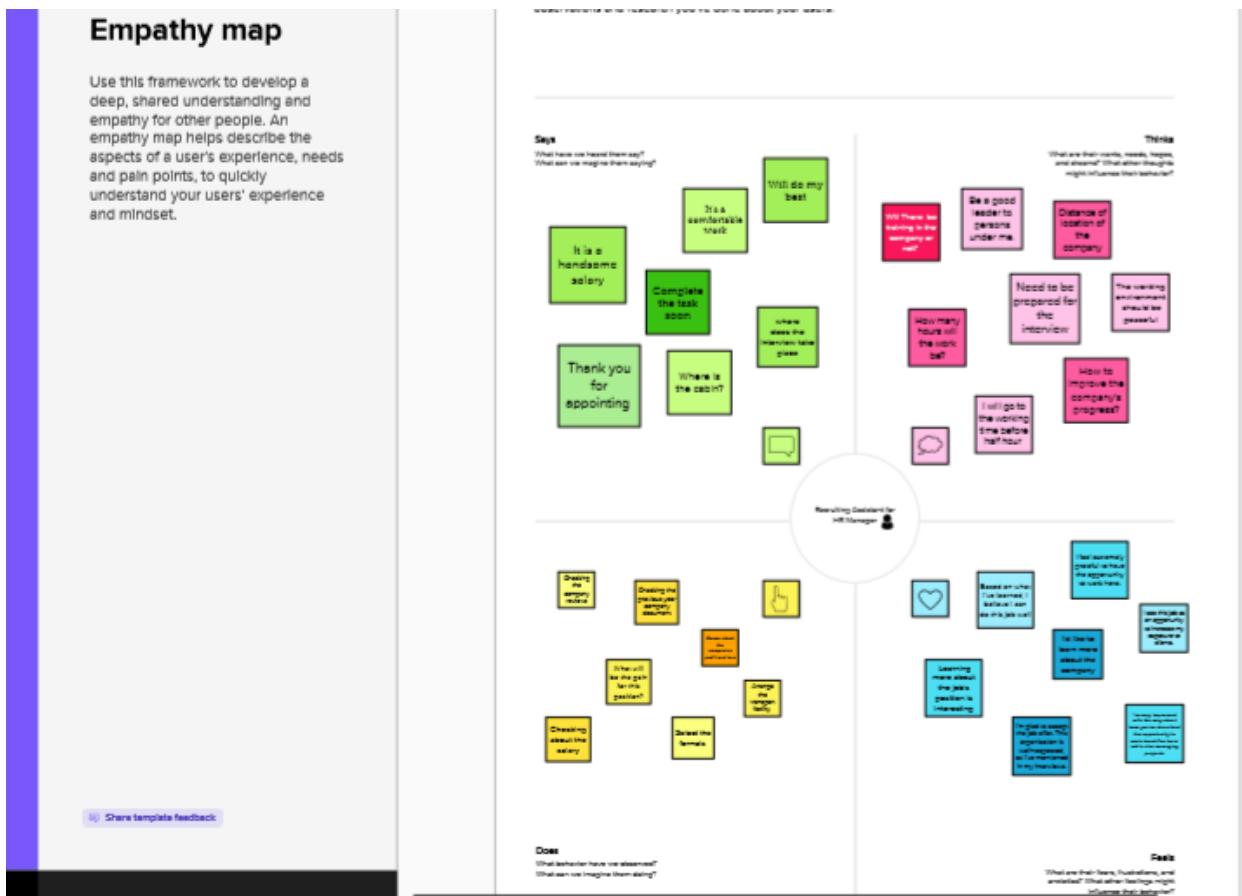


The goal of recruitment is **to create a wide pool of qualified candidates from which one has to choose the most qualified individual for the job**. This approach draws big groups of individuals and encourages them to apply for open opportunities in a company

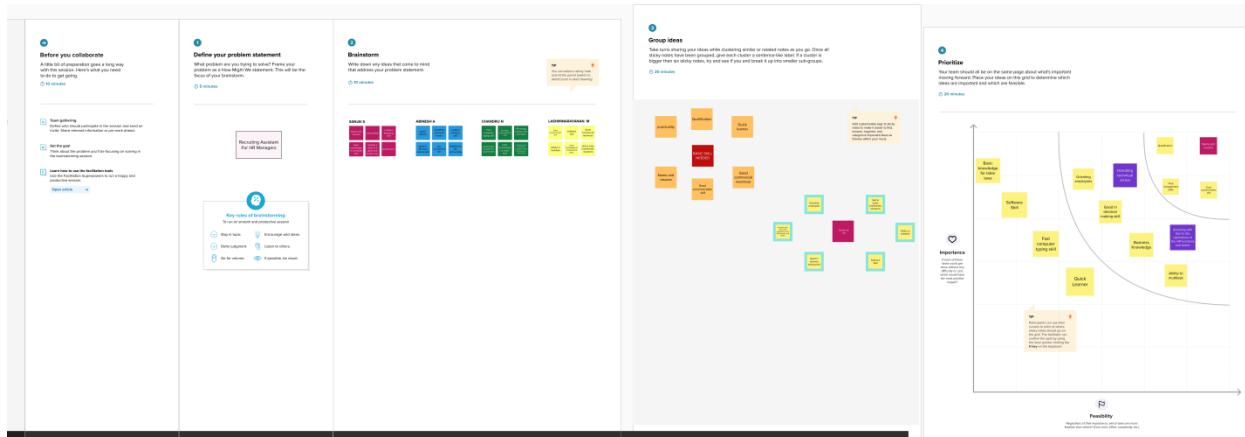
A Human Resources (HR) Assistant is a professional who is responsible for the daily administrative and HR duties of an organization. They assist with recruitment and record maintenance for payroll processing as well as provide clerical support to all employees.

2. Problem Definition & Design thinking

2.1 Empathy Map



2.2 Ideation & Brainstorming Map



3. Result

specific, measurable goals that a company or individual sets to track progress and success.

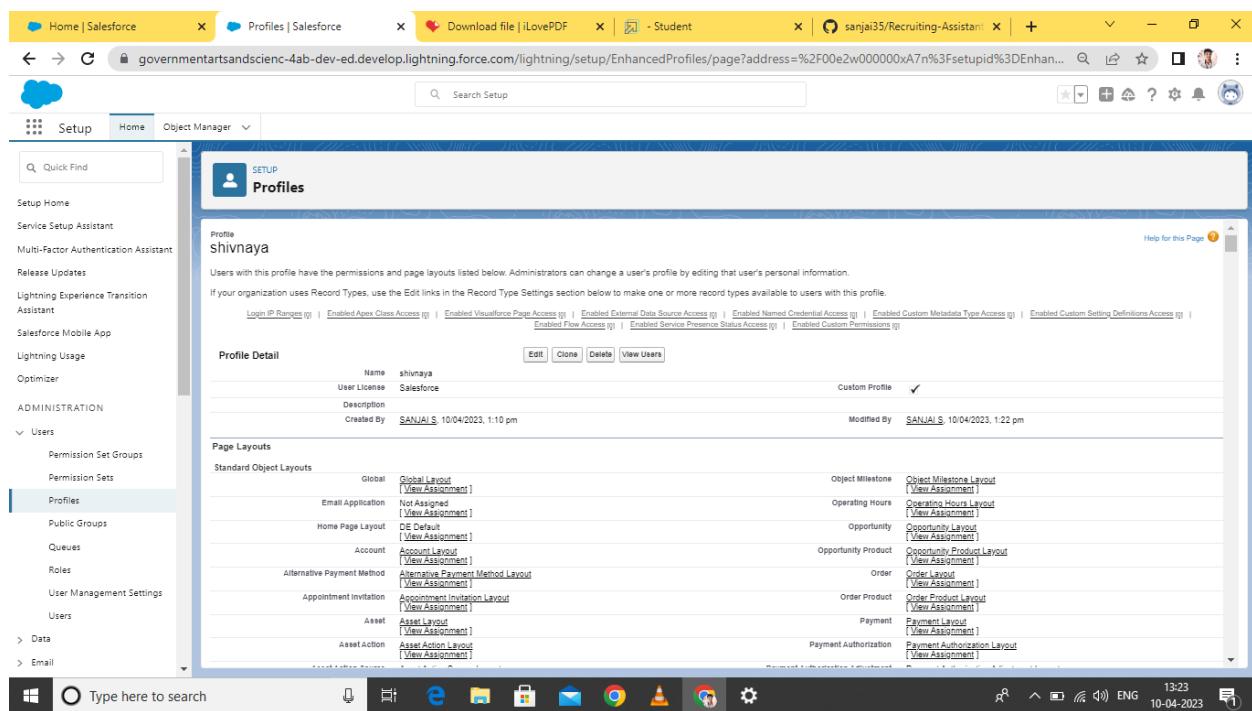
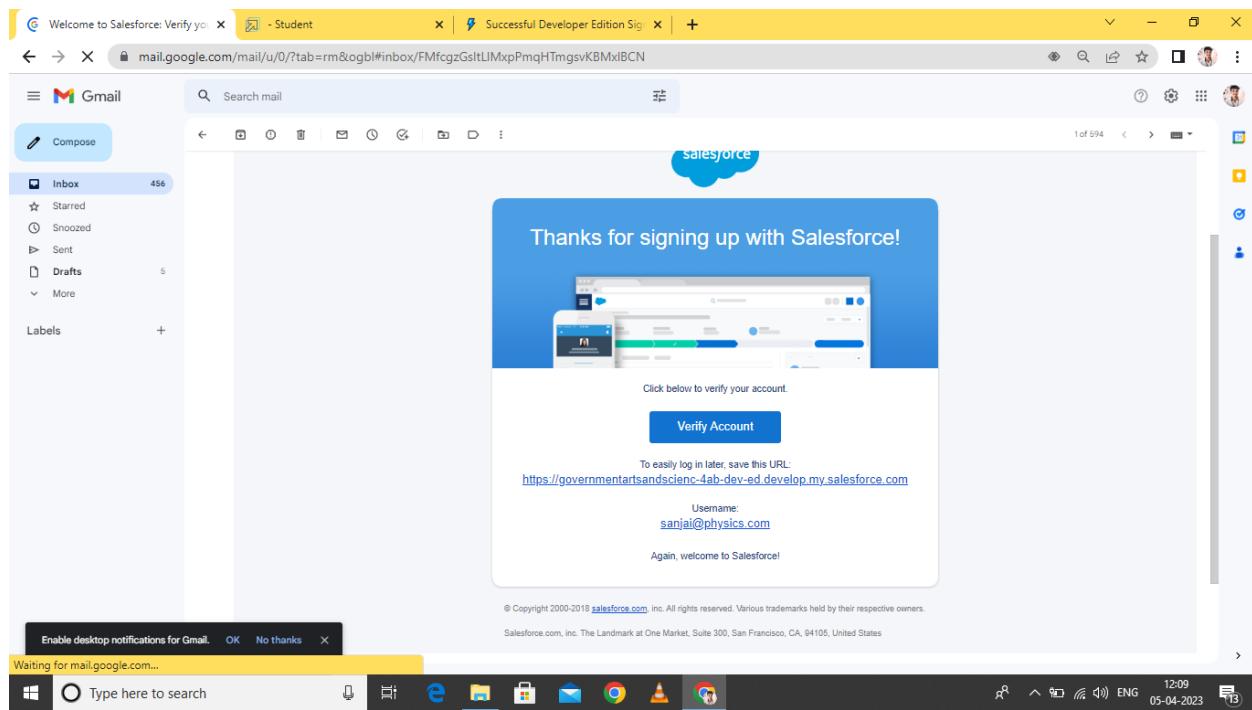
They can be used in any context, but are often used in human resources to track employee goals and objectives.

KRAs can be specific to an individual or to a team, and should be aligned with the company's overall strategy. Examples of KRAs include increasing sales by a certain percentage, reducing expenses by a certain percentage, or increasing customer satisfaction by a certain percentage. Measuring progress against KRAs allows individuals and teams to track their progress and make necessary adjustments along the way.

3.1 Data model

OBJECT NAME	FIELD IN OBJECT	
JOB POSTING SITES	FILED LBLE	DATA TYPE
	Job posting site	URL
	FILED LBLE	DATA TYPE
	Technical site	URL
	FILED LBLE	DATA TYPE
	status	URL
	FILED LBLE	DATA TYPE
	description	URL
JOB POSTING	FILED LBLE	DATA TYPE
	Job posting	Auto number

3.2 Screenshort of my project activities



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governmentartsandscience-4ab-dev-ed.lightning.force.com/lightning/setup/EnhancedProfiles/page?address=%2Fui%2Fperms%2Fui%2Fprofile%2FProfile...

Setup Home

Service Setup Assistant

Multi-Factor Authentication Assistant

Release Updates

Lightning Experience Transition Assistant

Salesforce Mobile App

Lightning Usage

Optimizer

ADMINISTRATION

Users

Permission Set Groups

Permission Sets

Profiles

Public Groups

Queues

Roles

User Management Settings

Users

Data

Email

Cloud

Search Setup

SETUP Profiles

Clone Profile

Enter the name of the new profile.

You must select an existing profile to clone from.

Existing Profile: Standard User

User License: Salesforce

Profile Name: Shunaya

Save Cancel

Type here to search

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Search Setup

SETUP Profiles

Custom Object Permissions

Incidents

Individuals

Invoices

Leads

Work Step Templates

Work Types

Work Type Groups

Custom Object Permissions

Accounts

workers

workers

Job posting

technical sites

Session Settings

Session Times Out After: 2 hours of inactivity

Session Security Level Required at Login: None

Password Policies

User passwords expire in: 90 days

Enforce password history: 3 passwords remembered

Minimum password length: 8

Password complexity requirement: Must include alpha and numeric characters

Password question requirement: Cannot contain password

Maximum Invalid login attempts: 10

Lockout effective period: 15 minutes

Obfuscate secret answer for password resets

Type here to search

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Quick Find

Search Setup

SETUP Profiles

Profile sales profile

Help for this Page

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.

Profile Detail

Name	sales profile	Custom Profile	<input checked="" type="checkbox"/>
User License	Salesforce		
Description			
Created By	SANJAI S. 10/04/2023, 1:25 pm	Modified By	SANJAI S. 10/04/2023, 1:25 pm

Page Layouts

Standard Object Layouts

Object	Global	Object Milestone
Email application	[View Assignment]	[View Assignment]
Home Page Layout	[View Assignment]	[View Assignment]
Account	[View Assignment]	[View Assignment]
Alternative Payment Method	[View Assignment]	[View Assignment]
Appointment Invitation	[View Assignment]	[View Assignment]
Asset	[View Assignment]	[View Assignment]
Asset Action	[View Assignment]	[View Assignment]
Object Milestone	[View Assignment]	[View Assignment]
Operating Hours	[View Assignment]	[View Assignment]
Opportunity	[View Assignment]	[View Assignment]
Opportunity Product	[View Assignment]	[View Assignment]
Order	[View Assignment]	[View Assignment]
Order Product	[View Assignment]	[View Assignment]
Payment	[View Assignment]	[View Assignment]
Payment Authorization	[View Assignment]	[View Assignment]

Record Type Settings

Incidents

Individuals

Invoices

Leads

Work Step Templates

Work Types

Work Type Groups

Custom Object Permissions

Object	Basic Access				Data Administration	
	Read	Create	Edit	Delete	View All	Modify All
Accounts	✓	✓	✓	✓	✓	□
workers	✓	✓	✓	✓	✓	□
workers	✓	✓	✓	✓	✓	□
Job posting	✓	✓	✓	✓	✓	□
technical sites	✓	✓	✓	✓	✓	□

Session Settings

Session Times Out After: 2 hours of inactivity

Session Security Level Required at Login

Password Policies

User passwords expire in:	90 days
Enforce password history:	3 passwords remembered
Minimum password length:	8
Password complexity requirement:	Must include alpha and numeric characters
Password question requirement:	Cannot contain password
Maximum invalid login attempts:	10
Lockout effective period:	15 minutes
Obfuscate secret answer for password resets:	□
Require a minimum 1 day password lifetime:	□
Don't immediately expire links in forgot password emails:	□

Edit | Clone | Delete | View Users

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Name	sales profile	Custom Profile	<input checked="" type="checkbox"/>
User License	Salesforce		
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Created By	SANJAI S. 10/04/2023, 1:25 pm	Modified By	SANJAI S. 10/04/2023, 1:25 pm

Page Layouts

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Object	Global	Object Milestone
Email application	[View Assignment]	[View Assignment]
Home Page Layout	[View Assignment]	[View Assignment]
Account	[View Assignment]	[View Assignment]
Alternative Payment Method	[View Assignment]	[View Assignment]
Appointment Invitation	[View Assignment]	[View Assignment]
Asset	[View Assignment]	[View Assignment]
Asset Action	[View Assignment]	[View Assignment]
Object Milestone	[View Assignment]	[View Assignment]
Operating Hours	[View Assignment]	[View Assignment]
Opportunity	[View Assignment]	[View Assignment]
Opportunity Product	[View Assignment]	[View Assignment]
Order	[View Assignment]	[View Assignment]
Order Product	[View Assignment]	[View Assignment]
Payment	[View Assignment]	[View Assignment]
Payment Authorization	[View Assignment]	[View Assignment]

Record Type Settings

Incidents

Individuals

Invoices

Leads

Work Step Templates

Work Types

Work Type Groups

Custom Object Permissions

Object	Basic Access				Data Administration	
	Read	Create	Edit	Delete	View All	Modify All
Accounts	✓	✓	✓	✓	✓	□
workers	✓	✓	✓	✓	✓	□
workers	✓	✓	✓	✓	✓	□
Job posting	✓	✓	✓	✓	✓	□
technical sites	✓	✓	✓	✓	✓	□

Session Settings

Session Times Out After: 2 hours of inactivity

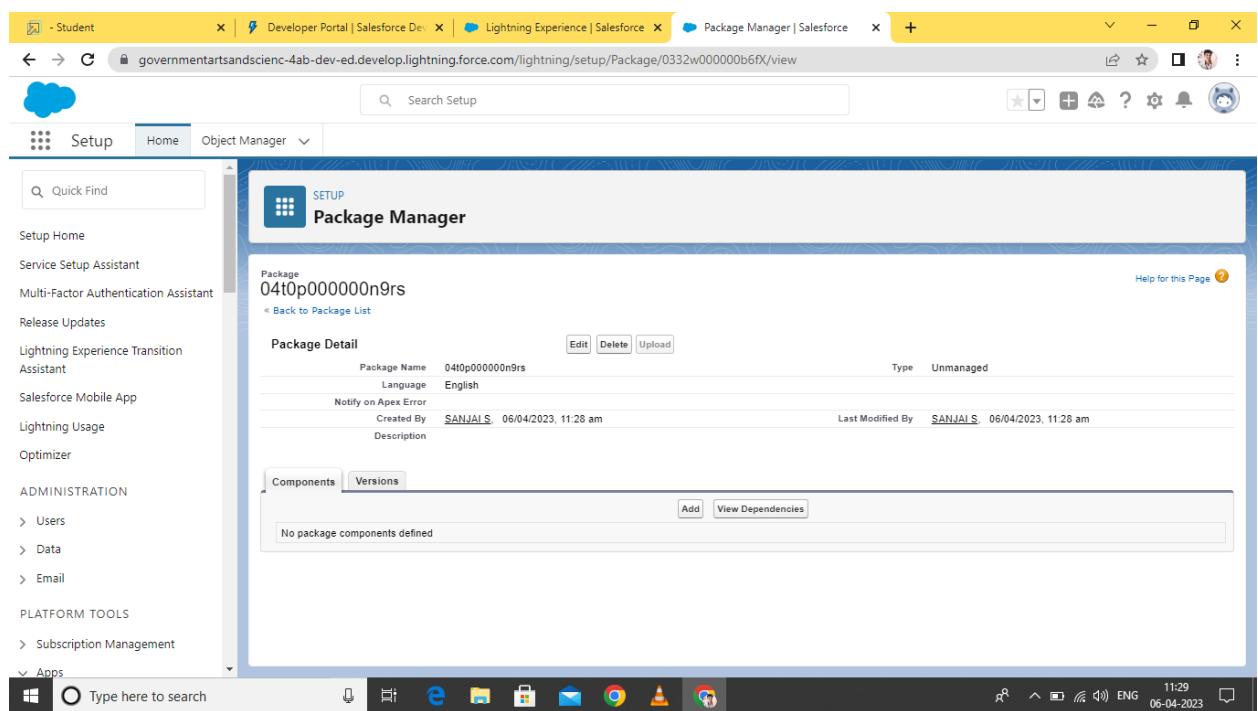
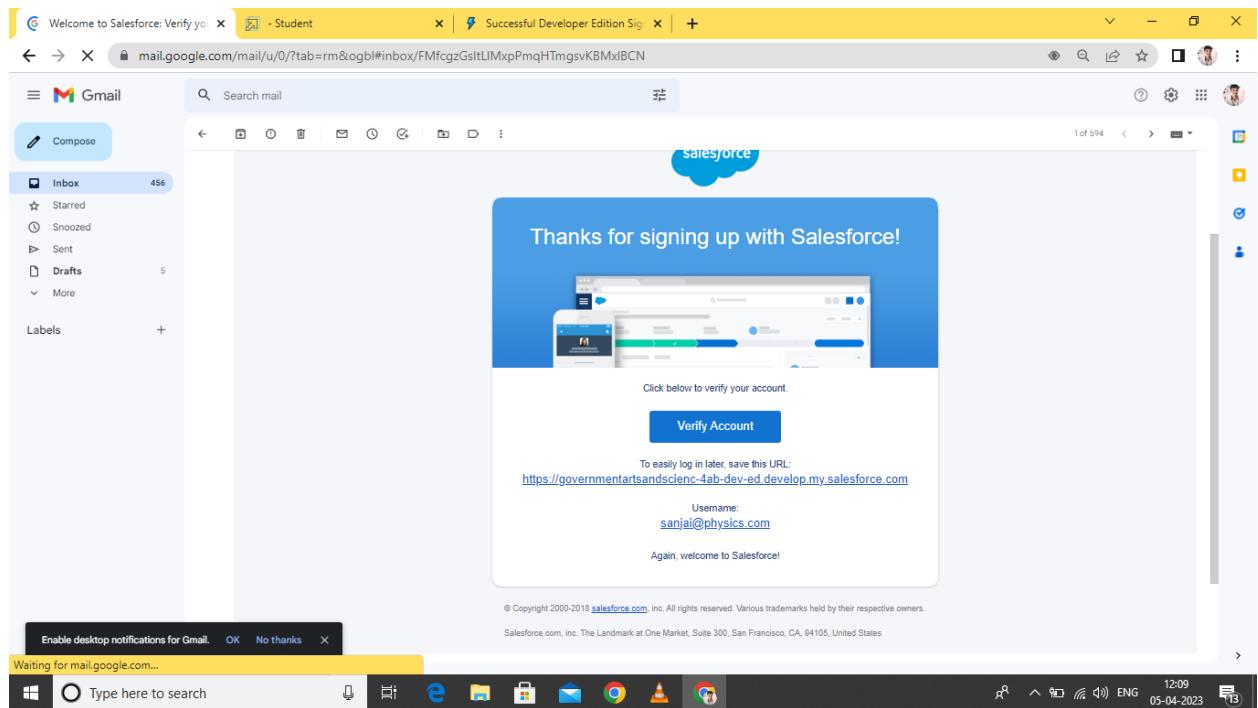
Session Security Level Required at Login

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Password complexity requirement:	Must include alpha and numeric characters
Password question requirement:	Cannot contain password
Maximum invalid login attempts:	10
Lockout effective period:	15 minutes
Obfuscate secret answer for password resets:	□
Require a minimum 1 day password lifetime:	□
Don't immediately expire links in forgot password emails:	□

Edit | Clone | Delete | View Users

13:27 10-04-2023



Screenshot of the "Install Recruiting App Package" page in the Salesforce packaging setup UI.

The page title is "Install Recruiting App Package" by AW Computing. It features a warning message about conflicting component names:

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

Do not install.
 Rename conflicting components in package.

Three installation options are shown:

- Install for Admins Only** (selected)
- Install for All Users**
- Install for Specific Profiles...**

Buttons at the bottom: **Install** (blue) and **Cancel**.

Table showing package details:

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

Additional Details: View Components

Screenshot of the "Install Recruiting App Package" page in the Salesforce packaging setup UI, showing the "Installation Complete!" message.

The page title is "Install Recruiting App Package" by AW Computing. It displays the "Installation Complete!" message:

i Installation Complete!

Buttons at the bottom: **Done**.

Table showing package details:

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

Additional Details: View Components

Screenshot of the Salesforce Setup interface showing the Installed Packages page.

The page title is "Installed Packages". It displays a table of installed packages:

Action	Package Name	Publisher	Version Number	Namespace Prefix	Install Date	Limits	Apps	Tabs	Objects	AppExchange Ready
Uninstall	Recruiting_App_Package	AW Computing	1.0		06/04/2023, 8:19 pm	✓	1	4	4	Not Applicable
Uninstall	Salesforce Connected Apps	Salesforce.com	1.7	sf_com_apps	06/04/2023, 4:03 pm	✓	0	0	0	Not Passed
Uninstall	Trailhead Playground	salesforce	1.9	trhdts	06/04/2023, 4:03 pm	✓	1	3	0	Not Passed

Below the table, there is a section for "Uninstalled Packages" which shows "No uninstalled package data archives".

Screenshot of the Salesforce Setup interface showing the New Custom Object page.

The page title is "New Custom Object". It displays a form for defining a new custom object:

Custom Object Definition Edit

Custom Object Information

The singular and plural labels are used in tabs, page layouts, and reports.

Label	H.R. manager	Example: Account
Plural Label	workers	Example: Accounts
Starts with vowel sound	<input type="checkbox"/>	

The Object Name is used when referencing the object via the API.

Object Name	sanjai	Example: Account
-------------	--------	------------------

Description

Context-Sensitive Help Setting

Open the standard Salesforce.com Help & Training window
 Open a window using a Visualforce page

Screenshot of the Salesforce Setup interface showing the creation of a new custom object named "HR manager".

Record Name: HR manager Name

Data Type: Text

Optional Features:

- Allow Reports
- Allow Activities
- Track Field History
- Allow in Chatter Groups
- Enable Licensing

Object Classification: Enterprise Application object

Deployment Status: Deployed

Search Status: Allow Search

Object Creation Options:

- Add Note and Attachments related list to default page layout
- Launch New Custom Tab Wizard after saving this custom object

Buttons: Save, Save & New, Cancel

Screenshot of the Salesforce Setup interface showing the creation of a new custom object named "sanjai".

Custom Object Definition Edit

Custom Object Information:

- Label: HR manager
- Plural Label: workers
- starts with vowel sound:

The Object Name is used when referencing the object via the API.

Object Name: sanjai

Description:

Context-Sensitive Help Setting:

- Open the standard Salesforce.com Help & Training window
- Open a window using a Visualforce page

Content Name: None

Enter Record Name Label and Format:

The Record Name appears in page layouts, key lists, related lists, lookups, and search results. For example, the Record Name for Account is "Account Name" and for Case it is "Case Number". Note that the Record Name field is always called "Name" when referenced via the API.

Record Name: HR manager Name

Data Type: Auto Number

Display Format: REV(1234)

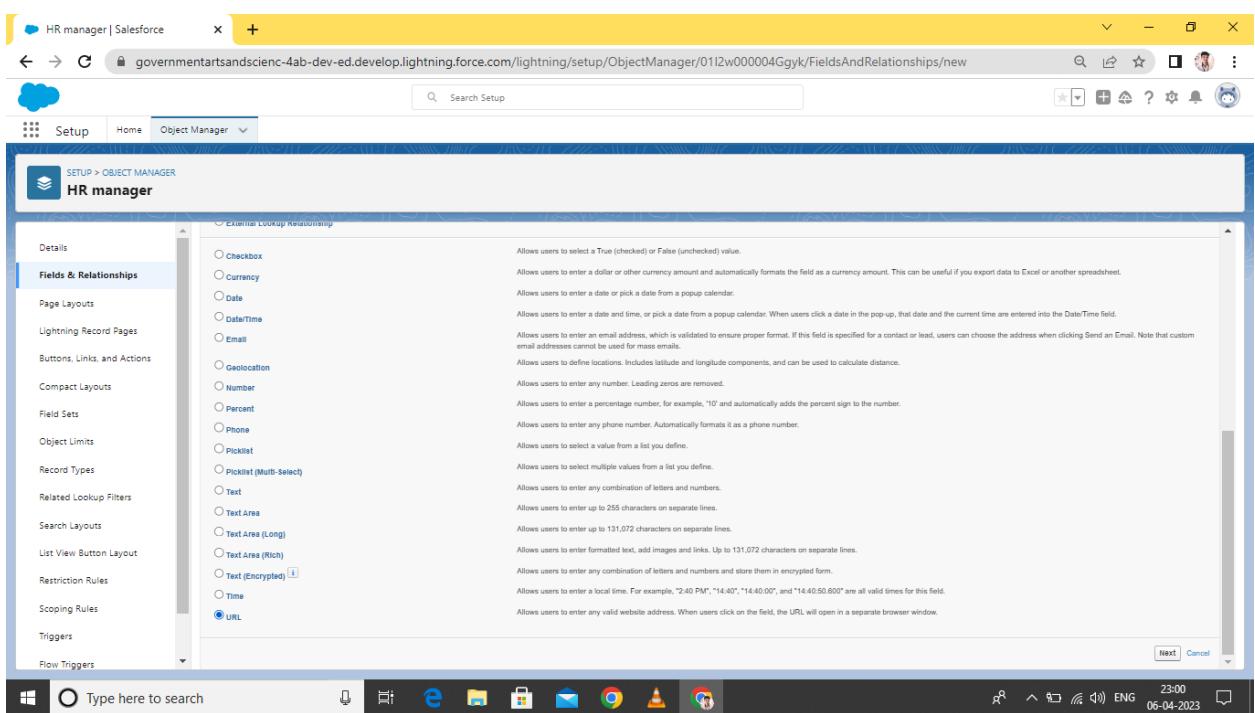
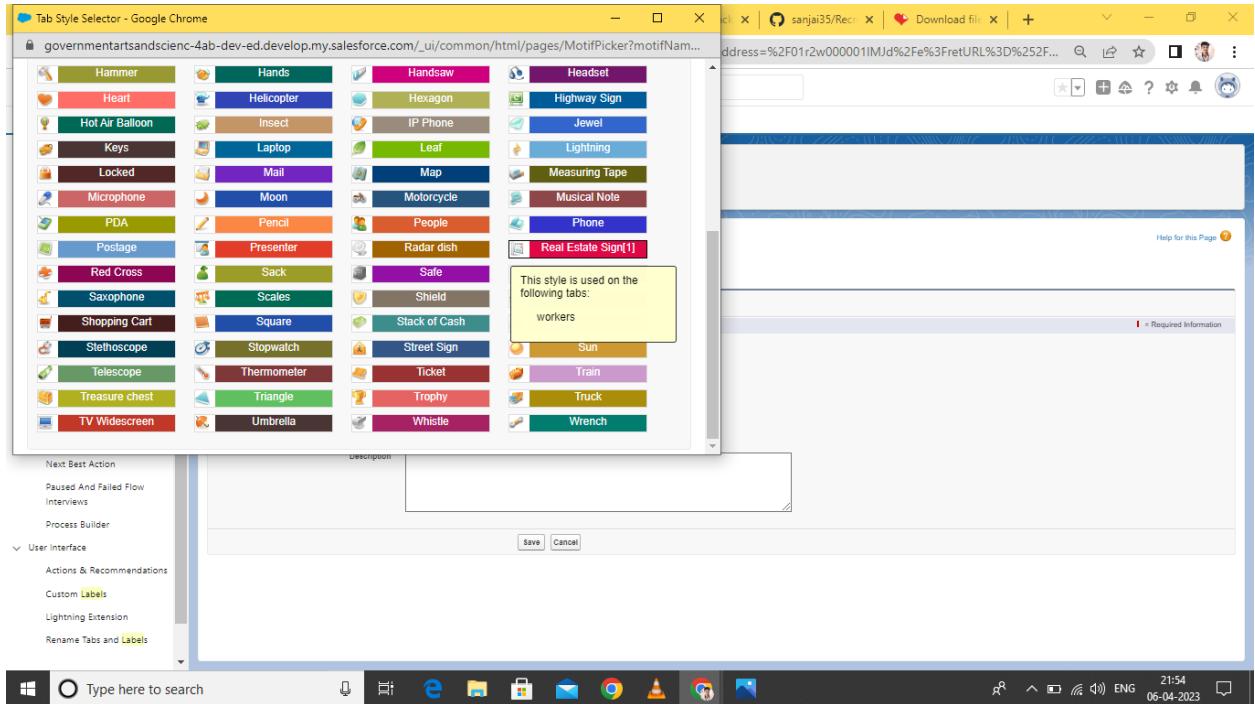
Starting Number: 1

The screenshot shows the Salesforce Setup interface with the title 'New Custom Object'. The page includes fields for 'Display Format' (HEV-(1234)) and 'Starting Number' (1). Under 'Optional Features', 'Allow Reports' and 'Track Field History' are checked. In 'Object Classification', 'Allow Sharing', 'Allow Bulk API Access', and 'Allow Streaming API Access' are checked. Under 'Deployment Status', 'Deployed' is selected. 'Search Status' is enabled. 'Object Creation Options' allow notes and attachments. The bottom right has 'Save' buttons.

The screenshot shows the Salesforce Setup interface with the title 'SETUP > OBJECT MANAGER HR manager'. The left sidebar lists various object settings like Fields & Relationships, Page Layouts, and Record Types. The main 'Details' section shows the object's API name as 'Physics__C', singular label as 'HR manager', and plural label as 'workers'. It also displays 'Enable Reports' and 'Track Activities' checkboxes. The bottom right has 'Edit' and 'Delete' buttons.

The screenshot shows the Salesforce Setup interface with the 'Tabs' section selected. A search bar at the top right contains 'Search Setup'. The left sidebar has a 'label' search field and sections for Feature Settings, Functions, Salesforce Scheduler, Process Automation, and User Interface. The 'Custom Labels' section under User Interface is currently active. The main content area displays the 'New Custom Object Tab' wizard, Step 1 of 3. It asks to choose a custom object ('Object' dropdown set to 'HR manager') and a tab style ('Tab style' dropdown set to 'Standard'). An optional splash page link is listed as '-None-'. A description text area is empty. Navigation buttons 'Next' and 'Cancel' are at the bottom right.

The screenshot shows the Salesforce Setup interface with the 'Tabs' section selected. The left sidebar shows the same navigation as the previous screenshot. The main content area displays the 'Custom Tabs' list. It includes sections for 'Custom Object Tabs' (listing one entry: 'workers' with 'Real Estate Signs' as the label), 'Web Tabs' (listing 'No Web Tabs have been defined'), 'Visualforce Tabs' (listing 'No Visualforce Tabs have been defined'), 'Lightning Component Tabs' (listing 'No Lightning component tabs have been defined'), and 'Lightning Page Tabs' (listing 'No Lightning Page Tabs have been defined'). A 'New' button is available for each category. The status bar at the bottom right shows 'Speakers: 100%' and the date '06-04-2023'.



HR manager | Salesforce

governmentartsandscience-4ab-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01Iw000004Ggyk/FieldsAndRelationships/new

Setup Home Object Manager

HR manager New Custom Field

Step 2. Enter the details Step 2 of 4

Field Label	job posting site URL
Field Name	job_posting_site_URL
Description	
Help Text	
Required	<input checked="" type="checkbox"/> Always require a value in this field in order to save a record
Auto add to custom report type	<input checked="" type="checkbox"/> Add this field to existing custom report types that contain this entity
Default Value	Show Formula Editor
Use formula editor. Enclose text and picklist value API names in double quotes ("the_label"). Include numbers without quotes (12), show percentages as decimals (.10), and express date calculations in the standard format (1/1/00). To reference a field from a Custom Metadata type record use <CustomMetadata Type>.field RecordName.FieldName	

Previous Next Cancel

Type here to search

HR manager | Salesforce

governmentartsandscience-4ab-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01Iw000004Ggyk/FieldsAndRelationships/new

Setup Home Object Manager

HR manager New Custom Field

Step 3. Establish field-level security Step 3 of 4

Field Label	job posting site URL	Data Type	URL	Field Name	job_posting_site_URL	Description
Select the profiles to which you want to grant edit access to this field via field-level security. The field will be hidden from all profiles if you do not add it to field-level security.						
Field-Level Security for Profile		Visible		Read-Only		
Analytics Cloud Integration User	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Analytics Cloud Security User	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Authenticated Website	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Authenticated Website	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Contract Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Cross Org Data Proxy User	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Custom: Marketing Profile	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Custom: Sales Profile	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Custom: Support Profile	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Customer Community Login User	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Customer Community Plus Login User	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Customer Community Plus User	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		

Previous Next Cancel

Type here to search

HR manager | Salesforce

governmentartsandscience-4ab-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01Iw000004Ggyk/FieldsAndRelationships/new

Setup Home Object Manager

HR manager

SETUP > OBJECT MANAGER

HR manager

New Custom Field

Step 4 of 4

Field Label: job posting site URL
Data Type: URL
Field Name: job_posting_site_URL
Description:

Select the page layouts that should include this field. The field will be added as the last field in the first 2-column section of these page layouts. The field will not appear on any pages if you do not select a layout.

To change the location of this field on the page, you will need to customize the page layout.

Add Field Page Layout Name: ✓ HR manager Layout

When finished, click Save & New to create more custom fields, or click Save if you are done.

Previous Save & New Save Cancel

Type here to search

23:06 06-04-2023

This screenshot shows the 'New Custom Field' step in the Salesforce Setup Object Manager. A custom field named 'job_posting_site_URL' is being created with the URL data type. It is being added to the 'HR manager Layout'. The interface includes a sidebar with various setup options like Page Layouts, Lightning Record Pages, and Buttons, Links, and Actions.

New Custom Object | Salesforce

governmentartsandscience-4ab-dev-ed.lightning.force.com/lightning/setup/ObjectManager/new

Setup Home Object Manager

SETUP

New Custom Object

Custom Object Definition Edit

Save Save & New Cancel

Custom Object Information

The singular and plural labels are used in tabs, page layouts, and reports.

Label: Job posting Example: Account
Plural Label: Job posting Example: Accounts
starts with vowel sound:

The Object Name is used when referencing the object via the API.

Object Name: Job_posting Example: Account

Description:

Context-Sensitive Help Setting: Open the standard Salesforce.com Help & Training window (selected)
Content Name: None

Enter Record Name Label and Format

The Record Name appears in page layouts, key lists, related lists, lookups, and search results. For example, the Record Name for Account is "Account Name" and for Case it is "Case Number". Note that the Record Name field is always called "Name" when referenced via the API.

Record Name: Job posting number Example: Account Name

Data Type: Auto Number
Display Format: JDBPOST-(0000) Example: A-(0000) What is This?
Starting Number: 1

Type here to search

23:26 06-04-2023

This screenshot shows the 'New Custom Object' step in the Salesforce Setup Object Manager. A custom object named 'Job_posting' is being created with an auto-numbered record name. The object has a single label 'Job posting' and a plural label 'Job posting'. The 'Record Name' is set to 'Job posting number'. The 'Data Type' is 'Auto Number' with a display format of 'JDBPOST-(0000)'.

Salesforce - Microsoft Edge

New Custom Object | Salesforce | Download file | iLovePDF | Student

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SETUP New Custom Object

Data Type: Auto Number
Display Format: JOBPOST-(0000)
Starting Number: 1

Optional Features:
 Allow Reports
 Allow Activities
 Track Field History
 Allow in Chatter Groups
 Enable Licensing

Object Classification:
When these settings are enabled, this object is classified as an Enterprise Application object. When these settings are disabled, this object is classified as a Light Application object. [Learn more.](#)
 Allow Sharing
 Allow Bulk API Access
 Allow Streaming API Access

Deployment Status:
 In Development
 Deployed

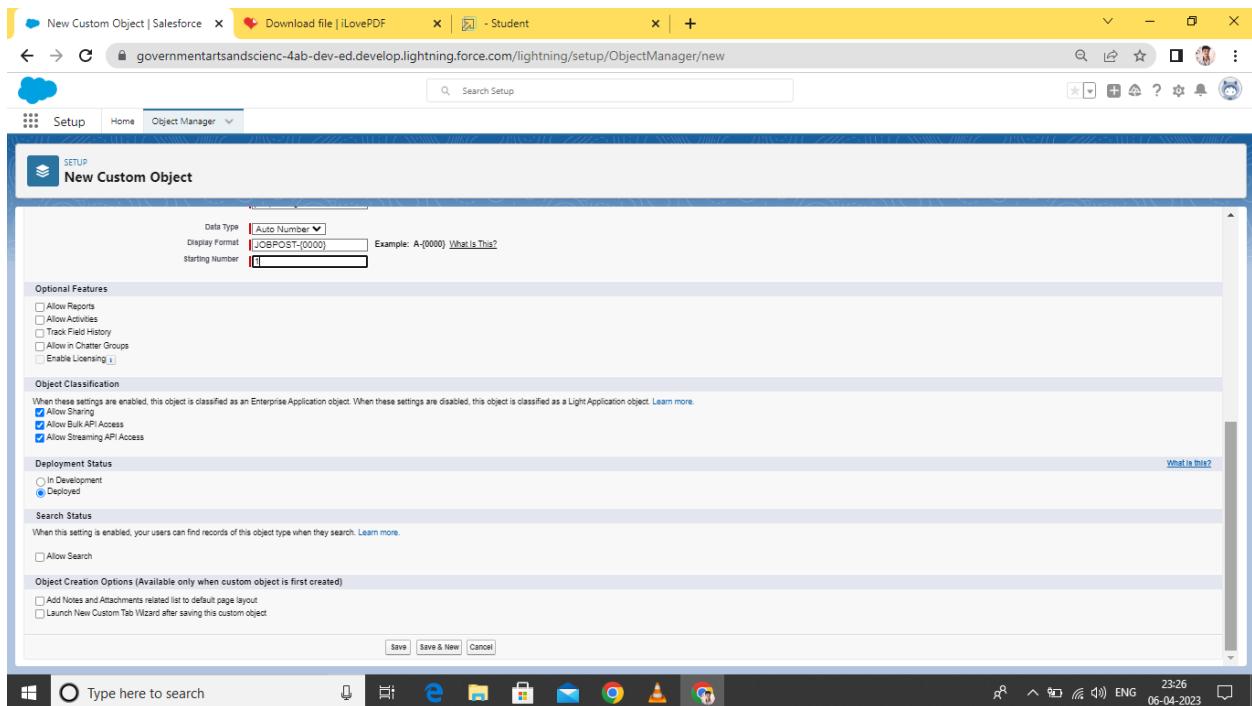
Search Status:
When this setting is enabled, your users can find records of this object type when they search. [Learn more.](#)
 Allow Search

Object Creation Options (Available only when custom object is first created):
 Add Notes and Attachments related list to default page layout
 Launch New Custom Tab Wizard after saving this custom object

Save Save & New Cancel

Type here to search

23:26 ENG 06-04-2023



Salesforce - Microsoft Edge

job posting | Salesforce | Download file | iLovePDF | Student

governmentartsandscience-4ab-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01I2w000004Gh3B/Details/view

SETUP > OBJECT MANAGER job posting

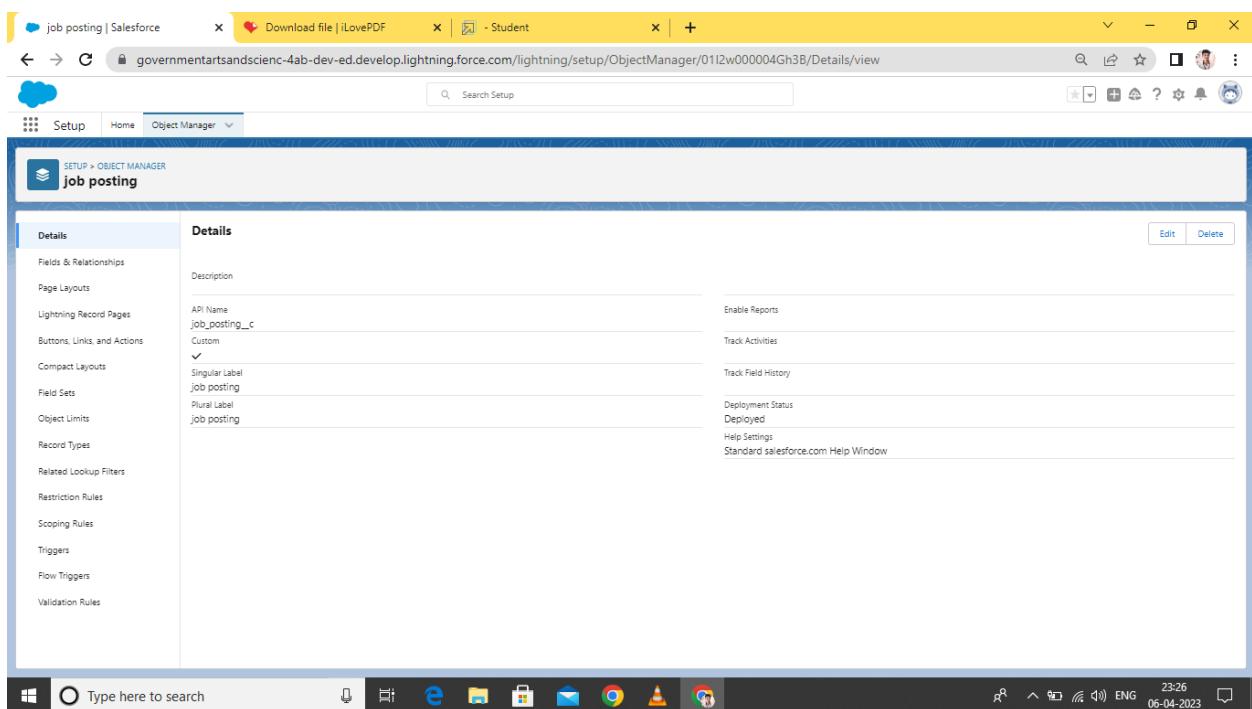
Details

Fields & Relationships	Description
Page Layouts	API Name: job_posting__c
Lightning Record Pages	Custom
Buttons, Links, and Actions	Singular Label: job posting
Compact Layouts	Plural Label: job posting
Field Sets	
Object Limits	
Record Types	
Related Lookup Filters	
Restriction Rules	
Scoping Rules	
Triggers	
Flow Triggers	
Validation Rules	

Enable Reports
Track Activities
Track Field History
Deployment Status: Deployed
Help Settings: Standard salesforce.com Help Window

Type here to search

23:26 ENG 06-04-2023



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Setup Home Object Manager Search Setup

SETUP > OBJECT MANAGER HR manager

New Custom Field Step 1 of 6

Help for this Page

Step 1. Choose the field type

Specify the type of information that the custom field will contain.

Data Type

None selected Select one of the data types below.

Auto Number A system-generated sequence number that uses a display format you define. The number is automatically incremented for each new record.

Formula A read-only field that derives its value from a formula expression you define. The formula field is updated when any of the source fields change.

Roll-Up Summary A read-only field that displays the sum, minimum, or maximum value of a field in a related list or the record count of all records listed in a related list.

Lookup Relationship Creates a relationship that links this object to another object. The relationship field allows users to click on a lookup icon to select a value from a pop-up list. The other object is the source of the values in the list.

Master-Detail Relationship Creates a special type of parent-child relationship between this object (the child, or "detail") and another object (the parent, or "master") where:

- The relationship field is required on all detail records.
- The relationship field is automatically populated by the master record.
- When a user deletes the master record, all detail records are deleted.
- You can create rollup summary fields on the master record to summarize the detail records.

The relationship field allows users to click on a lookup icon to select a value from a pop-up list. The master object is the source of the values in the list.

External Lookup Relationship Creates a relationship that links this object to an external object whose data is stored outside the Salesforce org.

Checkbox Allows users to select a True (checked) or False (unchecked) value.

Currency Allows users to enter a dollar or other currency amount and automatically formats the field as a currency amount. This can be useful if you export data to Excel or another spreadsheet.

Date Allows users to enter a date or pick a date from a pop-up calendar.

DateTime Allows users to enter a date and time, or pick a date from a pop-up calendar. When users click a date in the pop-up, that date and the current time are entered into the DateTime field.

Next Cancel

Type here to search 23:36 ENG 06-04-2023

HR manager | Salesforce Download file | iLovePDF - Student sanjai35/Recruiting-Assistant-Fo... +

governmentartsandscience-4ab-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w000004Ggxm/FieldsAndRelationships/new

Setup Home Object Manager Search Setup

SETUP > OBJECT MANAGER HR manager

New Relationship Step 2 of 6

Help for this Page

Step 2. Choose the related object

Select the other object to which this object is related.

Related To: Promotion

Previous Next Cancel

Previous Next Cancel

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Salesforce Setup - Object Manager

HR manager | Salesforce

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SETUP > OBJECT MANAGER

HR manager

New Relationship

Step 3 of 6

Field Label: position

Field Name: position

Description:

Help Text:

Child Relationship Name: workers

Sharing Setting:

- Read Only: Allows users with at least Read access to the Master record to create, edit, or delete related Detail records.
- Read/Write: Allows users with at least Read/Write access to the Master record to create, edit, or delete related Detail records.

Allow reparenting: Child records can be reassigned to other parent records after they are created

Auto add to custom report type: Add this field to existing custom report types that contain this entity

Lookup Filter:

Optional: create a filter to limit the records available to users in the lookup field. [Tell me more!](#)

Show Filter Settings

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

List View Button Layout

Restriction Rules

Scoping Rules

Triggers

Flow Triggers

Validation Rules

Type here to search

23:41 06-04-2023

Salesforce Setup - Object Manager

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SETUP > OBJECT MANAGER

HR manager

New Relationship

Step 4 of 6

Field Label: position

Data Type: Master-Detail

Field Name: position

Description:

These are the field-level settings for a Master-Detail relationship. They cannot be changed.

Field-Level Security for Profile	Visible	Read-Only
Analytics Cloud Integration User	✓	□
Analytics Cloud Security User	✓	□
Authenticated Website	✓	□
Authenticated Website	✓	□
Contract Manager	✓	□
Cross Org Data Proxy User	✓	□
Custom: Marketing Profile	✓	□
Custom: Sales Profile	✓	□
Custom: Support Profile	✓	□
Customer Community Login User	✓	□
Customer Community Plus Login User	✓	□
Customer Community Plus User	✓	□
Customer Community User	✓	□
Customer Portal Manager Custom	✓	□

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

List View Button Layout

Restriction Rules

Scoping Rules

Triggers

Flow Triggers

Validation Rules

Type here to search

23:41 06-04-2023

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Setup Home Object Manager Search Setup

SETUP > OBJECT MANAGER HR manager

New Relationship Step 5 of 6

Field Label position
Data Type Master-Detail
Field Name position
Description

These are the page layouts that will include this field. Because this is a Master-Detail relationship, the field is required.

Add Field Page Layout Name HR manager Layout

Previous Next Cancel

Type here to search 23:42 ENG 06-04-2023

This screenshot shows the 'Object Manager' interface in Salesforce. A new relationship is being created for the 'HR manager' object. The 'Fields & Relationships' tab is selected. The 'New Relationship' step is shown, specifically 'Step 5 of 6: Add reference field to Page Layouts'. A table lists the field details: Field Label 'position', Data Type 'Master-Detail', Field Name 'position', and Description. Below this, it says 'These are the page layouts that will include this field. Because this is a Master-Detail relationship, the field is required.' A checkbox labeled 'HR manager Layout' is checked. Navigation buttons 'Previous', 'Next', and 'Cancel' are at the bottom right. The system status bar at the bottom shows '23:42 ENG 06-04-2023'.

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Setup Home Object Manager Search Setup

SETUP > OBJECT MANAGER HR manager

Fields & Relationships 4 items, sorted by Field Label

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
HR manager Name	Name	Text(80)		
Last Modified By	LastModifiedById	Lookup(User)		
position	position__c	Master-Detail(Promotion)		

Type here to search 23:42 ENG 06-04-2023

This screenshot shows the 'Object Manager' interface in Salesforce. The 'Fields & Relationships' tab is selected for the 'HR manager' object. It displays a table with four items, sorted by Field Label. The columns are: FIELD LABEL, FIELD NAME, DATA TYPE, CONTROLLING FIELD, and INDEXED. The items listed are: 'Created By' (CreatedById, Lookup(User)), 'HR manager Name' (Name, Text(80)), 'Last Modified By' (LastModifiedById, Lookup(User)), and 'position' (position__c, Master-Detail(Promotion)). The system status bar at the bottom shows '23:42 ENG 06-04-2023'.

Home | Salesforce Download file | iLovePDF Student sanjai35/Recruiting-Assistant-Fo... +

governmentartsandscience-4ab-dev-ed.develop.lightning.force.com/lightning/setup/ManageUsers/page?address=%2F0052w00000GqZk3%2Fe%3FisUserEntityOve...

Setup Home Service Setup Assistant Multi-Factor Authentication Assistant Release Updates Lightning Experience Transition Assistant Salesforce Mobile App Lightning Usage Optimizer ADMINISTRATION Users Permission Set Groups Permission Sets Profiles Public Groups Queues Roles User Management Settings > Data > Email PLATFOR...

SETUP Users

User Edit SANJAI S

User Edit General Information

First Name	SANJAI
Last Name	S
Alias	SS
Email	skaanajibujuma@gmail.com
Username	sanjai@physics.com
Nickname	sanjai
Title	Recruiting assistant for HR
Company	Government arts and science
Department	Bsc.physics
Division	3

Role <None Specified> * Required Information

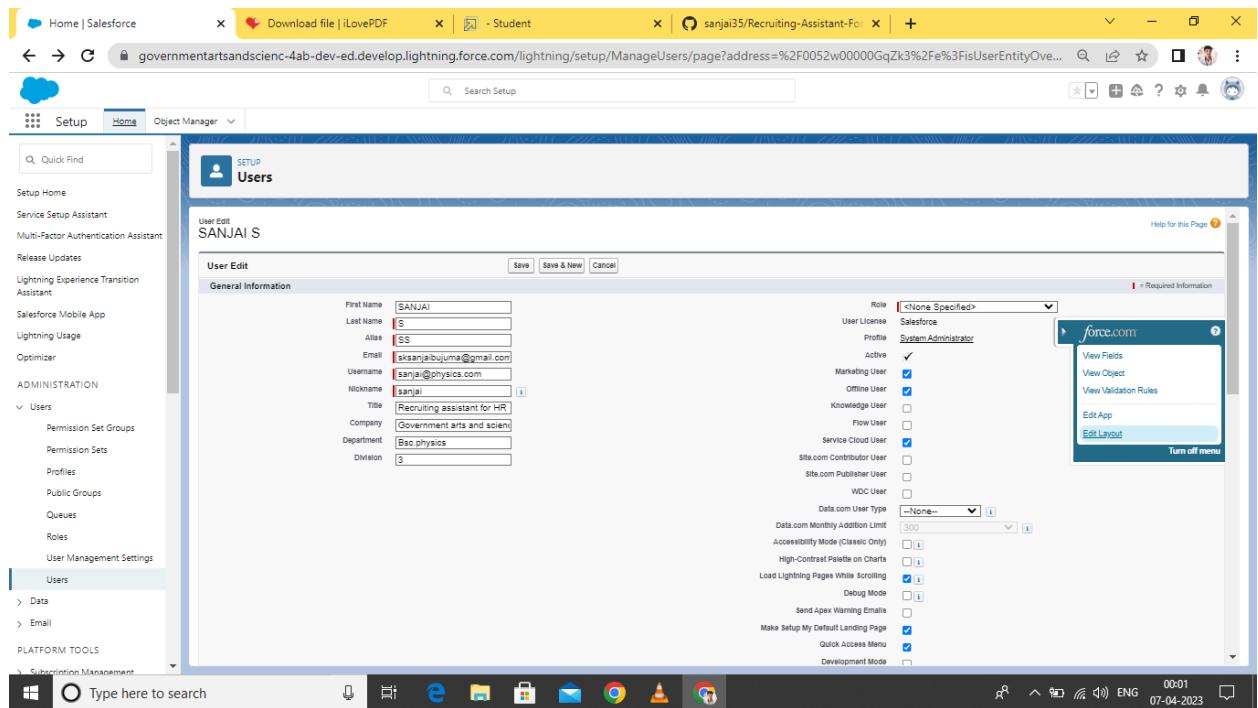
User License Salesforce Profile System Administrator

Active Marketing User Offline User Knowledge User Flow User Service Cloud User Site.com Contributor User Site.com Publisher User WDC User

Data.com User Type -None- Data.com Monthly Addition Limit 300 Accessibility Mode (Classic Only) High-Contrast Palette on Charts Load Lightning Pages While Scrolling Debug Mode Send Apex Warning Emails Make Setup My Default Landing Page Quick Access Menu Development Mode

View Fields View Object View Validation Rules Edit App Edit Layout Turn off menu

Type here to search 00:01 07-04-2023



job posting | Salesforce Download file | iLovePDF Student sanjai35/Recruiting-Assistant-Fo... +

governmentartsandscience-4ab-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w000004Gh3B/PageLayouts/00h2w00000NdzjxAJ/view

Setup Home Object Manager

SETUP > OBJECT MANAGER job posting

Details Fields & Relationships Page Layouts

Lightning Record Pages Buttons, Links, and Actions Compact Layouts Field Sets Object Limits Record Types Related Lookup Filters Restriction Rules Scoping Rules Triggers Flow Triggers Validation Rules

Mini Page Layout job posting Layout

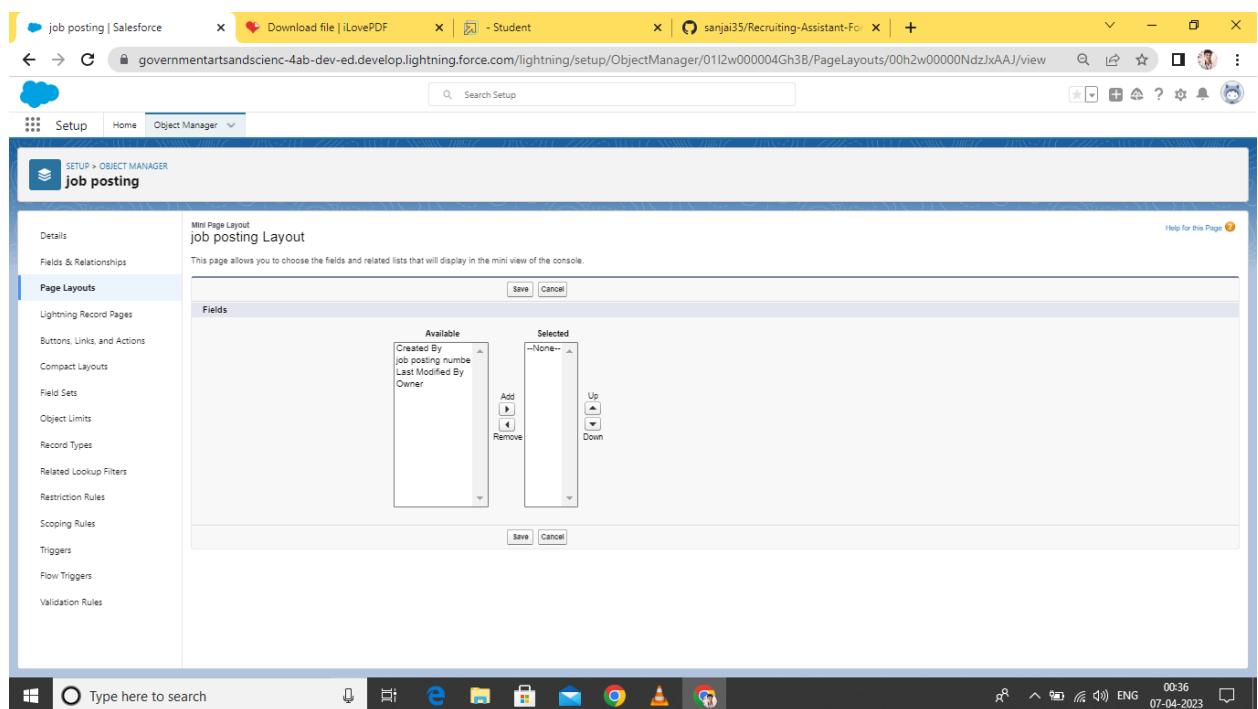
This page allows you to choose the fields and related lists that will display in the mini view of the console.

Fields

Available	Selected
Created By job posting number Last Modified By Owner	-None-

Add Remove Up Down Save Cancel

Type here to search 00:36 07-04-2023



Screenshot of the Salesforce Setup interface showing the creation of a new custom field for the 'customer object'.

The left sidebar shows the 'Fields & Relationships' section selected. The main area displays 'Step 2. Enter the details' of the 'New Custom Field'.

Field Label: thiruvannainallur

Field Name: thiruvannainallur

Description: (empty)

Help Text: (empty)

Required: Always require a value in this field in order to save a record

Auto add to custom report type: Add this field to existing custom report types that contain this entity

Default Value: Show Formula Editor

Step 2 of 4

Buttons at the bottom: Previous, Next, Cancel

Screenshot of the Salesforce Setup interface showing the continuation of the custom field creation process.

The left sidebar shows the 'Fields & Relationships' section selected. The main area displays 'Step 3. Establish field-level security'.

Field Label: thiruvannainallur

Data Type: URL

Field Name: thiruvannainallur

Description: (empty)

Select the profiles to which you want to grant edit access to this field via field-level security. The field will be hidden from all profiles if you do not add it to field-level security.

Field-Level Security for Profile	Visible	Read-Only
Analytics Cloud Integration User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Analytics Cloud Security User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cross Org Data Proxy User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Custom: Marketing Profile	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Step 3 of 4

Buttons at the bottom: Previous, Next, Cancel

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customer object | Salesforce

New Tab

governmentartsandscience-4f2-dev-ed.lightning.force.com/lightning/setup/ObjectManager/0112w000003p5FV/FieldsAndRelationships/new

Setup Home Object Manager

SETUP > OBJECT MANAGER

customer object

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

List View Button Layout

customer object
New Custom Field

Step 4 of 4

Field Label: thiruvannainallur
Data Type: URL
Field Name: thiruvannainallur
Description:

Select the page layouts that should include this field. The field will be added as the last field in the first 2-column section of these page layouts. The field will not appear on any pages if you do not select a layout.

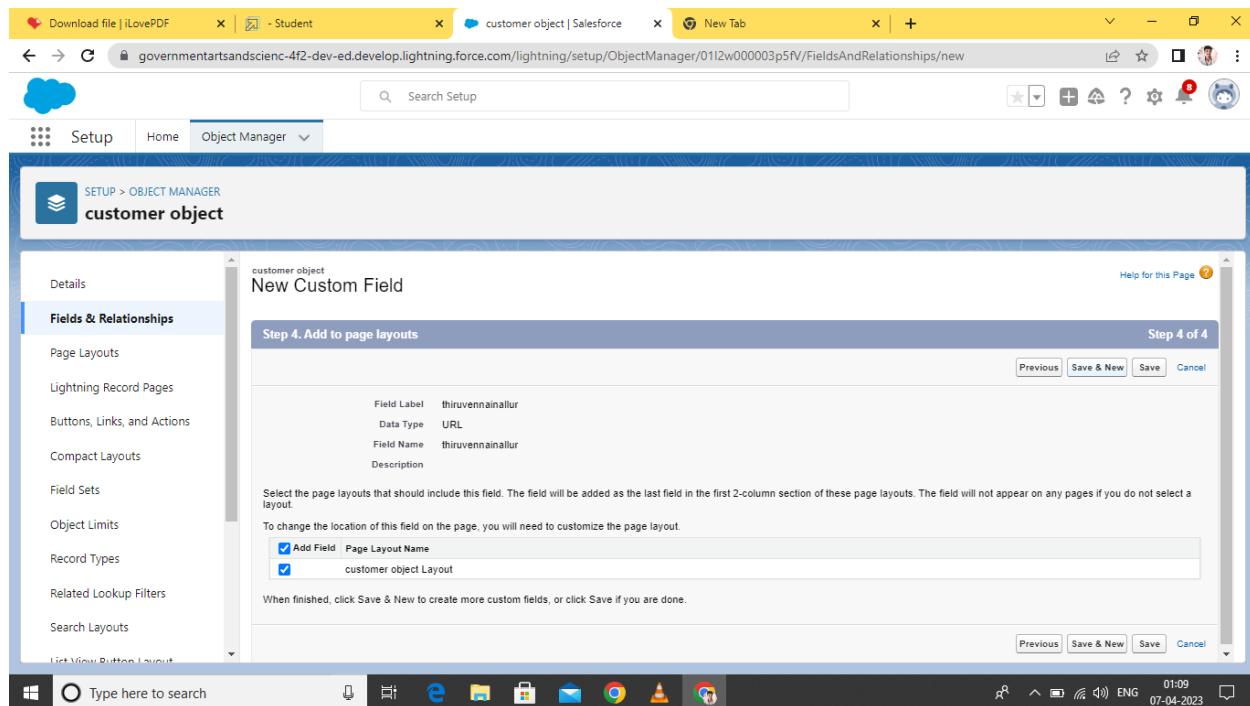
To change the location of this field on the page, you will need to customize the page layout.

Add Field Page Layout Name
 customer object Layout

When finished, click Save & New to create more custom fields, or click Save if you are done.

Previous Save & New Save Cancel

01:09 07-04-2023



Hands-On Orgs

Lightning Experience | Salesforce

Position | Salesforce

mindful-wolf-rqq0ap-dev-ed.trailblaze.lightning.force.com/lightning/setup/ObjectManager/01I5i000000jxtY/PageLayouts/00h5i00000BcKMH/view

Setup Home Object Manager

SETUP > OBJECT MANAGER

Position

Fields & Relationships

Page Layouts

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Buttons, Links, and Actions

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Field Sets

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Search Layouts

List View Button Layout

Restriction Rules

Scoping Rules

Triggers

Flow Triggers

Validation Rules

Module Cards (Salesforce Mobile Only)

Drag expanded lookups and mobile-enabled Visualforce pages here to display.

Related Lists

Approval History

Job Applications

Interviewers

Related List Properties - Job Applications

Columns

Created By Alias
Created Date
Job Application Name
Last Modified By
Last Modified By Alias
Last Modified Date

Sort By: -Default- (Ascending)

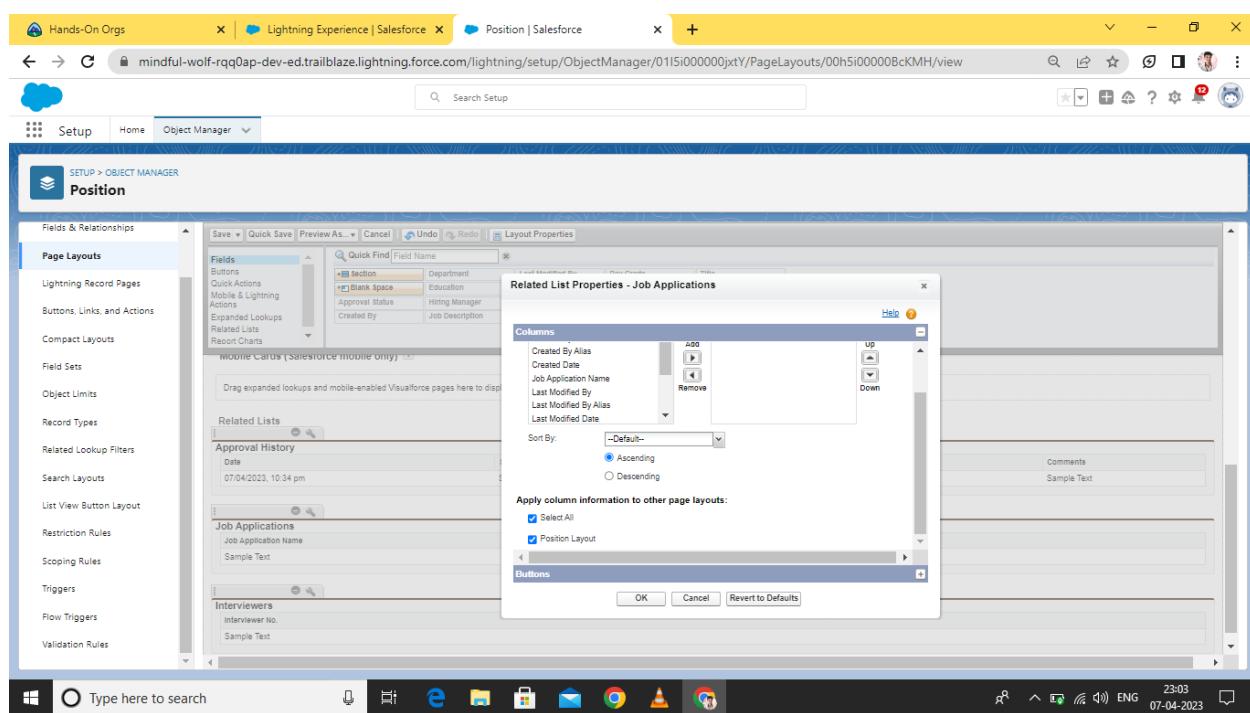
Apply column information to other page layouts:
 Select All
 Position Layout

Buttons

OK Cancel Revert to Defaults

Comments
Sample Text

23:03 07-04-2023



The screenshot shows the Salesforce Object Manager interface for the 'Position' object. The left sidebar lists various setup options like 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, List View Button Layout, Restriction Rules, Scoping Rules, Triggers, and Flow Triggers. The 'Page Layouts' section is selected. The main area displays a table titled 'Page Layouts' with two items:

PAGE LAYOUT NAME	CREATED BY	MODIFIED BY
customer account Layout	SANJAI S SANJAI S. 07/04/2023, 10:34 pm	SANJAI S SANJAI S. 07/04/2023, 10:34 pm
Position Layout	SANJAI S SANJAI S. 06/04/2023, 8:19 pm	SANJAI S SANJAI S. 06/04/2023, 8:19 pm

At the top right of the main area, there are 'Quick Find', 'New', and 'Page Layout Assignment' buttons. The bottom of the screen shows the Windows taskbar with various pinned icons.

The screenshot shows the 'Related List Properties - Job Applications' dialog box. The 'Available Fields' list includes Last Modified By Alias, Last Modified Date, Legacy Job Application Number, Owner Alias, Owner First Name, Owner Last Name, Record ID, and Stage. The 'Selected Fields' list contains Status. The 'Buttons' section at the bottom has 'OK', 'Cancel', and 'Revert to Defaults' buttons. The background shows the same Salesforce Object Manager interface as the previous screenshot, with the 'Page Layouts' section still selected in the sidebar.

Screenshot of the Salesforce Setup interface for the Position object.

The left sidebar shows the following navigation items:

- 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
- List View Button Layout
- Restriction Rules
- Scoping Rules
- Triggers
- Flow Triggers

The main content area displays the "Page Layouts" section with the following data:

PAGE LAYOUT NAME	CREATED BY	MODIFIED BY
customer account Layout	SANJAI S SANJAI S, 07/04/2023, 10:34 pm	SANJAI S SANJAI S, 07/04/2023, 10:34 pm
Position Layout	SANJAI S SANJAI S, 06/04/2023, 8:19 pm	SANJAI S SANJAI S, 06/04/2023, 8:19 pm
review object	SANJAI S SANJAI S, 07/04/2023, 11:20 pm	SANJAI S SANJAI S, 07/04/2023, 11:20 pm

At the bottom of the page, there are "Quick Find", "New", and "Page Layout Assignment" buttons.

Screenshot of the Salesforce Setup interface for the Accounts object.

The left sidebar shows the following navigation items:

- Details
- Fields & Relationships
- Page Layouts
- Lightning Record Pages
- Buttons, Links, and Actions
- Compact Layouts
- Field Sets
- Object Limits
- Record Types
- Related Lookup Filters
- Restriction Rules
- Scoping Rules
- Triggers
- Flow Triggers

The main content area displays the "Validation Rules" configuration for the Accounts object.

In the formula editor, the condition is set to check if the EmployeeNumber field is blank (ISBLANK(Owner:User.EmployeeNumber)). A tooltip for the ISBLANK function is shown, stating: "ABS(number) Returns the absolute value of a number, a number without its sign".

The "Error Message" section contains the following configuration:

- Example: "Discount percent cannot exceed 30%"
- This message will appear when Error Condition formula is true
- Error Message: "Employee number should not be blank"
- This error message can either appear at the top of the page or below a specific field on the page
- Error Location: Top of Page (radio button selected)

At the bottom of the page, there are "Save", "Save & New", and "Cancel" buttons.

Accounts | Salesforce | Sample Contact Validation Rules | governmentartsandscience-4ab-dev-ed.lightning.force.com/lightning/setup/ObjectManager/011w000004Gk8Q/ValidationRules/03d2w000000WEFg/...

Setup Home Object Manager

Search Setup

Help for this Page

Details Fields & Relationships Page Layouts Lightning Record Pages Buttons, Links, and Actions Compact Layouts Field Sets Object Limits Record Types Related Lookup Filters Restriction Rules Scoping Rules Triggers

Validation Rule Detail

Rule Name	employeenumber
Error Condition Formula	ISBLANK(Owner:User.EmployeeNumber)
Error Message	employee number should not be blank
Description	employeenumber notblank
Created By	SANJAI S_ 10/04/2023, 11:40 am
Modified By	SANJAI S_ 10/04/2023, 11:40 am

Active ✓

Help for this Page

Type here to search 11:47 10-04-2023

technical site | Salesforce | Sample Contact Valid... | Download file | iLoveF... | sanjai35/Recruiting-A... | - Student | New Tab | 11:47 10-04-2023

Setup Home Object Manager

Search Setup

Details Fields & Relationships Page Layouts Lightning Record Pages Buttons, Links, and Actions Compact Layouts Field Sets Object Limits Record Types Related Lookup Filters Restriction Rules Scoping Rules Triggers Flow Triggers

Validation Rule Edit

Rule Name: employeenumber Active: Description: employeenumber notblank

Error Condition Formula

Example: Discount_Percent_c>0.30 More Examples... Functions

Display an error if Discount is more than 30% If this formula expression is true, display the text defined in the Error Message area

Insert Field Insert Operator ISBLANK(Owner:User.EmployeeNumber)

Quick Tips Operators & Functions

Check Syntax Show all

Type here to search 12:10 10-04-2023

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Search Setup

Setup Home Object Manager

technical site

SETUP > OBJECT MANAGER

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Flow Triggers

Display an error if Discount is more than 30%
If this formula expression is true, display the text defined in the Error Message area

Insert Field Insert Operator

ISBLANK(Owner:User.EmployeeNumber)

All Function Categories - ▾

ABS
ACOS
ADDMONTHS
AND
ASCII
ASIN

Insert Selected Function

ABS(number)
Returns the absolute value of a number, a number without its sign

Check syntax

Error Message

Example: Discount percent cannot exceed 30%
This message will appear when Error Condition formula is true

Error Message employee number should not be blank

This error message can either appear at the top of the page or below a specific field on the page

Error Location Top of Page Field Owner

Save Save & New Cancel

PDF Screenshot (79).pdf Show all

Type here to search

12:10 10-04-2023 ENG

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technical site | Salesfo | Sample Contact Valid | Download file | iLoveF | sanja35/Recruiting-A | Student | New Tab

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Search Setup

Setup Home Object Manager

technical site

SETUP > OBJECT MANAGER

Details

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technical site Validation Rule

Back to technical site Help for this Page

Validation Rule Detail

Edit Clone

Rule Name employeenumber

Active ✓

Error Condition Formula ISBLANK(Owner:User.EmployeeNumber)

Error Message employee number should not be blank

Description employeenumber notblank

Error Location Owner

Created By SANJA'S 10/04/2023, 12:07 pm

Modified By SANJA'S 10/04/2023, 12:11 pm

PDF Screenshot (79).pdf Show all

Type here to search

12:12 10-04-2023 ENG

Salesforce Setup Home

Users | Salesforce

governmentartsandscience-4ab-dev-ed.develop.lightning.force.com/lightning/setup/ManageUsers/page?address=%2F005%2Fe%3FretURL%3D%252F005%25...

Search Setup

Setup Home

Service Setup Assistant

Multi-Factor Authentication Assistant

Release Updates

Lightning Experience Transition Assistant

Salesforce Mobile App

Lightning Usage

Optimizer

ADMINISTRATION

Users

- Permission Set Groups
- Permission Sets
- Profiles
- Public Groups
- Queues
- Roles
- User Management Settings
- Users

Data Email

Quick Find

SETUP Users

New User

User Edit

General Information

First Name: sanjai

Last Name: s

Alias: sanjai s

Email: sksanjaibujuma@gmail.com

Username: sksanjaibujuma@gmail.com

Nickname: User168112933485685345

Title: recruiting assistant HR man

Company: indian defence

Department: physics

Division: 3 year

Role: <None Specified>

User License: Salesforce Platform

Profile: Standard Platform User

Active: ✓

Marketing User:

Offline User:

Knowledge User:

Flow User:

Service Cloud User:

Site.com Contributor User:

Site.com Publisher User:

WDC User:

Data.com User Type: <None>

Data.com Monthly Addition Limit: Default Limit (300)

Accessibility Mode (Classic Only):

High-Contrast Palette on Charts:

Load Lightning Pages While Scrolling:

Debug Mode:

Quick Access Menu:

Help for this Page

18:02 10-04-2023

Salesforce Setup Home

Users | Salesforce

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Search Setup

Setup Home

Service Setup Assistant

Multi-Factor Authentication Assistant

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ADMINISTRATION

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- User Management Settings
- Users

Data Email

Quick Find

SETUP Users

User

sanjai s

User Detail

Name: sanjai s

Alias: sanjai s

Email: sksanjaibujuma@gmail.com

Username: sksanjaibujuma@gmail.com

Nickname: User168112933485685345

Title: recruiting assistant HR managers

Company: indian defence

Department: physics

Division: 3 year

Address: (GMT+05:30) India Standard Time (Asia/Kolkata)

Time Zone: (GMT+05:30) India Standard Time (Asia/Kolkata)

Locale: English (India)

Language: English

Delegated Approver: Manager

Receive Approval Request Emails: Only if I am an approver

Federation ID:

App Registration: One-Time Password Authenticator

App Registration: Salesforce Authenticator

Security Key (UIP or WebAuthn)

Lightning Login

Role: Marketing User

User License: Salesforce Platform

Profile: Standard Platform User

Active: ✓

Marketing User:

Offline User:

Knowledge User:

Flow User:

Service Cloud User:

Site.com Contributor User:

Site.com Publisher User:

WDC User:

Mobile Push Registrations:

Data.com User Type:

Accessibility Mode (Classic Only):

High-Contrast Palette on Charts:

Load Lightning Pages While Scrolling:

Salesforce CRM Content User:

Receive Salesforce CRM Content Alerts:

Receive Salesforce CRM Content Alerts as Daily:

User Profile Help for this Page

18:09 10-04-2023

Users | Salesforce

governmentartsandscience-4ab-dev-ed.develop.lightning.force.com/lightning/setup/ManageUsers/page?address=%2F005%2Fe%3FretURL%3D%252F005%25...

Setup Home

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- Permission Sets
- Profiles
- Public Groups
- Queues
- Roles
- User Management Settings
- Users

> Data

> Email

Cloud icon

Search Setup

Users

New User

User Edit

General Information

First Name: sanjai

Last Name: s

Alias: sanjal s

Email: sksanjalbijuma@gmail.com

Username: sales profile

Nickname: User16811305279402237878

Title: recruiting assistant HR man

Company: indian defence

Department: physics

Division: 3 year

Role: <None Specified>

User License: Identity

Profile: Identity User

Active:

Marketing User:

Offline User:

Knowledge User:

Flow User:

Service Cloud User:

Site.com Contributor User:

Site.com Publisher User:

WDC User:

Data.com User Type: -None-

Data.com Monthly Addition Limit: Default Limit (300)

Accessibility Mode (Classic Only):

High-Contrast Palette on Charts:

Load Lightning Pages While Scrolling:

Debug Mode:

Quick Access Menu:

Help for this Page

18:17 10-04-2023

Users | Salesforce

governmentartsandscience-4ab-dev-ed.develop.lightning.force.com/lightning/setup/ManageUsers/page?address=%2F005%2w00000GrAFN%3Fnoredirect%3D1...

Setup Home

Service Setup Assistant

Multi-Factor Authentication Assistant

Release Updates

Lightning Experience Transition Assistant

Salesforce Mobile App

Lightning Usage

Optimizer

ADMINISTRATION

Users

- Permission Set Groups
- Permission Sets
- Profiles
- Public Groups
- Queues
- Roles
- User Management Settings
- Users

> Data

> Email

Cloud icon

Search Setup

Users

User profile

User Detail

Name: sales profile

Alias: sanjal s

Email: sksanjalbijuma@gmail.com

Username: sanjaleertucim@gmail.com

Nickname: User16811305279402237824

Title: recruiting assistant HR manager

Company: indian defence

Department: physics

Division: 3 year

Address: (GMT+05:30) India Standard Time (Asia/Kolkata)

Time Zone: (GMT+05:30) India Standard Time (Asia/Kolkata)

Locale: English (India)

Language: English

Delegated Approver: Manager

Receive Approval Request Emails: Only if I am an approver

Federation ID:

App Registration: One-Time Password Authenticator

App Registration: Salesforce Authenticator

Security Key (UIP or WebAuthn)

Lightning Login

Role: Marketing User

User License: Identity

Profile: Identity User

Active:

Marketing User:

Offline User:

Knowledge User:

Flow User:

Service Cloud User:

Site.com Contributor User:

Site.com Publisher User:

WDC User:

Mobile Push Registrations: View

Data.com User Type:

Accessibility Mode (Classic Only):

High-Contrast Palette on Charts:

Load Lightning Pages While Scrolling:

Salesforce CRM Content User:

Receive Salesforce CRM Content Alerts:

Receive Salesforce CRM Content Alerts as Daily:

User Profile Help for this Page

18:19 10-04-2023

Salesforce Setup - governmentartsandscience-4ab-dev-ed.lightning.force.com/lightning/setup/PermSets/0PS2w00000AAVow/PermissionSetAssignment/home

Supplier Permits

Current Assignments

No assignments defined.

Setup Home Service Setup Assistant Multi-Factor Authentication Assistant Release Updates Lightning Experience Transition Assistant Salesforce Mobile App Lightning Usage Optimizer ADMINISTRATION > Users > Data > Email

Permission Set Groups > Permission Sets > Profiles > Public Groups > Queues > Roles > User Management Settings > Users

Type here to search

18:37 ENG 10-04-2023

Salesforce Setup - governmentartsandscience-4ab-dev-ed.lightning.force.com/lightning/setup/PermSets/0PS2w00000AAVow/PermissionSetAssignment/new

Select Users to Assign

Recently Viewed

Full Name	Title	Phone	Email
sales profile	recruiting assistant HR manager		sksanjalibujuma@gmail.com
sanjalibujuma	recruiting assistant HR managers		sksanjalibujuma@gmail.com
SANJAI S	RecruitingAssistant for HR Managers		sksanjalibujuma@gmail.com

Cancel Next

Setup Home Service Setup Assistant Multi-Factor Authentication Assistant Release Updates Lightning Experience Transition Assistant Salesforce Mobile App Lightning Usage Optimizer ADMINISTRATION > Users > Data > Email

Permission Set Groups > Permission Sets > Profiles > Public Groups > Queues > Roles > User Management Settings > Users

Type here to search

18:37 ENG 10-04-2023

Users | Salesforce Permission Sets | Salesforce Download file | iLovePDF sanjai35/Recruiting-Assistant - Student

governmentartsandscience-4ab-dev-ed.develop.lightning.force.com/lightning/setup/PermSets/0PS2w00000AAVow/PermissionSetAssignment/new

Setup Home Service Setup Assistant Multi-Factor Authentication Assistant Release Updates Lightning Experience Transition Assistant Salesforce Mobile App Lightning Usage Optimizer ADMINISTRATION Users Permission Set Groups Permission Sets Profiles Public Groups Queues Roles User Management Settings Users > Data > Email

Search Setup

Select an Expiration Option For Assigned Users

No expiration date (radio button selected) Specify the expiration date Time Zone Select a time zone... 1 Day 1 Week 30 Days 60 Days Custom Date

Selected Users

Full Name	Role	Profile	Active	User License	Expires On
SANJAI S		System Administrator	✓	Salesforce	Never Expires
sanjai s		Standard Platform User	✓	Salesforce Platform	Never Expires
sales profile		Identity User	✓	Identity	Never Expires

Cancel Back Assign

Type here to search 18:37 ENG 10-04-2023

Users | Salesforce Permission Sets | Salesforce Download file | iLovePDF sanjai35/Recruiting-Assistant - Student

governmentartsandscience-4ab-dev-ed.develop.lightning.force.com/one/one.app#eyjb21wb25lbnREZWYiOiJzZXR1cF9wbGF0Zm9ybV9wZXJtczpwc2FSZXN1bHRQY...
sanjai35/Recruiting-Assistant - Student

Setup Home Service Setup Assistant Multi-Factor Authentication Assistant Release Updates Lightning Experience Transition Assistant Salesforce Mobile App Lightning Usage Optimizer ADMINISTRATION Users Permission Set Groups Permission Sets Profiles Public Groups Queues Roles User Management Settings Users > Data > Email

Search Setup

Assignment Summary

Full Name	User License	Expires On	Time Zone	Status
SANJAI S	Salesforce			Success
sanjai s	Salesforce Platform			Success
sales profile	Identity			Success

Done

Type here to search 18:38 ENG 10-04-2023

Salesforce Setup - governmentartsandscience-4ab-dev-ed.lightning.force.com

Permission Sets | Sales - Student

Permission Sets | Sales - Student

Download file | iLove - sanjai35/Recruiting-A

sanjai35/Recruiting-A

- Student

governmentartsandscience-4ab-dev-ed.lightning.force.com/lightning/setup/PermSets/page?address=%2F0PS2w0000AAVp6%3FsfclFrameOrigin%3Dhttp... Search

Setup Home

Service Setup Assistant

Multi-Factor Authentication Assistant

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ADMINISTRATION

Users

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Search Setup

Permission Set Overview

Description: Review object

License: None

Session Activation Required: Off

Last Modified By: SANJAI S. 10/04/2023, 8:40 pm

API Name: Review_object

Namespace Prefix: None

Created By: SANJAI S. 10/04/2023, 8:40 pm

Video Tutorial | Help for this Page

Apps

Assigned Apps

Assigned Connected Apps

Object Settings

App Permissions

Apex Class Access

Visualforce Page Access

External Data Source Access

Flow Access

Named Credential Access

Type here to search

18:40 10-04-2023

Salesforce Setup - governmentartsandscience-4ab-dev-ed.lightning.force.com

Permission Sets | Sales - Student

Permission Sets | Sales - Student

Download file | iLove - sanjai35/Recruiting-A

sanjai35/Recruiting-A

- Student

governmentartsandscience-4ab-dev-ed.lightning.force.com/lightning/setup/PermSets/0PS2w0000AAVp6/PermissionSetAssignment/home Search

Setup Home

Service Setup Assistant

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Email

Search Setup

... > SETUP > PERMISSION SET REVIEW OBJECT

Review object

Current Assignments

Add Assignment

No assignments defined.

Type here to search

18:40 10-04-2023

Salesforce Setup Home

Service Setup Assistant

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Email

Assignment Summary

3 assignments were successful.

Full Name	User License	Expires On	Time Zone	Status
SANJAI S	Salesforce			Success
sanjai s	Salesforce Platform			Success
Abhilash Garapati profile	Identity			Success

Done

18:50 10-04-2023

Lightning Usage App

REPORT New Accounts Report Accounts

Outline Filters

Groups

Columns

Last Activity

Account Owner

Account Name

Billing State/Province

Type

Rating

Last Modified Date

Previewing a limited number of records. Run the report to see everything.

Last Activity	Account Owner	Account Name	Billing State/Province	Type	Rating	Last Modified Date
1	- SANJAI S	GenPoint	CA	Customer - Channel	Cold	05/04/2023
2	- SANJAI S	United Oil & Gas, UK	UK	Customer - Direct	-	05/04/2023
3	- SANJAI S	United Oil & Gas, Singapore	Singapore	Customer - Direct	-	05/04/2023
4	- SANJAI S	Edge Communications	TX	Customer - Direct	Hot	05/04/2023
5	- SANJAI S	Burlington Textiles Corp of America	NC	Customer - Direct	Warm	05/04/2023
6	- SANJAI S	Pyramid Construction Inc.	-	Customer - Channel	-	05/04/2023
7	- SANJAI S	Dickenson plc	KS	Customer - Channel	-	05/04/2023
8	- SANJAI S	Grand Hotels & Resorts Ltd	IL	Customer - Direct	Warm	05/04/2023
9	- SANJAI S	Express Logistics and Transport	OR	Customer - Channel	Cold	05/04/2023
10	- SANJAI S	University of Arizona	AZ	Customer - Direct	Warm	05/04/2023
11	- SANJAI S	United Oil & Gas Corp.	NY	Customer - Direct	Hot	05/04/2023
12	- SANJAI S	sForce	CA	-	-	05/04/2023

Show all

19:03 10-04-2023

The screenshot shows a web browser window with a pink header bar containing several tabs. Below the header is a navigation bar with icons for back, forward, search, and other functions. The main content area is titled "Report: Accounts New Accounts Report". It displays a table with 12 rows of data. The columns are: Last Activity, Account Owner, Account Name, Billing State/Province, Type, Rating, and Last Modified Date. The data includes various companies like "sForce", "United Oil & Gas Corp.", "University of Arizona", etc., with details such as CA, NY, AZ, OR, IL, KS, NC, TX, Singapore, UK, and CA.

	Last Activity	Account Owner	Account Name	Billing State/Province	Type	Rating	Last Modified Date
1	-	SANJAI S	sForce	CA	-	-	05/04/2023
2	-	SANJAI S	United Oil & Gas Corp.	NY	Customer - Direct	Hot	05/04/2023
3	-	SANJAI S	University of Arizona	AZ	Customer - Direct	Warm	05/04/2023
4	-	SANJAI S	Express Logistics and Transport	OR	Customer - Channel	Cold	05/04/2023
5	-	SANJAI S	Grand Hotels & Resorts Ltd	IL	Customer - Direct	Warm	05/04/2023
6	-	SANJAI S	Dickenson plc	KS	Customer - Channel	-	05/04/2023
7	-	SANJAI S	Pyramid Construction Inc.	-	Customer - Channel	-	05/04/2023
8	-	SANJAI S	Burlington Textiles Corp of America	NC	Customer - Direct	Warm	05/04/2023
9	-	SANJAI S	Edge Communications	TX	Customer - Direct	Hot	05/04/2023
10	-	SANJAI S	United Oil & Gas, Singapore	Singapore	Customer - Direct	-	05/04/2023
11	-	SANJAI S	United Oil & Gas, UK	UK	Customer - Direct	-	05/04/2023
12	-	SANJAI S	GenePoint	CA	Customer - Channel	Cold	05/04/2023

The screenshot shows a web browser window with a pink header bar containing several tabs. Below the header is a navigation bar with icons for back, forward, search, and other functions. The main content area is titled "Reports All Reports". It displays a table with 3 items. The columns are: Report Name, Description, Folder, Created By, Created On, and Subscribed. The data includes "Job posting report" (Private Reports, SANJAI S, 10/4/2023, 7:10 pm), "New Accounts Report" (Private Reports, SANJAI S, 10/4/2023, 7:03 pm), and "Sample Flow Report: Screen Flows" (Public Reports, Automated Process, 5/4/2023, 12:00 pm). A sidebar on the left lists categories: Reports, Folders, and Favorites.

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	Job posting report		Private Reports	SANJAI S	10/4/2023, 7:10 pm	
Created by Me	New Accounts Report		Private Reports	SANJAI S	10/4/2023, 7:03 pm	
Private Reports	Sample Flow Report: Screen Flows	Which flows run, what's the status of each interview, and how long do users take to complete the screens?	Public Reports	Automated Process	5/4/2023, 12:00 pm	

4.Trailhead profile public URL

Team leader

SANJAI S

<https://trailblazer.me/id/sk771093>

Team member

- 1.abinesh A-<https://trailblazer.me/id/abinesh6>
- 2.chandru N-<https://trailblazer.me/id/chann191>
- 3.lakshminarayanan M-<https://trailblazer.me/id/laksm29>

5.Advantages &disadvantages

- ⊕ They often **help manage job trainings where employees can learn transferable skills**. As an HR assistant, you might help provide employees with performance reviews that offer valuable information about their work.
- ⊕ This allows them to identify areas of improvement in their skills and knowledge.
- ⊕ HR management can identify the training and development needs of your employees in order to fit in with your wider business strategy.
- ⊕ By continually learning, your employees will be able to keep their skills up-to-date and bring valuable and innovative ideas into the business

Disadvantages

Here are few human resource management disadvantages of being a manager.

- Maintaining a safe distance: ...
- Higher competition: ...
- Lower recognition value: ...
- Greater experience expected: ...
- Conflicts of opinion: ...
- Legal liabilities: ...
- Position restrictions:

The downsides of being the boss

- You have to fire people. ...
- You have to hire people. ...
- You get the blame. ...
- The workday doesn't end when you leave work. ...
- You have to deal with bureaucracy. ...
- Employees deserve your attention. ...
- Someone can always come for your job. ...
- Don't nickel-and-dime every decision
- External recruits will have **less of an understanding when it comes to the environment of the company**. Plus, there's a greater risk involved with filling a

position externally. The new recruit might not be worth the position and can even take advantage of the employer or company.

APPLICATION:

I am of extensive experience, I am keen to join your company as an HR assistant. I am passionate about assisting and streamlining HR routine operations. Dear Sir/Madam, I would like to apply for the position of HR writing to apply for the HR assistant post at ABC Company. With 4+ years Officer at (Institute name). I have a Certificate in Higher Education (educational qualification) in Business and Professional Administration 9Subject name) from (university name). I have studied human resources management as part of my course.

- ❖ Enter the employer's email address in the recipient line. ...
- ❖ Write a concise subject line. ...
- ❖ Compose your application in the email body. ...
- ❖ Include your name and contact details at the end. ...
- ❖ Attach your cover letter, CV and other documents.

CONCLUSION:

the practice of HRM needs to be integrated with the overall strategy to ensure effective use of people and provide better returns to the organizations in terms of ROI (Return on Investment) for every dollar or rupee spent on them.

when HR is successful in developing a strong leadership model, the results can be significant and HR suddenly becomes instrumental to securing the future of an effectively function workforce and a healthy organization. **They are self-made, through continuous and never-ending work on themselves.** Everyone starts at the bottom and then

works his or her way up through hard, hard work, sustained over a long period of time.

Restate your topic and why it is important, Restate your thesis/claim, Address opposing viewpoints and explain why readers should align with your position, Call for action or overview future research possibilities.

FUTURE SCOPE:

One should remember that HR needs to adapt and be agile i.e. an HR professional must not stop learning. HR will not be replaced, but HR professional must take up relevant courses to empower your working and be in a race. Thus, **MBA in HR future scope is bright.**

A human resources (HR) assistant is a certified professional who handles the daily administrative and HR duties of an organization. They **assist HR managers with recruitment, record maintenance, and payroll processing, and provide clerical support to all employees.**



The future of HR will involve a range of technologies. Data analytics and recruiting trends will be made possible by artificial intelligence in 2023. “Over the next three years, IBM research predicts that the adoption of AI integration will increase from 40 to 80 per cent

The role of HR is continuously evolving, and **HR professionals can aim to learn about the technologies, trends and operational changes shaping the future of business.** HR can be agile in adapting to those changes in order to effectively support employee development, retention and recruitment..

