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RECRUITTING ASSISTANT FOR HR MANAGERS

INTRODUCTION

Human Resource Management (HRM) is an operation in companies designed to maximize employee performance in order to meet the employer's strategic goals and objectives. More precisely, HRM focuses on management of people within companies, emphasizing on policies and systems.

In short, HRM is the process of recruiting, selecting employees, providing proper orientation and induction, imparting proper training and developing skills.

PROJECT DESCRIPTION

Your job description is the first contact between your company and your new recruit. With millions of people searching for jobs on Indeed each month, a great job description can help you attract the most qualified candidates to your open position. To get you started, here are some tips for creating an effective job description.

2.PROBLEM DEFINITION & DESIGN THINKING :

2.1 EMPATHY MAP

2.2 IDEATION &BRAINSTORMING MAP

3. RESULT

3.1 DATA MODEL :

Object name	Fields in the object	
	Field label	Data type
Object 1	Event	Event name
	Attendence	Attendence name
Object 2	Speaker	Speaker name
	Vendors	Vendor name

3.2 ACTIVITY & SCREENSHOT :

Milestone 1:

Creation of developer account Create your Salesforce Developer Org to get Started In order to start with this project you need to have a free salesforce developer account.

Activity-1

A Developer org has all the features and licenses you need to get started with Salesforce.

1. Search Developer.salesforce.com

2.Enter the following details like First name, last name, Email, Role, Company, Country/Region, Postal code, and Username must be unique.

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

4. Click save.

5. Search login.salesforce.com

6. By using username and password you can into the salesforce org. The setup page will appear as below. Create a developer org and login with your login credentials.

Milestone 2 :

Package installation Package installation for Recruiting App In Salesforce, a package is a collection of Apex classes, triggers, Visualforce pages, and other components that can be installed into an organization.

There are two types of packages: managed and unmanaged. Managed packages are developed and distributed by ISVs (Independent Software Vendors) and can be installed from the Salesforce AppExchange, while unmanaged packages are created and distributed by Salesforce administrators within an organization.

To install a package, an administrator can navigate to the AppExchange, find the desired package, and click the "Install" button. The administrator will then be prompted to log in to their Salesforce

organization and provide permission to install the package. click to launch the App Launcher, then click Playground Starter and follow the

steps 1. Click the install a package tab.

2. Paste 04t0P000000N9rs into the field.

3. Click install. 4. Select install for admins only,

Milestone 3:

Object What is an object?

Salesforce objects are database tables that permit you to store data that is specific to an organization. It consists of fields (columns) and records (rows).

Salesforce objects are of two types:

● Standard Objects: Standard objects are the kind of objects that are provided by salesforce.com such as users, contracts, reports, dashboards, etc.

● Custom Objects: Custom objects are those objects that are created by users. They supply information that is unique and essential to their organization. They are the heart of any application and provide a structure for sharing data.

Activity-1

Create a custom object for Job Posting Sites To create a custom object, follow these steps :

1. From setup click on object manager.

2. Click create, select custom object.

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

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

5. Record name : "Site Name"

6. Select the data type as "Text".

7. In the Optional Features section, select Allow Reports and Track Field History.

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

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

10. In the Object Creation Options section, select select these options: Add Notes and Attachments related list to default page layout Launch New Custom Tab Wizard after saving this custom object 11. Leave everything else as is, and click Save. Activity-2 Create a custom object for reviews To create a custom object, follow these

steps : 1. From setup click on object manager.

2. Click create, select custom object.

3. Fill in the label as "Review".

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

5. Record name : "Review Number"

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

7. Under display format enter "REV-{0000}".

8. Enter the starting number as 1.

9. In the Optional Features section, select Allow Reports and Track Field History.

10. In the Deployment Status section, ensure Deployed is selected.

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

12. In the Object Creation Options section, select Add Notes and Attachments related list to default

page layout. 13. Leave everything else as is, and click Save.

OBJECT :
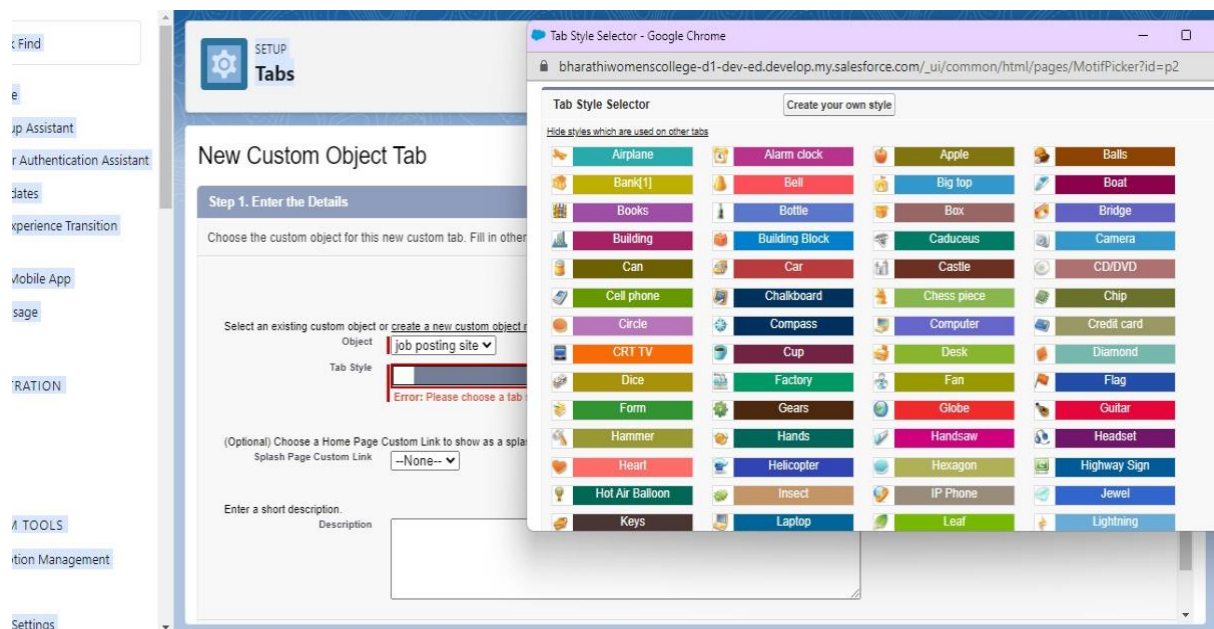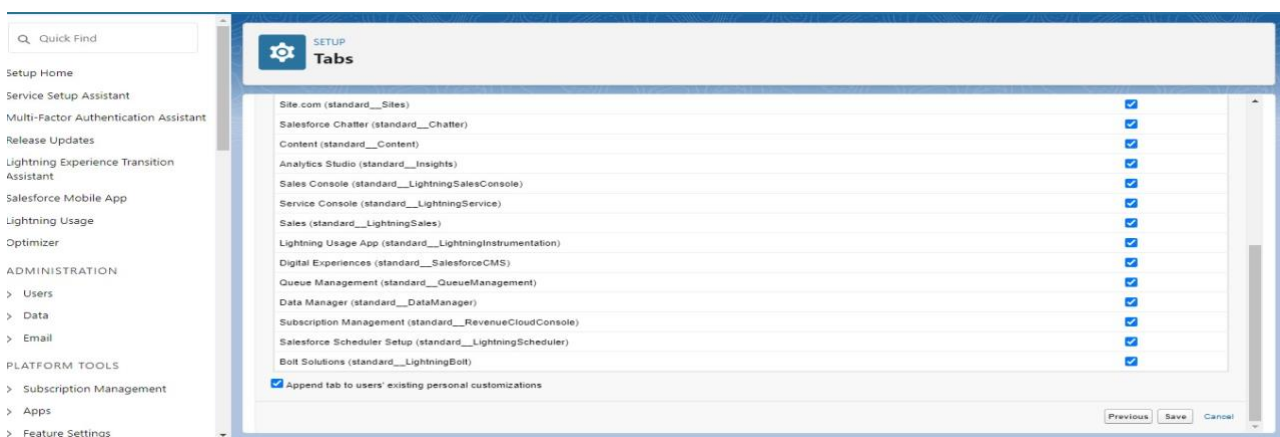

Milestone 4 :

Tabs What is Tab?

In Salesforce, a tab is a user interface element that allows users to navigate to different sections of the platform, such as Accounts, Contacts, Leads, and Opportunities. Tabs can also be usaccesscustom objects and custom pages. They are typically located at the top of the screen and can be customized to fit the needs of the organization.

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

1. To Select the Tab Style: Click the magnifying glass and select Real Estate

2. Click Next.

3. Leave the profile as is and click Next.

4. In the Add to Custom Apps section:

5. Deselect Include Tab.

6. Select Append tab to users' existing personal customizations.

7. Click Save.

FIELD :

Milestone 5 :

Fields What are fields?

Fields in Salesforce represents what the columns represent in relational databases. It can store data values which are required for a particular object in a record.

There are 2 types of fields in salesforce:

● Standard fields: There are four standard fields in every custom object that are Created By, Last Modified By, Owner, and the field created at the time of the creation of an object. These fields cannot be deleted or edited and they are always required. For standard objects, the fields which are present by default in them and cannot be deleted from standard objects are standard fields.

● Custom fields: The Custom fields which are added by the administrator/developer to meet the business requirements of any organization. They may or may not be required. Activity-1 Create New Field for Job Posting site From the object manager, click on the job posting site, then click on Fields & Relationships.
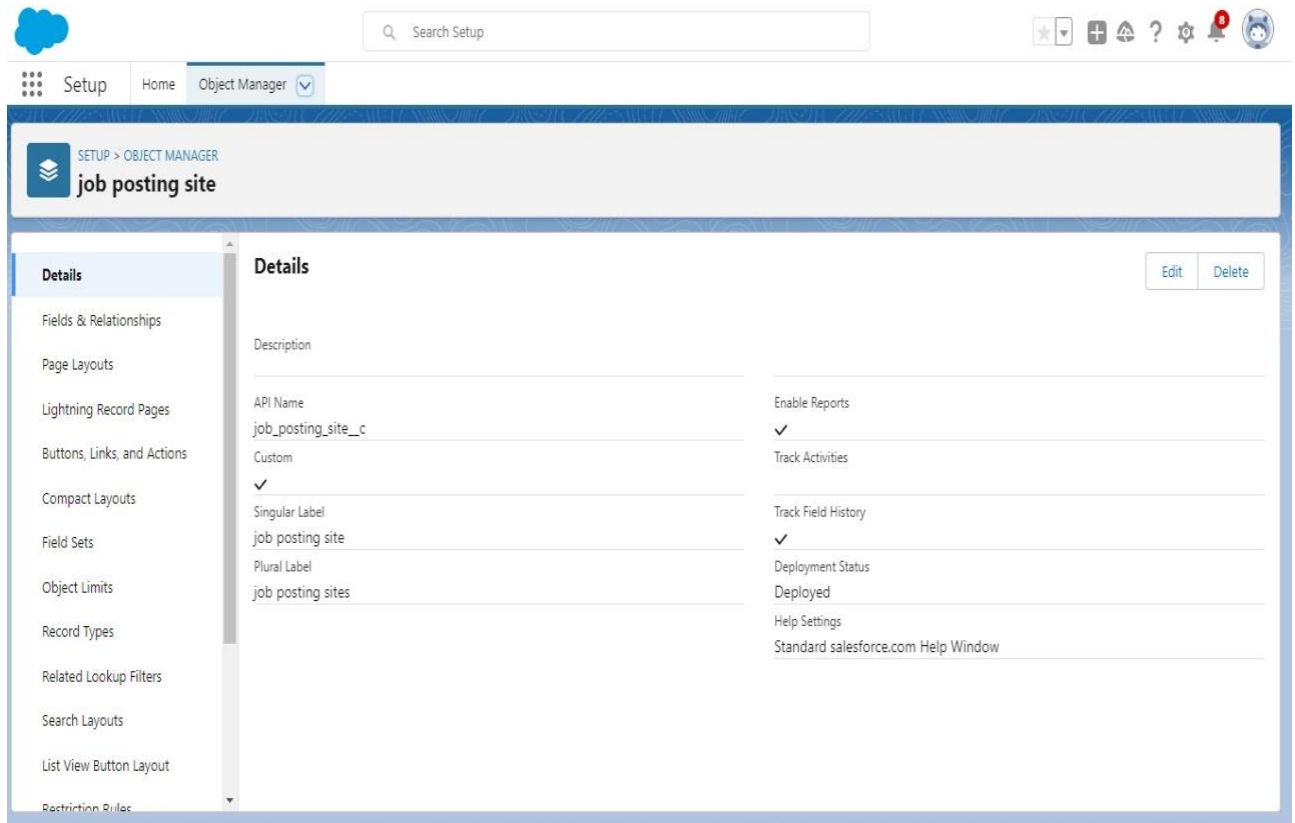
1. Click on new.

2. Select the data type as URL.

3. Click Next.

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

5. Click Next, Next, and click Save & New.

Create a Fields for Job Posting site

1. Status

2. Technical site

3. Description Note: Follow the steps Create the left over fields

1. Status

2. Technical site

3. Description

PROFILE :

Milestone 9 :

Profile What is a profile?

A profile is a group/collection of settings and permissions that define what a user can do in salesforce. A profile controls "Object permissions, Field permissions, User permissions, Tab settings, App settings, Apex class access, Visualforce page access, Page layouts, Record Types, Login hours & Login IP ranges. A profile can be assigned to many users, but user can be assigned single profile at a time. Activity Creation on profile: From Setup enter Profiles in the Quick Find box, and select Profiles.

1. From the list of profiles, find Standard User.

2. Click Clone.

3. For Profile Name, enter Event user profile.

4. Click Save

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

6. Scroll down to Custom Object Permissions and Give view all access permissions to the Order details, supplier, product, customer, category, payment.

Activity-2

Create a profile with the profile name as "Sales profile"

PERMISSION SETS :

Milestone 11 :

Permission set What is the Permission set?

In Salesforce, a permission set is a collection of settings and permissions that give users access to various tools and functionality in the platform. Permission sets can be used to grant additional access to users beyond what is included in their profile, without modifying the profile itself. This allows for granular control over user access and permissions within the Salesforce environment. Permission sets can be assigned to individual users or to a group of users.

Activity-1

Creating a Permission Set:

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

2. Enter label as: Supplier Permits and Save.

3. After saving the permission click on the Manage assignment

4. Now click on the Add Assignment

5. Now select the users and click on save

Activity-2

Create a Permission set for Review object

APPLICATION :

REPORTS :

What are Reports?

A report is a list of records that meet the criteria you define. It's displayed in rows and columns, and can be filtered, grouped, or displayed in a graphical chart. Every report is stored in a folder. Folders can be public, hidden, or shared, and can be set to read-only or read/write.

 Activity-1

Reports:

1. From the Reports tab, click New Report.

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

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

Activity-2

Create a report for review and Job Posting Objects.

4. TRAILHEAD PROFILE PUBLIC URL :

TEAM LEADER : S.SOUNDARYA-https://trailblazer.me/id/soung9

TEAM MEMBER 1: S.SRIPRIYA- https://trailblazer.me/id/srip5

TEAM MEMBER 2: U.SUREKA- https://trailblazer.me/id/usureka

TEAM MEMBER 3 : B.SANGEETHA-https://trailblazer.me/id/sangb12

TEAM MEMBER 4 : V.VINDHIYA-https://trailblazer.me/id/vindm

PROJECT REPORT TEMPLATE

5. ADVANTAGES & DISADVANTAGES :

ADVANTAGES :

Store everything together. ...

Be more efficient and productive. ...

Employee Training and Self-service. ...

Improved hiring and onboarding. ...

Simplify Employee Management. ...

Make fewer mistakes. ...

Simplifies compliance with regulations. ...

Analyze data to improve decision-making.

DIADVANTAGES :

Employee Development. ...

Compliance. ...

Not as Financially Minded. ...

Lack of Strategic Foundation. ...

Less Customer Focused.

suggestions in policy making.

Human Resource Management
Advantages
- Human resource planning
- Hiring workforce
- Retaining employees
- Enhance organization effectiveness
- Handles disputes and queries
- Motivating employees
- Improves employee relations

Disadvantages
- Costly setup
- Recent origin
- Unpredictability
- Improper development programmes
- Insufficient information

COMMERCEMATES.COM

*Advantages and Disadvantages of Human Resource Management*

SOAS
University of London

6. APPLICATION :

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.

FUTURE SCOPE :
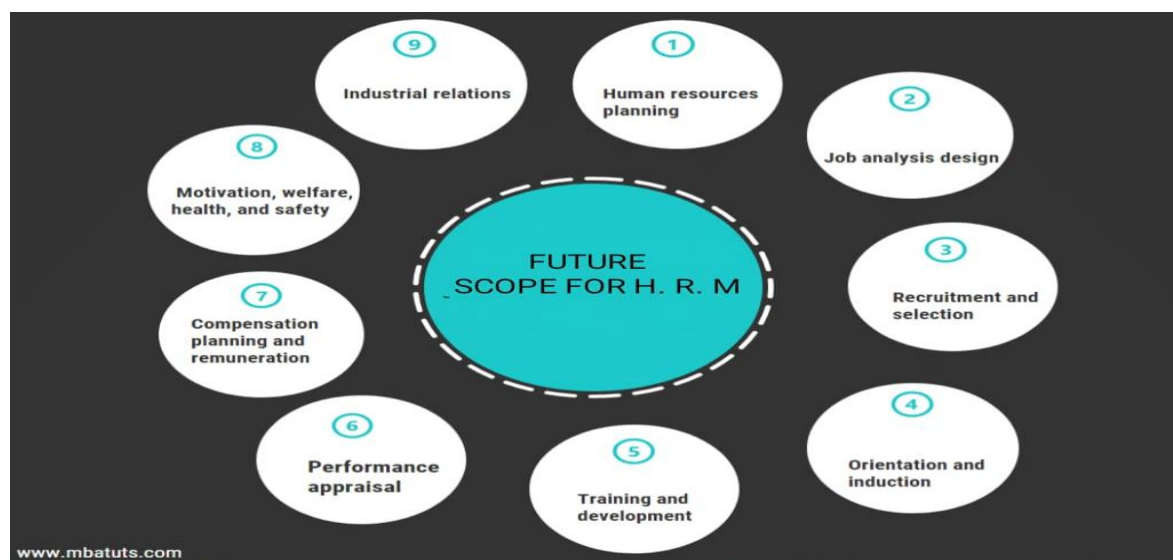
So the scope is always high, request you to learn more and more about the techniques of recruitment this will help you in industry. Scope for HR is

promising, there are many specialities in HR you can choose to master your career in. Recruitment is one of the speciality most sought after by consultancies and corporate.

8. CONCLUSION :

Include allnecessary skills, and include a list of desired skills that are not necessary but that would enhancethe candidate's chances. If we fail to do this, we might end up with a low-quality pool ofcandidates and wind up with limited choices to fill the open position.

Conclusion

HRM is the process of applying managerial functions over operative functions to manage the men at work to help in achieving organisational objectives.