

RECRUITING ASSISTANT FOR HR MANAGERS

INTRODUCTION

1.1 OVERVIEW

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.**

1.2 PURPOSE

Coordinate hiring activities

Undertake clerical duties (e.g. answering emails and drafting offer letters)

Prepare and post jobs add online

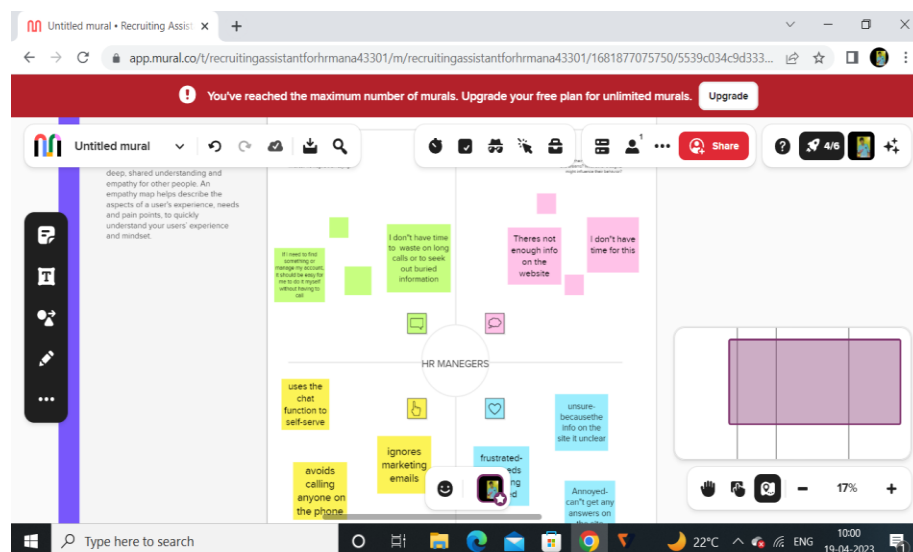
Help with resume screening and initial phone screens

Schedule interviews and keep calendars for all hiring teams and candidates

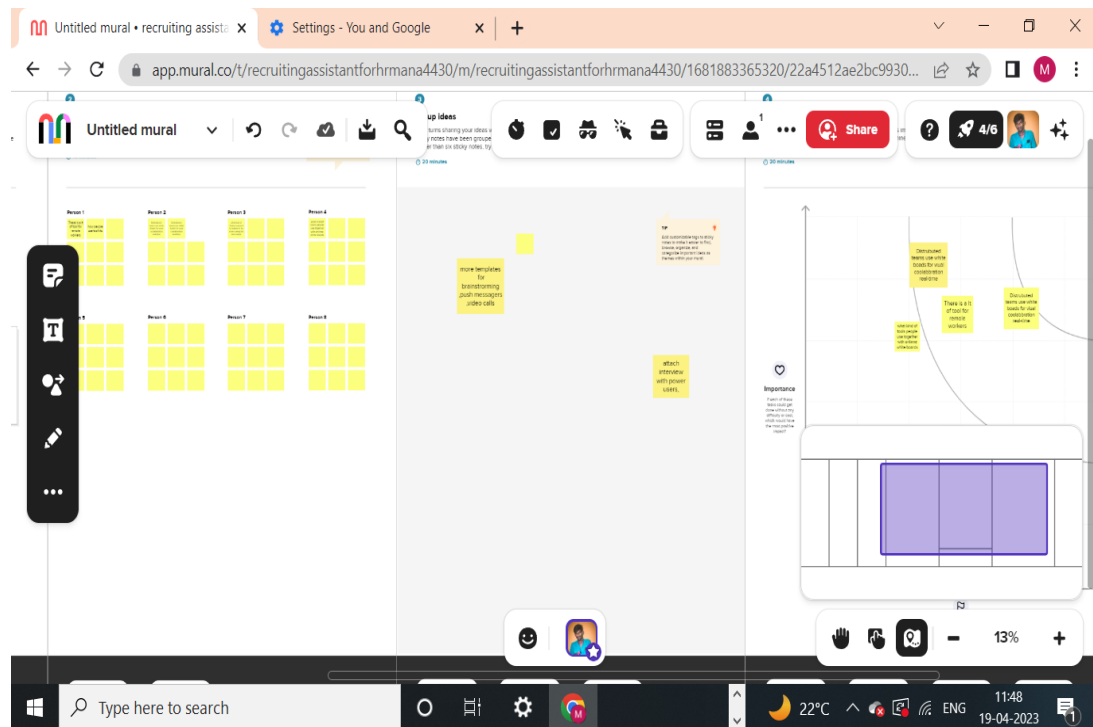
Handle work and paperwork

PROBLEM DEFINITION & DESIGN THINKING

2.1 EMPATHY MAP

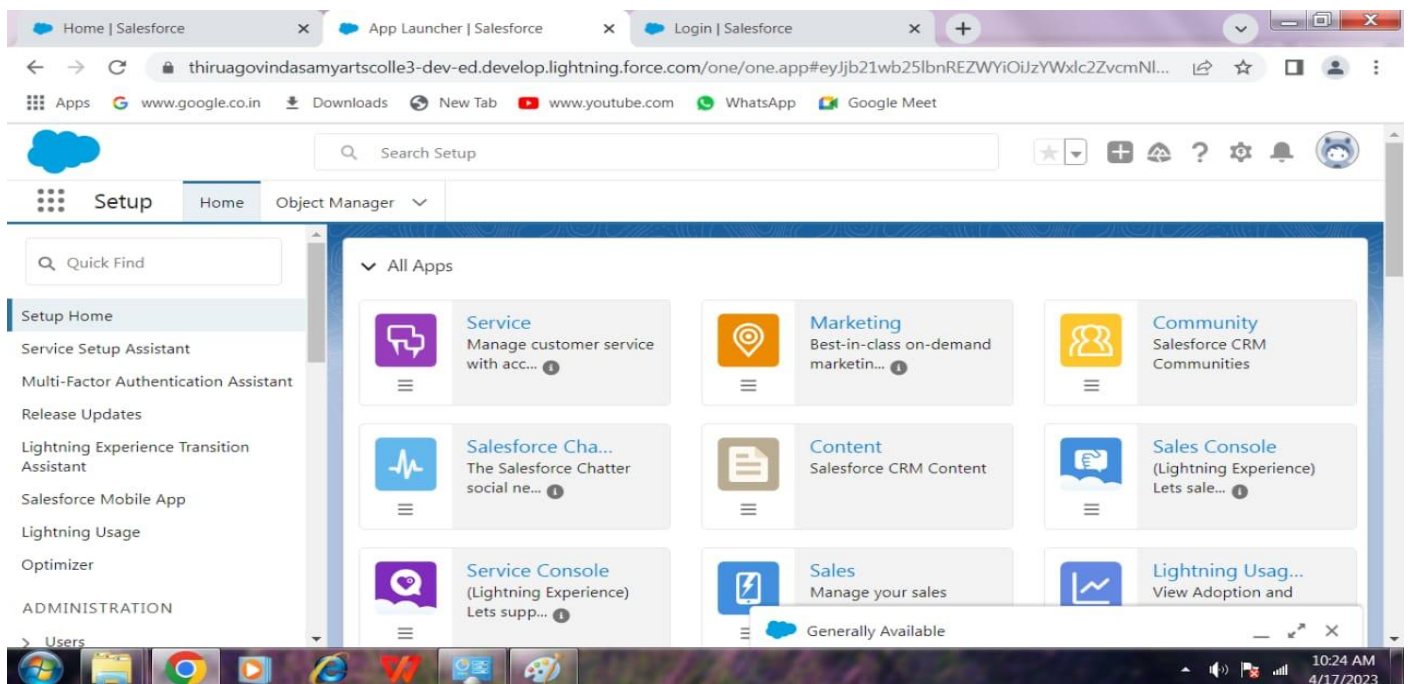


2.2 IDEATION & BRAINSTORMING MAP



RESULT

PACKAGE INSTALLATION(APP LAUNCHER)



ACITIVITY 1(JOB POSTING SITES)

The screenshot shows the Salesforce Setup interface for creating a new custom object. The browser tabs include 'Home | Salesforce', 'New Custom Object', 'Recently Viewed', and 'Login | Salesforce'. The URL is 'thiruagovindasamyartscolle3-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/new'. The page title is 'New Custom Object'. There are two radio buttons: 'In Development' and 'Deployed', with 'Deployed' selected. Below this is a 'Search Status' section with a checkbox 'Allow Search' which is checked. A note states: 'When this setting is enabled, your users can find records of this object type when they search. Learn more.' Under 'Object Creation Options (Available only when custom object is first created)', there are two checked checkboxes: 'Add Notes and Attachments related list to default page layout' and 'Launch New Custom Tab Wizard after saving this custom object'. At the bottom are buttons for 'Save', 'Save & New', and 'Cancel'. The system clock shows 10:45 AM on 4/17/2023.

Home | Salesforce x New Custom Object x Recently Viewed x Home | Salesforce x Login | Salesforce x Login | Salesforce x

thiruagovindasamyartscolle3-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/new

Apps www.google.co.in Downloads New Tab www.youtube.com WhatsApp Google Meet

Search Setup

Setup Home Object Manager

SETUP
New Custom Object

☐ 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

10:45 AM
4/17/2023

ACTIVITY 2 (REVIEWS)

The screenshot shows the Salesforce Setup interface for editing a custom object definition. The browser tabs include 'Home | Salesforce', 'Object Manager', 'Recently Viewed', and 'Login | Salesforce'. The URL is 'thiruagovindasamyartscolle3-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/page?address=%2F011%...'. The page title is 'Object Manager'. A yellow message box at the top states: 'Permissions for this object are disabled for all profiles by default. You can enable object permissions in permission sets or by editing custom profiles. Tell me more! Don't show this message again'. Below this is the 'Custom Object Definition Edit' section with buttons for 'Save', 'Save & New', and 'Cancel'. The 'Custom Object Information' section includes fields for 'Label' (Review), 'Plural Label' (Reviews), and 'Object Name' (Review). Examples provided are 'Account' for the label and 'Accounts' for the plural label. A checkbox 'Starts with vowel sound' is unchecked. A note at the bottom states: 'The Object Name is used when referencing the object via the API.' The system clock shows 10:51 AM on 4/17/2023.

Home | Salesforce x Object Manager x Recently Viewed x Home | Salesforce x Login | Salesforce x Login | Salesforce x

thiruagovindasamyartscolle3-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/page?address=%2F011%...

Apps www.google.co.in Downloads New Tab www.youtube.com WhatsApp Google Meet

Search Setup

Setup Home Object Manager

SETUP
Object Manager

New Custom Object

Permissions for this object are disabled for all profiles by default. You can enable object permissions in permission sets or by editing custom profiles. [Tell me more!](#) [Don't show this message again](#)

Custom Object Definition Edit Save Save & New Cancel

Custom Object Information ⓘ = Required Information

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

Label Example: Account
Plural Label Example: Accounts
Starts with vowel sound ☐

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

10:51 AM
4/17/2023

MILESTONE: TABS

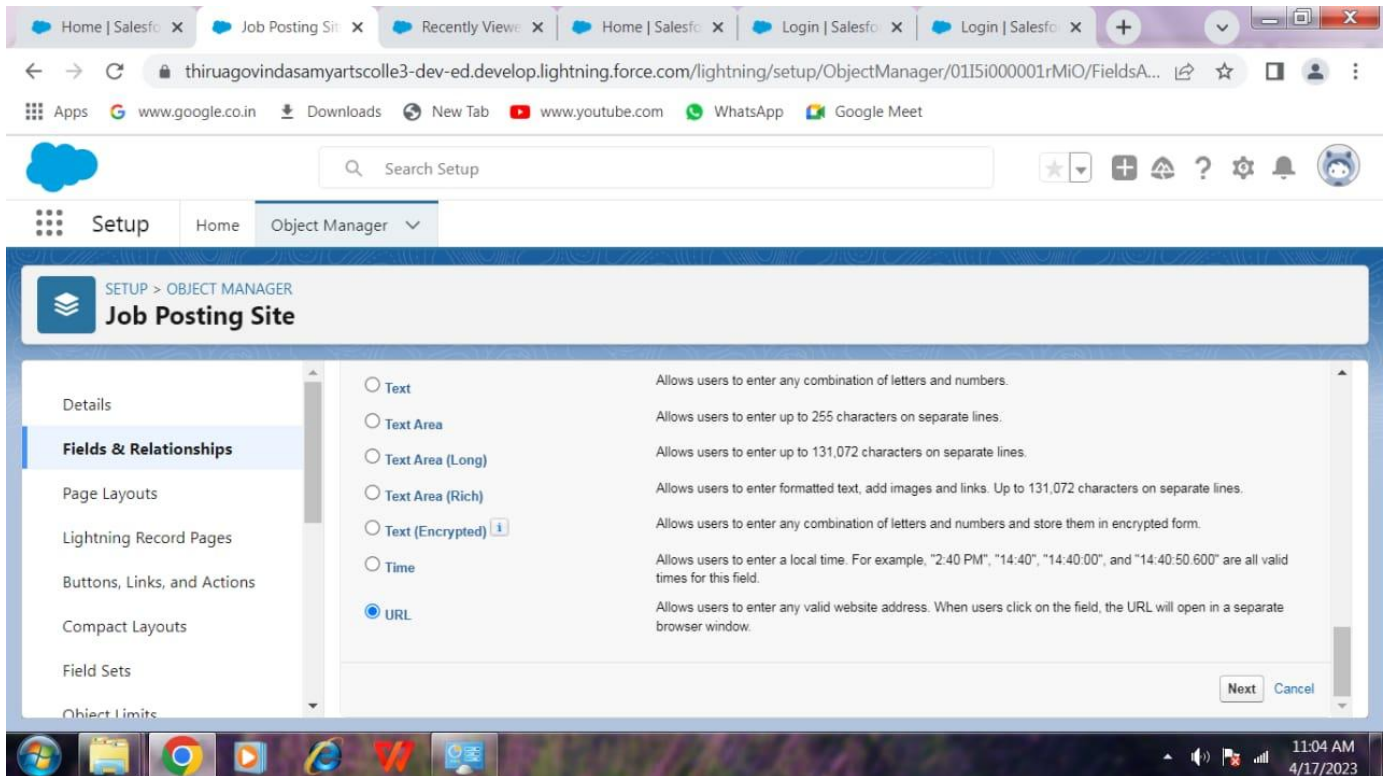
The screenshot shows the Salesforce Setup interface for configuring a custom tab. The 'Object' is set to 'Job Posting Site' and the 'Tab Style' is 'Real Estate Sign'. A 'Tab Style Selector' dialog is open, displaying a grid of various styles including Airplane, Bank, Books, Building, Can, Cell phone, Circle, CRT TV, Dice, Form, Hammer, Heart, Hot Air Balloon, Keys, Alarm clock, Bell, Bottle, Building Block, Car, Chalkboard, Compass, Cup, Factory, Gears, Hands, Helicopter, Insect, Laptop, Apple, Big top, Box, Caduceus, Castle, Chess piece, Computer, Desk, Fan, Globe, Handsaw, Hexagon, IP Phone, and Leaf. The 'Create your own style' button is also visible.

MILESTONE: FIELDS (JOB POSTING SITE)

The screenshot shows the 'Fields & Relationships' page for the 'Job Posting Site' object. The page displays a table with 4 items, sorted by Field Label. The table columns are Field Label, Field Name, Data Type, Controlling Field, and Indexed.

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
Site Name	Name	Text(80)		✓

FIELDS (DATA TYPE URL)

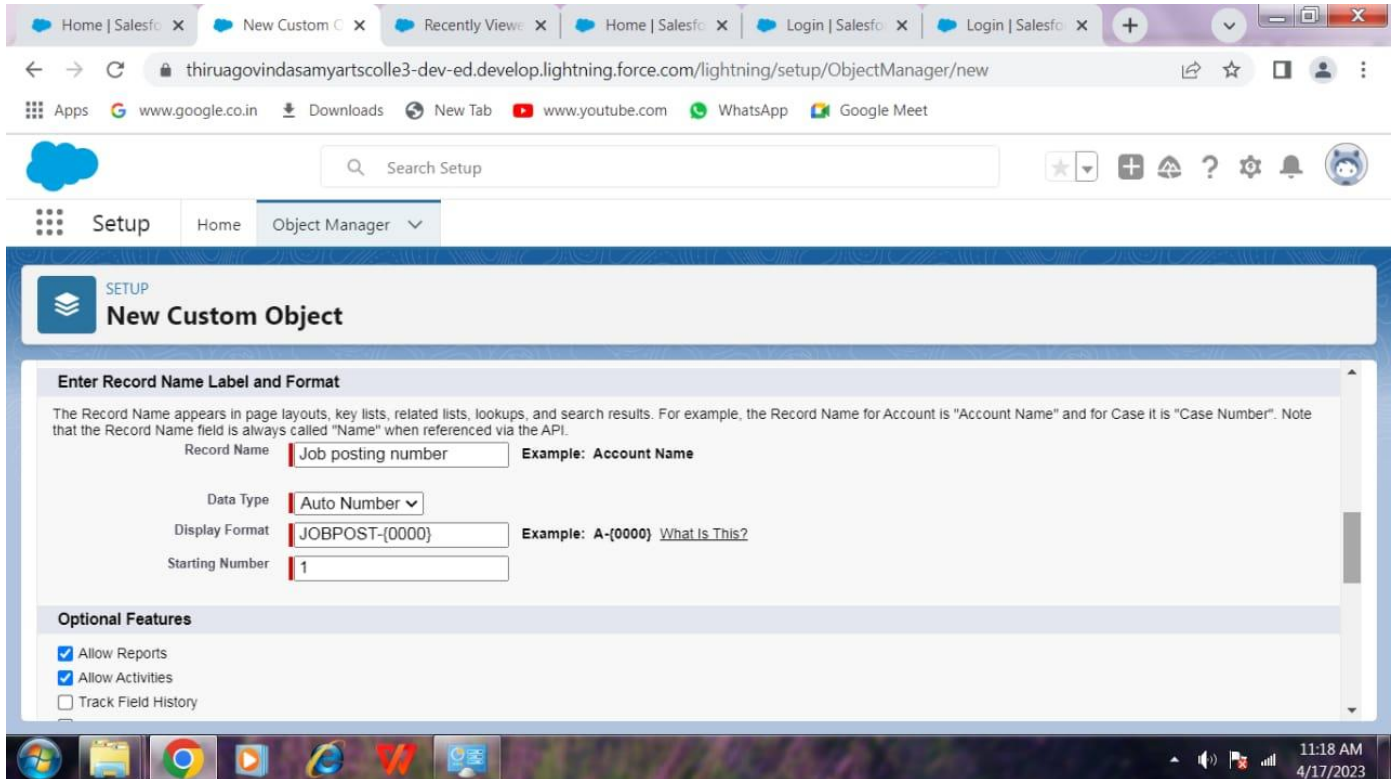


The screenshot shows the Salesforce Setup interface for the 'Job Posting Site' object. The 'Fields & Relationships' tab is selected in the left sidebar. The main content area displays a list of field types with their descriptions:

- ☐ Text: Allows users to enter any combination of letters and numbers.
- ☐ Text Area: Allows users to enter up to 255 characters on separate lines.
- ☐ Text Area (Long): Allows users to enter up to 131,072 characters on separate lines.
- ☐ Text Area (Rich): Allows users to enter formatted text, add images and links. Up to 131,072 characters on separate lines.
- ☐ Text (Encrypted) ⓘ: Allows users to enter any combination of letters and numbers and store them in encrypted form.
- ☐ Time: Allows users to enter a local time. For example, "2:40 PM", "14:40", "14:40:00", and "14:40:50.600" are all valid times for this field.
- ☒ URL: Allows users to enter any valid website address. When users click on the field, the URL will open in a separate browser window.

At the bottom right of the field list, there are 'Next' and 'Cancel' buttons. The browser's taskbar at the bottom shows the time as 11:04 AM on 4/17/2023.

MILESTONE: JUNCTION OBJECT



The screenshot shows the Salesforce Setup interface for creating a 'New Custom Object'. The 'Enter Record Name Label and Format' section is active, with the following fields and values:

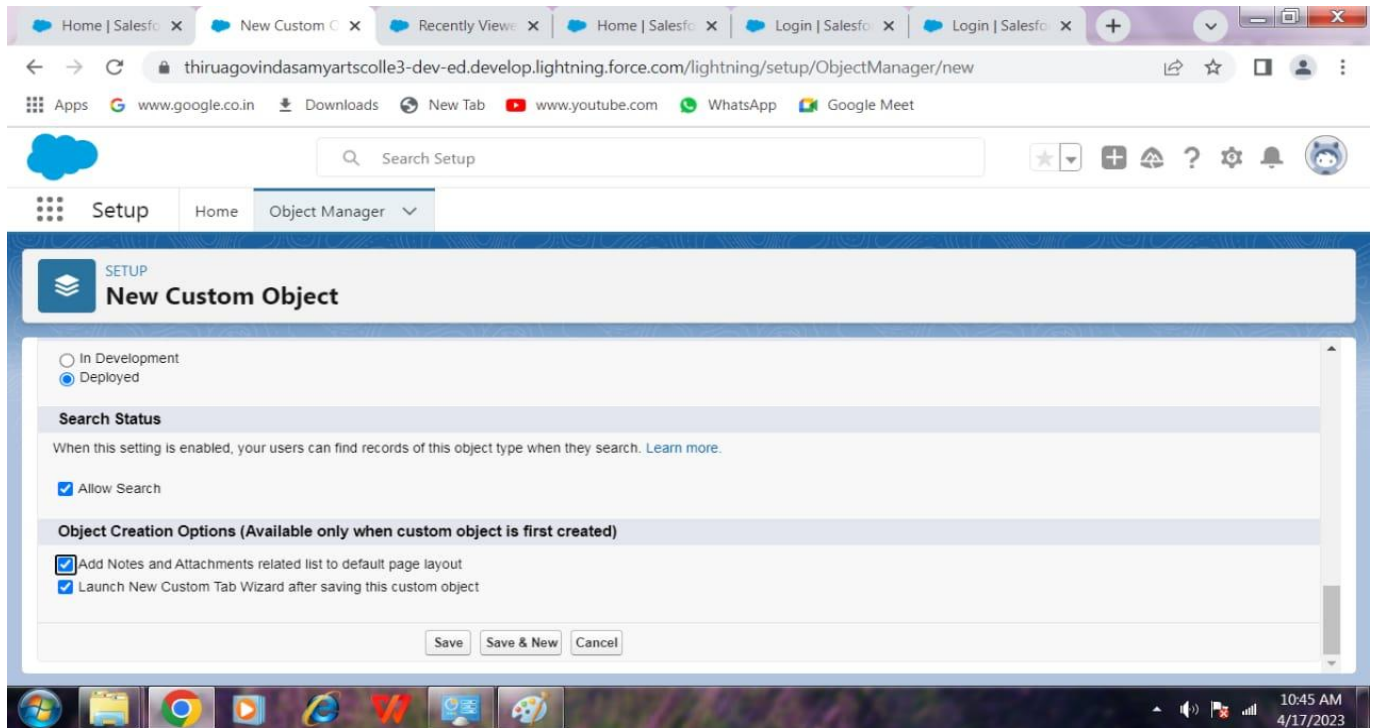
- Record Name: Job posting number (Example: Account Name)
- Data Type: Auto Number (dropdown)
- Display Format: JOBPOST-{0000} (Example: A-{0000} [What Is This?](#))
- Starting Number: 1

Below this section, the 'Optional Features' are listed with checkboxes:

- ☒ Allow Reports
- ☒ Allow Activities
- ☐ Track Field History

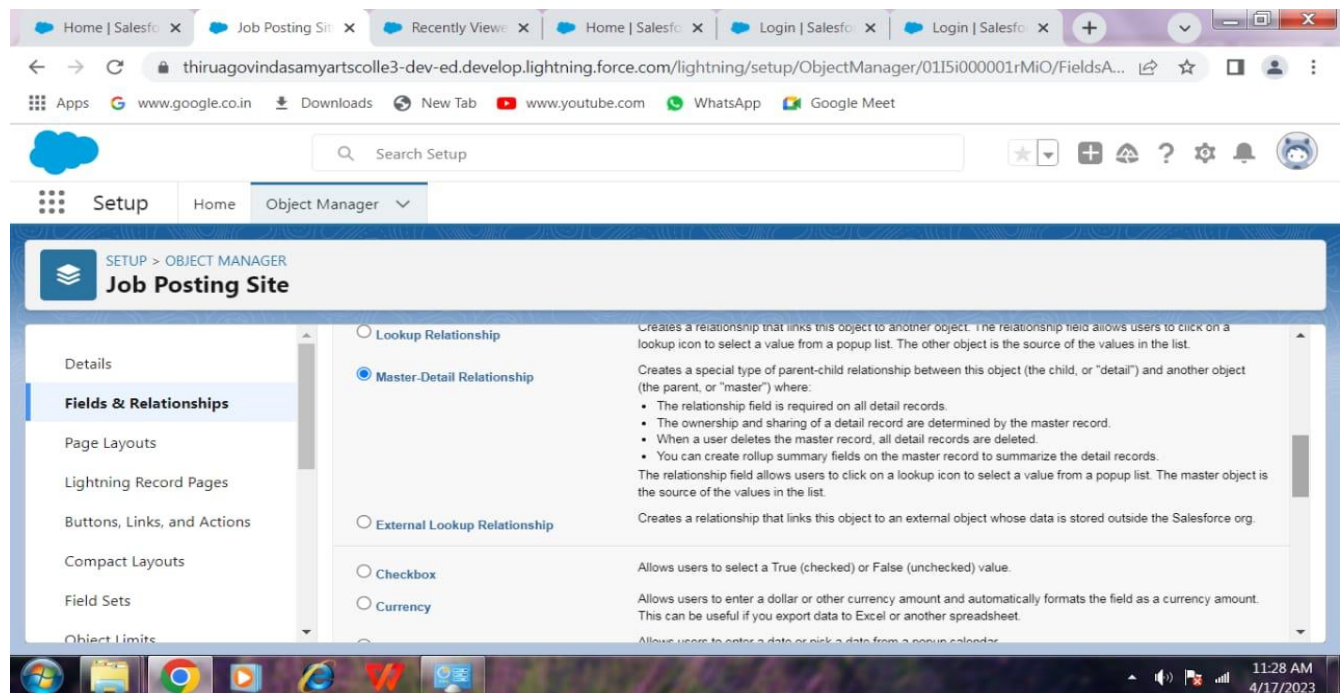
The browser's taskbar at the bottom shows the time as 11:18 AM on 4/17/2023.

SAVE



The screenshot shows the Salesforce Setup interface for creating a new custom object. The browser tabs include 'Home | Salesforce', 'New Custom C', 'Recently Viewe', 'Home | Salesforce', 'Login | Salesforce', and 'Login | Salesforce'. The address bar shows the URL: `thiruagovindasamyartscolle3-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/new`. The page title is 'New Custom Object'. Under the 'In Development' radio button, the 'Deployed' radio button is selected. The 'Search Status' section has 'Allow Search' checked. The 'Object Creation Options' section has 'Add Notes and Attachments related list to default page layout' and 'Launch New Custom Tab Wizard after saving this custom object' checked. At the bottom, there are 'Save', 'Save & New', and 'Cancel' buttons. The system clock shows 10:45 AM on 4/17/2023.

JOB POSTING SITE (MASTER-DETAIL RELATIONSHIP)



The screenshot shows the Salesforce Setup interface for configuring a 'Job Posting Site' object. The browser tabs include 'Home | Salesforce', 'Job Posting Site', 'Recently Viewe', 'Home | Salesforce', 'Login | Salesforce', and 'Login | Salesforce'. The address bar shows the URL: `thiruagovindasamyartscolle3-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01ISi000001rMiO/FieldsA...`. The page title is 'Job Posting Site'. The left sidebar shows a navigation menu with 'Details', 'Fields & Relationships' (selected), 'Page Layouts', 'Lightning Record Pages', 'Buttons, Links, and Actions', 'Compact Layouts', 'Field Sets', and 'Object Limits'. The main content area shows the 'Master-Detail Relationship' radio button selected. The 'Lookup Relationship' section describes creating a relationship that links this object to another object. The 'External Lookup Relationship' section describes creating a relationship that links this object to an external object whose data is stored outside the Salesforce org. The 'Checkbox' section describes allowing users to select a True (checked) or False (unchecked) value. The 'Currency' section describes allowing users to enter a dollar or other currency amount and automatically formats the field as a currency amount. The system clock shows 11:28 AM on 4/17/2023.

JOB POSTING (POSITION)

The screenshot shows the Salesforce Setup interface for configuring the 'Job Posting Site' object. The left sidebar lists navigation options: Details, Fields & Relationships (selected), Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, and Object Limits. The main content area is titled 'Step 4. Establish field-level security for reference field' and 'Step 4 of 6'. It displays the following field information:

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

Below this, a note states: 'These are the field-level settings for a Master-Detail relationship. They cannot be changed.' A table titled 'Field-Level Security for Profile' shows settings for the 'Analytics Cloud Integration User' profile:

Field-Level Security for Profile	Visible	Read-Only
Analytics Cloud Integration User	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The bottom of the screen shows the Windows taskbar with various application icons and a system clock indicating 11:42 AM on 4/17/2023.

MILESTONE: PAY LAYOUTS

This screenshot shows the same Salesforce Setup interface as the previous one, but with the 'Related List Properties - Job Posting Sites' dialog box open. The left sidebar now highlights 'Page Layouts'. The dialog box has a 'Columns' section with the instruction: 'Select fields to display on the related list. You can also re-order the selected fields.' It contains two lists:

- Available Fields:** Job Posting Site: Created By, Job Posting Site: Created By Alias, Job Posting Site: Created Date, Job Posting Site: Job Posting Site Uf, Job Posting Site: Last Modified By, Job Posting Site: Last Modified By Al, Job Posting Site: Last Modified Date, Job Posting Site: Record ID.
- Selected Fields:** Job Posting Site: Site Name.

Buttons for 'Add', 'Remove', 'Up', and 'Down' are provided to manage the selected fields. The bottom of the screen shows the Windows taskbar with a system clock indicating 12:03 PM on 4/17/2023.

MILESTONE: VALIDATION RULE

The screenshot shows the Salesforce Setup interface for the 'Job Posting Site' object. The 'Validation Rule Edit' page is displayed, showing the rule name 'Phone_number_validation_rule', which is active. The description is '9677480496'. The error condition formula is 'Discount_Percent__c > 0.30'. A quick tip 'Operators & Functions' is visible. The page includes a sidebar with navigation options like Details, Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, and Object Limits. The top navigation bar shows 'Setup > OBJECT MANAGER' and 'Job Posting Site'. The bottom status bar indicates the time is 12:28 PM on 4/17/2023.

thiruagovindasamyartscolle3-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I5i000001rMIO/Validat...

Setup > OBJECT MANAGER
Job Posting Site

Validation Rule Edit

Rule Name: Phone_number_validation_rule

Active: ☒

Description: 9677480496

Error Condition Formula

Example: Discount_Percent__c > 0.30

Display an error if Discount is more than 30%

Functions: -- All Function Categories --

Quick Tips: Operators & Functions

12:28 PM 4/17/2023

PROFILES

The screenshot shows the Salesforce Setup interface for the 'Profiles' page. The 'Profiles' page is displayed, showing a list of profiles. The table has columns for Action, Profile Name, User License, and Custom. The profiles listed are Solution Manager, Standard Platform User, Standard User, and System Administrator. The page includes a sidebar with navigation options like Users, Profiles, Data, Mass Transfer Approval Requests, Feature Settings, Data.com, Prospector Preferences, Prospector Users, Functions, and Marketing. The top navigation bar shows 'Setup > Profiles'. The bottom status bar indicates the time is 12:35 PM on 4/17/2023.

thiruagovindasamyartscolle3-dev-ed.develop.lightning.force.com/lightning/setup/EnhancedProfiles/home

Setup > Profiles

Profiles

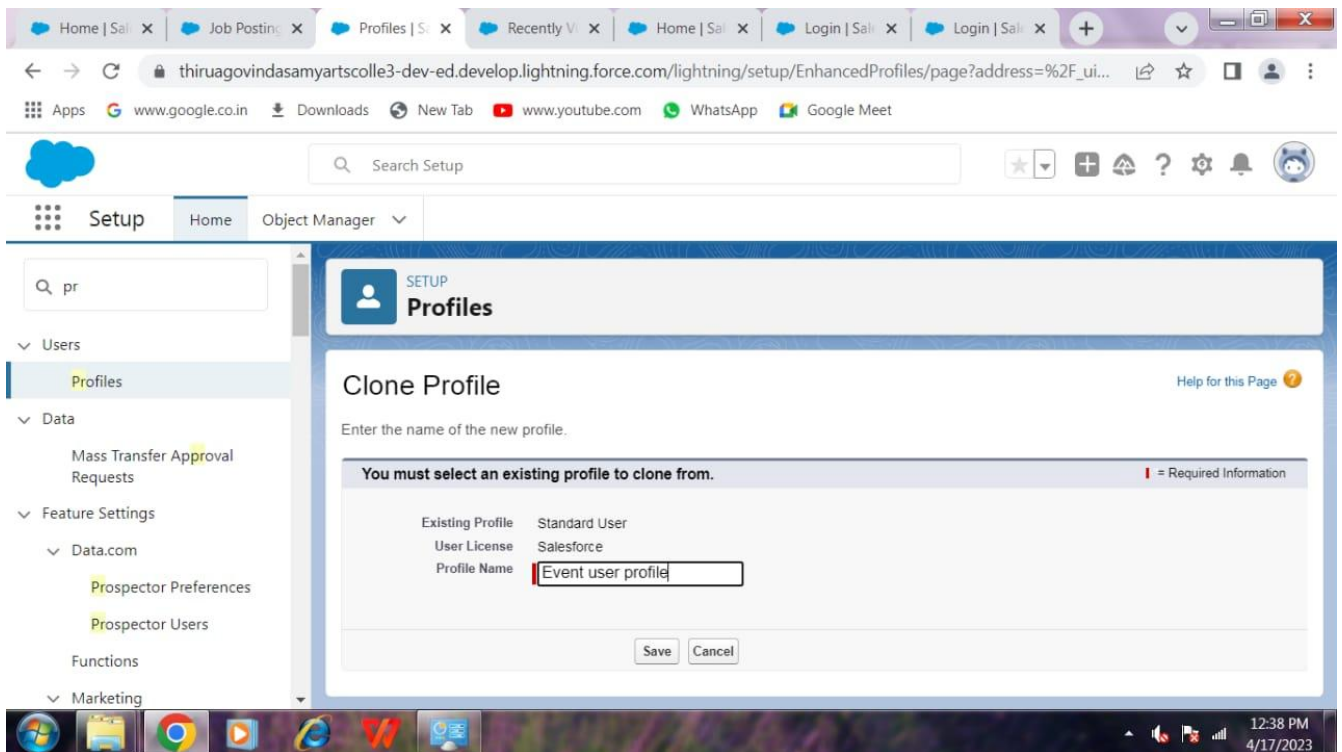
Profiles

Action	Profile Name	User License	Custom
Edit Clone	Solution Manager	Salesforce	<input type="checkbox"/>
Edit Clone	Standard Platform User	Salesforce Platform	<input type="checkbox"/>
Edit Clone	Standard User	Salesforce	<input type="checkbox"/>
Edit Clone	System Administrator	Salesforce	<input type="checkbox"/>

Page 1 of 1

12:35 PM 4/17/2023

(CLONE PROFILES)

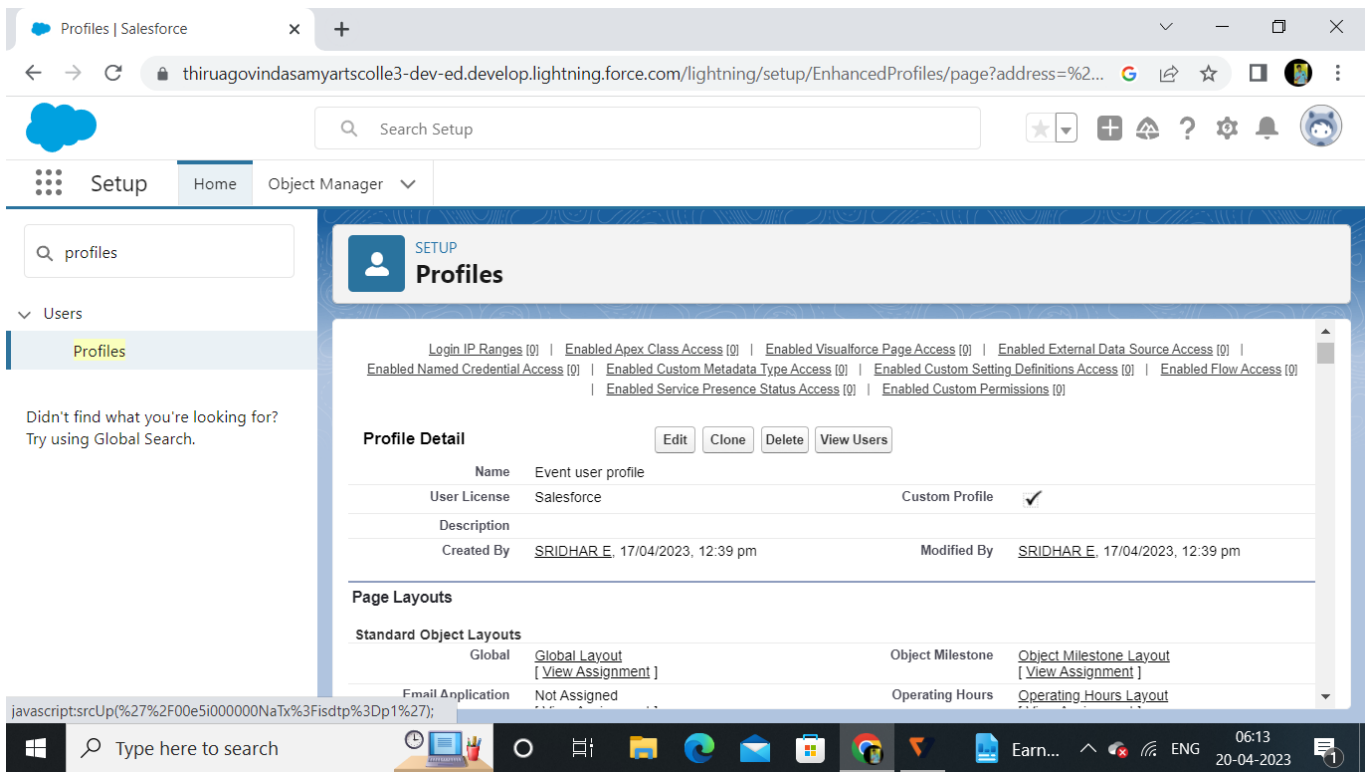


The screenshot shows the Salesforce Setup interface for cloning a profile. The browser address bar displays the URL: `thiruagovindasamyartscolle3-dev-ed.develop.lightning.force.com/lightning/setup/EnhancedProfiles/page?address=%2F_ui...`. The left sidebar contains a search bar with "pr" and a navigation menu with categories: Users, Data, Feature Settings, and Marketing. The "Profiles" link under Users is selected. The main content area is titled "Clone Profile" and includes a "Help for this Page" link. A message states: "You must select an existing profile to clone from." Below this, a table lists the details of the selected profile:

Existing Profile	Standard User
User License	Salesforce
Profile Name	Event user profile

At the bottom of the form are "Save" and "Cancel" buttons. The system clock in the bottom right corner shows 12:38 PM on 4/17/2023.

PROFILES



The screenshot shows the Salesforce Setup interface for the "Profiles" page. The browser address bar displays the URL: `thiruagovindasamyartscolle3-dev-ed.develop.lightning.force.com/lightning/setup/EnhancedProfiles/page?address=%2F...`. The left sidebar contains a search bar with "profiles" and a navigation menu with categories: Users, Data, Feature Settings, and Marketing. The "Profiles" link under Users is selected. The main content area is titled "Profiles" and includes a "Help for this Page" link. A message states: "You must select an existing profile to clone from." Below this, a table lists the details of the selected profile:

Existing Profile	Standard User
User License	Salesforce
Profile Name	Event user profile

At the bottom of the form are "Save" and "Cancel" buttons. The system clock in the bottom right corner shows 06:13 on 20-04-2023.

USERS

The screenshot shows the Salesforce Setup page for Users management. The browser address bar displays the URL: `thiruagovindasamyartscolle3-dev-ed.develop.lightning.force.com/lightning/setup/ManageUsers/home`. The page header includes a search bar and navigation tabs for Setup, Home, and Object Manager. The left sidebar contains a search bar with the text "users" and a list of navigation items: Users, Permission Set Groups, Permission Sets, Profiles, Public Groups, Queues, Roles, and User Management Settings. The main content area is titled "SETUP Users" and includes a description: "On this page you can create, view, and manage users. In addition, download SalesforceA to view and edit user details, reset passwords, and perform other administrative tasks from your mobile devices: iOS | Android". Below this, there is a "View" dropdown set to "All Users" and a "Create New View" link. A table lists the users, with columns for Action, Full Name, Alias, Username, Role, Active, and Profile. The table contains three rows of data.

Action	Full Name	Alias	Username	Role	Active	Profile
Edit	Chatter Expert	Chatter	chatty.00d5i00000bywj4eal.yj4qjp4xhjf@chatter.salesforce.com		✓	Chatter Free User
Edit	E_SRIDHAR	SE	sridhar6803@gmail.com		✓	System Administrator
Edit	User Integration	integ	integration@00d5i00000bywj4eal.com		✓	Analytics Cloud Integration User

The screenshot shows the Salesforce Setup page for User Detail. The browser address bar displays the URL: `thiruagovindasamyartscolle3-dev-ed.develop.lightning.force.com/lightning/setup/ManageUsers/page?address=%2F00...`. The page header includes a search bar and navigation tabs for Setup, Home, and Object Manager. The left sidebar contains a search bar with the text "users" and a list of navigation items: Users, Permission Set Groups, Permission Sets, Profiles, Public Groups, Queues, Roles, and User Management Settings. The main content area is titled "SETUP Users" and includes a "User Detail" section with buttons for Edit, Sharing, and Change Password. The section displays a table with user details, including Name, Alias, Email, Username, Nickname, Title, Company, Department, Division, Address, Time Zone, Role, User License, Profile, Active, Marketing User, Offline User, Knowledge User, Flow User, Service Cloud User, Site.com Contributor User, and Site.com Publisher User.

Name	Alias	Email	Username	Nickname	Title	Company	Department	Division	Address	Time Zone	Role	User License	Profile	Active	Marketing User	Offline User	Knowledge User	Flow User	Service Cloud User	Site.com Contributor User	Site.com Publisher User
SRIDHAR E	SE	sridhar6803@gmail.com	sridhar6803@gmail.com	User16811857978309531214		Thiru A Govinda samy Arts College tindivanam			IN	(GMT+05:30) India Standard Time (Asia/Kolkata)		Salesforce	System Administrator	✓	✓	✓			✓		

ADVANTAGES

- Meeting man power needs: Every Organization needs adequate and properly qualified staff for the conduct of regular business activities. Imaginative HRP is needed in other to met the growing and changing human resources needs of an organization.
- Meeting challenges of technological environment: HRP is helpful in effective use of technological progress. To meet the challenge of new technology existing employees need to be retrained and new employees may be recruited.

Recruitment and selection of employees: HRP suggests the type of manpower required in an organization with necessary details. This facilitates recruitment and selection

DISADVANTAGES

- Costs. It costs money to work with a recruitment agency.
- Cultural Fit. If you hire a recruitment agency to work a role, they won't advertise your brand fully.
- Lack of communication..
- Quantity vs Quality..

APPLICATION (AREAS)

- Recruiting and staffing employees.
- Employees benefits.
- Employees compensation.
- Employee and labour relations.
- Human resources compliance.
- Organizational structure.

CONCLUSION

- Policies adopted by EMC are transparent, legal and scientific.
- Recruitment is fair.
- The recruitment should not be lengthy.
- To some extent a clear picture of the required candidate should be made in our search for appropriate candidates.
- Most of employees were satisfied but changes are required according to the scenario as recruitment process has a great impact on the working of the company fresh blood, new idea enters in the company.

FUTURE SCOPE

The benefit of the study for the researcher is that it helped to gain knowledge and experience and also provided the opportunity to study and understand the prevalent recruitment procedures.

The key points of my research study are:

- To understand and analyze various HR factors including recruitment procedure at consultant.
- To suggest any measure/ recommendations for the improvement of the recruitment procedures

APPENDIX

SOURCE CODE

HR data sources can be categorized into three groups. HRIS data. Data from the company's Human Resources Information System, or HRIS, includes of the company's data about of HRIS systems include **Workday, Oracle, and SAP**.