RECRUITING ASSISTANT FOR HR MANAGERS

INTRODUCTION

OVERVIEW:

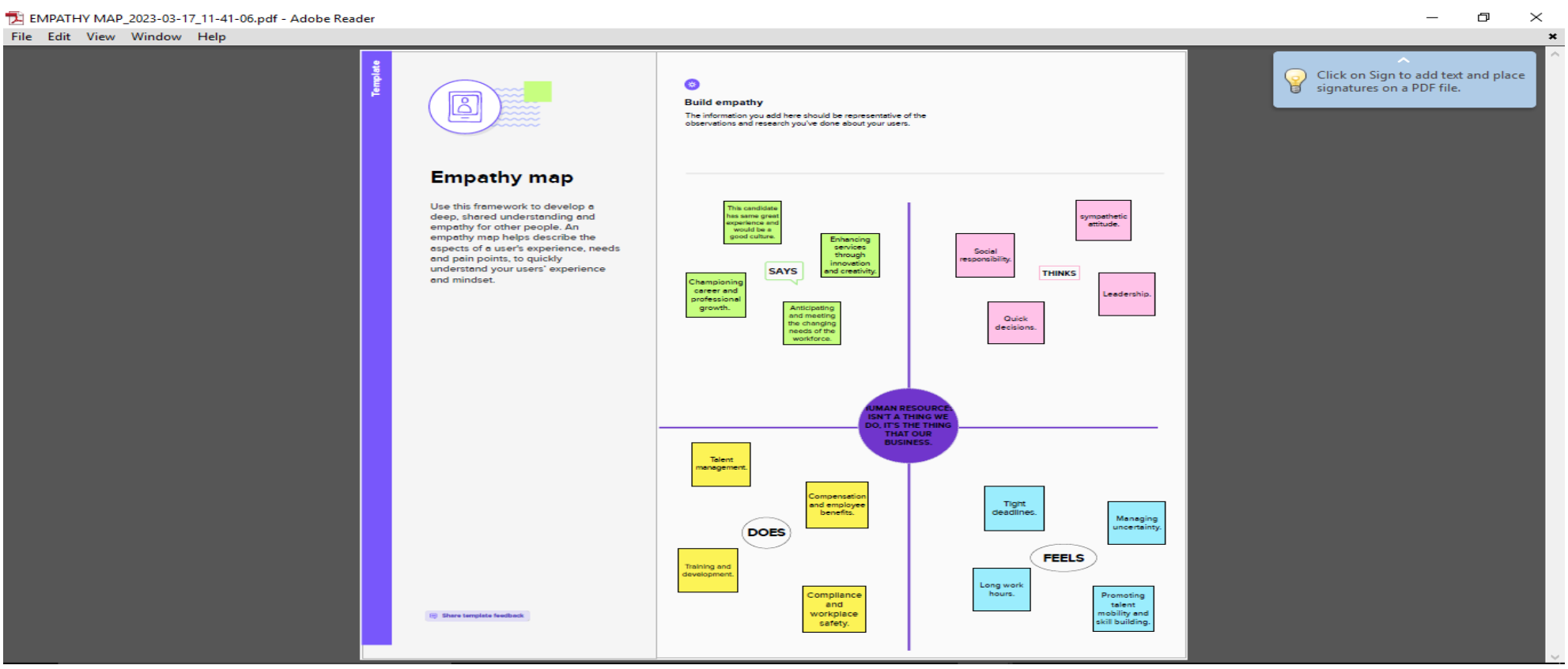
As an HR Assistant, you will be responsible for managing and handling the day-to-day HR activities. You will also be responsible for identifying any payroll issues and miscalculations. In addition to this, you should able to update and maintain employees' details in both online and offline mode. To be successful in this job role you should have an exceptional ability to solve problems instantly.

PURPOSE:

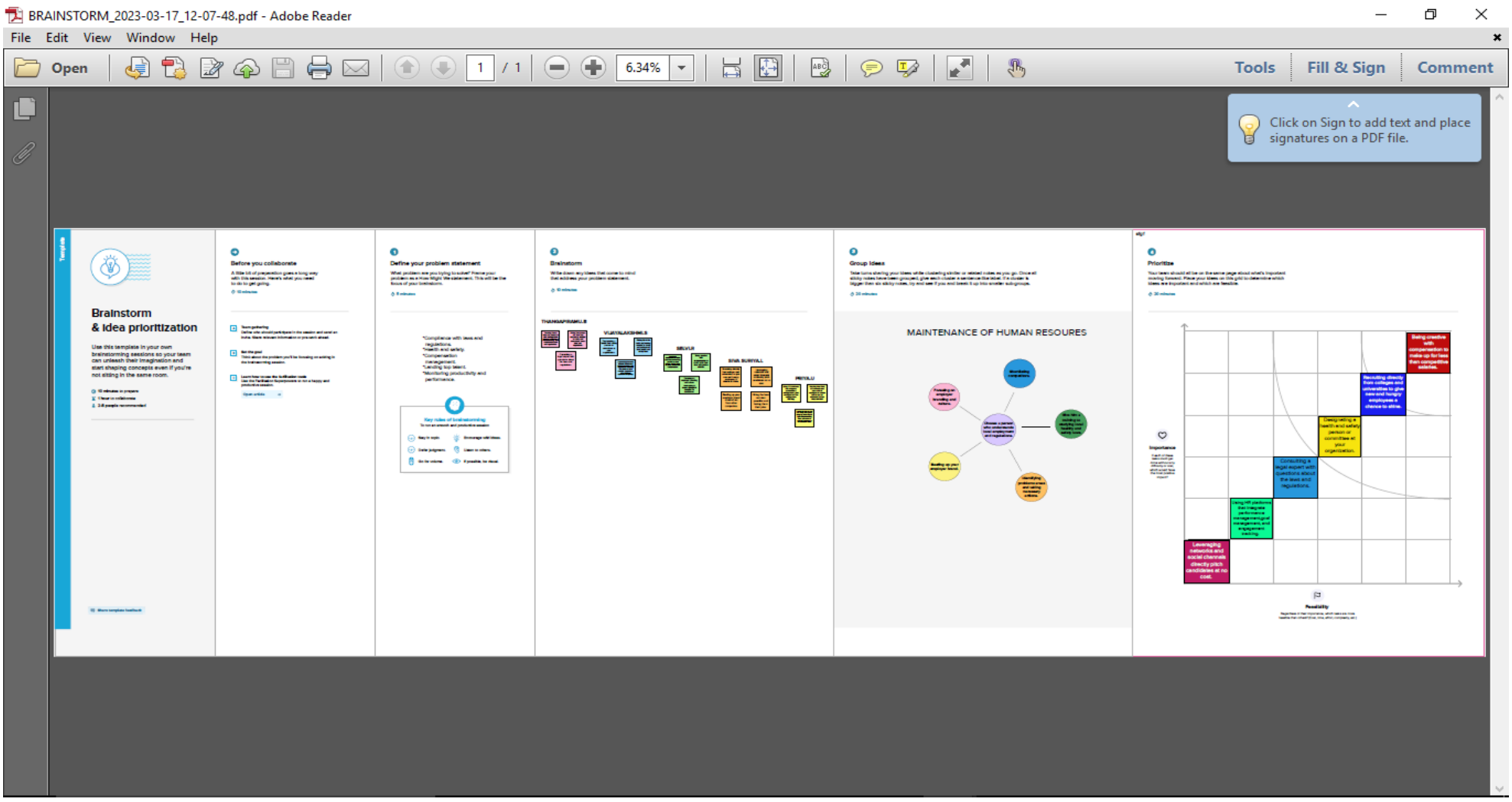
Recruiting Assistant duties include contacting potential candidates, scheduling interview and assisting the HR department during the recruitment process, they may also need to perform background checks and verify a candidate's qualifications and experience.

PROBLEM DEFINITION &DESIGN THINKING

EMPATHY MAP:



IDEATION & BRAINSTORMING MAP:



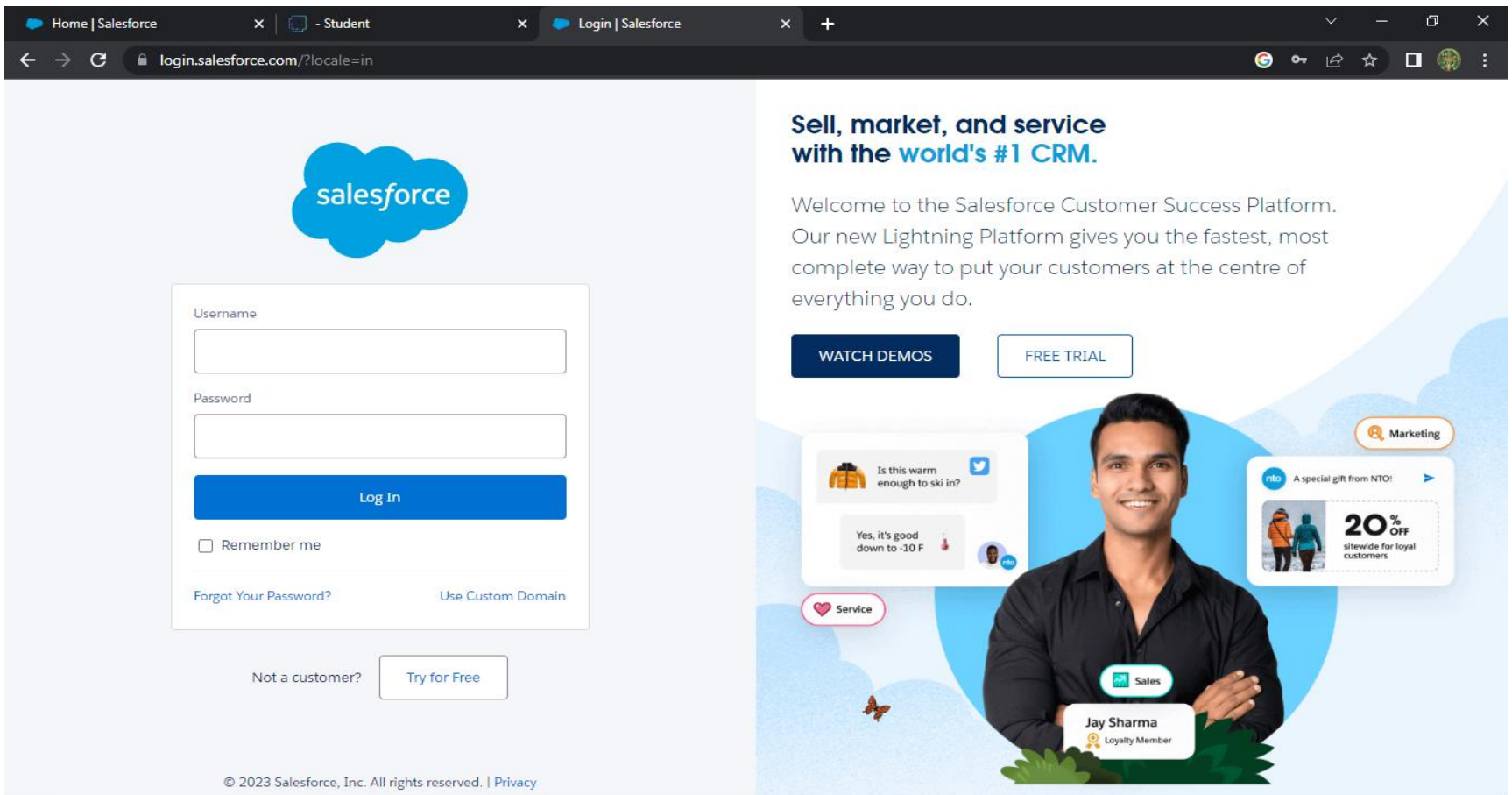
RESULT

DATA MODEL:

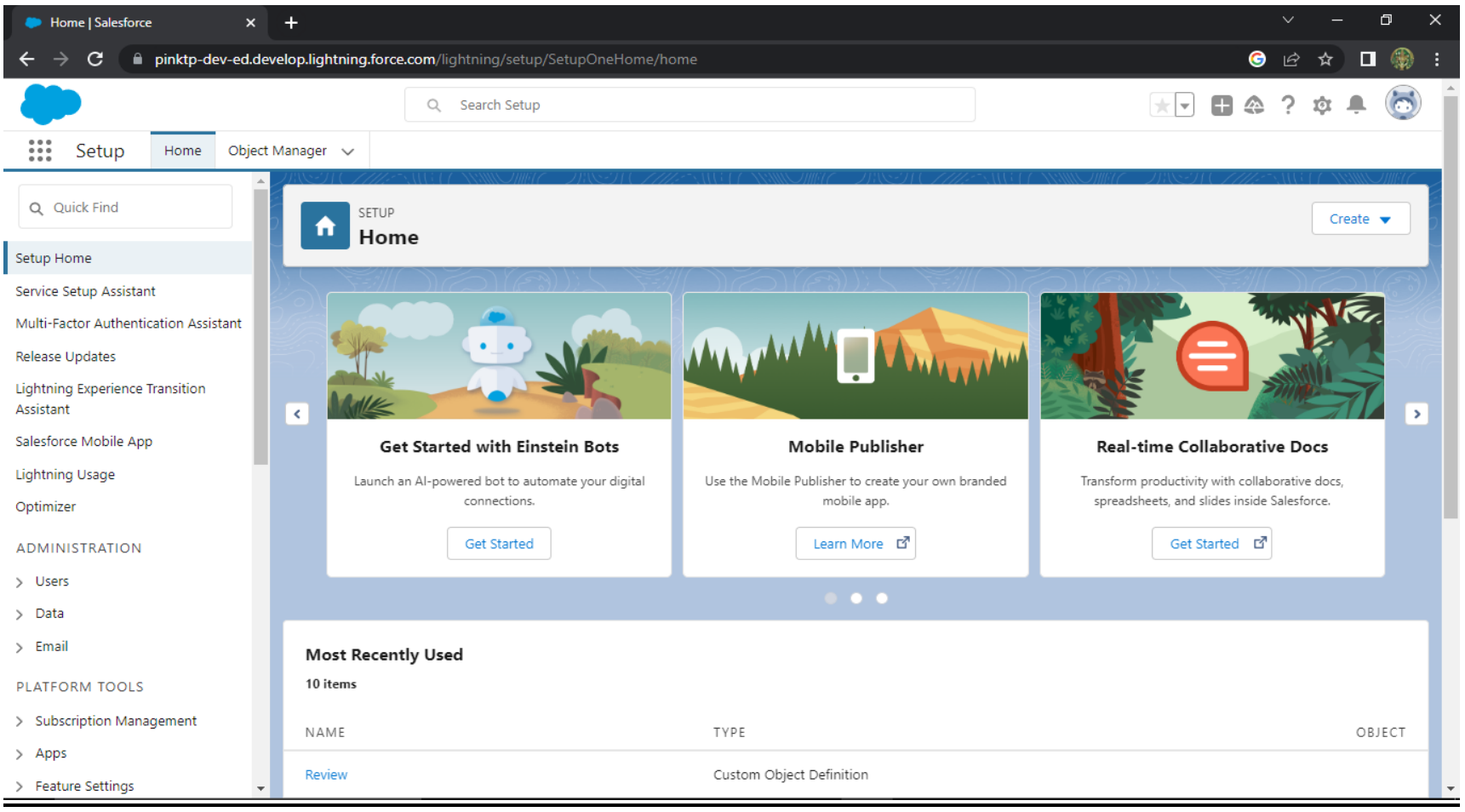
Object name	Fields in the object	
	Field Label	Data type
1.Job posting site	Job posting site	URL
2.Status	Status URL	URL
3.Technical site	Technical site	URL
4.Description	Description name	Text
5.Review	Review number	Auto number
6.Category	Category name	Text
7.Product	Product name	Text
8.Customer	Customer name	Text
9.Order detail	Order detail name	Text
10.Job posting	Job posting number	Auto number
11.Payment	Payment name	Text
12.Report	Report name	Text
13.Position	Position name	Text
14.Supplier	Supplier name	Text

ACTIVITY AND SCREENSHOT

1.Creation of Developer Account:



We went create a developer.salesforce.com and signed by giving your details.



2.Pakage installation:

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,

Home | Salesforce | - Student | Trailhead | The fun wa | Install Apps and Packa | Lightning Experience | New Tab

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TRAILHEAD

Search...

Playground Starter | Welcome | Install a Package | Get Your Login Credentials

WELCOME, THANGAPIRAMU

This is your Trailhead Playground, where you can complete hands-on challenges for Trailhead, and try out new Salesforce features and customizations.

Just getting started? Watch this quick video to learn tips for success.

...force.com/lightning/n/trlhdtips__Install_a_Package

Home | Salesforce | - Student | Trailhead | The fun wa | Install Apps and Packa | Lightning Experience | New Tab

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TRAILHEAD

Search...

Playground Starter | Welcome | Install a Package | Get Your Login Credentials

INSTALL A PACKAGE

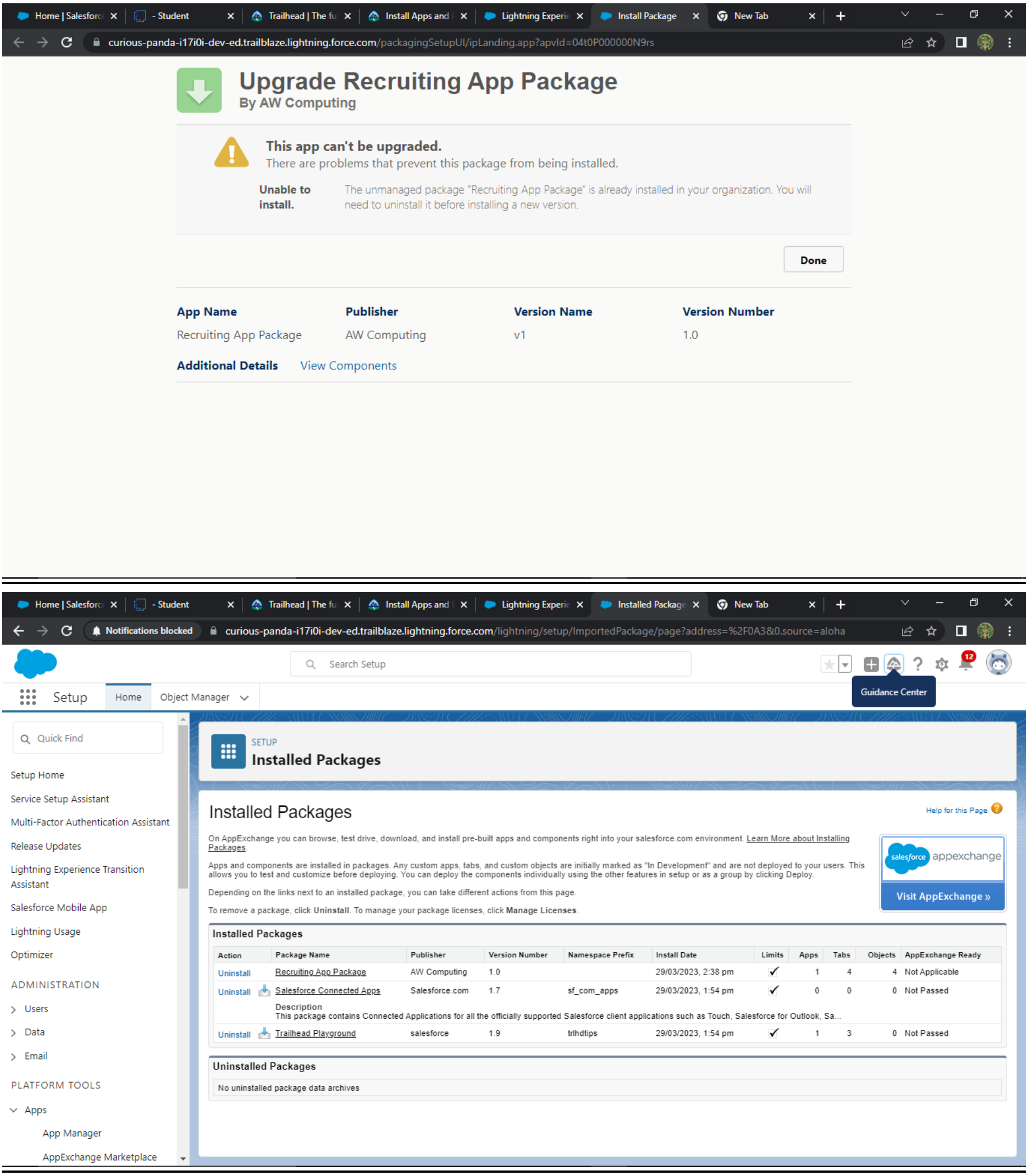
Here's a handy tool you can use to install an app or package in this Trailhead Playground. Enter the ID for your app or package and click **Install**.

Package ID

04t0P000000N9rs

Install

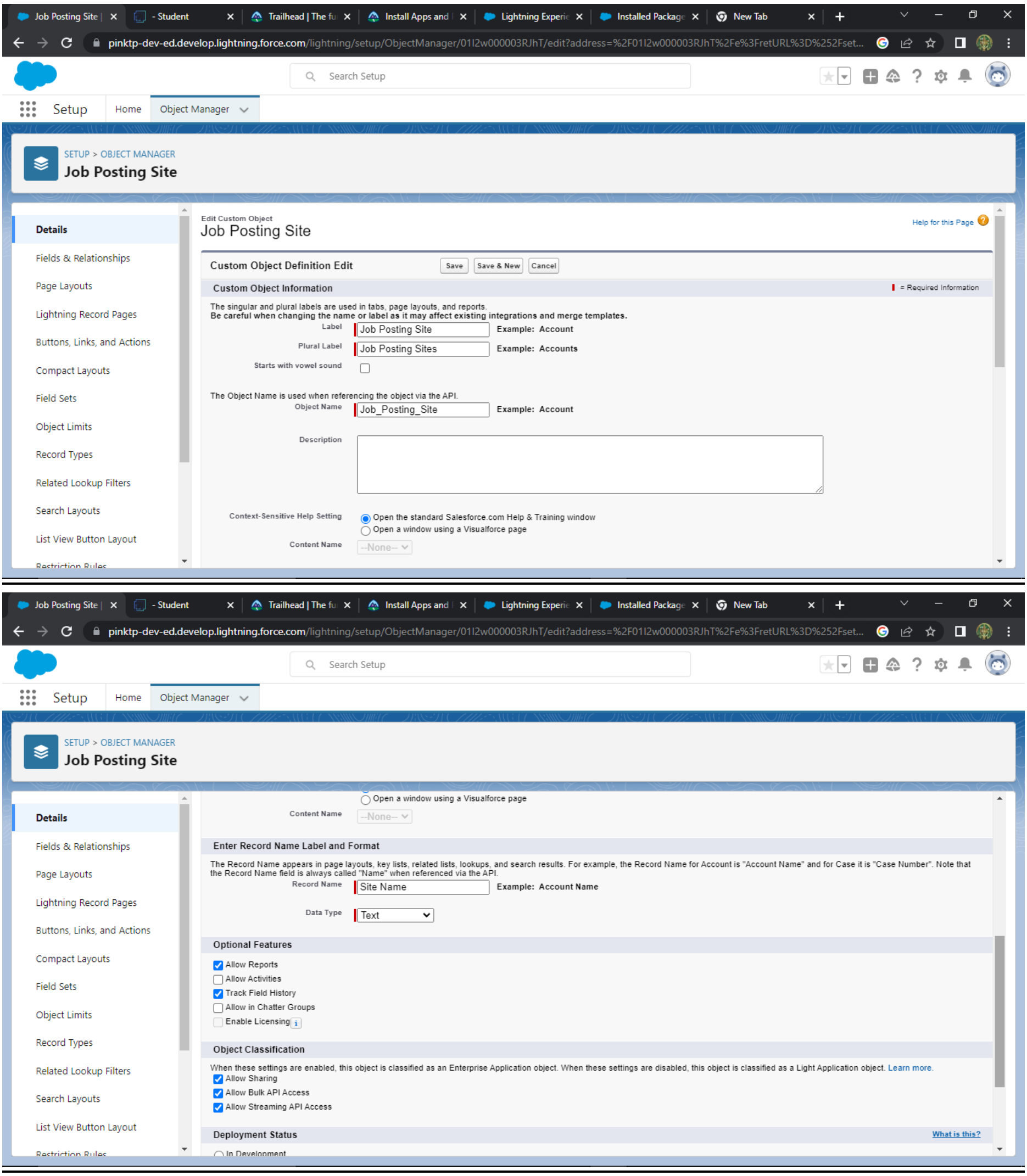
Note: This tool is only available in Trailhead Playgrounds. You won't find it in your production org. Learn more about installing apps in the Trailhead Playground Management module on Trailhead.

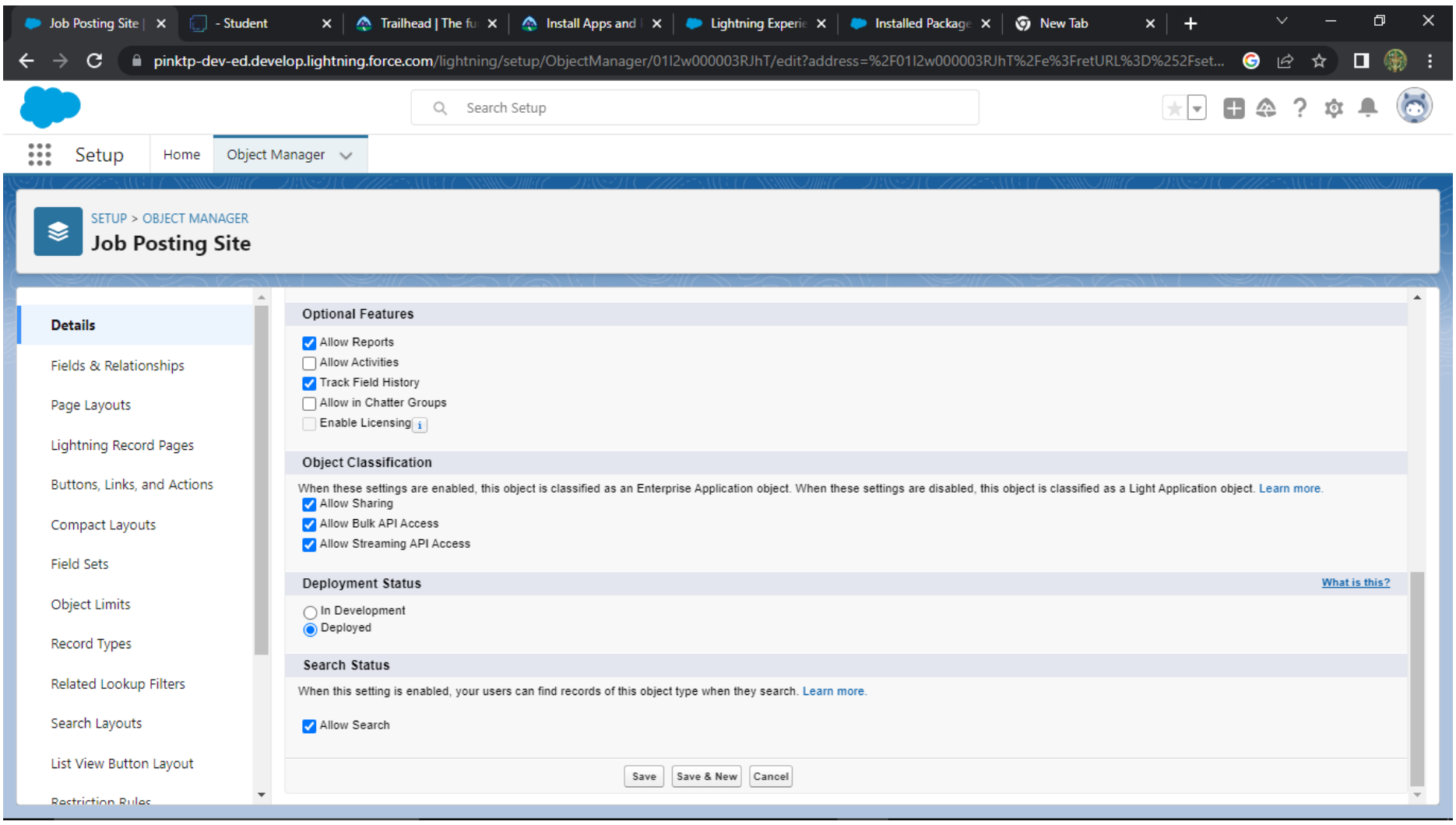


3.Create an object:

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 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.

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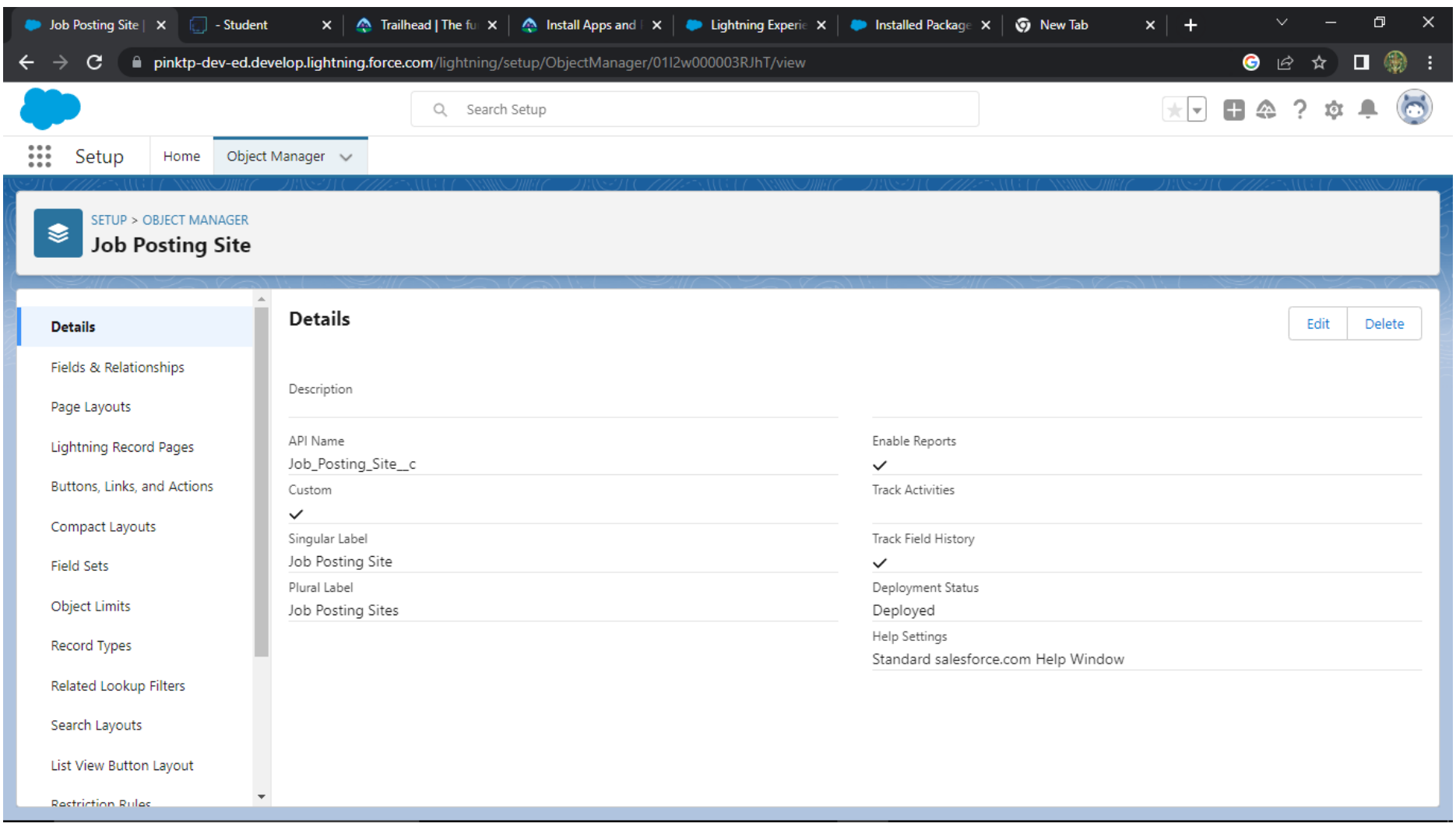
Search Setup
Setup
Home
Object Manager
SETUP > OBJECT MANAGER
Job Posting Site
Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
Search Layouts
List View Button Layout
Restriction Rules
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
What is this?
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
Save
Save & New
Cancel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Fields & Relationships
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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
Details
Edit
Delete
Description
API Name
Job_Posting_Site__c
Custom
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Job Posting Site
Plural Label
Job Posting Sites
Enable Reports
Track Activities
Track Field History
Deployment Status
Deployed
Help Settings
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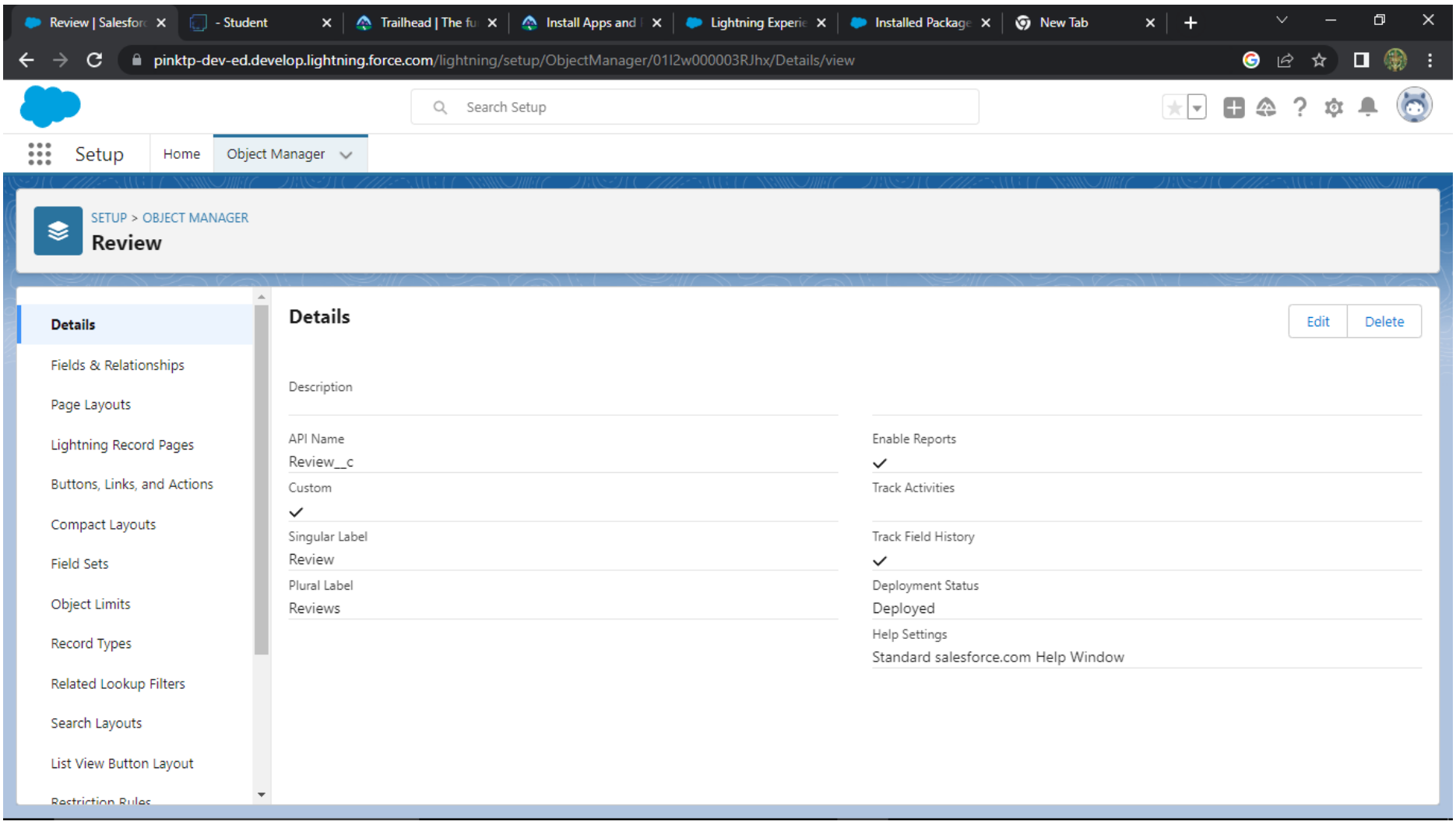
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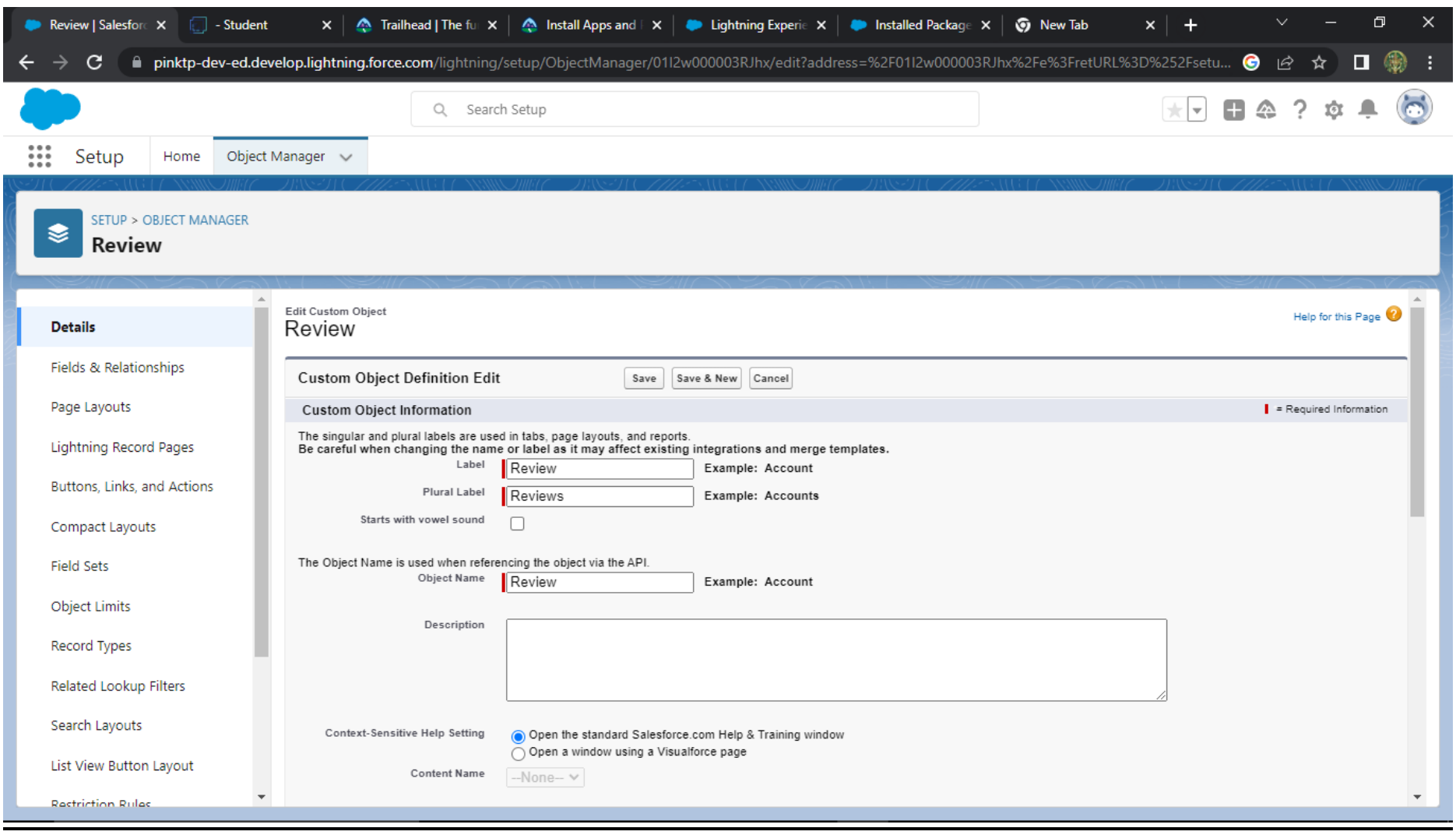
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SETUP > OBJECT MANAGER
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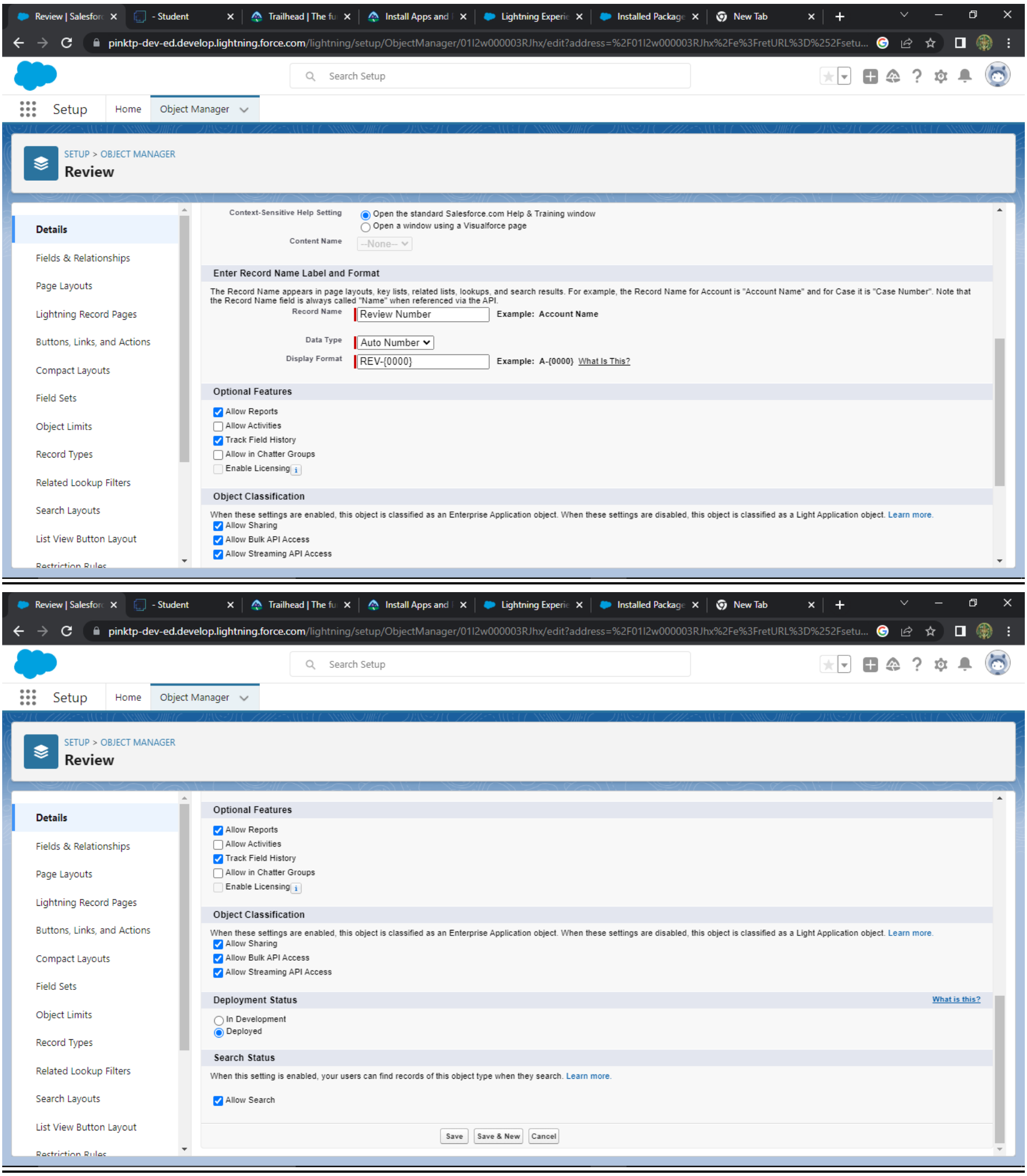
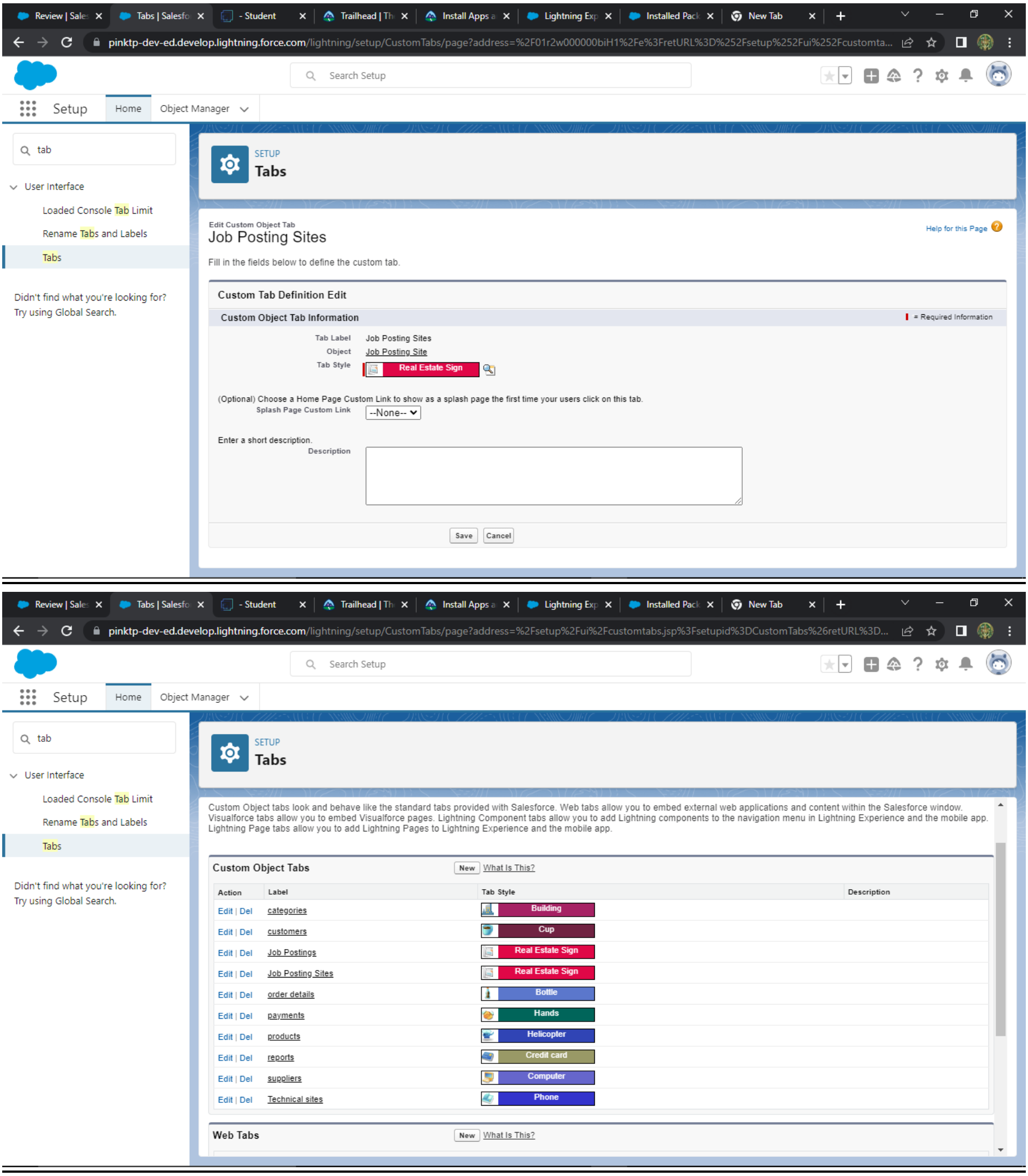
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
Search Layouts
List View Button Layout
Restriction Rules
Edit Custom Object
Review
Help for this Page
Custom Object Definition Edit
Save
Save & New
Cancel
Custom Object Information
= Required Information
The singular and plural labels are used in tabs, page layouts, and reports.
Be careful when changing the name or label as it may affect existing integrations and merge templates.
Label
Review
Example: Account
Plural Label
Reviews
Example: Accounts
Starts with vowel sound
The Object Name is used when referencing the object via the API.
Object Name
Review
Example: Account
Description
Context-Sensitive Help Setting
Open the standard Salesforce.com Help & Training window
Open a window using a Visualforce page
Content Name
--None--



4.Create a tab:

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.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Search Setup
Setup
Home
Object Manager
tab
User Interface
Loaded Console Tab Limit
Rename Tabs and Labels
Tabs
Didn't find what you're looking for?
Try using Global Search.
SETUP
Tabs
Edit Custom Object Tab
Job Posting Sites
Help for this Page
Fill in the fields below to define the custom tab.
Custom Tab Definition Edit
Custom Object Tab Information
= Required Information
Tab Label
Job Posting Sites
Object
Job Posting Site
Tab Style
Real Estate Sign
(Optional) Choose a Home Page Custom Link to show as a splash page the first time your users click on this tab.
Splash Page Custom Link
--None--
Enter a short description.
Description
Save
Cancel
pinktp-dev-ed.develop.lightning.force.com/lightning/setup/CustomTabs/page?address=%2Fsetup%2Fui%2Fcustomtabs.jsp%3Fsetupid%3DCustomTabs%26retURL%3D...
Search Setup
Setup
Home
Object Manager
tab
User Interface
Loaded Console Tab Limit
Rename Tabs and Labels
Tabs
Didn't find what you're looking for?
Try using Global Search.
SETUP
Tabs
Custom Object tabs look and behave like the standard tabs provided with Salesforce. Web tabs allow you to embed external web applications and content within the Salesforce window. Visualforce tabs allow you to embed Visualforce pages. Lightning Component tabs allow you to add Lightning components to the navigation menu in Lightning Experience and the mobile app. Lightning Page tabs allow you to add Lightning Pages to Lightning Experience and the mobile app.
Custom Object Tabs
New
What Is This?
Action
Label
Tab Style
Description
Edit | Del
categories
Building
Edit | Del
customers
Cup
Edit | Del
Job Postings
Real Estate Sign
Edit | Del
Job Posting Sites
Real Estate Sign
Edit | Del
order details
Bottle
Edit | Del
payments
Hands
Edit | Del
products
Helicopter
Edit | Del
reports
Credit card
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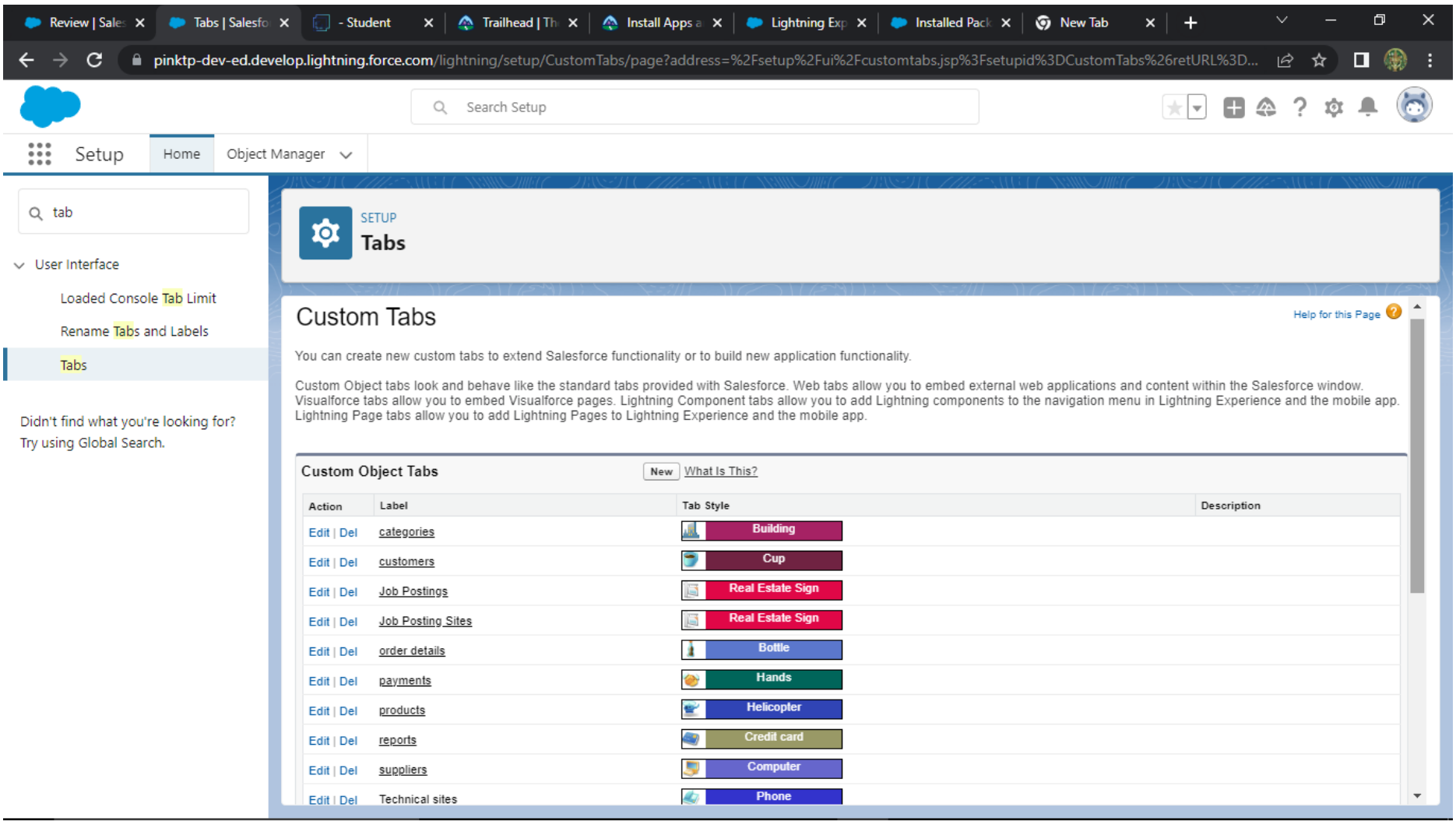
suppliers
Computer
Edit | Del
Technical sites
Phone
Web Tabs
New
What Is This?



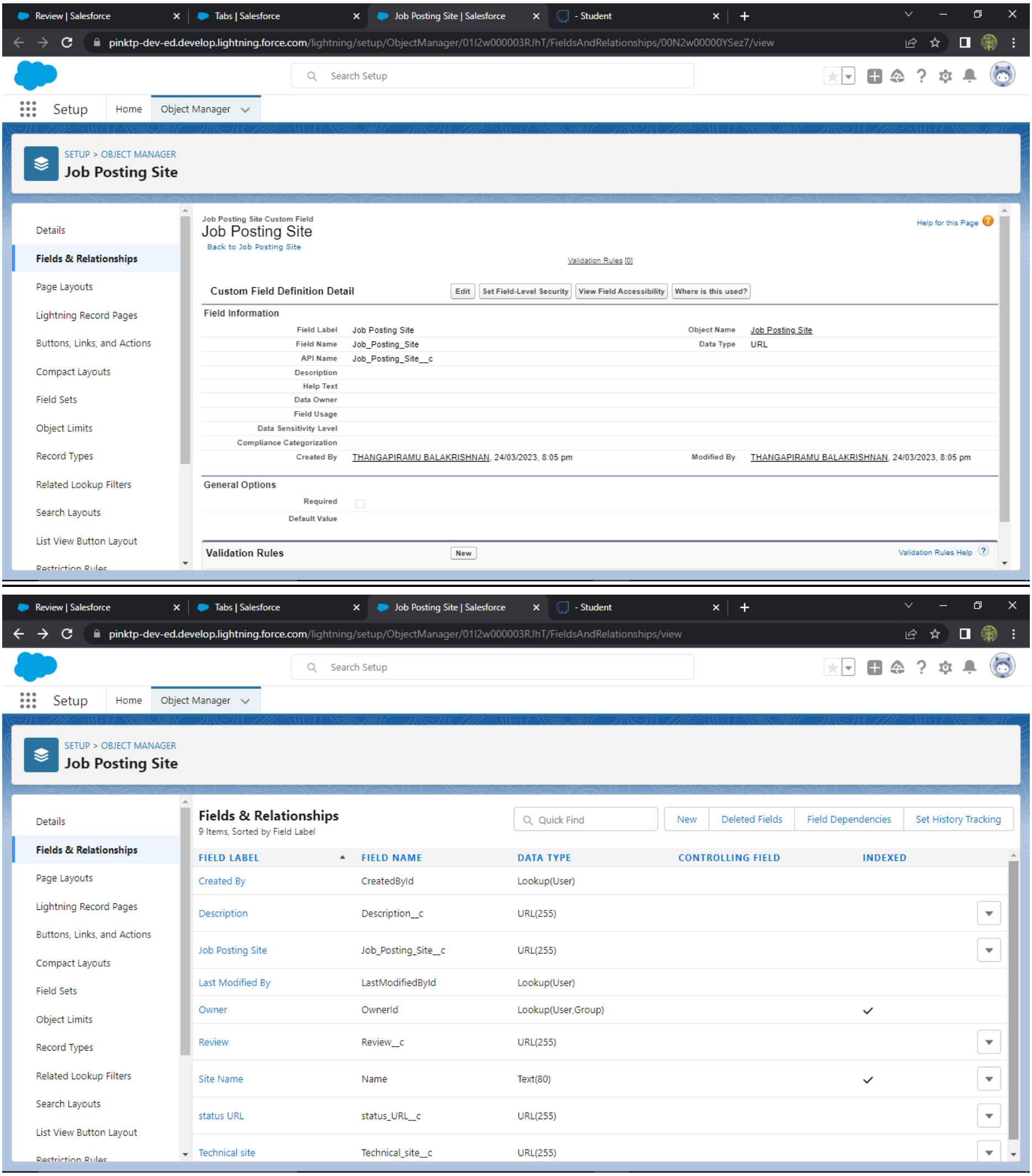
5.Create New Field:

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

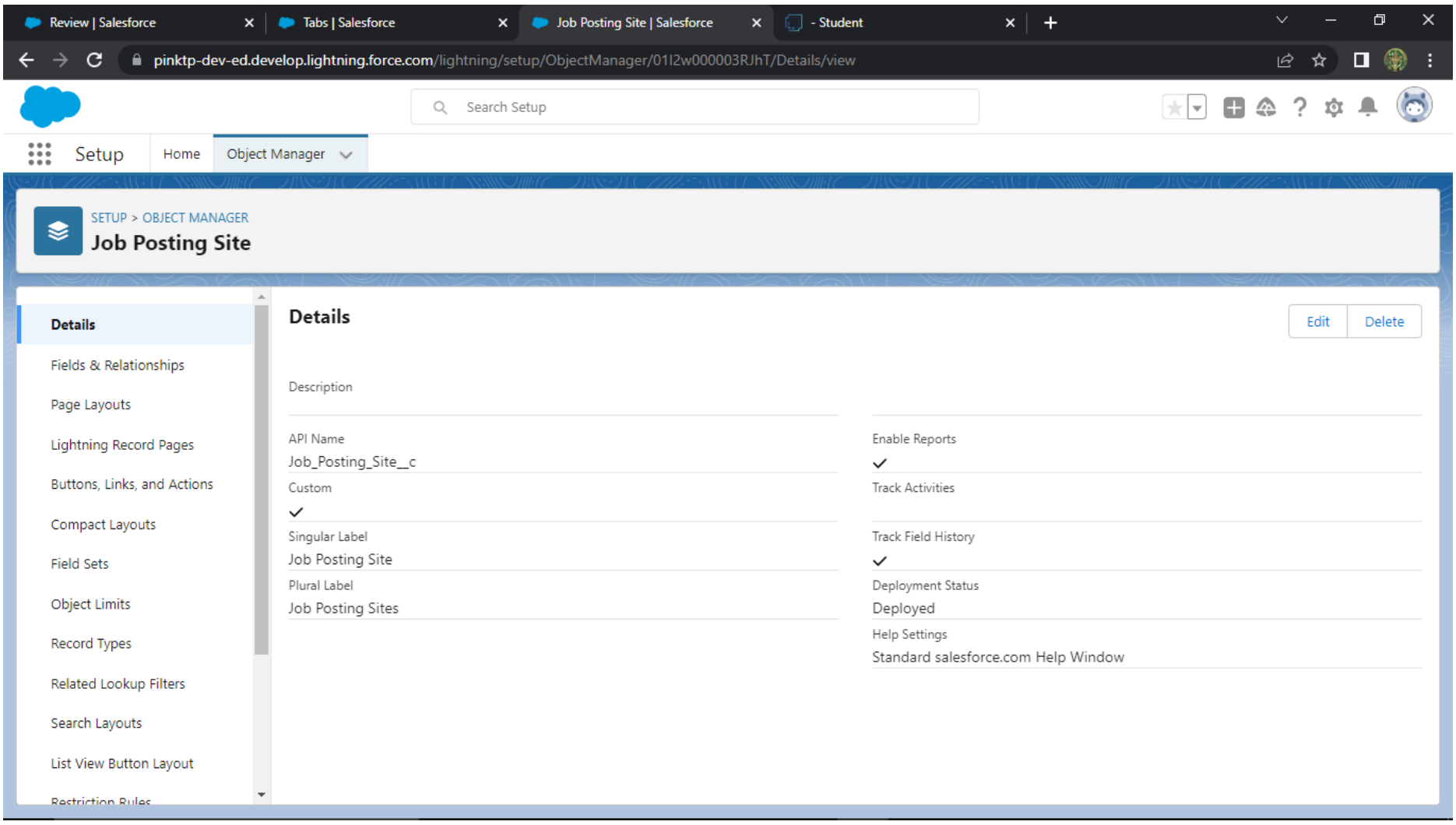
1. Status
2. Technical site
3. Description

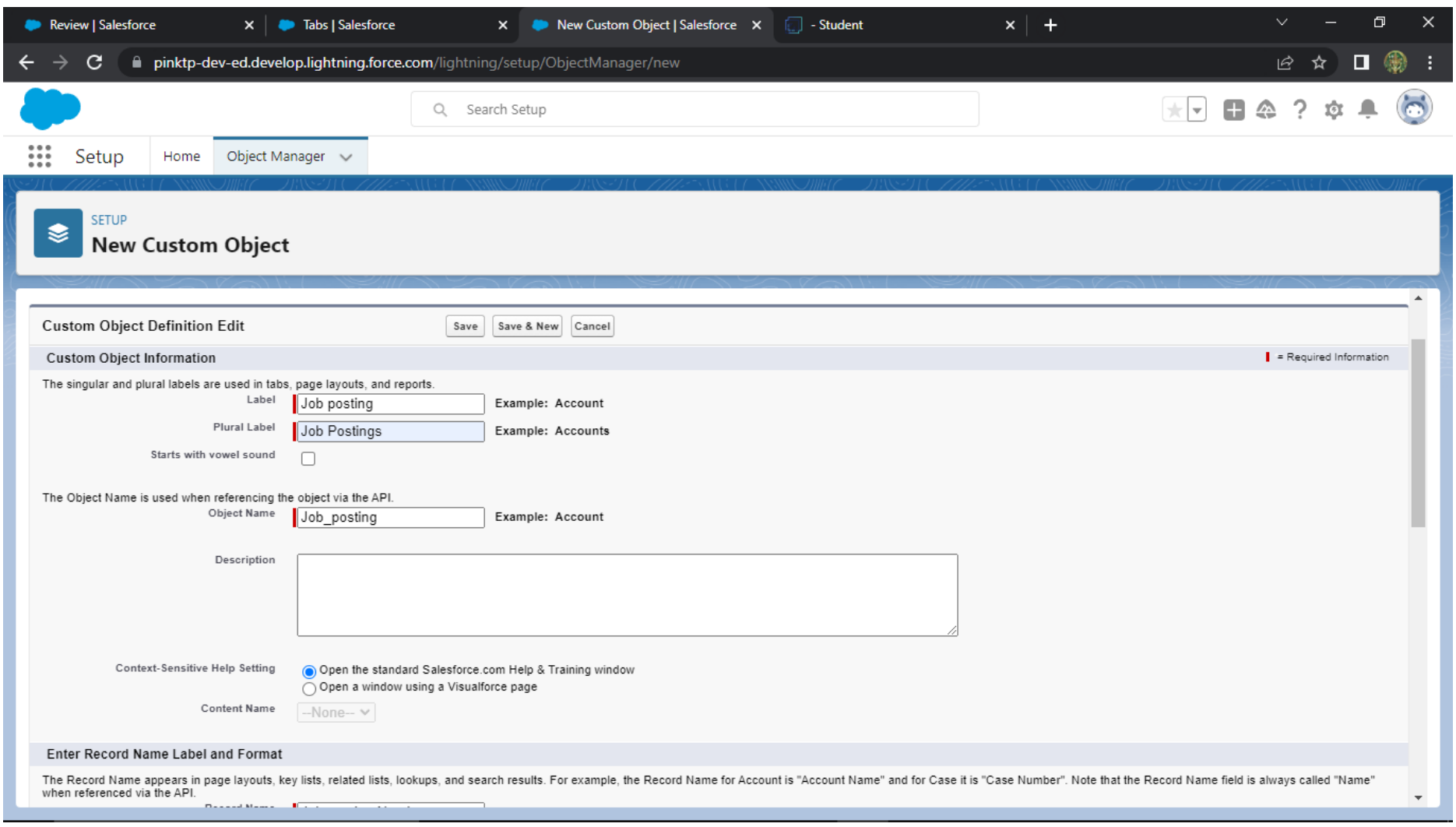


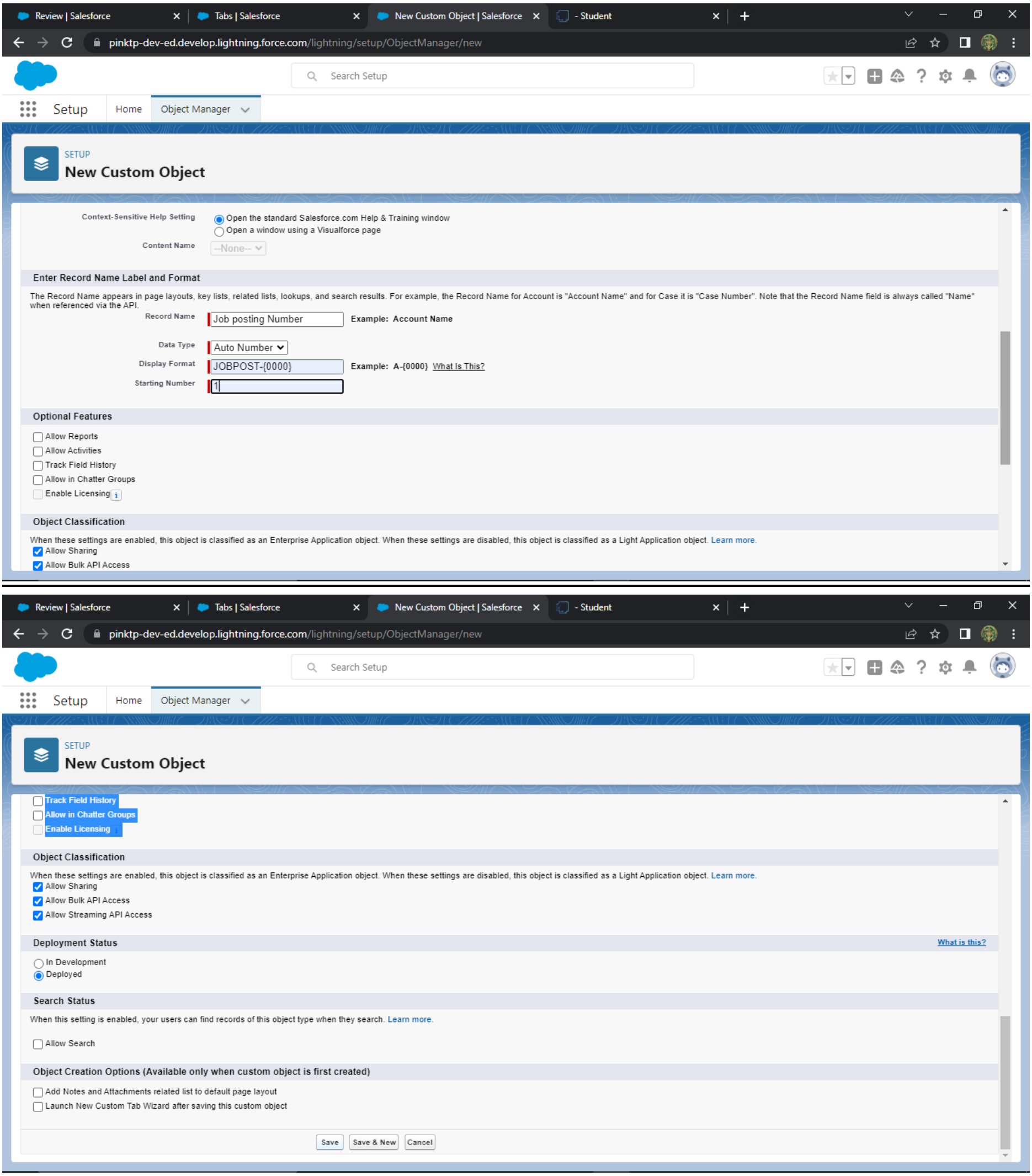
6.Create a custom junction object:

1. From setup, click object Manager.
2. Click create, select custom object.
3. Enter the label as "Job posting".
4. Enter the plural label as "Job postings".
5. Enter the record name as "Job posting number".
6. select the data type as "Auto Number".
7. Enter the display format as "JOBPOST-{0000}"

8. Enter the Starting number as 1.and Leave everything else as is, and click save.

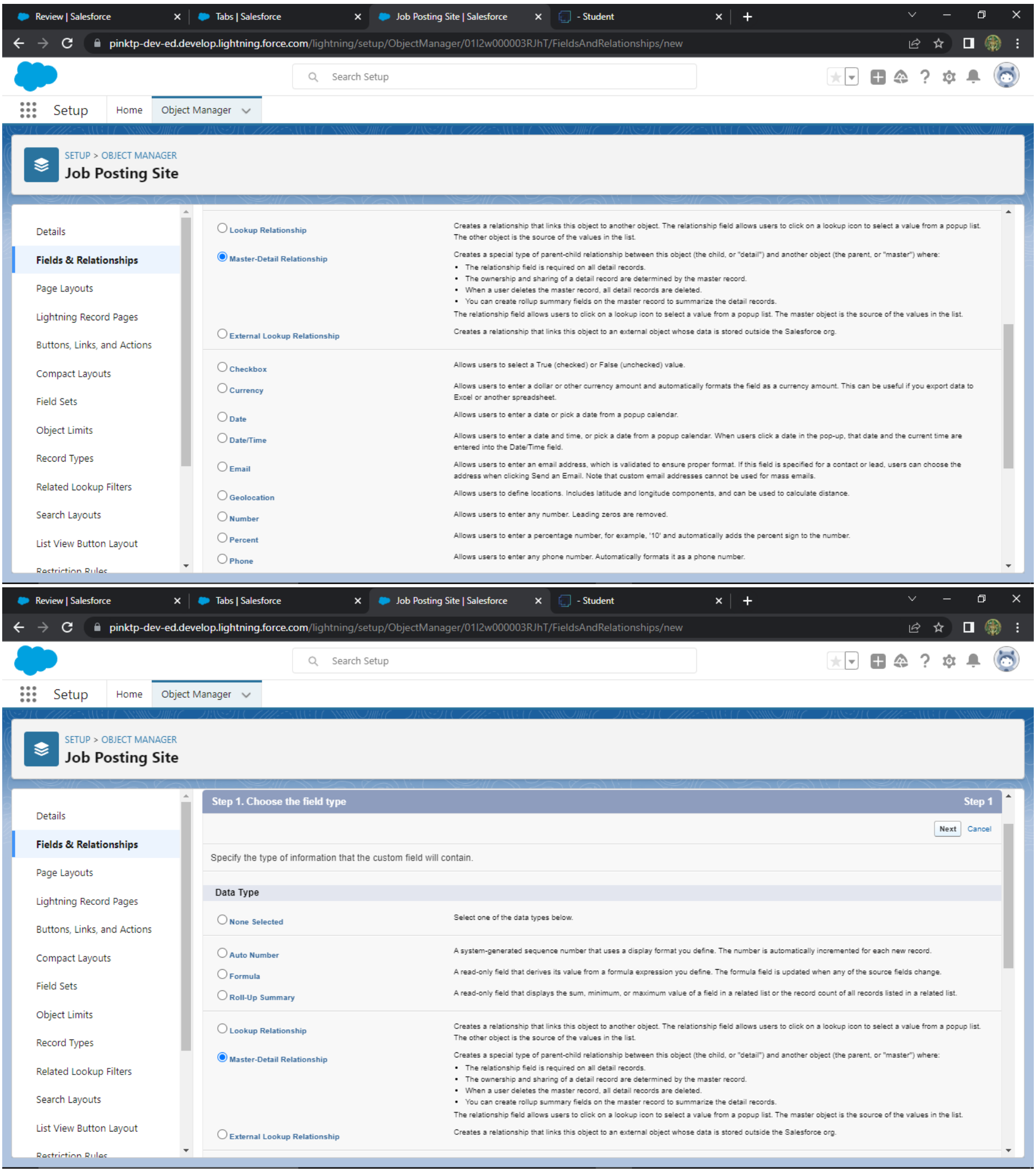






Creating a master-detail relationship between Job posting and job posting site.

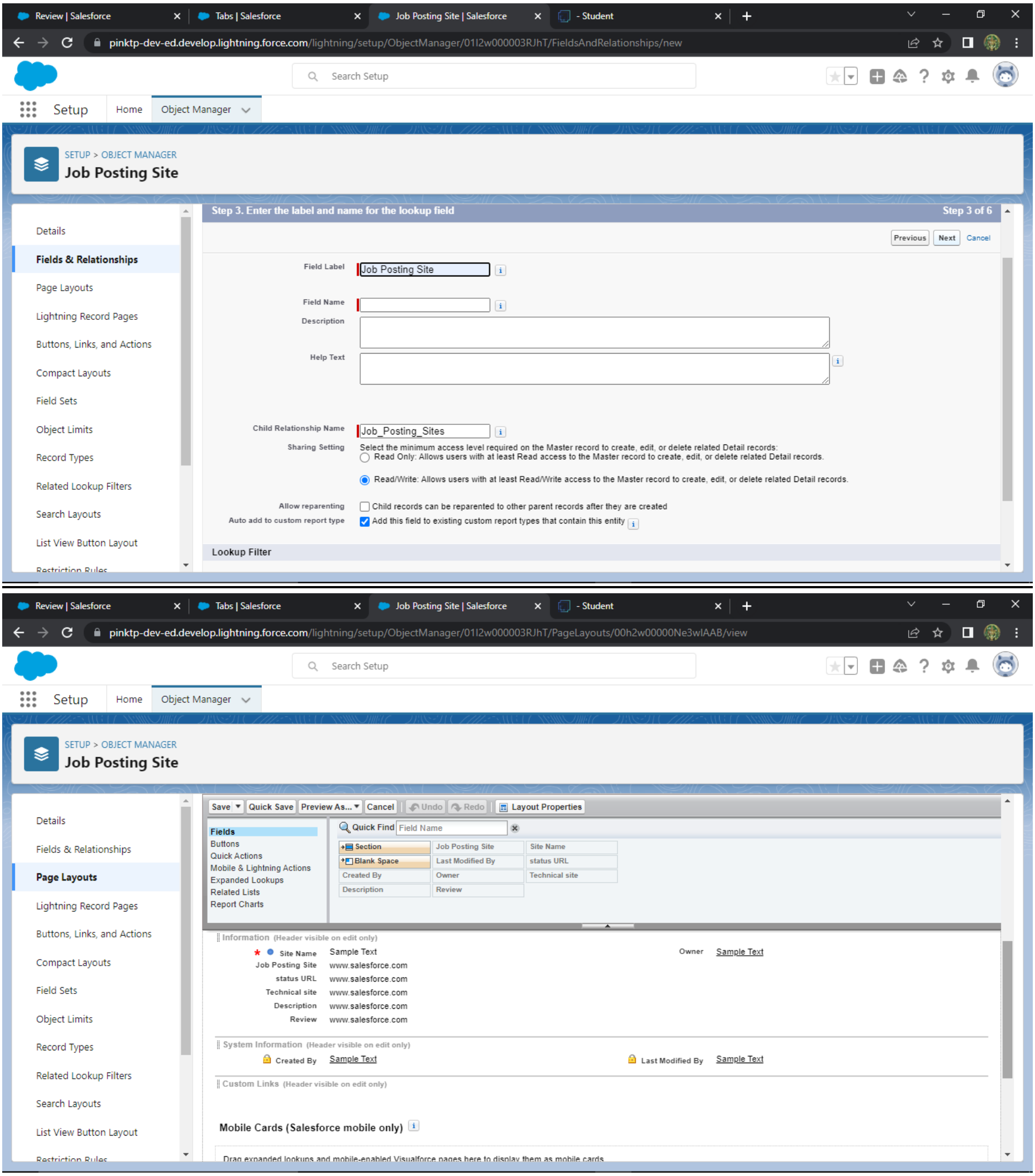
1. From setup, click object manager.
2. Select Job posting object, click on field and relationships, click new.
3. Select the data type as Master-detail relationship.
4. Click Next, relate to the Job posting site.
5. Enter the label Job Posting site.
6. Click next, next, next and save.

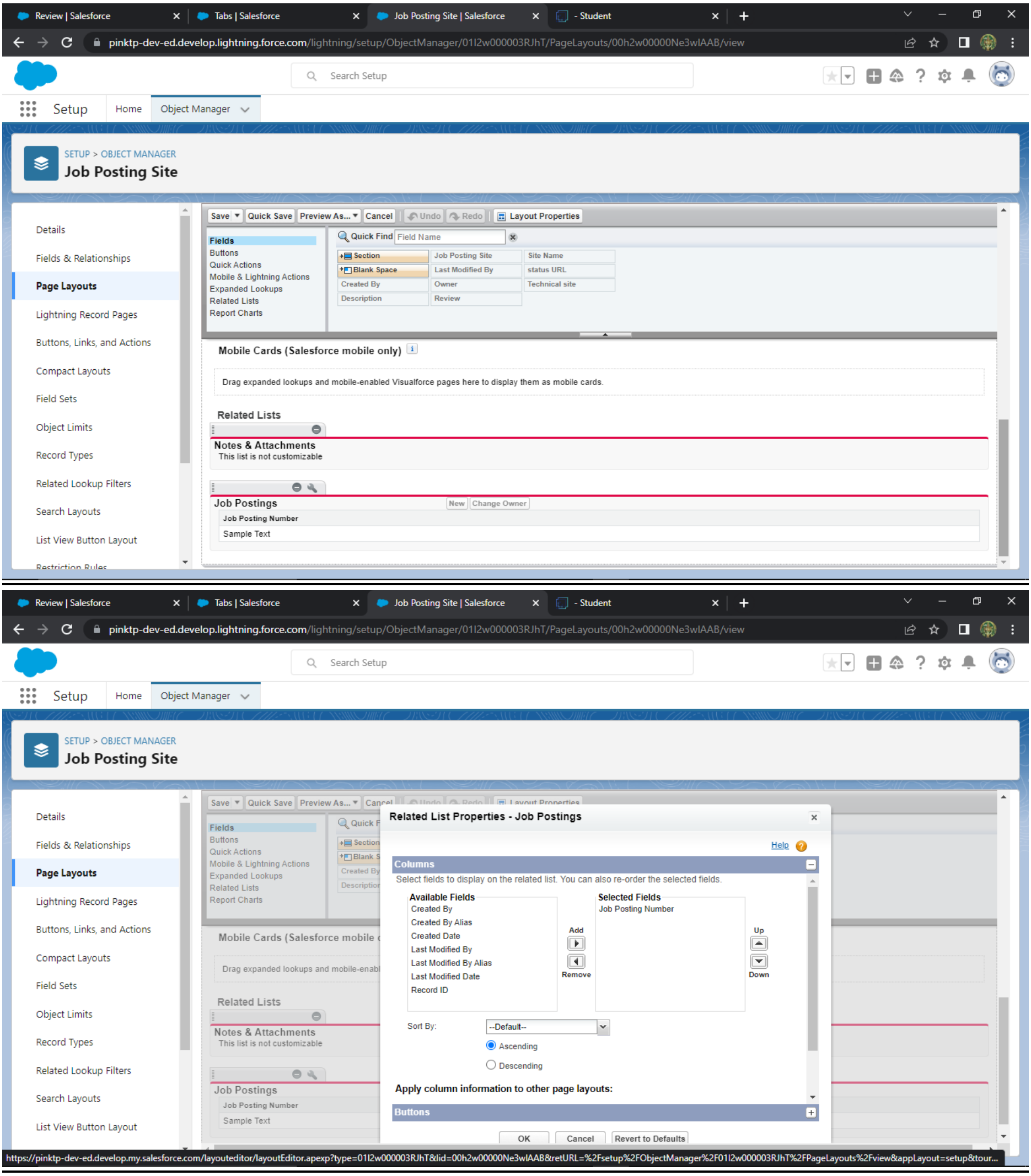


7.Modifying The Page Layouts:

Modifying the page layouts :
1. From setup, click on object manager.
2. Click position, then page layouts.
3. Click down array next to the position layout and select edit.
4. Scroll down to the job posting related list, and click the wrench icon in the header to edit it.
5. From the available fields section, select
Job posting site : Status
Job posting site : Technical Site

6. Click add.
7. From the selected fields section, select job posting : Job posting number and click remove.
8. Click ok, then save.




Review | Salesforce
Tabs | Salesforce
Job Posting Site | Salesforce
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Search Setup
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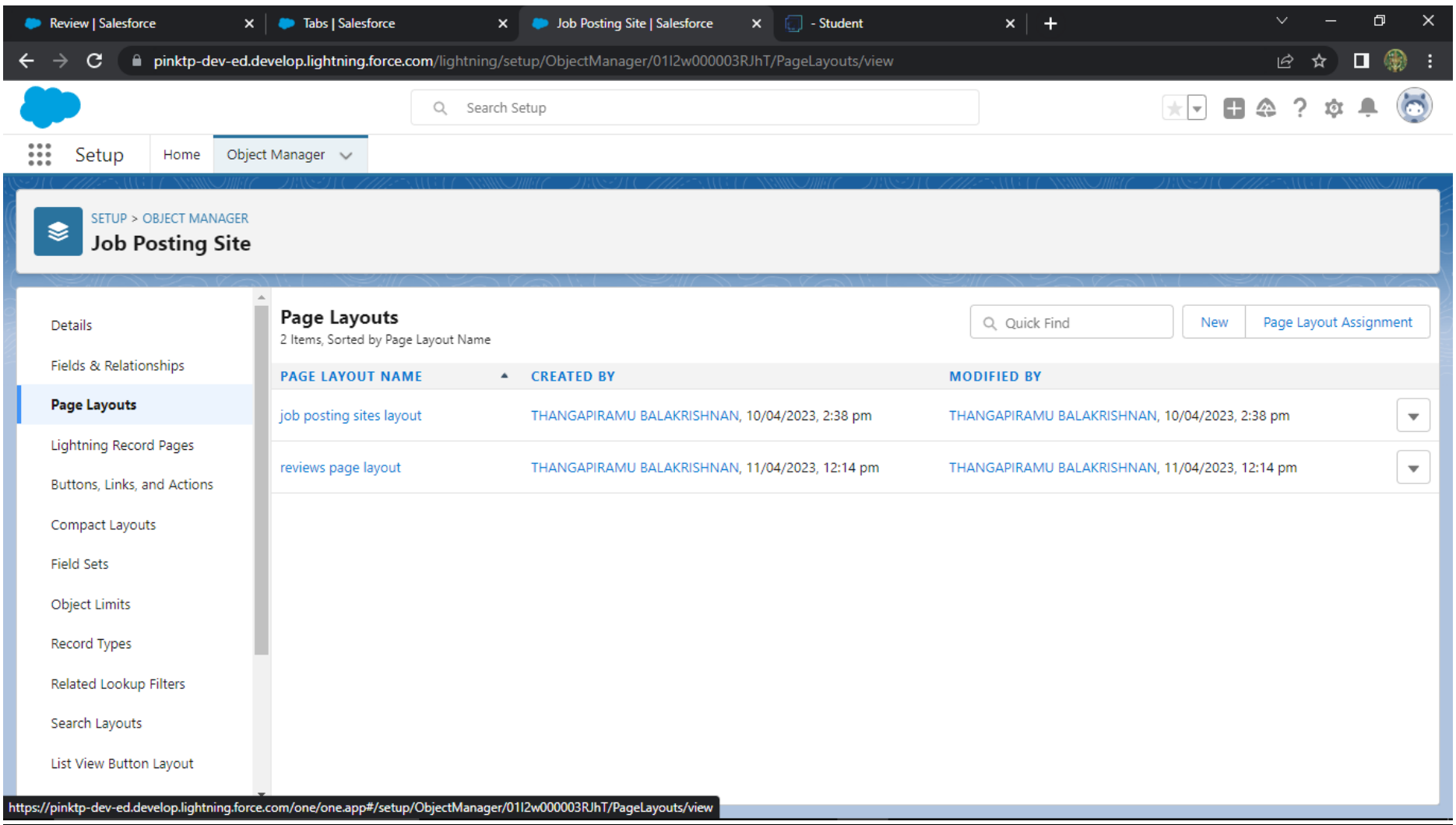
Quick Save
Preview As...
Cancel
Undo
Redo
Layout Properties
Fields
Buttons
Quick Actions
Mobile & Lightning Actions
Expanded Lookups
Related Lists
Report Charts
Quick Find
Field Name
Section
Blank Space
Job Posting Site
Site Name
Last Modified By
status URL
Created By
Owner
Technical site
Description
Review
Mobile Cards (Salesforce mobile only)
Drag expanded lookups and mobile-enabled Visualforce pages here to display them as mobile cards.
Related Lists
Notes & Attachments
This list is not customizable
Job Postings
New
Change Owner
Job Posting Number
Sample Text
Related List Properties - Job Postings
Help
Columns
Select fields to display on the related list. You can also re-order the selected fields.
Available Fields
Created By
Created By Alias
Created Date
Last Modified By
Last Modified By Alias
Last Modified Date
Record ID
Add
Remove
Selected Fields
Job Posting Number
Up
Down
Sort By:
--Default--
Ascending
Descending
Apply column information to other page layouts:
Buttons
OK
Cancel
Revert to Defaults
https://pinktp-dev-ed.develop.my.salesforce.com/layouteditor/layoutEditor.apexp?type=01I2w000003RJhT&lid=00h2w00000Ne3wIAAB&retURL=%2Fsetup%2FObjectManager%2F01I2w000003RJhT%2FPageLayouts%2Fview&appLayout=setup&tour...



8.Creating A Validation Rule:

Go to object manager, select the object on which validation rule has to be implemented, scroll down and click validation rule, New.

Give details as:1. Rule name: Phone number validation rule.

2. Active: checked

3. Description: phone number should not be more than or less than 10 digits.

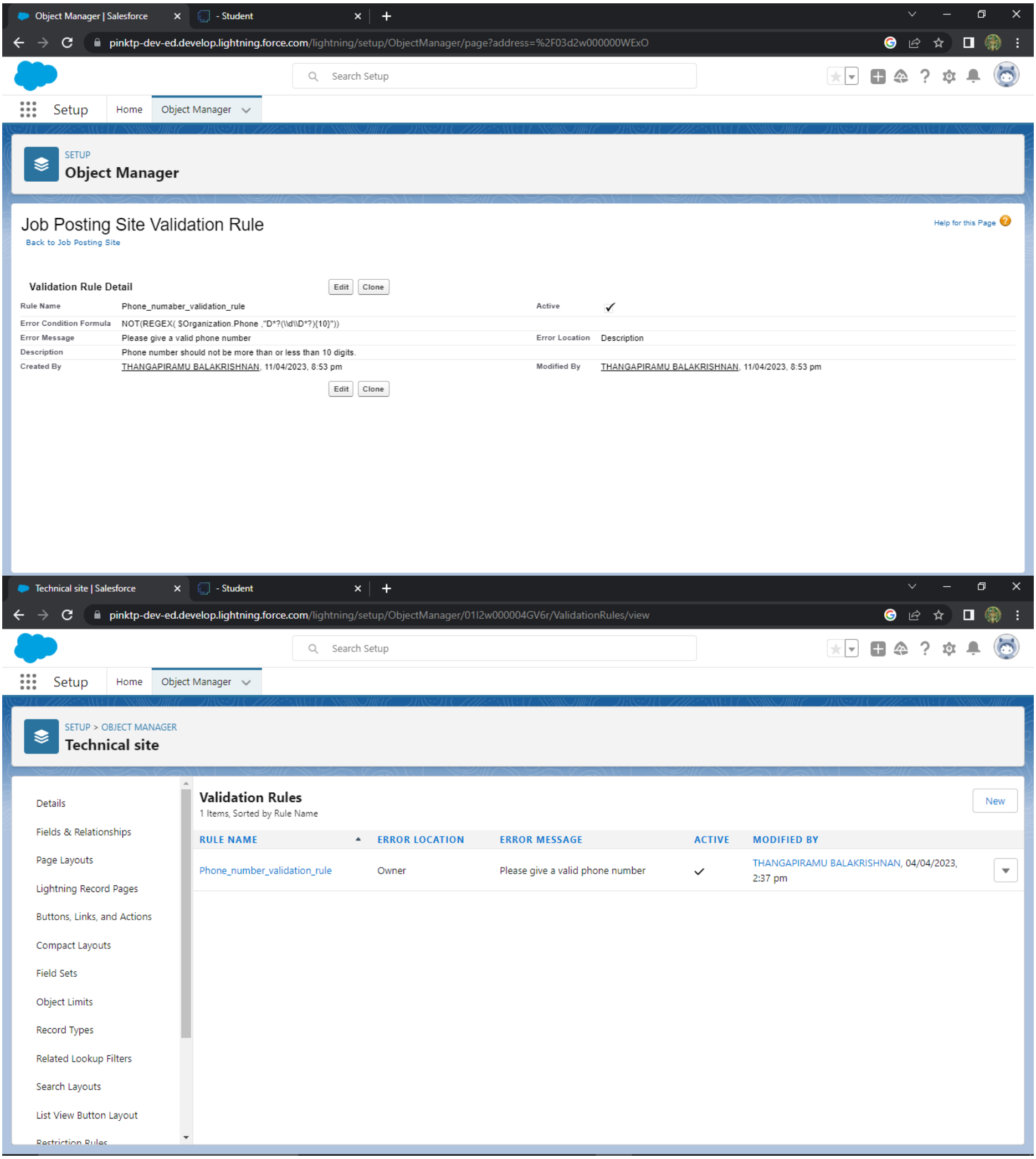
4. Under Error Condition Formula: write the condition using insert field, insert operator, insert function

5. Using check syntax: check if the formula you entered is valid or not.

6. Error Message: Please give a valid phone number

7. Error location: select field

8. Save



9.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.

Profiles | Salesforce - Student

pinktp-dev-ed.develop.lightning.force.com/lightning/setup/EnhancedProfiles/page?address=%2F_ui%2Fperms%2Fui%2Fprofile%2FProfileClone%2Fe%3Fid%3D00e2w0...

Search Setup

Setup | Home | Object Manager

pro

- Users
  - Profiles
- Data
  - Mass Transfer Approval Requests
- Feature Settings
  - Data.com
    - Prospector Preferences
    - Prospector Users
  - Functions
  - Marketing
    - Lead Processes
  - Sales
    - Products
      - Asset Settings
      - Product Schedules Settings
      - Product Settings

SETUP

Profiles

Clone Profile

Help for this Page

Enter the name of the new profile.

You must select an existing profile to clone from. = Required Information

Existing Profile	Analytics Cloud Security User
User License	Analytics Cloud Integration User
Profile Name	Event user profile

Save | Cancel

Profiles | Salesforce - Student

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Search Setup

Setup | Home | Object Manager

pro

- Users
  - Profiles
- Data
  - Mass Transfer Approval Requests
- Feature Settings
  - Data.com
    - Prospector Preferences
    - Prospector Users
  - Functions
  - Marketing
    - Lead Processes
  - Sales
    - Products
      - Asset Settings
      - Product Schedules Settings
      - Product Settings

SETUP

Profiles

Profiles

Help for this Page

All Profiles | Edit | Delete | Create New View

New Profile

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Other | All

Action	Profile Name	User License	Custom
Edit | Clone	Contract Manager	Salesforce	
Edit | Clone	Cross Org Data Proxy User	XOrg Proxy User	
Edit | Del |...	Custom: Marketing Profile	Salesforce	✓
Edit | Del |...	Custom: Sales Profile	Salesforce	✓
Edit | Del |...	Custom: Support Profile	Salesforce	✓
Edit | Clone	Customer Community Login User	Customer Community Login	
Edit | Clone	Customer Community Plus Login User	Customer Community Plus Login	
Edit | Clone	Customer Community Plus User	Customer Community Plus	
Edit | Clone	Customer Community User	Customer Community	
Edit | Clone	Customer Portal Manager Custom	Customer Portal Manager Custom	
Edit | Clone	Customer Portal Manager Standard	Customer Portal Manager Standard	
Edit | Del |...	Event user profile	Identity	✓

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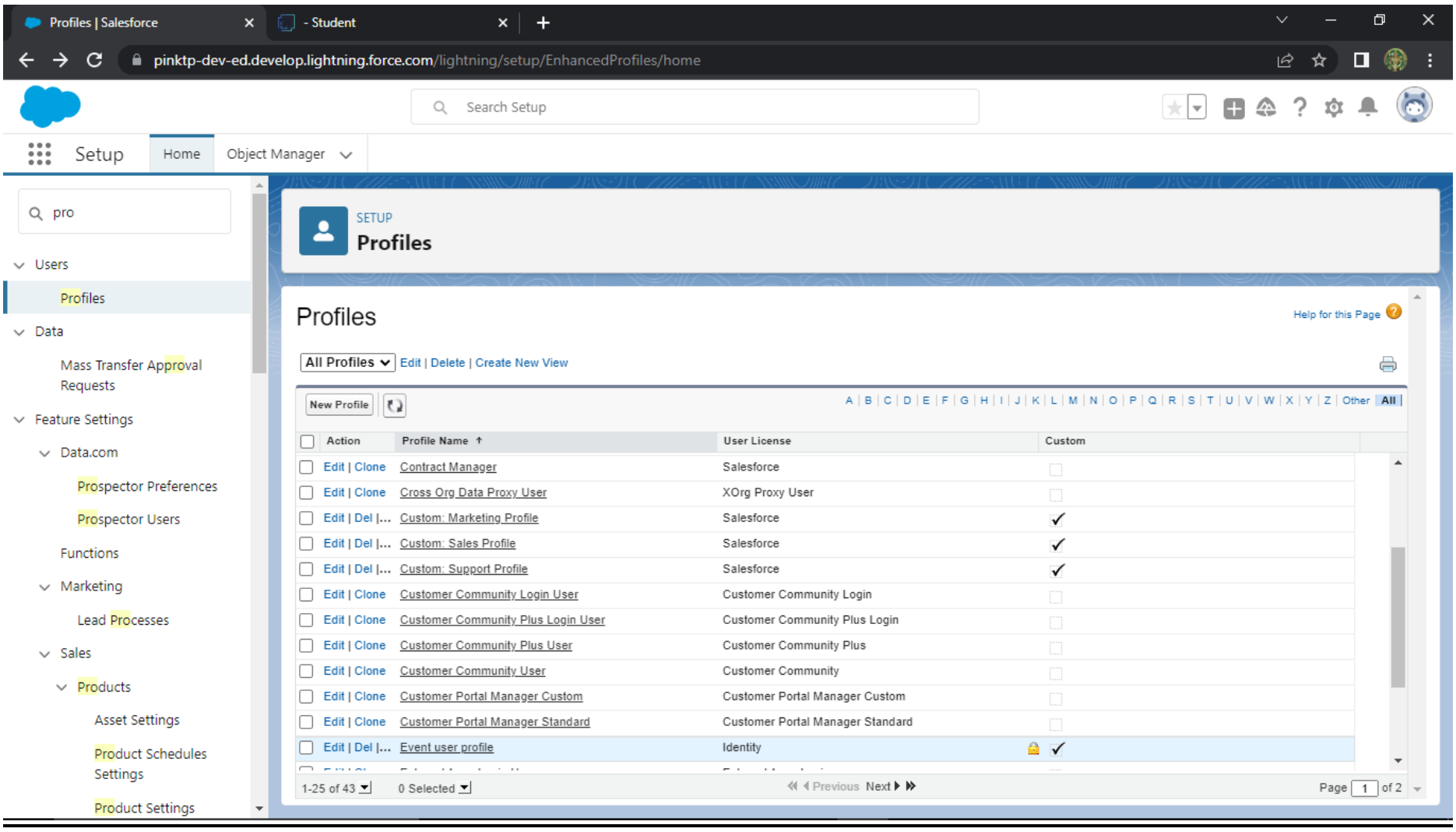


10.Creating A User:

From setup type “users” in quick find and select users, then click New User

a. First Name: Sanjay

b. Last Name: Gupta

c. Alias: Sanj

d. Email: provide your personal email id for future reference

e. Username: sanjaygupta@thesmartbridge.com

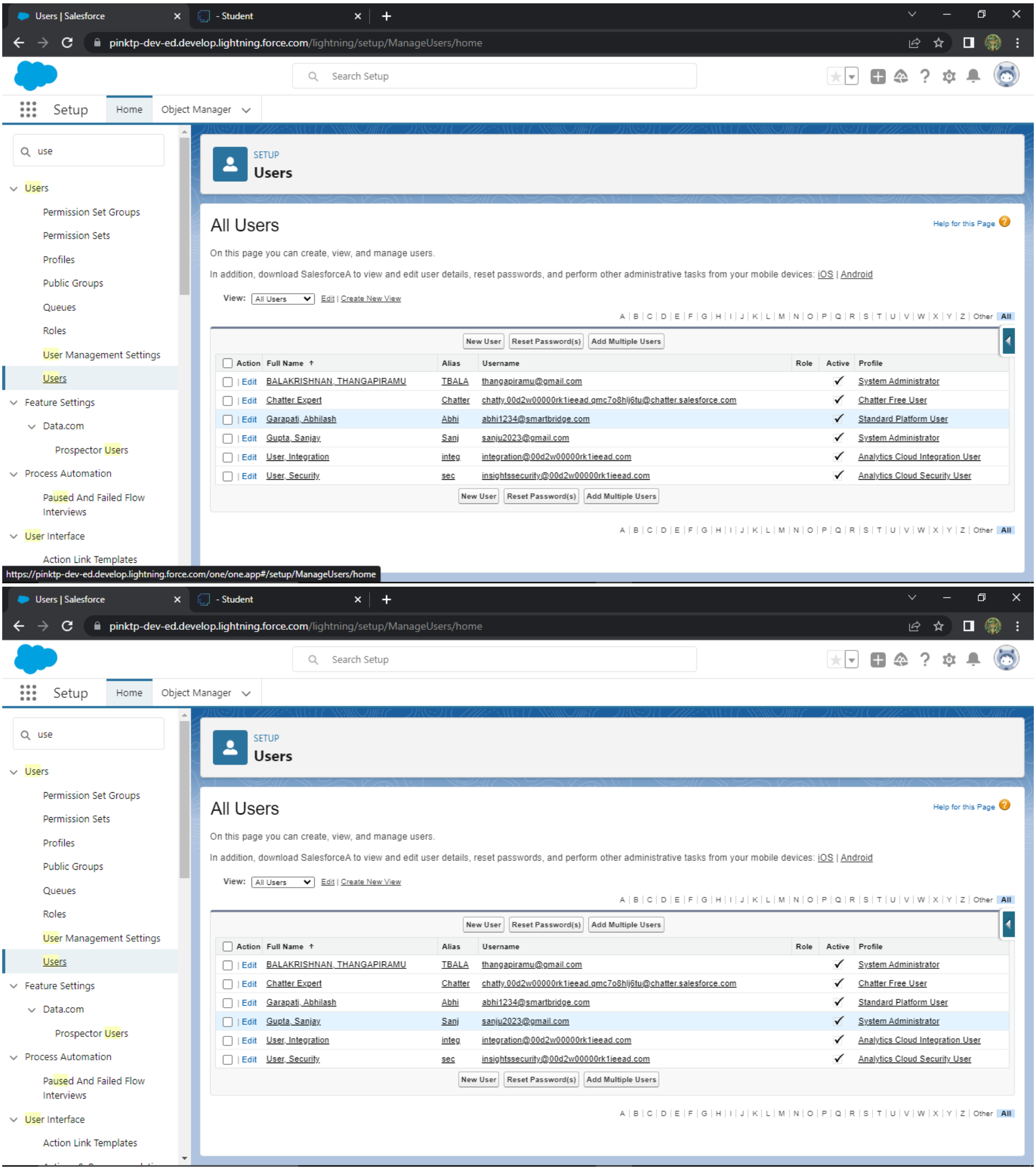
f. Nickname: Sanju

g. Role: leave it as default

h. User License: Salesforce

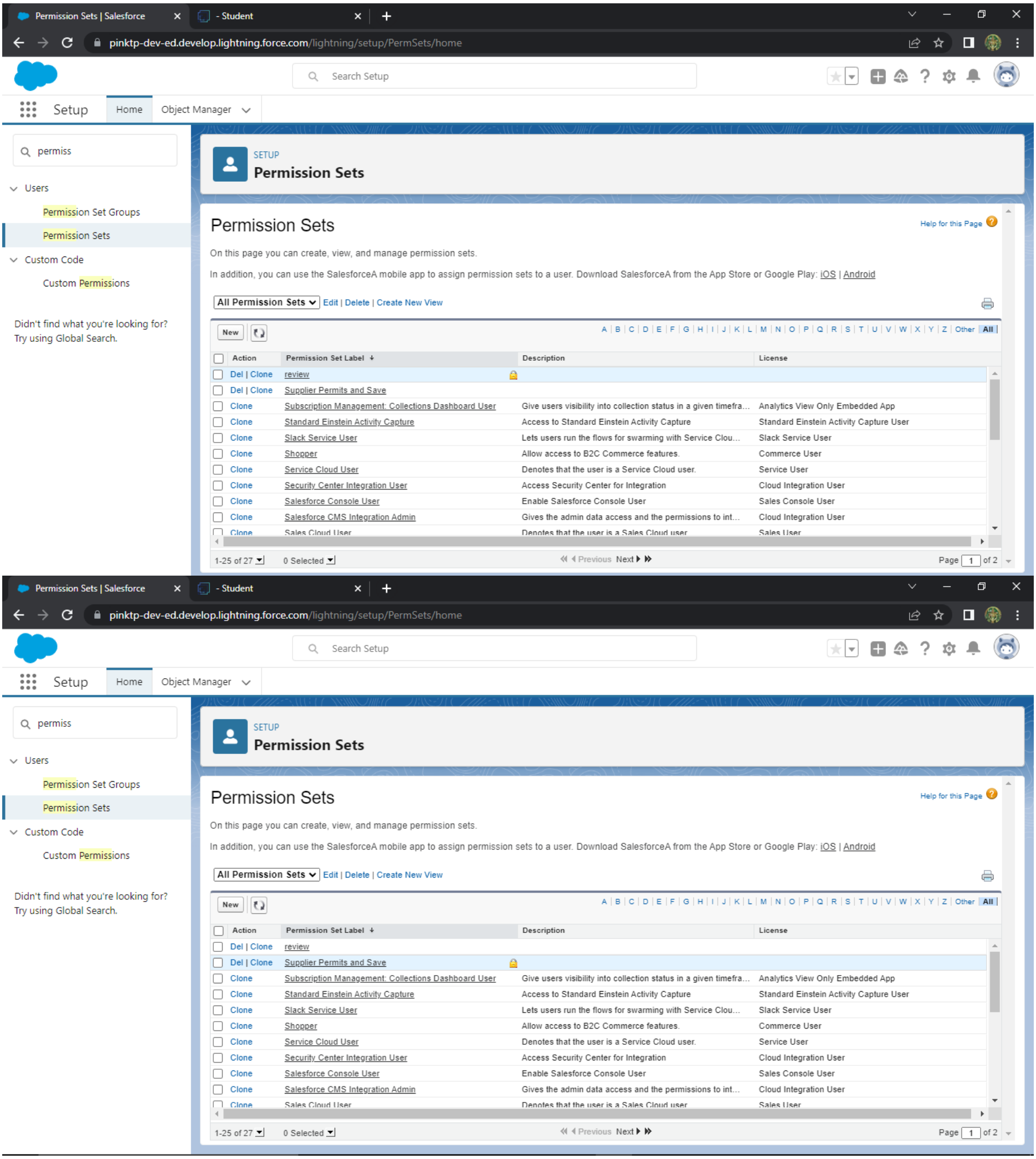
i. Profile: Event User Profile

Create A User With A Username As “Abhilash Garapati”, And Assign Him The Sales Profile.



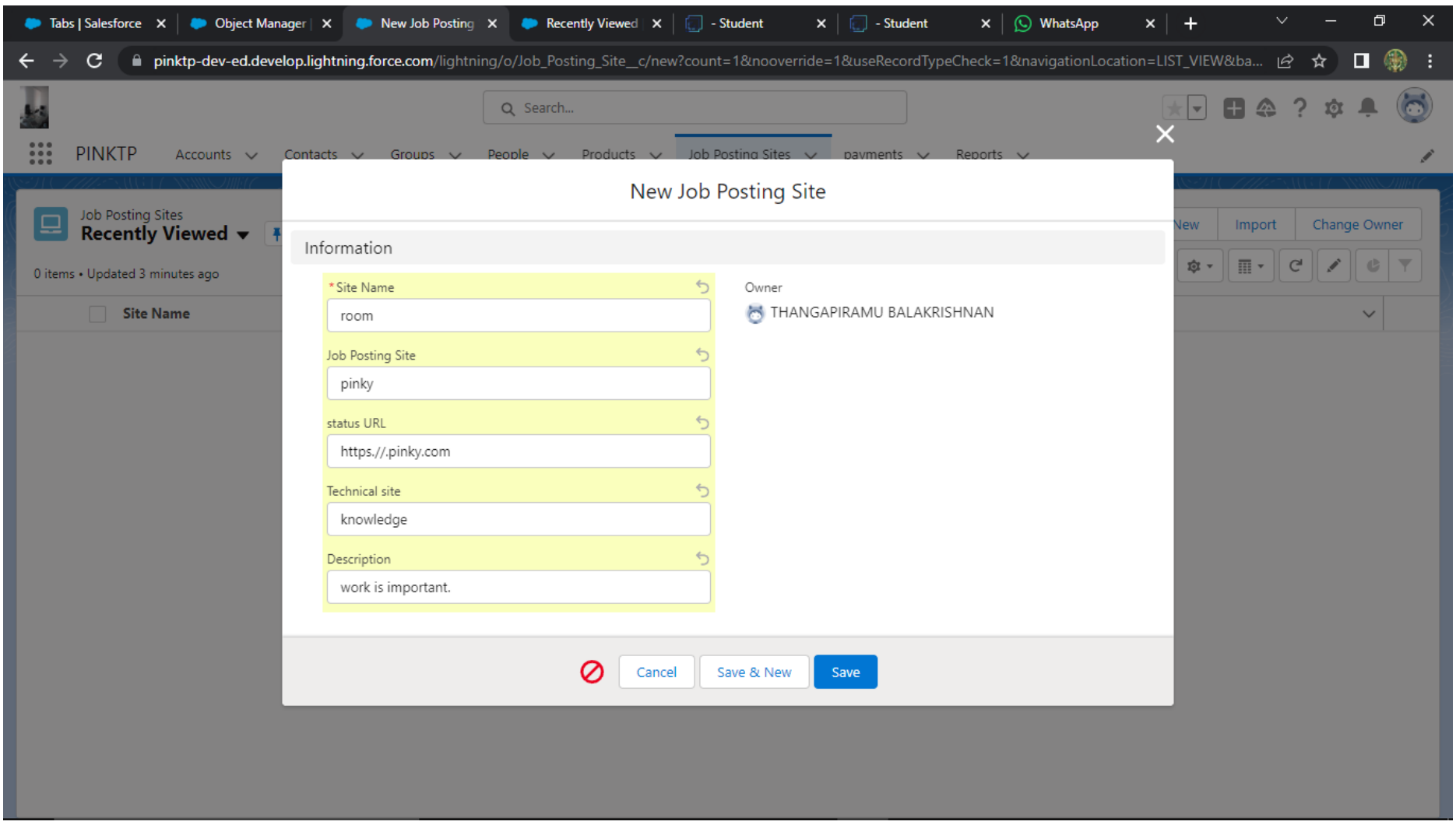
11.Creating A Permission Set:

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



12.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.



ADVANTAGES:

1. Approval on time.
2.Save time.
3.Increase appliance.
4. Reduce cost.
5.Faster process.
6. Expense is less.
7. Less paper work.

DISADVANTAGES:

1.Data must be always on.
2.Poor internet connectivity causes problem since it is internet dependent
3.Poor data synchronization.
4.Requesting too many permissions.

APPLICATIONS:

1.Enjoy working with people.

2.Be patient, tactful, diplomatic and approachable.

3.Be able to stay calm in difficult situations.

4.Have good spoken and written communication skills.

5.Be confident about gathering facts and statistics.

6.Respect the importance of confidentiality, as you will be dealing with employees' personal details.

CONCLUTION:

By using this app the company will recruit a HR assistant with excellent verbal and written communication skills.

Excellent interpersonal skills with the ability to manage sensitive and confidential situations with fact, professionalism, and diplomacy. Excellent organizational skills and attention to detail. Proficient with Microsoft office suite or related software.

FUTURE SCOPES:

HR Recruiter responsibilities include sourcing candidates online, updating job ads and conducting background checks. If you have experience with various job interview formats, including phone screenings and group interviews , and can help us recruit faster and more effectively.