

# RECRUITING ASSISTANT FOR HR MANAGERS

## INTRODUCTION

### OVERVIEW:

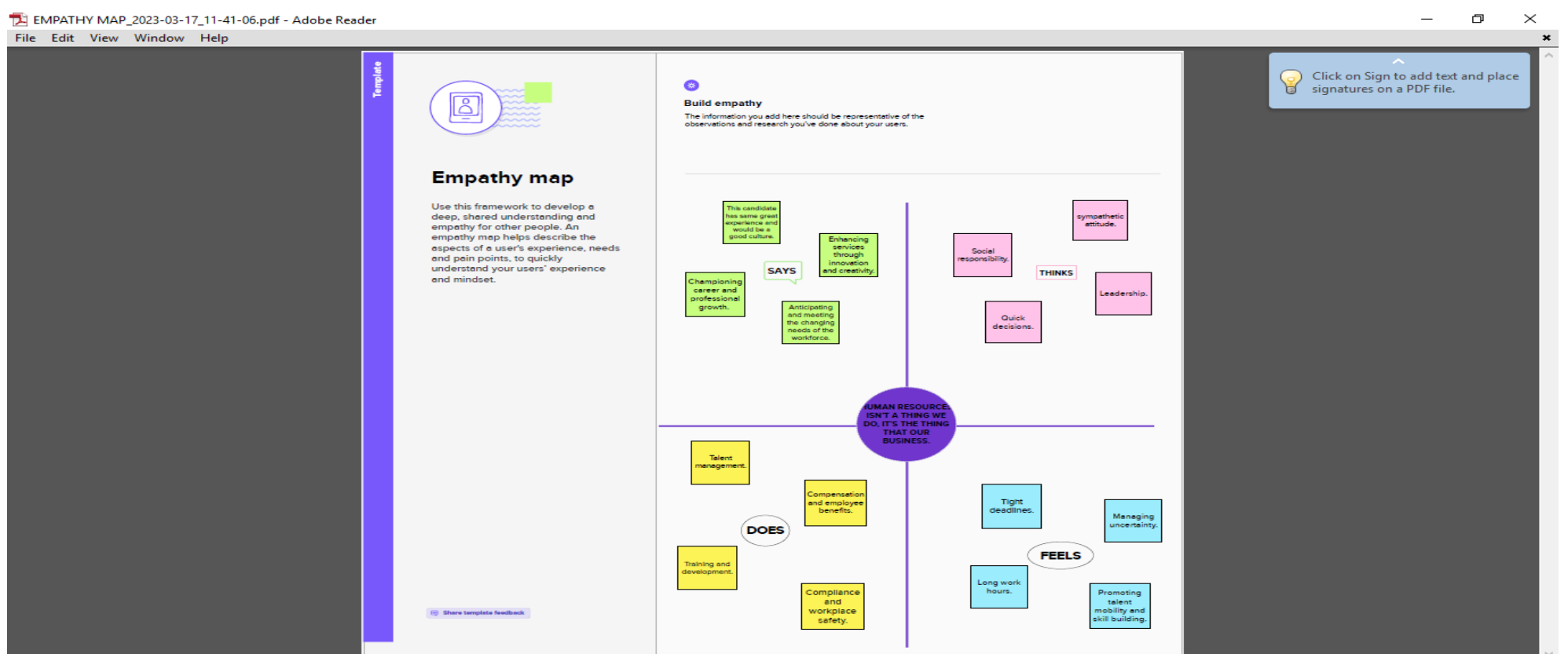
As an HR Assistant, you will be responsible for managing and handling the day-to-day HR activities. You will also be responsible for identifying any payroll issues and miscalculations. In addition to this, you should be able to update and maintain employees' details in both online and offline mode. To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

### PURPOSE:

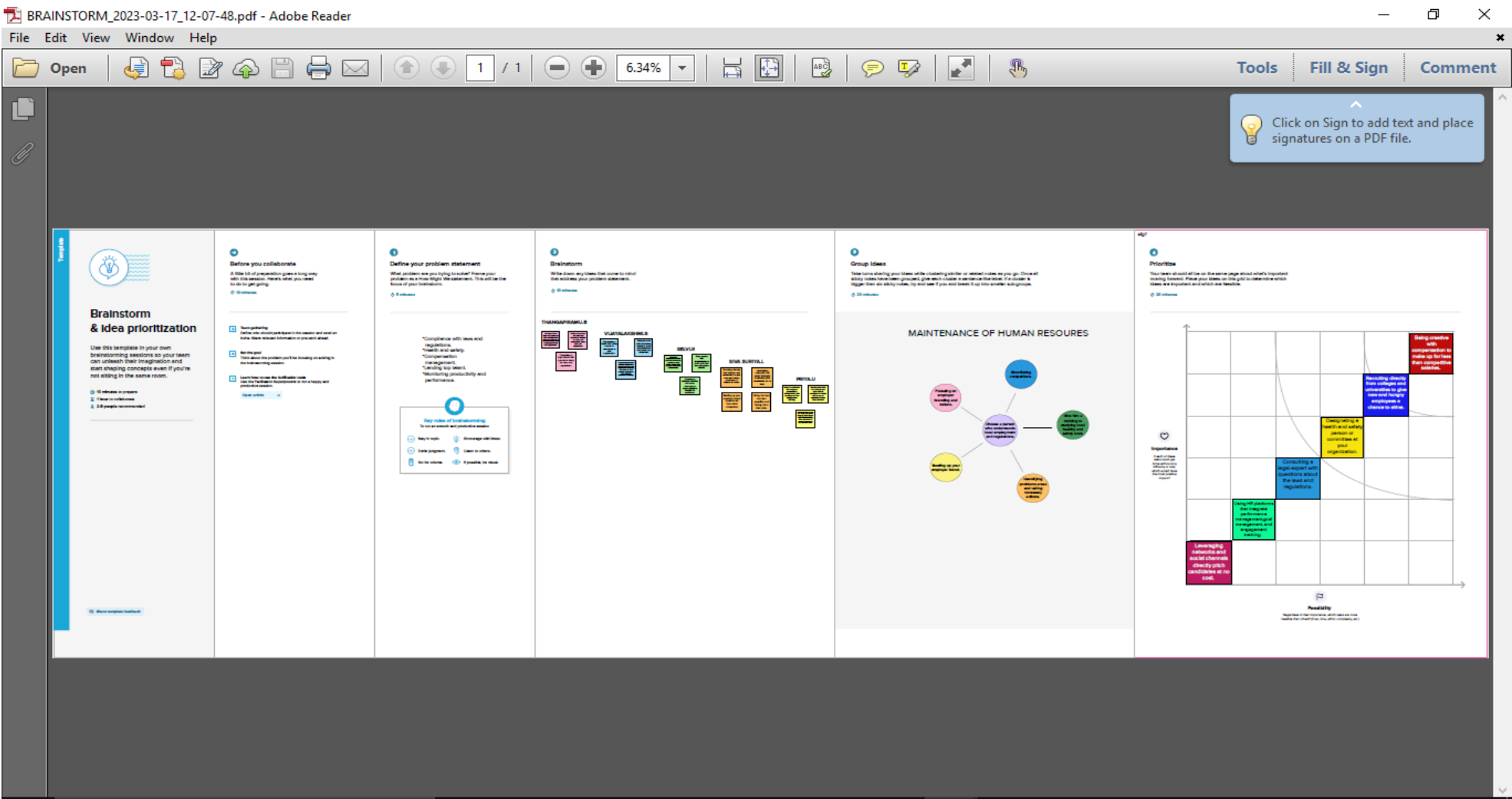
Recruiting Assistant duties include contacting potential candidates, scheduling interview and assisting the HR department during the recruitment process, they may also need to perform background checks and verify a candidate's qualifications and experience.

## PROBLEM DEFINITION & DESIGN THINKING

### EMPATHY MAP:



IDEATION & BRAINSTORMING MAP:



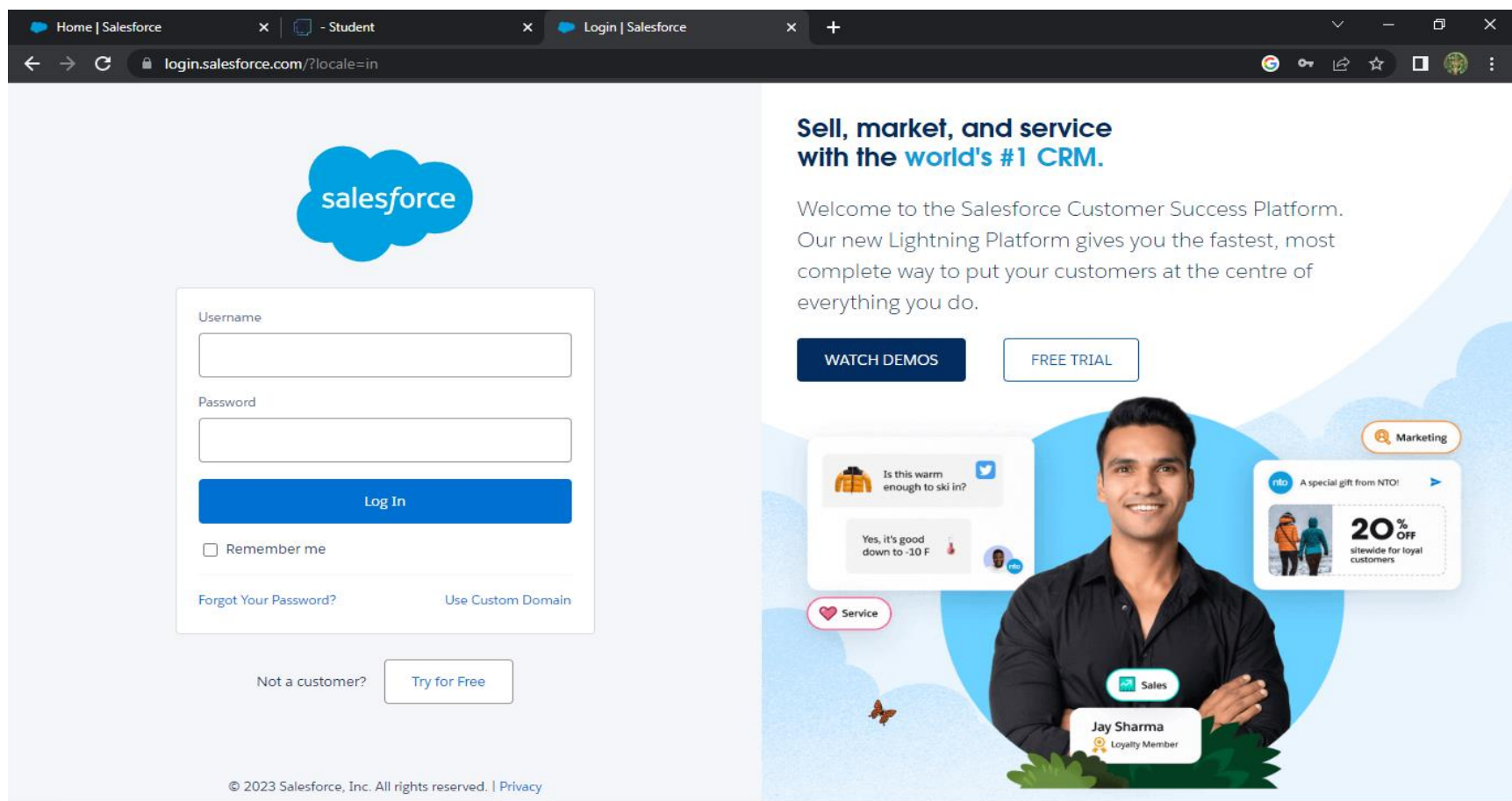
RESULT

DATA MODEL:

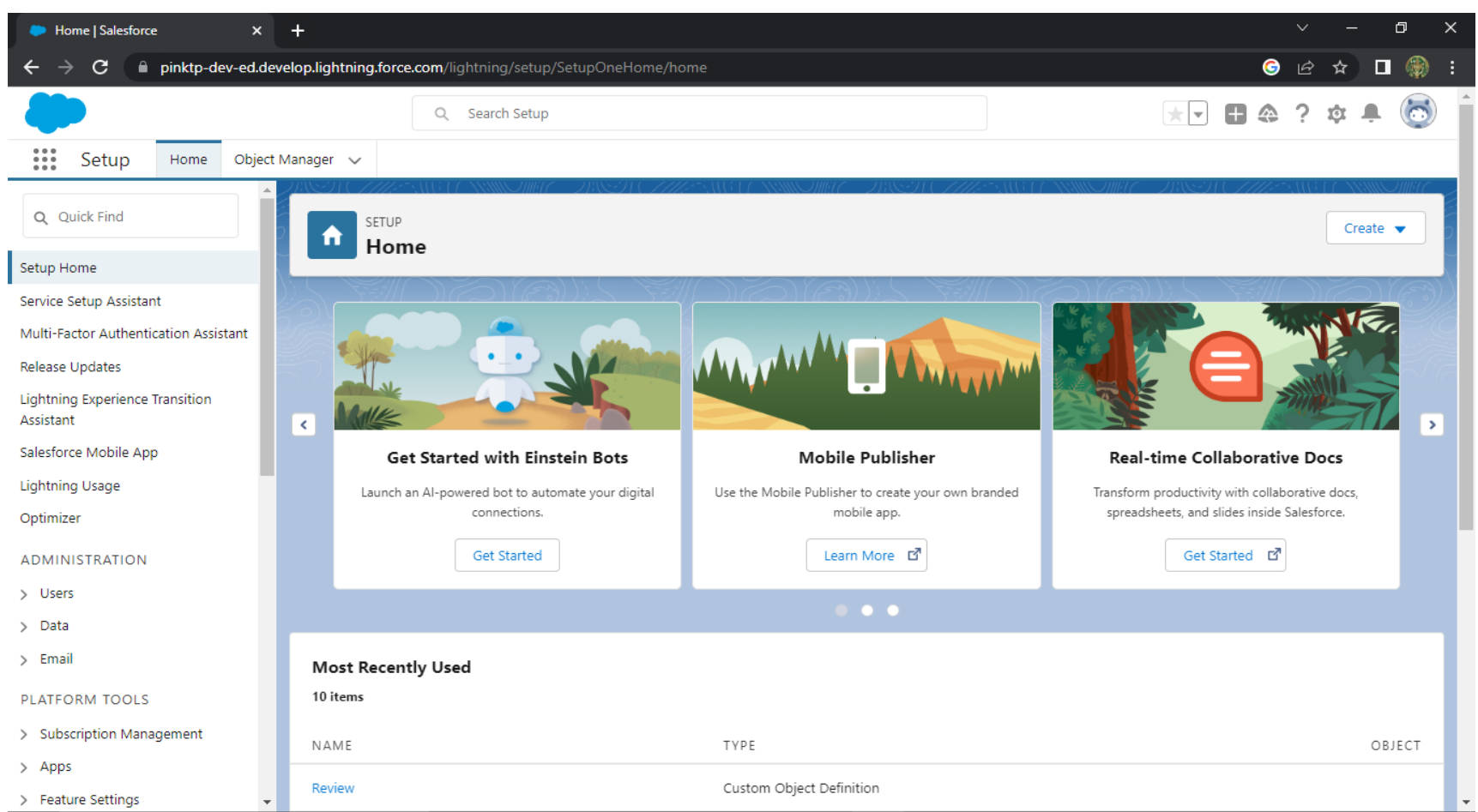
Object name	Fields in the object	
	Field Label	Data type
1.Job posting site	Job posting site	URL
2.Status	Status URL	URL
3.Technical site	Technical site	URL
4.Description	Description name	Text
5.Review	Review number	Auto number
6.Category	Category name	Text
7.Product	Product name	Text
8.Customer	Customer 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. Package 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 way to learn Salesforce

Install Apps and Packages

Lightning Experience

New Tab

curious-panda-i17i0i-dev-ed.trailblaze.lightning.force.com/lightning/n/trlhdtips\_Welcome

Search...


Trailhead

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.

Getting Started with TRAILHEAD PLAYGROUND



Home | Salesforce

- Student

Trailhead | The fun way to learn Salesforce

Install Apps and Packages

Lightning Experience

New Tab

curious-panda-i17i0i-dev-ed.trailblaze.lightning.force.com/lightning/n/trlhdtips\_Install\_a\_Package

Search...


Trailhead

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**.

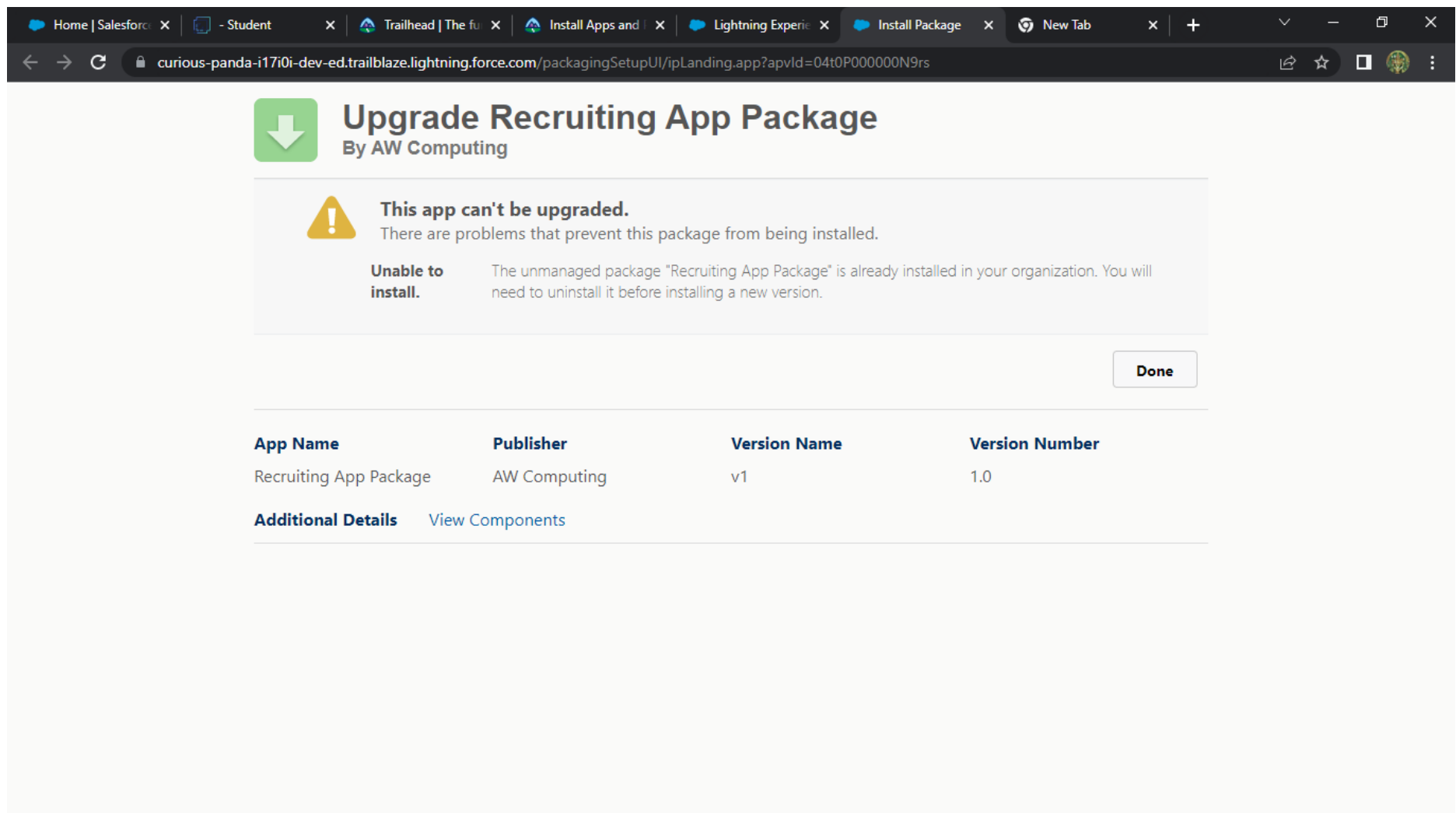
Package ID

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.





**Upgrade Recruiting App Package**  
By AW Computing

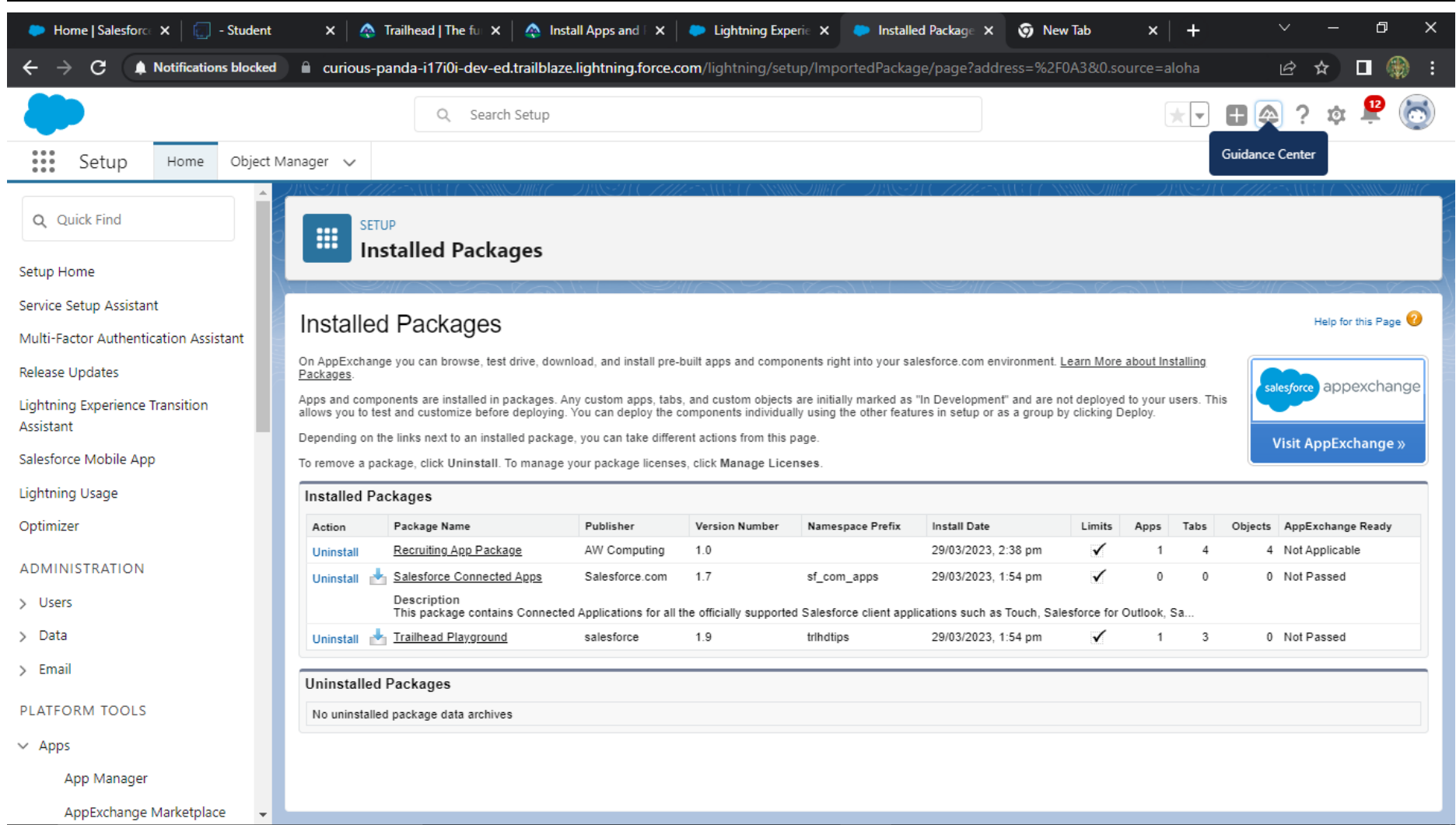
**This app can't be upgraded.**  
There are problems that prevent this package from being installed.

**Unable to install.** The unmanaged package "Recruiting App Package" is already installed in your organization. You will need to uninstall it before installing a new version.

[Done](#)

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

[Additional Details](#) [View Components](#)



**Setup** **Installed Packages**

**Installed Packages**

On AppExchange you can browse, test drive, download, and install pre-built apps and components right into your salesforce.com environment. [Learn More about Installing Packages](#)

Apps and components are installed in packages. Any custom apps, tabs, and custom objects are initially marked as "In Development" and are not deployed to your users. This allows you to test and customize before deploying. You can deploy the components individually using the other features in setup or as a group by clicking Deploy.

Depending on the links next to an installed package, you can take different actions from this page.

To remove a package, click Uninstall. To manage your package licenses, click [Manage Licenses](#).

[Visit AppExchange »](#)

Action	Package Name	Publisher	Version Number	Namespace Prefix	Install Date	Limits	Apps	Tabs	Objects	AppExchange Ready
<a href="#">Uninstall</a>	<a href="#">Recruiting App Package</a>	AW Computing	1.0		29/03/2023, 2:38 pm	✓	1	4	4	Not Applicable
<a href="#">Uninstall</a>	<a href="#">Salesforce Connected Apps</a>	Salesforce.com	1.7	sf_com_apps	29/03/2023, 1:54 pm	✓	0	0	0	Not Passed
Description This package contains Connected Applications for all the officially supported Salesforce client applications such as Touch, Salesforce for Outlook, Sa...										
<a href="#">Uninstall</a>	<a href="#">Trailhead Playground</a>	salesforce	1.9	trihdtips	29/03/2023, 1:54 pm	✓	1	3	0	Not Passed

**Uninstalled Packages**

No uninstalled package data archives

### 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.

The screenshot shows the Salesforce Setup interface for the 'Job Posting Site' custom object. The left sidebar contains a navigation menu with 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', and 'Restriction Rules'. The main content area is titled 'Edit Custom Object Job Posting Site' and includes a 'Custom Object Definition Edit' section with 'Save', 'Save & New', and 'Cancel' buttons. Below this, the 'Custom Object Information' section contains fields for 'Label' (Job Posting Site), 'Plural Label' (Job Posting Sites), 'Object Name' (Job\_Posting\_Site), and a 'Description' text area. There are also checkboxes for 'Starts with vowel sound' and 'Context-Sensitive Help Setting', and a 'Content Name' dropdown set to '--None--'.

This screenshot shows the continuation of the 'Job Posting Site' object definition in Salesforce Setup. The 'Content Name' dropdown is still '--None--'. The 'Enter Record Name Label and Format' section shows 'Record Name' as 'Site Name' and 'Data Type' as 'Text'. The 'Optional Features' section has checkboxes for 'Allow Reports' (checked), 'Allow Activities' (unchecked), 'Track Field History' (checked), 'Allow in Chatter Groups' (unchecked), and 'Enable Licensing' (unchecked). The 'Object Classification' section includes a note about Enterprise vs. Light Application objects and checkboxes for 'Allow Sharing' (checked), 'Allow Bulk API Access' (checked), and 'Allow Streaming API Access' (checked). The 'Deployment Status' section at the bottom has a radio button for 'In Development'.

Job Posting Site x - Student x Trailhead | The fu x Install Apps and x Lightning Experie x Installed Package x New Tab x

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

☐ 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

Job Posting Site x - Student x Trailhead | The fu x Install Apps and x Lightning Experie x Installed Package x New Tab x

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

Details

Edit Delete

Description

API Name

Job\_Posting\_Site\_\_c

Custom

✓

Singular Label

Job Posting Site

Plural Label

Job Posting Sites

Enable Reports

✓

Track Activities

Track Field History

✓

Deployment Status

Deployed

Help Settings

Standard salesforce.com Help Window

Review | Salesforce | - Student | Trailhead | The fu | Install Apps and | Lightning Experie | Installed Package | New Tab

pinktp-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003RJhx/Details/view

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER

Review

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

Details

Description

API Name  
Review\_\_c

Custom  
✓

Singular Label  
Review

Plural Label  
Reviews

Enable Reports  
✓

Track Activities

Track Field History  
✓

Deployment Status  
Deployed

Help Settings  
Standard salesforce.com Help Window

EditDelete

Review | Salesforce | - Student | Trailhead | The fu | Install Apps and | Lightning Experie | Installed Package | New Tab

pinktp-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/01I2w000003RJhx/edit?address=%2F01I2w000003RJhx%2Fe%3FretURL%3D%252Fsetu...

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER

Review

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

Edit Custom Object

Review

Custom Object Definition Edit

SaveSave & NewCancel

Custom Object 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  
ReviewExample: Account

Plural Label  
ReviewsExample: Accounts

Starts with vowel sound  
☐

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

Object Name  
ReviewExample: Account

Description

Context-Sensitive Help Setting  
☒ Open the standard Salesforce.com Help & Training window  
☐ Open a window using a Visualforce page

Content Name  
--None--

Help for this Page



**Review**

Context-Sensitive Help Setting: ☒ Open the standard Salesforce.com Help & Training window

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:  Example: Account Name

Data Type:

Display Format:  Example: A-{0000} [What Is This?](#)

**Optional Features**

- ☒ Allow Reports
- ☐ Allow Activities
- ☒ Track Field History
- ☐ Allow in Chatter Groups
- ☐ Enable Licensing [i](#)

**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

**Review**

**Optional Features**

- ☒ Allow Reports
- ☐ Allow Activities
- ☒ Track Field History
- ☐ Allow in Chatter Groups
- ☐ Enable Licensing [i](#)

**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

## 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.

Review | Sales x

Tabs | Salesfo x

- Student x

Trailhead | Th x

Install Apps a x

Lightning Exp x

Installed Pack x

New Tab x

+ x

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

Fill in the fields below to define the custom tab.

Custom Tab Definition Edit

Custom Object Tab Information

Tab LabelJob Posting Sites

ObjectJob Posting\_Site

Tab StyleReal 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

Help for this Page

Review | Sales x

Tabs | Salesfo x

- Student x

Trailhead | Th x

Install Apps a x

Lightning Exp x

Installed Pack x

New Tab x

+ x

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
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">categories</a>	Building	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">customers</a>	Cup	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Job Postings</a>	Real Estate Sign	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Job Posting Sites</a>	Real Estate Sign	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">order details</a>	Bottle	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">payments</a>	Hands	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">products</a>	Helicopter	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">reports</a>	Credit card	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">suppliers</a>	Computer	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Technical sites</a>	Phone	

Web Tabs

New

What Is This?

**Custom Tabs**

You can create new custom tabs to extend Salesforce functionality or to build new application functionality.

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.

Action	Label	Tab Style	Description
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">categories</a>	Building	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">customers</a>	Cup	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Job Postings</a>	Real Estate Sign	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Job Posting Sites</a>	Real Estate Sign	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">order details</a>	Bottle	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">payments</a>	Hands	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">products</a>	Helicopter	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">reports</a>	Credit card	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">suppliers</a>	Computer	
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">Technical sites</a>	Phone	

## 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

The screenshot shows the Salesforce Setup interface for configuring a custom field for the 'Job Posting Site' object. The left sidebar contains navigation links: Details, Fields & Relationships (selected), 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, and Restriction Rules.

The main content area is titled 'Job Posting Site Custom Field' and 'Job Posting Site'. It includes a 'Back to Job Posting Site' link and a 'Validation Rules [0]' link. The 'Custom Field Definition Detail' section has tabs for 'Edit', 'Set Field-Level Security', 'View Field Accessibility', and 'Where is this used?'. The 'Field Information' table shows the following details:

Field Label	Job Posting Site	Object Name	Job Posting Site
Field Name	Job_Posting_Site	Data Type	URL
API Name	Job_Posting_Site__c		
Description			
Help Text			
Data Owner			
Field Usage			
Data Sensitivity Level			
Compliance Categorization			
Created By	THANGAPIRAMU BALAKRISHNAN, 24/03/2023, 8:05 pm	Modified By	THANGAPIRAMU BALAKRISHNAN, 24/03/2023, 8:05 pm

The 'General Options' section includes a 'Required' checkbox (unchecked) and a 'Default Value' field. The 'Validation Rules' section has a 'New' button and a 'Validation Rules Help' link.

The screenshot shows the 'Fields & Relationships' page for the 'Job Posting Site' object. The left sidebar is the same as the previous screenshot. The main content area is titled 'Fields & Relationships' and shows '9 Items, Sorted by Field Label'. It includes a 'Quick Find' search bar and buttons for 'New', 'Deleted Fields', 'Field Dependencies', and 'Set History Tracking'.

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Description	Description__c	URL(255)		
Job Posting Site	Job_Posting_Site__c	URL(255)		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
Review	Review__c	URL(255)		
Site Name	Name	Text(80)		✓
status URL	status_URL__c	URL(255)		
Technical site	Technical_site__c	URL(255)		

## 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.

This screenshot shows the Salesforce Object Manager interface for the 'Job Posting Site' object. The left sidebar contains a navigation menu with 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', and 'Restriction Rules'. The 'Details' section is currently selected, displaying the following information:

- Description:** (Empty text area)
- API Name:** Job\_Posting\_Site\_\_c
- Custom:** ☒
- Singular Label:** Job Posting Site
- Plural Label:** Job Posting Sites
- Enable Reports:** ☒
- Track Activities:** ☐
- Track Field History:** ☒
- Deployment Status:** Deployed
- Help Settings:** Standard salesforce.com Help Window

Buttons for 'Edit' and 'Delete' are located in the top right corner of the details section.

This screenshot shows the 'New Custom Object' setup screen in Salesforce. The page title is 'New Custom Object'. Below the title, there are buttons for 'Save', 'Save & New', and 'Cancel'. The main section is titled 'Custom Object Information' and includes the following fields and options:

- Label:** Job posting (Example: Account)
- Plural Label:** Job Postings (Example: Accounts)
- Starts with vowel sound:** ☐
- Object Name:** Job\_posting (Example: Account)
- Description:** (Empty text area)
- Context-Sensitive Help Setting:** ☒ Open the standard Salesforce.com Help & Training window, ☐ Open a window using a Visualforce page
- Content Name:** --None--

Below the 'Custom Object Information' section, there is a section titled 'Enter Record Name Label and Format' with a text area for the record name. A note at the bottom states: '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.'



The image displays two screenshots of the Salesforce 'New Custom Object' setup page. The top screenshot shows the initial configuration with fields for Record Name, Data Type, Display Format, and Starting Number. The bottom screenshot shows the 'Optional Features' and 'Object Classification' sections, including checkboxes for 'Allow Reports', 'Allow Activities', 'Track Field History', 'Allow in Chatter Groups', 'Enable Licensing', 'Allow Sharing', 'Allow Bulk API Access', and 'Allow Streaming API Access'.

**Top Screenshot: New Custom Object Setup**

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:  Example: Account Name

Data Type:

Display Format:  Example: A-{0000} [What Is This?](#)

Starting Number:

**Optional Features**

☐ Allow Reports  
☐ Allow Activities  
☐ Track Field History  
☐ Allow in Chatter Groups  
☐ Enable Licensing [i](#)

**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

**Bottom Screenshot: New Custom Object Setup (Continued)**

☐ 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

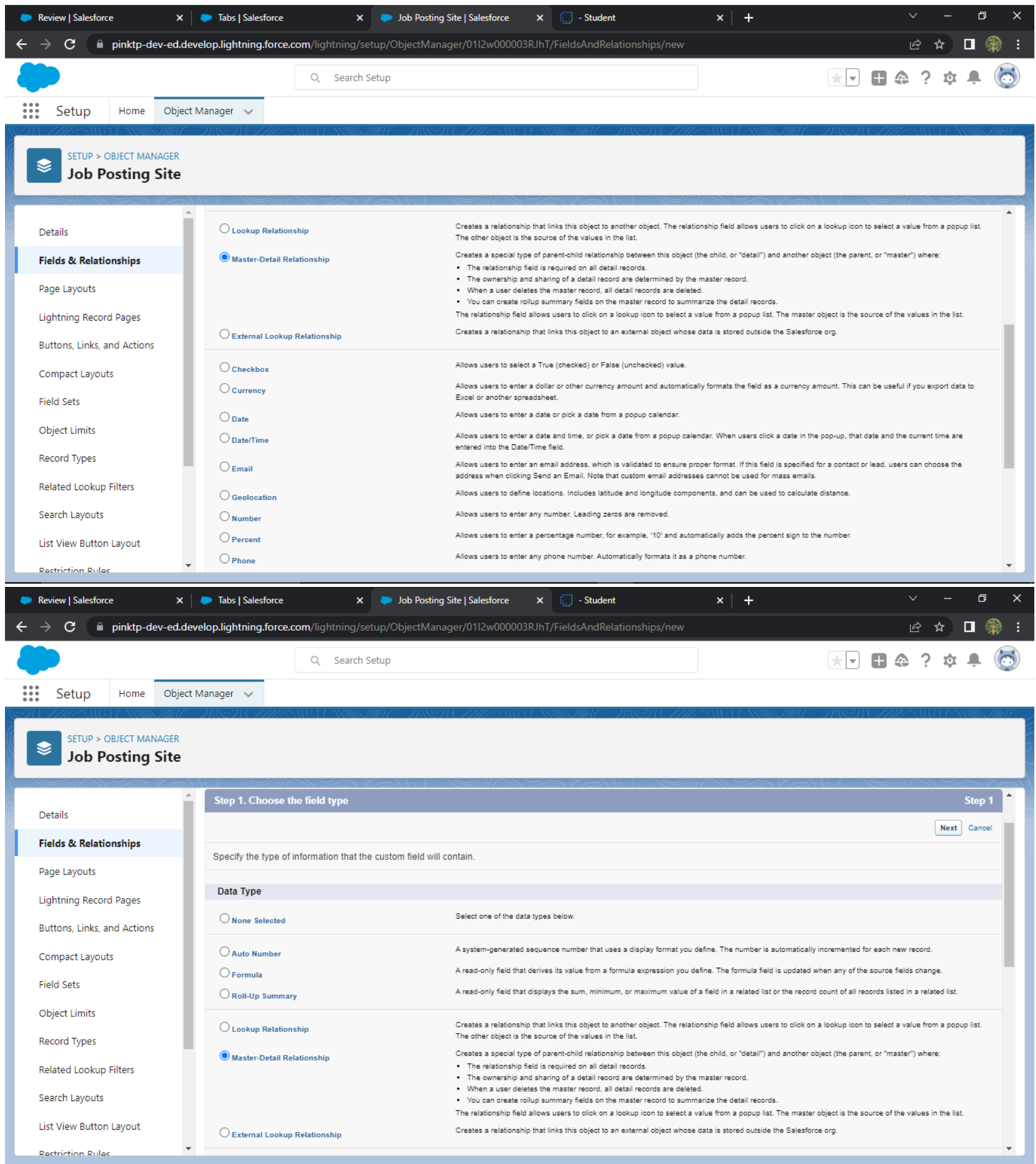
**Object Creation Options (Available only when custom object is first created)**

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

Buttons:

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 | - Student

pinktp-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w000003RJhT/FieldsAndRelationships/new

Search Setup

Setup | Home | Object Manager

### Job Posting Site

Step 3. Enter the label and name for the lookup field

Field Label: Job Posting Site

Field Name:

Description:

Help Text:

Child Relationship Name: Job\_Posting\_Sites

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 reparented 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

Review | Salesforce | Tabs | Salesforce | Job Posting Site | Salesforce | - Student

pinktp-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0112w000003RJhT/PageLayouts/00h2w00000Ne3wIAAB/view

Search Setup

Setup | Home | Object Manager

### Job Posting Site

Save | Quick Save | Preview As... | Cancel | Undo | Redo | Layout Properties

Fields

Quick Find: Field Name

Section	Job Posting Site	Site Name
Blank Space	Last Modified By	status URL
Created By	Owner	Technical site
Description	Review	

Information (Header visible on edit only)

Field	Value	Owner
Site Name	Sample Text	Sample Text
Job Posting Site	www.salesforce.com	
status URL	www.salesforce.com	
Technical site	www.salesforce.com	
Description	www.salesforce.com	
Review	www.salesforce.com	

System Information (Header visible on edit only)

Field	Value	Field	Value
Created By	Sample Text	Last Modified By	Sample Text

Custom Links (Header visible on edit only)

Mobile Cards (Salesforce mobile only)

Drag expanded lookups and mobile-enabled Visualforce pages here to display them as mobile cards

Review | Salesforce x Tabs | Salesforce x Job Posting Site | Salesforce x - Student x

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

Save Quick Save Preview As... Cancel Undo Redo Layout Properties

Quick Find Field Name

Section	Job Posting Site	Site Name
Blank Space	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

Review | Salesforce x Tabs | Salesforce x Job Posting Site | Salesforce x - Student x

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

Save Quick Save Preview As... Cancel Undo Redo Layout Properties

Quick Find Field Name

Section	Job Posting Site	Site Name
Blank Space	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**

Columns

Select fields to display on the related list. You can also re-order the selected fields.

<b>Available Fields</b>	<b>Selected Fields</b>
Created By	Job Posting Number
Created By Alias	
Created Date	
Last Modified By	
Last Modified By Alias	
Last Modified Date	
Record ID	

Add Remove 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=0112w000003RJhT&lid=00h2w00000Ne3wIAAB&retURL=%2Fsetup%2FObjectManager%2F0112w000003RJhT%2FPageLayouts%2Fview&appLayout=setup&tour...

Review | Salesforce x Tabs | Salesforce x Job Posting Site | Salesforce x - Student

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

**Page Layouts**  
2 Items, Sorted by Page Layout Name

Quick Find New Page Layout Assignment

PAGE LAYOUT NAME	CREATED BY	MODIFIED BY
job posting sites layout	THANGAPIRAMU BALAKRISHNAN, 10/04/2023, 2:38 pm	THANGAPIRAMU BALAKRISHNAN, 10/04/2023, 2:38 pm
reviews page layout	THANGAPIRAMU BALAKRISHNAN, 11/04/2023, 12:14 pm	THANGAPIRAMU BALAKRISHNAN, 11/04/2023, 12:14 pm

https://pinktp-dev-ed.develop.lightning.force.com/one/one.app#/setup/ObjectManager/01I2w000003RJhT/PageLayouts/view

## 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



The screenshot shows the Salesforce Object Manager interface for a validation rule named "Phone\_numaber\_validation\_rule". The rule is active and has a description: "Phone number should not be more than or less than 10 digits." The error condition formula is "NOT(REGEX( \$Organization.Phone , "D\*?(\\d\\D\*?){10}"))". The error message is "Please give a valid phone number". The rule was created by THANGAPIRAMU BALAKRISHNAN on 11/04/2023 at 8:53 pm.

Validation Rule Detail		Active	
Rule Name	Phone_numaber_validation_rule	Active	✓
Error Condition Formula	NOT(REGEX( \$Organization.Phone , "D*?(\\d\\D*?){10}"))		
Error Message	Please give a valid phone number	Error Location	Description
Description	Phone number should not be more than or less than 10 digits.		
Created By	THANGAPIRAMU BALAKRISHNAN, 11/04/2023, 8:53 pm		

The screenshot shows the Salesforce Object Manager interface for the "Technical site" object. The "Validation Rules" section displays a table with one rule: "Phone\_number\_validation\_rule". The rule is active and has a description: "Please give a valid phone number". The error condition formula is "NOT(REGEX( \$Organization.Phone , "D\*?(\\d\\D\*?){10}"))". The error message is "Please give a valid phone number". The rule was created by THANGAPIRAMU BALAKRISHNAN on 04/04/2023 at 2:37 pm.

RULE NAME	ERROR LOCATION	ERROR MESSAGE	ACTIVE	MODIFIED BY
Phone_number_validation_rule	Owner	Please give a valid phone number	✓	THANGAPIRAMU BALAKRISHNAN, 04/04/2023, 2:37 pm

## 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

SETUP

Profiles

Clone Profile

Enter the name of the new profile.

You must select an existing profile to clone from.

Existing Profile

User License

Profile Name

Analytics Cloud Security User

Analytics Cloud Integration User

Event user profile

Save

Cancel

Profiles | Salesforce

- Student

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

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

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
<input type="checkbox"/> Edit   Clone	Contract Manager	Salesforce	<input type="checkbox"/>
<input type="checkbox"/> Edit   Clone	Cross Org Data Proxy User	XOrg Proxy User	<input type="checkbox"/>
<input type="checkbox"/> Edit   Del   ...	Custom: Marketing Profile	Salesforce	<input checked="" type="checkbox"/>
<input type="checkbox"/> Edit   Del   ...	Custom: Sales Profile	Salesforce	<input checked="" type="checkbox"/>
<input type="checkbox"/> Edit   Del   ...	Custom: Support Profile	Salesforce	<input checked="" type="checkbox"/>
<input type="checkbox"/> Edit   Clone	Customer Community Login User	Customer Community Login	<input type="checkbox"/>
<input type="checkbox"/> Edit   Clone	Customer Community Plus Login User	Customer Community Plus Login	<input type="checkbox"/>
<input type="checkbox"/> Edit   Clone	Customer Community Plus User	Customer Community Plus	<input type="checkbox"/>
<input type="checkbox"/> Edit   Clone	Customer Community User	Customer Community	<input type="checkbox"/>
<input type="checkbox"/> Edit   Clone	Customer Portal Manager Custom	Customer Portal Manager Custom	<input type="checkbox"/>
<input type="checkbox"/> Edit   Clone	Customer Portal Manager Standard	Customer Portal Manager Standard	<input type="checkbox"/>
<input type="checkbox"/> Edit   Del   ...	Event user profile	Identity	<input checked="" type="checkbox"/>

1-25 of 43

0 Selected

Previous

Next

Page 1 of 2

The screenshot shows the Salesforce Setup interface. In the left sidebar, the 'Profiles' link is selected under the 'Users' category. The main content area is titled 'Profiles' and shows a table of existing profiles. The table has columns for 'Action', 'Profile Name', 'User License', and 'Custom'. The 'Event user profile' is highlighted in blue. Below the table, there are pagination controls showing '1-25 of 43' and '0 Selected'.

Action	Profile Name	User License	Custom
<a href="#">Edit</a>   <a href="#">Clone</a>	<a href="#">Contract Manager</a>	Salesforce	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Clone</a>	<a href="#">Cross Org Data Proxy User</a>	XOrg Proxy User	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Del</a>   ...	<a href="#">Custom: Marketing Profile</a>	Salesforce	<input checked="" type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Del</a>   ...	<a href="#">Custom: Sales Profile</a>	Salesforce	<input checked="" type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Del</a>   ...	<a href="#">Custom: Support Profile</a>	Salesforce	<input checked="" type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Clone</a>	<a href="#">Customer Community Login User</a>	Customer Community Login	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Clone</a>	<a href="#">Customer Community Plus Login User</a>	Customer Community Plus Login	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Clone</a>	<a href="#">Customer Community Plus User</a>	Customer Community Plus	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Clone</a>	<a href="#">Customer Community User</a>	Customer Community	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Clone</a>	<a href="#">Customer Portal Manager Custom</a>	Customer Portal Manager Custom	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Clone</a>	<a href="#">Customer Portal Manager Standard</a>	Customer Portal Manager Standard	<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Del</a>   ...	<a href="#">Event user profile</a>	Identity	<input checked="" type="checkbox"/>

## 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.**

The screenshots show the Salesforce Setup Users page. The left sidebar contains the following navigation items: Setup, Home, Object Manager, Users, Permission Set Groups, Permission Sets, Profiles, Public Groups, Queues, Roles, User Management Settings, Users, Feature Settings, Data.com, Prospector Users, Process Automation, Paused And Failed Flow Interviews, User Interface, and Action Link Templates. The main content area displays the 'All Users' list with the following data:

Action	Full Name	Alias	Username	Role	Active	Profile
<a href="#">Edit</a>	BALAKRISHNAN, THANGAPIRAMU	TBALA	thangapiramu@gmail.com		✓	System Administrator
<a href="#">Edit</a>	Chatter Expert	Chatter	chatty.00d2w0000rk1ieead.qmc7o8hij6tu@chatter.salesforce.com		✓	Chatter Free User
<a href="#">Edit</a>	Garapati, Abhilash	Abhi	abhi1234@smartbridge.com		✓	Standard Platform User
<a href="#">Edit</a>	Gupta, Sanjay	Sani	sanju2023@gmail.com		✓	System Administrator
<a href="#">Edit</a>	User, Integration	integ	integration@00d2w0000rk1ieead.com		✓	Analytics Cloud Integration User
<a href="#">Edit</a>	User, Security	sec	insightssecurity@00d2w0000rk1ieead.com		✓	Analytics Cloud Security User

## 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

The screenshot shows the Salesforce Lightning interface for managing Permission Sets. The top navigation bar includes tabs for "Permission Sets | Salesforce" and "- Student". The browser address bar displays "pinktp-dev-ed.develop.lightning.force.com/lightning/setup/PermSets/home".

**Left Sidebar:**

- Setup (selected)
- Home
- Object Manager
- Search: permis
- Users
  - Permission Set Groups
  - Permission Sets**
  - Custom Code
    - Custom Permissions

**Main Content Area:**

## SETUP Permission Sets

On this page you can create, view, and manage permission sets.

In addition, you can use the SalesforceA mobile app to assign permission sets to a user. Download SalesforceA from the App Store or Google Play: [iOS](#) | [Android](#)

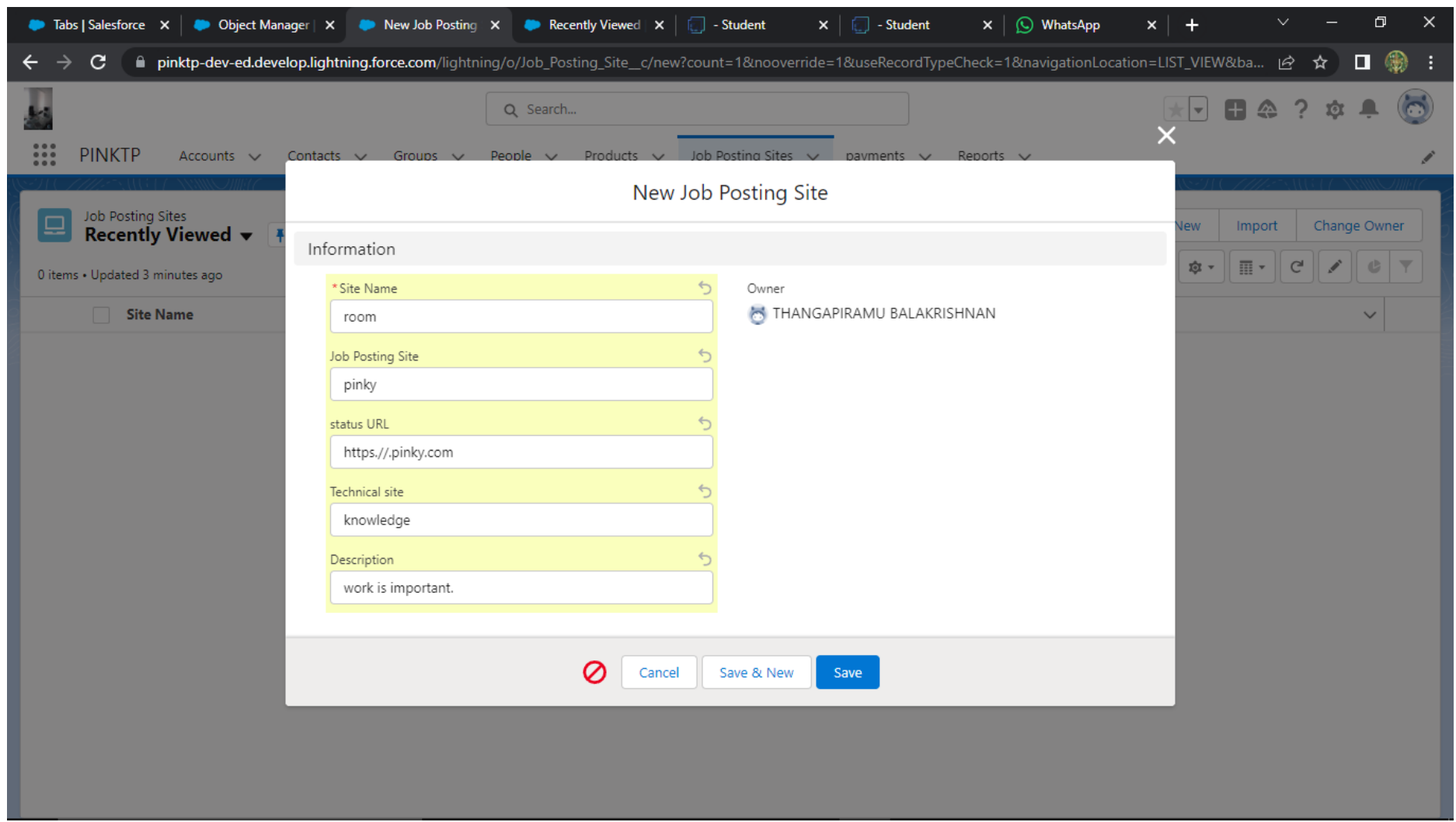
**All Permission Sets** [Edit] [Delete] [Create New View]

Action	Permission Set Label ↓	Description	License
[Del] [Clone]	<a href="#">review</a>		
[Del] [Clone]	<a href="#">Supplier Permits and Save</a>		
[Clone]	<a href="#">Subscription Management: Collections Dashboard User</a>	Give users visibility into collection status in a given timefra...	Analytics View Only Embedded App
[Clone]	<a href="#">Standard Einstein Activity Capture</a>	Access to Standard Einstein Activity Capture	Standard Einstein Activity Capture User
[Clone]	<a href="#">Slack Service User</a>	Lets users run the flows for swarming with Service Clou...	Slack Service User
[Clone]	<a href="#">Shopper</a>	Allow access to B2C Commerce features.	Commerce User
[Clone]	<a href="#">Service Cloud User</a>	Denotes that the user is a Service Cloud user.	Service User
[Clone]	<a href="#">Security Center Integration User</a>	Access Security Center for Integration	Cloud Integration User
[Clone]	<a href="#">Salesforce Console User</a>	Enable Salesforce Console User	Sales Console User
[Clone]	<a href="#">Salesforce CMS Integration Admin</a>	Gives the admin data access and the permissions to int...	Cloud Integration User
[Clone]	<a href="#">Sales Cloud User</a>	Denotes that the user is a Sales Cloud user	Sales User

Page 1 of 2

## 12.Reports:





## 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.

## CONCLUSION:

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.