RECRUITING ASSISTANT FOR HR MANAGERS

1 INTRODUCTION

1.1 Overview

Salesforce Platform is a cloud-based technology platform that enable businesses to built, integrate,and deploy custom applications and solutions that meet their specific needs. It is a compreeheensice platform that provides tools and services for application development,data intergration,mobile app development , and more.

Salesforce is a cloud-based platform that provides software and services to create relevant customer experiences.

Salesforce is a collection of tools and services designed to serve different functions. The platform enables companies to build process automation into their business and create seamless workflows.

Salesforce is a cloud-based software company that provides its customers with a platform to develop their own applications without following the tough steps that they used to follow in the legacy system. The software or application once created can be uploaded onto the cloud allowing the end-users to view them

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Salesforce has started as a CRM (Customer Relationship Management) platform, but now it has extended its services in various fields, from Artificial Intelligence to the Internet of Things. Salesforce features covers all the aspects of a business such as Lead Management, Email Integration, Sales Collaboration etc.

Customer relationship management (CRM) is a technology for managing all your company's relationships and interactions with customers and potential customers. The goal is simple: Improve

business relationships. A CRM system helps companies stay connected to customers, streamline processes, and improve profitability.

Salesforce is the world's #1 customer relationship management (CRM) platform. We help your marketing, sales, commerce, service and IT teams work as one from anywhere — so you can keep your customers happy everywhere. Watch demos.

Recruitment assistants are involved with a company's hiring processes and activities. Their duties include contacting potential candidates, scheduling interviews, and assisting the HR department during the recruitment process.

1.2 Purpose

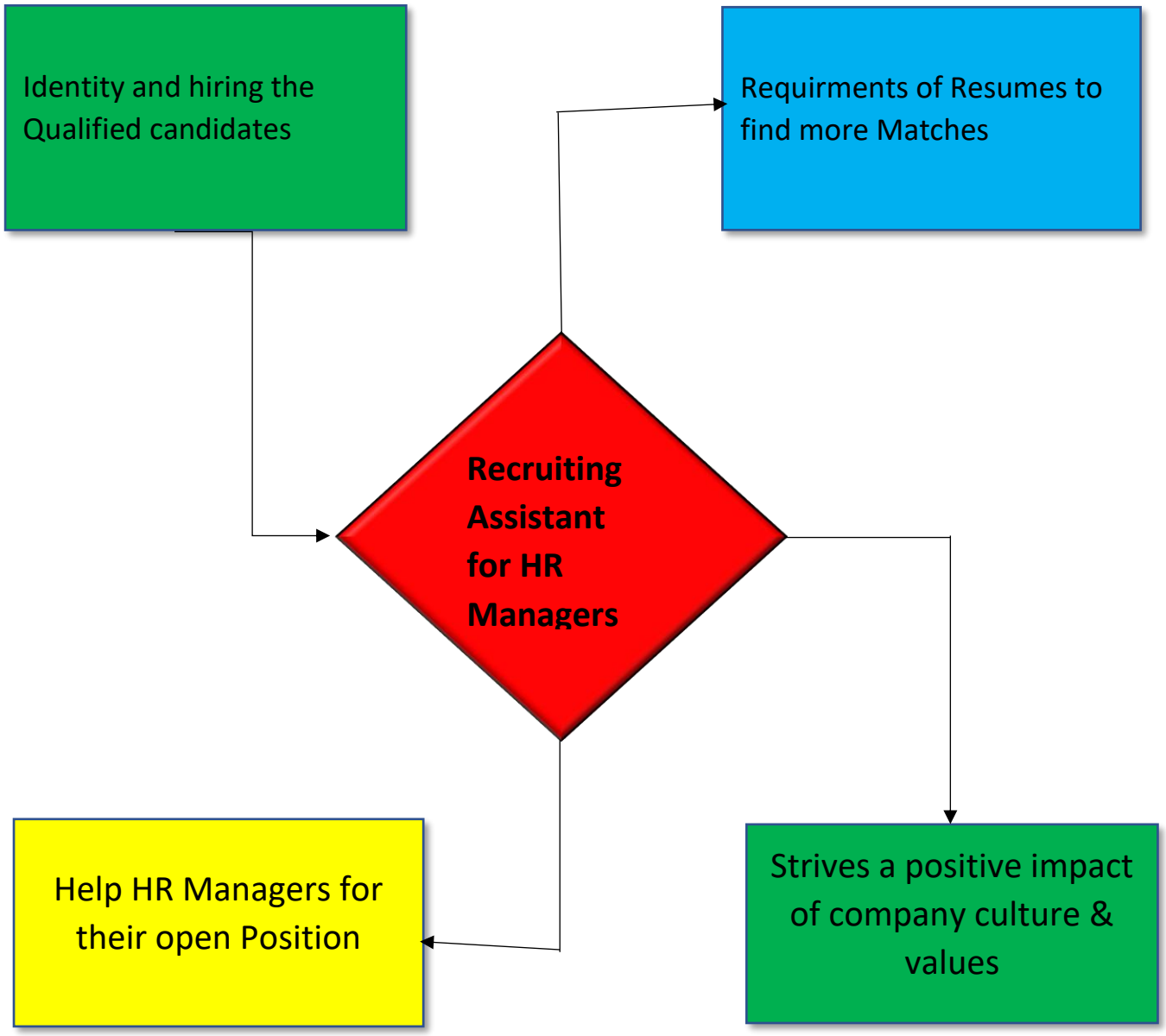
A Human Resources (HR) Assistant is a professional who is responsible for the daily administrative and HR duties of an organization. They assist with recruitment and record maintenance for payroll processing as well as provide clerical support to all employees.

The HR Assistant duties involve a wide range of support activities inside our HR department, from coordinating meetings to maintaining our employee database to posting job ads. An important part of your role will be to act as the liaison between HR and employees, ensuring smooth communication and prompt resolution of requests and questions. You'll also assist in creating policies, processes and documents.

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.

2 Problem Definition & Design Thinking

2.1 Empathy Map



Says

1) I have so many resumes to go through it's overwhelming.

2)I feel like I'm not making a difference in the hiring process.

3)I'm not sure if I'm doing this correctly.

4)I wish I had more guidance and support from my manager.

Thinks

1) I hope I can find the right candidate for this position.
2) I wonder if I'm missing any red flags in these resumes.
3) I'm not sure if I have enough experience for this job.
4) I wish I had more training and development opportunities.

Feels

1) Overwhelmed by the volume of resumes to review.

2) Frustrated with the lack of guidance and support.

3) Anxious about making the right hiring decisions.

4) Unsure of their abilities and knowledge in the recruitment process.

5) Wants to feel valued and appreciated in their role.

Does

1) Spends long hours reviewing resumes and conducting interviews.
2) Asks for feedback and guidance from their manager.
3) Tries to learn more about the company culture and values.
4) Seeks out training and development opportunities to improve their skills and knowledge.
5) Strives to make a positive impact on the hiring process and the company's success.

2.2 Ideation & Brainstorming Map

1. User Authentication

. The application should user authenticate HR managers before granting them access to the system.This can

be done through a login page that asks for the user’s username and password.

2.Job Posting

.HR manager should be able to create new job postings and post them on job boards and company career pages.

.The application should allow HR managers to specify the job title, description, requirements, location, and other relevant details.

3.Candidate Sourcing

.The application should help HR managers source candidates from various channels, including job boards, social media, employee referrals, and internal databases.

4.Candidate Screening

.The application should assist HR managers in screening resumes and application and identifying the most qualified candidates.

.The application should allow HR managers to filter and sort candidates based on specific criteria.

5.Interview Scheduling

.The application should streamline the interview scheduling process by allowing HR managers to send interview invitation to candidates and schedule interview on the calendars.

6.Candidate Assessment

.The application should provide HR managers with tools to assess candidates skills, experience and fit for the role.

.The application can offer various assessment methods, such as skill tests, cognitive ability test, personality test, and situational judgment tests.

7.Background Checks

.The application should assist HR managers in conducting background checks on candidates, including criminal history, credit history, education verification, and employment verification.

8.Hiring Decision

.The application should help HR managers make informed hiring decisions by providing them with insights and analytics on candidate data.

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3.1 Data Model

<table>
<tr><td>Object name</td><td>Field in the Object</td></tr>
<tr><td>Object 1</td><td><table>
<tr><td>Field lable</td><td>Date type</td></tr>
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<tr><td>Name</td><td>Text(80)</td></tr>
</table></td></tr>
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<tr><td>Field lable</td><td>Data type</td></tr>
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<tr><td>Name</td><td>Auto number</td></tr>
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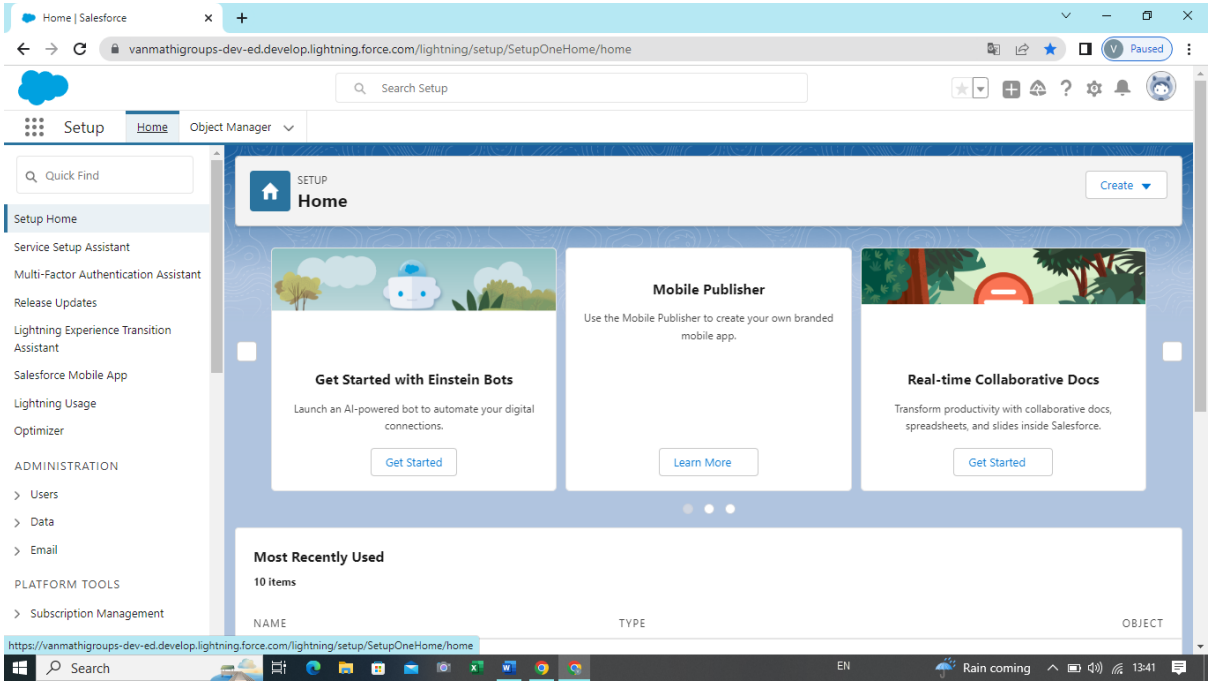
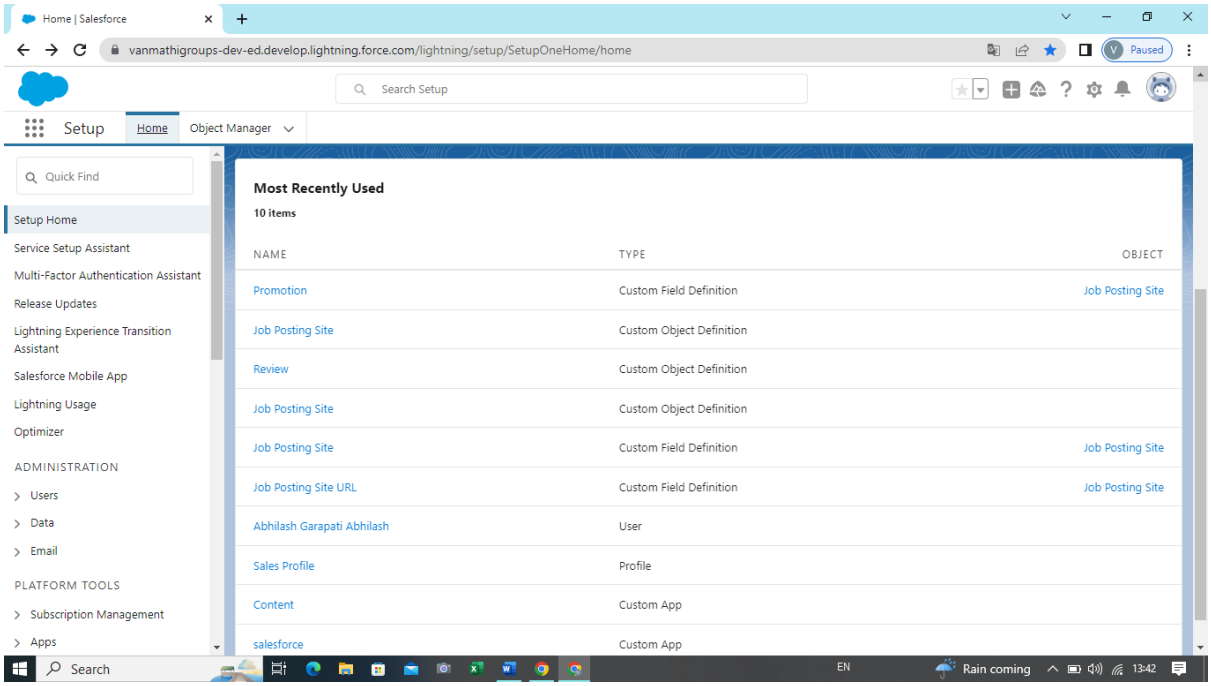
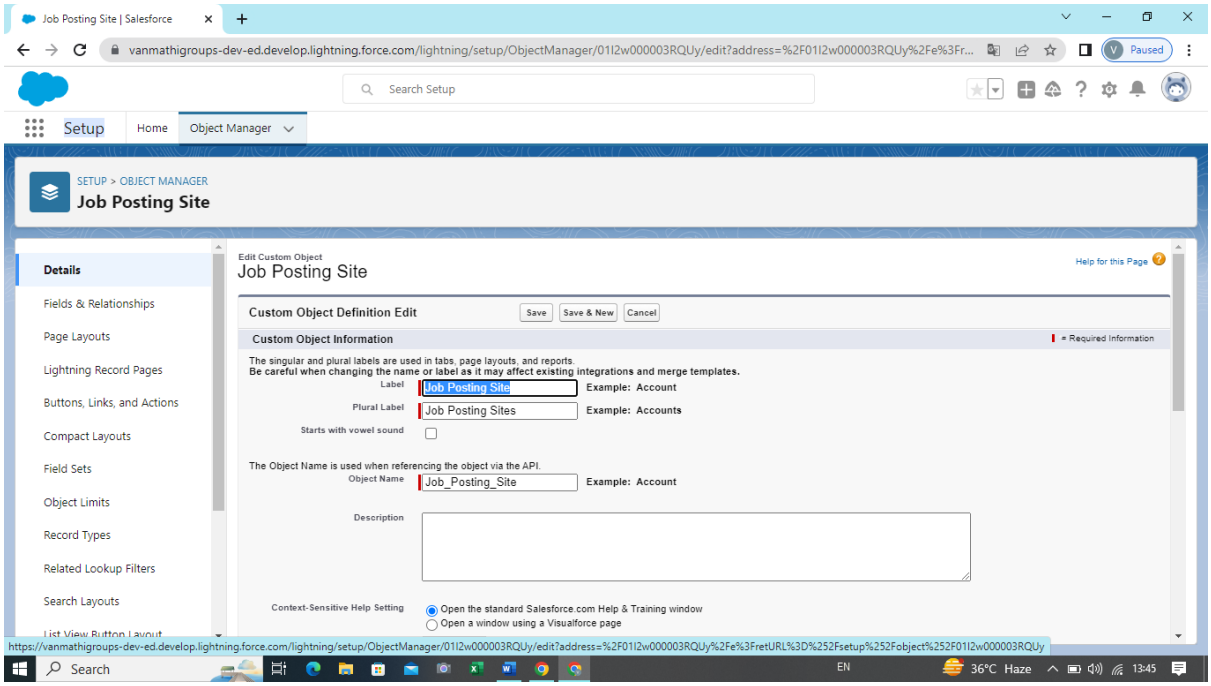
	Promotion c	Master Detail(Promotion)

3.2 Activity & Screenshot



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Search Setup
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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
Edit Custom Object
Job Posting Site
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
Job Posting Site
Example: Account
Plural Label
Job Posting Sites
Example: Accounts
Starts with vowel sound
The Object Name is used when referencing the object via the API.
Object Name
Job_Posting_Site
Example: Account
Description
Context-Sensitive Help Setting
Open the standard Salesforce.com Help & Training window
Open a window using a Visualforce page
Search
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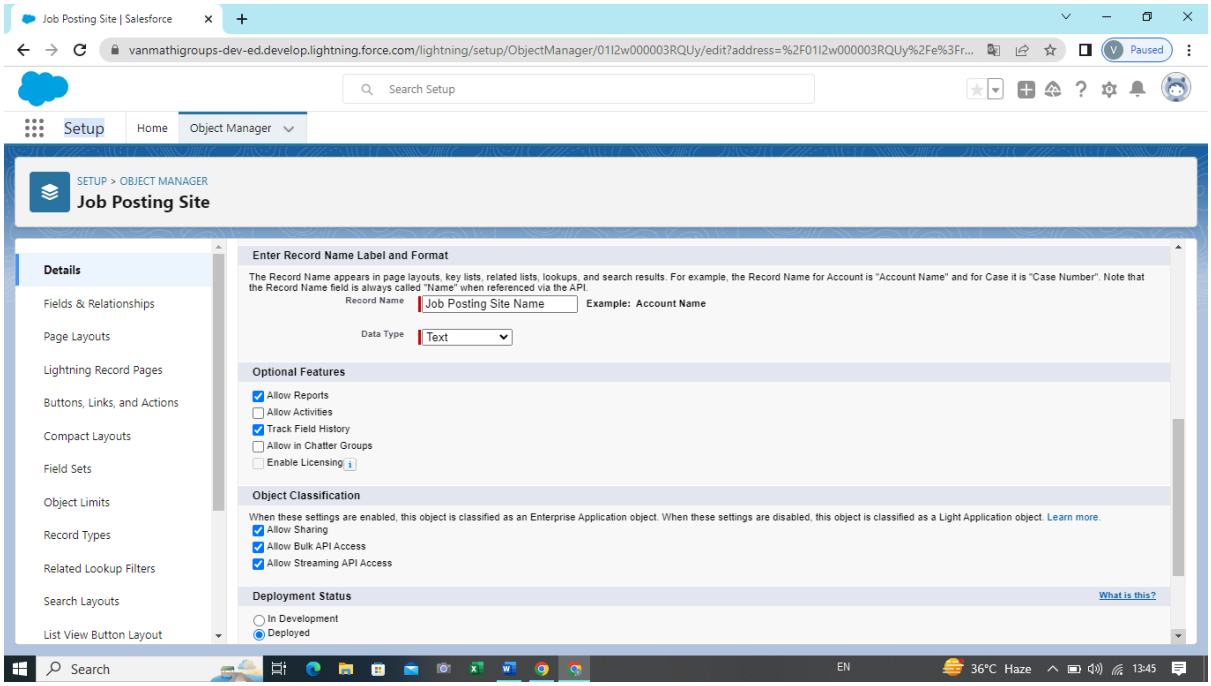
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Object Manager
SETUP > OBJECT MANAGER
Job Posting Site
Details
Fields & Relationships
Page Layouts
Lightning Record Pages
Buttons, Links, and Actions
Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
Search Layouts
Enter Record Name Label and Format
The Record Name appears in page layouts, key lists, related lists, lookups, and search results. For example, the Record Name for Account is "Account Name" and for Case it is "Case Number". Note that the Record Name field is always called "Name" when referenced via the API.
Record Name
Job Posting Site Name
Example: Account Name
Data Type
Text
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
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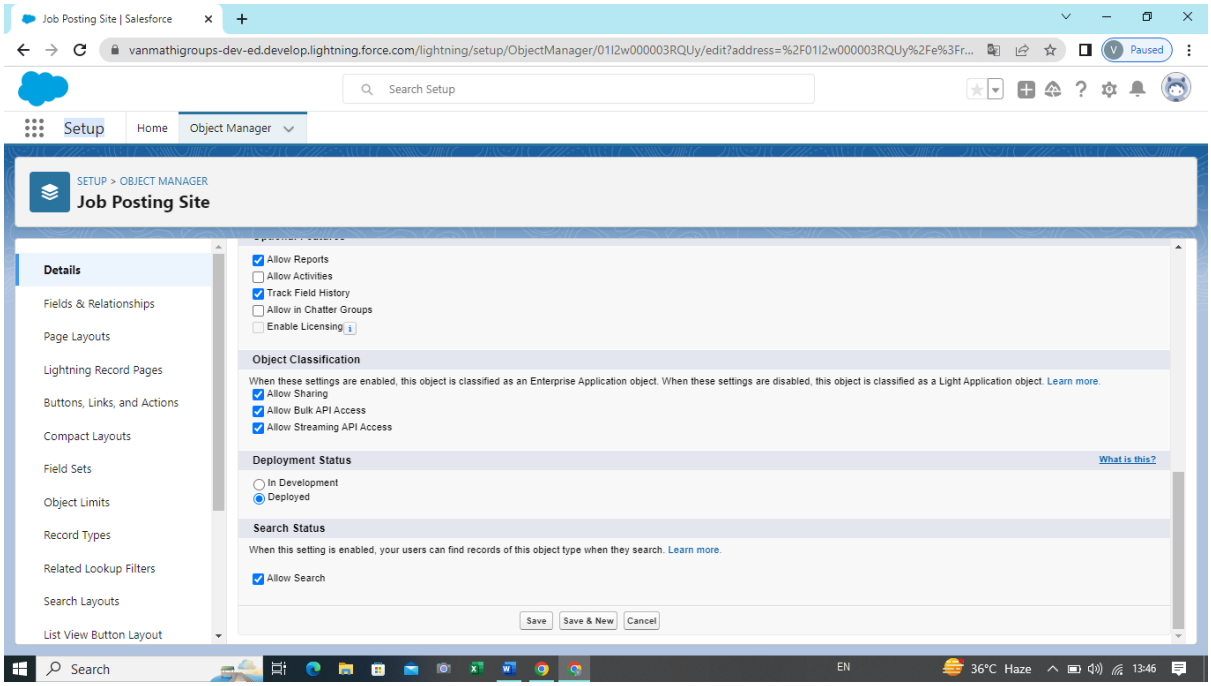
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Compact Layouts
Field Sets
Object Limits
Record Types
Related Lookup Filters
Search Layouts
List View Button Layout
Allow Reports
Allow Activities
Track Field History
Allow in Chatter Groups
Enable Licensing
Object Classification
When these settings 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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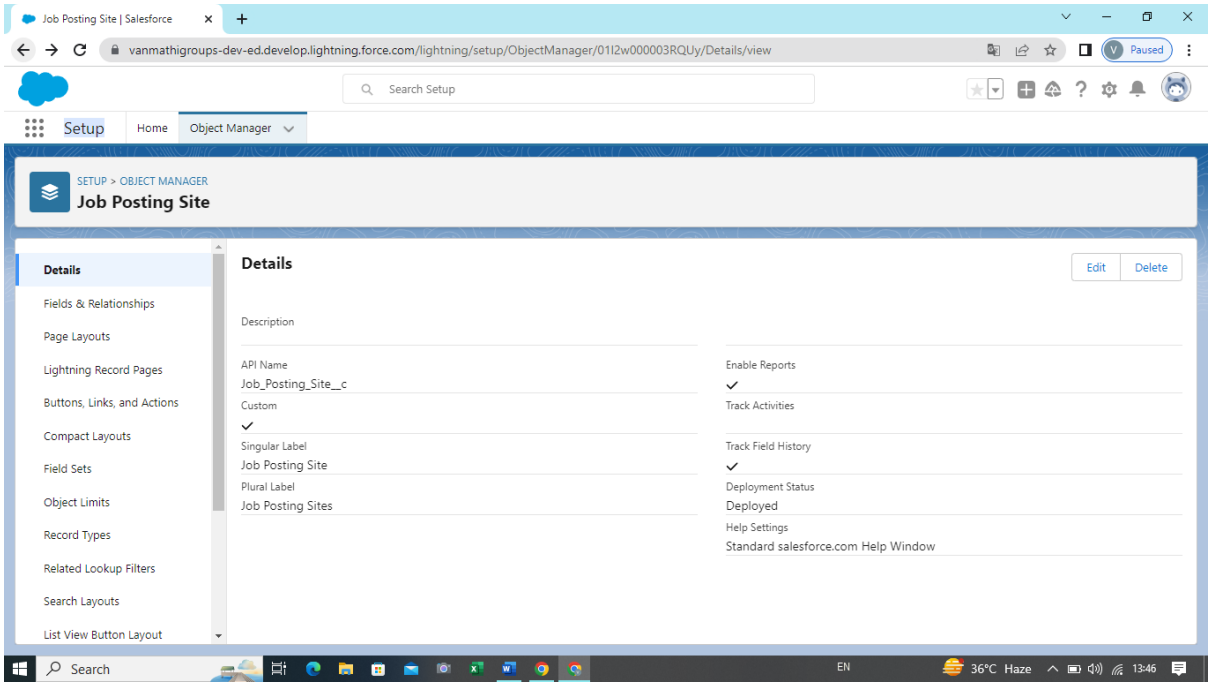
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Related Lookup Filters
Search Layouts
List View Button Layout
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Plural Label
Job Posting Sites
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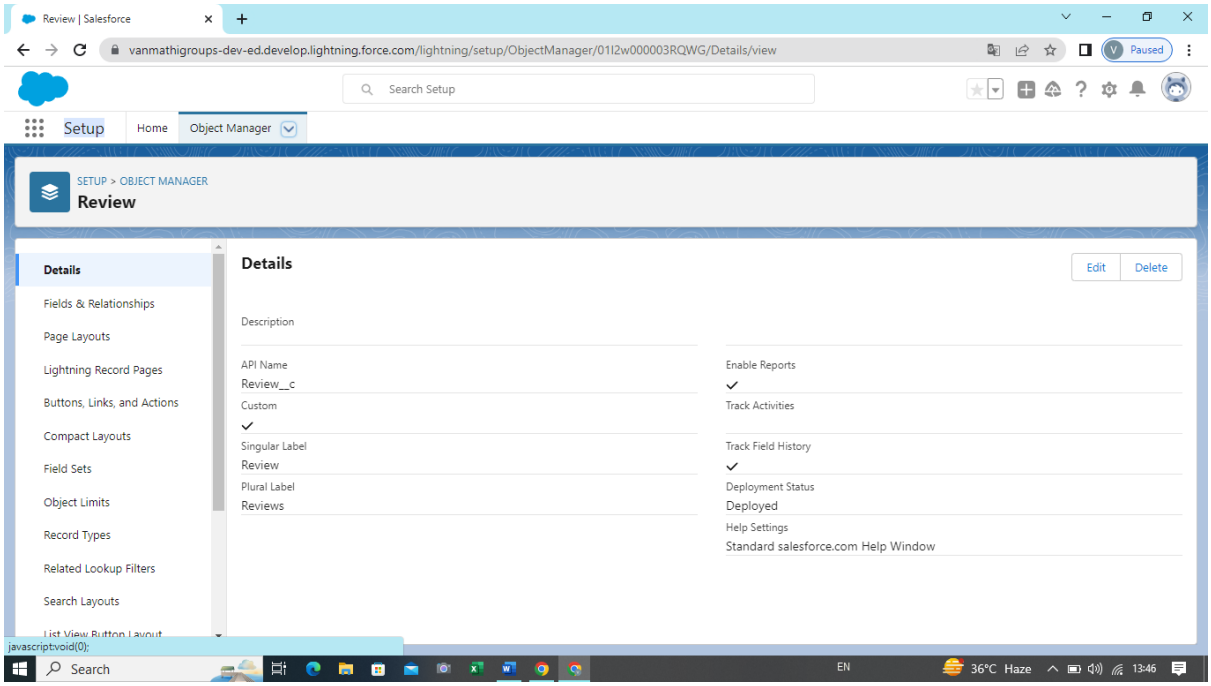
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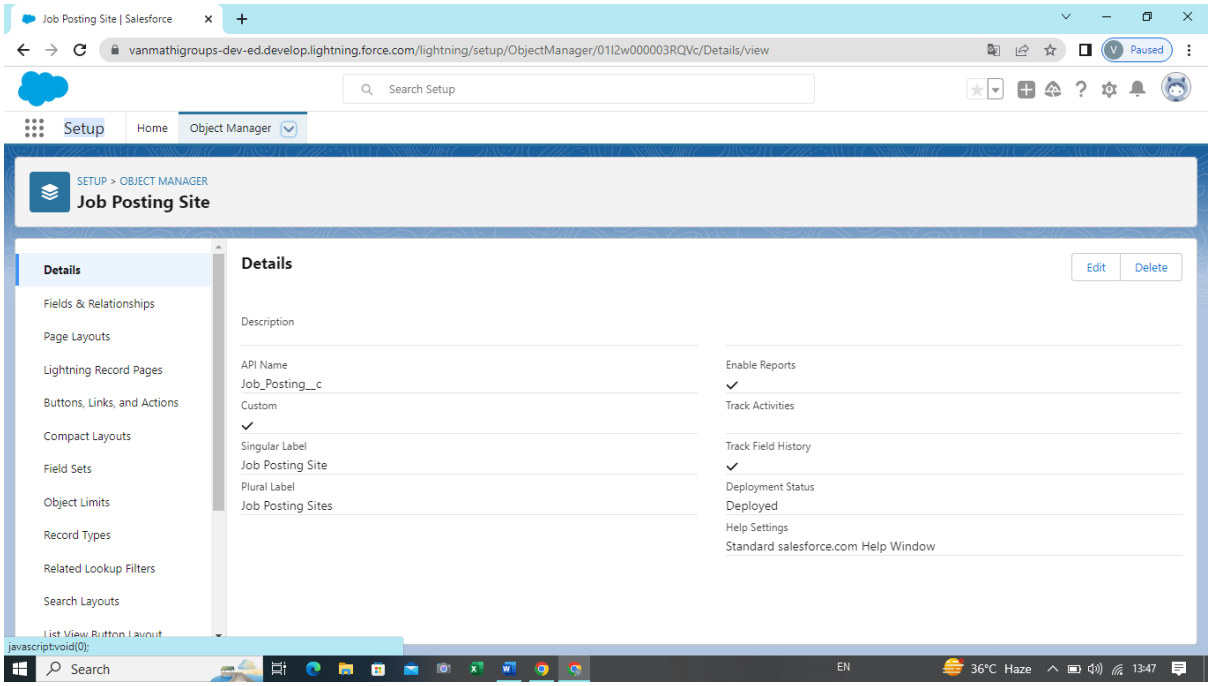
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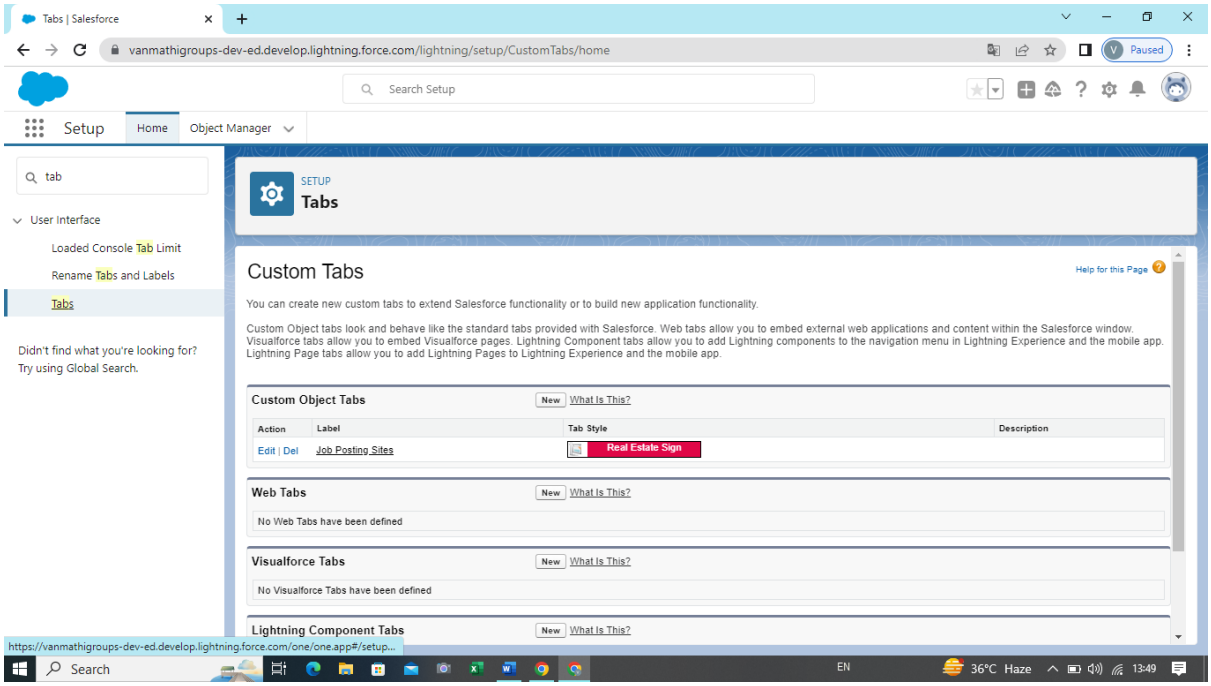
Tabs | Salesforce
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User Interface
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Rename Tabs and Labels
Tabs
Didn't find what you're looking for?
Try using Global Search.
SETUP
Tabs
Custom Tabs
Help for this Page
You can create new custom tabs 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.
Custom Object Tabs
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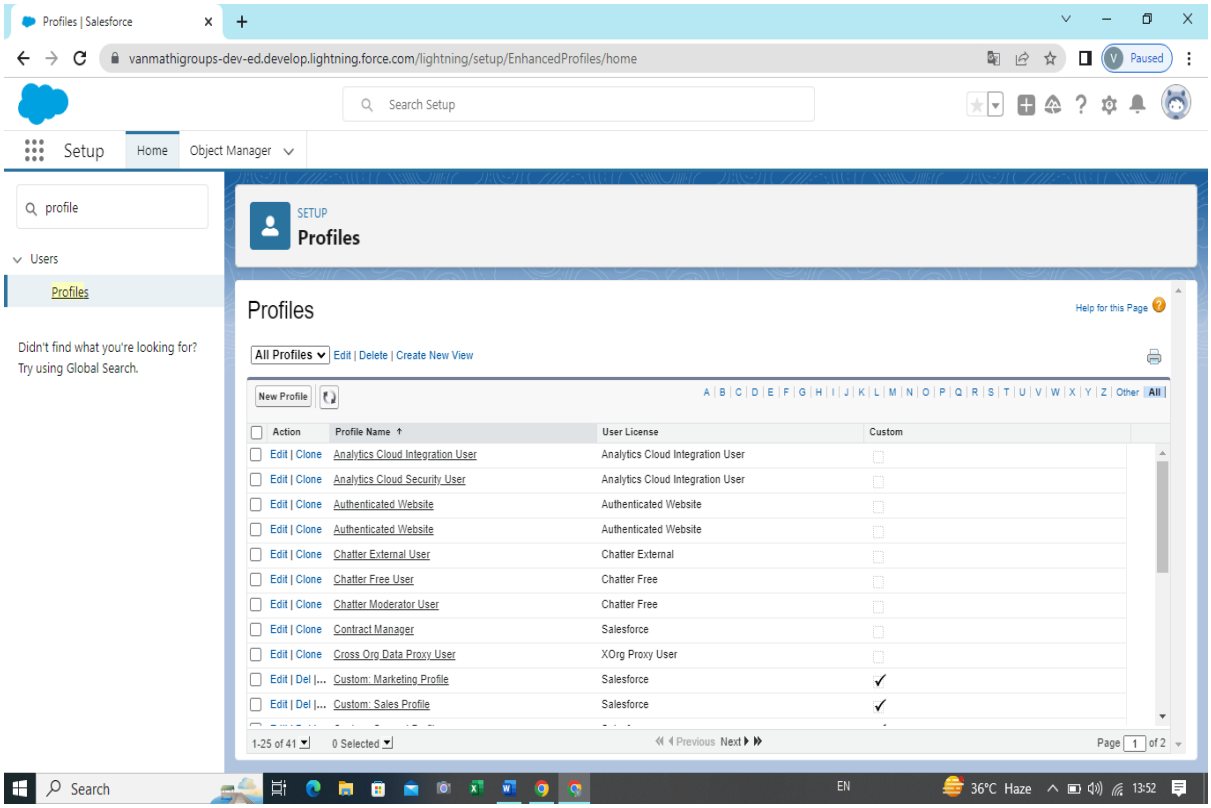
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User License
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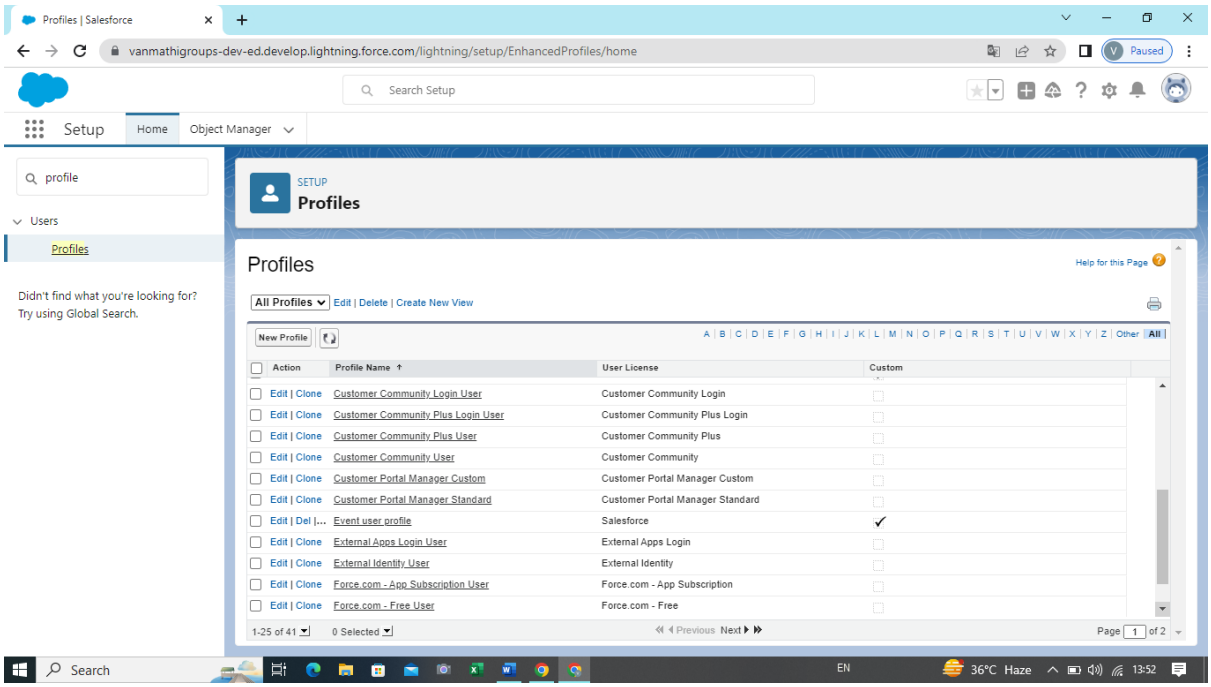
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Customer Portal Manager Custom
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Customer Portal Manager Standard
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External Apps Login
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External Identity User
External Identity
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Force.com - App Subscription
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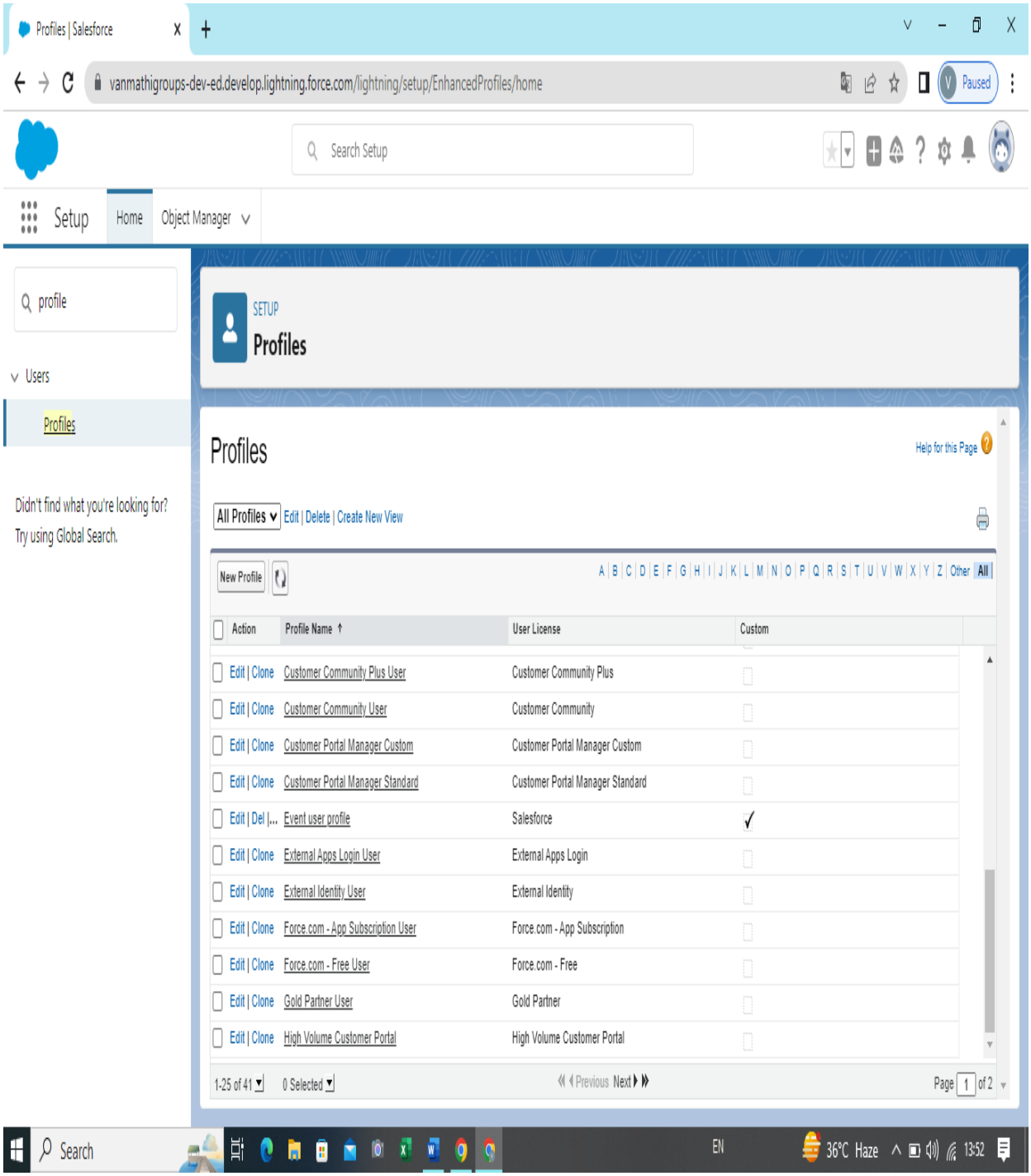
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Didn't find what you're looking for?
Try using Global Search.
SETUP
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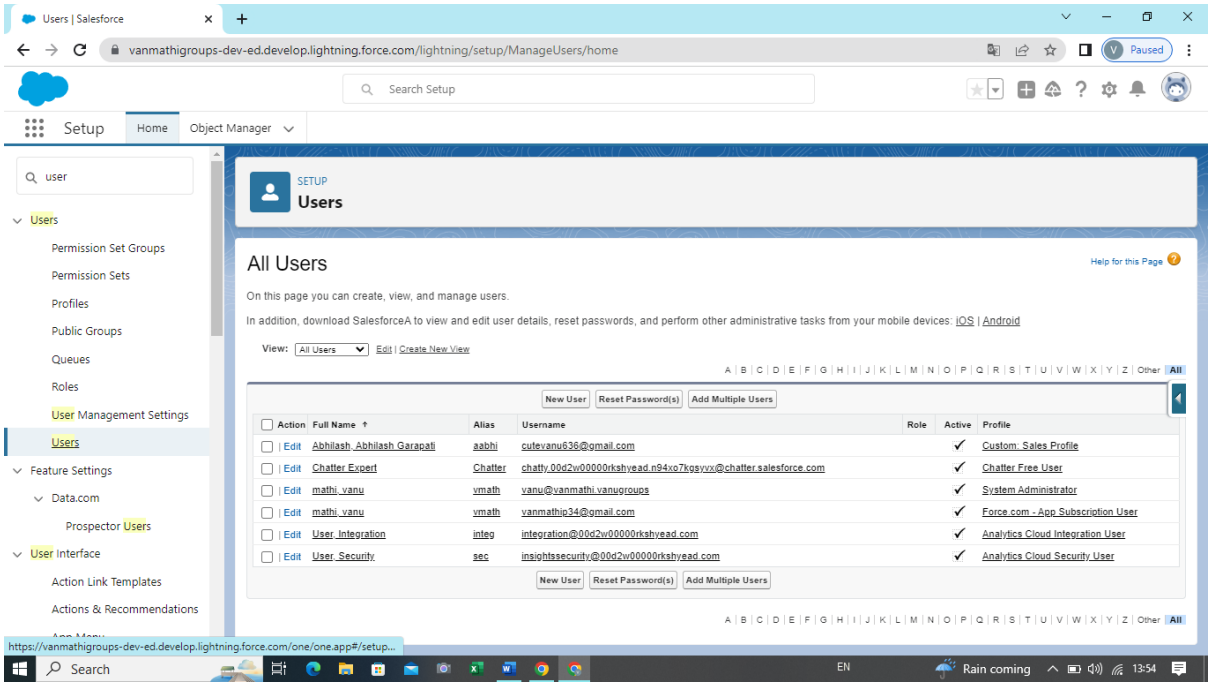
Users | Salesforce
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Permission Set Groups
Permission Sets
Profiles
Public Groups
Queues
Roles
User Management Settings
Users
Feature Settings
Data.com
Prospector Users
User Interface
Action Link Templates
Actions & Recommendations
SETUP
Users
All Users
Help for this Page
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
View: All Users Edit | Create New View
New User
Reset Password(s)
Add Multiple Users
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Full Name
Alias
Username
Role
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Edit | Abhilash, Abhilash Garapati | aabhi | cutevanu636@gmail.com | Custom: Sales Profile
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Edit | mathi, vanu | vmath | vanu@vanmathi.vanugroups | System Administrator
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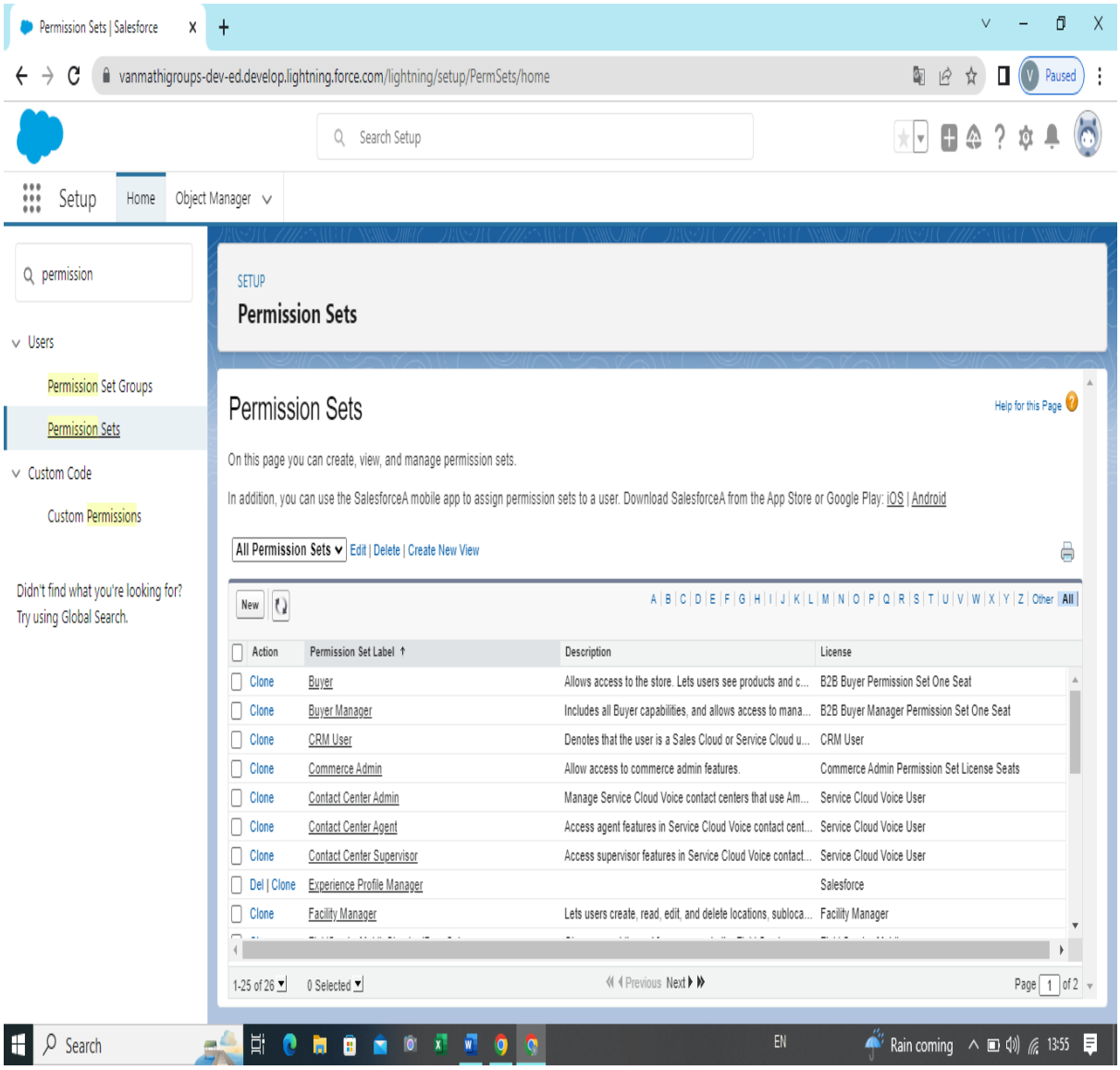
Permission Sets | Salesforce
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Didn't find what you're looking for?
Try using Global Search.
SETUP
Permission Sets
Permission Sets
Help for this Page
On this page you can create, view, and manage permission sets.
In addition, you can use the SalesforceA 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
New
Action
Permission Set Label
Description
License
Clone | Buyer | Allows access to the store. Lets users see products and c... | B2B Buyer Permission Set One Seat
Clone | Buyer Manager | Includes all Buyer capabilities, and allows access to mana... | B2B Buyer Manager Permission Set One Seat
Clone | CRM User | Denotes that the user is a Sales Cloud or Service Cloud u... | CRM User
Clone | Commerce Admin | Allow access to commerce admin features. | Commerce Admin Permission Set License Seats
Clone | Contact Center Admin | Manage Service Cloud Voice contact centers that use Am... | Service Cloud Voice User
Clone | Contact Center Agent | Access agent features in Service Cloud Voice contact cent... | Service Cloud Voice User
Clone | Contact Center Supervisor | Access supervisor features in Service Cloud Voice contact... | Service Cloud Voice User
Del | Clone | Experience Profile Manager | Salesforce
Clone | Facility Manager | Lets users create, read, edit, and delete locations, subloca... | Facility Manager
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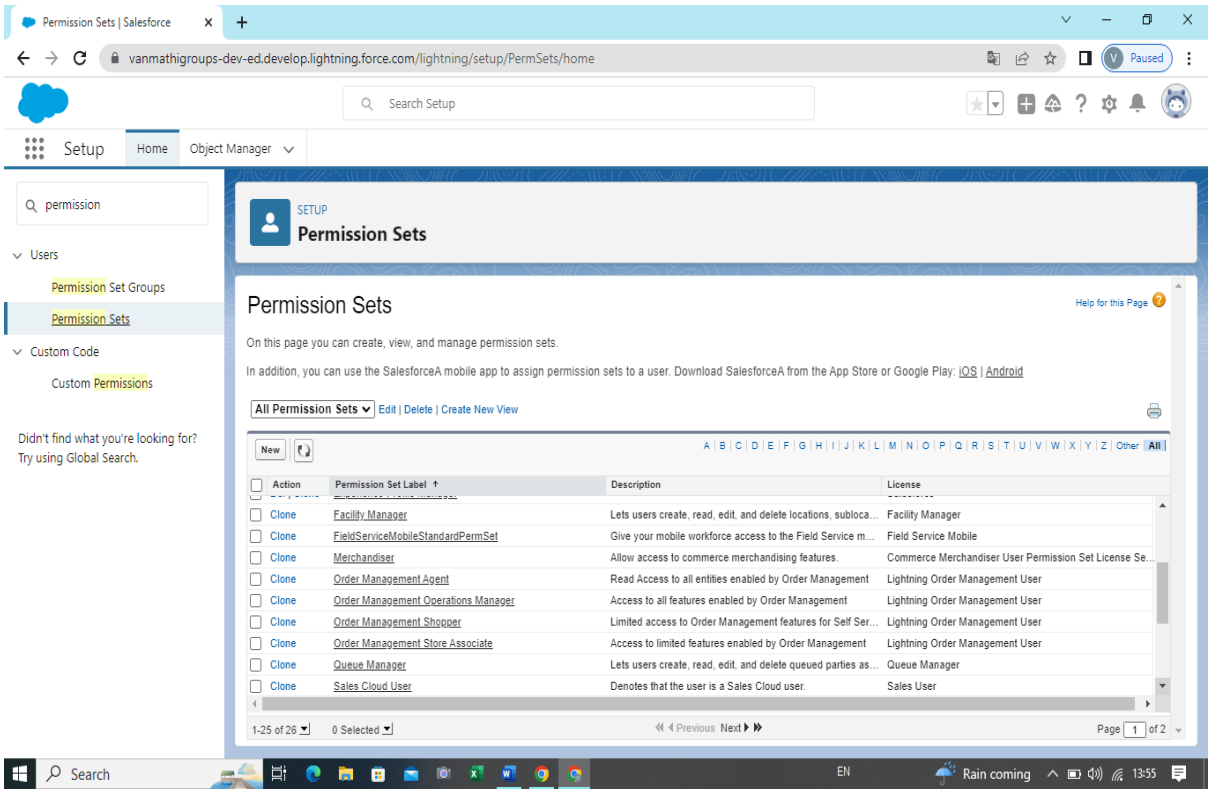
Rain coming
13:55


Permission Sets | Salesforce
vanmathigroups-dev-ed.develop.lightning.force.com/lightning/setup/PermSets/home
Search Setup
Setup
Home
Object Manager
permission
Users
Permission Set Groups
Permission Sets
Custom Code
Custom Permissions
Didn't find what you're looking for?
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SETUP
Permission Sets
Permission Sets
Help for this Page
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
New
Action
Permission Set Label
Description
License
Clone
Facility Manager
Lets users create, read, edit, and delete locations, subloca...
Facility Manager
Clone
FieldServiceMobileStandardPermSet
Give your mobile workforce access to the Field Service m...
Field Service Mobile
Clone
Merchandiser
Allow access to commerce merchandising features.
Commerce Merchandiser User Permission Set License Se...
Clone
Order Management Agent
Read Access to all entities enabled by Order Management
Lightning Order Management User
Clone
Order Management Operations Manager
Access to all features enabled by Order Management
Lightning Order Management User
Clone
Order Management Shopper
Limited access to Order Management features for Self Ser...
Lightning Order Management User
Clone
Order Management Store Associate
Access to limited features enabled by Order Management
Lightning Order Management User
Clone
Queue Manager
Lets users create, read, edit, and delete queued parties as...
Queue Manager
Clone
Sales Cloud User
Denotes that the user is a Sales Cloud user.
Sales User
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0 Selected
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Search
EN
Rain coming
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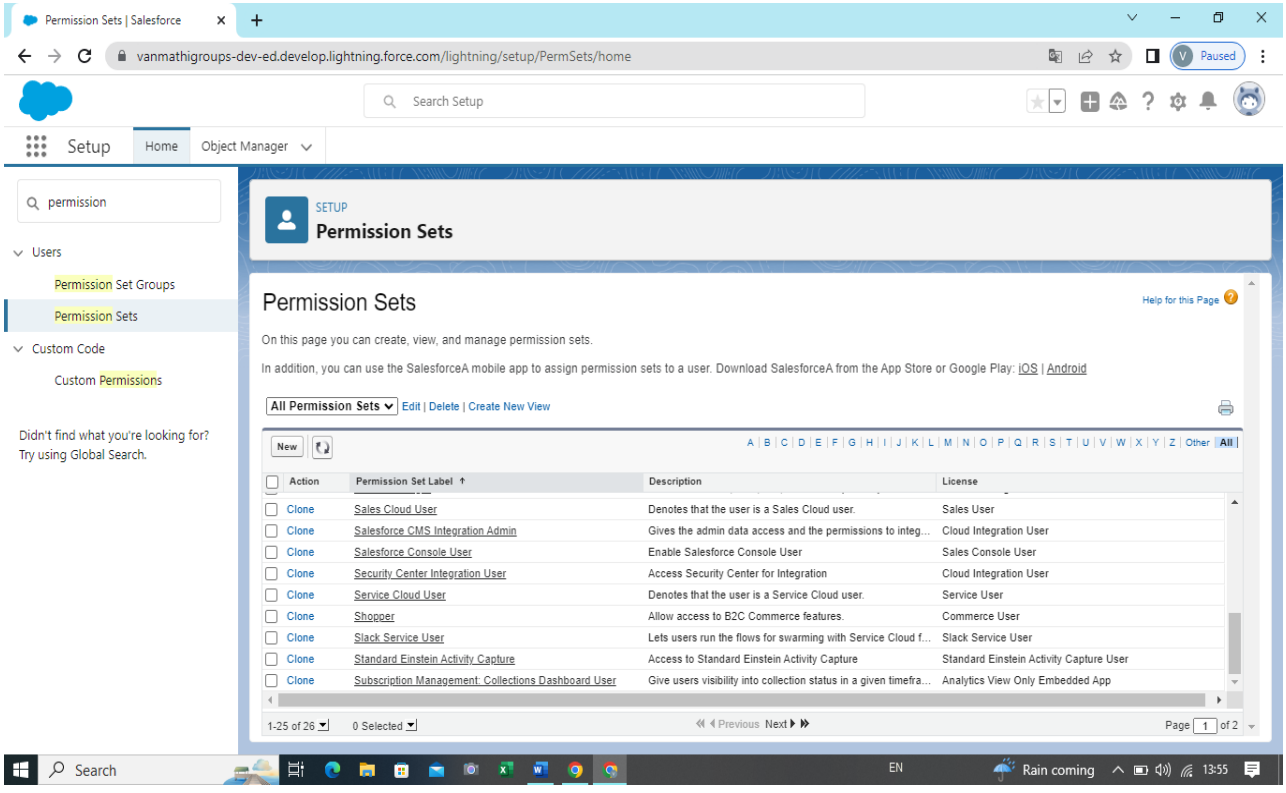
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Sales Cloud User
Denotes that the user is a Sales Cloud user.
Sales User
Clone
Salesforce CMS Integration Admin
Gives the admin data access and the permissions to integ...
Cloud Integration User
Clone
Salesforce Console User
Enable Salesforce Console User
Sales Console User
Clone
Security Center Integration User
Access Security Center for Integration
Cloud Integration User
Clone
Service Cloud User
Denotes that the user is a Service Cloud user.
Service User
Clone
Shopper
Allow access to B2C Commerce features.
Commerce User
Clone
Slack Service User
Lets users run the flows for swarming with Service Cloud f...
Slack Service User
Clone
Standard Einstein Activity Capture
Access to Standard Einstein Activity Capture
Standard Einstein Activity Capture User
Clone
Subscription Management: Collections Dashboard User
Give users visibility into collection status in a given timefra...
Analytics View Only Embedded App
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13:55

4 Trailhead Profile Public URL

Team Lead- https://trailblazer.me/id/vanmp1

Team Member 1- https://trailblazer.me/id/kamo14

Team Member 2- https://trailblazer.me/id/mbhuvana6

Team Member 3- https://trailblazer.me/id/harihanish

5 ADVANTAGES & DISADVANTAGE

Advantages

- Reduce time to hire. ...
- Shorten onboarding times. ...
- Cost less. ...
- Strengthen employee engagement. ...
- Create resentment among employees and managers. ...
- Leave a gap in your existing workforce. ...
- Limit your pool of applicants. ...
- Result in inflexible culture.

They often help manage job trainings where employees can learn transferable skills. As an HR assistant, you might help provide employees with performance reviews that offer valuable information about their work. This allows them to identify areas of improvement in their skills and knowledge.

Disadvantages

The recruitment process saves lots of time, energy, and resources for the organization but also has some drawbacks. The most notable disadvantage of recruitment is that it leads to the stagnation of the work in the organization.

Maintaining a safe distance: ...

- Higher competition: ...
- Lower recognition value: ...
- Greater experience expected: ...

- Conflicts of opinion: ...
- Legal liabilities: ...
- Position restrictions:

APPLICATION

I am writing to apply for the position of HR Assistant with PharmaCorp. I have three years of human resources experience with a history of increased responsibility. As the current HR Assistant with Mega Industries I undertake activities such as conducting background checks calling candidates and checking references.

1. Write a clear subject line. ...
2. Include a salutation. ...
3. Introduce yourself in the first sentence. ...
4. Turn your cover letter into the body of your email. ...
5. Close with details. ...
6. Sign your email. ...
7. Attach your materials. ...
8. Proofread before you hit “send.”

CONCLUSION

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

“Human resource development is a means to an end. That end is usually acknowledged to be getting better results from the organization, teams and individuals by understanding and managing performance within an agreed framework of planned goals, objectives and standards”

FUTURE SCOPE

Human Resource Management Professionals are termed as the backbone of an organization. There is a huge demand for such professionals in both the public and private sectors. No matter if you're looking at startups or big reputed companies, human resources play a crucial role in the formation of a company's future. The human resources management department basically is the team that helps an organization increase productivity while also maintaining employee satisfaction.

Due to the great demand for these professionals, this is the right time to start preparing to follow your career as an HR. Human Resource managers are considered as the controllers of the human resources department. Moreover, they provide insurance for functions and tasks existing carried out by the HR team. They also serve as the link between the company and its employees. Also, their work runs from delivering consultation on strategic planning with top executives to recruiting, interviewing, and hiring new staff.

Motivate and retain the most qualified talent by directing the administrative functions of the HR department.

- Ensuring that the administration, coordination, and evaluation of human resources plans and programs are realized.
- Developing and administering the human resources plans and procedures related to company requirements.
- Plan, organize, and control the activities and actions of the HR department.
- Contribute to the development of HR department goals, objectives, and systems.
- Implement and revise a company's compensation program.
- Conduct annual salary surveys.
- Develop, analyze, and update the company's salary budget and evaluation program.
- Maintain affirmative action programs.
- Control recruitment efforts for all personnel, including writing and placing job ads.