Recruiting Assistant for HR Managers

Project Report

1. INTRODUCTION

1.1 Overview

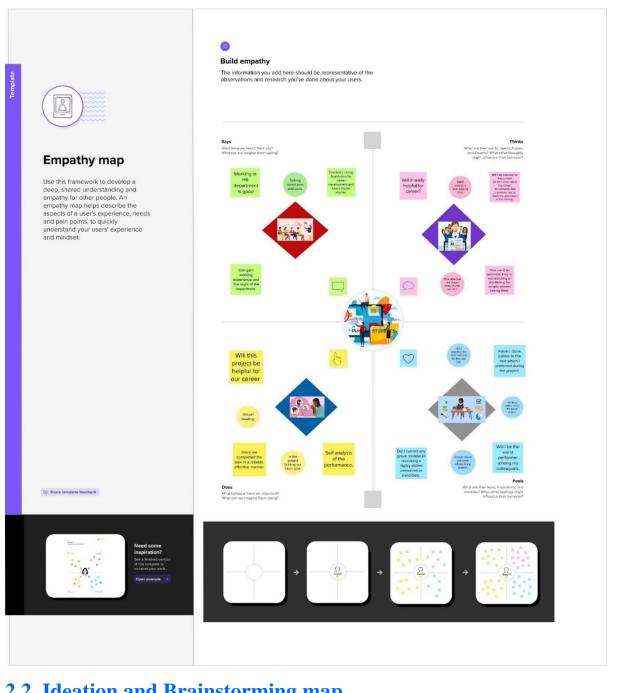
Recruitment is the overall process of identifying, souring, screening, shortlisting and interviewing candidates for jobs within an organisation recruitment. Salesforce platform forms an easy way to recruit Assistant for HR managers, and helps to shortlist the candidates with qualifying remarks. In this project, we use custom objects, relationships, page layouts to give the HR team easy access to data they need on an existing recruitment app. To make the existing app more efficient for the HR team we create custom objects and relationships to store and access the data more efficiently. We install an unmanaged package in the org to get metadata that acts as existing data in the recruitment app

1.2 Purpose

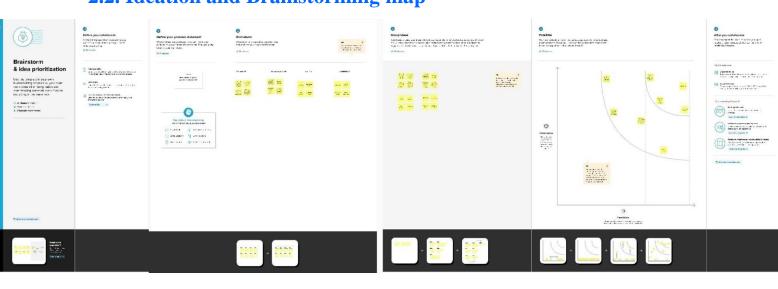
A Human Resources (HR) Assistant is a Professional who is responsible for the daily administrative and HR duties of an organization. They assist with recruitment and record maintenance for payroll as well as provide clerical support to all employees. The purpose of using Salesforce is to help our marketing, sales, commerce, service, etc. and helps businesses keep track of customer interactions and sales data.

2. Problem Definition & Design Thinking

2.1Empathy map



2.2. Ideation and Brainstorming map



Result

3.1 Data Model

Object name	Field in the object	
Job posting website	Field label	Data type
	Job posting website	Text
	Job posting website URL	URL
	Job posting website status URL	URL
	Job posting website Technical site URL	URL
	Job posting website Description URL	URL
Review	Field label	Data type
	Review	Auto number
Job Posting	Field label	Data type
	Job Posting	Auto number
	Job Posting Website	Master-detail relationship
	Position	Master-detail relationship

Creation of developer account

- Search Developer.salesforce.com
- Enter the following details like First name, last name, Email, Role, Company, Country/Region,
 Postal code, and Username and sign up
- You'll receive a mail to verify account link you can create your new password
- Click save.
- Search login.salesforce.com
- By using username and password you can into the Salesforce org.







r.salesforce.com









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- Stay protected with enterprise-grade security
 - Customize UI with clicks or any leading-edge web framework



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Complete the form to start your free trial. Our team will be in touch to help you make the most of your trial.

First Name*	Last Name*	
Vasanthi	R	
Email*		
vasa07boo@gmail.c	om	
Role*		
Developer		~
Company*		
Government Arts an	d Science College Nagercoil	
Country/Region*		
India		~
Postal Code*		
629004		

Username*

Statement.

vasa07boo@gmail.com

Your username must be in the form of an email address (it does not have to be real). It must be unique and cannot be associated with another Salesforce login credential. Read more about username recommendations.

| a gree to the Main Services Agreement – Developer Services

By registering, you confirm that you agree to the processing of your personal data by Salesforce as described in the Privacy

and Salesforce Program Agreement.

Sign me Up

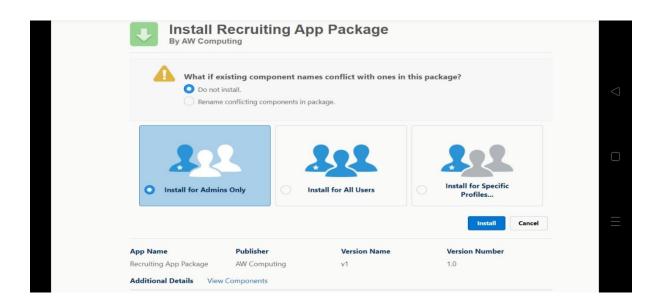
Already have a Salesforce Developer Environment?

Log in

Package installation

Click the App Launcher, then click **Playground Starter** and follow the steps

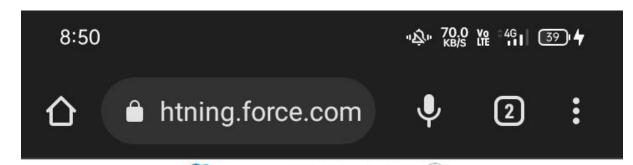
- 1. Click the install a package tab.
- 2. Paste 04t0P00000N9rs into the field.
- 3. Click install.
- 4. Select install for admins only,

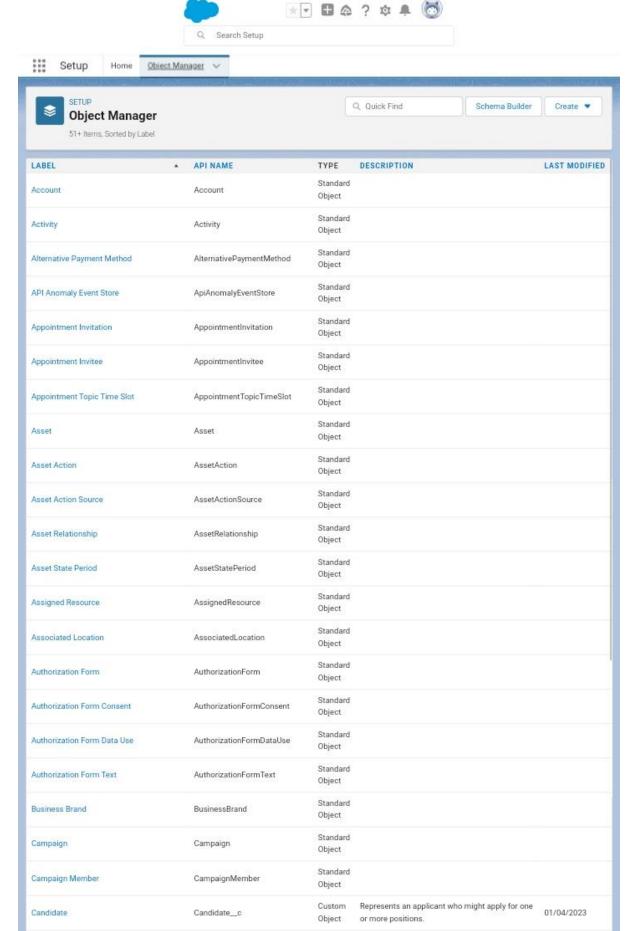


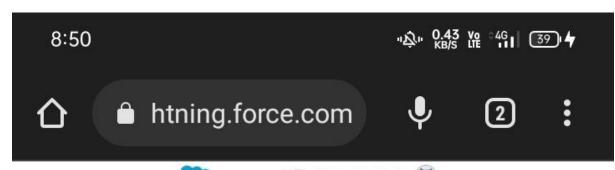
Note: Instead of job posting sites we used job posting websites everywhere.

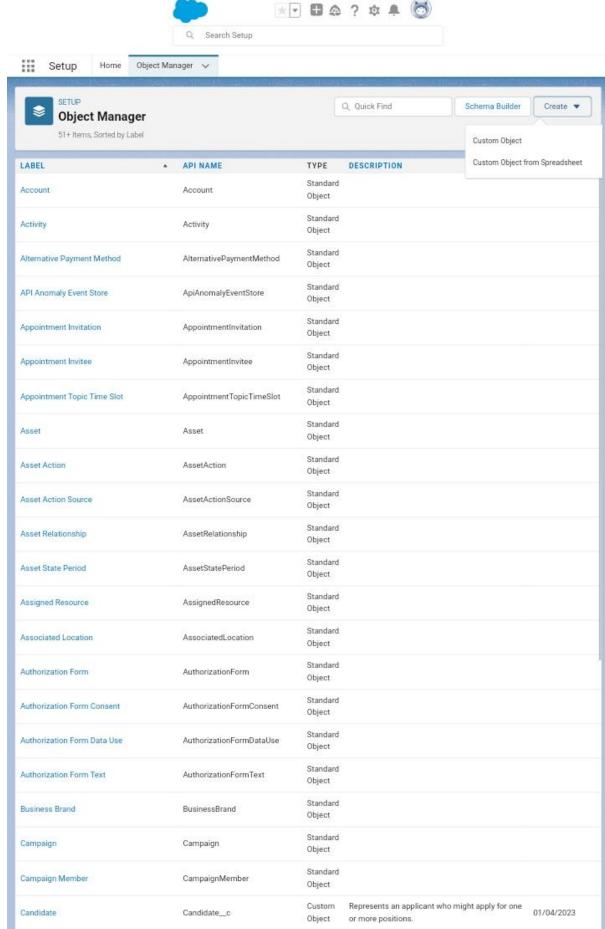
Create a custom object for Job Posting Websites

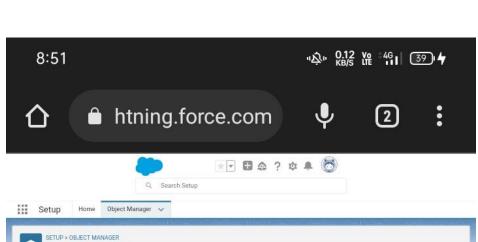
- From setup click on object manager
- Click create, select custom object.
- Fill in the label as "Job Posting Website".
- Fill in the plural label as "Job Posting Websites".
- Record name: "Site Name"
- Select the data type as "Text".
- In the Optional Features section, select Allow Reports and Track
- Field History.
- In the Deployment Status section, ensure Deployed is
- Selected.
- In the Search Status section, select Allow Search.
- 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.
- Leave everything else as is, and click Save.

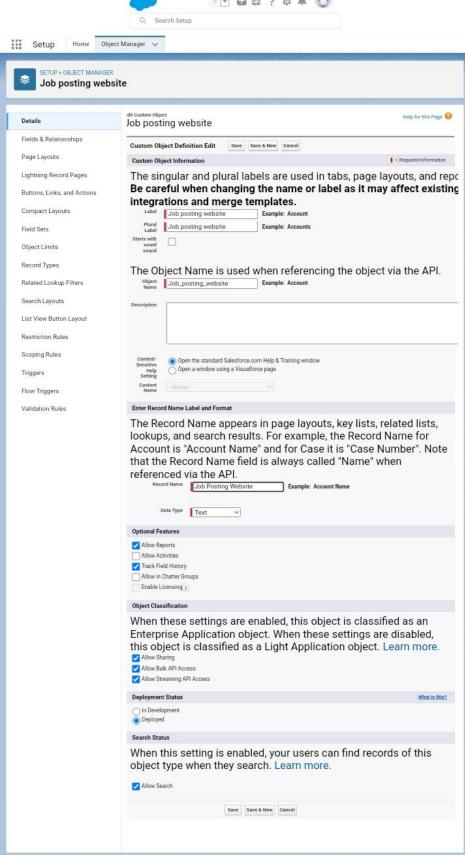








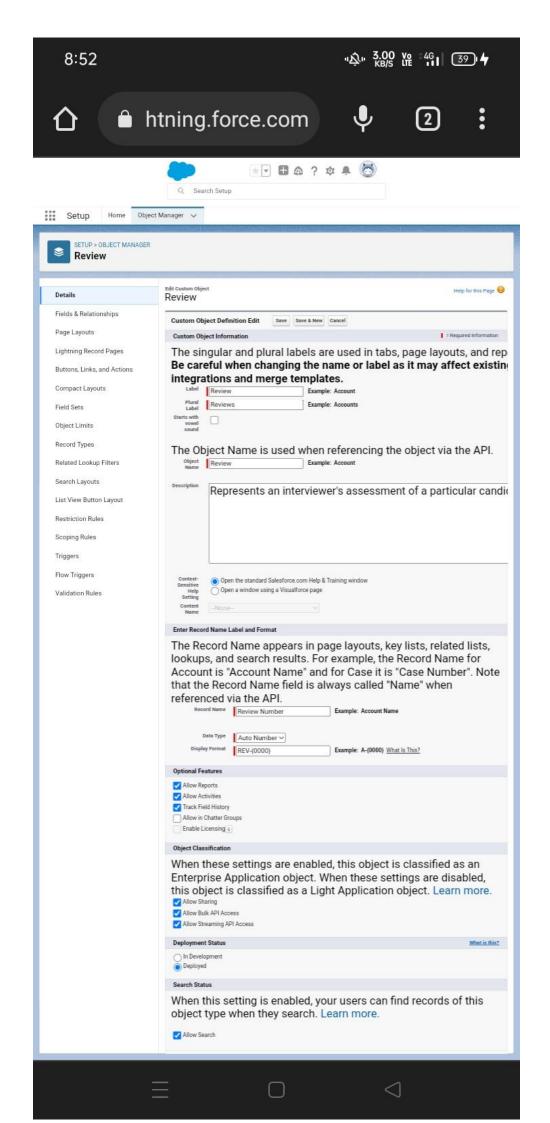




Create a custom object for reviews

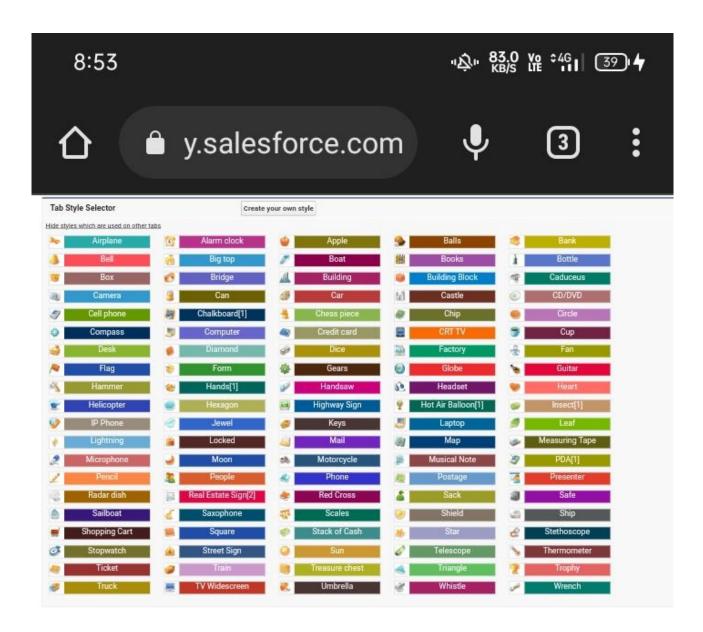
To create a custom object, follow these steps:

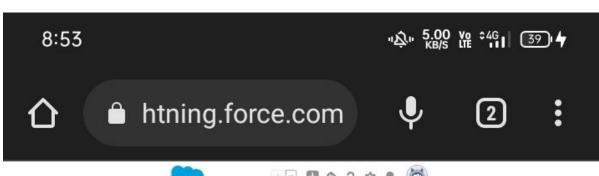
- 1. From setup click on object manager.
- 2. Click create, select custom object.
- 3. Fill in the label as "Review".
- 4. Fill in the plural label as "Reviews".
- 5. Record name: "Review Number"
- 6. Select the data type as "Auto Number".
- 7. Under display format enter "REV-{0000}".
- 8. Enter the starting number as 1.
- 9. In the Optional Features section, select Allow Reports and Track Field History.
- 10. In the Deployment Status section, ensure Deployed is selected.
- 11. In the Search Status section, select Allow Search.
- 12. In the Object Creation Options section, select Add Notes and Attachments related list to default page layout.
- 13. Leave everything else as is, and click Save.

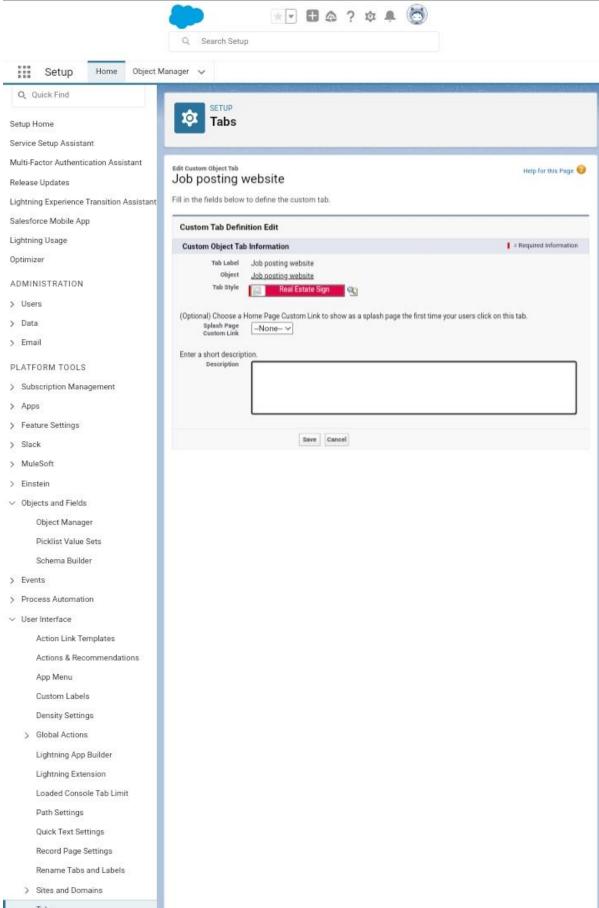


Activity 4 tabs

- Click the magnifying glass and select Real Estate.
- Click Next.
- Leave the profile as is and click Next.
- In the Add to Custom Apps section:
- Deselect Include Tab.
- Select Append tab to users' existing personal customizations.
- Click Save.



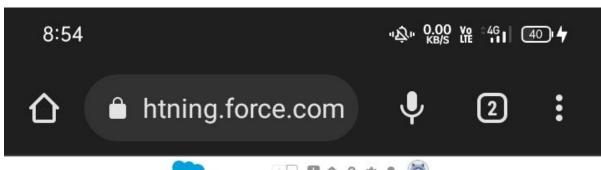


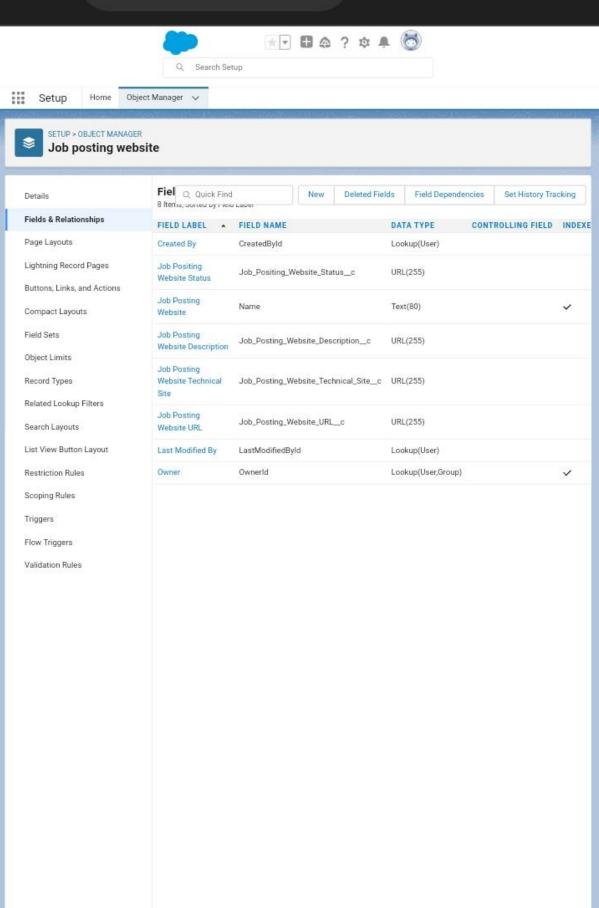


Themes and Branding

Create New Field for Job Posting Website

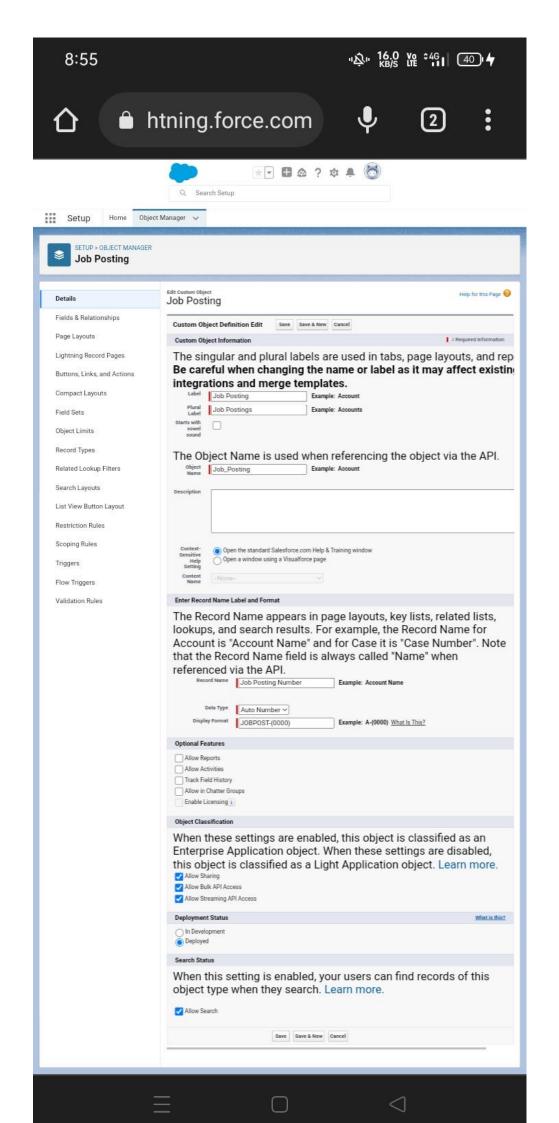
- From the object manager, click on the job posting website.
- click on Fields & Relationships.
- Click on new
- Select the data type as URL
- Click Next.
- For Field Label, enter the Job Posting Website URL.
- Click Next, Next, and click Save & New
- In similar way Create a Fields for Job Posting Website
 - 1. Status
 - 2. Technical site
 - 3. Description





Creating 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.
- 9. Leave everything else as is, and click save.

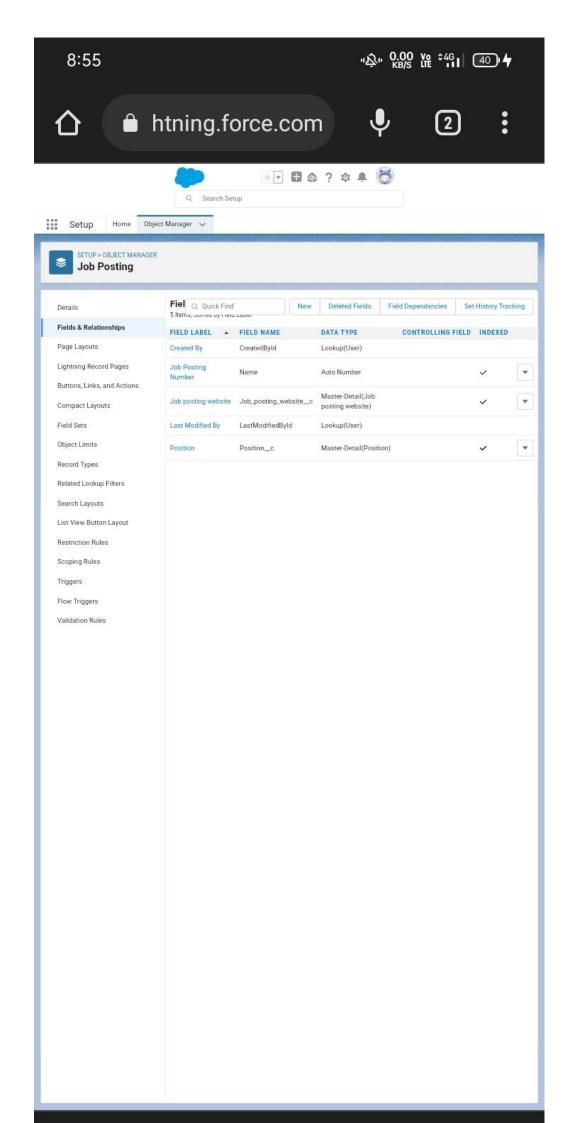


Creating a master-detail relationship between Job posting and job posting website.

- 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 Website.
- 5. Enter the label Job Posting Website.
- 6. Click next, next, next and save.

Creating a master-detail relationship between job posting and position.

- 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 position.
- 5. Enter the label Position.
- 6. Click next, next, next and save.



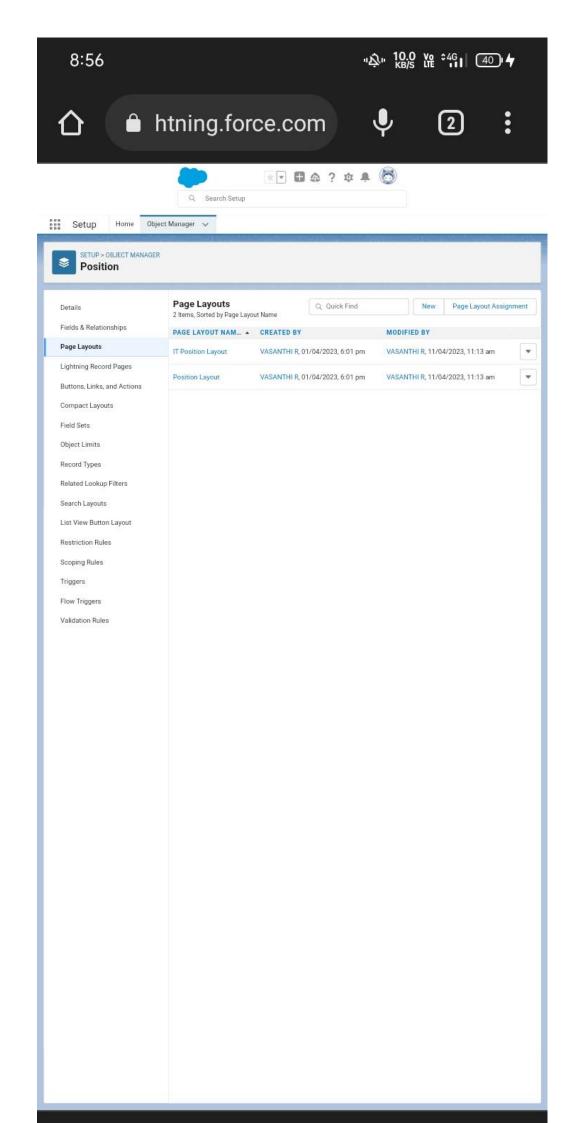
Modifying the page layouts:

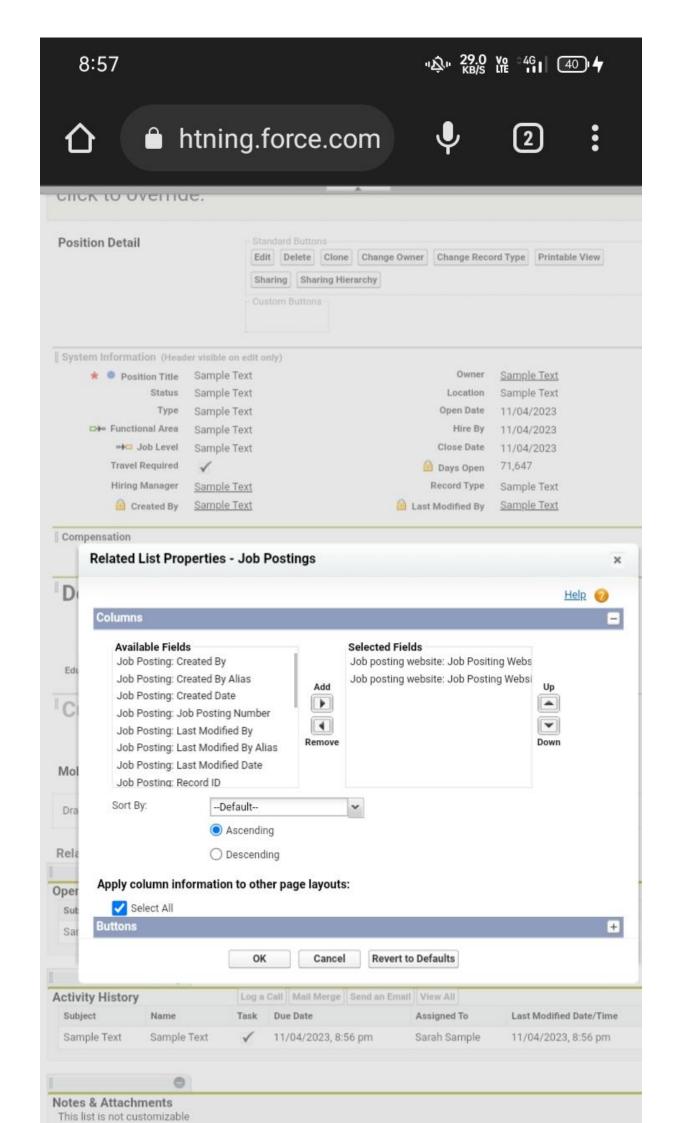
- 1. from setup, click on object manager.
- 2. Click position, then page layouts.
- 3. Click down array next to the position layout and select edit.
- 4. Scroll down to the job posting related list, and click the wrench icon in the header to edit it.
- 5. From the available fields section, select

Job posting website: Status

Job posting website: 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.





Create a Page layout for Review Object

Similar way page layout is created for review object.

Activity 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.

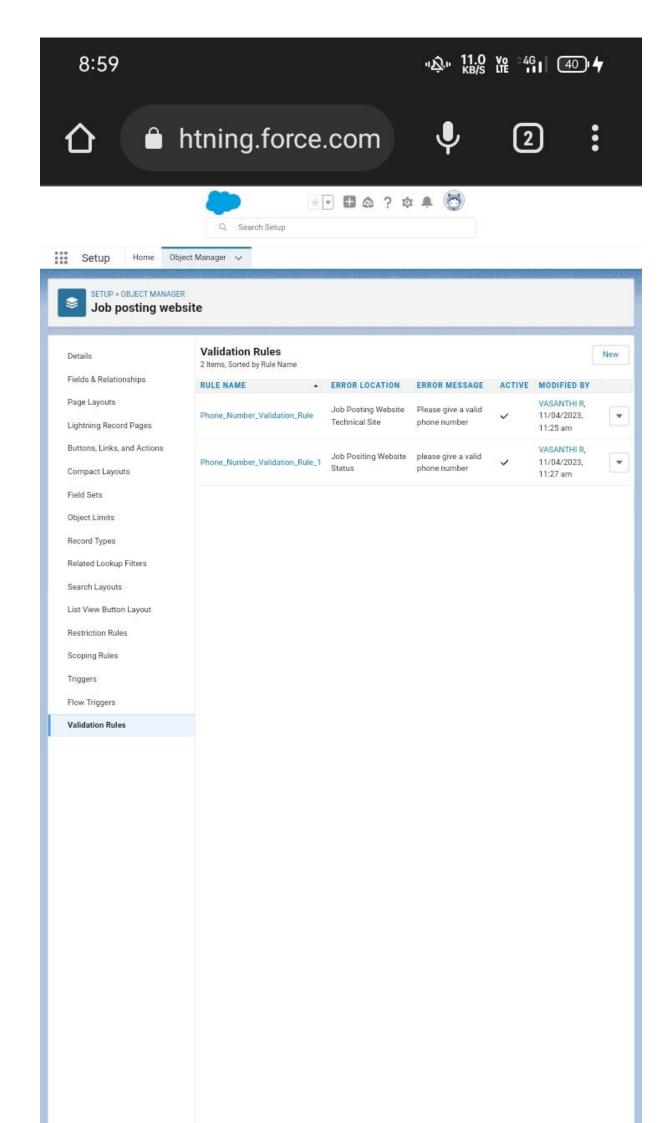
Give details as:

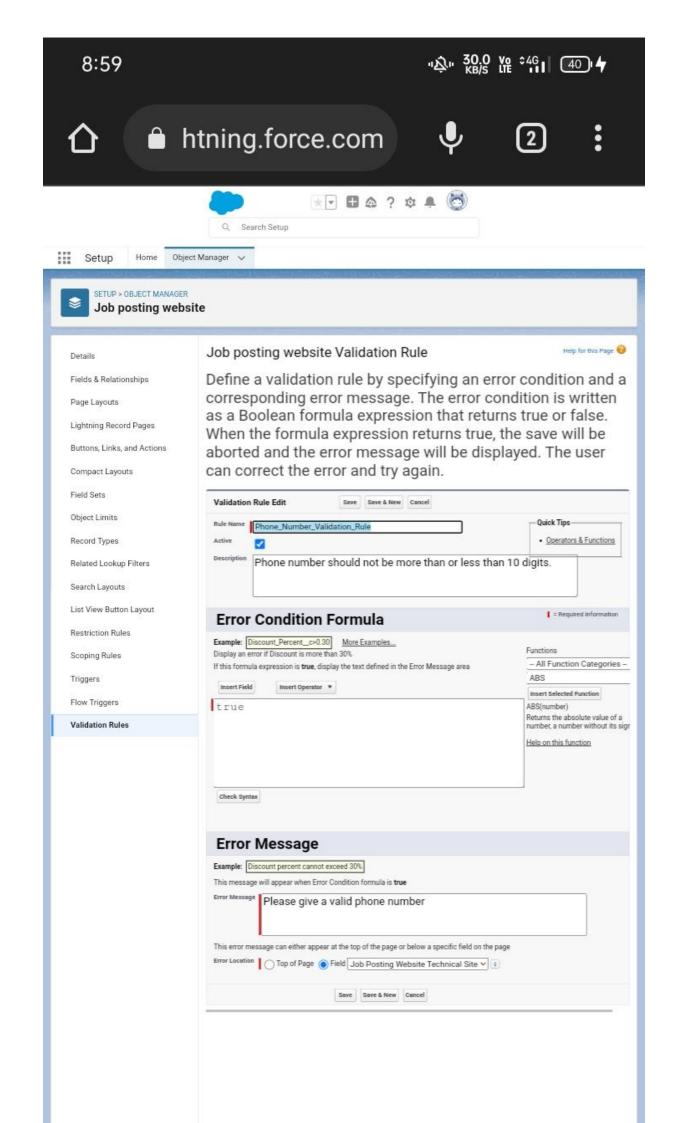
- 1. Rule name: Phone number validation rule.
- 2. Active: checked
- 3. Description: phone number should not be more than or less than 10 digits.
- 4. Under Error Condition Formula: write the condition using insert field, insert operator,

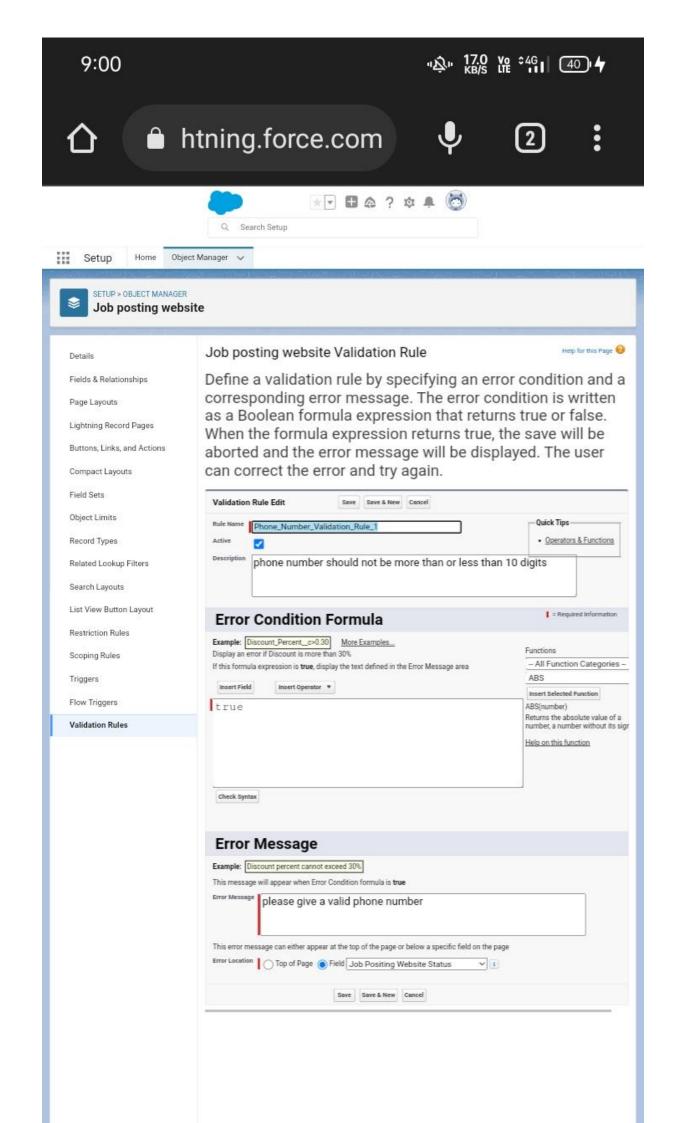
Insert function

- 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

In similar way Create a Validation rule For Technical Site Checkbox is equal to True





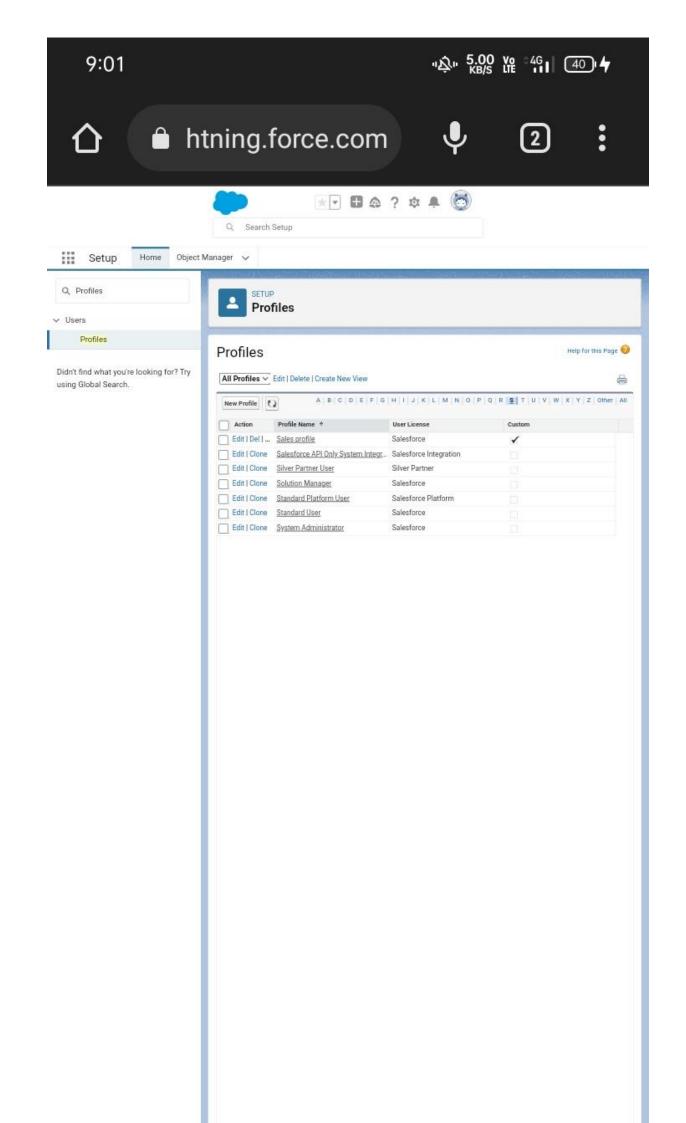


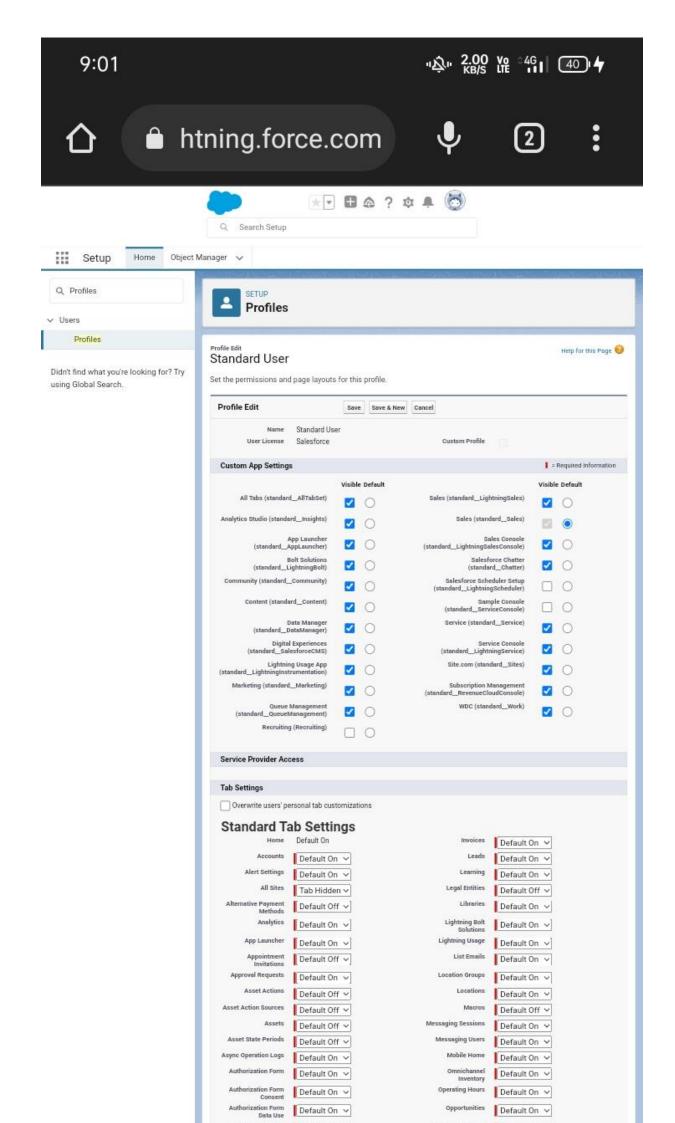
Creation on profile:

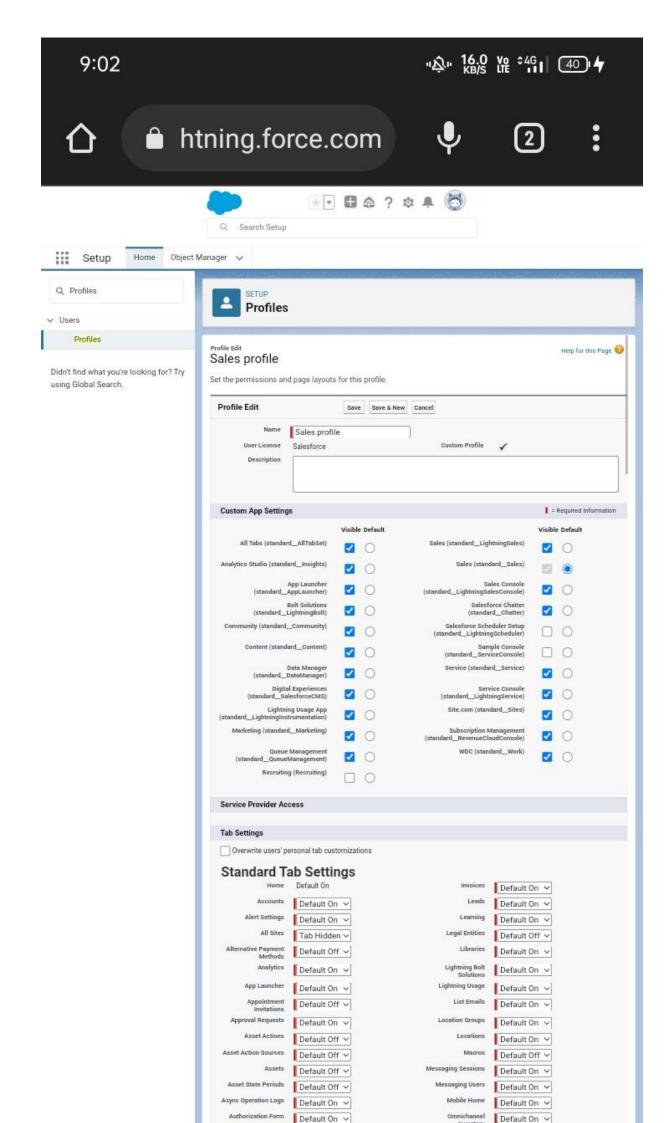
From Setup enter Profiles in the Quick Find box, and select Profiles.

- 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.

In similar way create a profile with the profile name as "Sales profile".







Creating a User:

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

· First Name: Vasanthi

· Last Name: R

· Alias: Vr

· Email: <u>vasa07boo@gmail.com</u>

· Username: vasa07boo

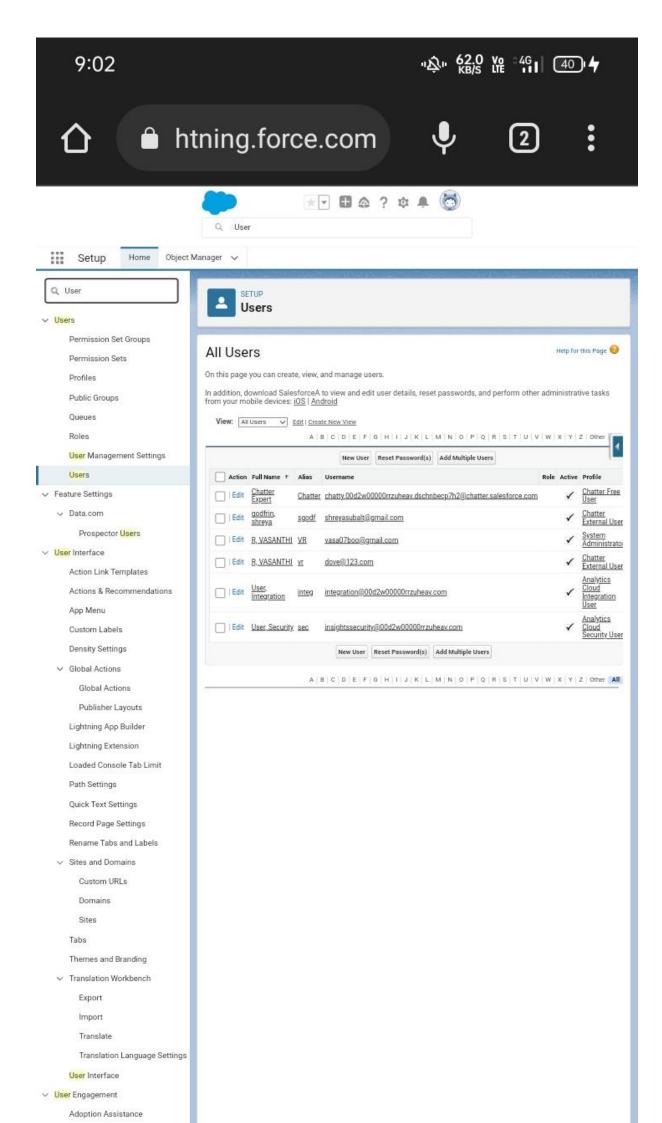
· Nickname: vasa

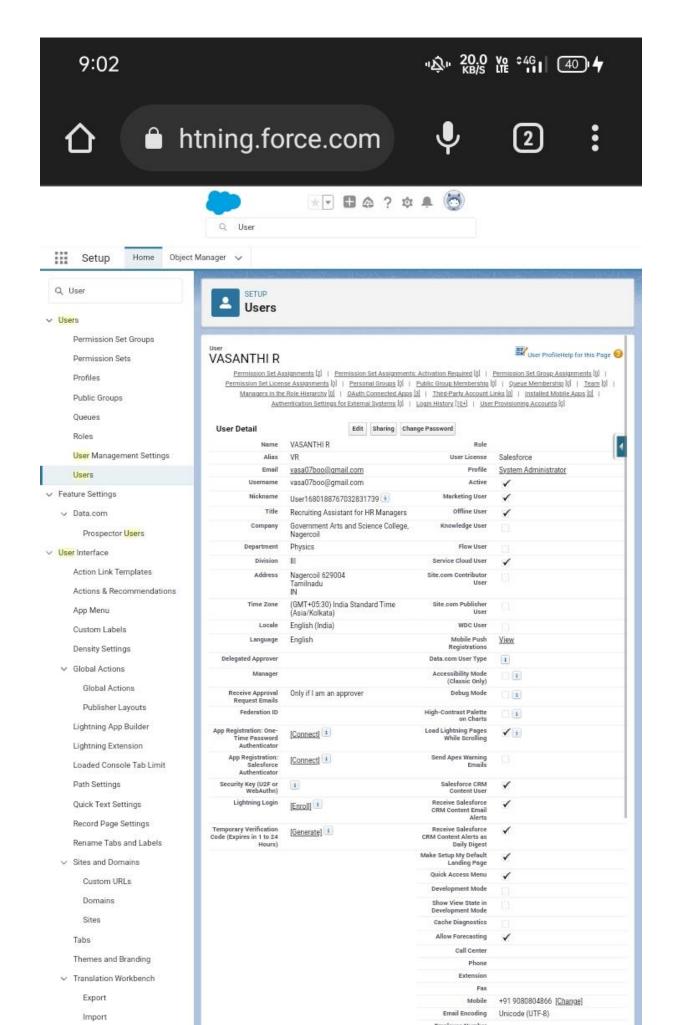
· Role: leave it as default

· User License: Salesforce

· Profile: Event User Profile

Similarly Create a user with a username as Shreya godfrin and assigned her the sales profile.





Start of day End of day

Used File Space

Last Password Change or Reset

Failed Login Attempts

274 KB [View]

30/03/2023, 8:45 pm

0 B [View] Last Login 11/04/2023, 8:49 pm

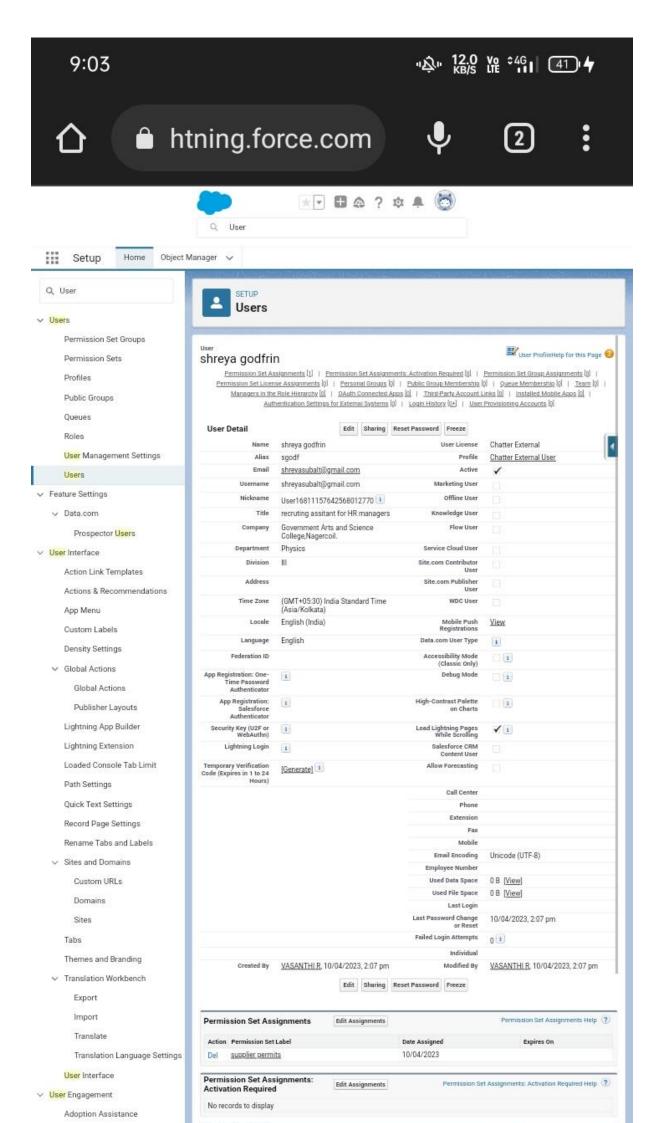
Translate

User Interface

Adoption Assistance

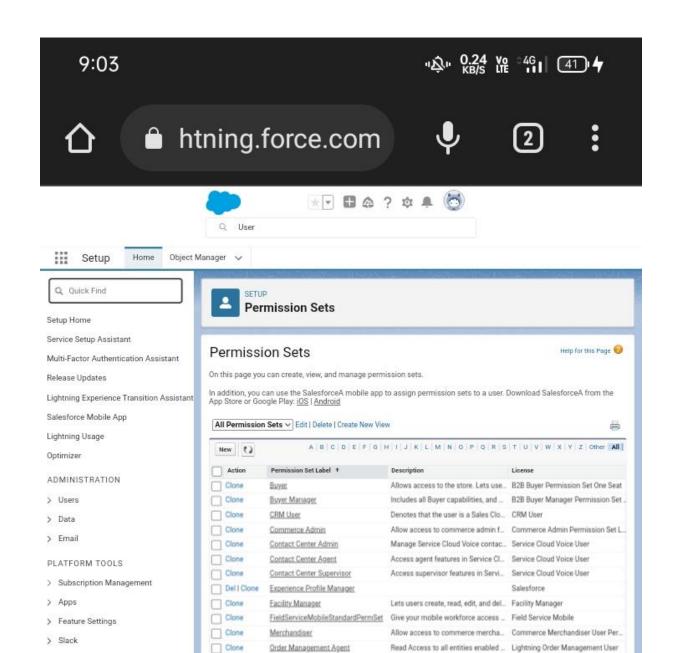
∨ User Engagement

Translation Language Settings



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 saveSimilarly Create a Permission set for Review object.



Order Management Operations Man... Access to all features enabled by Or... Lightning Order Management User

Order Management Store Associate Access to limited features enabled ... Lightning Order Management User

Enable Salesforce Console User

Standard Einstein Activity Capture Access to Standard Einstein Activity... Standard Einstein Activity Capture U.

Lets users create, read, edit, and del... Queue Manager

Gives the admin data access and th... Cloud Integration User

Access Security Center for Integrati... Cloud Integration User

Denotes that the user is a Sales Clo... Sales User

Denotes that the user is a Service CL.. Service User

Allow access to B2C Commerce fea... Commerce User

Lets users run the flows for swarmi... Slack Service User

Limited access to Order Manageme... Lightning Order Management User

Sales Console User

> MuleSoft

> Einstein

> Objects and Fields

> Process Automation

> User Interface

> Custom Code

> Development

> Performance

> Environments

> Offline

SETTINGS
> Company Settings
> Data Classification
> Privacy Center
> Identity
> Security

User Engagement
 Integrations
 Notification Builder

Clone

Del I Clone

Order Management Shooper

Salesforce CMS Integration Admin

Security Center Integration User

Queue Manager

Sales Cloud User

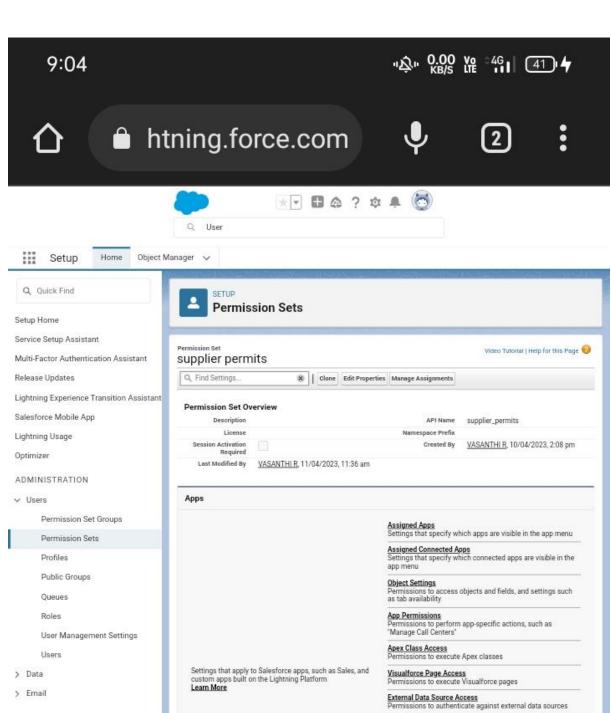
Service Cloud User

Slack Service User

Salesforce Console User

Review

Shopper



PLATFORM TOOLS

- Subscription Management
- > Apps
- > Feature Settings
- > Slack
- > MuleSoft
- > Einstein
- > Objects and Fields
- > Events
- > Process Automation

System

management Learn More

Settings that apply across all apps, such as record and user

- > User Interface
- > Custom Code
- > Development
- > Performance
- > Environments
- > User Engagement
- > Integrations
- Notification Builder
- > Offline

SETTINGS

> Company Settings

Object Settings
Permissions to access objects and fields, and settings such as tab availability

App Permissions
Permissions to perform app-specific actions, such as "Manage Call Centers"

Apex Class Access
Permissions to execute Apex classes

Permissions to execute Apex classes

Visualforce Page Access
Permissions to execute Visualforce pages

External Data Source Access
Permissions to authenticate against external data sources

Flow Access
Permissions to execute Flows

Named Credential Access
Permissions to authenticate against named credentials

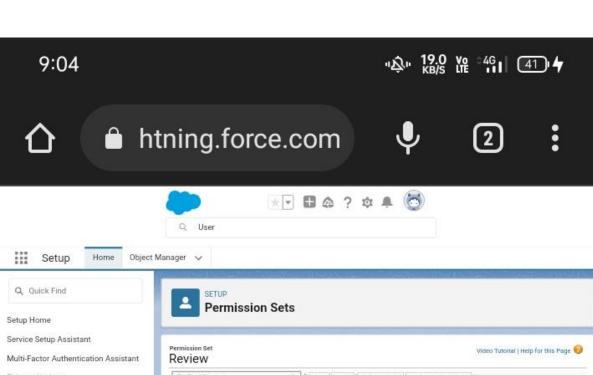
Custom Permissions
Permissions to access custom processes and apps

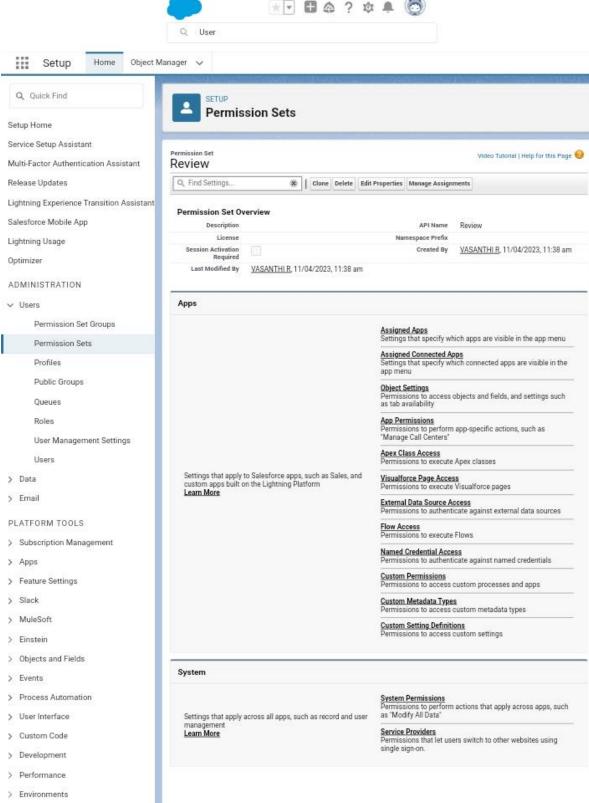
Custom Metadata Types
Permissions to access custom metadata types

Custom Setting Definitions
Permissions to access custom settings

System Permissions
Permissions to perform actions that apply across apps, such

Service Providers
Permissions that let users switch to other websites using single sign-on.





User Engagement
 Integrations
 Notification Builder

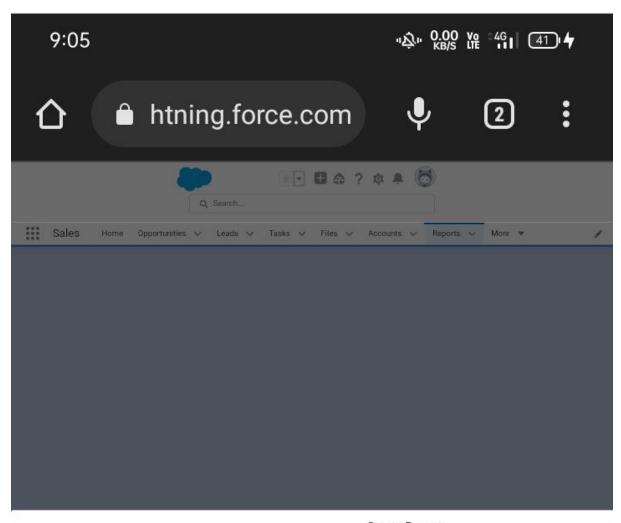
> Company Settings

> Offline

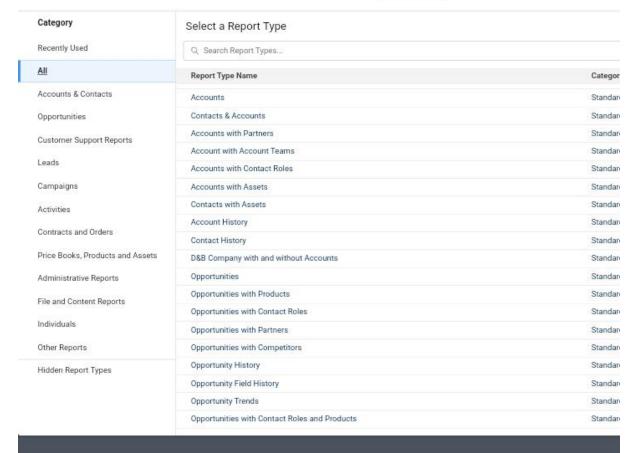
Reports:

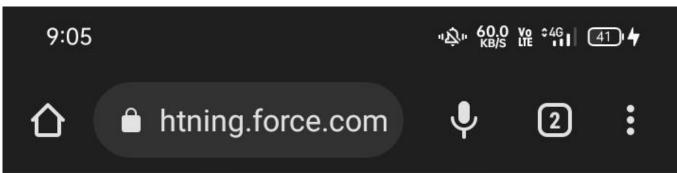
- 1. From the Reports tab, click New Report.
- 2. Select the report type Attendees with events for the report, and click Create.
- 3. Customize your report accordingly and include all fields, then save or run it.

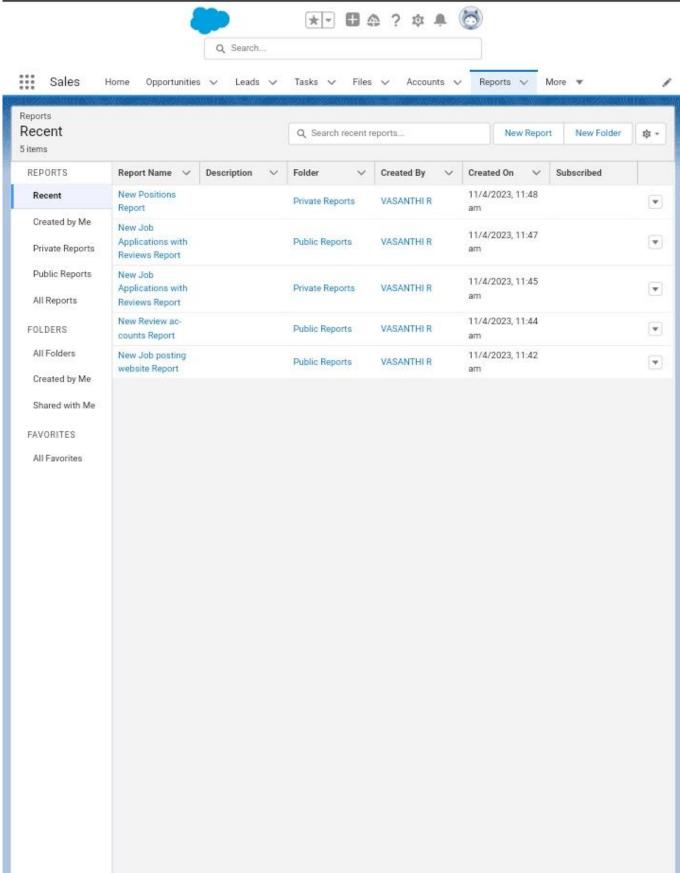
Similarly create a report for review and Job Posting Objects.



Create Report







Trailhead profile public URL

Team lead - https://trailblazer.me/id/vasa07boo

Team member 1 - https://trailblazer.me/id/shreya14godfrin

Team member 2 - https://trailblazer.me/id/snehs42

Team member 3 - https://trailblazer.me/id/siva03sree

5. Advantages & Disadvantages

Advantages

- Best way to recruit a qualified person by shortlisting.
- Trusted reporting
- Ultimate accessibility.
- Improved team collaboration.
- Seamless integration between our sales and service organizations.

Disadvantages

- Configuration and setup is complex and time consuming.
- Implementation and launch.
- Real time face interview is not possible.

6. Applications

- Search job openings
- See if they fit for Company salary
- Reviews
- Follow top recruiters
- To get instant job updates.

7. Conclusion

From our Salesforce recruiting assistant HR manager, we have analysed the importance, role and responsibilities of HR in a company and also with this information, we have mentioned the advantages and disadvantages, application and future scope of recruiting assistant HR manager.

8. Future Scope

Building a healthy work environment and motivating the employees at each step also comes under the scope of human resource management.

Jobs for fresher's in Salesforce pay you well and can prove to be an excellent start for your financial growth.

A Salesforce career gives candidates a high earning potential not only in the present but also in the future.

Recruiters will start thinking like marketers

Today, recruitment marketing is a big hit in a lot of companies, in helping them to attract the right job applicants. Recruitment marketing is all about leveraging marketing tactics to find, engage and convert the best talent to your organization.

The future of recruiting will include Automation, strategic planning, and better integration with company objectives. Companies now need to focus intensely on a recruiter's skills to manage and execute recruitment in a future market.

The scope is always high, request you to learn more and more about the techniques of recruitment this will help you in industry. Scope for HR is promising, there are many specialities in HR you can choose to master your career in. Recruitment is one of the speciality most sought after by consultancies and corporate.

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