

# Project Report Template

PROJECT TITLE: Recruiting assistance for the HR managers

## 1. INTRODUCTION

### 1.1 OVERVIEW

● Recruitment is **the process of actively seeking out, finding and hiring candidates for a specific position or job**. The recruitment definition includes the entire hiring process, from inception to the individual recruit's integration into the company.

● The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

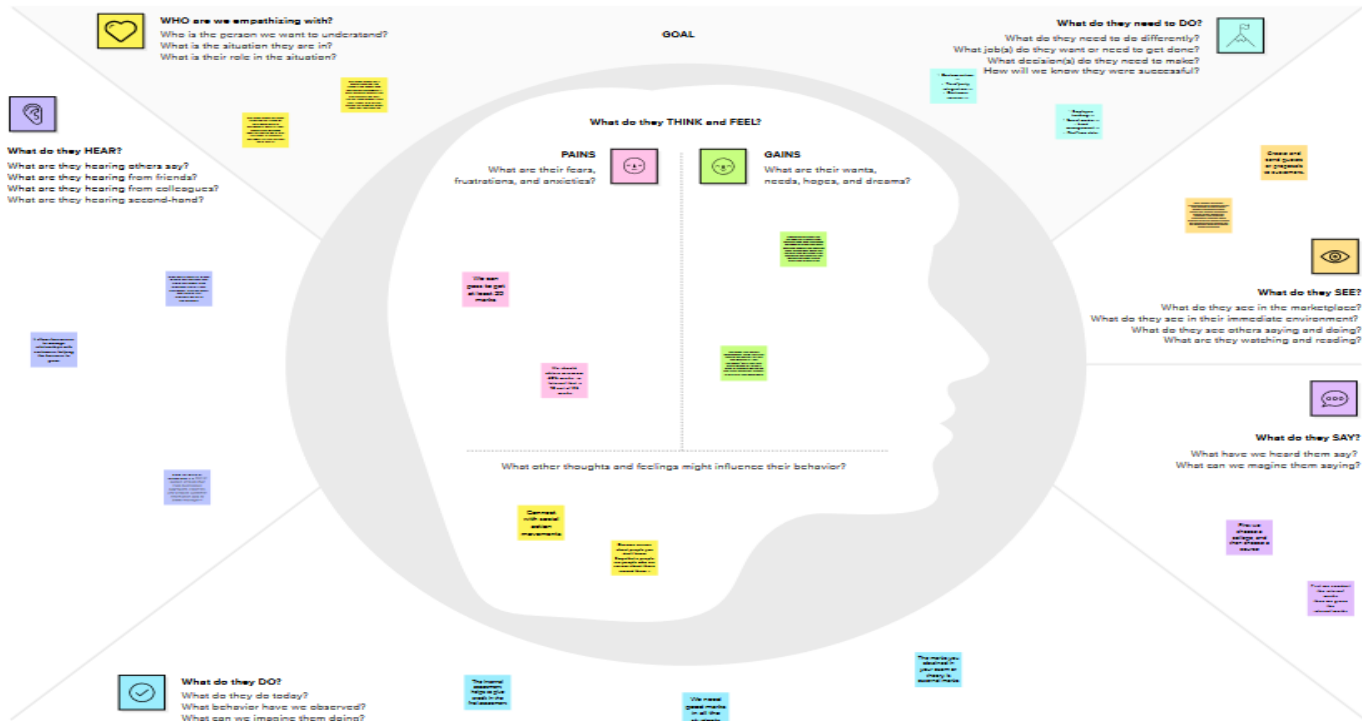
### 1.2 PURPOSE

● The recruitment function of HR includes analyzing the requirements of an available job, attracting suitable candidates to the position, carefully screening and selecting all applicants, hiring, and seamlessly integrating new employees and roles into the organization

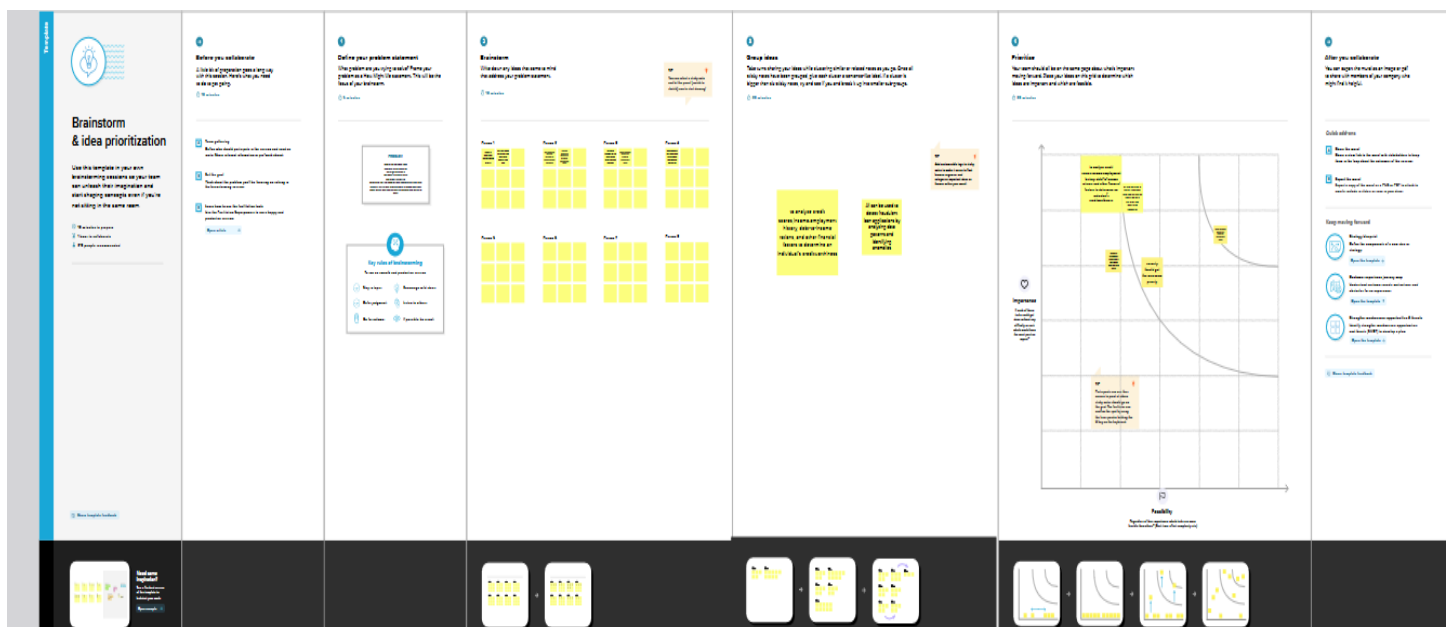
● Purpose of Recruitment is to create talent pool of candidates and enable organization Recruitment and selection process to recruit the best.

## 2. PROBLEM DEFINITION & DESIGN THINKING

### 2.1: EMPATHY MAP



### 2.2: BRAINSTORMING & IDEA PRIORITIZATION TEMPLATE



### 3. RESULT

#### 3.1: DATA MODEL

#### ACTIVITIES AND SCREENSHOT

### MILESTONE 3: OBJECT

#### #Create a custom object for Job Posting Sites

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

Details

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

EditDelete

#### #Create a custom object for reviews

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

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

MILESTONE 4: TABS

#CREATE TABS FOR JOB POSTING SITE

Custom Object Tab


Help for this Page ?

# Job Posting Sites

Below is the information for the custom tab. Click Edit to change the custom tab.

Custom Tab Definition Detail

EditDelete

|             |  |                         |  |
|-------------|--|-------------------------|--|
| Tab Label   | Job Posting Sites                            | Tab Style               |  Chess piece |
| Object      | <u>Job Posting Site</u>                      | Splash Page Custom Link |  |
| Description |  |                         |  |
| Created By  | <u>Santhamoorthi G</u> , 11/04/2023, 9:07 pm |                         | Modified By <u>Santhamoorthi G</u> , 11/04/2023, 9:07 pm   |

# MILESTONE 5: FIELDS

## #Create New Field for Job posting site

Job Posting Site Custom Field

Job Posting Site URL

Back to Job Posting Site

Validation Rules (0)

Custom Field Definition Detail

Edit

Set Field-Level Security

View Field Accessibility

Where is this used?

Field Information

|                           |                                      |             |                                      |
|---------------------------|--------------------------------------|-------------|--------------------------------------|
| Field Label               | Job Posting Site URL                 | Object Name | Job Posting Site                     |
| Field Name                | Job_Posting_Site_URL                 | Data Type   | URL                                  |
| API Name                  | Job_Posting_Site_URL__c              |             |                                      |
| Description               |                                      |             |                                      |
| Help Text                 |                                      |             |                                      |
| Data Owner                |                                      |             |                                      |
| Field Usage               |                                      |             |                                      |
| Data Sensitivity Level    |                                      |             |                                      |
| Compliance Categorization |                                      |             |                                      |
| Created By                | Santhamoorthi G. 11/04/2023, 9:10 pm | Modified By | Santhamoorthi G. 11/04/2023, 9:10 pm |

General Options

|               |   |
|---------------|---|
| Required      | ✓ |
| Default Value |   |

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

# Milestone 6: Junction Object

## #Create a custom junction object

Job Posting

Details

Edit

Delete

Description

API Name

Job\_Posting\_\_c

Custom

✓

Singular Label

Job Posting

Plural Label

Job Postings

Enable Reports

Track Activities

Track Field History

Deployment Status

Deployed

Help Settings

Standard salesforce.com Help Window

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

# Milestone 9: Profile

Profiles

Help for this Page

All Profiles

Edit | Delete | Create New View

New Profile

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

| <input type="checkbox"/> | Action   | Profile Name ↑                                   | User License                     | Custom                              |
|--------------------------|--|--|----------------------------------|-------------------------------------|
| <input type="checkbox"/> | <a href="#">Edit</a>   <a href="#">Clone</a>     | <a href="#">Analytics Cloud Integration User</a> | Analytics Cloud Integration User | <input type="checkbox"/>            |
| <input type="checkbox"/> | <a href="#">Edit</a>   <a href="#">Clone</a>     | <a href="#">Analytics Cloud Security User</a>    | Analytics Cloud Integration User | <input type="checkbox"/>            |
| <input type="checkbox"/> | <a href="#">Edit</a>   <a href="#">Clone</a>     | <a href="#">Authenticated Website</a>            | Authenticated Website            | <input type="checkbox"/>            |
| <input type="checkbox"/> | <a href="#">Edit</a>   <a href="#">Clone</a>     | <a href="#">Authenticated Website</a>            | Authenticated Website            | <input type="checkbox"/>            |
| <input type="checkbox"/> | <a href="#">Edit</a>   <a href="#">Clone</a>     | <a href="#">Chatter External User</a>            | Chatter External                 | <input type="checkbox"/>            |
| <input type="checkbox"/> | <a href="#">Edit</a>   <a href="#">Clone</a>     | <a href="#">Chatter Free User</a>                | Chatter Free                     | <input type="checkbox"/>            |
| <input type="checkbox"/> | <a href="#">Edit</a>   <a href="#">Clone</a>     | <a href="#">Chatter Moderator User</a>           | Chatter Free                     | <input type="checkbox"/>            |
| <input type="checkbox"/> | <a href="#">Edit</a>   <a href="#">Clone</a>     | <a href="#">Contract Manager</a>                 | Salesforce                       | <input type="checkbox"/>            |
| <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"/>            |
| <input type="checkbox"/> | <a href="#">Edit</a>   <a href="#">Del</a>   ... | <a href="#">Custom Marketing Profile</a>         | Salesforce                       | <input checked="" type="checkbox"/> |

1-25 of 40

0 Selected

Previous

Next

Page 1 of 2

# Milestone 10: User

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](#)

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

New User

Reset Password(s)

Add Multiple Users

| <input type="checkbox"/> | Action               | Full Name ↑       | Alias   | Username  | Role | Active | Profile                          |
|--------------------------|----------------------|-------------------|---------|---|------|--------|----------------------------------|
| <input type="checkbox"/> | <a href="#">Edit</a> | Chatter Expert    | Chatter | chatty.00d5i00000byg5aeah_gm36bkv4wlux@chatter.salesforce.com |      | ✓      | Chatter Free User                |
| <input type="checkbox"/> | <a href="#">Edit</a> | G. Santhamoorthi  | SG      | santhamoorthi@company.sandbox                                 |      | ✓      | System Administrator             |
| <input type="checkbox"/> | <a href="#">Edit</a> | Gupta, Sanjay     | Sanj    | santhamoorthig200@gmail.com                                   |      | ✓      | Custom: Sales Profile            |
| <input type="checkbox"/> | <a href="#">Edit</a> | User, Integration | integ   | integration@00d5i00000byg5aeah.com                            |      | ✓      | Analytics Cloud Integration User |
| <input type="checkbox"/> | <a href="#">Edit</a> | User, Security    | sec     | insightssecurity@00d5i00000byg5aeah.com                       |      | ✓      | Analytics Cloud Security User    |

New User

Reset Password(s)

Add Multiple Users

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

Milestone 12: Reports

Q Search recent reports...

New Report

New Folder

⚙

| Report Name                          | Description                                 | Folder          | Created By      | Created On         | Subscribed               |
|--------------------------------------|---|-----------------|-----------------|--------------------|--------------------------|
| RECRUITING ASSISTANT FOR HR MANAGERS | Project Based Experimental Learning Program | Private Reports | Santhamoorthi G | 11/4/2023, 9:52 pm | <input type="checkbox"/> |

## 5 ADVANTAGES & DISADVANTAGES OF THE PROJECT

### ADVANTAGE

A good recruitment policy **allows the organization to be consistent and fair in the hiring process and encourages practices that ensure consistency and equal participation.** Hiring managers rely on predetermined criteria to select candidates at all stages of the recruitment process.

One of the greatest advantages to seeking candidates externally, is a **much larger number and variety of applicants than those already employed within the company.** With a larger number of applicants to choose from, the chances of hiring the “right fit” increases.

An effective recruitment and selection process **allows companies to source, attract and identify the best candidates for every open role.** This can help to reduce attrition, increase productivity and even improve the company's bottom line.

### DISADVANTAGE

Recruitment May Stagnate the Company's Culture. The recruitment process saves lots of time, energy, and resources for the organization but also has some drawbacks.

Increases Training Costs of the New Applicants. ...

Recruitment Agencies have Limited Choices. ...

May Leads to Workplace Hostility.

## 6 APPLICATION

- Employee information system. ...
- New staff hiring request. ...
- Applicant tracking. ...
- Employee on boarding. ...
- Employee off boarding. ...
- Timesheet management. ...
- Time off management. ...
- Training management.

## 7 CONCLUSION

**Include all necessary skills, and include a list of desired skills that are not necessary but that would enhance the candidate's chances.** If we fail to do this, we might end up with a low-quality pool of candidates and wind up with limited



choices to fill the open position.

## 8 FUTURE SCOPE

The role of HR is continuously evolving, and **HR professionals can aim to learn about the technologies, trends and operational changes shaping the future of business.** HR can be agile in adapting to those changes in order to effectively support employee development, retention and recruitment.

## 4 TRAILHEAD PROFILE PUBLIC URL :

**TEAM LEADER:** <https://trailblazer.me/id/poorv61>

**TEAM MEMBER 1:** <https://trailblazer.me/id/pavis64>

**TEAM MEMBER 2:** <https://trailblazer.me/id/poojs26>

**TEAM MEMBER 3:** <https://trailblazer.me/id/punidpi777>