**HR Recruitment Skills Evaluation**

**Deliverable:**

1. **Job description for the identified position.**

Role: Graphic Designer

We are recruiting skilled graphic designer to create social media flyers, posters and videos for our organization. We are looking for interns with sheer dedication and commitment who can make the obstacles into stepping stones.

Responsibilities:

* Draft and design attractive social media flyers, posters, and videos that abide by the guidelines provided by the organization.
* Coordinate with other teams of the organization to understand requirements in a better way and create designs so as to meet the project demands.
* Stay updated with all the trends in design techniques.
* Work attentively to manage multiple projects and meet the deadlines simultaneously.
* Be a part of the team meetings and bring in ideas that would enhance the brand of the organization.

Qualifications:

* Bachelor’s degree
* A minimum of 1 year experience as a Graphic designer
* Strong portfolio to justify the individual’s work
* Proficient in Canva, Adobe Photoshop, Clipchamp
* Good oratory skills to communicate with other members of the organization.
* Sincere towards submitting the work before deadlines

Salary:

6,000 INR + added incentives

1. **Recruitment plan that outlines sourcing strategies, evaluation methods, and timelines.**

Recruitment plan:

Identify Potential Candidates:

* Post job openings in platforms like Glassdoor, Naukri, LinkedIn and other relevant platforms.
* Use social media platforms like Facebook, Instagram, Whatsapp, Signal and other platforms to spread word about the job and ask for referrals.
* Host virtual job fairs to attract a wide range of audience.
* Post job openings in freelancing platforms to get more candidates.

Evaluation methods:

* Look for necessary skills and experience in the resumes of the applicants.
* Have telephonic interviews to identify potential applicants with good communication skills.
* Examine the portfolio of the applicants to see how experienced are they with the desired job.
* For the next level of screening, conduct virtual or physical interviews to test their creativity.
* Assign mini projects to test the candidates whether their work is good and most importantly is they are able to keep up with the timings.

1. **Resume screening report that includes a summary of the selected candidates' qualifications.**

Sourcing platforms:

* LinkedIn
* Glassdoor
* Indeed
* Behance
* Creative Hotlist
* Naukri
* Facebook
* Instagram

Screening Report:

Round 1: First level screening

* Relevant education and experience
* Experience in creating flyers, posters and videos
* Skillful in Adobe, canva and Clipchamp
* Portfolio with good designs

Round 2: Telephonic Interview:

* Tesing communication skills
* Understanding applicants’ expectations and see if they can fulfil the job listings and work independently
* Team building and leading skills
* Dedication to work sincerely full time

Round 3: Mini Project task

* Capability to create innovative designs for the given project
* Ability to think out of the box
* Ability to finish the task within the given time

Round 4: Physical or virtual Interview:

* Level of enthusiasm and passion of the applicant is observed
* Applicants are posed with questions to test their creative mind and problem solving skills
* Stumble the applicant with problems to see if they are capable to solve a crisis situation that might occur to the organization

1. **Interview questions and evaluation criteria.**

* What are the steps will you take while approaching a new project?
* Share your previous experience of working as a Graphic Designer
* State the recent trends in the field of Graphic Design
* Do you happen to work in a team? Explain your experience of working in a team.
* What all possible measures will you take while working in team to ensure smooth functioning?
* Which designing tool do you find the best and why?
* How will you manage time when being assigned with multiple projects?
* Assume you are affected with creative block. How will you overcome it?
* Assume you are the leader of your team. How will you guide your mates who are not so proficient in designing?
* Why Graphic designing?

How well are you with feedbacks?