

Recruiting Assistant for HR Managers

INTRODUCTION:

Overview:

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.

Purpose:

Use of this project:

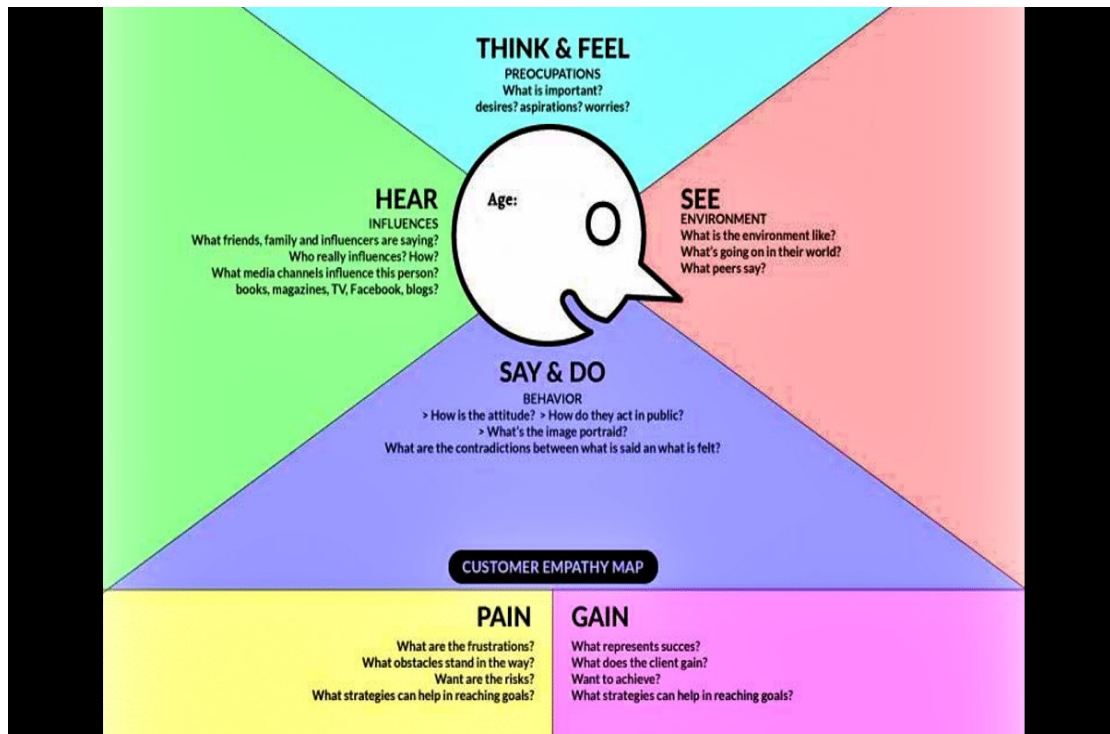
The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

Achieve of hr managers:

HR managers must be effective, confident leaders. They direct and supervise the HR department and are often in charge of special projects, like service projects and team-building events, that involve leading other employees and acting as the expert on many topics.

Problem Definition Thinking:

Empathy map:



Identification & Brainstroming map:

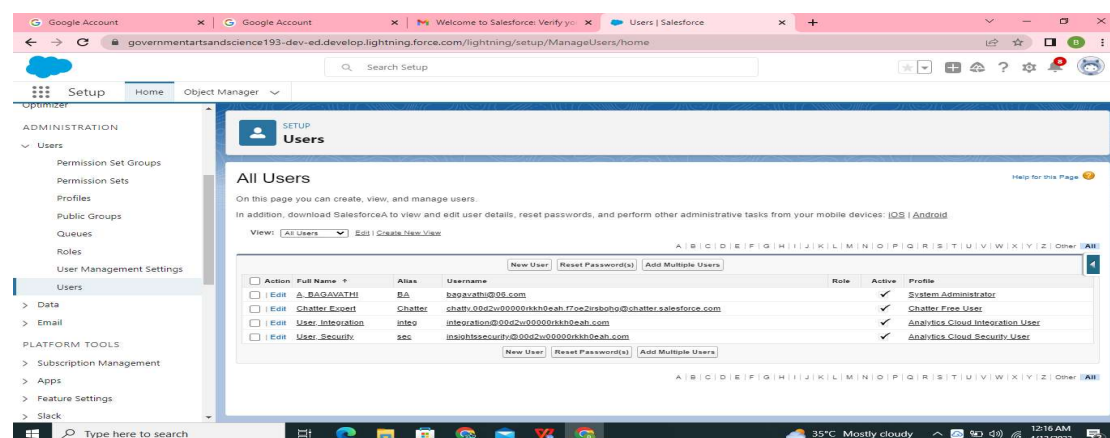
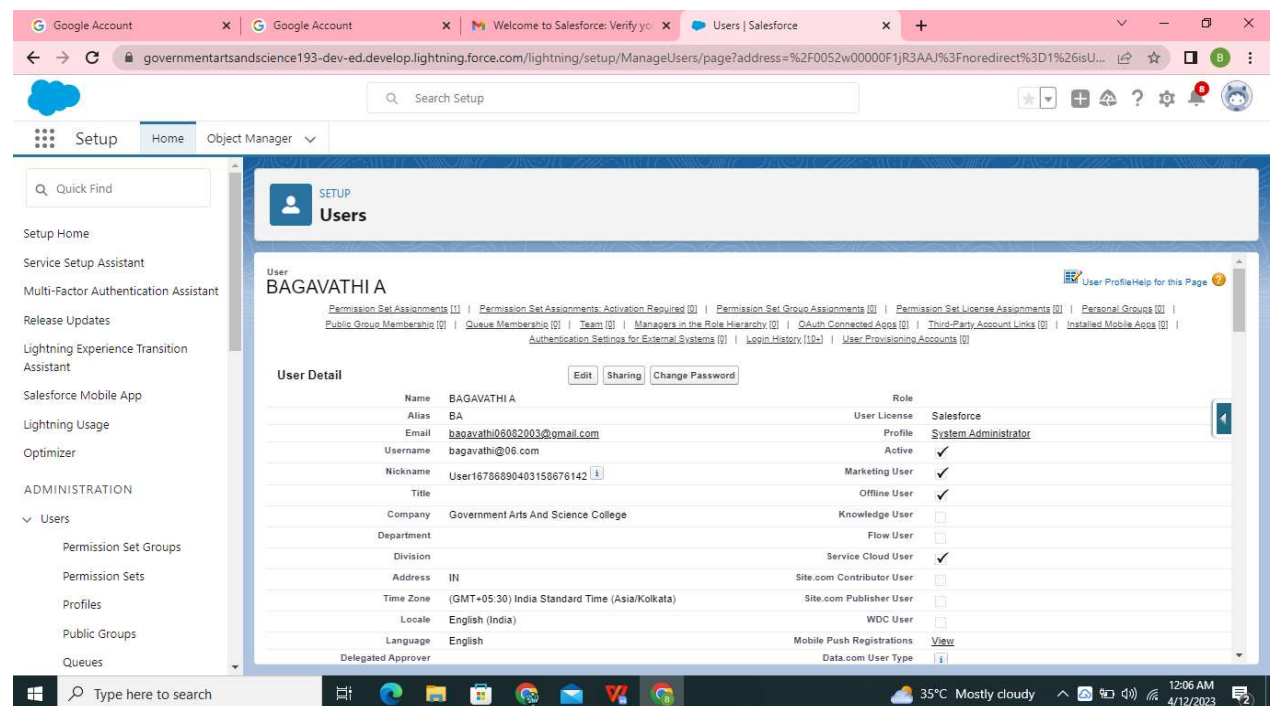


RESULT:

DATA MODEL:

| Object name | Fields in the Object | |
|-------------|----------------------|--------------------|
| Obj1 | | |
| | Field label | Data type |
| | Created By | Lookup(user) |
| | Last Modified | Lookup(user) |
| Obj2 | | |
| | Field label | Data type |
| | Owner | Lookup(User,Group) |
| | Site name | Text(80) |

Activity & Screenshot:



Trailhead profile public url:

Team lead:<https://trailblazer.me/id/nandk52>

TeamMember1:<https://trailblazer.me/id/bhaga77>

TeamMember2:<https://trailblazer.me/id/sindhu2002ft>

Team

Member3:<https://trailblazer.me/id/karupuraja2003>

Advantage&disadvantage:

Disadvantage:

- Maintaining a safe distance: ...
- Higher competition: ...
- Lower recognition value: ...
- Greater experience expected: ...
- Conflicts of opinion: ...
- Legal liabilities: ...
- Position restrictions:
-

Advantage:

Partnering with an HRM expert can help you secure top talent, create a stronger onboarding process, improve employee retention, elevate employee benefits, deal with fewer compliance issues, access HR remotely and save valuable time and energy.

APPLICATION:

Dear Sir/Madam, I would like to apply for the position of HR Officer at (Institute name). I have a Certificate in Higher Education (educational qualification) in Business and Professional Administration (Subject name) from (university name). I have studied human resources management as part of my course.

Earn a degree. The first step to getting a job in human resources is earning a degree. Look for internships. ...

1. Get certified. ...
2. Build a network. ...
3. Work on your resume. ...
4. Take on other roles. ...
5. Volunteer your time. ...
6. Look for temporary opportunities.

Conclusion:

On the one hand, the Soft and Hard Human Resource Management influence on the business and lets them development rapidly. It can improve employee's motivation in a business and pay attention to company's policy and law respectively, which can increase the efficiency of company and get higher profits.

FUTURE SCOPE:

For those who are planning to opt for MBA in HR can get ample job opportunities and handsome salary package.

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Right Approach Offered To Grow in Job Roles.

