

RECRUITING ASSISTANT FOR HR MANAGER

1 INTRODUCTION

1.1 OVERVIEW

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.

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.

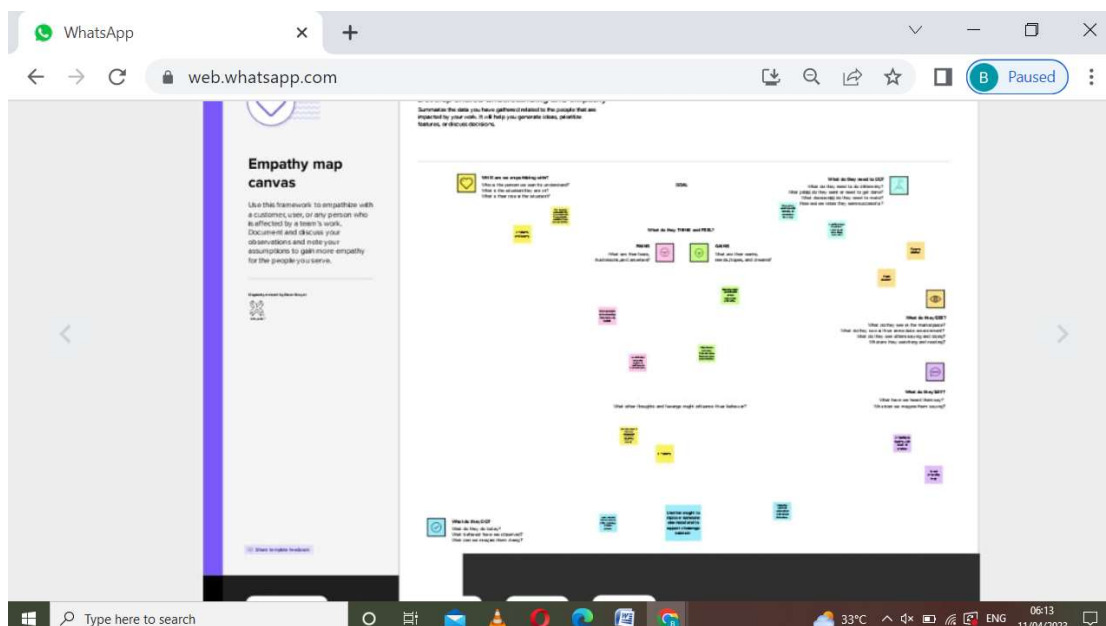
1.2 PURPOSE

Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts. Maintain calendars of the HR management team. Oversee the completion of compensation and benefit documentation. Assist with performance management procedures.

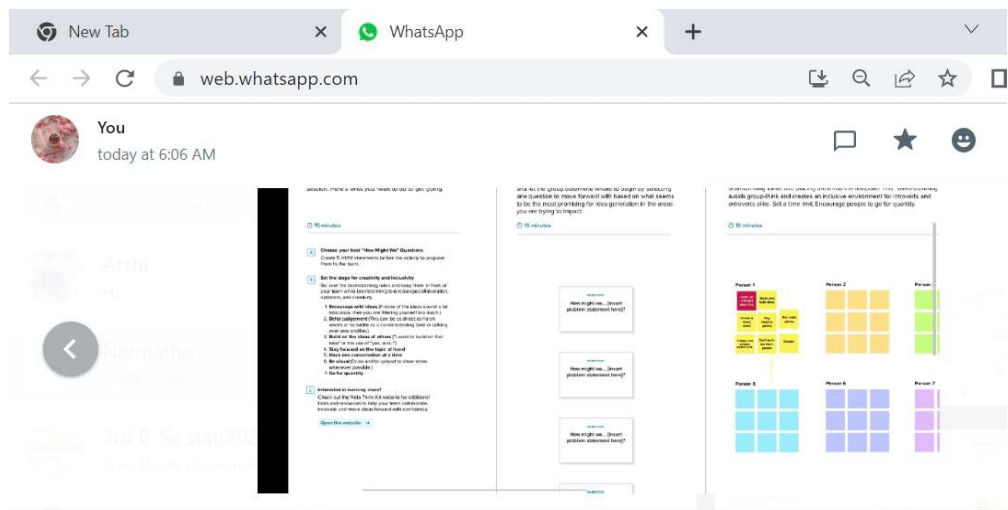
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2 PROBLEM DEFINITION & DESIGN THINKING

2.1 EMPATHY



2.2 IDEATION & BRAINSTORMING MAP



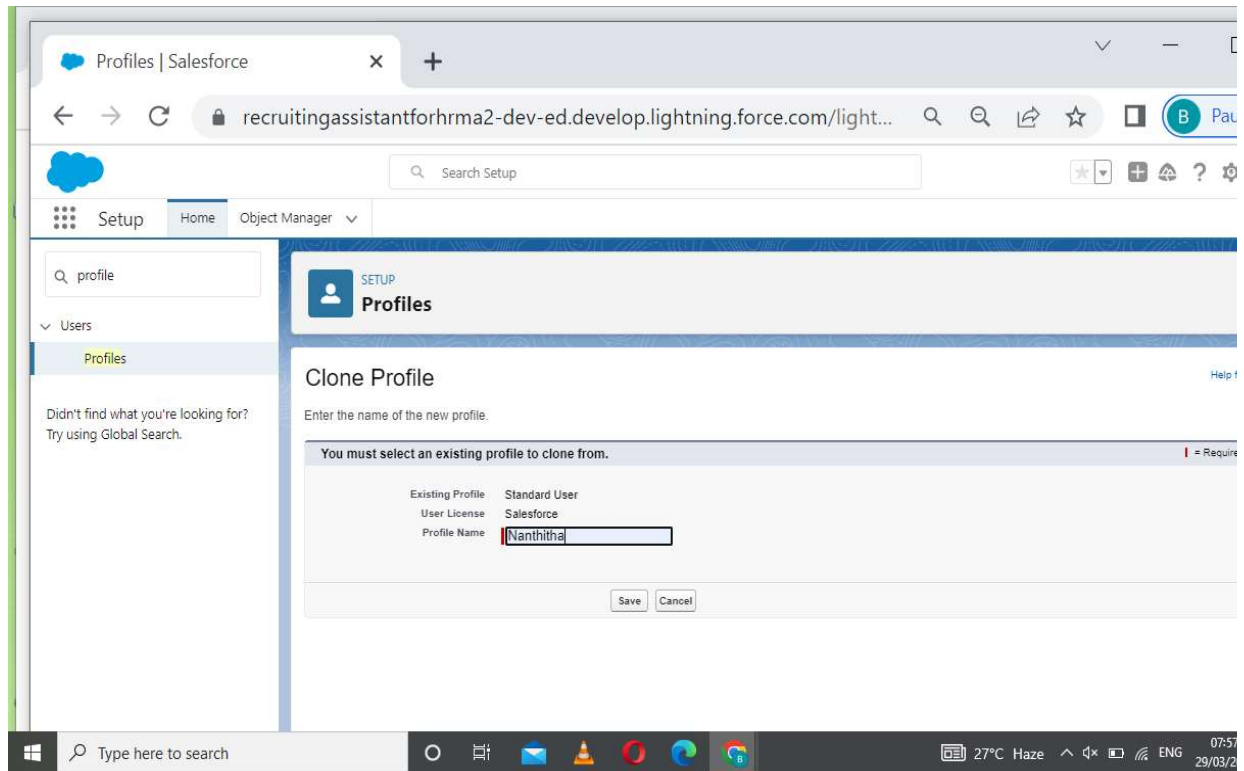
3 RESULT

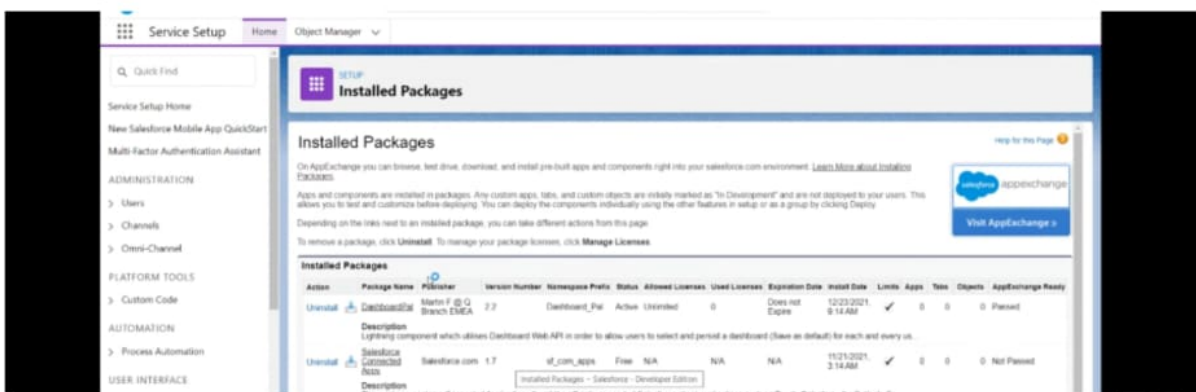
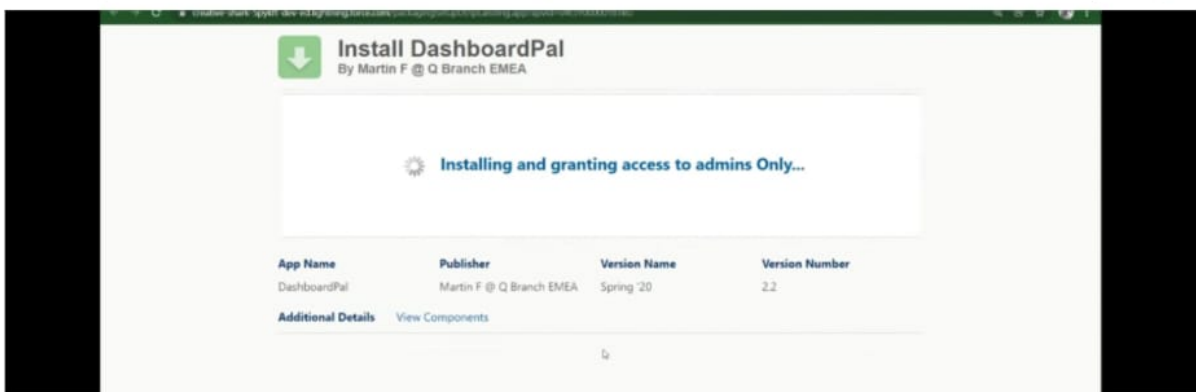
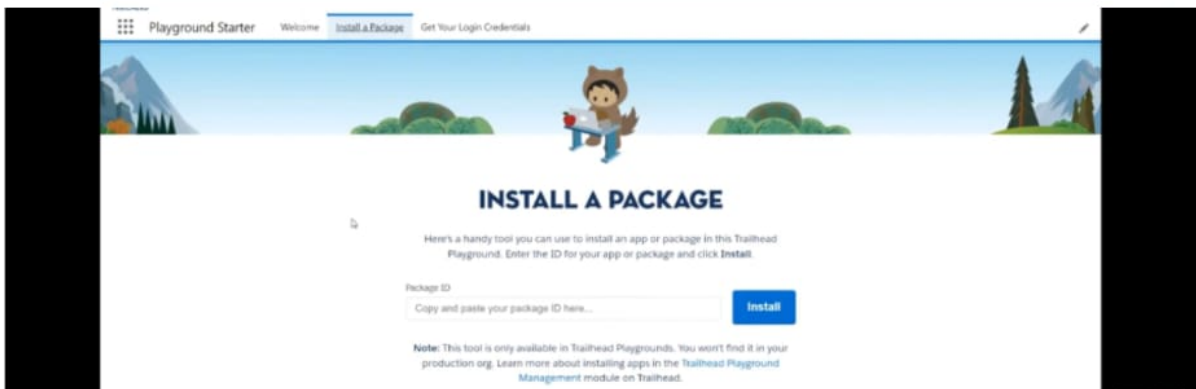
3.1 DATA MODEL

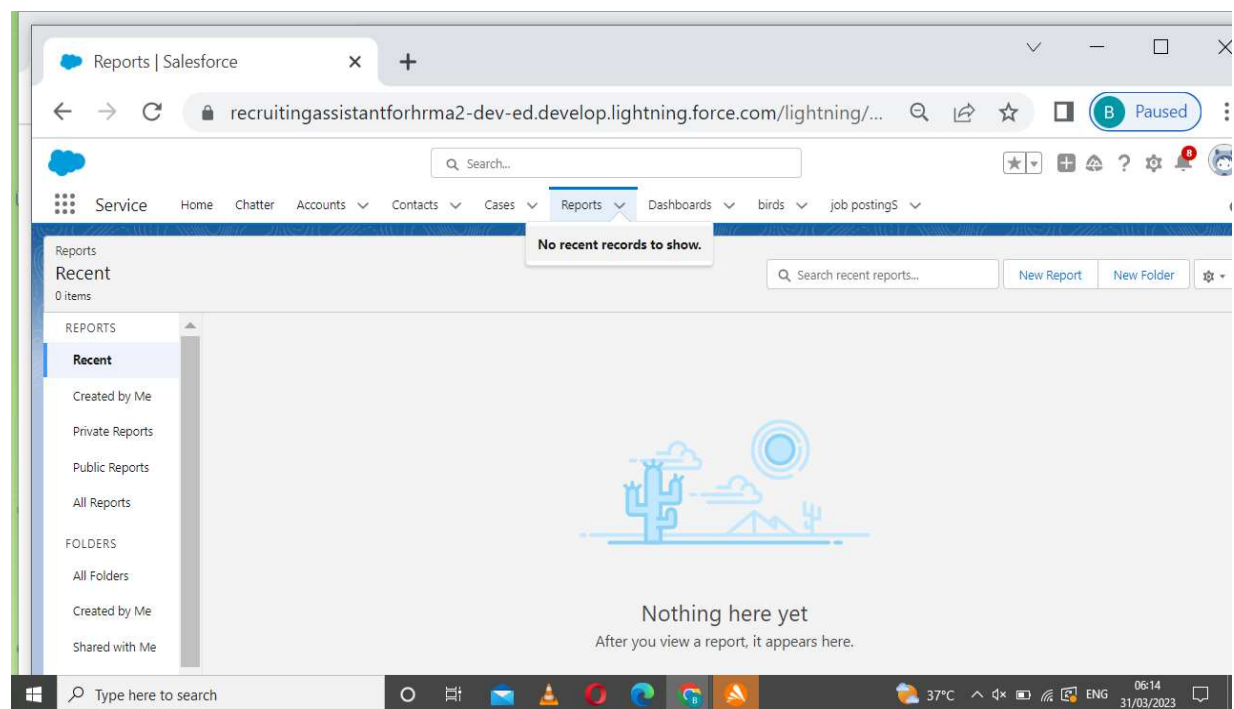
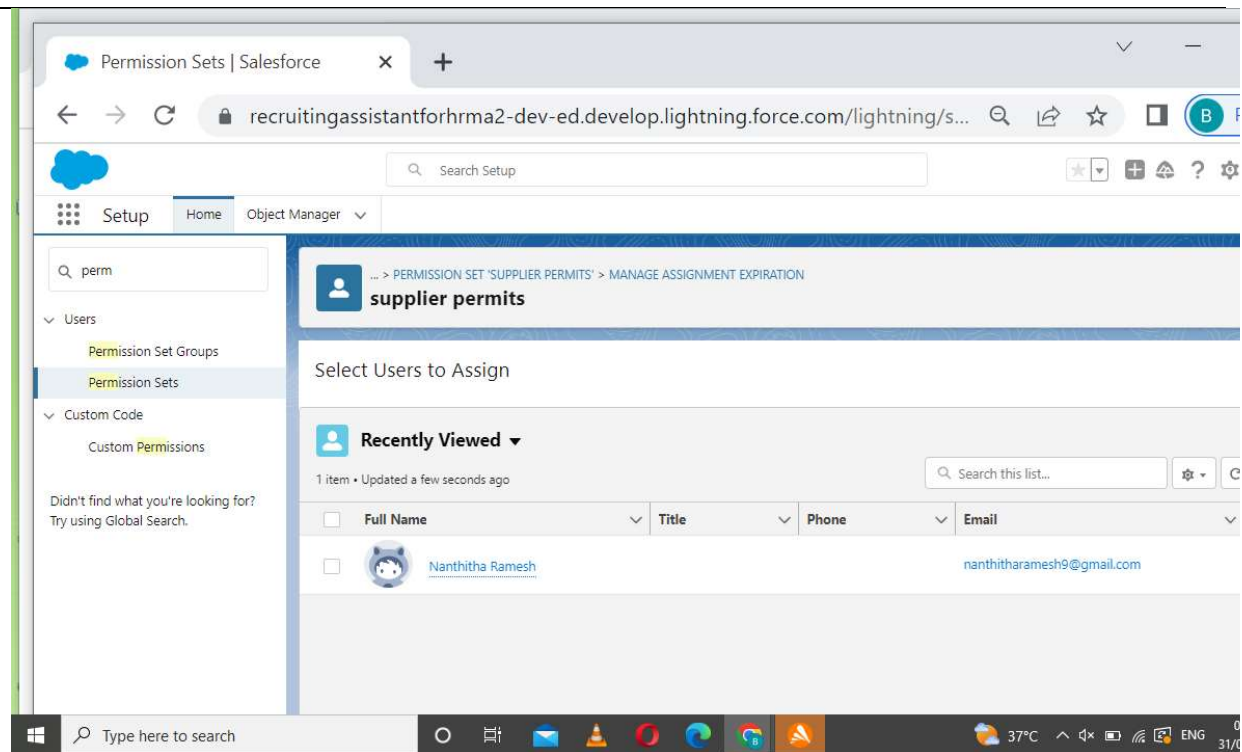
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OBJ 1	FIELD LABEL	DATA TYPE
	JOB POSTING	TEXT
	JOB POSTING	TEXT
OBJ 2	FIELD LABEL	DATA TYPE
	REVIEW	AUTO NUMBER
	REVIEW	AUTO NUMBER

3.2 ACTIVITY & SCREENSHOT

3.2 ACTIVITY & SCREENSHOT







4 TRAILHEAD PROFILE PUBLIC URL

TEAM LEAD - [https://trailblazer.me/id/hgahlot3\(nanthitha\)](https://trailblazer.me/id/hgahlot3(nanthitha))

TEAM MEMBER1- [https://trailblazer.me/id/hgahlot3\(MUGILA\)](https://trailblazer.me/id/hgahlot3(MUGILA))

TEAM MEMBER2[https://trailblazer.me/id/hgahlot3\(NARMATHA\)](https://trailblazer.me/id/hgahlot3(NARMATHA))

TEAM MEMBER3- [https://trailblazer.me/id/hgahlot3\(NIDHA\)](https://trailblazer.me/id/hgahlot3(NIDHA))

5 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.

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.

6 APPLICATION

- Recruitment and hiring.
- Onboarding and ongoing training and development.
- Managing employee and employer relationships.
- Creating a rewarding company culture.
- Overseeing disciplinary action.

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.

Evaluation and control is the last stage in the process of recruitment.

8 FUTURE SCOPE

So 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.

The positions you can take up within this profile include Head Talent, Shared Services Manager, Employee Relation Executive, or **Chief Human Resources Officer**. A professional in a Strategist role is a key contributor to the business strategy and a partner in shaping the future of the organization.

This leader is responsible for all HR practices and regulations, recommending changes to senior management and ensuring that the organization has the required workforce to meet all business needs and goals