

ROLES AND RESPONSIBILITIES OF JUNIOR HR**1. Intern Recruitment & Onboarding**

- Assist in drafting intern job descriptions and posting on relevant platforms
- Screen resumes, coordinate interviews, and help schedule HR rounds with internal departments
- Support onboarding formalities including documentation and welcome communication

2. HR Operations & Records Management

- Maintain intern records, attendance, leave tracking, and training performance logs
- Support creation and issuance of offer letters, internship certificates, and feedback forms

3. Engagement & Communication

- Plan and execute intern engagement activities (icebreakers, check-ins, feedback sessions)
- Act as the first point of contact for intern queries and concerns, ensuring smooth communication

4. Training Coordination

- Assist in scheduling training sessions, webinars, and evaluations across departments
- Coordinate with trainers and team leads for intern learning progress tracking

5. Performance & Feedback Support

- Collect intern feedback, evaluate engagement and performance using predefined formats
- Maintain records of high-performing interns for potential hiring consideration

6. Policy Adherence & Support

- Ensure that all interns adhere to company values, code of conduct, and attendance expectations
- Raise flags in case of misconduct or underperformance, and support any disciplinary action if required

7. Reporting & Documentation

- Prepare weekly HR reports highlighting intern status, progress, challenges, and upcoming plans
- Maintain confidentiality and professional handling of all intern-related data