

# INTRODUCTION

## OVERVIEW

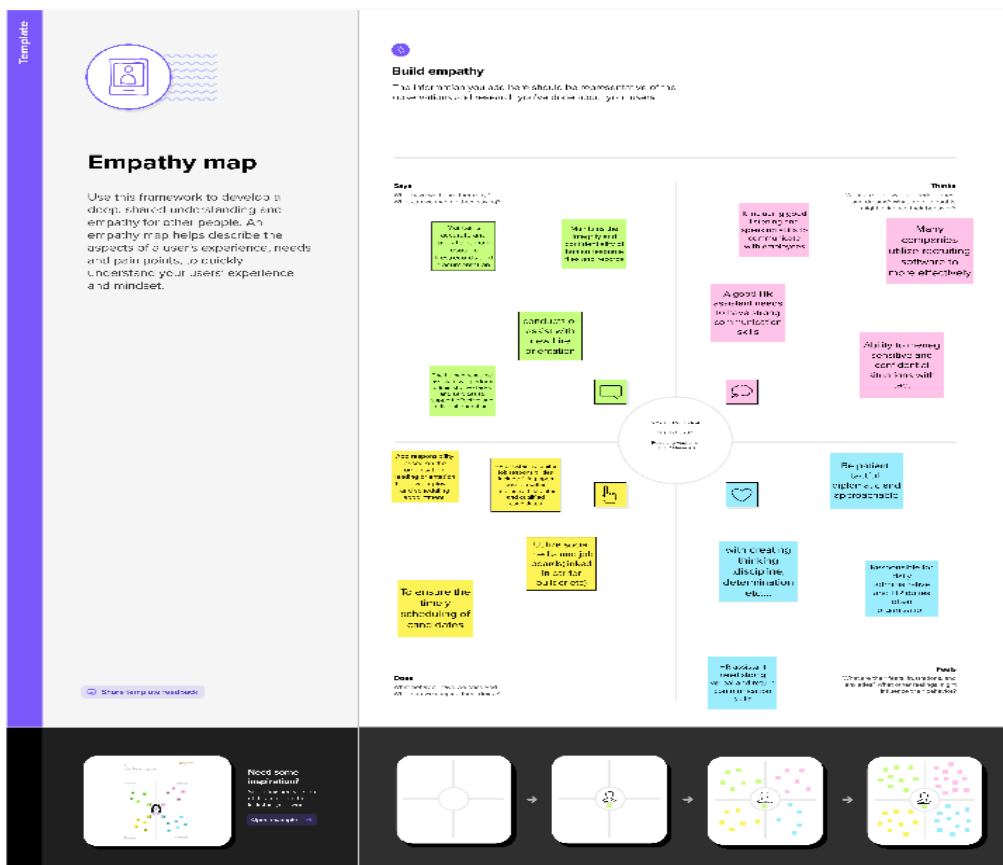
A human resources (HR) assistant is a professional who is responsible for daily administrative and HR duties of an organisation.

## PURPOSE

Maintains accurate and up-to-date human resources files, records and documentation. It is also responsible for managing and handling the day to day HR activities.

## PROBLEM DEFINITION & DESIGN THINKING

## EMPATHY MAP



The collage displays a variety of professional templates:

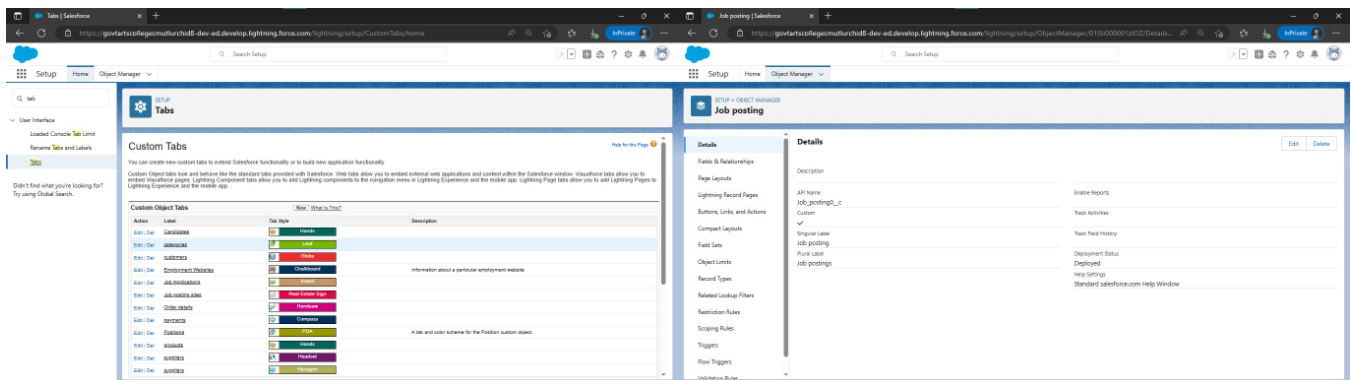
- Brainstorm & Idea prioritization:** A template with a circular diagram and a list of ideas.
- SWOT analysis:** A 2x2 matrix for Strengths, Weaknesses, Opportunities, and Threats.
- Project management:** Includes a Gantt chart, a Kanban board with columns like 'To Do', 'In Progress', and 'Done', and a timeline.
- Organizational chart:** A hierarchical diagram showing the structure of an organization.
- Financial reports:** Templates for profit and loss, balance sheet, and cash flow.
- Marketing plans:** Templates for social media, email, and content marketing.
- HR templates:** Includes a recruitment plan, employee handbook, and performance review forms.
- Legal documents:** Templates for contracts, terms of service, and privacy policies.
- Operational templates:** Includes a process flowchart, a checklist, and a risk assessment matrix.

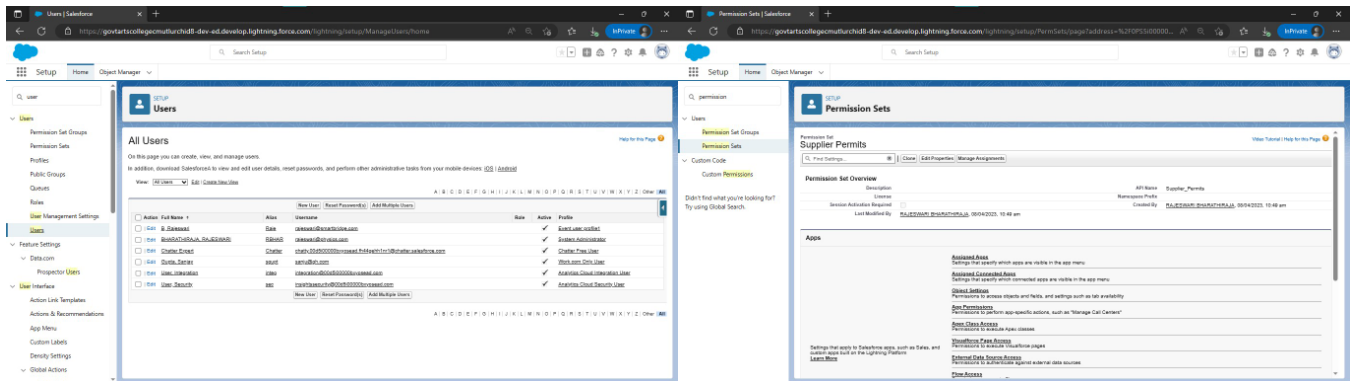
## DATA MODEL:

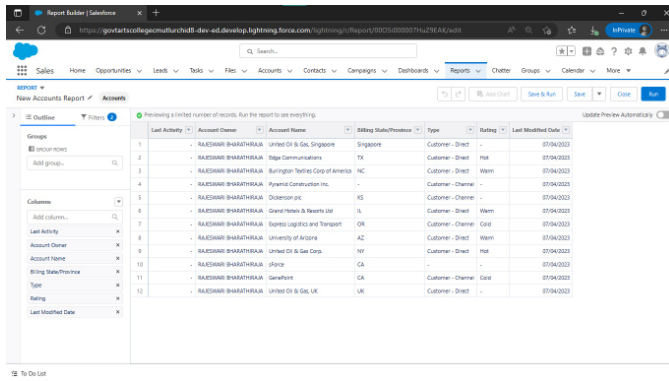
Object name	Fields in the Object	
Job posting site	Field label	Data type
	Status	Text
	Technical site	Text
	Description	Text
Job posting	Field label	Data type
	Portion	Master-detail relationship
	Job posting site	Master-detail relationship



## ACTIVITY & SCREENSHOT







Last Activity	Account Owner	Account Name	Billing State/Province	Type	Rating	Last Modified Date
	RAJESWAR BHARATHIRAJA	United Oil & Gas, Singapore	Singapore	Customer - Direct	-	07/04/2023
	RAJESWAR BHARATHIRAJA	Edge Communications	TX	Customer - Direct	Hot	07/04/2023
	RAJESWAR BHARATHIRAJA	Burlington Textiles Corp of America	NC	Customer - Direct	Warm	07/04/2023
	RAJESWAR BHARATHIRAJA	Pyramid Construction Inc.	-	Customer - Channel	-	07/04/2023
	RAJESWAR BHARATHIRAJA	Orioncor LLC	MS	Customer - Channel	-	07/04/2023
	RAJESWAR BHARATHIRAJA	Grand Hotels & Resorts (M)	IL	Customer - Direct	Warm	07/04/2023
	RAJESWAR BHARATHIRAJA	Speed Logistics and Transport	OR	Customer - Channel	Cold	07/04/2023
	RAJESWAR BHARATHIRAJA	University of Arizona	AZ	Customer - Direct	Warm	07/04/2023
	RAJESWAR BHARATHIRAJA	United Oil & Gas Corp.	NY	Customer - Direct	Hot	07/04/2023
	RAJESWAR BHARATHIRAJA	Shonco	CA	-	-	07/04/2023
	RAJESWAR BHARATHIRAJA	Ganeford	CA	Customer - Channel	Cold	07/04/2023
	RAJESWAR BHARATHIRAJA	United Oil & Gas, UK	UK	Customer - Direct	-	07/04/2023

## TRAILHEAD PROFILE PUBLIC URL

Team Lead - <https://trailblazer.me/id/rbharathiraja>

Team Member 1 - <https://trailblazer.me/id/ppanner1>

Team Member 2 - <https://trailblazer.me/id/prabaz003>

Team Member 3 - <https://trailblazer.me/id/rkumarapathi>

## ADVANTAGES & DISADVANTAGE.

### ADVANTAGES:

- Hiring internal candidates can be more efficient than recruiting externally.
- They are prescreened for culture fit.
- Their track record is easily accessible.
- They may not always need full interviews with managers.
- May be familiar with people in their new team especially in smaller businesses.

### DISADVANTAGES:

- Employees who were considered for a role could feel resentful or external candidates is eventually hired.
- Leave a gap in your existing workforce, if when you promote someone to fill an open position, their old position becomes vacant.
- Ensure promotions or job moves aren't the only ways to recognise employees or help them advance their careers.
- Avoid communicating an opening if you already have a candidate in mind.

### APPLICATIONS

- Main responsibilities of a recruiting assistant are implementing HR functions, providing clerical support, performing background checks, monitoring staff activity, organising interviews and helping with payroll preparation.
- Recruiting Assistant provide support to hiring managers and help them find suitable candidates for a vacant position.

### CONCLUSION

In conclusion, the part of HRM needs to be integrated with the overall strategy to ensure effective use of people and provide better returns to the organizations in terms of ROI (Return On Investment) or every dollar or rupee spent on them.



## FUTURE SCOPE

*One should remember that HR needs to adapt i.e an HR professional must not stop learning. HR will not be replaced, but HR take up relevant courses to empower your working and be in a race.*

