

HR Internship Program - Project Brief

Project H1: Career Development through Talent Marketplace Launch and Skills Framework Integration

- Support the launch of the new Talent Marketplace platform, including program management in collaboration with the vendor. Focus on ensuring a seamless employee experience and integration with other existing platforms.
- Integrate the existing skills framework into the platform. Strengthen skills adoption through Individual Development Plans (IDPs) in partnership with HR Business Partners (HRBPs).
- Develop a comprehensive career development strategy for 2026 and launch related initiatives. Foster a culture where employees, managers, and HRBPs utilize skills to facilitate holistic career planning.

Project H2: AI Upskilling Roadmap Development

- Map the existing state of AI literacy levels across the organization, spanning from basic to advanced proficiency.
- Evaluate current internal AI upskilling offerings and initiatives available within Myntra.
- Conduct external benchmarking of AI upskilling programs across other organizations.
- Evaluate and assess external vendors that can provide AI upskilling solutions.
- Based on the existing state analysis, collaborate with leaders and HRBPs to define the desired end-state for AI proficiency across all functions.
- Propose tailored learning pathways and plans for each employee segment. Evaluate and recommend suitable learning formats (e.g., workshops, microlearning, self-paced courses, hackathons).
- Develop a detailed roll-out plan complete with timelines, deliverables, and defined impact metrics.

Project H3: Building Belonging across the Organisation (Inclusive Culture by Design)

- Understand and assess the current state of inclusion across the entire organization.
- Define a comprehensive Inclusion Framework incorporating key components: values, behaviors, rituals, and systems that actively support and drive inclusion.
- Design a strategy to equip leaders and employees with the necessary inclusive behaviors and tools.
- Develop and roll out an implementation plan focused specifically on Inclusive Leadership.

Project J1: HR Systems - Process Mapping and Optimization

The primary focus is the Process Mapping and Optimization of existing HR Operations and HR Systems workflows. This involves a thorough analysis of current processes to pinpoint inefficiencies, bottlenecks, and redundancies. The goal is to propose tangible "To-Be" improvements designed to enhance efficiency, clarity, and the potential for automation.

Expected Deliverables:

A centralized repository of documented processes, clearly outlining all findings, proposed "To-Be" processes, and recommended action plans for implementation.

Project J2: HR Business Partnering (consisting 3 parts)

Part I. Employee Engagement Analysis (MyPulse 9.0)

This project aims to analyze current employee engagement levels using MyPulse 9.0 metrics, identify gaps, and propose actionable strategies to improve the overall employee experience.

Scope:

- **Data Analysis:** Collect and analyze Business Unit (BU)-level engagement data from MyPulse 9.0 to identify trends, strengths, and areas of concern across different BUs.
- **Qualitative Insights:** Coordinate with HRBPs to gather qualitative inputs via Focus Group Discussions (FGDs), documenting recurring themes and specific pain points.
- **Strategy Development:** Benchmark engagement best practices both internally and externally. Draft practical, data-informed recommendations for HRBPs to implement targeted engagement initiatives.

Expected Deliverables:

- Key findings from quantitative and qualitative analysis, specifically BU-specific engagement insights.
- A set of practical recommendations for HRBP-led engagement initiatives.

Part II. Org Design & Career Pathing

This project encompasses two distinct but related initiatives: designing career paths for the Tech E3 grade and optimizing the organizational structure for the Myntra Supply Planning (MSP) team and Group Finance team.

Scope:

- **Career Pathing for Tech E3:** Map current incumbents against defined roles, responsibilities, and interest areas to understand their future career trajectory (Individual Contributor vs. Managerial track). Design cohort-based development journeys for this grade.
- **Org Design for MSP Team:** Analyze the current structure and workflows. Curate optimal "Ways of Working" for the MSP team in consultation with stakeholders. Conduct industry research/

benchmarking (e.g., Blinkit, Zepto, Instamart) and compare structures and Key Result Areas (KRAs) with Flipkart for alignment.

- **Org Design for Group Finance Team:** In collaboration with Mercer, conduct a comprehensive analysis of the current Group Finance organizational structure, position layers, and role requirements across both Flipkart and Myntra. Based on these insights, design and recommend an optimal, efficient structure that supports GroupFin's cross-organizational operations, as informed by industry benchmarks.

Part III. Dashboard Adoption & Efficiency

The goal is to streamline reporting by leveraging existing dashboards, aiming to eliminate manual PPT creation for regular business reviews.

Scope:

- **Current State Assessment:** Identify all currently utilized dashboards, map their data sources, and review current processes for report creation.
- **Gap Analysis:** Determine the root cause of why PPTs are still being created despite dashboard availability. Collect stakeholder feedback regarding usability issues, data gaps, or process concerns.
- **Solution Design:** Propose a standardized dashboard adoption process. Create clear guidelines for conducting review meetings solely using live dashboards.
- **Change Management:** Develop quick reference guides for dashboard usage and conduct awareness sessions for HR teams to drive adoption.

Project N1: TA - Spire Adoption and Optimization for TA process

To drive high adoption of the Talent Acquisition Tech Platform - Spire by optimizing current processes, addressing user concerns, and maximizing its utility across the complete candidate lifecycle.

Scope & Activities:

- **Current State Analysis:** Understand the current Ways of Working on the Spire platform and identify existing concerns, issues, and friction points through user interviews and process mapping.
- **Stakeholder Engagement:** Conduct outreach and coordination with Hiring Managers and the Tech Team to actively address issues, drive usage, and champion the platform's benefits.
- **Adoption Strategy:** Develop and suggest actionable recommendations to improve platform functionality, training, and communication, directly contributing to an increased adoption percentage.
- **Measurable Progress:** Progress will be measured over a six-month period, providing valuable learning and development for the individual managing the project.

Key Deliverables:

- Increase Candidate Feedback Process, Offer Approval & Onboarding on Spire.
- Improve Sourcing Efficiency (through Richness Index)

- Improve Overall Adoption of the tool

Project N2: TA - Interview Process Standardization (Process Gap Study)

To conduct a comprehensive process gap study of the overall interview process across multiple recruiters and business units. The goal is to identify variations, inefficiencies, and non-adherence points, and subsequently recommend a standardized approach to ensure process adherence and uniformity.

Scope & Activities:

- **Current State Mapping:** Document the current, end-to-end interview workflow utilized by various recruiters.
- **Gap Analysis:** Analyze the documented workflows against the ideal or standard operating procedure (SOP) to identify specific gaps, inconsistencies, and points of non-adherence.
- **Stakeholder Consultation:** Gather qualitative feedback from recruiters, hiring managers, and candidates to understand the operational challenges of the current process.
- **Recommendation Development:** Propose a best-practice, unified process and suggest mechanisms (e.g., training, checks, tech integration) to ensure uniformity and adherence across the Talent Acquisition function.

Project N3: TA - Development of Alternate Sourcing Channels (India & SEA)

Identify, evaluate, and pilot alternate sourcing and advertising channels to expand reach and improve candidate quality in the India and Southeast Asia (SEA) talent markets.

Scope:

- **Channel Analysis:**
 - Research and map niche job boards, professional communities, and regional social platforms effective in SEA and India.
 - Create a Vetting Matrix ranking channels by relevance, cost, and target talent segment.
- **Strategy & Pilot:**
 - Develop market-specific sourcing plans for critical functions/geographies.
 - Execute a controlled pilot campaign on the top 3-5 recommended channels.
- **Evaluation & Integration:**
 - Measure pilot success using metrics like Cost-Per-Applicant (CPA) and Conversion Rate.
 - Provide a Final Recommendation & SOP for integrating high-performing channels into the existing TA workflow (linked to Spire).