



RECRUITING ASSISTANT FOR HR MANAGERS



PROJECT NAME

**RECRUITING ASSISTANT
FOR HR MANAGERS**

Team ID: NM2023TMID07590

Team Size: 04

Team Leader: SWETHA.S

Team Leader: 1. UTHAYARANI.S

2. VENNILA.D

3. VIJAYALAKSHMI.K

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RECRUITING ASSISTANT FOR HR MANAGERS

Introduction:

A Human Resources 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 clerical support to all employees. An HR assistant oversees all operations in an organization that deals with employee issues . This Human Resources Assistant job description template is optimized for posting on online job boards or careers pages. As sample description, it's easy to customize for your company's specific needs – add or delete any skills or duties.

Specify the Business Problem in HR Managers:

HR problems in companies come in many shapes and forms. They also vary in seriousness and complexity, depending on the challenge and where the company is located and operates.

Consider the solutions to these problems to be guidelines. It might be necessary to seek outside help, depending on the resources available to you at your company.

1. Compliance with laws and regulations:

The first common HR problem in companies is a big one: ensuring you adhere to all relevant laws in your operation

area. This can be a huge challenge for small HR organizations, especially if no one on the team has experience dealing with local labor laws and regulations.

Health and Safety:

Like with laws and regulations, HR organizations often ensure all health and safety requirements are being met at the company.

3. Change management:

Managing changing can be a big headache for HR departments and their employees. This is especially true for fast-growing organizations experiencing rapid evolution in their processes or onboarding new employees at a high clip. Unfortunately, HR often bears the brunt of this frustration.

4. Compensation management:

Compensation and [benefits](#) are one issue that no HR organization can get around. This is the core concern for all employees and has an immense impact on everything from performance to engagement to productivity.

5. Landing top talent:

Like with compensation, smaller HR organizations often get muscled out in the fight for top talent. This is another major HR problem in companies that don't have the resources to aggressively go after the best candidates.

6. **Monitoring productivity and performance**

[Productivity](#) and performance is a shared responsibilities between managers and the HR department. Managers are ultimately

responsible for their team's performance, but it will fall on the HR department to make tough decisions if certain departments or teams aren't performing at the level they need to be.

HR Manager: **The Strategic Role**

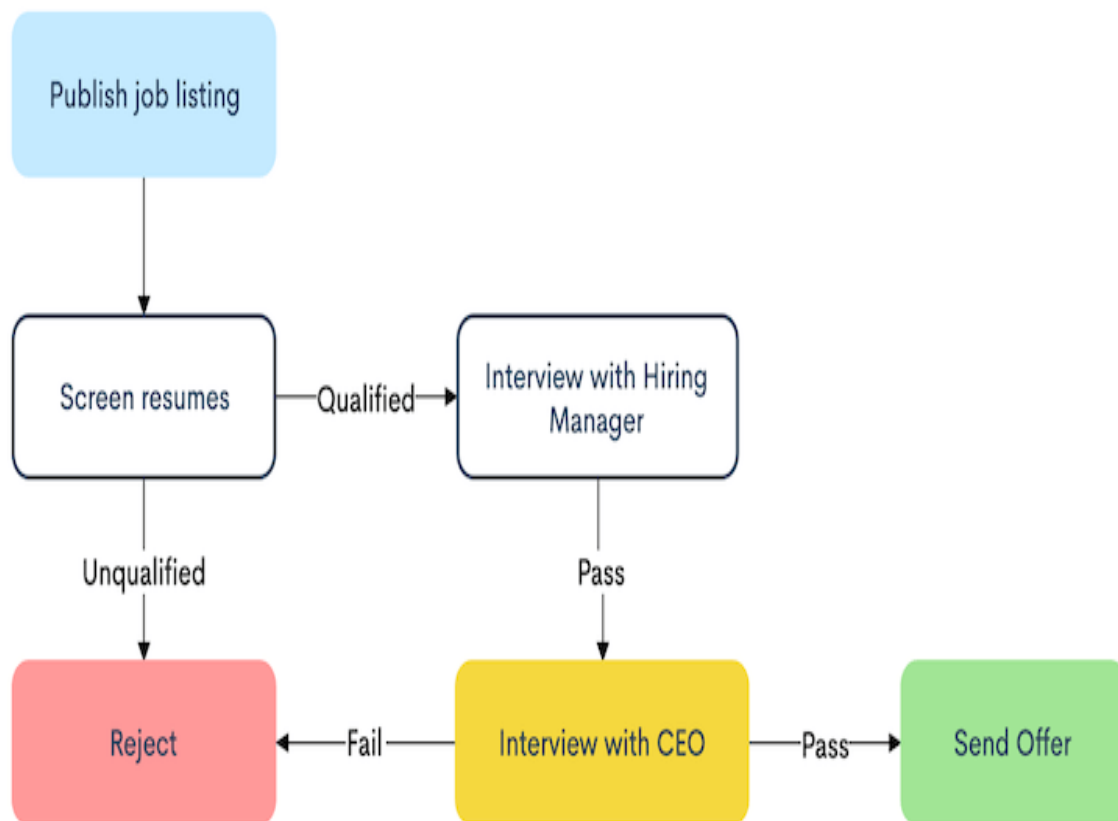


Full Cycle Recruiting in 6 Steps

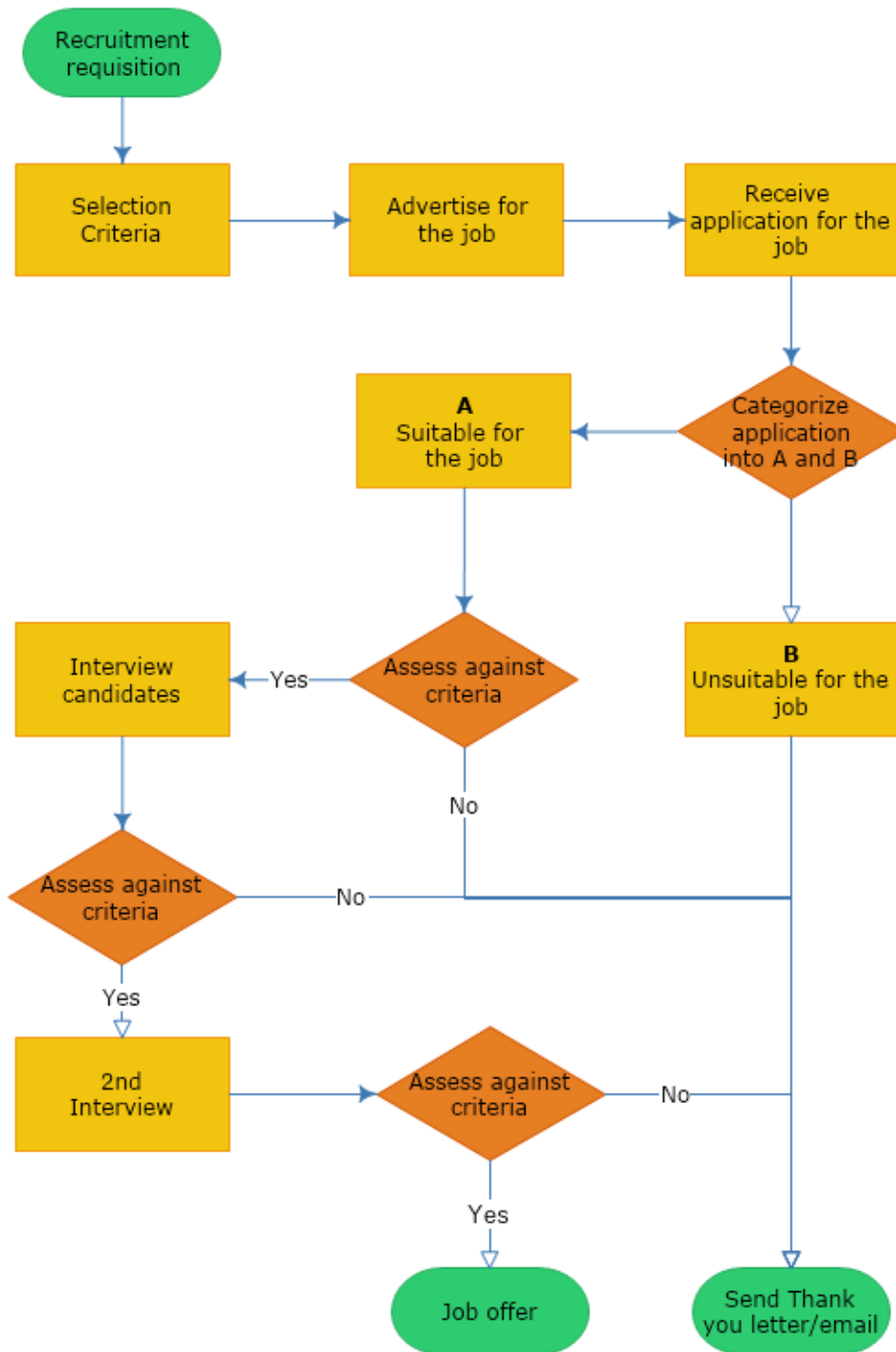


Recruiting Assistant for HR Manager

Flowchart:



Recruitment Process Workflow



Business Requirement:

- . Excellent verbal and written communication skills.
- . Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- . Excellent organizational skills and attention to detail.
- . Proficient with Microsoft Office Suite or related software.
- . Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.
- . Associate's degree in related field required.
- . Prior related office experience preferred.
- . Prolonged periods of sitting at a desk and working on a computer.

- . Must be able to lift up to 15 pounds at times.
- . Bachelor's degree in Human Resources Management or a related field.
- . 3+ years of working experience as an HR Assistant, HR coordinator or a similar role in the HR department.
- . Sound knowledge of working with Applicant Tracking System like Joboid.
- . Extensive understanding of human resources life cycle.
- . Knowledge of employment laws and practices.
- . Strong oral and written communication skills.
- . Ability to maintain sensitive and confidential information.
- . Good organizational and decision-making skills.

- Ability to work in a team environment.
- Proficient in MS Office Tools.



Literature Survey for Recruiting Assistant for HR Managers:

One of the most crucial human resource practices in the company is human resource planning. Organizations heavily rely on human resource planning to assess their existing situation and forecast their future labor requirements. This paper's goal is to assess the value of human resource planning to the company through a study of the relevant literature. The objectives of human resource planning, the process of human resource planning, and the significance of human resource planning to the organization are the main topics of this paper's review of the relevant literature. The following steps make up the human resource management (HRM) process: human resource planning, recruitment, selection, professional development,

performance evaluation, and remuneration. Human Resource Planning (HRP), the first phase in the HRM process, entails identifying the HR goals of an organization, formulating a strategy for achieving those goals, and creating a comprehensive set of plans to integrate and coordinate operations as part of the HR strategy.

Literature Survey of Assistant HR Managers:

It is the work of the organization to determine its current and future manpower requirements that will help to meet its objectives. According to Bulla and Scott (1994), human resource planning is a process for ensuring that the human resource requirements of the organization are identified and plans are made for satisfying those requirements. Milkovich

and Boudreau (1993) outlined that human resource planning is the process of collecting and using information on the base of which it can be discussed as the number of resources spent on personnel activities. Mondy and Noe (2006) advocated that human resource planning is the entry point of human resource management concerned with the determination of human resource requirements, job analysis, recruitment, selection and socialization. Reilly (2003) defined workforce planning as a process in which an organization attempts to estimate the demand for labor and evaluate the size, nature and source of supply which will be required to meet the demand. Anyim, Mba and Ekwoaba (2012) were of the opinion that Human resource planning is a first and

most basic, activity of the human resource management function.

Review of the HR digital research field

Conceptual framework for areas of concern regarding HR digital systems

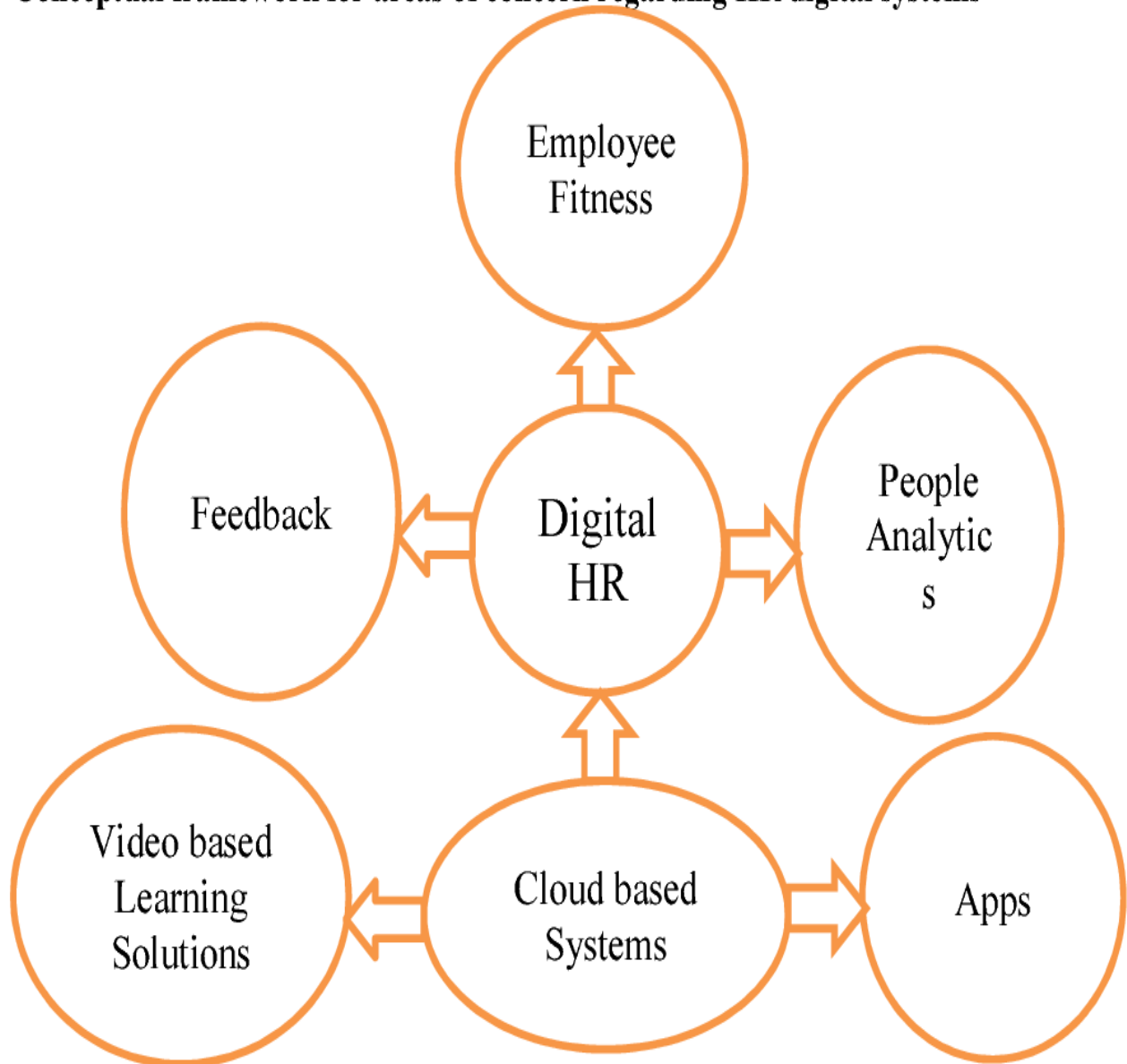


Figure 1

HR professionals work with managers to assess whether all necessary resources are available to meet stated goals. **Survey Questionnaires** are used to gather information about what is working and what is not, what needs to change and how. This results in strategic knowledge.

An organization's success depends on the degree to which every individual succeeds. Organizations with a strategic approach to HR management view individuals as a vital asset, a competitive advantage to organizational effectiveness. To ensure success, HR professionals and **managers use questionnaires** (online or on paper or by telephone), focus groups, and interviews to gather and analyze information to plan and implement a direction that aligns with corporate strategy.

Social or Business Impact:

The HR function sits within the heart of the business, communicating between senior management and employees, engaging existing staff and welcoming new employees to the company culture. It is vital you are a people person with great relationship building skills to succeed as a HR Assistant. It's also important that you enjoy working with people so this comes natural to you in your role and working with multiple teams and employees across the business.



To be a great HR Assistant you need to be highly organized and confident coordinating multiple tasks and projects at once. You will be responsible for managing employee information and records, updating them accordingly, managing internal correspondence, coordinating and having input in various meetings such as disciplinary hearings, interviews, reviews and organizational meetings. The HR function works across all areas of the business so it is important to be organized and have the ability to multi task to carry out your role effectively.

Working as a HR Assistant you will be responsible for producing a range of documents from meeting agenda and minutes, job descriptions, HR communications and correspondence. You will also be responsible for proof reading and supporting senior management with the production of contracts and formal

documentation so you must have excellent writing skills and a great eye for detail.

Fair and diplomatic

As a HR Assistant you will be involved in various internal processes where important decisions need to be made, these decisions must be unbiased, so it is vital you are fair and diplomatic in your approach. To be successful in the role you need to review scenarios and facts before deciding on a fair and appropriate outcome following HR proceedings.



To further your career within the field of HR and give you more confidence in your role, the willingness to learn and apply yourself to studies or a potential qualification in HR is essential. To progress, it is likely you will need to gain a recognized HR qualification, such as CIPD, or be willing to commit to studies at some stage. It's important to stay up to date with changes in employment law or working practices that will impact your role or the organization, so a general awareness and knowledge when starting a HR Assistant or HR Administrator role is advantageous.

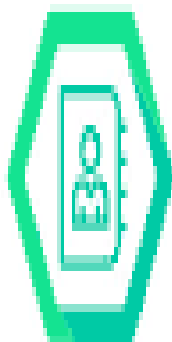
Conclusion:

There are many benefits of starting a career as an HR Assistant. Being an entry-level job means you get on-the-job training and experience. As long as you fulfill the basic requirements, especially communication skills, you can earn an opportunity and

learn quickly. Besides a full-time job, you can work part-time or as an interim.

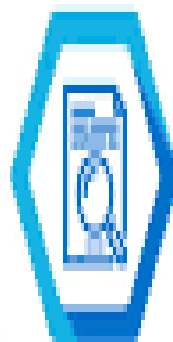
HR ASSISTANT DUTIES YOU MUST BE FAMILIAR WITH

Employee record
documentation



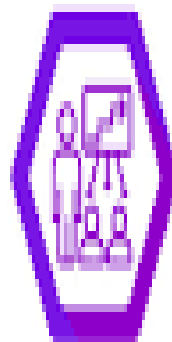
1

Administrative
and clerical tasks



3

New hire
orientations



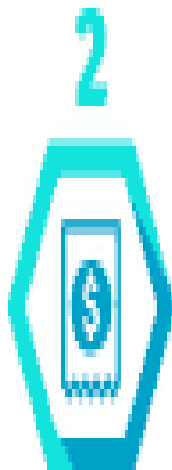
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HR records
audits



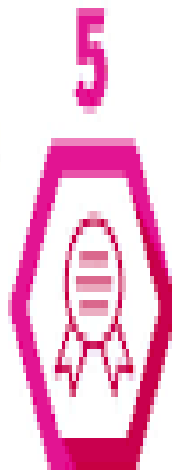
6

Payroll and cheques
distribution



2

Event handling and
employee recognition



5