**NAME: ANUSHA RAO**

**BRANCH: ELECTRONICS AND COMMUNICATION ENGINEERING**

**INTERNSHIP DOMAIN: HUMAN RESOURCE**

**MINI PROJECT**

**ON**

**RECRUITMENT OF 10 EMPLOYEE IN ABC INFOTECH COMPANY FOR I.T SECTOR**

**Recruitment Source:**

Our internal recruitment source strategy focuses on identifying and promoting talented individuals from within the company to fill key positions and drive organizational success.

**Job Description (JD):**

Date: 17th April, 2024

Company Name: ABC Infotech

Title/Designation: Quality Analyst

About Us: ABC Infotech is a premier IT company specializing in software development services. Established with a vision to harness the power of technology and innovation, ABC Infotech has been delivering exceptional software solutions to businesses of all sizes across diverse industries.

Mission: At ABC Infotech is to empower businesses with cutting-edge software solutions that drive efficiency, productivity, and growth. We are committed to excellence, integrity, and customer satisfaction, striving to exceed expectations with every project we undertake.

Essential Functions: Defining Quality Standards, Testing and Evaluation, Identifying Defects and Issues, Root Cause Analysis, Ensuring Compliance

Non-Essential Functions: Documentation and Reporting, Administrative Tasks, Secondary Testing, Overlapping Responsibilities

**Job Specifications:**

Experience: Fresher

Education: Bachelor degree in CS and IT only

KSA (Knowledge, Skills, Abilities): Knowledge of software development processes and methodologies (e.g., Agile, Waterfall) and their implications for QA practices, Proficiency in test automation tools and scripting languages (e.g., Selenium, Python) for automated testing, Strong customer focus and dedication to delivering high-quality products or services that meet or exceed customer expectations.

**Physical Working Conditions**: Emergency procedures and protocols in place, such as fire evacuation plans and first aid facilities, Proper cable management to prevent tripping hazards and maintain a neat and organized workspace.

**Applicant Tracking System (ATS) Screening**: Using an ATS, 25 candidates have been shortlisted for the interview process.

**Interview Process:**

Preliminary Round: Telephonic Interview

Expert Interview Round: Senior QA Manager will take the interviews of the candidates.

Questions:

* Describe a situation where you had to troubleshoot a complex technical issue. What steps did you take to resolve it?
* How do you prioritize tasks when faced with multiple competing deadlines or projects?
* Can you provide an example of a time when you had to quickly adapt to a new technology or system?

**Selection & Package:**

Negotiation: This may involve signing and returning the offer letter or employment contract within a specified timeframe.

Consent: Ensure candidates provide consent for background checks and other necessary procedures.

Offer Letter and Acceptance: Issue offer letters to successful candidates and obtain their acceptance.

**Salary Breakup:**

|  |  |
| --- | --- |
| Base Pay | ₹ 60,000 per annum |
| HRA | ₹ 10,000 per annum |
| Residual Choice Pay/ Coupon/  Vouchers (Optional) | ₹ 2,000 per annum |
| TA | ₹ 3,000 per annum |
| Any other allowances | ₹ 5,000 per annum |
| Total/ Net | ₹ 80,000 per annum |
| Deductions : PF | ₹ 7,200 per annum |
| Gratuity : | Not applicable (as it varies based on company policy and tenure) |
| Income Tax/ Professional Tax | ₹ 8,000 per annum (estimated) |
| Total deductions | ₹ 15,200 per annum |
| Gross | ₹ 80,000 per annum |

**Onboarding:**

As a HR professional, the onboarding process is crucial for ensuring new employees feel welcomed and integrated into the organization. The onboarding process may include:

* Welcoming the new joiners with a personalized welcome kit.
* Introducing them to the team and providing an overview of the company culture and values.
* Conducting orientation sessions to familiarize them with company policies, procedures, and expectations.
* Assigning a mentor or buddy to help them navigate their roles and responsibilities.
* Providing necessary training and resources to support their professional development.
* Regular check-ins to address any concerns and ensure a smooth transition into the organization.

Conclusion:

Effective recruitment and onboarding processes are essential for attracting and retaining top talent in the competitive IT sector. By following a structured approach outlined in this project, organizations can ensure they hire the right candidates who contribute to their growth and success.