



RECRUITMENT

KRATIKA AGARWAL



HR INTERVIEW QUESTIONS..

ENTRY QUESTIONS



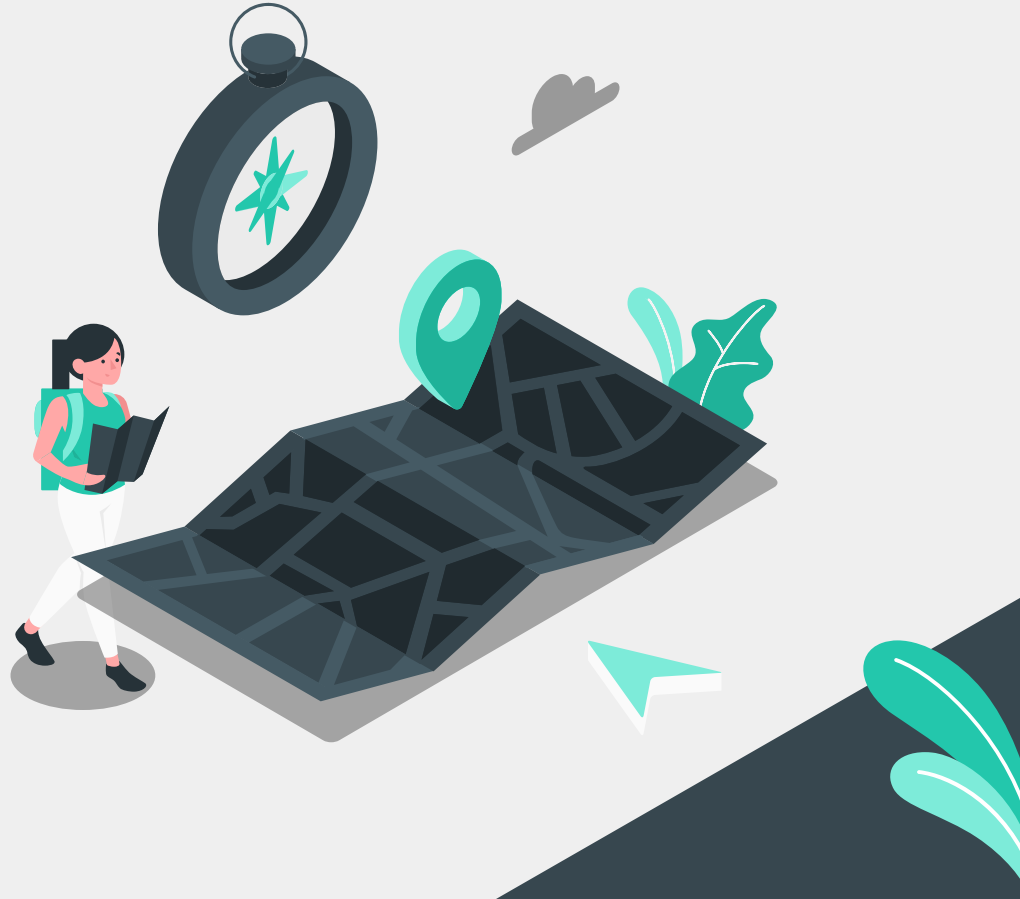
- Tell me about yourself.
- Why did you leave your previous job? (if not fresher)
- What are your strengths and weaknesses?
- What do you know about our company?
- Where do you see yourself in 5 to 10 years?
- Situation based question.
- Do you have any questions?
- And other questions related to the job.

EXIT QUESTIONS

- Why did you start looking for another job?
- What ultimately led you to accept the new position?
- If you could change anything about your job or the company, what would you change?
- Would you consider coming back to work here in the future? In what area or function? What would need to change?
- What do we need to improve to retain our top talent?
- Do you feel your manager gave you what you needed to succeed?
- What did you like the best and least about your job?
- Did your achievements were recognized throughout our employment?
- Do you have any other issues or comments you'd like to address?



CONTRACT LAYOUT FOR EMPLOYEE ENROLLMENT



DECLARATION

About the acceptance of contract

EFFECTIVE DATE

Date from which contract is effective

OTHER TERMS AND CONDITIONS

Confidentiality, Intellectual property rights, etc.

LAWS

Governed by laws of India

TERMINATION

A notice is given prior

INSURANCE

Health insurance of employee and her family

LOCATION

Employment place (can be relocated if necessary)

ROLE

Position in the organisation

COMPENSATION

Basic salary, allowances, taxes, bonus

VACATIONS

No. of paid leaves

PROBATION PERIOD

Upto 3 months

PERFORMANCE REVIEWS

Performance appraisal annually/quarterly(any time)



EXIT FORMALITIES





Handling the resignation



Notice period and other formalities



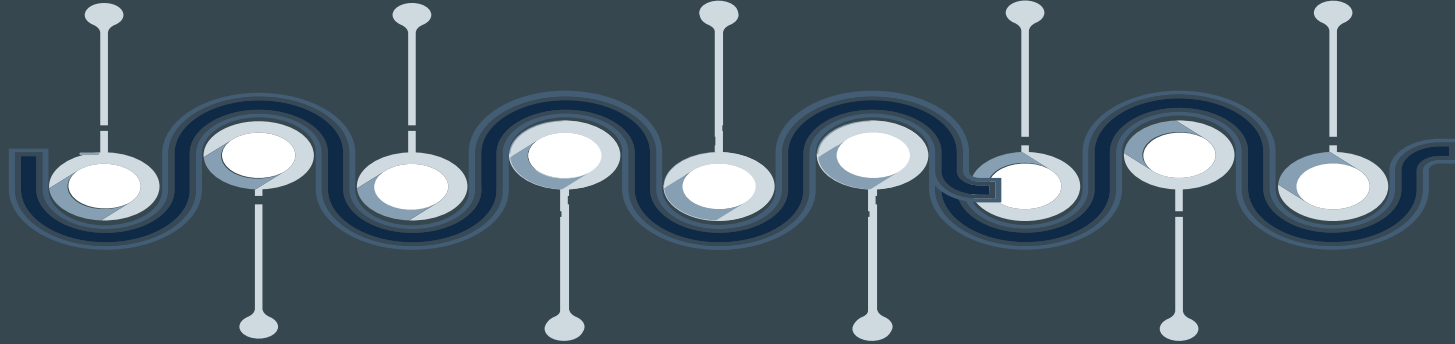
The Handling over process



Exit interview



FnF and relieving letter



Negotiating with employee



Pending projects



Notice period formalities



Relieving formalities





THANK YOU

For questions

Email id:

kratikaagarwal2129@gmail.com