Human Resources Department Policies and Procedures HR Department Structure: The Human Resources department at TechCorp is led by Director Rachel Foster, who reports directly to CEO Sarah Johnson. Rachel has been with the company for 8 years and oversees all HR operations. HR Team Members: Under Rachel Foster's supervision are three key HR specialists: - Kevin Park manages employee recruitment and onboarding processes - Diana Wu handles employee relations and conflict resolution - Mark Stevens oversees training and professional development programs Recruitment Process: Kevin Park leads all recruitment efforts and works closely with department heads to understand staffing needs. He collaborates regularly with Michael Chen for technical positions, Lisa Rodriguez for marketing roles, and David Kim for finance positions. Employee Relations: Diana Wu serves as the primary point of contact for employee concerns and workplace issues. She works closely with all department managers to address personnel matters and maintain positive workplace culture. Training and Development: Mark Stevens coordinates with team leads across the organization to identify training needs. He works particularly closely with Anna Petrov and Dr. Robert Taylor to develop technical training programs for AI and data science skills. Performance Reviews: Rachel Foster oversees the annual performance review process. She collaborates with all department heads - Sarah Johnson, Michael Chen, Lisa Rodriguez, and David Kim - to ensure consistent evaluation standards across the organization. Interdepartmental Coordination: The HR team maintains regular communication with all departments: - Weekly meetings with department heads on staffing needs - Monthly check-ins with team leads on employee satisfaction - Quarterly reviews with executive leadership on HR metrics Professional Development: Mark Stevens works with external training providers and internal mentors to create development opportunities. Senior employees like Anna Petrov and Dr. Robert Taylor often mentor junior staff members in their respective areas of expertise.