

Project Report Temple

Recruiting Assistant For HR Managers

1 INTRODUCTION

1.1 Overview

A human resources department is the part of an organization that manages and organizes all aspects of staff and human capital. It is responsible for administrative tasks, operational functions, employee growth and culture, and legal compliance with federal, state and industry regulations. Although very small businesses might forgo an HR department, a general rule of thumb is to hire roughly 1.4 HR employees for every 100 workers.

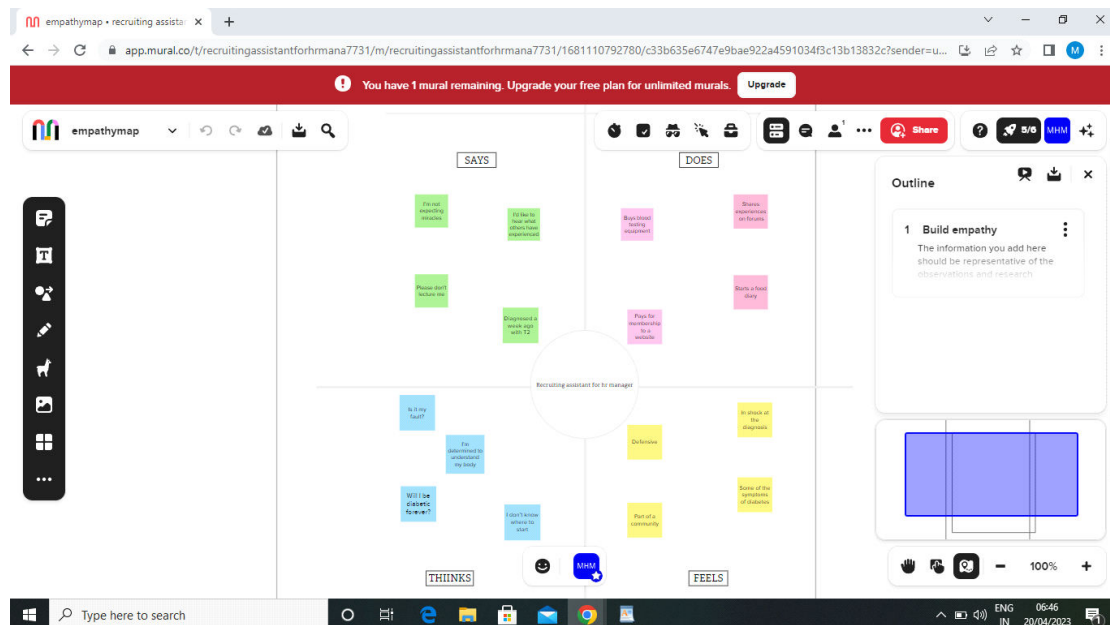
Editor's note: Looking for the right professional employer organization (PEO) for your business? Fill out the below questionnaire to have our vendor partners contact you about your needs.

1.2 Purpose

An HR department has a lot of responsibilities, with the primary goal of helping employees accomplish companywide and individual objectives

2 PROBLEM DEFINITION & DESIGN THINKING

2.1 Empathy map



2.2 Ideation & Brainstorming Map

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Before you collaborate
A little bit of preparation goes a long way with this session, here's what you need to do to get going.
10 minutes

Define your problem statement
What problem are you trying to solve? Frame your problem as a how might we statement. This will be the focus of your brainstorm.
5 minutes

Brainstorm
Write down any ideas that come to mind that address your problem statement.
10 minutes

Group ideas
Take turns sharing your ideas. Sticky notes have been grouped bigger than six sticky notes.
20 minutes

Key rules of brainstorming
To run an smooth and productive session:
- Stay in topic
- Encourage wild ideas
- Defer judgement
- Listen to others
- Go for volume
- If possible, be visual

Person 1, Person 2, Person 3, Person 4, Person 5, Person 6, Person 7, Person 8

20%

recruiting assistant for hr manager x +

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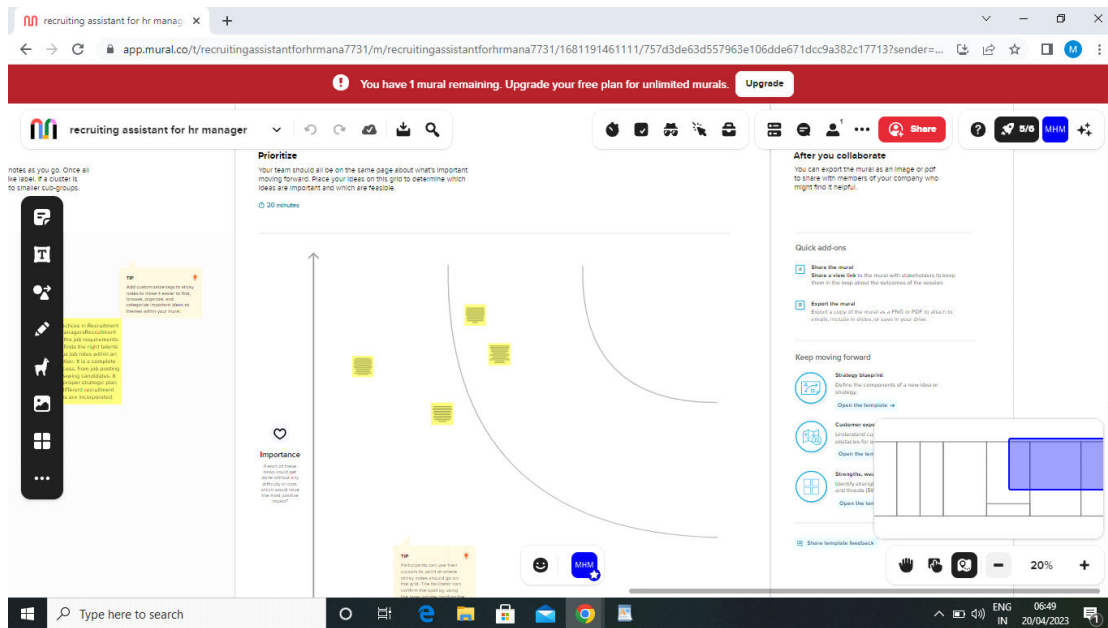
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Group ideas
Take turns sharing your ideas while clustering similar or related notes to you go. Once all sticky notes have been grouped, give each cluster a sentence-like label. If a cluster is bigger than six sticky notes, try and see if you can break it up into smaller subgroups.
20 minutes

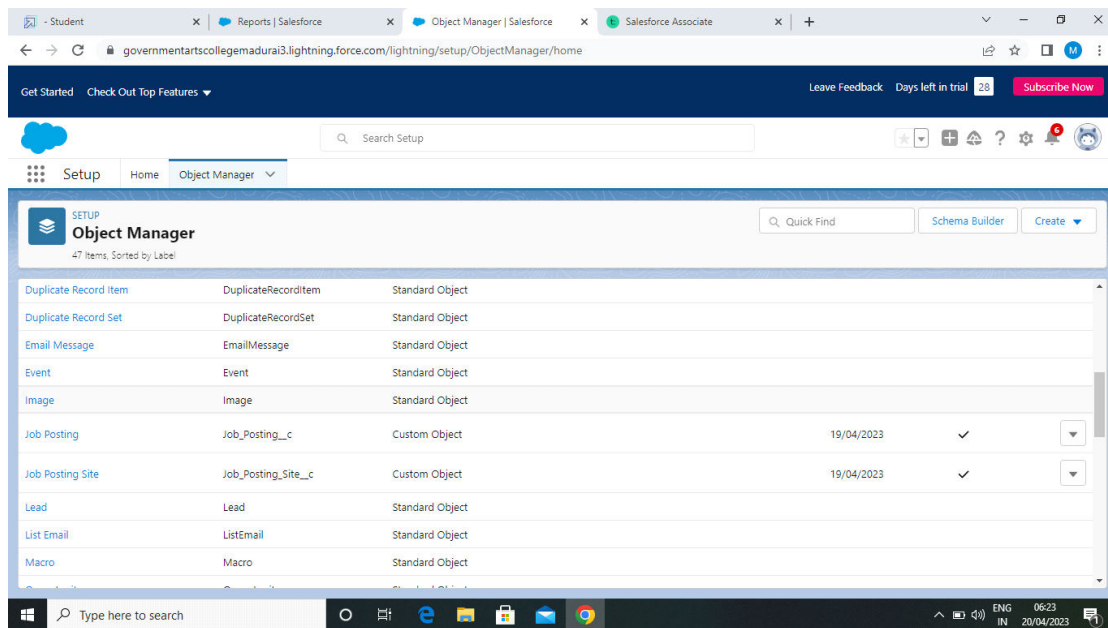
Prioritize
Your team should all be on the same page about what's important moving forward. Place your ideas on this grid to determine which ideas are important and which are feasible.
20 minutes

Importance

20%



3.1 Activity & Screenshot



ASSOCIATE
powered by Trailhead

First Section
✓ 24 / 24 complete

- Discover Salesforce Customer 360 [Review]
- Get to Know Customer 360 [Review]
- Introduction to trailhead [Review]
- Salesforce platform basics [Review]
- Exposure to Contacts [Review]
- App Exchange Basics [Review]

100% COMPLETE

Naanmudhalvan

Teach online with **teachable**

Reports
Recent
5 items

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	Marketing Exec Leads by Source		Sales and Marketing Reports	MOHAMED HARISH M	17/4/2023, 10:03 pm	
Created by Me	Sales Person Activity		Sales and Marketing Reports	MOHAMED HARISH M	17/4/2023, 10:03 pm	
Private Reports	Sales Exec Pipeline		Sales and Marketing Reports	MOHAMED HARISH M	17/4/2023, 10:03 pm	
Public Reports	New Accounts Report		Private Reports	MOHAMED HARISH M	19/4/2023, 5:00 pm	
All Reports	Sample Report: # of Accounts	How many accounts are being added to Salesforce?	Public Reports	MOHAMED HARISH M	17/4/2023, 10:03 pm	

4.1 Trailhead profile & Public URL

Team Lead - <https://trailblazer.me/id/strailhead>

5.1 Advantages & Disadvantage

*Advantages

1.You can cultivate company culture

2.you gain insight and maintain control over internal practices

3. you have access to reliable, onsite assistance

4. you can implement and enforce your own personnel policies and procedures

5. it helps maintain legal compliance

6. they know what types of employees to hire

***Disadvantages**

1. it can be expensive

2. it can be hard to find the right fit

3. internal relationships may cause bias

6.1 APPLICATIONS

* In addition to hiring

* training and terminating employees

* an HR department is responsible for performing administrative tasks

* creating a company culture

* writing an employee handbook

* facilitating employee benefit

* managing payroll and taxes

* maintaining legal risk and compliance measures with federal

* state and industry regulations.

7.1 CONCLUSION

As your business gets bigger, your HR functions may become too much for one person to handle. An HR department may be necessary when your business reaches a tipping point and matters need to be handled internally. Once an organization reaches a certain size – more than 50 employees – it's often necessary to hire an HR department.

Growing businesses that simply want to hold on to their company culture may also want to consider hiring an HR professional or HR department. The in-house HR staff can steer the

culture in the desired direction and keep it on track.

8.1 FUTURE SCOPE

The strategy you use for creating your department can vary. You can hire a person or team to handle all your functions in-house, or you can create a hybrid model by pairing your HR department with a top PEO service or a highly rated HR outsourcing (HRO) service.

In-house HR: In this situation, you keep all of your HR functions in-house. You can start by hiring an HR professional as a point person for functions like recruiting, onboarding, training, performance management and rewards distribution. As your business grows, you can bring on other HR professionals to build your department.

Hybrid HR: If you want to hire an internal HR department but aren't sure if they can handle all your HR needs, consider a hybrid model. For example, you could hire internal HR staff to help with cultural development, talent acquisition, and team growth, and then partner with an outside organization for traditional HR activities like payroll processing and benefits administration. Common options for outsourcing HR include PEOs and HRO services. The main difference between the two is that a PEO uses a co-employment model.

You can hire an HR department gradually or all at once, depending on your budget and needs. Consider your options and determine which one will be most cost-effective and valuable for your organization. If the need for an internal HR department is not clear, consider an interim solution, like contracting staff or outsourcing HR services, until a permanent in-house HR department is necessary.

Try to hire HR professionals who understand your company's vision and mission, as they will largely steer your company culture.

"Although decisions may be reversible, a small business owner needs to carefully evaluate when it makes sense to invest in building an HR department," Coffey said. "Most of this investment consists of committed fixed costs or long-term costs that are hard to undo if the need is no longer there."

Some source interviews were conducted for a previous version of this article.

