RECRUITING ASSISTENT FOR HR MANAGERS

INTRODUCTION

1.1 OVERVIEW

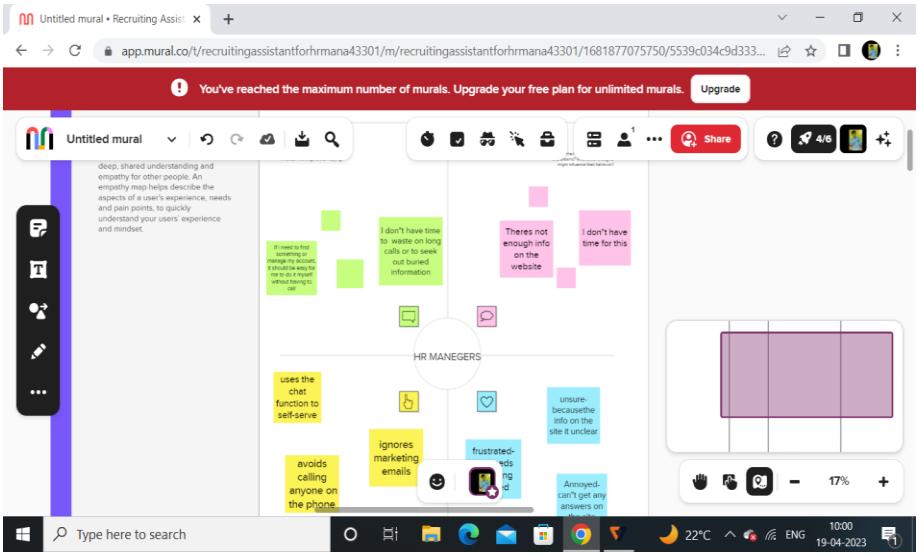
A Human Resources(HR) Assistent is a professional who is responsible for the daily administrative and HR duties of an organization. They assist with recruitment and **record maintanence for payroll processing as well as provide clerical support to all** employees.

1.2 PURPOSE

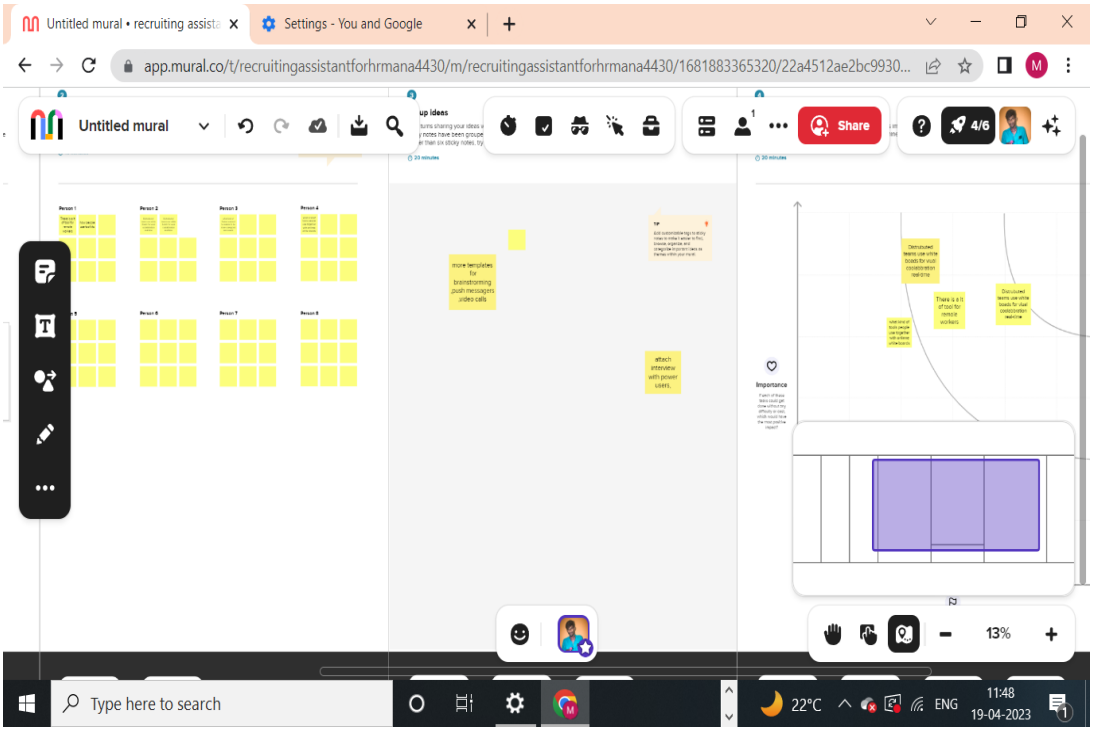
Coordinate hiring activities
Undertake clerical duties (e.g. answering emails and drafting offer letters)
Prepare and post jobs add online
Help with resume screening and initial phone screens
Schedule interviews and keep calendars for all hiring teams and candidates
Handle work and paperwork

PROBLEM DEFINITION & DESIGN THINKING

2.1 EMPATHY MAP

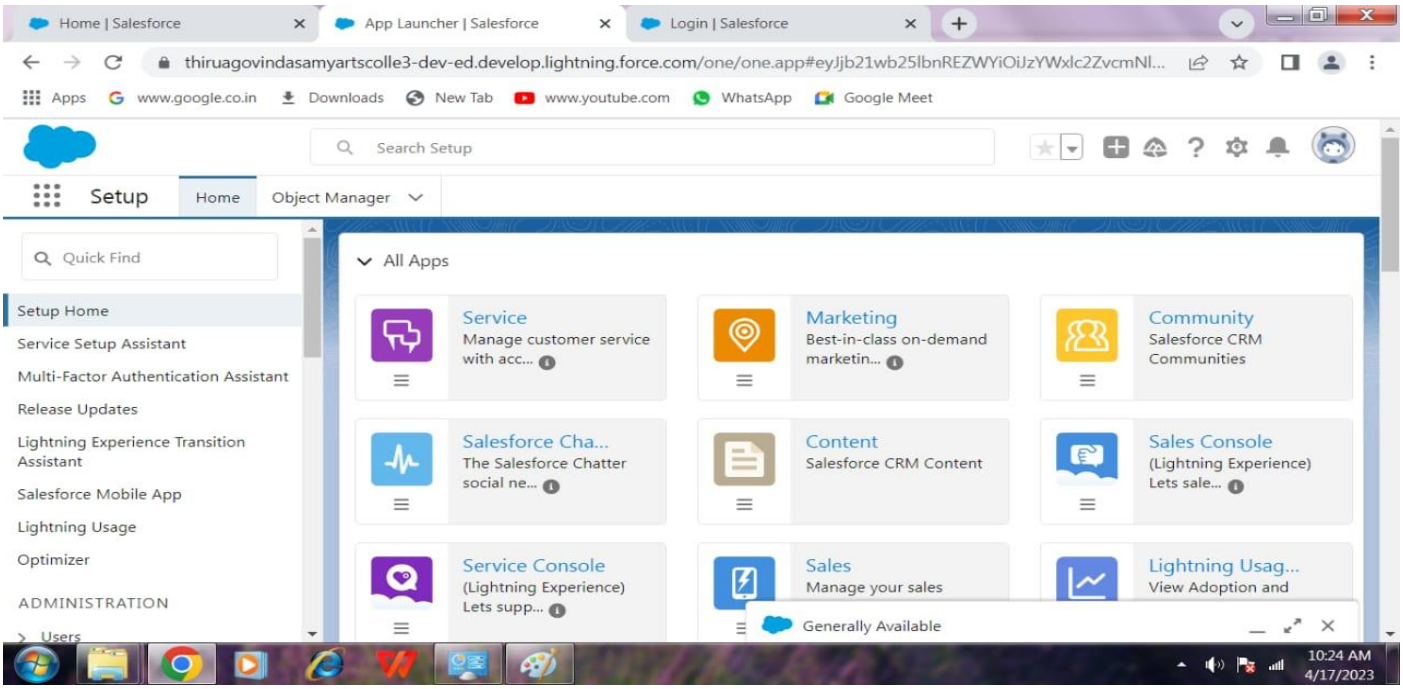


2.2 IDEATION & BRAINSTORMING MAP

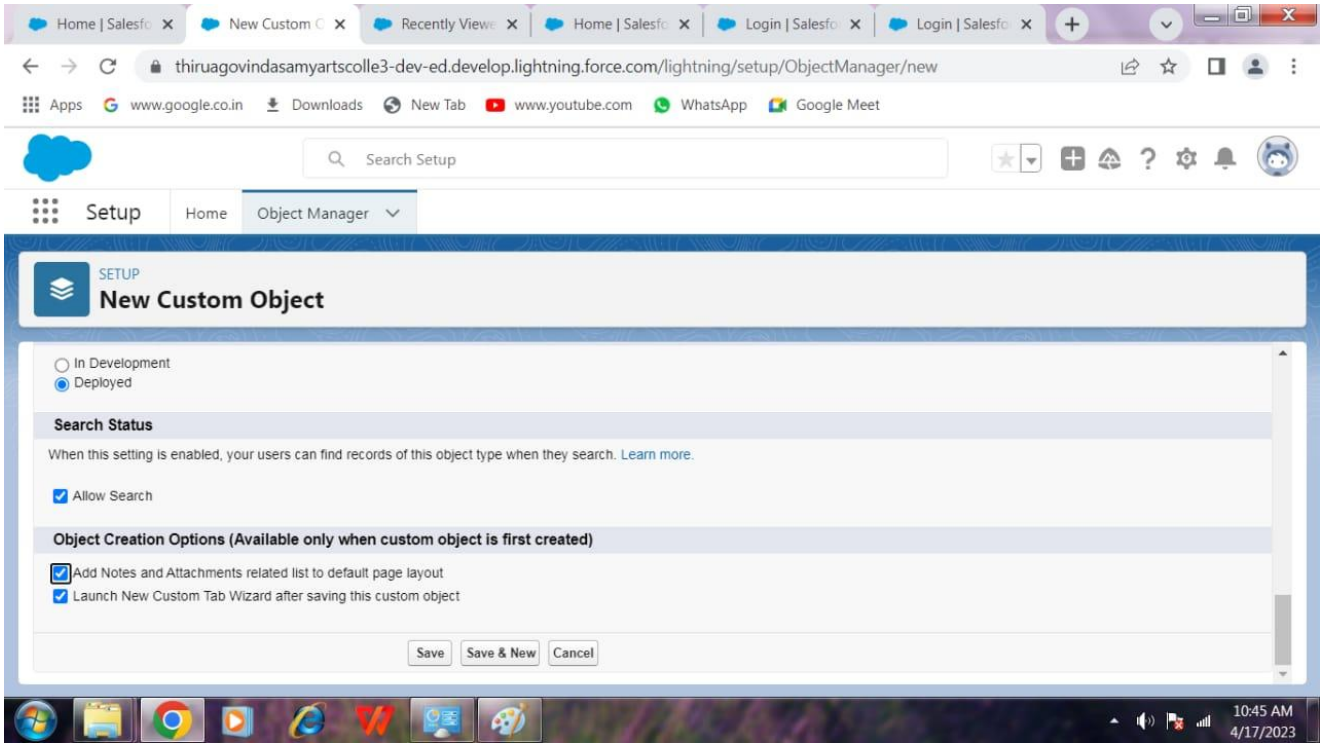


RESULT

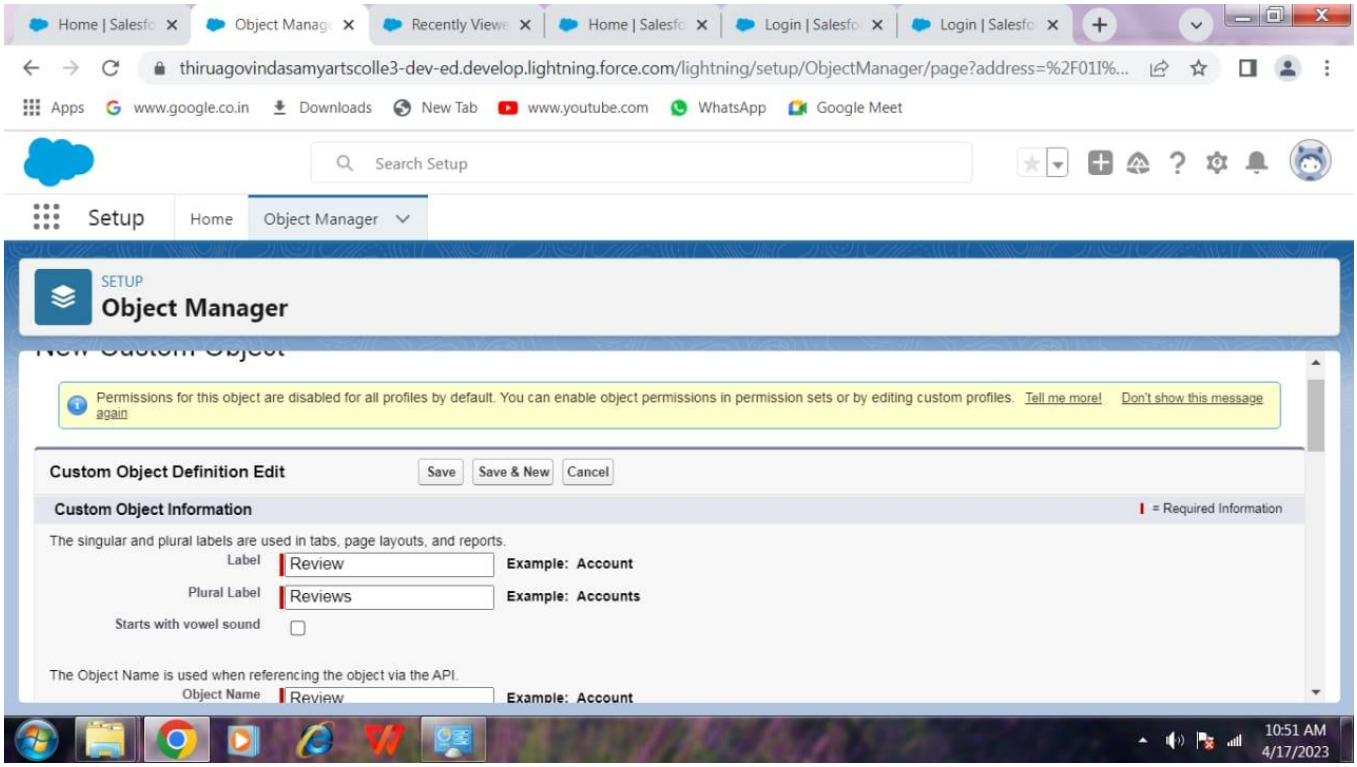
PACKAGE INSTALLATION(APP LAUNCHER)



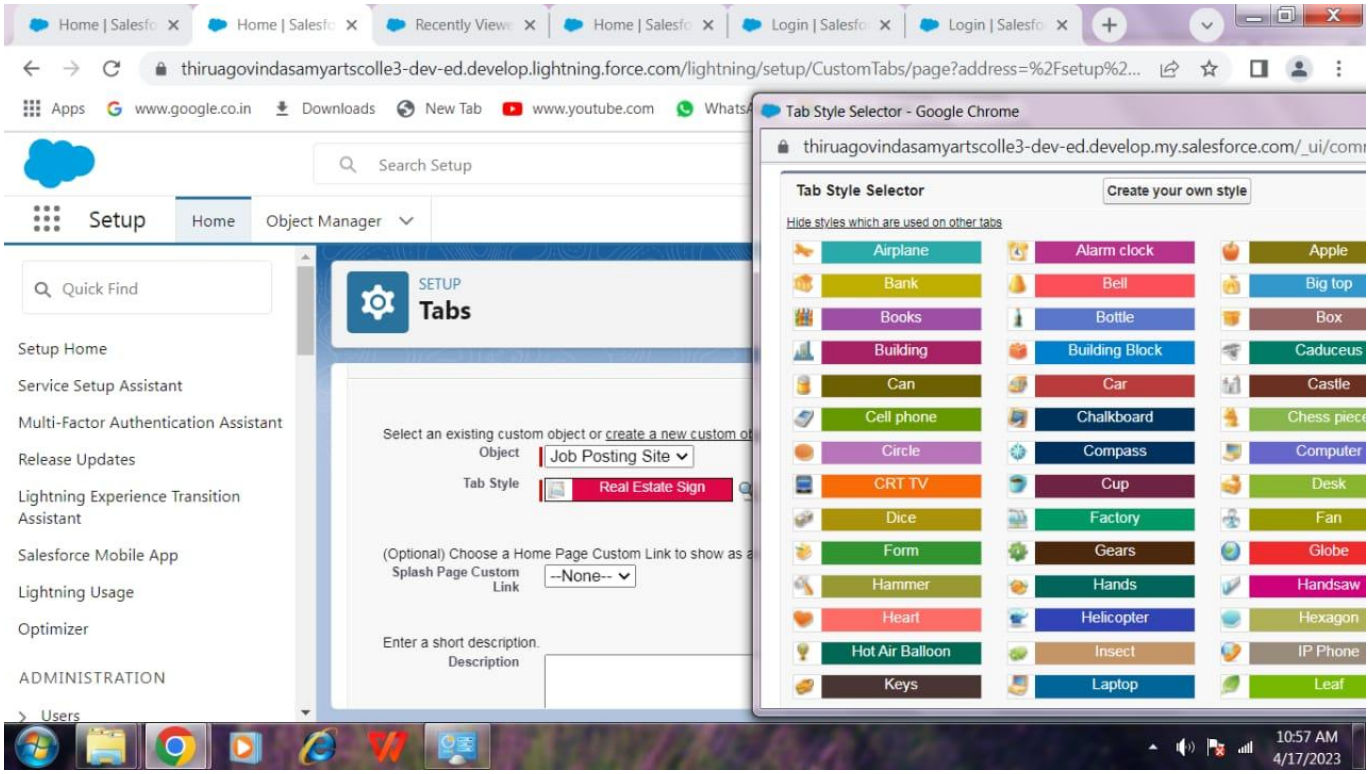
ACITIVITY 1(JOB POSTING SITES)



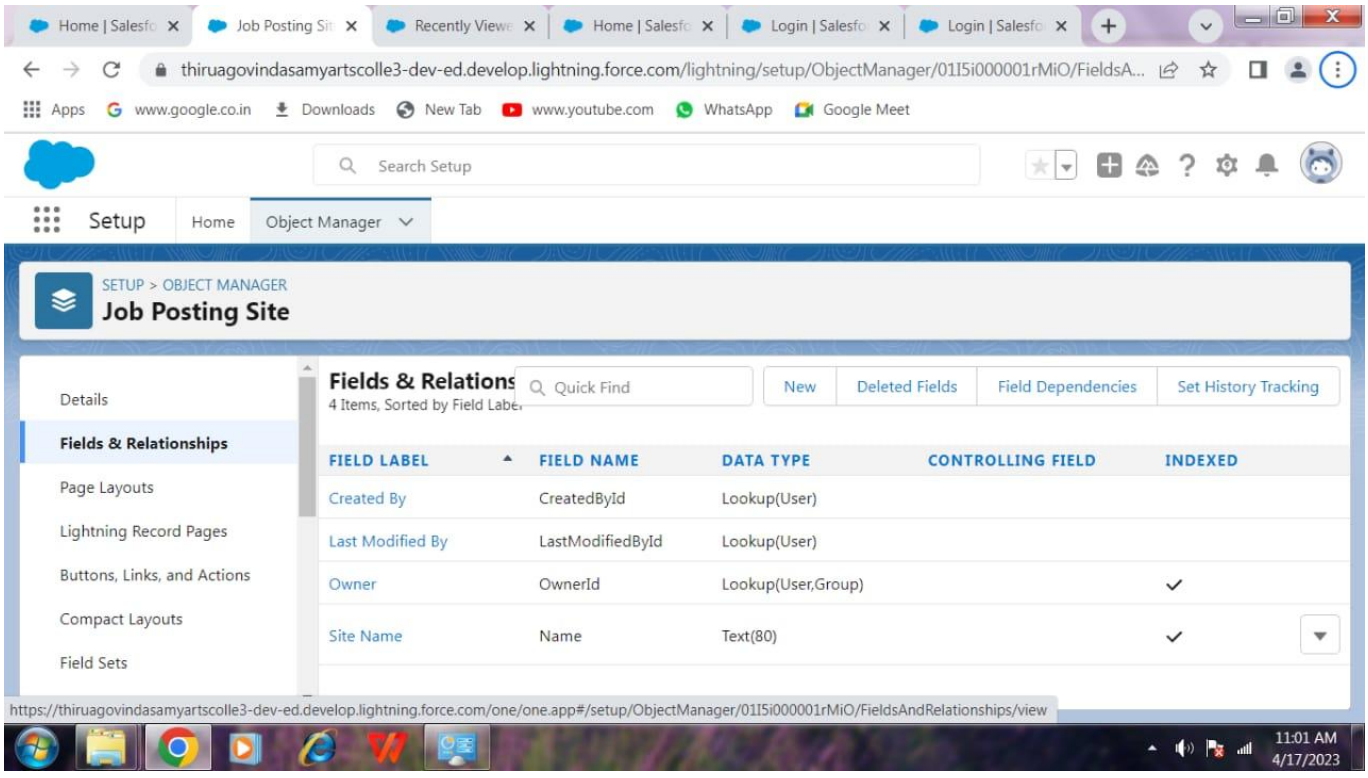
ACTIVITY 2 (REVIEWS)



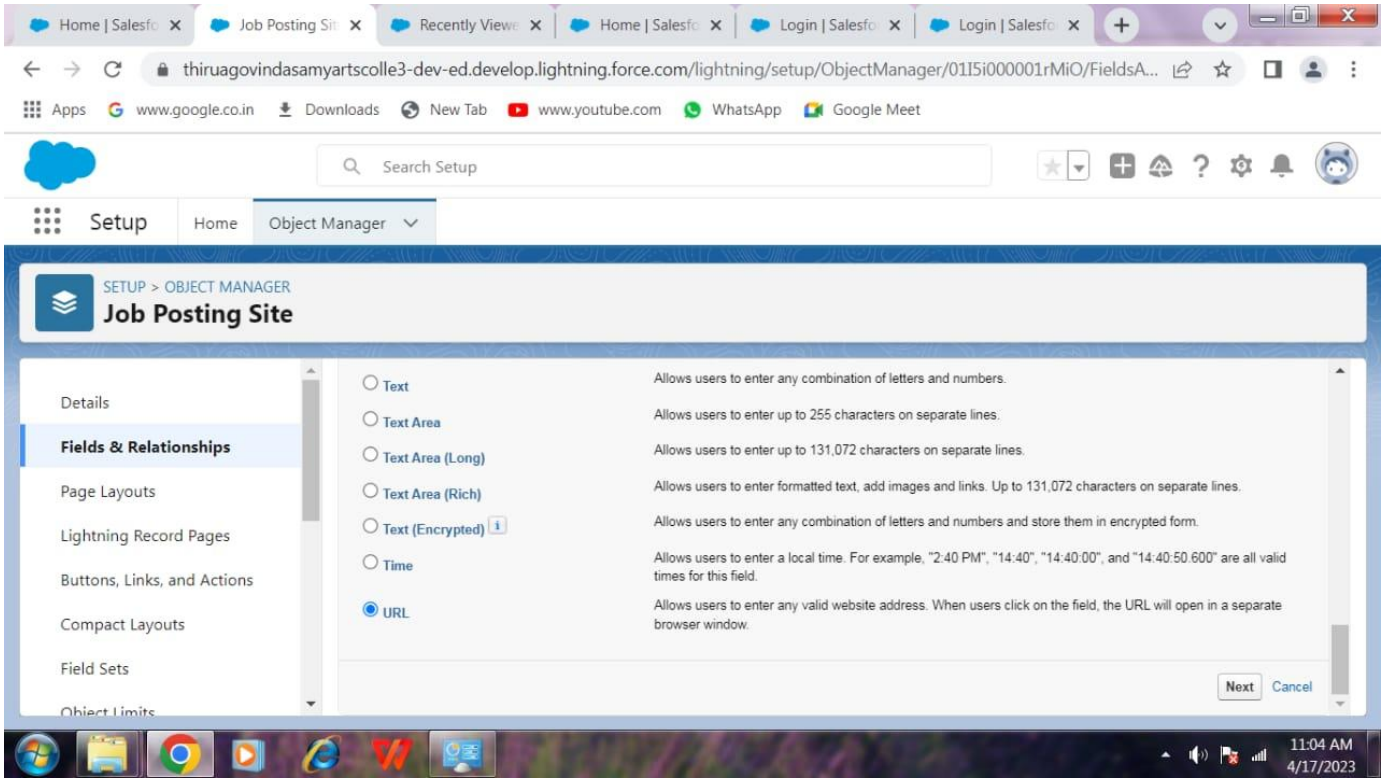
MILESTONE: TABS



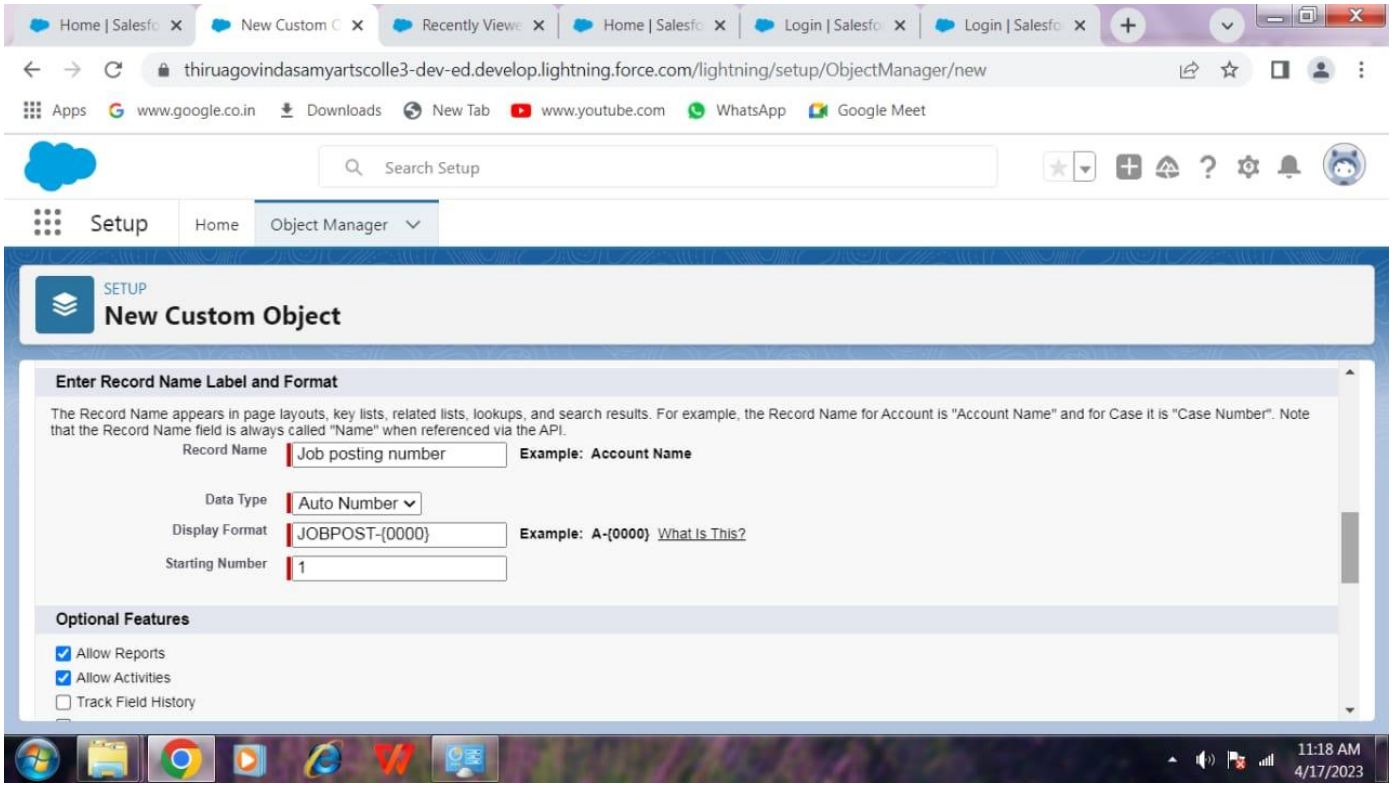
MILESTONE: FIELDS (JOB POSTING SITE)



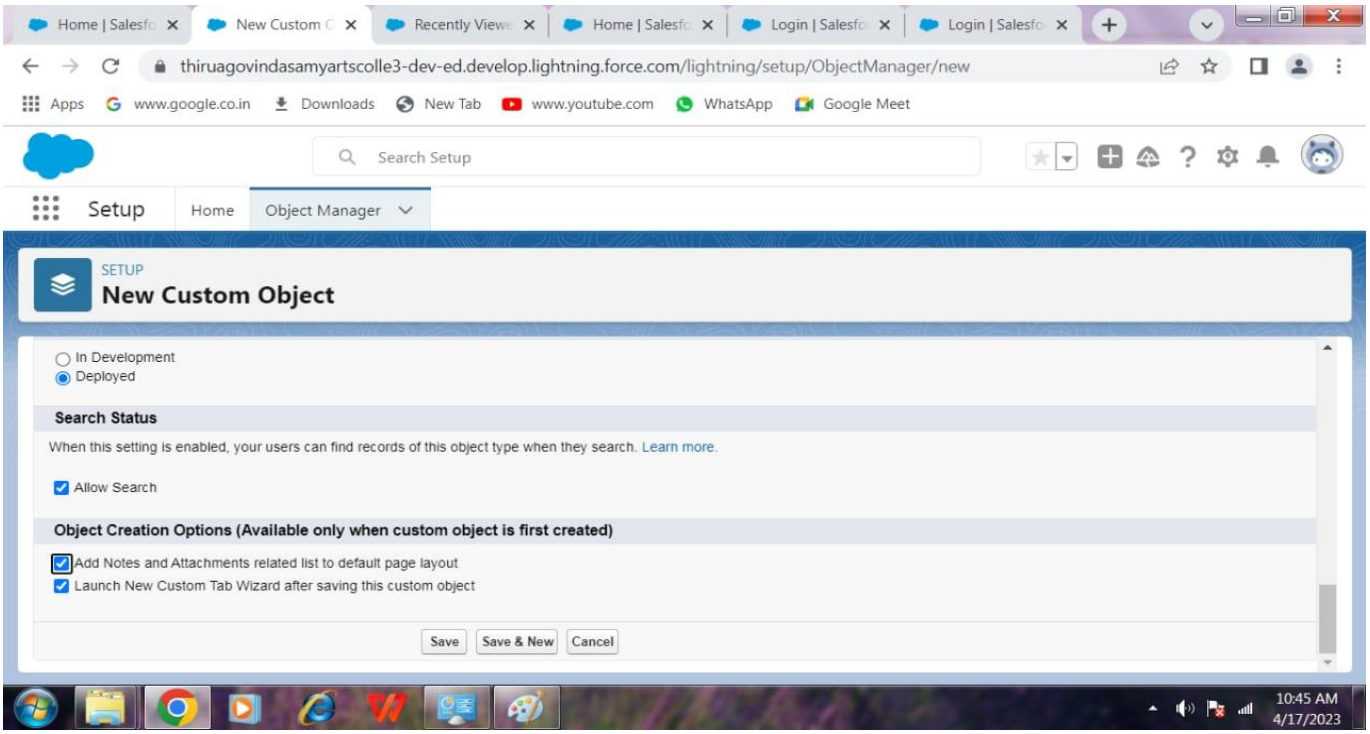
FIELDS (DATA TYPE URL)



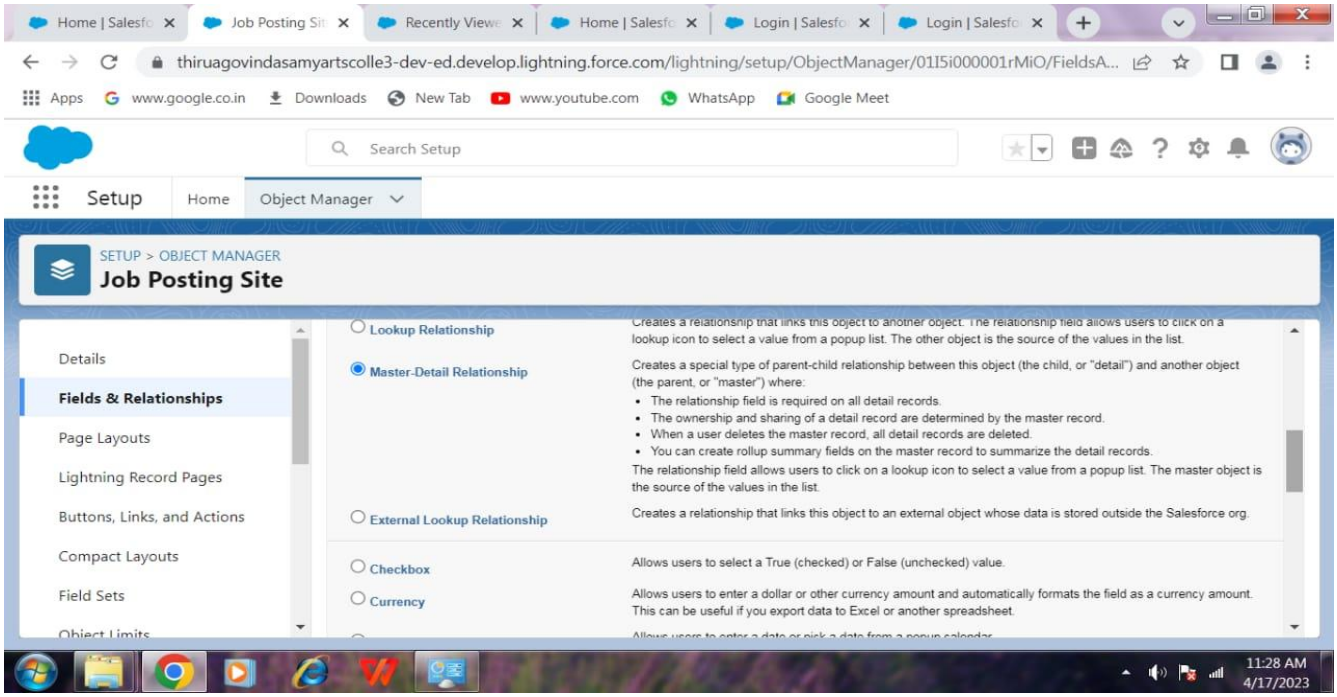
MILESTONE: JUNCTION OBJECT



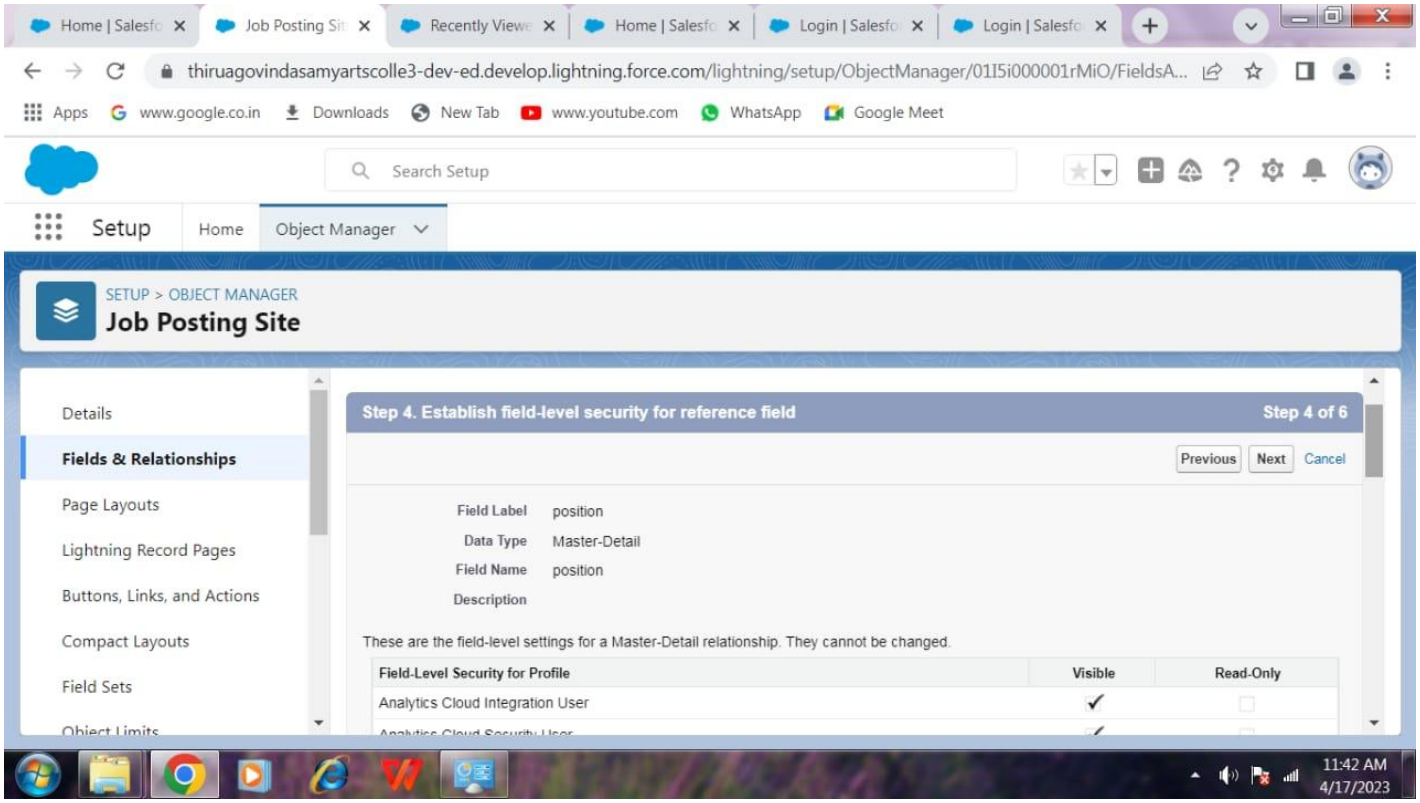
SAVE



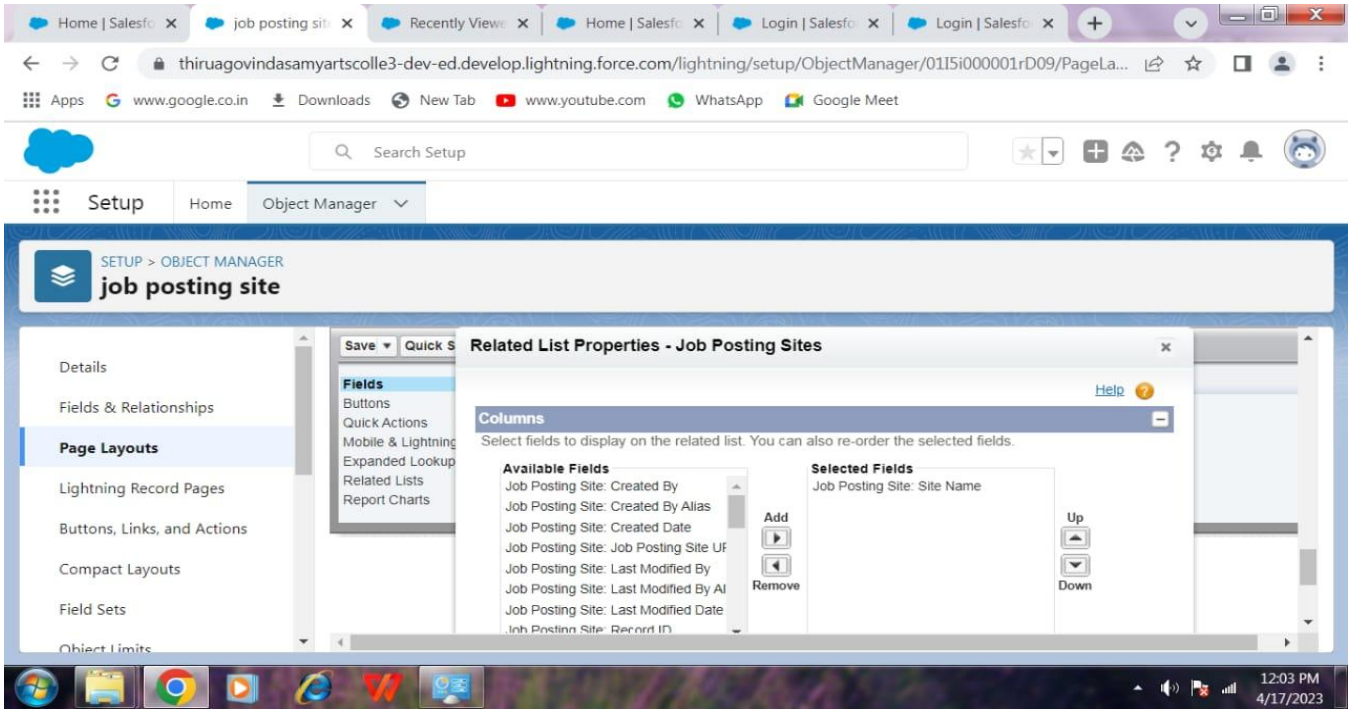
JOB POSTING SITE (MASTER-DETAIL RELATIONSHIP)



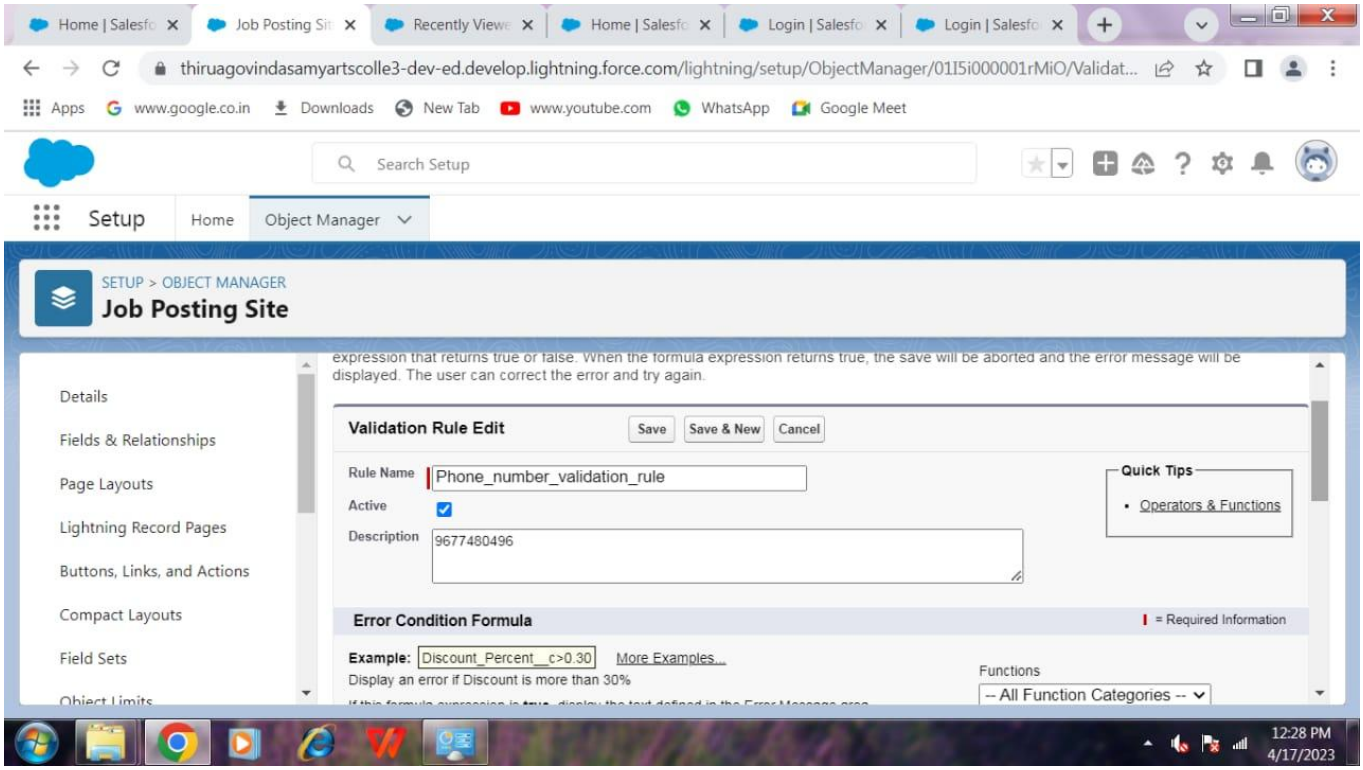
JOB POSTING (POSITION)



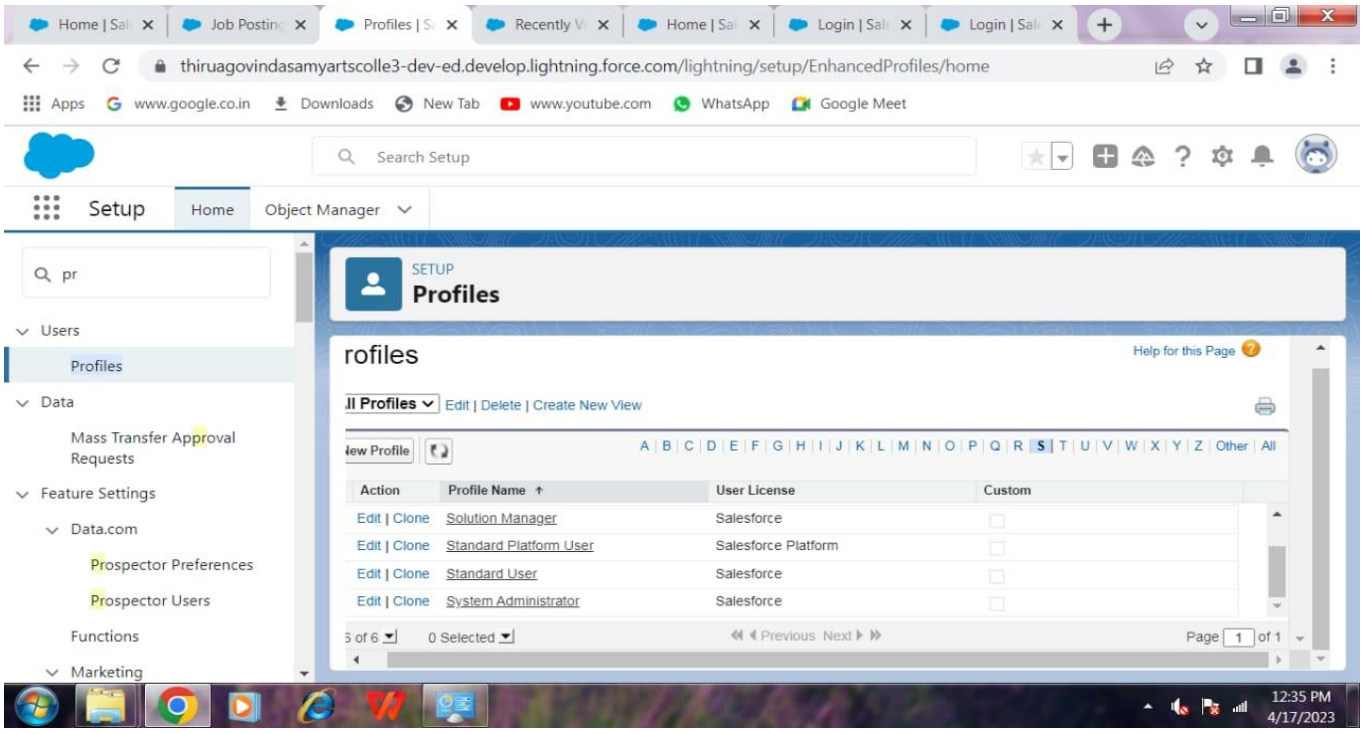
MILESTONE: PAY LAYOUTS



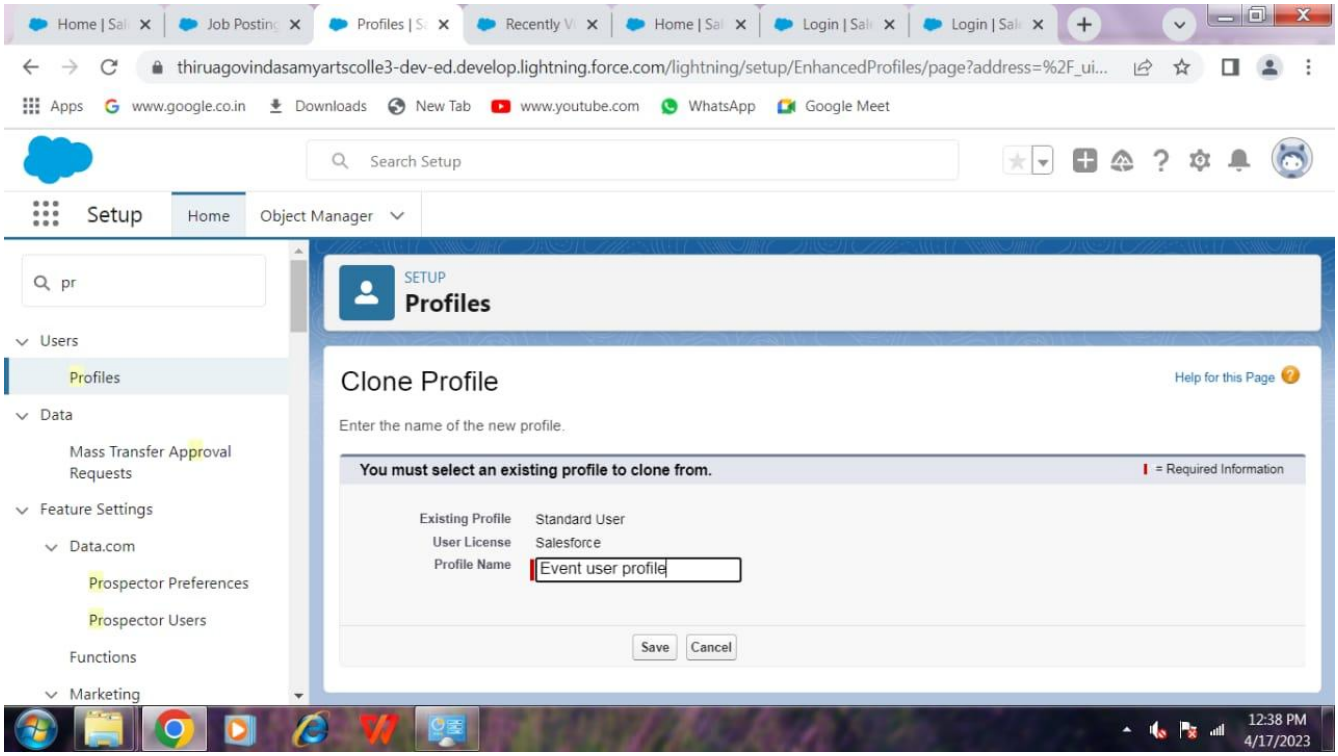
MILESTONE: VALIDATION RULE



PROFILES



(CLONE PROFILES)



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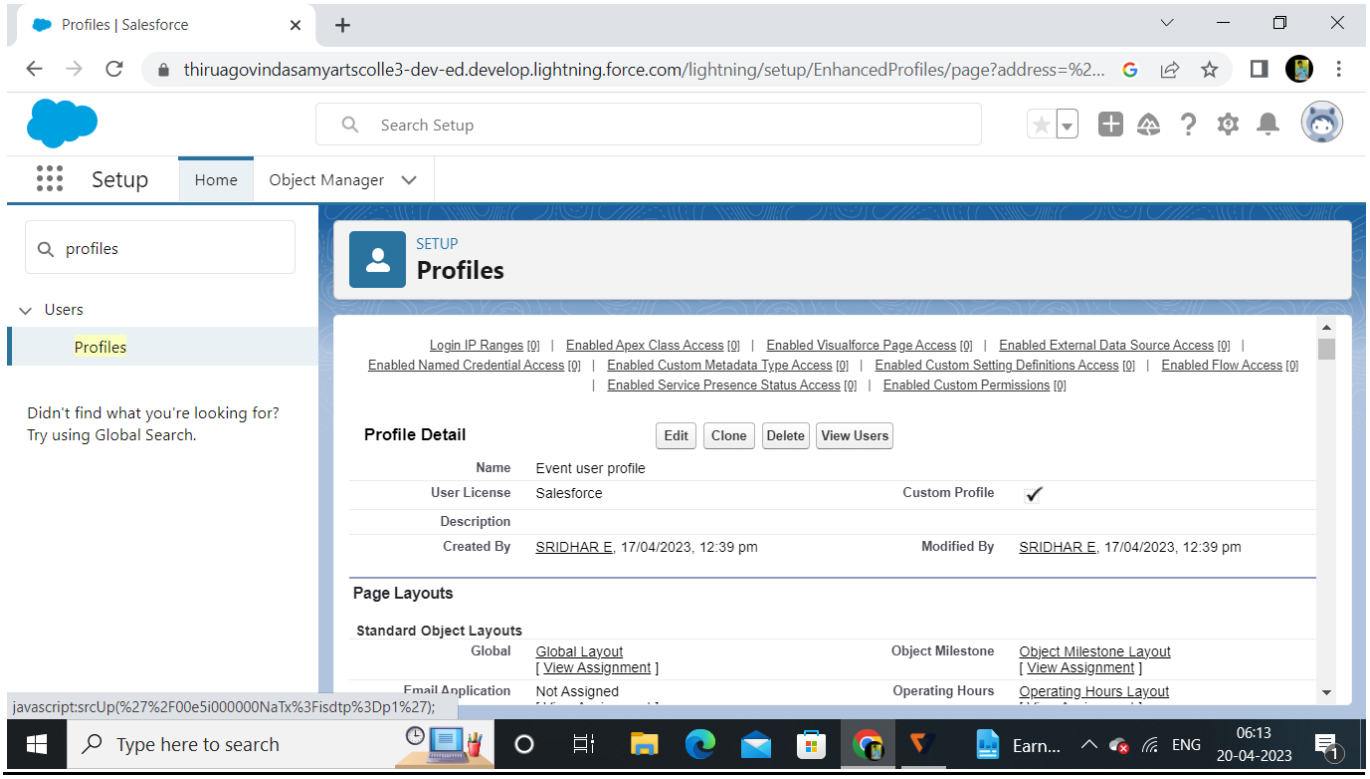
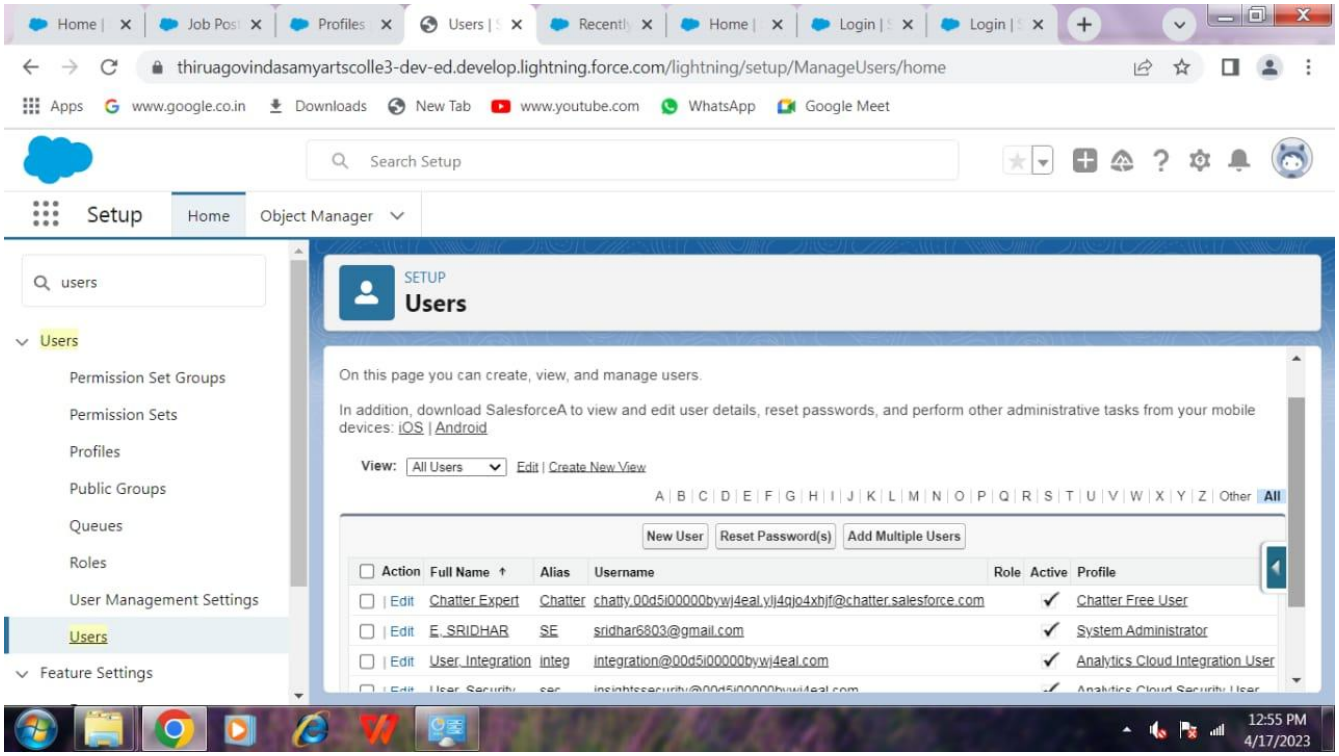


USERS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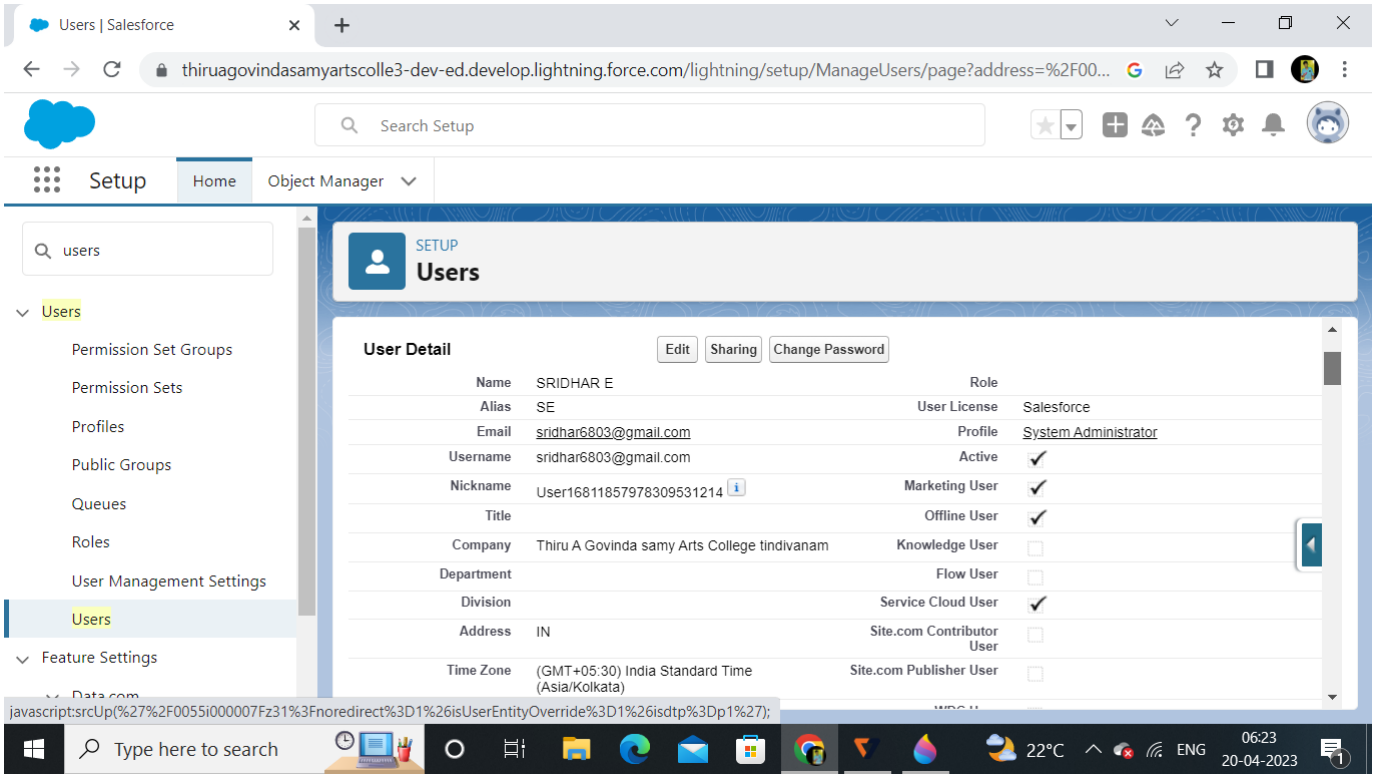
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ADVANTAGES

- Meeting man power needs: Every Organozation meeds adequate and properly qualified staff for the conduct of regular business activities. Imaginative HRP is needed in other to met the growing and changing human resources needs of an organization.
- Meeting challenges of technological environment: HRP is helpful in effevtive use of technological progress.To meet the challenge of new technology existing employees need to be retrained and new employees mat be recruited.

Recruitment and selection of employees:HRP suggests the type of manpower required in an organization with necessary details. This facilities recruitment and selection

DISADVANTAGES

- Costs. Its costs money to work with a recruitment agency.
- Cultural Fit. If you hire a recruitment agency to work a role, they won”t advertise your brand fully.
- Lack of communication..
- Quantity vs Quality..

APPLICATION (AREAS)

- Recruiting and staffing employees.
- Employees benefits.
- Employees compensation.
- Employee and labour relations.
- Human resources compliance.
- Organizational structure.

CONCLUSION

- Polices adopted by EMC are transparent, legal and scientific.
- Recruitment is fair.
- The recruitment should not be lengthy.
- To some extent a clear picture of the required candidate should be made in our search for appropriate candidates.
- Most of employees were satisfied but changes are required according to the scenario as recruitment process has a great impact on the working of the company fresh blood, new idea enters in the company.

FUTURE SCOPE

The benefit of the study for the researcher is that it helped to gain knowledge and experience and also provided the opportunity to study and understand the prevalent recruitment procedures.

The key points of my research study are:

- To understand and analyze various HR factors including recruitment procedure at consultant.
- To suggest any measure/ recommendations for the improvement of the recruirtment procedures

APPENDIX

SOURCE CODE

HR data sources can be categorized into three groups. HRIS data. Data from the company's Human Resources Information System, or HRIS,includes of the company's data about of HRIS systems include **Workday, Orcale, and SAP.**