1. Conducted exit interviews and documented employee feedback for use in program improvement.
2. Handled onboarding logistics, including processing background checks and drug screenings.
3. Supported performance evaluation program through scoring framework development.
4. Contributed to company handbook and distributed documentation to new hires.
5. Managed employee database and updated employee contact information in [Software].
6. Administered and scored aptitude tests as part of candidate evaluation process.
7. Provided managers with interviewing, hiring, promotion and termination standards to maintain process consistency.
8. Collaborated with department heads to create cross-functional curriculum to guide new hire orientation.
9. Generated [Timeframe] reports to inform future training program decisions and structure.
10. Developed captivating curriculum to train new employees on best practices and company protocol.
11. Managed new hire training schedule, including updating session rosters.
12. Trained [Number] staff members to lead new hire orientations and provided ongoing support.
13. Migrated legacy HRIS system to new technology to minimize business impacts.
14. Led onboarding activities for [Number] new employees every quarter to provide company introduction and role overviews.
15. Eliminated discrepancies in financial reporting and recordkeeping through accurate preparation and management of [Type] budgets.
16. Developed disaster and recovery strategy to prepare company for hazardous weather conditions, nuclear accidents and terrorist attacks.
17. Educated staff on HR software functionality with special emphasis in [Type], [Type] and [Type] features.
18. Completed human resource operational requirements by scheduling and assigning employees.
19. Acted as staff member advocate, encouraging and supporting [Job Title]s to identify and resolve conflicts.
20. Collected and analyzed information to monitor compliance outcomes and identify and address trends of non-compliant behavior.