

INTERNSHIP PROJECT REPORT

Academic Year 2022-2023

**“A STUDY ON IMPORTANCE OF JOB PROFILING FOR HR COMPANIES
WITH SPECIAL REFERENCE TO SUCCESS R ”**

SUBMITTED BY:

KOMAL ARUN TIWARI

B.com (Honours) VI Semester

PROJECT GUIDE: PROF. SAKSEE AHLUWALIA



Shiksha Mandal, Wardha's

G.S. College of Commerce & Economics

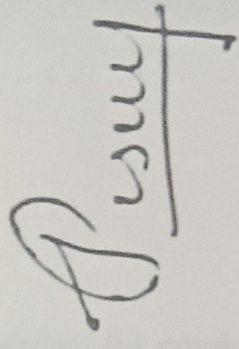
Nagpur

NAAC Accredited 'A' Grade Autonomous Institution

INTERNSHIP CERTIFICATE

05.07.2021 - 30.09.2021

*This is to certify that Ms. Komal Arun Tiwari has
successfully completed the internship program in HR
Generalist at SuccessR Hrtech Pvt Ltd.*



TEJASVINI PISE

Co founder and
managing director





Letter of Recommendation

I highly recommend Ms. Komal Arun Tiwari as a candidate for employment. She was employed as an HR Generalist Intern with SuccessR HR Tech Pvt Ltd from 5th July 2021 to 30th September 2021. She was responsible for handling all the employment life cycle in which She was handling recruitment, onboarding, induction, attrition, exit formalities of the employees and Employee Engagement Sessions.

She has excellent communication skills. In addition, she is extremely organized, reliable and computer literate. She can work independently and is able to follow through to ensure that the work gets done. She is flexible and willing to work on any project that is assigned to her. She was quick to volunteer to assist in other areas of company operations as well.

She would be a tremendous asset to your company and has a highest recommendation. If you have any further questions to her background or qualifications, please get in touch with me.

Sincerely,

Tejasvini Pise

Director, Co-founder and Head of Corporate Acquisition

info@successr.in or tejasvinipise@successr.in

SuccessR HR Tech Pvt Ltd

30.09.2021

Shiksha Mandal, Wardha's



G. S. COLLEGE OF COMMERCE & ECONOMICS

(AUTONOMOUS)

NAAC ACCREDITED 'A' GRADE INSTITUTION

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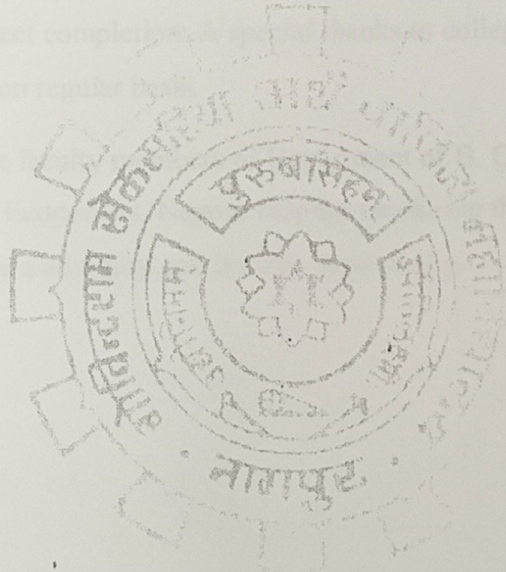
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CERTIFICATE

This is to certify that the said internship project report titled "A study on importance of job profiling for HR companies with special reference to Success R" has been completed & submitted by Ms. Komal Arun Tiwari as a part of partial fulfillment of mandatory requirement for the degree of B.Com. (Honours) at G.S. College of Commerce & Economics, Nagpur for the Academic Year 2022-2023 under the able guidance of Prof. Sakshee Ahluwalia

Date: 13/04/2023

Place: Nagpur



Sakshee Ahluwalia

Prof. Sakshee Ahluwalia
Project Guide

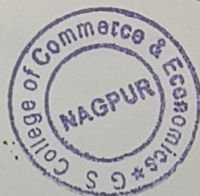
Ranjana

Dr. Ranjana Sahu
Coordinator

S.S. Kathaley

Dr. S.S. Kathaley
Offg. Principal

Offg. Principal
G. S. College of Commerce
& Economics, Nagpur.



ACKNOWLEDGEMENT

First and foremost, I would like to express my sincere gratitude to the Principal, Dr. S.S. Kathaley of G.S College of Commerce & Economics, Nagpur for having given me the opportunity to undertake my internship at SuccessR. I am grateful to Ms. Tejaswini Pise Director, SuccessR pvt ltd for considering me for the internship in her esteemed organisation.

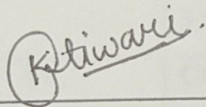
I perceive this opportunity as a big milestone in the development of my career and will strive to use the gained knowledge and exposure in the best possible way. I am thankful to SuccessR Pvt Ltd. for giving me an exposure to learn and grow on a platform.

I would like to express my deepest appreciation to Dr. Ranjana Sahu (Coordinator of B.com honours) for the guidance and teachings. I would like to thank prof. Saksee Ahluwalia Assistant Professor, B. Com (Honours), who guided and helped me throughout the duration of the internship & the project completion. A special thanks to college library for the outmost knowledge provided to us on regular basis.

I am also thankful to all the faculty members of Department of B. Com (Honours), G.S College of Commerce and Economics, Nagpur helping me during the project. I would also like to thank my parents and almighty god for this opportunity.

Date: 13/04/2023

Place: Nagpur



Signature of Student

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INTRODUCTION

1.1 WHAT IS HR?

Human resource management (HRM) is the practice of recruiting, hiring, deploying and managing an organization's employees. Human Resources is the department in charge of all employees and employee-related operations in a company. We also use the term to refer to an organization's entire workforce. Human resources as a business function will be the focus of this HR definition. Human resources are the people who make up an organization's, business sector's, industry's, or economy's workforce. A more specific concept is human capital, which refers to the knowledge and skills that individuals possess. Manpower, labour, personnel, associates, or simply: people are similar terms.

A company's human resources department focuses on luring new hires and keeping them on board. Employee recruitment, hiring, and firing are often handled by HR. It manages ties with employees. It oversees welfare schemes. An employee can go there with inquiries about their role at the organisation, to resolve problems, and to voice complaints.



1.2 JOB PROFILING

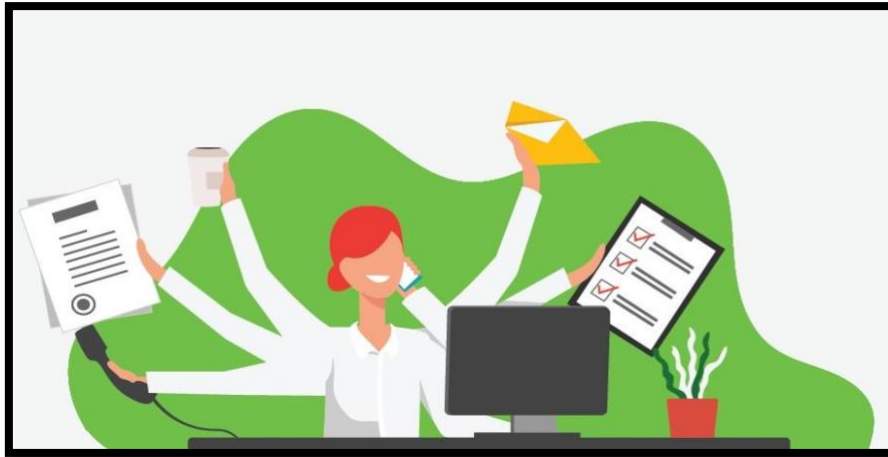
Job profiling is a methodology that helps organizations identify the skills and skill levels employees need to perform specific jobs effectively. Job profiling is used in conjunction with talent and skill assessments and training – to help employers make more reliable decisions about hiring, promotion, and leadership development.

Job profiling is a tool that aids firms in determining the competencies that workers must possess to carry out particular occupations successfully. Employers can use job profiling in conjunction with talent and skill evaluations, training, and promotions to make more dependable recruiting, promotion, and leadership development decisions.

An organized method known as “job profiling” identifies the critical connections between the requirements of a job, position, or role and the knowledge, skills, talents, and behavioural traits required for successful performance. A company can use the resulting profile as the basis for creating integrated human resource management solutions (e.g., staffing, performance reviews, training and development, succession planning).

1.3 Types of HR

- Human resource development
- Industrial relations
- Compensation and benefits
- Labor relations



1) Human resource development

It takes both art and science to match people with the right jobs. The human resources manager is an organizational behaviour expert with a talent for identifying workforce talent. Human resource managers work hard to attract and retain valuable employees by providing competitive pay, attractive benefits, professional development opportunities, regular performance evaluations, and mentoring. Human resources is a company's department that manages its employees, whether they

are full-time, part-time, temporary, or contractors. As a result, human resources is at the heart of any company.

Employment and placement; compensation and benefits; recruitment; labourer's relations; and training and development have all evolved from what began as personnel and payroll.

A human resources job may include everything from recruiting to training to compensation, depending on the company, or it may focus on a single human resources specialty. A small company may only have one human resources generalist or manager.

2) Industrial relations

You can handle the hiring, onboarding, development, and deployment of the company's employees through a variety of human resources positions. Additionally, there are a tonne's of HR prospects in the areas of negotiation, fair labourer's practise, and conflict resolution. By learning about the many positions available, you may decide whether to pursue a career in human resources in an informed manner. In this post, we'll examine

some of the most well-liked occupations in human resources, as well as details about their salary and job responsibilities, as well as the abilities, credentials, and motivations. Many companies hire hiring coordinators to find suitable candidates for available positions. Hiring coordinators typically work with HR executives to identify job openings and create job descriptions. Find candidates through resumes, databases, online job boards, social media platforms and professional networking sites. They screen candidates, schedule and assist with interviews, and provide reports of the hiring process to management.

3) Compensation and Benefits

Benefits and Remuneration A different form of human resources position is a compensation and benefits specialist. Health and safety professionals work to prevent occupational injuries and illnesses. We provide safety programs, implement health and safety policies, and ensure compliance with state and federal occupational safety and health regulations. Jobs in this HR area include Safety Coordinator, Safety Manager, Employee Wellness Program Coordinator, and Employee Wellness Director.

4) Labors relations

The HR Manager is responsible for directing the administrative tasks of the organization, the responsibilities of the HR department, and the management of its employees. Recruitment consultants can analyze a company's staffing situation and develop policies, employment structures, benefits packages, incentives, and many other topics. These professionals typically work in contractual positions and assist HR managers with specific tasks.

They examine existing employment and make recommendations for making desired changes and maximizing profits. For example, advising and suggesting to management

1.3 COMPANY PROFILE

SuccessR is a start-up company that provides agency outsourcing services of procurement and talent acquisition to different businesses. It helps to speed up the career and HR activities of MNCs and start-ups by providing concentrated HR services ranging from recruitment, selection, job profiling, HR planning, talent acquisition, training and development, job switching, HR software development and human resource management. Apart from this, they also offer consultancy and advisory services to help businesses optimize their human resource department.

The company's broadcasted motive is –



do.

real

Date of incorporation	3, July, 2020
Company types	Non- government (private ltd by shares)
CIN	U72200MH2020
Authorized capital	Rs:- 100000
Paid up capital	Rs:- 80000

“Identifying and engaging the right people. That is what we But only if those people truly represent the answer to the question. The question is rarely: who are

you looking for? But often: where do you want your company to go? We chase the questions behind the question and help you to develop a sustainable talent strategy”

OUR MISSION

What we do

We're on a mission to improve the impact of human resources in organizations through sustainable talent acquisition and retention strategies.

OUR VISION

Success R is on the mission to optimize businesses through human resources. By identifying the potentially right fit for the organisation.

Why we do it

We believe that HR is the most important department in any company. It holds things together and deals with innumerable human variabilities but often doesn't have the right tools to realize its full potential and deliver great results.

We want to be the platform which harnesses this potential and helps the business grow

1.5 ROLES AND RESPONSIBILITIES

RESPONSIBILITIES

1. Create and implement HR initiatives and strategies that are consistent with the overall business plan.
2. Improve management-employee relationships by responding to requests, grievances, or other issues
3. You have control over the hiring process
4. Support company needs today and in the future through developing, involving, motivating, and maintaining human capital
5. The organization's entire HR strategy, methods, tactics, and processes should be developed and maintained.

6. establishing and maintaining a system that encourages top performance.
7. I was responsible for handling all the employment life cycle .

ROLE

- 1) handling Requirements
- 2) Onboarding
- 3) induction
- 4) attrition
- 5) exit formalities of the employees and employee engagement session.

ABOUT PROJECT

2.1 OBJECTIVES OF PROJECT

- The primary goal of the research activity is to investigate new innovative recruitment techniques and their impact on job seekers.
- To identify and distinguish various innovative recruitment techniques used today from traditional recruitment methods.
- To identify various types and groups of job seekers as seen in the Indian context.
- To assess the impact of innovative recruitment techniques on the recruitment process in general and job seekers in particular.
- Identify the most effective innovative recruitment techniques from the perspective of job seekers.

- To identify a wide range of social networking sites in the pool of job seekers.

2.2 BENEFITS OF PROJECT FOR ORGANISATION

- 1) Secure top talent
- 2) Stronger Onboarding
- 3) Improve employee retention
- 4) Access to big company employee benefits
- 5) Fewer compliance issues
- 6) Access HR anytime anyplace
- 7) Help save time and energy

1) Secure top talent: It costs a lot of money to hire talent that is at the top of the industry. It costs money, effort, and time. Businesses claim that it takes them 23 days on average to identify the ideal candidate for a position, while the top candidates are gone after 10 days. If your company is more specialized or technological, this period will vary. Even after you've located a qualified applicant, interviews are still required. During this procedure, if you don't ask the necessary questions, you can hire the incorrect person.

2) Stronger Onboarding: The onboarding process can make or break an applicant's career, even if you locate the ideal individual who will fit in well with your business. Through your company's onboarding procedure, you may welcome new hires to the organisation and set them up for success in their positions. When done incorrectly, onboarding can have negative consequences and make your new employee more likely to fail. Working with a PEO will give you access to professional advice and tried-and-true onboarding processes, allowing your new hires to get started right away.

3) Improve employee retention: High turnover rates usually result in financial losses for the company and eventually discourage top talent. You will have to pay out around 33% of the wage for that position for each departing worker that needs to be replaced. Sadly, a lot of small firms are unable to pinpoint the cause of the turnover. An in-depth examination of remuneration in the targeted markets by human resource management organizations will help you comprehend the causes of turnover. In order to keep people in some roles, you may need to pay them more, but in the long run, you'll be better.

4) Access to big company employee benefits: Employee benefits packages for small businesses are frequently restricted, but when you work with an experienced PEO, the size of your company no longer dictates what benefits are available. Access to a number of insurance providers with excellent alternatives for partners and pets, as well as benefits for workers, will be provided. By doing this, you'll be able to retain your current workforce and draw in talent from the top of your sector. You'll get access to a variety of health insurance options, retirement programmes, and optional benefits like access to crucial accident and illness insurance, house and auto insurance, commuter perks, and more.

5) Fewer compliance issues: HR departments must abide by dozens, even hundreds, of different laws and policies. Keeping in compliance becomes a full-time job if you are not trained in this field of knowledge. It is your responsibility to make sure your business complies with all laws and ordinances that may have an impact on employment and employee relations. This covers all aspects, including as recruitment, compensation, benefits, and dismissal.

6) Access HR anytime anyplace: The need to use resources from the office to complete tasks is one factor that makes HR more challenging. Joining forces with an external PEO will give you access to a full HR software platform with self-service and mobile features that let you manage your HR in real time. In addition to saving you time and effort, doing this gives you instant access to the knowledge you need to make wise decisions.

7) Helps to time and energy: The time and effort you can save by working with an HRM firm is among the best benefits. You'll have more time to expand your business and improve your products and services if you hire a thought leader to handle your HR needs.

Choosing to use HRM is the first step in reaping its benefits. Using a PEO with full HR solutions will allow you to concentrate on business growth without the difficulties that come with managing internal human resources, which are handled by 54% of small firms, according to SHRM.

2.3 BENEFITS OF PROJECT FOR SOCIETY

In creating, sustaining, and altering an organization's culture, definitely human resources (HR) for all intents and purposes is a critical component. The vital components of business culture that

HR addresses basically include compensation, performance management, training and development, hiring and onboarding, and reinforcing the company's values in a really big way.

2.4 LIMITATIONS OF THE STUDY

- 1) Evaluations were made with reference only to predictions made at the time of evaluation.
- 2) Most of the information provided in the project report is collected by the organization's personnel.
- 3) The conclusions are drawn after conducting a poll of randomly selected employees of the organization.
- 4) My research was hampered by not having enough time to do a detailed study of the above subject.

2.5 SCOPE OF JOB PROFILING

Task functions and responsibilities

- 1) Performance standards
- 2) Job related skills
- 3) Scope and limits of authority
- 4) Management expectation
- 5) Relationships

1) Task functions and responsibilities

Define each job function and responsibility as it relates to the employee's performance of their obligations. Technical requirements for the post, management or supervisory duties (if relevant), experience and skill requirements for communication, and backup duties such "additional functions as deemed essential by circumstances" are all included in this.

2) Performance standards

In order to be successful in the new position that you have been offered, specify the levels of output and quality that will be necessary.

3)Job related skills

Include any technical skills, physical requirements, such as repeated lifting, pulling, or pushing, and any physical tests that must be passed in order to be considered for the position. Also include communication skills, such as written, verbal, and language requirements, as well as interpersonal skills, such as customer interaction, strong team player skills, and the ability to work well with a diverse workforce. Indicate the hardware and software that the employee will be utilizing, as well as the lowest degree of knowledge and/or expertise needed with the gear or software, if the job needs computer skills.

4)Scope and limits of authority

Include any technical skills, physical requirements, such as repeated lifting, pulling, or pushing, and any physical tests that must be passed in order to be considered for the position. Also include communication skills, such as written, verbal, and language requirements, as well as interpersonal skills, such as customer interaction, strong team player skills, and the ability to work well with a diverse workforce. Indicate the hardware and software that the employee will be utilizing, as well as the lowest degree of knowledge and/or expertise needed with the gear or software, if the job needs computer skills.

6)Management expectation

Unless you explicitly state what you want, it is impossible to get results. Expectations for employee behaviors in interactions with coworkers, clients, suppliers, managers, and others should also be included. These should cover expectations for availability, such as overtime, nights, weekends, and holidays; flexibility in scheduling regarding off days; limitations on vacation time; policies and accountabilities for tardiness and absenteeism.

7)Relationships

Without laying out your expectations, it is impossible to generate outcomes. Expectations for employee behavior in interactions with coworkers, customers, vendors, managers, and others

should also be included. These should cover expectations for availability, such as overtime, nights, weekends, and holidays; flexibility in scheduling regarding off days; limitations on vacation time; policies and accountabilities for tardiness and absenteeism.

The benefits of job profiling are obvious for managers and candidates alike. A good job profile can help identify the responsibilities and requirements of a position, which makes it easier to decide if someone is suited for the role or not. Furthermore, by understanding what a person's specific skillset entails, employers can more easily assign them tasks that fit their abilities while minimizing potential conflicts. It goes without saying that having an accurate job description leads to greater efficiency in workplaces large enough to necessitate such precision; however, this trend is becoming increasingly common across all industries and organizations.

BODY OF THE

PROJECT

3.1 MEANING OF HR

The process of finding, selecting, deploying, and managing personnel inside an organisation is known as human resource management (HRM). Human resources, or HRM, is a common acronym (HR). A firm or organization's human resources department is often in responsible of creating, enforcing, and monitoring the policies that regulate employees and the organization's relationship with them. In the early 1900s, the term "human resources" was first used to refer to all of the employees of the organization. In the 1960s, it was expanded.

The area of a business responsible for all employee-related issues. Finding, selecting, onboarding, training, promoting, rewarding, and dismissing employees and independent contractors are also included. The HR division also stays abreast of any new rules that specify how personnel should be handled throughout the hiring, working, and dismissal procedures.

An HR department is a necessary component of any business, regardless of its size. It is in charge of increasing employee productivity and protecting the company from any problems that may arise in the workplace.

Regardless of its size, every organization needs a human resources department. The human resources department of a company is in charge of making sure that workers are as productive as they can be and protecting the organization from any problems that can arise at work. Human resources are responsible for handling matters such as compensation and benefits, hiring and firing, and being informed on laws that can affect the workforce.

A process called "job profiling" aids businesses in determining the competencies that workers must possess in order to carry out particular tasks successfully. To assist employers in making more trustworthy judgements on recruiting, promotion, and leadership development, job profiling is used in conjunction with assessments of talent, skills, and training.

3.2 IMPORTANCE OF JOB PROFILING



A necessity for job profiling in most of cases, job profiling is crucial for managing employees in firms. Job profiles must be created before hiring so that managers and candidates can understand the position's responsibilities. For the majority of people at work, job profiling essential. A job profile describes a person's responsibility and role. It is typically difficult for someone to fully commit to or be held accountable for a role without a job profiling. Particularly true with huge enterprises.

- 1) Helps attract the right employee
 - 2) Helps guide training
 - 3) Offer protection after termination
 - 4) Assist with retention and satisfaction
 - 5) Helps gauge performance
- 1. Helps attract the right employee**

A job description's main goal is to attract the best individuals while ensuring that the position will meet organisational goals. People who don't meet the requirements are less likely to apply when the requirements for a certain position are made explicit. By reducing the amount of applications received and raising the calibre of those that are, you may cut crucial time from the hiring process.

2. Helps guide training

Determining the kind and extent of training a new hire needs to get can be challenging. A thorough job description, though, makes things a little bit simpler. If your job description is extensive, it will be simpler to identify any knowledge, skill, or qualification gaps that a new hire may have and areas where further training may be necessary.

You can create a tailored training plan using the skills gaps as a roadmap to help the individual advance to an operational position more quickly.

3. Offer protection after termination

Despite the fact that job descriptions can assist attract quality candidates, a poor hire may nonetheless get a position. In this case, a strong job description would be supporting evidence for subpar performance. It would be simpler to identify and record precisely where the employee's performance falls short of the requirements if you had stated the expectations from the start. This data is meant to enhance any other performance-related documentation you may have, such as notes from one-on-one meetings, performance reviews, and other notes you may have taken.

4. Assist with retention and satisfaction

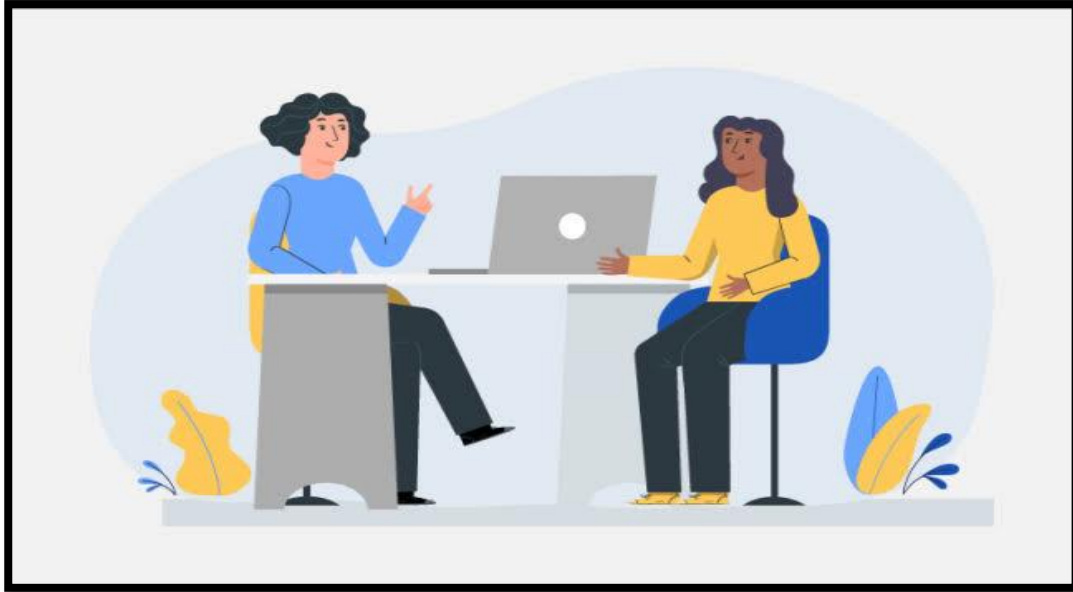
When seen from the standpoint of a prospective employee, a job description serves as an example of what a candidate's life might be like while working for the organization. The employee will believe that your business was dishonest if you fail to present an accurate job description. Additionally, he or she will be more likely to give up.

On the other side, if a job description is correct, there is a good likelihood that the person will enjoy their work, have a sense of purpose, and be loyal to the organization.

6. Helps gauge performance

Extensive job description is a tool for performance evaluation after hiring an individual. Expectation parameters will be established by the job competencies, obligations, responsibilities, and tasks listed in the description. A job description is a great tool to use to evaluate an employee's performance once the probationary period is over or when it's time for performance reviews.

3.3 Features of job profiling



- People oriented
- Comprehensive function
- Individual oriented
- Continuous function
- A staff function
- Pervasive function
- Challenging function
- Development oriented

1) People oriented

In order to achieve objectives, human resource management is concerned with employees as both individuals and as a group.

It also addresses the social, emotional, and behavioural facets of the workforce. Bringing people and organisations together to achieve each group's objectives is what this procedure entails.

2) Comprehensive function

Management of human resources includes all personnel levels and classifications. It applies to employees, managers, officers, and other staff members.

Both organised and disorganised staff are covered. It is applicable to staff members in all kinds of international organisations.

3) Individual oriented

Every employee is treated as an individual under human resource management in order to provide services and programmes that promote employee growth and happiness.

Putting it another way, it has to do with the growth of human resources, which includes knowledge, capability, skill, potential, and setting and fulfilling employee goals.

4) Continuous function

Human resource management is a never-ending task. "It cannot be practised for one hour per day or one day per week; it cannot be turned on and off like water from a faucet," writes George R. Terry. Personnel management must constantly consider interpersonal interactions and their importance in daily operations.

5) A staff function

In an organisation, managing human resources is a duty shared by staff managers and all line managers.

Although human resource managers don't produce or sell commodities, they do help an organisation succeed and expand by providing operational units with personnel advice.

6) Pervasive function

The primary sub-function of an organisation is human resource management, which pervades all other types of functional management, such as production management, marketing management, and financial management. Every manager has a role in the human resources department. It is a duty of staff managers in an organisation as well as a responsibility of all line managers.

7) Challenging function

Given that humans are dynamic beings, managing human resources is a difficult task. In order to achieve predetermined goals, human resource management works to win the unqualified cooperation of every employee.

8) Development oriented

Individual employee goals include job satisfaction, job security, a high salary, attractive fringe benefits, challenging work, pride, status, recognition, and opportunities for advancement, among other things.

Human resource management is concerned with developing employees' potential so that they are satisfied with their work and give their all to the organisation.

3.4 Role and tasks :

Candidates demonstrate several qualities when they do, including expertise, interest and presentation. “If you're applying to a job, paint a picture of how you might be solving the company's problems. Few hiring managers will find it presumptuous, and if you're a true expert in your work, you'll deeply impress them.”

1)Onboarding.

2)Working on the HRMS Portal. iii. Exit Formalities.

Month Wise Activities – I. August

Work Allocated – Onboarding of candidates

In the month of August , I had collected data of 50 colleges of India and then I had sent those colleges an email of Internship Empanelment Request. After that we were allocated with the interview process, in which I was allotted with 18 candidates and I had taken their telephonic interview in which I had asked them some basic questions first and then technical questions based on their profile and then I had selected and rejected the candidates. After selecting the candidate I had sent 3 mails to them. They were:

- 1. Mail for documents** – This mail was for the documents they need to submit for the internship. Which are :-
 - 1) Passport size photograph
 - 2) Copies of the highest educational/ professional certificates.
 - 3) PAN card copy
 - 4) Copy of photo ID, Passport, or driving licenses
 - 5) Current and permanent address proof
 - 6) Bank details (optional)
 - 7) Driving license (optional)

2) Offer letter mail – This mail was for the offer letter which they have to sign.

The offer letter includes that the person who is going to sign that offer letter has to accept and have to follow all the rules and regulations, which have been said by the organisation. It also includes date of joining , position of his/her , norms of the company. Certain documents are also needed .



To,
Komal Tiwari
Re-Letter of Appointment

This has reference to your application for the internship opportunity and the subsequent discussions you have had with us. We are pleased to offer you the position of Intern – *Human Resources* with effect from *5th July 2021*.

You will not be paid any compensation.

You will be reporting to Ms. Tejasvini Pise and will support her in her responsibilities and all the work which she assigns and delegates to you. As part of your engagement, you shall be required to work with the team Marketing for the SuccessR initiative.

Except in the proper performance of your duties or as required in law, you undertake that you will not, during or after your employment, disclose or otherwise make use of (and shall use your best endeavors to prevent the publication or disclosure of) any trade secrets or other confidential information of or relating to the Company or any associated entities or any user of the Company's services or any company, organization or business with which the Company is involved in any kind of business venture or partnership or any information concerning the business of the Company or any associated entity or in respect of which the Company owes an obligation of confidence to any third party.

You hereby authorize the Company to deduct from your salary/stipend or any other sum due to you, any sums which you may owe the Company including, without limitation, any over payments or loans made to you by the Company. This is without prejudice to any other remedies that the Company may have against you in respect of such sums.

Please sign on the all pages of this letter to confirm your acceptance of the appointment and the terms and conditions set therein. You're required to send us the scanned copy of the signed letter by *4th July, 2021*. We look forward to working with you.

Yours faithfully,

Name
Date:



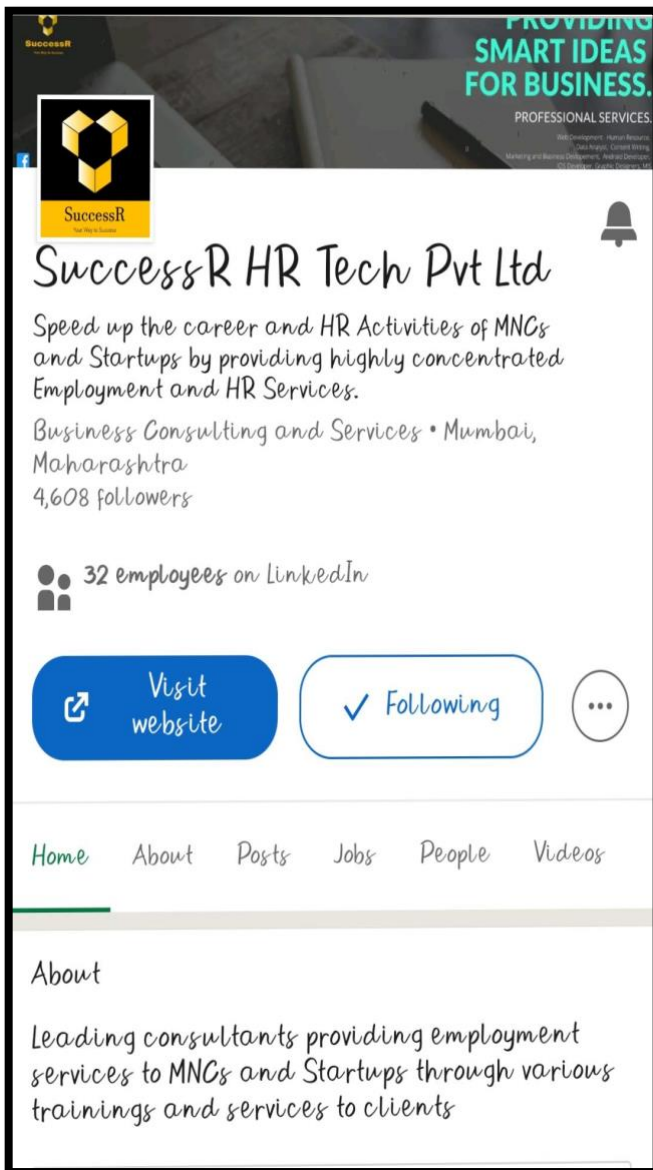
Tejasvini Pise
Founder & Head of Talent Acquisition Dept
Date: 09/12/2020

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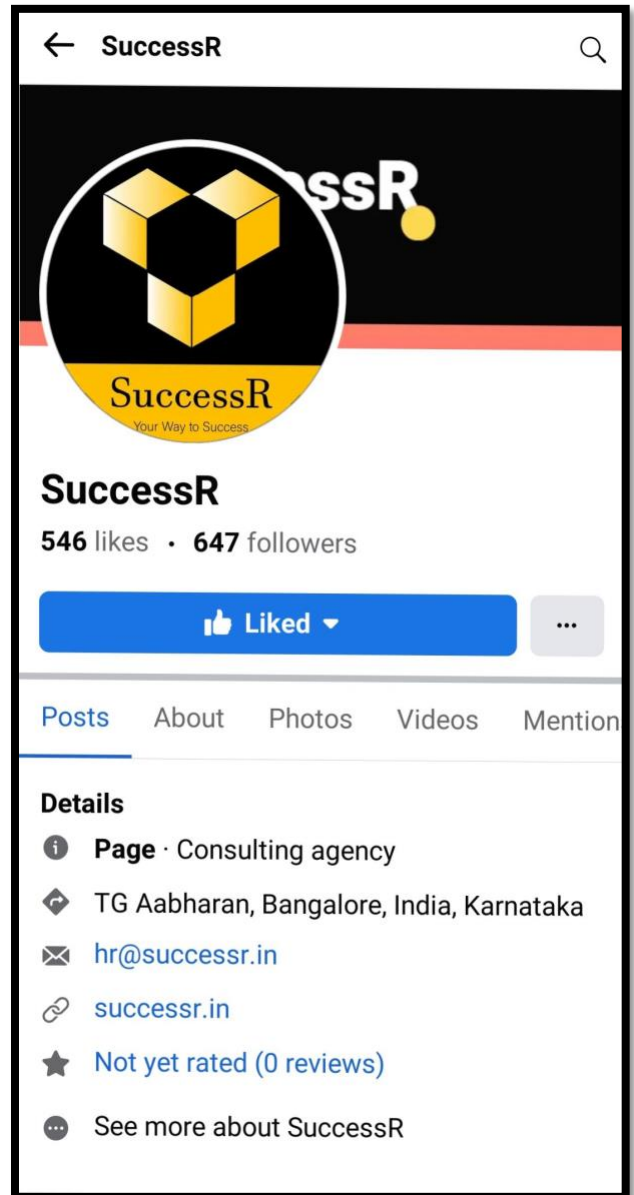
3) Welcome mail – This mail was for welcoming the employee in the organisation. Which includes their social media links and others.

Shown below:- official WhatsApp link , linkedin , facebook, instagram ,

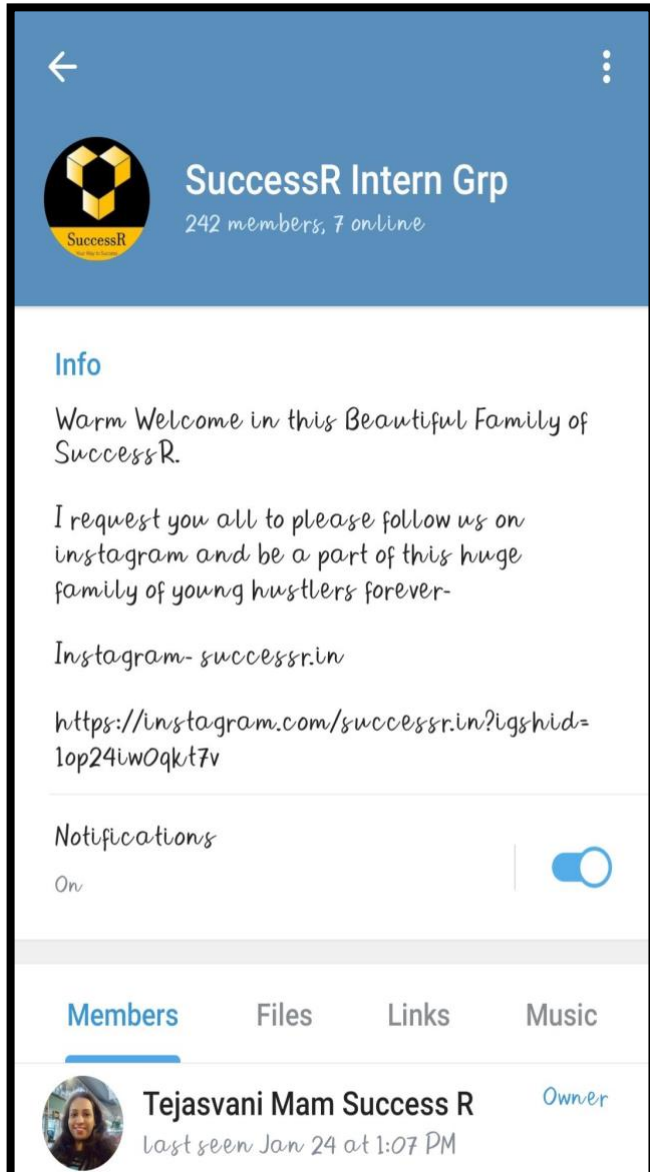
LinkedIn profile.



Facebook profile



Telegram profile



SuccessR Intern Grp
242 members, 7 online

Info

Warm Welcome in this Beautiful Family of SuccessR.


I request you all to please follow us on instagram and be a part of this huge family of young hustlers forever-

Instagram- [successr.in](https://www.instagram.com/successr.in)

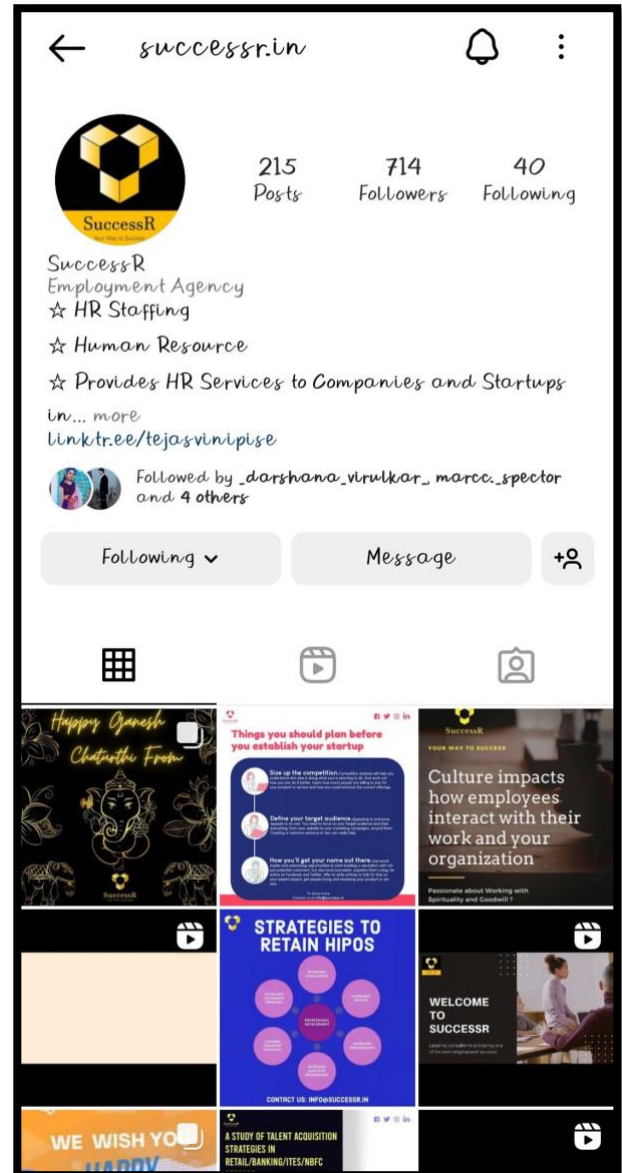
<https://instagram.com/successr.in?igshid=1op24iw0qkt7v>

Notifications
On


Members Files Links Music

 **Tejasvani Mam Success R** Owner
last seen Jan 24 at 1:07 PM


Instagram profile



← successr.in

 215 Posts 714 Followers 40 Following

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in... more
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Grid of posts:

- Happy Ganesh Chaturthi From
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- Culture impacts how employees interact with their work and your organization
- STRATEGIES TO RETAIN HIPOS
- WELCOME TO SUCCESSR
- WE WISH YOU HAPPY
- A STUDY OF TALENT ACQUISITION STRATEGIES IN RETAIL/BANKING/ITES/MBFC

II. September

Work Allocated – To create profile of candidate on the HRMS Portal.

In September, I was responsible for creating profiles on the HRMS Portal using the Kredily system. I had asked two candidates to provide me with their full contact information and any relevant documents they needed in order to be approved for employment. After verifying that all of their details were correct, I made sure that they had access to the necessary tools and resources so they could start working as soon as possible.

III. October

Work Allocated – To make internship certificate of Interns.

In the month of October. I had worked on exit formalities of employees. I had made 3 certificates of a candidate. These 3 certificates were Internship certificate, Appreciation certificate and Letter of Recommendation.

Training Programs – 2 training programs were conducted, they were on:

Job Description, Job Portal,
Resume building and how to prepare for an Interview.

1st Training Program –

There is a 1st training program you can follow to get fit. The first training program covered Job Description, using the Job Portal to research jobs and creating a resume.

Job seekers were given information about the training program and how to find out more about it, as well as access to the job portal and a resume template

2nd Training Program

The second training program focused on how to prepare for an interview. This included learning about what to expect, tips for preparing, and strategies for succeeding in the process.

We were given information about what to do before our interview, including things we can do in order to prepare ourselves and examples of questions that may be asked.

If you are asked any questions during your interview and find that the conversation becomes difficult, be sure to know how to deal with those difficulties. Additionally, practice responding in a way that is appropriate for the type of interview being conducted this.

3.5 Limitations of job profiling



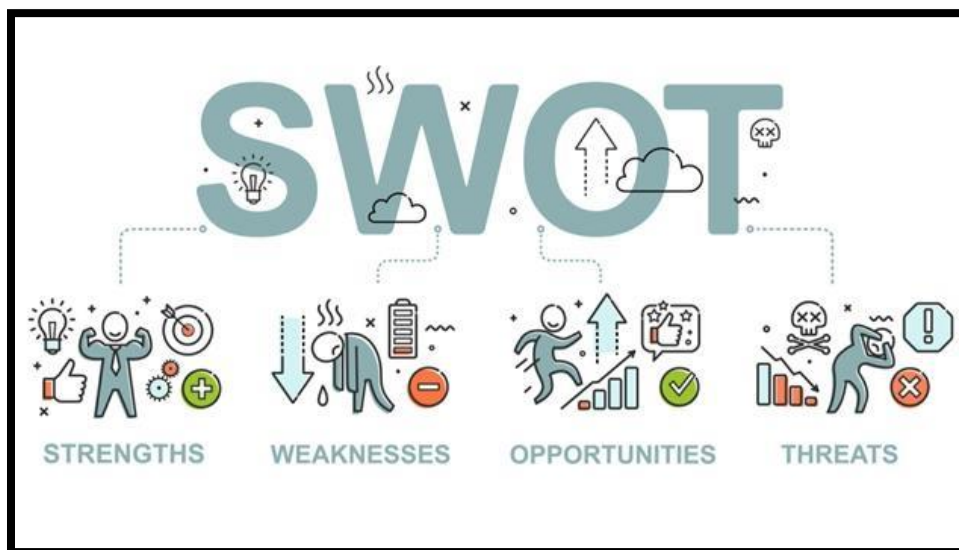
- 1) Recent origin
- 2) Lack of support of top management
- 3) Improper actualization
- 4) Inadequate development programmes
- 5) Inadequate information

1) Recent origin: As a result, its scholarly foundation is not accepted by all. The term is defined differently by different persons. Some intellectuals view it as a brand-new term for human management. In some businesses, the classic personnel management department is now known as the human resource management department.

- 2) Lack of support to top management: Top management should support HRM. When implementing HRM, a shift in mentality at the top might provide positive outcomes. This work is carried out by personnel management personnel due to a complacent attitude at the top. Nothing exceptional will occur unless top management changes their strategy and mindset.
- 3) Improper Actualization: By determining the employees' needs for training and development, HRM should be put into practise. Human resource policy should take into account the needs and ambitions of the people. HRM is only partially active. The planning of certain training programmes is regarded as HRM implementation. This ensures that management's focus on productivity and profitability is maintained in many organisations.
- 4) Inadequate development programmes: Programs like career planning, on-the-job training, development programmes, MBO, counselling, etc. must be implemented in HRM. In the organization, a learning environment must be fostered. In practise, HRM programmes are limited to lectures in a classroom, and the anticipated outcomes do not materialize.
- 5) Inadequate information: There are some businesses that lack the necessary information regarding their staff. This system cannot be adequately implemented without enough information and a data base. So before implementing human resource management, information must be gathered, stored, and retrieved.

Even professionals misunderstand HRM as being equivalent to HRD in many organisations. Typically, HRD programs—also known as classroom training programs—are set up. Human resources management is regarded to be the purpose of these programmes. The real HRM programmes are not conducted in such informal classroom settings.

3.6 SWOT ANALYSIS



You've never heard of soccer or basketball teams playing the game without a manager or coach. Indeed, a team cannot function as a unit without a coach, just as an organization can function without a human resources department. Today we are going to discuss the SWOT analysis of HR and focus on the strengths, weaknesses, opportunities and challenges faced by HR.

You may wonder why HR has nothing to do with sports. However, there are important similarities in their roles and work. For example, a coach must choose the best players for the team. Likewise, HR managers need to hire the best people and help the company achieve its business goals.

The responsibility of the human resources department is to manage the activities of employees in the company. For example, when a company's workforce is shrinking, HR managers need to recruit the best employees by conducting interviews to assess their skill levels and bring them up to speed. Out salary.

Strengths of the Human Resources Department

Use technology

We live in a world of technological advancement. In the past, many HR tasks were very time-consuming, but technology tools have significantly reduced processing time. However, the use of technology in HR operations can help companies improve operational efficiency and save a lot of time.

Recruitment web platforms, where you can find the right workers and employees, are the best example of the use of technology. There are many other automated HR software and applications that can help you manage your day-to-day tasks and improve your business productivity.

Protecting the rights of workers

The biggest concern of employees is that the company does not take advantage of their rights and interests and they want to protect their rights. Despite the Equality Declaration, many people face discrimination based on religion, gender and ethnicity in the workplace.

It is the responsibility of the human resource manager to protect the interests of employees. Protecting their interests and rights strengthens the relationship between the organization and its employees. It increases your productivity. Cooperation with Human Resources

Another problem employees face is uncooperative behavior. HR in general needs to be with employees and build better relationships with them. Employees feel happy and satisfied when working together. Therefore, positive word of mouth in marketing conveys a good image about the company.

reward pack

No matter how good the working environment is, how the welfare regime is, employees are always interested in their monthly salary. When HR managers provide employees with good salaries as well as other compensation and benefits, job satisfaction and employee performance improve dramatically.

low turnover rate

The turnover ratio shows how many employees leave the company during a certain period of time. If your company has a high turnover rate, it means your company is not retaining employees long term.

It is difficult to keep employees happy and they leave due to poor management, low wages and lack of communication channels. To reduce revenue, successful HR managers focus on solutions rather than problems.

Employee weakness

Power against you

It is no exaggeration to say that human resource management has the power to move the entire organization forward. In fact, HR departments recruit and hire the kind of employees that companies need. You also have the right to terminate an employee's contract for cause.

When power falls into the wrong hands, the productivity and growth of customer-centric companies are at risk. Your goal is to please some people rather than thinking about the interests of the organization as a whole. Bad reputation

If for some reason the company has a bad reputation in the market, the HR department should work hard to build a better image by recruiting qualified employees and improving their productivity.

The problem when a company has a bad reputation is that people don't want to join such an organization, and this complicates the job of HR departments. The lack of seriousness in the HR department kept people away.

Employees are not motivated

Ideally, all companies would like their employees to be more productive and motivated, but that is not the case. Some employees are very unmotivated and frustrated, and changing their attitude is the company's biggest challenge. In fact, these frustrated employees spread negative energy and affect the entire work environment.

Limited budget

The primary goal of HR is to allocate resources and improve productivity across the organization. Some companies have budget issues that make it difficult for HR departments to operate.

If the HR department has a limited budget, HR activities such as performance evaluation and recruitment will be difficult. This leads to employee dissatisfaction and dissatisfaction with their jobs, which affects the entire organization.

HR opportunities

Employee policy

Regular HR policy and compliance updates help improve your business productivity. A company can increase productivity and customer satisfaction if its human resources department conducts intensive research and development.

Qualified workers

The total number of skilled workers in the market is increasing due to the diversity of educational institutions. This is a great opportunity for HR managers to recruit qualified professionals into their companies to improve productivity and growth.

High personal budget

The main function of the human resources department is to focus on allocating and distributing company resources rather than generating profits. When human resources are limited, personnel is affected. If HR can improve access to funds and resources, the business can continue to grow in the future.

For example, if HR had more money and resources, they would hire qualified professionals to drive business growth and productivity. You can also increase salary and benefits based on employee performance.

Technological process

HR must leverage existing technology to improve the overall efficiency of the organization. AI (artificial intelligence) can help companies significantly improve their productivity. For example, virtual reality technology also offers many opportunities and possibilities. Instead of spending money on employee training and development, you can use virtual machines to train your employees better. HR departments can gain a competitive edge in the marketplace through the use of technology.

Threats to HR

Data security

People have the right to respect their privacy and protect their data. In Human Resources Management, she has great responsibility for protecting her personal data and personnel files. For example, businesses face serious legal action if they fail to comply with privacy laws and regulations. Meta, because she had to pay a fine of 1.7 million euros for a data breach.

Hiring employees

When other competitors start hiring similar types of employees, there will be a labor shortage regardless of what you are looking for. In such a competitive and labor-scarce environment, HR managers have no choice but to offer and maintain better pay and benefits.

This is a very difficult situation for HR management as it leads to increased employee turnover. HR managers need to offer better salaries to keep their salaries.

Technology

The development and progress of technology has its pros and cons. Strengths and threats. We've already talked about the negative impact technology has on HR departments and organizations as a whole. This can come in the form of data breaches, privacy issues, etc.

We recognize that technology tools automate many HR activities and functions. The use of AI and technology tools limits the role of HR.

3.7 ASPECTS OF JOB PROFILING



1. Identifying the best employees

Job descriptions help identify the specific skills and competencies that are important for the position. A good job description tells the candidate what the position requires. Some candidates may not be suitable for the job based on the job description.

2. Support interactive processes

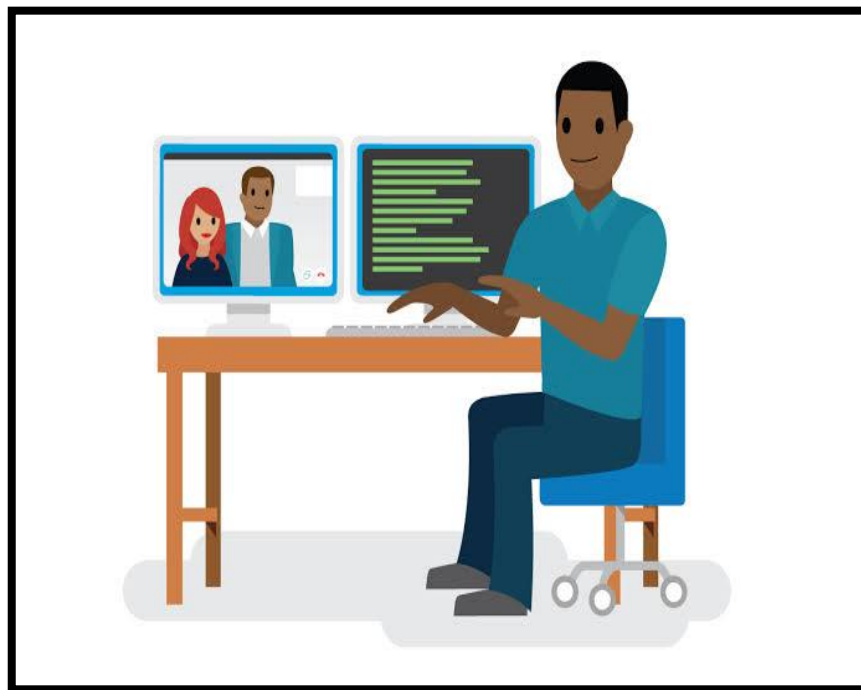
Some state or government laws require accommodations for qualified disabled people. Job descriptions help in the intelligence cycle required by such laws. A job description serves as the first step in what a company perceives as a foundation. At this point, the applicant or worker should be aware of any recorded obligations that he or she cannot fulfill.

By making a distinction between these obligations, businesses and people with disabilities should ensure that people with disabilities do not cause undue hardship to the company or imminent danger to the person they represent or to others. It is intended to ensure that these obligations are met without obligation. You can have an intelligent discussion about what facilities can help you get your job done. Job descriptions are for professionals such as doctors, bone and joint specialists, lawyers, and recovery counselors. It is also useful when asking for advice on whether you can do a particular job.

USES OF JOB PROFILING

- 1) Provide candidates with an adequate understanding of the duties and responsibilities associated with their specific positions.
- 2) Make sure the job description protects why the candidate was or wasn't selected for the job.
- 3) It provides a solid understanding of industry-wide vacancies and how they support the development of the association.
- 4) Facilitate further implementation of the project.
- 5) Allow employees to set goals for career advancement. Limit Liability.
- 6) Employee compensation.
- 7) Supports preparation and improvement exercises.

3.8 IMPORTANCE OF JOB PROFILING IN AN ORGANISATION



A well-written job description is professional and can contribute to an organization's success. Ineffective job descriptions create a stressful work environment that leaves individuals feeling offended and incompetent. The job description should serve as the basis for representative implementation testing. The tasks and desired outcomes recorded in the job description provide a template for evaluating and defining future goals. The following questions will help managers determine whether their organization's job descriptions are well structured. Are job descriptions updated regularly or when work standards change? Are representatives part of this cycle?

Who uses them consistently?

Recognize actions and include scoring data?

Are job descriptions used in the design of readiness training? Do they contain measurable criteria?

3.9 The Importance of Job Descriptions and Job Analysis



1. Improved setting performance

Job description development and coordination should begin with a meeting of initiatives, directors and HR to understand the skills and personality traits a candidate needs to succeed in the position. Finding the ideal job description can be difficult. Especially when the locations span different regions.

Writing a short, concise job description starts with identifying the right job title, the duties typically performed, the basic skills required, the type of person sought, and the range of compensation. If the situation in question is currently occupied, be sure to seek information and input from that staff member.

2. Continuously updated

Meaningful job descriptions and job analytics need to be updated and changed as often as your business. Make sure the right people are applying. As long as the requirements are carefully outlined, this will help discourage unacceptable candidates from looking for positions that are not a good fit for them, saving HR time and resources. In some companies, HR departments generally don't get a lot of attention. It can be helpful to set aside the efforts of all levels within the organization, including HR, to understand what is expected of each position. Contribute to a positive organizational culture. The more personality and relationship perspectives of various skills included in the job description, the better prepared the association will be to identify new hires who will contribute to a positive corporate culture. Examine the importance of developing a positive company culture.

3. Support for salary determination

Factors such as the candidate's level of involvement, skill range, organizational reputation, and organizational scope should be considered when determining a fair and reasonable compensation range. But what can we say about the job description. A good job description is helpful when trying to compare the compensation your organization offers to other organizations hiring comparable positions. Their website allows you to research existing equivalent job descriptions in various organizations and make informed decisions about what constitutes fair compensation.

4) Facilitate employee training and development

An up-to-date job description gives salespeople an overview of their position and immediate needs. Having a job description that demonstrates the health of the position will also help prepare the agent. This is equivalent to assessing employee performance, identifying performance gaps, and providing direction for continuous learning.

5) Increase employee productivity

Clear job descriptions help employees understand exactly what is expected of them and help them focus on their needs. Updated job descriptions make it easier for employees and chefs to fairly report on each employee's exposure and profitability. When job descriptions are updated, workers may appear busy or not enough. more effective.

6) Improve workforce sustainability

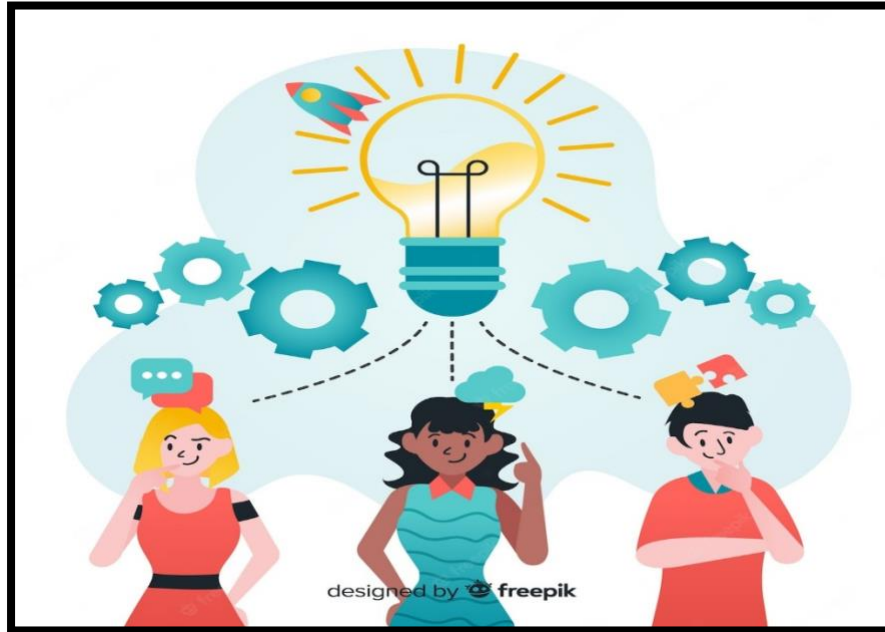
Regardless of the size of your business, there will definitely be changes in your workforce. Clear job descriptions are fundamental to hiring when there is a turnover, whether it's a systematic layoff, an apology, a promotion arrangement, or something astonishing as the sudden departure of a key employee. .

The main reason for job analysis is to develop job descriptions and job descriptions that help in hiring skilled workers. Work content is self-assertion

The importance of the job description can also be analyzed by the right people hired by the organization. Job analysis shows that managers have in-depth knowledge of the job and there are a large number of qualified candidates with the necessary skills and characteristics to perform the job.

CONCLUSION

Conclusion



In today's world, human resource management plays a very important role in our daily life. On the one hand, soft and hard personnel management affect the company and enable the company to develop quickly. It can improve the motivation of the company's employees, comply with the company's policies and laws, increase the company's efficiency and generate higher profits. Unions, on the other hand, help workers negotiate well in the early stages. This means workers can bargain for better wages and better working conditions. Now, however, labor laws are becoming more restrictive and favorable to protect workers' well-being, and are beginning to gain the attention of the world. Human resource management will continue to play a role in all companies

SUGGESTIONS

Suggestions



- 1) Organizations must use the correct Alliance Capital Policy. the purpose Human resource management aims to improve the productive contribution of people.
- 2) Organizations should organize appropriate training to ensure effective and efficient staff. and development programs.
- 3) The entire HR department should be well informed about the personnel on duty. • Organizations should not only reward employees directly, but reward them appropriately. • Managers should have the most competitive job-related pay structure than any other organization in the country.
- 4) Evaluate employee performance. Admin must follow advertising policy correct.
- 5) To gain competitive advantage and provide quality service, top management Try changing your service. • Regular performance reviews and recognition and rewards for those who qualify Motivate your employees.
- 6) Proper training is required to ensure efficient employee performance. • Alliance Capital Asset Management is committed to professional recruitment for each individual sector.
- 7) The administrator must create and keep the customer database up-to-date Investors on available facilities and how to reach twins Aim right away. One is direct marketing and the other is a large pool of customer databases.

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