

**Human Resource HR :- Basic of HR**

<b><u>RECRUITMENT</u></b>	<p>Manpower planning as per company business need          Manpower Requisition Form as per functional department need          Simplifying Job description for candidate and recruitment Department          Recruitment for different Business Module – IT, Manufacturing, Banking, Telecom, Insurance, EPC, BPO, etc          Budgeted &amp; Non - Budgeted          Bulk Recruitment &amp; Niche Hiring          Mapping &amp; Head Hunting</p>
<b><u>Job Portals &amp; Social networking sites</u></b>	<p>Naukri, Monster, Timesjobs, LinkedIn, Facebook, ATS          Mass Mailing          Job Posting          Searching Candidate          Screening Cvs</p>
<b><u>CV Shortlisting of Candidates</u></b>	<p>By HR Personnel          By Functional Department</p>
<b><u>Arranging Interviews</u></b>	<p>Telephonic Interview          Face-to-face Interview</p>
<b><u>HR ADMINISTRATION (CORE HR)</u></b>	<p>Pre Joining Documentation and Post Joining Documentation          Updated Resume          Last company's appointment letter / Offer letter          Last 3 months salary slip &amp; Bank statement          PAN Card photo copy          2 passport size photo          Identity proof (Adhar Card / Driving license / Voter ID / Ration Card /          Passport) Background Verification</p>
<b><u>Employee Records</u></b>	<p>Maintain Employees Personal Information like PAN No, PF Account No, ESIC Number, DOB, DOJ, DOR, etc.          Induction &amp; Onboarding          Opening Bank accounts          Creating temporary IDs          Filing Statutory forms          Arranging Induction Programme          Brief about organization          Safety policies</p>

	<p>Legal compliances Benefits Future growth plans Do's &amp; Don'ts Collecting feedback from new joiners about induction programme</p>
<b><u>Employee Help Desk</u></b>	<p>Helping to employees with their issues Providing required information on time</p>
<b><u>Drafting Letters</u></b>	<p>Appointment letter Offer letter Policies Confirmation letter Extension of probation period Letter Increment letter Resignation Acceptance Letter Relieving letter Experience Certificate Letter No dues Certificate Letter Warning Letter Abscond Letter PIP Letter Internship Letter</p>
<b><u>Handling Full &amp; Final Settlement</u></b>	<p>Updating of Date of Resignation, Date of Leaving &amp; Leaving Reason Calculation for Settlement Salary Amount as per date of leaving Calculation for Leave Encashment, Notice Period, Gratuity, Outstanding Income Tax, Outstanding Loans &amp; other statutory payments like Bonus &amp; other Disbursement for Full &amp; Final Settlement amount &amp; any other dues pending from company's side to respective employee's Bank Account Reliving &amp; Experience Certificate for Resigned employees as per company policies</p>
<b><u>Tools</u></b>	<p>MS Office &amp; Google Doc, Google Sheet</p>