

Human resources assistant skills



1. HR knowledge
2. Financial knowledge
3. Technological skills
4. Legal literacy
5. Administrative skills
6. Communication
7. Organization
8. Time management
9. Problem solving
10. Attention to detail
11. Teamwork
12. Analytical skills



Test Gorilla

Human Resources Assistant Trainee Test Study Guide

Marco Cascella



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examplesv 360 degree feedback system essentials of an effective appraisal system potential appraisalv How leading Indian companies appraise potentialv Latest data regarding union membership union recognition criteria and rights voluntary recognition and the code of discipline verification of union membership the check off system recommendations of NCL current trends in trade unionismv Features of industrial relations approaches to industrial relations latest data regarding industrial disputesv Important uses of human resource information systemv New chapter on International Human Resource Managementv Study Aids in a New Format Discussion questions Internet sources true false questions key term exercises student activities etc have been brought under one roof i e at the end of each chapterv 9 New Cases The case of the risky recruit the case of bench management the case of TQM and innovation compensation crises incentive issues the case of variable pay the case of involuntary VRS the case of mentoring management and the case of the hushed relationship

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