

HUMAN RESOURCES ASSISTANT

Strong Bullet Points Handpicked by Hiring Managers

EMPLOYEE ONBOARDING AND TRAINING

- Coordinated and streamlined the onboarding process for over 100 new hires, developing comprehensive orientation sessions and training materials that reduced time to productivity by 25%.
- Implemented a digital onboarding system that eliminated 90% of paper-based processes, enhancing the new hire experience and supporting remote work initiatives.

HR ADMINISTRATION

- Revamped the existing employee data management system, increasing data retrieval efficiency by 40% and ensuring 100% compliance with data protection regulations.
- Orchestrated a company-wide audit of HR policies and procedures, identifying and addressing compliance gaps that reduced potential legal liabilities by 60%.

RECRUITMENT SUPPORT

- Facilitated the recruitment process by designing and launching a streamlined applicant tracking system (ATS) that cut down the average time-to-hire by 15 days.

 Action Verb  Task or Project  Metric or Result

RESUME WORDS

Human Resources Assistant Test Study Guide

Jicheng Xie



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Ginger Levin, J. LeRoy Ward, 2015-09-18 Continuing in the tradition of its bestselling predecessors PMP Exam Practice Test and Study Guide Tenth Edition uses self study to help readers increase their chances of passing the PMP certification exam the first time around This tenth edition is up to date with the 2015 Examination Content Outline ECO published by the Project Management Institute

Human Resources Management V. S. P. Rao, Rao, 2007 The book presents the fundamentals of Human Resource Management in a simple lucid and easily understandable style It provides a comprehensive coverage to a vast growing discipline well supported by a wealth of research data collected from multifarious sources potently and carefully A notable feature of the book is that it gives extensive coverage to HRD topics The book contains a number of informative tables summary boxes and useful diagrams It is also liberally sprinkled with current examples and illustrations designed to convey the information in an uncomplicated manner The book is primarily meant for students pursuing advanced courses in Human Resource Management such as MBA PGDBA M Com and IAS Some of the changes in the Second Edition are summarized below

- v A refined version of SHRM
- v Total quality HRM approach
- v Summarised versions of best employers in India especially their recruitment selection training and executive development practices
- v Succession planning and succession management enriched with live corporate examples
- v 360 degree feedback system essentials of an effective appraisal system potential appraisal
- v How leading Indian companies appraise potential
- v 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 unionism
- v Features of industrial relations approaches to industrial relations latest data regarding industrial disputes
- v Important uses of human resource information system
- v New chapter on International Human Resource Management
- v 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 chapter
- v 9 New Cases The case of the risky recruit the case of bench management the case of TQM and

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