

HR Report

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HR Department responsibilities:

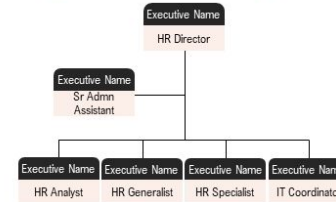
- Human resources departments oversee all aspects of employee relations, including salary and benefit negotiations, hiring and recruiting.
- Human resource management includes payroll, writing job descriptions, creating workplace policies, and obtaining benefit packages.

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Summary Page of Human Resources (HR) Annual Report

This one pager provides summary of human resources annual report. This covers organization chart of HR department, major responsibilities of the department, stats related to workforce and compensation etc.

Organization Chart of HR Department

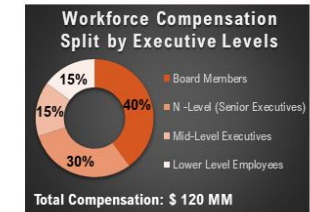
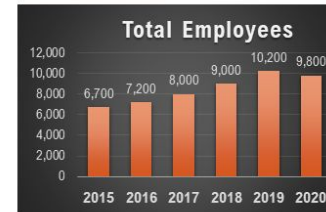


HR Department Responsibilities

Human resource department is primary responsibility for managing, assisting and dealing with all employee related matters such as:

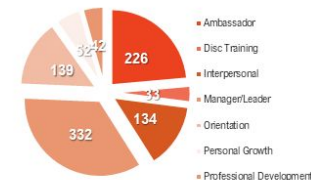
- Employment Issues
- Personnel Manual
- Appraisal
- Payroll Solutions
- Training & Development
- Public Relation

Workforce and Compensation Stats



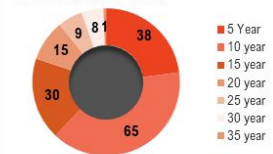
Training and Development Program

Training Classes by Attendance



Employee Recognition - Service Award Program

166 Employees received Recognition in the FY 2020-2021



Areas of HR:

- Talent management
- Compensation and employee benefits
- Training and development
- Compliance
- Workplace safety

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One Page Employment Based Job Proposal



This one pager shows the employment-based proposal template which includes current employer information, current duties, proposed employment based field placement, roles and duties, proposed supervisor, etc.

EMPLOYMENT BASED PROPOSAL

Date: 10/15/2019
To : ABC School of Social Work
From : ABC Student
Re : Employment Based Placement Proposal for: **BSW**
Current Employer John Smith **MSW Foundation**
Address: #847, Street-64, NY, USA **MSW Concentration**
Phone Number +94756XXXXX
Current Department: Emergency Response Services
Current Title: Crisis Response Worker
Current Role: Crisis Intervention Social Worker
Current Duties: Triage phone lines, completion of mental status exams, conducting risk assessments and safety plans, connecting callers to crisis shelters, coordinating mental health facility placements, and providing callers with follow-up services. Additional duties include making references and providing information
Current Supervisor: Lara Johnson

PROPOSED EMPLOYMENT BASED FIELD PLACEMENT:

Proposed Employer John Smith
Address: #9575, Street-47, NY , USA
Proposed Department: Counseling Services
Proposed Title: Counselor
Proposed Role: Individual and Family Counselor
Proposed Duties: Provide client and family support to customers face to face, performing reviews of the intake in the workplace, colleges, households, and society. Develop treatment plans, write progress notes, and draw up end plans.
Proposed Supervisor: Jerry Thomson
Proposed Supervisor email: ABC@JERRYTHOMSON.ORG

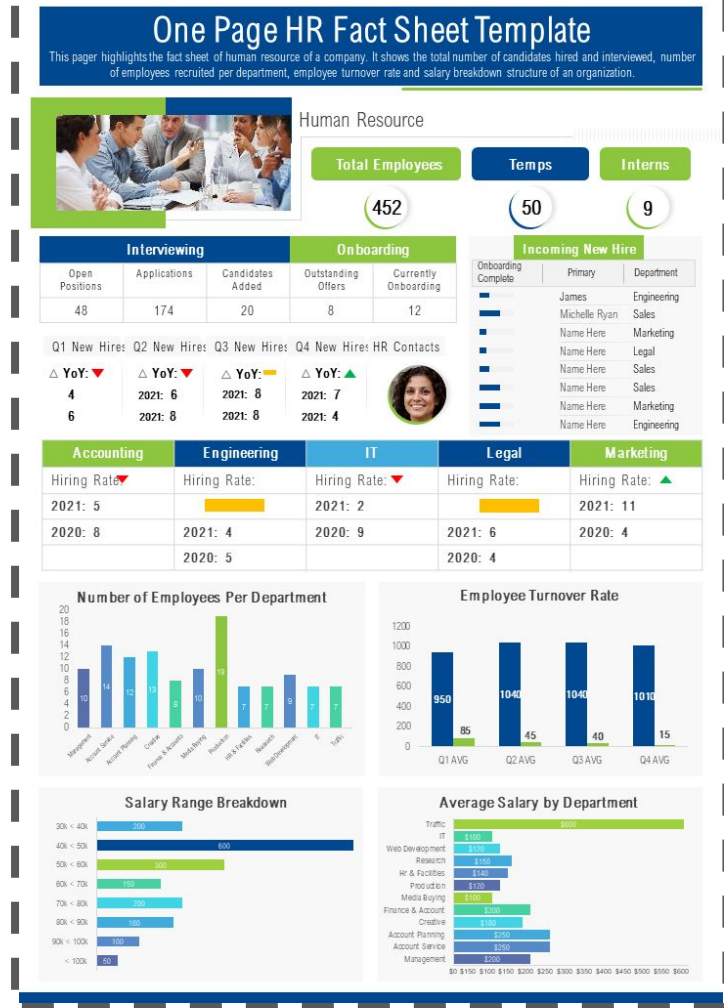
EMPLOYMENT BASED PROPOSAL

Student Signature	Date
Employment Supervisor Signature	Date
Field Instructor Signature	Date
WMU School of Social Work Field Coordinator Signature	Date

Employee Onboarding:

- "Onboarding" refers to the processes in which newly hired employees are introduced into the organization.
- Compliance , clarification , cultures , connections and check back are the mandatory 5 C's of employee onboarding.

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Client offerings:

- Also known as Consumer offerings , are basically any services provided by the Third parties , that use the services.
- Types of offerings include :
 - Shopping offerings
 - Speciality offerings
 - Convenience offerings
 - Unsought offerings

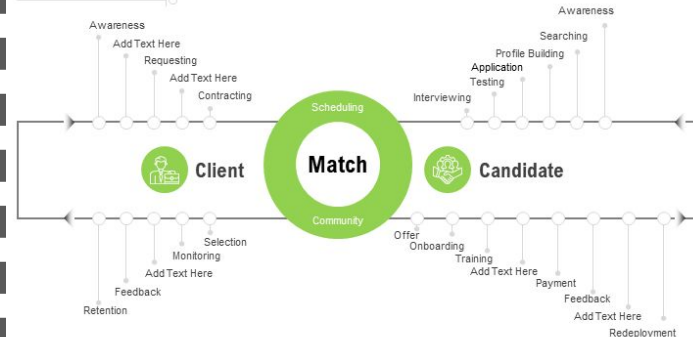
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HR Process and Services Offered to the Customers

This slide shows the service offerings and the key process delivered to the clients based on the human resource requirements.

Client Offerings	Senior Executives	Management	White-Collar	Blue-Collar
Temporary Resources				
Resources	Intern mgmt	Temporary Professionals		Staffing & Inhouse
Statement of Work Solutions	Consultancy & Projects			Outsourcing
Permanent Resources	Executive Search	Permanent Professionals		Permanent Placement
HR Solutions				
Supplier Management & Recruitment	Managed Service Programs			
HR Services	Payrolling & Broker Services			
	Outplacement/Career Development/Training/HR Consultancy			

Our Process



FAQs

What are the quick 7 HR functions ?

- Recruitment & selection
- performance management
- learning & development
- succession planning
- compensation
- benefits

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What are the considered significant cornerstones in HRM?

- HR data and analytics
- HR resources and Information systems

What are the more specific functions of HR?

- Job design and job analysis.
- Employee hiring and selection.
- Employee training & development.
- Compensation and Benefits.

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- Employee performance management
- Managerial relations
- Labour relations
- Employee engagement & communication
- Health and safety regulations
- Personal support for employees
- Succession Planning
- Industrial Relations

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What are the 4 phases of employee onboarding?

- Preboarding
- Onboarding and welcoming employees
- Training
- Transition to the new role

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