

Human Resources Professionals

Human Resources Professionals manage various HR functions, including recruitment, employee relations, training, and performance management. They ensure that human capital aligns with organizational goals, support a positive work environment, and help implement policies and programs that enhance workforce productivity and satisfaction.

Duties and Responsibilities (Points):

- Develop and implement recruitment strategies and staffing plans
- Conduct interviews, screen candidates, and manage the hiring process
- Administer employee orientation, training, and professional development programs
- Advise management and staff on HR policies, labor laws, and workplace issues
- Manage performance appraisal processes and employee evaluations
- Handle employee relations, conflict resolution, and disciplinary procedures
- Maintain HR records, databases, and employment documentation
- Assist in compensation, benefits administration, and payroll coordination
- Promote employee engagement, retention, and organizational culture initiatives
- Ensure compliance with labor regulations and company HR policies