

HR executive (fresher)

Company: [Company name]

Location: [Location] | Work mode: [Work mode]

Employment type: Full-time | CTC: [CTC for the full-time role]

Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

[Company name] is hiring a fresher HR executive to look after employees from joining day to exit. The executive collects and checks joining documents, keeps employee records accurate, tracks attendance and leave for payroll inputs, drafts routine letters for approval and answers employee queries. Senior HR colleagues guide each task and decide anything sensitive. The role suits a graduate who is organised, discreet and approachable.

What you will do

- Collect joining documents from new hires, send them for background verification where company policy requires it, and chase anything missing before day one
- Run joining-day formalities: ID card, email and system access requests, workstation and an introduction to the team
- Create and update each employee's file and HRMS record, and keep personal data open only to those who need it
- Track attendance and leave, compare them with biometric or manager records, and prepare the monthly payroll inputs for the payroll team to process
- Draft routine letters, such as confirmation and experience letters, from approved templates and send them for HR manager approval before release
- Answer employee queries on leave, documents and policies by phone, email or in person, and pass on what cannot be answered
- Coordinate exit formalities: resignation acknowledgement, handover checklist, clearances from IT, admin and finance, and exit interview scheduling
- Plan engagement activities, celebrations and training sessions, and record attendance and feedback
- Prepare the monthly HR report on headcount, joiners, leavers and leave balances
- Support the appraisal cycle by sending forms, tracking completion and reminding managers

What we are looking for

- Clear spoken and written communication in English and Hindi or the local language, for employee queries and short emails
- Discretion: understands that salary, performance and personal details stay confidential
- Accuracy with records, dates and names, and a habit of checking a document twice before filing or sending it
- Excel or Google Sheets for attendance and leave sheets: filters, simple formulas and a lookup to match employee codes
- Good drafting: can fill a letter template without errors and write a polite, clear reply
- Organisation: keeps track of several joiners, queries and deadlines at once
- Basic knowledge of the employee lifecycle: joining, confirmation, appraisal and exit

Good to have

- MBA or PGDM with an HR specialisation, or a certificate in HR operations
- Experience with an HRMS or attendance tool such as Zoho People, Keka or greytHR
- An internship in HR operations, admin or an office back-end
- Event or student-body experience, useful for engagement work
- Working knowledge of the local language where the office is located

Who can apply

MBA or PGDM in HR, or a BBA, B.Com, BA in psychology, BSW or any other graduate degree. Experience of handling records, events or student queries in a college body, an internship or an admin job is a plus.

How to apply

Apply through this job post by [\[Apply by\]](#). Shortlisted candidates will hear from us about the next steps.

HR executive intern

Company: [Company name]

Location: [Location] | Work mode: [Work mode]

Employment type: Internship | Duration: [Internship duration] | Stipend: [Stipend for the internship]

Joining: [Joining date] | Apply by: [Apply by]

About [Company name]

[About your company]

About the role

[Company name] is looking for an HR intern to support the HR team with onboarding and records. The intern prepares joining files, updates trackers and helps organise engagement activities, guided by an HR executive. It suits a student of HR, management or psychology who wants to see how the employee side of a company works from day to day.

What you will do

- Prepare joining kits and tick off the document checklist for each new hire
- Update the employee master sheet and the attendance and leave trackers from the data shared
- Scan and file employee documents in the folder structure the HR team follows
- Draft emails announcing joiners, training sessions and events for approval
- Help organise one engagement activity or training session and collect feedback
- Prepare a simple monthly summary of joiners, leavers and leave taken
- Answer basic employee questions from the FAQ document and pass the rest to the HR executives

What we are looking for

- Current student or recent graduate in BBA, B.Com, BA, BSW, or an MBA or PGDM in HR
- Reliable with records and trusted with confidential details
- Clear email writing and a polite phone manner
- Basic Excel or Google Sheets

Who can apply

MBA or PGDM in HR, or a BBA, B.Com, BA in psychology, BSW or any other graduate degree. Experience of handling records, events or student queries in a college body, an internship or an admin job is a plus.

How to apply

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Screening questions to add to your job post

1. **A new joiner arrives on day one with two documents missing. What do you do?** Look for a check of which documents are missing, what the approved joining checklist says and who can authorise the next step. The applicant should explain the gap politely, record it and escalate promptly, without refusing joining or waiving a required check on their own.
2. **An employee asks you what a colleague earns. How do you respond?** The applicant should decline politely and say salary details are confidential. Any hint of 'I can tell you a little' is a risk in a role that holds payroll data.
3. **One employee's attendance sheet and leave record do not match for the month. How do you find out which is right?** Look for checking each source, asking the employee and the manager, recording the correction and telling payroll. It shows care with records, which flow straight into pay.
4. **An employee tells you privately that their manager shouts at the team. What do you do?** A good answer listens, does not promise secrecy it cannot keep, notes the facts and takes the matter to the HR head under your policy. Taking sides or ignoring it both fail.
5. **Which records would you keep in every employee's file, and how would you protect them?** Expect the joining form, ID and address proofs, offer and appointment letters, leave and attendance, and appraisal papers, with restricted access and a tidy naming system.
6. **Suppose the joining checklist is a photo ID, an address proof, two passport photographs and the signed offer letter, and the reporting time is 10 am. In two sentences, write an email telling a new joiner what to bring and when to arrive.** Look for an accurate, courteous message that uses the checklist and reporting time given in the question. Check that the applicant follows the brief without inventing extra document requirements. Swap in your own checklist and time before you post the question.
7. **Which tools have you used to track people data, and what did you track in them?** Excel, Google Sheets or an HRMS are all fine. Specific answers, such as monthly leave balances or a joiner checklist, show real use.