

# Weekly Reflection (Week 1-2)

16 Aug 2021 - 30 Aug 2021

1. What have been your key success, achievements or learning?

It has been 2 weeks since I started my internship. I have learnt a lot of things from navigating through various different platforms like confluence/jira, slack to HR related work such as exporting members to re-exporting, migrating HR documents (hr policies, recruitment procedures) to new confluence, off boarding members (those who are no longer active) etc. I have further scheduled interviews with applicants and followed up on them. I have also been part of interview meetings, which give me an insight into the kind of work people wish to do and the kind of questions they ask. It prepares me with skills like communication and decision-making.

1. What challenges have you faced? , How did you deal with these challenges?

I found the first few days little challenging as I was going through different platforms and understanding how they work. Certain tasks like the exporting documents from each tab was not too clear in the Hr procedures but with the help and feedback from yoke , I have started to get a hang of things. While sending out mails to applicants for interviews, I had faced problems with inserting email signature, but with practice I was able to get through it. Having an weekly meeting also gives us an idea as to what others are doing and whether one needs help from another. It builds teamwork skills.

1. What changes have you experienced in yourself?

I have started to see myself spending time more productively than before where i used to do work but used to just go aimlessly. Now I prioritise my work better, and will also be seeing myself handling college work and work in wise together.