

VA Group Alliance



Widen your Horizon

WELCOME TO HUMAN RESOURCES

“ The Department With Personnel Touch
”

Structured By

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“Never forget ”

“ you’re not just Recruiting The Employees , but are
sowing the seeds of YOUR Reputation “

1.COMPANY PROFILE

OVERVIEW

WrkAxis is an human resource management company and also staffing /recruitment agencies, act as intermediaries between employers and job seekers , across various industries with a focus on personalized service and a deep understanding of both client and candidate needs, we strive to create mutually beneficial employment partnerships.

Mission

Our mission at WrkAxis is to empower individuals to achieve their career goals while helping businesses thrive by providing them with the best talent available. we are committed to fostering long-term relationships built on trust, integrity, and excellence in service.

Services

1. Employment : we hold specialization in sourcing, screening, and placing candidates in permanent, temporary, payrolling and executive search.(**end to end recruitments as per hr policy**)

2. Viable : our team works closely to provide tailored solutions to attract and retain top talent , which also may include workshops, seminars, online courses, certification programs, mentoring, coaching, and other learning opportunities tailored to the specific needs and goals of clients. these programs aim to bridge skill gaps, improve employability, and empower individuals to pursue meaningful and fulfilling employment opportunities. by offering comprehensive training solutions.

3. Solutions : we offer expert advice and support on a range of human resources issues, including workforce planning, HR consulting , staff management , recruitment process outsourcing, BOT Recruiting process , HR compliance and others , and employee relations.

Area of expertise

Certainly! Here's a list of various areas of expertise that we are specialize in:

Information Technology (IT) , Non IT (specially) Healthcare and Medical , Finance and Accounting, Retail and Sales , Administrative and Clerical Support , Human Resources and Recruitment , Customer Service and Call Centres , Government and Public Sector.

Within each of these areas, employment agencies may further specialize in specific job types, levels (entry-level, mid-level, executive), or niche markets to better serve their clients and candidates.

Core Values

1. Serve : As a core value we encapsulates the commitment to serving both clients and candidates with dedication, empathy, and excellence.
2. Trust : As a core value we embodies the fundamental importance of reliability, integrity, and transparency in all aspects of its operations.
3. Perfection : As a core value we represents a commitment to achieving the highest standards of quality, precision, and excellence in all aspects of its operations. By positioning itself as a trusted partner in the recruitment industry

Vision

We embrace innovation and continuously seek new ways to improve our processes and services to create an employment to everyone . “ Think beyond “

We value diversity and strive to create an inclusive environment where everyone feels respected and valued.

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Basic terms and conditions to candidate attending an interview can help set clear expectations and ensure a smooth process.

1. Confirmation and Scheduling

- **Interview Invitation** : Candidates will receive an interview invitation via email or phone.
- **Confirmation**: Candidates must confirm their attendance within 48 hours of receiving the invitation.
- **Rescheduling**: Any request to reschedule must be made at least 24 hours before the scheduled interview time. Rescheduling is subject to availability.

2. Identification and Documentation

- **Identification**: Candidates must bring a valid photo ID (e.g., passport, driver's license) to the interview.
- **Resume/CV**: Candidates should bring a printed copy of their resume/CV.
- **Additional Documents**: Any other documents specified in the interview invitation (e.g., portfolio, certificates) must be brought to the interview.

3. Punctuality

- **Arrival Time**: Candidates are expected to arrive at least 15 minutes before the scheduled interview time.
- **Late Arrival**: Candidates who arrive more than 10 minutes late may have their interview rescheduled or cancelled.

4. Dress Code

- **Attire**: Business casual or formal attire is required unless otherwise specified.

5. Conduct and Behaviour

- **Professionalism**: Candidates are expected to conduct themselves in a professional manner at all times.
- **Respect and Courtesy**: Treat all staff and other candidates with respect and courtesy.

6. Confidentiality

- **Confidential Information**: Candidates must not disclose any confidential information shared during the interview process.
- **Interview Content**: The content of the interview, including questions asked and responses given, is confidential.

7. Cancellation

- **Notice**: If a candidate needs to cancel their interview, they must provide notice at least 24 hours in advance.

- **No-show**: Failure to attend the interview without prior notice may result in disqualification from future opportunities with the company.

8. Accessibility and Special Accommodations

- **Requests for Accommodations**: Candidates requiring special accommodations should inform the company at least 48 hours before the interview.

- **Accessibility**: The company will make necessary arrangements to ensure the interview process is accessible to all candidates.

9. Follow-up

- **Feedback**: Candidates may request feedback on their interview performance. Feedback is provided at the discretion of the hiring team.

- **Decision Notification**: Candidates will be informed of the hiring decision within a specified timeframe as communicated by the interviewer.

10. Acceptance of Terms

- **Acknowledgment**: By attending the interview, candidates acknowledge and agree to these terms and conditions.

These terms and conditions can be customized based on the specific needs and policies of the organization. It's important to communicate these terms clearly to candidates before the interview to ensure they are well-prepared and understand the expectations.

Interview preparation terms

Preparing for an interview involves several steps to ensure you present yourself as a well-qualified and professional candidate. Here's a comprehensive guide on how to prepare:

1. Research the Company

Company Background: Understand the company's history, mission, values, and culture.

Products and Services: Know what products or services the company offers.

Recent News: Stay updated on recent news or developments related to the company.

Industry Standing: Familiarize yourself with the company's position in the industry and its main competitors.

2. Understand the Job Description

Role Requirements: Carefully read the job description to understand the required skills, qualifications, and responsibilities.

****Skills Match****: Identify how your skills and experiences align with the job requirements.

****Prepare Examples****: Think of specific examples from your past experience that demonstrate your abilities related to the job.

3. Practice Common Interview Questions

****General Questions****: Be ready to answer questions about your background, strengths, weaknesses, and career goals.

****Behavioural Questions****: Use the STAR method (Situation, Task, Action, Result) to structure your responses.

****Technical Questions****: Prepare for any technical questions or tasks relevant to the job.

4. Prepare Your Questions

****About the Role****: Ask specific questions about the job responsibilities and team dynamics.

****Career Development****: Inquire about opportunities for growth and professional development.

****Company Culture****: Ask about the company's culture, work environment, and values.

5. Review Your Resume and Portfolio

****Know Your Resume****: Be familiar with every detail on your resume and be prepared to discuss your experiences.

****Portfolio****: If applicable, prepare a portfolio of your work to showcase your skills and accomplishments.

6. Dress Appropriately

****Dress Code****: Choose attire that fits the company's dress code. When in doubt, opt for business formal.

****Grooming****: Ensure you are well-groomed and presentable.

7. Plan Your Journey

****Logistics****: Know the exact location of the interview and plan your route.

****Timing****: Aim to arrive at least 10-15 minutes early.

****Backup Plan****: Have a backup plan in case of transportation issues.

8. Prepare Your Documents

****Copies of Resume****: Bring several copies of your resume.

****References****: Have a list of references ready.

****Certificates and Portfolio****: Bring any relevant certificates or portfolio items.

9. Practice Good Etiquette

****Body Language****: Practice good posture, eye contact, and a firm handshake.

****Politeness****: Be polite and respectful to everyone you meet, including receptionists and other staff.

****Listening Skills****: Listen carefully to the interviewer's questions and respond thoughtfully.

10. Follow-Up

****Thank You Note****: Send a thank-you email within 24 hours of the interview. Mention specific points discussed in the interview and reiterate your interest in the role.

Bonus Tips

****Mock Interviews****: Conduct mock interviews with friends or mentors to practice.

****Relaxation Techniques****: Use relaxation techniques like deep breathing to stay calm and focused.

****Stay Positive****: Maintain a positive attitude throughout the process.

By following these steps, you'll be well-prepared to make a strong impression during your interview.