# HRBP Co-op at ByteDance

## About Company

ByteDance is a technology company operating a range of content platforms that inform, educate, entertain and inspire people across languages, cultures, and geographies. Dedicated to building global platforms of creation and interaction, ByteDance now has a portfolio of applications available in over 150 markets and 75 languages. For example, TikTok, Helo, Vigo Video, Douyin, and Huoshan. The mission of ByteDance is “Inspire Creativity, Enrich Life.”

## Department and My Role

I work in the Commercial Product department as an HRBP (Human Resource Business Partner).

## Job Duties

- **Supporting daily work of Commercial Product Department.** Including providing management advice from HR insight by conducting talent inventory, analyzing employees’ feedback, conducting employee interviews.
- **In charge of the recruitment process of three teams in the TikTok Monetization Product Team.** Works include screening CVs, making cold calls to potential candidates, arranging interviews, interviewing candidates, and following the recruitment process to help them onboard smoothly. Hired more than 10 interns and 5 full-time employees for the TikTok Commercial Product Team.
- **Host and support team building and other activities.** Supported two large cross-region team building activities. Hosted more than 5 sharing sessions, lectures, and HR training sessions.
- **Supporting the Mid-year Performance Review.** Collected and answered the question about performance review. Wrote 2020 Bytedance Commercial Product Mid-Year Performance Review Playbook.

## Examples: 1 Week VS 5 Months

**1 Week: Mentor Program Project**
- Every newly hired employee would be assigned an experienced employee as a mentor to help him or her understand job duties and the company.
- In charge of writing a handbook
- Totally didn't have any clue about how to write this handbook.
- Have a lot of trouble communicating with employees. Didn't familiar with everyone.

**5 Months: TikTok Challenge Project**
- Every small team in the Commercial Product department needs to record a video to introduce their team.
- I am in charge of collecting and assembling their videos. Count votes and follow redeeming procedure.
- I am more confident to communicate with other colleagues.

## Course Integration

- LPSC7311 Strategizing Public Policy: How to convince others
- PPUA6506 Techniques of Policy Analysis: How to find stakeholders
- INSH 6500 Statistical Analysis: How to conduct quantitative analysis gives me basic data sense

## Takeaway

- I might not pursue my future career in HR aspect. However, this Co-op helps me found I am interested in event planning.
- Cross-culture empathy is very important when working in an international team.
- English competence is a huge advantage in non-English countries.