

MANAGEMENT

Unit 4. Human Resource Management

Topics Covered :

- Personnel Management
 - Introduction
 - Definition
 - functions
- Staffing
 - Introduction to HR planning
 - Recruitment Procedure
- Assignment

By : Naincy Priya
Guest Lecturer

Personnel Management

→ It is an administrative specialization that focuses on hiring and developing employees to become valuable to the company.

→ It only focuses on administration.

→ Elements :-

- i) Organization: physical framework of various interrelated activities.
- ii) Job : It tells us the activities performed in an enterprise.
- iii) People : In order to achieve departmental goals, different kinds of people with different skills are appointed.

→ Objectives :

- i) Find out manpower requirement
- ii) Advertisement and call for interviews
- iii) Recruitment and selection.
- iv) Induction to new entrants
- v) Employee's health management
- vi) Employee welfare
- vii) Safety management.

→ Function :-

- i) Managing manpower
 - Man power requirement
 - Recruitment
 - Interviewing
 - Testing
 - Induction
 - Placement
 - follow up of new employees for adjustment.
- ii) Merit rating
- iii) Promotion, transfer and discharge
- iv) Employment records.

2) Educational and training of present employees

- Job instruction - Apprentices training
- Economic education
- Training plans
- General industrial education
- Records and statistics.

3) Maintaining employee relationship

- Job analysis, Job specification etc.
- Wages and rewards
- Labor records and statistics.
- Handling grievances.
- Morale studies
- Suggestion system
- Labor turn-over

4) Maintaining employee's health

- Health standards
- Sanitation control
- Physical examination
- Treatment of minor injuries and diseases.
- Hospitalization.
- Personnel hygiene and health education
- Rest periods, etc.

5) Maintaining employee's safety

- Safety standards
- Safety guards and inspection of safety equipment
- Safety rules and records
- Accident investigation.

6) Employee's welfare

- Profit sharing
- Pension, credit unions
- Company stores and restaurants, housing programmed
- Group insurance, legal assistance.
- Saving and investment plans
- Recreation plans

Staffing

- Staffing is the process of filling positions/posts in the organization with adequate and qualified personnel.
- McFarland - "Staffing is the function which managers build an organization through the recruitment, selection and development of individuals as capable employees".
- Koontz, O'Donnell and Heinz Wehrich - "The management function of staffing is defined as filling position in the organization structure through identifying workforce requirements, inventorying the people available, recruitment, selection, placement, promotion, appraisal, compensation and training of needed people."
- Human Resource Management (HRM), is the management function devoted to acquiring, training, appraising and compensating employees.
- HRM must match the needs of organization with needs of employees.
- Objectives of staffing :-
 - To understand all functions of organization
 - To understand manpower planning.
 - To understand issues related to job analysis and overcome the problem.
- Importance of staffing :-
 - Training and development
 - Effective co-ordination.
 - Effective Recruitment & Placement
 - Building effective Human resource
 - Optimum use of resource
 - Job satisfaction.

Human Resource planning

→ It is the process of analyzing and identifying the need for and availability of human resources so that the organization can meet its objectives.

OR

→ The process of determining an Organization's human resource needs.

→ Purpose :-

- To maximize the use of human resources and ensure their ongoing development.
- To secure the production capacity required.
- To synchronize human resource activities and organizational objectives.
- To increase organization's productivity.

→ Process :-

Analysing organizational objectives



Inventory of present human resources (current no. of employees, capacity, performance, job requirements etc)



Forecasting demand and supply of human resource (Estimating human resources at different positions according to job profile)



Estimating manpower gaps (comparing human resource plan and supply or deficit of human resource)



Formulating the final human resource action plan (Planning like new recruitment, training, interdepartmental transfers, voluntary retirement)



Monitoring, control and feedback. (Identify deficiencies and remove it)

Recruitment Procedure

→ It is a process of finding and attracting the potential resources for filling up the vacant positions in an organization.

→ Steps :-

Identify exact requirement (find out how many and what type of people required for different departments)



Prepare Job description and specifications of person.
(define their job profile and eligibility criteria for candidates)



Advertising the vacancy (Give advertisement in news paper or other media describing full information about vacancy)



Managing the response to advertise (Receive and find out useful application from the received application)



Short-listing the candidates (short-list the eligible and right candidates)
[Arrange different tests depending upon skills and organizational policy like aptitude tests, physical tests etc]



Arrange interviews



Conducting interviews



Checking references if any

Assignment

- Q.1) Explain the process of human resource planning discussed in detail.
- Q.2) Explain the steps of recruitment.