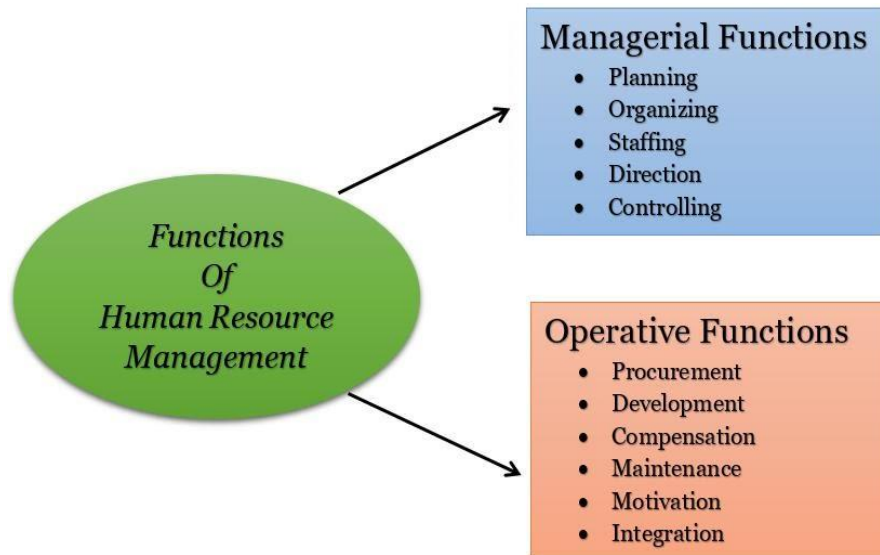


# FUNCTIONS OF HRM



## MANAGERIAL FUNCTIONS

### 1.PLANNING

Planning is the first and basic function of the management and everything depends upon planning as it is a process of thinking about things before they happen and to make preparations in-advance to deal with them. Poor planning results in failure and effects overall system. Therefore, HR Mangers should be aware of when is right time to do things, when things should be done and when things should not be done in order to achieve goals and objectives of the organization.

- **Establishing goals and objectives to be achieved**
- **Developing rules and procedures**
- **Determining plans and forecasting techniques**

### 2.ORGANIZING

HR managers should be well aware of organizing everything related to human resource and organization as organizing is the process of making and arranging everything in the proper manner in order to avoid any confusion and conflicts.

- **Giving each member a specific task**
- **Establishing departments and divisions**
- **Delegating authority to the members**

- **Establishing channels of authority and communication**
- **Creating a system to coordinate the works of the members**

#### **4.STAFFING**

Staffing is the process of hiring eligible candidates in the organization or company for specific positions. In management, the meaning of staffing is an operation of recruiting the employees by evaluating their skills, knowledge and then offering them specific job roles accordingly.

- **Determining the type of people to be hired**
- **Compensating the employees**
- **Setting performance standards, measuring and evaluating the employees**
- **Counselling the employees**
- **Recruiting prospective employees and selecting the best ones**

#### **5.DIRECTING**

This includes activating employees at different levels and making them contribute maximum towards organizational goal. Tapping maximum potentialities of an employee via constant motivation and command is a prime focus.

- **Getting work done through subordinates**
- **Ensuring effective two-way communication for the exchange of information with the subordinates**
- **Motivating subordinates to strive for better performance**
- **Maintaining the group morale**

#### **6.CONTROLLING**

HR managers should have the knowledge of controlling all HR related matters, as they should be able to think and decide what should be done and what should not be done and which should be done and which should not be done while dealing with employees.

- **Establishment of standard performance so as to measure the actual performance of the employees by conducting performance evaluation for appraisals**
- **Measurement of actual performance with the established performance standards of employees for finding out gaps in employee performance.**
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## **Operative Function Includes:**

### **1. Recruitment/Hiring**

Hiring is a process which brings pool of prospective candidates who can help organization achieve their goals and allows managements to select right candidates from the given pool.

### **2. Job Analysis & Design**

Describing nature of the job like qualification, skill, work experience required for specific job position is another important operative task. Whereas, job design includes outlining tasks, duties and responsibilities into a single work unit to achieve certain goal.

### **3. Performance Appraisal**

Checking and analyzing employee performance is another important function that human resource management has to perform.

### **4. Training & Development**

This function allows employees to acquire new skills and knowledge to perform their job effectively. Training and development also prepares employees for higher level responsibilities.

### **5. Salary Administration**

Human Resource Department also determines pays for different job types and includes compensations, incentives, bonus, benefits etc. related with a job function.

### **6. Employee Welfare**

This function takes care of numerous services, benefits and facilities provided to an employee for their well-being.

### **7. Maintenance**

Minimizing employee turnover and sustaining best performing employees within the organization is the key. Minimizing ROI within HR department is also a key goal for Human resource management team.

## **8. Labor Relations**

Labor relation is regards to the workforce who work within a trade union. Employees in such domain form a union/group to voice their decisions affectively to the higher management.

## **9. Personal Research**

Research is a vital part of human resource management. It is performed to keep a check on employee opinion about wages, promotions, work condition, welfare activities, leadership, employee satisfaction and other key issues.

## **10. Personal Record**

This function involves recording, maintaining and retrieving employee related information including employment history, work hours, earning history etc.