

Human Resource Management



Human Resources Management

- The HRM process consists of planning, attracting, developing, and retaining the human resources (employees) of an organization.

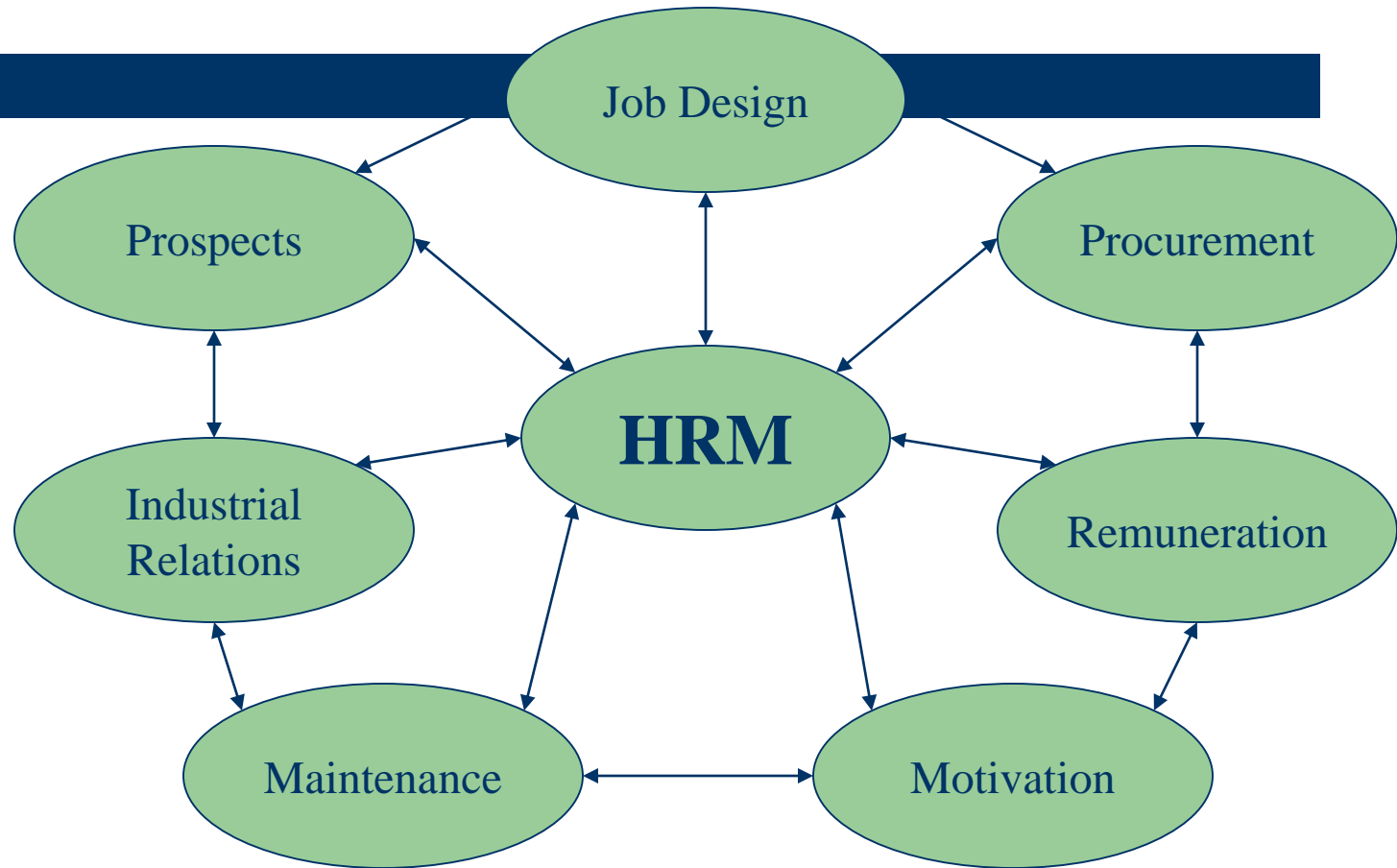


Definition

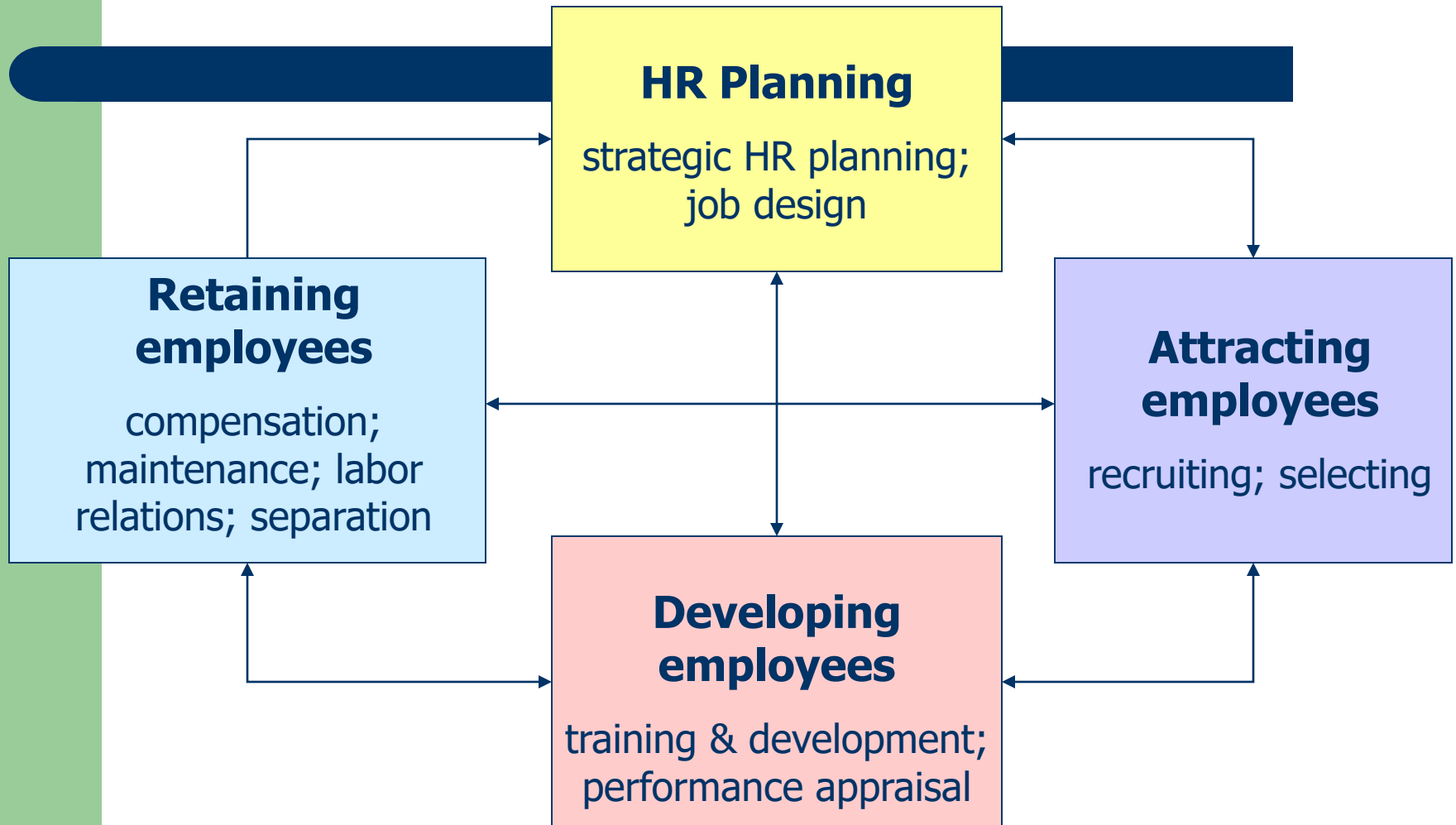
- Human Resource Management is the planning, organising, directing and controlling of the procurement, development, compensation, integration, maintenance and separation of human resources to the end that individual, organisational, and social objectives are accomplished.

- *Edwin B. Flippo*

Scope of HRM



Human Resources Management



HR Planning

- Planning for the future personnel needs of an organization,
- taking into account both internal activities and factors in the external environment



HR Planning

- Job Design
 - usually done prior to recruitment
 - the process of describing the work that needs to be done by an employee and
 - specifying the requirements needed in fulfilling the job



Attracting Employees



- Recruitment
 - development of a pool of job candidates in accordance with a human resource plan
 - its purpose is to provide mgmt. with enough candidates from which they can select qualified employees
 - internal versus external

Attracting Employees

- Selection
 - the mutual process whereby the organization decides to make a job offer and the candidate decides whether or not to accept it.



Steps in selection

Job Offer

Physical Exam

In-depth Interview

Background Investigation

Testing

Initial Interview

Job Application

Developing Employees

- Orientation
 - a program designed to help employees fit smoothly into an organization



Developing Employees



- Training
 - a process designed to maintain or improve current employee performance
- Development
 - a process designed to develop skills and attitudes necessary for future work

Developing Employees

- Performance Appraisal
 - process of providing feedback to subordinates regarding their performance on the job.
 - Informal versus Formal



Developing Employees

- A formalized appraisal process is used for:
 - rating work performance
 - identifying those deserving raises or promotions
 - identifying those in need of further training



Retaining Employees

Compensation

- the adequate and equitable remuneration of personnel for their contribution in the achievement of organization objectives.



Retaining Employees



Labor relations

- entails recognizing the validity of unions, negotiating for the collective bargaining agreement, and being able to handle strikes and other forms of mass action.

Retaining Employees



Maintenance

- the process of providing the following services to employees:
 - career counselling
 - safety & health programs
- Also involves the minimization of absenteeism and tardiness

Retaining Employees



Separation

- the process of reintegrating employees to society; entails the following:
 - employees should be terminated for a just cause
 - a retirement plan must be provided for old employees as an aid when they leave the company.



THANK YOU