

HRM & JOB ANALYSIS



OBJECTIVES OF HRM

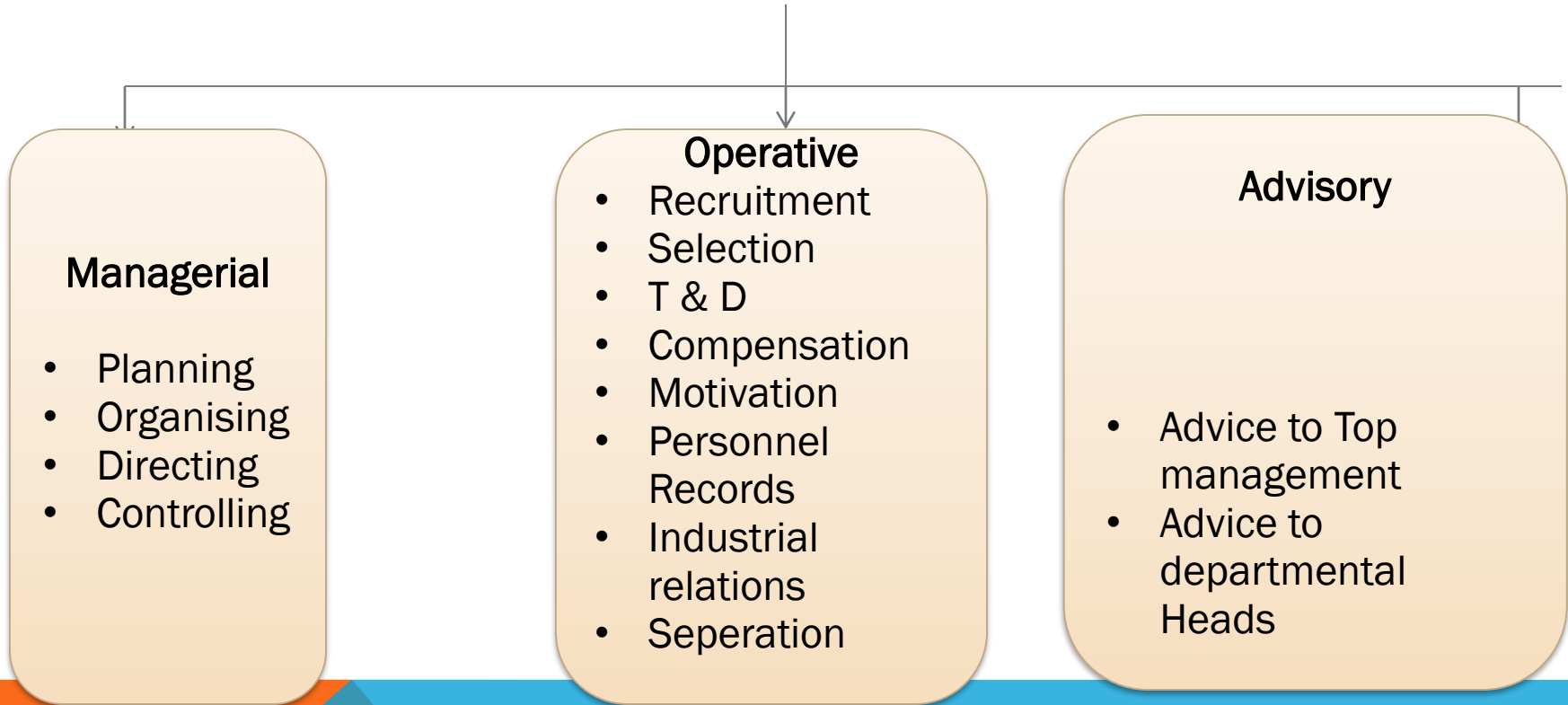
- To provide right types of personnel for right jobs at the right time.
- To provide right kind of training to increase their productivity.
- To ensure effective utilization of human resources.
- To identify and satisfy needs by offering monetary and non monetary rewards.
- To achieve and maintain high morale among employees for securing better human relations.

SCOPE OF HRM

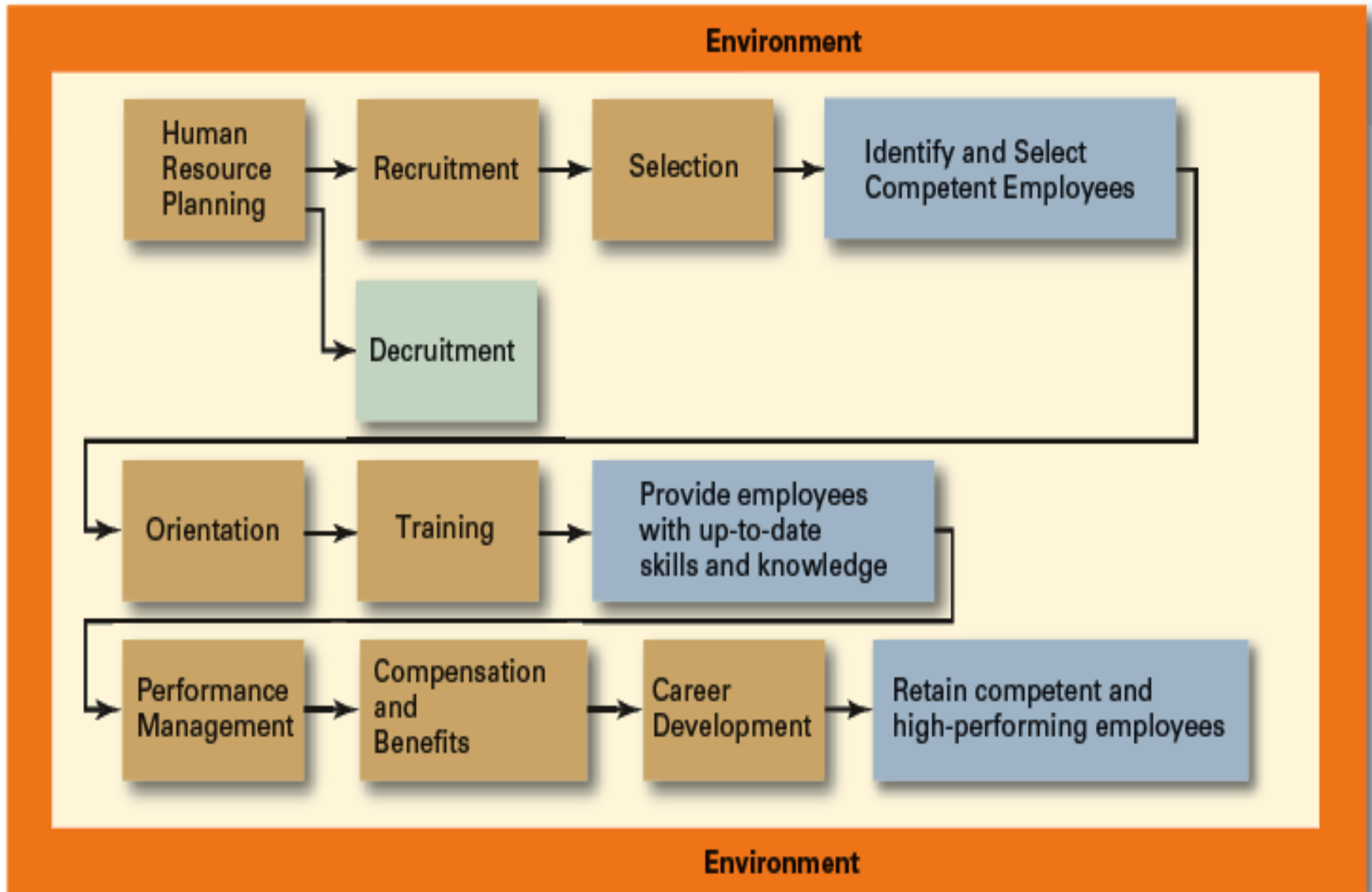
1. Personnel Aspect: Concerned with recruitment, selection, maintenance, appraisal, promotion, incentives, productivity etc.
2. Welfare Aspect: Concerned with working conditions and amenities such as canteens, crèches, housing, schools, recreation etc.
3. Industrial Relations Aspect: Trade unions, negotiation, settlement of industrial disputes, joint consultation and collective bargaining.

FUNCTIONS OF HRM

Functions of HRM



HUMAN RESOURCE MANAGEMENT PROCESS



JOB ANALYSIS

- **A job** may be defined as an assignment of work, a set of duties, responsibilities and conditions that are different from those of other work assignments.
- **Job Analysis** is detailed and systematic study of jobs to know the nature and characteristics of people to be employed for each job.
- It has two components:
 - Job description &
 - Job Specification

JOB SPECIFICATION & JOB DESCRIPTION

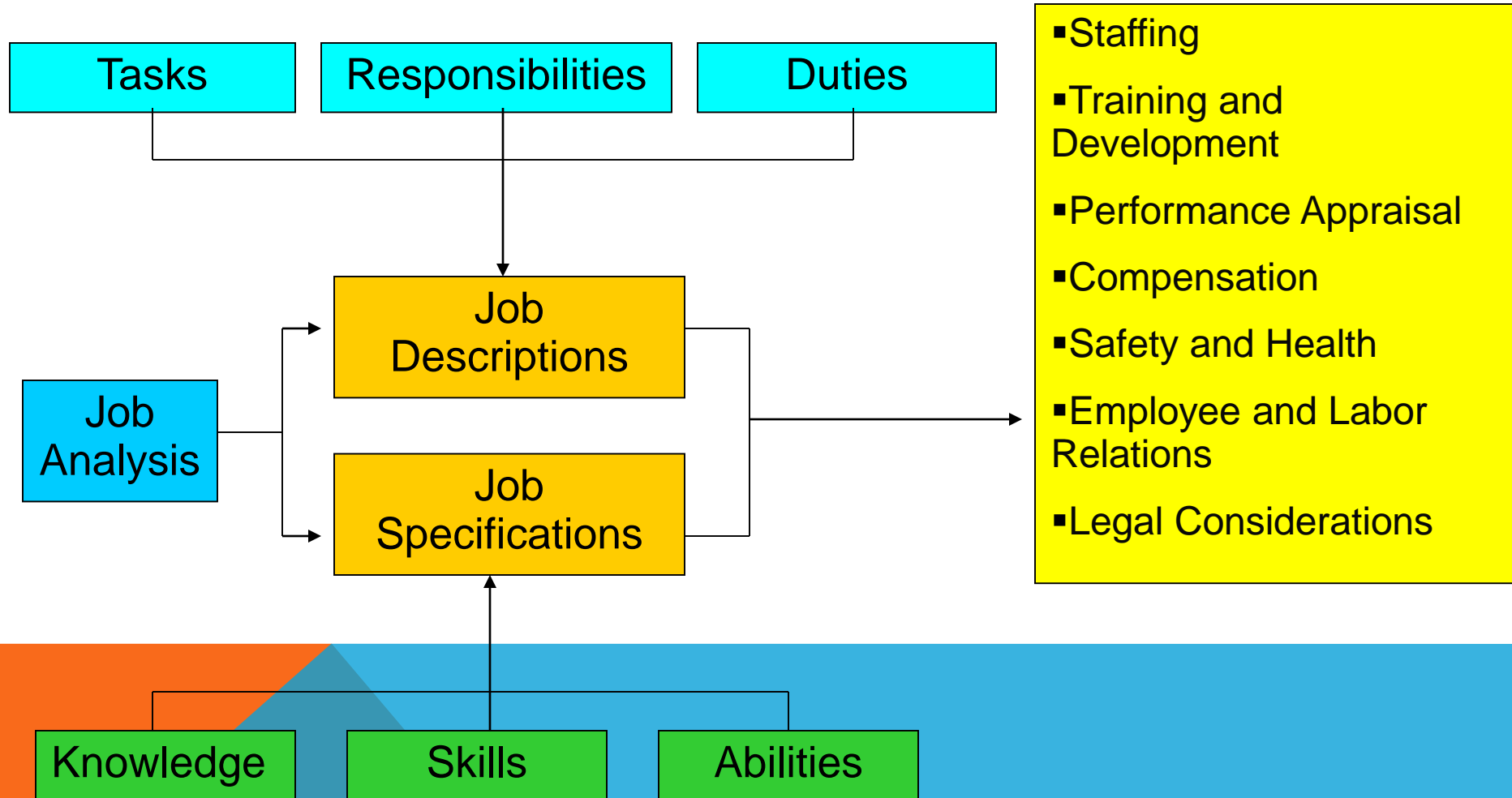
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- basic job-related data that is useful to advertise a specific job and attract a pool of talent.
- It includes information such as job title, job location, reporting to and of employees, job summary, nature and objectives of a job, tasks and duties to be performed, working conditions, machines, tools and equipment's to be used by a prospective worker and hazards involved in it.

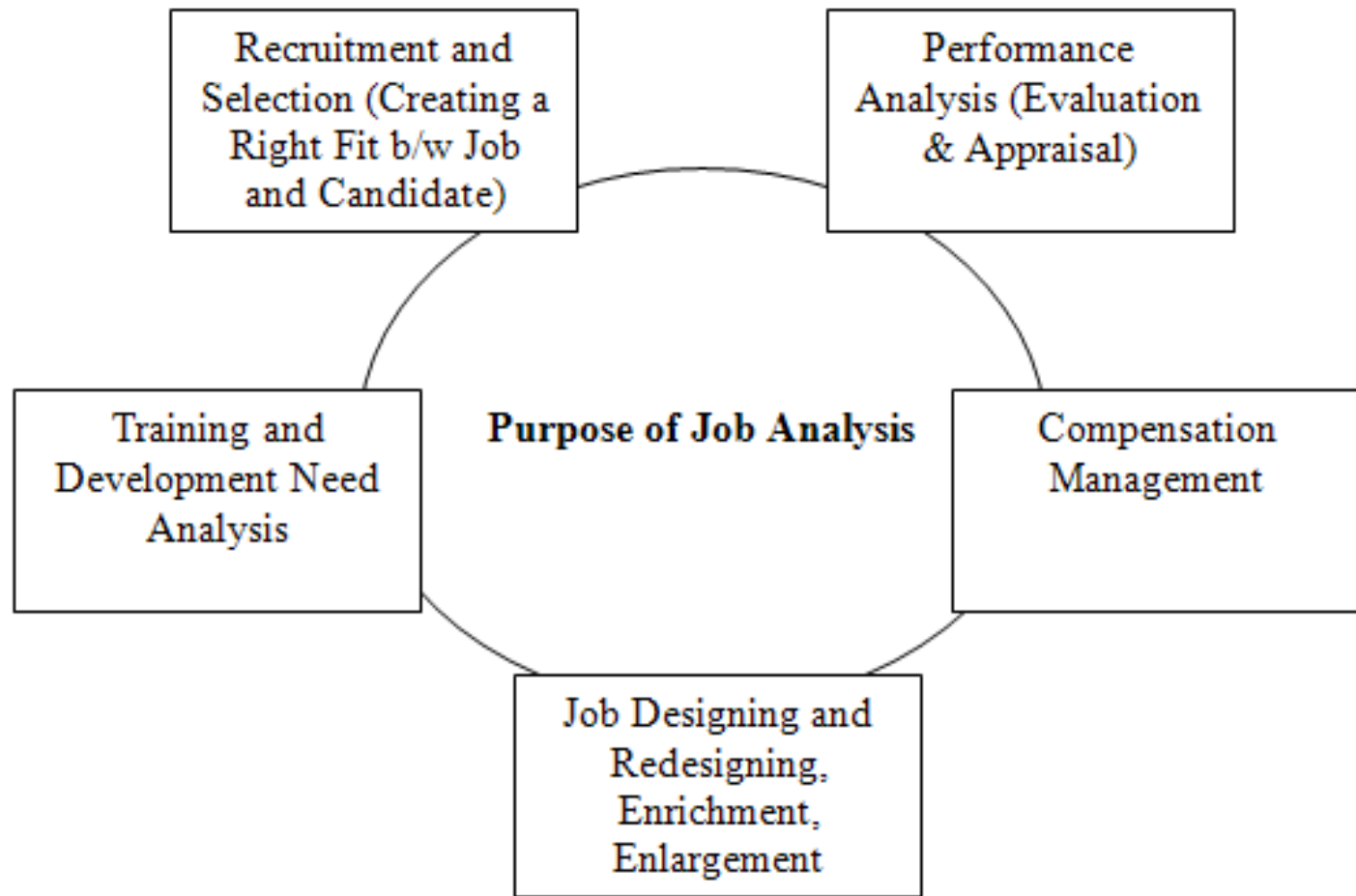
JS

- It is a written statement of educational qualifications, specific qualities, level of experience, physical, emotional, technical and communication skills required to perform a job, responsibilities involved in a job and other unusual sensory demands.
- It also includes general health, mental health, intelligence, aptitude, memory, judgment, leadership skills, emotional ability, adaptability, flexibility, values and ethics, manners and creativity, etc.

JOB ANALYSIS: A BASIC HUMAN RESOURCE MANAGEMENT TOOL



THE USE OF JOB ANALYSIS





BUSINESS PROCESS

REENGINEERING

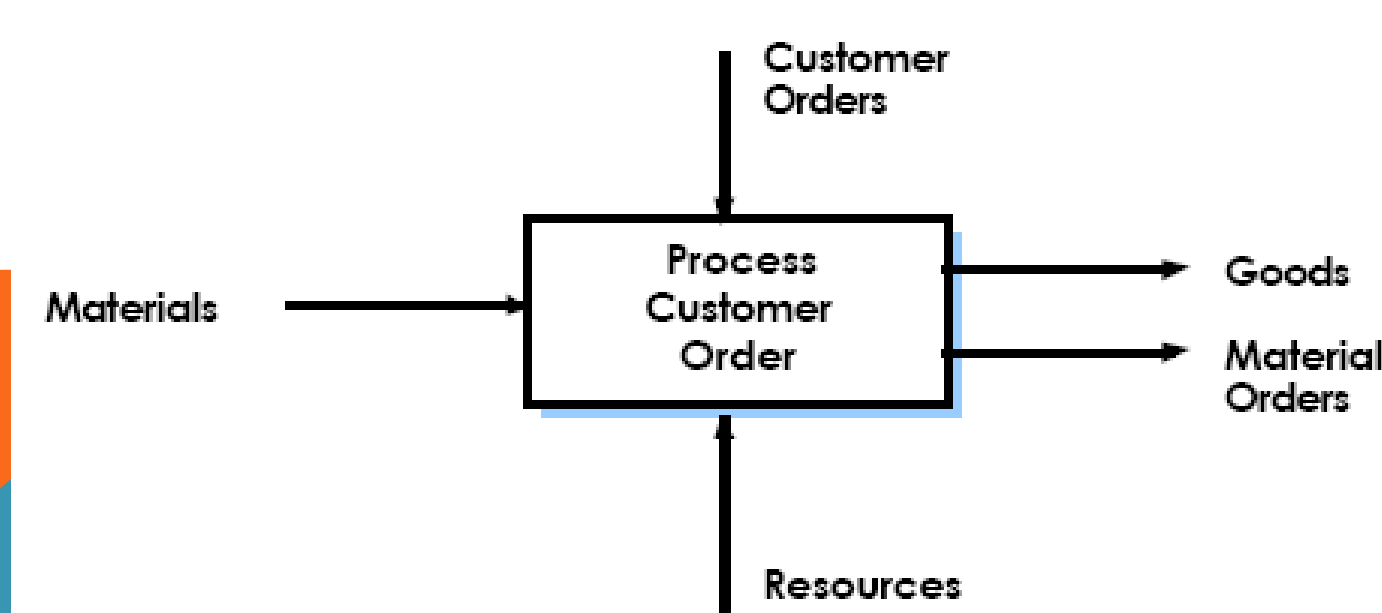


“What good is technology if it takes six seconds to send a message but six months to get someone to act on it?!”

WHAT IS A BUSINESS PROCESS?

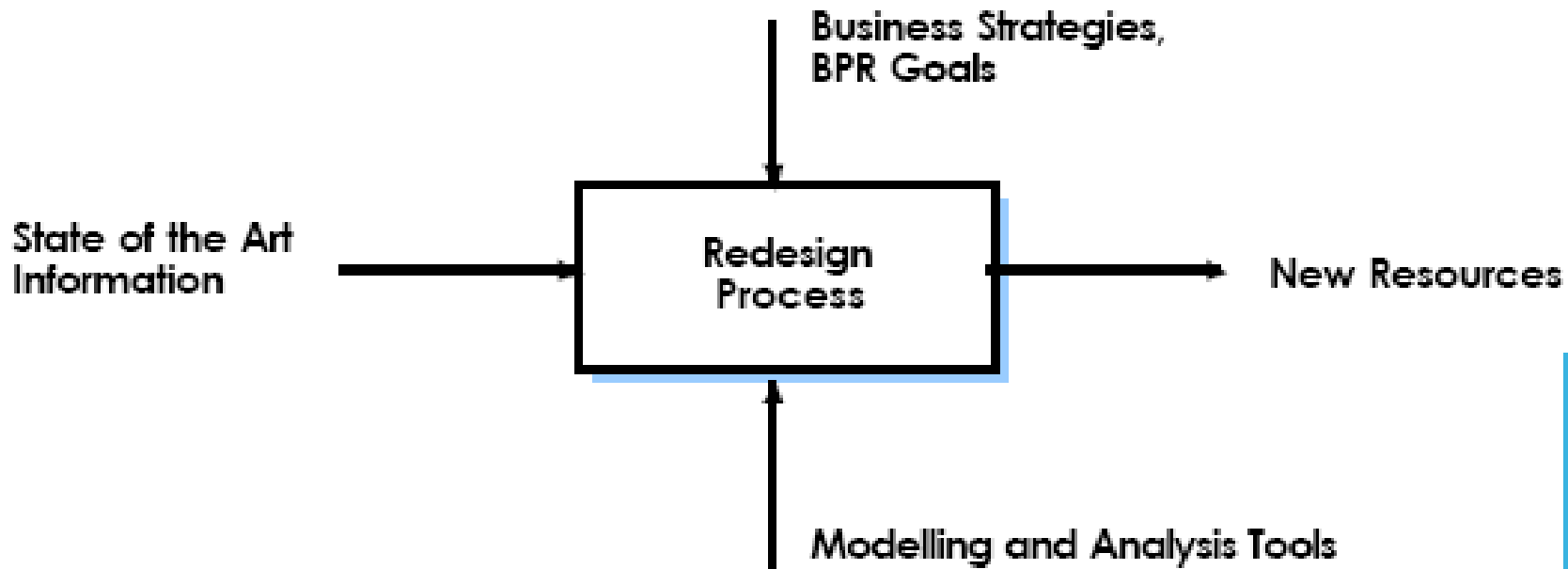
“A business process is a collection of activities which together produce something of value to a customer”

– e.g. Customer Order Entry



DEFINITION

Reengineering is the fundamental rethinking and radical redesign of business processes to achieve dramatic improvements in critical, contemporary measures of performance, such as cost, quality, service, and speed.



WHAT TO REENGINEER?

**BPR changes processes, and
not
functions, departments,
geographies or tasks.**


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WHAT IT IS NOT?

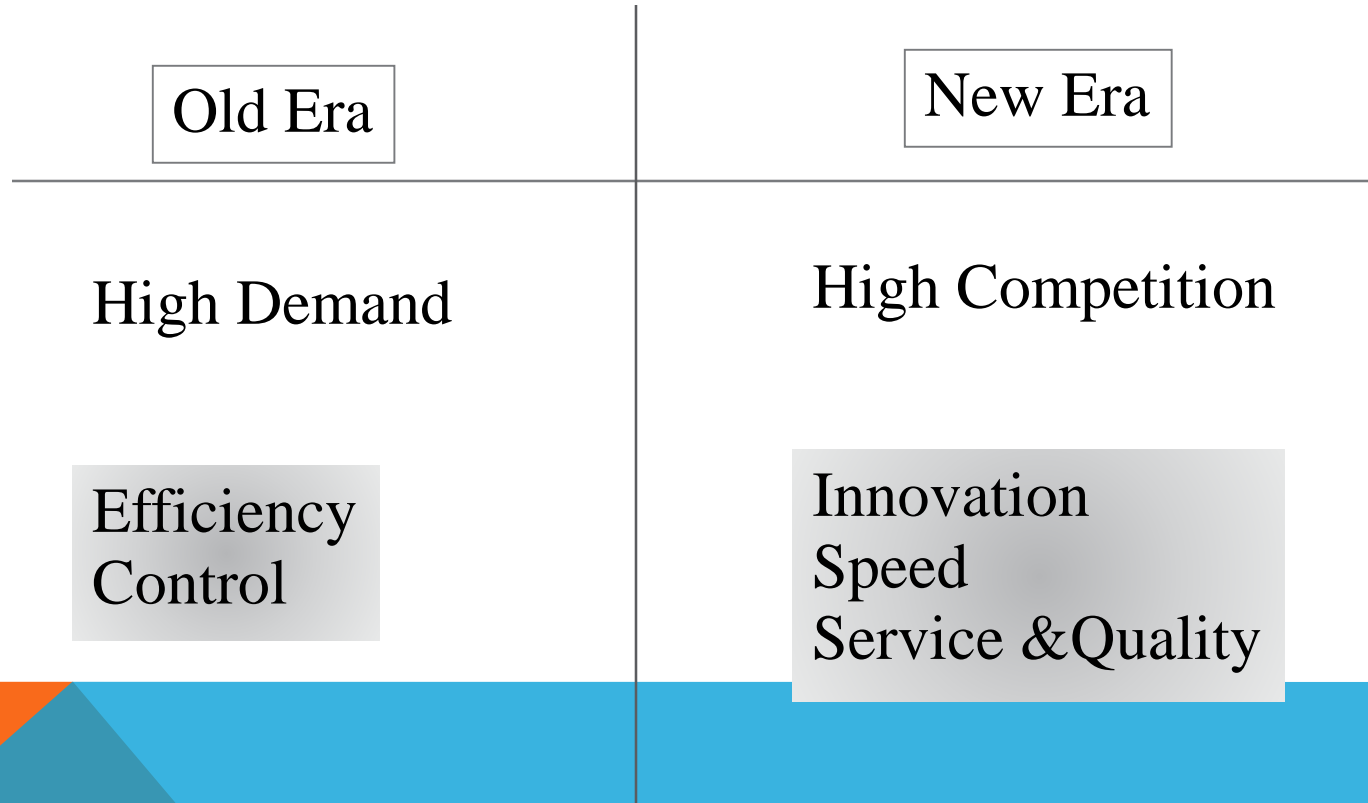
Reengineering is not reorganizing.

- Modifying how an organization is structured and redesigning an organization's business processes are two different things.
- An organizational structure should be designed so that it best supports redesigned business processes.

Reengineering is not downsizing either.

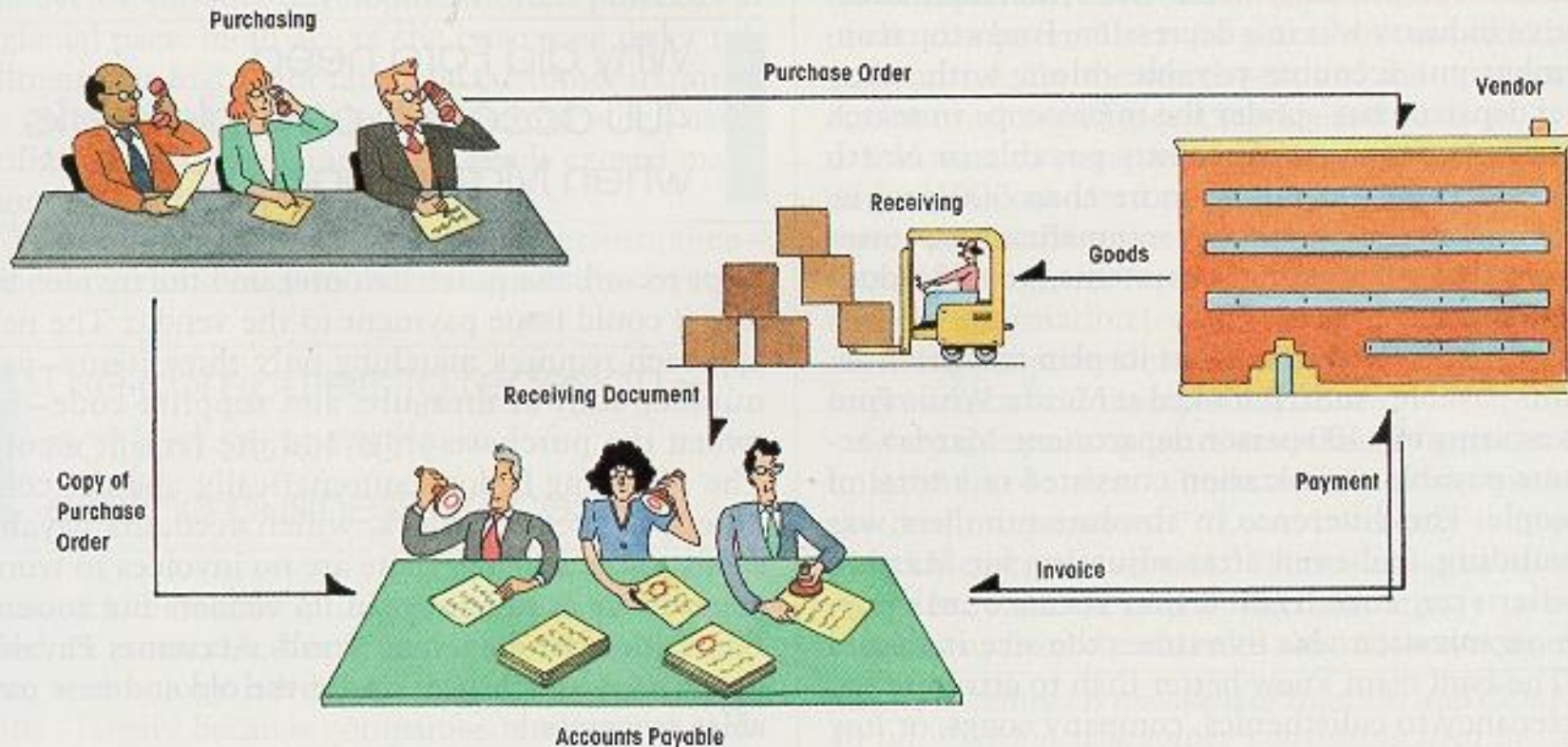
- Downsizing focuses on the reduction of workforce to achieve short-term cost savings.
 - Reengineering, on the other hand, focuses on rethinking from the ground up, finding more efficient ways of working including eliminating work that is unnecessary.
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REASONS FOR REENGINEERING



EXAMPLES

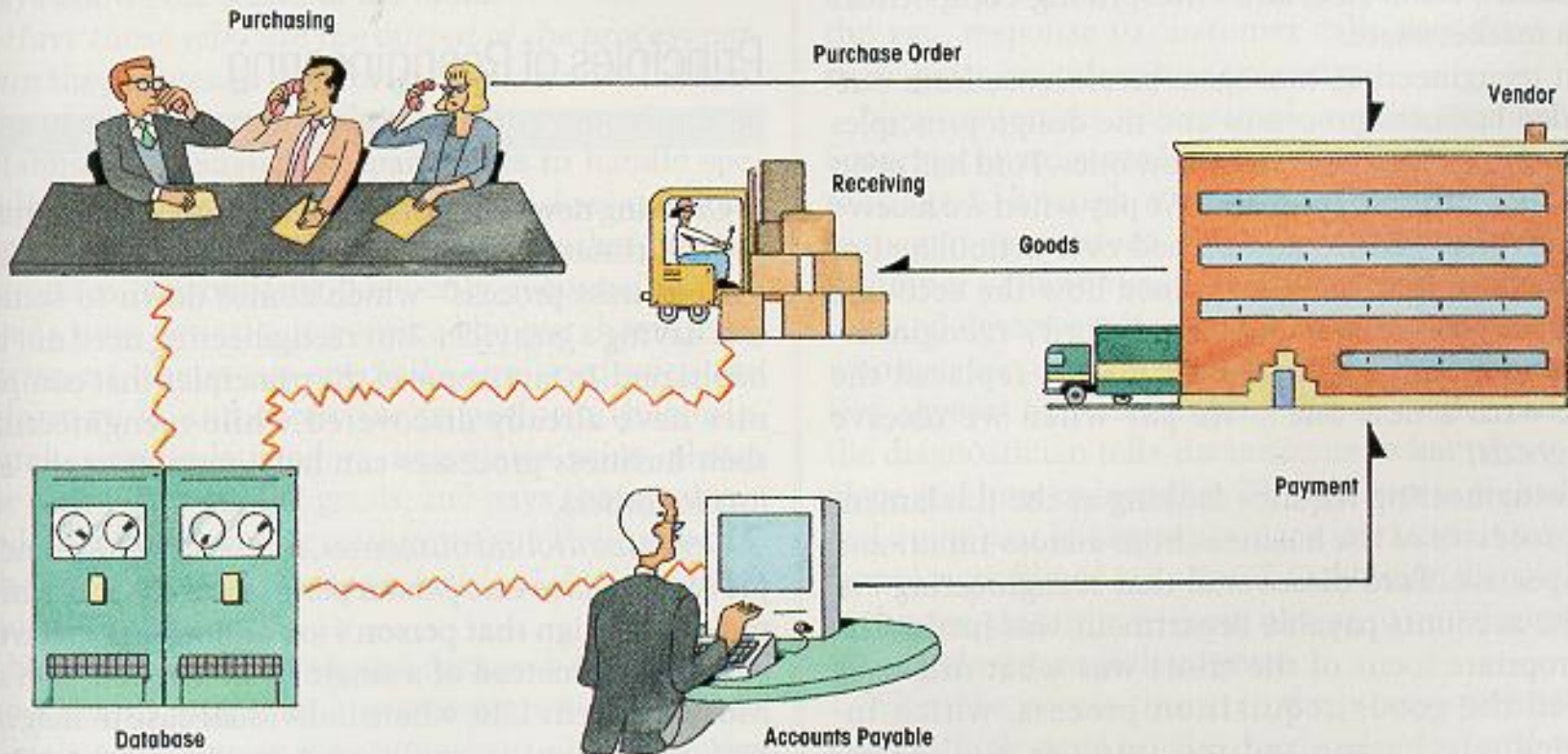
Ford's Accounts Payable Process Was Slow and Cumbersome Until...



More than 500 accounts payable clerks matched purchase orders, receiving documents, and invoices and then issued payment. Mismatches were common.

EXAMPLES

Ford Reengineered the Process. Now It's Fast and Efficient.



The new process cuts head count in accounts payable by 75%, eliminates invoices, and improves accuracy. Matching is computerized.

BENEFITS OF REENGINEERING

The rewards of reengineering are many including:

- 1) empowering employees;
- 2) eliminating waste, unnecessary management overhead, and obsolete or inefficient processes;
- 3) producing often significant reductions in cost and cycle times;
- 4) enabling revolutionary improvements in many business processes as measured by quality and customer service; and
- 5) helping top organizations stay on top and low-achievers to become effective competitors.

Thank You!
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