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analysis, advertising vacancies, screening applicants, and conducting interviews.

2. **Training and Development:** Ensuring that employees have the necessary skills and knowledge to perform their jobs effectively. This includes orientation for new employees, continuous skill development, and leadership training.

3. **Performance Appraisal:** Regularly assessing and reviewing employee performance to ensure that it meets the organization's standards and objectives. Performance appraisals often influence decisions regarding promotions, rewards, and corrective actions.

4. **Compensation and Benefits:** Designing and managing an equitable pay structure, along with providing additional benefits such as health insurance, retirement plans, and bonuses. This function helps in attracting and retaining talent.

5. **Employee Relations:** Maintaining positive relationships between the organization and its employees. This includes handling grievances, fostering a positive work environment, and ensuring compliance with labor laws.

6. **Health and Safety:** Ensuring that the workplace is safe and that employees' physical and mental well-being is protected.

Objectives of Personnel Management:

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ChatGPT can make mistakes. Check important info.