



NAMAL INSTITUTE MIANWALI

Department of Computer Science

Introduction to Management

Submitted to: Mr. Usman Malik

Submitted by: Sidra Khalid

Conduct Human Resource Planning of your company

Nae of Company: “M SQUARE TESTING HOUSE”

Vision and Mission of a Company.

Our services are built on strong industry experience and understanding of the contemporary technologies. We help customers realize higher business efficiency at lower costs by using modern techniques and methodologies. We have extensive experience working offshore using agile testing methodology. We help our customers achieve over 50% reduced Total Cost of Ownership and hence we are their “Testing Partner of Choice” for nearly a decade.

To be a globally renowned, end-to-end software testing organization by providing innovative solutions delivered by passionate, knowledge driven people. Committed to surpassing customer expectations, positive working experience with our company.

1) Recruitment and selection:

How many employees do need?

As our organization is at initial stage so we have team of 100 employees and there is different departments and employees are divided in them. We have team of HR and there is separate department which handles only testing and there is also a department which handles projects and delivery and all related stuff.

Job Add of your company:



Job Roles of every employee:

As we have many employees in an organization and everybody has their own job roles according to their department. Its according to their job description. If somebody is in HR they have to look-after that department and the testing team don't interfere in HR or any other department. They will perform their job according to their requirements. In testing department, there are many testing jobs according to their testing type.

Selection Process:

Background Information:

Our house will overlook at applicant's background which includes education, prior employment, college major, etc.

Performance tests:

In this test we will measure field knowledge i.e., skills, command on subject and how to manage and supervise projects.

Interviews:

In interviews we will evaluate applicants soft and communication skills. And how applicant handles pressure and do task efficiently.

Pays and benefits to each job:

Benefits are the same for everyone despite of the bonuses that could be vary from department to department like HR, Finance and Admin. Bonuses will include cash, promotion of job, travel tour, picnics, company dinner, musical nights and tea party. While Pays also depends upon the criticality of that position.

2) Training and development:**Who you train?**

Our company will train last year students and fresh graduates of computer science departments.

Why you train?

Unfortunately, our universities curriculum is not designed to that so students have to be trained because they need proper training to excel in their field.

When you train?

They can join us in their summer break for internship and we also train students after their graduation.

3) How you will do performance appraisal:

Performance appraisal form (Design of adopt).

Performance appraisal & feedback: provides information about how to train, motivate, and reward workers.

Managers can evaluate and then give feedback to enhance worker performance

HR doesn't do performance appraisals here at M square. It is done by the respective managers of their teams. They evaluate their team members performance and communicate it to HR about their appraisal. And then HR will convey the performance report and feedback to concerned member.

Process of evaluating employee performance

- Job related strengths
- Development needs
- Progress toward goals
- Determine ways to improve performance
- Pay an promotion decisions

Sr No :	NAM E	ADDRES S	HR Contact Details	Human resource Issues	How they resolve
1.	Ebryx	4th Floor, Arfa Kareem Tower, Ferozpur Road	Hr@ebryx.com HR Persons: Maryam Shafique, Alia Nazir	Main issue faced by HR is the sourcing/ placement of right candidate with the required	It can be resolved by getting exact know how of the position and, the stacks, frameworks and

		Lahore.		set of skills and expertise. In other words, recruitment is the main challenge.	languages required for that position. And keenly searching for the candidates by applying filters.
2.	HCC	Lahore	Amna.abid@hcc-me.com (+923000541542)	1. Engagement of women. 2. Timing issues.	1. Promoting work-life balance. 2. Offering flexible work hours. 3. Addressing any specific concerns or issues raised by women.
3.	Techling	House # 5, Street Babu, Khalid Rd, Sheikhpura, Punjab	hr@techling.tech (+92)321-7997148	1.Focussing the bulk of your time and energy on employee retention 2.Balancing the cost of hiring top talent, with the risk of them leaving prematurely	1.Finding a fine balance between culture, compensation, and incentives that boosts loyalty and retention: this will require some experimentation and lots of honest feedback 2.Keeping an eye on the market to ensure that your compensation packages are competitive
4.	Contrive Solutions	50-C Commercial Zone,PIA Society Lahore,Punjab	+92-321-4352626 hr@contrivesol.	1.Identifying problems areas and taking necessary actions to turn things	1.Using HR platforms that integrate performance management, goal

		jab	com	around 2.Working cross-functionally to find root causes for low performance and identifying potential solutions	management, and engagement tracking 2.eeping clear lines of communication open with all managers to ensure that issues are addressed before they snowball
5.	Macrosoft Pakistan (SMC-PVT) Limited	42-A, Abu Bakar Block, New Garden Town, Lahore, Pakistan	Phone: +92- 42- 35867781/82 E-mail: msaghir@macrosoftinc.com	1.adapting HR processes and policies to match the company's growth and ambitions 2.Dealing with negative feedback or frustrations from employees	1.Clearly communicating the benefits of change to all employees 2.Making it crystal clear why you are making a change and what the benefits are to the company and employees

Human resource Issues in Org ➤ Human resource department faces many issues in hiring and finding person of specified field and having skillset.	Solution from literature (Only quote Impact factor Journals) ➤ https://arcoro.com/blog/most-common-hr-issues-solutions/
--	---
