

Whichever organization it is that organization needs to have skilled employees.

<https://www.emerald.com/insight/content/doi/10.1108/REGE-10-2018-0102/full/html>

https://scholar.google.co.in/scholar_url?url=http://196.190.117.157:8080/jspui/bitstream/123456789/29695/1/79.Michael%2520Armstrong.pdf&hl=en&sa=X&ei=1VSIYsBzlvTIBP_o0tgP&scisig=AAGBfm1dMQZAQNSxftUbQHwtaooA_3NAjQ&oi=scholar





<https://www.yourarticlelibrary.com/hrm/top-11-activities-under-hrm-explained/60193>

Every organization needs to have skilled employees, which the Human Resource Department manages. Employees working in a company are referred to as Human Resources(HR). This word was first used in 1960 when we started to understand the values of labor relations and started considering motivational and organizational behavior.

The purpose of HRM(Human Resource Management) is to achieve better performance by managing the employees. So, while hiring an employee an HR manager must look for the person who is suitable for the organization's culture, associated with the organization for a long time and is more productive.

HRM is the department that includes hiring, firing, training, and motivating employees. It also handles all the aspects related to employees.

HRM is a process that consists of employee's-

- Recruitment
- Selection
- Orientation
- Training and Development
- Appreciate Employee's Performance
- Deciding Compensation

- Providing Benefits
- Motivating Employees
- Ensures Employee's Safety
- Maintains Proper Relations

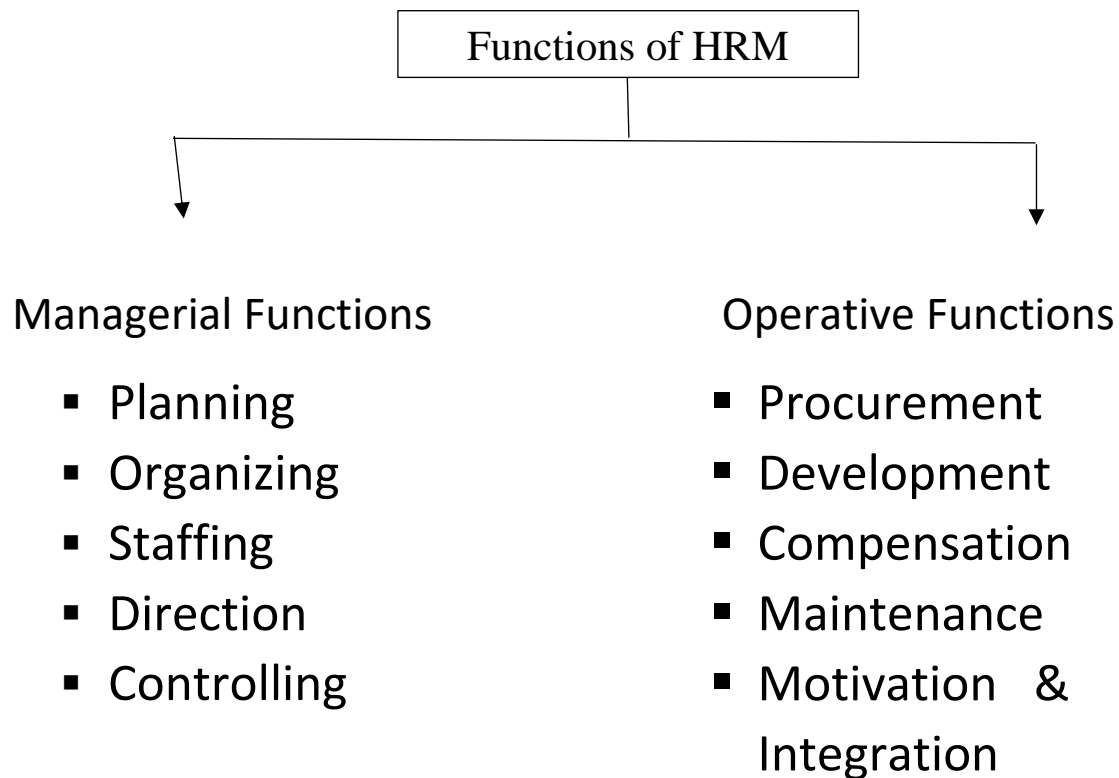
No production or construction is possible without human resources. Human is the fundamental resource of every organization. Hence every organization wants to hire this type of potential, high-performance, and skilled employee for their company.

Why it is called Human Resource Management(HRM)?

- Human – skilled workforce
- Resource – limited availability
- Management – make the best use of these resources so that the goals and objectives of the organization can be achieved

Therefore, HRM means the proper utilization of an organization's skilled force to achieve its goals and objectives. For any organization, its employees are its most important assets.

There are two types of functions of HRM:-



What are the primary responsibilities of the HR Manager?

- Developing detailed knowledge of Corporate Culture, Plans, and Policies
- Acting as a Consultant
- Doing Employee Recruitment
- Talent Management and Workforce management
- Handling Compensation and Benefits

- Employee Engagement, Training, and Development
- Team building
- Working keeping in mind the labor law
- Keeping clear and open Communication with Employees
- Actively involved in the company's Strategy Formulation
- Problems of Human resource areas and providing suitable solutions

Mistakes if HR Manager doesn't function properly-

- Hiring the wrong person
- Poor performance of employees
- Time wasted in useless interviews
- Salary objections to employees
- Not giving proper training to employees

These directly affect the growth of the organization.
For the smooth functioning of a company, HRM is very important.

Strategic Human Resource Management is the strategy of hiring and recruiting the right manpower. The recruitment process may vary from organization to organization based on the organizational structure, selection process, nature of operations, etc. But any well-planned recruitment process should help the hiring team or HRM team to recruit the right candidate.

Here is a 7 steps recruitment process that helps the HRM team to find, attract and retain the right kind of candidates. The steps are:

1. Prepare, Plan, And The Process
2. Internal Promotion/or/ External Hiring
3. Cultural Fit
4. Evaluate The Potential, Performance Skill, and Will
5. Check The Soft Skill and Hard Skill
6. Check The Background and Reference
7. Make Them Feel Welcome – Orientation and Induction in Detail

Step 1: Prepare, Plan, And The Process

Identify your hiring needs, and the skills, knowledge, and experience required. Once you know the skills, knowledge, and experience gaps you need to fill, define the job role, responsibilities, and duties.

A complete job description helps you know what to look for in potential candidates. It also serves as a checklist for

candidates to tick before they decide they are suitable for the role and apply- which means, more relevant candidates.

The elements you can add to the job description are:

➤ Job information

- Job title
- Pay grade
- Reporting person
- Shift timing
- Department name
- Location

➤ Job summary

- Job purpose
- Job importance
- Job significance
- Job value
- Contribution

➤ Qualification

- Education
- Experience
- Overall Qualification
- Skills
- Knowledge
- Expertise

➤ Working Condition

- Start time
- Finish time

- Working hours
- Lunch/Tea break
- Job challenges
 - Deadline
 - Punctuality
 - Quality
 - Accuracy

Step 2: Internal Promotion/or/ External Hiring

Internal recruitment is when the business looks to fill the vacancy from within its existing workforce. External recruitment is when the business looks to fill the vacancy from any suitable applicant outside the business.

Existing employees are already aware of all policies and procedures and have possibly even completed certain similar job tasks in the past. External hires often take longer to get up to speed and may be less successful than internal hires.

In fact, external new hires are 61% more likely to be fired from their jobs than those who were promoted. The slower pace of learning and failure to thrive can be costly to a business. Excess training may be required to ensure effective learning and productivity, and businesses spend anywhere from \$1,075 to \$1,886 on training per employee.

There may be animosity if an existing employee thought he or she might receive the new position or if the internal team struggles with the new leadership. Either way, these are possibilities that executives must prepare for.