

# What is HRM

## Human resource Management?

↳ L.L. Bean organization. An organization consists of people with formally assigned role who work together to achieve the organization goals. A manager is a person responsible for accomplishing the organization's goals who does so by managing to effort of organization's people.

Managing involves five function

Planning  
Organizing  
Staffing  
Leading  
Controlling

Planning :- Establishing  
goals and Standard  
developing rules and  
procedures developing  
plans and Fore-casting

Organizing:- Give each  
Subordding a Specific task  
establishing department and  
Channe/s of authority  
and communications Coordinating  
Subordinates work

Staffing:- Determining what type  
of people you should hire  
recruiting prospective  
employees Selecting employees  
Training and developing  
employees Setting performance

Leading :- Getting others to get the job done maintaining morale motivating Subordinating

Controlling :- Setting Standards such as Sales Quotas Quality Standard at Production level Checking to see how actual Performance compares with these Standards taking Source corrective action.

## Scope of HRM

- (a) Determining the number of persons required to the various position in the organization

(b) Selection, Recruitment  
Placement of Person

- (c) Time to Time motivate  
the employees by giving  
financial benefits  
and non - Financial  
benefit
- (d) Training and development  
of employees as per the  
Situation.
- (e) Performance appraisal  
of the employee -

## Method of Job Analysis

Job - Concept:-

Division of total work into positions.

Group of position i.e involving some duties responsibilities knowledge and skill.

Job Analysis:-

Process of collection information about a job  
Anatomy of a job

Job Analysis

- ④ A process of studying and collecting information relating to the operations and responsibilities of a specific job.
- ④ Immediate product of job analysis.

# Job description + Job Specification

## Job Description.

- Prepared on the basis of data collection through job analysis.
- Content of what the job entails.

## Job Specification

- It focuses on the person
- Statement of minimum level of qualification, skill attributes required.
- Specifies physical, psychological, personal, social, behavioral.

# Job Method of Analysis

there are 7 Method  
of job Analysis.

- 1) Observation method
- 2) Interview method
- 3) Questionnaire method
- 4) Check List Method
- 5) Critical Incident method
- 6) Diaries and log record
- 7) Technical Conference method

## 1) Observation Method

The job analysis carefully records what the worker does how he/she does and how much time is needed for completion of a given time.

## 2) Interview Method

In this method the job analyst directly interview the job holder through a structured interview to gain information the job.

### 3/ Questionnaires

In this method the employee is given structured questionnaires to fill in which are then returned to the Supervisor.

### 4/ Checklist

The checklist only contains a list dichotomous questions.

### 5/ Critical Incident Method

This method is based on the job holder's past experience on the job.

### 6/ Diaries and Log reports

In this method the job holder is asked to maintain a diary recording in detail the job related activities each day.

## 7) Technical Conference Method

In This method a conference Organised for the Supervisors who posses extensive knowledge about the job.

## 8) Functions of HRM

there are two type of Function of HRM

### Managerial Function

- Planning
- organizing
- Staffing
- Direction
- Controlling

## ↳ Operative Functions

- Procurement

Development

Compensation

Maintenance

Motivation

Integration.

## ↳ Type of Interview

Interview is a procedure designed to obtain information from persons through oral inquiry.

They are some important type of Interview.

### ↳ Structured Interview

there is a set of standard question based on the job analysis not on individual candidates.

## 2/ Panel Interview

A panel interview occurs when several people are interviewing one candidate at the same time.

## 3/ Meal Interviews.

Many organizations offer to take candidate to lunch or dinner for the interview to gather more information about the person.

## 4/ Group Interview

Two or more candidates at the same time

## 5/ Video Interview

Same as traditional interview except that video technology.

## G/ Intelligence Interview

the ability to understand own emotions and the emotions of others

## F/ Situational Interview

like a behavioral interview during a Situation interview  
Candidates asked Specific Questions-

## B/ Unstructured Interview

Questions are changed to match the specific application

## Q) Questionnaire

It is common instrument used for collecting primary data.

- 1) It is the list of Question/ or Set of Question
- 2) Used to collect factual information about someone or something from respondent

## Type of Questionnaire

There are 4 type

Open ended Questions

Opinion / Reviews

Qualitative data

Free to give suggestion

## ② Close ended Question

MCQs type

Yes / no

Agree / disagree

True / false

### 3) Dichotomous Question

Two option are  
given

### (4) Scaled Questions

Rating Scale  
Likert Scale.

### 4) Writing Job Description ① Specification

### Job Description

Whenever there is vacancy  
in any organisation they advertise  
their posts in various platform

### Job Specification

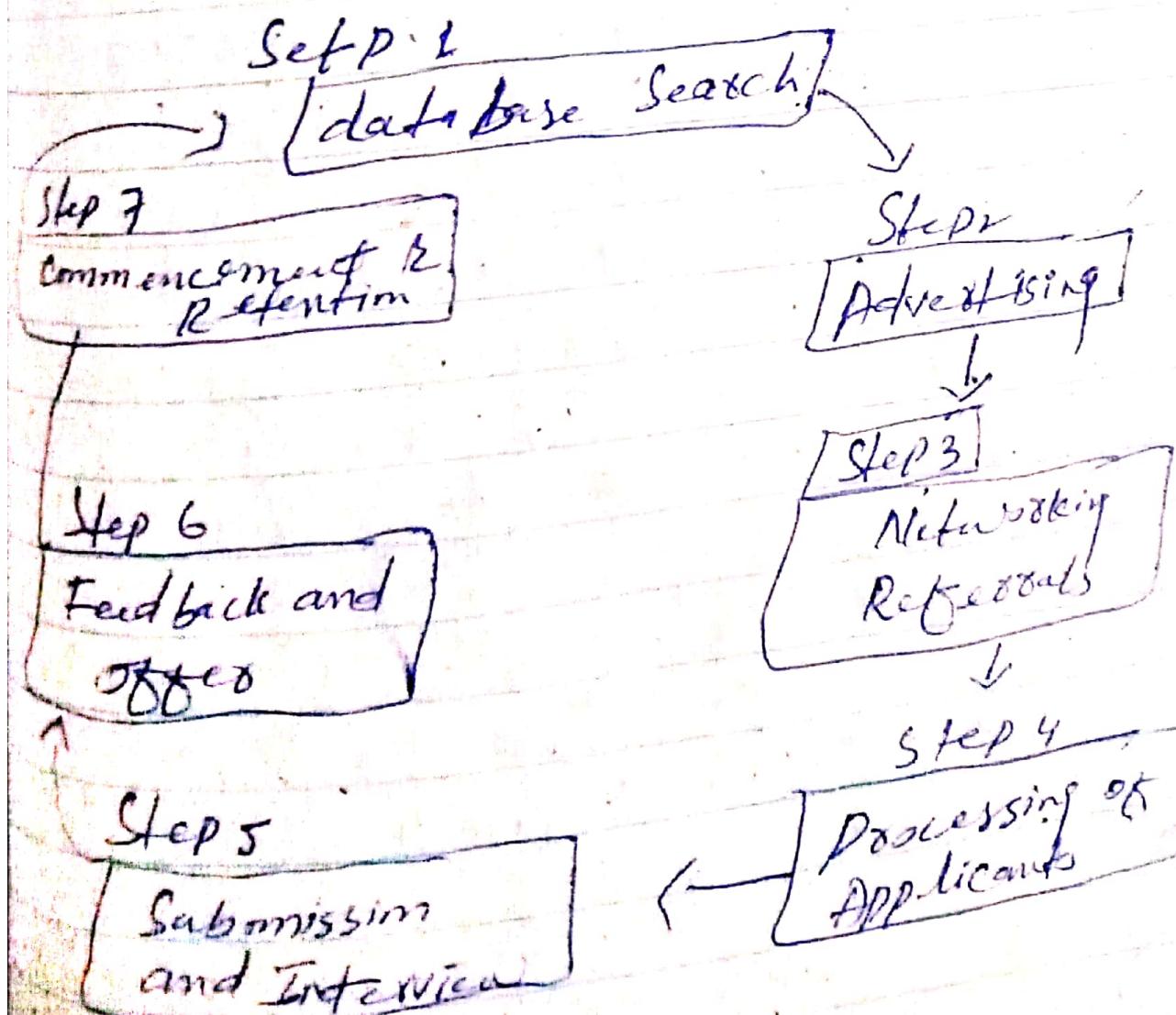
It is a document which  
states the minimum acceptable  
human qualities necessary to  
perform a job properly.

# Recruitment & Selection

\* Recruitment is a process of creating a pool of application.

\* Selection is the process of selecting the right applicant for the job.

## Recruitment Process



## Selections

Identify the person with authority from the organization to make a selection.

## ④ Forecasting

HR Forecasting identifies the estimated supply and demand for the different types of human resources in the organization over some future period, bas on analysis of demand

## Reliability

Reliability identifies how consistent a particular measure is

## Validity

Validity refers to whether or not we measured what we thought we measured.

## Steps

First we complete a quantitative analysis of our workforce using one or more several methods.