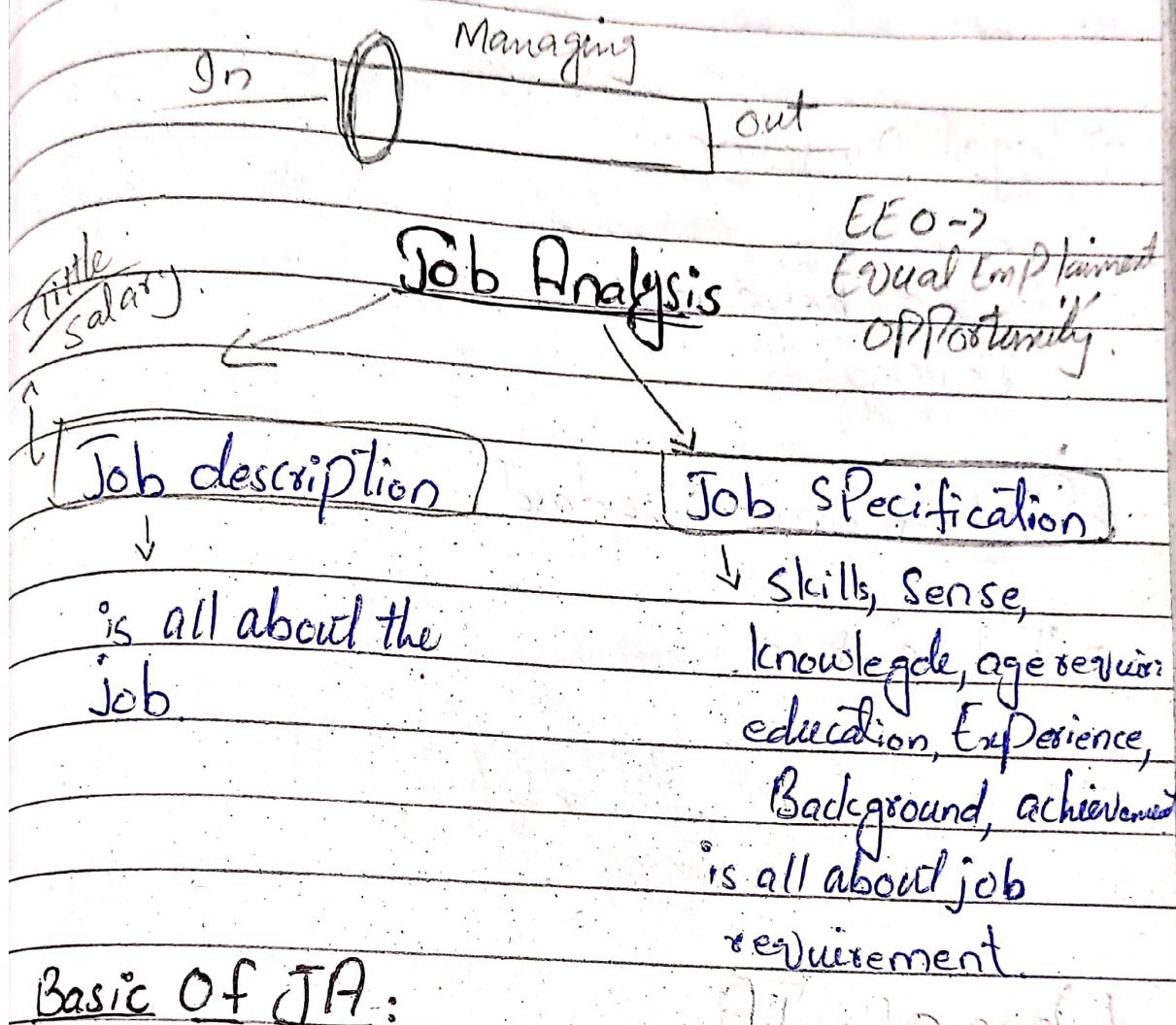


# Human Resource Management.

Chapter: Lee: 1



## Basic Of JA:

→ Work activities

(HRM) must know.

→ Discovery of assigned job.

You need some good Person /  
what are the req: job or person.

(2)

→ Machine tools, exp. equipment etc.

→ legal Compliance:

→ Human behaviour.

Talking

→ Performance standard.

→ Job context.

Internal spirit. / Stimulate

Like job your Prayer.

Uses of JA:

→ Recruiting & Selection.

→ Compensation

→ Performance APPraisal.

(Salary) & (transfer) & (Important Person)

## Training.

### Steps of JA.

- ① select the info Positions.
- ② Review the info:
  - Match the output
- ③ Select the jobs.
- ④ Actual job Analysis.
  - Total no. of jobs kon kon se job hai
  - job Position.

→ Verify.

→ JD & JS.

# Recruitment & Selection

(4)

Chapter  
No. 4

→ forecasting & Planning  
is always about previous data.

→ forecasting Personnel needs.  
↳ Renal Analysis. →

↳ Ratio Analysis.

↳ Comparison no.

↳ Plot charts

scatter

→ forecasting Supply of Inside/External candidate

→ II II If Inside/External Candidate

→ Need for Effective recruiting

→ why recruiting in

Palco overseas  
Web.

(5)

→ organizing how you recruiting.

→ Internal [Sources] of candidates.

↳ Re-hiring

↳ Succession Planning.

→ outside sources of candidates.

↳ via internet

↳ other offline option job selection / Rozee. pk  
Online

↳ Advertising

↳ Employment Agencies

↳ Public Agency.

↳ Public / NFP (Not for Profit).

↳ Private

(6)

- Temp Agencies & Alternative Staff.
- offSharing & outsharing jobs
- Executive recruiters.  
Like CEO, CFO, etc.
- on demand Recruiting Services (ODRc)
- college Recruiting
- Referrals & walking.
- Diverse workforce.
  - ↳ Old
  - ↳ Disable
  - ↳ Single
- Preparing & Using Application forms.

# جوس کو بنا فیں لئے ۹۰٪ (cost) $\rightarrow$ مطالبات پر اپنے

## Employee Separation, (7)

Downsizing & Out Placement.

$\rightarrow$  What are Employee Separation?

$\rightarrow$  Cost of Employee Separation.

$\rightarrow$  Rec. Recruitment cost.

$\rightarrow$  Adv. cost: It is not coming in one newspaper its all newspaper in comings & what is it.

$\rightarrow$  Campus visit.

$\rightarrow$  Decruitment.

$\rightarrow$  Search from loc. سچانہ جیسے (CEO) ۱۵k - 30k

$\rightarrow$  Selection cost.

interview time ۱. (cost)  $\times$  delw

$\rightarrow$  Interviewing.

$\rightarrow$  Testing

$\rightarrow$  Reference checks.

$\rightarrow$  Relocation.

(ROI) = Return on Investment.

(8)

Training People

Orientation

Direct Timing

Training time

Separation costs

separation Pay.

Benefits

Employment insurance cost.

Exit interview.

outplacement.

Vacant Position.

Benefits of separation.

## Benefit & Cost of Employee Separation

(9)

- Reduced Labor cost.
- Replacement of Poor Performance.
- Increased Innovation.
- Opportunity for gender diversity.  
diff: age Peoples, diff: language; diff: Peoples.
- Types of Emp: Separations.
- Voluntary Separation.
- Quits.
- Retirements.
- Involuntary Separations
- Discharges, Dismissal (Terminate)  
Discharge (charge) → Up to 10% of staff
- Lay offs  
(group of Persons)
- Layoff - downsizing ~~cost reduction, right sizing~~  
- If interview  $\downarrow$

OR [Mang'g] out End here.

→ Basically all O.I. Services.

(18)

Job Placement  
Services.

Emotional Support  
Job Assistance.

Features of Early Retirement Policies

→ goldenhand  
shake

all.

Financial Incentive Packages

Open window (Short-Period)

Avoiding Problems with ER

Implementing

Notifying Employee.

Developing layoff criteria

comp: to laid off Employees.

coordinating Media Relation.

Maintaining security → ~~protecting~~ Survivors.

Resettling

→ Alternatives to layoff

11

(Non Traditional)

Business needs to  
reduce labour cost.

Alternative to  
Layoff

Voluntary  
Sparations

Invol.  
Separations

Early Retirement

Voluntary  
Workforce  
Reduction

Layoffs

Out Placement

→ Employee Policies.

Change the Employment Policies.

Layoff Or. → Change old Or. E.g. C.

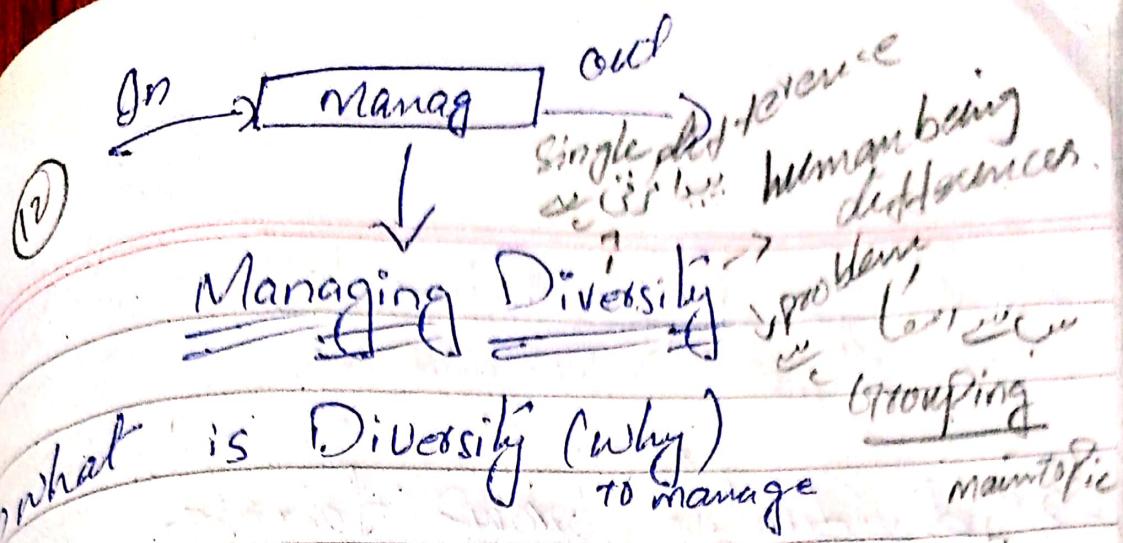
→ changes in job design.

You are going to change structure of job.

→ Pay & Benefit Policy.

→ Training.

Job redesign, Job sharing, Job help  
and Job training.



why manage employee Diversity.

Affirmative actions vs Diversity.

↓ quota system. → Raely

↓ based on some Govt rules.

Demographic trends.

↓ Population Parameters/characteristics

Diversity as an asset. → 26%

↓ People's skills & capabilities

Marketing concerns.

↓ Production, service, sells from service to end.

↓ well listed (organic)

challenges in Managing Diversity.

→ Diversity in Organization.  
 innovative ideas.

(3)

→ Valuing employee Diversity  
equal employment opportunity.

→ Individual vs group dynamics.  
→ conflict (between) C.P. C.G.

→ Resistance to change.

→ Group cohesiveness & InterPersonal  
conflicts

→ Segmented Comm: networks.

parts.  $\rightarrow$   $\text{High Comm.} \downarrow$   $\text{Low Comm.} \uparrow$

→ Resentment.

→ Backlash

$\rightarrow$   $\text{Highly skilled Outgroups}$

→ Retention (glass ceiling)  $\rightarrow$  C.W.C.B.

O.L.W.

(14)

competition for employee.

job

2 Diversity in organizations.

Differences b/w Employees.

→ African American.

Prob: down → Black or white.

→ Asian - Americans

→ People with Disabilities. → job

→ The Foreign Born.

You always a 2. position in foreign.

→ Latinos - Spanish.

→ Old workers. →

exp.

Become Experience.

→ Women

→ Language - Race

→ women

Limitations → موبکی نہادیں

→ Biological constraints & social Rules.

*Stomaria* → 2. carries first  
egg got more respect.  
الله يعطيك يارب

→ A Male-dominated corporate culture  
→ (Male) hierarchy of organization

→ Sexual Harassment.

→ Top Mgt: value of Diversity.

→ Diversity Training Program.

Courses type July 2011

original ideas diversity ideas to reduced learning  
diff. increasing one

(16)

### 2 Support Group.

senior leg lc support group bawalay han.  
talk unkoh handle leg.

2 A accommodation for family used.

### 2 Day care.

### 2 Alternate work Pattern

10:00 6:00 8:00 10:00 12:00

2 Senior Mentoring ~~Progration~~ Program.

### 2 APPrenticeship.

Senior le 8th bhet joa ya kann koo.

### -orientation Activities.