



Human Resources

A group of colorful wooden human figures standing in a line, representing diversity. The figures are in various colors including blue, yellow, red, green, and brown. They are standing on a light-colored surface against a blurred background.

**HUMAN RESOURCES ISN'T A DEPARTMENT,
IT'S THE HEART OF THE COMPANY**

ANONYMOUS

What is HRM?

People Management

Achieving organizational goals through effective people management

Core Functions

Strategy & Planning, Talent Management, Employee Relations

Key Areas

Training & Development, Performance Management

More

Safety & Health, Total Rew



Talent Management Cycle:

- 1-Recruiting
- 2-Selection
- 3-Onboarding
- 4-Retenation

Employee Growth and Productivity

- 1-Training
- 2-Devalopment

Aligning Employee and Organizational Goals

- 1-Appraisals
- 2-Feedback
- 3-Planning

A GUIDE TO EFFECTIVE INTERVIEWING TECHNIQUES

Structured Interviews

Predefined Questions

Uses identical questions for all candidates, ensuring fair comparison.

Focus on Skills and Experience

Assesses candidate skills and experience relevant to job requirements

Evaluates Consistency

Helps identify consistent responses across various interview topics.

Reduces Bias

Minimizes bias through pre-determined questions for objective evaluation

Unstructured Interviews

Conversation-Based Approach

Interviewer guides a flexible discussion, exploring various topics

Focus on Personality and Fit

Assesses candidate personality, values, and company culture fit.

Engaging and Interactive

Candidates share perspectives and enthusiasm.

Requires Experienced Interviewers

Skilled interviewers maintain focus and objective assessment.

Semi-Structured Interviews

Structured Guidelines

The interviewer follows a set of guidelines and questions, but there's flexibility to deviate if needed

Combines Structure and Flexibility

This format allows for more in-depth exploration of topics based on the candidate's responses

Focus on Both Skills and Fit

It allows for assessing both technical abilities and personality traits, ensuring a balanced assessment

Requires Skilled Interviewers

The interviewer needs experience and judgment to guide the conversation while adhering to the structured framework.

Types of Structured Interviews

Situational Interviews

Assess candidate responses to hypothetical work scenarios

Behavioral Interviews

Evaluate past behavior to predict future performance using specific examples

Panel Interviews

Multiple interviewers assess qualifications and fit

Group Interviews

Observe group dynamics and problem-solving skills

"You can't teach employees to smile. They have to smile before you hire them."

– Arte Nathan

HR Basics: Recruitment & Selection

What is Recruitment?

Attracting a pool of qualified candidates for a job opening.

Focus of Recruitment

Identifying and generating interest in open positions.

Recruitment Process Overview

Planning

Define objectives, budget, and timeline for the recruitment process.

Job Posting

Announce job openings clearly and attract qualified candidates

Communication

Maintain consistent and timely communication with applicants throughout the process.

Recruitment Methods



Introduction to Selection

- **Selection Process**

Choosing the best-fit candidate for the job

- **Focus**

Assess candidate knowledge, skills, abilities (KSA) and Motivation

- **Purpose**

To predict future job performance and determine if the candidate is a good fit

Selection Process Steps

Job Posting

Recruitment

Application
Review

Interviewing

Selection
Tests

Interviewing & Selection Tests

