

# Human Resource Management

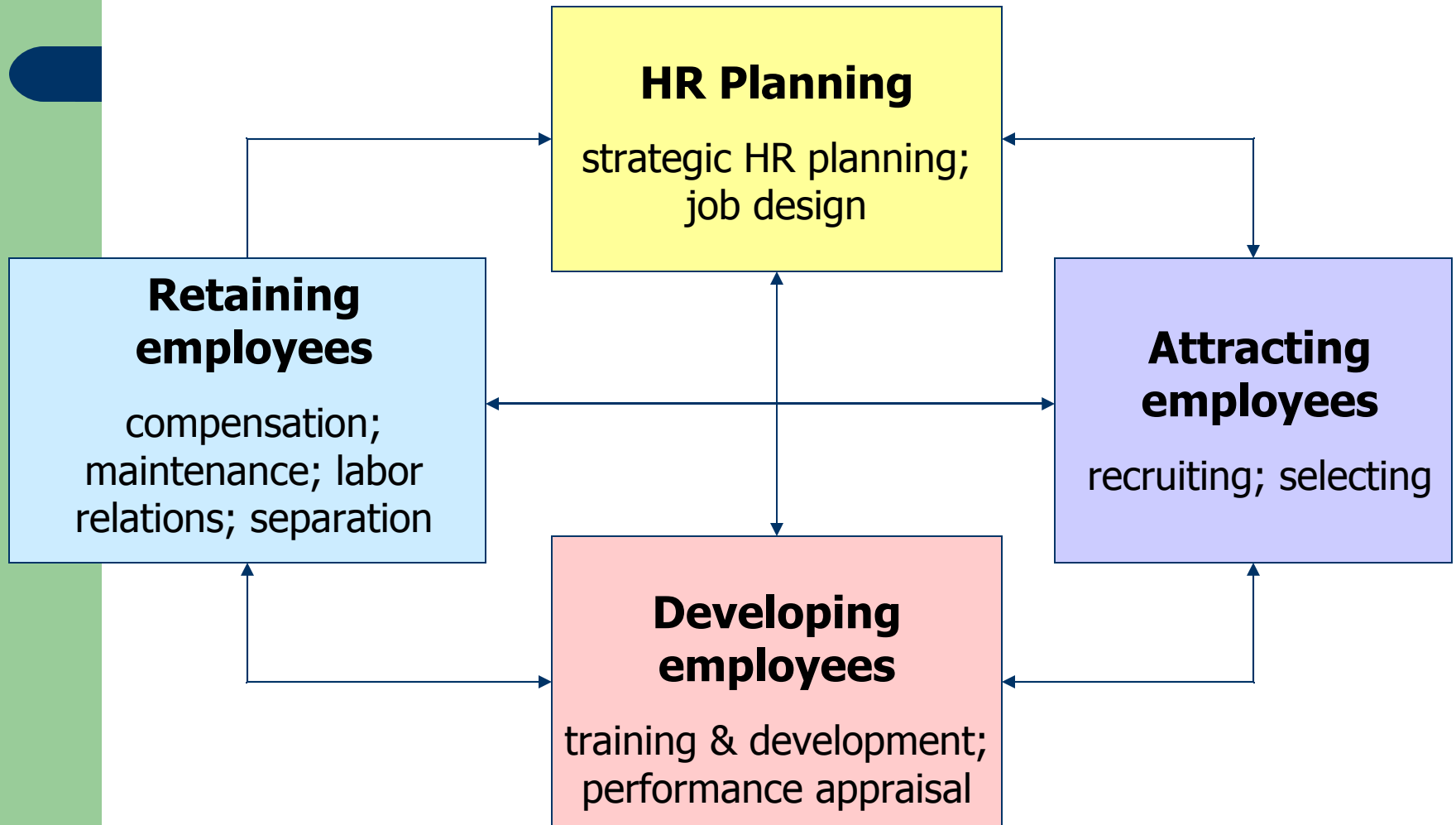


# Human Resources Management

- The HRM process consists of planning, attracting, developing, and retaining the human resources (employees) of an organization.



# Human Resources Management



# HR Planning

- Planning for the future personnel needs of an organization,
- taking into account both internal activities and factors in the external environment



# HR Planning

- Job Design
  - usually done prior to recruitment
  - the process of describing the work that needs to be done by an employee and
  - specifying the requirements needed in fulfilling the job



# Attracting Employees



- Recruitment
  - development of a pool of job candidates in accordance with a human resource plan
  - its purpose is to provide mgmt. with enough candidates from which they can select qualified employees
  - internal versus external

# Attracting Employees

- Selection
  - the mutual process whereby the organization decides to make a job offer and the candidate decides whether or not to accept it.



# ***Steps in selection***

**Job Offer**

**Physical Exam**

**In-depth Interview**

**Background Investigation**

**Testing**

**Initial Interview**

**Job Application**



# Developing Employees

- Orientation
  - a program designed to help employees fit smoothly into an organization



# Developing Employees



- Training
  - a process designed to maintain or improve current employee performance
- Development
  - a process designed to develop skills and attitudes necessary for future work

# Developing Employees

- Performance Appraisal
  - process of providing feedback to subordinates regarding their performance on the job.
  - Informal versus Formal



# Developing Employees

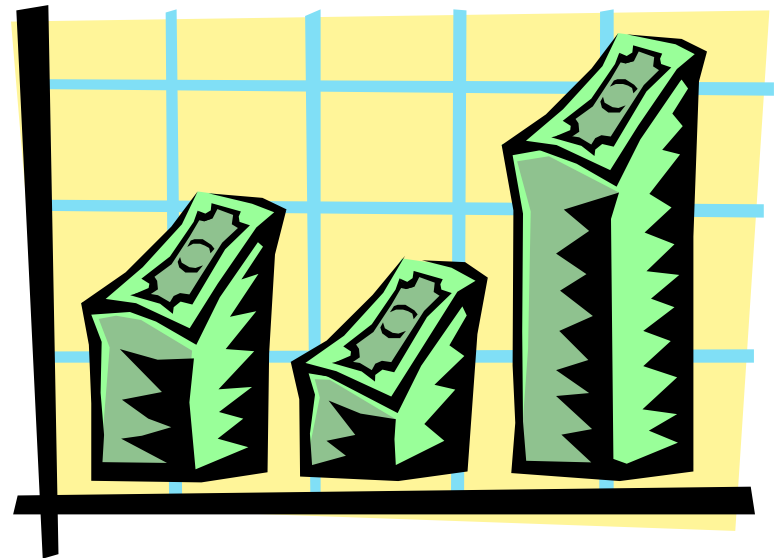
- A formalized appraisal process is used for:
  - rating work performance
  - identifying those deserving raises or promotions
  - identifying those in need of further training



# Retaining Employees

## Compensation

- the adequate and equitable remuneration of personnel for their contribution in the achievement of organization objectives.



# Retaining Employees



## Labor relations

- entails recognizing the validity of unions, negotiating for the collective bargaining agreement, and being able to handle strikes and other forms of mass action.

# Retaining Employees



## Maintenance

- the process of providing the following services to employees:
  - career counselling
  - safety & health programs
- Also involves the minimization of absenteeism and tardiness

# Retaining Employees



## Separation

- the process of reintegrating employees to society; entails the following:
  - employees should be terminated for a just cause
  - a retirement plan must be provided for old employees as an aid when they leave the company.