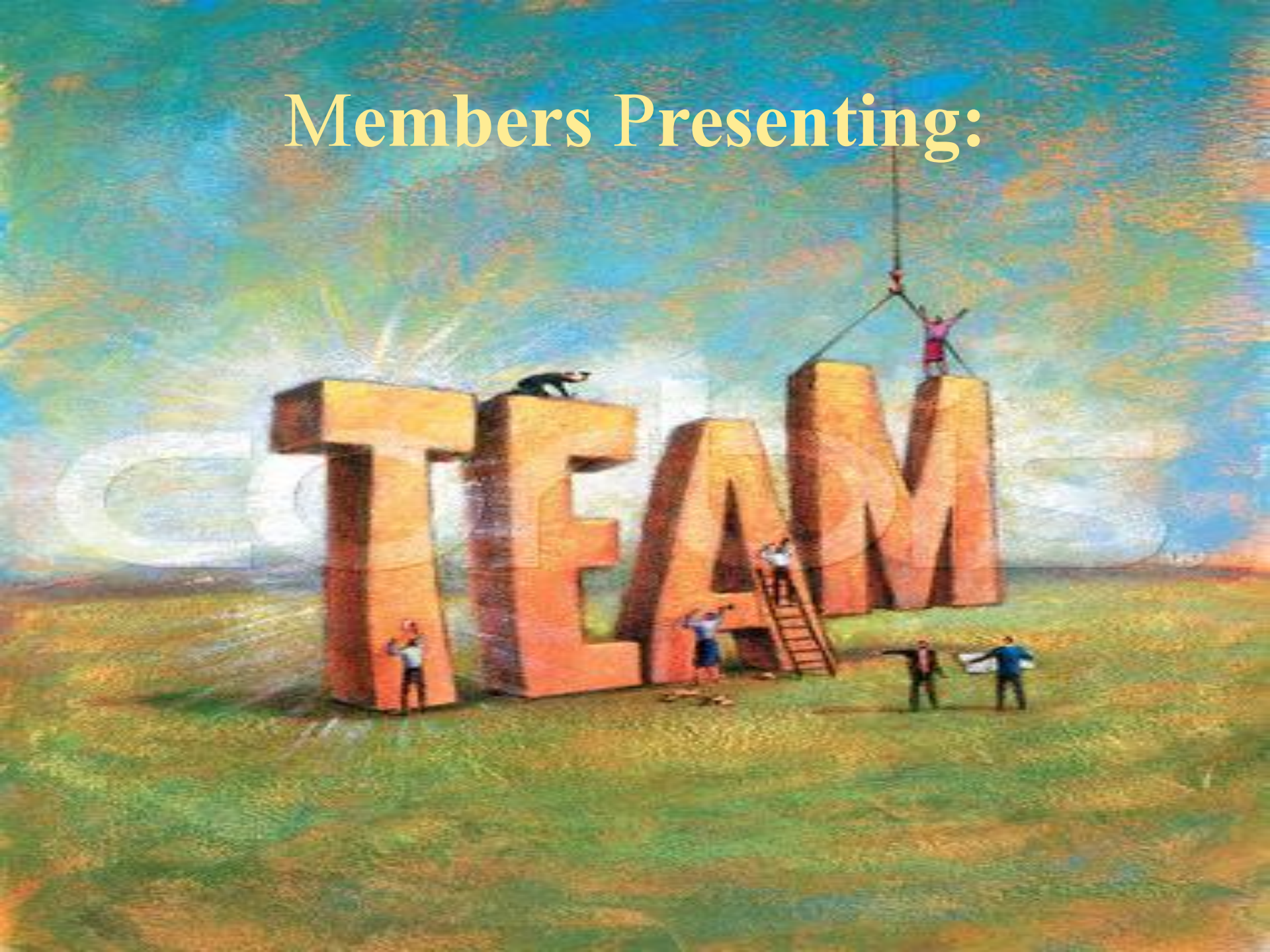




# HUMAN RESOURCE MANGEMENT PROCESS

# Members Presenting:



# What is HUMAN RESOURCE MANAGEMENT

- The **management function** that deals with recruitment, placement, training, development of organization members.
- **HRM** is a **process** for staffing the organization and sustaining high employee performance.
- **HRM** can be defined as all the **practices, systems** and **procedures** implemented to attract, acquire, develop and manage human resources to achieve the goals of an organization.
- Simply it is managing the employment relationship

# Importance of “Human Resource Management”

- Staff is the most important resource of an organization.
- Human resource is the key ingredient to success.
- “Human resource” creates organizational accomplishments and innovations.



# Components of a HRM System





# Human Resource Planning

# HRM “Planning”

- **Human resource planning** is designed to ensure the future personnel needs will be constantly and appropriately met.
- The **process** by which managers ensure that they have the right number and kinds of people in the right places, and at the right times, who are capable of effectively and efficiently performing assigned tasks.

# Planning..

- It is accomplished through analysis of
- **Internal factors** : Current and expected skill needs, vacancies and departmental expansions and reductions.
- **Environmental factors**: Labor markets, use of computers to build and maintain information about employees



# Human Resource Planning (continued)

- Human resource planning must be integrated within the organizations **strategic plans**
- **Senior management** must emphasize the importance of human resource planning
- Human resource planning must be based on the most **accurate information** available.
- A clear plan must be developed with associated **time-spans** and **scope of activity**.

# Planning ..... (continued)

- *Current Assessment:*

- **Job analysis**

Defines jobs and the behaviors to perform them .

- ***Job description***

A written statement of what a job holder does, how its done and why it is done.

- ***Job specification***

A statement of the minimum qualifications that a person must possess to perform a given job successfully.

- *Meeting Future Human Resource Needs:*



**Recruitment &**  
**Decruitment**

# Recruitment

- The development of a pool of job candidates in accordance with a **human resource plan**
- It is **the process** of locating, identifying, and attracting capable applicants.

# Decruitment

- Techniques for **reducing the labor supply** within an organization. e.g. firing ,layoffs, transfers, retirements.

# Recruitment....(continued)

- **Job description :**

A written description of a non-management job, covering title, duties and responsibilities and including its location on the organization chart.

- **Position description:**

A written description of a management position.

- **Hiring specification:**

It defines the education, experience and skills an individual must have in order to perform effectively in the position he/she is applying

# Sources Of recruiting Potential Job Candidates

- Labor market:  
Easy to recruit in large labor markets.
- The type or level of the position:  
The more specialized the position the more recruitment efforts .
- The size of the organization:  
The larger the organization the easier it is to recruit.



# Process of Recruitment

- **Steps in the Recruitment process:**
  - Internal Search
  - Advertisement of a job vacancy.
  - Web based advertising.
  - Preliminary contact with potential job candidates.
  - Initial screening to create a pool of qualified applicants.
- **Methods of Recruitment process:**
  - External Recruitment
  - Internal Recruitment

# Recruitment Policies

- Source :
- Current ABC c Employees
- Internal and external Advertisements
- Data Bank
- Employment Agencies and consultants





# Selection

# Selection

- The process of assessing candidates and appointing a post holder to ensure that the most appropriate candidates are hired.
- The scheme used for optimally staffing the organization



# Selection

## **Validity and Reliability**

<i>Validity</i>	<i>Reliability</i>
<b>The proven relationship that exists between a selection device and some relevant job criterion</b>	<b>The ability of a selection device to measure the same thing consistently</b>

# Selection Criteria

## **1. Completed Job Applications:**

This step indicates the employee desire position and this application provides information useful for interviews.

## **2. Interviews:**

It is most common method in which selection committee evaluates a candidate's abilities by following methods:

# Selection Criteria (continued)

## Types Of Interviews:

- **Testing:**  
To measure the job and learning skills of the candidate.
- **Initial Screening:**  
A type of interview in which questions are asked about experience of the candidate and his salary expectations
- **Panel and Serial interviews.**  
To evaluate a candidate for the job.

# Steps In Selection (continued)

- **In Depth Selection Interviews:**

These interviews are conducted by the manager to whom the applicant will report.

The objective of this step is to find out more about applicant as an individual.

### ***3. Background Checks:***

- Selection committee confirm the truthfulness of application **Résumé** or of the **application form**.
- The previous supervisor of the applicant is called to confirm this information and to get his **career highlights**.

# Steps In Selection (continued)

## **4. Physical Examination:**

It is conducted to ensure the physical fitness of applicant.

## ***REALISTIC JOB PREVIEW:***

A preview of the job that provides both positive and negative information about the job and the company.

# Steps In Selection (continued)

## 5. Job Offer:

- Welcome
- Position / title
- Authority, duties and responsibilities
- Starting date, normal work hours
- Starting salary
- Benefit package
- Other - probationary period, travel, etc.





# O

# rientation



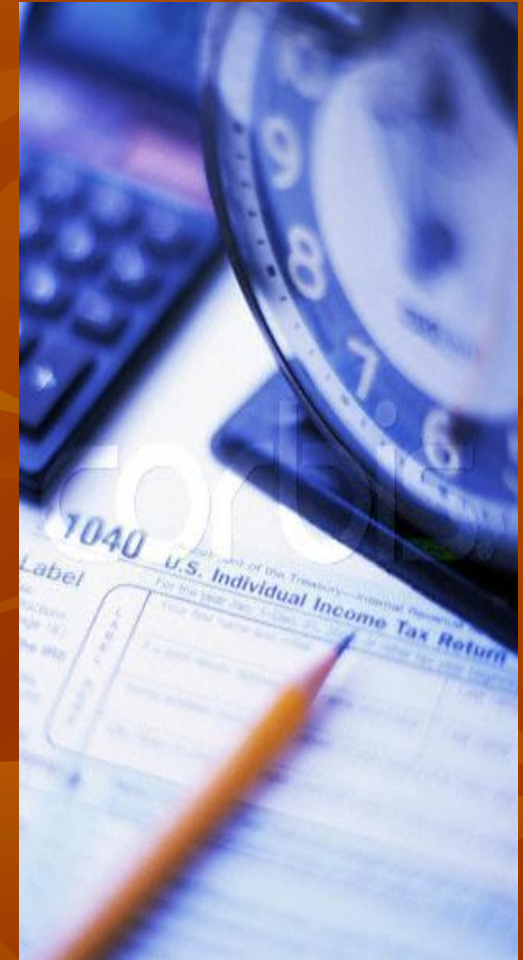
# Orientation



- Introduction of a new employee to his/her job and the organization.
- A program designed to help employees fit smoothly into an organization; also called socialization.
- Orientation or socialization is designed to provide new employees with the information needed to function comfortably and effectively in the organization.

# Orientation (continued)

- It conveys three types of information:
  1. General information about daily work routine.
  2. Review of organization's history, purpose operations, and products or services and contribution of employee's job to the organization's needs.
  3. Presentation of organization's policies, work rules and employee benefit.



# Types of Orientation



- Two types of orientation:

1. Work unit orientation:

Familiarizes employee with goals of work unit, contribution to the unit's goals, introduction to co-workers.

2. Organization orientation:

Informs employee about the organization's objectives, history, philosophy, procedures and rules, human resource policies and benefits. Tour of organization's work facilities.



Training

# Training Programs

- A process designed to maintain or improve current job performance.
- Most training is directed at upgrading and improving an employee's abilities or skills.



# Developmental Programs

- A process designed to develop skills necessary for future work activities.



# Difference between Training and Developmental Programs

- Training is for the current improvement in the job while developmental program is for improving the skill which will be used in the future.
- Both managers and non-managers receive help from training and developmental program but mostly non-managers are concerned with training while the managers are concerned with developmental programs.



# Why Training and Developmental Program?

- **To improve three types of skills**
  - 1) Technical skills
  - 2) Interpersonal skills
  - 3) Problem solving skills



# Training Methods

- 1) Most training takes place on the job because this approach is simple and inexpensive.
- 2) Some skill training is too complex to learn on the job. in such cases it should take place outside the work setting.



# Employees Performance Management

# Employee Performance Management

- Performance management is a **process** used within organization to establish and evaluate an individual's job performance to achieve goals and objectives.



# Performance Management

## Performance Appraisal

- A process of systematically evaluating performance and providing feedback upon which performance adjustments can be made.
- Performance appraisal should be based on job analysis, job description, and job specifications.

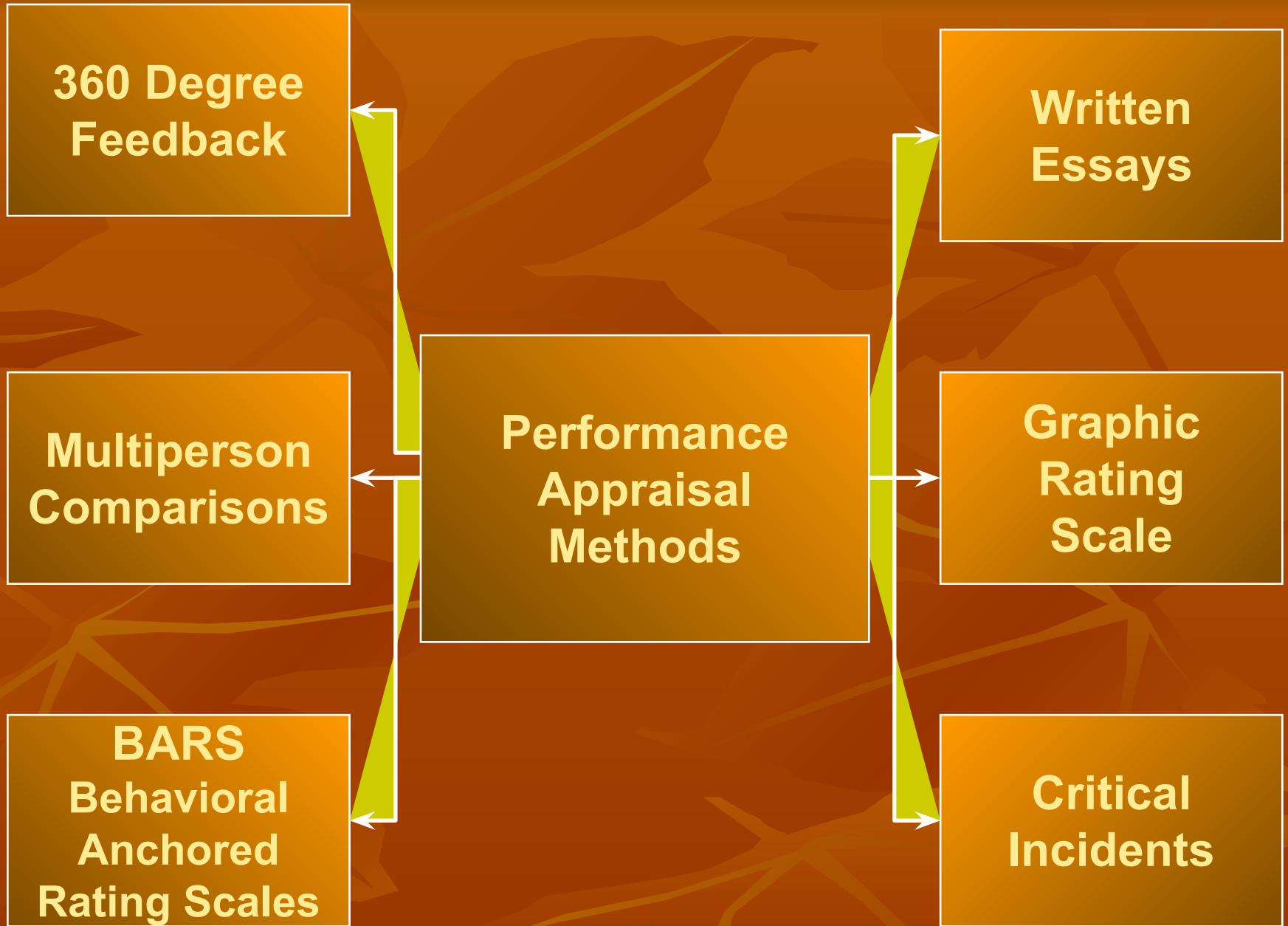
# Types of Performance Appraisal

- **Informal Performance Appraisal:**

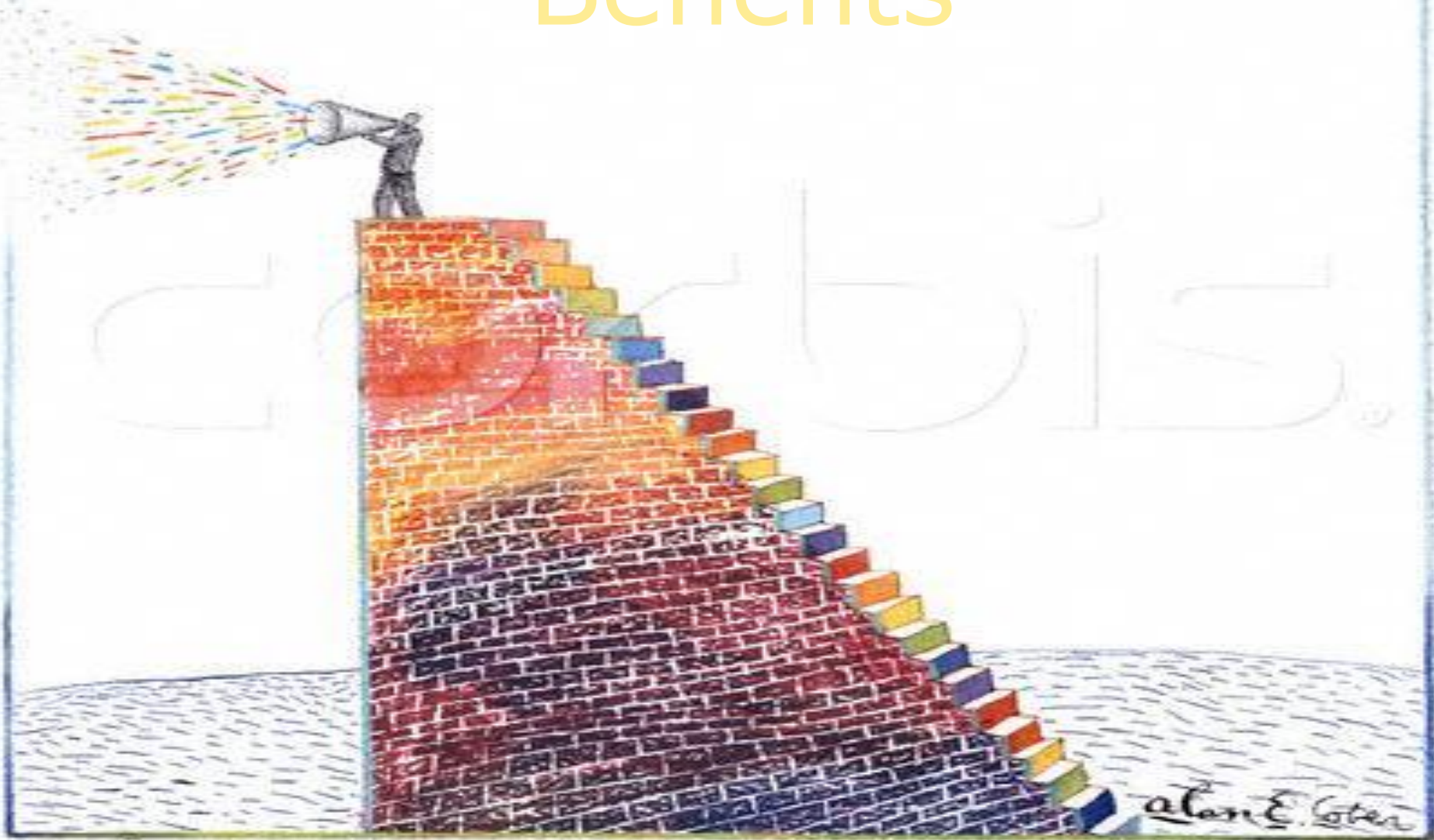
“The process of continually feeding back to subordinates information regarding their work performance”

- **Formal Performance Appraisal:**

“A formalized appraisal process for rating work performance, identifying deserving raises or promotions, and identifying those in need of further training”.



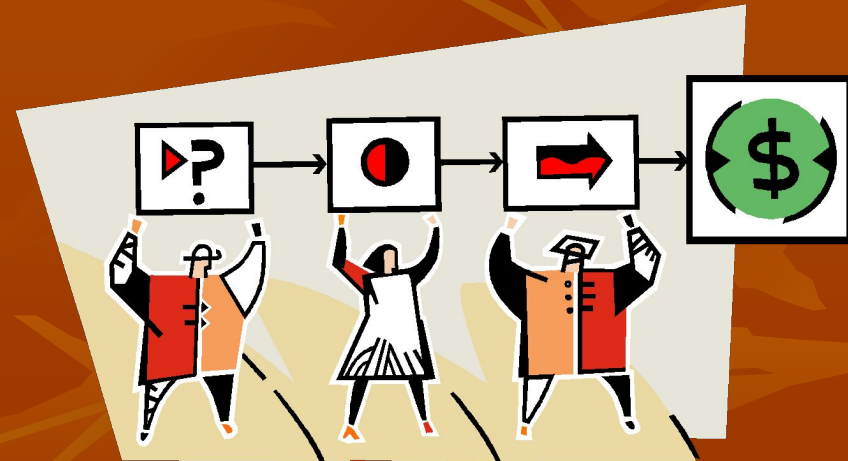
# Compensation And Benefits



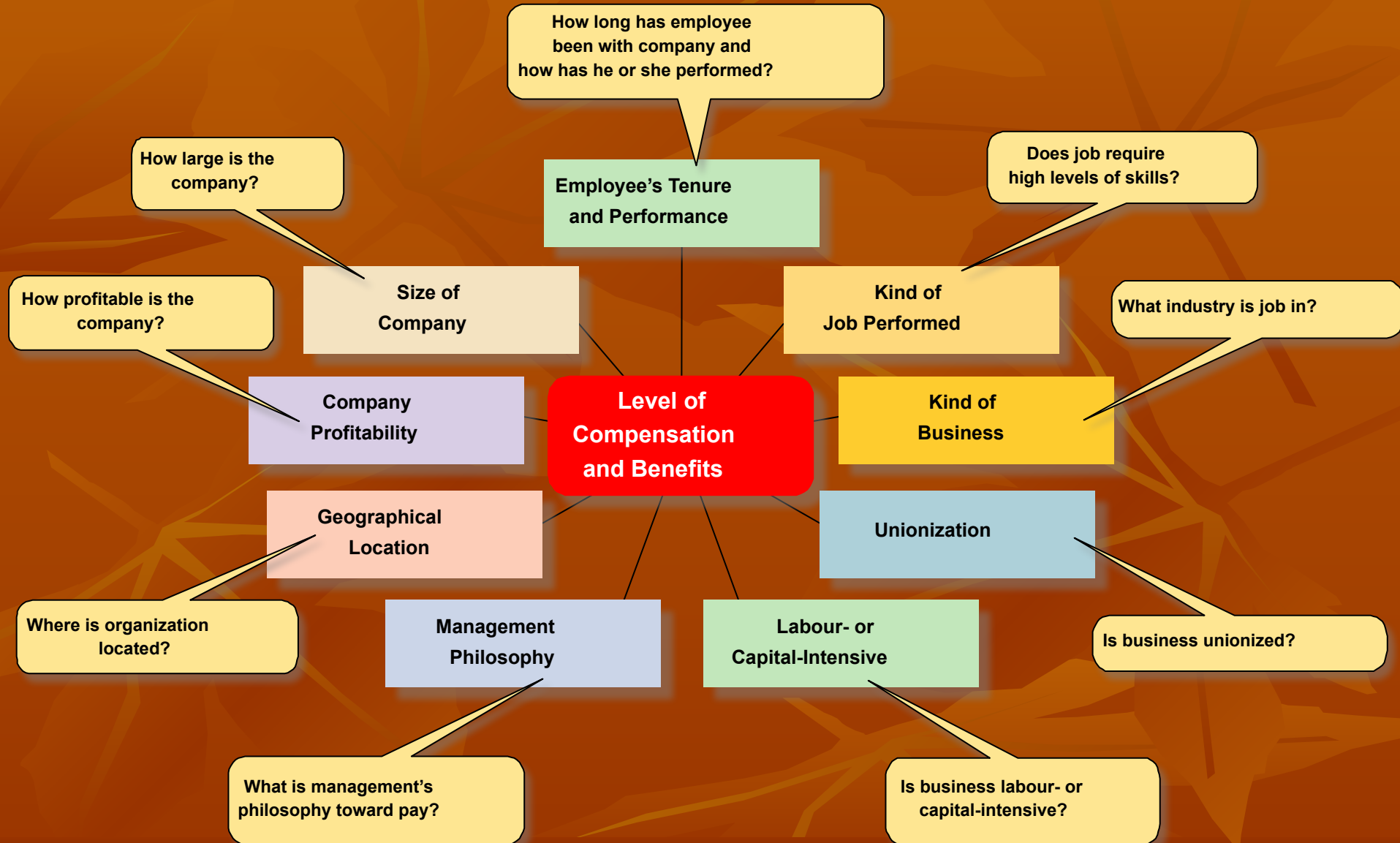


# Compensation and benefits

- Benefits of a Fair, Effective, and Appropriate Compensation System
  - Helps attract and retain high-performance employees
  - Impacts on the strategic performance of the firm
- Types of Compensation
  - Base wage or salary
  - Wage and salary add-ons
  - Incentive payments
  - Skill-based pay



# Factors That Influence Compensation and Benefits





Ask a  
**QUESTION**