

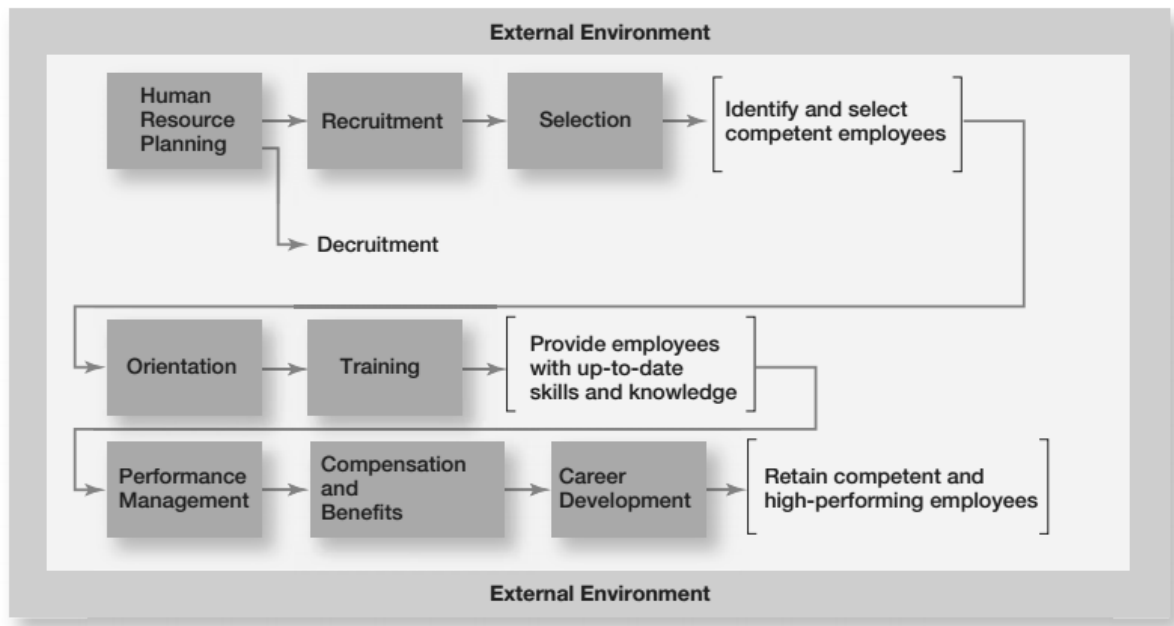
## Human Resource Management

### Human Resource Management

Human resource management (HRM) is the practice of recruiting, hiring, deploying and managing an organization's employees. Human Resource Management is often referred to simply as Human Resources (HR).

### Human Resource Management Process

Activities necessary for staffing the organization and sustaining high employee performance.



### Human Resource Planning

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.

1. **Job Analysis:** An assessment that defines jobs and the behaviors necessary to perform them.
2. **Job Description:** A written statement of what a jobholder does, how it is done, and why it is done.
3. **Job Specification:** A written statement of the minimum qualifications a person must possess to perform a given job successfully.

### Recruitment and Decruitment

1. **Recruitment:** The process of locating, identifying, and attracting capable applicants.
  - Internal Search
  - Advertisements
  - Employee Referrals
  - Public or Private Employment Agencies
  - Educational Institutes
  - Internet
2. **Decruitment:** Techniques for reducing the labor supply within an organization.
  - Firing
  - Layoffs (Temporary involuntary termination)
  - Attrition (Not filling openings created by voluntary resignations or normal retirements)
  - Transfers
  - Reduced Work Hours
  - Early Retirement
  - Job Sharing

### Selection Process

The process of screening job applicants to ensure that the most appropriate candidates are hired.

## **Types of selection devices**

1. The Application Form
2. Written Test
3. Performance-Simulation Tests
4. The Interview
5. Background Investigations
6. Physical Examination

Organization uses above mentioned selection devices according to job positions and situation.

## **Orientation**

Introduction of a new employee to his or her job and the organization.

## **Training**

Train new employee how to perform tasks and behave in organization.

### **Training Methods**

1. On the Job
2. Job Rotation
3. Mentoring and Coaching
4. Experiential Exercises (Trainings)
5. Workbooks/Manuals
6. Classroom Lectures
7. Audio Video Tapes
8. E-Learning

## **Performance Management**

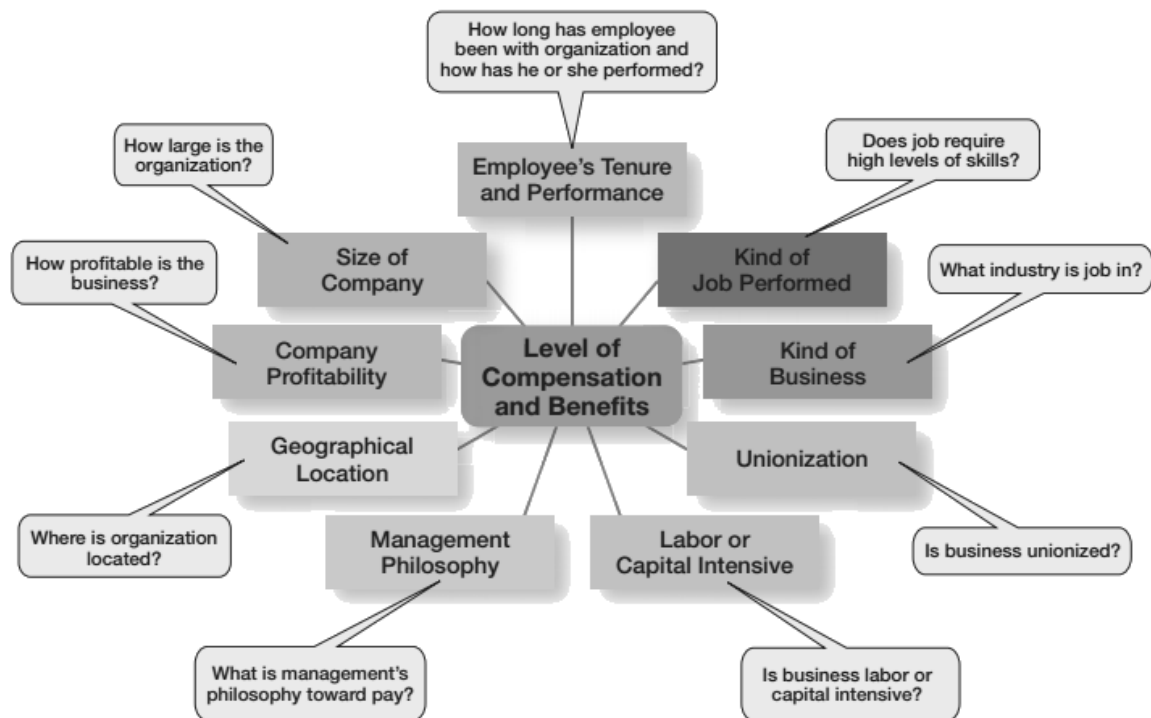
A process of establishing performance standards and evaluating performance in order to arrive at objective human resource decisions as well as to provide documentation to support those decisions.

### **Performance Appraisal Methods**

1. **Written Essay:** Evaluator writes a description of employee's strengths, weaknesses, performance, and potential and provides suggestions for improvement.
2. **Critical Incident:** Evaluator focuses on critical behaviors that separate effective and ineffective performance.
3. **Graphic Rating Scale:** Popular method that lists a set of performance factors and an incremental scale; evaluator goes down the list and rates employee on each factor.
4. **BARS (behaviorally Anchored Rating scale):** Popular approach that combines elements from critical incident and graphic rating scale; evaluator uses a rating scale, but items are examples of actual job behaviors.
5. **Multi-person Comparison:** Employees are rated in comparison to others in work group.
6. **MBO (Management by Objective):** Employees are evaluated on how well they accomplish specific goals.
7. **360-Degree Appraisal:** Utilizes feedback from supervisors, employees, and coworkers.

## **Compensation and Benefits**

Factors that influence compensation and benefits



## Career Development

**Career:** A sequence of positions held by a person during his or her lifetime.

### Tips for successful career

1. Develop a network
2. Continue upgrading your skills
3. Consider lateral (side) career moves
4. Stay mobile
5. Support your Boss
6. Find a mentor
7. Don't stay too long in your first job
8. Stay visible
9. Gain control of organizational resources
10. Learn the power structure
11. Present the right image
12. Do good work
13. Select your first job judiciously (with good judgment or sense)