

**«JC» «South Kazakhstan state pharmaceutical academy»  
Department of organization and management of pharmaceutical  
business**

# **SIW**

**Theme: Selection and arrangement, selection of staff,  
definition of salary and benefits.**

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## **Plan:**

### **Introduction**

1. **The basis of selection and organization, the selection of personnel.**
2. **The main tasks of the staff assessment work**
3. **Determination of wages and benefits.**
4. **Professional management**
5. **Forms of professional training of workers.**
6. **Professional adaptation of personnel**

### **Conclusion**

### **Literature**



# Introduction

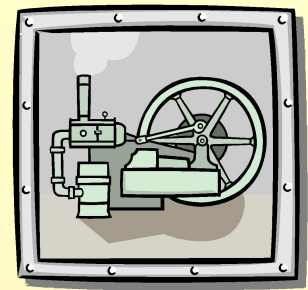


Attraction and selection of personnel is one of the central functions of management, since it is people who ensure the effective use of any kinds of resources available to the organization, and it is people who ultimately depend on its economic indicators and competitiveness. Staff is the engine of any organization.



# Staff

**Motor of any organization**



## The process of attracting staff



**Labor market research**



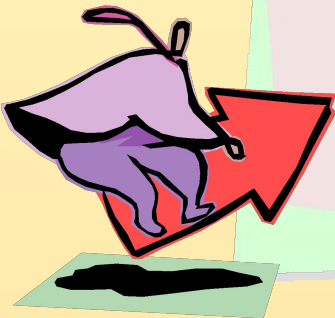
**Ensuring competitive working conditions**



**Pricing is the development of a wage system, the definition of benefits**



**Promotion of a vacant post**



[900igr.net](http://900igr.net)

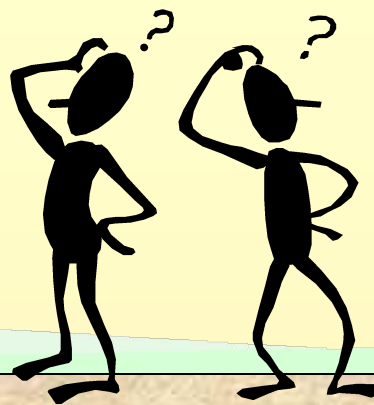


# Where

**to look for workers?**

# How

**to notify about available vacancies?**



**Sources**

**Internal**

**External**

**Informal Search**

**Employment service and private recruitment agencies**

**Higher educational institutions**

**the Internet**

**Independent appeals to the organization**

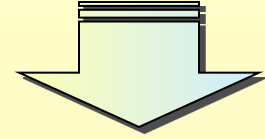
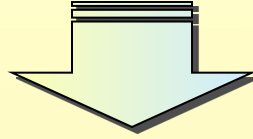
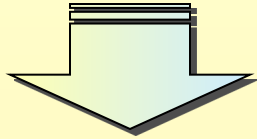
**Professional recommendations of employees**

**Lists of qualified employees**

**Distribution of ads in the organization**



# Methods for recruiting staff



**Advertisement**

**Specialized Exhibitions**

**Presentation**

**Organization of the selection process**

**The consequences of a bad organization**

**Top management**

- Development of personnel policy and methods of personnel selection

**Managing managers**

- Implementation of the personnel policy

 **High staff turnover**

 **Poor moral and psychological climate**

 **Poor moral and psychological climate**



**Education**

**Medical characteristics**

**selection criteria**

**Experience**

**Personal characteristics**

# Requirements for selection criteria

**Reliability of the criterion**

**Re-testing and comparison of results**

**Parallel testing of alternative techniques**

**Dividing the test into two parts and comparing the results**

# Selection of personnel

**1st stage - the analysis of the resume**



**Stage 2 - conversation on hiring**

**Stage 3 - hiring tests**



**4 stage - check recommendations**



**5 stage - medical examination**



**Decision-making**





# 1. The main tasks of the staff assessment work

Personnel evaluation is a complex system for revealing the characteristics of employees, which is aimed at helping the head of the organization in making managerial decisions to increase the effectiveness of the work of subordinates.



Evaluation is closely related to almost all functions of personnel management.

1. Personnel planning: the evaluation of performance indicators is determined by the qualitative and quantitative reliability in personnel.
2. Personnel selection: the assessment shows how effective the methods of attracting and attracting new employees used in the company.
3. Staff training: the assessment identifies the training needs and the effectiveness of training programs.



4. Formation of the personnel reserve: in its definition there is an estimation of work and working behavior of employees of the company.
5. Analysis of the work of staff: assessment of compliance with standards and displays, through which assess the working behavior of employees.
6. Personnel development: the evaluation identifies the working potential of employees.
7. The system of material incentives: the evaluation raises the effectiveness of motivational systems.



# 1. **Determination of wages and benefits.**

The term "**EARNING FEE**" \* refers to the monetary compensation paid by the organization to an employee for the work performed. It "is aimed at rewarding employees for the work performed (services realized) and on motivation to achieve the desired level of productivity."

The development of the wage structure is the responsibility of the human resources or human resources departments. The structure of wages in the organization is determined by analyzing the survey of the level of wages, labor market conditions, and the productivity and profitability of the organization.



In *addition to wages*, the organization provides its employees with various **ADDITIONAL BENEFITS**, formerly called "small privileges" (fringe benefits). However, since these surcharges constitute a significant part of the package of remunerations paid by the organization, they are now called additional benefits. A **1986** study showed that the average cost of such additional benefits was **36.6%** of the total salary. When converted to dollars, the cost of such additional benefits per employee was **\$ 7,842**. Today, it goes without saying that such benefits as paid leave, payment of sick leave, Health and life insurance , as well as pensions, are part of any ongoing work



## **Professional management**

Professional management is a special kind of professionally implemented activity aimed at achieving certain goals through the rational use of material and labor resources with application of certain principles, functions and methods



**Professional management of the organization is carried out through a system of organizational tools, competencies and units using a set of principles, functions and management methods, in which the responsibility for executing managerial decisions descends from the top down. In this case, an integrated approach to defining the essence of this category allows us to characterize management activity as a systemic phenomenon, without which no organization functions**



## Conclusion

**Personnel management is an integrated, purposeful impact on the collective and individual employees in order to create optimal conditions for creative, proactive, creative work to achieve the objectives of the enterprise.**





THANK YOU  
FOR YOUR ATTENTION