Human Resource Management

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Lecture's topics

- What is Human Resource Management?
- What areas of an organisation come under the function of HRM?

HRM

An organisation is a systematic arrangement of people brought together to accomplish some specific purpose.

Once an organisation's strategy has been established and its structure has been designed, it is now time to add the people.

human resources

HRM

Human Resource Management (HRM) is the effective use of human resources in order to enhance organisational performance.

HRM

Human Resource Management (HRM) is the function that is concerned with getting, training, motivating and keeping competent employees.

HRM

HRM refers to all aspects of managing people in the workplace.

All managers are somehow involved with HR decisions.

Examples of HR Activities

Areas covered in HRM

1. Human Resource Planning
2. Recruitment & Selection
3. Job Orientation
4. Training & Development
5. Performance Management
6. Compensation & Benefits

Human Resource Planning

Human Resource Planning is the process by which management ensures it has the right number and type of people in the right places to help the organisation achieve its goals.

Human Resource Planning

HR planning assesses both current human resources and future human resource needs.

Human Resource Planning

Among other things, HR planning involves:

- writing job descriptions
- writing job specifications

Job Description vs Job Specification

Job description →

Job specification →

Job Description and Job Specification

Job descriptions and specifications are important documents when managers begin recruiting and selecting.

Recruitment

Recruitment is the process of finding and attracting capable employees.

Some Recruitment Sources

Selection

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

Selection is a prediction exercise – it seeks to predict which applicants will be successful if hired.

Selection

The selection process aims to minimise:

a. False positive errors – whereby the selection process predicts success in a job for an applicant, who is therefore hired but then fails.

b. False negative errors – whereby an applicant who would have succeeded in the job is rejected because the process predicted failure.

Some Selection Methods

Job Orientation

Job orientation (also known as induction) is the introduction of a new employee to the job and the organisation.

It aims to make the integration of the new employee into the organisation as smooth as possible.

Training & Development

Training & Development involves changing skills, knowledge, attitudes or behaviour.

Training & Development

Training involves both off-the-job and on-the-job training methods.

Performance Management

Performance Management is the process of establishing performance standards and evaluating performance in order to arrive at objective HR decisions.

e.g. pay increases or training needs.

Compensation & Benefits

Compensation administration is the process of determining a cost-effective pay structure that will attract and retain competent employees.

Compensation & Benefits

Employee benefits are non-financial rewards designed to enrich employees' lives.

Group Work

Do men and women have equal access to all occupations? Are there jobs that are predominantly male or female occupations, and what are these? How has this changed over the years? And, finally, do both genders have equal opportunities for professional growth and development?