

# Human Resource Management

## **UNIT - II**



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# **HUMAN RESOURCE PLANNING**

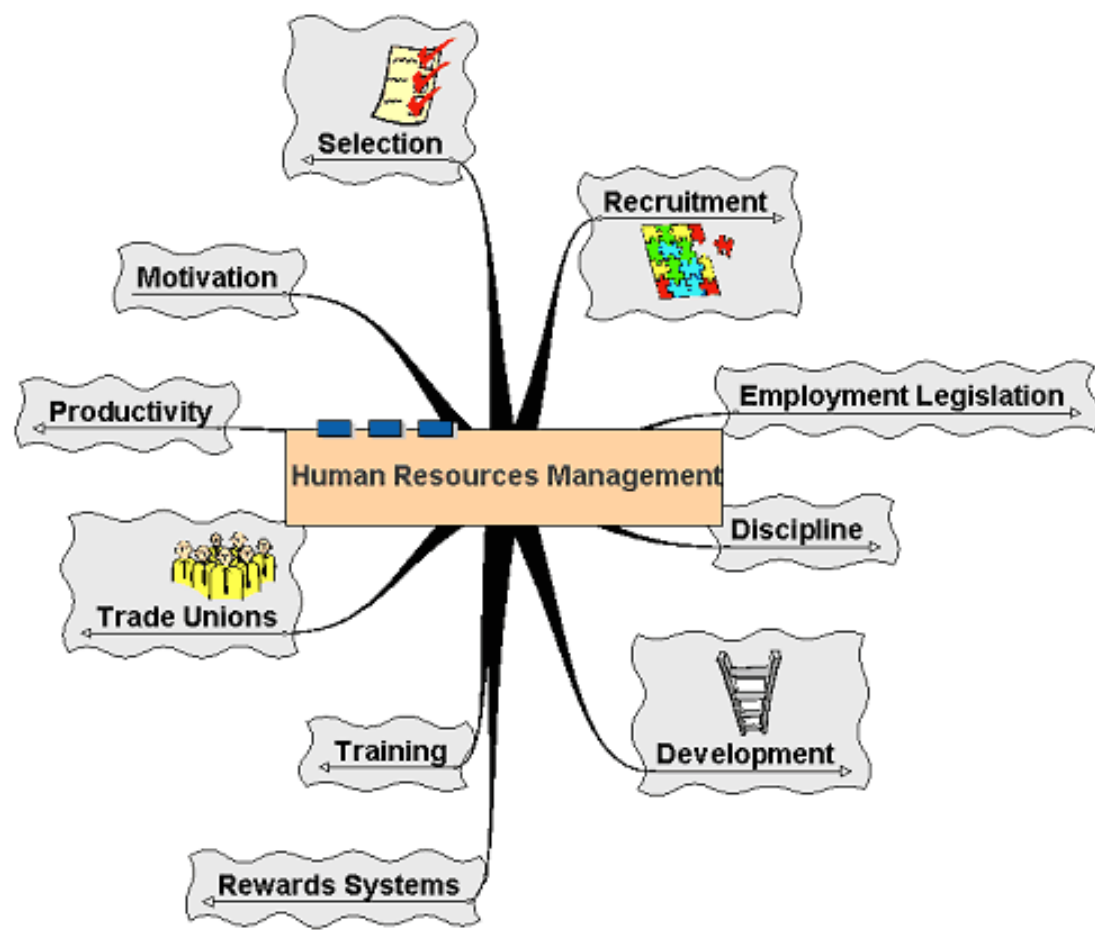


## Human Resource Planning

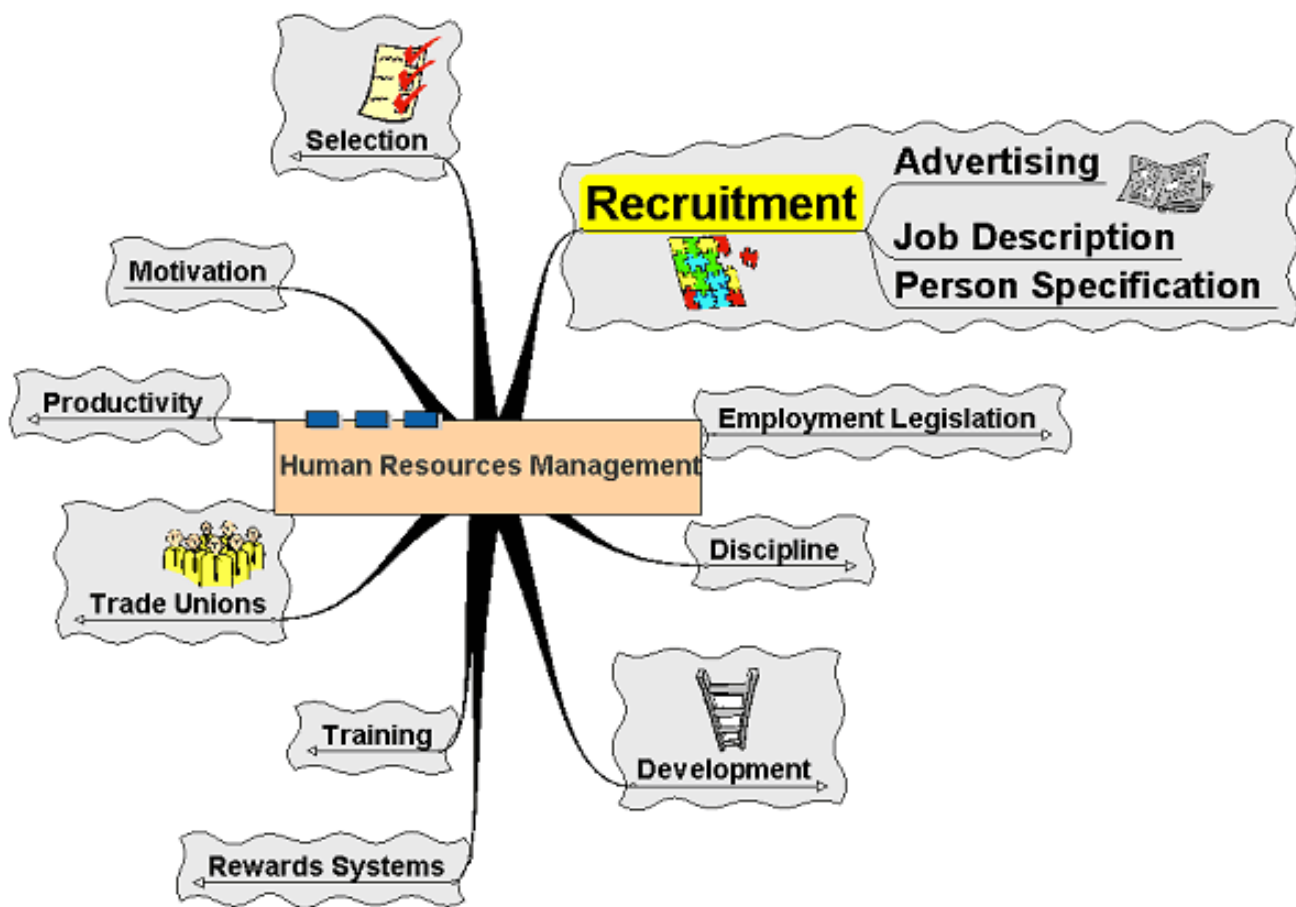
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Human Resource Planning is the process of forecasting a firm's future demand for, and supply of, the right type of people in the right number.

# Human Resources Management



# Recruitment



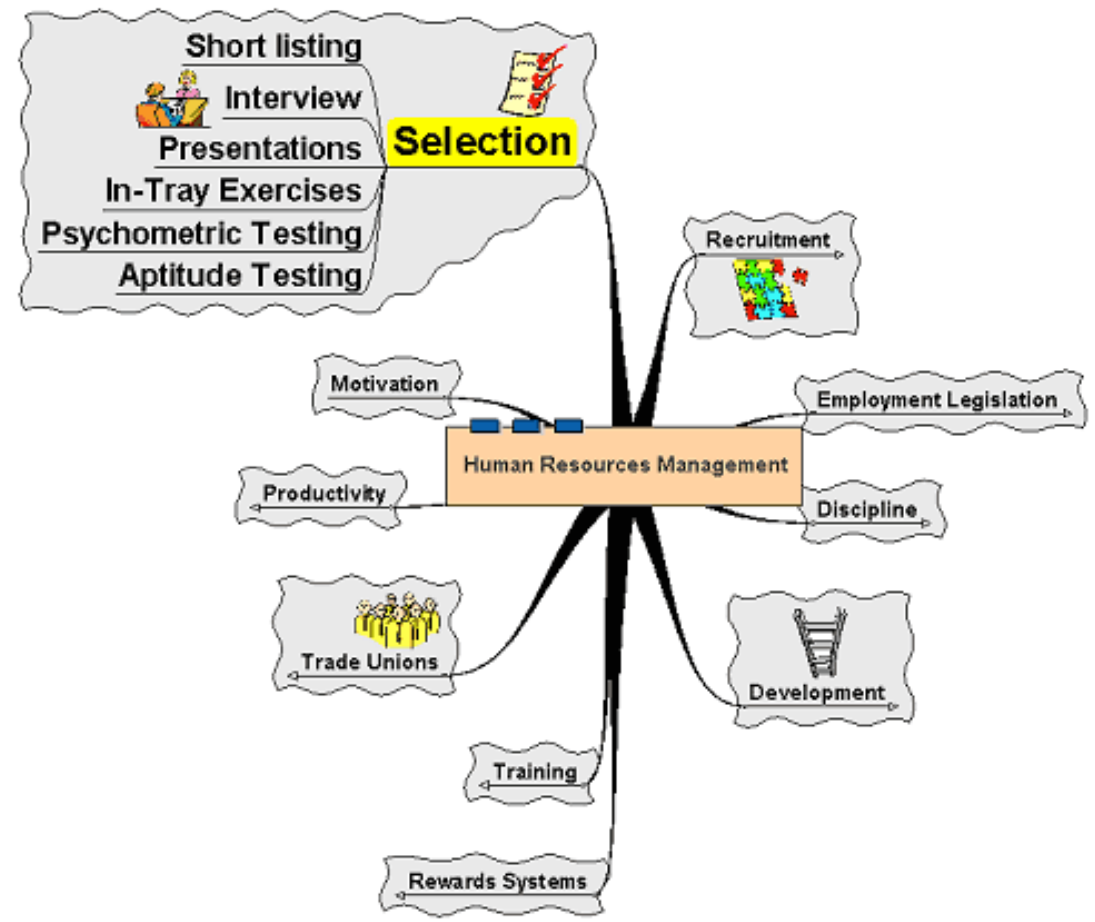
# Recruitment

- The process by which a job vacancy is identified and potential employees are notified.
- The nature of the recruitment process is regulated and subject to employment law.
- Main forms of recruitment through advertising in newspapers, magazines, trade papers and internal vacancy lists.

# Recruitment

- **Job description** – outline of the role of the job holder
- **Person specification** – outline of the skills and qualities required of the post holder
- Applicants may demonstrate their suitability through application form, letter or curriculum vitae (CV)

# Selection





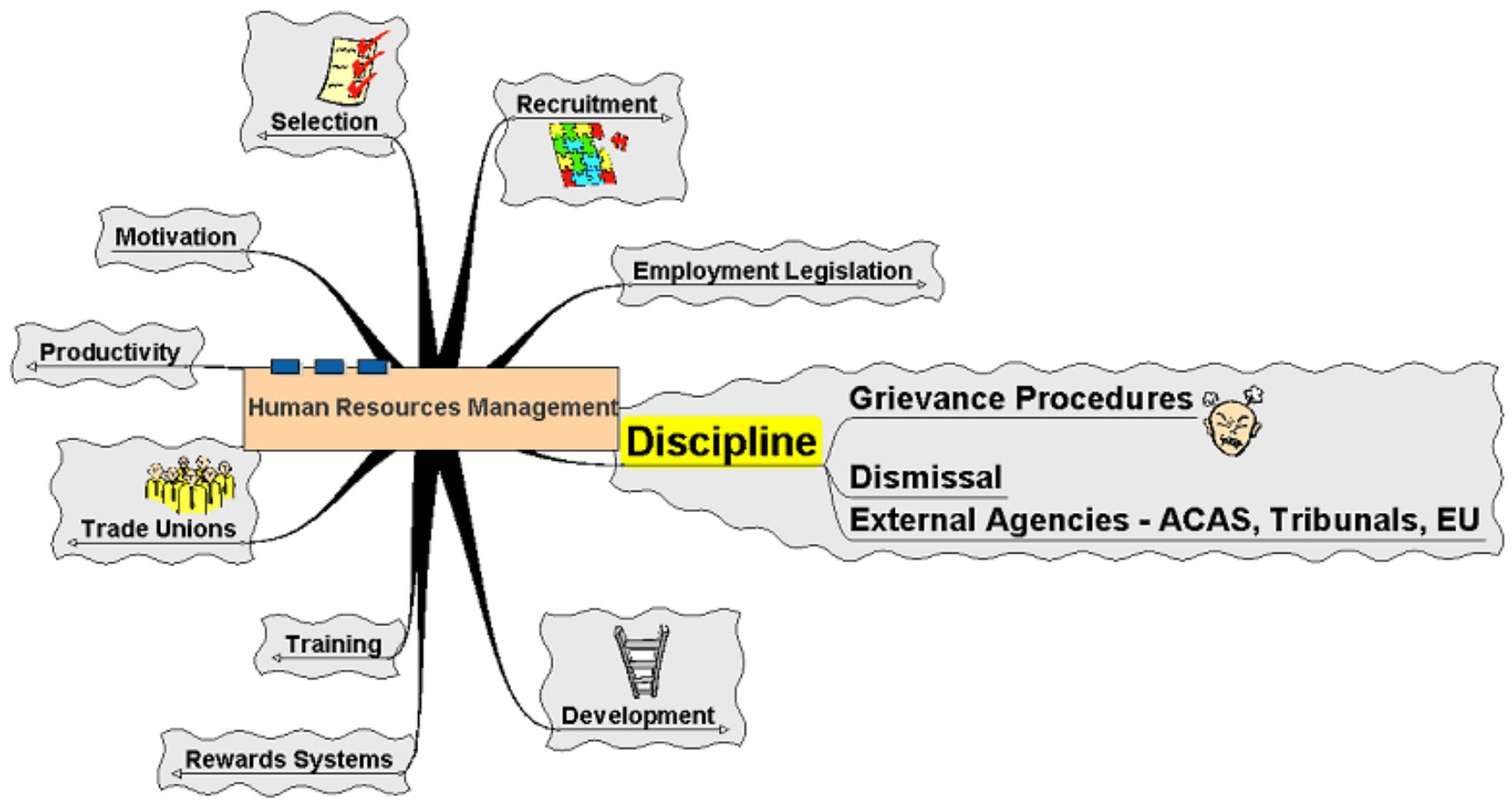
# Selection

- The process of assessing candidates and appointing a post holder
- Applicants short listed – most suitable candidates selected
- Selection process – varies according to organisation:

# Selection

- Interview – most common method
- Psychometric testing – assessing the personality of the applicants – will they fit in?
- Aptitude testing – assessing the skills of applicants
- In-tray exercise – activity based around what the applicant will be doing, e.g. writing a letter to a disgruntled customer
- Presentation – looking for different skills as well as the ideas of the candidate

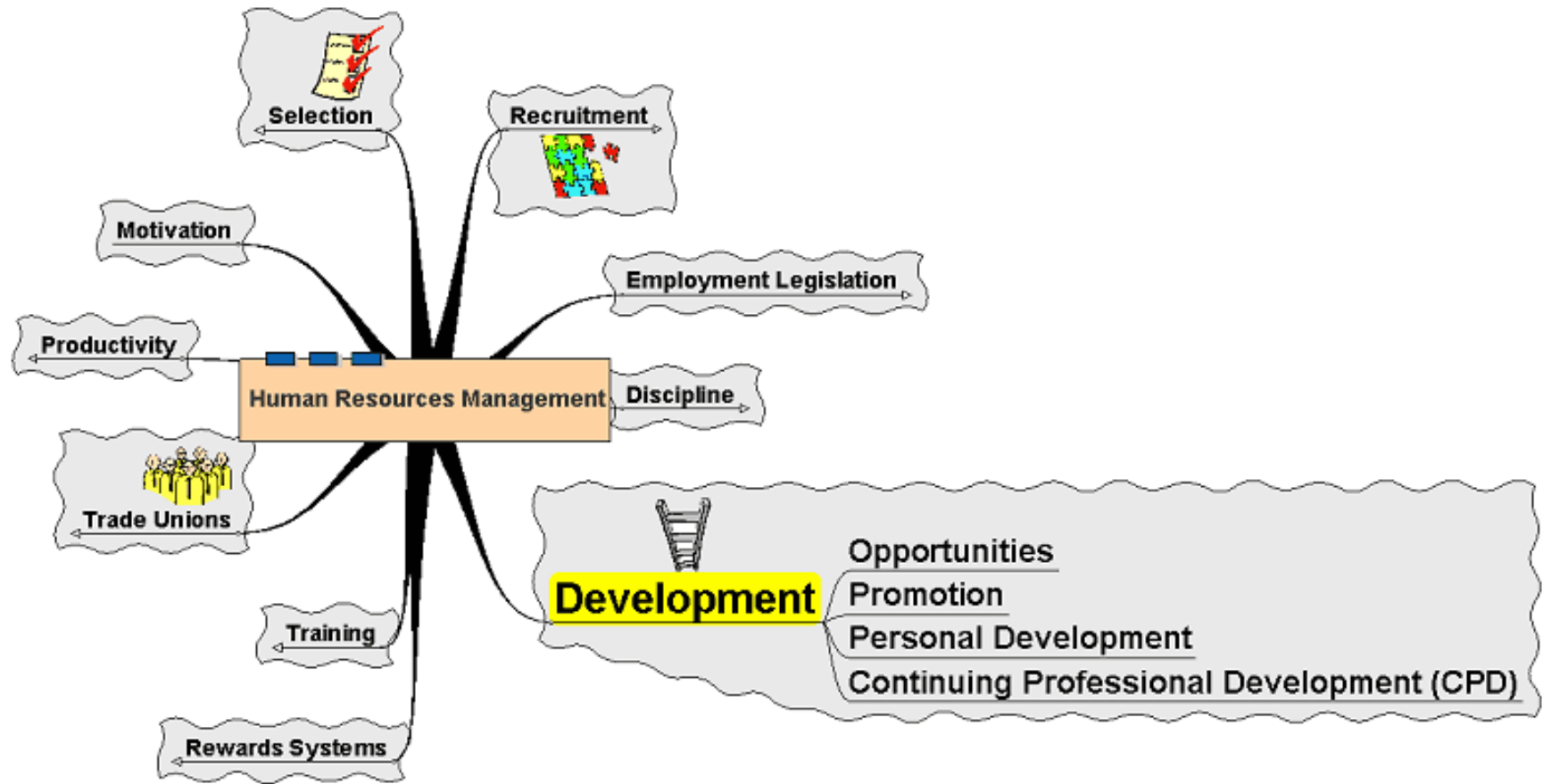
# Discipline



# Discipline

- Firms cannot just 'sack' workers
- Wide range of procedures and steps in dealing with workplace conflict
  - Informal meetings
  - Formal meetings
  - Verbal warnings
  - Written warnings
  - Grievance procedures
  - Working with external agencies

# Development



# Development

- Developing the employee can be regarded as investing in a valuable asset
  - A source of motivation
  - A source of helping the employee fulfil potential

# Training



# Training

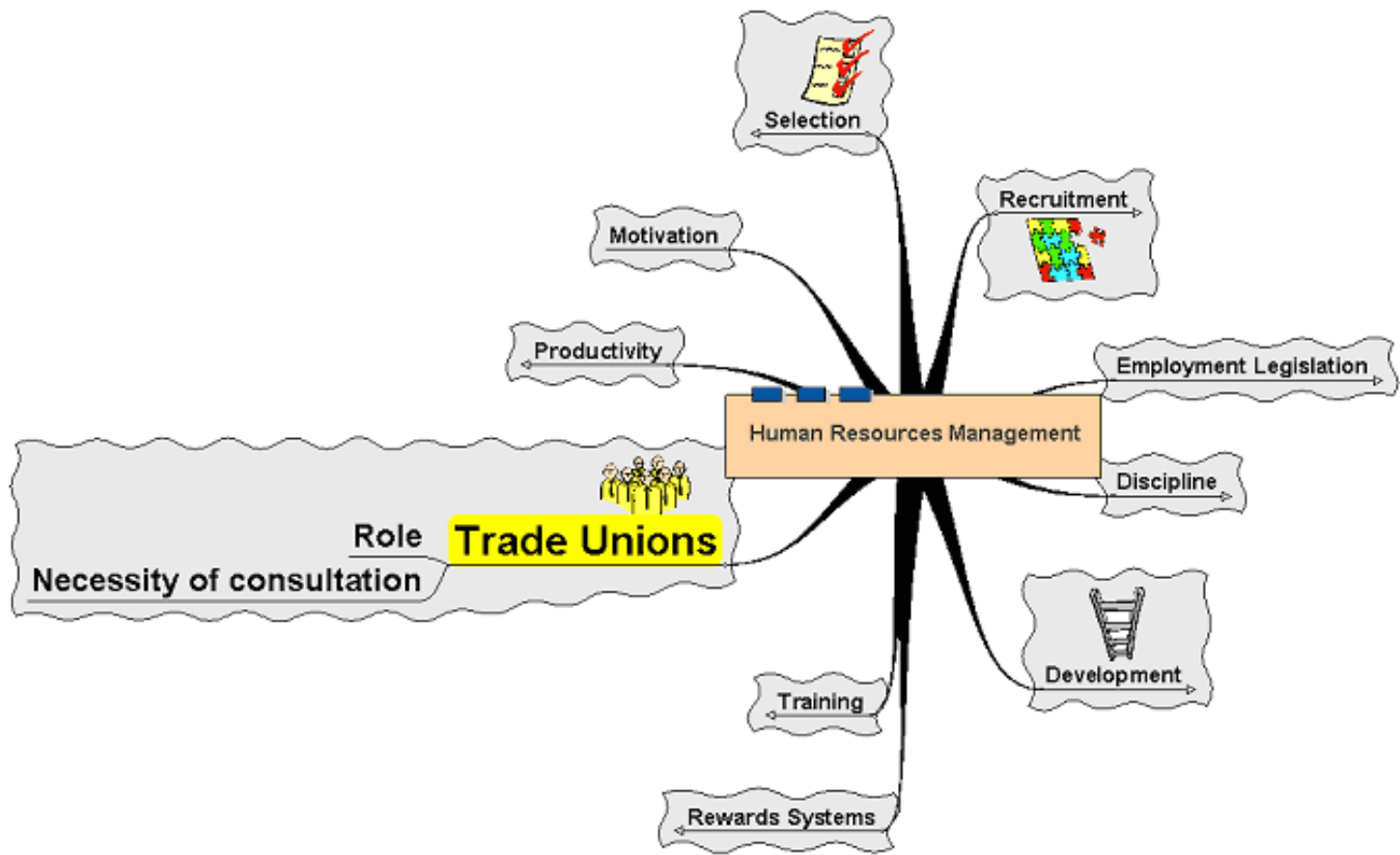
- Similar to development:
  - Provides new skills for the employee
  - Keeps the employee up to date with changes in the field
  - Aims to improve efficiency
  - Can be external or 'in-house'



# Rewards Systems

- The system of pay and benefits used by the firm to reward workers
- Money not the only method
- Fringe benefits
- Flexibility at work
- Holidays, etc.

# Trade Unions



# Trade Unions

- Importance of building relationships with employee representatives
- Role of Trade Unions has changed
- Importance of consultation and negotiation and working with trade unions
- Contributes to smooth change management and leadership