

# Engineering Economics & Management

## Human Resource Management

13<sup>th</sup> April 16

# Human Resource Managemnet

*13<sup>th</sup> Apr 16*

# Definition

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- Human resources management (HRM) involves all management decisions and practices that directly affect or influence the people , or human resources who work for the organization.

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- Human Resource management has gained recognition as a vital player in corporate strategy
- HRM departments support both the organization's strategic objective as well as actively pursuing an ongoing, integrated plan for the organization's performance
  - Higher levels of employee productivity
  - Stronger financial results
  - Achieve organization's strategic goals
  - Key players on management team

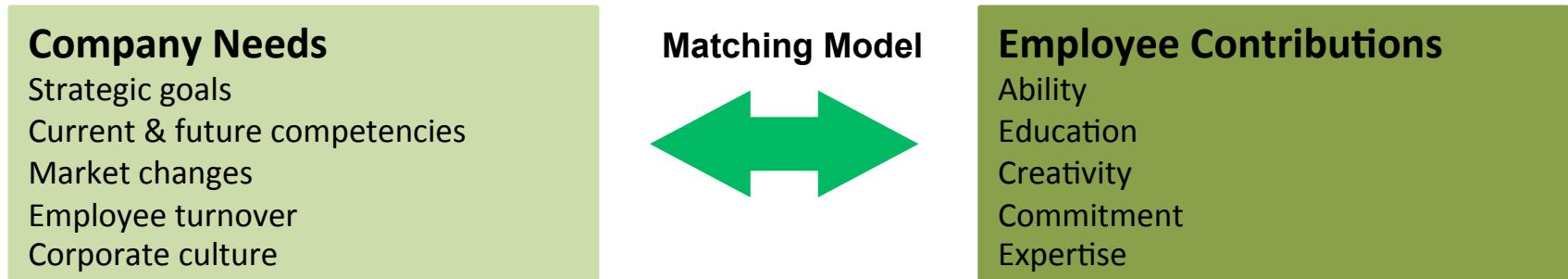
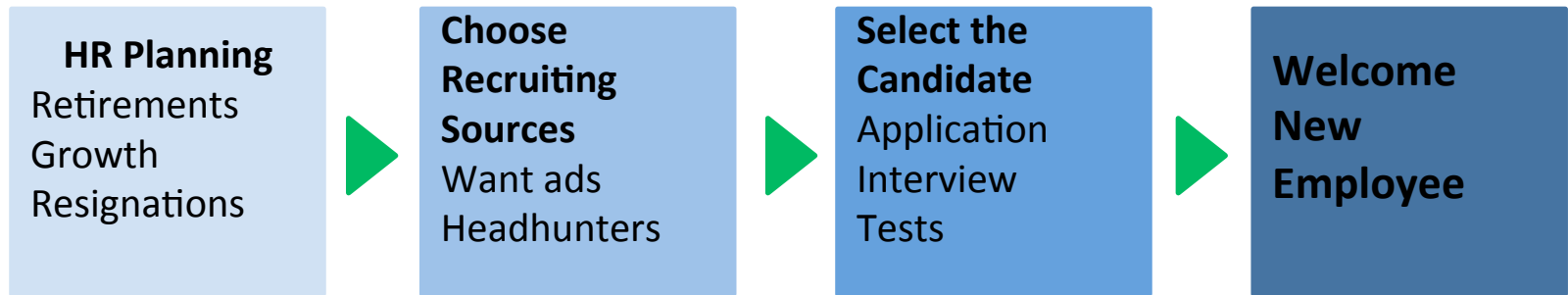
# Scope of HRM Activities

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- Recruitment, selection and placement
- Wages, salaries and other payments
- Training, education and development
- Industrial relations, consultation and negotiation
- Safety, health and welfare
- Personnel records and statistics
- Employment legislation and codes of conduct

# Attracting an Effective Workforce

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# Recruiting

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- Recruiting = activities or practices that define the desired characteristics of applicants for specific jobs
  - External = recruiting newcomers from outside has advantage of multiple sources
  - Internal – promote-from-within policies used by many to fill high-level positions
- Web based recruitment = internet has become a mainstream recruitment medium in recent years.
- Other approaches: referrals; etc

# Elements of HR management

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- **Job analysis**
  - To document the requirements of a job and the work performed.
- **Job Description**
  - A list of the general tasks, or functions, and responsibilities of a position.
- **Job specification**
  - An outline of the knowledge, skills, education and physical abilities needed to adequately perform a job



# Selecting The Right People

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- Selection = process of determining the skills, abilities, and other attributes a person needs to perform a particular job
- Validity = relationship between an applicant's score on a selection device and his or her future job performance
- Application form = used to collect information about an applicant's education, previous job experience, and other background characteristics
- Research = biographical information inventories can validly predict future job success

# Interviewing An Applicant

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Know what you want

Prepare a road map

Use open-ended questions

Do not ask irrelevant questions

Do not rush interview

Do not rely on your memory

# Thankyou

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