

# The hr department of hbl bank management essay

[Finance](#), [Banks](#)



Human resource being the pulse of any organization is its most precious asset. And training plays a vital role in tapping and developing its potential to the utmost. With this key factor in mind Habib Bank pioneered its first training program in 1946, in which Muslim youth were recruited after an extensive tour of leading academic institutions. The bank's Training Division has gained renown for its excellence and efficiency and was called upon to assist in training personnel.. Word of its skills spread far wide which led to many international banks sending their personnel to Habib Bank for training . Presently Habib Bank mans full-fledged teaching facilities and support staff at Karachi, Lahore and Islamabad. The training programs are conducted with the latest aids and equipment and involve extensive training to new recruits, and existing staff with specialized courses that cater to the different cadre of personnel on topics of Management, Marketing, Selling, Accounting and Finance, Banking Law and Practice and Internal Procedure. Speakers from other prestigious institutes are also invited to deliver lectures.

## **HR PROCESES**

HBL has a well established HRM department which is dedicated for hiring capable, skillful and well educated employees which are selected through special selection processes like interviews and written test to ensure that the most appropriate candidates are hired . It also keeps in view the need and demands of existing employees

## **The HR department of HBL bank includes the some of the following hr functions:**

### **Job analysis:**

Procedures for determining the duties and skill requirements of jobs. Job analysis is all important

Information is used in the selection and analysis of recruitment, compensation, and performance

Evaluation, and training in the solution of other issues facing the HBL.

The methods used in the collection and analysis functions

Information is

- € interview

- € questionnaires

Corresponding to the job analysis:

The interview is a great source to gather information in the analysis of work.

Organizer

Interview a sequence of questions followed and unstructured interviews in .

The corresponding type of interview seeks points of interest as they come in response to

Questions.

Questionnaires:

Forms of questionnaires are structured or open.

### **Job Description:**

After getting the job analysis information, the next step is to describe the job description

Contains points determine Job Summary, and a series of commands relations),

Responsibilities and duties, and occupational classifications and record level performance and working conditions.

### **Job specifications:**

After drafting the job description for the next step is the Job

Is defined attributes staff that are supposed suitable for the job.

HR Guide contains five operations

1. Selection and recruitment
2. Training and Development
3. Performance Evaluation
4. Compensation
5. Employee relation

1. Selection and recruitment:

Recruitment and selection process begins planning employment. This process of

It will decide what positions the company has to fill, and how to fill these vacancies. Individuals or

Employment planning embraces all positions in the future, from the writer to maintain CEO.

Selection and recruitment process according to HBL Meritocracy is an integral part of HBL's recruitment policy. Our merit-based recruitment process incorporates the principles of equal opportunity . The merit principle at HBL aims to identify the most suitable person for the job assessed on the basis of the following parameters:

Educational Background

Skills and Competencies

Abilities and Attitude

Experience

Interpersonal / Communication skills

### **Attitudes and demand analysis:**

After planning is to analyze the situation that will be filled and the requirement

### **Identify candidates:**

HBL identifies candidates through the development of the standards of the job description and job opportunities

The spread and specifications based on these standards vacancy ads through various media such as newspapers and the Internet.

### **Outside sources:**

HBL used outside sources of recruitment, which is

Declaration

Newspapers (daily Jung, Nawa e Waqt, and the nation, and the daily Dawn )

Trade and professional journals (Aurora magazine)

Work sites (rozee. pk)

€ sources outside candidates:

Faculty Recruitment

Employee referrals

Walk-ins

### **Screening and short listing:**

Many of the candidates applying for work in response to job advertisements by providing their resumes.

Selection board through those resumes go and choose candidates who initially

Meet the criteria for the selection board. After a short screening choose lists Council

Candidates who are best suited for jobs at the initial level on the basis of Resume.

### **Test / interview:**

In this process is called a short list of candidates for the test and the interview according to the nature applied from their jobs.

Formats used in the selection interview:

€ structured

€ unstructured / unguided

Interviewing techniques:

€ interview sanctions

€ interview a serial entrepreneur

Types of questions:

€ Circumstantial:

€ Job related

€ Stress:

€ Puzzle questions

Test:

Organizational performance always depends in part on his subordinates right skills and attributes. Keep in View that HBL tries its best to hire highly skilled

And the right staff for each function. To judge these skills conducted some tests of HBL

Employees on the basis of

€ Reliability

€ health test

Types of testing:

Generally taken two types of tests in the HBL

- € cognitive ability tests

- € physical tests

## **Cognitive abilities test consists of**

1. IQ tests



Tests of general intellectual abilities that measure a range of capabilities, including memory,

vocabulary, the ability of verbal fluency, and numerical tests of intelligence.

## 2. Aptitude tests

Tests that measure specific cognitive abilities, such as inductive and deductive reasoning,

verbal comprehension, memory, and the ability numerical aptitude tests.

### **Physical capacity tests**

Tests that measure the strength of constant, dynamic force, and body coordination, and stamina are

Material. Work related to the guards and deliverers pass this type of test.

HBL adopt the recruitment process as

- € entry level programs
- € experienced professionals
- € campus recruitment
- € reintegration

Beginner programs:

HBL organizes programs for entry-level to make sure that you will carry quickly

Responsibility for concrete tasks and important projects. Rotational assignments across

And the various business units to provide a comprehensive and valuable experience in a relatively

The short amount of time.

Experience level of the program:

HBL recruits experienced professionals in all areas of the West and encourage

Create and pursue innovative ideas. Dynamic work environment and HBL offers diverse

opportunity to motivate ongoing employee requirements, and supports career development

Opportunities. HBL encourage you to explore this section to learn more about current occupation

Slots and how to submit your resume.

Campus recruitment:

HBL is proud of its ability to care for individuals and enable them to hone their talents.

HBL size gives himself a unique ability to provide rapid growth and large

Responsibility early in a career with multiple channels to reach the top.

As part of the human resources strategy in HBL, HBL visiting various universities throughout

The country to Soldiers and business fresh groom graduates each year. Enthusiastic and talented

Young people make up the backbone of banking operations and are nurtured to become in the future

Leaders HBL.

To attract the best young talent, HBL resources department employs active Strategy. HBL actively involved in campus through scholarships presentations

Shed light on the background of the HBL, and the vision, mission, values, and recruitment and selection process,

Career prospects in the future and overall business strategies. HBL hires new talent

And permanent basis offer a wide range of career opportunities in all professions,

Including finance, marketing, operations, information technology and human Resources.

Reintegration former staff:

It is an internal source of employment. Reintegration and former employees is a process that

HBL re-hire former employees. But this process is practiced in very rare cases.

The final selection:

After the trough all the best candidates and operations according to the selection of HBL

The plates are chosen.

After the final selection and before the start of the training process of orientation being

For workers in determining the orientation and provide new employees with basic background

Training and Development:

Training is a process of education of new employees basic skills they need to perform

Jobs and development is a result of this training.

To train and develop HBL following five steps the training and development process

Needs analysis: identify the skills necessary job performance, and evaluate potential

Apprentice skills, and development goals.

Educational design: producing content of the training program, including workbooks,

Exercises, and activities.

Verification: (try out) training for a small representative audience.

Implementation of the program: training the employee in fact the target group.

Rating: assesses the successes of the program or failure.

-

Task analysis:

In this area a detailed study of the function to determine the specific skills required, especially for

The new employees are analyzed.

-

Performance analysis:

After analyzing the main tasks required in the performance of their functions are verified and there

Lack of performance and determine whether it should be correct that deficiency

Through training or through some other means (such as the transfer of the employee). If

There were found some deficiencies in the performance of work and training is highly recommended for

Recovery shortcomings.

Training methods used by HBL:

- € on-the-job training
- € off-the-job training
- € vocational training
- € informal learning
- € effective lectures

On-the-job training:

Having someone to learn by working on the job, in fact, is job OJT. OJT methods are

- Training or ready
- Job rotation

- Special tasks

- Learn to work

Training or Ready: This is a method OJT train staff and taught

By profession how to do the job in order to achieve the objectives of HBL and objectives. In

Level administrative intern directly with a senior manager or with someone he or

It replaces, and the latter is responsible for training the trainee.

This is done at all levels of the business. The new employees are trained through training and old

As staff are trained in such a way that when some new innovation is

The staff are trained-old in order to deal with this new innovation. In 2008 all

The program managers were trained to run Misys (automate service delivery

The book management).

Job rotation: Jump trainees from one department to another to expand his or her

Experience and identify strengths and weaknesses. Is usually job rotation

Administrative level. HBL is used to associate director (MA) for job rotation program

Training.

Also included are special tasks for employees to obtain private: private functions

Training. In fact linked to these tasks to tasks within the authority of the investigation

Those tasks assigned to him by the coach, employee access to training.

Learning to work: allows trainees to work full-time management and analysis

Solving problems in other departments. This method is only for OJT administrative level

Employees.

Outside-the-job training:

A technique which is the opposite of OJT. In this method, the employee does not get

Training on his / her place of work. This method of training is only for the level of administrative

Employees. Outside during training methods work is

- € case study method

- € seminars outside



The case studies by the employees, which contains some methods: a case study

Dilemma about the banking sector. By solving those problems, the issue of employee gets study

Training to take a bold decision and effectively in critical situations.

HBL arrangement encourages its employees to participate in seminars: seminars outside

By the banking sectors, not only in Pakistan but also beyond the borders. Through participation

In seminars outside the employee gets the authentic knowledge about new prospects for

Banking sector which is useful for HBL and makes it the leading bank in Pakistan.

Apprenticeship training:

Orderly process by employees who become skilled workers through a combination

Of teaching in the classroom and on-the-job training. Is actually a combination of OJT and

Lectures delivered to staff. May be for each of the administrative levels and fresh

Employee. In this method the employee is given for the first time a lecture on his / her job and after

It is noted that the implementation of a lecture in my field.

Informal learning:

Most employees learn on the job learning through informal means of

Perform their jobs on a daily basis.

Effectiveness of lectures:

Are also delivered lectures on the job. These lectures are delivered to new employees as

As well as high-level employees and the administrative level as well. In these lectures are staff

Prepared to face new challenges in the banking sectors and also told them how to

Meet those challenges.

Succession planning:

Is in fact developing management program. Administrative Development is an attempt to

Improve the current or future performance management by the transfer of knowledge, and change

Attitudes, or increasing skills. In order to achieve administrative development, and succession

And planning. Succession planning is the process through which high-level slots

Planning is under way to fill in the end. The main objectives of succession planning is

Anticipate the needs of management, and inventory to review the company management skills, create

Replacement plans, begin development management. HBL management trainee (MT)

Program deals with succession planning. MT is defined in the following section of

Training and development methods.

Training and development programs in HBL:

HBL uses the following programs for the training and development

- € Management Trainee
- € Management Associates
- € officers cash
- € internships

### Trainee Management:

HBL management trainee (MT) program is looking for highly motivated individuals who

Holds the ability to excel and future leaders. The program aims to provide

Difficult work tasks completed learning component to determine

Members of the prestigious universities. HBL, MT program offers a wide range

Interactive classroom training, on rotation work and personal guidance from senior

Management to provide a comprehensive educational experience. The aim of the

Program is to achieve the capacity and expertise to translate a successful banker

Career.

### Management Associates:

HBL management program participant is a training program focused on rotation

Dealing with the needs of the bank branch. And provides accelerated development

Opportunities through the HBL branch network in retail banking, corporate and commercial.

Through this program, candidates who are set to have a challenge for business scenarios

Enhance their critical and analytical skills. Another crucial element in this program confirms

Hone and develop management skills. This provides partners with

Experience needed to deal with the supervisory and administrative tasks that would lead to

Developing successful corporate executives. Officers cash:

HBL program for officers cash catapults successful candidates to the front lines of

Bank. Candidates in this program are ambassadors of the Bank and must be perfect

Skills in dealing with customers. The program includes a wide range for a month of training

Period depends on the banking operations prior to placement in the branches. Active

And recognized graduates focused HEC institutions with good communication and

Interpersonal skills to qualify for cash HBL program staff. Before placing it in HBL branches, should these individuals carry proof of ability to add value and serve as a

Agents of change.

Internships:

Internship program in HBL offers students with promising an exciting opportunity for

Apply their classroom educational experience for real life tasks for companies. Through

Program, detainees can support their career goals through internal use as a launch

Platform to create contacts with professionals in the field and identify themselves

Competencies to build a successful career with HBL.

3. Performance Management and Evaluation:

Assess the relative current employee performance and past performance

And called the performance evaluation criteria.

A process that enhance control objective, performance evaluation, and development

One common system to ensure that employee performance is according to the company

Called performance management objectives.

Recruitment

Meritocracy is an integral part of HBL's recruitment policy. Our merit-based recruitment process incorporates the principles of equal opportunity and leads

to the appointment of the most capable candidate. This ensures openness and transparency, allowing greater confidence in the outcome of the selection process. The merit principle at HBL aims to identify the most suitable person for the job assessed on the basis of the following parameters:

•

Educational Background

•

Skills and Competencies

•

Abilities and Attitude

•

Experience

•

Interpersonal / Communication skills

## Selection

growth and significant responsibility early on in a career with multiple avenues to reach the top. As part of HBL's human resource strategy, we visit various universities across the country to induct & groom fresh business graduates every year.

Enthusiastic and talented youth form the backbone of our banking operations and are nurtured to become future leaders at HBL. To attract the best young talent, our resorting department employs a proactive strategy. We actively participate in campus seminars by giving presentations that highlight HBL's background, vision, mission, values, recruitment & selection process, future career prospects and overall business strategies. We hire fresh talent on a permanent basis and offer a wide range of career opportunities across all functions, including Finance, Marketing, Operations, Information Technology and Human Resources.

## Selection Devices

In HBL, the

application forms

must be submitted by candidate by their CV and by giving basic information about himself/herself.

## Interview



s

are conducted by top management and evaluate the candidate. Sometimes written tests are also conducted. HBL investigates the background of candidate and physical fitness tests are used for selection of the candidates.

### Orientation

When the new employee is hired the management organizes the orientation program to introduce the rules, working and culture of organization to new employee.

### Types of Training

HBL have different training programs. HBL organizes different training programs for their employees for updating of knowledge of business and technology. It may be on the job or rotation of job or in form of lectures.

### Career Development

There are great chances of promotion for the hard working employees and for those who show their best performance and achieve the goal effectively and efficiently.

### Employee performance management

In HBL, top management evaluates the performance of his employees that the employees are achieving their goals or not, what improvement in employees makes them more successful. It is evaluated after a specific period of time.

## Motivation

In HBL, the employees are motivated by giving them bonuses, compensations and other facilities necessary for living a good life that fulfills their social and the safety needs.