

Human resource management and new employees assignment



**ASSIGN
BUSTER**

What do you think was causing some of the problems in the bank home office endurance's? There is clearly a problem with communication, and the effects are felt in theatre of employee commitment. Ruth Johnson who has been working the bank's head office for last two months did not know what the machine she is using called or what it does. That shows that the bank did not give her sufficient training deformational herself with the name and the function of the machine. However, she down how the machine works, but this doesn't mean that she has been trained properly.

A huge problem in the ann.'s home office is the lack of a proper Training program. It can be an in house training program especially designed for the new employees at the bank or a practical on-the-job training program. This will give new employees the change to practice, observe others, ask questions, learn from mistakes and familiarize timeliness's the equipment that they are using. It is very important for the bank to utilize discreditable resources. In this case the supervisor could have given her proper, on-the-subtracting and informed and familiarized her with the name and function of the machinate she operates. . Do you think setting up an HER unit in the main office would help? Of course think deltoid! Since there are HER-related problems both in the home office and in the branches, it sclera that if a personnel office were set up, it would need to help to coordinate the Heartiest in the branches. 3. What specific functions should it carry out? What HER functions would then be carried by supervisors and other line managers? What role should the Internet play in the new HER organization? There is room for quite a bit of variation in the answers to destination.

Our suggested organization would include: HER Unit: bob analyses, planning labor needs and recruiting, providing advising and training in the selection process, orientation of new employees, managing wage and salary administration, managing incentives antecedents, providing and managing the performance appraisal process, organization- hydromechanics's, and providing training & developing services. Supervisors and Other Lineman's: interviewing and selection of job candidates, training new employees, overcompensation's, departmental & personal communications, and training & development. Internet and HEIR shift some activities to specialized online service portals and revisers. Sq. A pharmaceutical company placed in Pakistan wants to launch its operation in Afghanistan. Initially they plan to reach out to the market through off the shelf medicines and gradually penetrate through extensive distribution and in the next three years target manufacturing to cater the needs of Afghanistan and Central Asian Republics. IQ : prepare HER planning for the position required to ensure screen Of its operations?

First Of all the company must consider the organizational strategic planning objectives, then the possible available wickerwork must be evaluated by identifying both the external and internal workforce. When these things are completed, forecasts must be developed to identify both the demand and supply of human resources. Finally HER plans must be developed to provide specific direction for the management of HER activities related to employee recruiting, selection and retention. Q: Prepare job descriptions and job specification for key personnel's Executive Positions who would be managing these operations.

JOB DESCRIPTION JOB TITLE: Key Personnel Executive Position DEPARTMENT: Human Resource Management GENERAL SUMMARY: Supervises, coordinates and assigns work to ensure apartment goals and making sure customer needs are met ESSENTIAL JOB FUNCTIONS: * Supervise the work of employees to enhance performance by coordinating duties, advising on issues and checking work * build effective business relationships with health care partners and customers * prospect for new business Assignment 1: Case Study, Jack Nelson's Problem 1.) What do you think is causing some of the problems in the bank's home office? 1 . Ruth Johnson who has been working at the bank's head office for last two months did not know what the machine she is using is called or what it does. That shows that the bank did not give her sufficient training to familiarize herself with the name and the function of the machine. However, she did know how the machine works, but this doesn't mean that she has been trained properly. A huge problem in the bank's home office is the lack of a proper Training program.

It can be an in-house training program especially designed for the new employees at the bank or a practical on-the-job training program. This will give new employees the chance to practice, observe others, ask questions, learn from mistakes and familiarize themselves with the equipment that they are using. It is very important for the bank to utilize its available resources. In this case the supervisor could have given her proper, on-the-job training and informed and familiarized her with the name and function of the machine that she operates. 2. There is also major lack of communication in the bank's home office.

Ruth has been working there for almost two months and nobody has briefed or informed her on the name and function of the machine that she is using. The fact that Rut's supervisor or her colleagues did not notice that she does not know the function or name of the machine after she has been using it for two months is worrying. It shows that there is very little interaction and communication between employees, supervisors and managers at the bank's home office. Communication and interaction between employees are very important. It keep all employees informed, motivated and make them feel valued.

In Rut's case communication and interaction between the supervisors and employees can be improved by starting a Trainee Performance Appraisal program. This would help... [continues] Below is a free essay on " Jack Nelson" from Anti Essays, your source for free research papers, essays, and term paper examples. What do you think is causing some of the problems in the bank's home office and branches? There seems to be a break down in communication between management and staff. Communication is the lifeline for successful businesses, and it plays a vital role in our lives (Rookie, 2010).

Communication can only be effective when three fundamental elements are applying. The elements included are total participation from employees, and effective dialogue and listening, which are all missing in this case. In addition, there seem to be no centralizing human resources management within the facility because similar issues were found at different branches. Therefore, it is evident that polices and procedures are lacking; therefore,

resulting some of problems at the home office and branches. Do you think setting up a HER unit in the main office would help?

Without a doubt, setting up a HER unit in the main office would definitely help. HER management would be an effective tool to address some of the issues within the organization. Training and development to optimize proper channel for communicating is an example, which the HER department could coordinate and implement. What specific functions should a HER unit carry out? There are many functions a HER unit could implement. First, they could try and reduce the gaps in communication. Second, they could hire training and developing manager to coordinate activities within the organization.

Third, they could hire a job analyst manager to define roles, duties and responsibilities as it relates job descriptions. Last, most organizations need a coordinator to organize medical, dental, vision and insurance benefits (Desires, 2011). What HER functions would then be carried out by supervisors and other line managers? The supervisors and line managers could assist with the selection of candidates for interviews. The supervisors and line managers are fully aware Of jobs responsibility, which makes them perfect individual for...

What do you think is causing some of the problems in the bank's home office and branches? The following are the problems faced bank home office and its branches. 1) lack of Training: When Jack Nelson was introduced to the entire employee in the home office, he was introduced to Ruth Johnson. Ruth Johnson has been working in a home office for two months, however she does not know what the machine called she used and what it did. That

means there is no any HER to assist her about that machine. Organization did not oriented and trained her properly.

We can say that: a) There is no on-the-job training for the newly hired employees, b) Supervisors and Managers have to provide to effectively and properly train their employees. C) On Job Training is the quickest and most cost effective method of training. High employee turnover and: The major problem is a high employee turnover during past eight years. Supervisor tried to find a suitable employee to replace the worker who had quit. Every time an employee was hired, another was seen resigning. As known that employee turnover is a costly expense especially in lower paying bob roles, for which the employee turnover rate is highest.

Employee turn- over has a high Cost attached to organization, not just in monetary terms but also the time the manager has to spend in training. There was no standardization of recruitment process in organization. In addition, there is no participation or contribution from the HER Department in terms of hiring new employees. The office does not have any HER Department process and planning. Employees were hired by supervisors who were over occupied with many job responsibilities. Lack of communication There is no any communication between branch supervisors, home offices, ND other branches.

The supervisor employs their own employee without any communication with the main branch. All branch office hired employee without communicate whit their home office. Bank's supervisor is failure to train their employee. They don't have much time for their employee. Also they do not know about the

performance of their employee. Among the branches and between the main office and the branches were broken down communication. It is very important in any organization for people to communicate. The main office apparently does not know the problem faced by all the branches.