

Human resource management

Business



Human Resource Management HUMAN RESOURCE MANAGEMENT Define sexual harassment. Include a discussion of the three forms of sexual harassment and be sure to name and describe each in detail.

Sexual harassment is a negative act directed deliberately and repeatedly towards the opposite sex in the employment environment. The three forms of sexual harassment are physical, verbal and visual. Physical harassment entails the unwanted touching of an individual of the opposite sex without consent by battering, assaulting, pinching, panting or disrupting the individual's normal movement and work. Verbal harassment is through using derogatory terms, comments or jokes, which are sexual in nature. It also involves describing an individual's body by degrading sexual words. Visual sexual harassment is through showing unwanted signs, photographs, drawings, gestures suggesting sex to an individual in the work place (Boland, 2005).

2. Define and discuss job analysis. List and describe the steps in conducting a job analysis. What are some advantages and disadvantages of this technique?

Job analysis is the method employed to identify and determine the responsibilities and duties within a job description. The first step in job analysis is identifying its main objective it is important in determining the data to be collected. The second and third steps are choosing the best analyst and suitable method respectively. The fourth step involves training the analysts on how to use the chosen method (Mathis & Jackson, 2010). The fifth step in job analysis entails preparing for analysis by communicating the project to the whole organization. Collecting data fall on the sixth step while reviewing and verifying the collected data falls on the seventh step. The last

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step is implementing the results which at this time are the developed job description and specification. The advantages of this technique are; gaining of first class information about the job, efficient way of hiring employees and efficient way for appraisal and performance evaluation. The disadvantages are; requires a lot of data, it has a personal bias and it is time consuming (Heron, 2005).

3. Why has Internet recruiting become so important? How do employees conduct Internet recruiting? What are the disadvantages of internet recruiting?

Internet recruiting has derived its importance through advances in technology and the need for a 24/07 access of employees and employers. Through internet recruiting, it has been possible, for employers to access qualified personnel from the global environment. Website containing details of job descriptions post vacancies through which a qualified individual responds to. The following three are advantages of internet recruiting. Firstly, it is a cost effective method of hiring. Secondly, the automated recruiting process is accessible 24/07. Thirdly, it is possible to access a large number of skilled individuals from a wider geographical area (Arthur, 2006).

4. Define the term “ security with respect to the workplace. What actions can an employer take to minimize the risk of workplace violence?

Security in the workplace refers to being safe from risks that can occur in the workplace environment such as violence, homicide, theft, kidnapping or sabotage. The employer should take the following four measures to minimize workplace violence. Firstly, put up a security plan which will involve installing main entrances with key-card access. Secondly, identify the weak points from which violence may arise in most cases it comes as a result of

immature competition in the workplace. Thirdly, maintain peace and reconciliation in the workplace by counseling disgruntled employees. Lastly, discipline employees by enforcing stringent measures on cases related to aggression between employees (Hopwood & Thompson, 2006).

5. Define and discuss performance appraisals. Describe and explain the role of performance appraisal in administrative decision making. What is the possible impact of poorly conducted appraisals?

Performance appraisal is the technique of attaining and analyzing information on an employee pertaining to his job performance. The administration conducts performance appraisal to measure the gradual improvement of an employee's job performance. Poorly conducted performance appraisals will result in underrating employees deserving job promotions. On the other hand, those requiring more job training get more responsibilities through job promotion. That scenario will lead to a situation in which a less qualified individual is in a position which he is underperforming, while those more qualified are in positions in which their potential goes to waste (Saiyadain, 2003).

Reference

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