

Free essay about human resource management

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Question 1

The human resource management cycle refers to the stages of an employee's life in a company. It also highlights the role the human resource department plays. There are 4 main stages in the human resource management cycle. These include: recruiting which refers to the hiring of new employees. The human resource department is involved through placing job adverts and selecting the right candidate, among others. There is the process of on boarding where the selected candidate is set up in the system as a new employee.

The second stage involves the orientation process. In this stage, the new employee learns her new duties, develops a relationship with co-workers and creates a niche. The human resource department comes in for cases where there is need for career planning in which the supervisors sit down with the new employee and run her through the company's short and long term goals.

The third stage involves career development. Having set a path in her career planning, the new employee needs to meet her career goals. This is where the human resource team comes in. This involves trying to equip the employee with strategies that will ensure she meets her goals, such as training and professional growth to prepare her for positions in the company.

The final stage involves either transition or termination. After a long path of a successful career some employees retire while others are laid off depending on circumstances. On the other hand, others may look for other opportunities in different companies. It is the duty of the human resource

department to manage the transition process ensuring that all procedures are followed to the letter.

In conclusion, the human resource department engages either directly or indirectly in the employee's life cycle to ensure that it is complete. This way, both the company and the employee meet their long term and short term goals.

Question 2

The Skelly Doctrine entails the right of a permanent public employee to be awarded certain pre-removal safeguards before punitive action is taken. In the landmark case of *Skelly v State Personnel Board*, it was held that a permanent public employee has a property interest in the continuation of his employment which is protected by the due process (the Skelly Doctrine).

Under the Skelly doctrine, the court held that as a minimum, the pre-removals must include; a written notice of the proposed action, the reasons thereof for such proposed action, a copy of charges and materials upon which the action is based and finally the right to respond, either orally or in writing, to the authority initially imposing discipline.

The Pendleton Civil Service Reform Act of 1883 protects Government employees from losing their jobs due to politically motivated reasons such as failure to contribute to a campaign. Prior to the Pendleton Act, employees often got appointed to high-paying federal positions as rewards for their political loyalty. The number of federal employees tripled between 1865 and 1891. The Act ensured that federal jobs were awarded on the basis of merit and not on the mere political basis.

Question 3

Human resource management is the organizational function involved in human resource aspects of a management position such as recruiting, employee motivation and communication. Managers in performing human resource functions have five main functions. Firstly, the manager plans for the organization, this means setting out goals and defining the best course of action in achieving those goals. Secondly, he organizes the structure of the company, that is, designates tasks and responsibilities to employees and ensures they are performed. More so, the staffing process is under the management docket. This involves recruitment of the required personnel, training, appraisals and promotions. Managers also control and coordinate all the activities of the company thus ensure the organization runs smoothly. In the traditional hierarchy of leadership, managers sit at the pinnacle supervising all departments while supervisors oversee a group of employees within their departments. Supervisors, therefore, report to managers. Both the managers and supervisors should provide leadership to those directly under them and act as examples in the observation of policies and procedures set forth by the company.

Question 4

I am studying Master in Public Policy and Administration and I see myself working in the government sector. I aspire that in 5 years-time, I will be a chief executive officer in a government agency or corporation. A chief executive's job is one that requires great experience so as to be able to steer the company towards its vision and mission. I intend to learn and work extensively before ascending to top management. This way I plan to climb

through the ladder of success through promotions. I intend to gather extensive experience in my desired field.

Although personal skills do not usually guarantee that one will make it, I believe that my skills will develop over time through experience. I have good communication skills hence am good at making deals and best positioned to be a manager. I am able to present a cohesive vision and strategy required in a company and more so I have inter-personal skills which enable me to garner respect from others.

After completing my masters, I intend to look for employment as a supervisor at the very least. Over time I will be promoted to a manager, preferably after a year and after two years I will have gained enough experience for the senior managerial position which is a prerequisite for those seeking chief executive jobs.

Question 5

The vision of a company or an organization is a clear and comprehensive picture of what or where it wants to be at a point in the future. It creates a mental image of a future state the company wants to achieve. An effective vision is inspirational and need to challenge your employees in a positive manner.

A mission on the other hand explains the purpose of the company or organization and the reason for its existence. The mission aims to answer the questions: what the company does? How they do it and for whom or what they are doing?

Strategy can be said to be a detailed and concise plan, method or action that will be employed to achieve a result. It also entails a string of useful

decisions that will be made to achieve the vision and mission of the company.

Human capital is the most valuable resource to any successful company. If a company has a workforce that is experienced, technologically advanced, flexible and effective then it increases its productivity. More so, increasing the quality of the staff by hiring the most qualified professionals and regularly training the workforce will ensure the human resource is better. This is an added advantage which all human resource departments should strive to obtain over their competitors.

The human resource department is expected to present cohesive mission and vision statements and good strategies to implement the company goals in turn enabling it to lead in the market.