

Human resource(personal policy) and recruitment



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Personnel and Management Policy is one example of how the culture of an organisation can be described and developed. It is about benefits and obligations between employers and employees, but it is also about formulating mutual understanding of what makes the organisation unique, that is the formal and informal norms, rules, habits, procedures or other institutional regulations. Personnel and Management Policy also systemises the work on organisational development and is meant to guide staff and managers by communicating expectations in terms of attitude and behaviour.

Consequently, it is important to recognise equality and diversity as integrated issues. The integration of equality and diversity issues in Personnel and Management Policy implies analysing barriers and opportunities of different aspects of organisational life. E. g. how the direct or indirect consequences of rules and procedures, personnel administration, management style etc. , affect individual choices, work conditions and social environment in the organisation.

Personnel policies may differ significantly from organization to organization, but they must contain instructions and rules for dealing with issues and overcoming obstacles that may present themselves both during normal working days and under extraordinary circumstances. They touch on relationships (staff/staff, staff/administration, etc.), expectations (hours worked, schedules, what defines the work of a position), and ways of doing things (who gets to use what equipment when, how to arrange a sick day) that affect employees' lives and the running of the organization.

Organizations often generate handbooks which include personnel policies that employees are given when they join. These handbooks usually outline the history and mission of the organization, the actual policies and the reasoning behind them, and how the policies will be administered. Supplemental policies may develop as the need arises. For example, many companies have recently added policies regarding Internet usage.

If you're developing policies for a new organization, it makes sense to involve whatever staff members are already on board, so that policies grow out of the ways people would prefer to operate. If your organization has been going for some time and is just getting around to creating a formal structure, it's important to look at the processes that have already been developed. Some may need to be drastically changed, but many may be just fine as they are, and only need to be recorded to become part of a rational and well-conceived personnel policy.

Personnel policies should be written in clear, understandable language, so that everyone knows exactly what they mean and as little as possible is left open to interpretation. In many organizations, employees are either given their own copy, or are encouraged to read the policies in some easily available form (e. g. , online at the organization's website, printed and kept in an easily accessible location). It is extremely important that everyone in the organization be reasonably familiar with these policies, and that they always be readily available to any employee.

In writing personnel -- or any -- policies, it is important to consider the philosophy and mission of your organization. Personnel policies should be consistent with your beliefs and mission: it only makes sense that the way

you treat staff should reflect the way you want participants to be treated. If you think carefully about this issue when developing organizational policy, you're that much more likely to succeed in your mission. The types of personnel policies of HRM classified into several categories depending on their basis and range.

Originated Policies recognized by top management intentionally in order to direct administrative thought at different stages. Appealed Policies are invented to assemble the needs of exact strange conditions which have not been enclosed by the previous policies. Imposed policies are shaped beneath force as of exterior organization like government trade association and union. General Policies reproduces the necessary viewpoint and main concern of the top management in prepares the make plan for chart the organization's development chart.

Specific policies envelop precise matters like employ, pleasing and good deal. Written policies are indirect from the performance of associates. Written policies are explains executive thought on paper, therefore that there is awfully small area for free explanation. There are essentially three types of personnel policies that you will need to develop for your organization. * General Policies have to do with the basic structure, philosophy, and rules of the organization.

They deal with issues ranging from equal opportunity in hiring and advancement to conflicts of interest, sexual harassment, alcohol in the workplace, and Internet usage. * Hiring and Employment Status Policies involve the worker's employment relationship with the organization -- hiring, firing, and everything in between. Here is where pay scale, title, promotions,

and performance reviews are laid out. These policies also cover benefits, employees' rights, and reasons for termination.

Everyday Procedural Policies deal with issues that affect the everyday life of the worker (or volunteer), and the day to day operation of the organization. They generally include the hours employees are required to be at work, how workers should dress, when they get paid, and issues of security, as well as guidelines for how things are done in the organization. Principles and importance of personnel policies: Personnel policies give obvious thought. It assists the executive to direct the allocation of power and present the intellect of safety.

It gives regularity and reliability of management and also provides permanence and steadiness. There are some principles in personnel policies, which are set the exact person to the correct place, give training to each one for the allocate work and create the organization a harmonized group. It has to deliver correct tools and correct circumstances of job, presents security among chance, inducement and credit and also seem in front and sketch to the front for further and enhanced things.

For example, the principles of Swiss Export Risk Insurance, company goes as follows. Management Management for us means assuming responsibility for our stakeholders and delegating at the right level. We achieve both predefined and individual goals regardless of personal preferences and while maintaining equal opportunities, irrespective of origin, nationality, sex, sexual orientation, religion or age. Managers challenge and motivate, in the same way as they themselves are challenged and motivated.