

The managerial functions of hr department business essay

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The scope of Human Resource Management (HRM) is Personal Management, Employee Welfare and Industrial Relations. Personnel Management - Its direct manpower management which engage planning, hiring, training, development, induction & orientation, transfer, promotion, compensation, layoff & retrenchment, and employee productivity. It also includes performance appraisal, developing new skills, disbursement of wages, incentives, allowances, travelling policies and procedures, and other related courses of actions. Employee Welfare - It deals with working conditions and amenities at the workplace. This includes a wide array of responsibilities and services such as safety services, health services, welfare funds, social security and medical services. It also covers appointment of safety officers, making the environment conducive for working, eliminating workplace hazards, support by top management, job safety, safeguarding machinery, cleanliness, proper ventilation and lighting, sanitation, medical care, sickness benefits, employment injury benefits, personal injury benefits, maternity benefits, unemployment benefits and family benefits. Industrial Relations - Since employment relationship is a highly sensitive area, it needs careful interactions with labour or employee union, address their grievances and effectively settle the disputes in order to maintain peace and harmony in the organisation. Its an art and science of understanding the employment relations, joint consultations, disciplinary procedures, solving problems with mutual efforts, understanding human behaviour and maintaining work relations, collective bargaining and settlement of disputes. The aim is to safeguard the interests of both employees and management.

Managerial functions of HR department:

Planning -It includes identifying HR requirements and forecasting personnel needs. Its nothing but Future course of action. Organising - Division of labour; assignment of responsibility is part of the organisation's functions. Staffing - It is the process of obtaining and maintaining capable and competent personnel in various positions at all levels, i. e., manpower planning, recruitment, selection, placement and induction. Directing - It is the process of directing all the available resources towards the common organisational goals. Controlling - It is the measurement and rectification of activities to ensure that the events conform to plans. Operative functions of HR department

Operative Functions of HRM:

It includes function such as employment of new personnel, developing their skill sets, compensating them for their efforts and maintaining employee relations. Employment - Employment is the first operative function of HRM. It involves obtain and employing individuals with suitable knowledge, skills, experience and aptitude necessary to perform various jobs. It includes functions such as job analysis, human resource planning recruitment, selection, placement and induction. Job Analysis - To ensure the satisfactory performance of an employee, his skills, abilities and motives to perform a job must match the requirements of the job. The process by which the tasks which comprise the job are determined and the skills and abilities required to perform it successfully are identified HR Planning - HR planning involves forecasting the human resource requirements of an organisation and the future supply of human resources, and making suitable adjustments between

the two in correlation with the organisational plans

Recruitment - Recruitment is the process of seeking and attracting prospective candidates against a vacancy in the organisation

Selection - The purpose of employment selection is to choose the right candidate for a job

Placement - After a selected candidate conveys his or her acceptance of the offer of employment made by an organisation, his or her placement has to be decided based on

the needs of the organisation
Induction - Introducing a new employee to the organisation, the organisation's business, its culture, values and beliefs, and practices and procedures is termed as induction

HR Development Functions:

Performance Appraisal - This is the process of evaluating the performance of an employee on the job and developing a plan for the employee's

improvement.
Training - Training is the systematic development of

knowledge, skills and attitudes required to perform a given task or job

successfully, in an individual
Management Development - It is the concept of developing the employees of an organisation to meet future changes and

challenges
Career Planning & Development - Career planning and

development refers to identifying one's career goals and formulating plans for achieving them through various means such as education and work

experience
Compensation - Compensation includes all the rewards that an employee receives during the course of his or her job-for his or her

contributions to the organisation. It includes Job evaluation, Wage and salary administration, Incentives, Fringe benefits and Employee relations.

Increasing employee productivity
Keeping the employees satisfied and

motivated
Developing team building, team management, leadership skills in

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employees
Designing and implementing a fast and suitable grievance management system
Ensuring discipline among the employees by prompt action to correct deviations
Supporting employees by counselling and developing them into complete individuals and responsible citizens
Enhancing the quality of both work and personal life of the employees

Define wage and salary. What are the factors for effective wage administration?