

# [Human resource management and good working knowledge assignment](https://assignbuster.com/human-resource-management-and-good-working-knowledge-assignment/)

The assignment consist two parts, which are activity 1 and activity 2. First activity will explain in short report factors that affect talent planning as well as recruitment and selection factors that affect the organizations. I will show benefits of recruitment and selection methods. Moreover as the last part of activity 1 , induction plan will be provided. Second part of assignment is group work. This section includes recruitment and selection interview process. We will explain and give examples of personal specification, what are selection criteria and interview questions.

Furthermore we will provide letters to appointment and non-appointment. ACTIVITY 1 1. 2-4 Factors that affect an organization’s approach to talent planning. Laws: Equality Act 201 0 might affect the method of how organization attracts talent. This law protects against discrimination (GOB, n. D. ) and has an influence in the way that company creates adverts as well as job description and application forms. Moreover during the interview, it is important to know what question can and can to be used.

The law prohibits to ask for example about age to ensure that every person is treated fairly. Labor market: if new sections comes into existence, it gives opportunities to current employees, in particular when some of the position might be liquidated. To some workers new and challenging position could be more curious, which will give chance to grow up. ( Charles, Janet, Donald, 2010: 121) Diversity: lately, the positive effect on approaching talent has an immigration. The level of accessibility and needed knowledge as well as skills has raised.

It helped to mitigate the lack of skills. ( Charles, Janet, Donald, 2010: 123) Right work space: The workplace has an important impact that on talent planning, as the environment is productivity. By reconfiguring the space where people work we are able to get better efficiency on bigger group at lower costs. For example, Capital One’s collective real estate designed a future of Work. This helps with better mobility, Future of Work describes open floor plans and flexible project rooms that helps teams with assignments.

More than 85% of workers gave positive feedbacks and they are more happy with new work environment. ( Robert, Liaise, Indri, 2006: 51) 1. 1- 3 organizational benefits off diverse workforce. Language skills: communication with other people from another backgrounds helps to avoid prejudice. This is explained as the Contact Hypothesis. Employing people from various countries might obviate further enhancement of stereotypes. Increase in productivity: challenges and benefits.

Workers are able to tender new solutions to our customers, as a consequence of fresh and new ideas, which could be use in the Company. Diversity workplace rise workers morale and it is the reason of bringing into work excellent service. Positive reputation: employee has to know, that employers treat workers fairly when it comes to gender, race or ethnicity. The company can keep current staff/talent as well as they have possibilities to find new talent, as long s company is known as a positive environment to work. 1. – 3 factors that affect the organizations approach to the recruitment and selection Legal and discrimination: company is not able to to discriminate against 9 protected characteristics- The Equality Act (2010). F-or example, applicants can not be asked about past/current pregnancy as well as any future plans related to pregnancy. Size of the organization: Because of the size of the company, recruitment process might affect in huge scope. In large organizations recruitment is definitely more easy that in the smalls.

Moreover argue organization needs more people, this is why they have more experiences with recruiting and selection good candidates. Recruiting policy: it affects recruitment and selection process. This policy pertain with applicants that come from outside of the organization, while for example, the rest of people wish to recruit only from inside of sources. 1. 1 & 2. 2- benefits of recruitment and selection methods Recruitment selection Online recruitment- is quick, gives better chance of success, gives bigger audience, is easy Psychological tests: help to understand applicant’s personality, psychopathology and more.

Can be compare to other candidates. Agency -? save time and money, screen C. V., objective feedback on application and can help how to promote, attract candidates Interview- \*group – large amount of people \* telephone- language skills \*individual – face to face conversation Application form- background check information, easy format to use- easy way to scan the information and compare with others Meet and great session- open Gleeson \*meeting people \*social skills 4. – 3 purposes of induction and how they benefit individuals and organizations Purpose of induction Individual benefit Organization benefit Explain to employee organization details including history, what products do we have, how the service work, company culture (CUPID, 2013) Introduction with the organization Deep information’s history given, culture, values as well as products and service explained, showing place as a good environment to work in,.

Introduce workers To get time to meet and know workers, helps to feel better and more comfortable to work as a team in the future.