

Human resources



Definition

Human Resource refer to the individuals or **personnel** or **workforce** within an organization responsible for performing the tasks given to them for the purpose of achievement of goals and objectives of the organization which is possible only through proper **recruitment** and selection, providing proper **orientation** and **induction**, training, skill developments, proper **assessment** of employees (performance **appraisal**), providing **appropriate** compensation and benefits, maintaining proper labor relations and ultimately maintaining safety, **welfare** and health concern of employees, which is process of the human resource management.

Vocabulary

- **Personnel** : a body of persons employed in an organization or place of work.
- **Workforce** : the total number of persons employed.
- **Recruitment** : the act or process of recruiting.
- **Orientation** : an introduction, as to guide one in adjusting to new employment
- **Induction** : The act of introduction to the organization.
- **Assessment** : The act of testing a candidate.
- **Appraisal** : the act of estimating or judging the value of someone
- **Appropriate** : suitable or fitting for a particular purpose.
- **Welfare** : the good fortune, health, happiness, prosperity, etc., of a person.

Functions in human resource

- Job analysis.
- Staffing.
- Orientation.
- Training and development.
- Performance appraisal.
- Career Planning.
- Compensation.
- Benefits.
- Labor relations.
- Record keeping.

Job analysis

- **Job analysis:** is the process of describing the nature of a job and specifying the human requirements, such as skills, and experience needed to perform it. The end product of the job analysis process is the job description. A job description spells out work duties and activities of employees. Job descriptions are a vital source of information to employees, managers, and personnel people because job content has a great influence on personnel programs and practices.



Staffing

- Staffing emphasizes the recruitment and selection of the human resources for an organization. Human resources planning and recruiting comes before the actual selection of people for positions in an organization. Recruiting is the personnel function that attracts qualified applicants to fill job vacancies. In the selection function, the most qualified applicants are selected for hiring from among those attracted to the organization by the recruiting function. On selection, human resource functionaries are involved in developing and administering methods that enable managers to decide which applicants to select and which to reject for the given jobs.



Orientation

- **Orientation** is the first step toward helping a new employee adjust himself to the new job and the employer. It is a method to inform new employees with particular aspects of their new job, including pay and benefit programs, working hours, and company rules and expectations.



Training and Development

- The training and development function gives employees the skills and knowledge to perform their jobs effectively. In addition to providing training for new or inexperienced employees, organizations often provide training programs for experienced employees whose jobs are undergoing change. Large organizations often have development programs which prepare employees for higher level responsibilities within the organization. Training and development programs provide useful means of assuring that employees are capable of performing their jobs at acceptable levels.



Performance appraisal

- Performance appraisal function monitors employee performance to ensure that it is at acceptable levels. Human resource professionals are usually responsible for developing and administering performance appraisal systems, although the actual appraisal of employee performance is the responsibility of supervisors and managers. Besides providing a basis for pay, promotion, and disciplinary action, performance appraisal information is essential for employee development since knowledge of results (feedback) is necessary to motivate and guide performance improvements.



Career planning

- Career planning has developed partly as a result of the desire of many employees to grow in their jobs and to advance in their career. Career planning activities include assessing an individual employee's potential for growth and advancement in the organization.



Compensation

Human resource personnel provide a rational method for determining how much employees should be paid for performing certain jobs. Pay is obviously related to the maintenance of human resources. Since compensation is a major cost to many organizations, it is a major consideration in human resource planning. Compensation affects staffing in that people are generally attracted to organizations offering a higher level of pay in exchange for the work performed. It is related to employee development in that it provides an important reason in motivating employees to higher levels of job performance and to higher paying jobs in the organization.



Benefits.

- Benefits are another form of compensation to employees other than direct pay for work performed. As such, the human resource function of administering employee benefits shares many characteristics of the compensation function. Benefits include both the legally required items and those offered at employer's will. The cost of benefits has risen to such a point that they have become a major consideration in human resources planning. However, benefits are primarily related to the maintenance area, since they provide for many basic employee needs.



Labor relations

- The term “labor relations” refers to interaction with employees who are represented by a trade union. Unions are organization of employees who join together to get more voice in decisions affecting wages, benefits, working conditions, and other aspects of employment. With regard to labor relations, the personnel responsibility primarily involves negotiating with the unions regarding wages, service conditions, and resolving disputes and grievances.



Record keeping.

- The oldest and most basic personnel function is employee record-keeping. This function involves recording, maintaining, and retrieving employee related information for a variety of purposes. Records which must be maintained include application forms, health and medical records, employment history (jobs held, promotions, transfers, lay-offs), seniority lists, earnings and hours of work, absences, turnover, delay, and other employee data. Complete and up-to-date employee records are essential for most personnel functions. More than ever employees today have a great interest in their personnel records. They want to know what is in them, why certain statements have been made, and why records may or may not have been updated.



Reviewed By	Reviewed On	Comments / Changes Made
Vidyesh	14.09.2015	N.A.
Jinal	02-03-2016	Changed the Alignment