Virtual Human Resources – HRIS, E-Recruiting

C1 – C2
Module 1

ALBERT

Synopsis

Here's What
We will be
Learning in this
Presentation:

❏ What is HRIS?

❏ What is E-Recruitment?

❏ Advantages and Disadvantages of both.

❏ Exercises.

ALBERT

Vocabulary

Allocate: Distribute (resources or duties) for a particular purpose.

Mundane: Lacking interest or excitement; dull.

Compartments: Separate sections or parts of a structure or container.

Weed Out: To separate out, remove, or eliminate (anything unwanted).

**Weed:** A weed is a plant considered undesirable in a particular situation.

Automated: Convert (a process or facility) to be operated by largely automatic equipment.

Skill Mapping: The process of identifying the specific skills, knowledge, abilities, and behaviours required to operate effectively in a specific trade, profession, or job position.

ALBERT

What is HRIS?

A HRIS, which is also known as a human resource information system or human resource management system (HRMS), is basically an intersection of human resources and information technology through HR software.

This allows HR activities and processes to occur electronically. A HRIS allows a company to plan its HR costs more effectively, as well as to manage them and control them without needing to allocate too many resources toward them.

ALBERT
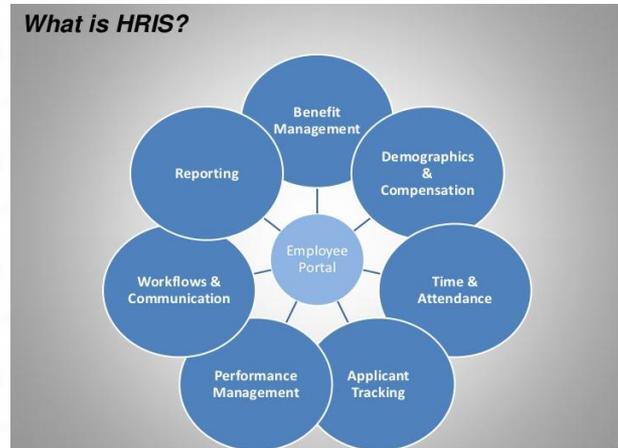
There are a number of solutions offered to a company that adopts a HRIS.

Some of these include solutions in training, payroll, HR, compliance, and recruiting. The majority of quality HRIS systems include flexible designs that feature databases that are integrated with a wide range of features available.

Ideally, they will also include the ability to create reports and analyze information quickly and accurately, in order to make the workforce easier to manage.

It is important to choose the right HRIS.

It will be necessary to customize any HRIS to the unique needs of a company so the system will remain flexible and relevant throughout the life of the company or enterprise.

ALBERT

Advantages of HRIS

➔ A HR administrator can obtain many hours of his or her day back instead of spending these hours dealing with non-strategic, mundane tasks required to run the administrative-side of HR.

➔ A HRIS allows employees to exchange information with greater ease and without the need for paper through the provision of a single location for announcements, external web links, and company policies.

➔ A company that has invested in HRIS becomes capable of handling its payroll and HR. They can put the productivity of their workforce to use.

➔ You enter information only once for many HR-related employee tasks. And, similarly, you need to update at only one place when employee information changes.

➔ Self-service - Employees may enter the system to change data (for example, change their own addresses) and managers and supervisors may enter the system to enter data (for example, performance reviews) or to retrieve data without bothering HR.

ALBEꟀT

Disadvantages of HRIS

➔ Security - Systems must be designed to prevent unauthorized access to sensitive and confidential data and also the unintended publication of such information. This typically requires many "compartments" and many levels of authority for access, all of which have to be monitored and maintained.

➔ Cost – With any HRIS, there are acquisition costs and maintenance costs. This could pose a problem for smaller companies.

➔ Staff – With a larger installation of HRIS, the company may need to hire an IT specialist to manage the system.

ALBERT

Exercise 1

1) Summarize the benefits of HRIS in five lines.

2) Are you in favour of HRIS? Or do you like the more traditional form of HR? Explain your answer.

3) Give the full form of HRMS.

4) Security is one of the advantages of HRIS. True or False?

ALBERT

What is E-Recruitment?

E-recruitment, also called as Online Recruitment, is the use of technology and electronic resources for the process of attracting, selecting and managing the recruitment in a company.

E-recruitment includes practices carried out by the organization using technology, particularly web-based technology for the purpose of identifying and attracting potential employees.

The recruitment process includes analyzing the requirements of a job, attracting employees to that job, screening and selecting applicants, hiring, and integrating the new employee to the organization.

ALBERT

Advantages of E-Recruitment

➢ Lower costs to the organization. Also, posting jobs online is cheaper than advertising in the newspapers.

➢ No intermediaries. You can deal directly with the candidates.

➢ Facilitates the recruitment of the right type of people with the required skills.

➢ Improved efficiency of recruitment process.

➢ Online recruitment helps the organizations to weed out the unqualified candidates in an automated way.

➢ Recruitment websites also provide valuable data and information regarding the compensation offered by the competitors etc. which helps the HR managers to take various HR decisions like promotions, salary trends in industry etc.

ALBERT

Disadvantages of E- Recruitment

➢ Screening and checking the skill mapping and authenticity of millions of resumes is a problem and time consuming exercise for organizations.

➢ Organizations cannot depend solely on the online recruitment methods.

➢ The employers and the employees still prefer a face-to-face interaction rather than sending e-mails.

ALBERT

Exercise 2

1) What is the difference between weed out and weed?

2) Explain what is e-recruiting and explain the difference between HRIS and E-Recruiting.

3) Give the meaning of "Skill Mapping".

4) Lacking interest or excitement; dull. (choose the right option)

a) Weed Out   b) Mundane   c) Automated

ALBERT