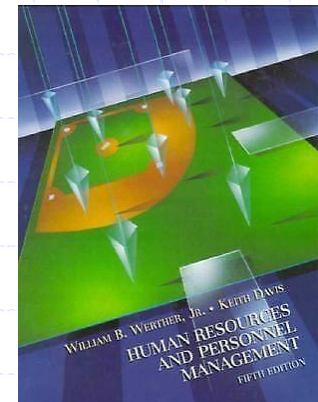


Human Resource Management And Development

Topic:
Key Human Resource
Management Activities



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HRM Activities

- ◆ Human resource activities are actions that are taken to provide and maintain an appropriate workforce for the organization.

Key activities of HRM

The following are some key major activities in HRM & D.

1. HR Planning
2. Recruitment
3. Selection
4. Orientation
5. Placement
6. Training & Development
7. Performance appraisal
8. Compensation management

1. HR Planning

- ◆ Human Resource Planning (*also known as "Employment Planning"*) means the attempts made to estimate the future HR needs of an organization.
- ◆ HR Planning systematically forecasts an organization's future demands for and supply for employees.
- ◆ HR Planning primarily focuses on the Demand and Supply of employees.

2. Recruitment

- ◆ Recruitment is the process of finding and attracting capable applicants for employment.
- ◆ The process begins when new recruits are sought and ends when their applications are submitted.

3. Selection

- The selection process is a series of specific steps used to decide which recruits should be hired/appointed.
- On the basis of recruitment a pool of applications may be received in organization to fill the vacant positions, the selection process helps in hiring most appropriated applicants.

4. Orientation

- Orientation mean to give basic information
- In HRM, orientation programs are arranged for the newly hired staff on positions to help them fit in with the new assignments.
- It familiarizes employees with their roles, the organization, its policies and other employees.0

5. Placement

- Placement is the assignment or reassignment of an employee to a new job. Mostly such decisions are made by line managers.
- Some major classes of placement decisions include
 1. Promotions
 2. Transfers
 3. demotions

6. Training and Development

- **Training (now)** help employees do their current jobs , the benefits of training may extend throughout a person's career and help develop that person for future responsibilities.
- **Development (future)**, by contrast, helps the individual handle future responsibilities with little concern for the current duties.

7. Performance appraisal

- Performance appraisal is the process by which organizations evaluate individual job performance.
- Information obtained on the basis of performance appraisals, help HR department to evaluate the success of recruitment, selection, orientation, placement, training and other activities.

8. Compensation management

- Compensation is what employees receive in exchange for their contribution to the organization.
- CM helps how to compensate the employees (method of compensation). It also helps in increasing and decreasing the compensation of employees on the basis of performance appraisal.
- It helps in employee satisfaction and productivity.



THANK YOU