

HUMAN RESOURCE MANAGEMENT

Unit 2

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Human Resource Planning

Human Resource Planning (HRP) is the process of forecasting the future human resource requirements of the organization and determining as to how the existing human resource capacity of the organization can be utilized to fulfill these requirements.

SUCCESSION PLANNING

Employee Hiring

- The hiring process involves reviewing applications for the open roles, shortlisting the potential candidates, testing the candidates through interviews and other testing tools, and making the decision to hire them. The hiring process also involves performing various pre-employment tests and checks.

Meaning of job Analysis and job design

Job analysis investigates and identifies the duties, tasks, responsibilities, skills and knowledge, essential qualifications for a certain job profile. Job Design focuses on integrating the requirements and needs of an employee with the objectives of the organization.

Job design

- Job design is the process of establishing employees' roles and responsibilities and the systems and procedures that they should use or follow. The main purpose of job design, or redesign, is to coordinate and optimise work processes to create value and maximise performance.

Methods demand forecasting for manpower planning

- Human resource (HR) demand forecasting is **the process of estimating the future quantity and quality of people required**. The basis of the forecast must be the annual budget and long-term corporate plan, translated into activity levels for each function and department

- Long term
- Short term

Factors influencing HRP

- Type and strategy of organization.
- Organizational growth cycles and planning.
- Emergence of new technologies.
- Uncertainties in the environment.
- Time horizons.
- Type and quality of forecasting information.
- Labour market.

Employee hiring- methods of Recruitment



Employee selection & Process of Employee Selection



Recent Trends in Recruitment

- Virtual Recruiting
- Outsourcing
- Predictive Analytics
- Social Recruiting
- Internal Recruiting

