

Topic 8
(Week 13 - 14)

Human Resource
Planning

Learning Outcomes:

By the end of the session, students should be able to understand and discuss the contribution of human resource planning in a business organisation.

Definition of Human Resource Management (HRM)

Human Resource Management can be defined as that part of the process of management which is concerned with rules, policies and procedures governing the recruitment, selection, training, promotion, remuneration and working conditions of the employees of an organisation.

Importance of HRM

- Utilise human resources efficiently.
- Promote desirable working relationships among employees.
- Encourage employees to develop to their maximum potential.

Recruitment

Recruitment refers to the process by which the organisation tries to select people that will help the company achieve its objectives. The purpose of recruitment is to enable the company to get the type of workers that it requires.

Types of recruitment

- General recruitment – to employ general skills.
- Specialised recruitment – to employ individual with a special knowledge, skills, qualification, e.g. accountant.
- Hybrid recruitment – to employ individual who has personal skills with an aptitude for a particular field of knowledge.

Selection

The objective of selection process is to choose the best candidates. Stages of selection process:

- a) Screening the potential employees by looking at their qualification, background, experience, expectation, etc.
- b) Tests – by giving some test during the interview.

- c) In-depth selection interview during the second interview.
- d) Background check, e.g. salary requirement, benefits, etc.
- e) Physical test on health.

Remuneration

- Salary /wages
- Fringe benefits
- Incentive payments
- Commission

Health and Safety

- Employees are protected from any harm or danger at work place.
- Company is required to provide medical benefits to employees.
- Safety equipment are available.

Training & Development

- to maintain high level of productivity.
- to acquire new skills, knowledge and information.
- will reduces on waste rates.
- provide for suitable replacements.