

## **Assessment 1**

### **1. What does Human Resource department do?**

The Human Resources Department is there to help manage the staff employed in an organisation, put policies into place and ensure that they are maintained along with additional practices and functions of the day to day work place.

They also handle recruitment and retention of staff ensuring that their strengths are used to their best ability and to help build and grow any areas of development.

HRM handle any staff issues that are brought to their attention to ensure that they are handled correctly and appropriately at the time of the issue arising.

Performance, management, health and safety, employment law and working relations are also tasks an HRM should be able to manage.

### **2. Outline the Objectives of Human Resource Management in an organization.**

The objectives of an HRM are to put a stable and healthy structure into place to ensure working relationships, office morale and a good atmosphere is always kept up.

Ensuring that all staff are using their skills and qualities to help perform in their position and to work or train staff in aspects of their role which may be more difficult for them, ensuring all staff are working at their best potential and striving to do more or learn more.

Allowing all staff room to grow and learn how to deal with everyday situations and become comfortable in their roles, offering training and support when a member of staff need it.

Ensuring all rules and regulations are adhered to at all time, should this be employment law or health and safety.

Processing applications, reviewing current positions, setting up personal development reviews and looking into employee retention and placement.

### **3. What are the benefits of clear recruitment process.**

From an employee's side - Having a clear and informative job specification will help the applicant know if they are suitable for the offered position and to inform them of the duties involved, this will allow them to be open with their strengths and weaknesses on the role and where they would need help with development.

From an Employers side – looking into what you feel is beneficial to the company and listing the desirable attributes will ensure the desired candidates come forward which will essentially save time on interviewing someone who is not suitable for the position and keep employee retention up and a happy work place morale.

### **4. Outline the ethics of HRM as relating to the organization and the individual employee.**

- To maintain the highest level of competence and standards of effective leadership.
- To ensure all staff are treated ethically and fairly in each decision made, HRM should never engage in any activities which can be deemed as a conflict of interest to either party.
- HRM Should remain loyal and trustworthy to ensure that Business owners, Stake holders and all staff can be assured that HRM are making the best and most reliable decision for each situation.
- Ensuring effective leadership, staff development and HR policies and kept up at all time.

### **5. What is the relationship between personal effectiveness and people management?**

Personal effectiveness is about managing your goals, skills, development and future career plans this entwines with people management as to how you can help them achieve in all the area's where they feel they need assistance.

Allowing the staff the opportunity to grow and expand in their roles and company is something HRM can assist with, by ensuring reviews are in place with access to training and guidance, possible promotions and chances to allow the employee access to new tasks and take on additional responsibilities.