

1. What does Human Resources Department Do?

- A Human Resources Department supports a business's strategic objectives with regards to managing the human factors of an organization. This includes anything relating to the management of people including but not limited to;
 - Identifying the number and type of employees an organization needs.
 - Recruiting Qualified Individuals into the organization.
 - Orient new employees to the organization.
 - Training and Developing Current Employees.
 - Defining individual roles within an organization (Job Descriptions)
 - Appraising Employee Performance
 - Assist individuals with career planning.
 - Maintaining employee records.
 - Maintaining positive employee relations both on behalf of the organization as well as working relationships between employees.
 - Ensuring the business is in compliance with government regulations regarding employment and labor.
 - Enforcing Company Policies
 - Employee compensation and benefits research, implementation, and oversight.

2. Outline the objectives of Human Resources Management in an organization.

- To establish and use a workforce that is able and motivated, in order to achieve the goals of an organization.
- Create a desirable organizational structure and working relationships among the members of an organization.
- To integrate individuals and/or groups within the company by matching their goals with those of the company.
- To ensure individuals and groups have the right opportunities to develop and grow with the company.
- To use what human resources a company has in the most effective way to achieve organizational goals.
- To ensure wages are fair and adequate and provide incentives and benefits thereby satisfying both individuals and groups. Also to ensure ways of allowing recognition for challenging work, prestige, security, and status.
- To have continual high morale and good human relations by establishing and improving conditions and facilities within the organization.

- To improve the human assets by providing training programmes on a continual basis.
- To try to effect socio-economic change in areas such as unemployment, underemployment and inequality by distributing income and wealth. Added employment opportunities for women and the disadvantaged will also be impacted in a positive way.
- To offer opportunities for expression.
- To ensure that the organizational leadership works in a fair, acceptable, and efficient manner.
- To ensure a good working atmosphere and employment stability by having proper facilities and working conditions.

3. Outline the main objectives of recruitment process in an organization.

- The main objectives of the recruitment process, once the need to recruit has been established, are to attract and secure qualified individuals, whose skills fit company values, from outside an organization in order for them to become part of the organization. When recruiting for an organization one should seek out the most qualified individual that suits the need of the organization both for immediate needs as well as potential future objectives. Also to bring individuals into the organization that have different perspectives that can contribute to innovation and bring with them new ideas. But simply hiring an individual is not enough to ensure they will stay. A culture within the business should be developed that not only encourages an individual to join an organization but also one that retains people within the organization.

4. What is the difference between training and development?

Training is generally short term where employees are usually provided instruction on a specific task or topic to perform a certain function.

Development is generally a longer term goal where an employee, over time, is usually provided with multiple training sessions on varied topics , guidance, and resources in order to broaden their skillset.