

FACULTY OF JURIDICAL SCIENCES

Lecture-2



Scope of Human Resource Management

1. Personnel Aspect

Human Resource Planning – It is the process by which the organization identifies the number of jobs vacant.

Job Analysis and Job Design – Job analysis is the systematic process for gathering, documenting, and analyzing data about the work required for a job. Job analysis is the procedure for identifying those duties or behavior that defines a job.

Recruitment and Selection – Recruitment is the process of preparing advertisements on the basis of information collected from job analysis and publishing it in newspaper. Selection is the process of choosing the best candidate among the candidates applied for the job.

Orientation and Induction – Making the selected candidate informed about the organization's background, culture, values, and work ethics.

Training and Development – Training is provided to both new and existing employees to improve their performance.

Performance Appraisal – Performance check is done of every employee by Human Resource Management. Promotions, transfers, incentives, and salary increments are decided on the basis of employee performance appraisal.

Compensation Planning and Remuneration – It is the job of Human Resource Management to plan compensation and remunerate

Motivation – Human Resource Management tries to keep employees motivated so that employees put their maximum efforts in work.

2. **Welfare Aspect** – Human Resource Management have to follow certain health and safety regulations for the benefit of employees. It deals with working conditions, and amenities like - canteens, crèches, rest and lunch rooms, housing, transport, medical assistance, education, health and safety, recreation facilities, etc.

3. **Industrial Relation Aspect** – HRM works to maintain co-ordinal relation with the union members to avoid strikes or lockouts to ensure smooth functioning of the organization. It also

covers - joint consultation, collective bargaining, grievance and disciplinary procedures, and dispute settlement

Objectives of Human Resource Management

- **Organizational Objectives**

In an organization, HRM's objective is to maintain a competent workforce. How? By planning, recruiting, selecting, training, and developing the human resources for the organization's growth, expansion, and survival.

Another critical organizational objective of HRM includes facilitating other departments and helping them function smoothly. The action-oriented nature of human resource management assists an organization in achieving its goals. As an HR manager, you should ensure the effective utilization of human resources to help the organization reach its goals.

- **Functional Objectives**

Human resource management is responsible for coordination within and among different functional departments of the organization. It organizes and allocates the resources to achieve business objectives effectively.

The objective of HRM is to provide every functional department with employees who possess the required set of skills and knowledge. To fulfill this very nature of human resource management, HR managers must ensure the timely completion of functions by the workforce. Moreover, it is important to continuously provide employees with opportunities and direct them toward the organization's goals.

- **Societal Objectives**

HRM is responsible for ensuring compliance with society's legal and ethical standards at every level of the organization. The activities of HRM should be socially responsible and fulfill society's needs, demands, and challenges. Therefore, HR managers must ensure that the available resources are used for society's benefit.

To achieve this objective, HR managers develop programs that meet employees' psychological, social, ethical, and economic needs. Some examples of these programs include equal opportunities, compensation and benefits, and community relations. By fulfilling the societal objectives of employees, HRM aims to motivate and retain productive employees.

- **Personal Objectives**

Employees' long-term association and commitment with an organization depend on their ability to achieve personal goals. Therefore, HRM stresses the importance of fulfilling employees' personal objectives and increasing their contribution to the organization.

To prevent employee performance deterioration, HR managers must help the workforce create a work-life balance. They should also be provided with adequate training and feedback on their performance. Why? Because it helps employees identify weak areas and rectify them.