

## **BASIC PRINCIPLES OF HUMAN RESOURCE (HR) MANAGEMENT**

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**Abstract:** Human resource management involves creating personnel policies and procedures that support business objectives and strategic plans. Central to this mission is fostering a culture that reflects core values and empowers employees to be as productive as possible.

**Keywords:** Management, Staff, Motivation, Organization, Salary.

**Introduction.** HR functions can vary depending on industry, businesses size and the types of workers employed. In most cases, the primary objectives are to acquire and cultivate talent and improve communication and cooperation among workforce members. Other key human resource management functions include:

### **Job analysis**

Determining the skills and experience necessary to perform a job well may make it easier to hire the right people, determine appropriate compensation and create training programs.

### **Workforce operations**

Creating health and safety policies, responding to employee grievances, working with labor unions, etc., can help support regulatory compliance.

### **Performance measurement**

Evaluating performance is important because it not only fosters employee growth through constructive feedback, but also serves as a guide for raises, promotions and dismissals.

### **Incentive programs**

Recognizing achievements and rewarding high performers with bonuses and other perks is a proven way of motivating employees to take ownership of business objectives.

### **Professional development**

From orientation to advanced educational programs, employee training serves to improve productivity, reduce turnover and minimize supervisory needs.

HR professionals generally are tasked with creating and administering programs that improve workplace efficiency and employer-employee relationships. Within this broad assignment are several different, but critical responsibilities, such as:

### **Staffing**

Staffing a business or an individual department requires a number of key steps. Hiring managers must first determine how many new employees the budget can support, then find and interview qualified candidates, and finally, make selections and negotiate compensation.

### **Developing workplace policies**

If it's determined that a new or revised policy is needed, HR professionals typically consult with executives and other managers, write the supporting documentation and communicate it to employees. Policies may cover vacations, dress codes, disciplinary actions and other types of workplace protocol.

### **Administering pay and benefits**

In order to attract and retain talent, compensation must meet industry standards and be comparable to what other employees in similar roles are being paid. Creating such a fair pay system requires careful consideration of an employee's years of service with the business, experience level, education and skills.

### **Retaining talent**

Compensation isn't the only thing that retains talented employees. HR managers may need to proactively address issues with workplace environments, organizational culture and relationships between employees and supervisors.

### **Training employees**

When employees develop new skills, they tend to be more productive and satisfied with their job. Some of the training programs typically run by HR departments include team-building activities, policy and ethics education, and on-the-job instruction and skills, e.g. how to run a machine or computer program.

### **Complying with regulations**

Laws that affect the workplace – whether they're related to discrimination, health care or wages and hours – are constantly evolving. HR professionals are required to keep up with these changes and notify the rest of the organization in support of compliance.

### **Maintaining safety**

Safety in the workplace means protecting not just the physical health of employees, but also their private information. To minimize workers' compensation claims and data breaches, HR must implement security measures and ensure that all federal, state and union standards are met.

While human resource management is important to all businesses, the stakes may be higher for smaller organizations. For example, one incompetent employee in an office of 10 people can be much more detrimental than one in a workforce numbering in the thousands. To improve their people processes, small business owners generally can:

- ✓ Assess current operations to determine if new hires are needed or if existing employees and production methods can be utilized more effectively.
- ✓ Take an active role in the recruitment process and write job descriptions that match prospective talent to business needs.
- ✓ Create an employee handbook or an official document that clearly outlines company policies.
- ✓ Provide continuing education opportunities as needed by the particular industry.
- ✓ Maintain a work environment where employees are treated fairly and can be productive.

HRMS are designed to meet the core needs of HR and turn basic administrative functions into critical enablers of business value. With the aid of these people-centric, data powered solutions, HR managers may be able to:

- ✓ Improve their hiring processes
- ✓ Manage people more effectively
- ✓ Optimize workforce productivity
- ✓ Engage and retain employees
- ✓ Eliminate costly redundancies
- ✓ Make data-driven decisions
- ✓ Maintain regulatory compliance

Small businesses might have limited resources and a smaller workforce compared to larger companies, making HRM more difficult to implement. However, HRM principles and capabilities can be advantageous for small businesses in the following ways:

- ✓ Effective hiring. Small businesses can use HRM practices to identify and attract the right talent, ensuring each employee contributes significantly to the company's success.
- ✓ Compliance. Employment laws apply to businesses of all sizes. HRM can help small businesses navigate the complex legal landscape, reducing the risk of costly legal issues.
- ✓ Employee development. HRM encourages investment in employee development, which can give small businesses a competitive advantage. Carefully designed training and development programs enhance employee skills and contribute to the company's growth.
- ✓ Conflict resolution. Small teams are especially vulnerable to conflicts and disruptions. HRM practices provide structured methods to address and resolve conflicts and maintain a harmonious work environment.
- ✓ Retention and engagement. HRM helps small businesses with close-knit work cultures foster employee engagement and loyalty, reducing turnover and recruitment costs.
- ✓ Strategic planning. HRM aligns HR strategies with business goals, ensuring every HR initiative contributes to the company's strategic plans.
- ✓ Scalability. As small businesses grow, their HR needs evolve. HRM practices can scale to accommodate changing workforce requirements and the demands of new organizational structures.

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