***ID # 15029 kalsoom HRM***

***ANS OF QUESTION NO #1***

 ***HRM(human resources management) is important to***

***all mangers despite their various function because of the following***

* *Low attraction rate*

* *Effective training*
* *Avoid unfair labour practices*
* *Have she/her company take to court*
* *Govt action against company on unsafe practices*
* *To avoid personal mistakes*
* *Useless interviews*
* *Poor training*
* *Hair the wrong person for the job*
* *Avoid legal action for any discrimination*

***ANS OF QUESTION NO# 2***

* ***Recruitment/Hiring***

*Hiring is a process which brings pool of prospective candidates who can help organization achieve their goals2.*

* ***Job Analysis & Design***

 *job design includes outlining tasks, duties and responsibilities into a single work unit to achieve certain goal.*

* ***Performance Appraisal***

*Checking and analyzing employee performance*

* ***Training & Development***

 *Training and development also prepares employees for higher level responsibilities.*

* ***Employee Welfare***

*This function takes care of numerous services, benefits and facilities provided to an employee for their well-being*

* ***personal Research***

 *It is performed to keep a check on employee opinion about wages, promotions, welfare activities, satisfaction and other key issues.*

* ***Personal Record***

*This function involves recording, maintaining and retrieving employee related information including employment history, work hours, etc.*

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***ANS OF QUESTION NO #3***

* Today's human resources professionals manage more moral ethical and legal responsibility s than even before beyond compensation and benefits HR team are now tasked with challenges like fostering diversity in the workforce addressing issues of health and safety initiatives are part of a strategic approaches to HRM health and safety is being used as part of companys overall strategy for talent retention .overall objectives and loss time prerention awareness of safety does not come naturally we all need to be trained to work safely.

*Managing safety is the responsibility of every supervisor from the first line supervisor to the chairman of the board.*

* ***Employees privacy :*** *medical records HR professionals have access to a lot of confidential information about employees .by making sure paperwork and electronic systems are secure you can rest easy that your company information is protected.*

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