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**PROGRAM: BBA/6TH SEMESTER**

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**SUBJECT: HUMAN RESOURCE MANAGEMENT**

**Q1**

**[Answer]:** Because it saves managers time and effort and confirms that all the offers are being made to the most acceptable candidate for the job, and also no manager wants to see the following mistakes in his/her organization.

* **Hiring the wrong person for the job**
* **Employees not giving their best**
* **Poor results**
* **Court actions**
* **Useless Interviews**
* **High Turnover**
* **Wasting Resources**
* **Uncomfortable Employees** (employees unfair and inequitable salaries)
* **Potential Losses** (due to lack of training)

**Q2**

**[Answer]: Operative functions of HRM**

**1. Recruitment/Hiring: Hiring is process of searching for prospective employees and stimulating them to apply for the jobs in the organization. When more employees apply for the job then there will be scope for recruiting best candidates.**

**2. Job Analysis & Design**: Describing nature of the job like qualification, skills, work experience required for specific job position is another important operative task.Because Job design includes outlining tasks, duties and responsibilities into a single work unit to achieve certain goal.

**3. Performance Appraisal**: Can be described as the process by which organizations evaluate the performance of their employees on their jobs.

**4. Training & Development**: When employees are being train by an organization they can develop new skills and to get more knowledge related to their job to perform their tasks much more efficiently. Training and development can also prepare employees for bigger responsibilities in higher level.

**5. Salary Administration**: Function of HRM in which they pay their employees for different types of jobs including giving them bonus medical compensations etc.

**6. Employee Welfare**: HRM also take care of employees by providing them beneficial services and facilitates services to make sure they are well being etc.

**7. Maintenance**: Minimizing the employees turnover and maintain organization best performer employees for the organization. This is the main key to maintain best employees within organization.

**8. Labor Relations**: Labor relations regards to the workforce were people work within a trade union. Employees in such empire create union/group to voice their decisions affectively to the higher management.

**9. Personal Research**: Is a vital part of human resource management. Checking that is your employee happy about wages, promotions, work condition, leadership, or not.

**10. Personal Record**: This function involves recording, maintaining and recover employee related information including employment history, work hours, earning history etc.

**Q3**

**[Answer]: Health and Safety:**

 Ethically Health and safety is an integral part of any organization `s work. It`s their part of operations to protect their employees, clients, property, and also to protect Environment and the public.

* We have studied this in class that companies should provide health and safety to their employees because they are leaving their own dreams and trying to achieve the company`s goals. An organization has to provide the basic securities to their employees.

**Example:** If a person is working in pharmaceutical company so the company has to provide him/her proper gloves and mask etc

**Privacy Issues**

Any human being who is working with any organization has their personal life. All employees need the organization to directly or indirectly protect their personal life. This personal life includes things like the religious, political and social beliefs etc.

There are many ethical issues in HRM that are related to health and safety, restructuring and layoffs and employee responsibilities. A debate is still going on whether some activities are ethically permitted and why some are not.