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Question no: 1

Why is Human Resource Management important for all Managers?

Answer:

Human resource management:

Human Resource Management (HRM) is the term used to describe formal systems devised for the management of people within an organization. The responsibilities of a human resource manager fall into three major areas: staffing, employee compensation and benefits, and defining/designing work. Essentially, the purpose of HRM is to maximize the productivity of an organization by optimizing the effectiveness of its employees.

Human Resource Management important for all Managers:

Managers don’t want to make personnel mistakes, such as hiring the wrong person, having their company taken to court because of discriminatory actions, or committing unfair labor practices.

HRM can improve profits and performance by hiring the right people and motivating them appropriately. It is also possible you may spend some time as an HR Manager, so being familiar with this material is important.

Human resource management is important for all manager because no manager want to

* It is important because No manager wants to hire the wrong person for the job
* Experience High turn over
* Find employees not doing their best
* Have his company taken to the court
* It is important for manager to avoid personal mistake
* It is also important for manger to improve profit and performances
* It is important for manager because no manager wants any unfair labor practices

Question 2:

Write briefly about operative functions of HRM.

Answer:

Operative functions:

The operative functions are those tasks or duties or functions which a company entrusts to the human resource or personnel department.

1. Recruitment/Hiring: Hiring is a process which is used to hire candidates who can help organization achieve their goals and allows managements to select right candidates
2. Job Analysis & Design: It’s the process of study and collecting of information relating to operation and responsibility of a specific job
3. Performance Appraisal: The process which is used for checking and analyzing employee performance it is another important function which human resource management has to perform
4. Training & Development: The function which allow employees for acquiring new skills to perform their job effectively and perform their work with higher responsibility
5. Salary Administration: The function which is determine pays for different jobs which include compensation bonuses and benefits etc.
6. Maintenance: The function which Minimizing employee turnover and sustaining best performing employees within the organization.
7. Motivation: Employees work in the organization for the satisfaction of their needs. In many of the cases, it is found that they do not contribute towards the organizational goals as much as they can. This happens because employees are not adequately motivated. The human resource manager helps the various departmental managers to design a system of financial and non- financial rewards to motivate the employees.
8. Personnel Records: The human resource or personnel department maintains the records of the employees working in the enterprise. It keeps full records of their training, achievements, transfer, promotion, etc. It also preserves many other records relating to the behavior of personnel like absenteeism and labor turnover and the personnel programs and policies of the organization
9. Compensation: This function is concerned with the determination of adequate and equitable remuneration of the employees in the organization of their contribution to the organizational goals. The personnel can compensated both in terms of monetary as well as non-monetary rewards.
10. Separation: Since the first function of human resource management is to procure the employees, it is logical that the last should be the separation and return of that person to society. Most people do not die on the job. The organization is responsible for meeting certain requirements of due process in separation, as well as assuring that the returned person is in as good shape as possible. The personnel manager has to ensure the release of retirement benefits to the retiring personnel in time.

Question 3:

From Ethical point of view in HRM, discuss employees’ health and safety and privacy issues.

Answer:

Privacy issues: Any person working with any organization is an individual and has a personal side to his existence which he demands should be respected and not intruded. The employee wants the organization to protect his/her personal life. This personal life may encompass things like his religious, political and social beliefs etc. However certain situations may arise that mandate snooping behaviors on the part of the employer. For example, mail scanning is one of the activities used to track the activities of an employee who is believed to be engaged in activities that are not in the larger benefit of the organization. Similarly there are ethical issues in HR that pertain to health and safety, restructuring and layoffs and employee responsibilities. There is still a debate going on whether such activities are ethically permitted or not. Layoffs, for example, are no more considered as unethical as they were thought of in the past.

Health and safety issues: Under the law employers are responsible for health and safety management. The following provides a broad outline of how the law applies to employers. Don't forget, employees and the self-employed have important responsibilities too. It is an employer's duty to protect the health, safety and welfare of their employees and other people who might be affected by their business. Employers must do whatever is reasonably practicable to achieve this .This means making sure that workers and others are protected from anything that may cause harm, effectively controlling any risks to injury or health that could arise in the workplace. Employers have duties under health and safety law to assess risks in the workplace. Risk assessments should be carried out that address all risks that might cause harm in your workplace. Employers must give you information about the risks in your workplace and how you are protected, also instruct and train you on how to deal with the risks. Employers must consult employees on health and safety issues. Consultation must be either direct or through a safety representative that is either elected by the workforce or appointed by a trade union.