**IQRA National University**

**Department of Business Administration**

**Spring- Semester 2020 (Online Assignment)**

**Course Title: HRM**

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**Instruction: Submit back the answers in MS Word file with your name and id.**

Question 1:

**Why is Human Resource Management important for all Managers? (10)**

**Ans:** Human resource management is the process of acquiring, tanning, compensating the employees and performance management. It deals with the safety wellness, benefits, employee’s benefits and training. HRM plays an important role in managing staff at the work place. HRM is important for all the managers because it helps benefiting employees and organization. Managers don’t want to make some personnel mistakes like:

You don’t want to:

* Hire the wrong person for the job.
* Experience high turnover
* Have your people not doing their best
* Waste time with useless interviews
* Have your company taken to court because of discriminatory actions
* Have your company cited under federal occupational safety laws for unsafe practices
* Have some employees think their salaries are unfair and inequitable relative to others in the organization
* Allow a lack of training to undermine your department's effectiveness
* Commit any unfair labor practices

That’s why HRM in every organization and for every manager is important.

Question 2:

**Write briefly about operative functions of HRM. (10)**

**Ans:** Following are the operative functions of HRM:

**Recruitment/Hiring**

Hiring is a process which brings pool of prospective candidates who can help organization achieve their goals and allows managements to select right candidates from the given pool.

**Job Analysis & Design**

Describing nature of the job like qualification, skill, work experience required for specific job position is another important operative task. Whereas, job design includes outlining tasks, duties and responsibilities into a single work unit to achieve certain goal.

**Performance Appraisal**

Checking and analyzing employee performance is another important function that human resource management has to perform

**Training & Development**

This function allows employees to acquire new skills and knowledge to perform their job effectively. Training and development also prepares employees for higher level responsibilities.

**Salary Administration**

Human Resource Department also determines pays for different job types and includes compensations, incentives, bonus, benefits etc. related with a job function.

**Employee Welfare**

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

**Maintenance**

Minimizing employee turnover and sustaining best performing employees within the organization is the key.

**Labor Relations**

Labor relation is regards to the workforce who work within a trade union. Employees in such domain form a union/group to voice their decisions affectively to the higher management.

**Personal Research**

Research is a vital part of human resource management. It is performed to keep a check on employee opinion about wages, promotions, work condition, welfare activities, leadership, employee satisfaction and other key issues.

**Personal Record**

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

Question 3:

**From Ethical point of view in HRM, discuss employees’ health and safety and privacy issues. (10)**

**Ans:** all the employers are ethically required to provide the health and safety at workplace for their employees. HRM plays an important role in ensuring employee’s health and safety as they know the workplace, the employees and their job demands ensure that employees fulfill their health and safety responsibilities as outlined in the organizational policies and programs. To give their employees’ health insurance and proper safety gadgets for the labor like helmets, rubber shoes, glasses, and lab coat etc. in case of big corporations that produce the large items the health and safety for their staff may involve the right footwear, shades and ear protectors. Ethical dilemmas may occur in the course of the work largely because there may be occasions when there are conflicts of interest and loyalty derived from the different roles of them. The best way to solve these dilemmas is to prevent them from arising in a first place. But if it is not possible management understanding of professionals will help them to improve the working relationship and professional results of these staffs. Management should also be aware of the guidelines been developed by the health and safety professionals of the organizations. In the instance when answer to ethical questions cannot be solved.