

*Human Resource  
Management*

## *Table of Content*

INTRODUCTION .....	1
TASK 1.....	1
P1 Purpose and functions of HRM, applicable on workforce planning and resourcing .....	1
P2 Strength and Weakness of different approaches to recruitment and selection .....	2
TASK 2.....	4
P3 Benefits of different HRM practices within an organization for employer and employee.....	4
P4 Effectiveness of HRM practices in terms of raising organizational profit and productivity .....	6
TASK 3.....	7
P5 Importance of employee relations in respect to influencing HRM decision-making.....	7
P6 Key elements of employment legislation and its impact upon decision-making.....	7
TASK 4.....	8
P7 Application of HRM practices in work-related context using examples.....	8
CONCLUSION.....	9
REFERENCES .....	10

## **INTRODUCTION**

Management of personnel resources is a kind of strategic framework for managing people effectively in an organization in order to support the business to gain a competitive advantage. However, it plays a major role in enhancing the performance of employees in the workplace by conducting several development programs and motivational sessions (Alfes and et. Al., 2013). Therefore, this assignment is going to cover the aspects of HRM in managing employees or overall staff members to promote business towards its goal attainment. Initially, the project is outlining the scope and functions of HRM by throwing some lights on the recruitment process or methods of personnel for filling the vacant position of an entity. Moreover, the project is also outlining the advantages of various HRM practices for employees and employers by applying it in the workplace in order to show work-related examples of practices.

### **TASK 1**

#### P1 Purpose and functions of HRM, applicable on workforce planning and resourcing

Human resource management is all about maintaining coordination between staff members or employees to attain prior set targets within a given duration. An entrepreneur of a business always thinks before appointing the HR manager because the main responsible of the HR executive is to manage organizational employees and they are the greatest asset for an enterprise. Therefore, the foremost purpose of HRM is to reduce the possibilities of emerging personnel issues by resolving it as soon as possible for maximizing business performance. As per the report of the U.S, employees are leaving the job just because of dissatisfaction in the workplace due to the lack of compensation, presence of improper working life, absence of career growth, and off course due to job insecurity (Armstrong and Taylor, 2020). Thus, the primary purpose of HR executives to ensure that they invest money in the right people to reduce the possibilities of future complications such as; hire only eligible candidates and the person who is having a potentiality to deal with the environment of an existing business. It means that the foremost purpose of HRM is to ensure that their team can hire only skilled and qualified individuals who are suitable for the required position for safeguarding the wastage of business money and time. Hence, this kind of purpose can only have achieved by the HR team through effective workplace planning because prior planning or strategy designing aids in overcoming the future minutes' errors by directing entire group members towards the right direction.

Additionally, the HRM department is also performing suitable functions to support an enterprise in performing its operational activities by giving suitable or eligible candidates. Some of the major functions of HR are discussed as follows-

***Recruitment and selection-*** It's a procedure in which a team of HR is going to be involved in a formal process for hiring eligible candidates by conducting various activities such as; capturing, screening, and choosing potential as well as a talented employee. However, the main objective of this process is to grab qualified candidates according to set criteria for specific business positions. For example, if an enterprise is requiring a marketing manager then they will surely consider some special elements such as; experience in the marketing field, post-graduation from the marketing department, having any experience or not, way of communicating, and how to handle a team (Belbin, 2011).

***Orientations-*** It's a fundamental step through which the company is going to support newly hired employees by making them familiar with the new environment through introductory activities. In fact, the orientation program is considered as a major function of HRM through which the executive can introduce the job profile such as; job description, role, and the relationship of position with other employees henceforth. Simply, it provides an appropriate explanation to the employee about his/her active role in an enterprise.

***Managing relations of employees-*** Human resource is considered as a major pillar of an enterprise and the concept of maintaining positive employee relationships is seen as the most eminent function of HRM. Mainly, management aids in organizing the activities through which HR executives get aware of the personal as well as a professional level of an employee and try to ensure that every employee is having a positive relationship with the firm (Boxall and Purcell, 2011).

## P2 Strength and Weakness of different approaches to recruitment and selection

Recruitment and selection are topmost job roles of HR managers for filling the vacant position of an association by considering necessary elements such as; qualification of candidate, background, talent, potentiality, capability, and many more via suitable procedures. However, recruitment means appointing any individuals but furthermore specific or potential person is going to select from a large pool of talent. There are three different types of approaches that are present for recruiting and selecting the best candidate to fill the vacant position of an association (Bratton and Gold, 2017).

- Internal
- External
- Third-party approach

**Internal approach-** As per this method, an organization is going to fill the position by internal initiatives such as; promoting subordinate to the position of supervisor, transferring one manager from one branch to another, and through personal referrals. These methods are not requiring heavy funds because they incurred via internal channels without much effort. Some of the major strength and weakness of the internal framework is discussed as follows-

<b>Strength</b>	<b>Weakness</b>
<ul style="list-style-type: none"> <li>• Less expensive</li> <li>• The requisite minimum period</li> <li>• It doesn't require maximum members.</li> <li>• No need for any planning</li> <li>• Provides success opportunity to the existing employees.</li> </ul>	<ul style="list-style-type: none"> <li>• Vacant the other position in case of promotion.</li> <li>• In the case of hiring a close relationship then the supervisor is not able to take strict actions against if he/she is performing the functions.</li> <li>• Create a possibility of disputes amongst colleagues.</li> <li>• Limitation in choices and selection process.</li> </ul>

**External approach-** In this framework, an organization is going to hire new employees from the external environment by publishing advertisements into outside markets such as; newspapers, advertisements via TV, article, and henceforth. This method permits HR managers to reach a wider audience in external surroundings by the use of modern technology like posting on social media for grabbing the attention of talented candidates (CHUANG and Liao, 2010). At the same time, this method is also having few strength and drawbacks which is detailed below-

<b>Strength</b>	<b>Weakness</b>
<ul style="list-style-type: none"> <li>• Maximize chances for the HR team.</li> <li>• Provide fresher skills</li> </ul>	<ul style="list-style-type: none"> <li>• Limit understanding of the firm.</li> <li>• Risk is high</li> </ul>

<ul style="list-style-type: none"> <li>• Qualified candidates have come from the external environment.</li> <li>• An appropriate level of competition.</li> <li>• Generating creative thoughts in business.</li> <li>• Absence of intrinsic politics.</li> </ul>	<ul style="list-style-type: none"> <li>• Consuming maximum time.</li> <li>• Expensive process</li> <li>• Sometimes invites unusual candidates.</li> <li>• Sometime demoralize the existing employees due to the presence of competition.</li> </ul>
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**Third party approach-** As per this method, the company will use a third party agency for hiring candidates and involve in a legal contract with a recruitment agency. In fact, numerous agencies have emerged in the market for supporting other entities in identifying the best candidate from the marketplace as per their requirement (DeCenzo, Robbins and Verhulst, 2016).

<b>Strength</b>	<b>Weakness</b>
<ul style="list-style-type: none"> <li>• Provide the best options for filling the vacant position by screening the overall capabilities of an individual.</li> <li>• The skills of a candidate are going to test at the initial level and sometimes personality test too.</li> <li>• Increase the level of competition in the marketplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Expensive process because of the recruiter company genuinely requisite fees for their services.</li> <li>• Absence of control.</li> <li>• Communication problem.</li> <li>• Consuming maximum duration due to the involvement of a third party.</li> <li>• Possibilities of misunderstanding between firm and candidate because of the presence of a mediator.</li> </ul>

## **TASK 2**

### P3 Benefits of different HRM practices within an organization for employer and employee

HRM team involved in conducting various practices for the development of employees and employers in distinct circumstances. Simply, practices of HR are designed by an organization for developing the team personally as well as professionals such as; boosting their

morale to perform set objectives in a defined way. However, there are various practices which are beneficial for employees and employer in distinct ways that are described as follows-

<b><i>HRM practices</i></b>	<b><i>Employer</i></b>	<b><i>Employees</i></b>
<b><i>Performance related bonuses</i></b>	These members are also known as supervisors and responsible to assist their subordinates in the right direction by using their talents. Therefore, if they are acquiring performance-related bonuses then they can use this as an advantage while motivating juniors and feels motivated too (Guest, 2011).	Employees can use a performance bonus as a step towards promotion and feel special in the workplace by getting bonuses.
<b><i>Training programmes</i></b>	Training helps employers in enhancing their knowledge for performing their assigned job role in the best way and become more successful through which their subordinates will consider them as a role model. Hence, it's the best growth of any employer.	Training events polish the knowledge of employees as they get aware of their assigned job and easily perform it in a better way.
<b><i>360-degree performance management feedback system</i></b>	An employer is responsible to handle various situations while acting as an employer due to which 360-degree feedback system is supporting them in identifying their weakness and improve it as soon as possible (Harzing and Pinnington, 2010).	On the other hand, employees are using a feedback system for their further growth by knowing about hidden loopholes.
<b><i>Flexible working hours</i></b>	Flexible hours are advantages for employers in building a positive relationship with their subordinates which supports them while handling juniors during work pressure.	This can provide a gap for employees from work pressure through which they can reduce their stress level and regain energy for a further job role.

P4 Effectiveness of HRM practices in terms of raising organizational profit and productivity

HRM practices are the most useful approaches for business in enhancing the profit of an enterprise by encouraging staff members in the right direction so that they get succeeded in maximizing productivity level. The personnel of an enterprise are a foremost asset that played a major role in accomplishing business activities that leads to the overall growth (Jackson, Schuler and Jiang, 2014). There are various types of practices are present which are useful for employees in improving their business performance such as;

<i><b>HRM practices</b></i>	<i><b>Employer</b></i>	<i><b>Employees</b></i>
<i><b>Performance related bonuses</b></i>	Employers can use the performance-related bonus as a motivational element and get encouraged to perform various complex activities for increasing business productivity which automatically increases the profit level too.	Bonus to employees is also beneficial for them as they come to realize their importance in business and tries to give their best for improving the performance of an organization.
<i><b>Training programmes</b></i>	Training is organized to polish the knowledge of employers through which they come to aware of the modern methods of teaching subordinates to increase organizational productivity (Jiang and et. Al., 2012).	Employees use training to complete their assigned job roles for maximizing the business profit level.
<i><b>360-degree performance management feedback system</b></i>	Feedback from overall sides aids employer to get update about their existing weakness and overcome it as soon as possible for reducing the level of future loss.	Employees also use this as a development and try to eliminate the identified drawback in next performance.
<i><b>Flexible working hours</b></i>	Helps in maintaining a positive relationship between employers and employees through which supervisor can motivate their juniors to maximize	Employees use flexible hours as a stress buster and attend various entertainment events to get back to the work with full energy so that

	the profit level of an association through their outstanding performance.	they get succeeded in raising business productivity (Noe and et. Al., 2015).
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### TASK 3

#### P5 Importance of employee relations in respect to influencing HRM decision-making

In this modern world, employees are playing a crucial role in managing business activities and handled various complex activities to maximize the business profit level by performing a job role as per management direction. Thus, every entrepreneur tries to come up with various programs and conducting several effective plans for improving the relationship between employees because it influences the decision-making process (Sparrow, Brewster and Chung, 2016). Somehow, companies need to build positive relations with employees due to several reasons which are discussed as follows-

- Reduce the possibilities of conflicting situations by maintaining positive connectivity with staff members and make them satisfied with several necessary services.
- Managing complex activities by maintaining a collaborative work environment to attain set targets.
- Minimize the levels of confusion and misunderstanding from employees through positive relations.
- Create a positive environment through which employers can motivate other subordinates towards the right path.
- Positive relation of design an effective system and maintain proper management in the workplace.
- Maintain transparency levels across the workplace.
- Positive relation with employees presents multiple ideas in the workplace through which the management team can build creativity in business.
- Maintaining long term relationship with employees which reduce the possibilities of future recruitment cost.

#### P6 Key elements of employment legislation and its impact upon decision-making

Legal bodies have enacted distinct laws, norms, and provisions for protecting the rights of staff members from wrongful conduct which influences the decision-making process too.

Employees are a significant aspect for the corporate world due to which legitimate bodies have introduced useful provisions such as-

- **Employment Rights Act 1996-** According to this law, an organization needs to provide the best success opportunity to its staff members and protect from unfair dismissal, offer family-friendly leave, and many more.
- **National Minimum Wage Act 1998-** As per this approach, an organization is responsible to provide minimum wage to their staff members such as; legal bodies have imposed that from 1st April 2019 minimum wage for employees is almost £ 8.21 for those members who are under the age of 25 henceforth (Wright and McMahan, 2011).
- **Maternity and Parental Leave etc. Regulations 1999-** This law enforces an organization to provide parental leave to all the employees of an entity to make them feel comfortable.
- **Health and Safety Act 1974-** According to this rule, an association has to ensure they can provide a safe environment to their staff members for reducing the possibilities of accidental situations such as; threats from fire, technical issues, improper electric management, infrastructure issue and many more. Therefore, a firm has to make sure that they can use qualitative material for infrastructure development in order to reduce the possibilities of future accidents.

All the above laws are influencing the decision-making process of an organization and need to consider legal regulations while designing business policies to cope up with legitimate regulations.

#### **TASK 4**

##### P7 Application of HRM practices in work-related context using examples

HRM practices are useful in this modern environment for business because it aids association in designing positive work culture through which an enterprise can attain its set targets. There are various circumstances which show that the application of HRM practices is useful in the enhancement of business position and build positive relations with customers as well as staff members (Wright and McMahan, 2011).

<i>HRM Practices</i>	<i>Application Example</i>
<i>Training programmes</i>	The marketing team of ALDI is conducting training programs for assisting sales executives to increase sales performance by 10%

	<p>with the help of various modern methods.</p> <p>Using on the job training to enhance their knowledge about marketing activities through genuine experience.</p> <p>Encourage to use social media for grabbing the minds of domestic as well as foreign consumers.</p> <p>Understanding the viewpoints of customers by conducting marketing campaigns for knowing about their choices or preferences</p> <p>Conducting a marketing campaign for analysing the position of rivalries.</p>
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According to the above example, it has been understood that training programs are one of the most useful practices of HRM through which an enterprise has enhanced the knowledge of staff members to attain the set targets of the marketing team. It shows that applying practices of personnel development genuinely works very effectively in the workplace because it supports entities in motivating staff members through the effective accomplishment of HRM practices.

## **CONCLUSION**

From the above report, it has been summarized that HRM is playing a very significant role in managing the personnel department of an enterprise by making several suitable plans or strategies. Thus, the entire project has shown that companies have distinct activities such as; appreciation programs, motivational events, training, imposing employment legislation to preventing staff members, and many more. This shows that the HR team is genuinely indispensable for the company's success and to enhance the performance of employees by taking suitable initiatives in personnel progress. Somehow, the project has proven that HRM functioning is the most indispensable element that requisite for the progress of human resources as well as to maintain their consistency level with business.

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