

**HUMAN RESOURCE  
MANAGEMENT:  
FINDING AND KEEPING  
BEST EMPLOYEES**



# What Is **HR (HRM)** ?



The process of determining human resource needs and then **recruiting** ,**selecting**,  
**developing** ,**motivating**, **evaluating**,  
**compensating**, and **scheduling** emlyees to  
achieve organizational goals.

<https://youtu.be/o-LKhdu7mX4>

# Five setps in human resource planning

## 1. Preparing a human resource inventory of the organization's employees.

Def: This inventory should include ages, names, education, capabilities, training, specialized skills, and other relevant information  
(such as languages spoken).

It reveals whether the labor force is technically up-to-date and thoroughly trained.

## 2. Preparing a job analysis.

Def: It's necessary in order to recruit  
and train employees with the necessary skills to do the job.

The results of job analysis are two written statements: job decriptions and job specifications.

# Five setps in human resource planning

## 3. Assessing future human resource demand

Def: Because technology changes rapidly, effective human resource managers are proactive ; that is ,they forecast the organization's requirements and train people ahead of time or ensure trained people are available when needed.

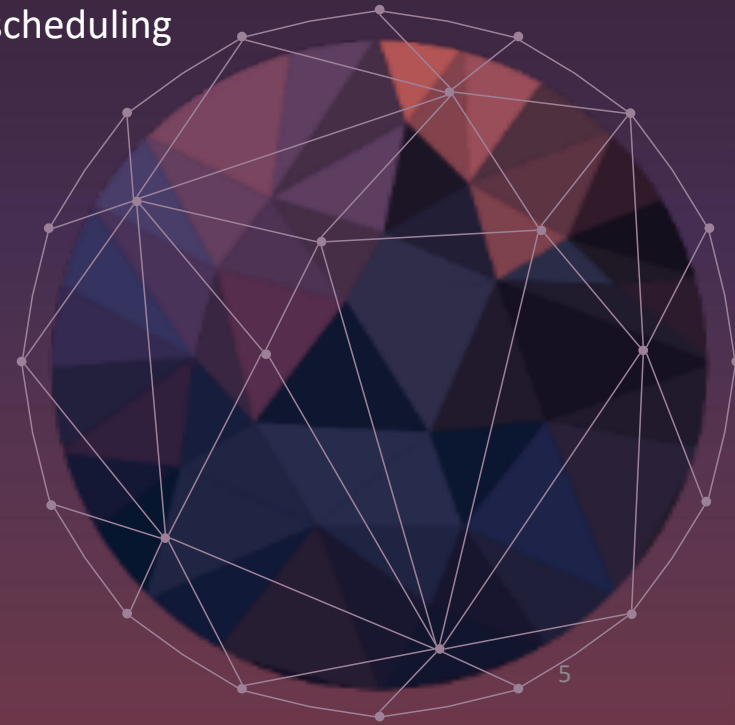
## 4. Assessing future labor supply .

Def: The labor force is constantly shifting :getting older; becoming more technically oriented, attracting more women .Some workers will be scarcer in the future, like assembly-line workers.

# Five steps in human resource planning

## 5. Establishing a strategic plan.

Def: The human resource strategic plan must address recruiting, selecting, training, developing, appraising, compensating, and scheduling the labor force .



# Six steps in selecting employees

## Selecting

**Def:** The process of gathering information and deciding who should be hired ,under legal guidelines,to serve the best interests of the individual and the organizaion.



# Six steps in selecting employees

1. Obtaining complete application forms
2. Conducting initial and follow-up interviews
3. Giving employment tests
4. Conducting background investigations
5. Obtaining results from physical exams
6. Establishing trial (probationary) periods

# Management development

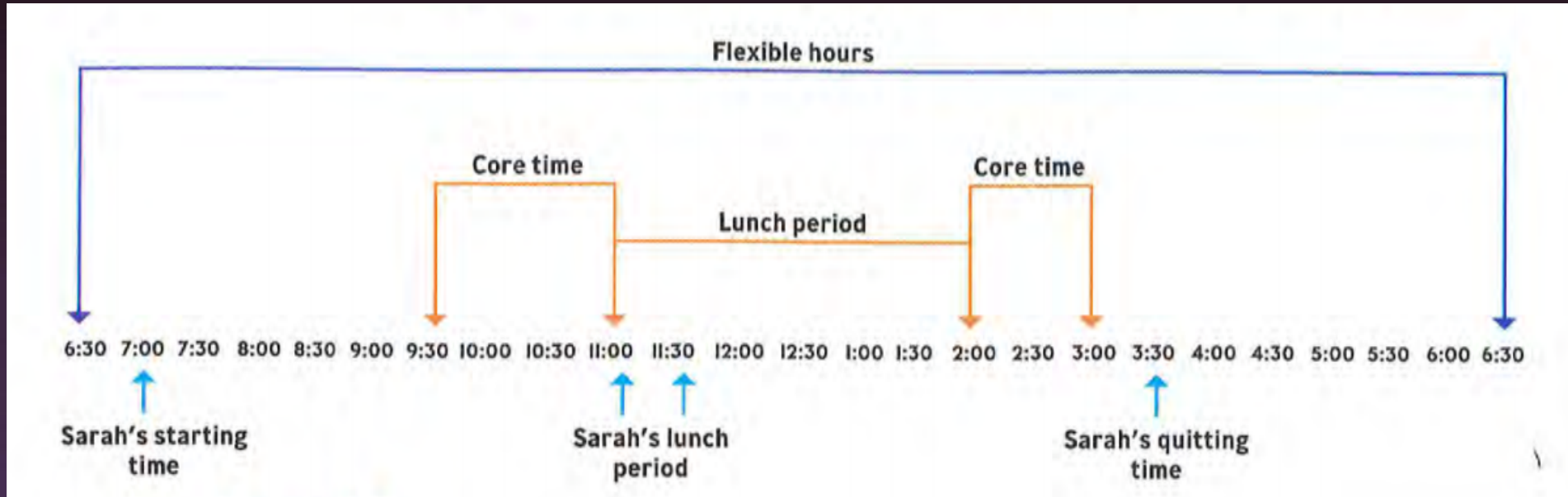
Def: The process of training and educating employees to become good managers, and then monitoring the progress of their managerial skills over time.

- **On-the-job coaching**
- **Understudy positions**
- **Job rotation**
- **Off-the-job courses and training**





# Flextime plans



## Flextime plans

Def: Work schedule that gives employees some freedom to choose when to work , as long as they work the required number of hours or complete their assigned tasks.



## corn plans

Def: In a flextime plan, the period when all employees are expected to be at their job stations.



**Eg:**



According to Huawei employees, although Huawei does not have an open regulation to encourage employees to work overtime, Huawei has been creating conditions to make employees happy to work overtime.

First of all, Huawei deposits 120\$ for each employee's card, as a monthly meal and shopping expenses within the company. If the employee works overtime at 8:30 in the evening, they can get a free nightingale. After the company worked overtime until 10:30 in the evening, the company could reimburse the employee's taxi fare.



**Eg:**



Therefore, "70% or more" employees will automatically work overtime until 8:30. Another reason is that there are many college graduates in the company. They usually do not have a lot of entertainment activities, and a large number of male employees are also single, so many people will automatically work overtime until 8:30. The extra working hours they have can be used as accumulated holiday time.

In addition, Huawei rented a house or hotel around the company for some employees, so that employees are close to the company and it is easy to go home after work. At the same time, each department also has some own exercise programs, such as badminton, tennis, football, etc. Huawei also has hospitals and gyms in the company, which also provides great health protection for employees.

## Q: 1. What are the **Five** steps in human resource **planning**?

1. Preparing a human resource inventory of the organization's employees.
2. Preparing a job analysis.
3. Assessing future human resource demand
4. Assessing future labor supply .
5. Establishing a strategic plan .

## 2. What are the **Six** steps in **selecting employees** ?

1. Obtaining complete application forms
2. Conducting initial and follow-up interviews
3. Giving employment tests
4. Conducting background investigations
5. Obtaining results from physical exams
6. Establishing trial (probationary) periods

**THANK YOU FOR YOUR ATTENTION**