



## HUMAN RESOURCES

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### ABSTRACT

Human resources (HR) is the division of a business that is charged with finding, screening, recruiting, and training job applicants. It also administers employee-benefit programs. HR plays a key role in helping companies deal with a fast-changing business environment and a greater demand for quality employees in the 21st century.

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A human resource is one person within a company's overall workforce, with each person lending their skills and talents to the organization to help it succeed. Any person willing to trade their labor, knowledge, or time for compensation in an effort to improve the organization is a human resource. It doesn't matter if they're part-time, full-time, freelance, or contract employees.

An HR department is an essential component of any business, regardless of an organization's size. It is tasked with maximizing employee productivity and protecting the company from any issues that may arise within the workforce. HR responsibilities include compensation and benefits, recruitment, firing, and keeping up to date with any laws that may affect the company and its employees.

Beginning in the 1980s, there was a push for strategic initiatives within HR departments. This movement was based on research related to the impact of employee-related issues on a firm's long-term business success.

Collectively, these strategies are sometimes referred to as human resource management (HRM) strategies. HRM is a comprehensive approach to managing employees and an organization's culture and environment. It focuses on the recruitment, management, and general direction of the people who work in an organization.

An HR department that adopts HRM strategies typically plays a more active role in improving an organization's workforce. It may recommend processes, approaches, and business solutions to management.

Google is one example of an organization that has adopted a more active approach to employee relations through its HR department. The company offers many employee





perks. The company headquarters has a wide range of facilities for employees, including wellness centers, roller hockey rinks, and horseshoe pits.

A human resources department is focused on the recruiting and retention of employees within a company. HR typically finds, hires (and fires), and trains employees. It oversees employee relations. It manages benefit programs. It's the place an employee goes with questions about their position at the company, to address concerns, and to air grievances.

There are numerous, important human resources functions carried out by an HR Department. Five well-known types of these responsibilities could include:

- Recruiting, hiring, and onboarding new employees
- Handling employee compensation and benefits
- Offering employee job/career development
- Addressing work-related issues of individual employees
- Developing policies that affect a working environment company-wide

The goal of human resources is to use a company's people most effectively. Human resources might deal with issues such as:

- Compensation and benefits
- Recruiting and hiring employees
- Onboarding
- Performance management
- Training
- Organization development and culture

These areas each contribute to employee satisfaction and performance. By attending to these different concerns, human resources can ensure a high-functioning and effective workforce, which in turn helps the company reach its goals and objectives more efficiently.

The human resources department also ensures the company is adhering to labor regulations and works to keep the environment free from harassment and other impediments to a strong workforce.

Many of the functions of a human resource may in some cases be executed by non-human resources. In other words, robots or computers sometimes replace human employees, especially in hazardous conditions or for repetitive tasks. This is called automation, and it can greatly improve efficiency.

For example, you may often find robots on production lines, such as for cars. Automating certain parts of the production can increase production speed, but humans are still needed for some tasks, especially those that involve critical thinking. Human resources functions may also be executed by specialized departments or staff.





Instead of a general human resources manager, there may be a compensation and benefits manager, a training supervisor, or an employee recruitment specialist. Such specialization allows for greater efficiency and, often, improved profitability.

A human resources manager has various functions in a company[4]

- Determine the needs of the staff/personnel.
- Determine whether to use temporary staff or hire employees to fill these needs.
- Determine dos & don'ts.
- Recruit and/or interview the best employees
- Train employees and upgrade their learning knowledge.
- Supervise the work.
- Evaluate the work.
- Establish 'Discipline work culture' in the organization.
- Avoid politics in the office.
- Apply 'HR Software' for the ease of work in the organization.
- Manage employee relations. If there are unions, perform collective bargaining.
- Prepare employee records and personal policies.
- Manage employee payroll, benefits, and compensation.
- Ensure equal opportunities.
- Deal with discrimination.
- Deal with performance issues.
- Ensure that human resources practices conform to various regulations.
- Motivate employees.
- Mediate disputes.
- Disseminate information in the organization so as to benefit its growth.

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