**HUMAN RESOURCES**

Name: Bright Shitandi

Course: Degree of Bachelors of Education Science

Professor:

Date:12-02-2025

Human resources (HR) refers to a set of people who make up the workforce of an organisation, industry or economy. They manage the people who work in an organisation . A narrower concept is human capital, the knowledge and skills which the individuals command. Similar terms include manpower, labour, or personnel. The various functions of the human resource department are as follows:

The department is responsible for recruitment and selection process. This involves identifying and attracting potential candidates for job openings within a company. This is done fairly based on each candidate’s capability to avoid bias and corruption. The process of finding potential candidates may be done through use of job boards, career websites, social media and employee referrals.

Another job carried out by the human resource department is training and development. They provide employees with necessary skills and knowledge to perform their roles effectively through programs and courses. This can also include outside sources that provide the information and skills that employees need. When developing the training programs, mandatory and voluntary opportunities are considered. Laws may require training on sexual harassment education, other training may focus on individual career goals or the company’s needs.

The department ensures performance management by evaluating employee performance against set goals and providing feedback to improve their work. Employee relations are also catered for through managing workplace issues, conflicts and grievances between employees. Employee relations includes everything a company does to create a healthy work environment and encourage positive employee relationships.

Compensation and benefits are also ensured by establishing g and administering employee salary structure and benefits packages like health insurance and retirement plans. They ensure vacation and sick time are accounted for .The HR professionals ensure the employees receive the correct salary and access the benefits they want. They process payroll or work with an accounting department or third party company that distributes paychecks.

Moreover, the department does on boarding which deals with introducing new employees to the company culture, roles and responsibilities through a structured process. This includes collecting payroll and benefits administration paperwork, direct deposit forms and any other documents the company needs. In addition new hire materials such as orientation packets or company handbooks outlining company policies are prepared.

This workforce also works to its best to ensure compliance by ensuring the company adheres to all relevant employment laws and regulations. This helps avoid factors that may lead to the business being banned ensuring it grows for the benefit of all.

Regular management is also one among the important functions of the HR department. This job ensures that the current files and databases are up to date. They also ensure succession planning by identifying and developing potential future leaders within the organisation to fill key positions when employees leave. By doing this the activities in the company are run smoothly even in the absence of the frequent members .

Lastly, the workforce fosters employee engagement through providing a positive work environment where employees feel valued and motivated to perform well. They are responsible for workforce planning in that they have to anticipate future staffing needs and strategically managing the workforce to meet the organisation’s needs.

In the process of performing their daily activities for the well being of the employees, the people in the human resource department also face challenges that hinder their normal functioning as a department. They may experience a challenge finding qualified candidates in a competitive market , particularly for specialised roles and ensuring a smooth on boarding process.

A challenge in employee retention is also a common one especially in rapidly changing industries. Creating an inclusive workplace culture that values perspectives and backgrounds addressing potential biases in hiring and promotion practices is also a challenge. This is because in most cases, a workplace is made up of people from all walks of life and from various races.

Providing ongoing training and development opportunities to upskill employees and prepare then for future roles is also a challenge in that some employees may not fully become experienced from the training yet it was fully arranged for. Also there might be difficulties in finding courses and programs to help the employees.

In the process of identifying and nurturing future leaders within the organisation may be a challenge because some employees may feel despised since not all will have to be chosen. This might cause disunity among the employees , feeling that others are favoured. Nevertheless, leaders have to be chosen to ensure succession planning.

To work as a human resource professional, you need to have certain important skills for the success of your work. You need to have the quality of active listening which helps you pay attention to important details and show employees that you value their time. You need to have analysis skills because you often use data to evaluate recruiting methods and employee performance.

Administrative skills are necessary for food organisation, data entry and a capability to juggle multiple tasks simultaneously. One has to have communication skills because you spend considerable amount of time talking to people in interviews , training sessions and conversations. Training skills are also necessary because one may need to deliver training sessions for adults including new and existing employees. To use a computer and operate word processing documents, spreadsheets and databases, you need technical skills.

The various types of jobs in HR range from administrative support roles and HR generalist positions to human resources management(HRM) and specialist jobs like benefits coordinator and labour relations specialist

In conclusion, in the human resource department roles, you must be a company culture ambassador. You might work with the company’s management to develop an organisational structure and culture that supports the company’s goals. You also act as a liaison between employees and managers to ensure that appropriate communications exist between all parties.

References

“ A handbook of Human Resource Management Practice” by Michael Armstrong.

“Fundamentals of Human Resource Management” by Robert N. Lussier and John R. Hendon .

Human Resources Management- 3rd Edition: Written by Debra Patterson and published in 2023 by Fanshawe college press books.

Human Resource Management, Binder Ready Version 3rd Edition: Written by Raymond .J, Greg L. Stewart and Kenneth G Brown and published by Willey.