**TASK: what are human resources?**

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Human resources is the department in charge of all employees and employee related operations. Human resources department takes care of all the organizations most valuable asset; its employees. Human resource department exist to add value to an organization by providing objective guidance to managers and employees on people related matters.

The human resources perform the following functions;

* Recruiting, hiring and retaining talent.
* Employee engagement
* Performance engagement
* Compensation and Benefits
* Development and training
* Risk management
* Audits and legal compliance

**Recruiting candidates**

Human resource must analyze the market and set a competitive salary range before promoting available positions on any number of platforms. Human Resource professionals will screen applications and resumes before deciding which candidate should move forward in the hiring process

**Hiring employees**

Human resource managers are usually in charge of performing background checks, onboarding new employees and explaining payroll, benefits and company policies. There is a considerable amount of paperwork and administrative responsibility involved in the hiring process.

**Retaining talent**

Human resource is also partially responsible for employee retention**.**

**Employee engagement**

The importance of setting up two-way dialogue and engagement between employees and Human Resource cannot be overstated. Encouraging employees to discuss concerns or report a situation ensures that a problem can be worked through.

Some human resources activities that can build a rapport and trust among leadership, management and employees:

1. Sharing successes and failures
2. Organizing company-wide gatherings
3. Recognizing individual and group achievement
4. Mediating conflicts among employees

**Compensation and Benefits**

Calculating fair compensation rates and putting together a comprehensive list if benefits is a big part of Human Resource manager’s job. The goal is to create a competitive and attractive offer that aligns with candidate experience.

**Development and training**

Human resource is also responsible for providing training session that align with the organization ‘s strategic goals and legal responsibilities.

**Risk management**

While risk management is not sole responsibility of Human Resource professionals. They play an important role in the process. Examples of how HR department mitigates organizational risk include:

Implementing measures to maintain and increase diversity.

Accurately tracking, updating and protecting employee records.

Investigating complaints and allegations of harassment, racism, favoritism and sexism.

Working with IT to ensure data and sensitive records are secure and private.

**Audits and legal compliance**

The laws on matters such as labor, benefits, fair compensation, hiring and firing are complex. According to society of human resource management most lawsuit can be traced to issues related to hiring, performance management, employee discipline or termination.

**HUMAN RESOURCE JOBS**

Types of jobs in human resources range from administrative support roles and HR generalist positions to management and specialist jobs like benefits coordinator and labor relations specialist. Here are some typical jobs you can find in HR:

* **Benefits administrator:** Assist new employees as they select benefits and current employees when they update their selection
* **Employee relations manager:** Help leaders build with employees, address employee concerns, and resolve disputes between employees and company leadership.
* **Human resources assistant:** Support Human Resource management with administrative tasks like recording information, processing documents, and communicating with applicants.
* **Human resources director:** Supervise the Human resource department, oversee orientation and training programs, and monitor compliance with labor laws.
* **Human resources generalist:** Manage or oversee Human resource operations in small companies, including hiring and onboarding new employees, overseeing compensation and benefits, and maintaining compliance.
* **Human resources information system (HRIS) analyst:** Manage and monitor technology used in the Human resource department.
* **Labor relations specialist:** Assist with the collective bargaining process, review data related to employee contracts, and oversee the grievance process.
* **Recruiter:** Find qualified candidates to fill open positions
* **Training and development specialist:** Develop and conduct training programs for employees.

**SKILLS TO WORK AS A HUMAN RESOURCE**

To work in human resources, you need a combination of workplace and technical skills, such as communication and talent management systems. The specific skills you need may vary depending on the job you want.

* **Active listening:** You will likely find it helpful to practice active listening skills, as it can help you pay attention to important details and shows employees that you value their time and perspective.
* **Analysis:** HR professionals often use data to evaluate recruiting methods and employee performance. Being able to interpret this data can be helpful.
* **Administrative:** Good organization, data entry and analysis skills, and capacity to juggle multiple tasks simultaneously can be helpful in HR jobs.
* **Communication:** In an HR role, you spend a considerable amount of time talking to people in interviews, training sessions, and conversations. You also will likely write many emails, handbooks, and other documents.
* **Training:**You may need to develop and deliver training sessions for adults, including new and existing employees.
* **Technical skills:** The specific technical skills you need depend on the company you work for, but being able to use a computer and operate word processing documents, spreadsheets, and databases tend to be helpful in most companies.

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