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**human resouces**

HR

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**HUMAN RESOURCES**

1. **Introduction**

Every organization is functionally established with various mandates, goals and objectives. However before any establishment, there must be items listed or must critically ring in the mind while evaluating resources necessary to make the above obligations met. Other than facilities such as capital, machineries, building/offices, stationeries, furniture among others assets, there comes an organization’s most valuable asset – the employees.

1. **Definition of Term**

The manpower and human functionality falls under the human resources (HR) and involves procuring, developing, managing and maintaining competent workforce to achieve an optimal output.

HR is responsible for finding, hiring, overseeing employee relations, training employees, and managing benefit programs.

1. **Organization structure**

Establishments set human resources departments capacitated with personnel tasked with management known as the human resources management (HRM). It’s vital function is to maximize employees productivity as well as protecting the work-force related issues of an organization.

The department can provide a structure to efficiently run the organization to achieve necessary target through development of policies and procedures.

1. **Discussion of the human resources**

Individual human skills, knowledge, experience and ability forms the vast of the human resources. These compositions bring about creativity and innovation that thrust organizations forward.

Have you ever wondered why some organizations are more reputable than the others? Or why some football teams perform more than the others? Or perhaps why some countries are developed than the others? Well, the truth lies with the developed and prioritized human resources. In order to come up with good human resources practices that helps in attracting and retaining best people to capacitate an establishment, there are categorically key functional areas that must first be looked at. These include;

1. **Selection and recruitment**

* The objective of this process is to relay to the general public or private entities the types and number of open positions within an organization to be filled. This is the most visible aspect of an organization to those outside since an organization declares vacant positions for application. It normally involves hiring of outstanding talents that fits the selection criterion. Through hiring, an organization sets allocations in form of funds to facilitate the advertisement, application requirements, shortlisting, selection and salaries/wage payments.
* Once advertisement is made, a competitive market merit based assessment is done and candidates that meet the specification in terms of education qualification and work experience requirement are shortlisted.
* The unqualified candidates can either be notified or declaration made during the application process to bring to their attention that only shortlisted candidates will be contacted. The shortlisted applicants are then scheduled for interviews followed by onboarding of the most suitable qualified candidates.
* Officers appointed to the positions are then issued with a letter of appointment/offer specifying the terms and conditions of service. A letter of appointment states particulars of employment which includes the name and address of the employee, job title, date of commencement of appointment, terms and duration of employment, place of work, remuneration, terms and conditions of employment and terms of separation.

1. **Performance management**

* This is the process of improving performance through feedbacks, reviews, goal-setting and tracking.
* The management clearly defines the performance expectations and set collaborative goals that embraces teamwork amongst employees. Having in mind that employees cannot hit invisible targets.

After assessing the organization’s goals, the employees are to stipulate their projections. Through this communication, the morale is boosted from criticisms thereby providing a constructive team building.

* Employees who are empowered and supported reach their full potentials to increase productivity. It is through performs that bring about promotions and other benefits to the productive individuals/teams.

1. **Learning and development**

* This part of human resources management is tasked with aligning employees’ performance with that of the organization.
* Those responsible for learning and development identifies inadequate knowledge and skill gaps among employees. The gaps may arise from a change in processes, new dynamic technology, or upcoming legal regulations. Training are developed and delivered to close such gaps. In this way, learning and development policies help employees to re-skill and up-skill, thereby offering opportunities for future organization growth.

1. **Compensations and benefits**

* Equitable and fair compensation is a critical aspect in attracting and retaining top talents. While compensation serves a vital role in offering negotiations and retentions, it is usually balanced with line plans, budgets and profit margins of organizations.
* The human resources policies and set standards based on compensation analysis both within the sector and across other markets on the globe are frequently reviewed.

1. **Succession planning**

* This is the process of developing contingencies in the event an employee resigns, separates or retires from the organization. For instance, a senior manager leaves/dies, having a ready replacement ensures continuity and saves opportunity costs.
* Succession planning is frequently based on talent pipeline and performance reviews. Building and nurturing a talent pipeline, developing leadership and management skills in all employees is an important task for both managers and human resources staff. This can take the form of learning and development opportunities or mentorship by a senior leader and exposure to different company departments.

1. **Conclusion**

Over time, there has been development of Human Resource Information Systems (HRIS) tools which carry out human resources programs and activities efficiently. HRIS supports all human resources functions discussed above. Performance Management tools can help evaluate and support employee performance, and a Learning Management System (LMS) helps monitor employee goals and records performance scores and ratings.

These basic functions are not mutually exclusive since HR is wide but interact and affect each other. Think of core processes of HR as links in a chain – strong management of each element contributes to the strength of the other process and employee experience as a whole. Collectively, these HR components enable employees across an organization to reach optimum performance while also establishing a culture of diversity recognition, ethnic and cultural neutrality, reward and transparency.

5. **Appendix**

HR – Human Resources

HRM – Human Resources Management

HRIS – Human Resources Information Systems

LMS – learning Management System

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