

5. Functions of HRD

1) Selection/Hiring and Recruiting

- One of the primary functions of the human resources department is to oversee hiring and recruiting within an organization.
- The department actively recruits, screens, interviews and hires qualified candidates for open positions.
- The department administers skills assessment and personality tests to match candidates with the right job within the company.
- The human resources department also develops employee handbooks that explain company policies and procedures to new hires.

2) Training and Development

- The human resources department handles the training and development of staff within an organization.
- It creates training programs and conducts training for new hires and existing employees.
- The human resources department also works in conjunction with department managers and supervisors to determine the training needs of employees.
- They are also responsible for contracts with training providers and monitoring training budgets.

3) Handling Compensation

- The human resources department is responsible for various aspects of employee compensation.
- The department typically handles employee payroll and ensures employees are paid accurately and on time, with the correct deductions made.
- Human resources departments also manage compensation programs that include pensions and other fringe benefits offered by the employer.

4) Job Evaluation and Merit Rating

- The human resources department manages all aspects of employee benefits, including health and dental insurance, long-term care or disability programs as well as employee assistance and wellness programs.
- The department keeps track of employee absences and job-protected leave, such as family medical leave.
- Human resources department representatives ensure employees receive the proper disclosures regarding benefit eligibility or if benefits are no longer available because of a layoff or termination.

5) Employee Relations

- The human resources department handles employee relations matters within an organization.
- Employee relations involve employee participation in different aspects of organizational activities.
- The department maintains the relationship between employees and management by promoting communication and fairness within the company.
- The department also handles disputes between employees and management, as well as disputes between the company and labour unions or employee rights organizations

6) Legal Responsibilities

- The human resources department is responsible for interpreting and enforcing employment and labour laws such as equal employment opportunity, fair labour standards, benefits and wages, and work hour requirements.
- The department also investigates harassment and discrimination complaints and ensures company officials remain compliant with United States Department of Labour regulations.

7) Recruitments

- Recruitment is the process of finding and hiring the best-qualified candidate from within or outside of an organization for a job opening in a timely and cost-effective manner. The recruitment process includes analysing the requirements of a job, attracting employees to that job, screening and selecting applicants, hiring, and integrating the new employee into the organization.

8) Training Strategies and Career Development

- The human resources department handles the training and development of staff within an organization.
- It creates training programs and conducts training for new hires and existing employees.
- The human resources department also works in conjunction with department managers and supervisors to determine the training needs of employees.
- They are also responsible for contracts with training providers and monitoring training budgets.
- Technology makes it possible for human resources professionals to train new staff members in a more efficient manner. This gives employees the ability to access on boarding and training programs from anywhere.
- This eliminates the need for trainers to meet with new hires face to face when completing necessary paperwork to start.

- Training in virtual classrooms makes it possible for the HR professionals to train a large number of employees quickly and to assess their progress through computerized testing programs.[]
- Some employers choose to incorporate an instructor with virtual training so that new hires are receiving training considered vital to the role.
- Employees can take control of their own learning and development by engaging in training at a time and place of their choosing, which can help them manage their work-life balance.
- Managers are able to track the training through the internet as well, which can help to reduce redundancy in training as well as training costs.
- Skype, virtual chat rooms, and interactive training sites are all resources that enable a technological approach to training.

6. Roles of HRD Professionals

Strategic Partner:

HR department as a whole and HR professionals have to become a strategic business partner in developing a highly effective organization by aligning the HR strategy with the business objectives.

Merger and Acquisitions Facilitator:

People integration is a complex issue. The success of M&A always depends on how well the HR issues and challenges are resolved after the merger takes place and how well HR professionals facilitate the process of M&As. There are also some major HR concerns that need to be dealt with before the merger actually takes place.

Diversity Manager:

Managing age diversity requires HR professionals to work on strategies that encourage the transfer of knowledge and experience between generations. Setting up mentoring programmes where older employees serve as mentors for younger employees, helps the firm in ensuring that skills are passed on to new managers.

Functional Expert:

HR professionals in the role as functional experts need to define and work on HR systems, structure, culture, processes, and procedures that need to be developed to move from present state to future state.

Talent Manager:

Talent management involves individual and organizational development in response to a changing and complex operating environment. It includes the creation and maintenance of a supportive, people oriented organization culture.

Performance Manager:

Performance management is the process of creating a work environment or setting, which enables people to perform to the best of their abilities.

Career Manager:

Career management involves understanding individual competencies, aspirations, personal goals, organizational requirements and person-job fit. HR professionals have a key role to play in future to manage and develop the career of employees.

The Conscience Role:

HR Manager reminds the management of their moral and ethical obligations towards employees.

The Counsellor Role:

He encourages the employees to meet him frequently for consultation and discussion of their mental, physical and career problems and at times even their family problems.

The Mediator Role:

He tries to settle disputes between labour and management as also those between an individual and a group. He is not only a peace maker but also serves as a liaison and communicating link.

The Spokesman Role:

He works as a spokesman for or as a representative of his organization. This he is able to do as he deals intimately with many key organizational activities and functions and has a better overall picture of his company's operations.

The Problem-Solver:

He is a problem-solver in respect of issues involving human resource management and overall long-range organizational planning.

Coach:

Coaching is providing feedback, usually to executives and managers, about how to reach their personal best in their organizational leadership role. In her/his capacity as “coach,” the Human Resources professional will do everything from active listening through providing test results that highlight a manager’s strengths and weaknesses.

Business coach usually works with high potential managers, the HR coach may work with every manager and supervisor at every level in the organization. This makes the Human Resources coaching role so challenging

Training and Development Specialist

Training and development managers and specialists conduct and supervise training and development programs for employees. Management recognizes that training offers a way of developing skills, enhancing productivity and quality of work, and building loyalty to the firm. Training specialists plan, organize, and direct a wide range of training activities.

Trainers conduct orientation sessions and arrange on-the-job training for new employees. They help rank-and-file workers maintain and improve their job skills, and possibly prepare for jobs requiring greater skill.

Compensation manager

Compensation managers conduct programs for employers and may specialize in specific areas such as position classifications or pay studies. Establishing and maintaining a firm's pay system is the principal job of the compensation manager . Assisted by staff specialists, compensation managers devise ways to ensure fair and equitable pay rates.

International Human Resources Managers

International human resources managers, who handle human resources issues related to a company's foreign operations. The international human resources manager may work worldwide in company operations, may help place staff returning from overseas assignments, may prepare staff members to work in various international operations, and may translate cultural and international customs for North American staff.

Employee Advocate

As an employee sponsor or advocate, the HR manager plays an integral role in organizational success via his knowledge about and advocacy of people. This advocacy includes expertise in how to create a work environment in which people will choose to be motivated, contributing, and happy.

Fostering effective methods of goal setting, communication and empowerment through responsibility, builds employee ownership of the organization. The HR professional helps establish the organizational culture and climate in which people have the competency, concern and commitment to serve customers well.