HUMAN RESOURCE MANAGEMENT (HRM)

Human Resource Management is a process that brings people and organizations together so that organizational and individual goals can be achieved. Human resource management can be defined as the art of procuring, developing, and maintaining a competent workforce to achieve the goal of an organization effectively and efficiently. In the present business environment, no business can exist without appropriate human resources. So, human resources management has become the main focus of every organization.



*Human Resource Management is defined by **Edwin Flippo** as "planning, organizing, directing, controlling of procurement, development, compensation, integration, maintenance and separation of human resources to the end that individual, organizational and social objectives are achieved."*

Benefits of Studying Human Resource Management

- Studying HRM helps in **acquiring a universal skillset.**

- Studying HRM leads to j**ob diversity.**
- Studying HRM gives a sense of **Job Satisfaction.**
- Studying HRM helps to **cope with the current developments in HR.**
- Studying HRM opens doors for many **opportunities.**
- Studying HRM helps in **mastering the art of conflict resolution.**
- Studying HRM helps in learning to **improve employee turnover.**
- Studying HRM helps in **budgeting and controlling.**

What will you do as an HR Professional?

- **Recruit Candidates:** Recruitment can be considered the principal function of the Human resource department. It is a process that includes sourcing, screening, and shortlisting. It refers to the process of identifying the staffing need and then filling it. The whole process includes identifying, attracting, interviewing, selecting, and onboarding the right candidates for the organization.
- **Hire the Right Employees:** This includes the final discussion with the candidate about salary, joining date, etc. Once the joining date is confirmed, the offer letter is released. In some cases, this step also includes background checks.
- **Process Payroll:** This includes handling compensation, taxes, expenses, bonuses, etc. An HR is responsible for handling expenses that need to be reimbursed, raises, bonuses, and taxes.
- **Conduct Disciplinary Actions:** HR professionals are responsible for conducting disciplinary actions in an organization. They are responsible for ensuring that employees follow the code of conduct in the workplace.
- **Update Policies:** Updating policies from time to time is the role of HR professionals. They need to update various policies related to leave, salary deductions, timings, etc., according to law and organizations's rules.
- **Maintain Employee Records: Maintaining** employee records is an important task which is performed by HR professionals. It includes the process of storing, filing, and organizing employee data collected during the employee lifecycle.

Human Resources Management Careers

1. Human Resources Assistant:

- Human resources assistant is an entry-level job in human resources administration.
- He/she is responsible for processing personnel and position actions in the human resources management system.
- Personnel actions include documenting personnel changes, such as hires, promotions, salary adjustments and terminations, whereas position actions include documenting changes to positions, such as reclassification to a new job title, changes to the pay grade for the position or eliminating a position.

2. Benefits Administrator:

- Another entry-level human resources management position is Benefits Administrator.
- This role is almost like a human resources assistant, which requires entering employee data into the human resources management system.

3. Payroll Specialist:

- Payroll specialists perform functions related to payroll.
- Payroll Specialists are responsible for all aspects of payroll, including managing employee deductions as well as processing payroll by the organization's payroll schedule and salary administration policies.

4. Training Coordinator:

- Developing and delivering employee training programs is done by training coordinators. Such programs are developed by following the directions of the training manager.
- Training can be both online and instructor-based employee. It includes specific company policies, supervisor development, technology training, and professional and personal development.

5. Compensation Specialist:

- A Compensation Specialist manages an organization's salary administration policies, including recommending and establishing pay and compensation plans for all job classifications.

- Job Description is also reviewed by them in order to ensure classification and compensation for the job are appropriate for the work employees are expected to perform.

6. Training Manager:

- A training manager is a person in an organization, who is responsible for establishing the training and education curriculum for employees.
- He/she is responsible for maintaining and training coordinators as well as volunteer instructors from within the organization.
- They are also responsible for managing resources for instructor-led training, such as securing facilities, and training materials and scheduling instructors, etc.

7. HRIS Specialist:

- An HRIS specialist is a person who is responsible for implementing, maintaining and supporting technology resources used for HRM.
- Software, like applicant tracking systems, performance management systems, payroll processing systems and content management systems assist HRIS Specialists.

8. Employee Relations Manager:

- An Employee Relations Manager is a person who is responsible for managing conflict between employees within the organization.
- Addressing employee grievances, mediating conflicts between employees, conducting exit interviews and assisting managers with building employee relationships are some of the common roles.

9. Benefits Manager:

- A benefits manager is a person who is responsible for designing and administering an organization's benefits package.
- Benefit packages include health insurance programs, retirement options, life insurance, tuition assistance, employee assistance programs and wellness programs to encourage a healthy workforce.

10. Human Resources Manager:

- A Human Resources Manager is a person in an organization who is responsible for coordinating, planning and overseeing functions of human resources management.
- He has extensive experience in the industry and is educated in best practices and applicable regulations for hiring, developing and retaining the human capital in an organization.