



YOUR GUIDE TO

HUMAN RESOURCE MANAGEMENT

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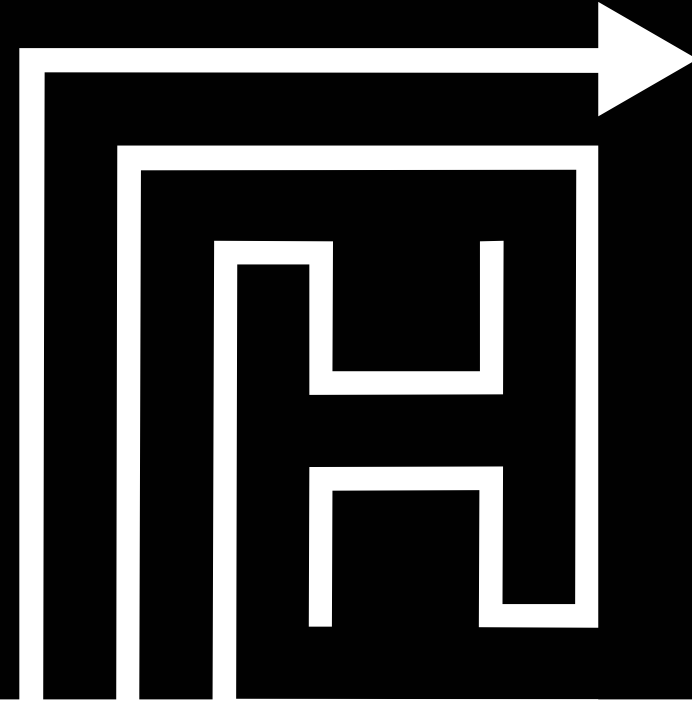


**WHAT IS HUMAN RESOURCE
MANAGEMENT**

HUMAN

RESOURCE

MANAGEMENT



The group of activities and responsibilities that make possible the roll out of the strategy to the operation through people, values, processes, behaviors and culture

HRM policies and practices should be consistent with the organizational strategy, environment, and capabilities

HUMAN RESOURCE MANAGEMENT

Refers to a set of processes, such as:

- Recruitment and selection
- Performance management
- Training and development
- Compensation and rewarding



02



JOB ANALYSIS

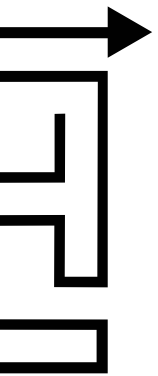
JOB ANALYSIS

The systematic process of collecting information used to make decisions about jobs. It identifies:

Tasks - basic element of work

Duties - one or more tasks that constitute a significant activity performed in a job

Responsibilities - one or several duties that identify and describe the major purpose or reason for the job's existence



03



RECRUITMENT AND SELECTION



RECRUITMENT

**The process of
generating a pool of
qualified candidates for
an available position**

RECRUITMENT AIMS

- To check present and future staffing needs
- To evaluate different labor pools
- To encourage self-selection
- To meet responsibility and legal and social obligations
- To increase organizational reputation
- To increase the success rate of the selection



Recruitment can address the internal or the external labor market

A modern office interior with a high ceiling, exposed ductwork, and long, linear pendant lights. Several people are seated at long, dark-colored desks, working on laptops. The desks are arranged in a grid pattern. The floor is a light-colored, polished concrete. On the left side, there is a large window with a view of greenery outside. A white, stylized graphic element, resembling a square with a right-pointing arrow, is overlaid on the left side of the image.

Examples of recruitment sources:

Referrals

Social media

Headhunting

Employment agencies



RECRUITMENT

Criteria to evaluate the effectiveness of recruitment sources

- Productivity (a big pool)
- Quality (of good candidates)
- Budget (at a low cost)
- Time (and fast speed)



SELECTION

**Making hire-no hire
decisions regarding
each applicant**

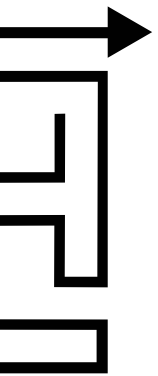
SELECTION AIMS

Obtaining appropriate information about an applicants and transforming information into a prediction about future behaviors

Organizations should screen applicants based on:

Person – job fit the skills and abilities of the person are consistent with the particular job requirements

Person – organization fit there is congruence between norms and values of an organization and values of an individual



04



**PERFORMANCE
MANAGEMENT**

PERFORMANCE MANAGEMENT

includes the identification, measurement , and management of human performance in organizations

Identification – what should I evaluate?

Measurement – how do I evaluate it?

Management – how do I make performance increase?



PERFORMANCE MANAGEMENT

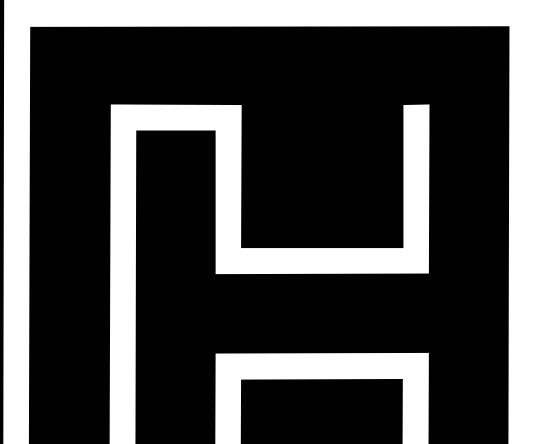
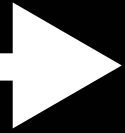
Should be a continuous effort rather than a spot activity

Should consider the causes of performance problems and empower workers to reach a solution



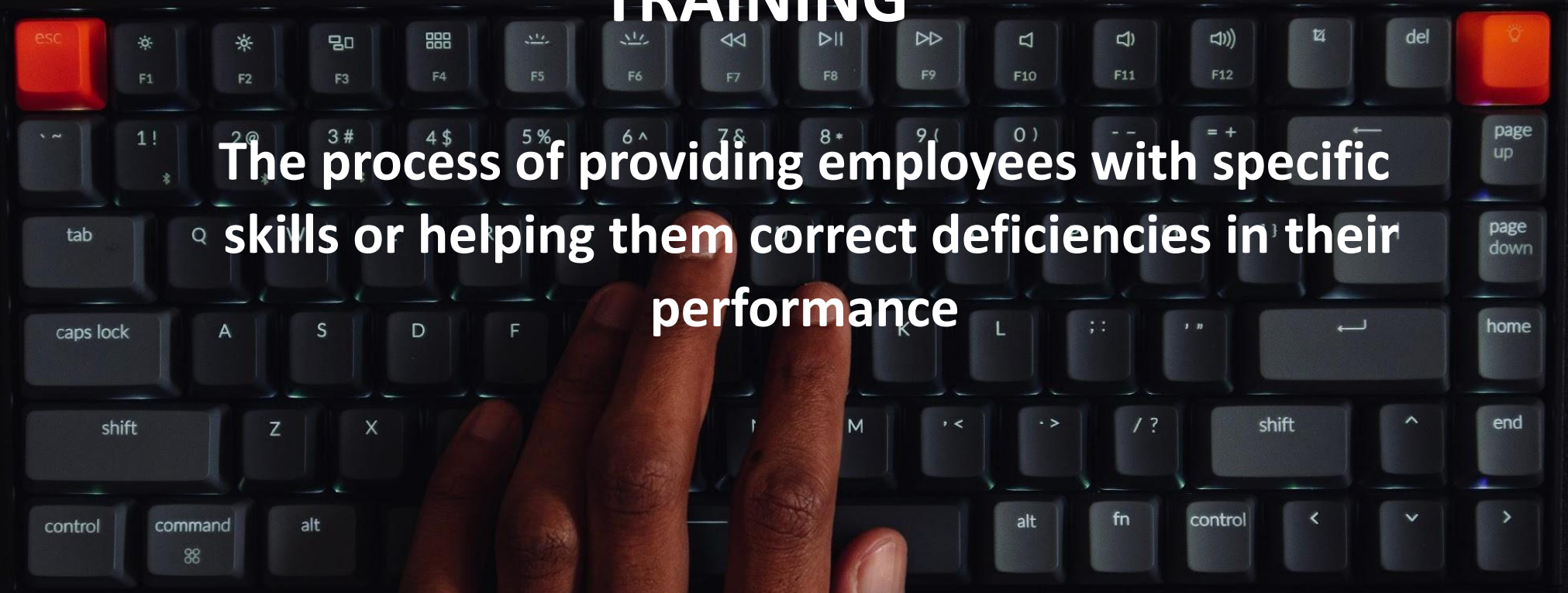
05

TRAINING



TRAINING

The process of providing employees with specific skills or helping them correct deficiencies in their performance





TRAINING

When providing training

1. Identify training needs
2. Design the training activity
3. Implement training
4. Evaluate the training effectiveness



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