CULTURAL HERITAGE

YOUR GUIDE TO

HUMAN RESOURCE MANAGEMENT

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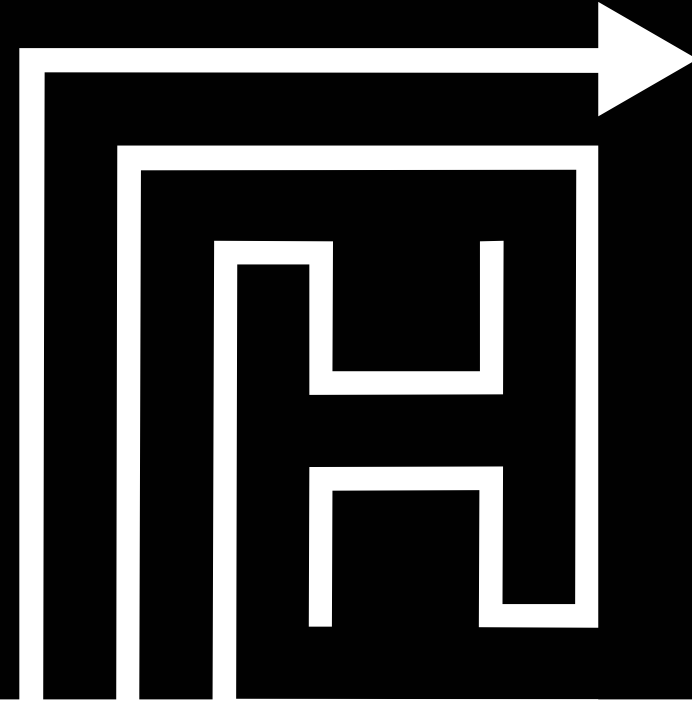Erasmus+ Programme
of the European Union

01

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
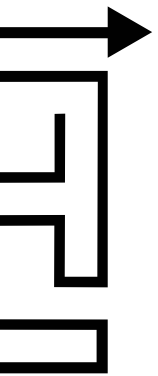
03

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

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
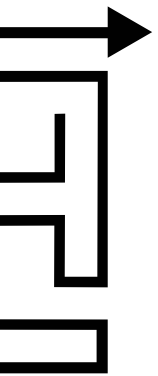
04

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

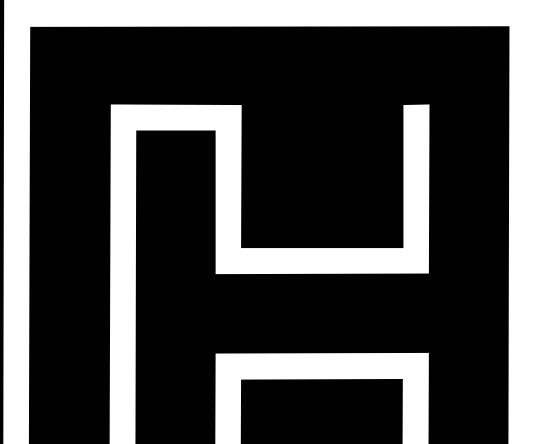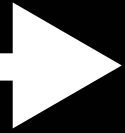Should be a continuous effort rather than a spot activity

Should consider the causes of performance problems and empower workers to reach a solution
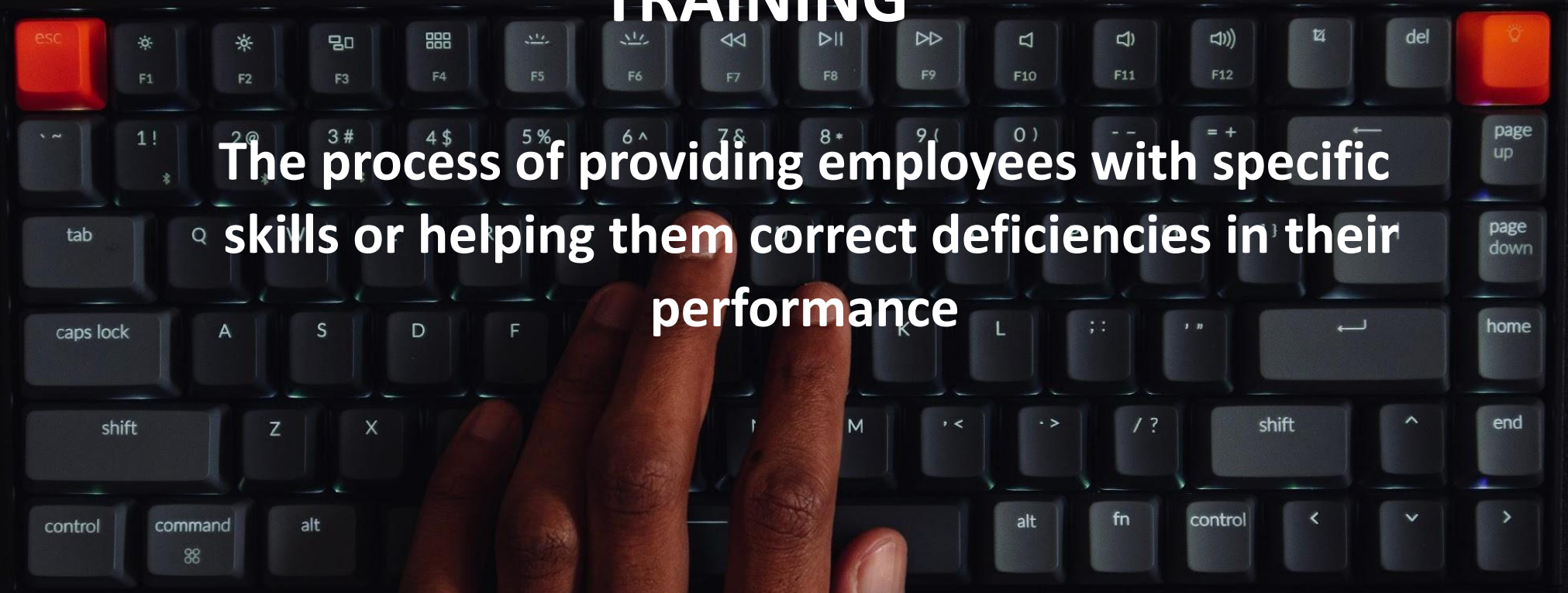
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05

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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