**Human Resource Management Resource**

Human Resource Management (HRM) is the management function of using and developing people within a business to meet its organizational objects, aims or mission (refer to CEO’s documents).

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| The roles of the HR manager include overseeing:   1. Roles and responsibilities 2. Recruitment 3. Training 4. Performance reviews 5. Welfare or wellbeing (motivation) of workers |

**1. Roles and responsibilities**

Roles and responsibilities of team members must be clearly defined in any business organization. Additionally, team members may have varying degrees of authority and responsibility. When listing roles and responsibilities the following should be included:

• Role – description of the portion of the project for which the member is accountable

• Authority – the level at which the member may make decisions, apply project resources, or make approvals

• Responsibility – the work a team member must perform to complete assigned work activities

• Competency – the skill(s) required to complete assigned project activities

**2. Recruitment**

Recruitment refers to the process of hiring suitable workers. Hiring the right people ensures that the business can function effectively. Before a business hires new workers, managers usually carry out a job analysis such as:

* Skills and training required to do the job
* Qualifications and personal qualities needed to carry out the job
* Rewards need to hire and keep the workers

**3. Training**

Training refers to the process of providing opportunities for workers to learn business-related skills and knowledge. Some jobs require constant training or updating of skills and qualifications. Other jobs only require basic training to be carried out (such as unskilled machine operators in a factory).

**4. Performance Reviews**

It is common for performance reviews to be carried out by a more senior member of staff to assess whether an employee is fulfilling his/her job based on the tasks and responsibilities.

**5. Welfare or wellbeing (motivation) of workers**

Staff motivation is important for attracting and keeping workers. Motivation means the desire, effort and passion to achieve something.

Ways to motivate workers:

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| Financial methods | Non-financial methods |
| * Salary * Wages * Fringe benefits (health insurance, subsidised canteen, etc) * Bonuses * Commission * Promotion | * Job rotation * Worker participation * Continuous professional development * Authority to make decisions |