

HUMAN RESOURCE PLANNING

HJMA

DEFINITION

Human resource planning is the process by which an organization ensures that it has the right number and kind of people, at the right place, at the right time, capable of effectively and efficiently completing those tasks that will help the organization achieve its overall objectives.

NATURE OF HUMAN RESOURCE PLANNING

- Well Defined Objectives
- Determining Human Resource needs
- Keeping Manpower Inventory
- Adjusting Demand and Supply
- Creating Proper Work Environment

PROCESS OF HUMAN RESOURCE PLANNING

Objectives of Human Resource Planning

Inventory of Human Resource Skills

Demand and Supply of Forecasting

Determine Net Manpower requirements

Redeployment Program and Redundancy Plan

Employment Program

Training and Development Program

Appraisal of Human Resource Planning

Need for Human Resource Planning

- **Replacement of Persons**
- **Labor Turnover**
- **Expansion Plans**
- **Technological Changes**
- **Assessing Future Requirements**
- **Training and Development of Employees**
- **Fulfill Individual Needs of the Employees**
- **Helps Formulation of Budgets**

Recruitment

Recruitment refers to the overall process of attracting, selecting and appointing suitable candidates for jobs within an organization, either permanent or temporary

Process of Recruitment

- **Requisition of Employees**
- **Identification of the sources of recruitment**
- **Invitation to interested people**
- **Preparing the list of deserving Applicants**

Methods of Recruitment

- Internal method
 - a) Transfer
 - b) Promotion

• *External Methods*

- a) Advertisement
- b) Employment bureaus
- c) Industry employees
- d) Industrial trainees and the apprentices
- e) Recommendations
- f) Educational Institutes
- g) Direct Recruitment

Internal Methods

Advantages

- Increase in morale
- Better selection
- Economical source
- Labor turnover is reduced
- Better labor management relations-

Disadvantages

- It stops entry of young blood
- Reduce the area of choice
- Encourages favoritism
- Difficulty in rapid growth-

External Methods

Advantages

- **Entry of young blood**
- **Wide field of choice**
- **Less chance of favoritism**
- **Rapid Growth**

Disadvantages

- **Decrease in morale of existing employees.**
- **Chances of wrong selection**
- **Expensive source**
- **Increase in labor turnover**

SELECTION

Selection is the process of picking or choosing the right candidate, who is most suitable for a vacant job position in an organization

Selection Process

- Preliminary Interview
- Receiving applicants
- Screening of applicants
- Employment tests
- Physical examination
- Checking References
- Final selection

JOB ANALYSIS

Job Analysis is a process to identify and determine in detail the particular job duties and requirements and the relative importance of these duties for a given job. Job Analysis is a process where judgments are made about data collected on a job

Types of Job Analysis

- 1. Job description.**
- 2. Job specification**
- 3. Job Evaluation**
- 4. Job Rotation**
- 5. Job Enrichment**

Process of Job Analysis

1. Organizational analysis
2. Selection of representative positions to be analyzed
3. Collection of job analysis data
4. Preparation of job description
5. Preparation of job specification

Uses of job analysis

1. Human resource planning
2. Recruitment
3. Selection
4. Placement and orientation
5. Training

Uses of job analysis

6. Counseling

7. Employee safety

8. Performance appraisal

9. Job design and redesign

10. Job evaluation.

Methods of Job Analysis

- 1. Observation Method**
- 2. Individual Interview Method**
- 3. Group Interview Method**
- 4. Structured Questionnaire Method**
- 5. Technical conference Method**
- 6. Diary Method-**

Limitations of Job Analysis

- 1. Lack of support from top management-.**
- 2. Only one method is used for collecting information**
- 3. The supervisor and the employee do not take part in the design of job analysis**
- 4. There is no training or motivation for employees**

Limitations of Job Analysis

5. Employees are not allowed enough time to complete the analysis
6. Activities may be distorted
7. There is failure to criticize information-
8. Employees fear