



Human resource management scops and Importance: A Review

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Abstract

Management of human resources (HRM) is the process of attracting and retaining employees through hiring, educating, and remunerating them. “Throughout the previous twenty years, HRM has seen a number of changes, making it an even more critical component of today's enterprises. Prior to the advent of HRM, the work of HR was limited to processing payroll and delivering birthday presents to employees, organising business trips, and ensuring sure forms were filled out properly. Ex-GE CEO and management expert Jack Welch sets up the new function of human resources management in a succinct way: It's time to say goodbye to the celebrations, birthdays, and registration paperwork... Keep in mind that HR matters even in the best of circumstances, but it is defined in the worst.

Key words: Human, resource, management, processing, company etc

Introduction

A company's strategic goals and objectives are met through maximising employee performance via HRM (Human Resource Management). People management in the context of HRM refers to policies and methods that help firms manage their workforce. Recruiting, selecting, onboarding, training, and developing personnel are all aspects of human resources management (HRM). This involves performance evaluations, enabling adequate remuneration and benefit arrangements, fostering positive employee relations with labour unions as well as taking care of employee welfare by adhering to labour regulations in the state or nation in which the company operates. Managing human resources is all about creating jobs and dealing with the people who hold them (employee). A person must be recognised in order to carry out their duties inside an organisation. In order to find the suitable individual for a given position, a job description (responsibilities and tasks) and specifications should be published (academic qualifications and physical qualifications). Candidates should be examined using the appropriate selection processes to ensure that they are the proper fit for the position. Candidates who have been accepted into the programme should next be given the necessary training to carry out their tasks and obligations. To determine if workers are meeting the criteria



established by management, an evaluation of their performance should be carried out at a later date.

Importance of Human resource

Every product or service is the result of a human thought, effort, and time (working hours). A human person is required for every step of the manufacturing process. Everything we make or build starts with a human person. Every company wants to have the greatest and most competent personnel in order to be the best and most competent. Human resource management (HRM) focuses on the first M, which is men, of the five Ms of management: money, machines, materials, and methods. Men are said to be the most difficult of the five Ms to control. Every man is unique, and they vary significantly from the other Ms in that they have the ability to exert influence over them. The other Ms, on the other hand, are either dead or abstract, and hence lack the ability to think and decide for themselves.

The Scope of HRM

The scope of HRM is very wide. It consists of all the functions that come under the banner of human resource management. The different functions are as follows –

- **Human Resources Planning**

It is the process by which a company identifies how many positions are vacant and whether the company has excess staff or shortage of staff and subsequently deals with this need of excess or shortage.

- **Job Analysis Design**

Job analysis can be defined as the process of noticing and regulating in detail the particular job duties and requirements and the relative importance of these duties for a given job. Job analysis design is a process of designing jobs where evaluations are made regarding the data collected on a job. It gives an elaborate description about each and every job in the company.

- **Recruitment and Selection**

With respect to the information collected from job analysis, the company prepares advertisements and publishes them on various social media platforms. This is known as recruitment.



A number of applications are received after the advertisement is presented, interviews are conducted and the deserving employees are selected. Thus, recruitment and selection is yet another essential area of HRM.

- **Orientation and Induction**

After the employees are selected, an induction or orientation program is organized. The employees are updated about the background of the company as well as culture, values, and work ethics of the company and they are also introduced to the other employees.

- **Training and Development**

Employees have to undergo a training program, which assists them to put up a better performance on the job. Sometimes, training is also conducted for currently working experienced staff so as to help them improve their skills further. This is known as refresher training.

- **Performance Appraisal**

After the employees have put in around 1 year of service, performance appraisal is organized in order to check their performance. On the basis of these appraisals, future promotions, incentives, and increments in salary are decided.

- **Compensation Planning and Remuneration**

Under compensation planning and remuneration, various rules and regulations regarding compensation and related aspects are taken care of. It is the duty of the HR department to look into remuneration and compensation planning.

Features of HRM

Human Resource Management as a discipline includes the following features –

- It is pervasive in nature, as it is present in all industries.
- It focuses on outcomes and not on rules.
- It helps employees develop and groom their potential completely.
- It motivates employees to give their best to the company.
- It is all about people at work, as individuals as well as in groups.



- It tries to put people on assigned tasks in order to have good production or results.
- It helps a company achieve its goals in the future by facilitating work for competent and well-motivated employees.
- It approaches to build and maintain cordial relationship among people working at various levels in the company”.

Conclusion

Workers were formerly managed by a system known as Personnel Management, which has now developed into the more modern term "Human Resource Management." To understand the development of human resources management, one must examine the work of renowned psychologists throughout the course of centuries. In 1924, Australian psychologist Elton Mayo, among others, conducted a slew of tests on human behaviour under a variety of conditions. He was a firm believer in the need of a well-balanced work and personal life, and he was considered as the father of human resources management as a result.

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