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by B B

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Human Resource

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Question 1

Job analysis is a process where information on various tasks is collected to determine the roles of the people hired. It is an essential tool for human resources because it gives primary data concerning the job (Kendall, 2013). Here, the managers determine the responsibilities, risks, and skills needed to play the role right. The tool also helps the department the employees to hire regarding skills, knowledge, and competency. Hiring the right people for particular jobs is vital in ensuring the tasks needed are executed. Job analysis ensures an effective hiring process in that the leaders learn when to hire, how, and the population to target.

Besides, job analysis is helpful in evaluation and appraisal activities conducted from time to time. The managers compare the desired outcomes and the actual output of the employees to determine their performance. In case of differences, training and development activities are planned to make the workers more competent. Therefore, it helps in meeting training and development needs regarding who, when, and the areas to be developed. Lastly, job analysis helps the department decide on the compensation package for different jobs without being biased. The information is delivered while hiring to ensure those applying are contented with the pay.

Question 2

A reliable job description and specification should consist of the following elements. Heading information is one of the elements where the job title is described, pay range, reporting processes, hours of work, and the possibility for overtime like during the weekends (Stahl et al., 2020). The objectives of the work are also analyzed: the responsibilities to be met, purpose, and the required relationship while interacting with stakeholders such as colleagues and customers.

In this step, the values and rules guiding the organization are described insisting that every employee must respect them. Job specification and description should also describe the qualifications needed for hires like education, experience, and skills demanded by the job.

It should be specific, like saying a bachelor's degree and five years' experience.

Particular demands are also explained, referring to the extraordinary situations in the job like heavy lifting and prolonged standing, among others. Lastly, the position's duties and responsibilities should be described referring to the actual work to be executed. It is impossible to describe all the tasks, but the department should describe those taking like 95% of the time as they are the most important.

Question 3

A

The human resource planning process aims to ensure the organization has enough and qualified workforce. The first stage in this process is evaluating the labor supply, where the department determines the company's strength regarding the number of workers, competency, position, and overall performance. The step is essential in offering the company information on the company's labor state to ensure high productivity. The second stage in the planning process is predicting the labor demand in the coming years. Some of the assessments done here are promotions, workers' transfer, and retirements.

The aim is to determine the number of employees leaving the organization and those moving to higher positions, thus creating job vacancies. The external environment is also considered here due to factors like the labor market and technology improvement (Stahl et al., 2020). Afterward, the department establishes strategies to balance supply and demand. Here, training programs would be suggested to make them more competent or to hire more employees.

Depending on the idea picked, an implementation plan is developed, and the budgets planned to be presented to the managers who take the suggested actions.

Question 3

B

One of the benefits of human resource planning is evaluating future personnel needs. Here, the departments assess both internal and external labor factors that are likely to affect the organization's labor supply. The assessment helps companies engage in activities like the Voluntary Retirement Scheme (VRS) to eliminate the excess workforce (Stahl et al., 2020). It also gets the company prepares financially in case more people need to be hired in the future. Planning is also necessary as it guides the other human resource management aspects like recruitment and training. It means a mistake here would affect companies significantly, making it necessary to plan for smooth operations.

HR planning also helps organizations cope with the changes taking place in the market. Amendments are done because of competition, technology, law, and the global market, where companies must adapt to remain relevant. With proper planning, the labor supply and demand are kept right, making it easy for an organization to adjust to the demands. Besides, planning helps in expanding and plans diversification where the labor supply is a critical element. For example, where a company is opening another store, the labor needed is usually predetermined, and the workers prepared for things like transfer.

Question 4

A

Effective recruitment is beneficial for companies, as the expected growth and development are attained. When the process is reliable, it means the people hired to fit the job,

meaning they execute the needed responsibilities. As a result, teamwork and collaboration are met, leading to the attainment of the set objectives, growth, and development. It also ensures a suitable job description, as primary and secondary tasks to be performed, are described right (Chowhan et al., 2017). As the applicants present their qualifications, they become aware of what is needed in the company reducing chances for conflicts concerning job roles. Effective recruitment is essential in bringing transparency to the hiring process, as all the needed parties are involved.

With this, the right candidates are hired, and the right processes informing them of the consideration are noted. Apart from that, consistency is provided, in that the organization remains updated on the labor demand and supply. It is the case because effective recruitment involves establishing policies that ensure all the needed stages in balancing demand and supply of labor are met. Lastly, it lends credibility to the company as the public receives the right information on hiring and in the expected forums. It prevents chances for fake companies lying to the public that the company needs to hire and other activities by commens.

Question 4

B

One of the benefits of external recruitment is bringing new skills and input into the company. The ideas are useful in increasing productivity by solving the present issues in the place. Better competition is also ensured, as companies consider individuals with higher skills and risk-taking mind. As a result, the organizations perform and earn a competitive benefit in the market. It is also a reliable method for companies to gain insights from other companies leading to a better operating environment (Chowhan et al., 2017). However, external recruitment is limiting, because it consumes a lot of time, compared to other methods like promotions.

Companies have to pay for advertisements and assess a large number of job applicants to determine suitable people for the job roles. The leaders also have to assess other areas like behaviors and the probability of the people fitting in the company's structure and culture, which takes a lot of time. It would also lead to maladjustments, where the hired people may not adjust to the work environment. When this happens, workers' turnover will go higher, forcing the company to repeat the process. Lastly, the candidates hired have limited information about the organization demanding that the company conduct training for smooth absorption.

² References

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