



# THIRUTHANGAL NADAR COLLEGE

(Belongs to the Chennaivazh Thiruthangal Hindu Nadar Uravinmurai Dharma Fund)

Selavayal, Chennai-51.

A Self-Financing Co-educational College of Arts & Science

Affiliated to the University of Madras

Accredited with 'B' Grade by NAAC

An ISO 9001: 2015 Certified Institution

**NAME OF THE DEPARTMENT: B.Com CA & Economics**

**SUBJECT : HRM**

**TOPIC : Nature & Scope ,Planning ,Staffing**

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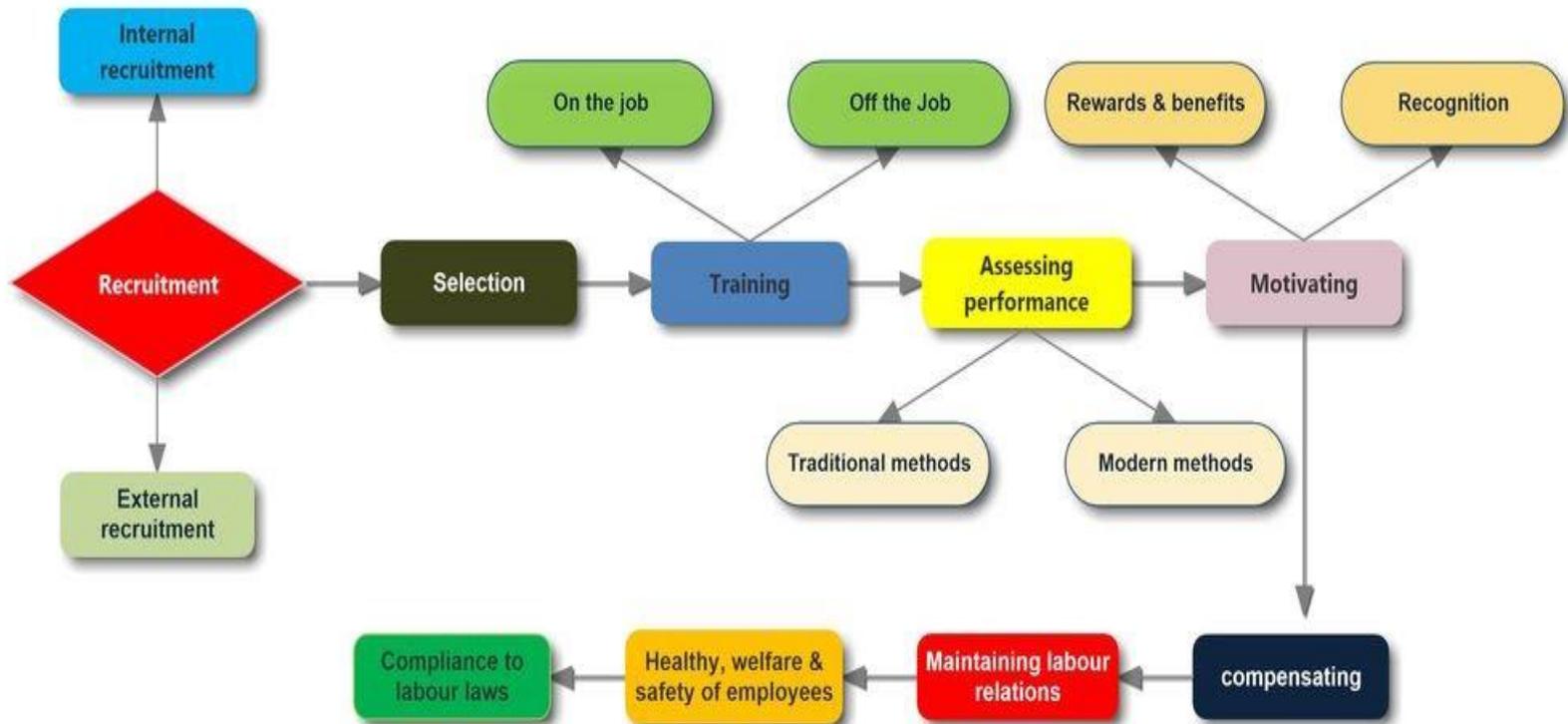
# INTRODUCTION

- Collectively, these strategies are sometimes referred to as **human resource management (HRM)** strategies. **HRM** is a comprehensive approach to managing employees and an organization's culture and environment. It focuses on the recruitment, management, and general direction of the people who work in an organization

# DEFINITION

- Edwin Flippo defines **HRM** as- “planning, organizing, directing, controlling of procurement, development, compensation, integration, maintenance and separation of human resources to the end that individual, organizational and social objectives are accomplished”

# HRM Process



# NATURE AND SCOPE OF HRM

## NATURE

- Human Resource Management is a process of bringing people and organizations together so that the goals of each are met. The various features of HRM include:
- It is pervasive in nature as it is present in all enterprises.
- Its focus is on results rather than on rules.
- It tries to help employees develop their potential fully.
- It encourages employees to give their best to the organization.
- It is all about people at work, both as individuals and groups.

- It tries to put people on assigned [jobs](#) in order to produce good results.
- It helps an organization meet its goals in the future by providing for competent and well-motivated employees.
- It tries to build and maintain cordial relations between people working at various levels in the organization.
- It is a multi-disciplinary activity, utilizing knowledge and inputs drawn from psychology, economics, etc.

# SCOPE

- Personnel aspect-This is concerned with manpower planning, [recruitment](#), selection, placement, transfer, promotion, [training and development](#), layoff and retrenchment, remuneration, incentives, productivity etc.
- Welfare aspect-It deals with working conditions and amenities such as canteens, cr?ches, rest and lunch rooms, [housing](#), [transport](#), [medical](#) assistance, [education](#), [health](#) and safety, recreation facilities, etc.
- Industrial relations aspect-This covers union-management relations, joint consultation, collective bargaining, grievance and disciplinary procedures, settlement of disputes, etc.

## ENVIROMENT OF HRM

- The Human Resource **Environment** is a part of social **environment** which includes the concept, viewpoints, work culture, attitudes, efficiency, skills, productivity, nature and behaviour of HR, employees' demand and supply, motivational aspects, compensation methods and industrial relation concerning of HR practices.

## HUMAN RESOURCE PLANNING

- **Human resource planning (HRP)** is the continuous process of systematic **planning** ahead to achieve optimum use of an organization's most valuable asset—quality employees. **Human resources planning** ensures the best fit between employees and jobs while avoiding manpower shortages or surpluses

# RECRUITMENT

- **Recruitment** refers to the process of identifying, attracting, interviewing, selecting, hiring and onboarding employees. In other words, it involves everything from the identification of a staffing need to filling it. ... Many companies utilize **recruiting** software to more effectively and efficiently source top candidates.

## TYPES

- *Retained Recruiting*: When organization hire a recruiting firm, there are several ways to do so; retained recruiting is a common one. When an organization retains a recruiting firm to fill a vacancy, they pay an upfront fee to fill the position. The firm is responsible for finding candidates until the position is filled. The organization also agrees to work exclusively with the firm. Companies cannot, in other words, hire multiple recruiting firms to fill the same position.

- *Contingency Recruiting*: like retained recruiting, contingency recruiting requires an outside firm. Unlike retained recruiting, there is no upfront fee with contingency. Instead, the recruitment company receives payment only when the clients they represent are hired by an organization.
- *Staffing Recruiting*: staffing recruiters work for staffing agencies. Staffing recruiting matches qualified applicants with qualified job openings. Moreover, staffing agencies typically focus on short-term or temporary employment positions.
- *Outplacement Recruiting*: outplacement is typically an employer-sponsored benefit which helps former employees transition into new jobs. Outplacement recruiting is designed to provide displaced employees with the resources to find new positions or careers.

- *Reverse Recruiting*: refers to the process whereby an employee is encouraged to seek employment with a different organization that offers a better fit for their skill set. We offer [Reverse Recruiting Days](#) to help workers with this process. At our Reverse Recruiting Days we review resumes, conduct mock interviews, and offer deep dives into specific job roles. Click [here](#) for more information.

## SELECTION

- **Selection** is the process of **selecting** a qualified person who can successfully do a job and deliver valuable contributions to the organization. A **selection** system should depend on job analysis. This ensures that the **selection** criteria are job related and will provide meaningful organizational value.

# METHODS OF SELECTION

- CV. A CV is a document that applicants complete and submit alongside a job application.
- Application form. An application form is completed by a potential employee when they apply for a job.
- Letter of application
- Interviews.
- Tests.
- Group activities.
- References.