

# Functions of HRM

- 1. Human resource planning
- 2. Staff recruitment
- 3. Staff selection
- 4. Staff placement
- 5. Staff training
- 6. Staff remuneration
- 7. Staff promotion
- 8. Staff motivation
- 9. Staff appraisal
- 10. Staff dismissal
- 11. Labour safety and welfare
- 12. Industrial relation
- 13. Staff maintenance

# 1. Human resource planning

- HR planning is the process of determining manpower requirements of an organisation for achieving the goals of the organisation effectively.

## 2. Staff recruitment

- Recruitment is the process of identifying sources of human forces and motivating them to apply for a particular job (or jobs) in an organisation.

# 3. Staff selection

- Selection is the process of choosing the most suitable candidates from among the applicants for the job.

## 4. Staff placement

- Placement refers to induction of individuals and assigning of responsibility with reference to particular job.

# 5. Staff training

- Training is an act of improving the knowledge and skill of employees to perform a particular job in an effective manner.

## 6. Staff remuneration

- Remuneration consists of wages, salaries, commissions and bonuses paid to employees for their service. Remuneration should include both monetary compensation and non-monetary benefits to workers.

# 7. Staff promotion

- Promotion means uplift of an employee to a senior position with better pay, better service condition, higher power, greater status and prestige.



# 8. Staff motivation

- Motivation is an act of stimulating employees to accomplish a desired course of action.

# 9. Staff appraisal

- Performance appraisal is the process of evaluating the performance of an employee on a given job.

## 10. Staff dismissal

- Dismissal refers to the termination of service of an employee by way of punishment for misconduct or unsatisfactory performance.

# 11. Labour safety and welfare

- A better work environment is to be provided to the workers in the following ways-
- (a) Making arrangements for ventilation of fresh air, adequate light and drinking water, rooms, staircases and passages should be kept clean. Provision of sufficient toilets, extinguishing fire and prevention of accidents, etc.
- Welfare facilities such as medical, ESI, pension, gratuity, canteen, recreational facilities should be provided.

# 12. Industrial relation

- It covers all sorts of relationship that an organisation must maintain for its smooth functioning.

# 13. Staff maintenance

- The human resource manager is also responsible for maintaining an effective work force by developing programmes covering safety, healthy and welfare aspects.