

TYPES OF ACTIVITIES IN THE MANAGEMENT OF HUMAN RESOURCES

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Abstract

Human resources (HRM) departments are one of the important areas of the company's activities. They manage everything from new recruitment documents to employee complaints and management control. While the personnel department is responsible for a wide range of tasks, the main task is to manage the "staff" side of the business. Almost every industry requires HRM professionals. However, few people outside the human resources management field understand or appreciate how important these roles are for the success of a company.

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The management of a single complex system of human resources at the enterprise constitutes a single complex system. This system defines selective and specific proverbs and socially alters its behavior. This has a very noticeable effect on management. At the same time, clearly well-chosen methods of influence are associated with the generated invitations.

Therefore, Human Resource Management in most companies is seen as a key strategy in the development of most companies. The system of Personnel Management is understood as a system of interconnected economic and organizational and social activities for the development and effective use of the potential of people employed in the enterprise, the creation of prerequisites for their normative functioning.

It is worth noting that the role of a clearly and conveniently developed system in improving the efficiency of the enterprise is very large. It is characterized by the ease of working with employees at systematized enterprises, that is, the implementation of control over the assigned tasks is correctly established, and the process of information exchange is easy. Human beings are the competitive wealth of the enterprise, the purpose of their placement is to achieve the strategic goals of the enterprise.

The most important thing about human resource management problems is that the personal management strategy is closely related to the enterprise strategy. Human resource activities fall into 7 main functions: recruitment and employee verification, company benefits and compensation, performance assessment, employee relations, application of disciplinary sanctions, employee records, Continuing Education.

1. Recruitment and employee verification: when a new job or position is opened, recruitment managers submit Job Details to the HR department and third-party recruitment firms. During this process, HRM professionals use a wide range of tools to identify the right talent. Once you find the right people, HRM professionals will also help in the recruitment process to transfer them to a new work environment.

2. Company benefits and compensation(remuneration for something Badal): a company can attract high-demand employees by providing them with benefits and fair compensation. In addition, providing the right compensation and benefits can be a great way to encourage current employees and reduce the level of employee turnover. Therefore, it is considered one of the most important functions of HRM. Maintaining wages, benefits and company level(culture) is an important task of the personnel department.

3. Performance assessment: performance assessment is one of the main HR functions of the Department. They can use data collection tools to analyze and report to company executives. In addition, they ensure that performance always meets the company's standards. HR professionals can also create training programs for managers to assess and improve employee performance.

4. Employee relations: companies must provide a safe and healthy working environment for all employees. A positive and constructive company culture encourages employees to stay and achieve the best results. The HRM department is responsible for maintaining and Managing good relations with employees, an important aspect of HRM functions. HRM specialists are responsible for resolving any problems or disputes between employees. They must also formulate policies that provide a place of justice for all employees.

5. Application of disciplinary sanctions: this HRM function may not please specialists in the department to other employees i.e.: no one likes to demand a change in discipline or behavior. However, this is necessary to maintain the activities of the enterprise. HRM can protect the activities of the enterprise(business reputation) by professionally implementing these rules and disciplinary measures. Delay is not an exaggeration to say the most common problem that the personnel department has to solve. A delay of one or two is often understandable, but a regular delay can impair the effectiveness of the company. If the employee is constantly late even after the warning, an HRM check may be needed.

However, they must do this in a way that benefits the activities of the enterprise and maintains a level of respect for the employee in question.

6. Employee notes: even in a world full of technology, the company's offices are working with a huge amount of paper files. Managing all employee records is one of the most important HRM functions, regardless of whether files are stored digitally or in file cabinets. All documents must be stored accurately and follow a special standardized security protocol.

7. Continuing education: continuing education is something that every company should want to stay ahead of its competitors. A competent HRM team must ensure that all educational resources are ready and ensure that all employees have the skills and knowledge for the best performance.

Workplace learning opportunities are a great way to grow a company. As existing systems are

outdated, HRM is responsible for finding and implementing training programs to ensure that employees become leaders in advanced technology and other tools.

Conclusion. An honest, hardworking and qualified employee is the most valuable asset of the organization. Thus HRM activities must be planned and carried out in such a way that it must contribute to the creation of maximum value, both as an individual and for the entire organization.

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