Rapid Revision: Human Resource Management

Ainm:

1. **Identify the role of the Human Resource Manager from the definitions below:**

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|  | This involves determining the human resources necessary for the future and preparing a plan so that the firm will have the right staff in the right quantity at the right time to meet the firm’s objectives. It should be flexible and adaptable. |
|  | It is about making sure you get the right person to do the job. The job can be filled internally or externally. |
|  | Provides workers with the skills and expertise necessary for them to perform their jobs properly. |
|  | The process of setting performance standards for each employee and then evaluating their performance over time usually done by their superior. |
|  | Consist of incentives offered to employees for work done, can be financial or non-financial.  |

1. **Circle the correct option from the sentences below:**
* An interview with more than one person to reduce interview bias is known as a **group/panel** interview
* Promotion is an example of **internal/external** recruitment
* **Person Specification/Job** **Description** sets out the key responsibilities and the tasks to be performed. It shows the span of control and chain of command and give out details such as the job title, salary, working hours etc…
* A **Person Specification/Job** **Description** allows the business to define the individual they want working in a position and they use this as part of the job application. This lists the qualifications, skills, experience, and attributes the successful candidate must possess.
* Training for new staff members is known as **Development/Induction** training
1. **Identify two benefits of internal and two benefits of external recruitment for a business**

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| **Benefits of Internal Recruitment** | **Benefits of External recruitment** |
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1. **Explain the difference between ‘on the job’ and ‘off the job’ training. Please use an example of each training option.**

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| On the job: |
| Off the job: |

1. **List four benefits of appraising staff.**

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| **Benefits** |  |
| 1. | 3. |
| 2. | 4. |

1. **Match the following rewards to their definitions from the table below.**

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| 1. Commission
 | 1. This relates the payment given to employees for each unit produced or job completed.
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| 1. Bonus
 | 1. Movement to a more responsible senior level in the organisation. While this will also carry a higher wage, it is often the job title etc..
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| 1. Time Rate
 | 1. This is a type of reward where payment is made according to value of the amount sold, e.g. payments to a sales person (10%) in proportion to the level of sales achieved. It has the advantage of directly encouraging sales.
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| 1. Piece Rate
 | 1. This allows employees the freedom to choose their own work hours within an agreed time frame.
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| 1. Employee Share Ownership Scheme
 | 1. This is also known as a perk or a fringe benefit. It takes the form of goods or a service given to employees rather than money and are often used to raise the status of a position in a firm and to boost morale- can be financial/non-financial.
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| 1. Promotion
 | 1. Payments of a fixed amount per hour for a fixed number of hours per week are made to employees
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| 1. Flexitime
 | 1. Shares in the organisation may be given to employees instead of cash bonuses, maintaining employee interest in the job
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| 1. Benefit in Kind
 | 1. A sum of money paid to employees for reaching a certain target, e.g. for producing units above an agreed limit.
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