

Introduction to Human Resource Management

Introduction to Human Resource Management (HRM)
Key concepts, functions, and contemporary issues

1. What Is Human Resource Management?

Aspect	Description
Definition	The strategic approach to acquiring, developing, motivating, and retaining employees to achieve organizational goals.
Scope	Covers the entire employee life cycle: recruitment ? onboarding ? development ? performance ? retention ? separation.
Strategic Role	Aligns people policies with business strategy, contributes to competitive advantage, and drives organizational culture.
Core Philosophy	People are valuable assets (human capital) whose skills, knowledge, and attitudes can be cultivated for mutual benefit.

2. Major HRM Functions

Function	Primary Activities	Typical Outputs
Strategic Planning	Workforce forecasting, talent gap analysis, HR budgeting.	HR strategic plan, staffing forecasts.
Recruitment & Selection	Job analysis, sourcing, screening, interviewing, hiring decisions.	Job descriptions, candidate shortlists, offer letters.
Onboarding & Orientation	New employee paperwork, orientation programs, mentorship.	Completed employee files, onboarding schedule.
Training & Development	Needs assessment, design of learning interventions, career pathing.	Training modules, development plans, competency matrices.
Performance Management	Goal setting (SMART), continuous feedback, performance appraisals, calibration.	Performance ratings, development feedback, incentive recommendations.
Compensation & Benefits	Salary structures, bonus plans, health & retirement benefits, equity.	Pay scales, benefits packages, payroll reports.

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Function	Primary Activities	Typical Outputs
Employee Relations	Conflict resolution, grievance handling, labor law compliance, employee engagement.	Policy manuals, resolution records, engagement survey results.
Health, Safety & Well-Being	Workplace safety programs, wellness initiatives, ergonomics.	Safety audits, wellness program participation data.
HR Information Systems (HRIS)	Data collection, analytics, reporting, self-service portals.	HR dashboards, metrics (turnover, time-to-fill, etc.).
Separation & Offboarding	Exit interviews, final settlements, knowledge transfer.	Exit interview reports, clearance checklists.

3. The HRM Process Flow (Employee Life Cycle)

1. Workforce Planning ?
2. Recruitment & Selection ?
3. Onboarding ?
4. Training & Development ?
5. Performance Management ?
6. Compensation & Benefits ?
7. Employee Relations & Engagement ?
8. Career Management / Succession Planning ?
9. Separation / Offboarding

Each stage feeds data into the next (e.g., performance data inform development needs).

4. Key HRM Concepts & Models

Concept	Brief Explanation
Job Analysis	Systematic study of a job's duties, responsibilities, and required competencies.
Competency Framework	Set of knowledge, skills, abilities, and behaviors needed for success in a role.
SMART Goals	Specific, Measurable, Achievable, Relevant, Time-bound performance objectives.

Introduction to Human Resource

Concept

Brief Explanation

Management

Total Rewards

Integrated view of compensation, benefits, work-life balance, recognition, and development.

HR Analytics (People Analytics)

Use of data to inform decisions (e.g., predictive turnover modeling).

Employer Branding

Reputation as a workplace; influences attraction and retention.

Diversity, Equity & Inclusion (DEI)