

4. Optimal Resource Utilization

By analyzing the existing workforce, HR professionals can identify areas of surplus or shortage in skills and talent. This helps in making informed decisions regarding workforce restructuring, reassignments, or training and development initiatives. As a result, organizations can make the most efficient use of their human capital, reducing costs and maximizing productivity.

5. Cost Savings

Effective human resource planning can result in cost savings for organizations. By anticipating future workforce needs and skill requirements, organizations can avoid last-minute hiring or external recruitment, which can be expensive and time-consuming. Additionally, by identifying areas of surplus in the workforce, organizations can reassign employees internally rather than recruiting externally, reducing recruitment and onboarding costs.

6. Targeted Training and Employee Development

HR planning can help businesses identify skill gaps and provide targeted training and development opportunities for their employees. It helps the organisation identify the areas of improvement for the employees and provide necessary assistance regarding the same. Therefore, this can lead to increased employee satisfaction and motivation, which can ultimately improve productivity and performance.

7. Ensures A Skilled & Diverse Workforce

Human resource planning makes sure that an organization has a workforce that is skilled and capable of meeting its current and future needs. A diverse workforce brings fresh ideas to problem-solving processes while fostering innovation. By considering diversity as part of their planning process, organizations can build a workforce that reflects different perspectives, backgrounds, experiences, and cultures.

8. Conformity to Regional Compliance

Regarding human resource management, each country has its stringent labor laws. The regulatory norms are changed and updated frequently. Human resource planning helps review the norms and change the HR policy accordingly.

Job analysis

- Job analysis is the process to study in detail the various aspects of a job, such as duties, responsibilities, accountability, etc.
- Job analysis data is essential for effective recruitment and selection purpose.
- It serves as a base for job evaluation.
- The two main components of job analysis:
 - i) Job description is a detailed description about the job duties, responsibilities, complexities of job, machines and tools used, working conditions, raw materials used, title of the job, etc.
 - ii) Job specification are human qualities required for acceptable performance, such as skills, abilities, experience, personality traits, educational qualifications, vision, voice, alertness, judgement, etc.
- According to Edwin Flippo, “Job analysis is the process of studying and collecting information relating to the operations and responsibilities of a specific job.”
- Job analysis is an outline of a job where nature of job is studied in detail, along with type of candidate with essential qualities and qualifications required to perform that particular job effectively.

Process of Job Analysis

(d) Use of skills and abilities- Jobs should be employee rather than process centred. Though due emphasis needs to be given to the latter but jobs should be designed in a manner such that an employee is able to make full use of his abilities and perform the job effectively.

Methods/Techniques of Job Design

1. Job Simplification

In job design this simplification technique means simplifying or specializing the job. In this method, jobs are divided into smaller parts. And then each part is assigned to individual employee as a whole job. It is an attempt to make the job simpler. The basic purpose of job simplification is to provide few easy tasks to the employee so that they do not face any difficulty in performing such tasks. Also, they can complete the job faster.

Ex: In the assembly of smartphones, workers are typically tasked with multiple steps, including attaching components, soldering connections, and testing the finished product.

2. Job enlargement

Job Enlargement is a job design technique in which the number of tasks associated with a job is increased to add greater variety to activities, thus reducing monotony. Job enlargement is considered a horizontal restructuring method, in that the job is enlarged by adding related tasks. Job enlargement may also result in greater workforce flexibility. Job enlargement involves combining various activities at the same level in the organization and adding them to the existing job. It increases the scope of the job. It is also called the horizontal expansion of job activities.

Ex: For example, a team member who works on an assembly line may work on assembling more parts of the whole product before passing their work along to the next phase of development.

3. Job rotation

Job rotation implies the systematic movement of employees from one job to the other. The job remains unchanged but employees performing them shift from one job to the other. With job rotation, an employee is given an opportunity to perform different jobs, which enriches his skills, experience, and ability to perform different jobs. It is a management technique that assigns trainees to various jobs and departments over a period of a few years.

For example, an employee may spend two weeks attaching bumpers to vehicles and the following two weeks making final checks of the chassis. During the next month, the same employee may be assigned two different jobs.

4. Job enrichment

It is an attempt to make job more challenging to the employees by adding higher level of duties and responsibilities. Therefore, it is called vertical enlargement. This method aims to provide motivation to the employees in the form of achievement, recognition, advancement and growth. Job enrichment means adding duties and responsibilities that will provide for skill variety, task identity, task significance, autonomy and feedback on job performance. Here, Employees are given opportunities to utilize a wider range of skills and competencies within their roles.

Ex: A barista at starbucks is given multiple tasks. He/she is responsible for handling customer orders, preparing drinks, cleaning up the work area, and more.

Recruitment

- Success of any organisation depends on the type of people hired. The basic aspect of recruitment is to identify the candidates and to motivate them to apply for a job.