

04/03/16-

Successful small business owners recognise that they rely on the quality of their employee to achieve their aims of improved profit, growth and increased market share.

People are a business's most valuable asset, so it is important to take care to hire the best people.

Employees are the most important resources for success in a business.

Developing good working relationships with staff and motivating them to do their best in the workplace must be high priority for the small business owner.

The responsibility of hiring staff

-was down to me..

-I had to be human resource manager, which in its simplest form was the relationship between myself and the employees.

-It involved ALL aspects of the employment cycle.

1. Establishment Phase

- Staff planning in line with business strategy.
- Job analysis and design.
- Recruitment.
- Selection.
- Employment arrangements and remuneration.

2. Maintenance Phase

- Induction.
- Training and development.
- Recognition and reward.
- Performance management.

3. Termination Phase.

- Termination management
- Voluntary termination and involuntary termination.
- Entitlements.
- Transition.

Staff Planning

- Employees can make or break a business
- Lack of planning increases the risk of unsuitable employees - leads to problems
- Cannot easily replace employees - Legislation

Job Analysis

- The task of investigating the duties to be performed by a prospective employee.
- As well as determining the knowledge and skill required