

HRM processes

- **Human resource planning** (Recruitment, Selecting, Hiring, Training, Induction, Orientation, Evaluation, Promotion and Layoff).
- **Employee remuneration and Benefits Administration.** (salaries , incentives, Money is the prime motivator in any job and therefore the importance of this process. Performing employees seek raises, better salaries and bonuses.)

Objective of HRM

- 12. Ensuring effective communication between employees and minimizing conflicts.
- 13. To ensure latest appraisal methods, fair and unbiased salary hikes for keeping the employees motivated.
- 14. To keep a record of the employee profiles and database so that it can be readily available at the time of recruitment and staffing and also

HRM Functions

1. Managerial Functions

- 1. Planning: HRP. It is a process of determining the organisational goals and formulation of policies and programmes for achieving them. Thus planning is future oriented concerned with clearly charting out the desired direction of business activities in future. Forecasting is one of the important elements in the planning process.
- 2 . Organizing: Creating departments acc to function, Delegation of authority, coordination of activities
- 3. Staffing: This involves deciding what type of people should be hired recruiting prospective

HRM Functions

2. Operative Functions:

The operative functions are those tasks or duties which are specifically entrusted to the human resource or personnel department.

These functions vary from department to department depending on the nature of the department. Viewed from this standpoint, the operative functions of HRM relate to ensuring **right people for right jobs at right times.**

- **1. Employment:**
- **2. Development: (improve knowledge and**