

3.7: Functions of Human Resources Management



Fig. 3.7: Functions of Human Resources Management

Functions of Human Resources Management

Strategy & Planning

- Looking ahead to see what jobs will be needed in the next year or two, and how those jobs will be filled.
 - Is a new skill needed ,or is the skill readily available?

EEO - Employment Law and Compliance

- Making sure the company operating in a legal manner. This includes
 - avoiding discriminatory practices (think hiring, firing, promotions)
 - correct retention of documents, etc.

Talent Acquisition

- What is the plan for company's workforce?
 - Are we able to recruit and retain qualified employees?
 - Does the company have a brand people respect?

Talent Management

- Do we have good training and development programs in place?
- Are new employees able to learn their jobs quickly?

Total Rewards

- Are we providing competitive pay?
- Are the benefits attractive enough to recruit and retain employees?

Risk Management & Worker Protection

- Is the company operating in a safe manner?
- Is there a disaster recovery plan in place?

Employee and Labor Relations

- Is there a formal process in place with clear rules and expectations for employees to follow?
- Are managers creating a welcoming, trusting, and equitable environment for employees?

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