

3.1: Guiding Questions | Learning Objectives | Key Terms



Fig 3.1: "What is HR? What Does HR Mean?" *Career Contacts*

Unit 3: Guiding Questions

- What are the types of roles within a Human Resources department of an organization or business?
- What are the staffing functions of HR (recruitment, selection, retention)?
- What are the training and development functions of HR?
- What are the types of compensation and benefits?

Unit 3: Learning Objectives

After completing Unit 3, I will be able to...

- define human resource management
- report on the functions of human resource management
- summarize the role HR management has in training and development
- differentiate between compensation and benefits
- identify different careers in Human Resources

Unit 3: Key Terms to Learn and Understand

- employees
- organization
- retention
- productivity
- compensation
- benefits
- laws
- job analysis
- labor relations
- employee training
- employee development
- direct pay
- bargaining
- unions

- performing
- tuition reimbursement

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