

1.6: Functions of Human Resources Management

Learning Outcomes

- Describe the functions of human resource management

Human resources is responsible for people operations broadly, including the four primary functions:

- Staffing.** A job and employee-lifecycle function that starts with job development or analysis and continues through job elimination or separation. This function may also include employer branding. (This function is discussed in depth in Module 6: Recruitment and Selection).
- Training & Development.** This function includes socialization, training & development activities from hire to separation, including onboarding, employee training, reskilling & upskilling, employee development and career management. It also includes organization-wide change management, learning & development initiatives. (This function is discussed in depth in Module 7: Onboarding, Training, and Developing Employees).
- Compensation (also referred to as motivation).** Responsibilities included in this function include factors that influence motivation ranging from job design, compensation and benefits, performance appraisal and related administration (e.g., payroll). This function will be discussed further in Modules 2, 8 and 10.
- Administration (also referred to as maintenance).** The administration function includes regulatory compliance and employee relations, including associated communications, records management and reporting.

Practice Question

<https://assessments.lumenlearning.co...essments/17283>

Staffing	Training & Development	Compensation	Administration
HR Planning	Employee Training	Motivation	Safety and Health
Employee Socialization	Management Development	Wages & Salary	Employee Relation
Job Analysis		Job Evaluation	Labor Relations
Recruitment	Career Development	Pay & Benefits	Grievance
Selection	Performance Evaluation	Discipline	Risk Management
Placement	Transition Planning	Resource Allocation	Social Security
Onboarding		Payroll	Welfare
Transfer		Bonus & Incentives	Record Keeping
Promotion			Personnel Audit

Alternative text for diagram showing functions of Human Resources Management can be found here.

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