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**Lecture3: The importance of Human Resource Management**

**1.The importance of Human Resource Management**

Employees are the foundation of every successful business. This is why human resource (HR) management is so important. Human resources helps maintain a happy, legal and effective workforce. Here are some perspectives regarding the importance of HR for a company.

**1.1. Recruiting**

Human resources professionals recruit employees for their organization through a variety of methods, including job listings and employee referrals. HR professionals often follow a formal recruitment plan, especially in industries where labor is in demand.

HR professionals also track applicants through the hiring process to keep it organized so hiring managers can get any relevant information they need. HR handling the recruiting allows other employees to do their work more effectively.

**1.2. Hiring**

HR manages all the steps of hiring, including making an offer, coordinating any necessary negotiations and getting required paperwork. They may make recommendations on what salary to offer to a candidate based on existing company salaries and provide guidance to the hiring managers on the process as needed. They will also communicate a start date to the candidate after discussing with any relevant staff members.

**1.3. Onboarding**

Onboarding is the process of getting a new employee started in their role through completing necessary paperwork, education on benefits, equipment set-up and training. Onboarding isn't always a formal process, but many HR departments are working to change that in order to improve employee retention. Employees who clearly understand what's expected of them often do better in their role, so HR professionals often reduce turnover in employees with proper onboarding.

**1.4. Training staff**

Training happens after onboarding as employees move into new roles and responsibilities, and human resources is often responsible for training initiatives. This might include company-wide training on topics like harassment or ethics, or it might include employee-specific training. Not all training will require the involvement of HR, but HR professionals often track the trainings that they or other supervisors implement in order to ensure that new employees transition smoothly into their full job responsibilities.

**1.5. Managing benefits**

Many people associate human resources with benefits such as health insurance and retirement funds, as HR is often responsible for providing benefits information, tracking benefits paperwork and reminding employees of enrollment periods. They may coordinate with benefits providers for their company to get the best value for what their employees need.

**1.6. Organizing employee events**

Some organizations have an employee group that arranges certain types of events, but for some organizations, this is HR's responsibility. Events are a part of the company's culture, so HR professionals can make a positive impact on how employees feel about the organization through planning fun and meaningful events.

**1.7. Resolving conflicts**

Resolving conflicts is a task many people associate with human resources because it is this department's responsibility to ensure fairness in the workplace. This might be a disagreement between two peers, or it might be a situation where there has been some harassment or discrimination. HR's task is to find the best resolution possible within legal and company rules. Depending on the size and seriousness of the issue, HR may need to bring in help in the form of an investigator or expert on that type of conflict.

**1.8. Ensuring compliance**

Human resources is often responsible for ensuring the company complies with State laws in a variety of ways. This might include completing paperwork, organizing required training for employees or reviewing employment laws to confirm compliance. If they operate in an industry that the government regulates, HR may need to work with management to file necessary paperwork and track any information the government needs.

**Conclusion**

The HR department performs a wide variety of duties and is responsible for helping employees feel safe, valued and properly supported. Exceptional human resource management ensures that the HR department runs smoothly and continues to evolve over time.

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