

ACTIVITIES OF HUMAN RESOURCES DEPARTMENT

[Blog Series – 62](#) [July 25, 2020](#) [Statutory other than PoSH – Vol.31](#)

STRATEGIC

ORGANISATION DEVELOPMENT

- Organization Mission / Vision, Business Goals, Strategy
- Organization Life Cycle Stage
- Organization Competency Identification (Key Competencies Required)
 - ✓ Competency Dictionary - Definitions
 - ✓ Proficiency Levels Defined
 - ✓ Existing Organization Competency Assessment
 - ✓ Existing Proficiency Levels
 - ✓ Competency Prioritization
 - ✓ GAP Analysis
 - Competency Map (Employee Ratings, Observed / Desired / Gaps)
 - ✓ Employee Prioritization for Competency Development
 - ✓ Competency Development Program
- Competency Mapping Industry/Competitor Analysis

PERFORMANCE MANAGEMENT

STRATEGIC

- ✓ Performance Management & Review Mechanism
- ✓ Key Result Areas
 - Key Performance Indicators (Highest / Ideal Performance Expected)
- ✓ Key Deliverables (Role Definition)
- ✓ Competence Required
- ✓ Position Descriptions Mapping across Organization
- ✓ Performance Agreement
- ✓ Goals / Objectives
- ✓ Key Deliverables (Role Definition)

PROFESSIONAL & ADMINISTRATIVE

- Performance & Potential Evaluation
 - ✓ Goals / Objectives (Previous Year)
 - ✓ Key Deliverables Assessment (3m,6m,9m,Yrly.)
 - ✓ Developmental Deliverables Assessment (3m,6m,9m,Yrly.)
 - ✓ Shortfalls in Deliverables Achievements
 - ✓ Significant Achievements
 - ✓ Strengths & Weaknesses
 - ✓ Competency Ratings (Managerial/Behavioral/Functional)
 - ✓ Trainings Received / Required Analysis
 - ✓ Performance Scores (Deliverables & Competencies Ratings)
 - ✓ Final Performance Ratings
 - ✓ Miscellaneous Discussions
 - ✓ Recommendations

- Rewards & Recognitions - What is to be Rewarded/Awarded?
 - ✓ Overall Performance
 - ✓ Critical Performance
 - ✓ Spot Performance
 - ✓ Personality Growth
 - ✓ Loyalty Recognition
 - ✓ Best of the Best (Individual, Team, Group Recognitions)

- Developmental Deliverables (for Career / Succession Planning)
- Trainings Required (Objective, Priority, Evaluation Parameters)
- Organization Support Required
- Career Planning
- Succession Planning

Recruitment & Selection

STRATEGIC

- GAP Analysis / Future Requirements
- Budgeting New Manpower, Cost Estimates
- Recruitment Plan of Action (Numbers, Time Frame, Sources, Cost, Internal Movement)
- Internal Resources / External Resources
- Position Description
 - ✓ Candidate Specification
 - ✓ Experience Specification (Mandatory/Preferred)
 - ✓ Key Performance Indicators (Highest / Ideal Performance Expected)
 - ✓ Key Deliverables (Role Definition)
 - ✓ Competence Required

PROFESSIONAL & ADMINISTRATIVE

- Sources of Manpower (External)
 - ✓ Placement Consultants
 - ✓ Job sites
 - ✓ Advertisements
 - ✓ Campus Recruitment
 - ✓ Employee Referrals
 - ✓ Head Hunting
 - ✓ Networking
 - ✓ Professional Institutions
- Vendor Relationship Management (Agreements, Contracts, Quotes)
- Manpower Requisition Process (Authorisation, Documentation, Closures)
- Selection Methodology
- Interview Process (Panel, Evaluation Methodology)
- Testing Processes (Test Instruments, Administration, Monitoring)
- Documentation
- Forms & Formats (Requisition, Application Blanks, Interview Evaluations)
- Recruitment MIS Reports

Training & Development

STRATEGIC

- Training Needs Identification
- Skill-Gap Analysis
- Competency Map (Employee Ratings, Observed / Desired / Gaps)
- Training & Development Plans (Technical / Soft Skills / Knowledge)
 - ✓ Competency Development Programme.
 - Behavioural & Functional
 - ✓ Skill Development Programme
 - ✓ Performance Improvement Programme

PROFESSIONAL & ADMINISTRATIVE

- Training Calendar
- Prioritized List of Training Programmes
- Individual Analysis
- Faculty Feedback & Analysis

- Employee / Supervisor Feedback
- Developing Knowledge Sharing Practices
- Training Effectiveness Parameters
- Key Improvement Indicators Defined (Performance, Skills, Competence)
- Time Frame for Improvement
- Review Mechanism

EMPLOYEE SATISFACTION & MOTIVATION

STRATEGIC

- Organisation's philosophy & values
- Work Culture
- Best HR practices / Policy
- Grievance Management Process

PROFESSIONAL & ADMINISTRATIVE

- Employee Communication – formal & informal
 - ✓ Notice Boards
 - ✓ Intranet
 - ✓ Emails
 - ✓ Circulars
 - ✓ Inter Dept meetings
 - ✓ Dept Meetings
 - ✓ Staff Meetings
 - ✓ Suggestion Scheme
 - ✓ Newsletter
- Work culture survey, Analysis & Findings
- Employee Satisfaction Survey, Analysis & Findings
- Effective Grievance Resolution

PERSONNEL & ADMINISTRATION

PROFESSIONAL & ADMINISTRATIVE

- Offer / Appointment Letters, Compensation Sheet, Contract Letters, Consultant Agreements etc.
- Salary Fitment Benchmarks / Salary Matrix
- Joining Formalities & Documentations
- Documentation Coding & Revision Guidelines
- Induction & Orientation Company Overview (History, Business, Market, Products/Services, Geography)

- ✓ *Company Presentations*
- ✓ *Key Personnel Meetings*
- ✓ *Technical / Domain / Process Training Programme*
- Maintaining & updating Personnel Files
- Compensation & Benefits Administration Salary Structure (Fixed, Variables, Perks)
- Employee Welfare Schemes
- Insurance Covers
- Retiral Benefits
- Tax Consulting
- Legal Compliances (Employment / Labor / Compensation Acts)
- Incentives, Motivational Allowances
- Employee Relations Employee Benefit Schemes
- Birthdays / Anniversaries
- Festival Events
- Sports Events
- Inter Dept Events / Competitions / Games / Quizzes
- Health & Safety Measures.

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