South Tuen Mun Government Secondary School Human Resources Management Revision Note #1_HR planning and Staff

HRM functions that are important for a company include:

1.

	Human resources planning
	 Staffing
	Performance management
	Compensation and benefit management
	Training and development
	Maintaining a harmonious employee relationship
2.	Human resources planning (HR planning) is the foundation of a company's staffing process.
	With human resources planning (HR planning),
3.	Human resources planning (HR Planning) is important to a company as it helps a company:
4.	If current manpower is over-utilised,
	If arrower to the second secon
	If current manpower is under-utilised,
5.	A skills inventory consolidates employees' information relevant for promotion & transfer decisions
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	With a skills inventory, HR managers can determine

6.	The role of a human resources manager in the recruitment process:				
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7.	Staffing concerns the acquisition of a sufficient number of qualified employees to fill a company's				
	planned openings.				
	The staffing process may use to fill the position of a marketing manager is as follows:				
	• Recruitment				
	Acci uniment				
	• Selection				
	• Employment				
8.	Job analysis is important to a company because:				
9.	Job selection process:				

THREE kinds of information which a company commonly asks an applicant's referee when investigat the applicant's background.
Job analysis is a procedure used to determine (1) the duties and skill requirements of a job and (2) the characteristics of the person that should be hired for it.
The company can cope with a situation of its labour demand is smaller than its supply as follows:
** Reduce the number of staff** (Cutting staff)
Methods of cutting staff include:
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14.	Advantages of laying off those with a shorter length of service.
15.	Staff turnover refers to natural attrition which reduces the number of employees.
16.	The company can cope with a situation of its labour supply is smaller than its demand as follows: ** Increase the number of staff** (hiring more staff)
	The three methods to acquire the needed workers / filling a post are:
17.	Factors affecting the choice of permanent hire, temporary hire and outsourcing include:
18.	Hiring employees as permanent staff:
19.	Advantages of hiring temporary staff to fill job vacancies are as follows: (part-time/contract)

20.	Disadvantages of hiring temporary staff to fill job vacancies are as follows:(part-time/contract)
21.	Permanent vs temporary workers:
22.	Reasons why a company prefers recruiting outside the company rather than appointing internal staff for a
22.	new job position. **External recruitment**
23.	Companies want to fill their positions with external candidates as
24.	The kind of company will have a smaller supply of external candidates:
25.	The government can change the size and composition of a country's labour force by:

26.	Factors affecting the supply of external candidates of a company:
27.	If the unemployment rate is low, the HR manager will find it difficult to recruit a sufficient number of quality employees.
28.	Job posting methods commonly used to attract external candidates are:
29.	The three types of employment agencies in Hong Kong are:
30.	A company may hire commercial employment agencies for help:

31.	The Labour Department:
32.	Advantages of using job fairs to recruit employees are:
33.	The advantages of Online job posting in hiring employees are:
34.	The advantages of posting the job vacancy in the newspaper are:
	(b) The problems are:
35.	Factors affect internal inflows of human resources:
36.	Factors affect outflows of human resources:

37.	Employee referral: Advantages of filling job vacancies through employee referral:
	Disadvantage of filling job vacancies through employee referral:
38.	Outsourcing means hiring a <i>contractor</i> to perform some jobs that are done internally by paying a <i>sub-contracting fee</i> . The reasons are:
39.	
40.	Methods select a job applicant:
41.	Conducting an interview with an applicant may be subject to various interviewer biases including:

42.	Reasons of conducting an interview:
43.	Items commonly would be tested in a job interview: •
44.	Types of interviews: Group interview: When the interviewer wants to observe the candidates' interaction with other applicants Stress interview: When the interviewer wants to examine whether the candidates can perform well under stress Advantages:
	Disadvantages:
45.	Reasons why it is more effective for a company to select a candidate through a work sampling technique than a job interview.
46.	a stress interview may test candidates'

47.	standard questions for job interview and a scoring table.
48.	Advantages of using structured interview:
40.	Advantages of using structured interview:
49.	Some companies use a test to determine if a job applicant will be suitable for a job:
	Test of mental abilities: (in-house test)
	Test of physical abilities:**
	Test of Personality tests:

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50. Six differences between the way that large companies recruit senior managers:

51.	Advantages of using internal candidates to fill the vacancy are as follows:
50	Ways to inform annuage intermally about its ich was anning
52.	Ways to inform employees internally about its job vacancies:
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53.	
	Advantages of using external candidates to fill the vacancy are as follows:
54.	
J . .	Disadvantages of using external candidates to fill the vacancy of are as follows:
55.	Disadvantages of using internal candidates to fill the vacancy are as follows: