

HSA 320 Assignment 2 Human Resource Management Training Proposal

"Human Resource Management Training Proposal"

Week 8 Assignment

Overview of the Process and Steps

Human resources planning assess the manpower requirement for future period of time. It attempts to provide sufficient manpower required to perform organizational activities. HR planning is a continuous process which starts with identification of HR objectives, move through analysis of manpower resources and ends at appraisal of HR planning. Recruitment's provide opportunities to departments such as aligning staff skill sets to initiatives and goals and planning for departmental and individual growth. Although there is work involved in the hiring process, proper planning and evaluation of the need will lead to hiring the right person for the role and team. A position description also referred to as a job description is the core of a successful recruitment process. From the job description, interview questions, interview evaluations and reference checks questions are developed. Basic position and pay information will need to be determined to assist with the development of the job description and job classification. This information will be different for each position being recruited. Describes the department's functions, the unit's functions, and/or the organizational unit's functions. The statement should summarize the position's essential functions and its role in relation to supporting, administering, or managing the activities of the department, unit, or organizational unit.

Developing a recruitment plan would be an essential step. Each position requires a documented Recruitment Plan which is approved by the organizational unit. A carefully structured recruitment plan maps out the strategy for attracting and hiring the best qualified candidate and helps to ensure an applicant pool which includes women and underrepresented groups including veterans and individuals with disabilities. In addition to the position's placement goals the plan contains advertising channels to be used to achieve those goals. The recruitment plan is typically developed by the hiring manager in conjunction with the Departmental HR Coordinator.