

## Chapter 2

### Human Resource Planning

Human Resource planning is an integral part of business planning. Human Resource Planning is the systematic and continuing process of analyzing an organization's workforce needs under changing conditions and developing personnel policies appropriate to the longterm effectiveness of the organisation.

Manpower planning is the process by which an organisation determines its human resource management needs and issues, and develops and implements plans to address them.

### Procurement

It means acquiring adequate number of employees for performing various business tasks. Right persons should be appointed at the right place and at the right time.

#### 3 important steps

1. Determination of the kind or quality of personnel
2. Determination of the quantity of personnel required
3. Recruitment and Selection

Now let us explain all these steps in detail

## Job analysis and Job design

Knowledge relating to the nature and requirements of jobs to be performed in an organisation is highly essential to determine the kind or quality

### Job analysis

Job is a group of positions involving same duties, responsibilities, knowledge and skills. Each job has a definite title and this title is different from jobs to jobs. Eg: clerk, teacher, sales man etc.

Job analysis is a detailed and systematic study of jobs to know the nature and characteristics of the people to be employed in different kinds of jobs. It is a study of qualitative aspect of human resource management requirements.

### Definition

According to Edwin B Flippo, "Job analysis is the process of studying and collecting information relating to the operation and responsibilities of a specific job"

It is necessary to collect and compile information for making a proper job analysis.

The information to be collected includes the following

1. Job title
2. Alternative title if any;
3. Nature of work
4. Equipments, tools and materials used
5. Relationship of one job with ~~other~~ another
6. Education required
7. Experience required
8. physical and mental effort required
9. Responsibility
10. Supervision required and
11. Any other details

## Job Analysis Process

Job analysis involves gathering information about jobs and job holders characteristics. For the purpose of analysis the following steps are suggested.

### 1. collection of actual information

Various methods such as questionnaires, checklist, interview, observation, participation etc. are followed to collect information.

The following types of information are generally collected for this purpose.

a) Job information:- Information relating to prevailing working conditions in respect of physical, social and financial aspects of job is included in this type of information.

b) Quality of personnel:- Information relating to qualities of personnel who performs job.

c) Skill needed to perform the job

d) Personality factors (eg: ability to work through other people.)

e) Experience

### 2. Preparation of the job description

After collecting information, a statement

Showing details of the activities of the job is prepared. It is job description. In other words, the results of the job analysis are expressed as job description.

### 3. Preparation of the job specification

It is a statement showing the minimum acceptable qualities required for a person to be placed on a job. It specifies the standard, which is used as a tool for measuring the qualities of the person required.

### 4. Report Preparation

The job analyst makes an analysis with the collected ~~work~~ information with regard to details of activities of the job and the qualities of the person placed in the job. Then he prepares a report and presents it before supervisor and personnel manager for suggestions and comments. After obtaining suggestions and comments, he prepares the original report.

### 5. Approval of the report

The original report is submitted to personnel manager to approval. After getting approval from personnel manager, it is submitted to top executive.