

# **HUMAN RESOURCES MANAGEMENT**

Human Resource Information System is aimed to integrate the activities of Human Resource Department of ABC LTD (ABC LTD). The Human Resource Information System maintains the following core activities and core processes of ABC LTD

1. Personal Information Management
2. Personal Training Management
3. Recruitment Process Management
4. Project Management

The information collected through the above activities will be maintained in a centralized server and could be accessed through the Internet. The company has decided to create a corporate intranetwork to connect all offices and their network would also be utilized in case of implementation. The information collected through this management and process related activities are maintained as folios.

## **PERSONAL INFORMATION MANAGEMENT**

This management process is to maintain the details of employees who are working at ABC LTD as well as employees who are working in various client concerns. The information will be maintained by HR Managers of all ABC LTD and its units. Employee details that would be sent abroad and other concerns other than clients of ABC LTD would also be managed.

## **PERSONAL TRAINING MANAGEMENT**

Employee will be given regular training on need in the latest advanced areas. The training management maintains a folio on the various topics on which the training is provided. It is also maintains the details of the employee who underwent/is undergoing /will be undergone training. The training has been classified into three categories.

- In-house training
  - Offshore training
  - Abroad training
- The training management also maintains information about the guest lectures as well as lecturers.

## **RECRUITMENT PROCESS MANAGEMENT**

It creates a folio relating to Recruitment Process. There are three different methods to recruit employees. They are

- Through direct recruitment
- Through campus interviews and
- Absorbing project trainees

## **Direct Recruitment**

Direct Recruitment is done on the net. Resumes of candidates are received as either directly or by mail/e-mail/fax/courier. If they found eligible for interview they would be mailed indicating an user name, password and date of interview. The candidate has to log on into the ABC LTD server and he will be given a set of questions (mostly of objective type). He has to answer those questions and the HR Manager will process his papers. The process may include further interviews, direct appointment.

## **Campus Interviews**

Employees are appointed by conducting interviews at college campus. The profile of the students who are interviewed is maintained. Is also maintains the details of the college. The selected candidates will first be given training in their respective areas and then they are put up in anyone of its developing unit.