In this video we will:

- Discuss issues pertaining to Human Resource Planning & Recruiting.

**Step 1** Human Resource Planning
- Prepare Job Analysis
- Prepare Human Resource Inventory
- Prepare Human Resource Forecast
- Compare Inventory and Forecast
- Plans for Growth in Jobs
- Plans for Reduction in Jobs
- Status Quo

**Step 2** Recruiting
- Step 3 Selection
- Step 4 Orientation
- Step 5 Training & Development
- Step 6 Performance Reviews
- Step 7 Compensation
- Step 8 Employment Decisions

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**Elements of the Staffing Process**

**Step 1A Prepare Job Analysis**
- Each job holder must have list of definitive duties/skills to perform
- Eliminates duplicating efforts
- Job analysis produces a job description AND job specification
  - Job description: Lists major work activities, levels of authority, reporting relationships, equipment needs, physical demands of the worker
  - Job specification: Lists education, experience, skills, training, knowledge needed
Elements of the Staffing Process

Step 1B Human Inventory List
- Provides information about present personnel
- Skills, abilities, experience, qualifications
- Helps identify potential promotions, replacements
  - Which assistant manager, Josh or Alice, is better suited for a promotion?
  - Josh: 3 years service A+ on evaluation, seeking Master's degree
  - Alice: 9 years service, B+ on evaluation Bachelor's degree only

Step 1C Human Resource Forecasting
- Analyze organization’s strategic direction
- Growth, Decline?

Step 1D Inventory/Forecast Comparison
- Analyze demand for and supply of labor
- When filling vacancies...
  - Consider first your existing “qualified” personnel
    - Some may want to move up
    - Preserves culture of organization
  - Consider second existing “unqualified” personnel
    - Train employee
    - Creates feelings of empowerment
  - Consider third hiring from the outside
    - Negative: Risk diluting corporate culture
    - Positive: New ideas at the table
    - Will need to recruit externally

Elements of the Staffing Process

Step 2 Recruiting
- Locating, soliciting qualified candidates
- Places to recruit...
  - Internet, newspapers, trade journals, job fairs
  - Some internships lead to full-time jobs
  - Strategically place ads where minorities, protected groups have access
- Recruiting may be outsourced
  - Usually more expensive
- Avoid nepotism
  - Hiring employee spouse, relatives