Module 2: HRP (Human Resource Planning)

Course Instructor

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HRP
HUMAN RESOURCE PLANNING

Human Resource Planning is a systematic process of forecasting both the prospective demand for and supply of manpower, and employment of skills with the objectives of the organization.

It can also be termed as the method of reviewing the manpower necessities to ensure that right kind of skills is made available to the organization.

OBJECTIVES OF HUMAN RESOURCE PLANNING

To foresee the potential requirements of manpower at various skill levels.

Evaluate excess or scarcity of resources that are available at a given point of time.

Predict the impact of technological changes on the resources as well as on the kind of jobs they do.

Manage the resources that are already employed in the organization.

Ensure that there is a lead time available to pick and train any supplementary human resource.

IMPORTANCE OF HRP

- It gives the company the right kind of workforce at the right time frame and in right figures.

- HRP helps in the optimum usage of resources and also in reducing the labor cost.

- Cautiously forecasting the future helps to avoid pitfalls.

- It compels the organization to evaluate the weaknesses and strengths of personnel thereby making the management to take remedial measures.

- The organization as a whole is benefited when it comes to increase in productivity, profit, skills, etc., thus giving an edge over its competitors.

Steps in HRP

Analysing organizational objectives

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Inventory of present human resources

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Forcasting demand and supply of human resource

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Estimating manpower gaps

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Formulating the final human resource action plan
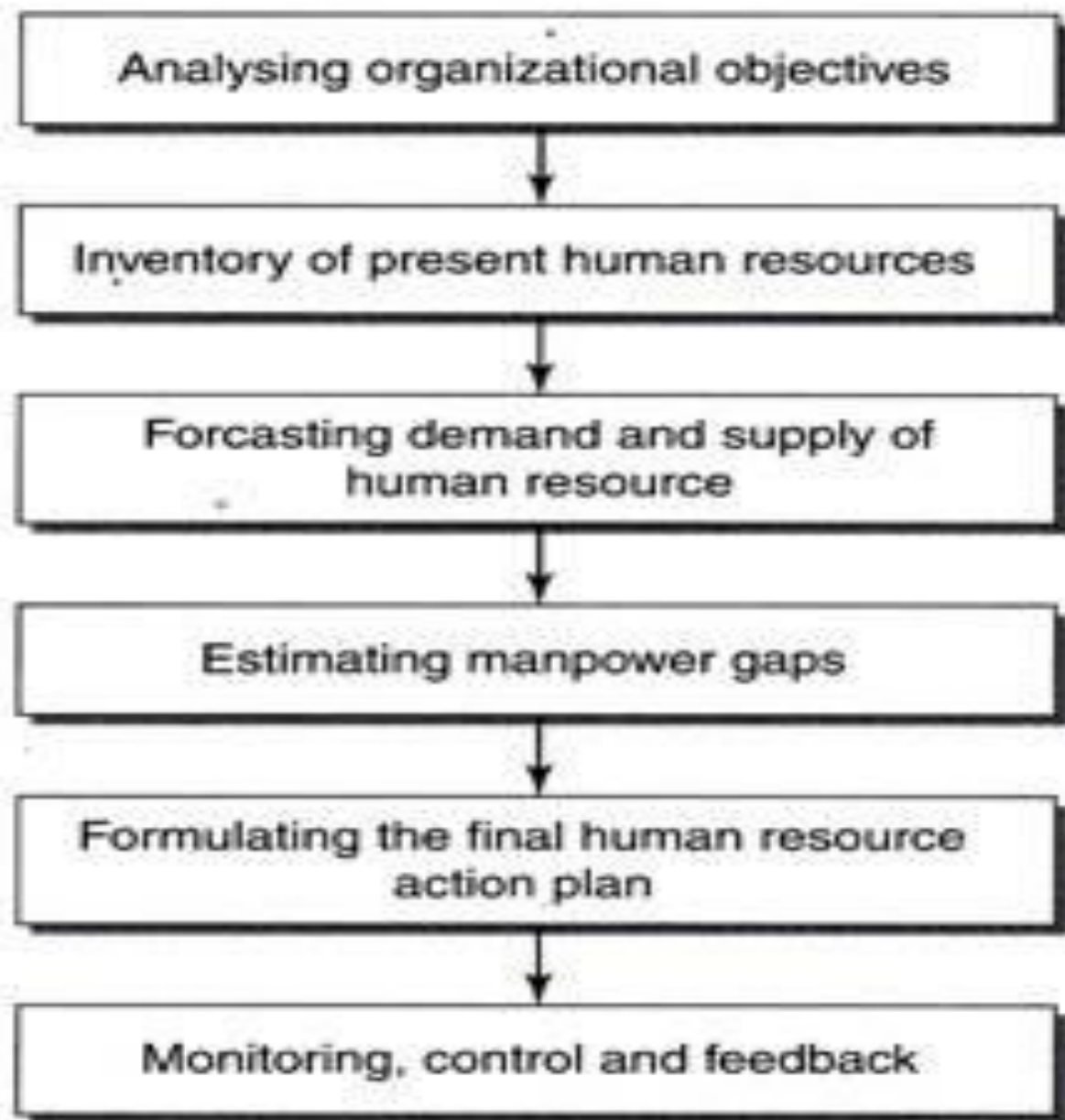
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Monitoring, control and feedback

Fig. 5.3   Steps in Human Resource Planning

RECRUITMENT

The **Recruitment** is the process of analyzing the job requirements and then finding the prospective candidates who are then encouraged and stimulated to apply for the job in the organization.

Recruitment Process

Recruitment Planning

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Strategy Development

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Searching

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Screening

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Evaluation and Control

RECRUITMENT & SELECTION

Recruitment is a positive process of finding and employing the human resource that can aid in achievement of business objective whereas selection is a part of the recruitment process deals with decision making on the applicants that shall join the organization.

SELECTION

- Selection is choosing the most suitable candidates from those who apply for the job. It is a process of offering jobs to desired candidates.

- Once the potential applicants are identified, the next step is to evaluate their qualifications, qualities, experience, capabilities, etc. &

    make the selection.

It is the process of offering jobs to the desired applicants.

Steps in Selection Process

Initial Screening · Completion of the Application Form · Employment Tests · Job Interview · Conditional Job Offer · Background Investigation · Medical Examination · Permanent Job Offer

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For Queries/Feedback...

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