Assessment Task: Human Resource Management: Processes/Functions

Processes of human resource management (Individual activity)

Provide a short explanation of each of the following processes of human resource management.

a) Recruitment
b) Selection
c) Placement
d) Induction
e) Training
f) Labour relations

[Total: 6 x 2 = 12 marks]
## Suggested Solutions

<table>
<thead>
<tr>
<th>Question number</th>
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<th>Solution</th>
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| 1               | 12            | a) Recruitment: advertising positions and finding people with the skills required for the advertised positions.  

b) Selection: receiving CVs, examining them, inviting people for interviews and choosing the correct candidate for the job.  

c) Placement: signing an employment contract with the selected person, which contains the conditions of service; placing the person on the company’s payroll.  

d) Induction: introducing the new employee to the workplace environment, procedures, rights and duties.  

e) Training: providing new employees with training in their new jobs and continuous skills development throughout their time at the company.  

f) Labour relations: informing employees of their rights and responsibilities in the workplace, and also of the discipline and grievance procedures. |