

Human Resource Managers serve 5 Key Functions:

1. Hiring
2. Compensation
3. Evaluation and Management (of Performance)
4. Promotions
5. Managing Relations.

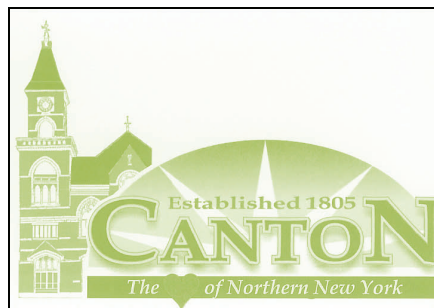
It is the responsibility of human resource managers to conduct these activities in an effective, legal, fair, and consistent manner.



Some information was provided by, <http://www.managementhelp.org>

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Canton Economic Development Office

Business Diagnostic Series:

Human Resource Management



Leadership + Teamwork = Success

Human Resource Management

The Human Resources Management (HRM) function includes a variety of activities, and key among them is deciding what staffing needs you have and whether to use independent contractors or hire employees to fill these needs, recruiting and training the best employees, ensuring they are high performers, dealing with performance issues, and

ensuring your personnel and management practices conform to various regulations.

Activities also include managing your approach to employee benefits and compensation, employee records and personnel policies. Usually smaller businesses carry out these activities themselves. Human Resources Managers should always ensure that employees have -- and are aware of -- personnel policies which conform to current regulations.

Regulations

Having guidelines for employees is very important. This keeps the business organized and the employees well guided. Business owners and managers then know that their employees are being directed in a manner that will benefit the business.

Proper organization of a business through its employees is critical to success. Organization helps managers and employees know who is doing each job and when and how it is supposed to be done. There is no confusion regarding proper protocol or appropriate dress code for the business. This guidance and organization can lead to success as long as there is team work.

Teamwork

Teamwork is needed in order to complete projects on time and have them be successful. Every employee has something to bring to the team that is different from everyone else. They can add great ideas to a project. Teamwork can increase productivity and em-



ployee involvement. Employees have a greater opportunity to learn and they also have greater ownership of problems and situations that need to be addressed.

Managing any work place can be very tricky. Knowing when to act and how to act is a call that a Human Resource Manager has to learn to make. Having regulations and teamwork can help everyone to work toward the same goal. Having a well managed workplace can help managers make better decisions.



Support

Supporting each other is as important as breathing. The value of support is immeasurable. Support from a manager and employees is how the backbone of any business is created. There is no limit of how successful support can make a business. Teamwork between management and the employees can increase the likelihood of success within a business.