



Personnel management

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The meaning of personnel management

Personnel management is a traditional approach of managing people in the organization. It focuses on personnel administration, employee welfare and labor relation. Personnel management assumes people as a input for achieving desired output. Under personnel management, personnel function is undertaken for employee's satisfaction. Under personnel management, job design is done on the basis of division of labor.

In personnel management, decisions are made by the top management as per the rules and regulation of the organization. Under personnel management, personnel function is undertaken for employee's satisfaction.



Nature of personnel management

- ❖ Personnel management includes the function of employment, development and compensation. These functions are performed primarily by the personnel management in consultation with other departments.
- ❖ Personnel management is an extension to general management. It is concerned with promoting and stimulating competent work force to make their fullest contribution to the concern.
- ❖ Personnel management exist to advice and assist the line managers in personnel matters. Therefore, personnel department is a staff department of an organization.

- ❖ It is based on human orientation. It tries to help the workers to develop their potential.
- ❖ It also motivates the employees through its effective plans so that the employees provide fullest co-operation.



Role of personnel manager

Personnel manager is the head of personnel department. He performs both managerial and operative functions of management.



The role of personnel manager can be summarized as :

- Personnel manager **provides assistance** to top management;
- He **advices the line manager** as a staff specialist;
- As a **counsellor**;
- Personnel manager acts as a **mediator**. He is a linking pin between management and workers;
- He acts as a **spokesman**.



Functions of personnel management

Following are the four functions of personnel management:

1. Manpower planning;
2. Recruitment;
3. Selection;
4. Training and development.

Manpower planning which is also called as Human Resource Planning consists of putting right number of people, right kind of people at the right place, right time, doing the right things for which they are suited for the achievement of goals of the organization.



Recruitment is a process of finding and hiring the best-qualified candidate (from within or outside of an organization) for a job opening, in a timely and cost effective manner.



Employee selection is the process of putting right men on right job. It is a procedure of matching organizational requirements with the skills and qualifications of people.



Training is concerned with increasing the knowledge and skills of employees for doing specific jobs, and development involves the growth of employees in all aspects.

