

# Assignment on Human Resource Management

### **Abstract:**

HR management or Human Resource management is very important for a company. A HR manager strategically manage everything in the company. In managing workplace, a great change has been brought by modern HR professionals. In this assignment different working purposes as well as many functions of HRM is presented. Beside this, the recruitment and selection (R&S) methods used in different organisations such as ALDI is presented. The strengths and weaknesses of R&S method is described. Here also included the way of obtaining more benefits of organisations like ALDI or both employer and employee from various HRM practices. At last, some recommendations for ALDI Company is provided.

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## TASKS:

### 1 Overview of ALDI focusing on the requirement and selection method from a HR perspective:

#### Purpose and functions of HRM:

Human resource management have many important works in a company that helps the company to improve productivity and improvement of different training and skills of workers working under that company. They provide essential training for an organisation. HRM is the main asset for development of a company. They are important and necessary in an organisation. They have many functions & purposes.

The main function of HRM in a company is to be supportive to the employer and employee of the company. They create the proper working climate and condition for the workers. They always work for the development of employees and try to ensure the working facilities of the workers. to make the company profitable, it is necessary. Their motto is to increase the efficiency of the company so that the workers and employers can be benefited. They create proper working condition and safe position for the employees. The relation between employers and employees are increased by the HRM. HRM helps the workers by keeping pace with their physical, psychological, mental and environment conditions. Human rights of the people of the company is reserved by the management system. They provide a workplace which is helpful. They always support the company. to achieve company goals the organization works effectively and helps the company to ensure proper profit. The employees' health, medication, working place, mental condition etc are reserved by HRM. One of major function of HRM is the employees' satisfaction (Armstrong).

HRM plays very important role for creating an ideal organisation and for proper help for an organisation. The functions are management, development, staffing, safety, recruitment etc.

#### Recruitment and Selection method for ALDI:

ALDI is one of the biggest companies in the world. ALDI has its linkup different countries in the world. The employee skill and individual number is increasing all the time in ALDI Company. The recruitment and selection methods used to help workers with relevant skills in ALDI Company is presented below:

The recruitment and selection process includes many steps or stages (Billsberry, J.2000). In order to initiate the process, ALDI has some steps. The steps are job vacancy, attracting candidates, job analysis, interviewing candidates, screening applications, selection and appointing candidates, introducing and training. These steps help to perform recruitment and selection process. These are described below:

#### Vacancy for Job:

The first step for recruiting & selection is job vacancy. It means a vacant step in the job. Vacant space means whenever any employee leaves the post or whenever a new post is added, then there is a vacant space in the company. Then the ALDI company can recruit and select employee in the free post. They can attract the staffs for recruitment showing the capability and advantages of the company. Potential workers get a chance at the first time.

So to protect and attract the employees for the first time ,ALDI should keep pace and proper attention to the first step,job vacancy.

#### Analysis of the Job:

Job analysis is another main step for the company that is necessary for recruiting new members of the company. The company needs to give attention to the analytical description of the job towards the new staffs of the company. The new recruited members need to know about the job and proper investigation by HRM manager is necessary for this. They need to explain about the job towards the new recruits. Whatever about the job facilities ,the recruits needs to understand. The employees, who are new recruited,must know about the job facilities and proper functions of the job.Necessary steps must be taken by the HRM.The educational degree which needs to be obtained,in order to get the job,must be expressed towards the candidates.Besides,their professional skills and knowledge necessary must be explained.Besides their personal experience,working principle that is necessary for attaining the job, must be shown to them.Thus ALDI can attract and recruit new members by these points.

#### Attracting Candidates Internally & Externally:

The analysing and vacancy of job needs to be overviewed because of attaching and attracting the candidates.A clear picture of the job is given to the candidates throughout this observation.It is necessary for the appointment of the proper candidates not only some candidates who have no knowledge.Internal and external recruitment is necessary for the system.

To reduce cost,internal recruitment is important.The workers who work internally knows about the management system and about the organization.The know about the system of ALDI very well.So there is a move up rank for the workers which means promotion is often seen there.So this task can easily be completed by professional workers.

External recruitment,which is the second part,consists of advertisement.ALDI,being a multinational company,easily get the advertisement process by media coverage.

#### Candidates Screening System:

The application of the employees reaching at a point of too many,the company narrows down the field of the job.For avoiding the situation,telephone interviews of short form must be taken.Besides,by looking after the skills and knowledge and professional views of the candidates,the candidates who are not applicable for the competition,can be fired.

#### Candidates Interview:

Interviewing the candidates is the most important part for the company ALDI as well as for the candidates.The candidates should be well aware of the interviewing system of the company.They should know the rules and regulations which must be maintained at the time of the interview.They should know the requirements that are necessary for the job selection.They should know about the degree and proper knowledge that is necessary for the requirement for the job.After all these,they should be selected for the job which is

necessary. The company ALDI tries to select the candidates by the rules as said above. The employer or director of the company knows about the employee and he must be ready to judge the employee or candidate properly and perfectly.

#### Selecting and appointing candidates:

According to the interview, the best candidates are selected for the post and they are well posted as the employee for the ALDI company. They are appointed as workers by the selection company. At first, after selecting them, they are appointed for the post properly. Then they are sent for the medical test. After that, their appointment letter is sent to them. Then they are the employees of the company ALDI.

#### Induction and Training:

After all the test, they are being appointed, they are sent for appointed workers. They have to face introduction. Which means, they have to face the amature period keeping pace with the senior workers. They have to behave smoothly at that time. For this they will get advantage. They are able to cope with the situation smoothly and they become the permanent worker for the company ALDI. After that they will receive proper training after the probation period. This training helps them to gain knowledge and proper experience which will help them for further work in ALDI.

## **2. Effectiveness of the key elements of HRM in an organization ALDI:**

### **Advantages and disadvantage of HRM in ALDI from both employer and employee perspective:**

There are some advantage and disadvantages of HRM in the organization ALDI.

#### Advantages of HRM:

1. Labour turnover is the key fact for this condition. The employees turnover the labour by HRM system. So much efficiency is earned.
2. As there is available performance of record there, so it saves both money and time. It creates a path so that the profit must be at high with the help of high performance.
3. Value of time is one of the biggest facts at the benefits if the HRM in ALDI. As there is educated candidates or workers present there, so the workers gain larger efficiency with the help of time management.
4. Culture of corporate is one of the most important part of this system.

#### Disadvantages of HRM:

1. Limitation of choice is one of the disadvantages of the HRM. Because it prevents the presence of a new candidate.
2. The system needs the implementation of consecutive system, procee, form etc.
3. Costly.

HRM system contains many advantages and disadvantages which show that its advantages are far more than its disadvantages. The employer and employee relation builds up with respect to the ALDI organization. The benefits are the main thing that keeps the company avoid loss. The company gets the most profit keeping pace with the employer and employee relationship. Culture of cooperate, value of time, cheap & fast process, high performance system, educated employee, proper selection system, proper training etc are the most important advantages of the HRM in ALDI.

Selection and recruitment process is also important for the process which helps to gain most profits.

Human Resources Management practice following Recruitment and Selection:

Selection is a system that means to select an employee from all the candidates with the help of proper organizing system. The selection system is based on the condition, skill, knowledge, experience etc of the workers. The selection system creates an opportunity to select the best and most right candidate by perfect system.

The employee that is needed for doing the job is selected by proper selecting method. The workers that are selected must be punctual. They must be honest and well trained for the job. Not only it, after appointing them, they must take necessary steps to cope with the situation. They should build up the relation between the co-workers and also the employers. They must try their best to create the outmost profit with the help of all the necessary things. They must take a goal to achieve the most efficiency with necessary profit.

**Potential effectiveness at achieving productivity and profits:**

Most of the organization possessing HRM practice are able to maintain the workplace properly (Aswathappa, K. 2008). Various types of HRM practice like payment and rewards, development and training, employee relations, performance management, selection and recruitment and group working can lead to more employee engagement and satisfaction which helps to increase productivity of the workers. Some ways to achieve most potential effectiveness at achieving productivity and profits are given below:

1. Innovate and good performing workforce: The employees and employers of the company gets the proper condition for innovation and good performing workplace with the help of human resource management.
2. Good communication in between team and team members: To achieve efficient productivity and profit there should good communication among the team and team members. ALDI communicate with a different team and team members and use well experienced employees.
3. Executing and setting feasible direction: HR managers play an important role to set the role, objective, goals and direction of the workers. HRM makes this possible to execute these goals by selecting the appropriate employee in the working place.
4. Management of performance and rewards: Employees become more motivated when they gets their rewards for their performance. ALDI encourage their employees in the working and manage their performance as well as rewards them for their better performance.
5. Participation and collaboration: The productivity and profitability of an organization largely depends on the proper participation of the employees in the working place and



their collaboration by the outside individual of the organization with their ideas and feedback. HRM takes different steps to make such type of environment.

6. **Updating the skill of employee:** In this competitive business world HRM practice helps the ALDI Company to arrange different training facilities for their employees to update their skill. It helps to increase productivity and profitability.

### 3. Analysing Internal and external Factor that affect HRM:

The key elements of the organization ALDI is very much important in the employer and employee perspective. The key element indicate many things that can influence the company ALDI very powerfully. The key elements means both the benefits or the advantages or strengths of the HRM with respect of the company and the disadvantages of the HRM with respect to the company ALDI.

#### Internal Factor:

It is a process which provide opportunity to the internal workers to get job in upper rank. The management of company selects directly or with a simple interview internal employees to give upper rank job. Here the strengths and weakness of this process is presented below:

#### Benefits and strengths of Internal Recruitment approach:

- a. **Cheap and rapid process:** It is a fast process. Because the employer selects the employee at a process which is very much easy and quick. For this this fact and quick process can select the employee at a speed and the quality candidates are selected for doing the job. The process is cheap. Because with the help of HRM the director and the company ALDI. So the media coverage is not at all a fact for it. So the process is a cheap and costless process.
- b. **Habituated Employees:** The employees are selected internally for which they know a lot about the position and working procedure of the company. As they are habituated, so it is an advantage of ALDI.
- c. **Motivational Process:** As the process gives the employees a chance to get ranking, so they have a chance to get to high rank and they have a chance to get promotion, so it is a motivational process.
- d. **Maintain Good Relationship:** The process gives the .
- e. **Self-development:** In this process, all the employees working in the company and who are aspirant can be promoted with self-development (Leana, C. & Van Buren, H. 1999).

#### Weaknesses of internal recruitment approach:

- a. **Limited applicants:** It is an internal process. There is no external candidates or applicants. For this reason, the number of applicants is not much. This is actually a weakness for the company because the more applicants the company allow, the more perfect candidate would be selected.

- b. **No new idea generates:** The internal employees always work in a same method or same way. That's why if the internal employees are selected for a rank, there is no opportunity to come new thoughts or ideas in company.
- c. **Real skilful candidate isn't selected:** It is the main weakness of this process. For this approach, the real skilful candidate for a post cannot be selected. There is no way of finding perfect candidates from outside the company.
- d. **Discourages the new employees:** In this process, as there is no chance to appoint new employees, the outside employees are discouraged. (Cowling, A.G. and Mailer, C.J.B 1981)

#### External Factor:

External recruitment is a process which includes all the outside candidates invited by a company from external sources. In this process, there is a huge opportunity to get new and perfect candidates. Here the strengths and weakness of this process is presented below.

#### Strengths of External recruitment approach:

- a. **Brings new ideas:** This is the best way to bring new ideas and thoughts for the company. The new employee will come with new passion and working thoughts which will be very helpful for the company. Very big companies like ALDI may obtain this risk of appointing new employees as there is a lot of employees inside the company with same idea or thoughts.
- b. **Payment expenses reduce:** Since this process allows to appoint new employees, it will reduce payment cost. Actually new employees do not demand more payment for their new jobs.
- c. **Qualified employee is selected:** This process allows huge number of external candidates. For this reason, the best employee is selected from the interview. ALDI is a massive company working in different countries. So it is a great way to appoint new qualified employees from different countries.
- d. **Advertising the company:** The big companies like ALDI always try to cut attention of customers through advertisement. In this process, there is an opportunity to advertise the company through media. This help to find new employees and also give company media coverage.( Cowling, A.G. and Mailer, C.J.B 1981)

#### Weaknesses of External recruitment approach:

- a. **Long procedure:** This process is more complicated. It is a longer process. Here company tries to get more candidates and try to select the best ones from them. So it needs much time.
- b. **Costly Process:** It is a costly process. As advertisement and media coverage is needed to attract more candidates, it costs a lot.
- c. **Online advertisement problem:** More companies now try to advertise on Internet. But a poor decorated website or a website with technical problems may underestimate the company image.
- d. **Employment agency problem:** Generally the workers communicate with different agencies. But the agencies can be costly which make a bad image for the company.

- e. **Identifying problem:** It is also a matter of fact that, identifying the qualified candidates from a huge number of candidates is not easy. So it takes much time to identify best employees.

ALDI is a multinational company. It has huge amount of employees working under it. During appointing new employees, big companies like ALDI should give attention in both strengths and weaknesses of recruitment and selection approaches. Beside this, in external recruitment, ALDI should provide a proof about no discrimination inside the company. This type of claim always makes a bad impression to new employees. Beside this, all the strengths of both internal and external recruitment may be practiced. Again the weakness of both process may be kept in mind and always may try to remove these weaknesses. So ALDI can use both internal and external recruitment process adopting the strengths.

#### 4.HRM applied in practices in a work related content:

HRM applied in practices in work related context now a days have various specific examples:

##### Use of external body like Trade Union, ACAS, BIS and Recruitment agencies:

###### Use of Trade Union:

1. It is also known as Labour union. It is the organization employees who have arrive together to reach in their goals like protecting the morality of the trade, Developing security standard and gaining better benefits, wages as well as working condition through the bargaining power of the employees.
2. It chaffer with the employer through its leadership on behalf of the members of the union and bargains labour agreement with employer.
3. The common purpose of this union is to maintain or improve the condition of their employees.
4. Unions can organize a department of experienced workers and a cross department of general workers from various trade and attempt to organize all of the employees in a definite organization.

###### Use of ACAS:

Its aim is to improve the companies and working system by the promotion as well as facilitation potent organizational relations habit. ACAS is not dependent and it is an impartial organization which does not uphold with the specific party but helps the all parties to reach in their goals.

###### Use of recruitment agencies:

It helps to offer service both to job seeker and employer. By charging the organization, to handle the recruitment necessity, they are capable to provide free service to the potent applicants. At present agencies give the advertisement about the vacancies by their online job society and facilitate the employees to get their jobs.

Thus these external bodies support the management of employee relations and inform human resources practice.

HRM is an important system which is now a days used in the companie like ALDI and many others.It is used to make outmost profit,efficiency etc.

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