

2 Human Resources and Organization

2.1 Design of Labor and the Job Analysis

Selection can be defined as the choice of RH right man for the right position , or between the candidates recruited, those best suited to the existing positions in the company, in order to maintain or increase the efficiency and performance of staff.

The team tries to solve two basic problems :

- ♣ The adequacy of the man in charge
- ♣ The man in charge efficiency
- o Design , description and analysis of charges

The description of objections is a written record that defines the duties and conditions related to the position. Provides data about what the candidate does, how it does it , and why it does.

A charge Chruden and Sherman noted , " can be defined as an organizational unit involved a group of duties and responsibilities that make it separate and distinct from the other charges .

It is the process of determining the elements or facts that make up the nature of a fee and that make it different from all the others on the organization.

The job descriptions is the detailed account of the powers or duties of the office (which the occupant does), the methods used to implement these functions or tasks (how) and the objectives of the job (what it does) .

The charge analysis is the process of obtaining , analyzing and recording information relating to the charges. It is a process of investigation into the activities of work and the demands of the workers, whatever the type or level of employment.

Strategy

2.2 Recruitment and selection tools

Is the first question regarding staff arises for the company ; selection to be given to both the personnel entrance into the company and affect staff admitted to different jobs to cover .

In the recruitment process is decided whether or not to hire candidates from the search made previously. It is important to distinguish in advance between professional competence, defined as the set of capabilities that allow different nature to get a result , competition is linked to job performance, not independent of context and expresses human requirements valued at the man- work. On the other hand we must distinguish the professional qualification , defined as the set of professional skills for employment significance that can be acquired through modular training or other training and through experience. Therefore, a qualified person is a person ready , able to perform a particular job , which has all the skills required in this position.

This selection has different steps:

- Determine if the candidate meets the predetermined minimum competencies for the job .

- Evaluate the skills and professional qualifications / as candidates / as they spent the previous stage , through technical assessments and / or psychological .
- Assign a score to the assessments made in the previous section .
- Depending on the score , decide who will be offered the position.

When planning this process must take into account the importance of reliability in measuring instruments capabilities of potential candidates , such as degrees earned , work history , interviews, etc. . Validation as well as between the results of the evaluations which were assigned a score and the ability to do the job specific . To make the recruitment process should be designed various tests and reliable tests which demonstrate whether the applicant is able to perform the job. In turn, these instruments must be validated in terms of content knowledge that applicants must have and as practice in the application of content. In this way you can highlight that it is possible that a selection method is valid only if it is reliable.

2.3 Recruitment and induction

Training in the workplace is essential for productivity. This is the process of acquiring technical knowledge and skills that will enhance the performance of employees in their duties.

Good training can bring benefits to organizations to improve its image and relationship with employees , as well as increasing productivity and product quality . For employees, there are also benefits such as increased job satisfaction and sense of achievement development .

The study of the Master of Human Resource Development , trains specialists with skills to diagnose, design, implement and evaluate solutions to the problems facing organizations in the areas of development, administration and training of human resources and skills development implementing change processes in organizations.

2.4 Termination of Employment Relationship

In comparative law, there are at least three different systems which can be regulated by the termination of the employment contract :

- Royalty payments: the employer is free to fire the worker when appropriate , even without cause . This system is not generally accepted by the doctrine , because of the large uncertainty introduced into the worker , not having a minimum guarantee to keep your job tomorrow , and can even affect your productivity.
- Dismissal regulated : in principle the employer has some freedom to fire the worker , but to do so must follow a set of legal requirements (as an expression of cause , notifications, issuing payment vouchers and other obligations) that guarantee the rights of worker. It is the most widely used .
- Dismissal by application : the worker can not be fired if the employment contract states that the employer can terminate business bankruptcy , death or contagious disease likewise any other action or unforeseeable circumstances that provided in the agreement . This regime is more typical of public officials of private enterprise . Although for most of the twentieth century tended to this system today is increasingly obsolete by the application of liberal economic ideas .

2.5 Physical aspects involved in the Organization

Ergonomics is basically a practical application technology and interdisciplinary , based on scientific research, which aims at comprehensive optimization Men - Machine Systems , which will always be composed of one or more human beings doing a job either with the help of one or more "machines" (defined with the generic term for all types of tools , industrial machines themselves, vehicles, computers , appliances, etc. .) . By saying comprehensive optimization we mean obtaining a systemic structure (and its corresponding dynamic behavior) , for each set of men and machines interactuarte which simultaneously and conveniently satisfies the following three criteria:

1. Participation: human beings in terms of technological creativity , management , compensation, comfort and psychosocial roles .

Two . Production: in all that makes the efficiency and productive efficiency Men - Machine System (in short : productivity and quality).

Three . Protection: Subsystems of Man (industrial safety and occupational health) of the Subsystems Machine (accidents, failures , breakdowns, etc. .) And the environment (collective security , ecology , etc. .) .

The extent to which you have set these three criteria required for implementation of the integration of various fields of action which in the past were developed separately and even opposed . These fields of action were mainly :

- Improving physical working environment (comfort and hygiene) .
- Design of tools , machinery and installations from the point of view of the user thereof .
- Structuring working methods and procedures in general (performance and safety).
- professional team .
- Training and employment training