

Grade 7 EMS Worksheet

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]

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Suggested Solutions

| Question number | Possible marks | Solution |
|-----------------|----------------|---|
| 1 | 12 | <p>a) Recruitment: advertising positions and finding people with the skills required for the advertised positions.</p> <p>b) Selection: receiving CVs, examining them, inviting people for interviews and choosing the correct candidate for the job.</p> <p>c) Placement: signing an employment contract with the selected person, which contains the conditions of service; placing the person on the company's payroll.</p> <p>d) Induction: introducing the new employee to the workplace environment, procedures, rights and duties.</p> <p>e) Training: providing new employees with training in their new jobs and continuous skills development throughout their time at the company.</p> <p>f) Labour relations: informing employees of their rights and responsibilities in the workplace, and also of the discipline and grievance procedures.</p> |