

HR CHEAT SHEET: THE MOST IMPORTANT DEFINITIONS FOR HR ASSIGNMENTS

HUMAN RESOURCE MANAGEMENT

- An organization function that focuses on recruitment of, management and giving direction for individuals who work in an organization.
- Human resource management can also be performed by line managers.
- HRM is an organizational function dealing with issues related to individuals, like compensation, performance management, hiring, safety, organization development, wellness, employee motivation, benefits, administration, training and communication.
- Human resource management is a comprehensive and strategic approach in managing people as well as workplace environment and culture.
- **Human resource development according to Leonard Nadler:**
It is a series of organized activities that is conducted within a time and designed in producing behavioral changes.
- **Human resource development according to M.M Khan:**
Human resource development is across of increasing capabilities, knowledge and positive work attitudes of all persons working at all levels in business.
- **Human resource development according to Prof. T.V. Rao:**
It is a process in which employees of an organization helped in planned and continuous way to sharpen and acquire capabilities needed to perform different functions associated with their expected or present future roles; develop journal capabilities as a person and to exploit and discover their own inner potential for their organization development purpose; and develop an organization culture in which superior-subordinate relationship, collaborating and team work among sub-units are strong. Add a little bit of body text
- **Absolute ratings:**
It is a method of rating where the rater will assign a certain value on fixed scale based on performance or behavior of an individual rather than to assign the ratings based on the people comparison.
- **Affirmative action:**
Positive discrimination.
- **Attrition:**
It describes involuntary and voluntary terminations, employee retirements and deaths resulting in employee reduction to physical workforce of employer.
- **Autocratic leadership:**
A leader where determines policy of an organization, instruct their members on what to make or do, impersonal and aloof.
- **Benchmarking:**
It is a technique with the use of qualitative or quantitative data in making comparisons between sections or organizations.
- **Branding:**
It is a differentiating process and identifying organization's processes, services or products from another company by providing it a name, phrase or any other mark.
- **Change management:**
It is an intended effort of organization in anticipating change and managing its introduction, consequences and implementation.
- **Coaching:**
A 1-to-1 process between subordinate and manager.
- **Competency-based pay:**
It is a system compensation recognizing the employees for breadth, depth and skills types they apply.
- **Confidentiality agreement:**
It is an agreement that restrict employee from proprietary information or disclosing information.

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- **Core competencies:**
The knowledge, skills and abilities that an employee should possess to perform his job functions successfully.
- **Contract for services:**
It is an agreement having independent contractor.
- **Contract of service:**
It is an employment agreement.
- **Corporate mission:**
Objectives and aims of a company.
- **Customer capital:**
It is an organization relationships with people, which include suppliers.
- **Cyclical unemployment:**
It is an unemployment form.
- **Differentiation:**
It is a strategy in industry on customer's value dimensions.
- **E-commerce:**
Internet use in marketing and selling services and goods.
- **Employee retention:**
A term that is used in referring to make an outline of activities and general management related to maintaining, developing as well as improving employee relationship by processing grievances, communicating with employees and others.
- **Empowerment:**
A process than authorize or enable a person to behave, think, control work, take action as well as make a decision in an autonomous way.
- **Ergonomics:**
The physical characteristics measurement of human body as well as equipment development to fit them.
- **Extrinsic rewards:**
It has 2 forms: non-money and money rewards.
- **Functional job analysis:**
It is a preparation necessary for job description construction. It is needed in collecting data on a job that will be advertise.
- **Grievance:**
It is a complaint by 1 party to contract of employment against another person.
- **Gross misconduct:**
Act that is committed by an individual in leading summary dismissal.
- **HR information systems:**
It is a discrete computerized detail system in an organization.
- **HR planning:**
It is a planning of activity based on the organization strategic planning.
- **Incentive pay:**
An additional compensation that is used to reward or motivate employees for productivity goals or exceeding performance.
- **Induction:**
A process of presenting employee an employee to the company.
- **Industrial relations:**
Practices and theories study in workplace relationship.
- **Job analysis:**
Preparatory stage in crafting job descriptions.
- **Job evaluation:**
It is being used for purposes of compensation planning.
- **KPI:**
It is called as Knowledge, skills and abilities.
KPI is key performance indicators.
- **Leadership development:**
Informal and formal training as well as professional development programs for all executive and management level employees in assisting them to develop their leadership styles and skills that are required in dealing with different situations.
- **Mediation services:**
An intervention process by specialist in employment dispute.

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- **Mission statement:**

It is a statement that illustrates who the company is, where company should be headed and what the organization does.

- **Motivational theories:**

It is an attempt in explaining how individuals are being motivated in form of behavior work and performance.

- **Negotiation:**

The discussion process with a mutual settlement view by means of conference.

- **Observation interview:**

A process of observing employees at the same time performing their tasks or jobs used in collecting data about certain tasks or jobs.

- **Organizational culture:**

It is a pattern emerging from system of values, beliefs as well as behavioral expectations of the organizational members.

- **Outplacement:**

It is a benefit that is offered by employer in displacing employees which consist of services like training, job counseling and finding job assistance.

- **Pay:**

Base pay if the fixed wage or salary constituting rate for the job.

- **Part time employee:**

An employment on regular basis, but the hours work is less than the required.

- **Performance management:**

The process that is designed to manage, improve and evaluate employee performance.

- **Probation:**

A period of employment commencement in ascertaining the capabilities and skills of employees as well as for employees in determining, whether the workplace will meet their needs.

- **Recruitment:**

A process bringing company personnel who possess the certain education, skills, experience and qualifications for post offered.

- **Remuneration:**

It includes payment made under services contracts.

- **Resignation:**

It is a decision by the employee voluntarily in terminating his contract with the company.

- **Retrenchment:**

A termination that resulting from a redundancy.

- **Suspension:**

Employees are instructed to avoid doing such things during their work to avoid disciplinary action or process.

- **References**

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