

Human Resources

Target

In a fast and competitive market is important to search for the best talents through an accurate process of selection that allows to identify, and to attract people with the right competences for specific roles and vacant positions.

Important elements

- ❖ **Demography:** the characteristics of a population considered according to age, sex and social class. This type of tendency can vary the pension or the insurance.
- ❖ **Difference:** population density can change according to the need and the place of employment. Changes of the society mean that a greater proportion of the organizations is composed of "baby boomers" or of more elderly employees in comparison to thirty years ago.
- ❖ **Ability and qualifications:** as the industries go from the manual professions towards managerial ones therefore they need high skilled staff. The employers should guarantee financial rewards to the most valuable employees.

We also have to consider:

- ❖ **Geographical spread:** working distance should be considered in the salary as well as transport and area facilities.
- ❖ **Occupational structure:** norms and values related to different careers inside an organization. Mahoney 1989 developed 3 different types of occupational structures, which is to say: job (loyalty to the profession), organizational career (promotion) and not organized career (for not qualified workers that work only when they need it).
- ❖ **Generational difference:** the different categories of age of the employees have determined characteristics, different for their behavior and their expectations inside the organization.

It's a phenomenon which often involves quite a few aspects:

- ❖ **economics** (jobs matching)
- ❖ **jobs contracts**
- ❖ **psychological evaluation** (to choose the working position of the candidate characteristics)

The staff department takes care of four important tasks:

- ❖ **datas** (about condition, content, job applications and physical characteristics, cultural behaviors, CV of the candidates)
- ❖ prediction on the **future behaviors** of the candidates and on their contribution to the organization
- ❖ decision making on the assumption and on the change of position of the candidates
- ❖ **information** on the anticipated **working behaviors** of the candidates, on the plans of action established

The selection process includes three principal moments:

- ❖ **the recruitment;**
- ❖ **the evaluation;**
- ❖ **the insertion.**

It includes two main moments:

- ❖ a description of the activities related to the position to be covered: the assignments, the responsibilities, the job classification related to the placement and the salary are analyzed in depth.
- ❖ a profile of the characteristics of the person: based on the analysis of the duty a profile of the ideal candidate is drawn according to attitude, abilities, competences as well as needed personality characteristics to develop the duty.

Activities	Description
It participates to the definition of the skill needed for the organization.	for the coverage of needs rendered explicit by the people responsible of function, of area or of project in terms of human resources and currency such needs also in possible reference inside mobility to the organization.
It evaluates personnel's estimates.	in the elaboration of the annual business plans.
It selects the staff.	in base to specific job elaborate descriptor previously.
It plans and organises projects of individual formation.	individual or of group on the base of specific business objectives, of order or function.
It manages the administrative procedures of the personell.	accompanying, also with actions of mentoring, the process of exploration of the firm and understanding of his/her own activity It participates in the monitorage of the performances.