

HUMAN RESOURCES

(RESEARCH, SELECTION AND MANAGEMENT)

project „NEW START UPS“



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WORK OBJECTIVES

Benefits of setting goals

- show direction
- determine the result
- they help to plan
- allow performance to be assessed

Types of goals

- general
- specific

Goal setting procedure

Specific: description

Measurable: turnover, contacts, orders

Accepted: discussed, accepted

Realistic: agreed reachability

Timed: start and end

PLANNING

Basic benefits

- connects the present with the future
- contributing to the achievement of goals and objectives
- is an important managerial activity
- includes all activities
- enables efficient execution of activities
- it is used at all levels of management

Species

Strategic planning

- general goals
- specific goals

Tactical planning

- goals of individual functional areas
- objectives of individual organizational articles

Operational planning

- goals of individual functional positions of workplaces
- goals of individual employees

PEOPLE MANAGEMENT

Creation of a work team

- philosophy and characteristics
- difference between group and team
- basic pillars

Meaning to the member

- enrichment with knowledge and skills acquired from other team members
- space for realization and maximum use of one's abilities and strengths
- an atmosphere of trust creates a sense of well-being and relaxation
- support in critical situations

Meaning for the manager

- easier conflict resolution - team interests
- delegating and assigning tasks
- fulfillment of challenging tasks and goals

Significance for society

- easier problem solving
- high performance
- increased stability

PEOPLE

Personal cast

- criteria setting
- selection of collaborators

MANAGER

The role of the manager

- leader

Attitudes of the manager

- people are the priority
- we will be nothing without customers
- money needs to be earned
- attitude and dedication are necessary
- change is a shift

Situational leadership

- command style
- coaching
- supporting
- delegation

Distinction between research and selection and the 4 points of which the research is composed.

Target identification.

Internal and external labor market of the company and their respective advantages and disadvantages.

Tools for internal and external job search.

Elegance of the communication of the end of the research.

"Research" through the web and social media: strengths and weaknesses.

Search using the "Executive Search": Advantages and disadvantages of Executive Search.

Recruitment as a strategic management perspective of the company.

The flow of coordinated actions of the selection process. Key elements of an effective selection.

Variables that affect the selection. Decision criteria.

Psychometric tests

Skill tests Employment tests

Intelligence tests

Personality tests and other types of tests.

"Sensitivity" of selection and choice of the candidate and its three mandatory steps.

Selection interview and the most effective areas. Weaknesses detected by the selection

interview studies. The structured interview.

The competence approach. The role analysis.

Main errors of evaluation.

Effective ways to recruit the best candidates.