

BUSINESS MANAGEMENT

IB DIPLOMA PROGRAM

FUNCTIONS AND EVOLUTION OF HUMAN RESOURCE MANAGEMENT

1. Numbers of workers and skills of those workers required over a period of time.

Workforce plan

Workforce audit

2. Measures the rate at which employees are leaving an organization.

Labor Productivity

Labor turnover

3. A check on the skills and qualifications of all existing employees

Workforce audit

Workforce evaluation

4. Extent to which workers are willing and able to move to different jobs requiring different skills.

Occupational mobility

Geographical mobility

5. A detailed list of the qualities, skills and qualifications that a successful applicant will need to have

Person specification

Job description

6. Introductory training program to familiarize new recruits .

Induction

On the job

7. Exercise designed to improve a person ability to understand and learn information

Behavioral skill

Cognitive training

8. The process of evaluating the effectiveness of an employee judged against present objectives.

Appraisal

Training

9. Being remove or sacked from a job due to incompetence or breach of discipline

Redundancy

Dismissal

10. Using another part business (a third party) to undertake part of any process.

Offshoring

Outsourcing