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

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