

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