

What is Human Resource Management?

Worksheet

HRM is the strategic management of employees through coordinated practices in recruitment, training, compensation, performance appraisal and retention to support overall business strategy.

Questions

1. HRM's main strategic purpose is to...

- A) control labour costs only
- B) align people with business objectives
- C) hire employees quickly
- D) comply with laws only

2. Which is NOT typically an HRM function?

- A) training
- B) marketing
- C) compensation
- D) recruitment

3. Strategic HR planning involves...

- A) matching employee skills to business needs
- B) annual reviews only
- C) recruitment only
- D) payroll administration

4. Employee relations primarily focuses on...

- A) sales performance
- B) maintaining positive workplace culture
- C) production targets
- D) financial reporting

5. A tech company has 30% annual staff turnover. HR develops a retention strategy. Name three HRM functions involved.

6. A manufacturing firm plans to expand production by 40% next year. Outline HR's planning and recruitment role.

7. An employee requests a salary review based on market data and performance. Which HRM function applies?

8. Define: What is HRM?

9. Define: Name five HRM functions.

10. Define: What does strategic HRM mean?

Answer Key

1. B) align people with business objectives - Strategic HRM links employee management to business strategy and competitive advantage, not just cost or compliance.
2. B) marketing - Marketing is not an HR function; it is a separate business function. HRM focuses on people management.
3. A) matching employee skills to business needs - Strategic planning forecasts staffing needs and aligns capability with business objectives across multiple functions.
4. B) maintaining positive workplace culture - Employee relations manages workplace relationships, engagement, communication and dispute resolution.
5. 1. Compensation review - ensure competitive salaries 2. Training & development - career progression paths 3. Employee relations - workplace culture, engagement programs
6. 1. Workforce planning - determine skill gaps and headcount needed 2. Job analysis - define roles, responsibilities and person specification 3. Recruitment - advertise, shortlist and select 50 new workers
7. Compensation management: review performance data, benchmark market rates, align pay with role value and business budget
8. Strategic management of employees through recruitment, training, compensation, performance management and development to support business goals.
9. Recruitment, training & development, compensation, performance management, employee relations and workforce planning.
10. Aligning HR practices and people management with the organisation's long-term business objectives and competitive strategy.

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