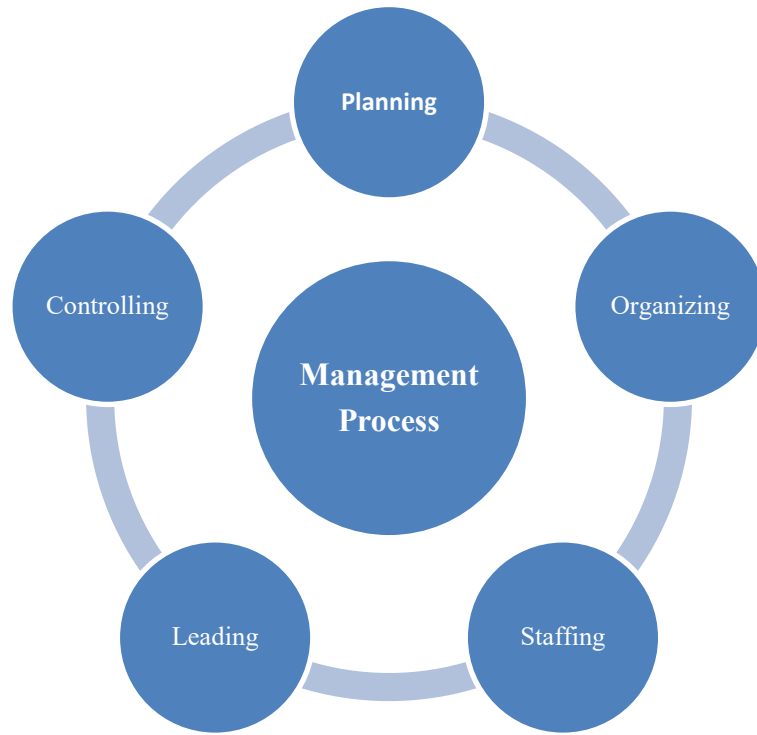


The Management Process

The five basic functions are planning, organizing, staffing, leading, and controlling.



Planning: Planning activities include establishing goals and standards, developing rules and procedures, and developing plans and forecasting.

Organizing: Organizing activities include giving specific task assignments to subordinates, establishing departments, delegating authority to subordinates, and establishing channels of authority and communication.

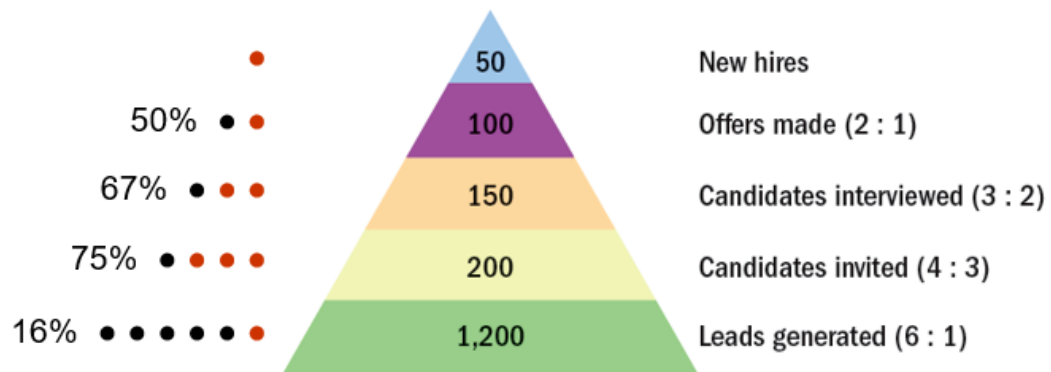
Staffing: Staffing activities include determining what type of people should be hired, recruiting prospective employees, and setting performance standards.

Leading: Leading activities include maintaining morale and motivating subordinates.

Controlling: Controlling activities include setting standards such as sales quotas and quality standards and taking corrective action as needed. Staffing is the function most readily related to human resource management. However, HR managers actually perform all five functions.

Recruiting yield pyramid

Recruiting yield pyramid is the historical arithmetic relationships between recruitment leads and invitees, invitees and interviews, interviews and offers made, and offers made and offers accepted.



If we have a look at the figure, we will be able to see that the 16% generated leads are invited. From the invited candidates 75% are called for the interviews, From the interviews 67% candidate are offer made and finally 50% from them are hired.

Outside Sources of Job Candidates

There are many ways to get candidate when organizations need to hire new employee. Some of them are provided here.

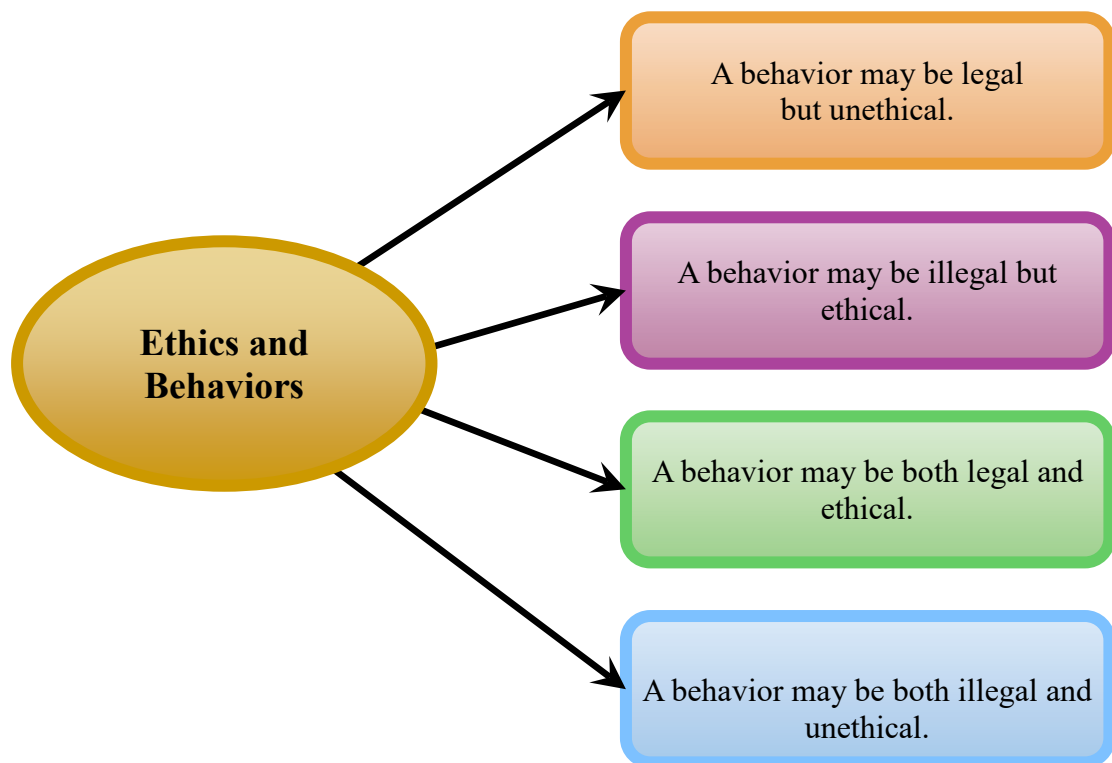
- **Recruiting via the Internet:** Most employers recruit through their own websites, or through online job boards. Job seekers also can get their desire job through the job portal. For example, bdjobs and skill.jobs are most popular in our country.
- **Advertising:** While Web-based recruiting is replacing traditional help wanted ads, a glance at almost any paper will confirm that print ads are still popular. The local paper, The Wall Street Journal, The Economist are the most common in our country.
- **Employment Agencies:** There are some agencies that provide employee to the organizations. There are three main types of employment agencies: (1) public agencies operated by federal, state, or local governments; (2) agencies associated with nonprofit organizations; and (3) privately owned agencies.
- **Offshoring/Outsourcing:** Offshore Outsourcing is when an organization recruits a third party supplier to conduct operations from an outside country. Offshore outsourcing companies provide service from low-cost regions around the globe to reduce costs and tap into seasoned CX experts.
- **Executive Recruiters:** Executive recruiters (also known as head hunters) are special employment agencies employers retain to seek out top-management talent for their clients. The percentage of your firm's positions filled by these services might be small. However, these jobs include key executive and technical positions. For executive positions, head hunters may be your only source of candidates. The employer always pays the fees.
- **On-Demand Recruiting Services:** On-demand recruiting services (ODRS) are recruiters who are paid by the hour or project, instead of a percentage fee, to support a specific project. For example, when the human resource manager for a biotech firm had to hire several dozen people with scientific degrees and experience in pharmaceuticals, she used an ODRS firm.
- **College Recruiting:** College recruiting—sending an employer's representatives to college campuses to pre-screen applicants and create an applicant pool from the graduating class—is important.

Ethics and the Law

Ethics: Ethics are a set of moral values an individual establishes for one's self and your own personal behavior.

Laws: Laws are structured rules utilized to govern all of society.

Some factor that could be happened on Ethics and behaviors are as follows.



Defining the Employee's Goals and Work Standards

There are some guidelines for effective goal setting:



- **SMART goals:** Goals must be Specific, Measurable, Attainable, Relevant, Timely.
- **Specific goals:** Goals should be specific that means what we have to do it should be clear and specific.
- **Measurable goals:** With specific criteria that measure the progress toward the accomplishment of the goal.
- **Challenging/Doable goals:** Goals must be doable, neither too much hard to do nor too easy to do.
- **Encourage participation:** To achieve goals collaborative effort between the employee and his or her direct supervisor or manager.