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Name: HASIBUR RAHMAN

ID: 1119460101

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Submitted to: Taniya Nashin

Ans. to the Q. No - (1)

Regardless of your industry, personnel matters present difficulties. Fortunately, with a bit of planning, business owners can avoid common pitfalls.

Daniel's addresses five personnel mistake that employees tend to avoid

Mistake No-1: Inadequate Record Keeping

Mistake No.2: Failing to hire employees in accordance with your business needs.

Mistake No-3: Failing to thoroughly vet job applicants

Mistake No. 4: No employee handbook

Mistake No. 5: Holding on to a bad hire.

Ans. to the Q. No. - 2

Business environment is changing environment and so is HR environment. The changing of HRM includes work force diversity, economic and technological change, globalisation organisational restructuring, changes in the future nature of jobs and work and so on.

1. Work Force Diversity: Diversity

has been defined as any attribute that humans are likely to use to tell themselves, that person is

different from ~~one~~ me and, thus

includes such factors as race, sex, age, values and cultural norms.

It is likely to be more diverse as

women, minority group members,

and older workers flood the work

force. With the increasing number

of women entering the work force

due to a combination of factors

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Like women's emancipation.

2. Economic and technological change:

Along with time, several economic and technological changes have occurred that have altered employment and occupational pattern. Technology has become the hallmark of the modern organizations have become the technology-driven organizations.

For example, has changed to automation and robotisation.

3. Globalization: The economic policy

1991 was among other things,

globalized the indian economy. There has been a growing tendency among business firms to extend their sales.

4. Organizational restructuring: It is used to make the organisation competitive. From this point of view, mergers and acquisitions of firms have become common forms of restructuring to ensure organisational competitiveness.

Ans. to the Q. No - 3

Job analysis is the basis for human resources management, the quality of its analysis for module of other human resources management has a significant influence. Job analysis is also defined as a system process to identify the skills to complete the work, responsibility and knowledge, which is an important and ~~an~~ universal human resource management technique. Almost all the HR resources plans or programs need to get certain

types of information through the work analysis; it affects management of HR in the following areas:-

* Job description - Job description define what a job is by identifying its contents, requirement and context.

* Job specification: Job specifications focus on the personal characteristics and qualifications that an employee must possess to perform the job successfully

* Job design: Job design identifies what work must be performed, how it

will be performed.

*Organisational structure and design:
job analysis by clarifying job requirements and the inter relationships among job means content.

*HR planning: HR or personnel planning involves getting the right number of qualified people into the right job.

* selection : Job analysis information identifies what the job is by defining what duties and responsibility must be performed. Finally, job analysis information can be used to validate

Ans. to the Q. No - 4

Corporate level strategy is the top of the planning pyramid. It is the main purpose of your business. Think of corporate level strategy as the destination toward which your business is moving.

Key characteristics of corporate level strategy :-

1. Long term : Corporate level strategy

is aimed at the long-term rather than short term. You may formulate them quickly, ~~but~~

2. Uncertain : Corporate level strategy

is, by nature, uncertain. That's because they are extremely broad and often incorporate a great many moving parts.

4. Complex : Because corporate level strategies apply to your business as a whole, they are naturally going to be more complex. May be made up of a long list of sub-strategies.

5. Dynamic : A company or corporate level strategy should be as dynamic as possible. That doesn't mean you have to incorporate contingency plans for every possible situation.

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7. Formulated from the top down :

Corporate level strategy is always created at the highest levels of a business. Owners, board members and chief officers should be the ones to formulate the strategies and then put them into practice in the other levels of the business.

Corporate level strategy can be subdivided into three types based on what you want to do with your business —

- * Growth
- * Stability
- * Retrenchment

Ans. to the Q. No - (5)

Business Level strategies refer to the combined set of moves and actions taken with an aim of offering value to the customers and developing a competitive advantage, by using the firm's core competencies, in the individual product or services market.

Cost Leadership: If there's one thing that most businesses have in common, it's that they are competing in the market price-wise. Not only do they want to appeal to a wide

range of potential customers, but they also want to have the capacity to sustain a margin on above average returns.

To achieve this, there are a few things you can do:

- * Increase your profits by reducing operational costs.
- * Only change industry-average prices

Differentiation: The second-most important of all business strategy examples - bc different. This approach also supports quality over cost. For example, designer goods and reputable customer

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services. This could even include designer goods at affordable prices, which integrated cost leadership.

Focused Differentiation: Focused differentiation implies a smaller target customer base.

The upside with this strategy is a greater capacity for the business to serve their customers with maximum efficiency.

Low cost: Much like the focused differentiation strategy, the focused low-cost strategy also aims to corner a small segment of the market.