



Victoria University of Bangladesh

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**Course Title: Introduction to Human Resource
Management**

Course code : HRM 326

Program : BBA

Ans: to: the: Q: no: (1)

Common HR Mistakes Ineffective Hiring Practices Handbook Errors Picking Favorites poor Job Description Lack of Training whether you run a human resource department for your company or are in the process of looking for a new job, can pick up some HR advice along the way.

HR mistakes can affect broad swaths of the business. Companies can face enormous costs from litigation for failing to comply with federal and state labor regulations or for failing to ensure data privacy and security. ~~to comply with~~ Hiring the wrong employee for the job can introduce risk to the

(2)

company, which is then compounded by the high costs associated with recruiting and training.

Ans. to the Q. No. (2)

Today's competitive business environment changes much faster when compare to previous years and this is due to the advance in technologies. To remain competitive, companies must be flexible and are able to respond quickly to changes in their environment.

The organization takes an active role in defining its environment.

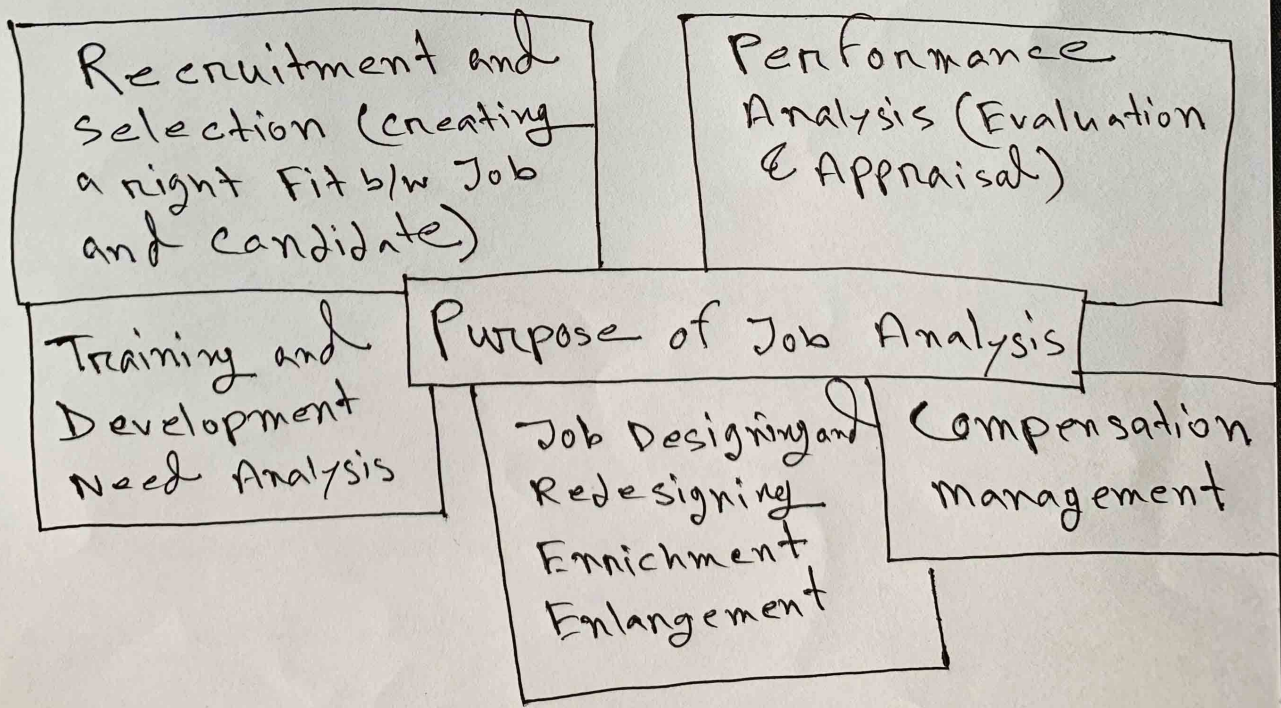
Human Resource Management refers to the practices and policies needed to carry out the people or personnel aspects

(3)

of management job which include recruiting, screening, training, rewarding, and appraising. In our fast moving environment, managing human resources effectively is more important to competitive success. The innovative use of human resource management can give an organization a distinctive competence that is difficult to match. The management of change is possible only by managing efficiently and effectively our country's natural, physical and human resources. The organization has to change its structure to accommodate the new ideas and new technologies for progress.

Ans: to: the: Q: (3)

Job Analysis plays an important role in recruitment and selection, job evaluation, job designing, deciding compensation and benefits packages performance appraisal, analyzing training and development needs assessing the worth of job and increasing personnel as well as organizational productivity.



① Recruitment and Selection:

Job Analysis helps in determining what kind of person is required to perform a particular job. It points out the educational qualifications level of experience and technical physical, emotional and personal skills required to carry out a job in desired fashion. The objective is to fit a right person at a right place.

② Performance Analysis: Job analysis is done to check if goals and objective of a particular job are met or not. It helps in deciding the performance standards, evaluation criteria and individuals output. On this basis, the overall

②

Performance of an employee is measured and he or she is appraised accordingly.

③ Training and Development: Job Analysis can be used to assess the training and development needs of employees.

The difference between the expected and actual output determines the level of training that need to be imparted to employees.

④ Compensation Management: Of course job analysis plays a vital role in deciding the pay package and extra perks and benefits and fixed and variable incentives of employees.

⑤ Job Designing and Redesigning: The main purpose of job analysis is to streamline the human efforts and get the best possible output. It helps in designing, redesigning, enriching, evaluating and also cutting back and adding the extra responsibility.

Ans. to: - the: Q. No: ~~(4)~~ (4) (7)

A corporate level strategy is a multi-tiered company plan that leaders use to define, outline and achieve specific business goals. A corporate ~~low~~ level strategy can be used by a small business to increase its profits over the next fiscal year, whereas a large corporation might be overseeing the operations of multiple businesses to achieve more complex goals like selling the company or entering a new market.

Types of corporate level strategy
When you're constructing your company corporate level strategy you're seeking the company to complete planned objectives. It can also help you come up with a contingency plan, you remain prepared to work under unforeseen circumstances.

Ans. to the Q. no. (5)

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Business level strategy addresses the question of how a firm will compete in a particular industry (Table 6.1).

This seems to be a simple question on the surface, but it is actually quite complex. The reason is that there are a great many possible answers to the question. Consider for example, the restaurants in your town or city. Chances are that you live fairly close to some combination of Mc Donald's Subway Chilis Applebees Panera Bread Company dozens of other national brands and a variety of locally based eateries that have just one location. Each of these restaurants competes using a business model that is at least somewhat unique.