

Unit-3

Talent Management and HRIS

Talent management refers to the process of identifying, attracting, developing, and retaining top talent within an organization. Human Resource Information Systems (HRIS) are software systems that organizations use to manage their HR functions, such as recruitment, performance management, compensation, and employee development. HRIS can play a critical role in talent management by providing the tools and data necessary to identify, develop, and retain top talent.

HRIS stands for Human Resource Information System. It is a software system that organizations use to manage their HR functions, such as recruitment, performance management, compensation, benefits, and employee development. HRIS can help organizations automate many HR processes, reduce administrative burdens, and provide data-driven insights that support strategic decision-making.

Here are some ways in which HRIS can support talent management:

1. **Recruitment:** HRIS can streamline the recruitment process by automating job postings, tracking applications, and providing analytics on recruitment effectiveness. It can also help organizations identify top talent by screening resumes and tracking applicant data.
2. **Performance Management:** HRIS can provide tools to manage performance reviews, set goals, and provide feedback to employees. It can also help organizations identify top performers and create development plans for them.
3. **Compensation Management:** HRIS can provide data on compensation practices and help organizations make data-driven decisions about salary and benefits packages. It can also help organizations ensure that they are compensating top performers appropriately.
4. **Employee Development:** HRIS can provide tools for tracking employee training and development activities, identifying skill gaps, and creating development plans. It can also provide data on employee performance and potential, which can inform succession planning and talent development efforts.
5. **Succession Planning:** HRIS can help organizations identify potential successors for key positions, create development plans for them, and track their progress. It can also provide data on the readiness of potential successors, which can inform decisions about leadership transitions.

Talent Management and HRIS Characteristics

The integration of Talent Management and HRIS (Human Resource Information System) has become increasingly important for organizations in managing their human capital effectively. Here are some characteristics of Talent Management and HRIS:

1. **Data Integration:** HRIS allows for the collection and storage of data related to employee information, including recruitment, performance, compensation, benefits, and development. Talent Management leverages this data to make informed decisions about managing and developing talent within an organization.
2. **Automation:** HRIS can automate many HR processes, such as recruitment, performance reviews, and employee development. Talent Management can leverage this automation to streamline processes, reduce administrative burdens, and increase efficiency.
3. **Analytics:** HRIS can provide data analytics tools that enable organizations to analyze HR data and identify trends and patterns. Talent Management can leverage this data to make informed decisions about talent development, succession planning, and organizational development.
4. **Collaboration:** HRIS can facilitate collaboration among HR teams, managers, and employees through the use of self-service portals and other communication tools. Talent Management can leverage this collaboration to facilitate the sharing of knowledge and expertise, and to create a culture of continuous learning and development.
5. **Strategic Alignment:** HRIS can align HR practices with organizational strategy and goals by providing data-driven insights that inform decision-making. Talent Management can leverage this alignment to ensure that talent management strategies are aligned with the organization's overall strategy and goals.

Aligning Talent Management and HRIS (Human Resource Information System) can be a complex process, but it is essential for organizations to manage their human capital effectively. **Here are some steps that organizations can take to align Talent Management and HRIS:**

- **Define the Talent Management Strategy:** The first step in aligning Talent Management and HRIS is to define the organization's Talent Management strategy. This includes identifying the organization's talent needs, defining talent metrics, and creating a talent development plan. This strategy should be aligned with the organization's overall strategic goals and objectives.
- **Identify HRIS Capabilities:** The next step is to identify the HRIS capabilities that will be required to support the Talent Management strategy. This includes identifying the data elements that will be needed to support talent development, identifying the analytics tools that will be required, and identifying the automation capabilities that will be required.
- **Select and Implement HRIS:** Once the required HRIS capabilities have been identified, the next step is to select an HRIS system that meets these requirements. The selection process should consider factors such as the system's features and capabilities, the system's integration capabilities, and the vendor's support and training capabilities.
- **Integrate Talent Management and HRIS:** Once the HRIS system has been implemented, the next step is to integrate Talent Management and HRIS. This includes setting up the HRIS system to collect and store the data needed to support talent development, setting up the analytics tools to enable data analysis, and setting up the automation capabilities to streamline HR processes.
- **Monitor and Evaluate:** The final step in aligning Talent Management and HRIS is to monitor and evaluate the system's performance. This includes monitoring data quality, evaluating the effectiveness of talent development initiatives, and identifying areas for improvement.

Database Concepts and Applications in HRIS

In today's digital age, human resource professionals have access to various technology solutions to manage their workforce efficiently. One such solution is HRIS (Human Resource Information System), which is a software application designed to support HR functions by storing and managing employee data. In this essay, we will explore the database concepts and applications used in HRIS.

Database Concepts A database is a collection of organized data that can be accessed, managed, and updated easily. It is a critical component of HRIS, as it stores all employee data and provides a centralized location for HR professionals to access the information they need. Here are some key database concepts that are important for HRIS:

1. **Data:** Data is the information stored in the database. In HRIS, this includes employee information such as name, address, job title, salary, benefits, and performance metrics.
2. **Database Management System (DBMS):** A DBMS is a software application that allows users to create, manage, and access databases. HRIS vendors typically provide their own DBMS or integrate with existing solutions.
3. **Data Model:** A data model is a blueprint for how data will be organized within a database. HRIS vendors typically provide pre-defined data models that can be customized to fit an organization's needs.
4. **Fields:** Fields are individual pieces of data within a database. In HRIS, this includes employee data such as name, address, and job title.
5. **Records:** Records are collections of related fields. In HRIS, this includes individual employee records that contain all relevant data for that employee.
6. **Tables:** Tables are collections of related records. In HRIS, this includes tables for employee data, performance metrics, and benefits.

Applications in HRIS Now that we have discussed the database concepts used in HRIS, let's explore some of the applications of these concepts in HRIS.

1. **Data storage and retrieval:** HRIS allows HR professionals to store and retrieve employee data quickly and easily. This data can include personal information, job descriptions, performance metrics, and benefits information.
2. **Employee Self-Service:** Many HRIS solutions offer employee self-service portals, where employees can access their own information, update their personal details, and view their performance metrics.
3. **Reporting:** HRIS solutions offer reporting capabilities, allowing HR professionals to generate reports on various HR metrics such as employee turnover, training effectiveness, and compliance.

4. **Recruitment:** HRIS solutions can help streamline the recruitment process by allowing HR professionals to post job openings, receive applications, and track candidate progress through the hiring process.
5. **Performance Management:** HRIS solutions can help manage the performance management process by allowing HR professionals to set performance goals, track progress, and provide feedback to employees.
6. **Compensation Management:** HRIS solutions can help manage compensation by providing a centralized location for salary and benefits data, allowing HR professionals to track employee compensation and make informed decisions about promotions and raises.
7. **Compliance:** HRIS solutions can help ensure compliance with HR regulations by storing and tracking data related to employment laws such as the Fair Labor Standards Act (FLSA) and the Family and Medical Leave Act (FMLA).

Users of HRIS database

HRIS (Human Resource Information System) database is designed to capture, store, and manage employee information and HR data in an organization. The HRIS database has multiple users, including HR professionals, managers, employees, and executives. Each user has different access levels and permissions to the HRIS database based on their roles and responsibilities.

1. **HR Professionals:** HR professionals are the primary users of the HRIS database. They use the system to manage employee data, such as personal information, employment history, compensation, benefits, and performance records. They also use the system to automate HR processes, such as recruitment, onboarding, training, and development. HR professionals use the HRIS database to generate reports and analytics to track HR metrics and analyze trends in employee data.
2. **Managers:** Managers use the HRIS database to access information about their team members, such as performance reviews, training records, and compensation data. They use the system to evaluate the performance of their team members and to identify training and development needs. Managers also use the system to submit requests for HR services, such as hiring new employees or changing employee roles.
3. **Employees:** Employees use the HRIS database to access their personal information, such as contact information, employment history, and benefits. They use the system to request time off, update their personal information, and access training and development resources. Employees can also use the HRIS database to communicate with HR professionals and managers, such as submitting feedback or reporting a problem.
4. **Executives:** Executives use the HRIS database to access high-level HR data and analytics to make strategic decisions about the organization. They use the system to analyze workforce trends, such as employee turnover, diversity, and performance. Executives can also use the HRIS database to track HR metrics, such as recruiting costs and employee productivity.

Assessing Organizational Needs for HRIS

Assessing organizational needs for HRIS (**Human Resource Information System**) is an important step in implementing an effective HRIS system. It helps to identify the specific HR processes and functions that the HRIS system needs to support, as well as the features and functionalities that are required to meet the needs of the organization.

Assessing organizational needs for HRIS is a critical step in implementing an effective HRIS system. It helps to ensure that the system meets the specific needs of the organization and supports the HR processes and data requirements. By following the steps outlined above, organizations can identify the specific features and functionalities required for their HRIS system, as well as the integration and user requirements. This can help to ensure the successful implementation and adoption of the HRIS system, leading to improved HR processes, data accuracy, and decision-making.

The following are some key steps in assessing organizational needs for HRIS:

1. **Identify HR processes:** The first step in assessing organizational needs for HRIS is to identify the HR processes that the system needs to support. This involves conducting a thorough review of existing HR processes and identifying areas that need improvement. Some common HR processes that can be supported by HRIS include recruitment and hiring, performance management, training and development, and compensation and benefits administration.
2. **Identify HR data requirements:** Once the HR processes have been identified, the next step is to determine the specific HR data requirements for each process. This includes identifying the types of data that need to be captured, stored, and reported on, as well as the frequency of data updates and the level of data security required.
3. **Identify system requirements:** Based on the HR processes and data requirements, the next step is to identify the system requirements for the HRIS system. This includes identifying the features and functionalities that are required to support each HR process and data requirement. For example, if the organization needs to automate recruitment and hiring, the HRIS system should have features such as applicant tracking and resume screening.
4. **Identify integration requirements:** Another important aspect of assessing organizational needs for HRIS is identifying the integration requirements with other systems such as payroll, time and attendance, and accounting. This involves identifying the specific data fields that need to be integrated between the systems and the frequency of data transfers.
5. **Identify user requirements:** Finally, it is important to identify the user requirements for the HRIS system. This includes identifying the specific user roles and their access levels to the system, as well as the training and support needs of the users.

What Does an HR Administrator Do? (And How to Become One)

A human resources (HR) administrator's main duty is to manage the administrative tasks of an organisation's HR department. HR administrators typically handle all queries relating to HR from team members. Knowing what an HR administrator does can help you decide whether it's a role you would like to pursue. In this article, we answer the question, 'What does an HR administrator do?', explore what it takes to acquire the job and answer some frequently asked questions.

What does an HR administrator do?

If you're interested in an HR role, you may wonder, 'What does an HR administrator do each day?' HR administrators are professional administrators who function primarily on behalf of the HR department of an organisation. Some main responsibilities include maintaining and updating employee records and managing various HR documents and databases. HR administrators act as the first point of call to team members and external partners for all queries relating to HR. These professionals often have a good understanding of employment law to ensure the HR department adheres to it. Each HR administrator may have different duties and responsibilities depending on their industry and organisation. The general duties of an HR administrator may include:

- supporting the HR department and HR manager directly
- maintaining and organising employee records, such as personal information and contracts
- assisting in payrolls such as organising leave for team members and overtime hours
- updating HR databases including personal records, new hire data and previous staff member data
- reporting regularly on HR metrics, such as company turnover
- managing and running the HR software
- assisting in the recruitment and onboarding processes
- reviewing, revising and updating company policies
- answering any team member queries about individuals or issues relating to HR and helping them solve them internally
- being the first point of call for external partners to ensure legal compliance
- maintaining the cleanliness of the HR department
- assisting the HR manager in managing and administrating the HR budget.

How to become an HR administrator

Formal qualifications are not necessary to become an HR administrator, though they may be beneficial. There is a difference between HR management and HR administration, though they undergo similar education. If you have an interest in becoming an HR administrator, there are a few steps you can consider taking to reach your goal. Here is a guide to help you:

1. Get a qualification

You could consider completing a Certificate IV in Human Resources or a Certificate III in Business (Business Administration) to start. To further broaden your potential career opportunities, you may want to consider a university degree. You can choose to develop your skills by completing a bachelor degree in human resources. The next step in your journey could be a Masters in Business Administration (MBA). Obtaining a university degree could give you a competitive edge when applying for jobs. If you then have an interest in pursuing a managerial role within an HR department, you may want to consider an Advanced Diploma of Management (Human Resources) or a Bachelor of Business (Human Resources).

2. Gain experience

You can find that experience in other types of jobs can help you to become an HR administrator. Many HR administrator roles may require previous experience as an administrative assistant. It can be a great idea to start your career in a support role in a relevant industry.

3. Find an HR administration job

Once you obtain your qualifications and experience, you can begin searching for HR administrator jobs. One of the benefits of a career in HR administration is you can aim to carry out this role in any industry that interests you. It can be a good idea to make sure your resume lists all your relevant experience and skills and to use keywords from the job advertisement. Related:

Skills needed to succeed as an HR administrator

To become an HR administrator, a skill set consisting of both hard and soft skills can be beneficial. Below you can find some helpful skills:

Computer skills

HR administrators often work closely with computers and various software to handle employee documentation and conduct general administrative tasks. These professionals often learn computer skills through their experience and education. Whether it's updating databases or writing reports, computer literacy can be an excellent skill for HR administrators to have. Related: Computer Skills: Definition and Examples

Administrative skills

Administrative skills, for example, filing, managing supplies and answering emails and phone calls are crucial in becoming a successful HR administrator. They are qualities that can help HR administrators complete duties that aid in managing the HR department. These skills can be important because they help to keep the department running smoothly.

Teamwork skills

Having strong teamwork skills can help HR administrators when collaborating on HR projects. These skills can also help with developing new processes, communicating or delegating tasks. Being a good teammate often includes working on your communication skills and practising empathy.

Written and verbal communication skills

HR administrators work with a variety of individuals. As such, the ability to communicate well can be important. It's common for HR administrators to work closely with all staff, specifically other HR personnel, to keep all HR aspects of an organisation running efficiently. Establishing a good flow of written and verbal communication can be an important part of completing administrative duties. Related: Written Communication Skills: Tips and Examples

Organisational skills

HR administrators usually oversee all staff members queries and documentation. With strong organisational skills, HR administrators can work effectively and deadlines can be far easier to meet. Delegation and strategic planning can be a good way to maintain proper organisation. Related: Top Organisational Skills for Your Resume and Workplace

Self-motivation

HR administrators often receive little supervision from the HR manager. HR administrators generally need a certain level of self-motivation to ensure their work gets done effectively and on time. A great way to ensure you maintain a good level of self-motivation at work is to give yourself rewards for all you accomplish each day. Related: How to Find the Motivation to Work Hard

e-HRM - Definition, Types, Role and Advantages

What is e-HRM?

e-HRM is the use of ICTs (Information and Communication Technologies) by HR departments and HR professionals to perform their roles in a more effective, automated, and result-driven manner. It is also said that e-HRM is the use of e-business technologies to enable and support the acquisition, development, management, and retention of human capital within organizations.

E-HRM is not a new concept, but rather an extension of HRM that takes advantage of the opportunities offered by technology. The goal of e-HRM is to use technology to improve the efficiency and effectiveness of HRM processes. Many benefits can be gained from e-HRM, including improved communication, increased access to information, more efficient HR processes, and better decision-making.

E-HRM or electronic human resource management is the process of managing human resources using electronic means. It's the use of technology to manage all aspects of human resources, including employee records, time and attendance, training and development, and benefits.

The term "e-HRM" refers to the integration of all HR systems and activities using web-based technologies. Simply, e-HRM is a term that refers to any strategic human resource management system or practice in human resources that is supported by the Internet or related technologies.

Meaning of e-HRM

There is a lot of employee personal data that needs to be collected and managed at HR department staffing levels for the HR department to function properly. This data includes things like contact information, employment history, performance reviews, and more. The HR department needs to be able to access this data easily and efficiently in order to support the business's various processes. E-HRM is a great way to manage this data and ensure that the HR department can do its job effectively.

E-HRM can also help with things like knowledge management and supporting the various strategic activities of the HR department clients. By using E-HRM, the HR department can focus on its core functions, strategic HR activities, and HRM services. The specific sort of chosen HR functions relieves some of the burdens on the business. E-HRM is a great way of supporting business processes and improving the efficiency and effectiveness of the HR department, and it is a service that more businesses should consider using. The human resource management review process can be complex and time-consuming. There are often many different stakeholders involved in this process, and each one needs to be given the proper attention. The HR department needs to be able to access this data easily and efficiently in order to support the business's various processes. E-HRM is a great way to manage this human resource information and ensure that the HR department can do its job effectively.

What are the Elements of E-Human Resource Management?

The elements of e-HRM can be summarized into five main categories:

1. Employee self-service

This is when employees have access to their HR department information and can perform various HR tasks themselves, such as updating their personal information, requesting time off, or applying for training programs.

2. Manager self-service

This is when managers have access to HR information and tools that they can use to manage their employees, such as performance review data, time and attendance records, or training and development programs.

3. E-recruitment

This is the use of technology to recruit new employees, such as posting job ads online, conducting video interviews, or using social media for recruiting.

4. E-learning

This is the use of technology to deliver training and development programs electronically, such as online courses, e-books, or webinars.

5. Analytics

This is the use of data and analytics to improve HR decision-making, such as using data to identify trends in employee behavior or using analytics to assess the impact of training programs.

