Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

**Human Resources Management Organizer**

Directions: Describe the listed items.

Describe human resources management: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Functions of Human Resources Management** | |
| **Planning and staffing** | |
| **Planning and job analysis** | Classifying employees  Determining job requirements |
| **Recruiting and hiring** | The application process  New employee orientation |

**Human Resources Management Organizer**

|  |  |
| --- | --- |
| **Managing compensations and benefits** | |
| **Compensation method** |  |
| **Employee benefits** |  |
| **Managing performance of employees** | |
| **Employee evaluation** |  |
| **Promotions, transfers, termination** |  |

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

**Very Important Human Resources Management Terms Activity**

Directions: In the right-hand column of the table, describe why the terms listed in the left-hand column are important to the listed topic.

|  |  |
| --- | --- |
| **Term** | **Why is the term important to the topic?** |
| **Benefits** | Example: Benefits are sometimes part of compensation packages provided by employers for employees. Human Resources Managers are responsible for managing compensation packages for employees. |
| **Downsizing** |  |
| **Commission** |  |
| **Compensation** |  |
| **Evaluation** |  |
| **Human relations** |  |
| **Incentive system** |  |
| **Outsourcing** |  |
| **Piece Rate** |  |
| **Promotions** |  |
| **Salary** |  |
| **Salary and wages** |  |
| **Terminations** |  |
| **Transfers** |  |

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

**Human Resources Managers in Action Activity**

Directions: Match a major activity of human resources managers with an action of a human resources manager. An activity may be used more than once.

**Human Resources Managers Major Activity**

A. Managing compensation methods

B. Managing performance of employees

C. Planning and job analysis

D. Recruiting and hiring

**Human Resources Managers in Action**

\_\_\_\_\_ A human resources manager determined that all new employees must be proficient in using some type of application software.

\_\_\_\_\_ A human resources manager processed the forms that were completed by other managers to provide feedback about the performance of employees.

\_\_\_\_ A human resources manager presented a new cafeteria plan, which consists of more insurance options, to employees.

\_\_\_\_\_ A human resources manager processed 150 applications collected for one job opening.

\_\_\_\_\_ A human resources manager classified twenty sales associates as permanent part-time employees.

\_\_\_\_\_ A human resources manager conducts monthly orientation for new employees to assist them in becoming acclimated with the company.

\_\_\_\_\_ A human resources manager announced that profit sharing will be available for all employees.

\_\_\_\_\_ A human resources manager reluctantly shared with employees that all promotion opportunities are temporarily closed.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

**Human Resources Managers in Action Activity KEY**

Directions: Match a major activity of human resources managers with an action of a human resources manager. An activity may be used more than once.

**Human Resources Managers Major Activity**

A. Managing compensation methods

B. Managing performance of employees

C. Planning and job analysis

D. Recruiting and hiring

**Human Resources Managers in Action**

C A human resources manager determined that all new employees must be proficient in using some type of application software.

B A human resources manager processed the forms that were completed by other managers to provide feedback about the performance of employees.

A A human resources manager presented a new cafeteria plan, which consists of more insurance options, to employees.

D A human resources manager processed 150 applications collected for one job opening.

C A human resources manager classified twenty sales associates as permanent part-time employees.

D A human resources manager conducts monthly orientation for new employees to assist them in becoming acclimated with the company.

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