Goal 1  Describe the nature of today’s workforce.

Goal 2  Identify important goals and activities of human resources.
KEY TERMS

● workforce
● downsizing
● outsourcing
THE U.S. WORKFORCE

- All people 16 years and older who are employed or looking for a job
- More that 150 million people have full- or part-time jobs
THE CHANGING WORKFORCE

● Education and training
  ● High school education
  ● Special training
  ● Basic skills and a willingness to work hard

● Compensation
  ● High-paying jobs
  ● Low-paying jobs

● Type of Work
  ● Working with machines and technology
  ● Working mainly with people and information
TYPES OF JOBS

- Classified by industry
  - Service-providing industries
  - Goods-producing industries
- Classified by occupation
  - White-collar jobs
  - Blue-collar jobs
SERVICE-PROVIDING INDUSTRIES

- Trade, transportation, and utilities
- Information
- Financial activities
- Professional and business services
- Educational and health services
- Leisure and hospitality
- Other services
GOODS-PRODUCING INDUSTRIES

- Natural resources and mining
- Construction
- Manufacturing
OCCUPATIONAL CATEGORIES

- Professional
- Service
- Construction and extraction
- Management, business, and financial
- Installation, maintenance, and repair
- Office and administrative support
- Sales
- Transportation and material moving
- Farming, fishing, and forestry
- Production
EMPLOYMENT PROJECTIONS FOR OCCUPATIONAL CATEGORIES

- Professional: 16.8%
- Service: 13.8%
- Construction & Extraction: 13.0%
- Management, Business & Financial: 10.6%
- Installation, Maintenance & Repair: 7.6%
- Office & Administrative Support: 7.6%
- Sales: 6.2%
- Transportation & Materials Moving: 4.0%
- Farming, Fishing & Forestry: -0.9%
- Production: -3.5%

Source: U.S. Bureau of Labor Statistics
CHANGING JOB REQUIREMENTS

- Consumer preferences
- Business cycles
- New technologies
- Business competition
Checkpoint ✔

- What are several strong influences on changes in the workforce?
  - Strong influences for change in the workforce include consumer preferences, economic conditions (business cycles), new technology, and business competition.
HUMAN RESOURCES OVERVIEW

- Human resources are the people who work for a business
  - Management and employees
  - Full-time and part-time workers
  - Temporary workers and long-time employees
- Human resources department
- Human resources management in small businesses
HUMAN RESOURCES GOALS

1. Identify the personnel needs of the company.
2. Maintain an adequate supply of people to fill those needs.
3. Match abilities and interests with specific jobs.
4. Provide training and development.
5. Develop plans to compensate personnel.
6. Protect the health and well-being of employees.
7. Maintain a productive and satisfying work environment.
HUMAN RESOURCES ACTIVITIES

- Planning and staffing
- Performance management
- Compensation and benefits
- Organizational development
PLANNING AND STAFFING

- Job analysis
- Recruitment and selection
- Job placement
PERFORMANCE MANAGEMENT

- Performance assessment
- Performance improvement
- Managing promotions, transfers, and terminations
COMPENSATION AND BENEFITS

- Wage and salary planning
- Benefits planning
- Payroll, benefits, and personnel records management
EMPLOYEE RELATIONS

- Health and safety planning
- Labor relations
- Employment law and policy enforcement
- Organizational development
Checkpoint ✔

- What are the major goals of human resources?
  - Identify the personnel needs
  - Maintain an adequate supply of people
  - Match abilities and interests with specific jobs.
  - Provide training and development
  - Develop plans to compensate personnel
  - Protect the health and well-being of employees.
  - Maintain a satisfying work environment.
Managing Human Resources

Goal 1 Identify important planning and staffing activities.

Goal 2 Describe compensation and benefits plans.

Goal 3 Recognize the goals of performance management.
KEY TERMS

● job analysis
● compensation
● salary and wages
● benefits
● incentive systems
● promotion
● transfer
● termination
HUMAN RESOURCES PLANNING AND JOB ANALYSIS

- Classifying employees
- Determining job requirements
HUMAN RESOURCES
RECRUITING AND HIRING

● The application process
● New employee orientation
RECRUITING PROSPECTIVE EMPLOYEES

- Company employment office
- Company websites
- Employment agencies, public and private
- Executive recruiters
- Industry publications
- Job search and career websites
- Job and career fairs
- Newspaper advertising, online and print
- Placement offices, school and college
- Radio and television advertising
- Referrals by employees
- Social networking
Checkpoint

Why do human resources personnel need to study jobs before beginning the hiring process?

- Human resources personnel need to study jobs before beginning the hiring process to determine the specific skills that are needed so that they can hire a person with the ability to successfully perform the job.
COMPENSATION AND BENEFITS

- Compensation methods
- Employee benefits
Checkpoint ✔

● List three types of incentive systems for employee compensation.
  ● Commission
  ● Piece rate
  ● Base-plus-incentive systems
PERFORMANCE MANAGEMENT

- Employee evaluation
  - The evaluation process
  - The evaluation conference
- Promotions, transfers, and terminations
Checkpoint

- What is the purpose of an evaluation conference?
  - The purpose is to review and discuss the results of the evaluation and plan for the future including any needed performance improvement.
Goal 1  Recognize factors that contribute to an effective organizational culture.

Goal 2  Describe the benefits of diversity to an organization, individuals, and society.
KEY TERMS

- organizational culture
- work environment
- labor union
- diversity
- glass ceiling
DEVELOPING AN EFFECTIVE CULTURE

- Work environment
- Work-life relationships
- Employer-employee relations
- Labor unions
What are some ways that companies help employees meet personal demands outside the job?

Companies can maintain a positive organizational culture that respects the demands on employees from outside of the job through personal time, family leave, flextime, job sharing, and flexplace policies.
WORKFORCE DIVERSITY

- Diversity in the United States and throughout the world
- Benefits of diversity
  - Organizational benefits
  - Individual benefits
  - Societal benefits
FEDERAL LAWS REGULATING DISCRIMINATION

● Equal Pay Act of 1963
● Civil Rights Act of 1964
● Age Discrimination and Employment Act of 1967
● The Americans with Disabilities Act of 1990
DEVELOPING A DIVERSE ORGANIZATION

1. Develop a written commitment to diversity.
2. Have the full support of top executives.
3. Review evidence of diversity in the company.
4. Update policies and procedures.
5. Provide continuing diversity education.
6. Recognize and celebrate diversity.
Checkpoint ✓

- Identify several organizational, individual, and societal benefits of diversity.
  - Organizations benefit from having a larger employment pool from which to select qualified applicants, the ability to project a positive image, and enhanced capability to serve diverse markets.
  - Individuals benefit by having the opportunity to develop to their full potential and to feel respected and supported despite their differences.
  - Society benefits by a reduction in the social unrest and upheaval caused by prejudice and discrimination. The entire society benefits as diversity opens more job opportunities for everyone.