

Guest Lecture on

“HR OPERATIONS”

Organized by: Department of Commerce (BBA)

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Report

Name of the Guest: **Mr. Emmanuel Machikalapudi**

Designation: **Project Manager, TEAMLEASE SERVICES LTD**

Theme: **HR OPERATIONS**

The Guest spoke on various operations that one to be performed by a HR manager and the importance of HR for an organization. The following topics covered:

- Meaning of HR operations
- Functions of HR
- Administration
- Recruitment
- Job Analysis

Meaning of HR Operations:

HR stands for Human Resources, a department in an organization that deals with employee-related issues. HR operations refer to services provided by an HR department to business operations.

Functions of HR:

HR operations, or operational HR services, include administrative services, recruitment, job analysis, and employee relationship management. These HR practices are in place to support management and staff in their day-to-day business activities, and are important to meet an organization's goal. Small businesses that do not need full-fledged HR operations often prefer to outsource the required services. Large companies in which the scope of HR services is vast support in-house HR operations

Administration

The human resources function in a business of any size is responsible for payroll management, employee data maintenance, and risk and compliance management. The staff are responsible for HR answers all HR-related queries, disseminates policy updates to employees, conducts employee satisfaction surveys, and maintains the human resources

information system -- commonly known by the acronym HRIS. HRIS is the software used to maintain and track all HR data.

Recruitment

Hiring suitable candidates is critical in running a business successfully. It is an important duty of human resources to advertise, attract and hire talent. The HR team ensures that number of employees is adequate for smooth business operations. If there are too many employees, the organization will have to spend its financial resources unproductively. goals. The HR team also offers induction seminars or basic orientations to new employees, and explains organizational policies and procedures.

Job Analysis

Job analysis is one of the most important practices carried out by human resources. Job analysis is the process of finding out what a particular department wants from its employees. HR examines job content, duties and responsibilities given by the operational heads carefully, and ensures that they are relevant to the real work performed. This process is important in hiring the right people, and helps to place suitable employees in the right positions, which results in employee motivation and optimal use of resources.



Mr. M. Emmanuel, HR Manager, Team Lease Pvt. Ltd. speech about HR Operations



Felicitation to Mr. M. Emmanuel