

Analysis Function Human Resource Management: Recruitment, Training, Career Development, Industrial Relation

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ABSTRACT

The purpose of this manuscript is to search the literature to support the variables of this manuscript and to provide results for consideration in future studies as a research gap or alongside other research items. This study did not use SPSS data processing and there were no study participants. Results were obtained. Most of the articles reviewed in the scientific literature had a significant impact on the independent variable of the dependent variable. New to this study is the existence of models or frameworks that previously existed or were used by previous researchers.

INTRODUCTION

Human resource management is a company's effort to manage human resources to achieve the company's stated goals. Company goals are the main goals of all work done by employees. However, today's human resource management is not only focused on achieving the company's goals but also on how the company's individual talents are developed. This has changed as talent now functions not only as a 'machine' but also as an asset to the company. Then the practical orientation turns to process orientation. It is expected that the better the development of individual talent, the better the performance of the company. After all, company performance can improve over time. With careful implementation, not only companies can benefit from human resource management, but their employees can directly benefit as well. The benefits that can be achieved from both sides can be seen in the following short points. Human resource optimization Increased productivity and job satisfaction Map talent needs for each department you have and will have Extensive data on recruitment information Research for future planning. Human resource management is very important as it directly manages the life elements of an enterprise or business. Without them, companies can spend huge budgets just to find and deploy the talent they need. (Siddiqui & Sahar, 2019); (El-Kassar & Singh, 2019); (Marmier et al., 2021)

Human resources management requires the use of different types of tools to resolve cases. You can organize training programs to improve employee performance. You can offer different types of rewards to motivate your employees and keep them from leaving. Alternatively, HR managers can use peer reviews to evaluate, maintain performance, and reduce employee tardiness. Human resource management has a general goal of working together to help an organization achieve its goals. The companies themselves have different goals. In general, businesses are looking for superior profits, customer satisfaction, customer loyalty, sustainability, and more. To maintain economic conditions and a good working environment. Human resource management ensures that employees are performing well, have low turnover and benefit packages are guaranteed. Human resource management implements various functions to ensure that the company achieves what it aims to achieve. ; (Robert & John, 2016); (Liu et al., 2021); (Renwick et al., 2013)

Benefits of human resource management Human Resource Management improve performance, human resource management typically investigates employee performance degradation. Human resources management later implements various programs to address the problem of poor employee performance. There are many ways HR management can deal with poor performance. Human resource management can provide reward and punishment tools appropriate to the situation of the case. You can also create personalized compensation plans to motivate your employees. Increase business revenue if the company's personnel management can ensure a good working environment, it can improve the work performance of employees. As individuals perform better, the company's income increases. Guarantee employee benefits the company's personnel management has a duty to ensure

the safety and health of its employees. Additionally, HR can offer different types of benefits in employee compensation plans. In fact, tangible benefits are not the only benefits the company's HR department offers. For example, the human resources department provides accommodation for vacations and vacations. Human resource management is more complex in multinational companies than in companies operating solely within a country. In connection with this company, HR has to carry out expatriate management an expatriate is someone working in a country who is not a citizen of that country. When conducting the recruitment process with expatriates, HR management must offer attractive benefits, because it is not easy to actually work in a foreign country. HR managers need to think about pre-departure training (possibly in the local culture and language), the cost of hosting an employee's spouse, and more. (Susanto, 2022); (Thamrin AR et al., 2022); (Nuraeni et al., 2022); (Susanto, Syailendra, et al., 2023)

LITERATURE REVIEW

Table 1.1 Matrix Literature Review

No	Title Article	Author & Years	Result
1	The effect of high-involvement human resource management practices on supply chain resilience and operational performance	(Gu et al., 2023)	Significant
2	“Are your employees mentally prepared for the pandemic?” Wellbeing-oriented human resource management practices in a developing country	(Ngo et al., 2023)	Significant
3	High-performance human resource management practices and readiness for change: An integrative model including affective commitment, employees' performance, and the moderating role of hierarchy culture	(Alqudah et al., 2022)	Significant
4	Impacts of human resource management and knowledge management on non-financial organizational performance: Evidence of Thai infrastructure construction firms	(Kokkaew et al., 2022)	Significant
5	Toward a broader understanding of career	(Akkermans et al., 2021)	Significant

	shocks: Exploring interdisciplinary connections with research on job search, human resource management, entrepreneurship, and diversity		
6	Employee adjustment and well-being in the era of COVID-19: Implications for human resource management	(Carnevale & Hatak, 2020)	Significant
7	Human resource management research and practice in Asia: Past, present and future	(Cooke et al., 2020)	Significant
8	The impact of human resource management practices on employee turnover	(Ozolina-Ozola, 2014)	Significant
9	Does servant leadership moderate the link between strategic human resource management on rule breaking and job satisfaction?	(Adiguzel et al., 2020)	Significant
10	Shattered but smiling: Human resource management and the wellbeing of hotel employees during COVID-19	(Agarwal, 2021)	Significant

METHODOLOGY

A literature review is to explore and understand company documents, rationale, and information related to the topic under study in order to obtain the theoretical basis material for putting together this study. This research was conducted by collecting data from textbooks, international journals, Internet sources, and other research related to this research. The data collected are prepared, analyzed and processed for legitimate reasons developed so that conclusions can be drawn from the data. The data obtained from the reading results are evaluated by selecting materials relevant or still relevant to the investigation. Based on the results of further data analysis, conclusions were drawn from the subjects under investigation

RESULTS

Human resource management is key to the success of HR in fulfilling its mission. The definition of human resource management is the business a company does to improve the performance of its employees. This is not only related to recruitment, but also to employee self-development. Human resource management (HRM), or human resources for short, also known as human resource management (HRM), is used to describe a formal system designed to

manage an organization's human resources terminology. The HR Manager's responsibilities can be divided primarily into her three areas: Staffing (hiring, onboarding, termination decisions, and others related to the Company's personnel quotas), Company personnel compensation and benefits, and determining the duties and functions of each existing position. Fundamentally, the purpose of a dedicated HR department is to maximize organizational productivity by optimizing the company's talent effectiveness.

HR Management Indonesia was established with the aim of effectively maximizing the performance of each individual so that the company's goals are achieved. Human resource management is the use of employee know-how according to controlled areas and placement in appropriate places. Ensure optimal use of human resources according to their capabilities in agreed tasks and responsibilities.

DISCUSSION

Recruiting is the process of finding and selecting potential employees who fill a specific job title or position. The employee recruitment process can be judged by several factors, including: Personality, educational background, existing skills, and intellectual capabilities of potential employees. Employees are valuable long-term assets for companies. Therefore, companies can select talented people according to their needs and move the company in a better direction. (Susanto, 2021); (Susanto, Parmenas, et al., 2023); (Susanto & Sawitri, 2022)

One of the main keys to creating professional human resources (HR) lies in the process of recruiting, selecting, training, and developing potential employees. Finding professional and qualified workers is not easy. Screening new members and employees is an obligation in organizations and companies. For this reason, it is necessary to recruit human resources for the selection of applicants. Recruitment is one of the most important processes in an organization as it determines whether an applicant applies to the organization. One of the most important keys to creating professional human resources (HR) lies in the process of recruiting, selecting, training, and developing potential employees. Finding professional and qualified workers is not easy. Screening new members and employees is an obligation in organizations and companies. For this reason, it is necessary to recruit human resources for the selection of applicants. Recruitment is one of the most important processes in an organization as it determines whether an applicant applies to the organization.

How to recruit employees (1). Analysis of labor needs and positions within the company Before starting a search, companies are advised to first conduct an analysis of the employees they need. About job titles and titles, salaries, urgency, even the need for recruitment to external companies and mutations of internal employees. (2). Plan your hiring process, Once everything is clear, the next step in hiring is to map out the process. From knowing the job title and position, job description, or appropriate job description, to determining the responsible team, people, and users, to the media used to disseminate this

locker information. This can be done on social media, dedicated recruitment platforms, print media, and offline. (3). Posting advertisements and disseminating information after planning, execute the plan. We may place advertisements on company social media, dedicated locker information social media, and dedicated job search sites such as JobStreet and LinkedIn, and other employees generally help spread the news as well. (4). Flow of application and interview after your ad is published, many hiring companies typically receive an email or cover letter. This is the job of her HRD or staff given the responsibility of processing all incoming data. The hiring team should have a thorough understanding of the positions and qualifications required to screen candidates. Successful applicants will be contacted for an interview, usually by email or phone. Interviews make it more convincing which candidates are suitable to fill positions at that company.

They (applicants) describe their personal data, experience, educational background and skills. This, coupled with your communication skills, can be part of the details of your assessment. The process itself may include a short phone interview and a face-to-face or near-face-to-face interview with HRD and users who are responsible for the areas or departments requiring these new hires. Psychological testing is often required at this stage, in addition to aptitude testing. (5). Candidate Selection Once the interviews are complete, the next step is to select which candidates are suitable candidates and meet the qualifications for the required positions. Notify all candidates. Thank candidates who are interested but have not had the opportunity to be hired, and contact selected candidates again to discuss salary, job description negotiations, and matters related to the rights and obligations of the Company and its employees. negotiate. Finally to the signing of the deal and work contract. (6). Recruitment of new employees the final part of the recruitment process is the onboarding of the new employee, who is warmly welcomed by the rest of the company. It usually starts with a self-introduction, walks around the office to create a comfortable atmosphere, and the collaborative process is intertwined as needed.

Employee training is a program designed to improve employee knowledge, expertise, technical skills, and efficiency in performing tasks. It is periodic rather than continuous. We conduct employee training for new employees and veteran employees. The direct purpose of employee training is to qualify or improve employee qualifications. The skills in question are the skills needed to be a better employee and generate financial returns. Employee training also aims to create a supportive workplace where employees know they are valued. They should also feel happier at work. (Kahya, 2007); (Arwab et al., 2022); (Chi et al., 2020)

Benefits of employee training are there any potential leaders supporting career development through employee education is also cultivating the seeds of future leaders within the company. Good companies understand and embrace this responsibility. Improve company productivity the better employees understand their role in the company, the better their performance. The more skilled employees are on the job, the more productive the job will be. If your

employees are more productive, your company will be more productive. Improve employee morale and engagement. If companies neglect their employees' career development, such as not providing training, employees may feel like they have no future. Conversely, interest not only increases employee competence, performance, and productivity, but also allows companies to retain employees. Better return on investment. Again, staff training is an investment. It is often expensive, but the return on investment can be faster if the company is focused on a specific need. So worry about spending a lot of money on employee training is not necessary to.

Career development is how a company helps its employees to achieve the goals expected of them. Career development programs increase employee engagement and increase productivity. (Piwowar-Sulej & Iqbal, 2022); (Silva et al., 2022).

Career Development Program Development Procedures In creating a career development program, he has three stages a company must go through before deciding which program is appropriate to implement. (1). Planning stage, this phase aligns the employee with the company's career plan and identifies the strengths and weaknesses of the employee in performing their duties. 2. Briefing Phase, The purpose of the information session is to enable employees to realize their career plans through advice and contact through information services. (3). Development stage, this phase is an opportunity for employees to use their creativity and initiative to fill future positions by participating in mentoring, training, position rotation, and scholarship programs.

Employees are valuable assets and must be provided with opportunities and a wide range of career paths and continuously developed so that they can be productive and contribute to the company. There are many reflections on the importance of employee career development. Career development programs support employees in making career choices and decisions. In addition, since employees can work while feeling rewarding, there is also the merit that the company can fully demonstrate the abilities of employees. Career development programs also help employees better understand their talents, interests and skills. This allows them to choose jobs that match their strengths and 'passions'. This career development peak increases employee productivity and also increases the impact on career and well-being. Another positive effect is that employee participation also increases, further boosting their self-confidence.

"Industrial Relations" are formal and informal relationships that exist between an employer and an employee. The following are the principles of labor-management relations. In Indonesian, it translates as "labor-management relations". This is a formal or informal relationship that exists between an employer and an employee. We all know that internal disputes can seriously hinder the company's operational activities, and many things continue to cause problems between employees, the company, and suppliers. Reduce the occurrence of these conflicts. This mediation process is called industrial relations.

Here are some industrial relations principles you should know: A mutually beneficial partnership: Workers and employers are mutually dependent partners in need. Common Interests: Entrepreneurs, Workers/Workers, Communities and Governments, Adherence to familism, Increased common well-being, Creation of safety and security, Functional relationships and division of tasks Increased productivity, Activities related to labor-management relations in companies are not limited to matters related to the operation of the corporate organization itself. Industrial relations in Indonesia are governed by Labor Force Law No. 13 of 2003 and are based on Pancasila values and the 1945 Constitution of the Republic of Indonesia. The essence of implementing Pancasila in industrial relations is to create a harmonious, dynamic and fair relationship. Pancasila's application of industrial relations is not only based on national regulations, but also refers to international standards, i.e. International Labor Organization (ILO) conventions. There are eight basic ILO conventions that Indonesia has ratified. The International Labor Organization (ILO), made up of representatives of employers, workers and governments, adopts all international labor standards, eight of which are basic or fundamental conventions. Because it is about basic principles and rights in the workplace. The Eight Core Conventions, also known as the Core Principles at Work, have become law in Indonesia and serve as a reference for managing industrial relations.

CONCLUSIONS AND RECOMMENDATIONS

This study aims to find literature that supports the variables in this manuscript and to provide results for consideration in future research, either as a research gap or alongside other research interests. The recommendations of this study can be used to broaden one's horizons, especially in the area of human resources as it relates to the variables presented in this article.

FUTHER STUDY

The limitations of this study are not in data processing by distributing questionnaires to respondents or conducting sample interviews in companies. According to the article, in the future, this research should be continued using the same variables, or other variables and objects used.

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