

Business Studies 11 Processes of Human Resource

Quizlet

Management

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- acquisition** the process of attracting and recruiting the right staff for roles in a business
- development** the process of developing and improving the skills, abilities and knowledge of staff, through induction, ongoing training and further professional development
- employee selection** involves gathering information about each applicant and using that information to choose the most appropriate applicant
- fringe benefits tax (FBT)** a tax employers must pay on certain benefits they provide to their employees or their employees' associates, such as a family member; it is based on the taxable value of the various fringe benefits provided
- job enlargement** involves increasing the breadth of tasks in a job
- job enrichment** involves increasing the responsibilities of a staff member
- job rotation** involves moving staff from one task to another over a period of time in order to multiskill employees
- job sharing** occurs when two people share the same job
- maintenance** the process of managing the needs of staff for health and safety, industrial relations and legal responsibilities, including compensation and benefits, of all staff
- performance appraisal** a process of assessing the performance of an employee, generally against a set of criteria or standards
- placement** involves locating the employee in a position that best utilises the skills of the individual to meet the needs of the business
- recruitment** the process of locating and attracting the right quantity and quality of staff to apply for employment vacancies or anticipated vacancies at the right cost
- redundancy and retrenchment** employees losing their jobs, where the employees' job or work no longer needs to be done; it may be necessary due to a lack of work, as in the case of a fall in demand for a product or service, or the position may have been restructured or replaced by technology
- separation** the process of employees leaving voluntarily, or through dismissal or retrenchment processes
- unfair dismissal** occurs where an employee is dismissed by their employer and they believe the action is harsh, unreasonable or unjust
- workplace bullying** a form of harassment involving unwelcome and uninvited behaviour that is offensive to 'reasonable' people; the more noticeable forms of workplace bullying are intimidation, humiliation, verbal abuse, pushing, touching, fondling or threatened and actual acts of violence