



Semester 6

L3 (EEM)

Academic year: 2022-2023

Lesson 7: Human Resources

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Human resources (HR) is a critical department in any organization. It is responsible for managing the people who work for the organization, including recruiting, hiring, training, and retaining employees. The main goal of HR is to create a positive work environment that supports employees and helps them reach their full potential.

key functions of HR

Recruitment: HR is responsible for finding and hiring the best candidates for open positions. This includes posting job listings, screening resumes, conducting interviews, and making job offers.

Onboarding: Once a new employee is hired, HR is responsible for ensuring that they have all the information and resources they need to succeed in their new role. This includes providing orientation, training, and support.

Benefits and Compensation: HR is responsible for administering employee benefits, such as health insurance, retirement plans, and vacation time. HR is also responsible for setting salaries and ensuring that employees are compensated fairly.

Performance Management: HR is responsible for setting performance standards and goals for employees and evaluating their performance. This includes providing feedback and coaching to help employees improve.

Employee Relations: HR is responsible for managing relationships between employees and the organization. This includes resolving conflicts, handling employee grievances, and ensuring that all employees are treated fairly and with respect.

Compliance: HR is responsible for ensuring that the organization complies with all relevant laws and regulations. This includes equal employment opportunity laws, health and safety regulations, and labour laws.

Overall, HR plays a critical role in creating a positive work environment that supports employees and helps the organization achieve its goals. By managing recruitment, onboarding, benefits and compensation, performance management, employee relations, and compliance, HR helps ensure that the organization's most important asset, its people, are well-supported and positioned to succeed.

Related Terminology translated into Arabic

Department: القسم

Human Resources: الموارد البشرية

Hiring: التوظيف

Employee retention/retaining: الاحتفاظ بالموظفين

Recruitment: التوظيف

Onboarding: التدريب والتوجيه للموظفين الجدد

Benefits: المزايا والفوائد

Compensation: التعويضات

Performance Management: إدارة الأداء

Employee Relations: علاقات الموظفين

Compliance: الامتثال

Job Description: وصف الوظيفة

Salary: الراتب

Training: التدريب

workforce: القوى العاملة