Human Resource Plan

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**Introduction**

Human Resource plan is one of the continuous processes of systematic planning that is meant to achieve and make appropriate use of the most useful asset of the organization. Human resource planning ensures that the valuable assets and useful employees are not just hired but they are placed to avoid manpower shortages or other surpluses (Stewart et al 2019). It would not be wrong to say that human resource planning is the process of forecasting the human resource requirement of the organization and consider them as a human resource capacity that can be used to fulfill the requirements of the organization (Stewart et al 2019). Human Resource Planning is meant to manage the organization in terms of the demands of human resource by taking into account that appropriate people will be required in an appropriate time and place (Stewart et al 2019). There are different types of Human resource plans ranging from one person to a complete team that comprises of human resource executives in a large number. The aim of this project is to develop a one-person human resource plan of Cornerstone Visionaries, taking into account different departments and the areas of work that are to be monitored by the human resource department.

**Company**

The name of the company would be, “**Cornerstone Visionaries”**. The company for which Human Resource plan is developed would be of Graphic designing. This company will be developing different websites on demand along with management of orders that are required by other companies.

**Mission**

 The mission of the company is to hire a ‘Graphic Designing Specialist’ who will be working closely with the set targets and with an aim to assist customers with creative projects from conception to the completion of the projects. The resulting work would be certified to be complete, creative and, aligned with the business models and would be inspiring.

**Objectives**

The objectives of the company are to “**provide quality work with innovation within set deadlines”.**

**Explanation**

Cornerstone Visionaries is a company that is meant for in house working on a project that belongs to graphic designing. The company would be dealing with the formation of the online projects, software and websites for companies, people and other corporations. These companies will be approaching Cornerstone by using a portal that will be called a sales portal (Malik et al 2018). A small proportion of employees would be hired for the actual task, i.e. of making websites and other graphic designing tasks (Stewart et al 2019). In this company, there would be an already available quota of clients who are willing to get their tasks done, so the only need is of the graphic designing team. So, this plan will be meant to hire graphic designers only.

**Recruitment and Selection plan**

The recruitment and selection plan of “Cornerstone Visionaries”, will be similar to other companies. It is one of the major steps in the recruitment and selection of new team members with an aim that the company has the required number of employees in order to proceed with the work (Malik et al 2018). It is important to note that there is a difference between recruitment and selection plan. Recruitment is meant to search for the candidates and having such a sufficient number of employees that the most suitable one can be chosen and selected to satisfy the job need. On the other hand, selection refers to the selection of candidates in order to hire them for a job (Malik et al 2018).

**Recruitment**

Some vacancies will be introduced. These vacancies will be accompanied by a detailed description of each of the departments, in terms of the type of employees that are required and their duties and responsibilities (Malik et al 2018). While making and designing advertisements, all of the recruitment methods will be critically analyzed to identify the one which will be most suitable to achieve the set objects and specifications. A closing date would be set and till then, all the employees will be allowed to appear in the organization (Derindag et al 2019). As this step will be performed by a single executive, all the employees would be asked to submit their application via online source so that screening is done by using different software. In case of exceptions, the data would be arranged systematically and side by side so that talented people can be given the option to give their best.

**Requirements**

Following would be the requirements of the employees who will be recruited for Cornerstone Visionaries:

1. Bachelor’s degree in Graphic designing
2. Straight grades in the annual project and visual or graphic design experience will be required and appreciated
3. Applicants would have the portfolio that will be comprised of their design works
4. Applicant should have creative thinking along with excellent skills of executing ideas in some functional and dynamic design solutions
5. The ability of the employee to complete their task with maximum speed and efficiency that will range from social media content to that of designing a website for all types of procedures
6. Applicant should have better communication skills along with the ability to give professional feedback and maintain a professional work environment
7. Must be willing to learn more and work under the guidance of others when needed.

Furthermore, following are the steps of recruitment plan:

**Step 1**

In this step, all the applications will be collected by using both online and other sources and an initial screening will be conducted (Derindag et al 2019). Only 300 employees would be able to pass the screening test because the company aims at hiring fresh graduates and degree holders as they would be having a clear and good insight for the required work.

**Step 2**

In this step, further screening will be made in terms of criteria of the qualification and the results of the 300 employees. From this step, only 200 employees would be shortlisted for the next step.

**Step 3**

Among the 200 employees, only 60 will be called for an interview and the entry test that the employee has to appear in.

**Step 4**

The employees will be selected by asking them to share one of the artifacts that they have prepared, their certifications and they will be given a task to be completed within an hour. This task would be to develop an animation within a specific timeframe. It will help to know the time management and the skill of the employees who are interested in the job. Among them, only 25 to 30 employees will be selected at this step.

**Training and development plan**

It is evident that the employees hired would already be proactive in their task, taking into account the skill and the initative that are required by the job role (Derindag et al 2019). Training and development will be an addition or a motivation to the already prepared workforce. Training and development refers to the improvement of different skills, performance and personality attributes that will help the employees in the long run. The procedure of using the training and development plan is to empower the employees’ personal and professional development (Malik et al 2018).

For the employees of Cornerstone Visionaries, training and development would be an addition to the already present skills taking into account that the company believes in the improvement and polishing of the skills.

**Training plan**

Training plan for the employees would include a two-dimensional plan. One of the plans will be brought into practice as soon as the employees are hired. As after hiring, the employees would be made to undergo training under the supervision of a floor supervisor who will be managing them and telling the specifications of the projects that are to be done (Derindag et al 2019).

Also, the other training plan would be a buffer plan, meant to make employees aware of their responsibilities and duties by giving them a formal training session after every six months. This will include a leadership trainer who will be asked to visit the company for a one-week training session. In the training, a systematic division of the employees will be made so that there are always some employees who are working except for those who are there on training.

**Development Plan**

The development plan would be a productive addition that would be included in the job duties of employees (Collings et al 2018). In order to proceed with the development plan, the feedback and evaluation of the work of the employees will be made by analyzing the number of revisions and the feedback that are posted by the clients. If an employee is found to be exceptionally great, he will be given some appraisal along with special trainings for which employees would be sent to some other places to learn more so that they can use the learned skill to improve their work. There is another notion, that is associated with the development plan, which is to recruit the company that made leaders with the passage of time. It will help employees to make a positive usage of their time and do what is required of them.

**The compensation package for the people hired**

Compensation package refers to the amount that is paid to the employee for their work they will be doing (Malik et al 2018). As the company will be new and there are a lot of people to be hired and a competitive framework of work is required. There are a lot of things to be considered while planning the compensation plan.

Initially, an employee will be paid $32.4k each year. It is the amount that is planned to be given to the employee. With the passage of time, and based on the progress of the employees, a systematic appraisal will be given to all the employees. There would be some major points to be included along with this compensation plan such as:

* Health and Dental facilities
* Life, accident and other disabilities insurance
* Prescription plan
* An account that would be guided by flexible spending
* Vacations as a recreation mode and paid holiday (maternity and paternity leaves)
* Sick days that would be paid after verification of the illness and submission of medical certificates
* There would be no discrimination in terms of race and color in the context of salaries and compensations.

**Legal issues of the company**

Legal issues refer to the issues that can be faced by the company in terms of the management of laws and authority (Armstrong et al. 2019). All legal affairs would be dealt in accordance with the regulations that are designed by the constitution, taking into account the implication of the constitutional policies and values. It is highlighted that none of the companies could work without adherence to legal affairs when guided by legislation. One of the examples is, US Equal Employment Opportunity Commission, workplace safety, Health coverage, and Family Leaves. Following are the legal issues to be addressed in this plan.

**Confidentiality**

The company will be strongly adhering to confidentiality, taking into account that maintaining confidentiality is both, an ethical as well as a legal responsibility. There would be complete confidentiality in terms of the pay scales, data of the company and self-esteem. In case of any kind of breaching an employee can be fired or either jailed (Chakraborty et al 2019).

**Verification**

Verification is another major task that should be performed by the human resource managers which will also be performed in this company (Armstrong et al. 2019). It is highlighted that before hiring an employee, they will be verified in terms of economic and social criminal records. If there would be a criminal record, special attention and consideration would be employed before hiring. Moreover, there would be a legal check on all the employees in terms of different actions such as drug addicts or having some criminal background (Chakraborty et al 2019).

**Workplace policies**

Workplace policies referee to different policies that are designed to address the profile of the employees in terms of different actions and the eligibilities. It is highlighted that there is a chance of employees who would be on some medication or they might be suffering from any kind of disability. Such employees would be given special consideration in terms of time management and the ratio of opportunities for growth (Chakraborty et al 2019).

**Rights of labor and implication of those rights**

Every individual has certain labor rights that are the measure of the security of that person in terms of preference as an employee and a worker. The organization will abide by all the laws that are designed for the empowerment of employees by given them chances of growth and provision of basic rights. These rights include the right of remuneration along with a notice period of job performance before being removed from the job. HR professionals will make sure that all of the employees abide by the law as well (Collings et al 2018).

**Implication of tax laws**

The organization will keep a follow up with all tax laws that are necessary to run a nation. It is highlighted that the company would be liable to the tax deduction similar to other employees. However, it is also the responsibility of the company to make policies that can help the employees be aware of their rights as a responsible citizen and be supervised by the human resource executive. It is highlighted that the employees will be made of the organizational laws in terms of state affairs so that they would be clear about the authenticity of the company in terms of the management of the employees. It is also brought into insight that the company will display tax-paying necessities and affairs in the policy framework. It will also act as a motivation for the employees to follow the practices by the company and incorporate them in their personal life as well (Chakraborty et al 2019).

**General laws for company**

It is highlighted that there are very rare chances of the implication of legal direction so, it is necessary to consider the implication of the laws on the employees as well as the management. Laws of organization are more like the code of conduct that are brought into practice when it is found that the company is not achieving the required results or the employees are not satisfied with the organizational framework (Armstrong et al. 2019). the company will abide by the simple code of conduct that will include respect authenticity and the analysis of break timing. As there would be only one HR representative so all the actions will be kept simple by an open suggestion open for the employees so that required strategies can be brought into practice (Chakraborty et al 2019).

**Performance Appraisal System**

Performance appraisal is one of the major tools that can be used to manage employees, not in terms of their work competencies , but also in terms of the opportunities that can help employees to get a positive motivation (Chakraborty et al 2019). It is a common observation that employees are attracted more towards the options that can help them earn more because the ultimate aim of doing a job is to become economically strong. In this company, employees will be given 360 degree appraisals; this appraisal plan will be focusing on gathering feedback on the progress of the employees and different stakeholders in the organization. The reason for incorporating 360 performance appraisals is to enhance the core values of work by getting input from the peers as well as the authority that is handling the work that is submitted. The company will also give due significance to the management of performance appraisal while goal setting, tracking the progress of the employees and discussing different visions of the workplace. Performance appraisal will also include a performance improvement plan in which the best employees will be made to work on specific projects and these projects will be paid by the company. It is important to note that the performance appraisal system will also act as a motivation for the other employee to strive for best and spend their skills in the departments that are well paying.

**Conclusion**

 It would not be wrong to say that an organization can work only if all the departments of work are stabilized by positive attitude, adherence to social, moral, political and human-oriented code of conduct. It can be concluded that the plan of Cornerstone Visionaries is a platform for graphic designer, modeled and monitored by a single Human Resource manager. All the departments ranging from hiring and selection to appraisal and firing will be monitored by a single being who will be having a clear insight into his job and will be guided by a positive approach to the workplace. Moreover, the responsibility of the human resource manager doesn't end here. He has to pay specific attention to note that all the departments, areas of work and employees are doing their job as required, where none of the employees are neglected, degraded or discouraged.

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