HR plan

Your Name (First M. Last)

School or Institution Name (University at Place or Town, State)

**Introduction**

Content writing is becoming one of the fastest growing business in the market as almost all the organizations and institutions need to spread the message of what they are doing and they want the world to know what services they are offering. **Clear Voice** is one of the emerging names in the **content writing industry** that consists of 20 employees whose efforts and creativity is assisting Clear voice in becoming the first choice of the customers. This fact cannot be denied that there are different kinds of customers that content writing companies have to deal with. It has been seen that all the customers want to have maximum views on their websites and Clear Voice promise them to earn the maximum number of views. In any business and organization, HR management serves as the backbone and same is the case with the **Clear Voice**, though for now HR functions are being designed and performed by only one person but what matters is, how efficient the HR department is performing (Azeem,et,al,2016,p.686-712). Like all other HR departments, **Clear Voice’s** HR department is designing framework that would participate in planning and development, provision of assistance in career assistance and shall polish skills of employees who will become an asset for company. Employees who become an asset helps in achieving company’s objectives,

**Business**

Decades earlier, the HR department was not much important but it has been seen that with the advancement of time, as the organization and business industry grew, more attention has been paid to the HR department. The HR department and the plan being made, is for a content writing company. Content writing is becoming one of the popular business in the market. This company (Clear Voice.com) helps websites in getting as many views as possible. Clear Voice knows that appealing articles and blogs are going to steal the interest of the readers and this element makes content writing companies important in the present scenario. Clear Voice is one of the emerging names in the content writing industry. Though it is a small organization with 20 employees, the quality work and meeting the deadlines, are making it the client’s favorite content writing company. The HR department of Clear Voice consists of one person who is efficiently managing multiple tasks of this content writing business. This organization is an example that even a single HR professional could serve as a bridge between the employees and the employers and also HR professional serves as a representative of the people working in an organization.

**Recruitment and selection**

HR professional of Clear Voice knows that one of the basic factors for making an organization successful is the selection of talented people who could performance assigned tasks at its best. The HR department of Clear Voice pays more attention to recruitment and selection. Recruitment and selection means selecting the best individuals among the pool of applicants for a particular job. While making the HR plan for Clear Voice, HR kept in mind that the recruitment and selection process is a critical decision that is going to define the position of the content writing company in the market (Johnson,et,al,2017, pp. 1-31). HR professional focuses on matching the skills, abilities, and knowledge of the applicants with the requirements of the job being offered by Clear Voice. While recruitment and selection HR department focused on certain factors so that it could select the best employees. These factors are legal considerations, organizational hierarchy, applicant pool, type of job, probation period and selection criteria (education, competence, experience, skills and personal characteristics). Steps in the recruitment and selection process designed by Clear Voice HR are:

* Initial screening and application checking
* Test (pre-employment test)
* Face-to-face interview
* Background checks
* Issuing a confidential job offer letter
* Medical examination
* Final selection decision

The HR department of Clear Voice also pays attention to other steps while recruitment and selection. HR planning of Clear Voice includes identifying vacancy, job analysis, job specification, job description, and job evaluation, etc. HR professional of Clear Voice gives a central position to this process of the recruitment and selection while making Human Resource Plan for this company.

**Training and development plan**

It has been seen that HR professionals, after the process of recruitment and selection pay attention to training and development of the applicants who are being selected by the company. HR professionals of Clear Voice knows that they have to train the individual who is going to be their employee. Clear Voice, HR professionals also believe that the kind of training, this content company is going to give to its employees is similar to the output they are going to receive. HR plan is being made to invest money, efforts and time in the training and development of its employees. HR believes that employees should be trained regarding their current job, what they have to do that would contribute to the success of the company. In the HR plan being made, training has been focused so that employees could be informed, what company is expecting from them. Training the employee about the task that they are going to perform would determine the position and rank of the Clear Voice in the content writing industry.

For HR professionals, along with training, another major area of focus is the development of the certain skills and abilities in employees for the future responsibilities and roles that they are going to perform. Particularly keeping in consideration the Clear Voice, it could be said that HR professional is arranging a training session in which the employees would be taught about the skills how they could use their creativity for coming up to the expectations of the customers (Cuéllar-Molina,et,al,2019, 52-89). HR shall consider the development of certain skills in selective employees so that they could divide the job and the task as per the learning capacity of the employees. HR is also focusing on the development of certain skills in few of the employees so that they could be prepared for the future positions that they are going to get in this content writing company.

Clear Voice’s HR for training and development is for the critical analysis of the training and the skills that it wants its employees to learn. Once the training analyses are completed and basic design is made, HR would be focusing on the development stage as it involves both the content as well as training material (Wallo,et,al,p.25-36). After designing an appropriate working environment design and deciding which tools (latest graphic and writing tools) employees would need, everything would be done is the development stage. Employees would be given training regarding career development.

**Compensation package**

For employees, compensation is above all other attraction and offers. HR professional of Clear Voice department designs the compensation package for the employees depending upon the performance. HR professional recommends regular increase in salaries. HR has designed a compensation package in which employees would be rewarded with bonuses and annual promotion for the employees who are going to perform exceptionally well. Being an emerging organization, HR professional knows that it could not offer much to its employees but the way it is becoming popular, it would be looking forward to include other things in its compensation package i.e. health insurance and accident insurance. The HR department is trying its best to provide the best affordable compensation to the people it hired.

**Legal issues being considered by the HR department**

For making any business successful, it is important to keep in consideration laws and regulations that are being put in by the government for protecting the legal rights of the employees. For Clear Voice’s HR department, keeping legal consideration in the account is a must. Being an emerging organization, it is more important for Clear Voice' HR to avoid the legal issues that may hinder its growth. HR wants to avoid any court proceeding so it treats the employees in such a way that would not violate any right of its employees. HR has designed its policy in which it is paying much attention to providing positions in working environment by discouraging the discrimination and harassment cases. It is also paying special attention to the satisfaction of the customers so that there could be no space left for a legal issue that could be raised by them (Maheshwari,et,al,2017, 742-761). HR is mainly considering the policies and rules being made by the U.S Equal Employment Commission which is a federal agency that administers and enforces civil rights laws against workplace discrimination. It is considering all the legal issues that have been reported by the U.S Equal Employment Commission. For avoiding any of the legal issue, central to the attention of HR is discouraging the cases that arise because of race, religion, nationality, age, disability, and sex. Few important things that are considered by the HR of Clear Voice are that protections are being applied to the hiring practices, advancement and raise, scheduling, payments and benefits, work assignments and disciplinary policies.

**Performance appraisal system**

 Having a surveillance on the performance of its employees is necessary. Evaluation of employees’ performance has various benefits. It helps for motivating the employees so that they would do best in occupying the top position in the market. Every organization has a different way of evaluating the performance of its employees. Clear Voice HR has designed a way of having a check on the performance. It supervises and analyses the annual productivity of its 20 employees. performance appraisal system also includes checking on the annual revenue by noting which employee is helping the most in increasing the revenue of this content writing. It also takes the views on the supervision regarding each of the employee by taking a look at the tasks whether employees meet targets given by their supervisor.

**Support from the scholarly articles**

With the advancement of time and increase in the demand of HR department, many scholars and experts made research on HR and its function. This fact cannot be denied that HR is the department who’s effective actions would determine what position an organization would secure in the industry. According to Kelechi Ekuma, there are many ways the HR manages employees influence their performance. There are many other articles as well which claim that HR department inculcates in employees an instinct to excel others by offering bonuses. Jeanne Meister claims that for delivering the best services, the HR department needs to do experimentation so that they could come to know their capabilities and expertise of each of the employees and this experimentation have been observed in Clear Voice's HR professional. Employees should not be only ordered what they have to do as Rebecca suggests that it is important to provide emotional support for motivating them so that they could perform a task at their best. According to her, the organization that is going to provide more emotional support to its employees would be successful delivering best services as it could win the confidence of its employee and would make them feel that they are a part of the organization.

**HR plan**

It has been seen that the HR department of Clear Voice is mainly focused on generating more revenues by providing all the possible facilities to its employees. HR has designed a plan in which it centers its attention on providing and protecting all the basic employee rights by avoiding all the legal issues that are being legal. HR of Clear Voice is also taking a look at providing the possible bonuses to the employees as per their performance so that they could be encouraged for showing more dedication to the job they are being hired (Ulfsdotter Eriksson,et,al,2017, 1089-1103). In its plan, it has also mentioned that giving the required training to the employees would be a basic part of the HR function. Development of certain skills and abilities has been mentioned as another major duty of the HR of Clear Voice.

**Conclusion**

Taking a look at the above discussion, it could be said that HR departments are playing a central role in making the organizations more successful. In this case, small businesses that are emerging as strong competitors for others in the same industry, HR needs to make policies and plans that would be a little different than the rest. HR not only just selects the competent pole for its business but also provides them with an opportunity to learn and grow that would help them in polishing their skills that would ultimately help the business in growing and grasping the attention of more customers. It won’t be wrong to say that better an HR is, its going to design its policies and framework, better employees it is going to hire and better employees are going to perform the assigned task well. So, keeping all the above discussion in consideration, it could be concluded that HR department needs to be more efficient and organizations need to pay more attention to their HR departments as HR is going to control how the employees are going to perform.

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