Human Resource Management

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**Introduction**

 If you ever apply for any job, you are first given a job description. This states what are the requirements for the job, the duties entailed, the responsibilities that come with them and the skills requirements for the completion for the role that is being advertised. This is a job description and is an critical element for the acquisition of talent and the process of HRM. This paper reflects upon job description, it’s elements, legal components and assessment methods that can be used to recruit quality candidates.

**Job description as a function of management**

 According to Jill Bidwell, “*the job description is the mother of all HR processes*” and I completely agree with this statement (Tyler, 2013). The Job description’s importance to management stems from the fact that it touches multiple portions of the employment life cycle such as training recruitment and performance. This makes it an integral part of management.and in my opinion, should be taken more seriously.

**Areas of a job description:**

 There are several important areas of a job description and these can be characterized as follows.

**Task**

In any job description, the task needs to be clearly defined. In my opinion, this will clearly define the role the organization is offering to its prospective employees. Furthermore, from the management perspective, I can clearly see that it allows for the hiring of a qualified candidate on the basis of who is best suited for the task and make the process a whole lot easier.

**Tools and Technology**

 In this century, most of the work done in most organizations is through the use of machinery and technology. For jobs which involve the use of technology, the tool, and technology part of the job description is very important. This is because candidates that are already acquainted and have the best experience with the use of technology currently employed in the organization should be employed. This would also decrease the cost of training for management for new recruits.

**Knowledge, Skills and Abilities**

 Furthermore, the best job descriptions that I have seen clearly dictate the knowledge, skills, and abilities that they require in their future employees. From a management point of view, I know this helps in attaining people who are ready to grow even more than they have and who have the desire to work for their growth and the growth of the company.

**Education Requirements**

 The level of education should always be clearly listed in an job description. This is because as much as experience and skills are important having an educational background is a plus point. Education requirement helps the management in indicating to future employees that they should have a certain level of education to be able to work at any organization. As this cannot be taught by the organization itself.

**Legal Components in a Job Description**

 A job description is not a legally required document but can be very beneficial for organizations. But in order to adhere to the laws regarding labor and employment stated by the federal and state governments, these documents are created. Furthermore, this is made in order to comply with the EEOC guidelines, so that no discrimination occurs which is caused due to a conflict on gender, religion, color, and race.

**Assessment Methods for Recruiting Candidates**

 In my opinion, the two best assessment methods for recruiting candidates are the interviews such as preliminary and employment interview and placement and induction (Chungyalpa and Karishma, 2016). The interviews give a sense of the qualities and caliber of the candidate and can help weed out the ones not up to the threshold. On the other hand, Placement and induction can help to assess how the candidate would be able to work in the organizations working environment and help in analyzing his/her’s performance.

**Conclusion**

The job description is a vital part of the human resource management process because it helps in identifying quality candidates. Also, I consider the multiple areas of a job description very important as they deal with every aspect of the organization even the legal side. Finally, interviews and placement can help management in the assessment of candidates.

References

Chungyalpa, W., & Karishma, T. (2016). Best practices and emerging trends in recruitment and selection. *Journal of Entrepreneurship & Organization Management*, *5*(2), 173-177.

Tyler, K. (2013). Job Worth Doing: Update Descriptions. Retrieved 17 July 2019, from https://www.shrm.org/hr-today/news/hr-magazine/pages/0113-job-descriptions.aspx