Human Resources Strategic Plan

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Contents

[Executive Summary 2](#_Toc29549520)

[Introduction 2](#_Toc29549521)

[HR Mission statement 3](#_Toc29549522)

[HR Vision Statement and Objectives 3](#_Toc29549523)

[HR Values 3](#_Toc29549524)

[Focus Areas 3](#_Toc29549525)

[Strategic Contribution 4](#_Toc29549526)

[Personal Credibility 4](#_Toc29549527)

[HR Metrics 5](#_Toc29549528)

[Defining Efficiencies 5](#_Toc29549529)

[Defining effectiveness 6](#_Toc29549530)

[Core Competencies 6](#_Toc29549531)

[HR Metrics and Human Capital 6](#_Toc29549532)

[Key Performance Measurements (KPM) 7](#_Toc29549533)

[Action plan for different functional areas 7](#_Toc29549534)

[Recruiting and Staffing 7](#_Toc29549535)

[HR compliance 7](#_Toc29549536)

[Workplace policies 8](#_Toc29549537)

[Compensation and benefits 8](#_Toc29549538)

[Retention 8](#_Toc29549539)

[Training and development 9](#_Toc29549540)

[Regulatory issues and workers safety 9](#_Toc29549541)

[Analysis of Workplace 9](#_Toc29549542)

[Legal adherence 10](#_Toc29549543)

[Shared Services 10](#_Toc29549544)

[Conclusion 10](#_Toc29549545)

# **Executive Summary**

This paper aims at the formulation of human resource strategic plan for AZ company. The human resource department of any company is one of the central departments that act as a bridge between employees and higher management. This plan is one of the collaborative processes that involve both employees and the stakeholders in different ways so that the two dimensions can be supported in terms of their requirements and then the goals of the company can be met with excellence. This paper highlights the mission and vision statement of the human resource department along with the objectives of the department that are both achievable and fruitful in the long run. There is a detailed account of the elements of the strategic plan such as strategic contribution, personal credibility, and HR delivery metrics along with an action plan for each of the functional areas.

# **Introduction**

Optimizing Human Resource functions is one of the major elements for the success of any kind of company. A throwback in history highlights that Human Resource plans were known to be personnel plans which highlighted the importance and significance of the presence of a department that can coordinate with or synchronize with the human resource department. It is imperative that human resource department should follow some steps and procedures having strategic steps that can empower AZ company. This strategic plan will not only enhance the credibility of the work time of the employees, but all the goals of the company will be embedded in the overall goals of the company.

# **HR Mission statement**

Human resource department offers support to AZ Company by ensuring that the best possible employees are recruited, interviewed, and hired in the AZ Company. AZ Company ensures that all policies and procedures are up-to-date with federal and state laws. AZ Company offers support to all workers with labor relations, compensation, and development.

# **HR Vision Statement and Objectives**

The vision of Human Resource department is to provide AZ company with the best resources and assets in the form of employees. Also, the department will address the concerns and queries of the employees with prime attention so that there is maximum employee satisfaction with the achievement of set objectives such as progression, excellence, and productivity all in one place.

# **HR Values**

The HR department aims at demonstrating the following values, such as teamwork and inclusion, excellence of service, transference, collaborative communication, ethical adherence, and innovation and improvement. It is asserted that the Human Resource Department will not only incorporate adherence to the code of conduct but these values will be incorporated in such a friendly manner that the employees are expected to protect these values in their daily life, outside the realms of the organization as well (Salas, et al. 2015).

# **Focus Areas**

There are different focus areas of the human resource department taking into account that the demands of strategic, collaborative and transformative HR services can play a central role in the growth of the company. There are some prime and significant focus areas of the company, that will not only enhance individual potential in fact, there would be a major and significant boost to the organizational capacity (Noe, et al.2017).

# **Strategic Contribution**

One of the major goals of Human Resource department is to ensure strategic contribution, which can examine working at both corporate as well as business levels. It is highlighted that the Human Resource department will ensure that the opportunities for growth for the employees are running smoothly. There is enough “White Space” that can make these strategic contributions successful and employees are given time and platform for strategic development. Human Resource department will ensure that the employees are given strategic options with self-assessment so that all the activities are accomplished by emotional motivation as well as ambitions to grow. Recognition of the opportunities is also significant so that ways for increasing the visibility of both, employees and company can be afforded. Also, employees will be motivated to recognize the opportunities themselves and come up with ideas that can help both, employees and the company to grow (Albrecht, et al. 2015).

# **Personal Credibility**

One of the major aims of the Human Resource department is to incorporate personal credibility that can ensure all the ethical values are incorporated with the workplace as well as they are under practice. Human Resource department will choose different ways that can help and support to fulfill those values by using different tools such as technology, training, and enforcement. Technology will help to mitigate and narrow down the ways that can act as an opportunity for achieving the immoral goals or ensure that all the negative credibilities are equally viewed and judged. Then, training will be used as a behavioral tool that can help the employees to get themselves groomed in terms of dos and don’ts of the workplace. In addition, this training will be one of the major tools to mitigate gaps such as diversity gaps and cultural refrainment to be overcome so that employees can work as a team (Chadwick, et al. 2015). Human Resource department will also take significant initiatives to avoid such incidents beforehand which will be done by having a complete check and balance on the academic as well as professional record of the individual who is being hired. If any of the criminal records will be found, the employee will not be hired. Later, different incentives and bonuses will be offered for the employees on the basis of their performance so that they can choose who work harder rather than play smarter to achieve their both material as well moral goals (Albrecht, et al. 2015).

# **HR Metrics**

HR Metrics also defined as the measurements that are used to measure and determine the effectiveness and value of the initiatives that are taken by the Human Resource Department. Different initiatives are included in HR metrics such as training, cost of labor, rate of turnover, and expose per employee (Deery, et al. 2015). Human Resource department will work at its best to ensure that the effectiveness of all the HR metrics is found to be maximum because it will not only help to gain the interest of the employees but it will also be a major boost to the working of the company. Any ineffectiveness will be resolved with prime significance because these metrics are central to the progress of the company (Ulrich, et al. 2015).

## **Defining Efficiencies**

The efficiency of HR function highlights that initiative of human resource department is efficient in terms of cost per hire, reflecting the cost that is associated with the new hire, that demands accountability in only in terms of the amount of the money spent but also in terms of the hiring of the right person (Albrecht, et al. 2015).

## **Defining effectiveness**

Effectiveness of the HR function is determined in terms of the positive effect in the employees or the applicant pool, where effectiveness is judged in terms of the total financial gain of the organization from specific training. It will also include defining the absent rate because the absent issue is counted in the dysfunctional model of human resource management (Stone, et al. 2015).

## **Core Competencies**

HR metrics play a central role in developing the core competencies of the company by demonstrating the connection and bridging the contact between the different tangible effects on the ability of an organization and the Human Resource practices that can help to sustain a competitive advantage. Under this approach, employees are tested as human capital rather than a human expense. The example of effectiveness can be defined in terms of the relative factors that will indicate the effectiveness of the operations of the company as well as identifying the number of defective products in a particular operation (Stone, et al. 2015).

## **HR Metrics and Human Capital**

Human Capital is another major topic of discussion nowadays. The Human Resource Department measures the human capital with the help of Key Performance Indicators that can help to measure the outcomes of human capital. These outcomes are high performance, talent management, and employee management. These outcomes are used to measure and illustrate the financial and tragic goals of the company with a practical approach to the analysis of the success of the firm. Also, defining strategic KPIs tends to design human capital measures that can know how they are created (Stone, et al. 2015).

# **Key Performance Measurements (KPM)**

Key Performance Measures are the kind of measurable values that can help to explain as well qualify some specific key performance indicators. These Key Performance measures are highly parsed, balanced, deliverable, actionable, validated and aligned. The attributes of Key Performance Measurements are selected because bland choice may lead to a gap in the results and it might not help to achieve the desired results. The human resource department uses these measures to validate and analyze the performance of the Key Performance Indicators (Chadwick, et al. 2015).

# **Action plan for different functional areas**

## **Recruiting and Staffing**

HR department hires the talents that are required for the progress of the company, taking into account the analysis of the needs of the company as well as the willingness of the employee to serve. Also, the department will make sure that the hired employee is the best choice for the company taking into account the role of selection, the employees are short listed on the basis of the talent qualification and the experiences they have in the related job. The employees are then hired after a series of interviews and completion of training because they are the basic asset of the company (Ulrich, et al. 2015).

## **HR compliance**

Human Resource department hires employees in cooperation and coordination with the other departments taking into account that the employee is hired in synchronization with the goals to be achieved. Compliance is significant in terms of the maintenance of the department and adhering to the credibility of the company. This credibility is maintained by ensuring that the posters posted by the company are appropriate and convey the desired information, the policies are up to date and they are provided in a suitable, readable abridged form (Ulrich, et al. 2015).

## **Workplace policies**

Human Resource department also ensures the formation of human resource policies that can help the company to reach its strategic goals. After the development of policies, these policies are communicated to the employees by using suitable and accessible means assuring that the policies cover all the required and related topics such as safety, security, flexible scheduling, and the announcement of the vacation times. These policies are formulated by having close coordination with the supervisors and the team leaders so that none of the employees feel ignored and undefined (Deery, et al. 2015).

## **Compensation and benefits**

Different compensations and benefits are announced for the employees such as paychecks, different entertainment plans, benefits of health and other perks. All these benefits are designed in close coordination with the requirements and the desires of the employees because it is one of the major sources of attention for the employees. Other benefits are incentives and bonuses, that are issued as a source of motivation because it can help the employees to keep up the good work. In addition, compensation is also given in the form of paid leaves in case of some special reasons such as maternity leaves, and serious health concerns (Bringezu, et al. 2017).

## **Retention**

Retention is also one of the central jobs of HR because a talented employee always seeks a good opportunity. So, it is necessary for the employees to be recognized and retained so that he can work for the company with more passion and motivation. HR department ensures that are employees are retained in the form of compensation as well as different types of recognition and awards (Deery, et al. 2015).

## **Training and development**

Human Resource department also provides training and development not only in terms of learning and knowing the basic aspects but also in terms of helping employees to learn new things that can help the company to grow. This stance of training and development is also committed to empowering employees with the latest technology and the option of growth because it adds to the positive reputation of the company (Bringezu, et al. 2017).

## **Regulatory issues and workers safety**

Human Resource department ensures that the employees are given a safe working environment. if there is some risky task, then employees are provided all the resources that can save them from any unforeseen incident. Also, employees are given medical facilities in terms of any adverse situations. There are several other dimensions of the essence of security and addressing issues, taking into account that the employees are given all types of resources that can facilitate them in their workplace and work hours (Smith, et al. 2016).

# **Analysis of Workplace**

It is highlighted that the Human resource department ensures that all the employees are given equal opportunities in terms of making use of their skills and abilities. It is also added that the human resource department tends to ensure that the employees are given due respect without any discrimination of caste, color, and creed. Human resource department establishes and maintains employee and labor relationships so that high quality workforce is created with positive relationships between both the workforce and the management.

## **Legal adherence**

Human Resource department ensures that all the actions and initiatives are taken parallel to, and in coordination with the laws and regulations that are directed by the government, such as both federal and state laws. Then, human resource department ensures that all actions are taken in synchronization with those laws and regulations. These laws are multidimensional such as, wage laws, laws related to the safety of the laborer as well as the laws that are meant for ensuring workplace diversity along with adherence to organization culture (Salas, et al. 2015).

## **Shared Services**

In addition to the rules and regulations, shared services are also important. Human Resources services offer different shared services such as procurement of goods and services, vendor agreements, supply chain management, selection of products, mail delivery, and consultative services. Other shared services are requested for the reviews of the proposals, education and the assistance of customers in the choice or selection of products and tools along with countywide contract administrations (Marvel, et al. 2016).

# **Conclusion**

 Thus, this strategic plan covers all the related aspects and features that can play a central role in maintaining the credibility of the company, and addresses all the requirements of employees and organization. Following the strategic plan, AZ company will grow by leaps and bounds because a company is known not only in terms of the progress it is making but it also grows on the basis of the measure of satisfaction that employees have. A positive workplace with the basic necessities fulfilled is more like a resourceful platform that can not only enhance the working of the employees without any stress but also paves the way for better attempts to enhance because employees are willing to work themselves for the organization and they want the company to grow.

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