

HUMAN RESOURCE AUDIT



Meaning of Human Resource Audit

Audit is one of the important management control devices. Personnel audit is used to check, review and evaluate manpower management programme for certain past period in the organization to facilitate control. Personnel audit reveals facts such as high rate of absenteeism, employee turnover, grievances problems in recruitment, selection policies, communication policies etc.

According to Dale Yoder "Personnel Audit refers to an examination and evaluation of policies, procedures, practices, to determine the effectiveness of personnel management."

According to Edwin B. Filippo "The Personnel audit is a systematic survey and analysis of all operative functions of personnel with a summarized statement of findings and recommendations for correction of deficiencies."

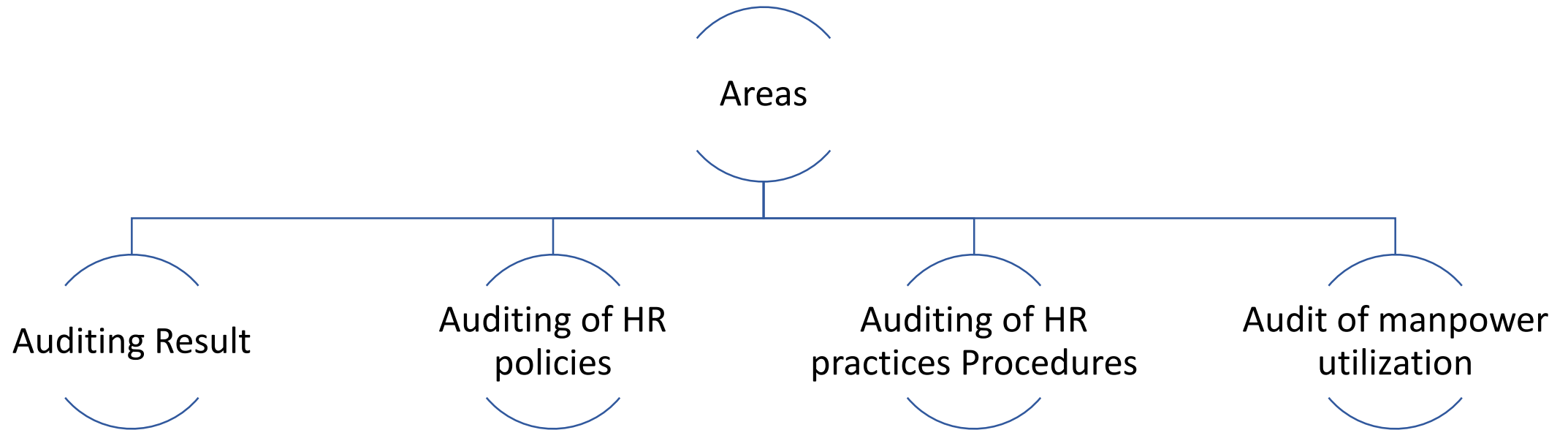
Objectives of Human Resource Audit

- ❑ It undertakes a systematic search of the effectiveness of personnel policies programmes.
- ❑ It checks the indicators of the quality of leadership, of motivation, of communication, effectiveness of supervision and constant development of employees and managers.
- ❑ To verify whether the mission, objectives of the organization HRM department goals have achieved expected results.
- ❑ To evaluate to what extent line managers have implement the guidelines of HRM

Objectives Continued

- ❑ Personnel audit provides the **required feedback**. It is all the more necessary in a diversified and decentralized organization.
- ❑ Personnel Audit is necessary due to **rising labour costs and increasing opportunities** for competitive advantage in human resource management.
- ❑ Trade Unions have become more powerful and, are playing more active role in personnel management. **They often question management's competence in industrial relations**. Management can meet this challenge through personnel audit.

Areas of Human Resource Audit



Areas of HR Audit

- **Auditing results** :accomplishment of current management, over a period of job descriptions may become out-of-date. Management will try to update these. Some other examples are: comparing of wage policy.
- **Auditing of HR policies**: HR policies consistent with current thinking? These need review.
- **Auditing of HR practices and procedures**:To identify day-to-day problems in implementing.
- **Audit of manpower utilization**. an exercise enables identification of under-utilization of human resources and surplus manpower. It may also cover motivation, attitude, productivity, grievances and punishment studies.

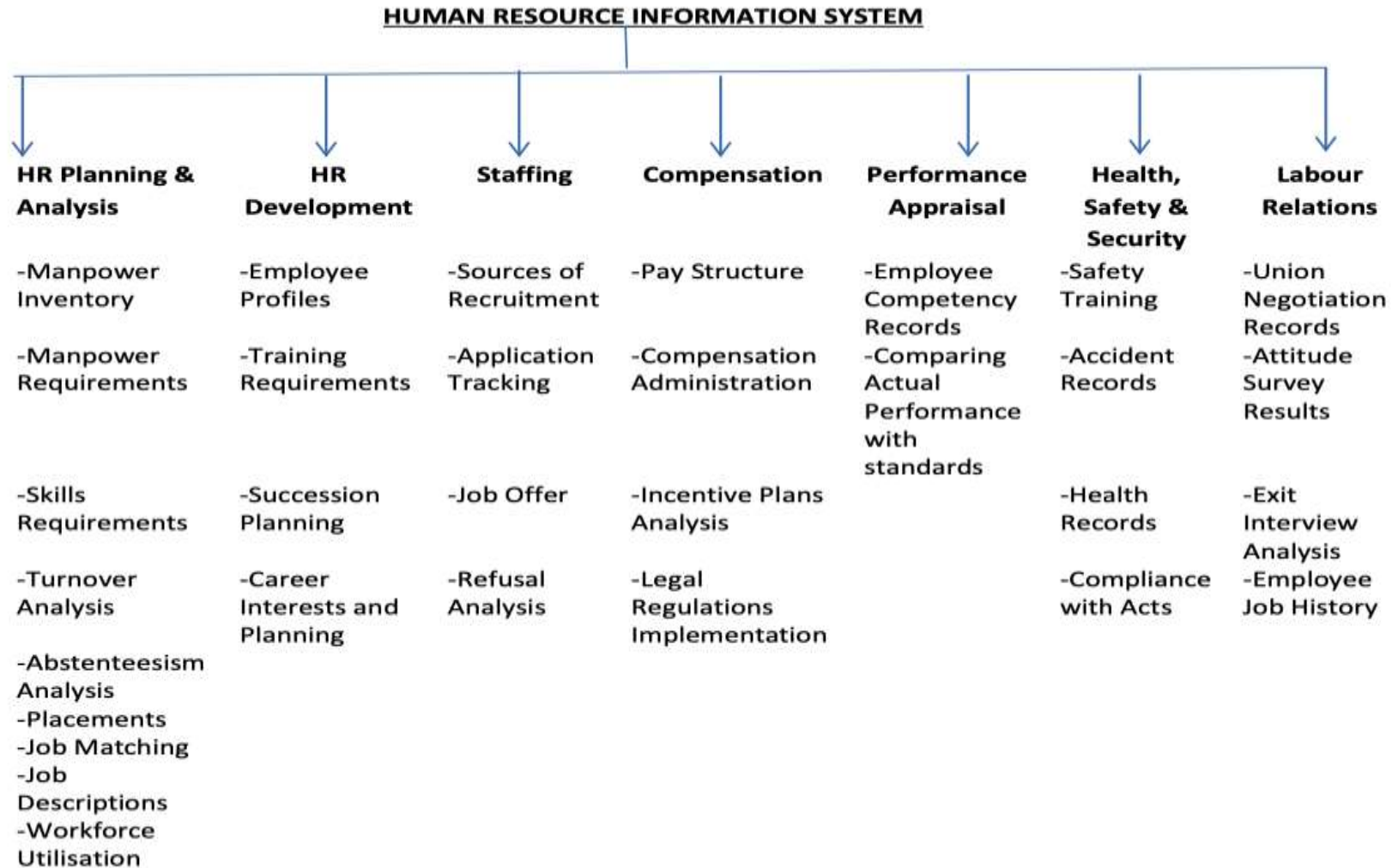
HUMAN RESOURCE INFORMATION SYSTEM



Meaning of Human Resource Inf. System

- A human resource information system (HRIS) is a **systematic procedure for gathering, storing, maintaining, retrieving, and revising human resource data**. An HRIS will store information about employees, retirees, and their dependents and enable the employer to issue paycheque or retirements cheque; withhold required taxes, retirement account and other employee benefits and improve workforce management and budgeting.
- **According to Hendrickson** “HRIS can be briefly defined as integrated systems used to gather, store, and analyse information regarding an organisation’s human resources.”
- **According to Tannenbaum** “ HRIS as a technology-based system used to acquire, store, manipulate, analyse, retrieve and distribute pertinent information regarding an organisation’s human resources”.

Important uses of Human Resource Inf. System



Scope of Human Resource Information System

- A. The scope of HRIS is very vast and includes information about the following sub-systems: Recruitment sub-system: information for advertisement, applicants profile, appointment and placement data.
- B. HRIS is a linking mechanism which connects all decision-making centres in an organization. HRIS is imbedded in overall management control system. HRIS gives regular feedback and is kept update with changed environments.
- C. HRIS is to make desired information available at right time, cost, provide security and secrecy of confidential information particularly keep information up-to-date.



Objectives of Human resource Information System

- 1) To make the desired human resource information available in the right form to the right person and at the right time.
- 2) To make the required information available at reasonable cost.
- 3) To process the data by using most efficient methods.
- 4) To provide necessary security and secrecy for important and confidential information.
- 5) To keep the information up-to-date.

Thankyou

Presented By :

Dr. Ravish Chandra Verma

Assistant Professor

Department of Commerce

Mahatma Gandhi Central University
Motihari , Bihar

Prepared by :

Abhyudai Raj Singh

BBAU(DRM) , Lucknow

