

EMPLOYEE RESOURCING

UNIT CODE: HRM/CU/BUS/CR/01/6/A

Relationship to Occupational Standards

This unit addresses the Unit of Competency: **Initiate employee resourcing**

Duration of Unit: 110 Hours

Unit Description

This unit covers the competencies required to Initiate employee resourcing. It involves undertaking human resource planning, Conducting demand and supply forecasting to fill vacancies in the organization, coordinating job analysis, conducting recruitment and placements, carrying out succession planning and implementing employee - organization job fit and handling contemporary issues in employee resourcing human resource.

Summary of Learning Outcomes

1. Undertaking human resource planning
2. Conducting demand and supply forecasting to fill vacancies in the organization
3. Participating in job analysis
4. Conducting recruitment and placements
5. Carrying out succession planning
6. Implementation of employee - organization job fit
7. Handle contemporary issues in employee resourcing human resource

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Undertaking human resource planning	<ul style="list-style-type: none">• Introduction to human resource management• Importance of human resource planning• Role and objectives of human resource planning to organization strategy• Components of human resource Plans.	<ul style="list-style-type: none">• Written tests• Observation• Oral questions• Case studies

Learning Outcome	Content	Suggested Assessment Methods
	<ul style="list-style-type: none"> • Human Resource demand and supply forecasting • Factors to consider when developing short-term and long-term human resource recruitment plans • Limitations of human resource planning 	
2. Conducting demand and supply forecasting	<ul style="list-style-type: none"> • The organization goals and strategies • Forms of employment <ul style="list-style-type: none"> • Nature • Load • Legal requirements • Budget • Factors to consider when conducting demand and supply forecasting 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questions • Third party report • Case studies
3. Coordinating job analysis	<ul style="list-style-type: none"> • Introduction to Job analysis • Importance of job analysis to an organization • Job analysis uses/functions • Methods/Techniques of conducting job analysis (Job description and Job specification) • Steps in conducting job analysis (Job analysis process) • Advantages and challenges of job analysis • Job evaluation • Method of job evaluation <ul style="list-style-type: none"> • Job ranking • Job grading • Point rating method • Other methods • Job enrichment 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questions • Third party report • Case studies

Learning Outcome	Content	Suggested Assessment Methods
	<ul style="list-style-type: none"> • Job enlargement • Job rotation • Advantages and challenges of job evaluation 	
4. Conducting recruitment and placements	<ul style="list-style-type: none"> • Introduction to recruitment • Importance of recruitment • Determination of vacancies in an organization • Attracting qualified candidates • Sources of candidates • Recruitment cycle/process • Types of interviews 	<ul style="list-style-type: none"> • Observation • Written tests • Oral questions • Third party report • Case studies
5. Carrying out succession planning	<ul style="list-style-type: none"> • Introduction to succession planning • Importance/aims of succession planning • Succession planning process • Succession planning policies 	<ul style="list-style-type: none"> • Observation • Written tests • Oral questions • Third party report
6. Implementation of employee - organization job fit	<ul style="list-style-type: none"> • Introduction to employee-job fit • Definition of employee job fit • Definition employee/person – organization fit • Job fit appointments uses • Management ways of person – organization job fit • Aligning skills and jobs in the organization • Factors to consider when identifying gaps 	<ul style="list-style-type: none"> • Observation • Written tests • Oral questions • Third party report
7. Handling contemporary issues in employee resourcing human resource	<ul style="list-style-type: none"> • Flexibility and labour markets • Human resource outsourcing and shared service centres 	<ul style="list-style-type: none"> • Observation • Written tests • Oral questions • Case studies

Suggested Methods of Instructions

- Direct instruction
- Demonstration by trainer
- Practice by the trainee
- Discussions
- Lectures
- Group\class presentations
- Assignments
- Project
- Case studies
- Simulation
- On job training

Recommended Resources

- Strategic plans
- human resource policies
- Guidelines and regulations
- Work plans /work programmes and schedules
- Organization policies and procedures

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