CHAPTER 5
INFORMATION SYSTEMS IN PERSONNEL MANAGEMENT

DMK1203

Fundamentals of Digital Marketing Business

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- Scope of Personnel Work

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PERSONNEL MANAGEMENT VS HUMAN RESOURCE

- **Organization Refers to two or more persons work together to accomplish one thing with a common goal and the most important thing That makes the organization successful according to its aim is people management.**

  - **Because people are the ones who plan the operations.**

  - ***Person* Acting as a manager of various tasks in the organization to achieve success and**

  - ***Person* is the person who makes the objectives of the organization come true.**

PERSONNEL MANAGEMENT VS HUMAN RESOURCE

Summary

Personnel Management" ->"Selecting people to suit the job" or "Put the right man on the right job", but "Personnel Management" does not delve into the details of how to choose people. suitable for the job

- Human resource management differs in methodology, scope, conceptual framework, understanding of roles. And the importance of human resources, attitudes and understanding of humanity and the characteristics expressed from the management of executives and teams, that is, personnel management is a part of human resource management.

SCOPE OF PERSONNEL WORK

1. Definition and importance of personnel management.

   It is a collection of information about personnel in the department. The main function is to select employees. Welfare analysis personnel expenses employee history consolidate the talents, skills of personnel Personnel Development System positioning system

The importance of personnel management

1. The importance of personnel management to employees or individuals

2. The importance of personnel management to the organization

3. The importance of personnel management to society and the nation.

SCOPE OF PERSONNEL WORK

2 Elements of Personnel

2.1 Personnel Planning

- forecasting human resources needs

- Formulate a human resource development plan.

- review and improvement

2.2 Recruitment and selection

2.2.1 Recruitment

- Internal Organization

- External Organization

2.2.2 Selection

- Skill
- Attitude

- Physical Condition
- stability and responsibility

- Education & Training

- personality

- Initiative and alertness to work

SCOPE OF PERSONNEL WORK

2.2 Recruitment and selection of personnel (continued)

The procedure for selecting a person is

1. Reception of Applicants

2. Preliminary Interview

3. Employment Test

4. Interview

5. Background Investigation

6. Final Selection by Supervisor

7. Physical Examination

8. Placement

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3. Personal development and training

3.1 Personnel Development

    3.1.1 coaching

    3.1.2 sending to study

    3.1.3 sending to study

    3.1.4 Higher delegation of responsibility

    3.1.5 Switching of duties

    3.1.6 acting as an assistant

    3.1.7 Acting

    3.1.8 Meeting attendance on various occasions

    3.1.9 the provision of operating manuals;
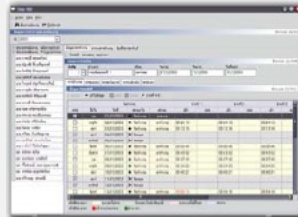
    3.1.10 internship during study

    3.1.11 Support for personal development activities
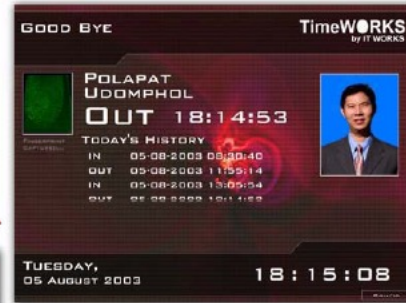
    3.1.12 Training

EXAMPLES OF TECHNOLOGY IN PERSONNEL