
Business Studies

*Section: Human Resource Management
(Chapter 8)*

Human Resource Activities

Overview of the various activities of personnel management (page 1 of 2)



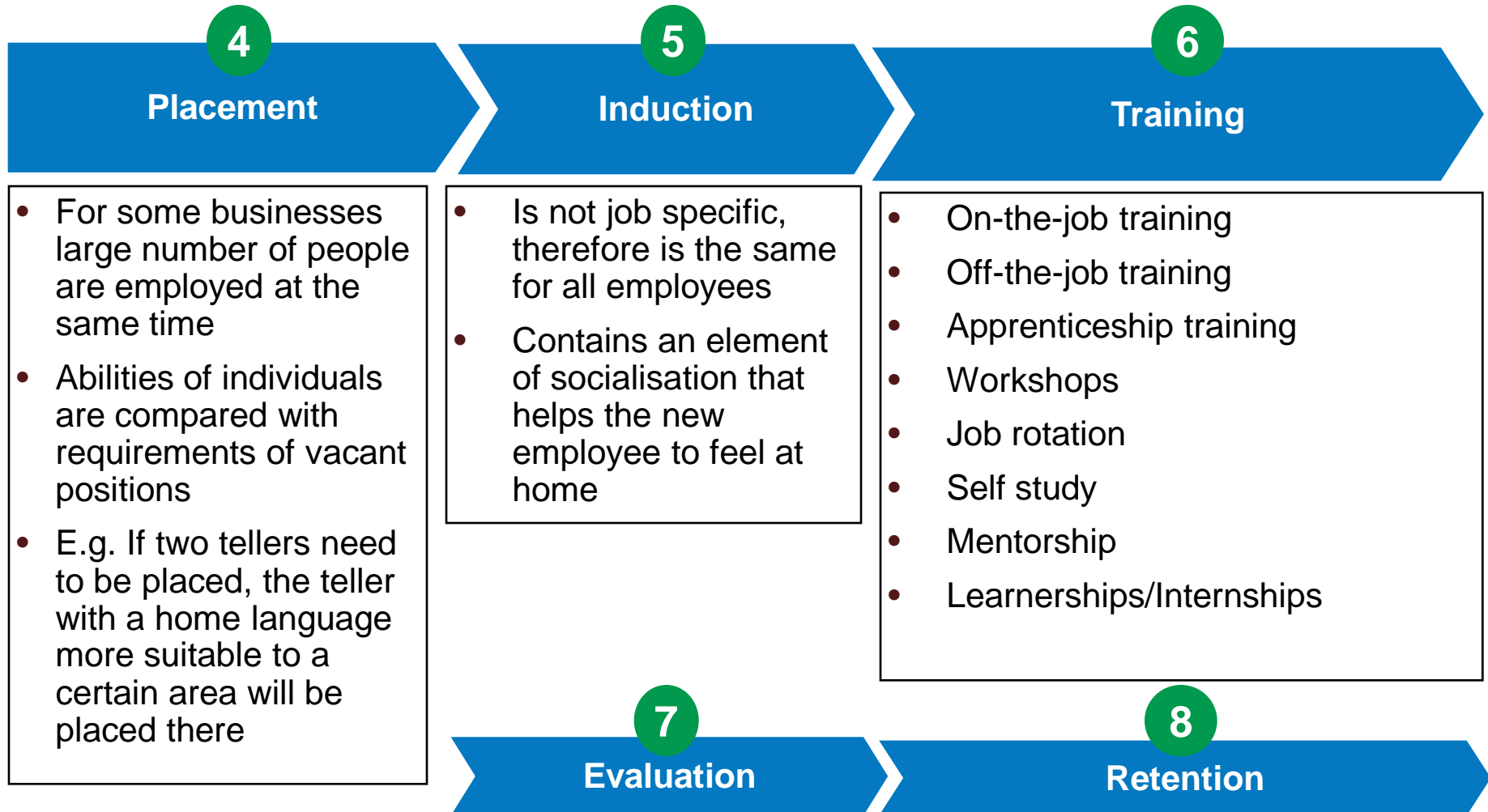
1. Work-load analysis
2. Job analysis
3. Job description
4. Job specification
5. Manning table
6. Recruitment Plan

1. Internal
2. External

1. Receipt of application forms/CVs
2. Initial screening
3. CV/Job application evaluation
4. Reference and background checks
5. Interview (from shortlist)
6. Tests and examinations
7. Medical Examination
8. Letter of appointment
9. Employment contracts
- 10. Remuneration (please refer to slide 4 for detail)**

Human Resource Activities

Overview of the various activities of personnel management (Page 2 of 2)



Remuneration

- Salaries and wages are addressed in the BCEA (Basic Conditions of Employment Act)
- Part of the HR function is usually to deal with the payroll
- One of the conditions of employment that keep the trade unions busy
- In a job evaluation a hierarchy is created, the remuneration is then worked out according to the job grade (the exercise of a job evaluation is to create a salary range)
- Two commonly used job evaluation methods in SA are Paterson and Hay
- Remuneration can be in the form of a salary, wages, commission, performance bonus, overtime, profit-sharing
- Benefits (which are taxable):
 - Housing Allowance
 - Company car or transport allowance
 - Education or study allowance
 - Meals
 - Discounts on goods purchased
 - Loans at reduced rates
 - Clothing or uniform allowances
 - 13th or bonus cheques
 - Entertainment allowances