Assignment 1: Staffing Plan for a Growing Business: Part 1

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**Staffing Models**

**Model One**

The staff quality: person/job match, is specifically targeted at aligning characteristics of the individuals with the jobs in a way that results in the desired HR outcomes. It entails making casual comments on the potential fit highlighting the HR outcomes required (1). The staff quality: person/job match model will be appropriate for the positions given that they are technical positions that would need specific skill sets. The model allows for the characterization of the candidates based on requirements, level of qualification, degree of fit, and consequences of the match (1).

**Model Two**

The staffing quality: person/organization focuses on how suitably matched a person is to both the job and the organization. Individuals that are applying for the position are also required to gauge how well they feel they fit in the position and also how good a match they are for the specific job. The model works best, given the circumstance that the new duties and tasks will be added over time to the target job (1). It works well for the organization similar to ours that requires new hires that will successfully perform their new roles as they keep on being added.

**Legal Issues**

The EEO laws are applied to the actions of the employer, and HR needs to be aware of the broad extent by which the organization is affected. There are practical EEO issues that come about in connection with employee relations and diversity. One of the areas touches on protected classes of people in the country. The EEO provides a collection of federal laws and executive orders that prohibit discrimination of individuals within the class; they are individuals with characteristics such as race, color, ethnicity, gender, pregnancy, among others (2). Apart from the federal laws and executive orders, states and local laws should also be considered during the recruitment exercise. Those laws cover smaller employers and protect the staff from being discriminated against based on various criteria that may include marital status, sexual orientations, whistleblowing, gender identity, and so on (2).

The key to properly prepare the organization for any future challenges and opportunities involves ensuring that the team is well-versed and aligned with the culture (3). For example, when emphasizing diversity and wellness in the team or a shared dedication to ethical practice will involve making it clear to all prospective hires and demonstrate the right behaviors and attitudes of the existing team. Also, to achieve transparency in the staffing plan would entail having an organizational philosophy that allows for the fair treatment of all employees. By coming up with clearly written policies and practices within the organization that reflect the EEO values of the organization and ensuring adherence to those same values (2). The plan should place emphasis on EEO values, policies, and processes in the entire recruitment activity and later in training. There should also be a plan for continuous training across the organization of EEO values, policies, and procedures (2). An open-door strategy should also be in place as a conflict resolution process. The plan should also have strategies in place for carrying out investigations whenever there are complaints.

**Task Statements and Requirements for the Job**

Job analysis in HRM encompasses the entire process of pointing out and deciding on the duties as well as responsibilities plus specifications of a specified job. The primary tasks will include collecting data that is needed to come up with a job description attracting the right candidates in filling the positions (1). Carrying out a job analysis will provide the details for the level of experience, qualifications, and skill set required to effectively and successfully perform the job. Another approach will be to gather information on the jobs from the incumbents on the tasks that they perform and also how they are coping. The use of both structured and unstructured interviews can be used that follow a systematic approach. Thirdly, job analysis can be done by using structured questionnaires that are administered to supervisors, employees, and managers.

Job analyses approach to play a significant role in HR, and it helps identify the talent needs and, at the same time, recognize the type of talent that is required to fill it (1). The purpose of job analysis goes to other areas of the HR department, such as recruitment, job designing and redesigning, as well as selection of the human resource, developing a compensation management policy, among others. Job analysis with incumbents helps provide context and a host of critical information that would be required to know about the various tasks and how they are coping with them. The use of structured or unstructured questions can be applied based on the organization's culture. Questionnaires are an inexpensive way of carrying out job analyses. They are an inexpensive strategy for the collection of data on all aspects that affect a given job. They focus on the duties, salary and compensation levels, work conditions, and many other areas.

**Managing Employee Turnover**

The process of reducing employee turnover is dependent on the total work environment that is accorded to the employees. Employees will thrive when there is a favorable work environment, one that is supportive, that helps them reach their goals and dreams (4). To deal with the problem of staff turnover will involve choosing the right people at the very start. The staffing plan will provide for the right screening strategies and behavior-based tests. The primary focus should be choosing the staff based on how well they can do a certain job. The other approach is hiring individuals that have the right skill set, talent, and smart attributes. The versatility of those individuals makes those individuals will make them be effective contributors. The third method is by offering competitive, all-inclusive benefits that have components such as disability insurance, life insurance, and flexible hours (4). Studies have shown that better benefits potentially result in reduced employee turnovers.

**Succession Planning**

To ensure that the employees selected that the requisite skills, knowledge, and abilities require that a rigorous scouting and screening exercise be in place. Also, by providing the competitive remuneration packages, we will be able to attract the very best and most talented individual with the right skill set and capabilities. Before the recruitment is done, there will have to be a process of analyzing the attraction points, which are the employment benefits that can be offered to attract the right kind of employees. It will involve outlining the realistic benefits that include induction programs, training and development opportunities, and competitive salaries, among others.

Succession planning is based on a talent management process that develops a pool of trained staff that can readily fill leadership roles when others step down. Having a succession plan helps the business foster a talent-oriented culture. Therefore, to manage succession planning to meet unexpected losses of individuals in key positions can be achieved through the recruitment of highly talented and skilled individuals. The next step will have strategies in place to develop the skills of those workers, their expertise, skills, and knowledge to ensure they are ready to take up leadership roles when the time comes (4). Also, preparation can be achieved by adequately managing succession planning by identifying the most important roles within the organization that would need to be filled as soon as an employee exits. It will involve defining the competencies, responsibilities, and requirements that are needed for the job. Have strategies in place to choose the most suitable candidates by determining their potential in growing the leadership position. Finally, it would entail developing those individuals and providing them with valuable work experience to prepare them to take over when the opportunity knocks.

# Sources

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