

Role of Olij(K)Ltd HR Team

Recruitment and Selection

The HR Team plays a major role in ensuring the recruitment and selection process is properly done. The recruitment and selection process starts with workforce planning to determine the organization's staffing requirements. Line managers and supervisors might be directly responsible for creating staffing plans; however, HR staff carries out the duties of recruiting talent. Recruiting includes posting job vacancies, screening applicants through preliminary interviews, scheduling in-person interviews, providing guidance to managers on hiring decisions and organizing the final stages of the vetting process for new employees. The recruiting arm of HR also handle conducts background checks, calls references and prepares written job offers and coordinates new employees' start dates.

Training and Development

The HR Team plays a major role in HR training and development. HR training and development responsibilities begin with new employee orientation. Preparing activities for newly hired workers is an essential step for HR to establish the relationship between the employer and employee, as well as help form collegial relationships among co-workers. During an employee's tenure, HR's training and development section coordinates skills training and professional development opportunities that prepare employees for additional responsibilities with the company as well as future promotions.

Compensation and Benefits

The HR Team plays a major role in coming up with compensation and benefits packages for employees. An essential function of an HR department is the administration of the company's compensation and benefits strategy. Compensation strategy positions the company as a competitor in the labor market, which enables an organization to attract some of the best-qualified applicants for job openings. Benefits administration includes everything from negotiating the cost of group benefit plans to counseling employees on medical, dental, vision and disability coverage.

Employee and Labor Relations

The employee relations function includes activities such as planning employee recognition and reward events, identifying workplace issues, investigating employee complaints, ensuring HR compliance with employment laws and regulations and administering employee opinion surveys. The unique feature about employee relations is that it generally involves all the HR disciplines — recruitment, safety, training, compensation and benefits — because employee concerns may focus on any of those areas. Employee relations functions can also include policy development and performance management, including providing guidance to supervisors on how to conduct employee job performance appraisals.

Safety and Risk Management

Organizations have to compile with company information related to safety, workplace injuries and fatalities, hazardous materials and complex machinery. This information is then provided to the Occupational Safety and Health Administration for reporting purposes to ensure the organization is in compliance with federal regulations concerning safe working conditions. In addition to compliance activities, HR functions include mitigating risk through developing programs that improve safety for employees and customers.