

Tesco human Resources

The human resources department focuses on human resources. This means that they are responsible for looking after people. They focus on recruiting, employing, staff training, working conditions, retention, dismissal, health and safety.

The meaning of recruitment is hiring someone for a job which is vacant. This means that they would have to advertise the job vacancy and hire the person with the best qualities and qualifications for the job. They have to be able to recruit people locally and people far away for different jobs. E.g. if they want someone to work in the production line they would have different skills, qualities and qualifications than someone who wants to be a manager, secretary, caretaker etc. That's why Tesco have to try and find the person with the right skills, qualities and qualifications for the job that they would like to do. When they are advertising for a job vacancy they need to make it as effective as possible because they need to make sure that the advertisement attracts as many people as possible. For lower jobs they would advertise locally as the lower jobs don't require that many qualifications, or a high skill level because people who are not going to get paid that much are not going to be bothered to drive a very long way for a low paid job. Also they would need to advertise far away for a high skill job which requires a higher skill level and qualifications people who are going to get a high pay wage would be bothered to drive a long way as they get paid quite a lot.

In the Employing department/system they don't just do the one and one interview as they would not find out everything this is why for the few that do pass the interview they set up tests for these people and check if they deserve the job or not. The tests are basically like an example of what they will be doing if they do pass the test. They also train these people so they can identify different aspects of these people and check if they are ready for the job or not. E.g. they may have to give them different instructions and routines and see if they are capable with these aspects. They also have to cut down to one person as they are going to hire one person only and this also a better way to find the best person for the job and find out more about the person than they did in the interview.

In staff training they need to be able to train their staff as efficiently as possible so they can compete with other competing companies. This way they will not need to fire any old staff and hire new staff that already has the training. Tesco have to train their staff the best they can as efficiently as possible so they are able to cope with new machinery so they can make as much product as they can without wasting any. E.g. Tesco have hired some staff which checks up on machines in the production line. The staff checks if machines to see if they are working so they can fix they machine as quickly as possible so they only waste a few products as possible. Tesco must be able to train their old staff and also t heir new staff. They also need to train people in higher positions so they can train people beneath them without any other finances.

Working conditions in the human resources department are in charge of making sure that the working area is safe for the people working in the work area. They have to make sure it's up to standard with health and safety authorities, expectations and standards. They have to make sure that the staffs are happy with the working conditions and that they are not at risk of hurting themselves in any way. They have to make sure the machines are easy to use and they are safe. They have to check every individual machine to make sure they are safe to use and do not injure the workers. They have to make sure the staff that they hire alre ady has up to date insurance otherwise the staff will not be able to work there.

Dismissal and retention is when they have to get rid off staff to keep up efficiency. The human resources department is in which type of people they need to fire and how many people they need to get rid off if there is a problem. They have to make sure they fire the right people or it could ruin certain departments and they can not fire people because they want to they need to go through a certain procedure. First the person gets a warning, if they don't change then they get a second warning, then they get fired. Tesco have to follow a very strict procedure.

Communication between different departments for various reasons it is important that they do this very well. They have to communicate with the different departments like the marketing and the sales department as they would need to know when to do certain things. Also they have to be able to communicate well with in their own department or people might confused and end up doing the wrong things. Tesco can communicate with each other in many different ways such as:

- By fax
- By phone

- Face 2 face
- Notice board

They also have to communicate with the other departments and tell them about things like:

- If they have fired someone
- If they have to find a replacement
- If they need to hire someone new

These are just of few things that they need to talk about with other departments.