



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Human Resource Management

Personal Reflection Report

Name : **RELIN REJI BABY**

Student ID: **2228653**

This assignment was regarding the subject Human Resource Management one of my favorite subjects in our Masters of business administration where we can understand the nature and the overall character system of an organization by providing us with insight, strategy to be followed and big idea where it can create a creativity in our work life. My personal studies towards the human resource management have also helped me in personal life also regarding the management of time, responsibility, and so on.

Our topic for the term-1 group presentation for HRM was regarding staffing, recruitment and availability of skilled local labor. We had about five members in total for our group. And each topic we selected was after a good discussion, communication and then divided among us.

My individual topic was internal staffing and its different sources. We know internal staffing is one of the finest and common way of recruitment in any organization like hospitality, a company, and this system as gained a great response and value in today's scenario. Because internal staffing means hiring an employee within or already existing employee. So, the chance of an outside employee or who are not existing with the current organization not promoted or welcomed. Vacancies depends upon the availability and the growth of the company. Because once company are established it accommodates staffs for each purpose and tasks. If recruitments are taking place that mainly depends upon the daily working and attitude of the company. So, this also create vacancies at the higher levels where employees from lower level and be promoted to the higher levels depending upon their job standards and responsibilities.

There are benefits and demerits for the internal source of staffing. One of the best advantages of this type of staffing is it is one of the most practical and affordable way to fill open roles, inspiration to correct workers as they can already dream of placements for the higher levels, and improving overall standard of work life and enhance the responsibilities, also most importantly it also allows employees readily get trained for better jobs. So, these are some of the merits. On the other hand, the demerits regarding internal staffing are no new ideas are introduced it's the same employee, same culture and ideas are been followed, also may create a gap in existing workforce, limits the pool of the applicants, and then may even results in inflexible business culture if not a right person is assigned for the right positions in

an organization. So, this crucial decision regarding what sources must be selected for recruitment lies on the decision of the management.

There are different sources and methods used for internal source of staffing. Some of them are through transfer, promotion, employee referrals and formal employees. Transfer means when the employee's position is transferred to another while maintaining the same responsibilities and status.

Promotion is one of the best staffing methods where employee is promoted to next level with higher pay and responsibilities. Other easy method is employee referrals where a correct employee can refer a person who know each other very well to the open positions in the company depending upon the job position, required qualification and experience in those particular positions. Also, we can consider the best source of staffing for former employee type recruiting where an employee is already used to the company systems, procedure and have relevant experience in that field. So, these are some of the sources of internal source of staffing of an organization.

Our Group of five members had a good communication from the beginning of this presentation. Timely taken discussion made this group work easier and more accessible. From the day one, we had selected many topics regarding this work. Each member had their own thoughts and ideas and they completely shared it in our meetings. We had a good team leader who has taken all the incentives to combine all these ideas and we has team had selected the main content and sub points that is most important and relevant for this topic. We had good referencing help from our university library, through online books and authors, google and so on.

So, when we clubbed all the ideas together it made our group work more effective. We could generate an overall idea personally. Each person in our group took their initiative for clearing confusions, besides we had met physically only on our university's days, but kept connected through online. We had a group for texting messages and video conferencing, so that any doubts could be cleared at the earliest. We also shared our class lecture notes that our professors taught us while taking the class, that really helped us in completing our group work faster. Because we have got good slides from our class notes where it had notes regarding the overall idea about how a company is formed, its workings, its division of responsibilities, strategies for human resource management, global issues regarding resources

managers, employee's selection, training, management, development and so on. So, after preparing this task, we had an overall idea about how staffing, recruitments taking place in companies, recruiting job candidates, selecting them and forecasting the effectiveness of the procedure being followed.

So, we have team after completing each individual task, we had an overlook for the prepared work and combined all the slides together for getting ready for our presentation day. When we just saw our slides together, we found that as a team we had brought a good contribution and knowledge towards the group work. We had also faced challenges regarding our time we got free together as it is a group work, we even needed to discuss the procedure or steps to followed while preparing a group work. We even had late night calls but that was not a constraint we have kept updated each other any time and finished our work on time successfully. Next time for a group work presentation we are planning to give more effort and time and focus on completing it more easily and earlier so that last minute pressure can be avoided easily and make sure we use the facilities of university library.