

MANAGING HUMAN RESOURCES

Details

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Product Description

For undergraduate or graduate level human resource management courses.

A “non-functional” approach that shows the relevance of HR topics to all employees.

Managing Human Resources prepares all future managers with a business understanding of human resource management skills. The “non-functional” HR approach used in this text also makes human resources relevant to anyone who has to deal with HR issues, even those who do not hold the title of manager.

All materials have been thoroughly updated in this edition including more than 800 new references.

From the Back Cover

Concise and practical, *Managing Human Resources, Third Edition* will help you gain a mastery of those issues while you learn the skills you'll need as a manager of people. Using a managerial perspective, the book illustrates the role and impact of technology on globalization, compensation, legal, safety, and health issues. A host of timely features make this book interesting and thought-provoking:

The Managerial Perspective, a new introduction for every chapter, focuses on the managerial perspective and summarizes why the material is relevant to managers.

Managerial Skill Builder: Issues and Exercises, an end-of-chapter feature, presents a managerial situation relevant to each chapter topic and concludes with questions, issues, exercises, and group projects.

Manager's Notebook, located in every chapter, illustrates procedures, tips, and strategies you can really use in management.

You Manager It! Discussion Cases, found at the end of every chapter, focus on human resources issues from a manager's perspective and encourage you to think critically.

Technology and its influence on human resources information is addressed in every chapter.

Globalization and its effect on human resources practices is discussed throughout the book, and the authors address the unique human resources problems faced by multinational organizations.

The authors and Prentice Hall are committed to providing a unique learning and teaching package to accompany this third edition. New to this edition:

Skills Live! Videos offer dramatizations that highlight a human resources skill related to each part of the text. These videos allow students the opportunity to see what it's like to conduct an interview, give performance appraisals, deal with sexual harassment issues, and more.

PHLIP/CW Web Site (www.prenhall.com/gomez) provides full academic support for both professors and students. Instructors can find answers to current events and Web exercises, download ancillary materials, and more. For students, there is an on-line study guide, current events articles and exercises, Web exercises, and more.

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About the Author

Luis R. Gomez-Mejia holds the Horace Steel chair in the W P Carey College of Business at Arizona State University. He received his Ph.D. and M.A. in industrial relations from the University of Minnesota and a B.A. in economics from the University of Minnesota. Prior to entering academia, Professor Gomez-Mejia worked for eight years in human resources for the City of Minneapolis and Control Data Corporation. He has served as consultant to numerous organizations since then. Prior to joining ASU, he taught at the University of Colorado and the University of Florida. He has served two terms on the editorial board of the Academy of Management Journal and is editor and cofounder of the Journal of High Technology Management Research. He has published over 120 articles appearing in the most prestigious management journals including the Academy of Management Journal, Administrative Science Quarterly, Strategic Management Journal, Industrial Relations, and Personnel Psychology. He has also written and edited a dozen management books published by Prentice Hall, Southwestern Press, JAI Press, and Grid. He was ranked one of the top nine in research productivity based on the number of publications in the Academy of Management Journal. He has received numerous awards including "best article" in the Academy of Management journal (1992) and Council of 100 Distinguished Scholars at Arizona State University (1994). Professor Gomez-Mejia's research focuses on macro HR issues, international HR practices, and compensation.

David B. Balkin is Professor of Management in the College of Business Administration at the University of Colorado at Boulder. He received his Ph.D. in industrial relations from the University of Minnesota. Prior to joining the University of Colorado, he served on the faculties of Louisiana State University and Northeastern University. He has published over 35 articles appearing in such journals as the Academy of Management Journal, Strategic Management Journal, Industrial Relations, Personnel Psychology Journal of Labor Research, and Academy of Management Executive. One of his publications (coauthored with Luis R. Gomez-Mejia) was selected as the best article published in 1992 in the Academy of Management Journal. Professor Balkin has written or edited three books on HRM topics. He has consulted for a number of organizations, including U.S. West, Baxter Healthcare, Hydro Quebec, and The Commonwealth of Massachusetts. Professor Balkin's research focuses on the interaction between business strategy and HR policies, and the design and implementation of reward systems.

Robert L. Cardy is Professor of Management in the W P Carey College of Business at Arizona State University. He received his Ph.D. in industrial/organizational psychology from Virginia Tech in 1982. He is an ad hoc reviewer for a variety of journals, including the Academy of Management Journal and the Academy of Management Review. He is editor and cofounder of the journal of Quality Management. Professor Cardy has been recognized for his research, teaching, and service. He was ranked in the top 20 in research productivity for the decade 1980-89 based on the number of publications in the journal of Applied Psychology. He was doctoral coordinator in ASU's management department for five years and received a University Mentor Award in 1993 for his work with doctoral students. He authors a regular column on current issues in HRM and received an Academy of Management certificate for outstanding service as a columnist for the HR division newsletter. Professor Cardy was a 1992 recipient of a certificate for significant contributions to the quality of life for students at ASU. His research focuses on performance appraisal and effective HRM practices in a quality-oriented organizational environment.

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Human resource management (HRM or HR) is the strategic approach to the effective management of people in a company or organization such that they help their business gain a competitive advantage. It is designed to maximize employee performance in service of an employer's strategic objectives. Human resource management is primarily concerned with the management of people within organizations, focusing on policies and systems. HR departments are responsible for overseeing employee-benefits design. Managing human resources refers to the functions that a manager performs relative to the organization's employees. Managing Human Resources can also refer to the act of providing the management actions the employees of the Human Resource Department. Managing human resources includes, but is not limited to: Planning and Allocating Resources. No business has unlimited resources. Managers must divide salary budgets among their employees. Workloads must be divided. We developed the Guide to Managing Human Resources because supervisors and managers asked for a comprehensive yet easy-to-use manual that would provide guidelines for the personnel management decisions you make every day. We hope the Guide will support you in those decisions by providing the information you need to manage your human resources tasks. Guide to Managing Human Resources. Preface. Section 1: Recruiting Staff. Human resource management is evolved form the Personnel management which was erstwhile management system which used to manage employees. To know evolution of personnel management one needs to see the history of centuries of research by great psychologists on human human behaviour and their response at particular situations.