



HOW TO OPERATE AN EFFECTIVE HUMAN RESOURCES DEPARTMENT

Human resources are a key component of a company in today's world because the staff of this department helps the company operate on a daily basis behind the scenes. Human resource personnel work with employees during sexual harassment cases, when complaints are filed with the company, and when hiring and firing needs to be completed. If you are in charge of a human resources department, be sure you check out the tips outlined in this article for the best ways to run a department. A human resources department should always recruit new managers for the company like the company's brand is at stake. A company must increase its level of recruiting when filling a key job in the corporate ranks. This should be done whether the company is looking to promote from within or hire from the outside. As you prepare to meet your company's management candidates, make sure you get to know them thoroughly. For the person in charge of hiring, make sure he or she has plenty of time set aside and resources available to meet with management candidates. All management candidates should be examined so closely that their background is revealed, including any events that might bring embarrassment on the hiring company. Make sure as a hiring manager that you model all of the company's expected behavior when meeting management candidates during interviews and other events. Respect the candidate, respect your co-workers, and respect those working below you. If you are not in charge of hiring, but are the superior of the hiring manager, be sure you ask plenty of questions regarding the management candidates applying at the company. This will prevent any surprises down the road. When meeting the management candidates for the first time, the second time, and the third time, make sure they know and understand where your company stands on ethics. If they do not understand this then they will not follow your company's ethics guidelines. If a harassment claim reaches high levels, close to settlement, be sure to follow up on all cases. Most settlements in an office will want to be kept secret by the company's attorneys in an effort to prevent damage to the company's image and to prevent claims that are copied by other employees. Once a new employee or manager has been hired, be sure to listen to them as much as possible and clear the air on any questions or problems or concerns they might have. This can be especially serious when it comes to sexual harassment problems within the office. Some of the most superior managers in the office should request updates from human resource managers quite often. This can help prevent future problems with sexual harassment, with abuse, and with other employee issues.

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