FEEDBACK TUTORIAL LETTER

2nd SEMESTER 2019

ASSIGNMENT 1

INTRODUCTION TO HUMAN RESOURCES MANAGEMENT
IHR512S
Dear Student,

I wish to take this opportunity to thank all the students who submitted their assignments on time.

You should know that, the assignment was self-explanatory and it was easy. You were expected to visit organizations, conduct a survey and do thorough research by using different sources.

What was also disappointing was that, student do not know how to formulate a table of contents, provide introduction, conclusions and also give references. Student could face a charge on plagiarism.

The questions were addressed as follows:

**Assignment 1A**

**Records Keeping**

In many organisations, they look at the roles, responsibilities and boundaries in relation to the jobs in the organisation, including the following;

- When employees joined the firm
- Personnel information, e.g. name, marital status, sex, race, qualifications
- The post they are filling
- The salary or wage the individual is earning at present, date of raise, salary scale
- Record of absenteeism and leave
- Record of performance appraisals etc

**Tasks**

1. **The first part of the task is to identify the records that are kept in the organisation you have visited. Explain those records with full details. (20)**

   *This question was the easiest as you only had to mention those records and explain them. But the shocking part is, as easy as the assignment was, many student did not visit the organisation and wrote things they thought was alright. Ultimately some students lost marks. The idea was for you to write a report style document. Many of you just listed the everything in bulletin format.*

2. **The second part of the task is to justify the need for keeping those records. (10)**

   *It was going to be possible to explain the reasons for keeping those records should the student really made effort to visit and organisation and talk to someone. But the reality of this answers did not match the records kept as illustrated by some student in the first question of this task.*

3. **What system is used to keep those records? (10)**

   *This was the easiest one. Students either said it was a manual or computerised version of the system.*

4. **What would you recommend on their records systems (10)**

   *There was no so much recommendation to be mentioned, but, depending on what records, reasons for keeping those records and the system used to keep the records, the recommendation would make sense. Some students did not make effort to understand the relationship between those factors as they were required.*

**Assignment 1B**

**Induction and Training**

A good induction programme makes business sense, whatever the size of the organisation, and whatever the job. It introduces the newcomer not only to their immediate colleagues, but to other workers with whom they may have less day-to-day contact, including trade union representatives (if they are recognised in the organisation) or employee representatives on any staff committee or council. Induction often begins before the person has actually started, in that the organisation will supply material as part
of an initial "information pack" or with the invitation to interview, or with the letter of job offer. This may be particularly important in jobs of a technical nature, where it is helpful for the new starter to be as well informed as possible about that side of the work.

**Tasks**

1. **Develop a position (e.g. HR Manager, Operations Manager etc.) that you have to induct the new candidate on (2)**

   *Any position would have done it. It was just a matter of following through a position that you have chosen.*

2. **Your induction program should run for two weeks (3)**

   *Many of you either did not understand the question or you were ignorant of the instruction. You were supposed to draft a schedule running for two weeks, within your program, the following question should have been addressed wholesome.*

   a) **Training of the new candidate must be included in the induction programme (5)**

   b) **Stipulate who will be responsible for the different tasks involved in the induction programme (10)**

   c) **Your induction programme should include the visitation to all departments in the organisation. (5)**

**In summary**

We hope that the guidelines provided would help you understand the consequences of your marks scored during this assignment. This was not easy for students who started working on the assignment late and those who relied too much on the study guide. Start early, focus on issues at hand and answer questions accordingly.

Kind regards,

Mr Kangowa,

**TUTOR**