PERSONNEL MANAGEMENT

SCOPE

The management of the people in working organizations. It is also frequently called **personnel management**, **industrial relations**, **employee relations**, **manpower management**, and **personnel administration**. It represents a major subcategory of general management, focusing exclusively on the management of human resources, as distinguished from financial or material resources. The term may be used to refer to selected specific functions or activities assigned to specialized personnel officers or departments. It is also used to identify the entire scope of management policies and programs in the recruitment, allocation, leadership, and direction of employees.

Human resources management begins with the definition of the required quantities of people possessing particular skills to carry out specific tasks. Thereafter, job candidates must be found, recruited, and selected. After hiring, the employees must be trained or retrained, negotiated with, counseled, evaluated, directed, rewarded, transferred, promoted, and finally released or retired. In many of these relations, managers deal directly with their associates. In some companies, however, employees are represented by unions, meaning that managers bargain with representative associations. Such collective-bargaining relationships are generally described as labour relations.
*[Source: britannica.com]*

The strategic approach to the effective and efficient 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, employee recruitment, training and development, performance appraisal, and reward management, such as managing pay and employee-benefits systems. HR also concerns itself with organizational change and industrial relations, or the balancing of organizational practices with requirements arising from collective bargaining and governmental laws. *[Source: wikipedia.org]*

Human resource management refers to the process of creating, implementing and evaluating policies and practices for acquiring, developing and engaging large numbers of employees to do the work of the organization*. [Source: Rothwell, W. J., Prescott, R. K., Lindholm, J., Yarrish, K. K., Zaballero, A. G., & Benscoter, G. M. (2012). The Encyclopedia of human resource management. San Francisco: Pfeiffer]*

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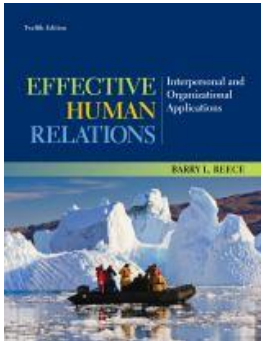
Effective human relations: interpersonal and organizational applications (2014)
Reece, Barry L.
CO HF 5548.8 .R44 2014
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Effective human relations: interpersonal and organizational applications, 12E uses an organizational perspective to help you understand the disparate factors that influence employee behaviour. As one of the most practical and applied texts available, EFFECTIVE HUMAN RELATIONS incorporates hundreds of examples of real human relations issues and practices in successful companies. The text establishes seven major themes of effective human relations communication, self-awareness, self-acceptance, motivation, trust, self-disclosure, and conflict resolution as the foundation for study. Self-assessments and self-development opportunities throughout the book teach you to assume responsibility for improving your personal skills and competencies. This comprehensive edition addresses topics of emerging importance with expanded coverage of generational differences. The text also explores goal setting, the root causes of negative attitudes, the use of "branding" in the job market, technostress, and emotional intelligence. With Effective human relations, gain the insights, knowledge and relationship skills you need to deal successfully with the wide range of people-related challenges in business today.

Managing to manage: the essential guide to people management (2013)
Torrington, Derek.
CO-CA HD 31 T67 2013
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Managing to Manage provides the essential understanding to cope with the core demands of people management, grounding the advice in clear examples and familiar situations. Split into two parts, the book explains the role of the manager and then demonstrates how to fulfil that role, taking a practical, hands-on approach. It's packed with unique key concepts, which guide the manager through essential skills, while forming a quick reference guide for the rest of their careers. It is a comprehensive, practical guide tackling all challenges of managing people at work.

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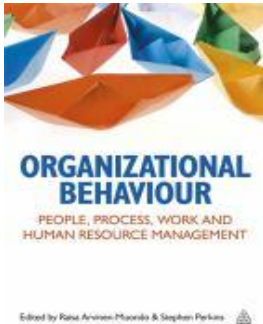
Organizational behaviour: people, process, work and human resource management (2013)
Arvinen-Muondo, Raisa, Stephen Perkins, editors
CO-CA HD 58.7 O74 2013
Located in Fr Jose T Bacatan SJ Library - Circulation Section

This book bridges the gap between OB and HRM. Examining the theory and practice behind OB, it covers the key areas in management studies including diversity, corporate governance, leadership, managing teams, cutlure and change.
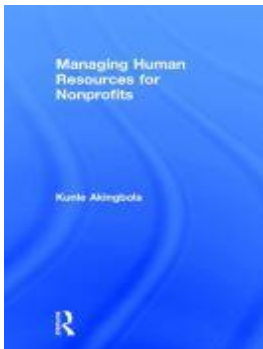
Managing human resources for nonprofits (2015)
Akingbola, Kunle
CO-CA HD 62.6 .A425 2015
Located in Fr Jose T Bacatan SJ Library - Circulation Section

This book focuses on the unique characteristics, challenges and contribution of human resource management to the strategic objectives of the nonprofit. It explores contemporary issues that place the management of people at the intersection between the mission, strategy and performance of the organization. The book uses the latest theory to build models that explain the determinants and dimensions of strategic HRM within the non-profit sector, examines the core HRM functions in the context of the nonprofit sector to provide insight into how nonprofits can optimize HRM contributions to performance, provides a step-by-step process to develop, implement and manage HR practices that are aligned with the strategy of the nonprofit organization and demonstrates how to integrate volunteer management into strategic HRM. Using examples from around the world, as well as cases to facilitate learning, this book is ideal for students and professionals interested in strategic human resource management, and nonprofit management.
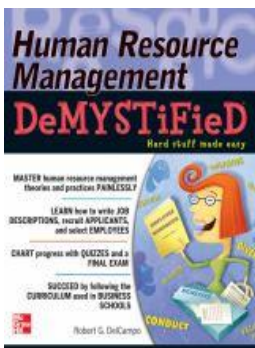
Human resource management demystified (2011)
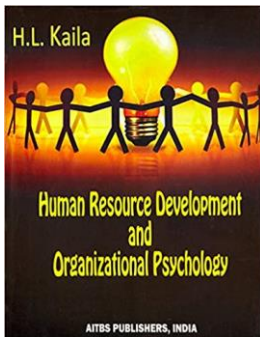DelCampo, Robert G.
CO-CA HF 5549 D45 2011
Located in Fr Jose T Bacatan SJ Library - Circulation Section

A practical introduction to the functions and responsibilities of managers and HR professionals.

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Human resource development and organizational psychology (2012)
Kaila, H. L.
CO-CA HF 5548.8 K35 2012
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Human Resource Development and Organizational Psychology is the most befitting subject of applied behavioural science for improving work situations and organizational development. This book includes 21 chapters on highly relevant areas of concern to workplaces based on comprehensive literature review and Indian research case studies. Any students who opt for Human Resource Development and Organizational Psychology papers in any technical or non-technical courses would professionally benefit from this book.
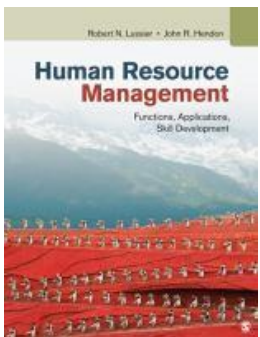
A Framework for human resource management (2013)
Dessler, Gary.
CO-CA HF 5549 .D43788 2013
Located in Fr Jose T Bacatan SJ Library - Circulation Section

A Framework for Human Resource Management provides readers and practicing managers with a concise yet thorough review of essential HR management concepts-including fundamental practices, methods, topics, and relevant legal findings-in a highly readable and accessible format.

Human resource management: functions, applications, skill development (2013)
Lussier, Robert N.
CO-CA HF 5549 L87 2013
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Structured around the Society for Human Resource Management's (SHRM) major HRM functions which are clearly identified throughout the text, this book provides a clear understanding of traditional HRM concepts and functions, as well as the current trends and challenges facing HR managers. It engages students with a wide variety of activities and tools that allow them to apply HR functions and concepts and hone their critical thinking and HR management skills they can later utilize in their professional and personal lives.

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HR (2011)
DeNisi, Angelo S., Ricky W. Griffin
CO-CA HF 5549 D46 2011
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Discover today's vibrant, exciting world of human resources as it comes alive within the distinctive, magazine-style pages of DeNisi/Griffin's HR. Created by input from today's learners and refined through a careful review process with nearly 100 students and teachers, this unique book offers a captivating, streamlined presentation ideal for the today's fast paced lifestyles and diverse learning styles. HR addresses all of today's key human resource concepts within a riveting approach that builds upon timely research and recent events, such as the latest rise in unemployment and financial problems facing the U.S. and other countries. Memorable learning features, such as "HR in the 21st Century" boxes, highlight important challenges facing today's managers and employees, while Opening and Closing Cases explore HR principles at work within real companies and organizations. A full suite of online learning aids further ensures each reader has the tools at hand to master the human resource concepts most important for success.
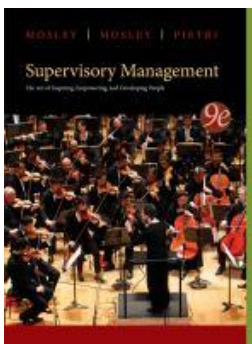
Supervisory management: the art of inspiring, empowering, and developing people (2015)
Mosley Jr., Donald C.
CO-CA HF 5549 .M667 2015
Located in Fr Jose T Bacatan SJ Library - Circulation Section

The path to becoming an effective supervisor begins with practical knowledge and skills. Mosley, Mosley, and Pietri's Supervisory Management, 9e gives you the tools to develop superior supervisory skills and a firm grasp of management principles. Through their "hands-on" approach to Supervision, the authors will inspire you with their positive approach to working WITH people to develop and empower them in their jobs. Incorporating cutting-edge content with real-world cases and Skill Builders that give you plenty of opportunities to hone your new Supervision skills, the Ninth Edition of this best-selling text is an essential resource that you will turn to again and again throughout your supervisory career.

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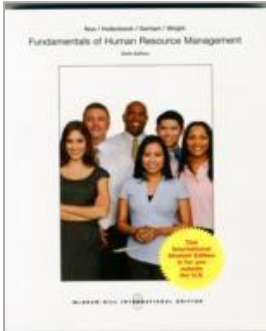
Fundamentals of human resource management (2016)
Noe, Raymond A.
CO-CA HF 5549 .F86 2016
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Managing human resources is a critical component of any company's overall mission to provide value to customers, shareholders, employees, and the community in which it does business. Value includes profits as well as employee growth and satisfaction, creation of new jobs, contributions to community programs, and protection of the environment. All aspects of human resource management, including acquiring, preparing, developing, and compensating employees, can help companies meet their daily challenges, create value, and provide competitive advantage in the global marketplace. This book assists students with learning "How to" perform HR activities, such as writing effective HR policies, being strategic about equal employment opportunities, and making the most of HR analytics. These are all work situations students are likely to encounter as part of their professional careers. The end of the chapter cases focus on corporate sustainability ("Taking Responsibility"), managing the workplace ("Managing Talent"), and HR activities in small organizations ("HR in Small Business").

Human resource management applications (2011)
Nkomo, Stella M.
CO-CA HF 5549 N56 2011
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Strengthen your practical understanding of today's human resource management (HRM) with this single source for actual cases, unique exercises and skill builders. The book focuses on the abilities most important in HRM today with timely new cases and applications drawn from a variety of real organizations.

English for human resources (2011)
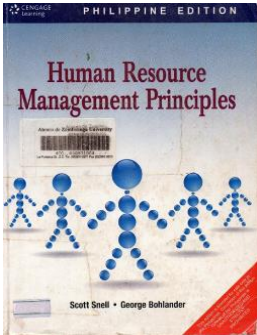Pledger, Pat.
CO-CA HF 5549 P54 2011
Located in Fr Jose T Bacatan SJ Library - Circulation Section

English for Human Resources is an ideal short course for those working in human resources and recruitment, who need to use English at work.

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Human resource management principles (2012)
Snell, Scott.
CO-CA HF 5549 .S641 2012
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Human Resource Management Principles will place your students at the forefront in understanding how organizations can gain a sustainable competitive advantage through people. The Role of HR managers is no longer limited to service functions such as recruiting and selecting employees. Today, HR managers assume an active role in the strategic planning and decision making within their organizations. Meeting challenges head-on and using human resources effectively are critical to the success of any work organization. Whether the reader becomes a manager, a supervisor, or an HR specialist, or is employed in other areas of the organization, this book provides a functional and practical understanding of HR program to enable readers to see how HR affects all employees, the organization, the community, and the larger society.

People management (2013)
Thompson, Neil
CO-CA HF 5549 T46 2013
Located in Fr Jose T Bacatan SJ Library - Circulation Section

A substantial introduction to the knowledge and skills required to get the best out of staff, this new book by a renowned author brings a human element to the field of management. Accessible yet thorough, this multidisciplinary text blends theory with practicality to highlight the importance of people to organizational success.

Human resource management (2012)
Werner, Steve
CO-CA HF 5549 W47 2012
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Long known and respected as a tightly integrated, clear, higher-level text, Human Resource Management, 11E, International Edition presents strong organizing themes, while including more of an emphasis on preparation for the PHR/SPHR certification exam.

Search library resources at: http://210.213.146.180:8080/#section=home
Visit the library webpage at: https://www.adzu.edu.ph/library/

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An Introduction to human resource management (2013)
Wilton, Nick.
CO-CA HF 5549 W55 2013
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Provides an alternative to larger, more detailed HRM textbooks which often go beyond the needs of undergraduate students on HRM courses to offer a concise, critical introduction to the business function and academic discipline of HRM.

HBR's 10 must reads on managing people (2011)
CO-CA HF 5549.12 H37 2011
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Managing people is fraught with challenges even if you're a seasoned manager. Here's how to handle them. If you read nothing else on managing people, read these 10 articles. We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you maximize your employees' performance. HBR's 10 Must Reads on Managing People will inspire you to: tailor your management styles to fit your people; motivate with more responsibility, not more money; support first-time managers; build trust by soliciting input; build high-performing teams; and manage your boss.
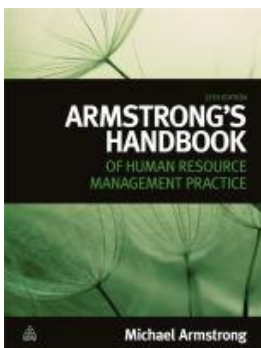
Armstrong's handbook of human resource management practice (2012)
Armstrong, Michael
CO-CA HF 5549.17 A76 2012
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Armstrong's Handbook of Human Resource Management is the definitive HR guide. It includes HRM processes and strategies, organizational behaviour, rewarding employees, performance management, employee relations plus much more.

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Human resource management: gaining a competitive advantage (2015)
CO-CA HF 5549.2.U5 H86 [2015]
Located in Fr Jose T Bacatan SJ Library - Circulation Section

The Ninth Edition of Human Resource Management: Gaining a Competitive Advantage was developed to teach students how to face and meet a variety of challenges within their organizations and how to gain a competitive advantage for their companies.
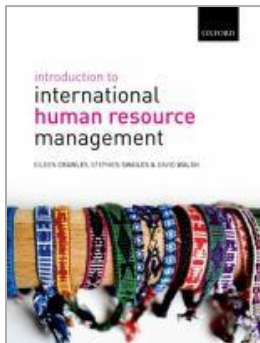
Introduction to international human resource management (2013)
Crawley, Eileen
CO-CA HF 5549.5.E45 C73 2013
Located in Fr Jose T Bacatan SJ Library - Circulation Section

This text provides students with an introduction to international human resource management. The authors assume no background knowledge of HRM and blend academic theories with numerous practical examples. Case studies from a wide range of geographical regions and cultures are employed, East as well as West.

Human resource development: practices and orthodoxies (2014)
Walton, John, Claire Valentin, editors
CO-CA HF 5549.5.M3 H918 2014
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Brings together international experts in human resource development to critically re-examine some central contemporary concepts and practices in the subject.

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The Business response to misconduct allegations: playbook (2014)
Thompson, John D.
CO-CA HF 5549.5.L3 T56 2014
Located in Fr Jose T Bacatan SJ Library - Circulation Section

The third edition of The Business Response to Misconduct Allegations is a step-by-step guide for what to do—and what not to do—in performing an investigation into claims of employee policy violations. It has been created for corporate professionals who are often the first to be contacted during a suspected employee-related claim, and who may not have investigative training. This revised edition has been expanded to include background information for audit, facilities and building management, human resources, IT security, and other non-security business functions. Sections of this book address the decision whether to investigate, the naming of investigators, investigation planning, interview techniques and issues, the importance of taking notes and written statements, investigations in union settings, and much more.
Also included are a series of checklists and templates to aid the investigative team before, during, and after an investigation. This playbook is an excellent risk management resource for audit professionals, human resources managers, site or facility managers, small business owners, or anyone who may be the first to receive reports of wrongdoing, regulatory violations, or prohibited workforce behavior.
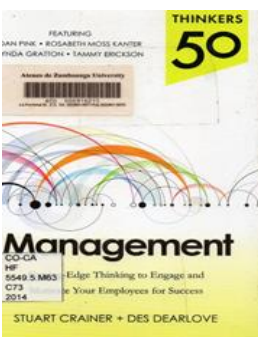
Thinkers 50 management: cutting-edge thinking to engage and motivate your employees for success (2014)
Crainer, Stuart
CO-CA HF 5549.5.M63 C73 2014
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Reveals the management theories and insights from leading academics and practitioners. It brings together the big ideas on management, past and present, and makes sense of them through contemporary eyes. Along the way, we feature the views and insights of the people we have interviewed over recent years as part of the Thinkers50's endeavors to scan, rank, and share the best management ideas.
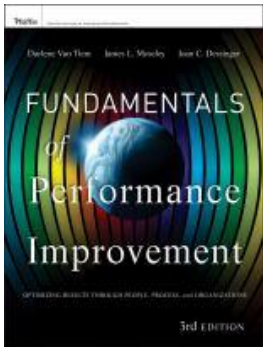
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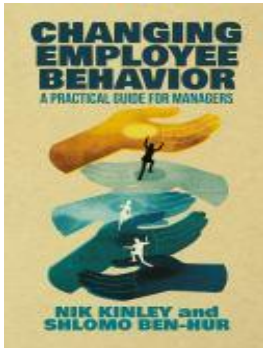
Changing employee behavior: a practical guide for managers (2015)
Kinley, Nik
CO-CA HF 5549.5.M63 K565 2015
Located in Fr Jose T Bacatan SJ Library - Circulation Section

An accessible and comprehensive toolkit for change that managers can use to drive and improve the performance of their staff.

Fundamentals of performance improvement: optimizing results through people, process, and organizations (2012)
Van Tiem, Darlene M., James L. Moseley, Joan C. Dessinger
CO-CA HF 5549.5.P4 V36 2012
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Fundamentals of Performance Improvement is a substantially new version of the down-to-earth, how-to guide designed to help business leaders, practitioners, and students understand the science and art of performance technology and successfully implement organizational and societal change. Using the Performance Improvement / Human Performance Technology (HPT) model, the expert authors explain step-by-step how to spot performance indicators, analyze problems, identify underlying causes, describe desired results, and create workable solutions.
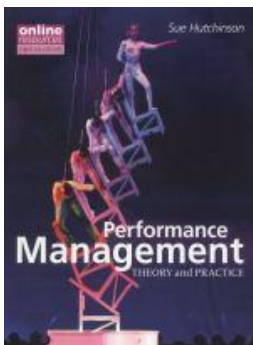
Performance management: theory and practice (2013)
Hutchinson, Sue, editor
CO-CA HF 5549.5 P47 2013
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Performance Management combines theory and practice to help students master these key concepts and apply their learning. Mapping to the CIPD Level 7 Advanced unit by the same name, the book is a core text for any student taking a performance management module at undergraduate or postgraduate level. Featuring examples from a range of sectors and organizations across the globe, Performance Management is packed with pedagogical features such as learning outcomes, case studies, activities, reflection questions and further reading to fully engage students with the subject. Online supporting resources include an instructor's manual, lecture slides and annotated web links for students.

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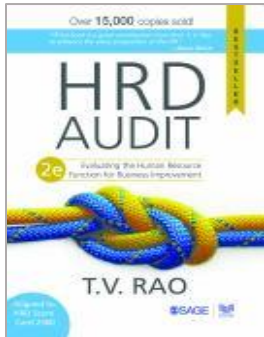
HRD audit: evaluating the human resource function for business improvement (2014)
Rao, T.V.
CO-CA HF 5549.5.R3 V46 2014
Located in Fr Jose T Bacatan SJ Library - Circulation Section

HRD Audit presents the first-ever comprehensive approach to evaluating and re-designing human resource development (HRD) function and interventions, and maximizing their contribution to business goals and human capital formation. A unique feature of the book is the HRD Score Card approach that organizations can use to assess and benchmark their level of HRD and its alignment with business goals. The second edition is thoroughly updated and revised to cater to the needs of current practitioners and students. It aligns the chapters with the HRD Score Card 2500, which itself is based on the first edition of HRD Audit and developments thereafter.

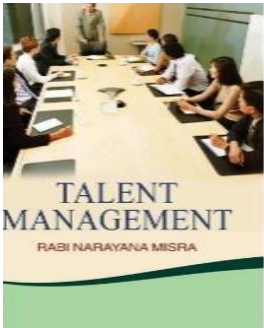**Talent management (2013)**
Misra, Rabi Narayana, editor
CO-CA HF 5549.5 T35 2013
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Talent management is the implementation of integrated strategies or systems designed to increase workforce productivity by developing improved processes and proper utilizing people with the required skills and aptitude to meet current and future business needs. Talent management implies recognizing a person's inherent skills, traits, personality and offering him a matching job. Every person has a unique talent that suits a particular job profile and any other position will cause discomfort. Talent management is beneficial to both the organization and employees. It creates better linkage between individuals' efforts and business goals.
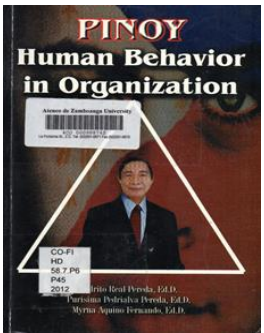
Pinoy human behavior in organization (2012)
Pereda, Pedrito Real
CO-FI HD 58.7.P6 P45 2012
Located in Fr Jose T Bacatan SJ Library - Filipiniana Section

The book is designed for basic introductory course in managing human behaviour in organization. The topics include the historical development of PINOY, individual behaviour, interpersonal relations, cultures and values, group and teams, organizational management and leadership and organizational communication that brought about on how PINOY behave in the organization.

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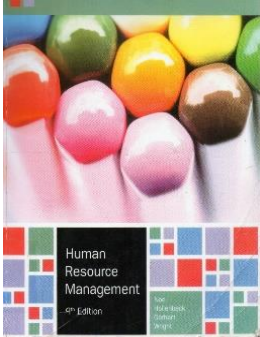
Human resource management: gaining a competitive advantage (2015)
Noe, Raymond A. [and three others]
CO-CA HF 5549.2.U5 H86 2015
Located in Fr Jose T Bacatan SJ Library - Circulation Section

The text emphasizes how a manager can more effectively manage human resources and highlights important issues in current HRM practice. The book highlights how the HRM function, as well as the management of human resources, can help companies gain a competitive advantage. Examples of how new technologies are being used to improve the efficiency and effectiveness of HRM practices are provided throughout the text.
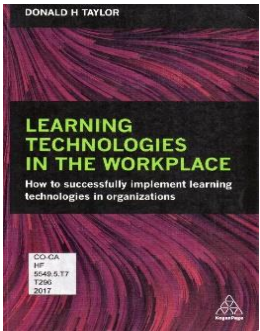
Learning technologies in the workplace: how to successfully implement learning technologies in organizations (2017)
Taylor, Donald H.
CO-CA HF 5549.5.T7 T296 2017
Located in Fr Jose T Bacatan SJ Library - Circulation Section

The book includes examples from The Hershey Company, BP, airlines, tech companies and manufacturers that point to four common factors: successful learning technology teams all have a clear aim, a focus on people, a wide perspective in and beyond the organization and a pragmatic attitude. This book gives readers practical direction relating to each of these four factors, helping them implement and use learning technologies effectively, with practical emphasis on the essential skill of identifying stakeholders and winning their support.
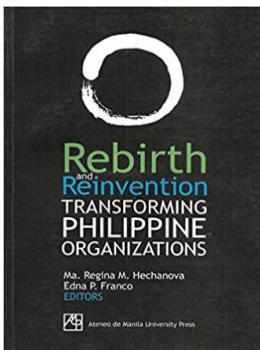
Rebirth and reinvention transforming Philippine organizations (2014)
Hechanova, Ma. Regina M. and Edna P. Franco, editors
CO-FI HD 58.8 .R43 2014
Located in Fr Jose T Bacatan SJ Library - Filipiniana Section

This book was especially written for leaders whose task is to ensure viability and success of our country's organizations and for those who have taken on the challenge of teaching and developing such leaders. In this book, we present the inspiring journeys of Filipino companies that have experienced rebirth and reinvented themselves despite the odds. We hope that this book will spark new ideas, provoke readers into deeper reflection, or at the very least, affirm with greater conviction that Filipino companies can become globally competitive and sustainable. Our dream is that we can harness the knowledge and insights shared by these Filipino leaders and organizations in order that we can eventually transform our country, one organization at a time.

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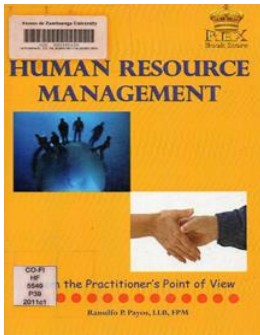
Human resource management (2011)
Payos, Ranulfo P.
CO-FI HF 5549 .P39 2011
Located in Fr Jose T Bacatan SJ Library - Filipiniana Section

Aware that human resource management responsibilities are performed throughout the organization-at all levels-each manager should have a basic understanding of the functions of human resource management. The book will not only discuss the basic principles and concepts of managing people but the practical aspects of managing them. The book combines the theoretical phases of the subject coupled with the practical aspects as culled from the author's experience.
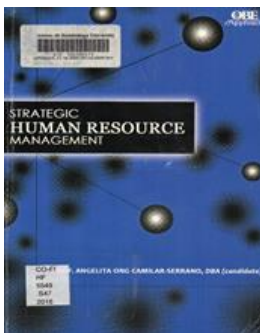
Strategic human resource management (2016)
Serrano, Angelita Ong Camilar
CO-FI HF 5549 .S47 2016
Located in Fr Jose T Bacatan SJ Library - Filipiniana Section

This text is targeted at undergraduate students and provides a complete course in SHRM, without needing any previous knowledge. It is planned to be used as a major course in contemporary degree in business and management. This book also seeks to conquer the main challenges lecturers and instructors face in delivering a SHRM, course in a relevant, easy to understand and interesting manner.
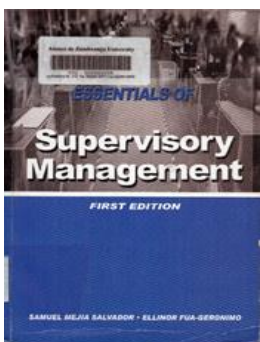
Essential of supervisory management (2011)
Salvador, Samuel Mejia.
CO-FI HF 5549.12 S35 2011
Located in Fr Jose T Bacatan SJ Library - Filipiniana Section

The Purpose of this book, Essentials of Supervisory Management, first edition, is to provide you the opportunity to learn the concepts, principles and skills that will benefit you to become effective and efficient manager/supervisor. This book provides you with very thorough and detailed text coverage of the topic presented and combines this textual coverage with exercises and cases that allow you to practice and apply what you have learned in the discussions/explanations you have read.

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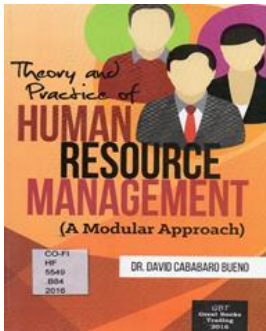
Theory and practice of human resource management: a modular approach (2016)
Bueno, David Cababaro
CO-FI HF 5549 .B84 2016

The purpose of this book is to provide understanding of developments in the field of human resource management, which managers of school organization will increasingly face.
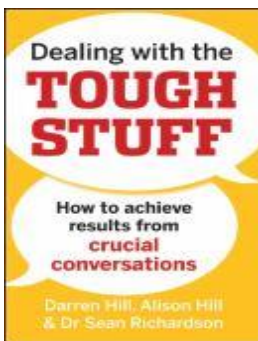
Dealing with the tough stuff: how to achieve results from crucial conversations (2012)
Hill, Darren
CO-R HD 30.3 H55 2012
Located in Fr Jose T Bacatan SJ Library - Reference Section

Packed with practical and pragmatic suggestions and methods for dealing with the tough stuff at work, this unique and helpful book features simple diagnostics, models, and processes that you can put to use immediately.
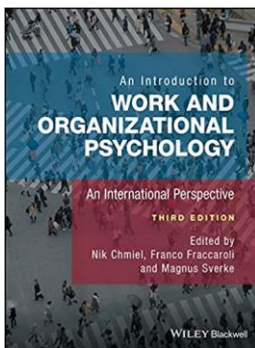
An introduction to work and organizational psychology: an international perspective (2017)
Nik Chmiel, Franco Fraccardi, Magnus Sverke, editors
CO HF 5548.8 .I576 2017
Located in Fr Jose T Bacatan SJ Library - Circulation Section

The latest edition of this classic text provides a comprehensive and internationally relevant introduction to work and organizational psychology, exploring the depth and diversity of the field in an accessible way without obscuring the complexities of the subject. An innovative new six part structure with two-colour presentation focuses the core material around issues that are either Job-Focused, Organization-Focused, or People-Focused.
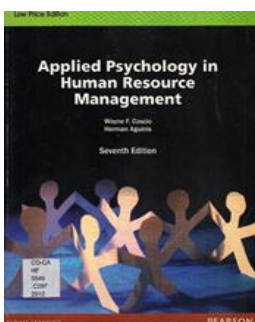
Applied psychology in human resource management (2012)
Cascio, Wayne F., Herman Aguinis
CO-CA HF 5549 .C297 2012
Located in Fr Jose T Bacatan SJ Library - Circulation Section

This book is about people as members and resources of organizations and about what applied psychology can contribute toward helping organizations make the wisest, most humane use of human resources.

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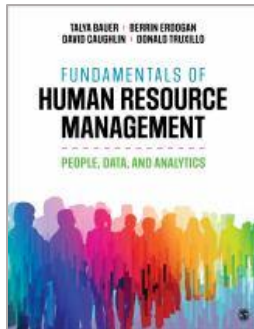
Fundamentals of human resource management: people, data, and analytics (2021)
Bauer, Talya [and three others]
CO HF 5549 .B3148 2021
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Fundamentals of Human Resource Management: People, Data, and Analytics provides a current, succinct, and interesting introduction to the world of HRM with a special emphasis on how data can help managers make better decisions about the people in their organizations. Authors Talya Bauer, Berrin Erdogan, David Caughlin, and Donald Truxillo use cutting-edge case studies and contemporary examples to illustrate key concepts and trends. A variety of exercises give students hands-on opportunities to practice their problem-solving, ethical decision-making, and data literacy skills. Non-HR majors and HR majors alike will learn best practices for managing talent in today's ever-evolving workplace.

Predictive HR analytics: mastering the HR metric (2016)
Edwards, Martin R., Kirsten Edwards
CO-CA HF 5549 .E39 2016
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Confidently use predictive analysis with HR metrics to model employee attitudes, assess attrition risk and more with this book for HR professionals and consultants.
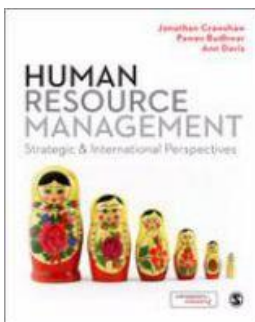
**Human resource management: strategic and international perspective
(2014)**
Crawshaw, Jonathan, Pawan S. Budhwar, Ann Davis, editors
CO-CA HF 5549 .H86 2014
Located in Fr Jose T Bacatan SJ Library - Circulation Section

"A fascinating examination and exploration of IHRM theories, practices and debates. Reflecting on the global landscape of HR, this book offers a wide range of current examples, tasks, questions and further reading, enabling readers to immerse themselves and get to grips with this often challenging and complex world. This is an invaluable resource for both students and lectures, as well as managers engaging with the international dimensions of HRM".

PERSONNEL MANAGEMENT

Human resource management: strategy and practice (2017)
Nankervis, Alan [and three others]
CO-CA HF 5549 .H86 2017
Located in Fr Jose T Bacatan SJ Library - Circulation Section

In its 9th edition, AHRI-endorsed Human Resource Management continues to provide a strong conceptual and practical framework for students of human resource management. The successful integrative strategic HRM model is retained and the most recent developments in human resource management theories and practices are explored. A multitude of contemporary regional and international examples are integrated throughout, alongside an expanded coverage on ethics and a focus on critical analysis. Thoroughly revised and updated with the latest research findings, this edition incorporates a wealth of new material including: corporate social responsibility, ethics, sustainable management practice, leadership, talent management, industrial relations, and retains its focus on core human resource elements. Accompanied by online study tools which help to reinforce concepts, apply critical thinking and enhance skills, this 9th edition of Human Resource Management offers the complete learning experience required to succeed in human resource management.
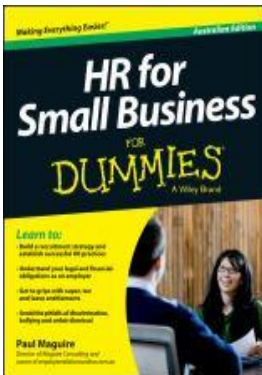
HR for small business for dummies (2014)
Maguire, Paul
CO-CA HF 5549.2.A8 M276 2014
Located in Fr Jose T Bacatan SJ Library - Circulation Section

More than 87 percent of Australian workplaces are small businesses employing fewer than 20 people. These small business owners know their markets, know their customers, and know how to make their small business run. What they may not know is the "people stuff." HR for Small Business For Dummies, Australian Edition, explains the simple ins and outs of human resources for businesses too small to have a dedicated HR staff. When it comes to the daunting task of complying with employment regulations, small businesses are treated no differently than big businesses, so it's imperative for small business owners to understand the regulatory framework that governs every phase of the employee/employer relationship in Australia.

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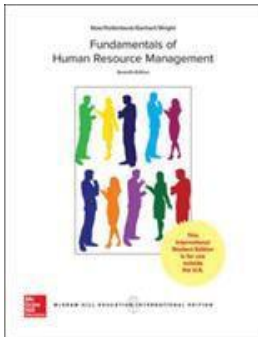
Fundamentals of human resource management (2018)
Noe, Raymond A. [and three others]
CO-CA HF 5549 .F86 2018
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Fundamentals of Human Resource Management provides a complete introduction to human resource management for the general business manager who wants to learn more about how HRM is used in the everyday work environment. Its adaptive learning program and its engaging, focused, and applied content make it the fastest growing HRM program on the market.
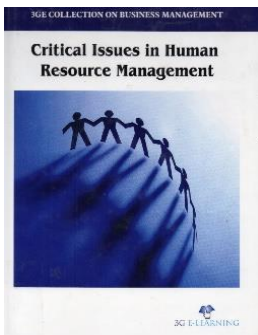
Critical issues in human resource management (2018)
3G E-learning LLC.
CO-CA HF 5549 .T741 2018
Located in Fr Jose T Bacatan SJ Library - Circulation Section

The Purpose of this text is to help students as well as those already making HR decisions do so in a way that takes advantage of strategic human resource management (SHRM). The need for educated, skilled and technically savvy employees continues to ramp up and is no doubt driving recruiting difficulties and highlighting the importance of human capital issues. This book explores important insights into how the workforce is changing and how organizations will deal with these changes in order to succeed.
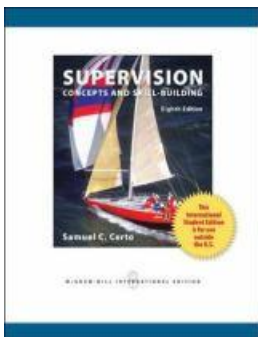
Supervision: concepts and skill-building (2013)
Certo, Samuel C.
CO-CA HF 5549.12 .C47 2013
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Prepares students to be supervisors in a challenging modern workplace. This book is based on the premise that organizational variables including diversity in the workforce, computer and communication technology, and the design of organization structures are constantly changing.

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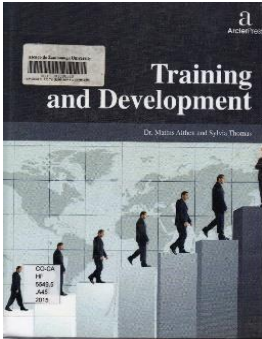
Training and development (2015)
Althen, Mathis
CO-CA HF 5549.5 .A45 2015
Located in Fr Jose T Bacatan SJ Library - Circulation Section

This book has been prepared for the beginners as well as advanced learners who want to deal with human resource. It examines the methods and techniques for employee training and development. The focus of this book concentrates on giving readers a clear understanding of training and development while providing a broad survey of all the major topics f the field. The book is written in a clear, friendly style that progresses step-by-step through all the major topics.
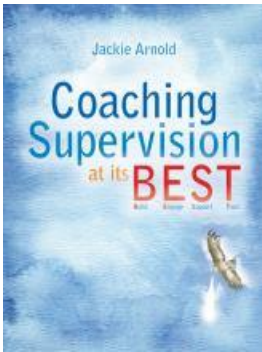
Coaching supervision at its BEST (2014)
Arnold, Jackie
CO-CA HF 5549.5 .A76 2014
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Coaching Supervision at its B.E.S.T. contains clear strategies and real life case studies and can be used in all settings where there is a need for effective and efficient coaching supervision. The specific clean questioning technique allows the supervisor to remove assumptions and have an insightful and eagle-eyed view of the whole supervision spectrum. The book follows closely the requirements for the Institute of Leadership and Management (ILM) Level 7 Masters level qualification in Coaching Supervision. Covers: workplace supervision, executive coaching, business coaching, career coaching, life coaching, management, leadership, business management, professional support, clean language, metaphor, symbolic modelling, team building, communication and professional effectiveness.
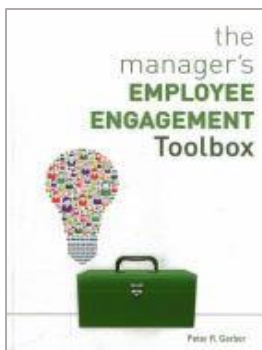
The Manager's employee engagement toolbox (2013)
Garber, Peter R.
CO-CA HF 5549.5 G37 2013
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Improve your bottom line by engaging your workforce! Everyone knows engaged employees improve the workplace. The secret is that engaged employees lead to better productivity. When employees are engaged, they do their best work - which improves supervisors' work and personal lives exponentially. It is more important than ever to learn how to create an engaged workforce.

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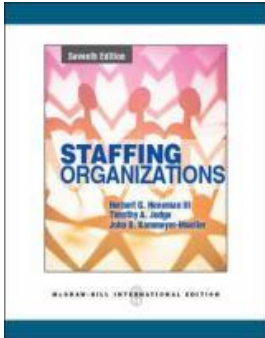
Staffing organizations (2012)
Heneman, Herbert G., Timothy A. Judge, John D. Kammeyer-Mueller
CO-CA HF 5549.5 .H46 2012
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Heneman and Judge's Staffing Organizations, 7/e, is based on a comprehensive staffing model. Components of the model include staffing models and strategy, staffing support systems (legal compliance, planning, job analysis and rewards), core staffing systems (recruitment, selection, employment), and staffing system and retention management. Up-to-date research and business practices are the hallmarks of this market leading text. In-depth applications (cases and exercises) at the end of chapters provide students with skill-building and practice in key staffing activities and decision-making. A comprehensive running case involving a fictitious retailing organization provides even greater opportunity for in-depth analysis and skill building. Students also have the opportunity to address ethical issues at the end of each chapter.
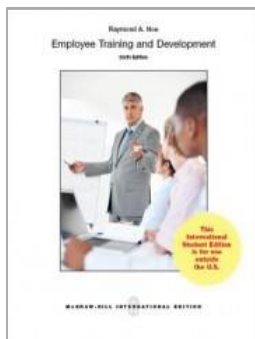
Employee training and development (2017)
Noe, Raymond A.
CO HF 5549.5 .N63 2017
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Many companies now recognize that learning through training, development, and knowledge management helps employees strengthen or increase their skills in order to improve or make new products, generate new and innovative ideas, and provide high-quality customer service. Thus, an emphasis on learning through training, development, and knowledge management is no longer in the category of "nice to do"-they are a "must do" if companies want to gain a competitive advantage and meet employees' expectations. Based on the author's extensive experience in teaching training and development courses to both graduate and undergraduate students, Employee Training and Development, Seventh Edition, retains the lively writing style, inspiring examples, and emphasis on new technology and strategic training from previous editions.

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Employee engagement and communication research: measurement, strategy and action (2012)
Walker, Susan
CO-CA HF 5549.5 W35 2012
Located in Fr Jose T Bacatan SJ Library - Circulation Section

The complete handbook to measuring and evaluating employee engagement and offers a guide to implementing change based on results.
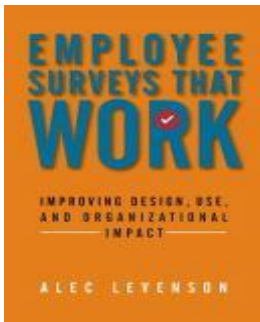
Employee surveys that work: improving design, use, and organizational impact (2014)
Levenson, Alec
CO-CA HF 5549.5.A83 L48 2014
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Poorly designed employee surveys frustrate participants, analysts, and executives and can end up doing more harm than good. Alec Levenson offers sensible, practical ways to make them more useful and accurate and counters a number of unhelpful but common practices.
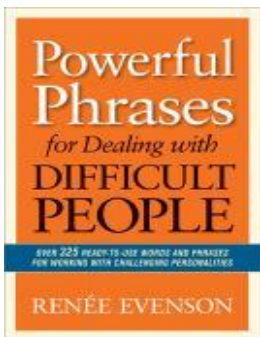
Powerful phrases for dealing with difficult people: over 325 ready-to-use words and phrases for working with challenging personalities (2014)
Evenson, Renee
CO-CA HF 5549.5.E42 E936 2014
Located in Fr Jose T Bacatan SJ Library - Circulation Section

With Powerful Phrases for Dealing with Difficult People, anyone can learn how to confront the situations that can arise when dealing with difficult personalities before negativity festers and spreads.
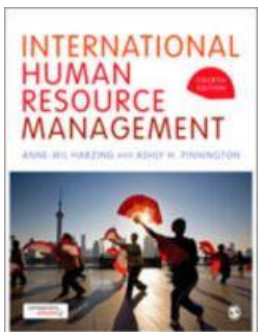
International human resource management (2015)
Harzing, Anne-Wil
CO-CA HF 5549.5.E45 I577 2015
Located in Fr Jose T Bacatan SJ Library - Circulation Section

This revised edition provides a comprehensive, international perspective of the consequences of internalization for the management of people across borders.

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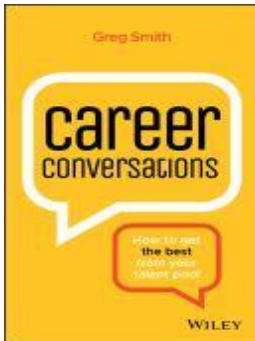
Career conversation: how to get the best from your talent pool (2019)
Smith, Greg
CO HF 5549.5.C35 S65 2019
Located in Fr Jose T Bacatan SJ Library - Circulation Section

When employees are happy at work, the energy and creativity they possess is virtually limitless. But many leaders are ill-equipped to discuss and gauge the career satisfaction of their employees, and risk losing their talent to their competitors. Career Conversations is your guide to developing the skills needed for effective career discussions with your staff, providing step-by-step instructions on how to incorporate this capability into your leadership routine. It has never been easier for employees to seek other job opportunities. Search firms and online platforms such as LinkedIn make the danger of the competition poaching your best employees all too real. To take active, dynamic and genuine interest in their employee's career satisfaction and development, leaders require the skills and knowledge to have ongoing career conversations. Career Conversations is a must-read for current and aspiring organisational leaders, Human Resource directors, HR practitioners, senior executives, supervisors, managers and business owners.This book will help you guide your employees through their careers and, in turn, help your company thrive.
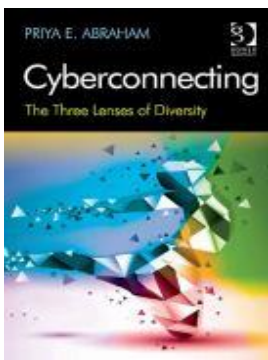
Cyberconnecting: the three lenses of diversity (2015)
Abraham, Priya E.
CO HF 5549.5.M5 A27 2015
Located in Fr Jose T Bacatan SJ Library - Circulation Section

This book explains how to establish connections across technological, cultural, and social boundaries, mirrored in organisations succeeding in today's hybrid business world. Abraham shows how seemingly opposing domains (technology, business anthropology and diversity) best leverage interactions for the benefit of organisation development, using findings from practitioner-focused research. The book presents a much-needed strategic framework required for cyberconnecting: 'The Three Lenses of Diversity', designed to organise thinking in the navigation of technological, cultural, and social boundaries.

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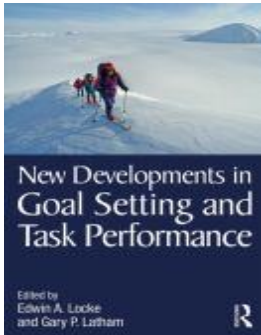
New development in goal setting and task performance (2013)
Locke, Edwin A., Gary P. Latham, editors
CO-CA HF 5549.5.G6 N49 2013
Located in Fr Jose T Bacatan SJ Library - Circulation Section

This book concentrates on the last twenty years of research in the area of goal setting and performance at work.

Human resource development: practices and orthodoxies (2014)
Walton, John, Claire Valentin, editors
CO-CA HF 5549.5.M3 H918 2014
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Brings together international experts in human resource development to critically re-examine some central contemporary concepts and practices in the subject.
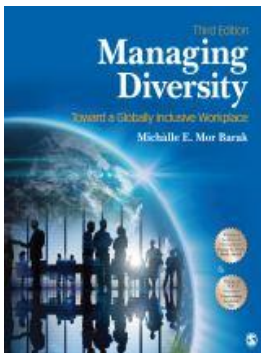
Managing diversity: toward a globally inclusive workplace (2014)
Mor Barak, Michalle E.
CO-CA HF 5549.5.M36 M67 2014
Located in Fr Jose T Bacatan SJ Library - Circulation Section

In the Third Edition of this award-winning book, Michalle E. Mor Barak argues that exclusion is one of the most significant problems facing today's diverse workforce and she provides strategies for unleashing the potential embedded in a multicultural workforce.

Changing employee behaviour: a practical guide for managers (2015)
Kinley, Nik
CO-CA HF 5549.5.M63 K565 2015
Located in Fr Jose T Bacatan SJ Library - Circulation Section

An accessible and comprehensive toolkit for change that managers can use to drive and improve the performance of their staff.

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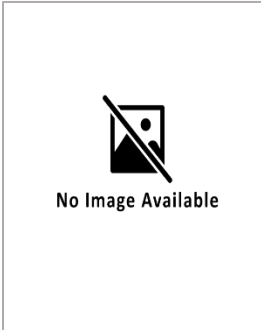
Employee engagement (2018)
3G E-learning LLC.
CO HF 5549.5.M63 T413 2018
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Employee engagement is a workplace approach resulting in the right conditions for all members of an organization to give of their best each day, committed to their organization's goals and values, motivated to contribute to organizational success, with an enhanced sense of their own well-being.
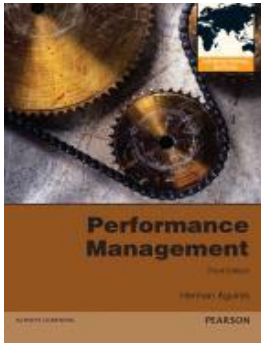
Performance management (2013)
Aguinis, Herman
CO-CA HF 5549.5.R3 A68 2013
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Performance Management, 2/e, is the first text to emphasize that the key competitive advantage in today's globalized world lies, not in technology and products, but in its PEOPLE.

Recruiting, interviewing, selecting and orienting new employees (2012)
Arthur, Diane
CO-CA HF 5549.5.R43 A78 2012
Located in Fr Jose T Bacatan SJ Library - Circulation Section

For recruiters, human resources professionals, hiring managers, and anyone else involved in the hiring process, this accessible guide provides the tools you need to hire the right people--and ensure their long-term success.

PERSONNEL MANAGEMENT

The Handbook of strategic recruitment and selection: a systems approach (2013)
O'meara, Bernard
CO-CA HF 5549.5.R44 O44 2013
Located in Fr Jose T Bacatan SJ Library - Circulation Section

This theory-based text with unique features that distinguish it from other books in the field. The inclusion of a strategic component differentiates it from most other books. However, the application of systems theory to recruitment and selection sets this book apart. While it includes mainstream topics such as interviews, job analysis and question.
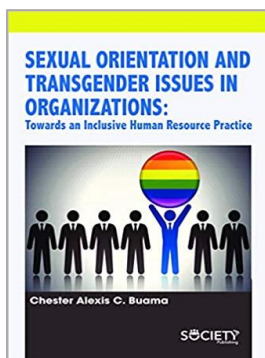
Sexual orientation and transgender issues in organizations: towards an inclusive human resource practice (2019)
Buama, Chester Alexis C.
CO HF 5549.5.S47 B83 2019
Located in Fr Jose T Bacatan SJ Library - Circulation Section

Sexual Orientation and Transgender Issues in Organizations: Towards an Inclusive Human Resource Practice examines various aspects of sexual orientation and helps in understanding several issues related to transgender in an organization. The history of sexual orientation issues in organizations have been provided along with various measures required for sexuality and operations management. Provide the reader with the insights into the world of transgender, so as to understand the problems and issues related to discrimination they come across in their day to day life.
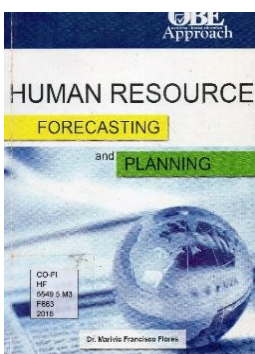
Human resource forecasting and planning (2016)
Flores, Marivic Francisco
CO-FI HF 5549.5.M3 F663 2016
Located in Fr Jose T Bacatan SJ Library - Filipiniana Section

The aim of this book is to equip young professionals and current practitioners in the field of HR Forecasting and Planning on the premise that the modern manager's job is becoming extremely intricate. Modern organizations need professional HRM practitioners due to the changing variables which are as diverse in the composition of the work force, the introduction of technology, the forces of labor activism, and the growing complexity in the organizational systems and procedures that interplay with the goals and objectives in the corporate arena.

Search library resources at: http://210.213.146.180:8080/#section=home
Visit the library webpage at: https://www.adzu.edu.ph/library/

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Strategic audit and plan for Zamboanga City Water District's personnel (2015)
Aguilera, Louella Arsena
GR-FI-NTS HF 5549.2.Z3 A24 2015
Located in Fr Jose T Bacatan SJ Library – Reference Section – Graduate Theses/Dissertation Area

The influence of corporate social responsibility policy and initiatives on human resource management practices and experiences (2017)
Barker, Bree
Available in EBSCO (OpenDissertations) Dissertation/Thesis

Examining the balance between franchisor Control and franchisee autonomy in human resource management (2013)
Kellner, Ashlea Kate
Available in EBSCO (OpenDissertations) Dissertation/Thesis

The development of strategic human resource management in the Chinese financial services sector: understanding the roles of external economic factors and the state (2018)
Shi, Jiachen
Available in EBSCO (OpenDissertations) Dissertation/Thesis

Human resource management for the Cypriot National Guard: a critical analysis (2017)
Constantinou, Chrisostomos
Available in EBSCO (OpenDissertations) Dissertation/Thesis

Managing diverse human capital for the Western Sydney region's economic and social development (2018)
Rodd, Jasmin
Available in EBSCO (OpenDissertations) Dissertation/Thesis

The Relationship of servant leadership attributes to sales performance of salespersons in the healthcare industry in 2011 (2013)
Auxier, William R.
Available in EBSCO (OpenDissertations) Dissertation/Thesis

A Foucauldian exploration of employee engagement in the Australian Public Service (2018)
Weng, James
Available in EBSCO (OpenDissertations) Dissertation/Thesis

Combating workplace violence: an evidence based initiative (2017)
Giordano, Diana L.
Available in EBSCO (OpenDissertations) Dissertation/Thesis

PERSONNEL MANAGEMENT

Supporting family-friendly work practices: cultural possibilities and limitations (2015)
Moore, Toni S.
Available in EBSCO (OpenDissertations) Dissertation/Thesis

Employee engagement and its importance to HPWPs (High Performance Work Practices): employee outcome relationship in the Nigerian hotel sector (2020)
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An analysis of how HR policies and procedures impact on employees' performance in New Zealand organizations (2014)
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Developmentalism: from here to there: is heutagogy the way there for HR? (2013)
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Available in EBSCO (OpenDissertations) Dissertation/Thesis

Exploring the roles of HRM departments in privately owned and foreign investment enterprises in Vietnam: a repertory grid approach (2012)
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The influence of human resources management on job embeddedness and voluntary turnover intention: a case study of the constructions industry in Saudi Arabia (2020)
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Crew management administrative processes and information technology tools aiming at improving productivity and quality of work: the case of Marlow Navigation (2011)
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Available in EBSCO (OpenDissertations) Dissertation/Thesis

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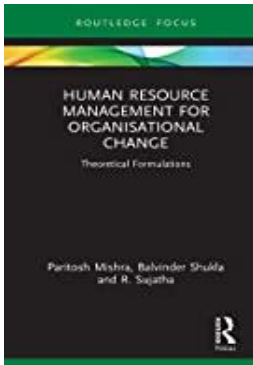
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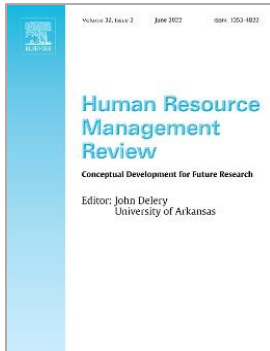Available in Science Direct E-articles

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To further your search on Personnel Management, use the keyword combinations below:

personnel+management or **"personnel management "**

employment+management or **"employment management"**

human+resource+management or **"human resource management"**

You may also use other keywords related to Personnel Management:

Use For: Corporations—Personnel management
                      Employment management
                      Human resource management
                      Human resources management
                      Manpower utilization
                      Personnel administration

Broader Term: Management
                      Public administration

Related Term: Employees
                      Employment practices liability insurance
                      Supervision of employees

Narrower Term: Affirmative action programs
                      Alcoholism and employment
                      Applications for positions
                      Career development
                      Church personnel management
                      Civil service—Personnel management
                      Communication in personnel management
                      Compensation management
                      Demotions
                      Diversity in the workplace
                      Employee assistance programs
                      Employee competitive behavior
                      Employee morale
                      Employee motivation
                      Employee raiding
                      Employee retention
                      Employee rules
                      Employee screening
                      Employee selection
                      Employees—Recruiting
                      Employment at will
                      Employment references
                      Employment stabilization
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                      Goal setting in personnel management
                      Grievance procedures
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                      Job evaluation
                      Job postings
                      Job rotation

Job security
Labor discipline
Labor turnover
Library personnel management
Manpower planning
Motion study
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Personal Internet use in the workplace
Personnel departments
Promotions
Psychology, Industrial
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Compiler:

Marcelina C. Ascura | March 18, 2022