

HUMAN RESOURCE MANAGEMENT



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PREFACE

A fair introduction to the intricate field of human resource management is given in **Human Resource Management**. To aid in the learning process, this textbook incorporates numerous real-world examples and cases with the primary theoretical foundation for the subject. These procedures include hiring, training, and paying employees as well as creating policies surrounding them and retention plans. Since an organisation needs both employees and the systems that support them in order to function effectively, it is generally regarded as one of the most important functions of an organisation.

This updated edition will still be suitable for post-graduate courses where many students are unfamiliar with HRM, as well as undergraduate courses, particularly those taken by first- and second-year HRM degree students. For students at the undergraduate and graduate levels, this is an approachable and captivating introduction to HRM thanks to its highly acclaimed conversational writing style, solid academic foundations, and explanations of important concepts in each chapter, online extension materials, and an end-of-book glossary. Additionally, Research Insights and Student Activities have been updated to highlight the most recent advancements in academia while still providing students with engaging, real-world activities.

Abbreviations

Americans with Disabilities Act (ADA)

Applicant Tracking Systems (ATS)

Artificial Intelligence (AI)

Behavior Event Interview (BEI)

Behaviorally Anchored Rating Scale (BARS)

Behaviorally Anchored Rating Scales (BARS)

Bona Fide Occupational Qualifications (BFOQs)

City Compensatory Allowance (CCA)

Dearness Allowance (DA)

Diversity, Equity, and Inclusion (DEI)

Diversity, Equity, Inclusion, And Belonging (DEI&B)

Employee Stock Option Scheme (ESOPs)

Employee Stock Ownership Plan (ESOP)

Employee Stock Purchase Plan (ESPP)

Enterprise Resource Planning (ERP)

Equal Employment Opportunity (EEO)

Fair Labor Standards Act (FLSA)

High Potential Trait Indicator (HPTI)

House Rent Allowance (HRA)

Human Capital Management (HCM)

Human Resource Information System (HRIS)

Human Resource Management (HRM)

Human Resource Planning (HRP)

Human Resources Management Systems (HRMS)

Intellectual Property (IP)

International Human Resource Management (IHRM)

Knowledge, Skills, and Attitude (KSA)

Management by Objectives (MBO)

Market Value-to-Book Value Ratio (MV/BV)

Millon Clinical Multi-Axial Inventory (MCMI)

Minnesota Multiphasic Personality Inventory (MMPI)

Phantom Equity Plan (PEP)

Position Analysis Questionnaire (PAQ)

Registered Retirement Savings Plan (RRSP)

Restricted Stock Award (RSA)

Restricted Stock Units (RSU)

Robotic Process Automation (RPA)

Society for Human Resource Management (SHRM)

Stock Appreciation Rights (SARS)

Tax-Free Savings Account (TFSA)

The Americans with Disabilities Act (ADA)

Total Quality Management (TQM)

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