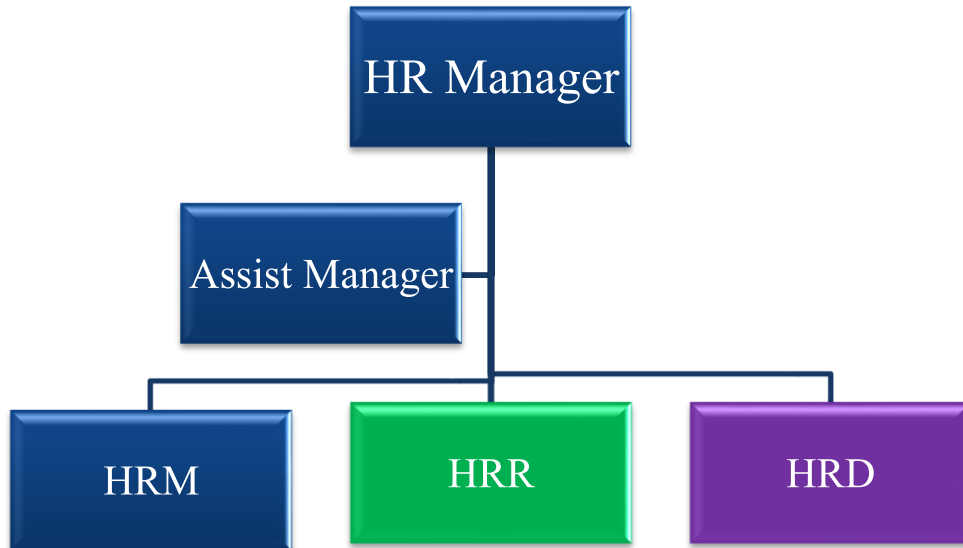




Example : Organization of Human Resource Department



Key Jobs :

(Strategic Planning & Controlling)

- Strategy &HR planning
- Workforce Analysis
- Laws
- Rules
- Welfare
- Payroll
- Managing compensation
- Time attendance
- Job Analysis & Function
- Employee Involvement, Flexible Work Schedules
- Performance Form & Appraisal

Key Jobs :

(Recruitment & Selection)

- Recruitment & Selection
- Advertising
- Selection
- Determining the Costs of Turnover
- Employee Turnover Rates
- Computing the Turnover Rates
- Computing Absenteeism Rates
- Comparing Absenteeism Data
- Costs of Absenteeism
- Report Absenteeism for HR Planning

Key Jobs :

(Training &Development & Monitoring)

- Orientation (Re-Orientation)
- Trainee Program for New Staff (Probation...Months)
- Annual Planning & TRM Planning
- IDP Planning from GAP(Competency)
- Training Program (Internal& External)
- Determining the Costs of Training and Trainee Program
- Recruiting Trainers &Institution
- Activity for Organization