

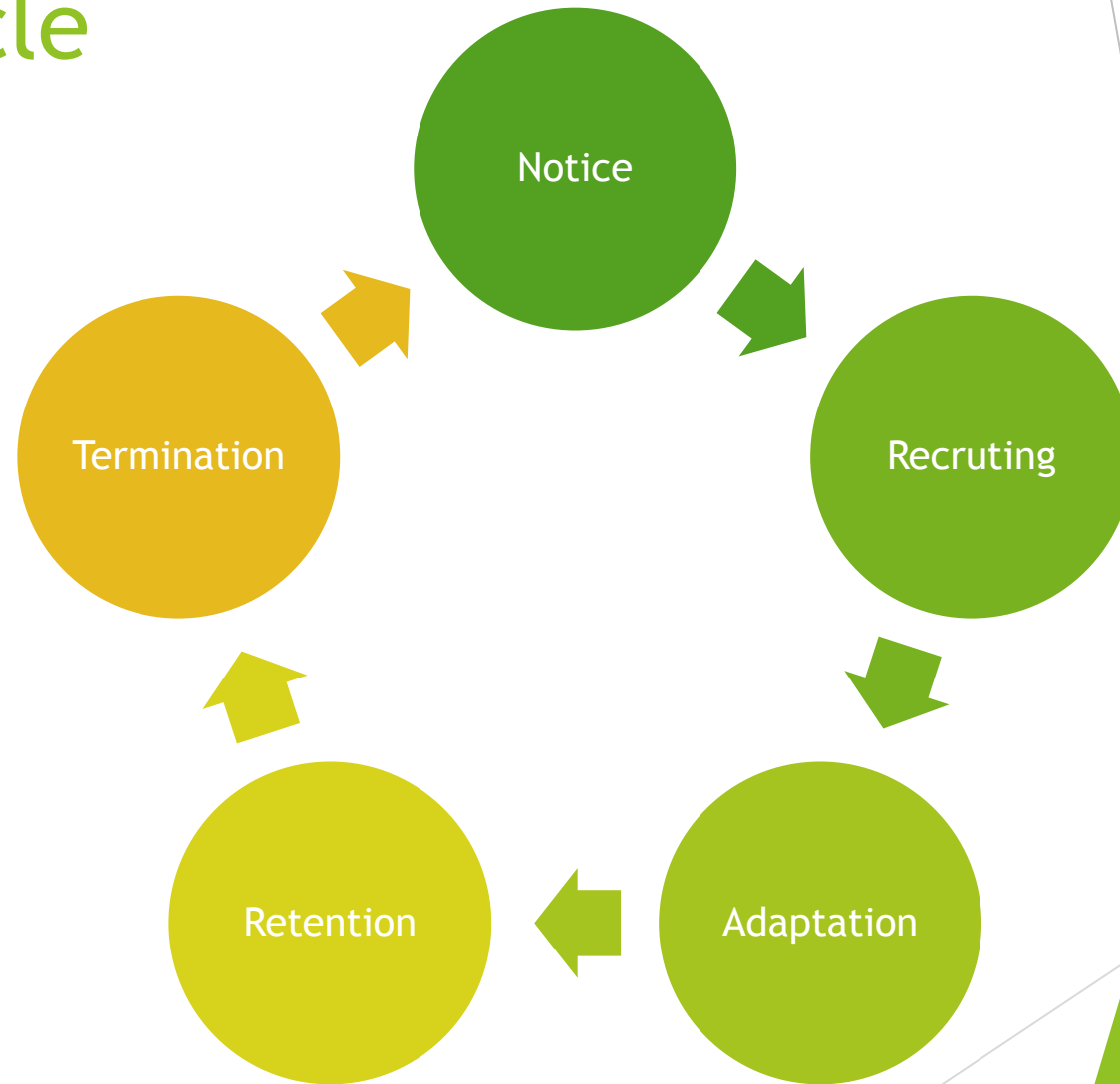
HR in SME

XASMB Small and Medium-Sized Business

Specifics of HRM in SME

1. Limited human resources
2. Simple procedures and processes
3. More commitment from owners
4. Flexibility and fast reactions
5. Lower specialisation
6. Importance of corporate culture and values
7. More personal interactions

Employee lifecycle



1. Notice

- ▶ This phase is the starting point.

- ▶ It has two steps
 1. Identifying the need for a new employee, e.g. due to.....
 2. Human resource planning, which determines what knowledge, are required for the role.

1. Notice

- ▶ Employer branding = a long-term strategy for building a reputation as an attractive employer, which is crucial for recruitment success.
- ▶ It affects whether candidates will even learn about the company and be interested in the advertised position.

Task 1

- ▶ What are the biggest advantages of SMEs in employer branding?

2. Recruiting

- ▶ In this phase, the company actively tries to find and select a suitable candidate.
 - ▶ It has few steps:
 - ▶ Posting the position and advertising.
 - ▶ Searching for candidates.
 - ▶ Selection process (interviews, tests, assessments).
- ▶ The goal is to hire the candidate who best fits the requirements of the position and the company culture.

3. Adaptation

- ▶ After hiring, it is crucial to engage the new employee in the company and the work.
- ▶ It has these steps:
 1. Onboarding - a formal introduction to the company, colleagues, culture and rules.
 2. Training for the given position.
 3. Providing feedback and support so that the employee becomes a full member of the team as quickly as possible.

Task 2

- ▶ What are the advantages of adapting a new employee in a small or medium-sized company?

4. Retention

- ▶ This is the longest phase in which an employee performs their job.
- ▶ The goal is to retain a talented and motivated employee.
- ▶ This phase includes:
 - ▶ Performance evaluation and career management.
 - ▶ Fair and competitive remuneration
 - ▶ Development (e.g. training and career growth).
 - ▶ Creating a positive work culture.
 - ▶ What next?

5. Termination

- ▶ This phase occurs when an employee leaves the company.

- ▶ This phase has steps:
 1. The employee decides to leave (e.g. resignation) or is forced to leave (e.g. dismissal, termination).
 2. Administrative processing of the departure.
 3. Exit interview to obtain feedback.

5. Termination

- ▶ After termination, the cycle returns to the Notice phase (gray arrow), as the termination of the relationship usually creates a new need to find a replacement.
- ▶ This cycle repeats itself and symbolizes the constant cycle of work with human resources in every organization.

Outplacement


- ▶ Outplacement is a service paid for by an employer to help laid-off employees find a new job quickly and successfully. SMEs often offer them:
 - ▶ Individual counseling
 - ▶ Seminars and workshops
 - ▶ Job search support
 - ▶ Psychological support
- ▶ On the other hand, outplacement also helps SMEs with positive review from a former employee.

How to Build a High-Performing Team

- ▶ Why is it crucial to have a good team in a company?
- ▶ It's good for

Video: How to Build a High-Performing Team

- ▶ <https://www.youtube.com/watch?v=4BO42rTCZS8>

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- ▶ Having a good team in a company is absolutely crucial for survival, growth and lasting success.
 - ▶ The video clearly shows that having one bad employee in a company can have a negative impact on the entire business.
 - ▶ The key is not to keep bad employees in the company, but to develop and invest in a good team.

Assignment for the rest of the lesson:

- ▶ You have a worksheet uploaded to the IS.
- ▶ Fill it out and submit it to the IS folder.
- ▶ We will check next hour.