Application of Human Resources Informatization in Human Resources Management

Zhixin Li, Zaharuzaman Jamaluddin

University Selangor, Shah Alam, Malaysia

Abstract: In today's era of rapid development of information technology, human resource management is experiencing unprecedented changes. With the expansion of enterprise scale and business scope, the traditional way of human resource management has been difficult to meet the needs of modern enterprises. The emergence of human resource informatization has injected new vitality into human resource management. The purpose of this paper is to discuss the application of human resource informatization in human resource management, analyze the significance of its application, and provide new ideas and reference for the human resource management of modern enterprises.

Keywords: human resource informatization; human resource management; application

1. Introduction

In recent years, our government has attached great importance to the application of information technology in human resource management, and the Outline of the National Informatization Development Strategy clearly states that it is necessary to accelerate the deep integration of information technology with all fields of the economy and society, and to push forward the formation of a new mode of information technology-driven development. In the field of human resources management, it is necessary to make full use of information technology means to realize integrated and intelligent management of human resources data, and to enhance the scientificity and accuracy of decision-making. At the same time, the "14th Five-Year Plan" for the development of the digital economy also emphasizes the need to accelerate the deep integration of digital technology and the real economy, and to promote the digital transformation of traditional industries. As far as human resource management is concerned, it is also necessary to actively build a new type of human resource management system that is digitalized, networked and intelligent, so as to provide strong support for the innovative development of enterprises.

2. The significance of the application of human resource informatization in human resource management

2.1 Improvement of work efficiency and management effectiveness

Through the integrated system platform, HR informatization manages all the information of employees' recruitment, training, attendance, compensation, performance and so on in a unified way, realizing the automated processing of the information flow, greatly reducing the burden of manual operation of the HR management department, and improving the work efficiency.[1] In addition, by setting up the workflow, the system can automatically carry out approvals and task assignments, avoiding the problems of lagging information and repeated entries, and further enhancing the management effectiveness, thus enabling the HR department to focus more on planning and decision-making at the strategic level, and providing stronger support for the development of the enterprise.

2.2 Promoting a change in the philosophy of human resources management

Human resources informatization is not only a technical application, but also the introduction of a new management concept and management ideas. Human resource management department has changed from providing simple human resource management information to providing human resource management knowledge and solutions, becoming the decision supporter of management, promoting the change of human resource management concept, and making human resource management develop in the direction of interaction, multi-faceted, comprehensive, and professionalization. Through informatization, HR departments can better understand the needs and expectations of employees, develop more humane and personalized management strategies, and enhance employee satisfaction and loyalty. At the same time, information technology also enables the human resources department to more accurately assess employee performance, optimize the allocation of talent, and provide strong talent protection for the sustainable development of the enterprise.

2.3 Optimizing decision support and information transparency

Human resource informatization provides comprehensive and accurate data support for managers, making the decision-making process more scientific and precise. Through the statistical analysis of human resources data, managers can identify potential problems and take measures to optimize human resources management. At the same time, in the process of analyzing indicators such as employee turnover, training effectiveness, recruitment efficiency, etc., the enterprise can adjust the recruitment strategy, improve training programs, and improve the overall effectiveness of human resource management. In addition, HR informatization also promotes the transparency of information within the enterprise, making it easier for employees to obtain the information they need, reducing the cost of communication with the human resources department and helping to build a more harmonious and stable working environment.

2.4 Enhancing the competitiveness and sustainability of enterprises

Human resource informatization is an important part of the overall information construction of the enterprise, through the effective connection with the ERP, MIS and other mainstream management systems, to realize the comprehensive integration and sharing of enterprise information. Through informatization, enterprises can more accurately grasp market dynamics and talent trends, and make more flexible and effective strategic decisions. [2]At the same time, human resources informatization also helps enterprises to realize the tracking and management of environmental impact, reduce the negative impact of enterprises on the environment and realize sustainable development.

3. Strategies for the Application of Human Resource Informatization in Human Resource Management

3.1 Building an integrated human resources information platform

The construction of an integrated human resources information platform is the basis for the implementation of human resources informatization. This platform should cover various modules of human resource management such as recruitment, training, performance, compensation, etc., and realize seamless data integration and sharing. By centralizing the management of employee information, workflow and decision-making data, companies can break information silos and improve management efficiency. For example, data sharing should be realized between the recruitment module, the employee file module and the performance management module, so that the recruitment process can directly refer to the employee's past performance and background information to improve the accuracy and efficiency of recruitment. At the same time, the platform should also have a powerful data analysis function, which can summarize the enterprise's human resources data and provide management with in-depth decision-making support. By analyzing employee turnover, attendance, performance and other data, companies can identify potential problems in a timely manner and formulate effective management countermeasures.

3.2 Promote the automation and intelligence of human resources management processes

Automation and intelligence are important trends in the development of human resources information technology. Through the introduction of advanced information technology, enterprises can automate a large number of human resource management affairs and reduce the time and cost of manual operation. For example, in the recruitment process, the system can automatically screen matching resumes, schedule interviews, send interview notices, etc. to improve recruitment efficiency. In performance management, the system can automatically collect and analyze performance data and generate performance reports to help managers make scientific decisions. In addition, the application of intelligent technologies such as artificial intelligence and big data analysis can further enhance the precision and efficiency of human resource management. Relying on intelligent analysis of employees' training records and performance data, the system can recommend personalized training programs to help employees improve their abilities and achieve career development.

3.3 Realizing employee self-service and participatory management

Employee self-service and participatory management are important concepts of modern human resource management. Through the HR informatization platform, enterprises can provide employees with convenient self-service functions, such as applying for holidays online, checking salary details, enrolling in training courses, etc., which not only improves employee satisfaction, but also reduces the burden of the personnel department, so that it can devote more energy to more valuable management work. [3]At the same time, the platform should also encourage employees to participate in the decision-making and management process, such as through online surveys, forums and other ways to collect the views and suggestions of employees, to enhance the sense of participation and sense of belonging. For example, the enterprise can set up an "employee

suggestion box" to encourage employees to put forward suggestions for improvement of human resource management, and the system can automatically summarize and analyze these suggestions to provide decision-making references for the management, so as to enhance the management efficiency, stimulate the enthusiasm and creativity of the employees, and inject new vitality into the development of the enterprise.

3.4 Focus on information security and compliance management

With the wide application of information technology, information security and compliance management have become issues that enterprises cannot ignore. In the process of human resource informatization, enterprises should establish a comprehensive information security management system to ensure the confidentiality, integrity and availability of employee information and corporate data. At the same time, they should protect sensitive data through encryption technology, back up data regularly to prevent loss, and set strict access rights to prevent unauthorized access. In addition, enterprises should also pay close attention to changes in relevant laws and regulations to ensure that human resource management activities comply with legal and regulatory requirements. For example, in the recruitment process, enterprises should comply with the principle of equal employment and avoid any form of discrimination; in terms of compensation management, enterprises should ensure the fairness and transparency of the compensation structure and avoid violating labor law provisions. By strengthening information security and compliance management, enterprises can guarantee the smooth implementation of HR informatization, reduce potential risks, and provide solid protection for the development of enterprises.

4. Conclusion

In conclusion, the application of human resources informatization in human resources management has the significance of improving work efficiency and management effectiveness, promoting the change of human resources management concepts, optimizing decision-making support and information transparency, as well as enhancing the competitiveness and sustainable development of enterprises. With the continuous development and popularization of information technology, human resources informatization will become the mainstream trend of human resources management in the future, providing stronger support for the development of enterprises.

References

[1] Pan Ying. Exploration on the application of enterprise informationization management in human resource management[J]. Bohai Economic Outlook,2024,(06):87-90.
[2] Hu Songqing. Discussion on the application principle and implementation strategy of enterprise human resource management informatization[J]. Enterprise reform and management,2024,(07):94-96.
[3] Hu Lixia. Application of enterprise informationization management in human resource management[J]. Modernization of shopping mall,2024,(05):75-77.