

An Impressive Study: Importance of Information Technology in the Field of Human Resource Management

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Abstract: The Internet has changed our lives and now we can interconnect with the others easily, it changes the way of doing the work, the way to learn. It has changed completely human society. Information technology (IT) is a set of offered scheme which works for people and organization and plays a vital role in the growth of human resources. In today's era, Information technology is the essential factor for the growth and improvement of human organization. This paper focuses on a brief overview of the role of information technology in human resources management. Today top management knows the importance of internet and information technology (IT) in the growth of organization. The utilization of internet and information technology helps not only to complete the challenges but to optimize work evaluation as well.

Keywords: Information Technology (IT), Human Resources Management, Human Resources Development.

I. INTRODUCTION

It has been observed that human resources are their greatest capital for the growth of the organization. The organizational growth and development without human involvement is no way because human is the main asset and also means of achieving progress. Human resources development (Ghorbani and Sangani, 2011). is the main part of human resource management for the growth of employees. Today it is identified that development works with the help of new and experimental information and information technology. The information technology is a rational process called information technology (IT) that can help to maintain and build up new strength in human resources. One of the main factors affecting company and worker is changing environment and new technology. Now day's information technology has shown continuous development in organisation (Hajizade Moghadom, & Vajdi Dastgerdi. 2010).

Technology and HRM have a great combination to make the human resource professional and make a easy way to adopt the new technology, and maintain organizational work project changes caused by technology, and be able to maintain a proper managerial climate for innovative and knowledge-based organizations (Manpreet, Loverdeep, Shiny, & Shivani, 2014).

Management functions were developed first as a systematic step to carry out management activities, while implementation of the information components followed as part of management elements. (Maria Pomffyova – 2010)

1.1 Role of Information Technology (IT) in HRM Functions

• MAN POWER PLANNING

Manpower planning is to plan the workforce according to requirement and information technology makes this function easier and effective with its techniques.

• JOB ANALYSIS

Job analysis is another important function in which jobs description and job specification are identified and information technology with its faster communication and information components.

• RECRUITMENT AND SELECTION

It is main function of human resource management of hiring and selecting workforce and here internet and online communication make it faster and effective for H.R manager.

• PERFORMANCE APPRAISAL

Performance appraisal is related to analyze the performance of employees and I.T is the key to analyze by using several advanced methods.

• TRAINING AND DEVELOPMENT

Information technology plays a important role in providing training to employees based records and documents those are prepared with high tech technology.

• WAGES AND SALARY ADMINISTRATION

Wages and salary are the remuneration paid to employees against work .the structure of paying salary not the easy task but information technology by doing job evaluation makes it easy.

• COMPENSATION AND RECOGNITION

To motivate employees and accomplish their as well as organization desired goals, compensation is a major factor. To identify performance of employees the Information Technology plays a vital role. Using Information Technology (I.T.), the organization can justify the actual benefits on the basis of performance.

II. LITERATURE REVIEW

“Technology is a set of processes, techniques, method, equipment, tool, machinery and skills in all the applications of research and development in industrial area” (Tarogh, 2002). Information technology is a set of components which is made with the aim of rennovative information systems and disadvantage of information technology are usually caused by

the improper use of the technology. Information technology is more a type of idea, strategy, thought and an instrument with innovation in human areas. (Ahmadi, 2011). In present scenario implementation of technology, growth, and protection are as one of the most necessary business stream in IT orientation and managers and company are faced with new challenges in this area. Information technology is a set of intellective and cultural system and it can be called a culture of information construction. Without creating a culture of information construction, therefore, what is information in IT is an information-oriented consideration. Technology means the system of origination and collection of information using society and organization (Mohammad Nejad, 2011)

Human resources information system (HRIS) is an integrated system acquiring and storing data to make analysis, make decisions in the field of HR (Hendrickson, 2003). Technology makes the human resource work effective and efficient. HR manager now stores and retrieve the companies files in an electronic format (Selvan V, 2015). I.T helps to collect information and enhance practices such as employee's data, job characteristics, employment application requirement, selection and staffing, the procedure of employment, professional and individual improvement, corporate structure, educational costs, performance appraisal, organizing, personal planning etc. (Lippert and Swiercz, 2005).

In the use of information technology, information is always produced, distributed, processed and managed, so information technology will be the solution of problems when the training of employees and human capabilities are combined and thus develop and enhance productivity (Saber and Khademi, 2015).

Information technology provides improvements to an organization like- reduce administrative expenses, increase productivity, and improve the decision-making process and customer service (Manpreet, Loverdeep, Shiny, & Shivani, 2014). The organization uses all types of technology for human resources management for hiring and selecting an individual for an interview, managing employee, storing their data and to analysis it (Hendrickson, 2003).

Today most of the organizations use the internet for getting employee's application which is helpful for recruiting and selecting new employees in organization, the application of information technology (IT) has expanded rapidly in order to increase efficiency and productivity in most areas. [Farzandipour M, Haghani H, Karimi A., 2006] IT is known as a valuable tool for information dissemination. [Devin B, Nilan M., 2003] Research reveals high power of new IT in increasing individuals' health-related knowledge levels. [Torabi M, Ramezanghorbani N., 2007] At present, information technology is regarded as one of the most important power resources. It is the basic component of decision making and planning. [Mehraban MA, Hassanpour M, Yazdannik A, Ajami S., 2013] Information is data which has taken to make the work quantity in order to adapt with objectives and goals. The organization should recognize necessary information for work management; otherwise, it will face a mass of confusing data. [Drucker P. Tehran] Recognizing main axes of advance in organizations requires changes of IT role from implicit into the objective or identifying its exact impacts to be able to use it in

organization's decisions. This is in fact related to the organization's performance improvement or correction which can be dependent on IT; it provides managers an opportunity to control and co-ordinate complex structures using quick information processing which eventually leads to coherent and rapid management and better organizational performance. [Otarhani A. , 2001] Expenditure and acknowledgement of organizational performance based on information technology and the resulting products, is a new acceleration which is considered as the basis for organizational movement; perhaps one of the most obvious results in this area is observed in employees' faster and smoother access to required information . This is possible through using computers and some parts of middle management and leadership responsibilities. This way, employees will have access to more information and do their duties with a higher speed. [Vares H. , 1998] With the advancement of science and technology in the field of computer and information systems, this trend is growing in organization . [Arab-Chadegani R. , 2013] In this era it is necessary to human resource management to adopt information technology for transformation and achievement of valuable and useful results in this area, specialist experienced, influential scientists are required to meet the needs of this age. Undoubtedly, education and measurement of abilities will increase the rate of achievement toward expected results from application of IT.

Access to information as an effective and critical tool and information are an advantage in every organization, because higher, faster, more appropriate and efficient production depends on the use of information.. This is what majority of today's organizations have defined their working priority; on the other hand, managers equip organizational members with more information those people will feel capable and more likely to work with productivity and prosperity along with management demands. More information encourages individuals to experience self-order, self-control and higher confidence. [Whetten DA, Cameron KS. Tehran, 2002].

In today's era the big challenge is employee empowerment, which means their development in all aspects and possible fields' depends on doing all major tasks. In the present age, empowerment is known as a tool that enables employees to run organizations with various features such as different channels, development, and network structures, minimum distance between employees and management and use of IT. [Alvani M. 2nd ed. Tehran, 2009] Empowerment leads to capable and motivated employees and helps managers to act properly and quickly in dynamics of the competitive environment and provide competitive advantages for the organization. [Beheshtian M, Abolhassani H. Tehran, 2010] IT provides changes in organizations through which companies and organizations are more dependence on information, knowledge, training and decision-making of staff members. [Lavdn K. Translated by Hamid M. Tehran, 2001] With the advent of technology, not only the structure of employee changes due to altered activities or modified components, but some new jobs will also be created. [Morales S, 1990] Therefore, IT is a powerful tool for data collection and processing into information. As a result, the application of IT is expanding rapidly through organizations. Now to manage the organizations have become easier with the use of

high levels of technology and new information applications. Strong advantages of IT can be observed in higher accuracy and speed of affairs, high quality, lower costs and higher client satisfaction which has encouraged organizations to establish and use such systems in order to survive, develop and achieve their objectives while they enjoy its competitive advantages at the same time. [Rafiee M, Kusha M., 2015]

III. PROS. & CONS OF USE OF INFORMATION TECHNOLOGY IN HRM

• **One-stop shopping.**

One of the most frequently mentioned advantages of an I.T is that in a same time work related information can be floated for many. And, similarly, information updates only one place and it updated to all automatically.

• **Integration of data.**

With the help of information technology information can be interlinked with other departments easily with internal evaluations and audits and preparation of data.

• **Accuracy.**

Improved accuracy is assuming data are entered and manipulated correctly.

• **Self service.**

This feature can be a great timesaver for HR. Employees may enter the system to change data (for example, change their own addresses) and managers and supervisors may enter the system to enter data (for example, performance reviews) or to retrieve data without bothering HR.

• **Automated reminders.**

Computers on command can schedule events, such as performance appraisals and benefit deadlines, automatically.

• **Hosting of company-related documents.**

With the help of information technology data such as materials as employee handbooks, procedures, and safety guidelines .can be secured the materials are easily updated in one place.

• **Benefits administration.**

This is helpful in enrollment, notices, changes, and reporting.

• **Recruiting management.**

This is useful in applicant tracking, management, and reporting.

There are, of course, some disadvantages to using of information technology.

• **Security.**

Security is one of the biggest problems. Systems must be designed to prevent unauthorized access to secure confidential data. This typically required many “compartments” and many levels of authority for access, all of which have to be monitored and maintained.

• **Cost.**

There is the cost factor. Especially for smaller companies, this can pose a problem. With any system, there are acquisition costs and maintenance costs.

• **Staffing.**

With larger installations, there’s probably the cost of hiring an IT specialist to manage the system.

IV. OBJECTIVE OF THE STUDY

Holding these thoughts in mind, an attempt is made to answer the following questions.

• To know the impact of Information technology (IT) HRM Function.

• To know the positive and negative impact of information technology on the employee as well as organizations.

V. CONCLUSION

The out of the study is by doing all the dissection information technology that it is beneficial for internal and external operations of the organization to a large extent. . Proper Uses of information technology helps communication of reliable information in effective way. HRM functions are done more quickly and effectively with a set of software and hardware for employee and organizational development. Information technology has an influence on all the practices of human resource management in terms of planning and management, recruitment, training and development and maintenance functions.

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