

Human resources management

Review of a University Textbook

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Human resources management – the work of managers focused on people in the work process and also focused on potential employees. The publication offers procedures for influencing the behavior and actions of employees in order to achieve excellence measured by both quantitative indicators and qualitative indicators. It offers students the opportunity to gain knowledge about personnel systems, processes and methods that they can use in their future practice.

The authors of the publication entitled "Human Resources Management" are doc. Mgr. Gabriela Kravčáková, Ph.D. and her PhD student Mgr. Dominika Bernátová. Gabriela Kravčáková deals with the issue of human resources in her pedagogical and also scientific activities. The publication is a peer-reviewed university textbook published electronically in 2020 as the second extended edition. The publisher is Pavel Jozef Šafárik University in Košice, ŠafárikPress publishing house.

The university textbook contains 10 logically arranged and content-compact chapters. The text begins with a theoretical definition of human resource management as an integral part of the management of each organization, that means private and public. It describes the competencies of management according to management levels and personnel specialists. Based on current knowledge and application practice, is described the personal information system using modern technologies and artificial intelligence in applications focused on the processes of recruitment and selection of employees, education, etc. An organization with resources should not be wasted. In this context, the number, structure and quality of human resources are important. The chapter on personnel planning deals with this issue. The organization should manage its resources well. And in this context is for example important to ensure consistency between the number and structure of workers and the number and structure of jobs. Topics on job design, their analysis and possible redesign are considered in the second chapter. In the following chapters, the authors transfer the reader to the working life of employees (recruitment and selection from job seekers, recruitment and social and work adaptation, evaluation of employee performance and behavior, financial and non-financial remuneration, mobility and employee training). Each chapter contains a subchapter on the methods, the use of which is specifically described. The text on feedback is also interesting (among other things). The authors state that *„feedback is an important component of the evaluation interview.*

It is provided not only by the subject of evaluation, but also by the object of evaluation. The subject of evaluation (manager) offers the employee the information about his performance, about work and social behavior, about career development opportunities, etc. ... Object of evaluation – the employee informs whether he understands, correctly understands and receives feedback. In addition, it can provide feedback to the manager on his management, coordination and organization of work, setting goals and tasks, his objectivity, credibility and fairness. When providing and receiving feedback, it is important to follow the principles of effective communication, we especially emphasize the need to listen and ask questions.” As human resources management is an integral part of every organization and the university text professional public, the chapters also contain sections on personnel practice in state administration.

Human resources management is a actual and topical issue and is in the forefront of the interest of the professional public. The text of the publication uses and presents a comprehensive and objective interpretation of relevant scientific knowledge, which is suitably supplemented by pictorial visualization and practical examples. The synthesis of an extensive set of domestic and foreign sources contributed to the adequate clarity of the dealing issues. At the end of each chapter, there are self-testing tasks and activities that create space to verify the understanding of the topic. The text is comprehensible for students, for their preparation for the job market and inspiring for the professional public, especially for managers who can use it to improve their work and decisions. I positively evaluate the inclusion of information in each thematic unit on personnel practice in the state administration with emphasis on their validity in the human resources management system.

I recommend the publication "Human Resources Management" to all those who are interested in learning about this issue and to all those who can influence the actions and behavior of people in the work process.

Employee satisfaction, their motivation, loyalty and commitment are important characteristics and essential factors determining the success of the organization. The university textbook not only inspires people to realize the value of people, but also offers procedures for good people management. The publication can be described as an opportunity for students and the professional public.

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