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## **PERSONNEL MANAGEMENT: FUNCTIONS AND GOALS**

The human being as a basic factor of office management is an important element. The management of human beings is known as personnel management. There is a systematic way of organizing the workers and it must aim that the workers must feel part and parcel of the organization. As such they work to get maximum efficiency for themselves as well as for the employer. In order to achieve this, team spirit will be created in the minds of the workers. The success or failure of an organisation does not depend upon the equipments, machines and other materials, but on the will, pleasure and ability of the personnel working there.

There is a task before the management to get the work done through the personnel, and therefore team spirit or co-operation will be created amongst the workers for efficient performance, and similarly a spirit of healthy competition among the workers must also be created. This will increase the production. [2]

By creating such a competition, both the workers and the employer are benefited. Personnel management does not aim at sucking the blood of the workers, but attempts to provide utilities for a common purpose, the well-being of the workers and the employer.

This can be done through standardization of personnel, which signifies the application of the methods of standardization, solving problems of selecting, employing, training, managing, etc., of the personnel.[3]

When the workers are selected and employed according to some fixed system-standardisation of personnel-they naturally work to give their best effort to the management of the concern.

A few definitions of Personnel Management are given below:

1. "Personnel Management is that field of management which has to do with planning, organizing and controlling various operative functions of procuring, developing, maintaining and utilizing a labor force in such a way that the:

(a) objectives for which the company is established are attained economically and effectively;

(b) Objectives of all levels of personnel are served to the highest possible degree; and

2. "Personnel Administration is a code of the ways of organising and treating individuals at work, so that they will get the greatest possible realization of their intrinsic abilities, thus attaining maximum efficiency for themselves and their group, and thereby giving to the enterprise, of which they are a part, its determining competitive advantage and its optimum result."

3. "Personnel management may be conveniently described as that part of the management process which is primarily concerned with the human constituents of an organisation.

Its object is the maintenance of human relationship on a basis which, by a consideration of the well being of the individual, enables all those engaged in the undertaking to make their maximum personal contribution to the effective working of that undertaking.[1]

Personnel management is the chief function of the company management. It aims at making the workers render their best services to the firm. In all the fields of business activities, the superiors look the sub-ordinates for good results. Machines can be managed very easily; but human beings cannot be.

#### **References:**

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3. Балабанова, Л.В . Управління персоналом : навч. посібник / Л.В. Балабанова, О.В. Сардак. - Донецьк : ДонДУЕТ, 2006.