Human resource management in institution of higher learning based on personnel informatization

Yue Cheng

Human Resources Department, Kangda College of Nanjing Medical University, Lianyungang, Jiangsu, 222000, China

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Abstract: Aiming at the business of human resources management in institution of higher learning, combined with the detailed analysis and design of a college human resources management information system, this paper discusses the construction characteristics of college human resources management information system and the problems that should be paid attention to. In the management of human resources in institution of higher learning, the most basic is the management of personnel files, which plays an important role in strengthening the management of human resources in institution of higher learning. With the help of contemporary information technology, integrating informatization into the whole process of human resources management in institution of higher learning, and constructing a flexible and efficient information system of human resources management is the only way for institution of higher learning to improve the level of human resources management and serve the construction of a powerful human resources country. In the information age, the informationization of personnel files is the inevitable trend of development. From the perspective of personnel management informatization, this paper analyzes the present situation of personnel management informatization in institution of higher learning, emphasizes the significance of personnel management informatization, and puts forward some measures to strengthen the construction of personnel management informatization in institution of higher learning.

1. Introduction

With the deepening of the construction of smart campuses, especially the popularization and promotion of a new generation of information technologies represented by 5G, Internet of Things, artificial intelligence, and big data, a large number of data in the daily operation of institution of higher learning have begun to accumulate, especially about faculty and staff. Academic research data, academic activity data, academic credit data, work performance data, etc. [1]. Human resource management department can no longer be the role of policy executor in the era of traditional planned economy, but should change into policy adviser while understanding the superior policies. The formulation of policies cannot be based on I imagination, but must be based on the full understanding and analysis of the actual situation, so as to make scientific and effective decisions suitable for our objectives [2]. Therefore, reasonable human resources planning can promote the rational flow of talents, and constantly optimize the management process, so as to realize the transformation and development of university functions [3]. Internet and computer technology have a great impact on all aspects of people's lives, not only changing people's living habits and lifestyles, but also changing people's ideas [4].

The rapid development of knowledge economy and information age has brought new requirements and challenges to the analysis, design and implementation of human resource management system in institution of higher learning under the traditional thinking concept, which has triggered profound changes in human resource management in institution of higher learning. Especially after entering the 21st century, with the advent of the era of knowledge economy and the development of global informatization, institution of higher learning in our country are facing great opportunities and challenges. It is imperative to reform the management mode of institution of higher learning and realize personnel information management. Managers account for a minority.

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With the implementation of logistics socialization, logistics staff are gradually separated from the school [5]. This paper holds that to fully realize informatization in personnel management in Institution of higher learning, it is far from enough to rely on a powerful personnel management information system, because it only realizes the informatization of management means [6]. Informatization reform is being carried out in all fields of society, and the human resource management of institution of higher learning is also deeply affected by informatization. Informatization reform is constantly implemented at different levels, which is not only to improve the human resource management system of institution of higher learning, but also the vital demand for realizing the modern education of institution of higher learning [7].

2. Present Situation of Personnel Management Informatization in Institution of Higher Learning

2.1. Lack of understanding

At present, there are many management departments related to personnel information, all of which are based on business division, and all manage faculty information according to certain authority[8]. This lack of understanding will inevitably lead to some negative or even wrong behaviors in the process of promoting informatization. Insufficient attention to informatization construction. Or human resource development and management are often understood as designing an assessment system by using computers, or establishing a salary system, rather than carrying out all-round supporting reform of the management mode; There are also some people who pursue the idea of one step in place, and often tend to choose a set of large and complete "perfect" software.

The informatization construction of personnel files in institution of higher learning should be carried out according to the needs of human resources management in institution of higher learning. It is necessary to change the traditional service mode, convert the information of personnel files in institution of higher learning into data, establish information databases, and realize information sharing, so as to efficiently and accurately serve the human resources management in institution of higher learning, improve the level of human resources management, and meet the management needs of personnel departments in institution of higher learning in the information age [9]. After the relevant personnel update the single system, the personnel management information clerk and the file management information clerk still have to copy everyone's work. The low level of information sharing not only consumes a lot of manpower and material resources, but also greatly reduces the work efficiency, which seriously affects the process of personnel management information [10]. According to the different knowledge structure of information management personnel and the actual needs of work, purposefully adjust and optimize the knowledge structure of information management personnel in the unit, cultivate applied talents, and maximize the professional level and technical ability of talents through continuing education. Considering the above perspectives, it is of great practical significance to seriously consider the innovative way of human resources development in institution of higher learning, which is of great practical significance for promoting the innovation of talent training models in institution of higher learning, so as to make higher education more adaptable to the needs of society.

2.2. Low level of sharing

Salary management system, title management system, personnel file management system, personnel information management system and teaching and scientific research management system mostly include personal basic information, title and position, salary status, year-end assessment, post setting, employment information, reward and punishment information, etc. In particular, the personnel file management system is related to all aspects of personnel information. However, salary management and teacher management, educational administration management and scientific research management cannot be shared with file management. College teachers generally have bachelor degree or above, belong to different disciplines and majors, and have the professional knowledge and skills of the disciplines they study. Promotion of professional and technical titles in

the general subject range, according to academic qualifications, professional skills, working hours, continuing education and other conditions, in turn from junior, intermediate, deputy senior to senior titles. In the process of professional title promotion, it is also the continuous study and further study of the disciplines and majors studied. Including hardware client, server and intermediate computer, router, memory, switch, relay, security guarantee, input and output and digital processing equipment of archives, etc.

In the follow-up human resource management, there are also obvious problems in institution of higher learning. Institution of higher learning evaluate faculty and staff, either because there is no evaluation, it is too general, or it is too detailed. Some staff only know how to maintain the database on a daily basis, such as adding, modifying and deleting information, as well as simple inquiries and statistics. Effective information cannot provide the necessary basis for scientific decision-making. At the same time, the management focus of institution of higher learning has always been on student management and teaching management. Therefore, there are many deficiencies in human resource management in institution of higher learning in my country.

3. Necessity and goal of digital transformation of human resource management in Institution of Higher Learning

3.1. Necessity of Digital Transformation of Human Resource Management in Institution of Higher Learning

The necessity of digital transformation of human resource management in institution of higher learning is mainly reflected in two aspects: the business level and the technical level. business level. The integration of management and service is the trend of social development. The traditional "paternalistic" management model will gradually fade out of the historical stage, and the importance of leadership opinions that play an important role in traditional management will gradually decrease in the new management model. technical level. The operation of various systems on the smart campus has accumulated a large amount of data, which should not be put on the shelf by university administrators. In the human resource management of institution of higher learning, it is difficult to achieve effective matching between on-the-job personnel and those to be recruited. The main manifestations are as follows: First, in institution of higher learning, the reform of post setting needs to achieve accurate matching of personnel and positions, and different positions have different work content and Responsibilities, which also have different requirements for the work ability, professional structure and personality of different personnel, and require different personnel to perform in specific positions.

In the current institution of higher learning, although there are high-quality teachers, the phenomenon of brain drain is very serious. Although the school has spent a lot of cost to introduce and cultivate talents, it has caused brain drain, which is also a big loss of the school. The main body of personnel management informatization is human resources staff. If their ability can not meet the needs of work, it will have an impact on the smooth progress of the whole work. Therefore, there must be a team with strong comprehensive quality to carry out the whole work. The informatization construction of human resources management in institution of higher learning is a huge and complicated systematic project, which involves the improvement and optimization of the overall operation mode of institution of higher learning. In the process of informatization construction of human resources management in institution of higher learning, it is necessary to clarify the implementation principle, construction steps and carrier, macro-planning, micro-starting, step-by-step construction and overall optimization. The information of human resources information database in institution of higher learning can be divided into three categories: personnel information, academic achievement information and teaching information. Through these database management systems, the human resources management department of institution of higher learning can establish a rich and systematic information database of human resources in institution of higher learning, and lay a solid foundation for the informatization construction of human resources management in institution of higher learning.

3.2. The goal of digital transformation of human resources management in institution of higher learning

Build a hierarchical evaluation system. Build a hierarchical evaluation system for teaching staff. The basic evaluation indicators are calculated based on the data generated by the daily work and life of teaching staff. They are mainly oriented to teaching staff. Professional teams or professionals calculate them based on data and objective standards. The calculation process is not disturbed by other factors to ensure the objectivity and impartiality of the evaluation indicators. Some businesses in the existing system cannot be shared, which makes the acceptance of daily business procedures complex, and users and staff feel very inconvenient。The school needs to change the previous personnel management method, give full play to the potential of the personnel department, and realize the real human resource management. The data flow of the teacher management module is shown in Figure 3. The existing business processes are all completed manually, and the staff is also required to be very familiar with the working environment. The amount of data maintenance is large, and data sharing cannot be achieved.

Its functional structure is shown in Figure 1, which mainly includes several categories such as full-time teacher information processing, high-level talent project, various types of talent selection, professional and technical job evaluation, management of returning to China, teacher training, assessment, and public information

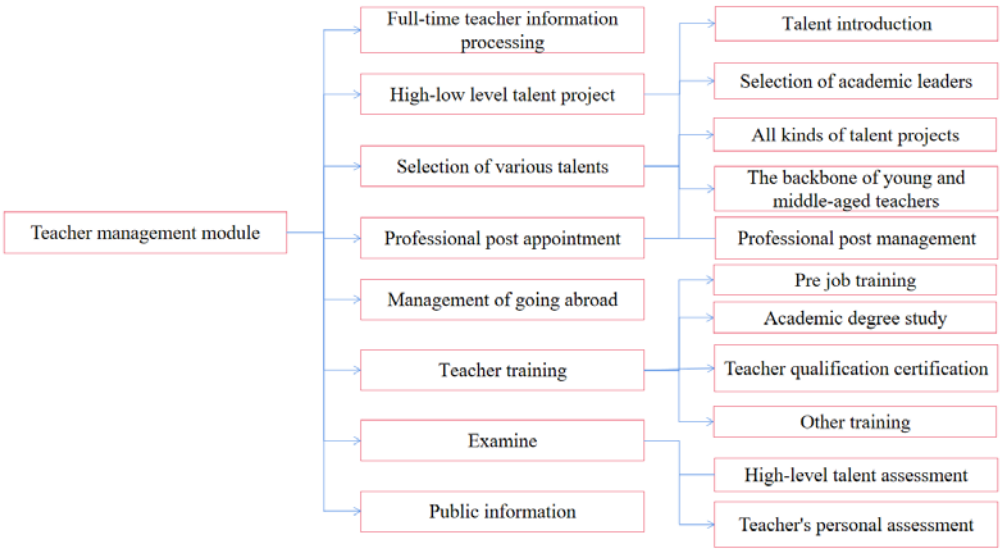

Figure 1 Functional structure diagram of teacher management.

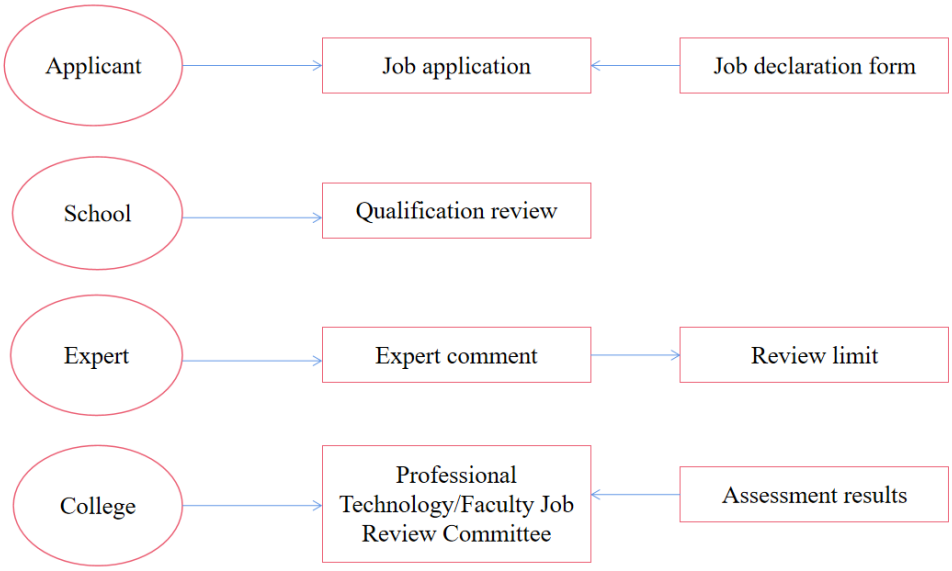

Figure 2 Data flow chart of professional and technical job evaluation and appointment

The data flow of the teacher management module is shown in Figure 2. The existing business processes are all done manually, and the staff is also required to be very familiar with the working environment. The amount of data maintenance is large, and data sharing cannot be realized.

In the work of human resource management in Institution of higher learning, we should digitize each element to make it comparable, implement quantitative management, accurately and objectively describe the position, ensure the good working state of employees, use quantitative analysis to realize the effective matching of personnel, improve performance appraisal, strengthen salary design, etc., so as to simplify things, which is the progress of the times, It is also the inevitable result of digital development. Traditional personnel management in institution of higher learning mostly builds simple databases through EXCEL, and information cannot be shared. However, the personnel work needs to communicate with various departments in time, and the information should be communicated with each other. Each department has a different office location, and personnel workers need to travel back and forth to collect data, which is not only cumbersome, but also has a high error rate. It is necessary to change the concept and knowledge structure of archivists, improve their comprehensive quality and information management ability, and pay attention to structural optimization and complementarity in the construction of talent team. Establish a strong sense of safety.Take effective security measures and formulate information security management systems to ensure the security of all aspects of information technology. At the same time, it is necessary to rely on the information network resources of institution of higher learning, integrate existing resources, and build together with the organization and personnel departments. Using computer technology, combined with active human resource management, a human resource management information system is formed, and more work that needs to be handled manually is handed over to the computer, thereby improving the quality of management.

4. Conclusion

In conclusionThe core of management lies in people. As a complete individual, faculty and workers naturally have the ability to associate various pieces of data. The digital transformation of human resource management will give full play to the value of data, form decision-making advantages, make scientific and reasonable decisions, lay a solid data foundation for other management decisions of institution of higher learning, and drive the overall improvement of the management level of institution of higher learning. It is just around the corner to realize all-round informatization in the personnel management of institution of higher learning, and to establish educational informatization colleges that meet the needs of China's social development and can be in line with international standards. It is divided into functional modules to realize the demand of human resources management of the personnel department. It can not only save cost, but also realize resource sharing. In a word, in today's highly information-based society, only by realizing all-round information in institution of higher learning can we have a clearer working idea, improve work efficiency and enhance work effectiveness. In the process of comprehensive informatization, we should not only attach importance to the informatization of management means, but also strengthen the informatization of management process, which are two important aspects to realize comprehensive informatization.

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