

# QUALITIES OF A GOOD HUMAN RESOURCE MANAGER

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## ABSTRACT

*This paper explores the qualities of resource manager in the modernistic and different skills to achieve the present scenario problems are face and solve the current issues in the future, human resource managers have strategic and functional responsibilities for all of the HR disciplines. A human resource manager has the expertise of an HR generalist combined with general business and management skills. In large organizations, a human resource manager reports to the human resource director or a C-level human resource executive. In smaller companies, some HR managers perform all of the department's functions or work with an HR assistant or generalist that handles administrative matters. Regardless of the size of department or the company, a human resource manager should have the skills to perform every HR function, leadership is both a research area and a practical skill encompassing the ability of an individual or organization to lead or guide other individuals, teams, or entire organizations. A leader is as person who has commanding authority or influence". What is important is that each leader takes the time to evaluate not only her/his own leadership strengths and weaknesses, but also the needs and dynamics of the group with which they will be working. The exercises here will help you to determine what leadership skills are important to you and what kind of leader you may be or want to become. Often times the most influential leaders in our lives are not famous or well known. They are ordinary people who do extraordinary things and make an indelible impact in our lives. These are the true people in our lives that we look up to. Take some time to think about these phenomenal people. Thinking through this activity will allow you to develop a list of leadership qualities that you feel are important to possess to be a good leader. And leaders have inter personal, Objectivity and tact, fairness and resolve, approachable and compassionate, leadership and considerations skills are very essential.*

**Keywords:** Human resource manager, Qualities of human resource manager and, Skills of HR.

## 1. INTRODUCTION

Human resources managers oversee the hiring and development of employees so they become assets to their companies. Tasks vary by company; in a small business environment, the HR manager often leads a small team of employees and performs several roles. If you are a small-business owner who is looking to fill this important position, the hiring process goes more smoothly when you know the qualities of a good HR manager. Academic requirements to become an HR manager vary by company. Most employers prefer a bachelor's degree that includes a balanced curriculum of English, behavioral sciences, accounting, business and labor law, statistics and economics. Master's degrees in industrial organization, human resources management, business administration and industrial relations are also acceptable. In a small business environment, the HR manager tends to wear many hats. Still, her duties are geared toward the employment aspect of the business. Duties may include allocating resources to different departments or projects, determining compensation and pay increases, employee benefits administration, hiring and termination, handling employee issues, maintaining ethical principles in the workplace, and ensuring that the business complies with labor, health and safety laws. Determine the chain of command before you advertise the position. In a small business, the senior HR person typically reports directly to the owner, CEO or an active partner of the business.

## 2. QUALITIES OF HUMAN RESOURCE MANAGER

- Education: Academic requirements to become an HR manager vary by company
- Role: In a small business environment, the HR manager tends to wear many hats
- Interpersonal Skills
- Objectivity and Tact
- Fairness and Resolve
- Approachable and Compassionate
- Leadership Skills
- Considerations

### 3. COMMON CHARACTERISTICS FOR HR

**1. They are Respectful:** Between co-workers, supervisors, customers and/or clients, there are many different personalities in a professional organization, so it's unlikely that you will like everyone you encounter. Despite this, the most successful employees treat everyone with respect, regardless of personal feelings. They treat their peers and employees they manage with the same level of respect, which makes everyone feel valued and appreciated. This mutual respect in the workplace creates a positive work environment. "When people work with one another with peace and harmony, they don't have the time to focus on other shallow and petty ideas," according to experts at [Wisestep](#). "People will be more interested in finishing their assignments and boosting the levels of productivity at work." Successful employees understand that respect is a two-way street. If they respect others, they will receive respect in return.

**2. They Take Initiative:** Individuals who truly make a difference on a team or in an organization are the ones that go above and beyond the call of duty. They don't just do what's asked of them, they look for opportunities to take the lead or solve problems. Managers love these types of employees because they can work independently and don't need to be micromanaged.

**3. They are Professional:** Professionalism isn't determined by an individual's experience. Instead you see it in their intangible personality traits; the way employees carry themselves in the workplace. Are they punctual or do they frequently show up late? Are they dressed appropriately and look put together or do they look like they just rolled out of bed? Do they take pride in their work and produce a product they're proud of? Do they raise their hand and contribute insight during meetings or do they speak out of turn and interrupt other employees?

**4. Successful Employees Are Selfless and Authentic:** It's easy for job candidates to "talk themselves up" in an interview, but can the candidate talk about their successes within teams or the greater organization? Of course, everybody wants to achieve some level of personal success, but successful employees know how to be selfless. They understand when to put the company first and why it's important. This is especially important for managers and executives that will be representing your organization at client dinners, when networking, during sales calls and more. Making sure these types of employees can frame success within the greater organization is especially crucial as these interactions can inform how non-employees perceive your company.

"Authenticity is important for establishing reciprocal relationships with others in the executive arena. Long-term, rewarding professional partnerships don't begin with a selfish attitude," employees show selflessness; they're able to establish better relationships that ultimately improve your company and its reputation.

**5. They Have a Desire to Improve:** Whether they're managers, mid-level employees or entry-level workers, successful people constantly strive to improve. They're not satisfied with the status quo and look for opportunities to get more from themselves and their team. These individuals appreciate constructive criticism and feedback because it gives them a chance to learn and improve. If you can find employees with this desire and cultivate it within the workplace, you can be confident they will work hard to improve themselves and push the company forward.

**6. They Take Responsibility:** Successful employees are honest and take responsibility for their actions. This means that if something goes wrong—they miss a deadline or produce subpar results—they own up to their mistakes rather than looking to blame others. Suggesting that responsibility is the same as accountability: "For example, instead of following up with other teammates to ensure the project is completed timely, the unaccountable worker forgets about the project the minute it leaves her desk," she says. How do you pick this person out of the crowd? Abughosh explains, "If the project's deadline is missed, she'll be sure to let everyone know that she did her part." Pinpointing this during hiring is critical to avoiding resentful feelings among co-workers later.

**7. Successful Employees Stay Positive:** Long hours, multiple projects and demanding deadlines can cause stress in an office. While it's natural for workers to feel stressed, successful employees are able to stay positive. "People who are negative bring down morale and demotivate," writes Kevin Daum from Inc. "Employees create value when they help create a positive environment that others can't wait to join."

**8. They Know When to Say No and Ask for Help:** Successful people understand their limitations. While they're eager to take on projects, challenge themselves and take initiative, they're also realistic about what they can do. This means they're not afraid to say "no" if they have too much on their plate, because they always want to do their best work. When interviewing potential employees, try focusing on identifying employees that exhibit the traits and habits listed above. Employees that exhibit some or all the qualities as described above are more likely to positively impact your company. For more advice on how to effectively use your interview process to identify top performing employees.

#### 4. VARIOUS SKILLS

**1. Interpersonal Skills:** Wearing many hats successfully requires strong interpersonal skills. The HR manager must interact with various types of people on a daily basis. Much of his day is spent interviewing prospective employees, attending budgeting meetings, addressing concerns from employees and management, and interacting with service providers, such as for healthcare and insurance benefits. Each time he comes into contact with people, he must relate to them so their questions are properly addressed and the employment sector of the company operates efficiently. He must be a "people person" who likes interacting with others.

**2. Objectivity and Tact:** One of the most crucial aspects of an HR manager's job is the ability to display objectivity and tact. She is required to address conflicts among employees, conduct performance appraisals on her own subordinates and hire the right employee for each open position. These processes require her to be objective rather than emotional so she makes decisions that positively impact the company. She should have a detached point of view in each situation rather than allowing her personal feelings to sway her judgment. Further, she should deliver her words tactfully rather than brashly to avoid employees feeling hurt or disrespected.

**3. Fairness and Resolve:** Acute awareness of employment discrimination laws is paramount to avoid breaking them. Your HR manager should treat all employees equally by complying with discrimination regulations. He must be firm in his decision once he has weighed a situation and arrived at a conclusion. Fickleness or indecisiveness indicates a lack of resolve, which can cause employees to view him as soft.

**4. Approachable and Compassionate:** Employees must feel they can approach the HR manager with their problems. They want to know that she truly listens to them and will help them find viable solutions to their issues. If an employee has a problem at work, it will likely affect his job performance. If the HR manager seems unapproachable, the employee will be reluctant to go to her. If she lacks compassion, he won't trust her with his problem. This is particularly important to employee retention and productivity; workers often quit or become demotivated when they feel that HR or management doesn't care about them.

**5. Leadership Skills:** A good leader inspires his employees. He sets favorable examples for his employees to follow. For example, an employee who is admonished for frequently being late by a manager who is usually tardy himself can view the manager as hypocritical. HR managers are not exempt from company policies; if the manager follows them, the employees will be inclined to do so. An effective leader is also trustworthy. HR duties require confidentiality and the ability to keep employees' personal information private. Your HR manager should have all the qualities of a good leader.

**6. Considerations:** HR manager must have fine negotiation skills when making compensation offers to prospective employees or when trying to retain a valuable employee who has decided to resign. A keen sense of timing is also necessary to de-escalate conflicts before they become unmanageable. She should know what employees need to motivate them, as well as what the company requires to grow, and seek ways to achieve both. In short, the consummate HR manager is organized, able to multitask, discreet, team-oriented and forward-thinking -- a strategic planner, dedicated to constant improvement, ethical, impartial and dual-focused on the needs of the employee and the company.

#### 5. CONCLUSION

This paper addressed the above important qualities, characteristics and skills are very meticulously necessary for every human resource manager, currently, lack of skills in every individual due to the Government of India is also given training to different fields, which are suitable for human resource managers like skills development program. So if human resource manager have different skills and he extremely achieve in future as well as good product also come with our hands and successful in the life.

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