Research on Human Resource Management Information Construction in Small and Medium-sized Enterprises

Yueran Zhou

Homerton, College, University of Cambridge, UK Hills Road, Cambridge CB2 8PH

Abstract: To make the talent role get maximum use and improve the efficiency of enterprise management, small and medium-sized enterprises should be information as an important breakthrough, into the enterprise human resource management, in order to improve the enterprise human resource management ability, provide comprehensive data support and decision support, promote the enterprise personnel decisions adapted to the strategic objectives of the enterprise. Small and medium-sized enterprises to better match the information, we must take the initiative to the transition to find new changes, with information ideas to improve work efficiency, the reform of human resource management, and to accelerate the human resource management information construction, strengthen the information management, make human resource management toward more scientific, more in line with the market demand of development and reform, for the development of small and medium-sized enterprises to provide strong organization guarantee and talent support.

Keywords: Small and medium-sized enterprises; Human resource management; Information technology

Foreword

With the development of society, information technology has achieved rapid development, which provides new opportunities for the development, innovation and change of all walks of life. At present, many small and medium-sized enterprises borrow IT technology, have considerable achievements and scale, and continue to accumulate experience, improve technical efficiency. In the current social environment and time conditions, small and medium-sized enterprises need to strengthen human resource management information, promote its more scientific, more in line with the needs of the market, for small and medium-sized enterprises talent training and talent management to lay a solid foundation. The work of human resource management is mainly to grasp the needs of the market. In the process of changing social development, to train, select and evaluate the talents that meet the needs of the development of The Times, so as to lay a solid foundation for the sustainable development and innovation of the country.

1. The importance of human resource management information construction in small and medium-sized enterprises

Combining information technology and personnel management can effectively improve the work efficiency of small and medium-sized enterprises, promote the innovation of personnel concept of enterprises, and enhance the competitiveness of enterprises. First of all, with the development of information technology, the working mode of human resource management of enterprises has undergone great changes. Many artificial work such as "document registration", "file preservation" and "leave approval" can be completed with the help of information office software. This not only saves the administrative costs of the enterprise, but also saves the personnel costs of the enterprise, to achieve the best profit of the enterprise. Secondly, the method of information technology is used to innovate the technology of human resource management, so that enterprises can better provide better services for employees, and enhance the coordination and satisfaction of employees to the management. Through the information management of personnel, the work can be reasonably allocated, so that the enterprise can obtain the maximum economic benefits.

2. Problems existing in the human resource management information construction of small and medium-sized enterprises

2.1 The personnel information system of the enterprise is not sound

System is the fundamental and guarantee of enterprise development, and a sound system has a strong restriction and governance effect on small and medium-sized enterprises. At present, the way and concept of human resource management of small and medium-sized enterprises

can not keep up with the pace of the development of modern society, and the defects in the system have become an important factor restricting their development. Due to the imperfect system, the human resources of small and medium-sized enterprises are not able to give full play to their own advantages, in the development path, direction, personnel deployment and management, the lack of systematic and comprehensive consideration and analysis; this leads to the limited development of small and medium-sized enterprises. Therefore, in the development and construction of small and medium-sized enterprises in China, we must continue to improve and perfect the talent management system to make it an important work.

2.2 The overall quality of enterprise human resource management personnel is low

Talent is the first productive force and driving force for the development of enterprises. Due to the development scale, production capacity, market competitiveness and other reasons, small and medium-sized enterprises are at a disadvantage in attracting and cultivating talents, which has been the fundamental problem restricting the development of small and medium-sized enterprises to information, science and modernization. However, small and medium-sized enterprises to adapt to the new development needs, you need to strengthen the human resource management talent construction, cultivate and talents with high comprehensive quality, from the current situation, small and medium-sized enterprises still stay in the traditional management mode and management concept, the demand for employees have no unified specification. The human resource management of many small and medium-sized enterprises still stays in the manual operation mode, which can neither improve the work efficiency, nor increase the work burden of the staff, but will cause greater costs, resulting in the decline of the quality of enterprise development.

3. Theoretical overview

3.1 HRM

In the early 20th century, in the public discussion of the Northeast, Camance first discussed the national labor and material investment, and proposed the term "human resources" for the first time, but its essential meaning is still very vague. In the middle of the 20th century, Peter Druuck (Peter F. Drucker) published his famous Practice of Management (Management Theory of Management), and the first proposed the concept of "modern HR". Peter Drucker points out that most of all renewable or non-renewable energy will be restricted by its own natural characteristics, only talent is growth. He believes that the particularity of human beings is the expansion of human potential. Appropriate and reasonable human resource management for employees can make employees motivated, participate, satisfied, reward excellence, promotion, make the growth of employees consistent with the development of the enterprise, and finally achieve a win-win situation between the enterprise and employees, and achieve the strategic goal of leaving the enterprise.

In the author's opinion, the core concept of human resource management is that enterprises should use some scientific management concept, reasonable institutional tools, and use recruitment, training, performance appraisal and other management methods, so that the functions of people can be used to the maximum extent, so as to achieve the current work purpose and the future strategic development needs of the enterprise. Subjectively speaking, human resource management can also be defined as the sum of a set of management activities, such as the management of human resources demand, the management of the recruitment process, the training of management personnel, the management of performance, the management of employee welfare, the management of employee relations and so on. At present, in enterprises and public departments, most human resources departments manage human resources in the way of dividing modules. The common categories mainly include human resources planning, employee recruitment, employee training, salary management, performance evaluation management and employee relationship management. These functional modules are independent and inseparable from each other, and there are many separate business-driven processes in which the functional modules must be closely coordinated. Some private enterprises adopt the "three pillars" model of David Jurich to reform the original six main functional units, —— Expert Center (COE), HR Business Partner (HRBP) and "sharing" (SSC). The HR system, based on the "three pillars", provides a new perspective for the enterprise operation. Its core idea is to create better value for the enterprise by rebuilding the ability of the enterprise.

3.2 Human resource management system

Enterprise talent training plan is the core link of enterprise talent resource management. According to the current theory of advanced human resource management system, the management platform of recruitment management, post management, deployment management, salary management, performance management, training management and so on based on six modules, so as to ensure the fundamental purpose of improving the quality and long-term development of employees. Based on this, through building perfect human resources planning, post system, salary system, promote the company's long-term stable development and the growth of business scale, continue to improve employees' job satisfaction and work quality, create better working atmosphere for employees and development opportunities, make the enterprise and employees in the process of development. On the basis of the existing literature and theory, a relatively recognized set of scientific human re-

source management system is divided into six parts:

The first part is the HR planning system. First of all, the talent development and management of the enterprise, the comprehensive analysis and research of the talent needs of the enterprise, and the deployment of employees, personnel transfer and training promotion. The second is the development of a potential evaluation system. By filing the work performance of employees in different periods, the quality evaluation mode is established, and the suitability of the position is judged accordingly. The third is to establish a performance assessment system. Set up the performance evaluation indicators, define the performance management system, and use the performance evaluation system to improve the performance of personnel. Among them, the most common are: key performance indicators evaluation, 180 degree performance evaluation, 360 degree performance evaluation, etc. The fourth is to establish a sound salary and treatment system. While determining the job level and salary level, it is necessary to not only maintain the internal fairness of the company, but also have a certain ability of competitiveness in the foreign market. We should clearly define the salary composition and payment mode and make appropriate adjustments. Fifth, the establishment of a talent training mechanism. According to different jobs, formulate the corresponding training program, and the corresponding training evaluation, and the evaluation, so as to analyze the training effectiveness. The sixth is the position system. Different from the establishment of posts, empty editing, overediting and other different situations, according to the different sequence, name and grade of the post, determine whether the post is reasonable, write the post responsibility and position specification. In today's Internet +, big data analysis rapid development today, the modern computer science and technology, modern network communication technology and other advanced information technology, to form a scientific and efficient operating system and database resources, to complete the information automation of human resource management, as well as some electronic operation process. The use of personnel management information technology, and the laying of human resource management information system, to achieve the effective improvement of the work efficiency of human resources practitioners, the overall labor cost of enterprises reduced, the enterprise various management methods to be improved, the quality of work has been further improved. In the past, HR practitioners are busy dealing with daily data processing, process follow up transactional work, after the change of human resources informatization, they will put more energy into the flexible communication of human resources and integration of work together, improve the overall efficiency of the enterprise human resource management, and the comprehensive competitiveness of the enterprise.

4. The advantages and disadvantages of enterprise human resource management information construction

4.1 Superiority

The informatization of human resource management can not only minimize the operating cost of the enterprise, but also make the operation of the enterprise more efficient. Firstly, EHR management is a key step in the green development of enterprises, which can greatly support paperless work; Secondly, EHR management can replace manual work with hardware and software, greatly improve work efficiency and reduce labor cost.

The implementation of electronic human resource management can effectively enhance the satisfaction and happiness of enterprise employees, enhance their work enthusiasm, and realize the retention of excellent talents.

In the case of timely exchange and feedback, efficiently explore the value of information data. In the construction of the electronic HR model, each employee can be regarded as a node in the network, and these nodes are connected through the HRM network, forming a closely connected large group. In one way, it is helpful to find problems and make corresponding adjustments; At the same time, every employee can actively participate in the operation of the company, so as to make the news more timely and smooth.

Innovate the management concept. The e-HRM can greatly alleviate the heavy daily work of HR employees and allow them to focus on providing better services to their employees. The above content summarizes the advantages of the application of electronic human resource management in enterprises, which is a common practice. Obviously, for enterprises, the original traditional human resource management mode has become a bottleneck restricting their development, and it is urgent to reform to promote the informatization of enterprise human resource management.

4.2 Inferior strength or position

Existing HRM models have many reasons detrimental to the implementation of e-HRM. At present, most enterprises still use the traditional personnel management mode, which is analyzed, indicating that in the process of promoting personnel management, the lack of unified thinking and plans. Secondly, the information human resource management is to reduce the operating cost as the goal, but to continue to make the cost investment, until the completion of the project, can really achieve the benefits. In the construction process, the investment in system purchase, system maintenance, system update, personnel training and other aspects not only puzzled small enterprises, but also some large

companies began to doubt its input and output ratio.

The current enterprise system, management mode and talent training system do not meet the needs of talent training. For a long time, people regarded personnel management as "logistics" and could not create any benefits for the company, which made the company executives did not pay enough attention or put it on the strategic development level of the enterprise. This phenomenon does not only appear in enterprises, most enterprises and employees have no complete understanding of information, they simply regard information as the most advanced management thought, so as to promote the acquisition and dissemination of information, this rigid thought is difficult to fully play the information function.

The defects of the information system. The difficulty and difficulty of information system vary from person to person. Most of the HRM software provides a universal product for any state enterprise; in addition, the author sees some problems of complicated management system, limited processing results, poor understanding, and fewer applications. The solution of the above problems depends on the informatization and the research and development of electronic human resource management.

5. Effective measures for the information construction of human resource management in small and medium-sized enterprises

5.1 Build a sound human resource management information system

How to ensure the normal operation of enterprise human resource management information system is the most concerned problem in the current reform of enterprise personnel system. In order to ensure that enterprises in the construction process to achieve good results, enterprises must pay attention to the following problems. First, we must seek truth from facts. Update the enterprise management system, improve the relevant management responsibility, use advanced ideas, and actively sort out the work process, in order to achieve the innovation in the management mode, to ensure that the system can efficiently deal with the application problems in practice. In the project execution stage, both the providers and supervisors should have strong practical ability of information construction; it is not wise to pursue high technology, but to consider business needs. Second, we must be forward-looking. In the field of information technology, the main operating system, database, etc. Some product development across systems and across data platforms must reflect the modern business philosophy. Therefore, to establish a perfect enterprise information system, it can effectively improve the efficiency, accuracy and reliability of enterprise operation, and promote the sustainable development of enterprises. At the same time, the establishment of a set of perfect talent management system, not only to study the talent training mode, but also to constantly improve and innovate in the process of talent training.

5.2 Cultivating high-quality information technology personnel

In business management, talent is the most valuable asset. In the process of implementing informatization, the cultivation of human resources is the fundamental for enterprises to obtain information resources, and also the key to ensure the sustainable development of enterprise information resources. It also affects the development rate and quality of other elements within the enterprise. Enterprises should always be people-oriented, with talent training, talent construction, talent promotion as the primary task. To strengthen the staff training and communication, make them gradually into the enterprise information management system, let them better use of modern information technology, but also to develop the information technology personnel of creative ideas and organization skills, for the enterprise human resource management information construction to cultivate a batch of high-quality IT talents, in order to improve their work efficiency.

5.3 Increasing investment in capital and technology

Human resource management information needs a huge amount of capital investment, and without the strong economic strength to do the support, everything will become a castle in the air. Therefore, as a small and medium-sized enterprise, to play their own characteristics, under the premise of legal and reasonable, take the initiative to invest in this huge and complex project. Small and medium-sized enterprises usually encounter financing difficulties, so we can take the following measures: First, take out 10% of the annual profit of the enterprise as part of the project. And the money should also be used reasonably through financial and other related institutions, and to ensure that the information technology for enterprises can be upgraded within a year. Second, the state and relevant institutions should provide economic support and assistance. Small and medium-sized enterprises should communicate with relevant local departments, and obtain as much as possible from the government technical support, fiscal and tax preferences, talent selection and other policy support, which not only saves capital, but also creates a favorable policy environment for the successful implementation of the electronic personnel system, so that enterprises.

5.4 Establish an information-based personnel system

If small and medium-sized enterprises want to gain a foothold in the market economy and continuously improve their efficiency, they can only adapt to the needs of the market and combine the construction method of information technology with the company's operation and operation. First of all, the enterprise should change in the concept of human resource management, vigorously promote and pay attention to

the importance and importance of information management, master more updated human resource management idea, make the small and medium-sized enterprise human resource management mode and management idea change, to promote the implementation of human resource management information and execution to lay a solid foundation. Second, in the process of human resource management information, the enterprise must continue to improve the management system, with the information management system to strengthen enterprise development and development, the enterprise management program has a fixed way and network characteristics, make the enterprise under the guidance of information management mechanism, better promote the enterprise internal management process and external organization coordination and integration perfect and optimize the enterprise information management system and procedures, is the implementation of enterprise personnel management information prerequisite and core, is also an effective means to strengthen and improve the enterprise personnel organization system. Finally, in the process of sound enterprise human resources information management mechanism system, to continue to strengthen enterprise leadership on the management power and management responsibility division of labor, for human resources management and other departments of reasonable division of labor, collaboration and information sharing for overall arrangement, make the management mechanism more sound, more humanized development, strengthen human resource management in talent management, business decisions, work as a whole other departments of positive influence, ensure the healthy and sustainable development of the enterprise as a whole.

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About the author: Yueran Zhou, Female (1981.8.8~), Nationality: Henan, Education: Doctor, Title: Deputy High, Main research direction: Human resource management information construction in small and medium-sized enterprises