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SERVICE NAME :	SOP FOR HUMAN RESOURCE
DATE CREATED :	
APPROVED BY :	<b>Doctor name</b>
REVIEWED BY :	HR

# SOP OF HR (HUMAN RESOURCE)

## ● What is HR's SOP?

- The standard operating procedure of HR is a set of specific HR procedures that are carried out to carry out HR procedures based on the laws, regulations of the State Board of Personnel, regulations, guidelines, etc. An HR keeps listing and updating all Sop's from time to time.

## ● What is the main role of HR in a Hospital?

- In Hospitals HR selects the right person for the right job at the right time and recruits it at the right place. HR organizes its entire group by following the right guidelines and runs smoothly. HR's group structure must be accurate to insure and function.
- The role of HR is always fair.

## ● What are the main activities of HR?

1. To analyze job vacancies and their needs.
2. Selection under employee hiring criteria.
3. Take full care of the training and development of employees.
4. To keep observing the loss and gain of the organization.
5. Managing the performance management of employees smoothly.
6. To expand relations within and outside the organization.
7. Build cordial relations with employees.

## ● What is the KPI for HR?

- Human resource key performance indicators are metrics that are used to see how HR is contributing to the rest of the organization, how its functioning is, its decisive capacity, how it maintains cordial
- relationships with everyone. That is, how successful HR is in realizing the strategy of the institution.

## ● What is the ROI of HR?

Measuring the financial return on investment is the ROI to be applied to a business measuring the institution's performance by assessing the net profit along with the overall net worth of the institution. It is through this that the loss and profit of the institution is assessed.