

## DOCUMENTS IN HRM

### JOB ADVERT

This advertisement placed in media by the business in need of employees. Its purpose is to inform job seekers to apply for a specific job or job advert takes the following format.

#### BUSINESS NAME AND ADDRESS

#### JOB ADVERTISEMENT

**Background:** XYZ is a fast growing enterprise dealing in ..... located in .....it has been operating since 2008 and is seeking to employ qualified personnel to fill the following post.

Job Title : Accounts Manager  
Job reference Number: FM.HRM/001/2020  
Department : Finance Department  
Reports to : Branch Manager  
Duty Station : Kabale Main Branch

**Job Summary:** The primary role of this post is to supervise the accounts department, manage cash flows and prepare financial reports and statements.

#### Duties and responsibilities.

- To monitor the finance department
- To manage all cash flows
- To prepare financial reports and statements
- To design accounts related documents.

#### Academic qualifications.

A bachelor's degree in accounting or related fields.

**Working experience:** The job holder should have a minimum of 3 years' experience in accounting in a busy organization.

#### Special skills/ Abilities

- Good computer skills
- Good communication skills
- Ability to work for long hours
- Good leadership skills

**Age limit:** 25-45 years

**Salary:** Monthly salary is shs. 1,000,000/= plus transport and housing allowances.

**Terms of employment:** This Job is on a contract basis renewable after 5 years basing on work performance.

**Equipment to be used:** Computer, calculators

**Procedure for applying for the job:**

Interested persons who meet the above requirements should submit their applications with copies of academic documents to:

The Human Resource Manager,

(Business Name and Address)

Buyala road plot No. 22

Deadline for submitting application(write date)

**N.B.** Only successful applicants shall be contracted

Advertised by,

.....

**BOSSA BOB**

**HRM**

## JOB APPLICATION FORM

This document is designed by the business in need of workers for job applicants to fill-in their details.

It takes the following format.

### BUSINESS NAME AND ADDRESS

### JOB APPLICATION FORM

This form should be filled in triplicate (3 copies)

- A. Post applied for .....
- Job reference Number.....
- Date of application.....

#### B. PERSONAL DATA

Name.....	Religion:.....
Nationality .....	Present Address.....
Date of Birth.....	Telephone.....
Marital status.....	Gender.....

#### C. EMPLOYMENT EXPERIENCE

Employer	Post held	Date from...To..
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#### D. EDUCATIONAL QUALIFICATIONS

Name of Institution	Period	Qualification
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E. When can you be available for appointment?.....

F. Extra Curricular Activities.

(i)..... (ii).....

#### G. REFEREES

1..... 2.....

H. **DECLARATION:** I hereby declare that all the information given is true and correct.

Sign..... Name.....Date.....

N.B: Attach certified copies of academic documents

## **JOB DESCRIPTION**

This is a written document with major duties and responsibilities of the work. It generally describes the details of the job to be done. E.g.

## **BUSINESS NAME AND ADDRESS**

### **JOB DESCRIPTION**

**Job post.** Accounts Manager

**Department:** Accounts Department

**Duty Station:** Kabale Main Branch

**Job Summary:** (Job Purpose)

To supervise the accounts department and manage all cash movements

### **Job Duties**

- Managing the department
- Managing all cash flows
- Preparing financial reports periodically
- Designing accounts related documents

**Report to:** Branch Manager

Job relations to other departments

The accounts manager shall work hand in hand with all departments in relation to financial matters. Office tools, equipment and machinery, computers, calculators, printers, adding machines.

### **Working conditions**

- Working for 8 hours per day.
- Attending relevant training sessions occasionaly
- Earning a monthly salary of shs. 1, 000,000/=
- Interacting with customers

## **JOB SPECIFICATION**

This refers to a detailed statement of the minimum acceptable physical and mental qualities or abilities a worker must have to do the job.

It describes the person fit to do the job.

## **BUSINESS NAME AND ADDRESS**

### **JOB SPECIFICATION**

**Job post:** Accounts manager

**Academic Qualifications:** Should have a bachelor's degree in accounting and finance, commerce (accounting option)

**Physical qualities:** The job holder should have good health, good sight and hearing ability.

**Work experience:** Should have 3years experience in a busy accounting department with good computer skills.

Personal qualities/ characteristics

- Good communication skills
- Good analytical skills
- Good leadership skills
- Team player

**Age limit:** 25-45years

**Gender:** Male or Female

**Marital status:** Married or Single

**Religion:** Any.

**Residence:** The job holder should be living within a radius of 4km from the job station

## **JOB APPOINTMENT LETTER**

This is a letter given to the newly recruit worker after successfully passing interviews

**BUSINESS NAME AND ADDRESS**

**DATE:**

**REF NO.**

Mr. Arigo Mark

Katuna Town Council

P.O.Box 429

Kabale.

Dear Sir,

### **RE: LETTER OF APPOINTMENT**

Following the interviews you had with us on the 22/04/2020, I am glad to inform you that you have been appointed to the post of stores manager.

You shall perform your work duties with (Business Name) Kabale Branch

Date of appointment: your appointment takes effect on the 28/04/04/2020 and you shall be expected to start work on 1<sup>st</sup> of May, 2020.

**Minute number**

This appointment is minuted as MS/SB/HRM/2020.

**Appointing Authority:**

This appointment is by the Human Resource Management (Business Name).

**Terms of Employment:**

You have been appointed for a five year contract renewable or cancelled basing on your performance.

You shall be served with a notice of renewal or terminating of your contract a month before the expiry of your contract.

**Salary and fringe Benefits**

You shall be entitled to a monthly salary of Uganda Shillings Five Hundred Thousand (shs.500, 000) free housing, free feeding and health care facilities.

You are required to write an acceptance letter if you accept this appointment.

Yours faithfully.

.....

**Bakama James**  
**Human Resource Manager**

Cc: file copy

Chief Accountant

Enclosed is a copy of Business rules and Regulations

# JOB PERFORMANCE APPRAISAL FORM

**BUSINESS NAME AND ADDRESS**

**LOGO**

**FORM NO. PA003**

## PERFORMANCE APPRAISAL FORM

Evaluation period: From ..... To.....

### SECTION A. Worker's personal data

Name of worker.....

Worker's number.....

Job title (Post).....

A2. Details of the supervisor

- Immediate supervisor.....
- Next supervisor.....

**SECTION B:** Appraisal of worker's performance basing on selected indicators.

<b>Evaluation factors</b>	<b>Excellent</b>	<b>V. Good</b>	<b>Good</b>	<b>Fair</b>	<b>Bad</b>
1. Quality of work					
2. Quality of work					
3. Communication skills					
4. Team player					
5. Time management					

**Rate scores:** Excellent 10, V. Good 8, Good 6, Fair 4, Bad 2

**SECTION C.** Area of strength and action plan for needed improvement.

<b>Worker's strengths</b>	<b>Area of improvement</b>	<b>Action plan</b>	<b>comments</b>
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SECTION D. Comments and recommendations

i) Recommendations by the appraisee (employee)

.....  
.....  
.....

Signature.....  
Name.....  
Date.....

ii) Recommendations and comments by the immediate supervisor.

.....  
.....  
.....

Signature.....  
Name.....  
Date.....

iii) Comments and recommendations by the next supervisor.

.....  
.....  
.....

Checked by ( Next supervisor)

Signature.....  
Name.....  
Date.....

## WORKER'S PAYROLL

This is a document prepared by the accounts department to bring out the details of all workers' salaries, allowances, deductions and any other related information.

It takes the following format.

### BUSINESS NAME AND ADDRESS

### PAYROLL FOR THE MONTH OF .....20.....

EMP .NO	NAME	TIN NO.	BASIC PAY	ALLOWANCES		GROSS PAY	DEDUCTIONS		NET PAY
				HOUSING	TRANSPORT		PAYE	NSSF	
001	AGUMA .A.		1,000,000	200 ,000	180,000	1,380,000	100,000	50,000	1,230,000
002	BOSSA.L		950,000	180 ,000	140,000	1,270,000	95,000	48,000	1,127,000
003	SSONKO .M.		900,000	160 ,000	140,000	1,200,000	90,000	45,000	1,065,000
004	AISHA .N.		860,000	120,000	100,000	1,080,000	86,000	43,000	951,000
005	ACAN .O		840,000	120,000	100,000	1,060,000	84,000	42,000	934,000
006	ODONG.J		700,000	100,000	80,000	880,000	70,000	35,000	775,000
007	SSAJJA.B		600,000	100,000	90,000	790,000	60,000	30,000	700,000
	<b>TOTAL</b>								

Prepared by Agaba Sam title: Accountant      Date.....

Authorized by sign.....Name.....title.....date.....

Guided: Net pay = Basic pay + Allowances

Less deduction.

**PAY SLIP**

This is a document extracted from workers' payroll to reflect the details of an individual worker's remunerations. It takes the following format.

Business Name and Address

**PAY SLIP**

**NO. 0020**

For the month of ..... Year.....

Worker's Name.....employment No.....

Department .....Post (Title).....

Bank.....Account No.....

Details	Amount	Amount
Basic pay (salary)		XXXX
Allowances: Housing	XXXX	
Transport	XXXX	
Total Allowances		XXXX
Gross pay		
Less deductions		
PAYE	XXXX	
NSSF	XXXX	
Advanced deductions	XXXX	
Total Deductions		XXXX
Net pay		XXXX

Days Worked .....

Worker's Signature.....Date.....

Prepared by:

Signature.....Name.....Post.....Date.....

## **GUIDELINES FOR MANAGING WORKERS DISCIPLINE**

- All workers shall properly manage time (observe the working time table) by reporting for work at 8:00am and leave at 4:30pm
- Workers shall not steal business property
- All workers shall respect one another and their supervisors
- Each employee shall protect all business property under his care without damaging them intentionally.
- Business workers shall not involve in unauthorized strikes
- All workers shall put on business uniform when at work place / shall dress decently
- Workers shall not fight one another
- Workers shall not bring in / entertain unauthorized visitors (person)
- Workers shall not involve in any criminal/illegal activity that spoils the business image
- Workers shall not involve in sexual relationships like fornication and adultery
- Workers shall perform their assigned duties to the best of their ability whether or not supervised.
- Workers shall not be allowed to work under the influence of alcohol and any other drug
- Smoking shall not be allowed at the workplace
- Workers shall not be allowed to possess unauthorized fire arms like guns
- Workers shall not absent from work without permission

## **ASSIGNMENT**

### **Refer to the notes and develop the following**

- Guidelines for motivating business workers
- Guidelines for determining worker's wages
- Guidelines for selection of business workers
- Procedure for handling indiscipline cases
- Guidelines for managing/ reducing labour turnover
- Programme for recruiting business workers
- Programme for training workers
- Programme for inducting newly recruited workers

### **Application of communication skills**

- Write a termination letter
- Write a warning letter
- Write a letter of appreciation
- Write a certificate of appreciation