

On the Exploration of Unit Personnel File Management Strengthening

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Abstract. Personnel file is an important basis for talent finding, talent usage, and talent management, which plays an important role in resource development, talent predicts and talent policy making. By analyzing the problems and reasons existing in the personnel file management under current management system, deep discussion about personnel file management in the new historical period has been carried on.

Introduction

Personnel file is an important part of national archives and an important feature of the personnel management system in China. It is the records of personal information file material reflecting personal experiences, political outlook, and the main character style in national institutions, social organizations, and personnel, human resources management activities, which closely relates to personal wages, social security, organization relationships and has legal effectiveness. It is the important basis of life path. Personnel files are the important basis of selection cadres, and are also the main source of personnel department's talent services providing.

In terms of our country, file management has a long history and goes back to ancient times, especially since the founding of new China. China's personnel file workers have carried on bold reform and exploration, and have achieved obvious results, accumulated a lot of valuable experience, which make personnel files play a big role in socialist construction. But, along with the socialist market economic system's constant setting up and improvement, there are obvious shortcomings in traditional personnel file in material composition, management system, management methods, and using providing, etc. Therefore, according to the requirements of personnel system reform and market economy, systematic research of current problems existing in personnel file management in our country and reasons and method exploration to solve the problem are of great significance in personnel files' full play in human resources development and utilization.

The Problems and Causes of Personnel File Management

A. Early material content distortion

Student education materials are formed relatively early, and make up the early materials of individual personnel files. Early material in personnel file generally includes joining the Youth League and party membership application, graduate registration form, university entrance exam scores, college grades, graduates dispatching certificate and all kinds of reward or punishment material, etc. Under normal circumstances, personal real and credible early materials can be considered as an important basis for personal birth date and learning experience. For early material content distortion phenomena existing in reality, there are basically the following two reasons through comprehensive analysis.

(1) Mistakes filled by accident

Specifically, for example, rural students born in 1950s or 1960s' birth date in personnel file early material are often a year earlier than that of late materials. This is influenced by tradition. The rural students are told by parents that their age is one year more than their real age. When filing material such as applications, they filled their birth dates naturally a year earlier. This is a "Mistaken fill" by accident.

(2) Fraud

Registration form of high school graduates and university entrance exam archives constitute high school materials in personnel files. Intentional false materials are mainly concentrated on the high school graduates registration forms. These high school graduates registered the date of birth a year or two later than actual age. By investigation, our country's education system is its reason. In the twenty years of our country restoring university entrance exam since 1977 to 1998, higher education belongs to "elite education" with low acceptance rate. Many high school graduates chose to study one more year to take part in college entrance examination again after university entrance exam. "Hammering wooden bridge" is the picture for college entrance examination and the period of higher education. In order to squeeze on "higher education" this bridge, although a lot of students fail in university entrance exam many times, they still fight, study one more year again, until they pass. With all these university entrance exams, there are a number of high school graduates registrations and archives of university entrance exam, and the high school graduates and college entrance examination registration form filled in the last year would be in the personnel files. The ministry of education at that time specifically prescribed that students attending the university entrance exam age should not be over 25 years. Some students faked their identity of high school graduates, filled younger age, and tampered with learning experience deliberately, causing false birth date. This is deliberately fraud. Similarly, there are situations like joining the army and marriage, etc.

B. Poor personal integrity awareness and fraud

Honesty is the short form of honest and faithful, which means abiding by promises in the interaction with others. Honesty is the traditional virtue of Chinese nation, and is one of indispensable citizen basic moral norms. Regulations on our Party and Government Leadership Cadre Selection and Appointment makes a regulation clear that selecting cadres must adhere to the principle of "having both ability and political integrity". A person's birth date, educational background and work time are the objective facts existing, which have uniqueness, and should be consistent. But in fact, some people's multiple copies of resume material have inconsistent date of birth and working time. These people deliberately fraud their own interests and corrupted the society atmosphere as a whole, which causes immeasurable losses of the whole social trust system.

C. Personnel file content distortion in abandoned and rebuilt files behaviors in talent flow

Market economy was established in order to adapt to the market economy development needs with fair competition as main characteristic. The state has carried on the corresponding reforms in personnel system and household registration system, and so on, and talent flow is increasingly frequent. Some units introduced "three-no" policy: "no transfer relations, no personnel files, no release" to restrict brain drain. Under this policy, some job-hoppers build new unit reconstruction of personnel files after former unit's freeze of the original files.

A person can only have one personnel file at the same time to meet the basic requirements of personnel file maintenance integrity and authenticity. Reconstruction of personnel files is nothing more than to copy the concerned certificates such as graduation certificate, academic degree certificate, and title certificate, fill in the related forms and archive them. In the new file, a lot of materials are completed by the document object himself. Due to lack of necessary support and supervision, the original material is random document material, whose comprehensiveness, accuracy and authenticity are difficult to guarantee in the absence of insider and past documents confirming, especially in "three ages one degree" problems. This leads to choose and employ persons units cannot fully understand right employee information, and cannot make right evaluation and then can't choose and employ persons correctly.

D. Poor personnel archives development and utilization

Personnel file "credentials" function is an essential function of personnel file, which reveals the irreplaceable original evidences like identity disclosing and certificate issuing; the development and utilization of personnel file is also an important standard for measure and test of personnel archives work. Weakness of personnel file content, however, is old, single carrier and insufficient information, which is unable to meet the requirements of social development, and restricts the development and

utilization of personnel file work. The function of it is weakened, which mainly displays in the following two aspects.

(1) The lack of its own content directly affects development and utilization work

Rich content of personnel file is the precondition of development and utilization of personnel file information. Without available personnel files information, the development work will be impossible. And present personnel file contents structure is formed in the early 1980s, which has been for more than thirty years. Old file content is unable to keep up with the pace of the Times, such as personnel files' resume, appointment or remove table, progress and payroll are overmuch, which greatly abates the influence of other reports, and the overall looks thin.

(2) Personnel archives' work using range is small, which makes limited development and utilization work

The Cadre Archives Work Ordinance stipulates that personnel files examination has to get approval formalities by the regulation, and makes designation of Chinese communist party members and cadres to check in the unit. No one shall refer to any individual check or borrow themselves archives and that of their immediate family members. Although, these provisions did play a positive role of "maintain stability and unity" under the background of that time; however, with the development of the Times, the excessive protection of personnel file content will undoubtedly cause shortcomings, and citizen's rights are embodied less well, too.

The Countermeasures to Solve the Problem

A. Cultivate and improve social personnel file consciousness

Cultivate and improve social personnel file consciousness is the key to make good personnel file. We have to cultivate and improve people's personnel file consciousness. On the one hand, vigorously promote what is personnel file, the role of personnel files, filing scope, how to make use of personnel files, the personnel archives work rules, policies and other content through news media such as newspaper, TV, and radio, to let people have a deeper understanding on personnel file. For enterprises, organizations and so on, carry on seminar and training in personnel files, which can further strengthen the awareness of archives, make people have the psychological identity of personnel archives' work significance and necessity, and actively take the initiative to abide the rules of personnel file management.

B. Enhance the overall quality of personnel file workers

Personnel file worker's quality directly affects personnel archives work level, while work level directly affects work efficiency. Therefore, to enhance the overall quality of personnel file workers and construct a high level personnel file worker team are the foundation of personnel archives work.

(1) Personnel archives workers should have good political quality and good secrecy consciousness

The personnel archives workers should adhere to the four cardinal principles, make efforts to study and implement the party's line, principles and policies, consciously be consistent with the party central committee, and constantly improve their ideological and political level. Due to the particularity of archives work, archives workers should strictly abide by the secrecy rules and without casually leak of personal profile information or content, which also is to maintain the safety of personnel files.

(2) Have high professional quality

The personnel archives workers should love the job, willing to be poor, be loyal to their duties and assiduously study business knowledge and related skills, and strive to improve business level and working ability. The personnel archives workers must receive strict, systematic pre-job training and on-the-job continuing education training to get guard qualification certificate to work in personnel file. The personnel archives workers should not only be familiar with the overall situation such as this unit's staff structure, age structure, and knowledge structure, also want to learn the history of individual background expertise and practical performance, quality, and timely and effectively provide human resource service for this unit.

(3) Have higher level of computer operation

Modernization is the development trend of personnel archives work. Personnel archives workers must be familiar with a series of modern management means such as computer operation, application of multimedia technology and network technology development personnel file information to provide scientific, comprehensive and timely file information service for the society and institutions.

C. Maintain the integrity of personnel file

Personnel file reflects objectively the natural shape of individual and maintains the integrity of personnel file, which are the most basic requirements of personnel archives work. The integrity refers to that false and false materials are not allowed to enter the personnel archives, and archives workers should be serious to appraise and select personnel files archive. The authenticity of personnel files content is a matter of every employee's vital interests and political future, and is directly related to the use value of personnel file, which directly relates to the talent evaluation, cultivation and use of organization department. The two basic measures of material formation and material archive is to maintain the authenticity of personnel files to prevent false material getting into personnel file which must be grabbed from fountainhead. The material form must rectify anything wrong, and pick out the false information to ensure the authenticity of forming material and getting into the file.

"Three ages one degree" is namely age, length of service, party standing, and education, which is the core content of personnel files. To carry out the "three ages one degree" personnel files audit work, and solve the problem of untrue personnel archives basic information distortion is of great significance to ensure the quality of personnel file and enhance credibility.

D. Reform personnel file management system and strengthen development

Personnel file management system refers to the organization system of personnel archives work. Reform of personnel file management system is the only way to personnel archives work reform. Reform on personnel file management and establish regional personnel files center, implement personnel agency, will be the development direction of personnel file management system in our country.

The development and utilization of personnel file information and the realization of efficient utilization of personnel file information are the fundamental aim of personnel archives work. Archivists should actively develop personnel archives information resources, effectively implement human resources information sharing, achieve orderly flow of talents, reasonable configuration, avoid depression, buried talents, and maximally exert the effectiveness of human resources.

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