

Thoughts on the Information Construction of University Personnel Management

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ABSTRACT

In recent years, the state attaches more and more importance to the development of colleges and universities, and has given funds and policy support, the scale and enrollment of colleges and universities have gradually expanded, it has created good external conditions for the improvement of teaching quality, but it has also increased the difficulty of personnel management, causing problems such as confusion of personnel structure, unreasonable human resource allocation, and waste of human costs. The deepening of the curriculum reform has led to the development of the personnel management system in colleges and universities, in order to meet the requirements of the education department and improve the efficiency of human resources utilization, some colleges and universities have carried out internal reforms, the information construction of personnel management is an important part of it, it helps to further improve the level of personnel management. However, due to lack of work experience, some problems occurred in the actual construction process, which failed to achieve the expected goals, and also affected the order of education and teaching. This paper conducts an in-depth analysis of the information construction of personnel management in colleges and universities at this stage, and proposes specific improvement measures, hoping to provide some reference for relevant personnel and promote the sustainable development of colleges and universities.

Keywords: colleges and universities, personnel management, information construction

1. INFORMATION PROFESSIONAL MANAGEMENT IN UNIVERSITY MANAGEMENT

In the context of the rapid development of our country's colleges and universities, their scale is gradually expanding, and schools need to carry out professional management of student information and faculty information in their daily work. [1] Personnel management mainly involves faculty's assessment, promotion, file management, formulation and implementation, employment plans, etc. it has a positive effect on improving the educational level of colleges and universities, but the work of personnel management is difficult, which is reflected in the large amount of information, lack of professional and cumbersome procedures, etc. The development and application of information technology have created conditions for the transformation of work patterns. At this stage, colleges and universities actively follow the trend of the times and introduce information technology into human management, which has improved work efficiency to a

certain extent, but this process also appears Many questions.

2. THE IMPORTANCE OF THE INFORMATION CONSTRUCTION OF PERSONNEL MANAGEMENT IN COLLEGES AND UNIVERSITIES

(1) Help improve the quality of work

Most of the faculty files are paper documents, this increases the difficulty and workload of personnel management. At the same time, it is easy to damage and omit data during the process of storage, which harms the legitimate interests of relevant personnel. Personnel management is relatively cumbersome, boring, and completed by hand, which affects the positivity of the staff, and the phenomenon of negativity is serious and affects the overall work progress. However, the use of information technology can establish a simple and efficient personnel management system, the staff can use the system to analyze and organize data, this greatly reduces the difficulty of work, reduces the waste of

human and material resources, and helps improve the quality of work. , The personnel management system reduces the workload, and the relevant staff have sufficient time and energy to continue learning, which helps to improve the professional quality of the staff.

For a long time, many colleges and universities only paid attention to the quality of teaching and ignored the improvement of management level. In terms of personnel management, they copied the work process of other schools, which did not match the actual situation of the school, and the work was random, which affected the sustainable development of colleges and universities, and the advancement of informatization construction can standardize the work process of personnel management.

(2) Improve information utilization

Limited by the paper carrier, the staff and related faculty cannot obtain the required materials in time, which wastes information resources and also affects the improvement of personnel management level, through the construction of information technology, the digitization of paper materials has been realized, this reduces the difficulty of file storage. The information system will set different browsing rights according to the standards of the profession and position of teaching staff. The faculty can use the information system to query the required information, this can give play to the value of data information, and to a certain extent prevent the occurrence of information leakage problems and maintain information security.

(3) Humanized service

In the traditional model, personnel management can only provide services to faculty and staff at specific times and locations, and the number of services is limited, which cannot meet the needs of diverse services. Information construction has established a database system for colleges and universities, and faculty and staff can access the campus platform to browse the required information anytime and anywhere, which helps to improve the overall quality of individuals and promote the development of colleges and universities. The original management model lacks necessary communication, and the service level of the staff needs to be improved, the development of information technology has enriched the communication channels, the faculty and staff can give feedback and suggestions to the personnel management staff through messages and instant communication to help them recognize the problems in daily work to improve service quality.

(4) Realize the sharing of information resources

There are many functional departments in colleges and universities, such as the Admissions and Employment Guidance Office, the General Affairs Office, the Personnel Office, the Finance Office, the Training Office, etc., which have their special job

responsibilities and work content and are independent of each other. in order to meet the needs of work, most of the information processing procedures which fit the characteristics of the department have been established, it brings difficulties to the management work, and is prone to problems such as repeated collection and information omission. The realization of the informationization of personnel management includes the functional departments of colleges and universities in the same system and realizes the standardization of information, the relationship between functional departments and personnel management is closer, which deepens the understanding between departments ,it helps to realize the sharing of information resources, and reduces unnecessary internal friction.

(5) Improve the scientific nature of decision-making

Providing services to the teaching staff is only one of the tasks of the personnel management department, it is also necessary to provide data reference for the leadership of the university to reduce the risk of decision-making. Information technology can significantly improve the speed and accuracy of collating and analyzing information, it can let the school leadership objective comprehensive understanding our school development situation, discover deficiencies in education and teaching, and improve the effectiveness of decision-making.

3. CURRENT PROBLEMS IN THE CONSTRUCTION OF PERSONNEL MANAGEMENT INFORMATIZATION IN COLLEGES AND UNIVERSITIES

(1) Incomplete understanding of information construction

Although many universities have already carried out the construction of personnel management information, school leaders and staff have a one-sided understanding of information construction, and the purpose and method of information construction are not clear yet. The lack of necessary financial support has affected the progress of informatization construction. Colleges and universities have built new modern computer rooms (site, ventilation, communication lines, security), purchased computers, hard disks and other hardware facilities, but the software or system related to personnel management has not been developed or purchased, part of the work is still done manually, which not only wastes human and material resources, but also affects the improvement of personnel management^[2].

(2) More redundant information

The leadership of colleges and universities pursues the diversification of data and information too much, and the staff have to count more useless data, it leads to information redundancy; the lack of professional quality

of the staff leads to misinformation, the lack of necessary communication between each other, and the collection and production of information only according to their own work needs; the lack of a scientific and unified management system, and the information construction has problems such as overlap and duplication, resulting in redundant information^[3].

(3) The information update speed is slow

In the traditional personnel management model, subject to objective conditions, only the information data is processed simply, the staff has not a habit of updating data. In the process of information construction, the staff have not yet changed their work concepts, and the update speed of data information is slow, which affects the normal work progress, and the authenticity is doubtful, unable to provide accurate information for the faculty and decision-makers.

(4) Lack of supervision and management

In order to protect the interests of faculty and staff, a fair and open personnel management system should be established, but some colleges and universities ignore this point and lack the necessary supervision and management in their daily work. Take the archives as an example. Due to the lack of a corresponding management system and unclear rights and responsibilities, the faculty and personnel management personnel collude to modify or damage related files, which has a relatively bad impact. Insufficient attention to information security, the firewall is not updated in time, and it is vulnerable to the exploits of network hackers, which has caused the leakage of teachers' personal privacy.

(5) Insufficient professional quality of personnel management personnel

Informatization construction puts forward higher requirements for personnel management personnel, they must not only be familiar with the original personnel management process, be able to deal with problems flexibly, but also pay attention to the improvement of personal comprehensive quality, and be able to operate computer systems proficiently, which directly affects the efficiency of personnel management, but in actual situations, most of the personnel management personnel in colleges and universities are transferred from other departments. They do not understand personnel management and can only handle some relatively simple tasks. They cannot cope with the challenges of the new era. At the same time, the tasks are heavy and the staff does not have time to learn computer knowledge. The lack of professional knowledge level has affected the progress of information construction.

4. IMPROVEMENT MEASURES FOR THE DEVELOPMENT OF UNIVERSITY PERSONNEL MANAGEMENT INFORMATIZATION

(1) Change concepts and improve infrastructure construction

The informatization construction of university personnel management is the inevitable result of conforming to the development of the Internet and the needs of modern university personnel management.^[4] The leadership teams of all colleges and universities must respond to the requirements of the education department, actively understand the knowledge related to information construction, clarify the importance and necessity of the information construction of personnel management for the development of the school, and gradually change the management concepts; give policy and financial incentives, construction and improve infrastructure, create good conditions for information construction, such as optimizing network connections, servers, computer rooms, etc., at the same time, intensify inspections to eliminate all kinds of safety hazards; the school leaders will take the lead to establish a special team to coordinate the information construction work to ensure that various tasks are carried out in an orderly manner. If problems arise, they will pursue the responsibilities of relevant personnel. Organize teachers to carry out field surveys and learn from the experience and lessons of other colleges' informatization construction. The leadership team of colleges and universities should choose the specific method of personnel management informatization construction according to the actual situation. On the one hand, it can invite professional institutions or enterprises to carry out system construction work. This model is more efficient and can complete the work in a short time. But if there is a problem in the subsequent operation process, it is necessary to seek professional repairs, which increases the financial burden and also affects the normal operation of universities. On the other hand, universities can independently build informatization. This method is more cost-effective, but the information system is prone to loopholes, therefore, universities can combine the two methods to select a group of high-quality management personnel to participate in informatization construction. Follow professionals to learn and understand the process of information construction, which can improve personal ability; In the construction of the personnel management platform, we must pay attention to constructing different modules, such as salary management, basic information, performance appraisal, school rules and regulations, etc., and create subsystems based on the module content for easy reference by faculty and staff.

(2) Improve the personnel management mechanism

In the process of personnel management information construction, it is necessary to establish a sound personnel management mechanism. Only in this way can the quality and quantity complete the task^[5]. First, invite a third-party organization to evaluate the school's personnel management system, and then establish a sound personnel management system based on the school's development needs. In the process of establishing the system, the university leadership team should be good at listening to the opinions and suggestions of the faculty and staff, so as to realize scientific decision-making and improve the effectiveness of the personnel management system; secondly, divide the construction of personnel management information into different stages and parts, assign tasks according to the work content of each functional department, and strengthen communication between various departments to speed up the work progress; Thirdly, set up an inspection team to carry out random check according to work standards to understand the progress of informatization construction, for departments with a low degree of completion, it can communicate with the department head or staff to find problems and rectify within a time limit, if it is not completed within the specified time, the relevant personnel will be punished and the qualifications for evaluation and promotion will be cancelled, for departments with better performance give cash rewards to mobilize the enthusiasm of the staff; finally, establish an information review system. According to the needs of the school's work, the inspection team should supervise the update of personnel management information, check data information from time to time to ensure that the information data is consistent with the actual data, and if there has a problem, it will be punished in accordance with the personnel management system. In this way, the information will be improved accuracy. It is worth noting that there may be problems in the operation of the personnel management information system. In order to provide high-quality services to faculty and staff, colleges and universities can establish a sound feedback mechanism, such as mailboxes, telephones, suggestion boxes, etc., recognize and reward the personnel who find the system bug and report it in time, improve the information system gradually. The inspection team can also conduct spot checks at any time to ensure that system problems can be effectively resolved.

(3) Strengthen the construction of talent team

The professional quality of the staff directly affects the quality of personnel management. Therefore, colleges and universities must attach importance to the construction of the talent team. Work standards are established in accordance with actual needs, and then unified tests are carried out to eliminate unqualified staff. For those who meet the standards, they can adjust their

jobs according to their personal wishes to help staff realize their personal values, improve work enthusiasm, and avoid negative slowdowns. "Ism" and other issues; invite advanced model speeches, or organize professional training meetings from time to time to help staff understand information technology knowledge and skills and strengthen professional ethics, so that they can correctly understand personnel management. It is not just simple information collection, but also scientific analysis and processing. The school's various decisions are provided with data support, and assessments are carried out after the training is completed, so that the staff can clarify the importance of learning and consciously establish a lifelong learning awareness. In order to improve the effectiveness of training, school leaders should communicate with training institutions to clarify the purpose and specific procedures of training activities, and at the same time, carry out targeted training according to the characteristics of the posts; according to the financial situation of the school, improve the welfare of staff, which can mobilize existing staff Enthusiasm for work can also increase the attractiveness to social professionals and improve the overall professional quality; invite experts and scholars to give lectures, or hold seminars with other schools to exchange experience in the construction of personnel management information, to help staff break the stereotype of thinking and promote work innovation; increase law popularization efforts, help staff build awareness of the rule of law, enhance the ability to resist temptation, ensure the fairness and linkage of personnel management, and safeguard the legitimate rights and interests of faculty and staff; establish an open and transparent performance appraisal system and promotion system. Develop evaluation indicators according to the characteristics of each position in personnel management, such as task completion, number of complaints, leadership evaluation, work innovation, and theoretical knowledge mastery, etc., regularly evaluate and score, and use them as the basis for evaluation and promotion to create a conscience A competitive atmosphere stimulates the motivation of managers.

(4) Improve information security awareness

Informatization construction has a positive impact on personnel management, but there are also some drawbacks, such as being vulnerable to hacker attacks and limited by information carriers. In order to make better use of information technology, it is necessary to raise awareness of information security. Faculty and personnel management personnel have unique account passwords, and the permissions of the two are different. As long as they enter the system, they will leave a log-in operation record in the background to prevent malicious modification and protect documents; classification is based on the importance of the information. For those confidential information, multiple permissions must be set to reduce the possibility of being cracked and ensure

information security. The modification password of important documents must be kept by two or more people. If you want to modify the content of the document, you must get the approval and signature of the school leader, if there is a problem, the responsibility will be shared by the relevant personnel; set up a firewall or anti-virus program for the personnel management system, and maintain and update it regularly.

5. THOUGHTS AND SUGGESTIONS

Colleges and universities should treat the construction of personnel management informatization dialectically, and clarify the advantages and disadvantages of informatization. Take the management of archives as an example. Through the construction of informatization, paper archives are converted into digital data, which improves the utilization efficiency of information resources, but it also has its drawbacks, that is, the authenticity, completeness and accuracy of the file information cannot be guaranteed. The staff may modify or damage documents for economic benefits, which affects the fairness of personnel management, at the same time, the information system is vulnerable to attacks. If the system is invaded, it will leak the information of the faculty and staff, such as ID number, phone number, personal experience, etc. Even if it is not compromised, the personnel management system will be paralyzed due to the attack, affecting normal work, in order to protect important information and materials, paper and electronic double documents can be made to keep the information properly. Therefore, in the informatization construction, the traditional personnel management model cannot be completely abandoned, and the advantages of the two must be combined. Only in this way can a high-level personnel management be realized.

With the expansion of the scale of universities, the role of personnel management is becoming more and more important. In order to play a better role, we must pay attention to dynamic management. In the traditional mode, personnel management is relatively passive, mainly in accordance with the requirements of the higher-level departments and the needs of the faculty and staff, and there is a lag. At this stage, the management personnel must change their ideas, actively collect information, and realize dynamic management. The personnel management department can cooperate with other departments. Each department sets up new positions and is responsible for information collection. If there are new changes, it will report to the personnel management department in a timely manner, and continue to improve the information system in accordance with the actual situation. Information systems are weak in dealing with external risks, such as shutting down the local area network, trojan horse virus intrusion, windows system vulnerabilities, and firewall stopping work, which can easily cause irreparable losses. For this,

colleges and universities must establish risk mechanisms. Establish and improve the monitoring and anticipation system, with special personnel to check and record the operation situation, and report to the person in charge of the department if an emergency occurs; make plans for possible problems based on historical information to improve the ability to respond to risks, for example, if it is a virus intrusion, close the uplink port and isolate the computer. If the local area network is in the middle, check the actual situation immediately and take corresponding measures, turn on the standby power when the power is cut off, turn off the server in the event of a flood or fire, and evacuate personnel, for those more important information resources, server data should be backed up in advance.

In addition to the above, schools should also pay attention to the sharing of information resources. With the development of the times, society and universities are getting closer and closer, but the general public does not have a proper way to understand the actual situation. There is a certain "estrangement" between society and universities, and problems such as rumors and smears often appear, causing a crisis of trust, it wastes social resources and also affects the image of colleges and universities. The main reason is information asymmetry. Schools can use information construction to build a communication platform, so that the public have the opportunity to learn about the personnel management information of colleges and universities, and enhance the connection between the school and the society. If it wants to achieve this goal, it must achieve information sharing, but this work is more complicated. In order to reduce the difficulty, you can cooperate with other universities to build a regional information resource database, which helps to create a good atmosphere. In information sharing, colleges and universities must make certain choices, share appropriate information in a timely manner, and form correct public opinion. This way, the society can understand the basic situation of personnel management, establish a trust mechanism, and also protect core data and maintain a competitive advantage.

6. CONCLUSION

This article analyzes the important role of the informatization construction of personnel management in colleges and universities, and sums up several problems in the process of informatization construction, from changing concepts, improving infrastructure construction, improving personnel management mechanisms, strengthening the construction of talent teams, and improving information security awareness. Proposed improvement measures, through these measures, can promote the construction of personnel management information and create conditions for the healthy development of colleges and universities.

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