Study on the application of information construction in personnel management of colleges and Universities

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Abstract: In the personnel management of colleges and universities, the information construction conforms to the needs of the development of the times, which also embodies one of the important signs of the management level of colleges and universities. It can be seen that how important it is to use information construction in the personnel management of colleges and universities. At the same time, there are many problems in the informatization construction of personnel management in Colleges and universities. Therefore, this paper starts with the significance of using information construction in college personnel management, and conducts in-depth research on the main problems and effective application strategies in order to promote the construction of personnel management information in colleges and universities.

1. Introduction

With the continuous development and innovation of education in recent years, the personnel management department in Colleges and universities is particularly important. It is responsible for a lot of business work in schools, among which the quality requirements are very high and the amount of work information is large. The personnel management of colleges and universities is related to whether the school's various work can be carried out smoothly, and the recognition of faculty and students is related to the interests of each faculty and staff. However, many colleges and universities do not have a comprehensive understanding of the construction of personnel management information. Therefore, in order to promote the progress of all aspects of the school, it is of vital importance to strengthen the construction content of the use of information-based awareness management in colleges and universities.

2. The Importance of Informatization in Personnel Management in Colleges and Universities

Informatization college personnel management means that the personnel management department of colleges and universities adopts network information technology to construct a personnel management information system. Then we collect and process the information of the personnel in the school to optimize the distribution of the resources in the school, share the data and information, and promote the maximum utilization of the information resources.

The information construction of personnel management in Colleges and universities is conducive to the managers' mastering of the dynamic information of teachers and workers in Colleges and universities. Simplify tedious and complex business to achieve high efficiency and quality in work. At the same time, it also meets the needs of the relevant departments of the school on personnel information. The campus network can accurately and quickly query personnel information; make the personnel management of colleges and universities become transparent and improve the credibility of the staff [1].

3. Problems in Information Construction in Personnel Management in Colleges and Universities

Nowadays, the construction of personnel management information in colleges and universities does not achieve high efficiency, high quality, sharing and precision. A large part of the reasons are

as follows:

3.1. Lack of scientific management of information systems

There are many personnel departments and personnel in Colleges and universities, and the requirements for personnel information are also high, strict and high standard. Efficient and scientific operation of personnel information system is the guarantee for teachers and staff to carry out effective teaching. However, the past personnel management system in Colleges and universities lacks scientific and effective management. First of all, there is no relevant information management personnel management system. Under such circumstances, personnel management is not standardized, random management is more, and there are too many artificial phenomena. Colleges and universities do not pay attention to the maintenance of personnel information management system, which makes it difficult for information systems to achieve high efficiency and high quality operation [2].

3.2. Inconvenient to query personnel resources information

Nowadays, the personnel information of colleges and universities is too confusing. At the same time, this is also a common phenomenon. There is no standardized information integration of personnel information, which also leads to inconvenience in personnel management work and faculty and staff. The main reason is that the demand for information data by the higher authorities is too complicated and diversified. It is necessary for the grassroots managers to perform the functions of uploading at any time and at any time, which also leads to excessive useless information data. Every department in Colleges and universities has basic level of data construction, which also leads to a variety of information and data, which is easy to cause interference. There is also a serious lack of communication between personnel information managers in Colleges and universities, and the sharing of information data has not been realized, which also intensifies the redundancy of personnel resource information and inconvenient query.

3.3. Low sharing of personnel information

Today's university departments have different requirements for information system, and the information data is too scattered. At the same time, the format of data has not been unified planning. These information data are located in the system of each department, resulting in information sharing between departments. Some departments often need to exchange and consult information, and the database software between departments is different. Even if data is exchanged, the practicality is low. Therefore, the degree of information sharing within colleges and universities is too low, which is not conducive to the work of personnel information management personnel and the quality of information is not guaranteed [3].

3.4. Information data is not accurate

Under the traditional management information means and methods, the management personnel have a lag in the progress of mastering the information of the faculty and staff. In the face of information changes and problems, there is no effective solution, resulting in low accuracy of information. However, the personnel management in Colleges and universities is affected by the past way for a long time, in order to actively carry out information construction. In order to provide the school with the latest staff information, the analysis, processing and update of the information is too fast, which also leads to the low accuracy of the information data and restricts the effect of the school's personnel management.

3.5. Insufficient depth of information data mining

Most of the university personnel management system for the change of personnel information is still in the original basic state, and some universities on the campus personnel information collection work only for some of the relevant personnel surface data collection. These phenomena are not conducive to summarizing the information and materials of all personnel in the school, and are not conducive to deep excavation. This invisibly leads to the school not being able to fully

change and utilize the personnel information, which has a restrictive effect on the decision-making of the university in some aspects.

4. Application Strategy of Informatization Construction in College Personnel Management

Due to the rapid development of network information technology, the mastery of personnel change information has become a constant need. The information construction of personnel management in colleges and universities has also received more attention. This is one of the important work contents of many universities. The strategies of information construction in personnel management of colleges and universities include the following aspects.

4.1. Organize information data and establish general information database

In order to achieve the first-class level of personnel management information construction in Colleges and universities, it is necessary to make effective adjustment measures to the knowledge information database. In the past, each department basically had its own basic personnel information database, resulting in too many databases. Personnel information is also more prone to repetitiveness and multiple possibilities, which hinders the construction of information technology. However, the personnel files in the school are sorted and summarized, and the accuracy and quality of the data will be improved as never before [4].

First of all, the school can choose or independently develop a personnel information management software, arrange information collectors to analyze, collect and summarize the latest data, and make a major change in the personnel management model.

Secondly, establish a personnel management information database based on campus network, and set up management authority and access authority for all departments in the school, such as education and scientific research department, educational administration department, personnel department, etc. Carry out a large-scale maintenance and update of the information and data of the faculty and staff, realize the protection of information of important departments such as scientific research, and avoid the phenomenon of heavy and complicated information [5].

Finally, modern personnel information technology is used to improve the personnel management system. For example, setting up the personnel service entrance of the teacher and the personnel entrance of the scientific research, and consolidating the reporting system and the personnel information review system for the university teachers. In order to reduce the work burden of personnel management personnel, it also improves the work efficiency of all kinds of personnel information.

4.2. Strengthen the information concept of personnel management

Teachers, school leaders and administrators in Colleges and universities should have a new understanding of the role and value of information-based personnel management and change traditional concepts. It is necessary to fully realize that the analysis strength, accuracy and quality of the information data of the informatization personnel management are of great benefit to the decision-making of the school leaders and management. It is necessary to strengthen the professional level of personnel management, such as setting up corresponding personnel management training courses, and also hiring informatized personnel management talents, and equipped with professional maintenance and finishing personnel to ensure the operation of colleges and universities informatization personnel management systems.

4.3. Improve the update speed of personnel information

The update speed of personnel information determines the accuracy of information. Therefore, in order to build informational personnel management, it is necessary to improve the update speed of personnel information. The personnel management system should be improved, and the information dynamics of college faculty and staff should be updated and maintained in time to ensure that the information is agreed. For the change of personnel information, personnel management personnel must have a certain degree of sensitivity, and at the same time strengthen the communication

between managers and faculty. To realize a fair and open personnel management mode, make personnel information (except for teaching and research personnel) transparent, and accept the supervision of the public. In this way, once there is any information change, the management personnel can grasp it as soon as possible, so as to update it in time [6].

4.4. Improve the awareness of personnel information sharing

In order to realize the information-based personnel management, we must strengthen the sharing consciousness of personnel information and establish the overall concept. The use of network information technology to strengthen the management of staff information, improve the quality and efficiency of personnel management. Strengthen the communication between various departments and the close relationship between personnel management personnel and departments, because there is a large amount of information duplication between departments. Provide corresponding information query system entry, shorten the time of information transfer, and enable personnel information to be shared.

5. Conclusion

In short, the construction of information technology in college personnel management conforms to the needs of the development of the times, which is one of the key projects of major universities. Colleges and universities should pay more attention to the informatization of personnel management, discuss the problems in depth, and actively explore effective strategies as relevant staff, enhance the degree of personnel information data sharing, and promote the informatization of personnel management to the first-class level.

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