

Discussion on the Reform and Innovation of the Management System of Personnel File Work

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Abstract: With the rapid development of society, a series of improvements have taken place in my country's management system in order to provide better and faster services to the people. We must realize that while the domestic market is becoming more and more active, we must continue to integrate with the international community. Therefore, under such circumstances, as a personnel file management work, it must also conform to the development trend of the times and carry out reforms. Only innovations can promote development. At present, the competition among enterprises and institutions is very fierce. How to show their own advantages and stand out has become the focus of everyone's attention. Under such a background, it is necessary to scientifically and objectively recognize and manage its soft power "people", which requires higher requirements for the personnel file management system, continuous exploration of new management models, and reforms and to meet the growing needs of society.

Keywords: System Reform; Personnel File Work; Reform and Innovation

In the current continuous development of society, the demand for talents and the entire system also have higher requirements. Through the personnel file, you can understand the relevant characteristics of employees and facilitate the management of talents in the unit, especially in the current market economy conditions. Under the circumstances, our country has also paid a higher degree of attention to the work of personnel archives, and has strengthened its management strength. At present, reform and innovation are needed so as to be able to adapt to the needs of social development.

1. The problem of personnel files management system

At present, although our country pays more and more attention to the post of human resources management and puts forward higher requirements, it is inevitable that there are still some problems in the management process. Personnel management also mainly includes the assessment of talent performance, etc. The content is very complicated and very much, but it is precisely because there are so many content that it can fully reflect the ability of talents, which has a very good effect on the selection of personnel in the society. Put forward a reference role for talent selections, and it will promote the selection of talents in enterprises and institutions.

However, at present, personnel files are not open to individuals, it restricts personal development. This problem needs to be solved urgently for the role of obstacles to personal development. The current traditional personnel file management system is no longer suitable for the current situation. The development of the market economy is not suitable for the current pace of progress. Therefore, in the process of file management, continuous innovation is needed. In addition, the process of file management has also caused many problems such as alteration of files and illegal trading. This is also a problem that needs

everyone to pay attention to, because these file problems have also caused quite a lot of disputes. From the above content, we can know that the reform of archives management is particularly important.

2. Causes of problems in the personnel file management system

2.1 Relevant staff have limited knowledge

Why there are so many problems in the current personnel file system? This is mainly related to the relevant staff. If there are problems in the personnel file, it will hinder the development of the individual and is not conducive to the smooth development of the file work. Therefore, in this case, it is necessary to find the reason and solve the problem in time to promote the development of society. Nowadays, everyone's ability to understand personal files is very limited, and they don't know the value of personnel files, and their understanding is not comprehensive enough, so some people don't pay much attention to it, and a large number of people think that the company or society the reason why a certain unit recruits talents is because of personal ability and does not value archives. Therefore, many people don't pay much attention to archives management and think that this is optional. However, it is precisely because of this neglect that hinders its own development. There are more and more problems with personnel files, such as destruction and discarding of files. These problems need to be resolved urgently. Secondly, another issue that needs attention is in the personnel file management team.

2.2 The quality of relevant staff needs to be improved

The quality of some staff members is not high. As managers of personnel files, they need to be improved in terms of personal ability and quality. Because the relevant personnel do not pay enough attention to this work, they are not meticulous enough in the file work, which affects the file. All aspects of management have prevented the entire work from proceeding smoothly. Therefore, the unit needs to be more attentive in selecting managers. The current level of management personnel is very limited, which has also caused many problems and is not conducive to the development of the entire management work.

At present, personnel archives work is closed, and most of them are within the system, which has caused a certain degree of restraint. The relationship between managers and archives personnel are not symmetrical, and even the rights of managers will be greater, and they are all carried out at the same time. The closed management is very unfavorable to the corresponding parties and hinders the development of the parties. During this development process, it is difficult for the parties to realize their own rights. This is also due to the problems caused by the lack of soundness of the current personnel file system in our country. Therefore, in order to solve these problems, the corresponding system must keep up. If the system is still imperfect, there will be more problems, which will be solved in the future.

3. Suggestions on the reform and innovation of personnel file management system

3.1 Mobilize the enthusiasm of staff

The National Conference of Archives Directors pointed out that it is necessary to seize the opportunity, take advantage of the situation, and strive to develop a new situation in the development of national archives. It is conceivable that the country is also very important in this regard, so a special meeting was held, and it was proposed. New requirements, if you want to achieve the standardization of personnel file management, you must make relevant staff pay attention to it, and create opportunities for everyone to promote the development of the entire industry. If the relevant staff members are not very enthusiastic about the work during the work process, they will not pay attention to it. This will only lead to the limitation of personnel development. Therefore, the prerequisite for this work should be to mobilize the enthusiasm and enthusiasm of the staff. Enthusiasm, we must also strengthen the publicity of personnel management work, so that everyone can realize that file management is a very important thing. At the same time, the era is also developing, and technology is constantly improving. In talent management, you can use the Internet to make management becomes more effective, promotes the process of integration of the personnel file management system, and promotes the development of society.

3.2 Establish a digital platform

Continuous innovation in management talents, following the progress of the times, actively build a digital platform for personnel files, and use the Internet to make talent management more convenient. With such a development model, work

efficiency will naturally increase. A digital platform is very necessary, but in the early stages of this process, more work is needed. The information must be entered before management can be achieved. The entry must be careful enough, and repeated checks must be performed to avoid errors. Mistakes will have a greater impact on personal development, and it tries to avoid some human errors. Not only that, but also security measures can be enhanced in this way. The establishment of a digital platform can make everyone's files more secure, and the management effect will be more prominent. Secondly, the quality of personnel files management staff needs to be improved. The quality of work has a lot to do with the quality of workers. If you want to make personnel management file management work better and have higher work efficiency, talent selection should be attention should be paid to selecting managers with strong comprehensive ability to give full play to their advantages and accomplish this task better.

3.3 Improve the management system

Managers must first change their thinking, and must strictly follow relevant regulations to manage and keep talents. Various systems should also be improved to make the entire management work in an orderly manner. All should be effectively implemented, which is also an effective measure to avoid problems in follow-up work. In addition, managers must have professionalism; know that every file they manage affects the development of the parties, so they must have sufficient sense of responsibility. Not everyone can do this job, and they want to do a good job. This job must have a correct understanding of one's own occupation, and must have relevant experience to implement an effective management plan, so that the entire work process becomes smoother. Therefore, it is very necessary to improve the overall quality of personnel file staff. Related units can also conduct regular training to enhance everyone's awareness. Managers should also provide relevant staff with opportunities for communication so that everyone can learn and learn from each other.

4. Conclusion

In summary, it is very necessary for enterprises and institutions to strengthen the management of talent files, which is related to personal development. If personal files management is done well, it will be beneficial to the development of personal careers. If there is a gap in the file work, it may hinder personal development. In this process, the relevant staff should pay attention, and the relevant staff should also improve their quality, and build a digital platform to make the management of personal files smoother. Secondly, the country should also improve the corresponding system, which can enhance the awareness of managers, and at the same time try to avoid problems in the file management process and promote the development of the entire society.

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