

Job Assessment in Colleges and Universities and Its Humanized Management

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Abstract: College students have always been the main group of national reserve talents. College workers are the direct contacts of these talents, whose work is undoubtedly crucial. By studying the standards of humanized assessment, this article analyzes the problems of humanized job assessment at present, and finds out the measures of humanized management of job assessment.

Keywords: Job Assessment; Humanization; Management

1. Introduction

The core of the further deepening of the personnel management system in colleges and universities is assessment, which, as a basic job, directly affects whether employment can be implemented and also promotes further improvement of the personnel system. The important content of humanized management is to carry out job assessment according to established job responsibilities. In this context, it is of great significance to study humanized management of job assessment in colleges and universities^[1].

2. Standards of humanized assessment

The standards of good assessment must be objective, fair and accurate. In the implementation of humanized job assessment, the following standards should be followed.

2.1 Comprehensiveness

The assessment should be comprehensive, considering including the level of professional knowledge, scientific research ability, ideological and political performance, professional ethics, organizational discipline, unity and creativity. Comprehensive assessment can encourage candidates pay more attention to the improvement of their own quality and personal quality while improving their professional quality and working skills.

2.2 Objectivity

The assessment must be based on facts, with ideology, professional level, work attitude and work performance as the main indicators, pay attention to work performance, achievements and contributions in teaching, scientific research and education.

2.3 Fairness

The assessment must be fair, the content of which should be clear and reasonable. It should be conducted according to certain standards and procedures, that is to be objective and fair. The work performance and job responsibilities should be included in the assessment scope. The qualitative assessment should take the masses' opinions into account, and the quantitative assessment should be based on facts, so as to ensure objectivity and fairness of the assessment.

2.4 Scientificity

The assessment should be scientific, and fully reflect the essence and characteristics of the work in the aspects of the assessment indexes, standards and methods. The assessment indexes should be measurable and usable.

3. Characteristics of humanized job assessment

3.1 Relationship between job appointment and job assessment

Assessment is an effective way to allocate human resources, which should be connected with job appointment, so as to reach full utilization of talents and balance the cooperation between talents and work. It can be achieved through strengthening contract management and improving the legal concept, as well as emphasizing the coexistence of motivation and tension to improve work efficiency.

3.2 Linking the assessment content to job responsibilities and work objectives

Linking the assessment content to job responsibilities and work objectives can effectively avoid subjective arbitrariness of assessment, thus achieving the purpose of objectivity and fairness.

3.3 Routine assessment and annual assessment being part of job assessment

Usually, routine assessment is the most common and universal, and also the basis of job assessment, while year-end assessment is to comprehensively evaluate their performance during the employment period, for deciding whether they will continue to be employed or not.

3.4 Clarifying objectives of job assessment

Job assessment should not only evaluate the candidate's political, ideological and moral, and work performance in the current job, but also whether he/she has the virtue view and work ability required for the job. It should also establish excellent guidance through scientific assessment, so that the competitive incentive mechanism can play a role^[2].

4. Present problems in humanized job assessment

Humanized job assessment refers to a comprehensive and systematic assessment of political thought, professional ethics, work attitude and work performance. Humanized job assessment can better evaluate the ability, thought and performance of candidates, and grasp the realization of their inherent potential, quality and level. The assessment content includes but is not limited to job responsibilities and job evaluation methods. If assessment isn't unified with job responsibilities and work objectives, it can't reflect the difference between jobs and levels, and will not be targeted, making it difficult to ensure the objectivity and fairness of assessment. As job responsibilities and requirements are different, assessment must be objective, fair, scientific and accurate.

4.1 Requirements of teaching workers' teaching quantity

Teaching workers should set an example in teaching and take on the responsibility of teaching. Teaching ability, teaching quantity and teaching quality are the keys and difficulties. Quantifying teachers' work tasks into standard class hours, unifying and quantifying the standards is conducive to the evaluation of the work. Highly educated talents with profound knowledge and rich teaching experience should achieve certain teaching tasks and reach a high education level. At the same time, they should be able to grasp the direction of discipline development, become the leader or core backbone of the construction of disciplines, master's degree programs, and specialty, and actively participate in guiding young teachers and master's students. The moral education work and counselor work in colleges and universities should also require corresponding qualities^[3].

4.2 Demands for scientific research work

Demands for scientific research work of teaching staff should be in accordance with certain grades. And there should be regulations on research, projects, funding, awards, appraisals, patents, etc. for the scientific achievements of senior teaching staff, which can encourage discipline development and guide the development direction. The requirements for scientific research of teaching staff at all levels should be comprehensive and specific, thus convenient for operation in specific work.

While professors in low-level positions should be required to do some common research, or write some academic research articles. In view of the lag and persistence of research, the requirements for teachers' scientific research work should refer to the average level of the last three years.

4.3 Conversion of scientific research achievements and high-quality teaching achievements

In order to ensure that college teachers can get a stable job and can better carry out education and research, schools can convert the research tasks and research achievements of teaching staff according to the actual situation of schools and the current scientific research achievements. Teaching tasks can be converted into research contribution value, which is based on the average workload of teachers last year. Research achievements can be converted into teaching tasks, which are calculated according to the students' achievements in the current year; achievements exceeding the scientific research projects can be converted into teaching tasks.

4.4 Determining the responsibilities of management personnel

Administrative supervisors evaluate the work performance of each department and department heads, and through the division of work points, the work of each department is closely combined with the school's work objectives, so that the focus of work can be achieved. The keys and difficulties lie in that managers' job responsibilities are abstract and can't be quantified, specific quantitative objectives can't be defined, and the work intensity varies greatly that it is difficult to reflect the labor intensity. Therefore, the basic requirements for managers should be good service awareness, attitude and dedication.

5. Humanized management of post assessment

5.1 Setting job responsibilities that vary from person to person

For example, in terms of teaching and scientific research, emphasis should be placed on teaching and educating people, tasks of and achievement in teaching and scientific research. There should be qualitative differences in job responsibilities and work objectives for different levels of jobs. For high-level jobs, besides teaching and scientific research, it is also necessary to clarify their responsibilities in discipline construction, curriculum construction and team building. Because of the graded employment of staff, after defining the working conditions and management positions of teaching and administrative staff, attention should be paid to revising the job settings and responsibilities of various majors, separating teaching and support staff from faculty, separating the work of other support departments from administrators, keeping the responsibility and spirit of the positions unchanged, and assigning different tasks including research tasks to candidates^[4].

5.2 Setting a reasonable teaching workload

Considering the work requirements of various departments, the demand of talent market, the difficulty of gathering professional teachers, as well as the inconsistency of the workload of various teaching workers, different workload requirements for each department of schools should be asked, which not only reflects the market value of talents, but also is conducive to the career development of talents and the choice of work priorities. When accounting teaching labor, the method of combining rewards and punishments is adopted, and the salary is determined by jobs, which reflects the principle of linking with practice and people-oriented principle.

5.3 Encouraging people with insufficient working ability

In order to improve employees' self-esteem, encourage them to work harder and eliminate the negative impact of their lack of working ability, employees' working ability should be evaluated periodically, and rewards will be given if their working efficiency is improved.

5.4 Strengthening job assessment of scientific research personnel

In order to further strengthen the discipline construction and enhance the scientific research ability of schools, special

scientific research jobs are set up in the key disciplines, which are treated differently from ordinary teachers so as to deal with the relationship between ordinary and special personnel, and speed up the development of key specialties of schools.

6. Conclusion

For perfecting job assessment, and promoting the sustained, rapid and stable development of teaching work in colleges and universities, it is necessary to implement humanized job assessment, that is to set different job responsibilities and a reasonable workload for teaching staff, to motivate teaching staff with insufficient working ability, and to strengthen job assessment of scientific research staff.

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