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The of Personnel File Management in Higher Vocational Colleges in China

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Abstract

With the continuous development of China's educational cause, the educational management system is also constantly improving. Personnel file management plays a vital role in higher vocational colleges, which is of great significance to the selection, appointment, training and management of faculty and staff. The main purpose of this study is to deeply understand the importance of personnel file management in education management, analyze the existing problems and challenges of personnel file management in higher vocational colleges, and put forward some improvement and suggestions on the basis of literature review. By strengthening the management of personnel files, we can improve the management efficiency and quality of staff in higher vocational colleges, and promote the cultivation and development of talents. This will play a positive role in the long-term development and overall competitiveness of higher vocational colleges.

Keywords: Personal file management, Educational management, Higher vocational college

Introduction

Personnel files are the core of personnel organization work in higher vocational colleges. They are records of information generated by personnel and other parts in the work, and play an important role in the sustainable development of higher vocational colleges. (Huang Chunbei, 2022) Higher vocational college is an important position to train talents. Personnel file management can not only manage human resources better, but also build the standardized management mode of higher vocational college. Personnel file management can effectively integrate various information of human resource management,



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and can provide the necessary basic conditions for the establishment of echelon talent development in higher vocational colleges. In order to meet the requirements of personnel management in modern higher vocational colleges, it is necessary to improve the management mode, management mode and management level. (Wang Minyi, 2020)

With the advancement of education reform, some problems have emerged in the traditional personnel file management system. Strengthening the innovation of personnel file management in colleges and universities is an important measure to realize the scientific, standardized and efficient management of talents. In practice, whether a university can realize the innovation of its personnel file management will directly or indirectly affect the fairness of talent selection. At the same time, personnel file management is related to whether the relevant information of the pre-selected personnel can be invoked quickly and efficiently, so as to facilitate the personnel management department and decision makers to screen, deploy and assess them, ensure that the corresponding personnel can meet the employment standards of the school or talent demand unit, and ensure the rationality of talent allocation, recommendation and invocation. (Geng Weina, 2020)

Personnel file management in higher vocational colleges plays an important role in education management. It not only records the personal information of faculty and staff in detail, but also provides an important reference for schools to select talents and evaluate teachers' performance. With the development of science and technology, personnel file management is gradually transforming to information and intelligent direction, which not only improves work efficiency, but also makes personnel file management more accurate and standardized. However, in the face of increasing management tasks and changing social environment, the management of personnel files in higher vocational colleges is also facing a series of new challenges. The management of personnel files in higher vocational colleges plays a vital role in the development of schools and the service of faculty and staff. Only through continuous innovation and improvement, in order to adapt to new challenges and needs, strengthen information construction, improve personnel quality and perfect management system, can we better serve the development of schools and education and contribute to the prosperity of higher vocational education in our country.

Characteristics of personnel file management in higher vocational colleges

Due to the particularity of its content, personnel files in higher vocational colleges are related to the vital interests of the staff, such as social security, professional title, organizational relationship and salary, and show strong seriousness and policy characteristics.



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For modern higher vocational colleges, it is an important task to do a good job in personnel file management. Due to the particularity of higher vocational colleges, the ability of file management personnel may be relatively weak. With the rapid expansion of the contents of personnel files, the managers are required to clarify the significance of file management, and conduct an in-depth analysis of the existing management problems in connection with the development form of higher vocational colleges, so as to lay the foundation for the subsequent comprehensive implementation of the improvement strategy of file management. (Zhang Wenjuan, 2023)

Speciality

Personnel file management is different from the general document file management, it needs to take the goal of human resource management as the research core, and respect the basic information of talents. In the management of personnel files, attention should be paid to the difference management of information and the timely and accurate transmission of file information. A large amount of personnel management information is timeliness and needs to be updated and improved according to different periods in the management process. (Wang Minyi, 2020) Personnel file management in higher vocational colleges requires certain professional knowledge and skills, including knowledge of human resource management, file management, laws and regulations. With professional management talents, the new file content is constantly enriched to the file information materials, and the practice pays attention to the collection of the latest situation of the staff, and the information can be clearly reflected in the personnel files. At the same time, it is also necessary to be familiar with the characteristics of education and teaching and management mode of higher vocational colleges in order to better manage personnel files.

Systematicness

The management of personnel files in higher vocational colleges is a systematic project, which involves the coordination of personnel policies, systems, processes, personnel and other aspects. From recruitment, selection, training, assessment, promotion, transfer, dismissal and other links, personnel file management needs to be structured from the system to achieve the upgraded development of personnel management in higher vocational colleges. (Wang Minyi, 2020)



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products for faculty and staff. Let the archives move from static storage to dynamic service, from passive collection to active collection, and truly liberate the archives management from the personnel archive room, integrate into the public and integrate into the life and learning of the majority of faculty and staff. (Qiu Ju, 2021)

Informatization

With the development of information technology, personnel file management in higher vocational colleges is gradually developing in the direction of information technology. Network thinking into the personnel archives management work, the archives management with the network thinking management perspective, in the subtle to promote the transformation of archives management mode. (Liu Chang, 2021) Through the establishment of personnel file management system, electronic storage, retrieval, statistics and other functions of files can be realized, and the efficiency and accuracy of file management can be improved.

Persistence

The management of personnel files in higher vocational colleges is a continuous process, which needs long-term attention and improvement. With the development of schools and social changes, personnel file management needs to be constantly adjusted and optimized to adapt to new challenges and needs.

To sum up, personnel file management in higher vocational colleges has the characteristics of professionalism, systematic Ness, dynamics, confidentiality, legality, service, informatization and sustainability. Only by fully understanding these characteristics can we better carry out personnel file management in higher vocational colleges. In order to effectively manage personnel files, it is necessary to continuously improve the professional quality of managers, improve the management system, strengthen the information construction, and ensure the scientific and normative management of personnel files, so as to provide strong support for the development of staff and schools.

Problems existing in personnel file management in higher vocational colleges

With the development of society, the requirement of personnel files management is constantly strengthened, and the special examination of personnel files in higher vocational colleges is also developing comprehensively. Personnel files are the core of personnel organization work in higher vocational colleges. They are records of information generated by



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personnel and other parts in the work, and play an important role in the sustainable development of higher vocational colleges. In order to comply with the new requirements, put forward by the state on the personnel work of each unit, higher vocational colleges should also strengthen the reform of the archives of the personnel department, meet the needs of the development of The Times, innovate the management system, and improve the work of the personnel department. (Huang Chunbei, 2022) However, there are still some problems in the management of personnel files in vocational colleges, which affect the accuracy and integrity of personnel files, are not conducive to the long-term development of colleges, and have a certain impact on the stable development of vocational colleges.

Personnel file management lack of standardization

In the process of collecting and sorting out personnel files in higher vocational colleges, the management system of personnel departments in some higher vocational colleges is not standardized, and the personnel files are not sorted out according to the relevant rules formulated by the state. (Huang Chunbei, 2022) Still choose to use the experience and means accumulated in the early stage of running a traditional vocational college, and the corresponding system and mechanism. It leads to the lack of unified management regulations and operational procedures in personnel file management, resulting in the confusion of file management and the inability to ensure the accuracy and integrity of files.

The information level of personnel files is low

With the development of information technology, personnel file management in higher vocational colleges should be informationized, but at present, personnel file management in many higher vocational colleges still stays in the traditional paper file stage, resulting in the need for a lot of manpower, material resources and time to collect, catalog and consult personnel files. To a certain extent, it causes waste of paper, storage space, labor costs and so on. (Li Yumei, 2023) It is not integrated with advanced technologies such as big data, and its work efficiency is low, and it cannot meet the needs of the development of The Times. It not only increases the workload of file management, but also affects the efficiency of file use.



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Insufficient investment in personnel file management

The modernization of personnel file management in higher vocational colleges cannot be separated from the construction of file information. However, because the leaders of higher vocational colleges do not pay enough attention to personnel archives work, there is a general lack of funds investment phenomenon, most personnel archives management departments lack special hardware and software equipment, no server, and generally use ordinary computers instead, and there is a problem of equipment aging. The information construction of personnel files is inseparable from the professional personnel, data system and special equipment, which require a lot of funds. (Zuo Yuanpeng, 2018)

Personnel file management personnel quality is not high

In China, some higher vocational colleges believe that the technical content of personnel management is low, there are fewer full-time personnel, unreasonable professional distribution, low educational level, large age structure, and low enthusiasm for work, which fully exposes the professional level of personnel file management personnel is not high, the lack of compound talents, and the demand for information development there is still a big gap. At the same time, the vast majority of archives management personnel in higher vocational colleges have multiple roles, and are troubled by other transactional work, unable to devote themselves to it, weakening the archives management work. It is not conducive to the reform and development of personnel management. (Zuo Yuanpeng, 2018) Some personnel file managers in higher vocational colleges have not received professional training in file management, and lack the knowledge and skills of file management, so they cannot effectively carry out file management work in education management. Some managers only carry out their work at will according to their own experience, without considering the actual situation of higher vocational colleges, which leads to poor quality of work and hinders the development of higher vocational colleges. (Chen Xiaoxu, 2021)

Personnel file management lacks effective supervision mechanism

The lack of effective supervision mechanism of personnel file management in some higher vocational colleges leads to the failure to ensure the accuracy and integrity of information in education management, and fails to find and correct the problems in file management in time, which affects the effect of file management.



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Personnel file management faces the problem of information security

With the development of network technology, personnel file management in education management is also facing the problem of information security. How to ensure the security of file information and prevent information leakage is an important problem to be solved in personnel file management of higher vocational colleges.

To sum up, higher vocational colleges should fully understand the importance of personnel file management, and take effective measures to continuously improve the level of personnel file management to provide strong support for the long-term development of the college.

Conclusion

The management of personnel files in higher vocational colleges is faced with many problems and great opportunities for development. Talent is the core element of various undertakings. To carry out personnel file management is to build a new strategy of talent development from the perspective of information development. (Wang Minyi, 2020) Personnel file management plays a vital role in the management of staff in higher vocational colleges. Higher vocational colleges should fully recognize the importance of personnel file management and take effective measures to strengthen its management. First of all, higher vocational colleges should pay more attention to personnel file management, formulate and improve relevant policies and operational norms to ensure the standardization and sustainability of file management. Secondly, it is necessary to improve the information level of personnel files and introduce advanced technical means to make the storage, retrieval and processing of files more efficient and convenient. In addition, the confidentiality and security of archives should be strengthened to ensure that personal privacy is not infringed. In short, by strengthening the management of personnel files, higher vocational colleges can improve the efficiency and quality of staff management, and create good conditions for personnel training and development. This will contribute to the long-term development and overall competitiveness of colleges and universities, and lay a solid foundation for the sustainable development of higher vocational education in China.

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