Problems and Countermeasures of Personnel Archives Management in Colleges and Universities under the Background of High Level Talents Flow

Dong Yan[*]

Human Resources Department of Qingdao University, Qingdao, 266071, China
*Corresponding author

Abstract: At present, with the increasing trend of high-level talent competition, the flow of talent in colleges and universities is also becoming frequent. Therefore, to ensure the normal operation of personnel file management in colleges and universities can not only help the sustainable development of colleges and universities, but also improve the efficiency and level of personnel file management of high-level talents to a certain extent. Based on this, in order to further analyze the high-level talent flow trend, the university in the personnel file management problems and follow-up measures, the author through the search for information, literature review, and so on to carry out research, hope to provide reference for relevant personnel.

1. Introduction

Driven by the development of the new era, the current social development needs more high-level talent support, talent is not only the cornerstone of social progress, but also the main force of rapid economic development. At present, the scale of higher education is expanding, more and more people begin to realize the importance of talents in all walks of life, which makes the demand for high-level talents more and more urgent. Universities began to attract high-level talent, the talent market competition is fierce, but also intensified the frequent flow of high-level talent. Based on the actual personnel management in colleges and universities, the author sums up the problems existing in the process of high-level personnel file management and gives some effective countermeasures [1].

2. The Problems of Personnel File Management in Colleges and Universities from the Perspective of High-Level Talent Flow

2.1. Insufficient Informatization

In general, high-level talents have the characteristics of high borrowing rate, large amount of information and more materials in archives archiving, in the past, the paper-based archives mainly through manual operation to complete the work such as file search, sorting and binding, not only in the time consumption is huge, but also can not bring the value and role of the archives into full play. In recent years, most colleges and universities have introduced information-based means in the

management of personnel files, with the help of a variety of information-based software and systems to manage high-level personnel files, compared with the past, information-based management model has slowly become normal [2]. However, in the actual operation process, the information-based personnel file management measures will be constrained by such factors as the incomplete use of information technology, insufficient funds and the lack of professional managers, in order to make the informationization strength to further strengthen, but also needs to carry on the thorough exploration and the development [3].

2.2. Management is not Professional Enough

At this stage, with the continuous flow of high-level talents, leading to the university personnel files in the process of access to work constantly encounter new problems, and most of the university personnel in the file management are lack of a certain degree of professionalism, some managers have not even received the relevant training, resulting in their management process, there are omissions, it is difficult to file the relevant content or some of the details of the full implementation and grasp. In order to develop the personnel file into the information-based direction, it needs the personnel with higher professional level, so as to be able to deal with the challenges brought by the continuous flow of talent background. In addition, most colleges and universities have invested a large amount of funds in personnel file management to introduce advanced management facilities and equipment. However, due to the lack of professional management personnel, the function and value of these equipments are not brought into full play, which will affect the efficiency of personnel file management [4].

2.3. Too Many Files to Reconstruct

In the past, due to the influence of the traditional management model of file follow person, some universities retained high-end teachers by means of file retention, so as to effectively curb the loss of high-level talents. Some teachers in the contract has not expired or not fully fulfill their obligations, due to various reasons, when unable to formally transfer their own files, the original files were abandoned, and then in the form of free flow into the new unit. In order to compete for and retain high-level talents, the major units will carry out file reconstruction during talent introduction to further absorb and appease talents. Through this means of archive reconstruction, colleges and universities are faced with great challenges in the process of personnel archives management, which greatly improves the difficulty of archives management in colleges and universities [5].

3. Management Measures of University Personnel Files under the Background of High-Level Talent Flow

3.1. Strengthen the Construction of Archival Information Management

At the present stage, the management of personnel files in colleges and universities is mainly divided into binding and preservation, catalog preparation and material classification and other management forms. Even if the introduction of computer and other information auxiliary tools, often only play the role of simple file retrieval. Based on this, in order to make the comprehensive application of information technology and give full play to its great value, colleges and universities need to put information and technology into large quantities in the form of traditional management, introduce CD-ROM storage and laser scanning technology according to the specific management needs, and further improve the management procedures of personnel files in information technology [6]. At the same time, it can also use the local area network to achieve the authority and Internet limit

of electronic files, so that employers can use specific authorization or encryption procedures and other ways to understand the academic performance of high-level talents, educational information and other basic information, in order to use a simple and intuitive form to fully grasp the specific information of high-level people. The integration of information means into the management process of personnel files can not only further reduce the artificial loss of files, but also effectively integrate human resources to realize the sharing of high-level talent resources, which is helpful to further reduce the incidence of file reconstruction and file abandonment [7].

3.2. Establish and Improve a Standardized Archives Management System

Colleges and universities need to develop targeted and standardized systems for archives management, so as to better carry out high-level talent archives management, and at the same time, each process and task involved in the management process to achieve strict [8]. First of all, colleges and universities need to effectively divide responsibilities and fully implement the responsibility system, so as to make managers more patient and meticulous during work and reduce work mistakes. Secondly, a detailed accountability system should be established and improved according to the archives management system and process of the school. In addition to clarifying the responsibilities of each staff member, responsibility tracking should also be strengthened. For example, an administrator is responsible for the creation of file information, while the management department is responsible for the submission, collection, transmission and identification of personnel data, and the archiving, classification and preservation of personnel data are completed through the file system. In this way, all managers can become contributors and creators of the generation of personnel files in different links, fully mobilize the enthusiasm and enthusiasm of administrators, and thus accelerate the informatization and standardized efficiency of personnel files management [9].

3.3. Strengthen the Audit of High-Level Personnel Files

With the phenomenon of high-level talent flow becoming more and more intense, universities in recent years are still lack of a certain degree of perfection and standardization in management, especially in the process of checking personnel files, facing great challenges. Colleges and universities should have a clear understanding of the urgency and importance of personnel files in the audit link, establish and improve the strict audit mechanism, not only the audit of the newly introduced high-end talent, but also the previous high-end talent files according to the special audit requirements, the political position, political direction, punishment, reward, qualifications and work experience and educational background for a comprehensive audit. At the same time, it is necessary to intensify the archiving, sorting and collection of archives. During the audit, if there are non-standard, unreal or missing files, it is necessary to report immediately and deal with them in time, so as to ensure the integrity and authenticity of personnel file materials, so as to provide effective basis for management, assessment and evaluation of high-level talents [10].

3.4. Implement High-Level Talent Incentive Measures

At present, high-level talents play an important role in promoting the development of colleges and universities. Colleges and universities should constantly improve the incentive measures for high-level talents so as to further enhance the competitiveness of talents in colleges and universities, and give full play to their own advantages to retain high-level talent, to maximize the prevention of talent flow disorder phenomenon. In addition to the need to focus on the construction of the internal environment of the campus to create a good intellectual and academic atmosphere, colleges and universities also need to arrange the necessary funds for the lives and scientific research of high-level

talents, this can effectively improve their well-being in life as well as job satisfaction, so that more fully engaged in work. In addition, in the process of introducing high-level talents, colleges and universities should ensure the basic rights and interests of high-level teachers and make the talent structure stable gradually. For example, creating a good academic atmosphere and developing space for high-level teachers, and gradually improving such mechanisms as job selection, title evaluation, and talent awards, can not only stimulate the enthusiasm of high-level teachers in this school, so that the work can be carried out smoothly, but also to form a win-win situation between universities and high-level talent, effectively curb the loss of high-level talent [11].

3.5. The Construction Personnel File Management System

It is an important problem for colleges and universities to introduce and perfect the personnel file management mechanism of high-level talents, and try to find the suitable management mode under the environment of frequent talents flow. The intensified flow of talents is the flow of science and technology, which is the most effective force to promote the development of science and technology innovation in colleges and universities. At present, the relevant departments in charge of archives management have not formulated the corresponding system and methods for the flow of high-level talents in archives, so the talent management is lack of pertinence. In order to achieve a reasonable and scientific allocation of human resources, and further promote the high-level personnel in the file management to achieve standardization, the relevant departments of archives management can construct corresponding guiding measures and management methods to help personnel archives better serve the all-round development of the economy and society. First, based on a macro perspective, to strengthen the management of files in accordance with the law, so that the management of personnel files can be fully transparent, and every flow link is based on, we will promote a more scientific and institutionalized flow of high-level talent. Second, the relevant departments of business need to strengthen the supervision and inspection, so as to correct the bad influence of personnel files in the disorderly flow process in time to a certain extent, and gradually promote the standardization of mobile files [12].

3.6. Enhance the Integrity of Talent Profile Collection

Colleges and universities have a very complicated process in the management of personnel files, it is necessary to pay attention to the integrity and system of the files. Personnel files themselves have certain multi-dimensional information, and each link has corresponding characteristics, which promotes the management of archives to have a higher value. Especially, the archives management of high-level talents plays a huge role in promoting the development and construction of colleges and universities, so colleges and universities need to focus on the value of archives in the management process [13]. Based on this, in order to further improve the management quality and efficiency of high-level talent archives in colleges and universities, so that high-level talents can reflect the overall talent situation in a more real and comprehensive way under the background of flow, colleges and universities should strengthen the importance of material integrity collection. At the same time, because the integrity of high-level archives cannot be separated from the promotion of fine management mode, the integrity of archival information must be based on the improvement of information collection process. The specific methods are as follows: First, colleges and universities should collect personnel information and data timely and effectively, so as to enhance the value of high-level talents' information and data. Second, in order to collect high-level talents' information and data completely, colleges and universities need to cooperate with multiple parties to clarify the scope of high-level talents' files, and obtain the archival information of all parties as much as possible, so as to realize the information collection of high-level talents gradually becomes complete.

3.7. Strengthen the Preservation of Archival Materials

At present, the collection and arrangement of archival information of high-level talents in various universities has been gradually improved, and the most important thing at this time is whether the security of archival information is guaranteed. During the storage period of talent files, college administrators should abide by relevant rules, regulations, laws and regulations to ensure the accurate, safe and efficient completion of the archival preservation work, but also need to constantly test the information management system to prevent the occurrence of security loopholes during the operation of the system, and always ensure the security of high-level talents' file information. This can promote the talent competitiveness of colleges and universities to a certain extent.

3.8. Accurate Identification of Talent File Information

For high-level talents, the amount of data and information in the management process of their archives are changeable and extensive. Therefore, colleges and universities need to update the information in time during the management period and ensure the authenticity of the sources of archival information. Colleges and universities can adopt fine file management mode for intervention, which can ensure the accuracy of file information, improve the efficiency of file management in colleges and universities, better identify all kinds of high-level personnel information, promote the rationality of personnel information, but also effectively prevent the falsification of file management. In this way, it can not only promote the archives management of universities more detailed and more accurate, but also effectively reduce the flow frequency of high-level talents.

4. Conclusions

This paper mainly focuses on how to improve the efficiency of archives management in colleges and universities under the background of frequent flow of high-level talents. Specifically, it mainly adopts the means of establishing and improving management standards and the safe storage of archival information. The above methods are important measures for the frequent flow of high-level talents at present, which can make archives management in colleges and universities more simple and convenient. At the same time, it can also speed up the collection of archival information, which has a certain practical significance, hoping to provide relevant reference for university archives management.

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