Practice of Information Management of Personnel Archives in Colleges and Universities under the Circumstance of Talent Flow

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Abstract: College personnel file information is an important resource in colleges and universities. It can not only clearly record the information of the parties involved in the file, including learning, teaching, work process, rewards and punishments, but also provide reference for college personnel selection, appointment and other activities. It is an important foundation for the long-term sustainable development of colleges and universities. It can be seen that in the context of talent flow, the informatization management of personnel files in colleges and universities is particularly important, but there are still problems in the informatization management of personnel files in colleges and universities today, such as lack of a unified platform, insufficient supervision, and non-standard file management. Therefore, colleges and universities need to take certain measures to strengthen the construction of informatization management of personnel files, improve their utilization efficiency, and lay a solid human foundation for the development of colleges and universities.

1. Introduction

The flow of talents in colleges and universities is very frequent, and with the continuous development of society, the popularity of talents in colleges and universities is still rising, which brings certain challenges and difficulties to the management of talent files in colleges and universities. The way of managing personnel files in colleges and universities is still the traditional manual mode. The large task of managing files leads to excessive pressure on managers, and this management lacks a certain degree of comprehensiveness. Every year, colleges and universities are faced with personnel transfer in the form of graduates entering the society, teachers and talents flowing, which has affected the management of personnel files in colleges and universities to a certain extent. Although today's colleges and universities have file management departments and also carry out personnel file information management, there are still defects. For example, a large number of talents flowing cause a large number of file abandonment and file reconstruction and lack of a comprehensive information management platform. Therefore, under the current background of high flow of talents, colleges and universities must do a good job in information management of personnel files [1].

2. The Significance of Information Management of Personnel Archives in Colleges and Universities under the Circumstance of Talent Flow

A large number of talents flow every year, so that the number of relevant files continue to grow, the traditional way of file management is no longer appropriate, so the introduction of information technology in file management, the use of university personnel files information management can mention the efficiency of university management files. First of all, the growth experience and work of university employees are not the same, so the use of archives information management can let the university know the information of the staff in real time, make the archive information more comprehensive and complete, so as to promote the management of university personnel files. Secondly, the establishment of a relevant personnel file information management platform in colleges and universities is conducive to strengthening the sharing of personnel file resources under the flow of talents, so as to reduce the incidence of file information mismatch caused by different databases. It not only enables colleges and universities to improve the rationality of personnel arrangements, but also makes it more convenient for mobile personnel to consult files. Finally, archives relate to a person's life and work, which is a very important content. Therefore, the use of information technology to save archival information can achieve a long-term preservation effect, which is the paper version of the file doesn't have the function [2].

3. Problems in the Informatization Management of Personnel Files in Colleges and Universities under the Circumstances of Talent Flow

3.1. The Abandonment and Reconstruction of Archives are Widespread

With the continuous development and progress of society, with the rise of various emerging industries, the flow of talents is becoming more frequent, especially in colleges and universities. Nowadays, the most common phenomenon is that the region where graduates and archives are located is inconsistent, and the problem of separation between people and archives is serious. College graduates are the main force of talent flow, and also the "main force to abandon archives". Graduates have vague knowledge about the importance of archives for their future work. Therefore, they do not care about the transfer of archives, or even forget about it. Colleges and universities do not have a high awareness of archives throughout their lives, making a large number of personnel archives forgotten in schools, talent service centers and other institutions. This situation easily leads to the backlog of a large number of personnel files in colleges and universities, which can not be destroyed, thus causing a certain loss of management time and cost. When talents enter the new unit, they do not transfer the original files. The new unit will create a new file based on some real-time materials of talents, which further aggravates the phenomenon of file abandonment and multiple files for one person [3].

3.2. Lack of Unified and Universal Information Platform

It is not difficult for colleges and universities to carry out information management of their own staff or students' personnel files. However, due to the lack of a common and unified file information platform for all major colleges and universities, the file information cannot be exchanged between different colleges and universities, and the transfer and application of personnel files are limited. In order to carry out information management of personnel files, colleges and universities need to spend a lot of time and energy to collect talent information and input the information, and also to judge the collected information and check whether it is accurate. These situations usually occur within colleges and universities, and only the file management department is qualified to access these. Therefore, it

is easy to waste and idle more data resources of colleges and universities, and it is difficult to play its value. Therefore, it is very necessary to have a national unified personnel file information management platform that everyone can share, and colleges and universities should also do their own file management work well [4].

3.3. Serious Duplication and Lack of Supervision

Talent flow is the main way for various regions to absorb new talents. However, in this environment, it is more common for one person to work in multiple posts. For example, a teacher or employee may work in two or more universities. Therefore, if the loss of relevant materials causes data distortion or the process of rebuilding new files during the file transfer, the unit will have some difficulties in considering the talents of employees, It is easy to reduce the trust of talents to the company. In addition, in order to attract more talents, many colleges and universities will propose that talents do not need to provide the original files, household registration and other relevant materials, so when establishing new files, they cannot compare the files with the original materials, and lack certain integrity supervision. It is inevitable that talent materials will be "watered down", which is not conducive to the selection of talents by colleges and universities and the formation of a better guarantee for their overall development [5].

4. Strategy of Information Management of Personnel Files in Colleges and Universities under the Environment of Talent Flow

4.1. Deepen Education and Strengthen Talents' Understanding of Archives

Personal files are very important for talents and involve future work. Therefore, colleges and universities should strengthen the education of relevant content learning for talents, enhance the understanding of the importance of files and the awareness of files, and transfer files to new units in a timely manner, so as to avoid file separation and abandonment. For example, colleges and universities should attach importance to the file education of students, set up relevant content learning and publicity and education activities in each stage of students, so as to strengthen the file awareness of college students, which will largely solve the problem of high and low students abandoning files [6]. The archives education for students in colleges and universities can be divided into three stages. When college students first enter colleges and universities, they will collect and summarize their data, and then watch the lectures related to archives knowledge. Every student must participate in the lectures, and tell students that archives are records of their own performance in college life. Archives cannot be altered, and they need to provide personal archives for employers in future employment; Colleges and universities have established students' awareness of personal files at the initial stage. During the period of school, colleges and universities can strengthen students' understanding of files by means of broadcasting knowledge points on campus, publishing stories on campus websites, and posting pictures on bulletin boards, so that students can fully realize that files can play a certain role in their lives; When students are about to graduate, colleges and universities should timely carry out archives education for students through employment guidance courses. During this period, colleges and universities should increase the publicity of students' knowledge about archives, increase the number and frequency of lectures, theme class meetings, and brochures, and further deepen students' understanding of archives by creating a tense atmosphere. Colleges and universities should let students understand the steps of archives transmission and the ways of preservation and management, Avoid some students from abandoning files because they do not understand the transmission and storage of files. Colleges and universities should not only strengthen the graduates' awareness of archives, but also strengthen the faculty's awareness of archives. They also need to hold an irregular

faculty archives awareness meeting. At the meeting, colleges and universities should make faculty clearly understand the importance of archives to students and themselves, so that they can change the archive information when entering new units, which is very beneficial to their own development and the development of the unit [7].

4.2. Establish and Improve the Personnel File Information Management System

Personnel files record important events that occurred during the growth of individuals. Colleges and universities carry out talent discovery, talent selection and talent management according to personnel files. Files play an important role in personnel management. Therefore, in the current environment of frequent personnel flow, in order to promote the efficiency and quality of personnel files management in colleges and universities, it is necessary for China to establish a unified personnel file information management system and a file information management platform that can enable the file information exchange between major universities, so as to strengthen the management of files. As an archive center, colleges and universities should establish and improve the information management system of personnel files in colleges and universities under the environment of talent mobility [8]. First, they should establish and improve the basic rules and regulations related to the content of the personnel file management system, such as the collection of information on file materials, the viewing and borrowing of personnel files, the filing of personnel files, the preservation of personnel files and the confidentiality system of personnel files, so as to promote the scientific and systematic development of personnel file information management. Secondly, as the first university for talents to enter, it is necessary to timely establish the initial unit file of talents, collect, summarize and sort out all aspects of talents' information. After talents enter other units, the personnel of the new unit should timely change and maintain the file information of talents. In addition, we can build a system in which all universities and units can query the talent file information. In the system, the talent file information is summarized, so that the talent file information can be called and used by all universities and relevant units at any time. To a certain extent, talents can repeatedly create their own files. To improve the information management of personnel files, not only should personnel have laws to follow when carrying out file work, but also should have a strong personnel file management ability and a certain amount of information technology. Therefore, colleges and universities should strengthen the relevant quality and work ability of file management personnel, and regularly train relevant personnel to ensure the stable play of the role of information management of personnel files in colleges and universities under the talent flow environment [9].

4.3. Synchronize Management of Mobile Talent Files and Talent Information

The personnel files of floating talents are historical materials to record floating talents, including their political outlook, learning and working experience, and family status. Social relations and whether there are violations of laws and regulations are important basis for talents to participate in some assessment, enter the unit and review welfare and other events. The information of mobile talents includes talent files. Although the personnel office system of colleges and universities is constantly becoming mature, there are still some difficulties, such as the separation of talent files and information collection and induction of talent information in colleges and universities. The content of talent information and talent files cannot be converted or shared. Colleges and universities can collect talent information from different directions. Floating talents can provide their own information to colleges and universities, or they can be provided by the management department of information collection systems such as the school all-in-one card. The talent information collected has a certain timeliness, and it needs to be updated and maintained regularly. Therefore, there is a certain lag and uncertainty in the collection of talent information content by colleges and universities. Therefore,

colleges and universities should strengthen the information technology means in collecting information, so that colleges and universities can carry out synchronous management between the two, so as to strengthen the correctness of file information and the management of files. In addition, colleges and universities should update and maintain the file information of talents in a timely manner, record the credit status of employees, and conduct a certain evaluation. This information can be seen by other companies in the process of talent flow, and companies can evaluate the professional reputation of talents based on the comparison between the original information and the existing information, so as to better screen talents and select outstanding talents. Finally, it is suggested that universities, specialized institutions or talent service centers strengthen the credit supervision of mobile talents, comprehensively investigate and supervise the credit situation of talents, and grade talents according to their credit situation and provide them to employers. On this basis, it is necessary to maintain credit supervision by legal means for the construction of credit management, which can promote the development of universities, it can also promote human development and progress [10].

4.4. Strengthen the Safety Management of Personnel Files after Informatization

Information management of personnel archives is carried out. The way of personnel information collection is changed from paper archives and file directory information to digital information, and scientific management of these information is carried out. Since the information management is run on the network, the platform will be affected by network hazards to a certain extent, resulting in network security and other issues. Due to the importance of personnel archives, Colleges and universities pay great attention to the security of talent file information. Therefore, when entering talent file information, colleges and universities should strengthen the authorization management and the identity authentication of talents and managers, so as to reduce the occurrence of information management loopholes [11]. In addition, colleges and universities should improve the information hardware of personnel file information management. At the initial stage of personnel file information management, they should increase the investment in construction, reasonably plan and manage the funds of relevant departments, remove the aging hardware or upgrade and maintain it, and purchase corresponding network hardware facilities and network construction to ensure the safety of personnel file information, Accelerate the informatization management process of personnel files under the talent flow environment. To strengthen the security of information management of personnel files, a management team with strong comprehensive quality and ability and a high sense of responsibility is indispensable. A proprietary system (according to the national laws and regulations on information) is established to restrict and manage the behavior of relevant personnel, and the team members are regularly trained in relevant knowledge, so as to strengthen the political, ideological and moral quality of personnel; Hold lectures on security information knowledge or competitions on information security content to deepen the understanding of personnel on information security; Colleges and universities should not only strengthen management personnel's attention to information management security, but also strengthen leaders' awareness of information security management of personnel files, and comprehensively strengthen the security of management.

5. Conclusions

Information management of personnel files can improve the management efficiency of personnel files in colleges and universities under the background of talent flow; Information management of personnel files in the talent flow environment can reduce the restrictions caused by the paper version, and strengthen the protection of the paper version files to a certain extent. Therefore, in the general environment of personnel flow, it is very necessary to carry out information management of personnel files, strengthen the information construction of university files, and thus strengthen the management

of talents.

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