

Research on the Management and Utilization of University Cadre Personnel Files in the New Period

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Abstract: With the rapid development of higher education in China in recent years, the development of various work in colleges and universities has also ushered in a new development, and is facing new opportunities and challenges. The quality of cadre personnel file management has the most direct impact on the efficiency of personnel utilization and personnel management level of colleges and universities. It is one of the important parts of the management of colleges and universities. It is closely related to the selection of talents in colleges and universities and equal to the interests of the staff. Based on this, colleges and universities in the new period should constantly strengthen their ideological understanding, optimize the daily work methods, and promote the good development of the management of college cadres and personnel files in the new period. This paper explores the necessity of the management and utilization of university cadre personnel files in the new period, analyzes the current situation of the management and utilization of cadre personnel files in colleges and universities, and puts forward some optimization suggestions and specific practices.

1. Introduction

The personnel files of colleges and universities cadres mainly record the systematic information of the cadres in colleges and universities, which can provide effective data reference for the selection and promotion of cadres in colleges and universities. Under the background of the new era, with the further deepening of comprehensive governing and the rapid development of the country, the importance of cadre and personnel archives work increasingly obvious, need to innovate archives management methods, actively promote the development of university cadre personnel archives management, promote the training of talents in colleges and universities and the vigorous development of national higher education.

2. The Necessity of Personnel File Management of University Cadres

First, to provide an important basis for talent selection. The personnel files of cadres in colleges and universities are an important reference material for the selection of talents in colleges and universities, the government and the state, which can comprehensively reflect the comprehensive situation of the ability, virtue and political achievements of teachers or cadres. Therefore, cadre personnel files can help the personnel department quickly understand personnel information, more

effective cadre selection, to know people. The management and utilization of university cadre personnel files is an important part of university archives, which provides a good guiding role for the construction of university cadre team and provides corresponding information help for cadre management. Through the analysis and reference of the personnel file information of cadres, the change law of the cadre team, so as to formulate scientific and democratic personnel training and management program, provide important information basis for the selection of talents in colleges and universities, and promote the positive development of the talent team in colleges and universities [1].

The second is to provide an important guarantee for the construction of university personnel archives business. The arrangement of cadre personnel files is to carry out the management work of collecting the data and documents of the cadre growth process and classifying, sorting, catalog and binding. Cadre personnel files will continue to improve and supplement with the follow-up development of cadres. The management of cadre personnel files in colleges and universities is various and complex, with certain technical content. It is necessary to ensure the integrity and correctness of cadre personnel files when the quality of file sorting work meets the requirements, and promote the construction degree of university cadre personnel files management.

Third, to lay the foundation for the reform of the cadre training system in colleges and universities. Cadre personnel files after identification, sorting, revised archiving use, as a systematic project, through the collection of cadre file materials, a comprehensive understanding of the work status of cadres, immediately guide cadres toward the correct goal and thought forward. Through the effective storage and scientific management of the cadre personnel file information, it can comprehensively and intuitively reflect the performance of the cadres' morality and talent, which is helpful to promote the reform of the cadre personnel training system in colleges and universities.

3. Analysis of the Current Situation of the Management and Utilization of University Cadre Personnel Files

3.1. Archives Management Awareness is Weak

Cadre and personnel files storage and storage is one of the important work content in the personnel administrative department of colleges and universities, but because of its daily work process single boring, and not merge with other school teaching affairs, so will produce the cadre and personnel archives management seriously enough, think insect insect, fire prevention, moistu-proof, keep not lost basic work, makes the cadre and personnel file management at the edge of university personnel management position [1]. In addition, some cadres do not form the habit of standard operation of files, such as: personal information, filling in important information by impression, lack of verification consciousness; unauthorized length and service, education modification, resulting in file distortion and great impact on file management; even do not write according to the filling requirements, without personal photos or date. These situations lead to the doubt of the unity and authenticity of the university cadre personnel files, which seriously affect the use effect of personnel files and the selection of cadres.

3.2. Low Level of Archives Management

First, the lack of management file personnel, the lack of professional team. The management of cadre personnel files in colleges and universities has a strong professional and political nature, which requires the archives management personnel to have a strong professional quality and confidentiality spirit. With the wide application of information technology, the professional quality of management personnel has become the biggest problem. In the actual daily work, the following situations will generally occur: (1) insufficient staffing. Most of the archives management personnel in some

colleges and universities are part-time personnel in organizations or personnel administrative departments or dispatched personnel from social enterprises. Work continuity is poor, and there is no full-time archives management personnel. Moreover, the frequent rotation of personnel leads to mistakes in detail management, and the data cannot be filed in time. (2) The major is not suitable. Most of the archives management personnel in many colleges and universities are not archives management majors, with weak theoretical knowledge and weak professional ability. (3) Less training opportunities. Due to the limited capital investment in colleges and universities, there is little systematic and professional training for the cadre and personnel file management talents, and their professional ability and professional level are difficult to be greatly improved. (4) Weak professional identity. The work content of university cadre personnel file management is tedious and fragmented, time-consuming, more energy, and high repetition, the value of the staff is difficult to reflect and measure, the growth is slow, the work recognition is not high, the promotion opportunity is few, the lack of corresponding incentive mechanism, which greatly affects the enthusiasm of the staff [2-3].

Second, the level of informatization is insufficient. At present, the management of cadre personnel files still adopts the traditional archives management method, or combined with the campus archives management information system to cooperate with the work, but it is still mainly paper files, some documents even handwritten, it is difficult to consult, it is difficult to play the value of archives. Most colleges and universities have not established the corresponding file information management database in the management of cadre personnel files, which leads to the backward management of personnel files, which needs to spend a lot of time and energy in the file information query, and the utilization efficiency of archives is low.

3.3. The Archives Management System is not Perfect

One is the lack of effective file supervision. Due to the single and boring work of the department, it is easy to lead to the staff slack psychology, if there is no strong supervision, it is easy to appear the lack of important materials, not timely update the catalogue content and other situations, thus affecting the quality of cadre personnel files [4].

Second, the management system is not sound. The use of cadre personnel files lacks of relevant standard borrowing procedures, management personnel lack of business training opportunities, and the training of talents is relatively backward, generally used in the daily work of the "mentoring" way, which is easy to lead to the lack of systematic work experience, the lack of comprehensive talent file management staff.

4. Improvement Strategy of Managing and Utilizing University Cadre Personnel Files

4.1. Strengthen the Attention to the Management of Cadre Personnel Files

To improve the importance of university leaders to the cadre personnel files, as an important cornerstone of the construction of high-quality university cadres, they can fully promote the important information guarantee of strict governance and maintain the credibility of the organization. According to the actual situation of colleges and universities to formulate and improve the relevant file management system, and organize archives management personnel regularly advanced personnel files management experience learning, fully realize the value of cadres and personnel files, strictly standardize the working procedures of archives management personnel, enhance the sense of mission and responsibility of cadres and personnel files work [2]. In addition, because the [3] university cadre personnel files involve a wide range of departments, so it is necessary to strengthen the publicity of personnel file management in each department, to ensure that all the staff can establish a good awareness of personnel file management, seriously and actively cooperate with the cadre personnel

file management department to carry out the work. Colleges and universities should combine the new requirements of the management of cadre personnel files in the new era, innovate the traditional management methods, improve the attention to file management, so as to improve the quality of cadre personnel files management. At the same time, the leading cadres in colleges and universities should put the management of the cadre personnel files in the important work objectives, pay attention to the work value generated by the cadre personnel files, and care about the daily work and promotion and growth of the file management personnel.

4.2. Improve the Management Level of University Cadres' Personnel Files

In the new period under the background of the personnel archives management personnel team building is a long-term process, now should focus from the following aspects to strengthen the cultivation of the personnel archives management personnel: (1) improve their theoretical knowledge level, study and in the implementation of the "archives law", "secrecy", the cadre and personnel files management regulations of policies and regulations, firm to the ideal faith, improve confidentiality consciousness, maintain the authenticity and integrity of university cadres and personnel files. (2) Carry out relevant professional training from time to time, constantly improve the theoretical and professional knowledge of personnel file managers, adjust the original knowledge system, change their working ideas, and gradually improve their business ability [5-7]. On the premise of doing a good job of confidentiality, archives management personnel should actively expand the inquiry service function of archives, enhance the service awareness and ability, and improve the sense of responsibility and sense of mission. In addition, it is necessary to timely supplement the relevant cadre personnel information to ensure the real-time update of the directory. (3) Pay attention to the promotion of professional title, salary and welfare, post evaluation and annual assessment, improve the status of cadres and personnel file staff, and lay a foundation for enhancing their work confidence and identity.

4.3. Innovate the Cadre Personnel File Management Mode

First of all to all cadre personnel files "entrance" for strict check. For example: for retired soldiers, demobilized cadres, new recruitment personnel archives, must be by the school personnel administrative department to carefully identify all data, do layer upon layer audit seal signature after filing, ensure the standardization, authenticity and integrity, personnel archives will not audit or identification of material archiving processing, from the file source to ensure the quality of archives. The contents and borrowing approval process of cadre personnel files shall be strictly controlled. The Regulations on Cadre Personnel Archives shall be strictly observed, and unqualified files shall not be filed [8]. Establish a perfect accountability system to specify the consequences of negligence; the cadre personnel files shall strictly comply with relevant procedures. Secondly, colleges and universities should strengthen the information construction of cadre personnel files. In order to speed up the process of information construction of cadre personnel archives, colleges and universities can set up special funds, increase the investment in the construction of information archives, ensure their necessary expenses, and improve the hardware facilities such as computers, printers, scanners, shredders, etc. With the help of the Internet, we should build the internal management and service platform of cadres and universities, quickly promote the digitalization of file management, realize the online retrieval of cadres and personnel files information, ensure the confidentiality and security of personal electronic information, and improve the overall level of information management and utilization of cadres and personnel files [9-11]. At the same time, it is necessary to urge the cadre personnel file management staff of all departments to timely update the file data information to ensure the integrity and effectiveness of cadres' personal data. The management of cadre personnel files in

colleges and universities needs to be quickly transformed to the digital information management mode, to carry out the management of cadre personnel files efficiently, scientifically and accurately, and to realize the modern file management mode in the new period.

5. Conclusions

In order to adapt to the needs of the present new situation, the university cadre personnel archives management and use to advancing with The Times, change the original traditional work and management methods, establish and perfect the relevant system, strengthen the construction of personnel archives management personnel outstanding team construction, strictly regulate the cadre archives archive and archives borrowing process, using the information platform to expand the scope of digital archives application service, further realize the work value of cadre and personnel archives, provide reference basis for university talent promotion, guarantee the reasonable and effective use of cadres and personnel files.

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