

Innovative Thinking on the Management of University Cadre Personnel Files in the New Period

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Abstract: At present, China's education reform has begun to be implemented, in which the importance of personnel file management is becoming more and more high, which directly affects the development and composition of colleges and universities. Personnel file is for everyone's experience, political ideology and moral style, work ability, the real record, it can for the personnel resources need to provide their personal information and the basis of choose and employ persons, is the need of talent training, is the key to explore talent, the cadre selection and promotion of information sources, can for the reform of the salary system, professional and technical personnel title evaluation, the distribution of all kinds of welfare treatment and so on work to provide powerful data and data. Science and technology is progressing in the development era. Traditional university cadre archives management mode is mostly manual, first file access and then manual input, both time-consuming and laborious accuracy is also low, and need to use a lot of paper, cannot do environmental protection and paperless office. In order to further enhance the management level of cadre personnel files, this paper takes the new period as the background, makes a simple analysis of the management of senior teachers, and discusses how to innovate the management of senior teachers. Hope to help colleges and universities cadre personnel file management personnel to better manage, improve the quality of cadre personnel file management work.

1. Introduction

At the moment, higher education in China has made great progress, but there remains some deficiencies in the management of cadre personnel files in universities, such as the low overall quality of senior teachers and the lack of correct understanding of file management, resulting in the low management quality of working records and personal information; the low utilization efficiency of cadre personnel file information; the low level of information management. To effectively change the current situation of cadre personnel file management in universities, colleges and universities need attach importance to the management of cadre personnel files, innovate the management methods of senior teachers' records, and constantly innovate the concept and innovation mode of cadre personnel files management [1]. By utilizing modern information technology and information management models, the information utilization efficiency of university cadres and personnel files is continuously increased, so as to improve the information construction level of senior teachers in

colleges and universities.

2. Change the Working Concept of Cadre Personnel File Management

With the continuous progress of social economy, the management mode of universities is also constantly innovating and improving. The management of cadre personnel files is a significant component of the management of colleges and universities. Senior teachers should actively adapt to the development requirements of the new situation, enhance the work consciousness, change the work concept, and innovate the management mode.

To completely change the leading cadres in the heart of the "heavy business, light files" thought, to realize that the work of the institution is not only to do those vigorous people before the work, more practical is to do a good job such as personnel file management such basic work. If the leading cadres ignore the archives management work, put too much energy into the work that can see the results, it will mislead the grass-roots staff to understand the mistake. In this way, the personnel file management work cannot be carried out normally, more cannot achieve the purpose of management. Therefore, as the leading cadres of public institutions must change the concept of archives is not important from the management consciousness, put the archives management work into the daily management schedule, increase the intensity of capital investment and hardware facilities construction, only in this way can we better and more effectively promote the innovation, improvement and development of archives management work.

First of all, we should fully realize the importance of cadre personnel files to the development of universities and the personal development of faculty. Leaders of colleges and universities should fully attach importance to the archives management work, increase investment, efforts for senior teachers working record management to provide necessary working conditions and good working environment, constantly improve senior teachers working record management business level and comprehensive quality, strengthen the management of senior teachers working record scientific and reasonable development and utilization [2].

Secondly, to bring the cadre personnel file work into the overall management of the school, overall consideration, as an important work of the school to grasp. It is necessary to develop the relevant management system, standardize the collection, sorting and filing of personnel files, and actively promote the centralized and unified management mode of senior teachers' working records to ensure the integrity and effectiveness of the files. Strengthen the supervision and inspection of cadres' personnel files, urge them to file, sort out and transfer them on time, and ensure that all kinds of materials can be collected in time and properly kept.

Thirdly, to innovate the management mode. Cadre personnel files management personnel should actively change the working concept, reduce the proportion of the traditional working methods and management concepts, and actively promote the use of modern management means in the cadre personnel files. We should focus on improving the utilization efficiency and service quality of senior teachers' working records, and constantly explore the new mode of using cadre personnel files, provide better and more convenient services for staff, and constantly improve the significant role of cadre personnel files in the work, study and life of staff.

3. Standardize the Management of Cadre and Personnel files

With the continuous development of economy, the number of university staff is also increasing, and the management of universities is a very huge task, if there is no perfect system to restrain it, there will be a variety of problems will appear. Therefore, in the new period, in order to make the management of senior teachers' records more standardized, it is necessary to actively innovate the management system of senior teacher records.

The first is to establish a set of sound, scientific and perfect system system. According to the "Archives Law", "Regulations on the Management of Cadre Personnel files" and other relevant laws and regulations, the management of cadre personnel files should be clearly standardized and incorporated into the personnel work of colleges and universities. Secondly, it is necessary to establish the assessment mechanism of cadre personnel file management personnel. Only by assessing them, can we encourage them to constantly improve their ability and quality, so as to promote the quality of the university cadre personnel file management work is getting better and better. Finally, it is essential to enhance the reward and punishment system of cadre personnel file management. In the management of cadre personnel files, the reward and punishment system can make everyone clear about their responsibilities and obligations, so as to avoid the staff corruption, dereliction of duty and other bad behavior. In this process, we need the leadership's strong support, for those conscientious, conscientious cadre personnel file management personnel to commend, to those who do not seriously perform the duties of the cadre personnel file management personnel to punish. Of course, these systems are not unchanged, but according to the actual situation of continuous improvement and modification. Only by perfecting these systems, can we better realize the norms and constraints of the cadre personnel file management. Only in this way can we better improve the quality of cadre personnel files management [3, 4].

There are laws to follow, law enforcement must be strict, and the law will be prosecuted, which is known to every staff, so file management should not only have rules to follow but also strengthen the supervision. We should not tolerate or conceal any illegal act of damaging or stealing archives, and we should report, investigate and punish it in time to recover losses. According to different objects, purposes, psychological and ideological motives, we can strengthen the focus of the protection of archives work. It is best to install surveillance cameras in the archives equipment, so that you can use the monitor to view the users who come to extract and consult the file. Archivists should not only do a good job in the eyes, hands, and mouth, but also strive for the archival work to do safely.

4. Increase the Informationization Construction of Cadre and Personnel File Management

In the information age, archives management should also follow the development of The Times. The management of senior teachers should also keep up with the development of The Times, introduce and use modern technical means for file management, so as to facilitate the enhancement of the management level of senior teachers. First of all, it is necessary to fully utilize modern information technology to build an information system, scan and input the records of senior teachers, improve their records organization and management efficiency, and facilitate the inspection and utilization of senior teachers' records sorting. Secondly, it is essential to enhance the information construction of senior teachers' working records, and improve the information awareness and ability of archives management personnel. Finally, the network information technology should be applied to the management of cadre personnel files, the content of the cadre personnel files of colleges and universities should be integrated, and the cadre personnel database should be established. This can not only realize the cadre personnel file information sharing, but also can improve the work efficiency and management quality. However, in the implementation of the cadre personnel file information construction, also need to pay attention to some problems [5]. Firstly, colleges and universities should strengthen the publicity of the internal information construction in universities, raise awareness of information construction among relevant departments and staff, and receive their support; Secondly, colleges and universities should enhance the construction of the information construction infrastructure, so as to facilitate the normal operation of the cadre personnel file information system.

5. Improve the Comprehensive Quality of the Staff

Maintaining the integrity and security of personnel files is the basic responsibility of personnel file management experts, and it is also the purpose of file preservation. This requires the personnel file management specialist to be responsible, to ensure that the personnel files are not lost, not disorderly, not mildew, not rotten, not water, not rat bite, not theft, to ensure its integrity, because this is to ensure that the personnel data is complete basis, but also the basis of title evaluation, the selection of cadres.

Personnel file management personnel must strengthen their own quality of the cultivation, not only the professional quality to be excellent, but also to have a heart to serve the people wholeheartedly, but also willing to ordinary, silently work dedication spirit. In addition, have a certain ability of summary and analysis, keen observation ability, can accurately distinguish the ulterior motives of each archives user, master the rules of archives management work, but also as the necessary quality of the personnel archives management specialist.

One is to improve the professional ability of archivists. Archivists should be trained regularly, to continuously improve their professional knowledge level, and to establish good communication with other departments of the university, to understand the work tasks and priorities of other departments. At the same time, we should combine theory with practice, and constantly improve our business ability in practical work. Second, optimize the team structure. Senior teacher record sorting management involves more knowledge fields, including computer, word processing, finance, etc., which requires managers to have strong learning ability and communication skills. Therefore, in the management process, we must have a good comprehensive quality, to be able to use advanced technology for archives management work, but also to understand and master the knowledge related to the work. Third, attach importance to the training of archival talents, and attract high-end talents to participate in the management of cadre and personnel files. For some have a certain file professional knowledge and strong sense of responsibility to cultivate, and provide them with a better development platform, let them use their own professional knowledge and technology to help complete the cadre personnel file management work, so that senior teachers working record management level significantly improved [6-8].

Therefore, the university cadre personnel file management personnel must focus on the optimization of the knowledge structure in the continuous work practice, and constantly improve the knowledge structure. In addition, it is essential to enhance the communication between management personnel and archives management personnel, encourage them to learn together and exchange work experience and methods. At the same time, a performance appraisal system should be established to encourage them to constantly improve their own quality and professional ability, so as to better serve the development of universities.

6. Clarify the Job Responsibilities of Cadre Personnel File Management

In order to standardize the business process of senior teachers 'records and improve the management level of senior teachers' records, colleges and universities need to clarify the responsibilities of cadres and personnel file management personnel, and implement the responsibilities into the actual work. In order to standardize the business process of cadre personnel files, we first need to carry out the division of labor, clear the responsibilities of each post, and all staff according to the post division, the responsibility to the person. Then standardize the process of each work. When standardizing the business process, we need focus on the following two problems: one is to define the responsible person of each link, and stipulate the completion time and acceptance standards; the other is to clarify the responsibility division for specific business work, such as the responsible person for file review, reception, transfer, etc. Finally, colleges and universities should pay attention to "three cleaning": clear archiving scope, clear material content and accurate quantity; and also do "three checks": check the list of materials and check whether the

seal is complete [9]. In the management of cadre personnel files, they should attach importance to the work flow of cadre personnel file management, so as to avoid the problems caused by the non-standard process, and then affect the integrity of senior teachers' professional records.

To innovate the management of cadre personnel files, we must adhere to the guidance of the scientific outlook on development, and fully leverage the role of cadre personnel archives in the development of human resources in universities by drawing on advanced experience and modern information technology. Therefore, colleges and universities need to build and enhance the management system, leadership system and working mechanism of cadre personnel files, to provide a solid guarantee for the development of cadre personnel files work. Only by constantly innovating the management mode and method, can we better promote the scientific, standardized and modern development of the university cadre personnel files [10,11].

7. Conclusion

In short, the personnel file is an employee individual, work performance, ideology and moral character of real records and historical representation, is the necessary basis of talent, promote talents, so, under the new situation, the personnel archives management personnel rigorous work attitude, professional professionalism and strong sense of responsibility, is the basis of ensure the integrity of the archives, and institutionalization, standardization, modernization is all enterprises and government institutions to strive for the goal and direction. Only in this way can we form the new situation of personnel file management and become the source of economic benefit promotion.

In the development process of colleges and universities, cadre personnel files are the key content of cadre management. Therefore, in the new period, we should constantly innovate the management of senior teachers' working records. Specifically, in order to manage the personnel files of university cadres in the new period, the first step is to change the ideas, realize the importance of the management of senior teachers, and train and educate the managers, and then continuously improve the comprehensive quality of their professional quality and working ability. Finally, we should strengthen the information construction to provide the basic guarantee for the archives management work.

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