

How to manage the personnel files of high-level personnel well in Chinese universities

Chunyi Liu

Anyang Normal University, Anyang, Henan, China
lcylgy0071@163.com

Abstract: To further play the role of personnel file in high-level talent management, boost high-level talents in Chinese colleges and universities should play value, development of this research by several universities high-level talents for China's henan province personnel file management present situation analysis, from high-level personnel personnel file management research to individuation, combined with the survey data, literature review and related policies, This paper puts forward effective countermeasures and suggestions on how to make rational use of high-level talents with the help of personalized construction of personnel files of high-level talents in Chinese universities.

Keywords: Colleges and universities; High-level talents; Personalization of personnel files

1. Introduction

Chinese President Xi Jinping has stressed many times that "the key to running China's affairs lies in the Party, the people, and the talented people."^[1]The scientific use of talents is one of his ideas in the new era^[2].How to make full use of the innovation ability of high-level talents, personality to boost the development of Chinese universities and local construction, the current various universities did not form system of mechanism, tied to factors such as the higher education system, higher education evaluation system, the talent team construction in colleges and universities, innovation talent management, enhance the sense of mission of talented students, there are many deficiencies,^[3] It seriously affects the ability of high-level talents to serve the development of colleges and local construction. Personnel file is to organize the candidates of the important basis of choose and employ persons, the "based on" role into full play, is embodied in the personnel files to real, comprehensive, dynamic and effective response file the parties in such aspects as morality, ability, work, performance, help organize do "see files such as see people", which show the archives of the personality characteristics of the parties.^[4] this study combined with literature analysis and investigation and research the current situation of some universities in henan province of China, the exploration of high-level personnel in colleges and universities personnel archives construction is an effective means of individuation, designed to help make good use of the innovation ability of high-level personnel in colleges and universities, creating "first-class" and "first class" subject in colleges and universities in henan province, to better serve society construction, the application of contribution.

2. Investigation on the current situation of individualized management of personnel files of high-level talents in colleges and universities

Under the background of the new era, higher education is moving toward marketization and internationalization, and high-level talents have become the target of competition.^[5] In terms of how to cultivate talents after introduction and whether to build a systematic development platform for talents, this study investigated the current situation from the perspective of personalized construction of personnel files.

2.1 University leaders at all levels to high-level personnel file personalized management understanding

100% of the leaders at all levels think that personnel files are very important, and think that personalized management of high-level personnel files is conducive to better management and utilization of talents, but the specific situation depends on the policy; As for the management of

high-level talents, 90% of university department leaders said that they had never considered the work related to personnel files in their actual work. Almost 100% of other management departments think that strengthening the personalized management of high-level personnel files has nothing to do with their work.

2.2 Archives management department for high-level personnel file management status

According to China's regulations on cadre management, the management of cadre personnel files in colleges and universities should be centralized in their respective organizational departments. However, on the premise of standardizing management according to policies and respecting actual institutions, some personnel files are managed by the school archives, while others are managed by the personnel department. Several universities of the cadre and personnel records management department to survey, 100% of the records management department officials think the study is very valuable, 40% for middle-level cadre personnel files to distinguish with other cadres and staff files management, 30% units to distinguish management department, 20% are the two characteristics to distinguish management combined with middle and department. However, there is no individual management of high-level talents in any university.

2.3 Archivists' personalized understanding of high-level personnel files

According to the survey data, 43 percent of college archivists said they had never heard of personalized personnel file management, while 57 percent said they had some idea of it in theory. But in the actual work, almost all personnel archives management departments to passively receive the organization, the personnel department handed over the form of file materials, so can only ensure that timely collation, binding, to assist the normal use of work, lack of initiative. How to achieve personalized management, how to collect personalized personnel materials, 23 percent of the archivists said that they have similar research, but never practice. Based on the above situation, archives managers to strengthen high-level personnel files personalized management of the general lack of attention, is reasonable.

2.4 The understanding of high level talents to cadre personnel files in colleges and universities

As the litigant of archives, high-level talents themselves also have a certain understanding of personnel archives. The survey results show that 100% of high-level talents understand the importance of personnel files, but generally only think that in personal work transfer plays an important basis, record role, as to how the file to show a true "self", the file to show the "I" have any meaning to the organization, have never considered.

3. The necessity of strengthening the individualized management of personnel files of high-level talents in colleges and universities

A qualified cadre personnel files must have real, comprehensive, complete, dynamic and other characteristics, these characteristics complement each other, but ultimately come down to a point, is to do "see files like see people", to reflect the true face of the file parties, personality characteristics.

3.1 The necessity of personnel file management from the current situation

The personnel file that lacks individual character, obliterate the characteristic of cadre, personnel file 1000 roll one "face", cannot show cadre individual essential characteristic. According to the analysis of the current universities management personnel files are lack of basic "personality," added are fairly routine materials, such as the annual inspection materials, in addition to the personal conclusion is slightly different, other reviews basic are "qualified" or "excellent", almost non-existent targeted personality reflected, such records are serious "distortion".^[6]

3.2 See the necessity from the mistaken understanding of high level talents in universities

As mentioned above, in order to promote their own development, colleges and universities pay more attention to talent introduction than talent application, and some colleges and universities even introduce a large number of high-level talents in a short period just to increase the weight for a certain

stage of promotion. There is a powerful energy network behind every high-level talent, which can help them plan and draw the future. However, the universities surveyed did not make comprehensive coordination and overall use of these "personalized" capabilities, resulting in a great waste of talents.^[2]

3.3 From the academic circle to high-level personnel files personalized research blank to see the necessity

At present, there are a few people in the archives academic circle studying the "personalization of personnel files", but the research on the personalization of personnel files for high-level talents in colleges and universities is still blank. It shows that it is urgent to carry out the important role of cadre personnel files in the work, the maximization of the role of high-level talents in colleges and universities, and how to establish the optimal relationship between the personalized management of cadre personnel files and strengthening the ability of high-level talents.^[7]

3.4 The great significance of strengthening the personalization of high-level personnel files in the era of big data

At present, there is a temporary lack of research on the personalized value of high-level personnel files. Combining with the personalized research on ordinary personnel files, we can know that strengthening the personalized construction of high-level personnel files is conducive to improving the attention to the utilization of high-level personnel, and also conducive to strengthening the understanding of the importance of personnel files. In the era of big data, the service of personnel files also has diversified technical support. Strengthening the construction of personalization of personnel files is conducive to accurate mining and talent analysis by using big data technology. Based on the above requirements, it will also promote the correct understanding of personnel files by leaders of all levels and departments, which is conducive to strengthening the consciousness of archivists' own responsibility, more conducive to the organization to grasp the real face of talents, and promote high-level talents to give full play to their strengths.^{[7][8]}

4. Do a good job of high-level personnel file management personalized obstacles

At present, the proposition of personalized management of cadres' personnel files only appears in the academic circle, but has not been reflected in the actual operation, and the related research has a long way to go.

First of all, the correct use of high-level talents is generally lack of active thinking. The introduction of high-level talents in a large number of colleges and universities plays a powerful role in improving the faculty capacity of the school, but insufficient use will also produce the criticism of talent surplus.

Secondly, the "standard classification" of personnel file materials has certain constraints on the collection of "individual materials", the personnel file ten categories of materials can truly record a person's educational background, working years, the degree of professional title, etc., basic can not achieve "see files such as see people".

Third, the tedious practical work of archives management leads to the lack of awareness of taking the initiative to find problems, lack of thinking and explore countermeasures, and no initiative to collect materials in the actual work.

Fourth, the frequent flow of high-level talents affects the construction of long-term mechanism. As a result, high-level talents lack a fixed foundation and lack of integration with university culture, it is difficult to help colleges and universities make contributions to local construction. However, under the background of the new era, the speed of the development of colleges and universities bears the pressure of their development. It may not be able to meet the needs of the speed of the development of colleges and universities by establishing a long-term mechanism to give full play to the role of high-level talents in promoting the construction of school culture, thus promoting the frequent flow of high-level talents.

5. Research on the strategy of strengthening the individualized management of personnel files of high-level talents in colleges and universities

5.1 From the point of view of personnel records management department

5.1.1 Strengthen sense of responsibility

Personnel archives management department can not stay in the consciousness of "preservation" level, should enhance the political position, thinking about the deficiency of the current situation, and actively explore how to achieve the maximum role of personnel files in organizational work, due diligence to do a good job of high-level personnel files "management" work.

5.1.2 Active horizontal communication

Collect the dynamic personal materials in time, and actively report to the superior departments and school leaders, and explore the feasibility of the project according to the situation of the school.

5.1.3 Strengthen team building

Ensure that every 1000 volumes of personnel files are equipped with at least one full-time archivists, and strengthen the cultivation of archivists' sense of responsibility, sense of research and sense of innovation, and enhance the sense of post research.

5.2 From the point of view of the university level, departments and administrative departments

University-level leaders should strengthen the consciousness of individualized management of personnel files of high-level talents, and bring the examination of high-level talents into individualized management of personnel files, which can effectively urge high-level talents to give full play to their personal abilities. University-level leaders urge departments and administrative departments to strengthen the awareness of personalized management of personnel files and do a good job in the channel management of material sources; Pay attention to team building, strengthen high-level personnel files personalized management, is conducive to comprehensive analysis of individual characteristics, according to the different characteristics of high-level talents, combined with the school culture to establish a long-term scientific research team, at the same time to cultivate comprehensive talents among high-level talents.

5.3 From the point of view of the personnel archivist

First of all, archivists should further strengthen the in-depth study of policy theories and documents and regulations related to personnel archives work, learn to deeply understand the theory and document spirit, and consolidate political theoretical knowledge and professional knowledge is the basis for exploring personalized management of personnel archives. Secondly, archivists should enhance their post honor awareness and realize the significance of strengthening the personalized management of high-level personnel files. Again, the archivists to improve the sense of responsibility and sense of responsibility, do not regard themselves as "archivists", in the work of the application of the heart to seek to strengthen high-level personnel files personalized management breakthrough point, timely report the work. Finally, the archivists should adhere to the principle of consciousness, the practice of high-level personnel files personalized management must be in the relevant rules and regulations under the requirements of targeted, and actively ask the superior organization leadership department.

5.4 From a high-level talent point of view

To strengthen high-level talents' understanding of personalized management of their own personnel files, first of all, it can effectively establish their sense of honor and motivate them to give full play to their talents more efficiently in ideology. Secondly, in order to establish a more comprehensive reflection of their own talents, high-level talents will actively collect relevant materials in their active work, which can promote the progress of personalized management to a certain extent. Of course, before personalized materials into individual archives materials, the need for archivists in the source of materials, authenticity of materials, whether there is the need to enter the archives and other aspects are strictly dealt with in accordance with regulations.

6. Conclusion

The end of the personnel file work is to serve the organization, service in the personnel work, so from the collection of materials to the last use, during each stage has strict party spirit requirements, this party spirit should be engraved in the mind of the archivists. Great oaks from little acorns grow. The completion of any undertaking requires a solid foundation. The research on the personalized management of the personnel files of high-level talents in colleges and universities is to seek an effective way matching with the progress of The Times and the demand for innovation and serving the organization and the file parties under the premise of relevant norms. The research of personalized management of personnel files is still in the primary stage in the entire archives academic circle, and the personalized management of personnel files of high-level talents in colleges and universities is carried out based on this primary stage. This topic is still a blank in the entire archives academic circle, with very little reference material. Through a series of investigation, analysis and research, this study tries to summarize the relevant problem-solving strategies for high-level talents to better serve universities and social construction to play a role in promoting the spring breeze.

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