

Research on the Implementation of Digital Management of Personnel Files in Colleges and Universities

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Abstract

With the rapid improvement of China's science and technology level, all walks of life are gradually opening up a new development mode combined with information technology. The application of information technology means is not only conducive to the rapid development of the industry, but also can bring a lot of convenience for specific work in all aspects. Personnel file management is an important project in the management of colleges and universities. In order to further improve the efficiency of file management, the digitization of management is obviously the inevitable trend of its development. However, in the process of the combination of personnel file management and information technology, there will inevitably be a variety of problems. This paper expounds the implementation background of digitalization of personnel archives management in Colleges and universities, and then analyzes the problems arising from the digitalization of management work, and then puts forward corresponding solutions.

Keywords

University; personnel file management; digital management.

1. Introduction

Personnel files in Colleges and universities include not only the management of students, but also the management of teaching staff. To a certain extent, archives represent the learning and living conditions and job performance of relevant personnel in school, which plays a very important role in the future development of teachers and the post appointment of students after entering the society. Therefore, colleges and universities need to pay attention to the management of personnel files and provide sufficient technical support to promote its smooth operation and good development. The application of information technology can establish a network platform for management and give full play to the advantages of Internet management. At present, many colleges and universities in our country have begun the digital transformation of archives management, but the implementation effect is not satisfactory, some reform work is only on the surface, therefore, the realization of digital management needs more in-depth research and scientific practice.

2. Implementation Background of Digital Management of Personnel Files in Colleges and Universities

The management of personnel files in Colleges and universities includes the management of teachers and the management of students. Therefore, it is necessary to sort out the two in order to ensure the safety and reliability of file information. Archives can be said to follow each person's life, has a direct role in proving the identity of the document, has a certain social nature, students need to provide relevant file information when entering the society. Therefore, based on the condition of population base, the management of personnel files in our country is very complicated. With the change of social economy and the increase of personnel mobility, the construction of digital archives management system is particularly important. On the other

hand, since China has entered the stage of reform and opening up, the combination of science and technology and various fields of society has been more closely integrated, which has also brought great impact on the development of personnel file management. In this era, China's archives management system has also undergone certain changes. On the original basis, we pay more attention to what archives can play in the economic and political fields effect. In the market economy, the restrictions on personnel are more strict, and with the support of the emerging system, the archives management will also face certain challenges. Therefore, it is necessary to implement the digitization of archives management. Moreover, nowadays, the construction of university network system is constantly improved, and the transformation of digital management has a good foundation advantage, which is not only conducive to the improvement of management efficiency, but also can reduce some burden for management staff.

3. Problems in Digital Management of Personnel Files in Colleges and Universities

(1) The professional quality of management personnel needs to be improved

As the digitalization of personnel file management in Colleges and universities is a new concept, it needs managers to have certain professional and technical knowledge, and technical operation also needs to reach a certain degree of proficiency. However, in view of the current situation, most of the personnel file management practitioners in China's colleges and universities do not have the professional quality consistent with the pace of development. First of all, managers in the ideological level of digital change is not strong enough, still prefer to the traditional management methods, think that digital management has no substantive significance, there is a certain deviation in the cognition of digital management, so they are not willing to contact with new technology management methods, and do not establish digital archives for university personnel in time. This has formed a certain hindrance to the realization of archives management digitization. Secondly, the technical level of archives management personnel is limited, so they can not complete the digital management work. Some managers are not from the professional background of archives management, and their cultural level is uneven, which makes it difficult to understand the connotation of technology application, and there are some problems in practical operation.

(2) Digital management infrastructure is relatively backward

The backward hardware equipment of archives management infrastructure is a common problem in university environment. Digital management needs the support of computer, scanner, camera and other basic information equipment. However, in the implementation process of file management, these equipment may be difficult to fully equipped, and even some computers put into file management work have been used for many years, both hardware and software are difficult to meet the needs of digital management. This phenomenon is also related to the limited investment in related work. In terms of software equipment, the management work needs to apply a special file management system, and there are also requirements for the coverage of local area network, but many colleges and universities can not fully meet these requirements for the provision of software equipment, also lack of professional guidance, so the overall management work is still in a backward state.

(3) The system of archives digital management is not perfect

In the field of digital management of personnel files in Colleges and universities, the degree of completion in China is very low, and the system focuses too much on the principle of norms. However, in essence, the management system needs to be more liberal in the specific content in combination with the development of the current social market economy. However, due to the limitations of various aspects, there are also problems in the ownership of management authority in the digital management work. The management and control right of the

management personnel is obvious, and there is even a serious randomness in the management process, which has a direct negative impact on the work efficiency of archives management.

4. Implementation Strategy of Digital Management of Personnel Files in Colleges and Universities

(1) Strengthen the professional quality of management personnel

First of all, colleges and universities should improve the standard of appointment of file management personnel, and pay attention to the later training, and strive to establish a higher degree of professional management team. University leaders should pay attention to the construction of the management team. At present, most of the personnel in the personnel file management work in Colleges and universities may have certain particularity, which needs the school to give certain care. However, if they just let themselves go because of this, the file management will never be optimized. Therefore, it is necessary to carry out appropriate professional training and post management supervision for management personnel, so as to fundamentally improve the quality level of management personnel. Secondly, it is necessary to strengthen the cultivation of interdisciplinary talents, hire professionals to provide necessary guidance for management, and improve the theoretical reserves, cognitive ability of knowledge and operational ability of information technology. We can also combine with other colleges and universities to create more opportunities in the exchange of archives management personnel, learn more from excellent management methods and team building experience, so as to really improve the team quality and work efficiency.

(2) Raise the standard of infrastructure construction

First of all, university leaders should be aware of the importance of infrastructure construction for the smooth development of the work. Some colleges and universities do not even have an independent archives management office, but integrate with other management departments in an environment. It seems that there is no problem, but in essence, it will still have a negative impact on the management work. Therefore, colleges and universities should not only ensure the perfection of information technology equipment, but also provide a good office environment for file management. For the financial support needed by digital construction, leaders need to strengthen the financial investment of this project within a reasonable range, gradually purchase hardware and software equipment, and ensure independent office space. In addition, we also need to pay attention to the improvement of network facilities, ensure the basic network conditions of digital management, and pay attention to the regular management and maintenance of various facilities.

(3) Further standardize the archives management system

Nowadays, the system of personnel file management in Colleges and universities still follows the traditional method of "management and control", but the idea of this system is more in line with the planned economy in the past; now, the system of file management should be more in line with the idea of "service", and then correspond with the development mode of market economy. However, the framework of this management system has not really been established, which shows the seriousness of the challenges faced by the management system. The establishment of archives management system must take service as the core value orientation, and carry out scientific and innovative design for the overall system of archives management, so as to give full play to the guiding effect of the system and make the implementation of the work have a basis. University leaders should consciously strengthen the integrity of the top-level system, clarify the leading concept of the system, and promote the function of personnel file management system is no longer limited to the control and restriction of human development, but more play to the power of credit certification and service, so as to realize the

macro management of university personnel and give full play to the advantages of management work.

5. Conclusion

To sum up, the digital management of personnel files in Colleges and universities is the inevitable trend of the development of the times. The application of information technology is not only conducive to the improvement of the effectiveness of university archives management, but also can promote the management of personnel files more humanized and scientific, and the industry as a whole can get a certain development. The realization of digital management requires the leaders of colleges and universities to pay attention to this innovation, and consciously cultivate management talents with higher professional quality. In addition, the innovation design of infrastructure construction and management system also needs to be properly standardized. Only in this way, the digital innovation of university personnel file management can be carried out smoothly, and the corresponding management work can be continuously improved.

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