

Thoughts on the Management of Personnel Files in Higher Vocational Colleges in the Context of “Double High Plan”

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Abstract: Starting from the background of the "Double High Plan" in conjunction with the role of personnel file management in advancing the "Double High Plan", this paper analyzes the current status of personnel file management in higher vocational colleges and the necessity of personnel management in higher vocational colleges, and explores the effective measures to strengthen the informatization of personnel files management to make it more reasonable, standardized and informatized.

Keywords: Double High Plan; Personnel File Management in Higher Vocational Colleges; Strategy Research

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1 Introduction

In April 2019, the Chinese government launched the "High-level Higher Vocational Schools and Professional Construction Plans with Chinese Characteristics" (referred to as the "Double High Plan"), which is another major strategic move after the building of national exemplary higher vocational colleges. The "Double High Plan" aims to create a highland for training technical talents and a technical innovation service platform, guiding vocational education to serve the national strategy, integrating regional development, and promoting industrial upgrading. Personnel file management is an important foundation for the personnel work in higher vocational colleges. In the service of "Double High Plan", the archives department plays an important

role due to its abundant resources. Starting with the ten tasks of the "Double High Plan", Wang Shuxian analyzed the new requirements of the Double High Plan for the archives department, in conjunction with the role of file management in advancing the "Double High Plan" and the current status of file management in higher vocational colleges, further sorted out the research ideas for the paths of innovative archives management, and proposed to strengthen the top-level design of the archives department of higher vocational colleges in the context of the "Double High Plan" and the building of the institutional system etc^[1]. Song Yanyu pointed out in the "Inquiry into the Construction of Personnel File Management in Higher Vocational Colleges" that: As an important part of higher vocational college management, personnel file management needs to adapt to the requirements of modernization and informatization^[2]. Based on the analysis of the current status and necessity of personnel file management informatization, effective measures for personnel file management informatization were put forward; regarding the standardized management of personnel files in higher vocational colleges, scholar Yu Fengxian proposed that personnel file management is an important part of the personnel work in higher vocational colleges. With the implementation of personnel management reforms in recent years, there are higher requirements for the management of personnel files in higher vocational colleges^[3]. There are still some problems in personnel file management, among which the lack of standardization is rather obvious. Therefore, in the process of file management, reasonable methods should be used to promote the realization of standardization.

2 Current status of personnel file management in higher vocational colleges

In order to better explore the management of personnel files in higher vocational colleges in the context of the "Double High Plan", this paper analyzes the current status of file management in higher vocational colleges.

(1) Not paying attention to the management of personnel files. Personnel file management plays an important role in the management of higher vocational colleges. Many people have biases in their understanding of file management and ignore its importance. Meanwhile, the administrator's own awareness in file management is weak, and it is difficult to achieve the goal of improving the standard of personnel file management.

(2) The archive service lacks initiative. Currently, many archivists in higher vocational colleges are not motivated to work, and their departments are not concerned about their work. Meanwhile, they will not take the initiative to inquire other relevant departments about their needs. If archival staff can actively search and integrate data during the work process, establish a relevant resource library, and then screen and check, the information sorted out will be more comprehensive.

(3) The level of personnel file management is not high. Due to the continuous expansion of higher vocational colleges, the management of personnel files has been left out and the internal management level is poor. Although they have begun to realize the importance of file management and have taken corresponding countermeasures to improve the quality of file management, they still face some difficulties. For example, the staffs are not flexible in the process of collecting and organizing daily archives, not using high-efficiency technical means to assist the work, the overall job quality is poor, and there is no in-depth research and analysis on the file information, all of which will reduce the level of personnel file management.

(4) The lack of integration of archive data resources. In the context of the "Double High Plan", informatized file management is an important part of archival work. Data show that most of the informatized file management work in higher vocational colleges is in a weak phase, especially in terms of data governance, and the information

service capabilities are not convenient enough. Data compatibility and integration are difficult to achieve with many systems in the schools (such as office OA, scientific research system, educational administration system, file system, etc.), resulting in a lot of data that is difficult to use efficiently, and the decision-making support function of files is ineffective.

(5) The personnel file management facilities are backward. With the expansion of the operating scale of college education, the internal structure has also changed. In the management of personnel files, it is bound to use the corresponding hardware facilities to improve the level of file management. However, the actual situation is different, especially the hardware facilities in the management of personnel files in higher vocational colleges are in a backward state, the facilities are outdated and damaged, the internal environment is poor, and the overall quality of personnel file management is low.

(6) Lack of training for archive staff. In the context of big data, various systems overlap in application, and there are certain requirements for file data resource archiving and data integration. Archival staffs need to regularly improve their professional skills, scientifically archive data resources, and use IT technology to promote the reasonable use of compiled research results.

(7) Lack of personnel file management system. In the management of personnel files in higher vocational colleges, not only is skills training needed, but also a well-established system is needed to improve the entire personnel file management system, which is the basis for improving the level and quality of file management. According to survey data, the personnel file management system in higher vocational colleges is not perfect, and the corresponding system is not established according to the current status. There are loopholes in the entire management system and it is difficult to meet the needs of file management. The management system established is superficial and has difficulty playing its roles.

2 The necessity of personnel file management in higher vocational colleges

(1) Conducive to the reform and development of the personnel system in higher vocational colleges. The previous personnel file management system is

relatively outdated, and the manual management model can no longer adapt to the development of the times. The informatization and standardization of personnel file management is an innovation to the traditional system of personnel file management. With the development of higher vocational education, the demand for skilled talents in higher vocational colleges continues to increase. The turnover of personnel in higher vocational colleges requires the personnel management department to update talent information in a timely manner so as to adapt to the development of higher vocational education.

(2) Conducive to improving the efficiency of personnel file management. The informatization and institutionalization of personnel file management makes the efficiency of archival work more convenient. The informatized management of files is the top priority of archival work, optimize and upgrade file management to make data compatible and integrated.

(3) Conducive to playing the roles of talent database. In the process of institutional reform and the rapid development of higher education, colleges urgently need excellent teachers, and the advantages of personnel departments in colleges and universities have been demonstrated. Talent training, talent allocation, and talent discovery should be the focus, and talents should be recruited into educational positions. In the process of talent recruitment, personnel files can provide information and data for many colleges.

(4) Conducive to better safeguarding the rights and interests of faculty and staff. As historical evidence, the personnel file has obvious legal effects. The personnel file plays a very important role in the process of job title conferment, retirement, and salary promotion, etc. In addition, the personnel file plays an active role in policy implementation and resolution of historical issues by providing effective clues.

3 Measures for standardization and informatization of personnel file management in higher vocational colleges

(1) Strengthen the top-level design and build an institutional system. The top-level design plays a guiding role. The school incorporates archival work into the school's annual planning and assessment, and the work responsibilities are clearly defined in the work plan. The archives department improves various

rules and regulations, formulates work plans, strictly implements reward and punishment measures, reflects the school's connotation construction in the system, and builds a well-established institutional system.

(2) Establish a database and promote the process of high-level faculty building. Higher vocational education cultivates skilled talents, each with its own characteristics in professional settings. Therefore, the building of a scientific and characteristic faculty database is an important part of the archives information resources in higher vocational colleges. Relevant archive resources are of great value for high-level faculty building. The personnel files department must fully understand this importance, establish a characteristic resource library scientifically and reasonably, actively serve the "Double High Plan", and provide characteristic professional resources and technical support for the precise building of high-level professional groups.

(3) Speed up the level of file informatization, promote data governance, and improve information service capabilities. With the country's strong push for digital archives, some progress has been made in the digitalization of archives in some higher vocational colleges, but it still needs to be accelerated. With the file data characteristics becoming increasingly obvious, file data is in urgent need of integration, especially under the "Double High Plan", it is necessary to strengthen the modernization of university governance and improve information service capabilities.

(4) Strengthen team building, improve comprehensive literacy, and comprehensively serve various tasks. As the subject of file management, archives staff must strengthen training regularly to keep pace with the times. In conjunction with the practical work, the author believes that due to the particularity of their work, the archivists in higher vocational colleges should have certain ideological and political education skills on top of the basic literacy of archivists.

(5) Focus on the implementation of the right-to-know of the files. In the context of the "Double High Plan", personnel files have been transmitted more frequently, and higher vocational colleges have gradually realized the importance of right-to-know of the files. In the management of personnel files, higher vocational colleges should pay attention to the implementation of the right-to-know of the files

and establish a modern management concept so that the subject of the personnel files have more right-to-know. In addition, it is necessary to stipulate the scope of personal inspection on personnel files and implement confidentiality work. Non-authorized inspections should be prohibited.

4 Conclusions

The launch of the "Double High Plan" puts forward new standards for the educational development of higher vocational colleges and aims to strengthen the schools' connotation building. Starting from the background of the "Double High Plan" in conjunction with the role of personnel file management in advancing the "Double High Plan", the current status of personnel file management in higher vocational colleges and the necessity of personnel management

in higher vocational colleges were analyzed, and explored the effective measures to strengthen the informatization of personnel files management to make it more reasonable, standardized and informatized while modernizing the building of higher vocational colleges.

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