Informatization Construction Strategy of College Personnel File Management under the New Media Environment

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Abstract. The continuous progress of information technology makes China's new media constantly develop, and the new media environment has become the mainstream environment of the current society. The development of new media has promoted the reform of various fields, especially the reform of archives management in colleges and universities. To realize the combination of archives management and information technology is the inevitable trend of the development of The Times, which is conducive to promoting the information construction of archives management. However, at present, the management mode of personnel files in colleges and universities is still relatively backward, and the information construction is not perfect. The purpose of this paper is to explore the current situation of personnel file management in colleges and universities, put forward the scientific development strategy of personnel file management informatization construction in colleges and universities, and promote the information management of personnel file in colleges and universities. This paper on the concrete connotation of the new media environment and information archives management are discussed, and then analyzes the value significance of the university personnel file management information construction, and then with the help of questionnaire, the current our country university personnel file management has carried on the experimental investigation, and puts forward the new media environment according to the experimental results of informationization construction of the university personnel file management three specific strategies. The experimental results of this paper show that there are still many problems in the management of personnel files in Chinese universities, and the overall management efficiency is low.

Keywords: New Media, Personnel Files, Archives Management, Information Construction

1. Introduction
College personnel files are the data records of relevant personnel in colleges and universities. College
archives management plays a key role in the construction of colleges and universities, which is closely related to the development of colleges and universities. In recent years, with the rapid development of Internet technology, many new media tools have come into being, which have promoted the transformation of information dissemination, acquisition and storage. With the continuous expansion of the development scale of colleges and universities, the number of personnel files in colleges and universities is also rising sharply, which makes the archives management in colleges and universities face difficulties. Under the new media environment, Internet information technology provides a new way for archives management, which is conducive to the modernization and informatization construction of colleges and universities. However, the informatization construction level of personnel archives management in colleges and universities in China is relatively low, which still needs further exploration and efforts.

Because archives management is closely related to social development, scholars have made a series of studies on it. In [1], taking the network era as the starting point, the author analyzes the important role of network technology in archives information management, analyzes the common problems of current archives management, and puts forward relevant solutions. In [2], the author takes the era of big data as the research background, focuses on the application of big data and the main characteristics of archival information, and advocates the in-depth mining of archival data to achieve the fine management of archives. In [3], the author takes qinhuangdao vocational and technical college as an example, introduces cloud computing into the archives management of higher vocational colleges, and establishes the cloud model of archives management, providing a more scientific management model for the archives information management of higher vocational colleges. In [4], taking the public service of archives as the main entry point, the author first discusses the mutual relationship between the public service of archives and the informatization of archives, and deeply analyzes the main problems existing in this process.

To sum up, the current research on archives management mainly takes social environment as the starting point to study the overall informatization construction of social archives management, which is universal, and the research content is also specific to the management of personnel archives. Therefore, the research results are not completely applicable to the construction of college personnel file management informatization. In addition, few studies have combined the construction of archives informatization with the new media environment [5-6]. Therefore, from this point of view, there are some theoretical gaps in the current research.

To explore the new media environment the development path of the university personnel file management information construction, this paper on the concrete connotation of the new media environment and information archives management are discussed, and then analyzes the value significance of the university personnel file management information construction, and then with the help of questionnaire, the current our country university personnel file management has carried on the experimental investigation, and puts forward the new media environment according to the experimental results of informationallization construction of the university personnel file management three concrete policies [7-8]. The research of this paper not only promotes the information management of university archives in the future, but also lays a theoretical foundation for the related research in the future.
2. Method

2.1. New media environment and information archive management
With Internet information technology as the main technical support, the emergence and development of new media has profoundly affected every aspect of People's Daily life [9]. The concept of new media is not limited to a specific data application, it belongs to a more extensive concept. In general, new media is essentially a way to spread information and an overall media environment. The reason why it is called new media is that compared with the traditional media, new media shows brand new characteristics. It is mainly manifested in the five aspects of personalization, timeliness, virtualization, interactivity and magnanimity, which respectively reflect the new breakthroughs in user demand, information transmission, information formation, interactive feedback and information collection of new media [10-11]. With the help of advanced Internet information technology, informationized archives management realizes the innovation of archives management means, effectively promotes the integration of archives information, and provides convenient means for the archives management of relevant departments. The management of college personnel files plays a key role in the archives of colleges and universities, which is conducive to ensuring the overall operation order of colleges and universities and is closely related to the development of colleges and universities. Under the new media environment, the personnel archives management in colleges and universities must conform to the trend of informatization development, continuously carry out the informatization construction of archives management, and promote the efficient operation of archives management in colleges and universities [12-13].

2.2. Value and significance of the informatization construction of college personnel file management
Personnel file management is an important content of human resources management, is the premise of the normal operation of related units. Personnel file management in colleges and universities is not only the requirement of relevant policies, but also the premise of normal work in colleges and universities. It is of great significance to carry out the informatization construction of personnel archives management in colleges and universities, which is embodied in the following aspects: first, the informatization construction of personnel archives is conducive to the normal development of related personnel work. Personnel files contain all kinds of information of faculty and staff. Colleges and universities can transfer staff positions according to the archives to realize the scientific allocation of human resources in colleges and universities, so as to promote the overall work efficiency. Second, the information construction of personnel file management conforms to the development requirements of the work. With the expansion of the scale of colleges and universities, the number of personnel files in colleges and universities is growing rapidly. The traditional paper files are not conducive to the storage and retention of files, and may even appear to be artificially tampered, which cannot meet the management needs of colleges and universities. Therefore, the promotion of personnel file information construction is conducive to the modernization of university management. To sum up, the informatization construction of personnel archives management in colleges and universities is not only the requirement of The Times but also the demand of the development of colleges and universities themselves, which is the inevitable trend of historical development.
3. Experimental investigation of college personnel file management

In order to ensure the accuracy of the research results, the informatization construction of college personnel file management must be combined with the actual situation of current college personnel file management and supported by sufficient survey data. This paper investigates and analyzes the current situation of personnel file management in colleges and universities in China by means of questionnaire survey and documentary method. Firstly, data collection of questionnaire survey is conducted. The objects of the questionnaire survey are 30 universities in Beijing, and the objects of the questionnaire survey are the archives management staff and department leaders in universities. The contents of the questionnaire survey are related to the informatization degree and methods of personnel archives management, as well as the defects existing in the existing archives management. A total of 600 questionnaires were issued and 589 valid questionnaires were collected. After the questionnaire survey, SPSS software was used for statistical analysis of the questionnaire survey data. Secondly, data comparison analysis. By consulting relevant materials, and comparing and analyzing the management data of college personnel files with the data of questionnaire survey, the relevant conclusions of college personnel files management are drawn. Finally, on the basis of the above analysis, this paper puts forward specific strategies for the informatization construction of personnel archives management in colleges and universities under the new media environment.

4. Discuss

4.1. Results and Analysis

Through the above experimental investigation on the management of personnel files in colleges and universities, the management data of personnel files in colleges and universities are obtained. The specific data are shown in table 1 and figure 1 below.

**Table 1.** Data comparison between traditional archive management and informationized archive management

| Management style | Sorting efficiency | Space occupancy | File damage rate |
|------------------|--------------------|-----------------|------------------|
| Traditional      | 27.18%             | 82.17%          | 37.15%           |
| Informational    | 98.17%             | 2.34%           | 1.25%            |

*Data were collected from questionnaires and documents*

**Figure 1.** Problem data of college personnel file management
It can be seen from the data in table 1 that compared with the traditional paper file management mode, information file management shows great advantages. In terms of the efficiency of file processing, the traditional way is far behind by about 70%, and the probability of data loss in the traditional file management is 37.15%, while the information management method is only 1.25%, which is almost negligible. From the data in figure 2, we can find that the current problems of personnel file management in colleges and universities are mainly manifested in three aspects: low emphasis on informatization, low information quality of management personnel and backward informatization equipment. In view of the above experimental results, this paper proposes the following three solutions.

4.2. Construction strategy

(1) Colleges and universities should establish the awareness of personnel file management information construction and increase relevant investment

First, the person in charge of the relevant archives management departments of colleges and universities should have the consciousness of promoting the informatization construction, attach great importance to the informatization management of personnel archives, and implement the capital investment in this respect; Secondly, the construction of archives management informatization needs the support of hardware and software technology, so we must base on new media technology to promote the continuous improvement of hardware and software facilities. Hardware facilities such as scanners, printers, etc., software facilities such as file management system. Perfect hardware and software facilities can provide solid material and technical support for the informatization construction of college personnel files; Third, to constantly promote the promotion of the level of the department's archives management personnel, especially the use of new media technology level, for this must carry out relevant vocational training.

(2) Make full use of new media technology to promote the efficiency of archives management

In order to promote the effective promotion of personnel file management efficiency, we must give full play to the advantages of new media technology and realize the organic combination of the two. First of all, the information management of the archives of scientific planning. The person in charge of the department should have a clear understanding of the problems existing in the construction of university archives informatization, deeply explore the main rules of the construction of archives management informatization, seek truth from facts and formulate the development plan in line with the university archives management informatization; Secondly, give full play to the advantages of new media technology, such as the sharing, timeliness and mass advantages of new media technology, to achieve the information storage of personnel files. This is not only conducive to the classification of archival information, facilitate archival search and query; Also to the greatest extent to ensure the integrity of personnel files.

(3) Take new media technology as the carrier, increase the publicity of information construction

Firstly, by virtue of the convenience of network query technology, the construction of personnel file management network system is realized to continuously promote the digitalization of file information and provide convenience for users to query personnel file information data. On this basis can effectively enhance people's attention to the information construction of archives management; Secondly, with the help of new media technology to carry out the network publicity of archives.
management. For example, with the help of popular new media software, such as douyin, weibo, etc., it can continuously deepen the cognition of universities and other groups on the information construction of archives management, and promote the continuous improvement of the status of information archives management.

5. Conclusion
To sum up, there are many problems in the archives management of colleges and universities in China at present. To effectively solve this problem, colleges and universities must seize the opportunity of the rapid development of new media, cater to the development trend of the future society, and make use of new media technology to realize the rapid innovation of archives management methods and means of colleges and universities, thus laying a solid foundation for the future development of colleges and universities. The research of this paper is helpful to promote the early realization of the informationized management mode of personnel files in colleges and universities and greatly improve the efficiency of archives management.

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