

UNIT –V STAFFING

Short questions (3 or 4 Marks)

Q1. What do you mean by Staffing? Enumerate any two features of staffing function of management? Ans.
Staffing is a managerial function of placing the right job. Staffing is concerned with determining the man power requirement of enterprise and includes function like recruitment selection, training, growth, development and performance appraisal of employees.

Features

It deals with human resources

It is concerned with helping employees to develop their abilities.

Q2. Explain Vestibule Training?

ANS- Ans.: Under those methods separate Training centre to setup to give Training to the New Employs. Actual work Environment are created in that centre and employs used the same material Equipment etc which they use while doing the actual Job. This method is generally use critical equipment machinery are required to handle by worker.

Q3 Discuss any two advantages of training and development to the organization and to the employees?

Ans.. **Advantages to the Organization:-**

- (1) Helps in increasing productivity of workers and thus leads to increase in profit.
- (2) Makes effective response to dynamic environment.

Advantages to the employees:-

- (1) Employs become more efficient in handling machine and thus chances of accidents are minimized.
- (2) Training increases skills and knowledge of an employs and thus provides batter carrier prospects to the employs.

Q4 “Selection is a negative process” explain.

Ans.. Selection is the process of selecting the most potential candidate from among those who had applied for the Job, by going through the process of rejection of relatively unsuitable candidates. Hence it is referred to negative process.

Q5 Explain the concept of “Job Rotation”?

Ans.: Under this method of training, an individual is transferred from one Job to another or from one department to another in a planned manner. It is suitable for new entrants. So that they can interact with other employees. Trainees cultivate specialized knowledge and skills of the entire department.

Q6 What do you mean by off the job method of training? Enumerate various method of off the job training?

Ans.: Off the job methods of training refers to those methods under which an individual is provided training away from the work place or in the other words it means learning before doing.

Methods

- 1 Class room lectures
- 2 Films
- 3 Case study
- 4 Computer modeling.

Q7 State three advantages of External sources of recruitment.

Ans. **1.Fresh Talent** : The entry of fresh talent into the organisation.

2. Wider choice : The external sources provide a wider choice of personnel to choose from.

3. Qualified personnel : Required qualifications are available for the external sources.

4. Competitive Spirit : Competitive spirits is available by external source.

Lengthy Process: It is very long process.

Q. 9 Discuss “Apprenticeship” as a method of training.

Ans. Apprenticeship programme training : The workers seeking to enter skilled job (e.g., plumbers, electricians or iron workers, etc.) are sent for apprenticeship training programme which is an on-the-job method of training.

In the Apprenticeship Programme, a master worker or a trainer is appointed who guides the worker or learner regarding the skill of job. The master worker performs the job and the trainee (learner) observes him performing. When the learner learns all the skills, then slowly he starts taking up the job step by step and master worker becomes the observer.

When the trainee becomes perfect in doing the job, the master worker goes and the trainee gets full charge of job, the master worker goes and the trainee gets full charge of job position.

- Generally, the time period, for apprenticeship programmed may vary from 2 to 5 years.
- During the apprenticeship period, the trainee is paid less than a fully qualified worker.

Q10 What is meant by ‘Orientation’?

Ans.. Orientation/Induction : Orientation is a planned introduction of employees to their jobs, their co-workers and the organisation. And initial training programme is provided to all the selected persons so as to induct them to the job. It is important to make the new persons comfortable to carry out the assigned jobs smoothly.

LONG QUESTIONS (5/ 6 marks)

Q1 Some learning opportunities are designed and delivered to improve skill and abilities of employees where as some other are designed to help in the growth of individual in all aspects . Identified the concept and make comparative study?

OR

Differentiate between training and development on the bases of purpose and focus?

MEANING

Training: it is a process of imparting knowledge for doing specific job.

Development: it is a process of learning opportunities designed to help employees grow.

NATURE

Training: it is a job oriented process.

Development: It is a carrier process.

FOCUS

Training: It focuses on technical skills.

Development: It focuses on conceptual and human ideas.

PURPOSE

Training: The basic purpose of training is to enable the employees to do job or home intended job.

Development: The basic purpose of development is to enable the growth of the employees.

DURATION

Training: It is imparted for a fixed period.

Development: It is a continuous and never ending process.

Q2 Differentiate between internal source of recruitment and external source of recruitment?

ANS-

	Internal sources	External sources
MEANING	It is a recruitment of employees from within the existing employees of the org.	It is a recruitment of employees from outside the org.
BASIS	Generally seniority is the bases of recruitment.	Generally recruitment is based on merit. It provides wider choice in the recruitment of employees.
CHOICE	It gives limited choice in the recruitment of employees.	It provides wider choice in the Recruitment of Employees.
ECONOMY	It is less expensive and less time consuming.	It is more expensive and more time consuming.
QUALITY	Choice is restricted to available pool of talent only.	Best and talented employees can be selected.
TIME INVOLVE	Comparatively less time is required for filling the vacancies	It requires more time to fill the vacancies.

Q3 Differentiate between Recruitment and Selection

	RECRUITMENT	SELECTION
MEANING	It is the process of searching and motivating candidates to apply for job	It is that process of staffing which rejects the unsuitable candidates and choose the suitable candidates.
PURPOSE	The basic purpose is to create a large pool of applicants for the jobs.	The basic purpose is to eliminate as many candidates as possible until the most suitable candidates get finalized.
Scope	Recruitment is restricted to the extent of receipt of application.	Selection includes sorting of the candidates.
Positive /negative process	Recruitment is a positive process. As more and more applicant are sought to be attracted.	Selection is a negative process as more applicants are rejected than selected.

Criteria	It gives freedom to applicants. Any one is free to apply.	It gives very little freedom to applicants. Applicants must meet the selection criteria.
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Q4 What are the steps involved in the staffing process? Explain briefly?

Ans.: 1) Enumerating man power requirement: Staffing process begins with the estimation of man power requirement which means finding out number and type of employees need by the org. in future.

- 2) Recruitment: After man power planning, the manager tries that more and more people should apply for the job so that the org. can get more choice and select better candidates.
- 3) Placement and Orientation: Placement refers to placing the right person on the right job for which he is selected.

Orientation refers to introducing the new employees with the existing employees.

- 4) Selection refers to choosing the most suitable candidate to fill the vacant job position. It is a negative process because a number of candidates are rejected under it.
- 5) Training and Development: The process of training helps to improve the job knowledge and skill of the employees. Training and Development not only motivate the employees but these improve efficiency of work also.
- 6) Performance Appraisal: At this step the capability of the employees is judged and for that his actual work performance is compared with the work assigned to him.
- Performance and career planning: It is a process through which employees get better salary, status, position and also get promotion to higher post.
- 7) Compensation: For deciding the compensation the works are evaluated. Compensation must be reasonable and related with the work.

Q5 Briefly describes the steps in the selection process?

Ans. The selection starts after candidates for jobs have submitted their application –the selection process usually includes a number of steps

1. Preliminary screening: In this step the candidates who do not fulfill the required basic qualification are eliminated.
2. Selection test: Though these tests, ability and skill of the candidates are measured. Common type of tests conducted by org are-
 1. Intelligence test
 2. Aptitude test
 3. Personality test
 4. Trade test
 5. Interest test
3. Employment interview

The candidates who qualify the test are called for interview.
4. References & background checks

After the candidate declared successful in the interview then information related to back ground, social relation, and character are indentified.
5. Selection decision

The candidate who past the test, interview, reference check are included in selection list & the manager's select most suitable candidate from the list.
6. Medical examination:-

Before giving appointment letter the selected candidate are selected for medical fitness. 7 job offer:-

For job offer the appointment letter is handed over & a date in the appointment letter is mentioned on which one has to report for the duty.

8. Contract of employment:-

After the acceptance of job offer by a selected candidate required to sign various documents.

Q6 What is Staffing ? Discuss the importance of staffing.

Ans.. **Meaning** : It is the process of management which is concerned with obtaining and maintaining a satisfactory and satisfied work force

Importance of Staffing

1. **Obtaining competent personnel** : Proper staffing helps in discovering and obtaining competent personnel for various jobs.
2. **Higher performance** ; Proper staffing ensures higher performance by putting right person on the right job.
3. **Continuous survival and growth** : Proper staffing ensures continuous survival and growth of the enterprise, research & development, innovation.
4. **Optimum utilization of human resources** : Proper staffing helps to ensure optimum utilization of human resources. By avoiding over manning, it prevents underutilization of personnel and high labour costs. At the same time, it avoids disruption of work by indicating in advance the shortages of personnel.
5. **Improve job satisfaction** : Proper staffing improves job satisfaction and morale of employee through objective assessment and fair rewarding of their contribution.
6. **Helps in achieving organisational goals** : The efficiency and effectiveness of an organisation in achieving its goals is determined to a great extent on the competence, motivation and general effectiveness of its human resources.

Human resources are the foundation of any business. The right people can help a business to take it to the top where the wrong people can break the business. With efficient and competent personnel, the firm can maintain quality products and sell them profitably.

Conclusion : Staffing function must be performed efficiently by all organizations. If right kind of employee are not available, it will lead to wastages of materials, time, efforts and energy, resulting in lower productivity.

It is, therefore, essential that right kind of people must be available in right number at the right time.