

CHAPTER- STAFFING

VERY SHORT ANSWER TYPE QUESTIONS:

1. Name the part of the management process which is concerned with obtaining, utilizing and maintaining a satisfactory and satisfied workforce.

or

It is described as the managerial function of filling and keeping filled the positions in the organization structure. Identify it.

2. Why is staffing a continuous process in an existing enterprise?
3. The staffing function has assumed greater importance these days. Why?
4. Staffing is the responsibility of all managers. List any two responsibilities performed by a manager.
5. When is the job offer given to the selected candidate?
6. Why has the importance of employee training increased these days?
7. Name the most common method of recruitment of employees.
8. Name any two methods of recruitment suitable to recruit technical, professional and managerial personnel.
9. During the process of selection, the views of the concerned manager will be generally considered in the final selection decision. Why?
10. What is the objective of preliminary screening?
11. Name the type of selection tests which are good indices of a person future success scores.
12. Why are personality tests difficult to design and implement?
13. What is the role of interviewer in the selection process of prospective employees?
14. Name the method of training suitable for plumbers, electricians or iron workers.
15. Despite internal sources of recruitment being economical, why do companies not always use

this source? Give two reasons.

16. What is considered to be the most important resource of an organisation?
17. Selection process may even continue after the offer of employment, acceptance and joining of candidate. Why?

HOTS

18. Name the concept related to (a) searching for qualified people. (b) discovering the most suitable candidate to fill the vacant job position.
19. Name the methods of recruitment in the following cases:
- a. A company gets applications on and off even without declaring any vacancy. However, as and when the vacancy arises, the company makes use of such applications.
 - b. Casual vacancies of unskilled or semi-skilled jobs when there is a rush of order or when some permanent workers are absent.
 - c. Recruitment by which most of the senior positions of the industry as well as commerce are filled.
20. Which source of external recruitment is ideal for a manufacturing organization? Why?
21. Name the methods of training:
- a. The trainee learns under the guidance of master worker.
 - b. Trainees learn on the equipments they will be using, but training is conducted away from the actual work floor.
 - c. Trainees work in some factory or office to acquire practical knowledge and skills along with regular studies.
22. A company is manufacturing paper plates and bowls. It produces 1,00,000 plates and bowls each day. Due to local festival it got an urgent order of extra 50,000 plates and bowls

per day.

a. Name the source of recruitment of labor the company needs to fulfill its order.

b. State any two merits of this method.

23. Your school has some vacancies of teachers. The eligible staff has been promoted to half of the posts. Suggest any four ways through which right type of people may be invited to fill up rest of the vacancies.

24. Is selection a negative process? Why? What kind of tests will primarily be used and why to select the following?

a. An Interior decorator

b. A computer operator

c. A public dealing officer

d. A school officer.

25. Ramesh is working under the guidance of Harish, a carpenter for the last three years to learn the different skills of this job. Name the method of training Ramesh is undergoing.

26. The workers of a factory remain idle because of lack of knowledge of hi-tech machines. Frequent visit of engineer is made which causes high overhead charges. How can this problem be removed?

27. The quality of production is not as per standard. On investigation it was observed that most of the workers were not aware of the proper operation of the machinery. What could be the way to improve the accuracy?

28. A company X Ltd. is setting up a new plant in India for manufacturing Auto components. India has highly competitive and cost effective production base in this sector. X Ltd is planning to capture about 40% of the market share in India and also export to the tune of at least \$5 million in about two years of its planned operation. To achieve this target, it requires a highly trained and motivated workforce. You have been retained

by the company to advise it in this matter.

- a. Which sources of recruitment the company should rely upon?
- b. Which methods of training and development should company initiate?

VALUE BASED QUESTION ANSWERS

- 29. A personnel manager while selecting new employees appoints only those persons who fulfils his personal requirement directly or indirectly. Which values are violated here?
- 30. An employee has been terminated due to a small mistake without hearing him, while the other one was not terminated on the same mistake. Which value has been neglected here/
- 31. An automobile company runs a factory in a backward area. It has opened a training centre to train the people. Which value has been kept in mind here?
- 32. An organization places an advertisement for employment mentioning some terms there in. Those terms are not followed during selection of employee. Which values are ignored here?
- 33. A production manager pays less than the minimum wages and gets their signatures on minimum wages. Which values are not being followed by him?