

BAL BHARATI PUBLIC SCHOOL
Ganga Ram Hospital Marg, New Delhi-60

CLASS –XII
ASSIGNMENT- 6

SUBJECT – BUSINESS STUDIES
TOPIC – STAFFING

1. "Training increases the job skill while development shapes the attitude." Do you agree?
2. A newly appointed Personal Manager is of the view that there is no need for training the workers. Do you agree with this statement? Give reasons in support of your answer.
3. The staffing function is performed by every manager and not necessarily by a separate department. Explain.
4. The workers of the factory remain idle because of lack of knowledge of high-tech machines. Frequent visit of engineer is made which causes high overhead charges. How can this problem be removed?
5. 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. Advise how the company will fulfil its order and which method of recruitment would you suggest.
6. "The scope of staffing is limited to employing people." Do you agree with this?
7. Why is it said recruitment is a positive step in the process of staffing?
8. Name the method of training in which the trainee works directly with a senior manager and the manager takes the full responsibility of the trainee.
9. "Filling vacancies from within the organisation has some advantages as well as limitations." Explain any 3 advantages and any 3 limitations.
10. Give the meaning of Placement, Orientation and Training in the process of staffing.

