

Lesson-12

STAFFING

Introduction

Do you know as the business grows in size business man may find it difficult to manage all the activities alone and may have to find out suitable persons and employ them. We will learn in detail about the staffing function including the sources of recruitment, the process of selecting the employees with the importance of training and development and the various methods of their training.

Important points from the text:

1. Staffing refers to the managerial function of employing and developing human resources for carrying out the various activities in an organization. It helps in getting right persons for various jobs in the organization and ensures that they have job satisfaction and work in harmony for achievement of organizational goals.
2. The staffing process involves the following steps.



3. Development Off-the job training Recruitment Induction On-the-job training Selection Job analysis Performance appraisal Training Job description Placement Transfer Job specification.
4. **Training and Development :** The process of improving the knowledge and skills of the employees to enable them to perform their jobs more efficiently. The methods used may be on the job and off the job.



5. Human resource management is a broader concept staffing is one part of HRM. HRM includes staffing, training, development and motivation of workers.
6. Training is concerned with teaching technical skill. Development is concerned with teaching human and conceptual skill. Advantages of training are :



Learn new points:

- Performance Appraisal: Assessing the performance quality of the employees
- Compensation : Determining the remuneration to be given to employees including incentives
- Promotion : Advancement of employees to higher level or position
- Transfer: A type of job change where an employee is assigned a different job with same rank and pay.

Evaluate yourself

1. Mr X. wants to do staffing for his business organization. Help him to know the process how he can do the staffing smoothly.
2. Do you think that training is very necessary for any kind of work? If yes, then explain how.
3. Mr Ramesh works in a factory and he receives daily wages for his work. Explain which method of recruitment is this?

Maximize your marks

- Read the chapter carefully
- Go through the learning point
- Get into the little details of the above mentioned important points