

SCRIPT – STAFF UTILIZATION

Cover Page – Slide 1

I welcome you all to this exciting session on Staff Utilization in the organization.

Staff utilization is an important concept in organizational development. In business, the employees are an important contributing factor to the organization's growth; and one of the most expensive contributing factors.

Not only does an organization pay wages to its employees, but it typically invests in its employees by paying for their training and benefits, such as health and life insurance and retirement accounts. Thus, for a company to maximize its chances of success, it needs not only to understand its manpower utilization but also to work toward achieving optimal use of its workforce.

We shall be looking at this topic from the following viewpoints:

- Recruitment.
- Selection.
- deployment/placement.
- Appraisal.
- Training and Development.

Learning Outcomes – Slide 2

But first, let us take a look at our expected learning outcomes.

It is hoped that, at the end of this session, listeners will be able to:

- Describe the process of Recruitment, Selection and Placement.
- Explain the concept of Training and Development.

Introduction – Slide 3

Let us now start with recruitment.

What is a Recruitment?

This is the Process of locating; and attracting employees to fill positions required for successful implementation of objectives of an organization.

It aims at building strong organization; where effective teamwork; and individual needs; would be realized at the same time.

It requires management commitment; through its policies; which will be consistent with the objectives of the organization and expectation of the larger society.

Recruitment Policy – Slide 4

The Recruitment Policy must be explicit on whether:
Recruitment will be based on economic criteria or social responsibility.
Or whether Existing vacancy; will be filled from outside or within

Where do Organizations source recruitments from? – Slide 5

This could be from Existing Employees and Potential applicants from National active participating age.

Steps in Recruitment – Slide 6

Let us take a look at the Steps in Recruitment:

Job Assessment.

This involves Creating a list of vacancies in the organization, Preparing the Job Description for the vacant positions, and then making the Recruitment Plan

Evaluating Applicants.

This stage involves the search for suitable candidates through adverts, perusals of credentials and short-listing conducting aptitude tests and granting interviews

Selection

This involves offering of appointment letters, Onboarding of New Employees, conducting orientation programme for new in-takes, and then deployments

Methods of Recruitment – Slide 7

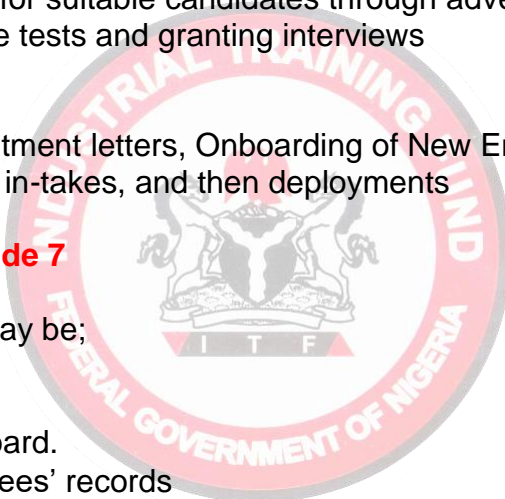
The Methods of Recruitment may be;

Internal:

- Job posting on notice board.
- Secret review of employees' records
- Announcement of vacancy to workers.

Or External: where applicants can be reached via;

- Advertisement in Mass Media
- Employment Form
- Or Utilizing Employment Agencies



Selection – Slide 8

The Process of choosing from a pool of potential employees available
Should be based on:

Qualification.

This could be the acquisition of some academic, skill or vocational qualifications which a candidate possess having been certified by a recognized institution.

Age

Depending on the position to be filled, employers must have developed specific criteria that candidates should meet. For example, some organizations may be looking only for more mature professionals with a great deal of experience, while others might prefer to recruit younger workers that they can develop

Experience

Importance Of Candidate Experience in Recruitment is tremendous, as it gives potential employees a real look into how the organization works even before they are employed. A positive process should ensure that applicants are appreciated, respected, which improves chances of them being enthusiastic to work in the business.

Deployment or Placement – Slide 9

Orientation.

Employee orientation is the process of introducing newly hired employees to their new workplace. Effective employee orientation makes employees aware of company policies and expectations, handles essential paperwork, and answers any questions or concerns they may have before they transition into their new positions.

Induction.

Induction is the process for welcoming newly recruited employees and supporting them to adjust to their new roles and working environments. Starting a new job can be a stressful experience and new employees need help to settle in.

Follow-up Interview

This allows employers sufficient time to review your resume, cover letter and any other materials you have included in your credentials.

Appraisal.

The term performance appraisal refers to the regular review of an employee's job performance and overall contribution to a company. Also known as an annual review, performance review or evaluation, or employee appraisal, a performance appraisal evaluates an employee's skills, achievements, and growth, or lack thereof.

Companies use performance appraisals to give employees big-picture feedback on their work and to justify pay increases and bonuses, as well as termination decisions. They can be conducted at any given time but tend to be annual, semi-annual, or quarterly.

Training Development

Training and development refer to educational activities within a company created to enhance the knowledge and skills of employees while providing information and instruction on how to better perform specific tasks.

Training is a short-term reactive process meant for operatives and process while development is designed continuous pro-active process meant for executives. In training employees' aim is to develop additional skills and in development, it is to develop a total personality.

In training, the initiative is taken by the management with the objective of meeting the present need of an employee. In development, initiative is taken by the individual with the objective to meet the future need of an employee

Conclusion – Slide 10

In conclusion.

Effective utilization of human resources ensures that the organization remains productive, since employees are not underperforming or being overburdened by their workloads. It also, ensures harmonious working relationships among employees and the management.

Therefore, care should be taken when planning for recruitment of new employees. Management should ensure that the right candidate, with the right qualification, and the right attitude are taken and are placed appropriately with requisite training and developmental plans will ensure the growth of the organization.

