

STAFFING

CHAPTER OUTLINE

- Meaning, need and importance of staffing
- Steps in staffing process
- Recruitment- meaning and resources
- Selection-meaning and process
- Training and Development
- Performance Appraisal



Staffing

- It is concerned with the Human resources of the enterprise.
- It is concerned with acquiring, developing, utilizing and maintaining human resources.
- It is a process of matching jobs with individuals to ensure right man for the right job.

Definition of Staffing

According to Koontz and O' Donnel

“The managerial functions of staffing involves manning the organizational structure through proper and effective selection, appraisal and development of personnel to fill the roles designed in to the structure”



Importance of staffing

- Discovering and obtaining competent employees for various job.
- Improve the quantity and quality of output by putting right man for right job.
- Improves job satisfaction of employees
- Reduces cost of personnel by avoiding wastage of human resource.

Steps in staffing

