

# STAFFING



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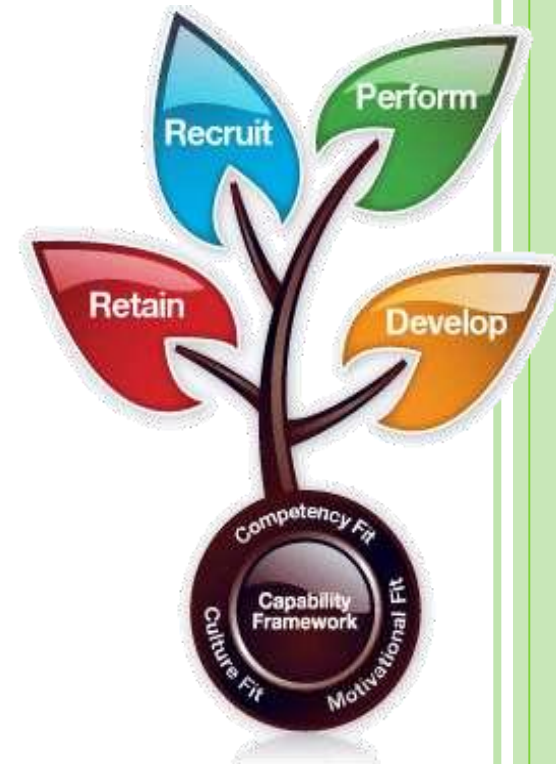
- It is concerned with the Human resources of the enterprise.
- It is concerned with acquiring, developing, utilizing, and maintaining human resources.
- It is a process of matching jobs with individuals to ensure right man for the right job.



# DEFINITION OF STAFFING

According to Koontz and O' Donnel

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

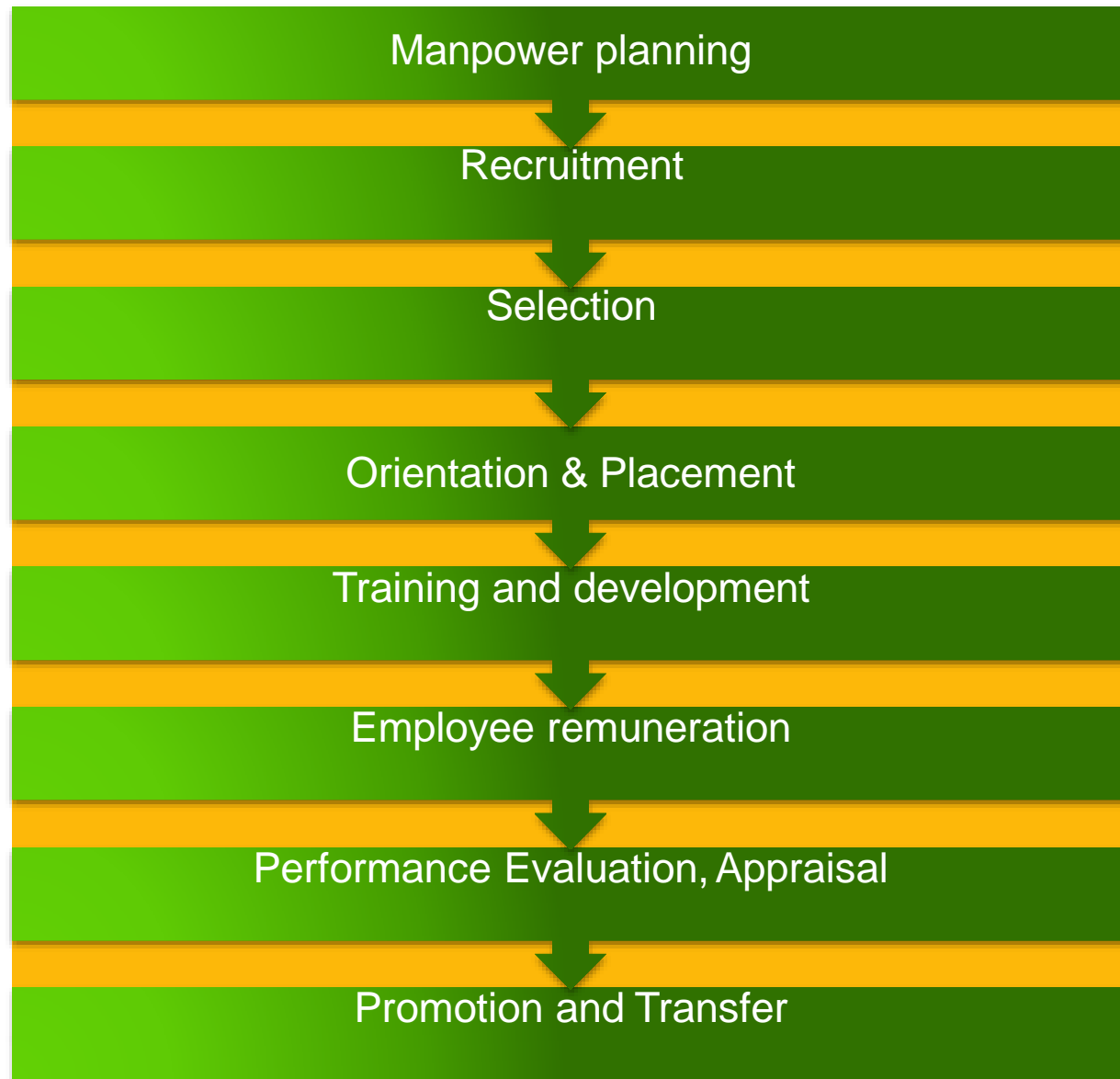


# IMPORTANCE OF STAFFING

- 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



# STEP – 1 MANPOWER PLANNING/ HRP

Analyzing the current manpower inventory



Making future manpower forecasts



Developing employment programmes



Design training programmes



# STEP – 2 RECRUITMENT

According to Flippo “Recruitment is the process of attracting potential employees and stimulating them to apply for the jobs in the organization.”



# SELECTION

Selection is the process of picking individuals who have relevant qualifications to fill jobs in an organization.

Selection is much more than just choosing the best candidate. It is an attempt to strike a happy balance between what the applicant can and wants to do and what the organization requires.

According to Koontz,

*"Selecting manager is choosing among the candidates the one who best meet the position requirements."*





Basis	Recruitment	Selection
Meaning	Recruitment is the process of searching the candidates for employment and stimulating them to apply for jobs in the organization	selection involves the series of steps by which the candidates are screened for choosing the most suitable persons for vacant posts.
Purpose	to create a talent pool of candidates to enable the selection of best candidates for the organization, by attracting more and more employees to apply in the organization	to choose the right candidate to fill the various positions in the organization.
Process	Recruitment is a positive process i.e. encouraging more and more employees to apply	selection is a negative process as it involves rejection of the unsuitable candidates.
Contract	There is no contract of recruitment established in recruitment	selection results in a contract of service between the employer and the selected employee.
Cost Factor	Recruitment is not expensive. It mostly involves only advertisement cost.	Selection is very costly. This is because a lot of money is spent on conducting different types of tests, interviews, medical examinations, etc. Similarly, the experts who conduct selection procedure are paid very high fees. This makes selection a very costly process

## STEP- 4 ORIENTATION

- Orientation employees are made aware about the mission and vision of the organization, the nature of operation of the organization, policies and programs of the organization.
- The main aim of conducting Orientation is to build up confidence, morale and trust of the employee in the new organization, so that he becomes a productive and an efficient employee of the organization and contributes to the organizational success.
- The nature of Orientation program varies with the organizational size, i.e., smaller the organization the more informal is the Orientation and larger the organization more formalized is the Orientation program.



## STEP -5 TRAINING & DEVELOPMENT

Acc. to Michael Armstrong “*the systematic development of knowledge, skills and attitudes required by an individual to perform adequately a given task of job*”.

Acc. to Dale S. Beach, “*Training is the act of increasing knowledge and skills of an employee for doing a particular job.*”



# DEVELOPMENT

Development relates to the development and growth of the employees in an organization through a systematic process. It helps in the developments of the intellectual, managerial, and people management skills of managers.

It trains managers to understand and analyze different situations, and to arrive at and implement the correct solutions.



# DIFFERENCE B/W TRAINING & DEVELOPMENT

LEARNING DIMENSIONS	TRAINING	DEVELOPMENT
WHO?	NON-MANAGERS	MANAGERS
WHAT?	TECHNICAL- MECHANICAL OPERATIONS	THEORETICAL- CONCEPTUAL IDEAS
WHEN?	SPECIFIC JOB RELATED INFORMATION	GENERAL KNOWLEDGE
WHY?	SHORT TERM	LONG RUN

# STEP- 6 COMPENSATION

- All forms of
  - financial return,
  - Non-financial
  - Incentives
- that employees receive as part of their employment relationship



## STEP – 7 PERFORMANCE EVALUATION AND APPRAISAL

***“Performance Appraisal is an objective assessment of an individual’s performance against well defined benchmarks.”***



