



STAFFING



Meaning

Staffing is the process of filling positions/posts in the organization with adequate and qualified personnel .

Staffing is the process of acquiring, deploying, and retaining a workforce of sufficient quantity and quality to create positive impacts on the organization's effectiveness

Definitions

- **According to McFarland,**

"Staffing is the function by which managers build an organization through the recruitment, selection, and development of individuals as capable employees."


- **According to Koontz, O'Donnell and Heinz Weihrich,**

"The management function of staffing is defined as filling position in the organization structure through identifying workforce requirements, inventorying the people available, recruitment, selection, placement, promotion, appraisal, compensation, and training of needed people."

Features of staffing function

- All pervasive function of management.
- Dynamic function.
- Vast scope.


Main Objective Of Staffing

- To understand all function of in an organization.
 - To understand manpower planning so that people are available at right time and at a right place.
 - To understand issues related to job analysis and to overcome the problem.
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Importance Of Staffing Function



Importance Of Staffing

- Training and Development.
 - Effective Co-ordination.
 - Effective Recruitment & Placement.
 - Building effective human resource.
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Importance of Staffing Function

- Optimum Use of Resource.
 - Enhances Corporate Image.
 - Job Satisfaction.
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ELEMENTS OF STAFFING

- Manpower planning
 - Job analysis
 - Recruitment and selection
 - Training and Development
 - Performance appraisal
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SCOPE OF STAFFING

- Hiring
 - Motivation
 - Employee maintenance
 - Human relations
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Factors Affecting Staffing



External Factors Affecting Staffing

1. Nature of rivalry for Human Resources

- India has ample supply of unskilled workers then highly qualified people.
- Companies start to change their staffing policy and prefer less talented people.



2. Legal factors

- Child labour is prohibited.
- Provision are there relating to reservations for physically handicapped people.
- Legal provision affects the staffing policy of an organization.




3. Socio-cultural factors

- Employment of women for job involving physical exertion is usually avoided
- Women are not offered jobs involving continuous travelling.



4. External Influences

- Employers have to face pressures from political parties or politicians as new recruitment.
 - Concept of Employment to "Sons of the soil" is getting popular in all countries.
 - External Influences affect the staffing policy of business unit.
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Internal Factors Affecting Staffing

- Organizational Image
 - Past Practices
 - Size of the Organization
 - Organizational Business Plan
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Recruitment



- Process of locating, identifying, and attracting capable candidates
- Can be for current or future needs
- Critical activity for some corporations.
- What sources do we use for recruitment

Recruitment

Meaning: -

- Recruitment means to estimate the available vacancies in the organization and to make arrangements for their selection and appointment.
 - Recruitment is a positive function in which publicity is given to the jobs available in the organization and interested candidates are encouraged to submit applications for the selection.
 - In the recruitment, a pool of eligible and interested candidates is created for the selection of most suitable candidates.
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Definitions

➤ According to Edwin Flippo,

"Recruitment is the process of searching for prospective employees and stimulating them to apply for jobs in the organization."


Need of Recruitment

- Vacancies due to promotions, transfers, retirement, termination, permanent disability, death and labour turnover.
- Creation of new vacancies due to growth, expansion and diversification of business activities of an enterprise. New vacancies are also possible due to job specification.



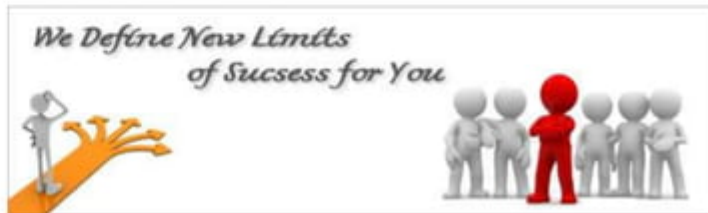


Internal Sources of Recruitment

- Promotions
 - Transfers
 - Internal Notifications(Advertisement)
 - Former Employees
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External Sources of Recruitment

- Campus Recruitment (Interview).
- Press Advertisement.
- Recruitment through Management Consultants and Private Employment Exchanges.



External Sources of Recruitment

- Deputation of Personnel.
- Management Training Schemes.
- Walk-ins, Write-ins and talk-ins.



SELECTION

A series of steps from initial applicant screening to final hiring of the new employee.

- Selection process.

Step 1: **Completing application materials.**

Step 2: **Conducting an interview.**




Step 3: **Completing any necessary tests.**

Step 4: **Doing a background investigation.**

Step 5: **Socialization**


Step 6: **Deciding to hire or not to hire.**



Recruitment & selection

Recruitment is the process of finding and attracting capable applicants for employment. The process begins when new recruits are sought and ends when their applications are submitted. The result is a pool of applicants from which new employees are selected.

Selection is the process of differentiating between applicants in order to identify and hire those with a greater likelihood of success in a job.



Difference : Recruitment & selection

RECRUITMENT

- To attract maximum number of candidates.
- It creates application pool as large as possible.
- Techniques are not very intensive.
- Outcome is application who pool.

SELECTION

- To choose best out of the available candidates.
- It is a rejection process where few are selected.
- Highly specialized techniques are required.
- Outcome is the candidate is offered job.

Process

RECRUITMENT

- Advertisement
- Employment agencies
- On campus recruitment
- Deputation
- Employee recommendations
- Labor unions
- Gate hiring

SELECTION

Screening of applications
Selection tests
Interview
Checking of references
Physical examination
Approval by authority
Placement

Training & development

Training is a short term process utilizing a systematic and organized procedure by which non managerial personnel learn technical knowledge and skills for a definite purpose".

Development is a long term educational process utilizing a systematic and organized procedure by which managerial personnel learn conceptual and theoretical knowledge for general purpose".



Importance of training & development

- Increase In Efficiency
- Increase In Morale Of Employees
- Better Human Relations
- Reduced Supervision
- Increased Organizational Viability & Flexibility



Conclusion

Staffing is the most vital asset with an organization, without which it cannot move ahead in the competitive world. It can be equated with HR management as both have same sort of objectives. Staffing is an open system approach. It is carried out within the enterprise but is also linked to external environment.



The Staffing Process **TERMINATING**

A Necessary Evil of
the H R
Function!

The Staffing Process

TERMINATING

“At-Will Employment”

- “At-Will” employment means the employer and the employee can terminate employment at any time for any or no reason. (Of course the employer can’t terminate for “illegal reasons”, like discrimination).
- But...this does not mean that a terminated employee can’t sue your Credit Union!
- Take the necessary precautions to prevent expensive litigation from occurring!

The Staffing Process

TERMINATING

Performance
Appraisals



"The Path
of Least Resistance is
Avoidance."

The Staffing Process

TERMINATING

“ Performance Appraisals”

- Managers sometime have a tendency to rate staff who are under- achievers as “meets expectations” or “average” in order to “keep the peace” at the office.
- Train and *demand* that your managers to give honest appraisals to their staff. If there is a problem, maybe it can be fixed?! If not, there is documentation that a problem existed and you tried in good faith to fix it.
- If you fire Sally (a minority over age 50) for poor performance, and she “meets expectations” and has no disciplinary documentation in her personnel file....your CU could stand to be sued in court for a HUGE sum of money!!

The Staffing Process **TERMINATING**

• “Documentation and Discipline Policies”

- All Disciplinary actions and policy infractions (late, tardy, etc.) should be documented, dated and (preferably and when appropriate) signed by the manager and employee.
- Perhaps a formal or informal progressive discipline policy may be implemented. No matter how this is documented, the most important element is CONSISTENCY! CU's need to show a pattern of consistency in executing their termination procedures.
- Make certain you include language in your policies manual and other personnel documents that does not imply any sort of “employment contract”....i.e. reiterate the “at-will” disclaimer and avoid contractual language, however small the implication.

THANK YOU

