

# STAFFING

---

***SHROMONA NEOGI***

# CONTENT

**Staffing: Concept;  
Definition, Meaning, and  
Functions of Staffing,  
Importance of Staffing,  
Characteristics of Staffing**

**Overview of - Manpower  
Planning, Job Design,**



# Meaning

Staffing is the process of hiring eligible candidates in the organization or company for specific positions. In management, the meaning of staffing is an operation of recruiting the employees by evaluating their skills, knowledge and then offering them specific job roles accordingly. Let us find out more about what is Staffing and what it entails along with its functions

## **Definition**

Staffing can be defined as one of the most important functions of management. It involves the process of filling the vacant position of the right personnel at the right job, at right time. Hence, everything will occur in the right manner.



# Functions of Staffing

The first and foremost function of staffing is to obtain qualified personnel for different jobs position in the organization.

In staffing, the right person is recruited for the right jobs, therefore it leads to maximum productivity and higher performance.

It helps in promoting the optimum utilization of human resource through various aspects.

Job satisfaction and morale of the workers increases through the recruitment of the right person.

Staffing helps to ensure better utilization of human resources.

It ensures the continuity and growth of the organization, through development managers.

# **Importance of Staffing**

## **Efficient Performance of Other Functions**

For the efficient performance of other functions of **management**, staffing is its key. Since, if an organization does not have the competent personnel, then it cannot perform the functions of management like **planning**, organizing and control functions properly.

## **Effective Use of Technology and Other Resources**

What is staffing and technology's connection? Well, it is the human factor that is instrumental in the effective utilization of the latest technology, capital, material, etc. the management can ensure the right kinds of personnel by performing the staffing function

## **Optimum Utilization of Human Resources**

The wage bill of big concerns is quite high. Also, a huge amount is spent on recruitment, selection, training, and development of employees. To get the optimum output, the staffing function should be performed in an efficient manner.



# **Development of Human Capital**

Another function of staffing is concerned with human capital requirements. Since the management is required to determine in advance the manpower requirements. Therefore, it has also to train and develop the existing personnel for career advancement. This will meet the requirements of the company in the future.

## **The Motivation of Human Resources**

In an organization, the behaviour of individuals is influenced by various factors which are involved such as education level, needs, socio-cultural factors, etc. Therefore, the human aspects of the organization have become very important and so that the workers can also be motivated by financial and non-financial incentives in order to perform their functions properly in achieving the objectives.

## **Building Higher Morale**

The right type of climate should be created for the workers to contribute to the achievement of the organizational objectives. Therefore, by performing the staffing function effectively and efficiently, the management is able to describe the significance and importance which it attaches to the personnel working in the enterprise.

# Characteristics of

## Staffing

- *People-Centered*
- *Responsibility of Manager*
- *Human Skills*
- *Continuous Function*



# Manpower Planning

*Manpower Planning* which is also called as Human Resource Planning consists of putting right number of people, right kind of people at the right place, right time, doing the right things for which they are suited for the achievement of goals of the organization. Human Resource Planning has got an important place in the arena of industrialization. Human Resource Planning has to be a systems approach and is carried out in a set procedure. The procedure is as follows:

- Analyzing the current manpower inventory
- Making future manpower forecasts
- Developing employment programs
- Design training programs

# Importance of Manpower Planning

**Key to managerial functions-** The four managerial functions, i.e., planning, organizing, directing and controlling are based upon the manpower. Human resources help in the implementation of all these managerial activities. Therefore, staffing becomes a key to all managerial functions.

**Efficient utilization-** Efficient management of personnel becomes an important function in the industrialization world of today. Setting of large scale enterprises require management of large scale manpower. It can be effectively done through staffing function.

**Motivation-** Staffing function not only includes putting right men on right job, but it also comprises of motivational programs, i.e., incentive plans to be framed for further participation and employment of employees in a concern. Therefore, all types of incentive plans becomes an integral part of staffing function.

**Better human relations-** A concern can stabilize itself if human relations develop and are strong. Human relations become strong through effective control, clear communication, effective supervision and leadership in a concern. Staffing function also looks after training and development of the work force which leads to co-operation and better human relations.

**Higher productivity-** Productivity level increases when resources are utilized in best possible manner. Higher productivity is a result of minimum wastage of time, money, efforts and energies. This is possible through the staffing and its related activities ( Performance appraisal, training and development, remuneration)



## Need of Manpower Planning

❑ *Manpower Planning* is a two-phased process because manpower planning not only analyses the current human resources but also makes manpower forecasts and thereby draw employment programs. Manpower Planning is advantageous to firm in following manner:

❑ Shortages and surpluses can be identified so that quick action can be taken wherever required.

❑ All the recruitment and selection programs are based on manpower planning.

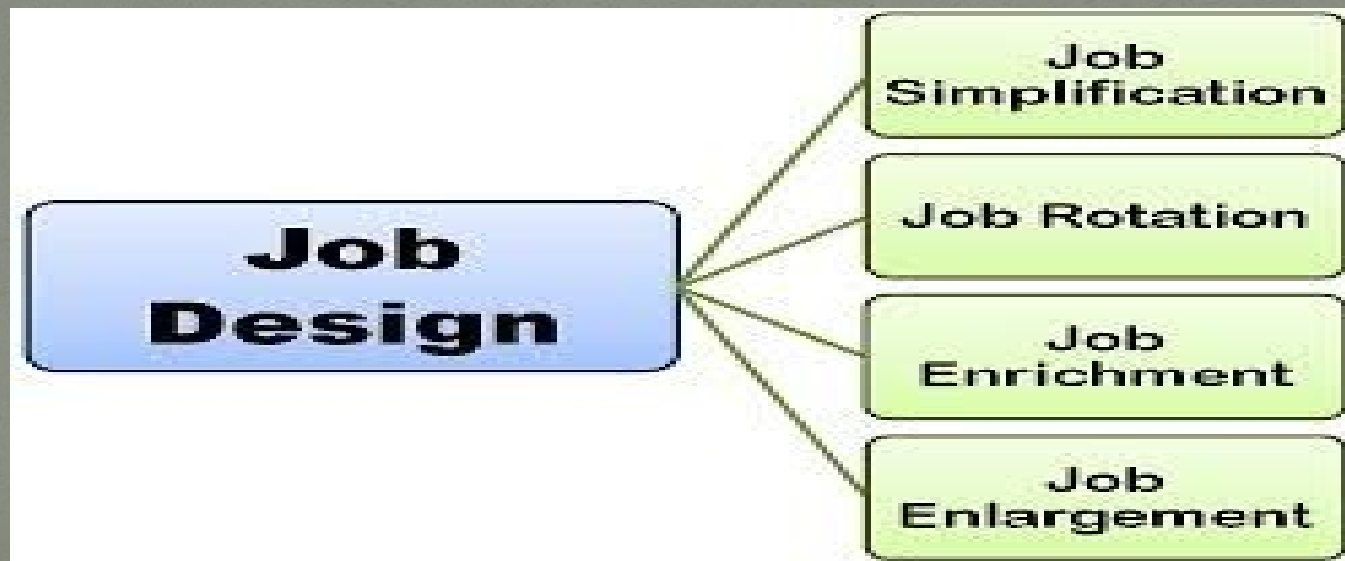
❑ It also helps to reduce the labour cost as excess staff can be identified and thereby overstaffing can be avoided.

❑ It also helps to identify the available talents in a concern and accordingly training programs can be chalked out to develop those talents.

❑ It helps in growth and diversification of business. Through manpower planning, human resources can be readily available and they can be utilized in best manner.

❑ It helps the organization to realize the importance of manpower management which ultimately helps in the stability of a concern.

Job design is the process of organizing work into the tasks required to perform a specific job. It involves the conscious efforts to organize tasks, duties and responsibilities into a unit of work to achieve certain objectives. An HR manager should have a keen interest in the design and specification of individual jobs within the organization.





# Recruitment & Selection

**Recruitment and Selection** is an important operation in HRM, designed to maximize employee strength in order to meet the employer's strategic goals and objectives. It is a process of sourcing, screening, shortlisting and selecting the right candidates for the required vacant positions.

## **The Scope of Recruitment and Selection**

➤ The scope of Recruitment and Selection is very wide and it consists of a variety of operations. Resources are considered as most important asset to any organization. Hence, hiring right resources is the most important aspect of Recruitment. Every company has its own pattern of recruitment as per their recruitment policies and procedures.

➤ The scope of Recruitment and Selection includes the following operations –

- Dealing with the excess or shortage of resources
- Preparing the Recruitment policy for different categories of employees
- Analyzing the recruitment policies, processes, and procedures of the organization
- Identifying the areas, where there could be a scope of improvement
- Streamlining the hiring process with suitable recommendations
- Choosing the best suitable process of recruitment for effective hiring of resources
- Any organization wants its future to be in good and safe hands. Hence, hiring the right resource is a very important task for any organization.

# Training and Development

Training and Development is one of the main functions of the human resource management department. Training refers to a systematic setup where employees are instructed and taught matters of technical knowledge related to their jobs. It focuses on teaching employees how to use particular machines or how to do specific tasks to increase efficiency. Whereas, Development refers to the overall holistic and educational growth and maturity of people in managerial positions. The process of development is in relation to insights, attitudes, adaptability, leadership and human relations.





## **Performance Appraisal**

A performance appraisal is a 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.

### **Performance Appraisal Types**

Most performance appraisals are top-down, meaning supervisors evaluate their staff with no input from the subject. But there are other types:

Self assessment: Individuals rate their job performance and behavior.

Peer assessment: An individual's work group rates his performance.

360-degree feedback assessment: Includes input from an individual, her supervisor, and her peers.

Negotiated appraisal: A newer trend that utilizes a mediator and attempts to moderate the adversarial nature of performance evaluations by allowing the subject to present first. Also focuses on what the individual is doing right before any criticism is given. This structure tends to be useful during conflicts between subordinates and supervisors.



**Thank  
You!**

A 3D graphic of a blue sign with the words 'Thank You!' in white, bold, sans-serif font. The sign is tilted slightly to the right and has a dark blue pushpin pinned to its top center. The sign is set against a plain white background, which is itself centered on a larger, textured, light gray surface.