

organising and leading, managers evaluate the ratings of the practical work to ensure its quality. This is the step where the managers know whether their planning, organising and leading have worked or not.

In case of any problem, managers may undergo two adjustments that would save their time and resources:

- Budget Adjustment
- Staffing Adjustment

Decision Making Process

Decision Making Process is used to choose from more than one alternatives. It is a wide method and equally important because it is the basic process of the organisation, in order to gain profit.

The process of decision making consists of eight steps:

1- IDENTIFYING A PROBLEM:

Problem is defined as the difference between actual (practical) and desired (hypothetical) conditions of the respective field. In the first step, managers tend to know about the problem. This can be a difficult thing but it is done easily by the process of close controlling all that are involved in planning and practical performance.



V- SELECTING AN ALTERNATIVE :

After enlisting the alternatives in a priority level during analysing of alternative, the managers select the best alternative. This should be the alternative that solves the problem.

VI- IMPLEMENT THE ALTERNATIVE :

An alternative is selected in the step of selecting an alternative and then it is brought to the workers to implement it practically. This is one of the important steps of Decision Making because it actualises the concepts of managers in physical form.

VII- EVALUATE DECISION EFFECTIVENESS :

The last step of decision making process is to evaluate the effectiveness of the decision made from the above seven steps. In this step, the managers note whether or not the decision is helpful, i.e., is the problem solved? If the problem still exists, then the managers have to recreate a decision by using the above seven steps.

Recruitment

Recruitment is a process in which the managers locate, identify, and attract capable and deserving applicants towards the organisation. In this process, managers provide data of applicants regarding



II- IDENTIFYING DECISION CRITERIA:

After identifying a problem, the manager concentrate on solving the problem. They make a list of factors that may vary the problem, positively and negatively. This is called as Decision Criteria as it gives a hint and limit to find a solution.

III- WEIGHING THE CRITERIA:

After having decision criteria, managers make different solutions. Then, the solutions are evaluated by giving priorities to any central criteria. This helps the manager to make possible solutions. They enlist the criterion in priority level and use them effectively and efficiently.

IV- DEVELOP ALTERNATIVES:

After setting priorities to different criteria, the managers use their conceptual skills to come up with clever ideas to solve their problem. Managers may create numerous solutions. This process is called as Develop Alternatives.

V- ANALYZE ALTERNATIVES:

After developing alternatives, the manager evaluate each alternative with respect to the priority list of the criterion already set. This helps in easily evaluating the alternatives and a new list is made which shows ratings of each alternative according to criterion. This evaluating step is called Analyze Alternatives.

