

VIII- MEDICAL EXAMINATION:

Physical and mental health is necessary for proper working so a complete medical test is conducted by the organisation or sometimes a medical report from any laboratory is asked. Candidates can be rejected on the base of inappropriate health.

IX- FINAL SELECTION:

In this step, an initial appointment letter is sent to selected candidate and this job is temporary and is done permanent only if the candidate suits the organisation.

X- PLACEMENT:

This is the final step of selection process and it consists of providing proper job to the satisfactory candidates and this is also permanent. This may gives good jobs to some deserving and also rejects the non-deserving.

4. Management Skills

The abilities and attributes that a manager should possess to meet the need of the organisation are called Management skills. These skills can be learnt by learning, reading and experience, specially.

TYPES:

According to Robert Katz, the three mental skills are:



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I- TECHNICAL SKILLS:

A skill that gives manager knowledge about how to use the resources provided to achieve variety of organisational goals or called as Technical Skill.

Technical Skills are used by managers who have knowledge about the resources that are provided by the organisation and also the knowledge about how to use these resources to boost the profit of organisation. Decision-making, problem-solving skills are only also technical skills as the managers use their knowledge about the disputed people and solve their problem.

II- CONCEPTUAL SKILLS:

An important, difficult, and fortunate also skill present in top managers, compulsorily, some that help them to think and conceptualise emerging new ideas that help the organisation set higher goals and then plan to achieve them.

The manager having conceptual skills can foresee the future ratings and also can analyse and diagnose future problems and start creating solutions in the regard. This helps the organisation to be ready for any need problem and get over any hurdles present. This results in better gaining of the organisation.

Planning and motivating are important phenomenon that are created by managers possessing conceptual skills.

