

## UNIT-2

### 1. Define the term Staffing. Explain the steps in selection process.

Ans: Staffing refers to the process of recruiting, hiring, and managing employees in an organization.

This process involves identifying the number and types of employees needed, as well as developing strategies for attracting and retaining the best talent.

Additionally, staffing also includes the management of employee performance.

In the context of entrepreneurship, staffing can also refer to the process of building a team to help bring a new business idea to fruition.

#### Steps in selection process:

- Application Blank.
- Preliminary Interview.
- Selection Tests.
- Employment Interview.
- Reference and Background Checks.
- Selection Decision.
- Physical Examinations/ Medical Examinations.
- Job Offer.
- Contract Of Employment.
- Evaluation of Selection program.

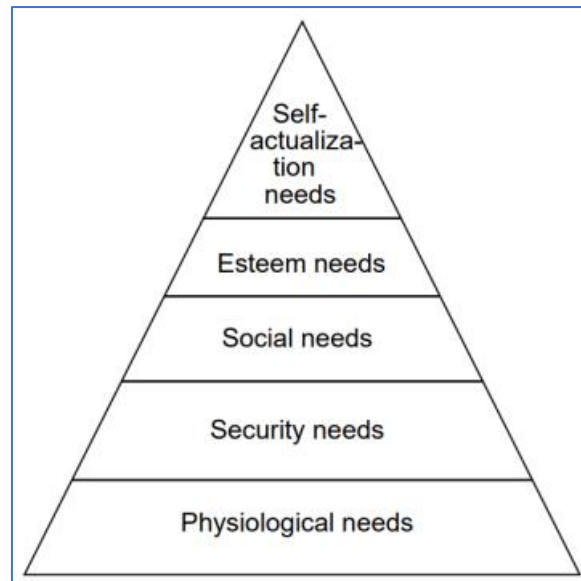
### 2. Explain the nature and importance of Staffing.

Ans:

- It helps in discovering talented and competent workers and developing them to move the organization ladder.
- Staffing is important to put the right person at the right job which results in increased production.
- It avoids sudden disruption of the production due to shortage of workers.
- It maintains harmony and creates healthy atmosphere in any organization by planning the promotions etc.
- It plans the requirement of man power at various time and levels of a project and cater to it.

### 3. Explain Maslow's Theory of Motivation.

Ans:



- **Physiological needs:** These are the basic needs for sustaining human life itself, such as food, water, shelter and sleep. Maslow took the position that until these needs are satisfied to the reasonable degree necessary to maintain life, other needs will not motivate people.
- **Security or safety needs:** People want to be free of physical danger and of the fear of losing job, property or shelter.
- **Social needs:** Since people are social being, they need to belong, to be accepted by others.
- **Esteem needs:** Once people begin to satisfy their need to belonging, they tend to want to be held in esteem both by themselves and by others. This kind of need produces such satisfaction as power, prestige and status.
- **Self-actualization needs:** It is desire to become what one is capable of becoming - to maximize one's potential and to accomplish something.