



Class 12
Business Studies

Chapter – 6_Focus Area 2022

STAFFING



Ajith Kanthi Wayanad

Staffing

Staffing is concerned with the recruitment, selection, placement, training, growth and development of all the members of the organization



Right
Person



Right
Job



Right
Time

Placing the right person on the right job at the right time is called staffing

Staffing



Right
Person



Right
Job



Right
Time

Steps in Staffing Process



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Steps in Staffing Process

1

Estimating the Man Power Requirements

Planning the number of employees required and their qualifications



Steps in Staffing Process

2 Recruitment

It is a process of searching for prospective employees and stimulating them to apply for jobs in the organisation



Steps in Staffing Process

3

Selection

It is a process of choosing and appointing the right persons for various jobs



Steps in Staffing Process

4 Placement and orientation

These refer to the process of familiarizing the selected candidates with their work units, work groups, jobs and the organization and placing the right one on the right job



Steps in Staffing Process

5 Training and Development

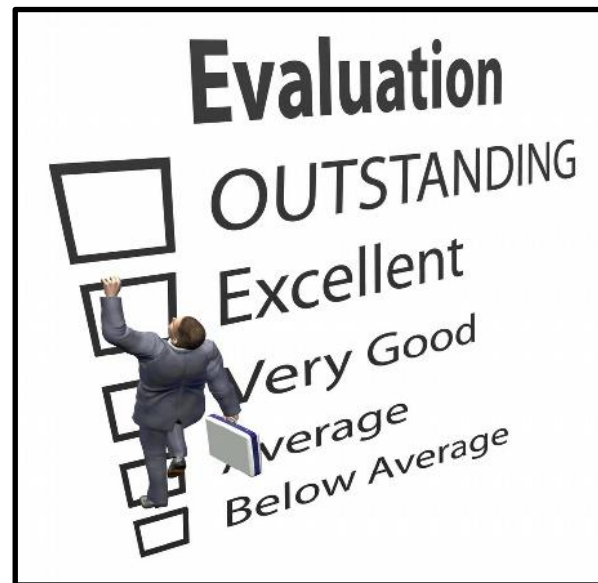
Training intended to improve knowledge, skills and attitudes of the employees regularly so as to enable them to perform better



Steps in Staffing Process

6 Performance appraisal

It is the periodic assessment of the performance of the employees to ensure that whether they are in conformity with standards



Steps in Staffing Process

7

Promotion

It means movement of an employee to a higher position



It gives the employees an opportunity to make use of their enhanced skill and encourages them to grow within the organization

Steps in Staffing Process

8

Compensation

It involves the determination of wages or salary and other benefits to the employees on the basis of nature of job, risk factors, responsibility, qualification, experience etc.



Steps in Staffing Process

1. Man Power Requirement

2. Recruitment

3. Selection

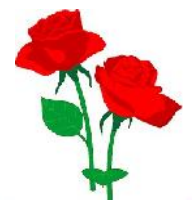
4. Placement & Orientation

5. Training & Development

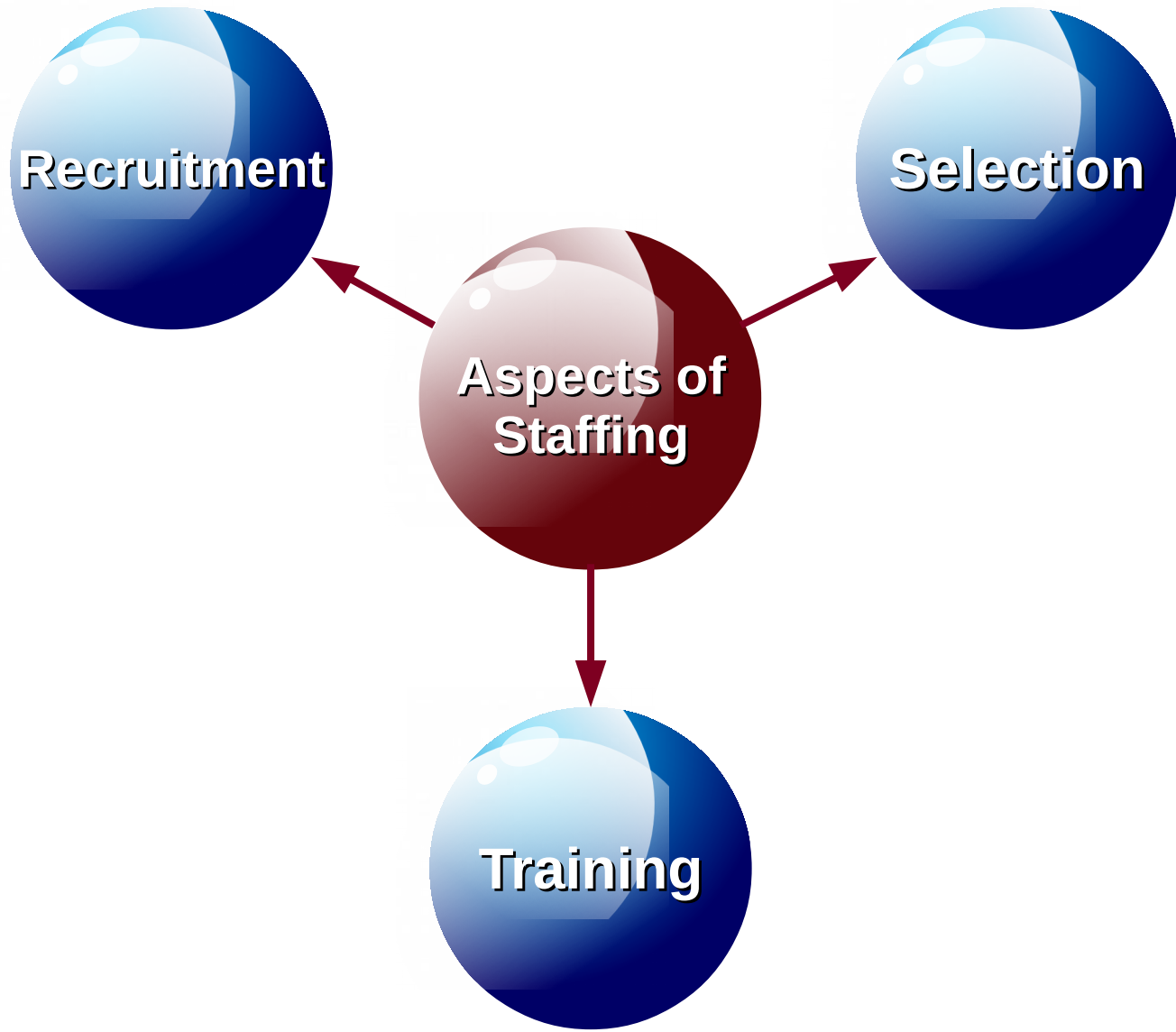
6. Performance Appraisal

7. Promotion

8. Compensation



Aspects / Elements of Staffing



Recruitment

Recruitment

Recruitment is the process of searching for perspective employees and stimulating them to apply for jobs in the organisation



Sources of Recruitment



Internal Sources of Recruitment



Internal Sources of Recruitment

1. Transfer

It is concerned with shifting one employee from one job to another having similar status and responsibility



Features of Transfer

- a) Slight change in duties and responsibilities but no change in salary.
- b) Filling job positions from other departments where there are excess employees.
- c) Horizontal movement of employees.
- d) Transfer can be applied for training of employees for learning different jobs (job rotation).
- e) Does not increase the number of employees in the organisation.



Internal Sources of Recruitment

2. Promotion

It refers to shifting one employee from a lower position to a higher position



It carries higher status, greater responsibility, better facilities and more pay

Features of Promotion

- a) No increase in the number of employees.
- b) Vertical shifting of employees.
- c) Motivation for employees.

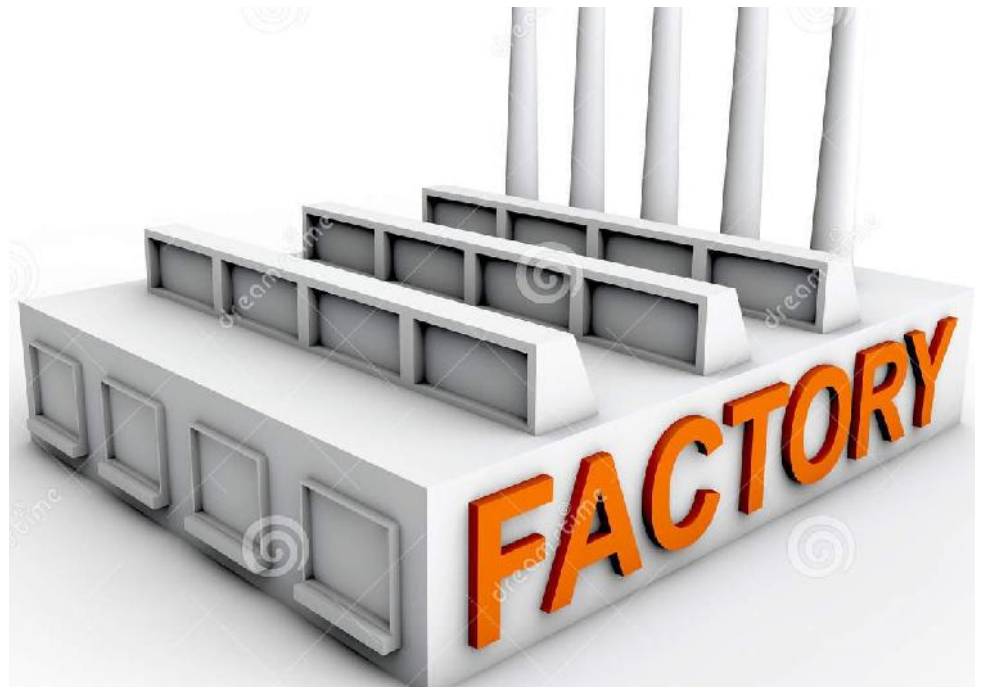


External Sources of Recruitment

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External Sources of Recruitment

It refers to the recruitment of candidates from outside the organization



External Sources of Recruitment

1. Direct recruitment

Under this method a notice is published on the notice board of the enterprise regarding job vacancies



The candidates are assembled on a particular date and the selection is done on the spot

External Sources of Recruitment

2. Casual callers from waiting list

Most of the employers are maintaining a database with details of applications received from casual applicants and it may be used as a source of recruitment



External Sources of Recruitment

3. Advertisement

It is the most effective means to search potential employees from outside the organization



External Sources of Recruitment

4. Employment Exchanges

This is a network of employment exchanges run by the government



Job seekers get themselves registered with these exchanges and their names will be supplied to the business organizations on the basis of their requisition

External Sources of Recruitment

5. Placement Agencies and Personnel Consultants

Some specialized agencies in the form of personnel consultancy services have been developed in recent times



These agencies also undertake total functions of recruiting and selecting personnel on behalf of the employer and they charge fees for these services

External Sources of Recruitment

6. Campus interviews

Many organizations conduct preliminary search of employees by conducting campus interviews in universities and colleges



External Sources of Recruitment

7. Recommendations of Present Employees

Some employers treat the recommendations of their present employees as a useful source of recruitment



This ensures reliability and suitability for the post and it helps in boosting the morale of existing employees

External Sources of Recruitment

8. Labour Contractors

This is a method of hiring skilled, semi-skilled and unskilled workers



The contractors keep in touch with a large number of workers and bring them at the places where they are required

External Sources of Recruitment

9. Advertising on Television

This method of recruitment is gaining importance these days



The detailed requirements of the job and the qualities required to do the job are published by the organisations through television

External Sources of Recruitment

10. Web Publishing

It is now a common source of external recruitment

<https://www.naukri.com>



India's No 1 Job Site

There are certain sites like www.naukri.com, www.jobstreet.com etc. provide detailed information for both job seekers and job providers

External Sources of Recruitment

1. Direct recruitment
2. Casual callers from waiting list
3. Advertisement
4. Employment Exchanges
5. Placement Agencies and Personnel Consultants
6. Campus interviews
7. Recommendations of Present Employees
8. Labour Contractors
9. Advertising on Television
10. Web Publishing



The background features a central dark green horizontal band. Above and below this band are decorative wavy patterns in various shades of green and yellow, creating a layered, organic effect.

Internal Vs. External Sources of Recruitment

Differences: Internal and External Sources

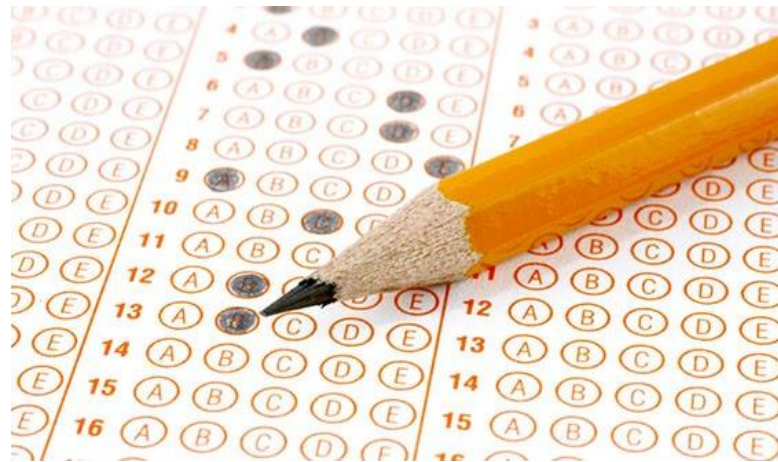
Internal Source	External Sources
Quick Process	Lengthy Process
Less expensive	Costly
Motivating staff members	Existing workers dissatisfied
Limited choice	Wide choice of candidates

Important Tests for Selection of Employees

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Selection Test

Tests are conducted to know the level of ability, knowledge, interest, aptitude etc. of a particular candidate



Types of Tests

a. Intelligence Test

To measure the level of intelligence



Can You Solve This?
Viral "IQ Test"

$$11 \times 11 = 4$$

$$22 \times 22 = 16$$

$$33 \times 33 = ?$$

Types of Tests

b. Trade Test

This test is conducted to check whether the candidate is suitable for that particular trade



For example, to select a driver, candidates' knowledge and technical skill in driving are tested

Types of Tests

c. Aptitude Test

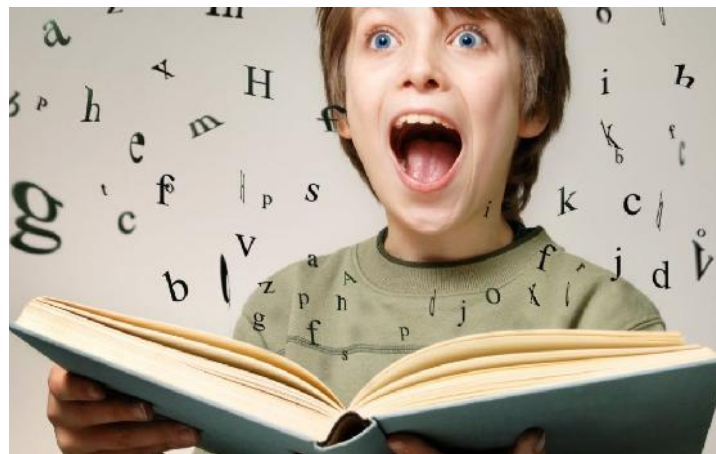
To measure the potential for learning new skills



Types of Tests

d. Interest Test

To check the interest or involvement of a person on the job



Types of Tests

e. Personality Test

To evaluate an individual's emotions, reactions, maturity, values etc.



Types of Tests

- a. Intelligence test
- b. Trade test
- c. Aptitude test
- d. Interest test
- e. Personality test



Training Methods

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**Training
Methods**

**On the Job
Training**

**Off the Job
Training**

Training Methods

1. On the Job Training

Under this method training is imparted among the employees while they are engaged in their work

Here the employees learn by doing



It includes job rotation, apprenticeship, coaching, committee assignments etc.

On the job training

a. Apprenticeship Programmes

Under this, both knowledge and skills in doing a job are imparted

Here the trainee is put under the supervision of an experienced person in this field



This method is more suitable in electrical work, mining etc.

On the job training

b. Coaching

In this method, a senior manager guides and instructs the trainee as a coach



The coach periodically reviews the progress made by the trainees and suggests change if required

On the job training

c. Internship Training

A vocational institute enters into an arrangement with a business enterprise to provide practical knowledge to its students

It is intended for providing practical experience to the students in their fields



Eg: MBA students undertake project work in business enterprises, engineering students to industrial enterprises, Medical students to hospitals etc.

On the job training

d. Job Rotation

The trainee is systematically shifted to various jobs so that he can gain the experience on each of them



On the Job Training Methods

1. Apprenticeship Programmes

2. Coaching

3. Internship Training

4. Job Rotation



Training Methods

2. Off the Job Training

This is concerned with imparting training to employees outside the actual work place

The employees can concentrate on training alone since they are away from the work place



Eg: Class room lectures, conferences, case study methods, films, TV shows, etc.

Off the Job Training Methods

a. Classroom lectures / conferences

It is suitable to convey information, rules, procedures and methods



Off the Job Training Methods

b. Film shows

It can be used to provide information through demonstration



Off the Job Training Methods

c. Case study

Cases are actual experiences which managers confronted while discharging their duties

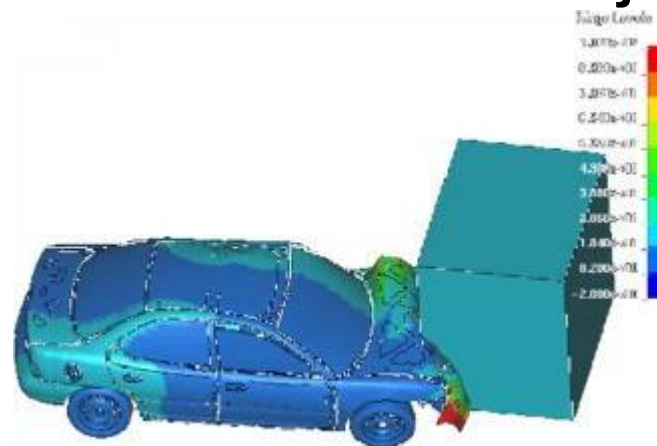


Trainees are asked to study the case and to determine the problems and their solutions

Off the Job Training Methods

d. Computer modelling

With the help of computer programming the realities of jobs are imitated and the trainees get an opportunity to familiarise the situation, so that they will be able to minimise the mistakes in real job situations



E.g., a computer model can be used to test how safe the design of the car is in a crash, building demolition etc.

Off the Job Training Methods

e. Vestibule Training

In this case an actual work situation is created in a classroom



Employees use the same materials and equipments for training

Off the Job Training Methods

f. Programmed instructions

This is a method of presenting a new subject to the trainees in a graded sequence (simple to complex)

Programmed Learning

➤ *Programmed instruction (PI)*

– A systematic method for teaching job skills involving:

- Presenting questions or facts
- Allowing the person to respond
- Giving the learner immediate feedback on the accuracy of his or her answers

➤ *Advantages*

- Reduced training time
- Self-paced learning
- Immediate feedback
- Reduced risk of error for learner

Trainees work through the programmed material (text books or computer programs) by themselves at their own speed and after each step test their comprehension by answering some questions

Off the Job Training Methods

1. Classroom lectures / conferences

2. Film shows

3. Case study

4. Computer modelling

5. Vestibule Training

6. Programmed instructions



On the Job Training

1. Apprenticeship
2. Coaching
3. Internship
4. Job Rotation

Off the Job Training

1. Lectures
2. Film Shows
3. Case Study
4. Computer Modelling
5. Vestibule Training
6. Programmed Instructions

Thanks

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