

UNIT – VI

(Staffing)

Carrying 1 Marks

1. Name the function of management that recognizes the importance of the every single person employed by an organisation. 1
2. What is considered to be the most important resource of an organisation. 1
3. Name the method of training in which the trainee learns under the guidance of a master worker. 1
4. Name the most common method of recruitment of employees. 1
5. Is 'Staffing' a function of every manager? 1

True and False

1. Staffing is an integral part of human resource management. 1
True/False
2. Transfer is an external source of recruitment. 1
True/False
3. Employment tests are meant to screen out unsuitable candidates. 1
True/False
4. Intelligence tests are used to evaluate mental ability of the candidates. 1
True/False
5. Promotion does not involve higher position, status and responsibilities. 1
True/False

Fill in the blanks with suitable words

1. Staffing is a ----- function of management. 1
Continuous/Discontinuous.
2. Advertisement is an ----- source of recruitment. 1
Internal/External
3. Recruitment is a ----- of staffing. 1
Negative Process/Positive Process
4. Development is a ----- Process. 1
Career Oriented/Study Oriented.
5. Apprenticeship is a part of ----- 1
Training/Selection.

Short Type Questions. 3 Marks

1. Explain any three methods of training to employees. 4
2. Distinguish between training any development (any three points) 4
3. Briefly explain the nature of staffing. 4
4. Give any three merits of internal recruitment. 4
5. Explain any three steps in the process of selection of employees. 4
6. Explain the importance of interviews in the selection process. 4

7. Name the three important aspects of staffing. 4
8. What is job rotation? 4
9. Define staffing. Give two nature of staffing. 4
10. List any three types of employment tests used in the selection process. 4
11. Define 'Recruitment'. What is the purpose of recruitment. 4
12. Distinguish between on-the-job and off-the-job training methods. 4
13. Name the methods of training. 4
14. Define 'Compensation' 4
15. Enumerate any three factors which influence the design of any pay plan. 4
 (i) legal factors (ii) Trade union (iii) Company policy

6 Marks

1. What is meant by staffing? Describe the steps involved in the staffing process. 6
2. What are the objectives of human resource management? 6
3. What is meant by recruitment? Distinguish between recruitment and selection of employees. 6
4. Compare internal and external sources of recruitment. 6
5. Explain in brief any six steps involved in the selection procedure of employees. 6
6. Why is employees training necessary in an organisation ? Give any six reasons. 6
7. Explain the benefits of training to employees. 6
8. Explain in brief the following methods of training the workers : 6
 (a) Apprenticeship programme (b) Job rotation (c) Internship training
9. Name the function of management which concentrates on employing and retaining the "right person at the right place" Explain why is this function important in any organisation? 6
10. Discuss the meaning and importance of staffing function of management. 6