Introduction

This is a learning as well as an exam preparation video.

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Chapter 6: Staffing

Chapter 6: Staffing

Meaning

Staffing means putting people to jobs. It begins with human resource planning and includes different other functions like recruitment, selection, training, development, promotion, and performance appraisal of work force.

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Importantance of Staffing

1. Efficient Performance of Other Functions:

For the efficient performance of other functions of management, staffing is its key. Since, if an organization does not have the competent personnel, then it cannot perform the functions of management like planning, organizing and control functions properly.

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Importantance of Staffing

2. Maximum and Efficient Utilization of Resources:

Staffing plays an important role in maximum and efficient utilization of resources. Because in every organization all the resources like, money, material and machine etc. are utilized efficiently through specialized manpower and specialized manpower can only appoint in an organization through a good staffing system.

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Importantance of Staffing

3. Development of Human Capital:

Another function of staffing is concerned with human capital requirements. Since the management is required to determine in advance the manpower requirements. Therefore, it has also to train and develop the existing personnel for career advancement. This will meet the requirements of the company in the future.

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Importantance of Staffing

4. Optimum Utilization of Human Resources:

The wage bill of big concerns is quite high. Also,

a huge amount is spent on recruitment, selection, training, and development of employees. To get the optimum output, the staffing function should be performed in an

efficient manner.

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Importantance of Staffing

5. Reduces Cost of Production:

Staffing also plays an important role in reducing cost of production. Because it helps in appointing right person at the right job, at the right, time so that no wastage and mistakes can be made by efficient personnel during the production of products. Hence, it is clear that it assists in reducing cost of production.

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Importantance of Staffing

6. Effective Use of Technology and Other Resources:

What is staffing and technology's

connection? Well, it is the human factor that is instrumental in the effective utilization of the latest technology, capital, material, etc. the management can ensure the right kinds of

personnel by performing the staffing function.

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Benefits of Staffing

1. Best candidate: Staffing aids in the identification and selection of the best candidate for the job.

2. Increases Efficiency: It ensures that the right people are chosen for the right job, which contributes to the organization's overall efficiency and performance.

3. Better growth opportunities: An organization has a better chance of growing if the best candidates are chosen for the job.

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Benefits of Staffing

4. Manpower Planning: Staffing aids in manpower planning and proper manpower utilization. It also aids in the filling of vacant job positions, ensuring that working efficiency is maintained.

5. Harmony: Through staffing the right kind of people are selected for the job, whose selection is based on merit. These people are put to work after the required background checks and provision of proper training.

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Staffing As a Part of Human Resource Management:

● **Staffing function deals with human element, this plays an important role in the success of an organisation.**

● **As an organization grow the number of people employed increases and a separate department called the human resource department is formed which consists of specialists and experts in dealing with people.**

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Staffing As a Part of Human Resource Management:

● **Human Resource Management Involves procuring, developing, maintaining, and appraising competent and satisfied workforce to achieve the goals of the organization efficiently and**

effectively.

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Staffing process:

Staffing Process

Step 1 : **Manpower Requirements**

Step 2 : **Recruitment**

Step 3 : **Selection**

Step 4 : **Orientation** and **Placement**

Step 5 : **Training** and **Development**

Step 6 : **Remuneration**

Step 7 : **Performance Evaluation**

Step 8 : **Promotion** and **Transfer**

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Staffing process:

1. Manpower Planning:

Manpower planning can be regarded as the quantitative and qualitative measurement of labour force required in an enterprise. Therefore, in an overall sense, the planning process involves the synergy in creating and evaluating the manpower inventory and as well as in developing the required talents among the employees selected for promotion advancement.

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Staffing process:

2. Recruitment:

Recruitment is a process of searching for prospective employees and stimulating them to apply for jobs in the organization. It stands for finding the source from

where potential employees will be selected.

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Staffing process:

3. Selection:

Selection is a process of eliminating those who appear unpromising. The purpose of this selection process is to determine whether a candidate is suitable for employment in

the organization or not. Therefore, the main aim of the process of selection is selecting the right candidates to fill various positions in the organization. A well-planned selection procedure is of utmost importance.

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Staffing process:

4. Placement:

Placement means putting the person on the job for which he is selected. It includes introducing the employee to his job.

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Staffing process:

5. Training:

After selection of an employee, the important part of the programmed is to provide training to the new employee. With the various technological changes, the need for

training employees is being increased to keep the employees in touch with the various new developments.

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Staffing process:

6. Development:

A sound staffing policy provides for the introduction of a system of planned promotion in every organization. If employees are not at all having suitable opportunities

for their development and promotion, they get frustrated which affect their work.

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Staffing process:

7. Promotions:

The process of promotion implies the up gradation of an employee to a higher post involving increasing rank, prestige, and responsibilities. Generally, the promotion is

linked to increment in wages and incentives but it is not essential that it always relates to that part of an organization.

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Staffing process:

8. Transfer:

Transfer means the movement of an employee from one job to another without increment in pay, status or responsibilities. Therefore, this process of staffing needs to evaluated on a timely basis.

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Staffing process:

9. Appraisal:

Appraisal of employees as to how efficiently the subordinate is performing a job and also to know his aptitudes and other qualities necessary for performing the job assigned

to him.

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Staffing process:

10. Determination of Remuneration:

This is the last process which is very crucial as it involves

in determining remuneration which is one of the most difficult functions of the personnel department because there are no definite or exact means to determine correct wages.

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Benefits of Staffing Process:

● Staffing process helps in getting right people for the right job at right time. The function of staffing helps the management to decide the number of employees needed for the organization and with what qualifications and experience.

● Staffing process helps to improved organizational productivity. Therefore, through proper selection of employees in the organization, it can increase the quality of the employees, and through proper training, the performance level of the employees can also be improved.

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Benefits of Staffing Process:

● It helps in providing job satisfaction to the employees and thus keeps their morale high. With proper training and development programmer, the employees get motivation, and their efficiency improves, and they feel assured of their career advancements.

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Recruitment:

Recruitment may be defined as the process of searching for prospective employees and stimulatingmthem to apply for jobs in an organization.

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Sources of Recruitment:
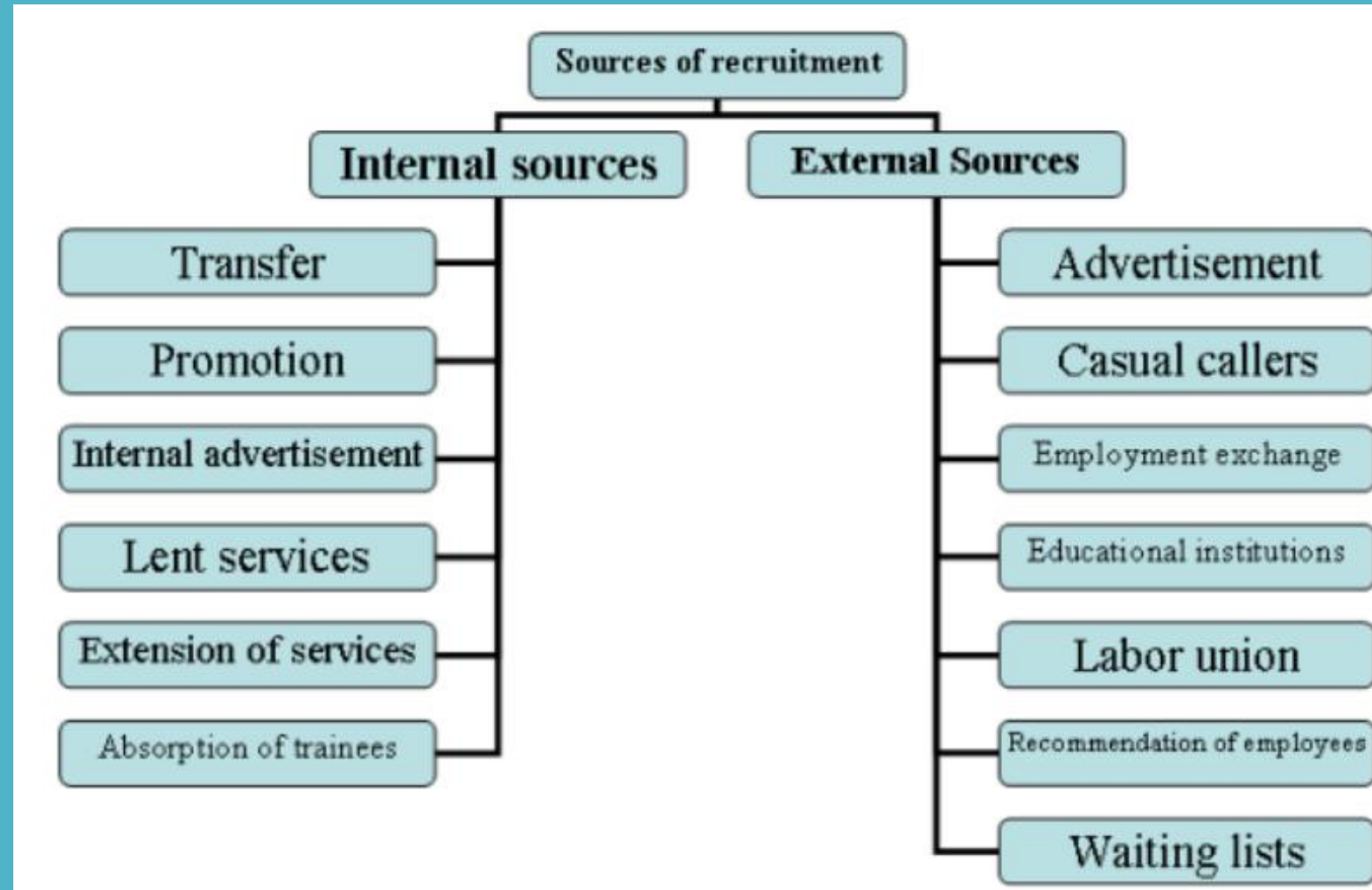
There are two sources of recruitment:

    1. Internal

    2. External

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Sources of Recruitment:

Internal Sources:

Internal Sources of recruitment are those sources in which the talent acquisition is done from within the organization.

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Sources of Recruitment: Internal Sources

1. Transfers: Transfer involves shifting of persons from present jobs to other similar jobs. These do not involve any change in rank, responsibility or prestige. The numbers of persons do not increase with transfers.

2. Promotion: Promotions refer to shifting of persons to positions carrying better prestige, higher responsibilities and more pay. The higher positions falling vacant may be filled up from within the organisation. A promotion does not increase the number of persons in the organisation.

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Sources of Recruitment: Internal Sources

3. Present Employees: The present employees of a concern are informed about likely vacant positions. The employees recommend their relations or persons intimately known to them. Management is relieved of looking out prospective candidates.

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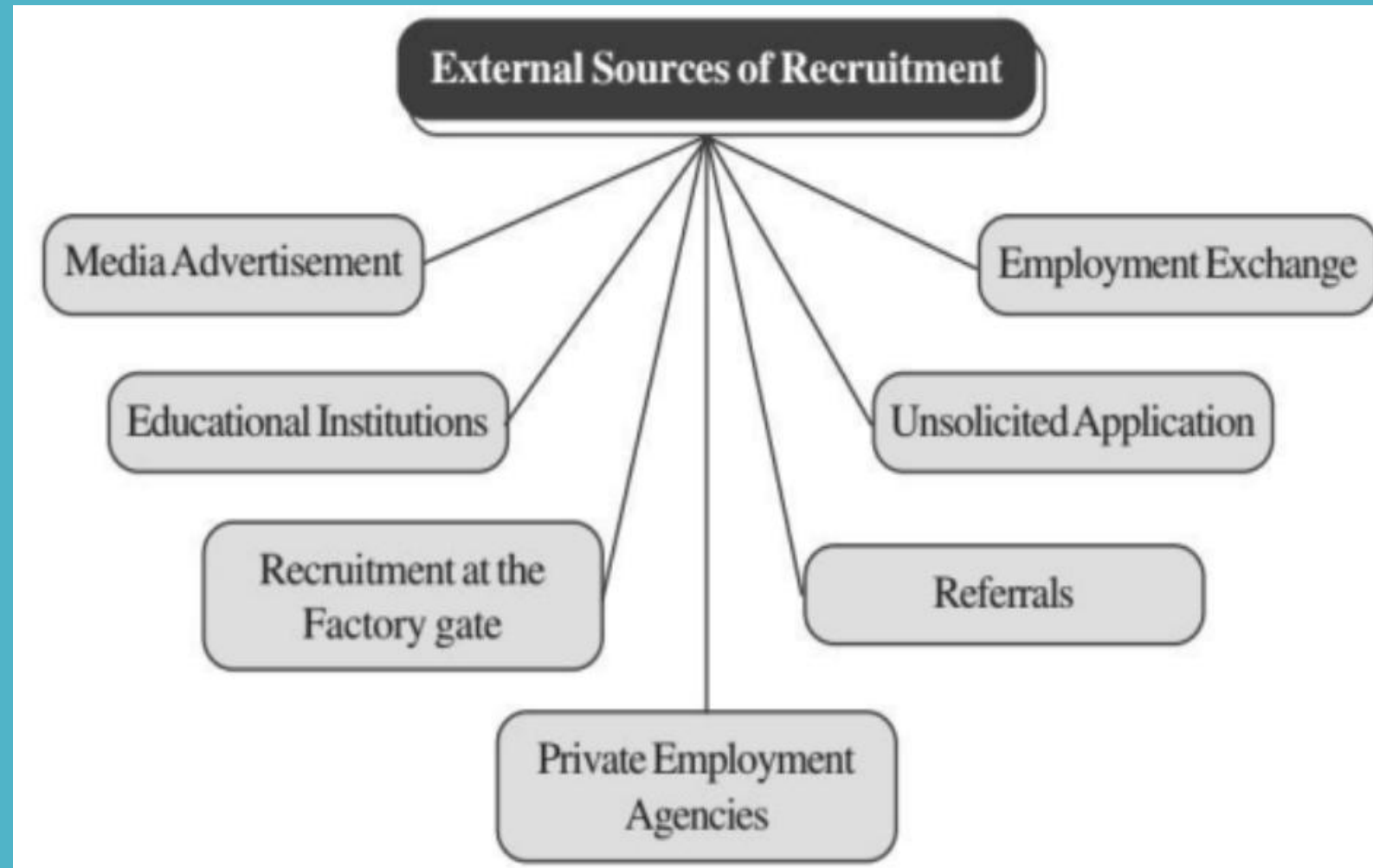**Sources of Recruitment: Advantages of Internal Sources**

1. Employees are motivated to improve their performance.

2. Internal recruitment also simplifies the process of selection & placement.

3. No wastage of time on the employee training and development.

4. Filling of jobs internally is cheaper.

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Sources of Recruitment:

External Sources:

When the candidates from outside the organization are invited to fill the vacant job position then it is known as external recruitment. The common methods of external sources of recruitments are:

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Sources of Recruitment: External Sources

1. Direct Recruitment: Under the direct recruitment, a notice is placed on the notice board of the enterprise specifying the details of the jobs available.

2. Casual callers: Many reputed business organizations keep a data base of unsolicited applicants in their office. This list can be used for Recruitment.

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Sources of Recruitment: External Sources

3. Advertisement: Advertisement in media is generally used when a wider choice is required.

Example– Newspapers, Internet, Radio, Television etc.

4. Employment Exchange: Employment exchange is regarded as a good source of recruitment

for unskilled and skilled operative jobs.

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Sources of Recruitment: External Sources

5. Campus recruitment and labour contractors can be used for the purpose.

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Sources of Recruitment: Merits of External Sources

1. Qualified Personnel: By using external source of recruitment the management can attract qualified and trained people to apply for the vacant jobs in the organization.

2. Wider Choice: The management has a wider choice in selecting the people for employment.

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Sources of Recruitment: Merits of External Sources

3. Fresh Talent: It provides wider choice and brings new blood in the organization.

4. Competitive Spirit: If a company taps external sources, the staff will have to compete with

the outsiders.

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Sources of Recruitment: Limitations of External Sources

1. Dissatisfaction among existing employees: Recruitment from outside may cause dissatisfaction among the employees. They may feel that their chances of promotion are reduced.

2. Costly process: A lot of money has to be spent on advertisement therefore this is costly process.

3. Lengthy Process: It takes more time than internal sources of recruitment.

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Selection

Selection is the process of choosing from among the candidates from within the organization or from outside, the most suitable person for the current position or for the future position.

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Selection Process

1. Preliminary Screening:

Preliminary screening helps the manager eliminate unqualified or unfit job seekers based on the information supplied in the application forms.

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Selection Process

2. Selection Tests:

These tests include:

● Intelligence Tests: It tests a person's ability to make decisions and adjustments.

● Aptitude Tests: It is a measure of individuals potential for leaning new skill.

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Selection Process

● **Personality Tests: personality tests provide clues to a person's emotion.**

● **Trade Tests: It measures the existing skills of an individual.**

● **Interest Tests: It allows to know the Pattern of interests and involvement of a person.**

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Selection Process

3. Employment Interviews:

It is an in-depth formal conversation conducted:

● To find out suitability of the candidate for a specific post.

● To seek more information about the candidate.

● To give the candidate an accurate picture of job with details of terms and conditionsand to clarify his doubt.

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Selection Process

4. Reference Checks:

The prospective employer checks the authenticity of the references given by the applicant. They conduct a search into candidate's family background, past employment, education, police records etc.

5. Selection Decisions: A list of candidates who clear the tests and interviews are generally considered for the final selection based on managers opinion.

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Selection Process

6. Medical/ Physical Examination:

● **A medical expert or a certified clinic appointed by organization has to certify whether the candidate is physically fit to the requirements of a specific job.**

● **A proper physical exam will ensure higher standard of health & physical fitness of employees thereby reducing absenteeism.**

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Selection Process

7. Job Offer: After selection procedure and medical examination, he/ she is formally appointed by issuing him an Appointment Letter.

8. Contract of Employment: After getting the job offer, the candidate has to give his acceptance. After acceptance, both employer and employee will sign a contract of employment which contains terms & conditions, pay scale, leave rules, hours of work, mode of termination of employment etc.

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Difference between Recruitment and Selection:

Basis	Recruitment	Selection
Meaning	The process of locating and enlisting the necessary personnel for a job is referred to as recruitment.	The process of selecting the best candidate from a pool of candidates gathered during the recruitment process is referred to as selection.

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Difference between Recruitment and Selection:

Basis	Recruitment	Selection
Sequence	Recruitment is the second stage of the staffing process.	Selection is the third stage of the staffing process, following recruitment.

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Difference between Recruitment and Selection:

Basis	Recruitment	Selection
Employment contract	The organization does not offer any employment contracts to the candidates gathered through recruitment.	The organization offers an employment contract to candidates who successfully complete the selection process, which includes information such as the date of joining, terms and conditions, and so on.

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Difference between Recruitment and Selection:

Basis	Recruitment	Selection
Characteristic	The recruitment process entails attracting as many candidates as possible for the job.	The selection process entails selecting only the best candidates and rejecting the rest.

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Training

Training is the act of increasing the knowledge and technical skills of an employee for doing a particular job efficiently. Both existing employees and new employees get acquainted with their jobs and this increases job related skills.

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Benefits to the Employee:

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Benefits to the Employee:

1. Better career opportunities: Training helps in improving the knowledge of the employee which in turn helps in improving his career prospects.

2. Earn more: By helping the individual to improve their knowledge and skills, it improves the earning prospects of employees.

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Benefits to the Employee:

3. Less accident prone: With proper training, employees become more efficient in handling complex machines. This helps in reducing the chances of an accident.

4. Self-confidence: By increasing knowledge, skills and aptitude of employees, training helps in boosting self-confidence, which in turn helps in improving job satisfaction.

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Benefits to the Organisation:

1. Less wastage: With training, employees learn to work systematically without the need of any hit and trial method. This helps in reducing the wastage of time and money.

2. Higher profits: By developing the skills of individuals, it makes them more efficient and productive. With increase in overall productivity, the profits of the organisation rise.

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Benefits to the Organisation:

3. Managerial efficiency: Training imparts self-confidence among employees to face new challenges. It helps them to better deal with varied situations and problems.

4. Reduced absenteeism: Effective training helps in boosting the morale and self-confidence of employees, which in turn helps in reducing absenteeism and employee turnover in the organisation.

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Benefits to the Organisation:

5. Adapting to changes: Training equips the trainee to respond and adopt to the changing

economic and technological environment.

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Difference Between Training and Development:

Basis	Training	Development
Meaning	Training is the process of improving an employee's skills and competence required to perform a specific job.	The process of an employee's overall growth is referred to as development.

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Difference Between Training and Development:

Basis	Training	Development
Scope	Training is limited in scope and focuses on how to become more efficient in one's intended job.	Development is broader in scope and focuses on the employee's overall personality development. Training is a component of development.

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Difference Between Training and Development:

Basis	Training	Development
Focus	The focus of training is on the specific job requirement, so it is job oriented.	The focus of development is on overall growth and, as a result, is career oriented.

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