



SNS COLLEGE OF TECHNOLOGY



Coimbatore-35

An Autonomous Institution

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DEPARTMENT OF COMPUTER APPLICATIONS

23CAT604– PRINCIPLES OF MANAGEMENT

I YEAR I SEM

UNIT 4 – STAFFING

TOPIC – Staffing



Meaning



Staffing is the process of filling positions/posts in the organization with adequate and qualified personnel .

Staffing is the process of acquiring, deploying, and retaining a workforce of sufficient quantity and quality to create positive impacts on the organization's effectiveness



Definitions



➤ **According to McFarland,**

"Staffing is the function by which managers build an organization through the recruitment, selection, and development of individuals as capable employees."

➤ **According to Koontz, O'Donnell and Heinz Weihrich,**

"The management function of staffing is defined as filling position in the organization structure through identifying workforce requirements, inventorying the people available, recruitment, selection, placement, promotion, appraisal, compensation, and training of needed people."



Features of staffing function



- All pervasive function of management.
- Dynamic function.
- Vast scope.



Main Objective Of Staffing



- To understand all function of in an organization.
- To understand manpower planning so that people are available at right time and at a right place.
- To understand issues related to job analysis and to overcome the problem.



Importance Of Staffing Function





Importance Of Staffing



- Training and Development.
- Effective Co-ordination.
- Effective Recruitment & Placement.
- Building effective human resource.



Importance of Staffing Function

- Optimum Use of Resource.
- Enhances Corporate Image.
- Job Satisfaction.



ELEMENTS OF STAFFING



- Manpower planning
- Job analysis
- Recruitment and selection
- Training and Development
- Performance appraisal



SCOPE OF STAFFING



- Hiring
- Motivation
- Employee maintenance
- Human relations



Factors Affecting Staffing





External Factors Affecting Staffing



1. Nature of rivalry for Human Resources

- India has ample supply of unskilled workers then highly qualified people.
- Companies start to change their staffing policy and prefer less talented people.





2. Legal factors



- Child labour is prohibited.
- Provision are there relating to reservations for physically handicapped people.
- Legal provision affects the staffing policy of an organization.





3. Socio-cultural factors

- Employment of women for job involving physical exertion is usually avoided
- Women are not offered jobs involving continuous travelling.





4 External Influences

- Employers have to face pressures from political parties or politicians as new recruitment.
- Concept of Employment to "Sons of the soil" is getting popular in all countries.
- External Influences affect the staffing policy of business unit.



Internal Factors Affecting Staffing



- Organizational Image
- Past Practices
- Size of the Organization
- Organizational Business Plan

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This video was funny. It passed the test.
Lakshmi121 4 months ago 13

oh how i wish all job interviews were like this
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If someone interviewed me like this I'd be like O__O
Vivek121 1 week ago

lol i have a interview tomorrow and this made me less nervous
ggn1100 1 week ago

At least the interviewer was not looking nude
Rand Das 1 month ago

haha yes true that mate but its good to have a laugh at these moments since
you would die any moment due to nervous issues. but yes agreed
Wvndks121 in reply to lrdwv121 (Show the comment) 1 month ago



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Recruitment



- Process of locating, identifying, and attracting capable candidates
- Can be for current or future needs
- Critical activity for some corporations.
- What sources do we use for recruitment



Recruitment



Meaning: -

- Recruitment means to estimate the available vacancies in the organization and to make arrangements for their selection and appointment.
- Recruitment is a positive function in which publicity is given to the jobs available in the organization and interested candidates are encouraged to submit applications for the selection.
- In the recruitment, a pool of eligible and interested candidates is created for the selection of most suitable candidates.



Definitions



➤ According to Edwin Flippo,

“Recruitment is the process of searching for prospective employees and stimulating them to apply for jobs in the organization.”

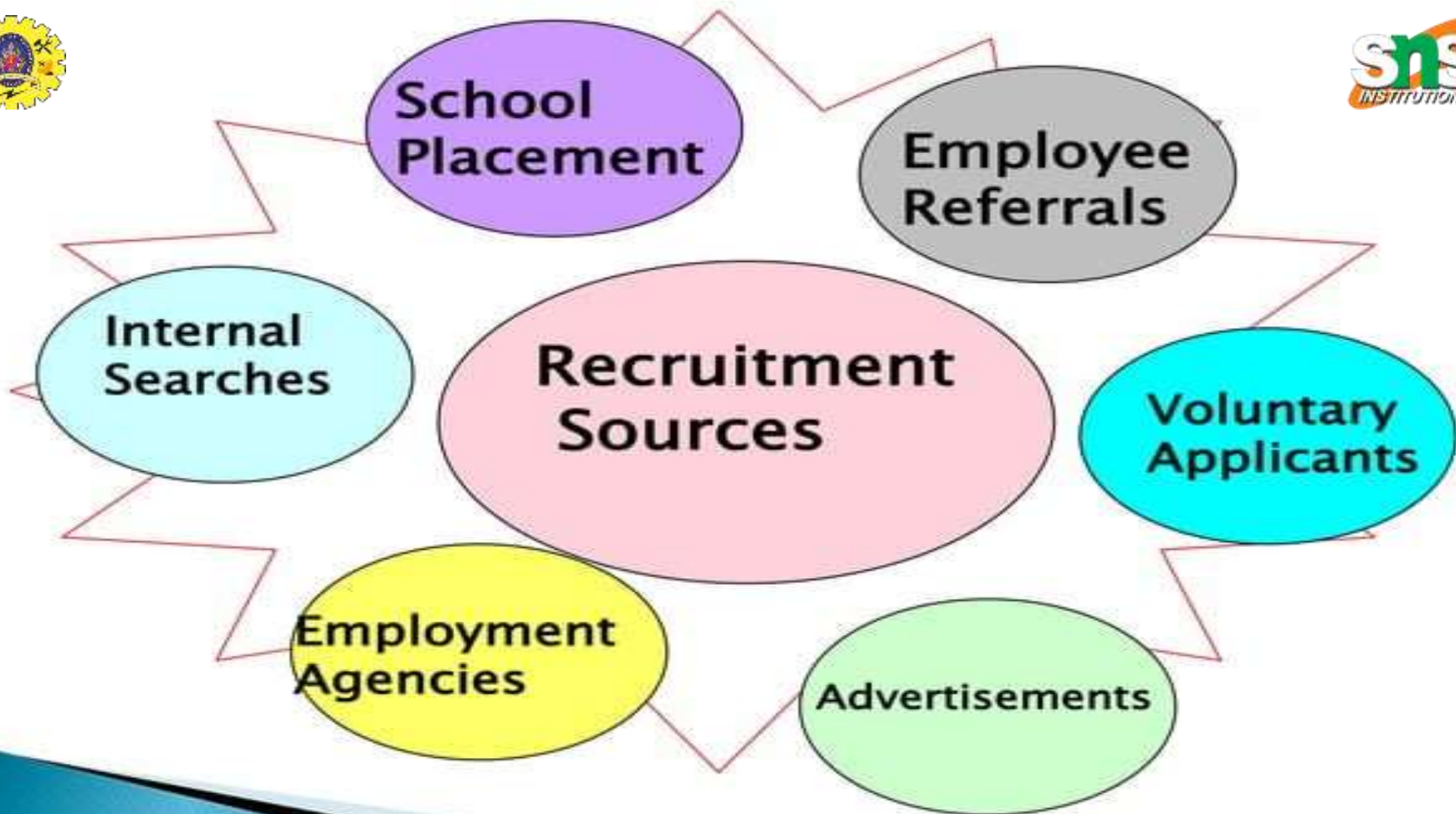


Need of Recruitment



- Vacancies due to promotions, transfers, retirement, termination, permanent disability, death and labour turnover.
- Creation of new vacancies due to growth, expansion and diversification of business activities of an enterprise. New vacancies are also possible due to job specification.







Internal Sources of Recruitment



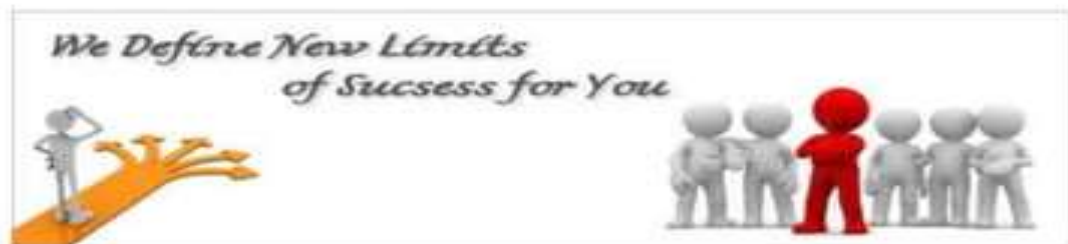
- Promotions
- Transfers
- Internal Notifications(Advertisement)
- Former Employees



External Sources of Recruitment



- Campus Recruitment (Interview).
- Press Advertisement.
- Recruitment through Management Consultants and Private Employment Exchanges.





External Sources of Recruitment



- Deputation of Personnel.
- Management Training Schemes.
- Walk-ins, Write-ins and talk-ins.





SELECTION

A series of steps from initial applicant screening to final hiring of the new employee.

→ Selection process.

Step 1: **Completing application materials.**

Step 2: **Conducting an interview.**



Step 3: **Completing any necessary tests.**



Step 4: **Doing a background investigation.**

Step 5: **Socialization**

Step 6: **Deciding to hire or not to hire.**



Recruitment & selection



Recruitment is the process of finding and attracting capable applicants for employment. The process begins when new recruits are sought and ends when their applications are submitted. The result is a pool of applicants from which new employees are selected.

Selection is the process of differentiating between applicants in order to identify and hire those with a greater likelihood of success in a job.



Difference : Recruitment & selection



RECRUITMENT

- To attract maximum number of candidates.
- It creates application pool as large as possible.
- Techniques are not very intensive.
- Outcome is application pool.

SELECTION

- To choose best out of the available candidates.
- It is a rejection process where few are selected.
- Highly specialized techniques are required.
- Outcome is the candidate is offered job.



Process

RECRUITMENT

- Advertisement
- Employment agencies
- On campus recruitment
- Deputation
- Employee recommendations
- Labor unions
- Gate hiring

SELECTION

- Screening of applications
- Selection tests
- Interview
- Checking of references
- Physical examination
- Approval by authority
- Placement



Training & development



"**Training** is a short term process utilizing a systematic and organized procedure by which non managerial personnel learn technical knowledge and skills for a definite purpose".

"**Development** is a long term educational process utilizing a systematic and organized procedure by which managerial personnel learn conceptual and theoretical knowledge for general purpose".





Importance of training & development



- Increase In Efficiency
- Increase In Morale Of Employees
- Better Human Relations
- Reduced Supervision
- Increased Organizational Viability & Flexibility





Conclusion



Staffing is the most vital asset with an organization, without which it cannot move ahead in the competitive world. It can be equated with HR management as both have same sort of objectives. Staffing is an open system approach. It is carried out within the enterprise but is also linked to external environment.





THANK YOU

