

Staffing

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- 4.Selection
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- 6.Objects of training
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- 8.Placement ,Orientation and Induction

It's about...
Having the right people,
with the right abilities,
in the right place,
at the right time.

Staffing –Introduction

Staffing is the process of obtaining and maintaining the capable and competent people to fill all positions from top to operative level.



Definition

Dalton McFarland “ Staffing is the function by which manager **built an organization** through the recruitment, selection, development of individual as **capable employee**”

Koontz & O'Donnell, “ Staffing is the executive function which involve **recruitment**, selection, **compensating**, training, **promotion** ,retirement of subordinate managers”

Importance of Staffing

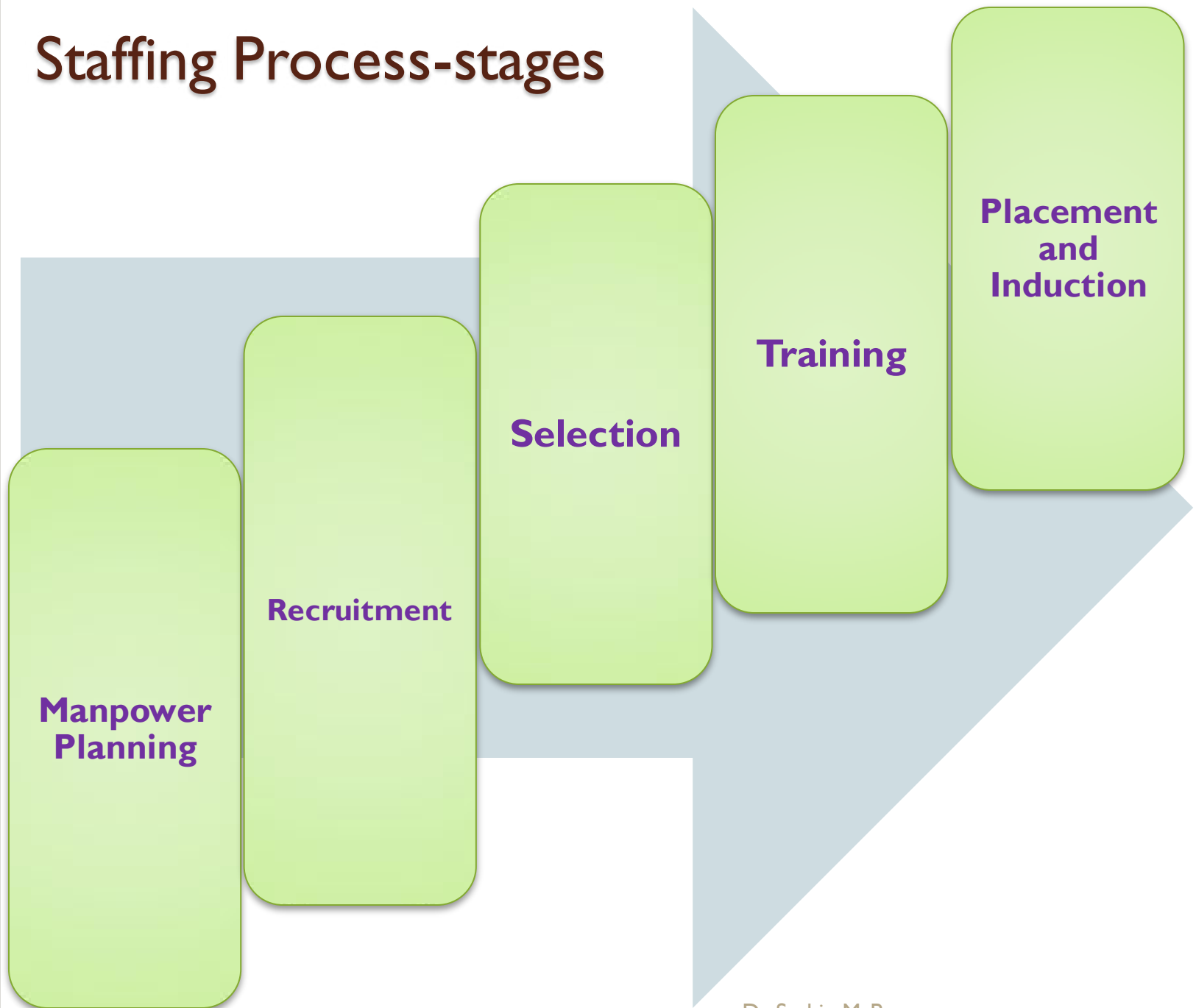
1. Staffing help to discover competent and qualified persons for various positions in organization.
2. Enhances productivity by placing right people for right work
3. Help to estimate staff requirement in future
4. Prepare HR to occupy top position in organization.
5. Develop HR through training and development.



Importance of Staffing

6. Make possible the best use of existing workforce
7. Assure adequate remuneration
8. Generate high employee moral and job satisfaction level
9. Top management become aware about requirement of manpower

Staffing Process-stages



I. Manpower Planning

- * Also known as Human Resource Planning
- * It assures that adequate number of HR is available, in time, performing organizational objectives.
- Manpower planning consist following four steps
 - 1 **Determine organizational objectives**
 - 2 **Determine skills and expertise to cover the objectives**
 - 3 **Estimate the additional human resource**
 - 4 **Develop action plan to meet anticipated human resource need**

Recruitment

Recruitment involve

- *seeking and attracting pool of (Number of) People from which qualified candidates can be selected
- *maintaining adequate manpower,
- *meet staffing schedule,
- *facilitates selection of effective work force.



Selection

- *Most Critical step in staffing
- *Choosing candidate **who best meet** qualification and **requirement** of the job.
- ***Error in selection** prove costly to the organization.
- * Also possess a rejection and known as negative process too.



Training

- A process to increase knowledge and skill of an employee for doing particular work
- To achieve change in the behavior of the trainees



Placement and Induction

Placement refers to **to assigning rank and responsibility** to an individual for a particular job

Where as

Induction refers to **introduction of a person to the job and the organization**

Induction enables employee

- # To get good start of his work
- # Develop effectiveness and potential
- # Feeling sense of pride about organization
- # Feel at home



THANKS !!!

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