

Business Studies (319)
Senior Secondary Course
Worksheet (2020)

L-12 STAFFING

1. Staffing function is an integral part of human resource management. In the light of this statement, elaborate the concept of planning as a concept of management. Also, explain its importance.
2. How does Human Resource Management differ from staffing?
3. Mr. Rohit runs a factory wherein he manufactures pens. The business is doing well and he intends to increase the production of pens. He felt there is a need to hire more labour for the expansion. Explain to him the process of staffing so that he can employ the right people for the work.
4. Your friend Vikas wants to open a restaurant. He found that there are various positions that are required to be filled up. Suggest to him the external sources of recruitment to fill up the vacancies.
5. Mahender, the director of a garment company, is planning to manufacture trousers. He has decided that this manufacturing unit will be set-up in a rural area of Delhi. He also thought of giving equal opportunities to men and women. For this, he wanted four different heads for sales, account, purchase and production. He gave an advertisement and received applications from many candidates per post. Explain the selection procedure to him for choosing the best candidate out of the applications received.
6. How does the induction programme play an important role in development of a favorable attitude among the new employee?
7. Training is necessary for new employees as well as the existing employees for improving their performance at work. In this context, explain the different methods of training to the employees in the organization.
8. Some learning opportunities are designed and delivered to improve skills and abilities of employees whereas some others are designed to help in the growth of individuals in all respects. Describe the concept of training and development in reference to this statement given. Also, differentiate between the two.
9. Why performance appraisal is needed in an organisation.
10. Ms. Ankita is a bit confused between the term promotion and transfer. Explain to him the difference between the two.