



1. **What is staffing ?**

**Ans.** Staffing is a managerial function of placing the right man for the right job.

2. **How does staffing help to ensure optimum utilization of human resources ?**

**Ans.** Staffing helps to ensure optimum utilisation of human resources by avoiding over staffing and disruption of work by indicating in advance the shortage of personnel.

3. **How does staffing help to ensure higher performance of employees ?**

**Ans.** Staffing helps in ensuring higher performance of employees by placing right person on the right jobs.

4. **Why staffing is considered as a continuous process ?**

**Ans.** Staffing is considered as a continuous process because new jobs may be created and some of the existing employees may leave the organisation.

5. **Which function of management helps in obtaining right people and putting them on the right jobs ?**

**Ans.** Staffing.

6. **Give any two reasons why staffing is needed in an organisation.**

**Ans.** (i) To fill vacant positions.



(ii) To improve job satisfaction and morale of an employee.

**Name the function of management which is concerned with employing the right type of people and developing their skills through training.**

Staffing.

**Which part of the management is concerned with obtaining, utilizing & maintaining a satisfactory & satisfied work force.**

Staffing.

**What do you mean by human resource management ?**

It is that branch of management which is concerned with the recruitment selection, development & the best use of employees.

**Give the meaning of placement as a step in the process of staffing.**

It implies posting right person at the right job.

**Give the meaning of orientation as a step in the process of staffing.**

It implies introducing the newly selected employee to various facets of the company.

**State the meaning of "estimating manpower requirement" as a step in the process of 'staffing'.**

Estimating manpower requirement means estimating the number and types of persons required in the organisation in case of starting a new business or expanding the existing business.

**Identify the step in which capability of the employee is judged.**

Performance appraisal.

**Give the first & the last step in the process of staffing :**

First step – Estimating manpower requirements

Last step – Separation.

**Name the element of staffing which is concerned with searching for most competent candidates.**

Recruitment.

**What is the process of screening of candidate called ?**

Selection.

**Give one word which means the remuneration given to the employees for the service rendered by them.**

Compensation.

**What do you mean by orientation ?**

Orientation means introducing a new employee various facets of the enterprise.

**Out of human resource management and staffing which one is wider ?**

Human resource management.

**What is the role of human resources in achieving the organisational goals ?**

The success of an organisation in achieving its goals is determined to a great extent on the competence, motivation and performance of its human resources.





21. "Staffing is an inherent part of human resource management" ? Do you agree ?

Ans. Yes, staffing is an inherent part of human resource management, as it is the practice of finding, evaluating and establishing a working relationship with people, to serve purpose.

22. Give two roles of human resource personnel.

Ans. (i) Recruitment, i.e. search for qualified people.  
(ii) Analysing jobs, collecting information about jobs, to prepare job descriptions.

23. State two duties, which the human resource personnel must perform.

Ans. (i) Recruitment  
(ii) Training and development of employees for efficient performance.

24. Give any two activities done by HR Personnel.

Ans. (i) Maintaining labour relations and union management relations.  
(ii) Handling grievances and complaints.

25. What is meant by 'recruitment' ?

Ans. Recruitment is the process of searching for prospective employees and stimulating them to apply for jobs in the organisation.

26. Name the process of searching for prospective employees and stimulating them to apply for jobs in the organisation.

Ans. Recruitment.

27. Name the source of recruitment, which is needed to bring new blood in the organisation.

Ans. External source of recruitment.

28. What are the two internal sources of recruitment ?

Ans. (i) Promotion  
(ii) Transfer.

29. Give the kinds of sources of recruitment with an example.

Ans. Internal: Transfer, Promotions. External: Campus Recruitment, Advertisement, employment exchange etc.

30. Is recruitment a positive process ? Why?

Ans. Yes, it is a positive process because candidates are invited to apply for the post.

31. Write any two benefits of internal sources of recruitment.

Ans. (i) It is a motivation to employees to improve their performance.  
(ii) It simplifies the process of selection and placement.

32. State any two limitations of internal sources of recruitment.

Ans. (i) It is not suitable for a new enterprise.  
(ii) It has a narrow choice.

33. Write any two merits of external sources of recruitment.

Ans. (i) It gives under choice  
(ii) Chances of getting talented and qualified candidates.



34. Enumerate any two demerits of external sources of recruitment.

- Ans. (i) It leads to dissatisfaction among existing employees.  
(ii) It is a costly process.

35. Give one reason, why transfers are done ?

Ans. To balance the manpower force among different branches.

36. A company gets applications on and off even without declaring any vacancy. However as and when the vacancy arises, the company makes use of such applications. Name the source of recruitment used by the company.

Ans. Casual callers.

37. What is called the vertical shifting of employees (upwards) ?

Ans. Promotion.

38. Give one benefit of promotion as a source of recruitment.

Ans. It improves the satisfaction level of employees.

39. Which source of recruitment is suitable for a newly established business, internal or external source ?

Ans. External Source.

40. Give the other name for Direct Recruitment ?

Ans. Gate Hiring or recruitment at factory gate.

41. What is called the horizontal movement of employees ?

Ans. Transfer.

42. Identify the source through which unskilled and semi skilled labours are recruited.

Ans. Labour contractors.

43. Give the name of any two websites, which are commonly visited both by the employer and prospective employees.

Ans. (i) www.naukri.com  
(ii) www.jobstreet.com

44. Define selection.

Ans. According to Stone, Selection is the process of differentiating between applications in order to identify and hire those with a greater likelihood of success in a job.

45. Name the process of choosing the best suitable candidates from among the pool of job candidates.

Ans. The process is called selection.

46. Why selection is called a negative process ?

Ans. Selection is called a negative process because it is the process of identifying and choosing the best candidate out of the number of prospective candidates, who have applied for a job.

47. State two reasons for the importance of interview in selection process.

- (i) Overall assessment of the prospective candidates.  
(ii) Verifying the information supplied by the candidates.



48. Which test helps in knowing the person's emotions, maturity or ethics ?

Ans. Personality test.

49. Give the first and last step in the process of selection .

Ans. First step Preliminary screening Last step contract of employment.

50. What is the aim of preliminary screening ?

Ans. To eliminate such candidates who are not competent for job.

51. Is intelligence test used to evaluate the occupational proficiency ?

Ans. No.

52. What is the major difference between trade test and aptitude test ?

Ans. The difference between aptitude test and trade test is that the former measures the potential to acquire skills and the later judged the actual skills possessed.

53. Give an advantage of selection tests.

Ans. These are useful in establishing standards of job performance.

54. Details of job title, duties and responsibilities and allowances payable to employees are given in which document ?

Ans. Contract of employment.

55. Write any two Selection tests.

Ans. Intelligence test, Aptitude test, Personality test etc.

56. State the meaning of training.

Ans. It is the process of increasing knowledge, attitudes, skills and abilities of an employee to perform a specific job.

57. What is the purpose of training ?

Ans. The purpose of training is to enhance the skills, knowledge and productivity of the workers.

58. Which process helps the employees to grow and actualise their potential ?

Ans. Development helps the employees to grow and actualise their potential.

59. What is the process of learning new skills called ?

Ans. Training.

60. Enumerate two benefits of training to the organisation.

Ans. (i) Training increases the productivity of employees.

(ii) It helps in reducing employee absenteeism and turnover.

61. Give two benefits of training to the employee.

Ans. (i) It helps the employee to earn better.

(ii) It prepare the employee for better career opportunities.

62. The quality of production was not as per the standards. On investigation, it was observed that most of the workers where not fully aware of proper operation of the machinery what can be done to improve the accuracy ?

Ans. Poor quality of work was due to lack of knowledge about proper operation of the machinery, Accuracy can, therefore, be improved through appropriate training, where workers should be

taught to operate the machinery properly.

*Give one difference between training and development.*

63. *Ans.* Training is a short term process whereas development is a long term process.