

STAFFING

Staffing is a management process that is concerned with finding, utilizing, and keeping a satisfied and productive workforce.

IMPORTANCE OF STAFFING: The staffing role is significant for the reasons listed below:

1. Filling positions with qualified individuals
2. Improve performance.
3. Survival and Growth.
4. Optimal use of human resources
5. Increases job satisfaction and morale.

STAFFING AND HRM:

HRM aids in the staffing process by bringing people and organisations together to meet both organizational and individual objectives.

The evolution of HRM: Human resource management has progressed through three stages:

1. Labour Relations Officer.
2. Personnel Manager.
3. Human Resource Manager.

STEPS IN THE STAFFING PROCESS: Staffing requires the following steps:

1. Estimating the manpower requirements.
2. Recruitment
3. Selection
4. Placement and orientation.
5. Training and Development.

Three More Steps for Firms without a separate Human Resources Department

6. Performance Appraisal
7. Promotion and Career Planning
8. Compensation.

COMPONENTS OF STAFFING: The modern form of staffing defines the elements.

1. **Recruitment:** It is the process of looking for talented individuals and encouraging them to apply for positions inside the organization.
2. **Selection:** It is the process of discovering and selecting the best candidate for a position from a large pool of applicants.
3. **Training:** It is the process of enhancing employees' knowledge and ability to do a certain task.

RECRUITMENT CAN BE DONE THROUGH TWO SOURCES:

1. Internal sources.
2. External sources

Internal sources: The primary internal sources of recruiting are:

1. Promotion.
2. Transfer.

External Sources: The primary external sources of recruiting are:

1. Direct Recruitment
2. Casual Callers
3. Advert
4. Employment Exchange
5. Placement Agency and Management Consultants
6. Campus recruitment
7. Employee recommendations
8. Labour Contractors
9. Television Advertising

10. Website Publishing

Steps in the Selection Process:

1. The preliminary screening
2. Selection Tests.
3. Employment Interview
4. Reference and Background Checks
5. Selection Decision
6. Medical Examination.
7. Job Offer
8. Contract of Employment

TRAINING, DEVELOPMENT, AND EDUCATION

1. Training is the process of enhancing employees' knowledge, skills, and capacities to do a certain profession.
2. Development refers to the total progress of the employees.
3. Education is the process of enhancing employees' knowledge and comprehension.

Importance or Benefits of Training and Development for Organisations:

1. Systematic Learning.
2. Increased productivity.
3. Prepare future managers
4. Boost employee morale
5. Improved Response to Fast-Changing Environment

Importance or benefits of training and development for employees:

1. Career advancement
2. Higher earnings
3. Employee safety

4. High morale.

Methods for Training: The primary techniques of training are roughly classified into the groups.

1. On-the-Job Training Methods
2. Off-the-Job Training Methods

On-the-Job Training Methods: refers to the methods used in the workplace while the person is working.

Off-the-Job Training ways: refers to the ways used to deliver training to employees away from their jobs.

