

STAFFING

- Q1. Describe the qualities of the CEO of Infosys .**
- Q2. “ Our assets walk out of doors each out of evening ”. We have to make sure that they come back next morning. Explain the statement by highlighting the significance of staffing.**
- Q3. Is staffing putting people to jobs only? Justify.**
- Q4. Why staffing is the most fundamental and critical drive organizational performance ?**
- Q5. How staffing is closely linked to organizing . Explain ?**
- Q6. Is staffing a pervasive function . Clarify.**
- Q7 .Why do organizations need a separate Human Resource management ?**
- Q8. Give the scope of Human Resource Management ?**
- Q9. Why staffing is a line as well as staff activity ?**
- Q10. How personnel manager got replaced with a human resource manager ?**
- Q11.“Human , human everywhere but not a single human is suitable for the job.” Explain the relevance of staffing function ?**
- Q12. How manpower requirements are estimated ?**
- Q13. How overstaffing and understaffing are undesirable for a business organization ?**
- Q14. What is the main objective of the recruitment step**
- Q15. What are the two main purposes of selection ?**
- Q16. What is orientation ?**

Q17. Who performs the staffing function in a small organization ?

Q18. What is performance appraisal and why its is done ?

Q19. Why promotion and career –planning are significant for a employee?

Q20. Define compensation.

Q21. Explain direct financial payments?

Q22. Name the factors that influence the way recruitment, selection ,training will actually be carried out.

Q23. Is advertising the part of recruitment process ? Explain.

Q24. Which are the activities in the recruitment process.

Q25. What are the aspects of training ?

Q26. Why recruitment is positive selection is negative.

Q27. Mr. A gets the position of his colleague at another branch A at the same level, B at a higher and C at lower level

a) Identify and classify the source and type of recruitment.

Q28. What pressures / forces an HR manager to go for external recruitment.

Q29. Identify and give at least two advantages of the following source of Recruitment :-

a) An advertisement in a leading newspaper.

b) Mr. A assembles outside the gate of the organization.

c) The government notifies the job seeker and the employer.

d) A database of unsolicited applicants with the company.

- e) Mr. S advises his senior manager to give a factory/ vacant job to his nephew.
- f) XYZ, a business organization provides a nationwide service in matching personal demand and supply curve.
- g) Ramesh is in the final year of engineering, get a placement in Infosys even without applying to it.
- h) Suresh get a job through Internet.

Q30. Why do various IT firms depends upon employee referrals?

Q31. Why the companies like Dabur, Reliance, Marico offer mid – term increment and out of turn hikes in between the year and above the regular annual increments.

Q32. Why is preliminary screening done ?

Q33. What does an intelligent test indicate ?

Q34. What is measured by aptitude test ?

Q35. Why personality test are difficult to design and implement ?

Q36. What is the difference between aptitude and trade tests ?

Q37. Why does an employer conduct interest tests= ?

Q38. What is the purpose behind employee interview ?

Q39. Why do organizations need to know the past of new candidates ?

Q40. What is the successful rejection of a candidate ?

Q41. What are the contents of a contract of employment.

Q42. Explain “ Job complexity has necessitated training requirements.

Q43. Why training is useful for the employer as well as employee.

Q44. Identify and classify the following training methods and give at least two features of the same:-

- a) It is good for slow and fast learners.
- b) Required for handling sophisticated machinery.
- c) It gives the trainee a chance to learn the job also.
- d) The information is broken into meaningful units.
- e) The trainee gets fully involved in the departmental operation and also gets a chance to test her own aptitude and ability.
- f) A real –life experience is used to solve the problems.
- g) It is well adapted to convey in a specific information, tools, procedures or methods.

Q 45. Why education is broader concept than training ?

OR

How development is different from training ?