

MODULE 5 – STAFFING



INTRODUCTION

Have you ever wondered how a person knows that there is a job vacancy? How about how they are selected and hired? People are considered to be the best asset in every organization thus recruitment and selection process are tightly monitored by Human Resource Personnel to ensure that the right people will be hired for the right job. This process is known as Staffing. Staffing is the process of recruiting, selecting, and training of men. It means putting the right men on the right jobs. The managerial function of staffing involves manning the organizational structure through proper and effective evaluation, selection, and development of people to perform the roles and duties on their respective positions.

This module will give an overview on how staffing is done: from the posting of job vacancies, forms of recruitment, process of selection of employees from pool of applicants, evaluation of employees performance and even with the proper trainings needed by the employees to maximize its effectiveness and efficiency in the organization.



LEARNING OUTCOMES:

After reading this module, the learner should be able to:

1. Analyze the concept of staffing as one of management function;
2. Cite different ways of recruitment ;
3. Identify the process of selection and hiring of applicants;
4. Explain the importance of training in maximization of employees' effectiveness and efficiency in the organization.



TIME:

The time allotted for this module is 3 hours.



LEARNER DESCRIPTION

The participants in this module are BSA and BSBA students

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Table of Contents Module Business 2000 Business Management

1. Understanding the eBook Module Business 2000 Business Management
 - The Rise of Digital Reading Module Business 2000 Business Management
 - Advantages of eBooks Over Traditional Books
2. Identifying Module Business 2000 Business Management
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Module Business 2000 Business Management
 - User-Friendly Interface
4. Exploring eBook Recommendations from Module Business 2000 Business Management

- Personalized Recommendations
 - Module Business 2000 Business Management User Reviews and Ratings
 - Module Business 2000 Business Management and Bestseller Lists
5. Accessing Module Business 2000 Business Management Free and Paid eBooks
 - Module Business 2000 Business Management Public Domain eBooks
 - Module Business 2000 Business Management eBook Subscription Services
 - Module Business 2000 Business Management Budget-Friendly Options
 6. Navigating Module Business 2000 Business Management eBook Formats
 - ePub, PDF, MOBI, and More
 - Module Business 2000 Business Management Compatibility with Devices
 - Module Business 2000 Business Management Enhanced eBook Features
 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Module Business 2000 Business Management
 - Highlighting and Note-Taking Module Business 2000 Business Management
 - Interactive Elements Module Business 2000 Business Management
 8. Staying Engaged with Module Business 2000 Business Management
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Module Business 2000 Business Management
 9. Balancing eBooks and Physical Books Module Business 2000 Business Management
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Module Business 2000 Business Management
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Module Business 2000 Business Management
 - Setting Reading Goals Module Business 2000 Business Management
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Module Business 2000 Business Management

- Fact-Checking eBook Content of Module Business 2000 Business Management
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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