MODULE 5 - STAFFING



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:

- 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;
- Explain the importance of training in maximization of employees' effectiveness and efficiency in the organization.

X TIME:

The time allotted for this module is 3 hours.

LEARNER DESCRIPTION

The participants in this module are BSA and BSBA students

Module Business 2000 Business Management

group of authors

Module Business 2000 Business Management:

Small Business Management Timothy S. S. Hatten, 2024 Aie, B2000 Business Law John E. Adamson, 2001-05 Annotated Instructor's Edition contains solutions and teaching suggestions Small Business Management Timothy S. Hatten, 2023-11-03 Small Business Management Eighth Edition equips students with the tools to navigate important financial legal marketing and managerial decisions when creating and growing a sustainable small business Author Timothy S Hatten provides new cases real world examples and illuminating features that spotlight the diverse innovative contributions of small business owners to the economy Whether your students dream of launching a new venture purchasing a franchise managing a lifestyle business or joining the family company they will learn important best practices for competing in the modern Proceedings of the XIII International Symposium SymOrg 2012: Innovative Management and Business business world *Performance* ,2012-06-03 **E-Business Management** Michael J. Shaw, 2006-04-11 E Business Management Integration of Web Technologies with Business Models contains a collection of articles by leading information systems researchers on important topics related to the development of e business The goal is to enhance the understanding of the state of the art in e business including the most current and forward looking research The book emphasizes both business practices and academic research made possible by the recent rapid advances in the applications of e business technology. The book should help graduate students researchers and practitioners understand major e business developments how they will transform Small Business Management for Online Business (Illustrated) businesses and the strategic implications to be drawn Official Gazette of the United States Patent and Trademark Office ,2003 Nicolae Sfetcu. Proceedings of MAC-ETL 2015 in Prague group of authors, 2015-12-04 Computerworld, 1993-11-01 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld's award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network Enterprise Systems Education in the 21st Century Targowski, Andrew, Tarn, J. Michael, 2006-08-31 This book presents methods of reengineering business curricula in order to use ES solutions It also helps ES vendors understand the higher education environment so they can support college and university programs Provided by 107-1 Hearing: Energy And Water Development Appropriations For 2002, Part 5, 2001, 2001 publisher

Innovative Technologies for Information Resources Management Khosrow-Pour, D.B.A., Mehdi,2007-12-31 As information resource management becomes increasingly dependent on emerging technologies to combat its challenges and decipher its effective strategies the demand builds for a critical mass of research in this area Innovative Technologies for Information Resource Management brings together compelling content related to the continually emerging technologies in areas of information systems such as Web services electronic commerce distance learning healthcare business process management and software development Focusing on the implications innovative technologies have on the managerial and organizational

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Enterprise Information Systems: Contemporary Trends And Issues David L Olson, Subodh Kesharwani, 2009-10-28 This book analyzes various aspects of enterprise information systems EIS including enterprise resource planning customer relationship management supply chain management systems and business process reengineering It describes the evolution and functions of these systems focusing on issues related to their implementation and upgrading Enhanced with pedagogical features the book can be read by graduate and undergraduate students as well as senior management and executives involved in the study and evaluation of EIS — Energy and water development appropriations for 2002 United States.

Congress. House. Committee on Appropriations. Subcommittee on Energy and Water Development, 2001 — The Software Encyclopedia 2001, 2001 — Computerworld ,1982-01-18 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network

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