Functions	Objectives	Actions
(a) Planning Manpower	Requirements	15
1. Forecasting vacancies	Forecast manpower requirements	(a) to forecast future vacancies(b) to anticipate retirements, promotions and transfers.
2. Recruitment planning	To seek and attract qualified applicant to fill vacancies,	 (a) Preparaing job analysis job description and job specifications. (b) analysing resources of potential employees (c) attracting potential employees
(b) Organising the Man	power	
3. Organising	To determine organisation structure,	 (a) analyse organisation structure (b) recommending organisational changes.
4. Selection	To analyse applications and determine suitability of candidates.	 (a) weeding out undesirable applicants. (b) interviewing, conducting tests (c) investigating references (d) arranging medical examination.
(c) Staffing		
5. Induction	To ensure new recruits are provided with appropriate training	 (a) orienting new employees into their jobs (b) ascertaining their training requirements (c) reviewing their performance (d) future education and development of employees.
6.Transfer/Promotions	To utilise employees enhanced capabilities	 (α) continuously analysing job description (b) evaluating employee qualification/performance (c) determining further training requirement
7. Manpower Development	To provide for individual employee's development	 (a) developing perfromance standards (b) appraising performance (c) planning individual development programme.

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JL Elias

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