

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

Module Business 2000 Business Management

Timothy S. Hatten



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 business world *Proceedings of the XIII International Symposium SymOrg 2012: Innovative Management and Business 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 businesses and the strategic implications to be drawn **Small Business Management for Online Business (Illustrated)** Nicolae Sfetcu, *Official Gazette of the United States Patent and Trademark Office* , 2003 *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 publisher **107-1 Hearing: Energy And Water Development Appropriations For 2002, Part 5, 2001** , 2001 **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 aspects of information resource management this book provides academicians and practitioners with a requisite and enlightening reference source ECEL2003-Proceedings of the 2nd European Conference on eLearning - 2003 Roy Williams,2003 **Energy and Water Development Appropriations for 2002: Secretary of Energy** United States. Congress. House. Committee on Appropriations. Subcommittee on Energy and Water Development,2001 **Commerce Business Daily** ,1998-10 Research and Practical Issues of Enterprise Information Systems A. Min Tjoa,Li Xu,Sohail Chaudhry,2007-11-14 The idea for this conference came from a meeting of the IFIP International Federation for Information Processing Technical Committee for Information Systems TC8 in Guimares Portugal in June 2005 Our goal is to build an IFIP forum among the different Information Systems Communities of TC8 dealing with the increasing important area of Enterprise Information Systems In this particular meeting the committee members intensively discussed the innovative and unique characteristics of Enterprise Information Systems as scientific sub discipline Hence in this meeting it was decided by the TC8 members that the IFIP TC8 First International Conference on Research and Practical Issues of Enterprise Information Systems CONFENIS 2006 would be held in April 2006 in Vienna Austria Dr Li Xu USA and Dr A Min Tjoa IFIP TC8 were assigned to propose a concept for this conference in order to establish an IFIP platform for EIS researchers and practitioners in the field to share experience and discussing opportunities and challenges We are very pleased therefore to have this conference organised by the help of the Austrian Computer Society OCG OCG supports the idea of this conference due to the urgent need of research and dissemination of new techniques in this key area We received 180 papers from more than 30 countries for CONFENIS and the Program Committee eventually selected xx papers or extended abstracts making an acceptance rate of xx% of submitted papers Each paper was thoroughly reviewed by at least two qualified reviewers **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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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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