

WORKSHEET 1 (STAFFING)

Q.No	Questions	Marks
1 Ans	“Staffing is an important function of management in all organization.” Why. Explain any four reasons.	4
2 Ans	Sahil, the Director of a garments company, is planning to manufacture bags for the utilization of waste materials of one of his garments units. He decided that the manufacturing unit will be set up in a rural area of Odisha where people have very less job opportunities and labour is available at very low rate. He also thought of giving equal opportunities to men and women. (i) Identify and state the next two steps that Sahil has to follow in the staffing process after selecting the above heads. (ii) Also, identify two values which Sahil wants to communicate to the society by setting up this manufacturing unit.	5

3	Himesh is working as a supervisor in a company. Due to his hard work, he is promoted to the post of Production Manager. Now, the post of supervisor is vacant and no one can be transferred or promoted to this post. Name the source of recruitment the company will use to fill up this post. State any three advantages of using this source of recruitment.	6
Ans		

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WORKSHEET 2 (STAFFING)

Q.No	Questions	Marks
1 Ans	You are the Personnel Manager of Kapila & Company Ltd. You have been directed by the Directors of the company to select a Chartered Accountant for the company. Explain the selection procedure you will follow for the same.	5
2 Ans	A newly appointed Personnel Manger is of the view that there is no need for training the workers. Do you agree with this statement? Give reasons in support of your answer.	4
3 Ans	'External source of recruitment are better than internal source of recruitment.' Do you agree with this statement? Give two reasons in support of your answer.	4

4 Ans	'Staffing is a part of human resource management/personnel management,' Discuss.	4
5 Ans	Why is it said that recruitment is a positive step in the process of staffing?	3

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WORKSHEET 3 (STAFFING)

Q.No	Questions	Marks												
1 Ans	<p>Distinguish between internal and external source of recruitment on the basis of economy, quality of recruitment and time involved?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Basis</th> <th style="text-align: center;">Internal recruitment</th> <th style="text-align: center;">External recruitment</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1 Economy</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2 Quality</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3 Time Consuming</td> <td></td> <td></td> </tr> </tbody> </table>	Basis	Internal recruitment	External recruitment	1 Economy			2 Quality			3 Time Consuming			3
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2 Quality														
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2 Ans	<p>Silverline Industries wants to hire staff for its steel division. The Personnel department lists out the following methods of recruitment:</p> <p>(i) Sudhir Consultants can be asked to look out for suitable personnel on behalf of the company.</p> <p>(ii) Participate in placement programme organized by different colleges in Delhi University.</p> <p>(iii) Consider voluntary applications received earlier from various job-seekers.</p> <p>(iv) Using www.jobstreet.com or www.naukri.com to search for prospective candidates.</p> <p>Identify the source of recruitment indicated in the given cases.</p>	4												
3 Ans	<p>Ramesh is working under the guidance of Harish, a carpenter, for the last three years to learn the different skills of this job. Name and explain the method of training Ramesh is undergoing.</p>	3												

4 Ans	Manu, a Chief Manager in a company using highly sophisticated machines and equipments, wants that every employee should be fully trained before using the machines and equipments. Suggest and describe the best method of training that Manu can use for training of the employees.	3
5 Ans	An organization places an advertisement for employment mentioning some terms there in. those terms are not followed during selection of employees. Which values are ignore here?	2

WORKSHEET 4 (STAFFING)

Q.No	Questions	Marks
1 Ans	Explain 'Personnel Consultants', 'Employment Exchanges' & 'Media Advertising' as external source of recruitment.	6
2 Ans	It is a test used for selection of employees to measure individuals' potential for learning new skills. Mention its name and explain two other tests also.	5

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3 Ans	These are run by the government as a source of recruitment for unskilled and skilled operative jobs, What is being referred here?	1
4 Ans	It implies introducing the selected employee to other employees and familiarizing him with the rules and policies of organization. Name it.	1
5 Ans	A company gets applications on and off even without declaring any vacancy. However, as and when the vacancy arises, the company makes use of such applications. Name the source of recruitment used by the company.	1
6 Ans	It is described as the managerial function of filling and keeping filled the positions in the organization structure. Which function of management is referred here?	1

WORKSHEET 5 (STAFFING)

Q.No	Questions	Marks															
1 Ans	Describe internal sources of recruitment being economical, why do companies not always use this source? Explain any three reasons.	3															
2 Ans	Differentiate between on the job training and off the job training? <table border="1" data-bbox="352 898 1225 1496" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="352 898 539 934">Basis</th> <th data-bbox="539 898 938 934">On the job training</th> <th data-bbox="938 898 1225 934">Off the job training</th> </tr> </thead> <tbody> <tr> <td data-bbox="352 934 539 1077">1Principal adopted</td> <td data-bbox="539 934 938 1077"></td> <td data-bbox="938 934 1225 1077"></td> </tr> <tr> <td data-bbox="352 1077 539 1220">2Place of training</td> <td data-bbox="539 1077 938 1220"></td> <td data-bbox="938 1077 1225 1220"></td> </tr> <tr> <td data-bbox="352 1220 539 1364">3Techniques of training</td> <td data-bbox="539 1220 938 1364"></td> <td data-bbox="938 1220 1225 1364"></td> </tr> <tr> <td data-bbox="352 1364 539 1496">4Trainers</td> <td data-bbox="539 1364 938 1496"></td> <td data-bbox="938 1364 1225 1496"></td> </tr> </tbody> </table>	Basis	On the job training	Off the job training	1Principal adopted			2Place of training			3Techniques of training			4Trainers			4
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1Principal adopted																	
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3Techniques of training																	
4Trainers																	
3 Ans	In an organization the female employees are getting promotion late as compared to male employees. Which value is missing here?	1															
4 Ans	An automobile company runs a factory in a backward area. It has opened a training centre to train the people. Which value has been kept in mind here?	1															

5	Which resource of recruitment is needed to bring new blood in the organization. Explain any three advantages and two limitations of this source?	6
Ans		

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3	<p>Employees of a company working at all posts have been told about the relations among them in very clear terms. All of them know from whom to receive orders and to whom they are to report.</p> <p>HR manager of the company interviewed MBA students of management institute. He selected five of them. They were asked to join the company immediately. They did so. On joining the company, they were introduced to their superiors and subordinates. Objectives and policies of the company were also brought to their notice in a clear and distinct manner.</p> <p>In the above paragraph mention has been made of the two concepts of management. Identify the same by quoting the lines.</p>	2
Ans		

WORKSHEET 7 (STAFFING)

Q.No	Questions	Marks
1	<p>Mr. Vikas Goel is an H R Manager of “Sandhya Furniture Pvt. Ltd.”. At the beginning of the new year he anticipated that the company will need new 30 additional persons to fill up different vacancies. He gave an advertisement in the newspaper inviting applications for filling up different posts. As many as 120 applications were received. The same were scrutinized. Out of these, conditions of 15 applicants were not acceptable to the company. Letters of regret, giving reasons, were sent to them. Remaining candidates were called for preliminary interview. The candidates called for were asked to fill up blank application form. Thereafter, they were given four tests.</p> <p>The objective of the first test was to find out how much interest the applicant does take in his work.</p> <p>The objective of the second test was to find out ‘specialisation’ of the applicant in any particular area.</p> <p>Third test aimed at making sure whether the applicant was capable of learning through training or not.</p> <p>The purpose of the forth test was to find out how much capability a person has to mix up with other persons, and whether he can influence other persons and get influenced by them.</p> <p>Answer the following questions on the basis of the above information:</p> <p>(a) Quoting the lines, identify the first two steps of staffing.</p> <p>(b) Identify different tests given to the applicants by Mr. Goel.</p>	6
2	<p>Mr. Anil Garg is working as Managing Director of “CLS Packaging Limited”. He is not in favour of selling waste material in the market. Instead he is planning to make himself new products of this material. For this purpose, a new unit will have to be set up. Accordingly, he</p>	6

Ans

	<p>decided to establish this unit in an area where large number of persons is unemployed and so labour is available at cheap rate.</p> <p>In order to attract workers to this new unit, a special Remuneration Scheme was introduced. As per this scheme, workers will get their remuneration on the basis of their work. There will be two rates of wages; higher wage rate and lower wage rate. A worker who will work upto a given standardized units or beyond will be paid his/her remuneration at a higher rate. On the other hand, a worker who will work less than the given standardized units will be paid his/her remuneration at a lower rate.</p> <p>In order to operate this new unit, Mr. Garg established a separate 'Waste Material Division'. It consisted of four departments, such as Purchase, Sales, Production and Accounts. Company required four managers to run these departments, of these, two managers were appointed from the existing business, by way of promotion; while the other two were selected out of the waiting list maintained by the company.</p> <p>(i) Which form of organization structure is being adopted by the company?</p> <p>(ii) Identify and give the meaning of wage payment scheme adopted by the company to motivate the workers.</p> <p>(iii) What methods of recruitment have been adopted by the company?</p> <p>(iv) Identify these two values that Mr. Garg has been dedicating to the society by establishing this new unit.</p>	
3	<p>Business of "Shardha Auto Pvt. Ltd." is confined only to one state. Now it intends to extend the same to two states. Mr. Jatin Jain, the managing Director of the company, is busy in making a plan to this effect. First of all, he contacted Mrs. Rukmani Devi Rana, the H R Manager of the company. Both were of the opinion that they would</p>	3

require 75 more employees to extend business to two new states. On looking at the record of the existing employees, it transpired that 8 employees were going to retire very shortly. Besides, two employees were proceeding on long term study leave abroad for two years. Thus, company would now require 85 employees in all. Mrs. Rana recommended to Mr. Jatin that out of the total vacant posts, 15 be reserved for women. Mr. Jatin gladly accepted the proposal. Now, HR Manager was to decide as to what arrangement be made for the appointment of needed persons. She hit upon a plan. According to this plan some employees would be recruited with help of existing employees, for some other internet would be approached and for the remaining potential employees placement agencies operating in the market would be contacted.

Ans

(a) Describe what function of management has been referred to in the above paragraph?

(b) What sources of recruitment are being used by HR Manager? Explain briefly.

© Identify the value hinted at.

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WORKSHEET 8 (STAFFING)

Q.No	Questions	Marks												
1 Ans	<p>Differentiate between Recruitment and Selection?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Basis</th> <th style="width: 40%;">Recruitment</th> <th style="width: 40%;">Selection</th> </tr> </thead> <tbody> <tr> <td>1 Meaning</td> <td></td> <td></td> </tr> <tr> <td>2 Stage</td> <td></td> <td></td> </tr> <tr> <td>3 Process</td> <td></td> <td></td> </tr> </tbody> </table>	Basis	Recruitment	Selection	1 Meaning			2 Stage			3 Process			3
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2 Ans	<p>State any three differences between Training and Education?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Basis</th> <th style="width: 40%;">Training</th> <th style="width: 40%;">Education</th> </tr> </thead> <tbody> <tr> <td>1 Meaning</td> <td></td> <td></td> </tr> <tr> <td>2 Purpose</td> <td></td> <td></td> </tr> <tr> <td>3 Scope</td> <td></td> <td></td> </tr> </tbody> </table>	Basis	Training	Education	1 Meaning			2 Purpose			3 Scope			3
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3 Ans	<p>The workers of a factory are unable to work on new machines and always demand for help of supervisor. The supervisor is overburdened with their frequent calls. Suggest the remedy.</p>	3												

4 Ans	The workers of a factory remain idle because of lack of knowledge of hi-tech machines. Frequent visit of engineer is made which causes high overhead charges. How can this problem be removed?	3

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WORKSHEET 9 (STAFFING)

Q.No	Questions	Marks
1	<p>A major insurance company handled all recruiting, screening and training processes for data entry/customer service representatives. Their competitor was attracting most of the qualified, potential employees in their market. Recruiting was made even more difficult by the strong economy and the 'job seeker's market'. This resulted in the client having to choose from candidates who had the 'soft' skills needed for the job, but lacked the proper 'hard' skills and training.</p> <p>(i) As an HR Manager, what problems do you see in the company? (ii) How do you think it can be resolved?</p>	6
Ans		
2	<p>A public transport corporation has hired 1000 buses for the different routes for the passengers of metropolitan city. Most of the 3000 crewmen (drivers, conductors, helpers etc.) of these buses have been found to be waiting in satisfactorily dealing with public and daily commuters. They seem to be little interested in the job and the job seem to have lost all meaning to them.</p> <p>(a) As manager of the public transport company what measures do you suggest to improve the working of crewmen in question?</p>	6

Ans	(b) Is it possible to modify their behavior by planning a suitable type of training? Suggest one.	
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