

VIDYA BHAWAN BALIKA VIDYA PITH

शक्ति उत्थान आश्रम लखीसराय बिहार

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STAFFING

H.W

Short Answer Type

1. Briefly enumerate the important sources of recruitment.
2. What is meant by recruitment? How is it different from selection?
3. Define Training. How is it different from education?
4. Distinguish between training and development.
5. Why are internal sources of recruitment considered to be more economical?
6. What is the importance of staffing function in today's environment?

Long Answer Type

1. Define the staffing process and the various steps involved in it?
2. Explain the procedure for selection of employees.
3. What are the advantages of training to the individual and to the organisation?
4. The staffing function is performed by every manager and not necessarily by a separate department. Explain.