

Staffing In Organizations



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Description

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STAFFING IN ORGANIZATIONS

Unit-i

The Nature of Staffing – Staffing Models and Strategy – Staffing Ethics – Planning – External Influences – Human Resource Planning – Staffing Planning – Legal Issues – Job Analysis Rewards – Job Requirements – Job Analysis – Competency-Based Job Analysis – Job Rewards – Legal Issues.

Unit-II

Staffing Activities: Recruitment – Strategy Development – Searching – Applicant Reactions – Transition to Selection – Legal Issues – Internal Recruitment – Recruitment Planning – Strategy Development – Searching – Applicant Reactions – Transition to Selection – **Staffing Activities:** Selection – Measurement – Quality of Measures – Collection of Assessment Data.

Unit-III

External Selection – Preliminary Issues – Initial Assessment Methods – Legal Issues – External Selection – Substantive Assessment Methods – Discretionary Assessment Methods – Contingent Assessment Methods – Internal Selection – Preliminary Issues – Initial Assessment Methods – Substantive Assessment Methods – Discretionary Assessment Methods – **Staffing Activities:** Employment – Decision-Making – Choice of Assessment Method – Determining Assessment Scores – Hiring Standards and Cut Scores – Methods of Final Choice – Decision-Makers.

Unit-IV

Final Match – Employment Contracts – Job Offers – Job Offer Process – New Employee Orientation and Socialization – Legal Issues.

Unit-V

Staffing System and Retention Management – Staffing System Management – Administration of Staffing Systems – Evaluation of Staffing Systems – Retention Management – Turnover and its Causes – Analysis of Turnover – Retention Initiatives: Voluntary, Discharge and Downsizing.

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