

## Chapter 6 Staffing

Sl.No.	Question	K/U/A/S	Marks
	<b>Part - A</b>		
1	What is Staffing?	K	1
2	Name one internal source of recruitment.	K	1
3	Name any one external source of recruitment.	K	1
4	Mention the first step in selection process.	A	1
5	State any one type of selection tests.	K	1
6	What is meant by Interview in Selection Process?	K	1
7	What is Training?	K	1
8	What is the meaning of 'Development' in Staffing Process?	K	1
9	Name on-the-job training method given to plumbers, electricians or iron workers.	K	1
10	State the off-the-job training method given to employees before handling sophisticated machinery and equipment.	K	1

11	Which one of the following is not a function of staffing (a) Recruitment (b) Training (c) Compensation (d) Directing	A	1
12	Which one of the following is an internal source of recruitment (a) Transfer (b) Employment exchange (c) Advertisement (d) Campus recruitment	A	1
13	Promotion of employees results in (a) Increase in pay (b) Increase in responsibility (c) Increase in job satisfaction (d) All of the above	A	1
14	Which of the following is On-the-Job method of training? (a) Case study (b) Coaching (c) Vestibule Training (d) Computer modeling	A	1
<b>Part - B</b>			
15	Why is staffing both a line as well as staff activity?	A	2
16	Write any two factors which influence the way of recruitment, selection and training of employees in any organisation.	U	2
17	What is Recruitment?	K	2
18	Give the meaning of Selection.	K	2
19	What is Placement?	K	2
20	What is Orientation?	K	2
21	Give the meaning of 'Transfer' as an internal source of recruitment.	K	2
22	State the two types of direct financial payments which an organisation can adopt to pay its employees.	U	2
23	State any two differences between Training and Development.	A	2
24	What is Job Rotation?	K	2
25	State any two merits of external sources of recruitment.	U	2
26	Write any two demerits of external sources of recruitment.	U	2
27	Mention any two merits of internal sources of recruitment	U	2
28	Mention any two demerits of internal sources of recruitment	U	2

	<b>Part - C</b>		
29	Explain any four types of tests used for selection of employees.	U	4
30	Explain the internal sources of recruitment.	U	4
31	How does training and development of employees benefit the organizations?	A	4
	<b>Part - D</b>		
32	Explain the stages in Staffing Process.	U	8
33	Describe the steps involved in Selection Process	U	8
34	Explain the four methods of On-the-Job and any four methods of Off-the-Job training.	U	8
35	Explain the benefits of training and development to the organization and to the employees	U	8