



INDIAN SCHOOL AL WADI AL KABIR

Class: XII Business Studies	Department: Commerce
Worksheet No: 1	Topic: STAFFING (MCQ)

I. CHOOSE THE CORRECT OPTION:

1. In staffing function, which one of the following groups of managers is involved?

- (a) Only top managers
- (b) Only human resource managers
- (c) Only middle managers
- (d) All managers

2. Which one of the following is not an importance of staffing?

- (a) Suitable division of work among employees
- (b) Developing skills in employees
- (c) Employee satisfaction
- (d) Efficient use of human resources

3. In staffing function, which combination of activities in sequential order is correct?

- (a) Recruitment, selection, training, placement
- (b) Selection, training, recruitment, placement
- (c) Recruitment, selection, placement, training
- (d) Recruitment, training, selection, placement

4. Which one of the following sources is most relevant to recruiting managerial personnel?

- (a) Direct recruitment
- (b) Employment exchange
- (c) Advertisement
- (d) Casual callers

5. Which one of the following is an internal source of recruitment?

- (a) Transfer
- (b) Employee recommendations
- (c) Campus recruitment
- (d) Personal contacts

6. Which type of learning is management development concerned with?

- (a) Specific job skill development
- (b) Multi-skill development
- (c) Manual skill development
- (d) Inventory development

7. For which group of persons is vestibule training relevant?

- (a) Operatives
- (b) Top management
- (c) Middle management
- (d) Supervisory management

II. Fill in the Blanks:

1. _____ is a process of learning and growth.

- (a) Training (b) Development (c) Recruitment (d) Both (a) and (c)

2. Time perspective in training is _____

- (a) Short term (b) Long term (c) Medium term (d) Medium or Long term

3. _____ leads to optimum use of resources.

- (a) Recruitment (b) Staffing (c) Development (d) Training

4. Web publishing is a/an _____ source of recruitment.

- (a) External (b) Internal (c) Campus (d) Both (b) and (c)

5. _____ is a limitation of internal source of recruitment.

- (a) Higher costs (b) Inbreeding (c) Lengthy process (d) Unreliability

6. _____ is the “On the Job Training” method used to train electricians.

- (a) Web publishing (b) Job rotation (c) Coaching (d) Apprenticeship

III. ANSWER IN ONE WORD:

1. _____ has been described as the managerial function of filling and keeping filled the positions in the organisation structure.
- 2 It enables an assessment of the number and types of human resources necessary for the performance of various jobs and accomplishment of organisational objectives.
3. _____ is the process of choosing from among the pool of the prospective job candidates developed at the stage of recruitment.
4. Even in case of highly specialised jobs where the choice space is very narrow, the rigour of the selection process serves two important purposes-Enumerate.
 - (i) it ensures that the organisation gets the best among the available, and
 - (ii) it enhances the self-esteem and prestige of those selected and conveys to them the seriousness with which the things are done in the organisation
- 5.It means evaluating an employee's current and/or past performance as against certain predetermined standards-Identify the concept of staffing.
6. _____ analysis would reveal the number and type available.
7. It may be defined as the process of searching for prospective employees and stimulating them to apply for jobs in the organization.
8. _____ introducing the selected employee to other employees and familiarising him with the rules and policies of the organisation.
9. _____ refers to employee occupying the position or post for which the person has been selected.
10. It refers to all forms of pay or rewards going to employees. It may be in the form of direct financial payments like wages, salaries, incentives, commissions and bonuses and indirect payments like employer paid insurance and vacations. -