

**Submission date- 20<sup>th</sup> June 2017)**  
**Assignment-5**  
**Business Studies (12<sup>th</sup> commerce)**  
**Ch-Staffing**

- Q.1. Which function of management helps in obtaining right people and putting them on the right jobs? Explain.
- Q.2. It implies introducing the selected employees to other employees and familiarizing him with the rules and policies of the organization. Name it.
- Q.3. “Internal sources of recruitment are better than external sources of recruitment”. Do you agree with this statement. Give any two reasons in support of your answer.
- Q.4 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.

Or

Which source of requirement is needed to bring new blood in the organization? Explain any three advantages of this source.

- Q.5 It is the process of identifying and choosing the best person out of a number of prospective candidates for a job. Name it.
- Q.6 Which step in the process of selection helps the manager to eliminate unqualified or unfit job seekers based on the information supplied in the application forms.
- Q.7 It is the process of increasing the knowledge and skills of an employee for doing a particular job. Which process is refers to here.

or

What helps the employees in improving their job knowledge and efficiency.

Q..8 Which type of training is a joint programme of training in which educational institution and business firms cooperate?

Q..9 Trainee is put under the guidance of a master worker to require a higher level of skill. For example to become plumber , electrician etc. Which method of training is referred here.

Q..10 In which type of training , employees learn their jobs on the equipments they will be using, but the training is conducted away from the actual work floor. Explain two other methods relating to this.

Q..11 “There is no need of human resource planning as so many people are available in the market these days” do you agree with this statement? Give reasons.

Q..12 “A newly appointed personnel manager is of the view that there is no need for training the workers”. Do you agree with his views? Give reasons in support of your answer.