

# Nature of Staffing

PREPARED BY:  
MS. CHERRY MAE P. MNIAGA



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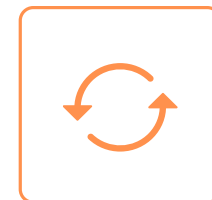
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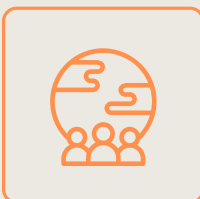
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# STAFFING

**It is the selection and training of individuals for specific job functions and charging them with the associated responsibilities.**

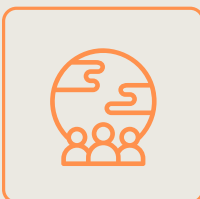


## **Part 1:**

Definition of staffing

# STAFFING

**It is considered to be the most important managerial function along with organizing, leading, controlling, and planning.**

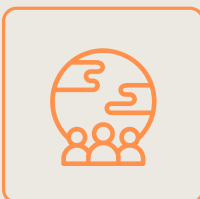


## **Part 1:**

Definition of staffing

# STAFFING

**It is a continuous activity for as long as the organization is existing because the movement of employees due to promotion and transfer takes place continuously.**



**Part 1:**

Definition of staffing





According to  
Weirch,  
Cannice,  
Koontz



**“The managerial function of staffing is defined as filling and keeping filled positions in an organizational structure.”**

# Recruitment and Selection Process

**The following steps are the best practice to attract talented and diverse applicant pool:**

1. Identify vacancy and evaluate the need.
2. Develop job description.
3. Develop recruitment plan.
4. Select search committee.
5. Post position and implement recruitment plan.
6. Review applicants and develop short list.
7. Conduct interviews.
8. Select hire.
9. Finalize recruitment.



## **Part 2:**

Recruitment and  
Selection Process



# Recruitment and Selection Process

## STEP 1: Identify vacancy and evaluate the need.

Proper planning and evaluation of the need will lead to hiring the right person for the role and team. Conduct a job analysis if there is a need to fill in the main tasks.

## STEP 2: Develop job description.

A job description is the core of a successful recruitment process. A job description contains all the information, competencies, skills, required and expected of the position.



### Part 2:

Recruitment and  
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# Recruitment and Selection Process

## STEP 2: Develop job description.

A job description is the core of a successful recruitment process. A job description contains all the information, competencies, skills, required and expected of the position.

The following are the content of the job description:

1. **General information**
2. **Position Purpose**
3. **Essential job functions**
4. **Minimum requirements**
5. **Preferred qualification**



### Part 2:

Recruitment and  
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# Recruitment and Selection Process

## STEP 3: Develop recruitment plan.

A carefully structured recruitment plan maps out the strategy for which includes women and underrepresented groups including veterans and individuals attracting and hiring the best-qualified candidate and helps to ensure an applicant pool with disabilities.

## STEP 4: Select search committee.

To ensure applicants selected for interview and final consideration are evaluated by more than one individual to minimize the potential for personal bias, a selection committee is formed.



### Part 2:

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# Recruitment and Selection Process

## STEP 5: Post position and implement recruitment plan.

Once the position description has been completed, the position can then be displayed. Every effort should be made to ensure the accuracy of the job description and posting text.

## STEP 6: Review applicants and develop short list.

Once the job has been posted, candidates will apply via email or personal appearance. Applicants are those who apply during the initial application period as described in Step 5. All applicants must be reviewed and considered.



### Part 2:

Recruitment and  
Selection Process

# Recruitment and Selection Process

## STEP 7: Conduct interviews.

The interview is the single most important step in the selection process. It is the opportunity for the employer and prospective employee to learn more about each other and validate information provided by both.

## STEP 8: Select hire.

As one of the most critical steps in the process, it is important to keep the following in mind:  
The best candidate for the position was chosen based on qualifications  
The candidate will help to carry out the University and Department's missions



### Part 2:

Recruitment and  
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# Recruitment and Selection Process

## STEP 9: Finalize recruitment.

Once a final check of the selection process has been completed, and the final applicant has been determined, the Committee Chair or designee will notify the Departmental HR Coordinator of the finalist's name, salary and start date.

It is important that each recruitment is properly closed, including the notification of those interviewed and not selected, as well as all documentation associated with the recruitment.



# TRAINING AND DEVELOPMENT



## **Part 3:** Training and development





There are some different types of training we can use to engage an employee. These types are usually used in all steps in a training process (orientation, in-house, mentorship, and external training). The training utilized depends on the amount of resources available for training, the type of company, and the priority the company places on training.



### **Part 3:**

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### Technical or Technology Training

Technical training is a type of training meant to teach the new employee the technological aspects of the job. In a retail environment, technical training might include teaching someone how to use the computer system to ring up customers. ▶

### Quality Training

In a production-focused business, quality training is extremely important. Quality training refers to familiarizing employees with the means of preventing, detecting, and eliminating non-quality items, usually in an organization that produces a product. ▶

### Skills Training

Skills training, the third type of training, includes proficiencies needed actually to complete the job. For example, an administrative assistant might be trained in how to answer the phone, while a salesperson at SM store might be formed in the assessment of customer needs and on how to offer the client information to make a buying decision. ▶



#### Part 3:

Training and  
development

### Soft Skills Training

Soft skills refer to personality traits, social graces, communication, and personal habits that are used to characterize relationships with other people. Soft skills might include how to answer the phone or how to be friendly and welcoming to customers.



### Team Training

The goal of team training is to develop cohesiveness among team members, allowing them to get to know each other and facilitate relationship building. We can define team training as a process that empowers teams to improve decision-making, problem-solving, and team-development skills to achieve business results.



### Managerial Training

After someone has spent time with an organization, they might be identified as a candidate for promotion. When this occurs, managerial training will occur. Topics might include those from our soft skills section, such as how to motivate and delegate, while others may be technical in nature.



#### Part 3:

Training and  
development

## Safety Training

Safety training is a type of training that occurs to ensure employees are protected from injuries caused by work-related accidents. Safety training is especially important for organizations that use chemicals or other types of hazardous materials in their production. Safety training can also include evacuation plans, fire drills, and workplace violence procedures.



### Part 3:

Training and  
development

# Compensation and Benefits



## Part 4:

Compensation and  
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# Salary and wages

A salary (or wage) is a fixed amount paid in exchange for an employee's services. Ontario Employment Standards legislation entitles most employees to receive a "**minimum wage**" in exchange for the work they complete for a company. For full-time employees, salary is described in annual, monthly, bi-weekly or weekly amounts. For part-time employees, it is described as an hourly amount.

To determine an appropriate salary and salary range that your company is willing to pay for a position, you must:

- Establish the value of the position based on your organizational requirements.
- Understand what the market is paying for a similar position.



**Part 4:**

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# Incentives: Drivers in attracting the best employees

Compensation can be divided into salary, benefits, and incentives. While salary and benefits must be competitive, incentives are the most likely drivers of attracting and retaining the best employees in start-ups. There are three key types of incentives:

**Bonuses**- Individuals are rewarded based on attainment of performance-based goals (individual, team and company). Goals must be realistic and closely matched to the business and people involved.

**Profit sharing** - Payment is tied to company profits. A pre-determined percentage of profit is shared among all employees. Profit-sharing bonuses are paid out once a year in the form of cash or on a deferred basis.

**Commissions** - Commissions are a common way to remunerate employees (sales-people) for securing the sale of a product or service. Commissions are usually calculated as a percentage of the sale of the product or service.



**Part 4:**  
Compensation and  
Benefits

# Performance Appraisal

Performance Appraisal is the systematic evaluation of the performance of employees and to understand the abilities of a person for further growth and development. Performance evaluation is done in systematic ways which are as follows:

1. The supervisors measure the pay of employees and compare it with targets and plans.
2. The supervisor analyzes the factors behind work performances of employees.
3. The employers are in a position to guide the employees for better performance.



**Part 4:**  
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# Advantages of Performance Appraisal



It is said that performance appraisal is an investment for the company which can be justified by following advantages:

- **Promotion:** Performance Appraisal helps the supervisors to chalk out the promotion programs for efficient employees. In this regards, inefficient workers can be dismissed or demoted in case.
- **Compensation:** Performance Appraisal helps in chalking out compensation packages for employees. Compensation packages which include bonus, high salary rates, extra benefits, allowances, and pre-requisites are dependent on performance appraisal.



**Part 4:**  
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#### Part 4:

#### Compensation and Benefits

- **Employees Development:** The systematic procedure of performance appraisal helps the supervisors to frame training policies and programs. It contributes to analyzes strengths and weaknesses of employees so that new jobs can be designed for efficient employees.
- **Selection Validation:** Performance Appraisal helps the supervisors to understand the validity and importance of the selection procedure. The supervisors come to know the validity and thereby the strengths and weaknesses of the selection procedure.
- **Motivation:** Performance appraisal serves as a motivation tool. Through evaluating the performance of employees, a person's efficiency can be determined if the targets are achieved.



# Employee Relations

Maintaining a strong employer and employee relationship can be the key to the ultimate success of an organization, the results are advantageous. It is known that if a strong relationship is to place employees will be more productive, more efficient, create less conflict and will be more loyal.

## The Benefits of Strong Employment Relations

### Part 4:

Compensation and Benefits



- **Productivity.** Strong employment relations create a pleasant atmosphere within the work environment; it increases the employee motivation and can also be increased through improved employee morale.
- **Employee Loyalty.** Creating the productive and pleasant work environment has a drastic effect on an employee's commitment to the firm, it encourages a loyal workforce. Having such a labor force improves employee retention, in doing so the cost of recruitment, hiring and training are cut drastically.
- **Conflict Reduction.** When a work environment is efficient and friendly, the extent of conflict within the workplace is reduced. Fewer conflict results in the employees being able to concentrate on the tasks at hand and they are therefore more productive.





# Rewards System

In the broadest sense of the word, performance evaluation and reward systems are designed for employee development and raising motivation with the achieving better and more visible results. Goals are reached by giving systematic feedback while the effects of subjectivity and the errors that come from it (sympathy, halo effect) are minimized. The aim of the whole process is to boost productivity and work quality in the entire organization.

We build and rebuild reward systems and wholesome performance evaluation systems focusing on better employee guidance and motivation based on clear and straightforward criteria, better definition of efficient and less efficient workers, the relation of company goals to goal-oriented management and regular feedback.

**Thank you!**