Staffing Principles
Video 10A

- Learning Objectives
  - Discuss the importance of staffing
  - Broadly examine the staffing process

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Staffing
The 3rd Function of Management

- Organizing creates a need for staffing
- Fill new positions, or modify existing positions
- Staffing requires matching personnel with identified work activities
- To survive, companies must... Attract, Hire, Train, Develop, & Reward employees
- Good employees must demonstrate a fit with the culture and values of organization
  - Cultural trait: We never give up!
- People are the most important resource of an organization
  - Provide the talent, skills, knowledge, experience to achieve goals & objectives

Staffing
In small-medium companies, an individual carries out the staffing functions
- Large companies have a separate department
  - Known as the Human Resources or Relations office
  - Have specialists in training, recruiting, compensation, health benefits
- Staffing is a process
  - Human Resource Planning
    - Analyzing human inventory and figuring out what else you need
  - Recruiting
    - Seeking qualified individual for position
  - Staffing Process
    - Step 1: Human Resource Planning
    - Step 2: Recruiting
    - Step 3: Selection
    - Step 4: Orientation
    - Step 5: Training & Development
    - Step 6: Performance Reviews
    - Step 7: Compensation
    - Step 8: Employment Decisions
Staffing Process
Continued...

- Selection
  - Screening out, eliminating & hiring best choice
- Orientation
  - Official welcome, learn rules, policies etc.
- Training & Development
  - Teaching required skills and improving existing human inventory
- Performance Appraisal
  - Determine how to reward employees
- Compensation
  - Relates to payroll and benefits
- Employment Decisions
  - Deciding transfers, promotion/demotions, layoffs, and firings