



INDIAN SCHOOL NIZWA - WORKSHEET

BUSINESS STUDIES

CH: 6 STAFFING

Name: _____

Date: _____

Class: XII Sec: B

- 1 Define Staffing.
- 2 State the benefits of staffing. Explain the steps or stages in the process of Staffing.
- 3 State the need of the management of develop.
- 4 What is Recruitment?
- 5 What are the sources of recruitment?
- 6 State the merits and demerits of Internal Sources.
- 7 What does Human Resource Management include and state its duties?
- 8 Explain the most commonly used External sources of recruitment.
- 9 State the merits and demerits of External sources.
- 10 Define Selection. Explain the steps or stages in the process of selection.
- 11 What is Training and Development?
- 12 Explain the importance of Training and Development.
- 13 Difference between Training and Development.
- 14 Explain the different methods of training.
- 15 What should be include in staffing so that it becomes HRM?
- 16 Which function of management helps in obtaining right people and putting them on the right job?
- 17 Write duties of Human Resource Management.
- 18 Who looks down to both the workers and the owners?
- 19 Why recruitment is regarded as a positive process and selection as a negative process?
- 20 What is the aim of aptitude test?
- 21 Why are selection test conducted? What is trade test? State its purpose. March 2019
- 22 Out of training and development , which is a broader concept?
- 23 If you wish to plan for a lifetime what is required.
- 24 Which step in the process of staffing provides the feeling of job satisfaction to the employees?
March 2019
- 25 What is meant by induction or orientation training? State any three benefits of induction.