



19MEE312

**PRINCIPLES
OF
MANAGEMENT**



UNIT IV

STAFFING & DIRECTING

Staffing: Meaning & Nature

Definition

The managerial function of staffing involves manning the organizational structure through the proper and effective selection, appraisal, and development of personnel to fill roles designed into the structure.

Features of Staffing

Following are the features of staffing:

- **Staffing is an integral part of management:** Staffing is an integral part of management because an organization cannot exist without human resources.
- **Pervasive:** It is pervasive because staffing is performed by all managers at all levels and in every department.
- **Continuous Process:** Staffing is a continuous process because it continues throughout the life of the organization. It is required to meet the growing needs of an organization.
- **Deals with a human being:** Staffing deals with people because it is concerned with the people at work and their relationships.
- **Wide scope:** Staffing has a wide scope because it includes a series of activities, like workforce planning, recruitment, selection, and training.



- **Multiple objective activity:** It is a multiple objective activity because it has to fulfill its responsibility towards the organization, employees and society.

Importance of Staffing

Following are the importance of staffing:

- **Filling job with competent personnel:** Staffing involve with proper arrangement of people through proper recruitment and selection process. It helps with obtaining competent staff for various jobs.
- **Better performance:** The performance of an organization depends on the quality of persons employed in the organization. The function of staffing is significant because it ensures higher performance by putting the right person in the right job at the right time.
- **Survival and growth:** Staffing is a very important function of management in comparison to other functions because all the functions of an organization are performed by the people. Competent and efficient workers bring an organization into existence and ensure its survival and growth.
- **Optimum utilization of human resources:** The staffing process helps to ensure optimum use of human resources by avoiding overstaffing. It prevents the underutilization of personnel and higher labor cost. It also helps in avoiding disruption of work by indicating in advance the shortage of personnel.
- **Improve job satisfaction and morale:** Proper staffing improves job satisfaction and morale of employees through objective assessment and fair rewarding for their contribution. It provides right kind of work atmosphere and culture to employees.