

WORKSHEET [A] BUSINESS STUDIES

CLASS 12

Chapter -STAFFING

Q.1. Which function of management helps in obtaining right people and putting them on the right jobs?

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.