

## **CASE STUDY OF STAFFING**

### **Worksheet 11**

**Q.1** A company is manufacturing paperplates and bowls. It produces 10,000 plates and bowls each day. Due to local festival, it got an urgent order of extra 50,000 plates bowls. Advise how the company will fulfil its order and which method of the above concept would you suggest?

**Q.2** The quality of production is not as per standards. On investigation it was observed that most of the workers were not fully aware of the proper operation of the machinery.

What could be the way to improve the accuracy.

**Q.3** Name and define the process in which candidates are eliminated at every stage and a few move on to the next stage till the right type of candidate is found.

**Q.4** A company X limited is setting up a new plant in India for manufacturing auto components. India is a highly competitive and cost effective production base in this sector. Many reputed car manufacturers source their auto components from here.

X limited is planning to capture about 40% of the market share in India and also export to the tune of at least 50 million in about 2 years of its planned operations.

To achieve these targets it requires a highly trained and motivated workforce. You have been retained by the company to advise it in this matter. While giving answers keep in mind the sector the company is operating.

(a) Outline the process of staffing the company should follow.

(b) Which sources of recruitment the company should rely upon. Give reasons for your recommendation.

(c) Outline the process of selection the company should follow with reasons.

(d) Which methods of training and development should be company initiate? Explain.

**Q.5** Ms. Jayshree recently completed her Post Graduate Diploma in Human Resource Management. A few months from now a large steel manufacturing company appointed her as its human resource manager. As of now, the company employs 800 persons and has an expansion plan in hand which may require another 200 persons for various types of additional requirements. Ms. Jayshree has been given complete charge of the company's human resource Department.

(a) Point out, What functions is she supposed to perform.

(b) What problems do you foresee in her job?

(c) What steps is she going to take to perform her job efficiently?

**Q.6** A company manufactures very sophisticated switch gears used in automatic cars. For this the company uses hi-tech machines. Most of the times the workers of the factory remain idle because of lack of knowledge regarding the use of these hi-tech machines. The frequent visits by the engineers and constant supervision of the foreman result in high overhead charges. Explain the way by which this problem can be overcome. Also state how this helps the employees.

**Q.7 Mr.Naresh recently completed his MBA from one of the Indian Institutes of Management in Human Resource Management. He has been appointed as HRM in a Truck Manufacturing Company. The company has 1500 employees and has an expansion plan in hand that may require additional 500persons for various types of jobs. Mr.Naresh has been given the complete charge of the company's HR department.**

**List out the specialised activities that MR. Naresh is supposed to perform as the HRM of the company.**

**Q.8 Starex Ltd. is a company manufacturing bulbs and lights for decorations. Due to Diwali festival coming up in the near future, it gets urgent order of extra lights and bulbs. Advise how the company should fulfil this excess order and which method of recruitment would you suggest?**

**Q.9 Oxford school has around twelve vacancies of senior teachers. The eligible staff has been promoted to several posts. Explain any two ways through which right-type of people may be invited to fill up the rest of the vacancies.**

**Q.10 Sahil, the director of a garment company is planning to manufacture bags for the utilisation of waste material of one of his garments units. He decided that this manufacturing unit will be set up in a rural area of Odisha where people have very less job opportunities and labour is available at very low rate. He also thought of giving equal opportunities to men and women.**

**For this he selected- S. Chatterjee, Inderjeetkaur, Aslam and preeti as heads of sales, Accounts, Purchase and production department.**

**(a) Identify and state the next two steps that sahil has to follow in the staffing process after selecting the above heads.**

**(b) Also, Identify two values which Sahil wants to communicate to the society by setting up this manufacturing unit.**