

June, 2022 MMPC-001: MANAGEMENT FUNCTIONS AND ORGANISATIONAL PROCESSES

Note: (i) There are two sections, A and B. (ii) Attempt any three questions from Section A. All questions carry 20 marks each. (iii) Section B is compulsory and carries 40 marks.

Q1. Describe and discuss different processes of recruitment and their methods. Briefly explain the importance of Training and Development in organizations. 20

Ans: Recruitment is defined as prompting maximum number of candidates to apply in the organization for vacant position of job. The function of recruitment is very essential because the conclusion of recruitment function is accepting huge number of applications in order to make selection from them. The two types of recruitment process are:

A. Internal Recruitment Process- in internal recruitment process unoccupied job

Positions are filled up by the already existing workers of the company. No applicants from outside is allowed in the internal source.

Advantages of internal recruitment process are

1. It is efficient and economical
2. It stimulates the already existing employees
3. Time required for training is less
4. Chances of turnovers are also less because employees are familiar with the organization's rules and regulations
5. It also helps in improving employee's performance as in order to get promotion better performance is shown by employees.
6. Employees are trained through transfer also as in the manifestation of job rotation.
7. Remaining workers can be moved to other department through transfer.

Disadvantages

1. No novel ideas will approach in the organization.
2. Limited choices will be there
3. Not satisfactory for new organization
4. Due to frequent transfer productivity of employees may get reduced.

Methods of Internal Recruitment

1. Transfer- transferring means carrying clients from one job position to another at the identical authority. The compensation level along with the authority level remain unchanged with the transfer. Prestige, rank and responsibilities also remained unchanged. The only thing which changes is the working place. E.g.: when a clerk is transferred from accounts to purchase department.
2. Promotion- promotion means transfer of employees from the current job position to higher authority level. With the promotion aspects like prestige, rank, employee's responsibility along with the authority level enhances.

B. External Recruitment Process- external recruitment is defined as a process in which Applications for filling the vacant job position are invited from outside the organization. It is preferred when a huge number of job positions are unoccupied.

Advantages

1. Fresh and novel talent contributes in the organization.
2. Wide array of options are available
3. Management comes across trained and qualified personnel.

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Personnel Management United States. Bureau of Naval Personnel,1971 **The Practice of Management** ,1980
Professional Practices of Human Resource Management in Hong Kong Anna P.Y. Tsui,K.T. Lai,2009-08-01 Faced with external and internal challenges such as globalization social changes and responsiveness to customers technological development cost containment and structural changes organizations now experience increasing levels of competition Evidence has shown a positive relationship between HR practices and business performance outcomes such as increased profitability and productivity Indeed HRM practices influence employee skills through the acquisition and development of human capital Also the use of well designed performance management systems and pay for performance incentives are important motivations in the workplace Written by HR professionals consultants legal experts and academics with decades of professional experience this volume covers the full spectrum of HRM practices in relation to their strategic contributions to organizations In a hands on and lively fashion it provides up to date HRM knowledge and skills with practical guidelines The purpose of the book is to enhance people management and gain competitive advantage in the fast moving business environment *Personnel Management* ,1986 *Personnel Management Abstracts* ,2000 **VRA Extension and Increases in the GI Bill Rates** United States. Congress. House. Committee on Veterans' Affairs. Subcommittee on Education, Training, and Employment,1983 **Industrial Welfare and Personnel Management** ,1950 **Federal Register** ,1979-07 *Handbook of Personnel Management and Labor Relations* Dale Yoder,1958 *Cases in Personnel Management* Arno F. Knapper,1977 **Principles of Personnel Management** Edwin B. Flippo,1976 **People Management** ,2008 **The Conference Board Personnel Management Record** ,1949 *Long-term Performance and Milking Management of Dairy Farms Enrolled in and Completeing Milk Quality Teams* Kathryn J. Hohmann,2008
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