

# **RECRUITMENT, TRAINING AND DEVELOPMENT**

## **ASSIGNMENT ONE**

### **MARKING SCHEME**

As a result of economic reforms initiated in the recent past, the Indian economy has been globalised. The regulations and controls have been relaxed. Many more multinationals have been inclined to make their entry in India. Consequently, market dynamics specially nature of competition has been drastically changed. Indian organisations are finding it difficult to compete with their counterparts coming from outside. You are a manager in one of the well-established pharmaceutical company already working in India for the last 20 years. To compete with multinational company you personally feel that production as well as distribution systems are to be made cost effective so that better quality of medicines can be produced and distributed at reasonable cost. For improving cost-effectives of the system you carry opinion that your organisation is overstaffed. You are bringing this fact to the knowledge of managing director. He is discussing this problem with you in the light of recruitment, training and development.

1. From HR point of view, explain what this organization would have done to avoid overstaffing (6mks)
  - By having HR planning-that enables the organization know what staff they need and at what time
  - Job analysis-analyzing all the jobs in the organization and those that are similar are combined
  - Recruiting after needs assessment has been carried out
  - Recruiting from within the organizations
  - Having a recruitment team
  - Analyzing the applicants to ensure the right people with right skills are short listed

**Any well three explained points=6mks**

2. Discuss to the managing director how recruitment can make the company competitive (5mks)
  - Recruiting the right people
  - Getting the applicants from the right sources
  - Following the correct recruitment procedures and processes
  - Making clear the kind of a person needed

**Any well five explained points=5mks**

3. How will you convince your managing director that training would help in making production and distribution systems cost effective (8 mks)

- to improve performance at the individual, group, and /or organizational levels
- to make them capable and confident in their jobs, and consequently in their life.
- improve the performance of employee on the current job and prepares them for the intended job
- to improve the knowledge, skills and attitude and thus, equip the individual to be more effective in his present job or prepare him for future assignment.
- To impart knowledge and skills necessary for performing the job efficiently and effectively and to keep the employees to acquire necessary conceptual, technical, human and managerial skills in the areas of decision-making and problem-solving.
- To make available in adequate number sufficiently trained manpower to meet the diverse needs of a rapidly growing industry.
- To increase productivity and quality
- To promote versatility and adaptability to new methods

**Any well four explained points=8mks**

4. Determine why development is an aspect you would raise to the managing director (6mks)

- Development helps the organization to grow its employees from one level to another
- Development enables the organization to have well trained staff that can be transferred to others departments and work easily
- Employees are prepared to take up higher responsibility.
- Development and especially career development enhances motivation, morale, job satisfaction and commitment of the staff thus leading to high productivity

**Any well three explained points=6mks**

