

Staffing

التوظيف (إدارة الموارد البشرية)

- Staffing involves effective recruitment, selection, placement, approval, and development of people to occupy.

RECRUITMENT AND SELECTION

التوظيف و الاختيار

The different procedural steps involved in the selection process are:

1. Job description
2. Application forms
3. Employment tests
4. Interviewing
5. Physical examination and
6. Induction or orientation

CONCEPT OF HUMAN RESOURCE DEVELOPMENT

مفهوم تنمية الموارد البشرية

Is a process by which the employees of an organization are helped in a continuous and planned way to:

OBJECTIVES OF HRD

أهداف الموارد البشرية

1. Acquire or sharpen capabilities required to perform various functions.
2. Develop their general capabilities as individuals.
3. Develop an organizational culture.
4. The capabilities of each employee as an individual.
5. The capabilities of each individual in relation to his present roles.
6. The capabilities of each employee in relation to his expected future role.
7. The relationship between each employee and his supervisor.
8. The team spirit.
9. Collaboration among different units.