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| **SESSION** | **AUG/SEP 2022** |
| **PROGRAM** | **MASTER of business administration (MBA)** |
| **SEMESTER** | **IV** |
| **course CODE & NAME** | **DHRM301-MANPOWER PLANNING & SOURCING** |
| **CREDITS** | **4** |

**Assignment Set – 1st**

**1. Explain the Managerial Judgement technique of demand forecasting**

**Ans:** Forecasting is an expensive way to help a company plan and prepare for the future years.

Forecasting is an educated guess of how much manpower will be required and utilized by an organization. It is a tool used to help in budgeting, allocating finances and hiring the right number of employees. Forecasting gives an idea about the availability of the quality (knowledge, skill, values Its Half solved only

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**2. Describe the need for manpower planning with suitable examples.**

**Ans: The need for manpower planning:-** The shortage of certain categories of employees and/or variety of skills. The rapid change in technology, marketing, management etc. and the consequent need for new skills and new categories of employees. The changes in organizational design, structure also affect the demand for manpower and the demographic changes like the

**3.** **State the merits and demerits of E-recruitment.**

**Ans: Online Recruitment Techniques**

Provide a detailed job description and job specifications in the job posting to attract candidates with the right skill sets and qualifications. Review applications using the filter and screening method. Don’t print, just screen online.

E-recruitment is the “Evolving face

**Assignment Set – 2nd**

**4. Describe the causes of employee turnover in an organization.**

**Ans: COST OF EMPLOYEE TURNOVER**

Many organizations account for various kinds of expenditure. However, since there is no statutory requirement, most organizations do not calculate the cost of employee turnover. Very few progressive organizations are able to calculate the financial impact of these actions and even take steps to

**5. Elaborate the selection process in selecting the right candidate.**

**Ans:** The selection process consists of the following steps:

1. Define the job

2. Review application/resume/CV/bio-data

3. Written examination

4. Preliminary interview

5. Business

**6. Describe the techniques of on-the-job training.**

**Ans:** The four techniques for on-the-job development are:

**• Coaching**

**• Mentoring**

**• Job Rotation**

**• Job Instruction Technique (JIT)**

**1 Coaching: -** Coaching is one of the training methods, which enhances the performance of an employee. The employee is guided by the coach in the execution of specific activities. Every time the activity is performed, the coach identifies the areas of improvement. The coach