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| **SESSION** | **JUL - AUG 2024** |
| **PROGRAM** | **MASTER OF BUSINESS ADMINISTRATION (MBA)** |
| **SEMESTER** | **III** |
| **COURSE CODE & NAME** | **DHRM301 MANPOWER PLANNING AND SOURCING** |
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**Assignment Set – 1**

**1. Describe the 5 steps in manpower planning and throw some light on the obstacles faced in manpower planning.**

**Ans 1.**

**Steps in Manpower Planning and Obstacles Faced**

Manpower planning, often referred to as human resource planning, is a critical process for ensuring that an organization has the right number and types of employees to meet its strategic objectives. The process involves systematic forecasting, analysis, and implementation to match the workforce with organizational needs. The five essential steps in manpower planning are as follows:

**1. Analyzing Organizational Goals** The first step is to understand the strategic goals and objectives of the organization. This involves identifying the long-term and short-term goals

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**2. Explain the methods of Human Resource Accounting (HRA) and discuss its significance for organizations.**

**Ans 2.**

**Methods of Human Resource Accounting and Its Significance**

Human Resource Accounting (HRA) is a method of measuring the value of an organization’s human resources. It provides a framework for understanding the cost and value associated with recruiting, training, and retaining employees. The primary objective of HRA is to quantify the economic value of human resources to the organization, enhancing decision-making processes. There are several methods used for HRA, each with its own approach to

**3. Discuss the different types of selection tests used in the hiring process and their importance in candidate selection.**

**Ans 3.**

**Types of Selection Tests and Their Importance in Candidate Selection**

Selection tests are an essential part of the hiring process, designed to evaluate candidates' skills, knowledge, abilities, and personality traits. These tests provide objective data to help employers determine whether a candidate is suitable for a particular role. The different types of selection tests used in hiring are as follows:

**Types of Selection Tests**

**1. Aptitude Tests** Aptitude tests measure a candidate’s ability to learn and perform specific tasks. These tests assess logical reasoning, numerical ability, and verbal skills, providing

, ensuring that the best talent is selected for the role.

**Assignment Set – 2**

**4. Explain the train-to-hire process and discuss the benefits and challenges of partnering with educational institutions for talent acquisition. Throw some light on the role of Human Resource Information in Manpower Planning and Sourcing.**

**Ans 4.**

**Train-to-Hire Process**

The train-to-hire process is a talent acquisition strategy where organizations collaborate with educational institutions to train potential candidates in job-specific skills before offering them employment. This approach bridges the gap between academic learning and industry requirements, ensuring that candidates are well-prepared to contribute effectively from day one.

The process typically involves the following steps:

* Identifying skill gaps and defining job requirements.

**5 Write Short notes on:**

**a. Competency Mapping**

**b. E-recruitment**

**Ans 5**

**a.Competency Mapping**

Competency mapping is the process of identifying and defining the specific skills, knowledge, behaviors, and attributes required for a job or role within an organization. It is a systematic approach to understand what competencies employees must possess to perform their tasks effectively. Competency mapping focuses on aligning individual capabilities with organizational goals, ensuring that employees are equipped to meet the demands of their roles.

The process typically involves analyzing job descriptions, interviewing employees and

**6. What are the various reasons behind Employee “Turnover”. Explain State the relevance of Talent Engagement and Career Management in Manpower Planning. 3+7**

**Ans 6.**

**Reasons Behind Employee Turnover**

Employee turnover refers to the rate at which employees leave an organization, either voluntarily or involuntarily. High turnover can disrupt operations, increase recruitment costs, and affect morale. The primary reasons behind employee turnover include:

1. **Job Dissatisfaction**: Employees who feel undervalued, underpaid, or unfulfilled in their roles are more likely to seek opportunities elsewhere.
2. **Lack of Career Growth**: The absence of clear career paths or development