

## **Staffing**

For an organization good and efficient staff is necessary. Commonly speaking staffs are the field soldiers or field workers who are carrying the responsibilities. Staffing refers to the filling and keeping filled positions in the organization structure through identifying workforce requirements, inventorying the people available. Recruiting, selecting, placing, promoting, appraising, planning the career, compensating and training or otherwise developing both candidates and current job holders to accomplish their tasks effectively and efficiently. In social work administration, staffing is a major administrative process involving social welfare organization/agency in order to locate and obtain staff and maintain its working and its separation from organization

### **Definitions of Staff:**

**1. F.A Cleveland** says,

“The staff agencies reach conclusions and help the management reach conclusions, both about what happened and what is proposed their function is to know the facts and with knowledge they make and submit plans, but there they stop. The responsible controlling personnel of the management must decide “.

**2. Mooney:**

The staff is ‘an expansion of the personality of the executive. It means more eyes, more ears, and more hands to aid him in forming and carrying out his plans.

### **Who is called as Staff ?**

Every organization strives for the fulfillment of objectives.

These objectives are met by conducting certain activities. For these activities, persons at different levels of organization are required which is known as staff. The activities performed in an organization can be divided into three types as per

their importance and staff can also be divided in three types for the performance of these activities.

This is as follows.

1. Top priority activities- Top Level Staff
2. Standard activities- Middle Level Staff
3. Less important activities- Lower Level Staff

Staff constitutes an integral part of the social welfare organizations both governmental and non-governmental. The quality and efficiency of administrations is conditioned by the suitability of personnel correctly placed in the organization. Even poorly devised machinery may be made to work if it is manned with well trained, intelligent, imaginative and devoted staff. Satisfied, highly-motivated and loyal employees represent the basis of any organization. The growth of satisfaction is to be reflected in the increase of productivity, improvement of the service quality and higher number of innovations.