

3. Selection:

- It is the process of choosing and appointing the right candidates for right job in an organization by conducting various exams, tests and interviews.
- It ensures that the organisation gets the best candidate.
- The selection process enhances the self-esteem and prestige of the selected candidates.

4. Placement and Orientation:

- **Orientation** is, thus, introducing the selected employee to other employees and familiarising him with the rules, regulations and policies of the organisation.
- **Placement** refers to the employee occupying the position or post for which the person has been selected.

5. Training and Development:

- Systematic **training** helps in increasing the skills and knowledge of employees in doing their jobs through various methods.
- Development involves growth of an employee in all aspects such as performance, knowledge etc.

6. Performance Appraisal:

- **Performance appraisal** means evaluating an employee's current and/or past performance as against certain predetermined standards.
- Once an employee has undergone a training, his/ her performance is evaluated.
- It is concerned with continuous evaluation of the performance of employees in an organisation.

7. Promotion and Career Planning:

- **Promotion** means being placed in positions increased responsibility.
- Promotion and career planning is very important to boost the morale of employees and motivate them to utilize their full potential.

8. Compensation:

Compensation refers to all forms of payment made by an enterprise to their employees. E.g. salaries, incentives, commission etc.