

A ----- is the process of recording all the elements involved in performing a job
Job analysis

Whose see recruitment as the set of activities an organization uses to attract job candidates with the abilities and attitudes needed to help the organization achieve its objectives
Ivancevich, Skinner and Crossby, (1994)

A ----- refers to a wide range of financial and non-financial rewards to employees for their services rendered to their organizations
Employee compensation

There are two immediate results of job analysis. These are job description and -----
job specification

A ----- is a process by which employees acquire skills through the combination of formal learning and long-term on- the- job training
Apprenticeship Programme

A ----- refers to a course or courses of action designed to enable an individual realise his potentials for growth in an organization.
Executive or management development

A ----- to Cole (2002), refers to the activities concerned with identifying an organization's demand for human resource and devising means to ensure that a sufficient supply of labour is available to meet that demand
Human resource planning

The last steps in the selection process except where the job involves heavy physical labour or stress is called-----
Physical examination

A ----- according to Onah (2003) is the process of appointing or investing an appointee with the authority to perform his assigned role
Placement

A ----- designed to improve skills of workers are meant for those in operation, while development programmes are put in place for managers and executives
Training programmes