



Certified HR Staffing Manager VS-1003

Vskills Certifications

Vskills Brochure



Skills for a secure future

Certified HR Staffing Manager

Certification Code VS-1003

Vskills Certification in Staffing assesses the candidate on company's staffing and recruitment needs. The certification tests the candidates in various areas which include finding new talented employees, recruiting them, and then organizing training programmes for them. An important part of the staffing manager's job is the retention of employees, since low retention is a big cost. Also, terminating an employee is also a part of staffing manager's job and careful handling of that is important. This area also forms the part of the assessment.

Why should one take this certification?

If you are working in the HR area and are looking for a new job or promotion or simply more responsibility, then you can take this certification and prove the employer that your knowledge of this particular area of HR is good. It works as an added qualification on your CV and significantly improve your chances of getting the desired role.

Who will benefit from taking this certification?

Job seekers looking to find employment in the HR departments of various companies, candidates generally wanting to improve their skill set and make their CV stronger and existing employees looking for a better role can prove their employers the value of their skills through this certification.

Test Details:

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%);

There is no negative marking in this module.

Fee Structure:

Rs. 3,499/- (Excludes taxes)*

*Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

Companies that hire Vskills HR Staffing Manager

Vskills Certified HR Staffing Manager might find employment in all kind of companies, big or small, since HR is a crucial part of any organization.

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1. Strategic Staffing

- 1.1 What is Strategic Staffing?
- 1.2 Comparison between Strategic and Traditional Staffing
- 1.3 Components of Strategic Staffing
- 1.4 Goals of Strategic Staffing
- 1.5 Functional areas of HRM

2. Staffing Strategies

- 2.1 Business Strategies of a firm
- 2.2 Talent Management
- 2.3 Strategic Staffing Decision

3. Legal Framework

- 3.1 Rule and Regulations in staffing management
- 3.2 Employment Relationships
- 3.3 Employment Opportunities
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4. Strategic Job Analysis

- 4.1 Introduction to Job Analysis
- 4.2 Job description and person specification
- 4.3 Types of job analysis
- 4.4 Methods of Job analysis
- 4.5 Planning and Executing a job analysis
- 4.6 Job Reward Analysis

5. Staffing Planning

- 5.1 Introduction
- 5.2 Process of workforce planning
- 5.3 Forecasting and planning labor demand and supply
- 5.4 Managing labor demand and supply gap of a firm

6. Sourcing

- 6.1 Concept of sourcing
- 6.2 Types of recruiting sources
- 6.3 Designing a sourcing plan
- 6.4 Global sourcing
- 6.5 Geographic targeting

7. Recruiting

- 7.1 Process of recruiting
- 7.2 Effective recruitment strategies
- 7.3 Skills as a recruiter - Training and development strategies
- 7.4 Recruiting Metrics
- 7.5 Applicants attraction strategies

8. Assessment Methods

- 8.1 Types of measurement
- 8.2 Benchmarking and methods of evaluation
- 8.3 External assessment goals and methods
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- 8.6 Succession management and career planning

9. Workforce Management

- 9.1 Orientation and Socialization
- 9.2 Managing workforce flow
- 9.3 Voluntary and Involuntary employee separation

10. Staffing System Evaluation

- 10.1 Measuring staffing outcomes
- 10.2 Methods of evaluating staffing systems

Certifications

➤ Accounting, Banking and Finance

- Certified AML-KYC Compliance Officer
- Certified Business Accountant
- Certified Commercial Banker
- Certified Foreign Exchange Professional
- Certified GAAP Accounting Standards Professional
- Certified Financial Risk Management Professional
- Certified Merger and Acquisition Analyst
- Certified Tally 9.0 Professional
- Certified Treasury Market Professional
- Certified Wealth Manager

➤ Big Data

- Certified Hadoop and Mapreduce Professional

➤ Cloud Computing

- Certified Cloud Computing Professional

➤ Design

- Certified Interior Designer

➤ Digital Media

- Certified Social Media Marketing Professional
- Certified Inbound Marketing Professional
- Certified Digital Marketing Master

➤ Foreign Trade

- Certified Export Import (Foreign Trade) Professional

➤ Health, Nutrition and Well Being

- Certified Fitness Instructor

➤ Hospitality

- Certified Restaurant Team Member (Hospitality)

➤ Human Resources

- Certified HR Compensation Manager
- Certified HR Staffing Manager
- Certified Human Resources Manager
- Certified Performance Appraisal Manager

➤ Office Skills

- Certified Data Entry Operator
- Certified Office Administrator

➤ Project Management

- Certified Project Management Professional

➤ Real Estate

- Certified Real Estate Consultant

➤ Marketing

- Certified Marketing Manager

➤ Quality

- Certified Six Sigma Green Belt Professional
- Certified Six Sigma Black Belt Professional
- Certified TQM Professional

➤ Logistics & Supply Chain Management

- Certified International Logistics Professional
- Certified Logistics & SCM Professional
- Certified Purchase Manager
- Certified Supply Chain Management Professional

➤ Legal

- Certified IPR & Legal Manager
- Certified Labour Law Analyst
- Certified Business Law Analyst
- Certified Corporate Law Analyst

➤ Information Technology

- Certified ASP.NET Programmer
- Certified Basic Network Support Professional
- Certified Business Intelligence Professional
- Certified Core Java Developer
- Certified E-commerce Professional
- Certified IT Support Professional
- Certified PHP Professional
- Certified Selenium Professional
- Certified SEO Professional
- Certified Software Quality Assurance Professional

➤ Mobile Application Development

- Certified Android Apps Developer
- Certified iPhone Apps Developer

➤ Security

- Certified Ethical Hacking and Security Professional
- Certified Network Security Professional

➤ Management

- Certified Corporate Governance Professional
- Certified Corporate Social Responsibility Professional

➤ Life Skills

- Certified Business Communication Specialist
- Certified Public Relations Officer

➤ Media

- Certified Advertising Manager
- Certified Advertising Sales Professional

➤ Sales, BPO

- Certified Sales Manager
- Certified Telesales Executive

& many more job related certifications

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