

## Entrepreneurship Building a Business

### Chapter 17 Managing Operations and Staffing

#### Section 17.2 Staffing and Company Policies

##### SECTION 17.2 After You Read Answer Key

##### Self-Check

1. Line managers have direct responsibility for accomplishing the main objectives of the business. In addition, they are in the direct chain of command. Staff managers provide support and advice for line managers.

2. Sample job description and job specification will vary. The job description should describe the objectives of the job and its duties and responsibilities. The job specification should spell out the abilities, skills, educational level, and experience needed by an employee to perform the described job.

3. Responses may include classified ads, state-run or private employment agencies, school and college placement offices, union hiring halls, word of mouth, or Internet job boards. Explanations will vary depending on the job(s) to be filled.

##### Think

4. Accept all policy statements that are appropriate for the proposed business.

**Mathematics 5**  $0.32 \times \$29,400 = \$9,408$ ;  $\$9,408 \div 12 = \$784$ ; the monthly cost of the benefit package is \$784.  $\$29,400 \div 12 = \$2,450$ ; the monthly cost of the salary is \$2,450. The monthly cost for both the benefit package and salary is  $\$784 + \$2,450 = \$3,234$ .