

DIFFERENCE BETWEEN RECRUITMENT AND SELECTION

RECRUITMENT

Recruitment is a process of finding out the prospective applicants and stimulating them to apply for the vacancy. It is a long process which involves a series of activities that starts with analysing the job requirements and ends on the appointment of the employee. The activities involved in the recruitment of employees are as under:

- Analysing job requirement
- Advertising the vacancy
- Attracting candidates to apply for the job
- Managing response
- Scrutiny of applications
- Shortlisting candidates

The recruitment is done by the Human Resource managers either internally or externally. The sources of internal recruitment are promotion, transfers, retrenched employees, contact or references, ex-employees, retired employees, etc. On the other hand, sources of external recruitment are recruitment through advertisement, campus recruitment, recruitment by employment exchanges, recruitment by third parties (recruitment agencies), internet recruiting, unsolicited applicants, etc.

Selection

Selection is an activity in which the organisation selects a fixed number of candidates from a large number of applicants. It involves the actual appointment of the employee for filling up the vacancies of the enterprise. The term selection means the placement of the right man at the right job. We all know that a lot of people apply for a single job at the time of recruitment, in which the recruiters have to decide which candidate fits the best for the job.

The selection also involves a set of activities which are given as under:

- Screening
- Eliminating unsuitable candidates

- Conducting the examination like aptitude test, intelligence test, performance test, personality test, etc.
- Interview
- Checking References
- Medical Test

The process of selection is a time-consuming one because the HR managers have to identify the eligibility of every candidate for the post. Besides this, the educational qualification, background, age, etc. are also some of the most important factors in which they have to pay more attention. After this, the written examination and interview is also a very tough task.

COMPARISON SHEET:

BASIS FOR COMPARISON	RECRUITMENT	SELECTION
Meaning	Recruitment is an activity of searching candidates and encouraging them apply for it.	Selection refers to the process of selecting the best candidates and offering them job.
Approach	Positive	Negative
Objective	Inviting more and more candidates to apply for the vacant post.	Picking up the most suitable candidate and rejecting the rest.
Key Factor	Advertising the job	Appointment of the candidate
Sequence	First	Second
Process	Vacancies are notified by the firm through various sources	The firm makes applicant pass through various levels like submitting

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	and application form is made available to the candidate.	form, written test, interview, medical test and so on.
Contractual Relation	As recruitment only implies the communication of vacancies, no contractual relation is established.	Selection involves the creation of contractual relation between the employer and employee.
Method	Economical	Expensive