

Answer 2) A good recruitment process comprises the following steps:-

(1) Recruitment Planning:-

It is the 1st step in recruitment process in this step a comprehensive draft has been prepared for job specifications. The draft contains

- (a) Vacant position
- (b) Responsibility of the post.
- (c) Qualification & Experience.
- (d) Extra skill & ability.
- (e) Nature of the post.
- (f) Scale of pay.

(2) Strategy Development:-

In this step a suitable strategy has been devised for recruitment. The following points to be considered for a suitable strategy.

- (a) what should be the source.
- (b) ~~Recruitment~~ Recruitment method i.e. direct indirect method, third party method.
- (c) what geographical area to be considered.

(3) Searching:-

After Strategy development the next step is searching. This is a step which involves attracting job seekers to the Organisation. The sources to attract the

job seekers are:-

- (a) internal source :- referrals and all..
- (b) external source refers to the source within the organisation an external source is the source available outside of the organisation.

(4) Screening:-

This step begins with the completion of searching. screening is the beginning of selection. all the application applicants both shortlisted. By screening of the applicants it can be possible to distinguish between deserved & undeserved. The technique used for screening differs from organisation to organisation depending on its nature & need.

(5) Evaluation & Control:-

This is the last step in recruitment process. As recruitment involves some cost it is necessary to evaluate the process. The evaluation & control can be effective when the following answers will be positive in characterised

- (a) whether the recruitment will be effective for organisation?
- (b) whether the recruitment method is appropriate.

If the answer will be negative than

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Corrective action should be taken so that it will be positive.

In present Organisation, the Organisation prepares things like number of vacant position, what role should be given, what qualification, experiences needed, what extra skills & ability needed. They also prepare strategy like what will be the recruitment method. After that they post that particular job in job sites like LinkedIn, etc. so that people can apply for it. After that they start recruitment process by taking online test or group discussion, on the basis of this they select candidate for interviews then Organisation sort the candidates on the basis of interviews.