

RECRUITMENT



Definition

- Recruitment is defined as, "the process of finding and attracting capable applicants for employment. The process begins when new recruits are sought and ends when their applications are submitted. The result is a pool of applicants from which new employees are selected."
- Recruitment is the process of searching for prospective employees and stimulating them to apply for the jobs in the organization. Recruitment refers to the attempt of getting interested applicants and providing a pool of prospective employees so that **management can select the right person-for the right job from this pool.**

Objectives

- To attract the person with **skills and experience** to **match present and future organizational strategies**
- **Fresh blood** at all levels
- To develop an **organizational culture** that attracts competent person to the organization
- To search persons whose skills and attitude **fit Organizational values**
- To seek out **non conventional grounds of talent**
- To search for **talent globally**
- To design entry pay that competes on **quality** and not on quantum

Importance

- Provide a pool of potentially qualified job candidates at minimum cost.
- Increase the success rate of the selection process by reducing the number of visibly under-qualified or overqualified job applicants.
- Determine the present and future requirements of the organisation in conjunction with its personnel planning and job-analysis activities.
- Begin identifying and preparing potential job applicants who will be appropriate candidates.
- Increase organizational and individual effectiveness in the short term and long term.
- Evaluate the effectiveness of various recruiting techniques and sources for all types of job applicants.

ROLE PLAY BY THE STUDENTS.....

4 volunteers are required.

Situation : -

In a book shop, one customer is searching for one book for more than 15 minutes and looking frustrated and dissatisfied.

Now, he has come to you and is asking whether your shop has that particular book.

After checking on your computer, you have to inform him that it is currently 'out of stock'.

How you will do that?

Recruitment Process



Recruitment Policy

- Recruitment Policy is a framework for recruitment programme - **linked with recruitment objectives, with well defined procedures**
- Some Factors to be taken into consideration for formulating Recruitment Policy: -
 - ✓ *Organization's Personnel Policies*
 - ✓ *Competitors Personnel Policies*
 - ✓ *Government Policies*
 - ✓ *Recruitment Sources*
 - ✓ *Recruitment Needs*
 - ✓ *Recruitment Costs*
 - ✓ *Selection Criteria and Preference*

Factors influencing Recruitment

Internal Factors	External Factors
Pay Package, Career Planning and Growth	Socio-Economic Environment
Quality of Work Life, Organisation Culture	Supply and Demand
Company Size, Product and services, Growth Rate and Expansion Plans	Employment Rate
Company' s Geographical Spread, Goodwill	Labour Market Conditions
Role of Trade Unions	Political , Legal and Govt. Factors

Sources of Recruitment

Internal	External
Present Permanent Employees	Campus Recruitment
Present Temporary/ Part-time Employees	Employment Agencies/ Consultants
Retrenched/ Retired Employees	Employment Exchange/ Data Banks
Dependents of Present/ Deceased/ Disabled Employees	Walk-ins
Employee Referrals	Head Hunting
	Mergers & Acquisitions
	E-Recruitment

Study & Prepare the Recruitment and Selection Policy of companies in 5 different industries.