

Effective Recruitment & Selection



**“Matching and securing the right people
in the right job!!”**

HRM Planning

- Recruitment Planning
- Selection
- Onboarding
 - Rules, Regulations and Guidelines
 - Sensitizing about the culture , Values
- Training
- Grievance Redressed
 - Conflict Management

How you can attract talent?

Objectives

- Planning for human resource requirements of organization
- Identify and follow the necessary steps in selecting and hiring an employee.
- Plan the recruitment and selection criteria
- Short-list and select from several applicants
- Plan and conduct the selection interviews
- Understand and comply with the Labor law



Human Resource Planning

Human resource planning enables a organization to project its short to long term needs on the basis of its manpower requirements to meet changing priorities.

- The number of recruits required in a specified timeframe and the availability of talent
- Early indications of potential recruitment or retention difficulties
- Surpluses or deficiencies in certain level or grades
- Availability of suitable qualified and experienced successors

Human Resource Planning

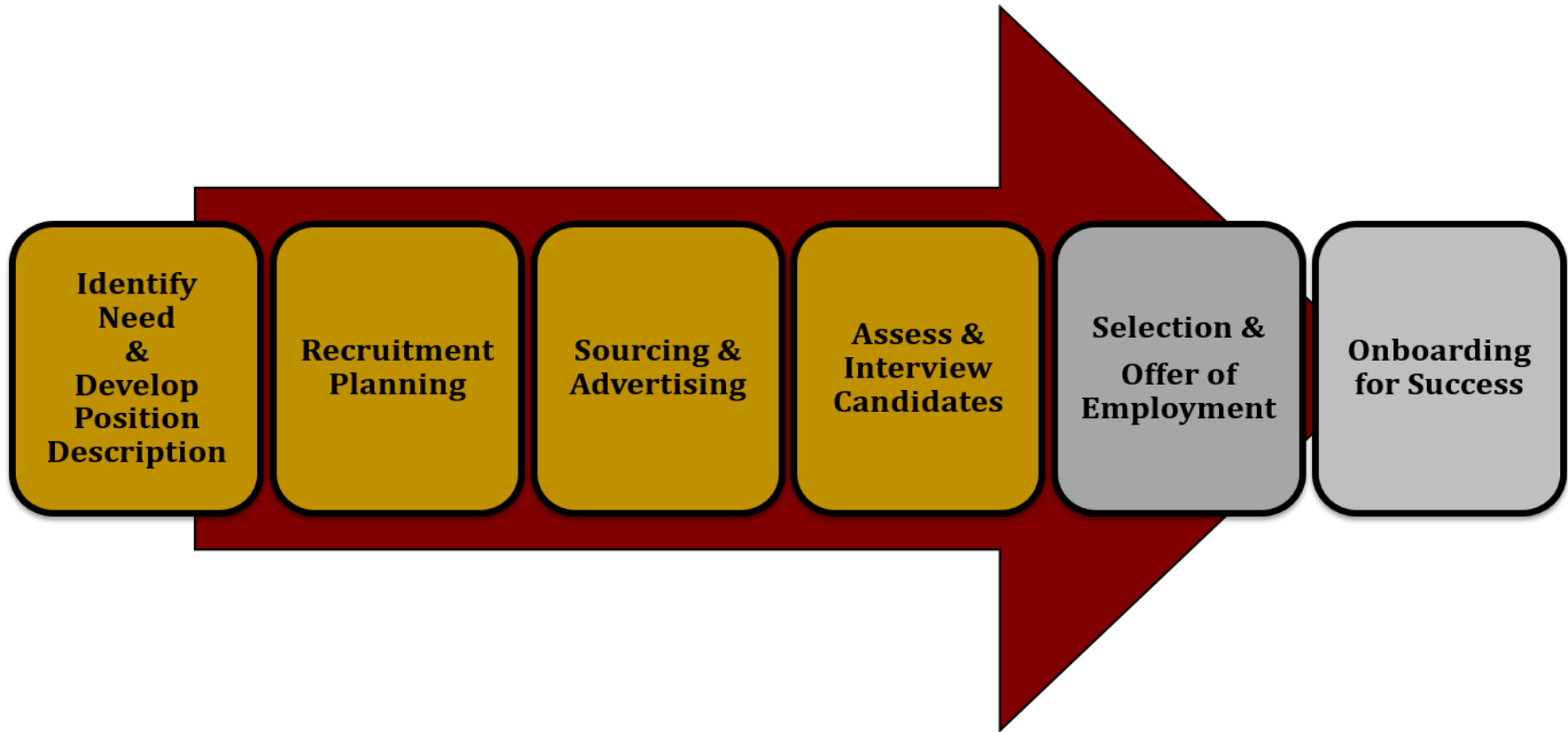
- **Understand** the human resource planning process.
- **Weigh** the advantages and disadvantages of internal and external recruiting.
- **Distinguish** among the major methods of selection.
- **Make staffing** decisions that minimize the hiring and promotion of the wrong people.
- **Provide** reasonable job expectations to new recruits.



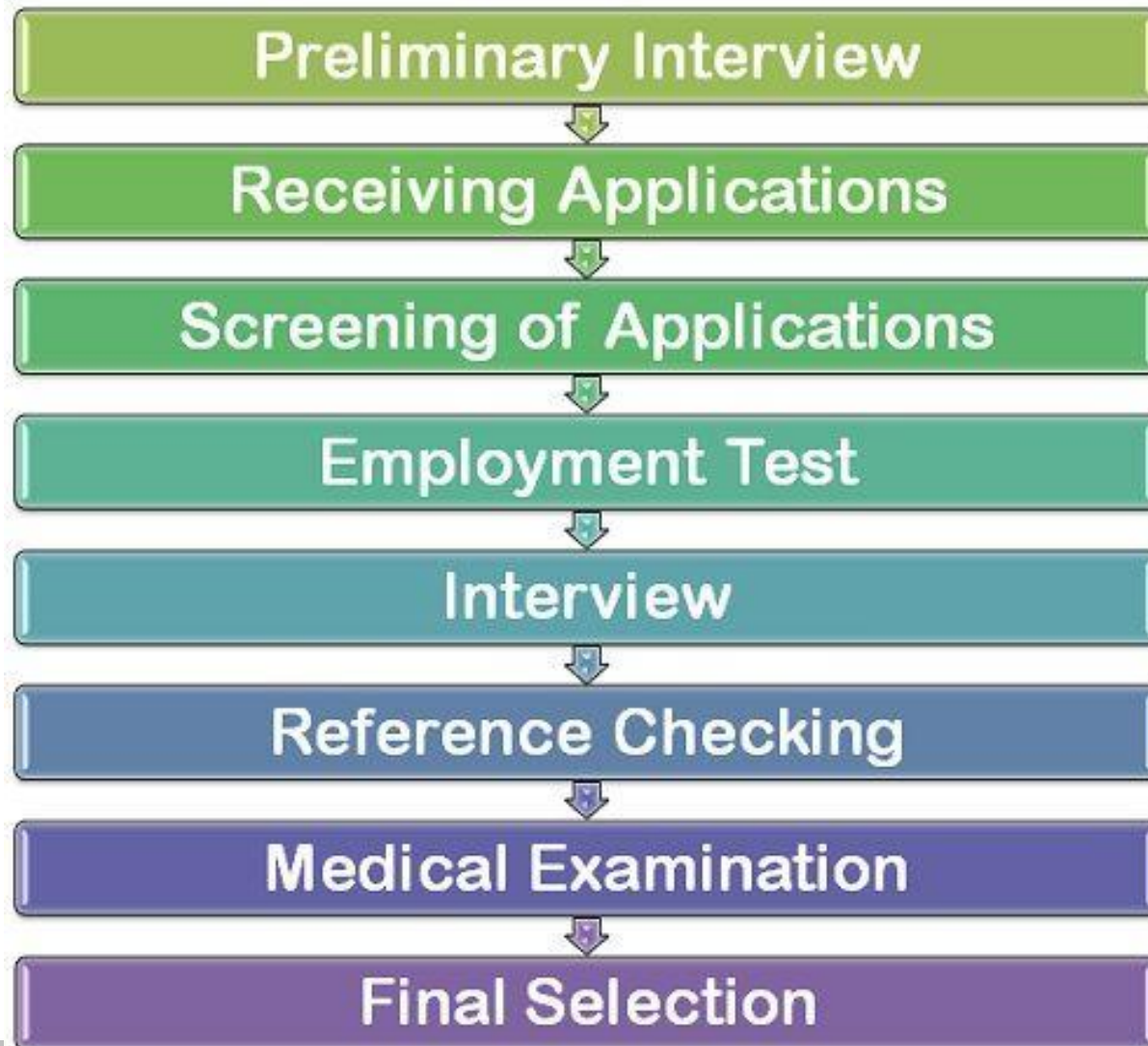
Human Resource Planning



Recruitment Process



Selection Process



Onboarding Process



Training Process



Importance Of Effective Recruitment

- Attract sufficient and suitably potential employees towards organization
- Alignment with mission and goals of organization
- Compliance with Labor laws
- Cost effective
- Operational needs
- Candidates should be determined through job analysis, job descriptions and personal descriptions



Methods of Recruitment

Companies recruit their personnel through various recruitment methods, depending on the position to be filled

- **External Recruitment**
 - Campus Recruitment
 - Summer Placements
 - Employment Advertisements
 - E-Recruitment
 - Employment Exchanges
 - Employee Referral Schemes
- **Internal Recruitment**
 - Promotion
 - Transfer

Job Analysis

- A study of what the job entails
- A description of the tasks, skills qualities and training required to do the job.



Steps in Conducting a Job Analysis



4. Document the job analysis

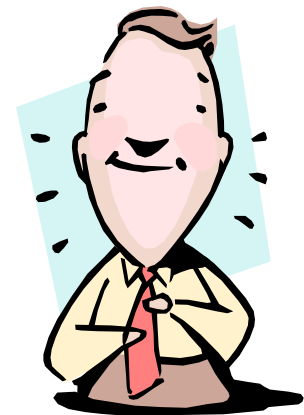
3. Verify accuracy of information

2. Gather information about how the job is done

1. Select the job to be analyzed

Group Activity–Job Analysis/Job Description

- Conduct a job analysis of a job you are familiar with (write detail steps)
- Make a comprehensive Job description
- Write it on flip chart



Steps in the Effective Selection Process



4. Evaluation of selection process

3. Hiring decision

2. Selection interview

1. Selection testing

Selection Testing

Way of measuring specific skills or abilities not easily measured through interviews ([Assessment Centre](#))

- Job knowledge tests
 - Achievement “Test”
 - Mental ability (aptitude)
- Behavioral tests
 - Psychometric Test
 - Personality/ Temperament Test
- Drug Test
- Medical Test
- Polygraph (Lie Detectors) Test

Selection Interview

Degree of Structure

- Unstructured
- Structured
- Semi-structured

Content

- Situational
- Behavioral

Administration

- One-on-one
- Sequential
- Panel

Electronic

- Telephonic
- Video conferencing



Approaches to Interviewing



① Biographical



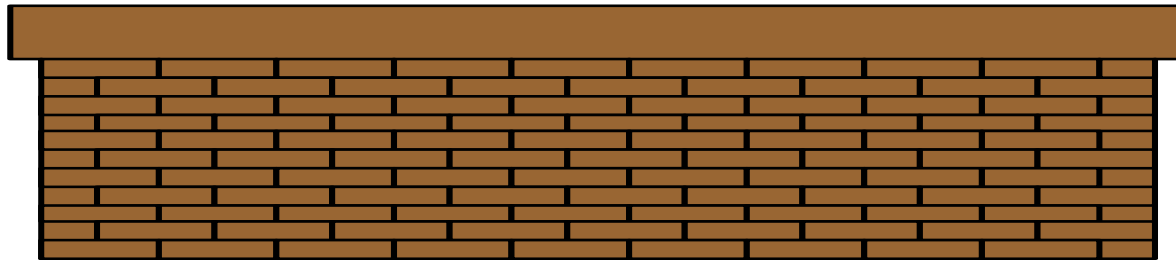
② Competency based

③ Situational



Barrier To Effective Recruitment And Selection

- Shortage of qualified applicants
- Competition for the same applicants
- Difficulty finding and identifying applicants



Profile Of An Ideal Job Candidate

- The job description lists work activities
- The profile should list what the person must know or be able to do to carry out each activity
- Use Alex Roger's 7-point plan

Pulling It All Together (Summary)

- Time, cost, availability of candidate are all foundational to the process
 - Decide on external/Internal sources of recruitment
 - Develop recruitment advertising strategy
 - Determine appropriate sources of information
 - Determine appropriate testing
 - Determine screening criteria
 - Determine interview method
 - Evaluate effectiveness of process

Induction

- An induction program involves more than introducing a new staff member to their job
- It is the process by which you help a new staff member fit into a job, a work team, and organization
- Anticipating the questions a new person might want or need to know the answers



Orientation

- Orientation provides a comprehensive understanding of the organization and their responsibilities.
- Orientation provides a great opportunity for staff to network with people from across the Organization

