RECRUITMENT MANAGEMENT SYSTEM.

MEANING OF RECRUITMENT: -

● **Recruitment** – synonym of "**hiring**" in American English.Recruitment is a process of searching for and obtaining applicants for jobs, from among them the right people can be selected. Though recruitment process is said to end with the accepting of applications, in practice the activity extends to the screening of applications so as to eliminate those who are not qualified for the job.

● **Recruitment** is something that always keep HR department engaged in any software company of any size, location or standard. Hr department is required to be well equipped with the data regarding current level of all employees existing in the organization, their profile, roles and responsibilities, experience, growth pattern etc. Not only that, they need to have knowledge in terms of estimating appropriately about the employee behaviour on the basis of which they can very well judge about the commitment level of any employee towards his/ her job and/ or organization HR needs to have a good network in terms of social networking site, media, some active relevant group networks, online and offline job portals etc.

THE RECRUITMENT PROCESS:-

The recruitment process tries to get the best manpower for the organization. It can be considered as the first step towards the success of an organization.

The process consists of following major steps:-
● Identifying the vacancy
● Preparing the job specifications and description of the candidate
● Advertising the requirement
● Receiving and managing the applications
● Shortlisting the candidate.
● Arranging the interviews.
● Conducting the interviews and deciding on the candidate.

The main components of a recruitment policy are:-
● Terms of recruitment

- Sources of recruitment
- Using the services of placement agents
- Payment terms and conditions for placement agent
- Obtaining requirements from departments
- Selection process
- Employment terms and condition.

PURPOSE AND IMPORTANCE OF RECRUITMENT: -
- Determine the present and future requirements in addition with personal planning and job analysis activities
- Increase the pool of job candidates at minimum cost.
- Help in increase success rate of selection process by reducing number of under-qualified or overqualified applications.
- Reduce the probability that job applicants once selected would leave shortly.
- Meet legal and social obligations .
- Identify and prepare potential job applicants .
- Evaluate effectiveness of various recruitment techniques and sources for job applicants.

Problems of the existing system:

Poor time management: Often paperwork is slow, which results delay on client's services and for the personnel processes of the company.

Response time: Delay in the preparation and distribution of personnel action.For instance, preparation and distribution of personnel action for permanent employment takes about eight days.

Redundant information: Personal information about employees stored in many places. Data is captured redundantly: Personnel information has to be captured again and again when activities related to a particular employee is performed. Data is not securely stored as the result; personal information of employees is exposed to unauthorized agents. Due to the large number of manual files, data organization is difficult and is not easy to meet new information needs from stored data.

Economics:Manual handling of data is expensive as compared to automated system. Cost in terms of time is high.

Control (and security): too little security

Difficulty in keeping track of hiring cost and activities.Decision making errors due to lack of credibility of reports.Inefficiency due to poor time management.

MEANING OF RECRUITMENT MANAGEMENT SYSTEM:-

A recruitment management system (RMS), also known as an e-recruitment or online recruitment system, to facilitate the processes involved in finding, interviewing and hiring new personnel.E-recruitment systems are widely used in the enterprise and elsewhere, including universities and charitable organizations. Current systems are often web-based portals that are integrated with an organization's website.

PURPOSE OF THE SYSTEM:-

Recruitment management system is a comprehensive system to manage the entire recruitment processes of an organization. It facilitates the information flow of a company within HR departments. Just like performance management, payroll and other systems,Recruitment management system helps to outline the recruitment processes and effectively managing recruitment.

ADVANTAGES OF RECRUITMENT SYSTEM:-

- Online recruitment is cost effective:-
  Advertising for vacancies would cost money while posting vacancies in a online system costs nothing.
- Online recruitment is quick:-
  A job vacancy can be put on a job site in the morning, the first applications arrive by lunchtime, and a candidate interviewed by the end of the day. Of course, it isn't always like this. But the fact that such things do happen so quickly gives an indication of just how quick recruiting online can be.
- Lot of manual work is decreased through online recruitment system.
- Recruiting candidates becomes easy through scheduling the interviews after receiving the required number of applicants at a particular time.

PEOPLE INVOLVED IN THE SYSTEM:-

Anyone who benefits from the system who have an interest in the system. They may be affected by it either directly or indirectly.

Recruitment Unit : - The primary function of the recruitment unit is to attract highly qualified candidates to meet the organization need while providing equal opportunities for all. They prepare job descriptions and personnel specifications, Post job vacancies, screens applicants,devise and implement selection processes, conduct interviews and routes to hiring managers.

Department Heads: -They determine whether the vacant positions duties can be handled by the existing regular employees and then initiate temporary employee requisition by specifying need justification, and forward it for approval to hiring manager and notify to recruitment unit on the performance of the employee before the probation period ends.

Managers:-They are employees with high authority who make key decisions and run the company.

Hiring Managers: They are employees who are responsible for making wise decisions on selecting potential candidate by working together with recruitment unit.

Job Applicants:-Job seekers who are applying for a certain vacant position.

TYPES OF RECRUITMENT:-

- **Internal Recruitment -** It is a recruitment which takes place within the concern or organization. Internal sources of recruitment are readily available to an organization. Internal sources are primarily three - Transfers, promotions and Re-employment of ex-employees. Re-employment of ex-employees is one of the internal sources of recruitment in which employees can be invited and appointed to fill vacancies in the concern.Internal recruitment may lead to increase in employee's productivity as their motivation level increases. It also saves time, money and efforts. But a drawback of internal recruitment is that it refrains the organization from new blood. Also, not all the manpower requirements can be met through internal recruitment. Hiring from outside has to be done.
1. Internal sources are primarily:-
    1. Transfers
    2. Promotions (through Internal Job Postings) and
    3. Re-employment of ex-employees :- Re-employment of ex-employees is one of the internal sources of recruitment in which employees can be invited and appointed to fill vacancies in the concern. There are situations when ex-employees provide unsolicited applications also.

- **External Recruitment -**. External sources what things are essential are external to a concern. But it involves lot of time and money. The external sources of recruitment include:-

    Employment at factory gate, advertisements, employment exchanges, employment agencies, educational institutes, labour contractors, recommendations etc.

    1.Employment at Factory Level - This a source of external recruitment in which

the applications for vacancies are presented on bulletin boards outside the Factory or at the Gate. This kind of recruitment is applicable generally where factory workers are to be   appointed. There are people who keep on soliciting jobs from one place to another. These   applicants are called as unsolicited applicants. These types of workers apply on their own for their job. For this kind of recruitment workers have a tendency to shift from one factory to another and therefore they are called as "badli" workers.

2.Advertisement - It is an external source which has got an important place in recruitment procedure. The biggest advantage of advertisement is that it covers a wide area of market and scattered applicants can get information from advertisements. Medium used is Newspapers and Television.

3.Educational Institutions - There are certain professional Institutions which serves as an external source for recruiting fresh graduates from these institutes. This kind of recruitment done through such educational institutions, is called as Campus Recruitment. They have special recruitment cells which helps in providing jobs to fresh candidates.

SALIENT FEATURES OF RECRUITING SYSTEM:

It facilitates faster, unbiased, accurate and reliable processing of applications from various applications.It helps to incorporate and integrate the various links like the application system on the official website of the company, the unsolicited applications, out sourcing recruitment, the final decision making to the main recruitment process.It maintains an automated active database of the applicants facilitating the talent management and increasing the efficiency of the recruitment processes.It helps to communicate and create healthy relationships with the candidates through the entire recruitment process

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SOME FEATURES OF ONLINE RECRUITING:-

e-Recruitment is the internet-based recruitment process, bringing instant global data to your desktop.

● **Integration:-** Integrates forwards to your website and public presence, bringing you closer to your candidates. Vacancies, Candidates and Placements e-Recruitment will make a positive impact across every aspect of your business operations. Although advanced technology delivers a powerful range of tools, e-Recruitment delivers an intuitive and user-friendly interface. Within minutes of switching on you can enjoy real benefits. You need instant in depth information on a candidate.E-recruitment brings you unlimited candidate and contact history

tracking and a fully searchable database that includes key skills and business areas.

- **Job Posting & Notification:**- Job posting with detailed description based on the company requirement. Notification to registered user. Short listing & CVs for downloading .To view listing of applied candidates.
- **Login Based Apply For Job:-** To apply for any job published, the applicant is used to register himself on the site.
- **Job Search:-** The comprehensive search is available for the candidate to search the job which is active or available to apply.

Advantages & Disadvantages Of E-Recruitment

There are many benefits – both to the employers and the job seekers but the e-recruitment is not free from a few shortcomings. Some of the advantages and the disadvantages of e-recruitment are as follows:

Advantages of E-Recruitment are:-

Lower costs to the organisation. Also, posting jobs online is cheaper than advertising in the newspapers.No intermediaries. Reduction in the time for recruitment (over 65 percent of the hiring time). Facilitates the recruitment of right type of people with the required skills. Improved efficiency of recruitment process. Gives a 24*7 access to an online collection of resumes. Online recruitment helps the organisations to weed out the unqualified candidates in an automated way. Recruitment websites also provide valuable data and information regarding the compensation offered by the competitors etc. which helps the HR managers to take various HR decisions like promotions, salary trends in industry etc Disadvantages of E-Recruitment Apart from the various benefits, e-recruitment has its own share of shortcomings and disadvantages.

Disadvantage of E-Recruitment are:-

Screening and checking the skill mapping and authenticity of million of resumes is a problem and time consuming exercise for organisations. There is low Internet penetration and no access and lack of awareness of internet in many locations across India. Organisations cannot be dependant solely and totally on the online recruitment methods. In India, the employers and the employees still prefer a face-to-face interaction rather than sending e-mails.

APPLICATION TRACKING SYSTEM:-

One of the major feature or application used these days is **applicant tracking system (ATS)** is a software application that enables the electronic handling of recruitment needs. An ATS is very similar to customer relationship management systems, but are designed for recruitment tracking purposes. In many cases they sort out applications automatically based on

given criteria such as keywords, skills, former employer's, years of experience and schools attended. This optimization technique is similar to search engine optimization.

Required features of the RMS:-
Resume management :-

Receive and managing resumes from all sources.Create,search,archive and backup resumes is an important part.Option for importing resumes.Tracking the history of candidates.The system should be able to check for duplicates.

Resume Scanners:

Resume scanner is one major benefit provided by the job portals to the organisations. It enables the employees to screen and filter the resumes through pre-defined criteria and requirements (skills, qualifications, experience, payroll etc.) of the job.

Candidate communication:-

This feature helps the candidate to communicate with the company through mail-box,customary reply,tests,interviews,in-process status,selection,rejection etc.

System administration:-

Adding and managing users.Creating interview panels.Manage system settings.Control user access across different offices through login/passwords.

FACTORS GOVERNING RECRUITMENT PROCESS:-

External Factors:-
- Demand and Supply (Specific Sources)
- Unemployment Rate (Area-wise)
- Political and Legal Environment (Reservations, Labor laws)
- Image of company.

Internal Factors:-
- Recruitment Policy (Internal Hiring or External Hiring?)
- Human Resource Planning (Planning of resources required)
- Size of the Organization (Bigger the size lesser the recruitment problems)
- Cost (Salary required to pay for candidate)
- Growth and Expansion Plans

Viewing the system from company's perspective:-

- Get email notifications on new requirements.
- Enter new resumes/populate database.
- Nominate candidates for requirements.
- Update existing resumes.
- Update company information.
- View status of requirements for which resumes were posted.
- View status of resumes.
- View self-performance reports.

Viewing the system from applicant's perspective:-

- Candidates register at careers.companyname.com.(Taking an example)
- Post resume to database.
- Apply for jobs against requirements.
- Send resume through mail, fax – to company directly.
- Candidate Inbox.
- View test / interview schedule.
- Provide references.
- Take Test / Interview Recruitment .
- View status.