

8. What Is meant by job description? Explain its importance and advantages?

Job description is an organized factual statement of job contents in form of duties and responsibilities of a specific job. The preparation of the job description is very importance before the vacancy is advertised. It tells in brief the nature and type of job.

- Title or designation of job and location in the concern.
- The nature of duties and operations to be performed in that job.
- The nature of authority and responsibility relationships.
- Necessary qualifications required for that job.
- The provision of physical and working conditions of work environment required performance of that job.

Advantages: -

- It helps in recruitment and selection procedures.
- It assists in manpower planning.
- It also helpful in performance appraisal.
- It is helpful in job evaluation in order to decide about date of remuneration for a specific job.
- It helps the supervisors in assigning work to the subordinates, so that he can guide and monitors their performances.

Importance: -

- It provides basis of measuring job performance.
- It provides clear description of roles for job candidates.
- It provides continuity of role parameters, irrespective of manages interpretation.
- It enables pay and grading systems to be structured fairly and logically.
- Essential reference tool for discipline issues, it provides important reference points for training development areas.
- It clarifies employer expectations for employee.
- It enables formulation of skill and behavior set requirements per role.
- It enables to manage roles in a uniform way, it increases efficiency and effectiveness of requirement training and development, organizational structure etc.

9. What is meant by job specification? Explain its advantages?

Job specification is a statement which tells us minimum acceptable human qualities which helps to perform a job. Job specific actions translate the job description into human qualification so that a job can be performed in a better manner.

A job specification describes the knowledge, skills, education, experience and abilities you believe are essential to performing a particular job. It describes the person you want to hire for a particular job.

Advantage

- It is helpful in preliminary screening in the selection procedure.
- It helps in giving due justification to each job.
- It also helps in designing training and development programs.
- It helps the supervisors for controlling and monitoring performance of employees.
- It helps in job evaluation.
- It helps the management to take decisions regarding promotion transfer and giving extra benefits to the employees.

10. What is meant by recruitment? Explain its objectives?

Meaning

Recruitment is the process of attracting potential employees and inspiring them to apply for jobs in an organization. This is the process by which organizations locate and attract individuals to fill job vacancies.

Definition

According to Edwin B. Flippo—" Recruitment is the process of searching prospective employees and simulating them to apply for jobs in the organization."

Objectives

- To provide different opportunities to procure human resource.
- To enable the company to advertise itself and attract talented people.
- To forecast how many people will be required in the company.
- Create a pool of candidates so that the management can select the right candidate for the right job from this pool.
- Determine present and future manpower requirements of the organization in coordination with planning and job analysis activities.
- It acts as a link between the employees and the job seekers.
- It increases the effectiveness of various recruiting techniques.

11. Discuss the steps involved in the recruitment process?

Recruitment process is the first step in creating a powerful resource base, a systematic procedure starting from sourcing from resources to arrange and conducting interviews finally selecting the right candidate.

Step 1 recruitment planning

This is the first step of the recruitment process, where the vacant positions are analyzed and described. It includes jobs specification and its nature, experience, qualifications and skill required for the job.

Job analysis is a process of identifying, analyzing and determining the duties, responsibilities, skills, abilities and work environment of a specific job. It helps the job to understand what tasks are important and how to perform them. Job description is an important document, it is the final statement of job analysis. Jobs specifications focuses on the specification the candidate it is prepare in the list of all jobs.

Step 2 recruitment strategy

It is the second step of the recruitment process. It is prepared for hiring the resources, after completing the preparation of job description on job specification the next step is to adapt for recruiting the potential candidate for the organization.

Step 3 searching the right candidate

This is the process of recruitment where the resources are depending upon the requirement of the job. After the recruitment strategy is done, the searching of candidates will be initialized. This process consists of two steps that is source activation and selling.

Step 4 screening/short listing

Screening starts after completion of the process sourcing the candidates, it is a process of filtering. selection process screening is an integral part of recruitment that helps in removing unqualified candidates.

Step 5 evaluation and control

This is the last stage in the process of recruitment. In this process effectiveness and the validity methods are assessed. It is important that the validity performance of the recruitment process. The causes incurred in this evaluated and controlled efficiently.

For example, salaries, advertisement expenses, administrative expenses etc....

12. Describe the various tools and techniques of selection?

Meaning

Selection can be conceptualized in terms of either choosing the fit candidate or rejecting the unfit candidate. It is a process of more number of candidates as actually selected through recruitment process.

Definition

According to Thomos stone—" selection is a process of difference between applicants in order to identify this greater likelihood of success in a job."

Tools and techniques of selection

Application screening

Initial review of applications to filter out candidates who do not meet basic requirements reviewing reasons, cover letters and applications to match candidate qualification with job requirements.

Preliminary interview

Conduct a quick assessment of the candidate's fit for the position. Typically, a short interview often conducted over the phone or video, to discuss basic qualifications, expectations and availability.

Psychometric testing

Evaluate candidate's personality, cognitive abilities and behavioural traits. Tests or administrated to assess various attributes like reasoning skills, emotional intelligence and problems solving abilities.

Aptitude test

Measure specific skills or knowledge relevant to the job. Candidate's complete tasks or answer questions that demonstrate their ability to perform job related functions like language, numerical or technical skills.

Technical and skills tests

Directing assess the technical required for a specific role. Candidates task that demonstrate their competency in areas like software development, data analysis or machinery operation.

Group discussions

Evaluate interpersonal communication and problem-solving skills candidates discuss a topic in a group setting, allowing assessors to observe teamwork, leadership potential and communication style.

Panel interviews

Gather multiple perspectives on a candidate's suitability. A group of interviewers ask the candidate questions, allowing for a comprehensive evaluation from different departmental viewpoints.

Reference checks

Validate the candidate's qualifications and work history, previous employers or professional contracts are contacted to confirm the candidates past performance, reliability and role suitability.