RECUITEMENT

Akshat Banga, Ankit

Student, Dronacharya College Of Engineering, Gurgaon

Abstract- **Recruitment denotes to the overall process of inviting, selecting and hiring suitable candidates for jobs within an organisation, either permanent or temporary. Recruitment can also refer to processes involved in choosing individuals for unpaid positions, such as voluntary roles or training programmers'. Recruitment may be undertaken in-house by managers, human resource generalists and/or recruitment specialists. Alternatively, parts of the process may be undertaken by either public-sector employment agencies, commercial recruitment agencies, or specialist search consultancies. The use of internet-based services and computer technologies to support all aspects of recruitment activity and processes has become widespread.**

I.   INTRODUCTION

Recruitment is defined as seeking and attracting a pool of people from which qualified candidates for job vacancies can be chosen. It is concerned with listing the candidates for consideration of selection to various jobs. It is a positive process as it attracts suitable applicants who apply for available jobs.

II.   FEATURES OF RECRUITMENT

1) The basic purpose of recruitment is to locate the sources of people required to meet job requirements and attracting such people to offer themselves for employment in the organization
2) Recruitment is a linking activity as it brings together those with jobs and those seeking jobs
3) Recruitment is a process or a series of activities rather than a single act of event.

III.   FACTORS AFFECTING RECRUITMENT POLICY

Recruitment policies need to be defined clearly, it will be easier to hire individuals and recruit the best talent possible. Objectives need to be defined clearly, the organizations goals, vision and mission statement. The job description must be explained very clearly, so the right person is chosen for the right job. Human Resource management is a must and at times these individuals come from a thorough management background, so the job post must be defined clearly. The article explains various factors that affect the recruitment policy; these must be kept in mind while defining the various areas of the policy.

Organizational objectives need to be defined clearly before hiring individuals. Start-ups need to define these objectives clearly so that right set of individuals would apply for the position. Larger organizations have different departments and different posts in these departments. The job description must go along with the department. Let us take an example of a marketing company; creative department would need individuals who come from a technical background while media buying and selling would be from a sales background. Areas need to be defined based on the departments and sub-departments, this would help the hiring process.

Personnel policy affects the recruitment policy of organizations; communication either makes an individual stay or leaves an organization. Depending on the recruitment policy the organization can select the right individual for the right job, turnover rates would reduce significantly. Training is an area which organizations spend a lot of money, if the right individual is hired the company can have a loyal and skilled staff. Getting skilled staff is very important the productivity level would increase in an organization. Having a common criterion for recruiting individuals would be beneficial, newer and older employees would be treated the same. A recruitment agency must be selected which understands the organization and has similar clients.

Pay package and bonuses must be explained very clearly at the recruitment stage, the policy must define these areas very clearly. There must be no scope for disambiguation.

IV.   SOURCES OF RECRUITEMENT

The sources of recruitment are broadly divided into internal sources and external sources consisting of the following:

1) Internal sources of Recruitment:

a) Present Permanent Employees : Organizations consider the candidates from this source for higher level of jobs due to availability of most suitable candidates for jobs relatively or equally to external sources, to meet the trade union demands and due to the policy of the organization to motivate the present employees.

b) Present temporary/casual Employees : Organizations find this source to fill the vacancies relatively at the lower level owing to the availability of suitable candidates or trade union pressures or in order to motivate them on present job.

c) Retrenched or Retired Employees: Employees retrenched due to lack of work are given employment by the organization due to obligation, trade union pressure etc. Sometimes they are re-employed by the organization as a token of their loyalty to the organization or to postpone some interpersonal conflicts for promotion.

d) 4. Dependents of Deceased, Disabled, retired and present employees: Some organizations function with a view to developing the commitment and loyalty of not only the employee but also his family members.

e) Employee Referrals: Present employees are well aware of the qualifications, attitudes, experience and emotions of their friends and relatives. They are also aware of the job requirements and organizational culture of their company. As such they can make preliminary judgment regarding the match between the job and their friends and relatives.

2) External Sources of Recruitment

a) Private Employment Agencies/Consultants: Public employment agencies or consultants like ABC Consultants inIndia perform recruitment functions on behalf of a client company by charging fees. Line managers are relieved from recruitment functions and can concentrate on operational activities.

b) Public Employment Exchanges: The Government set up Public Employment Exchanges in the country to provide information about vacancies to the candidates and to help the organization in finding out suitable candidates. As per the Employment Exchange act 1959, makes it obligatory for public sector and private sector enterprises inIndia to fill certain types of vacancies through public employment exchanges.

c) Professional Organizations: Professional organizations or associations maintain complete bio-data of their members and provide the same to various organizations on requisition. They act as an exchange between their members and recruiting firm.

d) Data Banks: The management can collect the bio-data of the candidates from different sources like Employment Exchange, Educational Training Institutes, candidates etc and feed them in the computer. It will become another source and the co can get the particulars as and when required.

e) Casual Applicants: Depending on the image of the organization its prompt response participation of the organization in the local activities, level of unemployment, candidates apply casually for jobs through mail or handover the application in the Personnel dept. This would be a suitable source for temporary and lower level jobs.

f) Similar Organizations: Generally experienced candidates are available in organizations producing similar products or are engaged in similar business. The Management can get potential candidates from this source.

g) Trade Unions: Generally unemployed or underemployed persons or employees seeking change in employment put a word to the trade union leaders with a view to getting suitable employment due to latter rapport with the management.

h) Walk In: The busy organization and rapid changing companies do not find time to perform various functions of recruitment. Therefore they advise the potential candidates to attend for an interview directly and without a prior application on a specified date, time and at a specified place.

i) Consult In: the busy and dynamic companies encourage the potential job seekers to

approach them personally and consult them regarding the jobs. The companies select the suitable candidates and advise the company regarding the filling up of the positions. Head hunters are also called search consultants.

j) Body Shopping: Professional organizations and the hi-tech training develop the pool of human resource for the possible employment. The prospective employers contact these organizations to recruit the candidates. Otherwise the organizations themselves approach the prospective employers to place their human resources. These professional and training institutions are called body shoppers and these activities are known as body shopping. The body shopping is used mostly for computer professionals. Body shopping is also known as employee leasing activity.

k) Mergers and Acquisitions: Business alliances like acquisitions, mergers and take over help in getting human resources. In addition the companies do also alliances in sharing their human resource on adhoc basis.

l) E_recruitment: The technological revolution in telecommunications helped the organizations to use internet as a source of recruitment. Organizations advertise the job vacancies through the world wide wed (www). The job seekers send their applications through e-mail using the internet.

m) Outsourcing: Some organizations recently started developing human resource pool by employing the candidates for them. These organizations do not utilize the human resources; instead they supply HRs to various companies based on their needs on temporary or ad-hoc basis.

V. SELECTION

Selection is the process of picking up individuals (out of the pool of job applicants) with requisite qualifications and competence to fill jobs in the organization. A formal definition of Selection is as under

1) Selection is the process of choosing the best person for a particular job. It leads to employment of workers.

2) It is negative process as it involves the rejection of unsuitable candidates.

VI. RECRUITMENT VS. SELECTION

Recruitment	Selection
It means searching for sources of labour and stimulating people to apply for jobs	It means selection of right kinds people for various jobs
It is a positive process	It is a negative process as it involves rejection of unsuitable candidates
It creates a large pool of applicants for jobs	It leads to screening out unsuitable candidates
It is a simple process. It involves contacting the various sources of labour	It is a complex and time consuming process. The candidates have to clear a number of hurdles before they are selected for jobs.

VII. PROCESS / STEPS IN SELECTION

1) **Preliminary Interview:** The purpose of preliminary interviews is basically to eliminate unqualified applications based on information supplied in application forms. The basic objective is to reject misfits. On the other hands preliminary interviews is often called a courtesy interview and is a good public relations exercise.

2) Selection Tests: Jobseekers who past the preliminary interviews are called for tests. There are various types of tests conducted depending upon the jobs and the company. These tests can be Aptitude Tests, Personality Tests, and Ability Tests and are conducted to judge how well an individual can perform tasks related to the job. Besides this there are some other tests also like Interest Tests (activity preferences), Graphology Test (Handwriting), Medical Tests, Psychometric Tests etc.

3) Employment Interview: The next step in selection is employment interview. Here interview is a formal and in-depth conversation between applicant's acceptability. It is considered to be an excellent selection device. Interviews can be One-to-One, Panel Interview, or Sequential Interviews. Besides there can be Structured and Unstructured interviews, Behavioral Interviews, Stress Interviews.

4) Reference & Background Checks: Reference checks and background checks are conducted to verify the information provided by the candidates. Reference checks can be through formal letters, telephone conversations. However it is merely a formality and selections decisions are seldom affected by it.

5) Selection Decision: After obtaining all the information, the most critical step is the selection decision is to be made. The final decision has to be made out of applicants who have passed preliminary interviews, tests, final interviews and reference checks. The views of line managers are considered generally because it is the line manager who is responsible for the performance of the new employee.

6) Physical Examination: After the selection decision is made, the candidate is required to undergo a physical fitness test. A job offer is often contingent upon the candidate passing the physical examination

REFERANCE

[1]   www.google.com
[2]   en.wikipedia.org