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Recruitment and Selection Procedures in Human Resource Management

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Abstract: *Recruitment is the method in which individuals are located and attracted by an organization to fill job vacancies. After recruitment, selection procedure follows. In this paper, we have discussed various recruitment and selection methods in detail. It is concluded that recruitment and selection play important role in the successful employment rate.*

Keywords: *Recruitment, Selection, Interview*

1. Introduction

Organization is an entity comprising of number of people like association and institutions that has communal goals and linked up with external environment. It is a group of people who work together for a shared purpose in a well-defined way. Good organization is the input to the successful communication because it helps to formulate your ideas accessible to your audience. One of the most significant developments that have been done in this field is to give importance to human resource. People are vital to the organization. People are imperative to organizations as they offer perspectives, attributes and values to organizational life and when managed imprecisely [1]. These human traits can be of considerable benefits to the organization. Recruitment and selection are the procedure which plays important role for the success of any organization.

The most important factor of recruitment and selection is judgment of the appropriate candidate and inherent in them. But treating job applicants in a professional and Optimistic manner is more probable to leave them, whether they are successful or not, with a positive view of the organization and how it has dealt with the applicants [2].

1.1 Recruitment: Recruitment is the procedure to identify and attract deserving candidate from and within organization to evaluate them for the future employment. After this selection criteria begins when caliber candidate is discovered. However recruitment procedure comes under selective judgment [2].

Recruitment is the method in which individuals are located and attracted by an organization to fill job vacancies. Most organizations have a continuing need to recruit new employees to swap those who leave or are promoted in order to acquire new skills and promote organizational growth [3].

According to Yoder, “Recruitment is the process to discover the source of manpower to meet the requirements of the staffing schedule and to employ effective measure for attracting that manpower in an adequate number to facilitate effective selection of an efficient working force”.

According to Fippo, “It is the process of searching prospective employees and stimulating for prospective employees, to stimulate them and encourage them to apply for job in an organization. It is the activity which links the employers and job seekers.

Recruitment is the positive process which motivates right people to apply for jobs to increase hiring ratio. The first step in the hiring process is to generate a pool of qualified candidates for the respected job. The main aim of recruitment is to woo qualified job applicants. Recruitment is the first stage which continues up to selection and placement of the qualified candidate [4].

1.2 Factors affecting Recruitment: There are many factors which affect recruitment during recruitment activities [4]:

1. Size of the organization
2. The condition of the employment in an organization and past experience based performance of the employee.
3. Benefits and salary package offered to the employee of the organization which is beneficial for their future:
 - a) Recruiting
 - b) The rate of growth of organization
 - c) Level of operations, seasons and production
 - d) Cultural, economic and legal factors.

1.3 Sources of Recruitment: Main sources of recruitment are:

1. Current Employees: In most of the companies, there is a policy according to which they can inform their employees for the current job opening before trying to recruit from other resources. This gives opportunity to the candidate to move to the desire position. This internal promotion creates job openings that have to be filled [5].

2. Referrals from Current Employee: Survey shows that employees which are recruiting through employee reference are more loyal and responsible to their job. Moreover they stay longer as compared to other candidates.

3. Advertisement: It is one of the best sources of recruitment. It can be in the form of newspaper and internet also. Online ads are cheap as compared to printed ads.

4. Agencies: There are number of companies which are used external contractors to recruit & screen applicants for position. They are paid on the basis of employees’ salary. It is very beneficial when organization requires skilled candidates [6].

Recruitment Procedure: If there is any vacancy available in any department, concern informs the HR department for recruitment of the candidates. If internal selection and transfer has done then employees are informed regarding this for application to fill vacant places. All the information is displayed on notice board. There are mainly two categories which divide recruitment procedure. These are:

1. Internal Resources
2. External Resources

Internal resources mainly consist of availability of employee referrals CV's. It helps to recruit better candidates without efforts. It is one of the ways of quick availability of CV's. Moreover candidate are of high morale provide benefits to the company. But it fills vacancies at lower levels only. This source has some guidelines like candidate should has experience of 5 years and Employees in the contractual obligation should also be permitted to apply against internal advertisement but it depends on his qualification & efficiency work [7].

External resources are required when there is no pressure to fill up internal vacancies and recruit permanent employees. The main resources are:

1. Placement Agencies and consultants: The vacancy is communicated to the placement agency along with the job description & other specification. The CVs are sent in to the company where the HR Manager & the concerned department head specify according to their recruitment.

2. Advertisement: Ads which are given in newspapers, pamphlets, and online portals describe with vacancy and job requirement, Moreover minimum qualification has also mentioned in this ads.

Selection Procedure: There are various steps which have been followed up after receiving application form from the concern party. Then these applications go through the standard set out by the organization. Now application is screened out at each step and which application is find out good is selected finally.

Selection Criteria: The main selection which is followed up by the organization are as follow [4]:

1. Internal Selection Process: There is no need to go through internal selection procedure. Since organization already aware about the ability of the employee and he has good technical skills then he will be selected for the required position. Moreover if they have vacancy, they try to fill it internally. Project manager of any team can give priority to the team leader also. The qualities which are being observed are:

1. Revenue of the existing of the employee
2. His technical ability
3. His efficiency
4. Work experience
5. Time is not wasted

2. External Selection Process: The selection process in company refers to the person come through external source of recruitment has to undergo the below selection process; this selection process has a series of hurdles which the applicants has to go through [8].

3. Maintain data on the recruitment process

To improve the recruitment and selection process, maintain your exact data according to the various parts of the process. Therefore, various recruitment metrics includes resumes received, resumes shortlisted, interviews, offers, accepts, time-to-fill, and so on [9] .

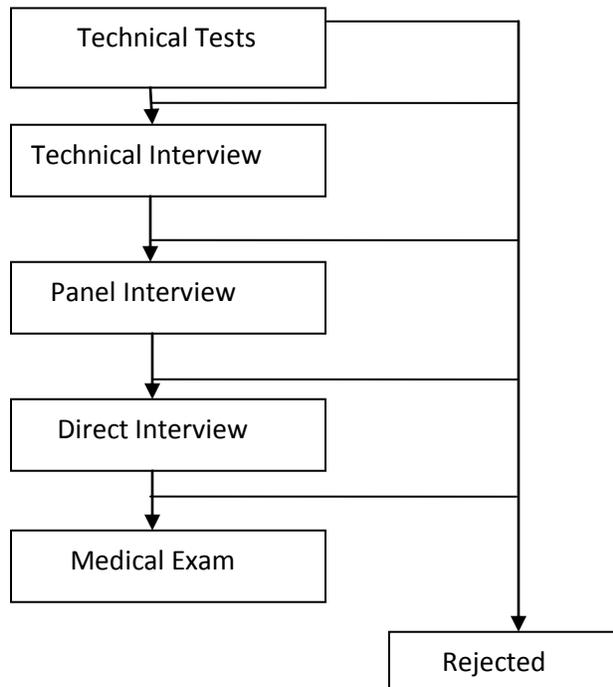


Fig.1.1 Flowchart of Selection Procedure

4. Employment Rate

Employment Rate is the major factor for the success of any organization. As a strong indicator of the present state of the economy, it related to the unemployment rate. It dictates hiring process also. There are some tips which should be kept in mind to increase employment through recruitment.

1. Flexibility: Hiring process leads you to candidates. Giving your room to the hiring process is flexible and makes changes when the candidate pool dictates it will give you an edge over competition. Your recruitment process should change as the employment rate does.

2. Advantages for the Employees: When there are number of candidates for one particular job and you don't have enough time at that situation. You can ask employees for resume, cover letter and fill lengthy application form and take advantage of it.

3. Advantages for the candidates: There are number of companies which offer very high package to woo skilled employees. So there is a need that your hiring process should be simple and easy so that employees can take advantage of it. Forcing candidates to go through a lengthy application process before being able to speak with a recruiter will leave you at a disadvantage. With so many opportunities, and all things being equal, a candidate will often opt in favor of their convenience.

In 2013-2014, a survey has been conducted on unemployment rate of India. It is observe that Gujarat state has the lowest employment rate whereas Sikkim state has the highest unemployment rate.

In the northern region, Jammu and Kashmir had unemployment rate at 105, followed by Himachal Pradesh at 75, Rajasthan at 65, Punjab at 58, Delhi at 52, Haryana at 48 and UT Chandigarh at 28.

The country's overall unemployment rate was estimated to be 4.9 per cent in 2013-14.

Conclusion

Recruitment and selection are the procedure which plays important role for the success of any organization. Recruitment procedure should be easy and simple so that organization can woo number of employees having good skills. After recruitment selection procedure should be unbiased and good. Employment rate also depends upon the methods of recruitment and selection process.

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