

# RECRUITMENT AND SELECTION

## LECTURE 1<sup>ST</sup>

### INTRODUCTION:

**Human Resource Management:** Is the process of maximizing the employee performance in order to gain competitive advantage.

HR Dept is responsible for employee benefit like hiring, training, performance appraisal, award management & pay system.

### HR PROCESS:

- HR planning (recruitment & selection, hiring, training, induction, orientation, promotion etc)
- Employee Remuneration
- Performance management
- Employee relation

**Recruitment:** Is the process of identify the organizational needs to find or attract the suitable candidates.

**Selection:** Is the process of choosing the suitable applicant.

**Training:** Is the process of improving the skills and knowledge of the employee, required to form their jobs.

### RECRUITMENT PROCESS:

- **Recruitment planning**  
Recruitment planning is the first step of the recruitment process, where the vacant positions are analyzed and described.
  - Identify vacancy
  - Job analysis
  - Job evaluation
- **Recruitment strategies**

The steps involved in developing a recruitment strategy include:

- Make or buy employees
- Geographical area
- Recruitment sources

- **Searching candidate**

After the recruitment strategy is done, the searching of candidates will be initialized. This process consists of two steps

- Internal source
- External source

- **Screening/Short listing:**

Screening starts after completion of the process of sourcing the candidates. Screening is the process of filtering the applications of the candidates for further selection process

- **Evaluation & Control:**

In this process, the effectiveness and the validity of the process and methods are assessed. Recruitment is a costly process hence it is important that the performance of the recruitment process is thoroughly evaluated.