

# Free essay on recruitment, selection and induction of staff members

[Literature](#), [Russian Literature](#)



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## **Introduction**

The hospitality industry is among the most dynamic and service demanding industries in the world. This includes hotel and restaurant management in which service quality is as crucial as the product being offered. The same can be said for B93 Hotel, which houses its own bar/lounge and restaurant. However, the hotel is facing a dilemma with its restaurant service quality slipping because of the lack of adequate staff to provide the excellent customer service. Due to staff leaving the restaurant to pursue other career, which resulted to casual supervisors also leaving their positions. Given the situation that key staffs are leaving, it entailed decrease in service quality, which the hotel is trying to resolve. The most apparent solution here is to hire new staff in a manner that it follows the standards outlined in Recruitment, Selection and Induction of Staff Member guidelines.

## **The Role of Job Description and Specification Form**

(As part of this process of hiring new Restaurant Supervisor a Job Description and Selection criteria Forms were accomplished separately to facilitate the process).

Accomplishing the job description and job specification forms is important in the hiring process because they serve an important role in the recruitment process itself. Although recruitment is a fundamental part of replacing or growing the organization's workforce it is still regarded as one of the most costly process that companies have to undertake. Costs involve time spent in sourcing and training new hires. In addition, hiring the wrong people for the job adds up to the burden of losses for the company, which would also result to increase in staff turnover and lowering self-esteem of the existing workforce. This is the reason that job description is essential in the sense that job description provides a fundamental guide for Human Resources to select the most appropriate and suitable candidate based on the information provided by the job description. Job description also serves the role of informing the HR department whether the duties of the position have changed and whether such changes adhere to the description of the job. A thorough job specification and description accurately details the job's responsibilities, which is an excellent basis for the recruitment process.

The Role of Competency Standards in the Recruitment Process

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