

Study od recruitment and selection process

Business



Recruitment is followed by a series of steps. For example, the initial screening, selection, orientation, placement, and performance management. All of these steps are somewhat dependent on the labor markets in which certain organizations exist in. Recruitment consists of a two-way process in which organizations seek prospective employees and vice-versa.

Recruitment success depends on timing.

To succeed in the recruitment process there must be a medium of communication. For an organization to successfully recruit there must be recruitment planning.

An organization must know two key factors before recruiting; (1) How many employees are needed for the job and (2) when are they needed. The time frame should also be considered, in which the employment application and resume is submitted and when the employee is hired. Average time for the employee to start working is about 43 days.

The recruitment pipeline includes: resume, invitation, interview, offer and acceptance. Internal recruitment is when an organization initially considers the current employees especially for promotions.

There can be several issues considered in the process of internal recruitment in which managers do not grant permission to current employees to be interviewed to transfer to a different department or promotion. “ Most supervisors are about as reluctant to release current employee as they are to take a cut in pay. ” (Lord, J. S.

1989). External recruitment is the process of recruiting from the outside labor market. Organizations seek this type of recruitment when existing employees do not have the needed skills for an available position. This type of recruitment varies in small and large firms.

External recruitment process consists of the following sources: universal relations, executive search firms, employment agencies and recruitment advertising.

Recruitment and Selection are vital processes for a successful organization, having the right staff can “ improve and sustain organizational performance” (Petts, 1997). “ Recruitment and Selection are conceived as the processes by which organizations solicit, contact and interest potential appointees, and then establish whether it would be appropriate to appoint any of them”. (Sisson, 1994).

Recruiting is seen as a “ positive process of generating a pool of candidates by reaching the ‘ right’ audience, suitable to fill the vacancy” (Leopold, 2002). The first step of recruitment is to put forward a job analysis. A job analysis is important for both the organization and the candidates.

Recruitment is very time consuming, thus it is important to know if that specific job is needed for the functioning of the organization and if the candidate is needed for that job. If this job is not needed in an organization, recruitment and selection of a candidate is not necessary.

However, if the job is needed, a job description is compiled. A job description usually consists of the job title, where the job is located, what the key

purpose of the job is, what are the main duties that the job entails and what role it plays in the success of the organization..

.. 1. 2 Factors responsible for recruitment | The internal factors or forces which affecting recruitment and can be controlled by the organisation are recruitment policy. | | The recruitment policy of an organisation specifies the objectives of recruitment and provides a framework for implementation of recruitment programme.