

Free article review on job analysis, recruitment, and selection

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Citation

The article to be reviewed in this paper is known as “ Recruitment and Selection: Best practices methods “ by Victor M. Catano expounding on various processes incorporated in the personnel recruitment process. The Human Resources recruitment process is analyzed in detail defining job analysis, recruitment, and selection of employees as a practice in many efficient firms. The hiring process to be complete must have measures policies, practices, and procedures that are essential in arriving at a recruiting or promotional decision. This will translate to an organization having an efficient work force that will steer the day-to-day operations of the organization. The article observes that for any organization to meet its stated goals and objectives, it must put in place policies and procedures that will attract and vet in the best of work force (Catano, 2009).

Summary

Job analysis is a vital procedure in any organization’s Human Resources Management. It is defined as the process that defines a job in terms of specific responsibilities and identifies the much needed abilities and qualifications in order for a potential employee to perform the job successfully. In the article, Victor M. Catano further explains it a detailed and systematic process that breaks down work into differentiated tasks and duties. It follows a sequential approach that entails collection, recording, and interpretation of employee data. This analyzed information helps in the creation of an organizational strategy that gives the Human Resources Management a bigger picture in determining the manpower to be targeted and how to the particular employment slot (Catano, 2009). Job analysis

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focuses primarily on the job instead of the potential employee, while at the same time promoting the alignment of other Human Resources functions and processes. The Job analysis process is broken down into two divisions as per the article. The first division is Worker-focused where procedures and policies are put in place to examine the human qualities needed to perform a job successfully. The next division is the task-oriented that dwells on the actual activities involved in the performing of a duty by an employee. The two processes are crucial in any organization as it seeks define and implement employee-related policies.

The Job analysis paves way for the recruitment activity in the Human Resources Management. Many human resource practitioners invest much of their energy and time in the activities associated in recruitment. These might be through major campaigns or one-off episodic recruitment interviews. The recruitment process however crucial it is may still be affected by the organizational policies and business environment. These can be postulate as business contraction or expansion, developments in the legislation regarding employment, skill shortages, and the economic climate. The “ Recruitment and Selection: Best practices methods” article notes that organizations need to predict their work force requirement (numbers, responsibilities and skills) in line with corporate goals. In the event of business contraction, it is obvious that less number of staff will be required in the future; it is highly unlikely that a freeze on recruitment would impact on the workforce composition where they are needed to be effective for an extended time frame if the organization is to remain viable (McWilliams, 2004).

The recruitment is interlinked with selection process in the human resources

management. The recruitment process creates a pool of work force for an organization to select the most suited individuals to help it meet its organizational goals. The pool of employees must undergo several steps in the selection process. Short-listing is the first process that is used to reduce the number potential employees for vacant slots in an organization to a small manageable group. The standard application of jobs is incorporated in short-listing allowing for an equitable comparison of applicants by considering their application content. This offers a more objective and transparent approach to selection of employees. Another selection technique is interviewing which though time- consuming is an excellent predictor of work performance. A panel of management professionals carries out interviews with the sole aim of recruiting the best candidate from a pool of qualified applicants eyeing similar posts in an organization. The process has to be conducted carefully to ensure that the hired individuals possess the right qualifications and experience that match the roles they are supposed to play in an organization and help to steer it towards attainment of its goals and objectives. The traditional workplace and the modern one are distinct in their hiring process. The latter used to hire persons for their skills, which means what they could achieve with their hands, and not their thinking. Contrary, the modern organizations are after recruiting professionals who have acquired good education and training from reputable institutions. In addition, work experience at top-level management is an added advantage because the market is currently very competitive (Barnes, 1997). Our article suggests that organizations should borrow a leave from the traditional hiring process technique, and on top add considerations such as an organization's

culture, vision & mission, team work, personal traits, and the organization lifecycle to improve today's corporations' hiring process.

Conclusion & Utility

In a recap, the article has provided clarification on the human resource hiring process by highlighting the components crucial for the exercise to be successful. Job analysis, recruitment, and selection have been clearly distinguished. Each stage needs to be carried out professionally for an organization to hire the best possible work force. The article is useful as it offers insights into ways of ensuring professionals are assigned to fulfill roles they are competent in so that an organization achieves its objectives and goals (Barnes, 1997).

References

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