

# Outline of the organizations recruitment process

[Business](#)



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## The Organizations Recruitment Process

Some of the key steps involved in the recruitment process include the following,

### Job Specification

The requirement and the purpose of the job are defined in the job specification. The skills and abilities required to do the job are mentioned in this category along with the required number of experience and any personal qualities which may add on to the requirement.

### Application form

The application forms circulated should be suitable for the particular job and clearly stated the procedure in terms of reference and at what stage the recruitment process should be sought.

### Advertising

The job advertising should be made clear and easy for candidates and the potential candidates to understand. Advertising for the job are highly expensive and organization seeks number of candidates from the advertisement. The advertisement takes into consideration the specific requirements, skills, qualification, overview of the organization, location of the job and others.

### Selection Process

<https://assignbuster.com/outline-of-the-organizations-recruitment-process/>

Selection process takes place in many different ways depending on issues like cost, policy of the company and the type of job recruited for. Selection process takes place through interviews, assessment centers and through psychometric tests. However some of the selection process tends to involve more than one of these procedures.

#### Interview stage

Interview is the most common means used in selection procedure and are structured in a relevant and consistent way to ensure that each and every applicant is treated in the same manner. The interviewers should be trained and carry out the interview on professional basis.

#### Other issues

The details with respect to the recruitment process should be kept for future reference, strict confidentiality is mandatory throughout the recruitment process. After the selection of the candidate job letter should be sent as soon as possible.

#### Bibliography

James, D. (2003). Team And Personal Development. Global Professional Publishing.