

Human resources

Education



Human resource Recruitment Recruitment policy refers to a set of principles that outline how an organization will conduct its recruitment process. The primary objective of this policy is to make sure that the organization adheres to a transparent recruitment process, one in which the best candidate is selected, solely based on merit and fits very well with the organizational goals, philosophy, and values. The recruitment process needs to be done in a proper manner so that there can be upward development in the school.

Recruitment entails various steps.

The first step in the process entails strategic planning. Strategic planning determines the general goals as well as objectives in an organization.

Secondly there will be a need for human resource planning since it helps in determining whether there will be many workers, that is surplus or shortage of or enough employees to attain organizational objectives. In case there are few workers, the educational institution will have to recruit more workers (Brown, 2011; Tyson, 2012).

Various alternatives can be used in the recruitment process, for instance, outsourcing as well as contingency workers. Before the education institution commences the recruitment process, they need to have guidelines on the recruitment process, referred to as policies and procedures that need to be adhered in the recruitment process. The organization will have to streamline the recruitment process. The institution has to avoid misunderstandings that can result in the workforce being dissatisfied. Recruitment of personnel does not happen in a vacuum since it is influenced by various factors in the organization and the environment (Tyson, 2012).

Government regulations have to be considered when recruiting employees in the institution. The government has regulations that in most cases ensure

that all the employees are treated in fair manner, and there is no discrimination basing on gender, race or disability among others. Adhering to the government regulation will help in ensuring that the institution operates in a manner that will ensure it does not have wrangles with the government for not adhering to its regulations. Government regulations set out the minimum wage for employees. When recruiting this factor has to be considered since the institution needs to pay its employees according to the set standards. Therefore, the institution has to ensure that the number of new employees hired is capable of paying (Brown, 2011).

As mentioned before, an organization has to ensure that it adheres to its strategic plans when hiring new employees. This is an internal factor that plays a key role for success in any recruitment process. As mentioned before, recruitment does not stand in a vacuum however it is part and parcel of a bigger picture. Noteworthy, human resource planning is also part of strategic planning in an organization. Effective human resource planning is instrumental in determining gaps in the manpower present in the organization. It also determines the number of employees that need to be recruited and the qualifications they need to possess (Tyson, 2012).

Organizational policy is also a key determinant. Recruitment policy in an organization guides the organization when it is recruiting personnel therefore it needs to be very specific on issues that could have an impact on the recruitment process. For instance, does the organization prefer to promote from the organization, allow nepotism or employ affirmative action candidates?

References

Brown, J. (2011). The complete guide to recruitment: A step-by-step
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assessing and hiring the right people. London: Kogan Page Publishers.

Tyson, S. (2012). Essentials of human resource management. Burlington: Routledge.