

Recruiting and selecting the right people



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Recruiting and Selecting the “ Right” People Recruiting and Selecting the “ Right” People Describe the process you would follow for recruiting and selecting the best personnel. The first step that I will do is to create a job description and a person specification for the job vacancy. The job description must contain the educational background, work experience (if needed), skills and qualities required to meet the job requirements. After finalizing the job description, the vacancy can now be advertised. The advertisement must specify whether the vacancy is open to employees within the organization or only to individuals outside of the company. The advertisement can be internal or external. It can be posted in office bulletin boards or published in leading daily newspapers. The selection process will then be decided upon. The selection panel must be identified and the test procedures outlined. When the applications are received already by the Human Resources Department, they should be collated and forwarded to the hiring units concerned for short-listing. After reviewing the applications, the hiring unit may choose around three to five applicants for interview and skills testing but these applications must also be presented to the selection committee before contacting the individuals concerned. After getting in touch with the candidates, they will be assessed according to their merits and the extent they meet or exceed the selection criteria. The basis for the assessment is the written application submitted, responses to interview questions, performance in work tests and the information gained from background checks. At least three reference checks must be done. I find this step important to check on the integrity and honesty of the person and to get an idea on how he performs on the job. Once a candidate has been identified for the job, the other applicants who were not chosen should be

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notified. A verbal offer is then made to the chosen candidate detailing the job requirements and the compensation and other benefits that come with it. If the candidate accepts the offer verbally, a written offer of employment is then presented to the candidate for his signature. The basic terms and conditions of the job should be clearly stated in the contract of employment including the starting date of employment. The candidate must be familiarized with the company policies, procedures and requirements to avoid future conflicts.

2. How would you identify the best personnel to work in this environment? The best person who can work in this environment is someone who is very flexible and willing to learn new things. Since the employees will often be assigned to different jobs, flexibility will be very important. They must also be open to face new challenges presented to them. Being a high-tech firm which is faced with intense competition, the personnel should also be willing to go through on-the-job trainings and seminars to update them with the latest technology. To stay long in the job, employees should be self-driven and with the initiative to always improve their skills. The employees who will work in the company must also uphold the highest standards of excellence but at the same time they must enjoy what they are doing. The technical capabilities of the candidate can be best identified through tests which will show his skills and technical abilities. His attitude towards work can be observed through his responses in the interviews that will be conducted.

References International Labour Organization (ILO). (n. d.). Recruitment Procedures. Retrieved 14 May 2011. <http://www.ilo.org/GPGs/Recruitment%20Procedures.pdf>