

Recruitment, Selection and Placement

Course – B.com

Semester – 4th

Unit – 2

Paper code –BCOM CC410

Subject - Human Resource Management

Composed by

MS. KIRTI KAMAL

ASSISTANT PROFESSOR

DEPT. OF COMMERCE

PATNA WOMEN'S COLLEGE

E-MAIL ID – kirti.bcom@patnawomnscollege.in

Recruitment : concept and Scope

- Recruitment is the **process of identifying the sources** for prospective candidate to inspire them to apply for jobs in the organisation . It involves seeking and attracting a pool of people from which qualified candidates for job vacancies can be chosen.

Scope of recruitment

Sources of recruitment

Internal Sources

Transfer
Promotion
Re-Employment of Ex-Employees

External Sources

Educational Institutes
Advertising
Employment Exchange
Employment Agencies
Recommendation
Labour Contractors
Web Publishing

Merits of Internal Sources

- The internal candidate having close knowledge of the organisation structure , can handle the new jobs easily.
- Promotion will increase the morale of the employees.
- Promotion will ensure sincere efforts on the part of employees because they know that they may rise to senior position by promotion .
- The cost of training the insiders for the senior post will be less.
- The cost of internal recruitment is very low.

Demerits of Internal Sources

- Better qualified outsiders may not be reached by the management. Moreover, the person promoted to a senior job may not possess the required qualities.
- The mobility of manpower is restricted
- The spirit of competition among the employees is hampered if they are sure about time bound promotion.
- Growth of the business is hindered by the limited talent of the insiders.

Merits of External Sources

- Qualified Personnel
- Wider choice
- Fresh talent
- Competitive Spirit

Demerits of External Sources

- Dissatisfaction among Existing staff.
- Lengthy process
- Costly Process
- Uncertain Response

Recent trends in Recruitment

- Outsourcing
- Poaching or Raiding
- Website or e-recruitment
- Internship
- Walk-in-Interview

SELECTION : Concept and Significance

- “Selection is the process of choosing from among the candidates the most suitable person for the current position or for the future position .”

-Dale Yoder

Recruitment vs. Selection

Basis	Recruitment	Selection
Meaning	It is the process of searching candidates for vacant jobs and making them apply for the same.	It is the process of selection of right types of candidates and offering them jobs.
Nature	It is a positive process .	It is a negative process
Aim	Its aim is to attract more and more candidates for vacant jobs.	Its aim is to pick up the most suitable people for the vacant job .
Procedure	Firm notifies the vacancies through various sources.	Firm ask the candidates to pass through a number of stages.
Number	There is no restriction on the number of candidates.	Only a certain number of candidates are selected.

Significance of Selection

- The benefits of selecting right kinds of people for various jobs are as follows:-
 1. Proper selection and placement of personnel go a long way towards building up a suitable workforce .
 2. Competent employees will show higher efficiency and enable the organisation to achieve its objective efficiently.
 3. The rate of industrial accidents will be considerably low if suitable employees are placed on various jobs.

Steps in Selection Process

Preliminary interview

Screening application

Employment tests

Final interview

Reference
checking

Medical
examination

Appointme
nt letter

Rejection of
Candidates

Rejection of
Candidates

1. Preliminary Interview

- Generally taken for executive jobs
- It is brief and leads to eliminating the totally unsuitable candidates.
- Lack of certain requirements in education ,training or experience may determine unsuitability.

2. Screening of application forms

- Application form is provided to candidate on request .
- It ask for written records of qualification , experience and other qualities of the candidate.
- It makes the processing of applications very easy since there is uniformity of filling the data in the application form.

3. Employment Tests

- Test help in matching the characteristics of individuals with the vacant jobs so as to employ right type of personnel.

Test include-

- Intelligence test – ability to catch or understand instructions and also ability to make decision and judgement.
- Aptitude test- it measure an applicant's capacity and his potential for development .

- Occupational or Professional tests- designed to measure skills already acquired by the individual.
- Interest tests- test identify pattern of interest , this test suggest what type of job may be satisfying to the employees.
- Personality tests- It concern with discovering clues to an individual's value system, his emotional reaction , maturity etc

4. Employment Interview

- An interview is a face to face , oral , observational and personal appraisal method .
- The interview is taken by the board consisting of the HR manager and the representative of other department.
- Kinds of interview
 - Preliminary interview
 - Background information interview
 - Structured interview
 - Non directed interview
 - Stress interview

5. Reference checking

- ◉ Employers request names, addresses , and telephone number of references for the purpose of verifying information and gaining additional information about the applicant .
- ◉ Previous employers , known persons , teachers , and university professors , can act as references.

6. Medical Examination

- It help in ascertaining the applicant's physical capability to meet the job requirement.
- It serves to protect the communicable diseases entering the organisation.

7. Appointment Letter or Job offer

- ◉ When a candidate has cleared the above listed hurdles in selection process , he is given a appointment letter .
- ◉ When employee reports for duty , he is given some sort of **orientation** and placed on the job for which hw is appointed.

Placement

Purpose is to assign a specific job to each of the selected candidates.

:Nature and benefits

- ◉ Match the candidate's skill with the job .
- ◉ Deliver what you promise and promise what you deliver
- ◉ Person-job misfit would prove to be costly.

Induction

- ◉ It is the task of introducing the new employees to the organization and its policies , procedures , and rules .

Objectives :-

Induction serves the following purposes :

- Removes fears
- Creates a good impression
- Acts as a valuable source of information

Topics in Induction programme

- Organizational issues
 - History of company
 - Names and titles of key executives
 - Employees title and department
 - Layout of physical facilities
 - Probationary period
- Overview of production process
- Company policies and rules
- Disciplinary procedures
- Employees handbook
- Safety step

◎ Employee benefits

- Pay scales
- Training avenues
- Vacations , holidays
- Counseling
- Insurance , medical, Recreation , retirement benefits

◎ Introduction

- To supervisors
- To trainers
- To co-workers
- To employee counselor

⦿ Job duties

- Job location
- Job tasks
- Job safety needs
- Overview of jobs
- Job objectives
- Relationship with other jobs

Retention

- Employee retention is the ability of an organisation to retain its employees . It is usually reflected through simple statistic (for eg. a retention rate of 80% normally indicates that an organisation kept 80% of its employees in a given period of time.)

Need & Importance of retention

- Hiring is not easy
- Training and grooming becomes wasteful
- Secrets, winning strategies also make a quite exit
- Old hats perform better
- Team spirit impacted badly

Thank you