

# SUBJECT- HUMAN RESOURCE MANAGEMENT

- CHAPTER NAME- RECRUITMENT AND SELECTION
- SECTION- 2B, 2E
- SEMESTER- II
- TEACHER'S NAME- PUJA GUPTA

# *RECRUITMENT*

- **DEFINITION:-** Recruitment is the process of searching the places where required prospective candidates will be available for attracting and stimulating them to apply for jobs in the organization.
- **STEPS IN RECRUITMENT PROCESS:-**
  - Recruitment planning
  - Strategy development
  - Searching
  - Screening
  - Evaluation and control.

# SOURCES OF RECRUITMENT

## INTERNAL SOURCES

- Promotions
- Transfers
- Internal advertisements
- Retired employees
- Present temporary or casual employees
- Disabled, retired, dependents of deceased and present employees
- Employee referrals.

## EXTERNAL SOURCES

- Private employment agencies
- Public advertisements
- Campus recruitment
- Professional organizations
- Recommendations
- Casual applicants
- Mergers and acquisitions
- E- recruitment.

# INTERNAL SOURCES

- **MEANING:-** Recruitment of employees from within the organization.
- **ADVANTAGES:-**
  - Less risk of selection of personnel
  - Increase in morale
  - Use of past experience
  - Easy selection and placement
- **DISADVANTAGES:-**
  - Prevents entry of new candidates
  - Limited scope
  - Vacancy cannot filled immediately
  - Expensive
  - Possibility of partiality
  - Negligence of ability.

# EXTERNAL SOURCES

- **MEANING:-** Recruitment of employees from the outside the organization.
- **ADVANTAGES:-**
  - Brings new ideas
  - Wide scope
  - Expertise from other organizations
  - Less possibility of partiality and nepotism
  - No needs to maintain confidential records
  - Reflection of new outlook
- **DISADVANTAGES:-**
  - Costly
  - Time consuming
  - Attitude of dissatisfaction
  - Leaving the organizations.

# SELECTION

- **MEANING:-** selection is the process of choosing the duly qualified and skilled persons according to the organizational requirements of the jobs.
- **STEPS IN SELECTION PROCESS:-**
  - Preliminary interviews
  - Application blanks/ forms
  - Written tests
  - Personal or employment interviews
  - Checking references
  - Medical examination
  - Selection decision
  - Job offer
  - Contract of employment.