Recruitment As A Source To Generate A Pool Of Qualified Applicants

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ABSTRACT

Recruitment of candidates is a major function of management process. It is the function preceding the selection, which helps to create a pool of qualified applicant for a job so that the management can select the right candidate for the job. When more candidates apply for jobs then there will be a scope for recruiting the best candidate. The main objective of recruitment process is to expedite the selection process.

Keywords: Preceding the selection, expedite

INTRODUCTION

Recruitment is the generating of applications or applicants for specific positions filled up in the organization. In other words, it is a process of searching and obtaining applicants for the jobs so that the right people in right number can be selected . It is a process of generating a pool of qualified applicants for a job. It attracts more and more candidates for a job. The more candidates you have, the more selective you can be in your hiring.

A few definition of recruitment are:

- According to Edwin B. Flippo, "Recruitment is the process of searching the candidates for employment and stimulating them to apply for job in the organization ''.
- According to Dale Yoder, Recruitment is the process to "discover the sources of manpower to meet the requirement of the staffing schedule and to employ effective measures for attracting that manpower in adequate numbers to facilitate effective selection of an efficient working force".

NEED AND IMPROTANCE OF RECURITMENT

- Attract more and more applicants for a job.
- Create a pool of qualified applicants to enable the selection of the best candidate.
- Helpful in determination of present and future man power requirement of any organization.
- Act as a link between employers and employees.
- Increase the rate of selection process by decreasing the number of un qualified candidates.
- Minimise the cost of selection process throw work force requisition
- Increase organisation and individual effectiveness throw various recruiting techniques

RECRUITMENT PROCESS

Recruitment is a positive process of searching for prospective employees and stimulating them to apply for the jobs in the organisation. It is the first step to create competitive strength for any organisation. It is a systematic process that requires many sources and time, Recruitment process has following steps.

Identify Vacancy: The recruitment process begins with the recruitment of human resource for a particular job. It include:

➢ Post to be filled
➢ Number of persons required
➢ Qualification required

Prepare job description: Next come give a brief about the:

➢ Work to be performed.
➢ Duties and responsibilities.
➢ Position purpose.

Develop recruitment plan: In a recruitment plan we decide in advance:

➢ What to do.
➢ When to do.
➢ Who will do it.

A recruitment plan maps out the strategy for attracting and hiring the best candidates.

Advertising the vacancy: Make an advertisement about the job. It can be:

➢ Print advertisement
➢ Advertisement through social media.
➢ Job fairs.

Review applicants and short listing: Next come reviewing all the applicants and give comments to ensure the minimum requirements. After it make a list of the qualified candidates.

Conduct Interview: Give a call to the selected candidates for interview is conducting to evaluate the skill and competencies and validate the information provided by the candidates. Interview can be:

➢ Individual Interview
➢ Group Interview

Select hiring and decision making: Once the interview has been completed, we will be able to select the best candidate for the job. With it recruitment process is over and the selected candidate is offered for the job.

SOURCESS OF RECRUITMENT

There are two major sources of recruitment.

➢ **INTERNAL**
The sources within the organisation are called internal sources of recruitment such as transfer of an employee.
➢ **EXTERNAL**
The sources outside the organisation are called external sources such as placement agencies

INTERNAL SOURCES

- Transfers
- Promotions
- Retirement
- Upgrading
- Demotion

EXTERNAL SOURSEC

- Advertisement
- Education Institute
- Placement Agencies
- Employment Exchange
- Recruitment at Factory gate

FACTORS AFFECTING RECURITMENT POLICY

- ORGANIZATIONAL OBJECTIVES

- PERSONNEL POLICIES OF THE ORGANIZATION AND ITS COMPETITORS

- GOVERNMENT POLICIES ON RESERVATIONS

- PREFERRED SOURCE OF RECRUITMENT

- NEED OF ORGANIZATION

- RECRUITMENT COSTS AND FINANCIAL IMPLICATIONS

- SOCIAL –POLITICAL- LEGAL ENVIRONMENT

- LABOUR MARKET

HR CHALLENGES AND RECRUITMENT

The HR professionals – handling the recruitment function of the organisation are facing many challenges. The biggest challenge is to recruit the best teacher in the organisation. They have to face and conquer various challenge to find the best candidates for their organisations.

 The major challenges faced by the HR recruitment are :

- Adaptability to globalization – The HR professional are expected and required to keep in tune the changing times, i.e. the changes taking place across the globe. HR should maintain the timeliness of the process.
- Lack of motivation – Recruitment is considered to be a thankless job. Even if the organisation is achieving results, HR department or professionals are not thanked for recruiting the timeliness of the process.

- Strategic orientation – The emerging new systems provide both an opportunity as well as a challenge for the HR professionals. Therefore, reviewing needs and prioritizing the take to meet the changes in the market has become a great challenge.

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