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**SUB:HUMAN RESOURCE MANAGEMENT**

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**CHAPTER-RECRUITMENT AND SELECTION**

# 1.MEANING AND DEFINITION

Recruitment is the generating of applications or applicants for specific positions to be filled up in the organisation. In other words, it is a process of searching for and obtaining applicants for jobs so that the right people in right number can be selected.

According to **Dale Yoder,** “Recruitment is a process to discover the source of manpower to meet the requirements 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”.

According to **Bergmann and Taylor, “**Recruitment is the process of locating, identifying, and attracting capable applicants”.

# 2. FEATURES.

Key features of recruitment are mentioned below.

**Locating and attracting talent:** It is the process of locating and attracting qualified people to fill job vacancies.

**Linking Process:** It links job seekers with employers wanting to fill vacancies in their organisations.

**Positive process of building a talent pool:**

Recruiting aims at building a pool of well qualified applicants , It seeks a fairly large pool of applicants so that the recruiter has a choice.

# 3. OBJECTIVES

The objectives of recruitment include:

Attract job seekers possessing relevant qualifications.

Project a positive and favourable image of the company.

Encourage a large number of potential candidates to apply for possible vacancies.

Create a wide choice for the company so that it can pick up right candidates.

Determine present and future needs of the organisation in sync with its overall strategy and personnel planning.

# 4. PROCESS OF RECRUITMENT:

It consists of a number of sequential steps:

**Identify the required numbers and source of supply:** Initially the HR department will identify the number of vacancies to be filled up .After wards a decision regarding the number and type of employees required, and the possible source of supply will be identified.

**Publicise job details:** The company needs to give detailed information about the job opportunity, growth prospects, compensation details and other conditions of service. If the attempt is to hire people from a rival company, the whole exercise can be carried out through professional recruiting agencies that volunteer to get the right person for the job quickly.

**Encouraging prospective job seekers to supply in large numbers:** In order to save time and resources in screening and short listing the candidates, the recruiter company must encourage only qualified people to apply for the job vacancies.

**Evaluating recruiting efforts:** It is better to evaluate the recruiting effort after filling up vacancies with a view to finding out whether the company is able to meet the recruiting criteria. The evaluation process would certainly help companies to learn from past mistake s and suitably modify their methods

# 5. SOURCES OF RECRUITMENT:

A. Internal Sources such as ;

PROMOTIONS

TRANSFERS

JOB POSTING

REFERRALS FROM INTERNAL EMPLOYEES

**B.** External Sources such as ;

CAMPUS RECRUITMENT

ADVERTISEMENTS **: Employment search firms.**

**Employment exchanges.**

GATE HIRING: **Contractors**

**Unsolicited applicants.**

INTERNET RECRUITING.

**INTERNAL SOURCES:** Persons who are already working in an organisation constitute the ‘internal sources’. Retrenched employees, retired employees and dependents of deceased employees may also constitute the internal sources. Whenever any vacancy arises, someone from within the organisation is upgraded, transferred, promoted or even demoted.

**EXTERNAL SOURCES:** External sources are (a) employees working in other organisations; (b) job aspirants registered with employment exchanges; (c) students from reputed educational institutions; (d) candidates referred by unions, relatives and existing employees; (e) candidates forwarded by search firms and contractors; (f) candidates responding to the advertisements ,issued by the organisation; and (g) unsolicited applications/walk-ins.

THE END.

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