

SUBJECT- HUMAN RESOURCE MANAGEMENT

RECRUITMENT AND SELECTION

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.