



Recruitment & Selection

AS Business

Human Resource Management

- Human Resource Management is about identifying company's labor force requirements and then hiring the right type of people to ensure the highest possible level of performance.
- In simple words any issue related to human resource is dealt by HRM.
 1. Recruitment
 2. Selection
 3. Training
 4. Performance Evaluation
 5. And so on

Laborforce Planning

- Laborforce planning refers to the process of identifying the labor needs of any organization and estimating which type and how much of workers will be needed in the near future.

Recruitment

- Recruitment is the process of identifying workforce requirement for the organization and then making the ***necessary documentation to advertise the job on relevant platforms to attract right type of***

applicants.

Documentation for hiring employees

- 1. *Job Description:*** is the document that contains the details about the nature of the job like number of hours to work, the responsibilities of the employees and so on.
- 2. *Job Specification:*** is the document that contains the credential like academic qualification and work experience that a company will look for in an ideal candidate.

After the company has prepared these documents the company is ready to advertise the job so that it starts attracting the right type of applicants.

Job Advertisement

1. Newspapers
2. Social Media websites like facebook, etc
3. Specialized Platforms including LinkedIn and other job portals etc

Selection Process

1. Shortlisting of candidates on the basis of their resumes / curriculum vitae (CV).
2. Written Tests
3. Sample writing assignments etc.
4. Interview

Can test an applicant's knowledge in more detail	Can be very time consuming
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	Can be difficult to arrange for all the applicants at the same time; some applicants are applying from within the city and some are applying from outside the city etc
	Can be expensive in terms of the resources spent on conducting the test

Is useful in testing the applicant's communication skills	However it cannot test someone's knowledge in detail
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<p>Can verbally ask questions related to their knowledge about a particular topic / areas</p>	<p>Can be time consuming process</p>
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<p>Can be relatively less time consuming as compared to an interview</p>	<p>Since you are not meeting the person as in interview the cv will perhaps not convey the full details about an applicant.</p>
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	Some people can lie on their resume and so can be misleading for the recruiters.
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Labor Training

- Following types of training is provided to employees:
 1. On the Job Training
 2. Off the Job Training
 3. Induction Training

On the Job Training

- It is when a new employee is made to work with a more experienced worker and made to learn from one experienced person by observing him / her.

Less expensive compared to off the job training	However the employee might not learn too much
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The work of employees is not disturbed because no special time is spared for training etc.	Lack of creativity and innovation
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Off the Job Training

- It is when an employee is sent to special training institute to be trained under the supervision of experts.