

Human Resource Management And Development

Topic: Recruitment



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Recruitment.

- ◆ Based on Job Analysis and Human Resource Plans, new job openings are sought in the organization.
- ◆ In order to fill the vacant positions in the organization, HR Department initiates the process of Recruitment.

Recruitment -- Defined

- Recruitment is the process of ***finding*** and ***attracting*** capable applicants for employment.
- The process of recruitment begins when *new recruits are sought* and *ends when there applications are submitted.*
- The results is a *pool of applications* from which new employees are selected.
- The process of recruitment is followed by Selection Process.

Channels of Recruitment

Recruitment process can be carried out via two major channels.

A. Internal Recruitment Channels	B. External Recruitment Channels
Job Posting Programs	1. Walk-ins and Write-ins
Departing Employees	2. Employee Referrals
	3. Advertising
	4. State Employment Security Agencies
	5. Private Employment Agencies
	6. Educational Institutions

1. Internal Channels of Recruitment

- ◆ Current employees are a major source of recruits for all but entry-level positions.
- ◆ Whether for Promotions or for “lateral” job transfers, internal candidates already know the informal organization and have detailed information about its formal policies and procedures

1. Internal Channels of Recruitment

- **1. Job Posting Programs**
- Internal job openings *are publicized to employees* through Job-posting programs.
- Employees are informed about openings and required qualifications and invite qualified employees to apply.
- The notices are usually posted on company bulletin boards or electronic bulletin boards or are placed on company newspapers.
- Through self nomination or recommendation of the supervisor, employees who are interested in the posted openings report to HR section and apply

1. Internal Channels of Recruitment

2. Departing Employees

- An often overlooked source of recruits consists of departing employees.
- Many employees leave due to traditional forty-hour workweek/ school/ child-care needs/ other commitments.
- Thus organization may be at risk of losing employees—having valuable skills and training.
- Organization may offer promotions / transfers to adjust the departing employees and prevent losing them. A **BUYBACK** occurs when an employee resigns to take another job and the original employer outbids the new job offer.

2. External Channels of Recruitment

1. Walk-ins and write-ins:

Walk-ins are job seekers who arrive at the HR department in search of a job, **write-ins** are those who send a written inquiry.

Both groups normally are asked to complete an application blank to determine their interests and abilities.

Useful applications are kept in an active file until a suitable opening occurs.

2. Employee Referrals

Employees of organization may refer job seekers to the HR department.

Advantages:

- a. Employees with hard-to-find job skills may know others who do the same work.
- b. New recruits already know something about the organization from the employees who referred them.
- c. Employees tend to refer their friends, who are likely to have similar work habits and attitudes.

3. Advertising:

- **Want ads** describe the job, and the benefits, identify the employer and tell those who are interested how to apply.
- The most familiar form of employment advertising.
- **Blind Ads:** A blind ad is a want ad that does not identify the employer. Interested applicants are told to send their resumes/CVs to a mail box OR email address

4. State Employment Security Agencies:

- Every state government has a State Employment Security Agency.
- Such agencies provide employment services.
- This agency matches job seekers with job openings.
- The **Federal** and **Provincial Public Service Commissions** are examples of such agencies in Pakistan.

5. Private Placement Agencies:

- Private placement agencies exist in every metropolitan area, arose to help employers find capable applicants.
- They take an employer's request for recruits and then solicit job seekers.
- Candidates are pre-screened, matched with employer requests and then told to report to the employer's HR department for an interview.



6. Educational Institutions:

- Many educational institutions offer current students and alumni placement assistance.
- They are source of finding fresh, qualified and capable human resource for organizations.
- Specially, for positions where job experience is not required.



THANK YOU