

A Study On Recruitment & Selection Process With Reference

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Abstract: Better recruitment and selection strategies result in improved organizational outcomes. With reference to this context, the research paper entitled Recruitment and Selection has been prepared to put a light on Recruitment and Selection process. The main objective is to identify general practices that organizations use to recruit and select employees and, to determine how the recruitment and selection practices affect organizational outcomes at Electronics Industry, In Krishna Dt Ap,India. Successful recruitment and selection practices are key components at the entry point of human resources in any organization. The main objective of this paper is to identify general practices that organizations use to recruit and select employees. The study also focus its attention to determine how the recruitment and selection practices affect the organizational outcomes and provide some suggestions that can help. Data analysis has been done with statistical tools like tables, graphs, pie charts, bar diagrams.

Keywords: Recruitment, Selection, Reference, Interview, qualification, reference.

LINTRODUCTION

Successful human resource should identify human resource needs in the organization. Recruitment is the discovering of potential candidates for actual or anticipated organizational vacancies. Or, from another perspective, it is a linking activity bringing together those with jobs to fill and those seeking job. The ideal recruitment effort will attract a large number of qualified applicants who will take the job if it is offered. It should also provide information so that unqualified applicants can self select themselves out of job candidacy; this is, a good recruiting program should attract the qualified and not attract the unqualified. This dual objective will minimize the cost of processing unqualified candidates.

According to Edwin B Flippo

Recruitment as "the process of searching for prospective employees and stimulating them to apply for the jobs in the organization."

According to Yoder

Recruitment is a process to discover the sources of manpower to meet the requirement of the staffing schedule and to employee effective measures to attracting that manpower in adequate number to facilitate effective selection of an effective workforce

1.1 Recruitment

- Recruitment is the process of attracting prospective employees and stimulating them for applying job in an organization.
- Recruitment is the process of hiring the right kinds of candidates on the right job

Recruitment and selection activity is predominantly dealt with in two fields:

-A generally prescriptive human resource management or personnel management viewpoint and

- A very technical psychology literature that focuses on the validity (absolute and relative) of different forms of recruitment techniques, such as competency modelling, interviews and various types of psychometric testing

Methods of Recruitment

There are various methods of recruitment but for the sake of simplicity, they have been categorized under two broad headings.

- Internal Recruitment
- External Recruitment

Benefits and Importance of Recruitment:

- (1).Helps to create a talent pool of potential candidates for the benefits of the organization
- (2).To increases the pool of job seeking candidates at minimum cost.
- (3).It helps to increase the success rate of selection process by decreasing the no of visits-qualified or over qualified job applicants.
- (4).Helps in identifying and preparing potential job applicants who will be the appropriate candidature for the job.
- (5).Finally it helps in increasing organization and individual effectiveness of various recruiting techniques and for all the types of job applicants.

1.2Selection:

Selection is the process of picking individuals who have relevant qualifications to fill jobs in an organization. Selection is much more than just choosing the best candidate. It is an attempt to strike a happy balance between what the applicant can and wants to do and what the organization requires.

Importance of Selection:

Selecting the right employees is important for three main reasons: performance, costs and legal obligations.

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Huangqi Zhang



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