

Recruitment and Selection Process in HRM

Recruitment and Selection plays vital role in any organization to operate smoothly and prepare for expansion without lagging behind. Recruitment basically covers the part of screening process and job application of the all the favourable candidates and selection covers the part of selecting the best suitable candidates on the basis of qualification and skills required to perform the job.

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.
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.

Recruitment

Recruitment is the process of encouraging the maximum number of candidates to apply for the prospected job. In recruitment either through verbal communication or through the advertisements, candidates are requested to visit for the selection process. The more number of candidates visits the organization during the process of hiring. The more is the chance of getting a best candidate for the job and for the organization.

Selection

Selection process covers the part of choosing individuals with relevant set of skills and qualification required to perform the job in the organization. Selection is far more than selecting the most relevant candidate. It is a process of bridging the gap between the organization’s requirement and what are the potential of the candidate and what the candidate can do for the growth of the whole organization. Through this process both organization and the candidate gets benefit by their sustainable growth.

There are two major types of method involved in the process of recruitment:

- Internal Recruitment
- External Recruitment

Internal : In this method, the process of hiring and selection of individuals is totally managed by the Organization itself. Basically internal method is taken care by the Human Resource Management team of the organization.

External: In this method, the process of hiring and selection of individual is totally managed by the third party organization. Basically in this method the hiring and selection process is taken care by any other organization, which is capable of managing pool of talented candidates as per the requirement of the industries.

Benefits of Recruitment and selection:

- It creates a pool of talented candidates to whom HR team can coordinate at the time of job opening.
- Through recruitment and selection jobs can be offered to the job seekers.
- It increases the rate or chance of the selection of the most suitable and appropriate candidate. There is no need of screening of irrelevant candidates. It eliminates the risk of hiring of any candidate who does not suit the job profile.
- It helps in creating and identifying new jobs for candidates in the organization.
- It increases the effectiveness in the process of hiring of candidates.

Importance of Recruitment and selection:

Selecting the most suitable and appropriate candidate is required to fulfil the major requirements of the organization.

Performance: The performance and skill required by the organization must be present in the candidate, otherwise this will be the loss of the organization.

Costs: Recruitment and selection process mainly focuses on the minimization of costs involved in the process of joining of new candidate and also focuses on filling of the vacant position in the organization, which is directly responsible for the losses for the organization.

Legal obligations: Recruitment and selection process focuses on the fulfilment of all the legal prospects, suppose if it is required that candidate should have been educated up to certain level or must have undergone any skill oriented course or certain experience of same job or related to the citizenship of the candidate. Then all these legal obligations are taken care during the process of recruitment and selection.

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