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## RECRUITMENT & SELECTION



# WHAT IS RECRUITMENT

- ✘ Definition: In the words of Edwin Flippo,  
“Recruitment is the process of searching for prospective employees and stimulating them to apply for jobs in the organization.”



# MEANING OF RECRUITMENT

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Recruitment is the process of attracting and obtaining as many applications as possible from eligible job seekers.

# SOURCES OF RECRUITMENT



**Fig. 5.5** Sources of Recruitment



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# INTERNAL SOURCES OF RECRUITMENT:

## 1. Promotions:

- The promotion policy is followed as a motivational technique for the employees who work hard and show good performance.
- Promotion results in enhancements in pay, position, responsibility and authority.
- Filling in vacancies by promotion from within the organization motivates employees and increases loyalty of employees.



# INTERNAL SOURCES OF RECRUITMENT:

## 2. Retirements:

- Retired employees may be given extension in service in case of non-availability of suitable candidates for a post.



# INTERNAL SOURCES OF RECRUITMENT:

## 3. Former employees:

- Former employees who had performed well during their tenure may be called back, and higher wages and incentives may be paid to them.



# INTERNAL SOURCES OF RECRUITMENT:

## 4. Transfer

- Employees may be transferred from one department to another where ever the post becomes vacant.



# INTERNAL SOURCES OF RECRUITMENT:

## 5. Internal advertisement:

- ✘ The existing employees may be interested in taking up the vacant jobs.
- ✘ As they are working in the company since a long time, they know about the specification and description of the vacant job.
- ✘ For their benefit, the advertisement within the company is circulated so that the employees will be intimated.



# EXTERNAL SOURCES OF RECRUITMENT:

## 1. Press advertisement:

- ✘ A wide choice for selecting the appropriate candidate for the post is available through this source.
- ✘ It gives publicity to the vacant posts and the details about the job in the form of job description and job specification are made available to public in general.



# EXTERNAL SOURCES OF RECRUITMENT:

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## 2. Campus interviews:

- ✘ It is the best possible method for companies to select students from various educational institutions.
- ✘ It is easy and economical.
- ✘ The company officials personally visit various institutes and select students eligible for a particular post through interviews.
- ✘ Students get a good opportunity to prove themselves and get selected for a good job.



# EXTERNAL SOURCES OF RECRUITMENT:

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## 3. Placement agencies:

- ✘ A databank of candidates is sent to organizations for their selection purpose and agencies get commission in return.



# EXTERNAL SOURCES OF RECRUITMENT:

- ✘ 4. Employment Exchange:
- ✘ People register themselves with government employment exchanges with their personal details. According to the needs and request of the organization, the candidates are sent for interviews.



# EXTERNAL SOURCES OF RECRUITMENT:

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## 5. Walk in interviews:

- ✘ These interviews are declared by companies on a specific day and time and conducted for selection.



# EXTERNAL SOURCES OF RECRUITMENT:

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## 6. E-recruitment:

- ✘ Various sites such as [jobs.com](http://jobs.com), [naukri.com](http://naukri.com), and [monster.com](http://monster.com) are the available electronic sites on which candidates upload their resume and seek jobs.



# EXTERNAL SOURCES OF RECRUITMENT:

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## 7. Competitors:

- ✘ By offering better terms and conditions of service, the human resource managers try to get the employees working in the competitor's organization.



# DISCUSS

- ✘ What are the benefits and limitations of internal and external sources of recruitment?



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# SELECTION

## MEANAING OF SELECTION:

**Selection** is the process of choosing the most suitable candidate for the vacant position in the organization.

In other words, selection means weeding out unsuitable applicants and selecting those individuals with prerequisite qualifications and capabilities to fill the jobs in the organization.



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# STEPS IN SELECTION PROCEDURE

1. Inviting applications
2. Receiving applications
3. Scrutiny of applications
4. Written test
5. Psychological test
6. Personal Interview
7. Reference check
8. Medical examination
9. Final Selection
10. Placement



# STEPS INVOLVED IN SELECTION PROCEDURE

- ✘ **1. Inviting Applications:**
- ✘ The prospective candidates from within the organization or outside the organization are called for applying for the post. Detailed job description and job specification are provided in the advertisement for the job. It attracts a large number of candidates from various areas.



# STEPS INVOLVED IN SELECTION PROCEDURE

- ✘ **2. Receiving Applications:**
- ✘ Detailed applications are collected from the candidates who provide the necessary information about personal and professional details of a person. These applications facilitate analysis and comparison of the candidates.



# STEPS INVOLVED IN SELECTION PROCEDURE

- ✘ **3. Scrutiny of Applications:**
- ✘ As the limit of the period within which the company is supposed to receive applications ends, the applications are sorted out. Incomplete applications get rejected; applicants with un-matching job specifications are also rejected.



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# STEPS INVOLVED IN SELECTION PROCEDURE

## ✘ 4. Written Tests:

- ✘ As the final list of candidates becomes ready after the scrutiny of applications, the written test is conducted. This test is conducted for understanding the technical knowledge, attitude and interest of the candidates. This process is useful when the number of applicants is large. Many times, a second chance is given to candidates to prove themselves by conducting another written test.



# STEPS INVOLVED IN SELECTION PROCEDURE

- ✘ **5. Psychological Tests:**
- ✘ These tests are conducted individually and they help for finding out the individual quality and skill of a person. The types of psychological tests are aptitude test, intelligence test, synthetic test and personality test.



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# STEPS INVOLVED IN SELECTION PROCEDURE

- ✘ **6. Personal Interview:**
- ✘ Candidates proving themselves successful through tests are interviewed personally. The interviewers may be individual or a panel. It generally involves officers from the top management.
- ✘ The candidates are asked several questions about their experience on another job, their family background, their interests, etc. They are supposed to describe their expectations from the said job. Their strengths and weaknesses are identified and noted by the interviewers which help them to take the final decision of selection.



# STEPS INVOLVED IN SELECTION PROCEDURE

- ✘ 7. Reference Check:
- ✘ Generally, at least two references are asked for by the company from the candidate. Reference check is a type of crosscheck for the information provided by the candidate through their application form and during the interviews.



# STEPS INVOLVED IN SELECTION PROCEDURE

- ✘ 8. Medical Examination:
- ✘ Physical strength and fitness of a candidate is must before they take up the job. In-spite of good performance in tests and interviews, candidates can be rejected on the basis of their ill health.



# STEPS INVOLVED IN SELECTION PROCEDURE

## ✘ 9. Final Selection:

- ✘ At this step, the candidate is given the offer letter / appointment letter to join the organization on a particular date. **The appointment letter specifies the post, title, salary and terms of employment.** Generally, initial appointment is on probation and after specific time period it becomes permanent.



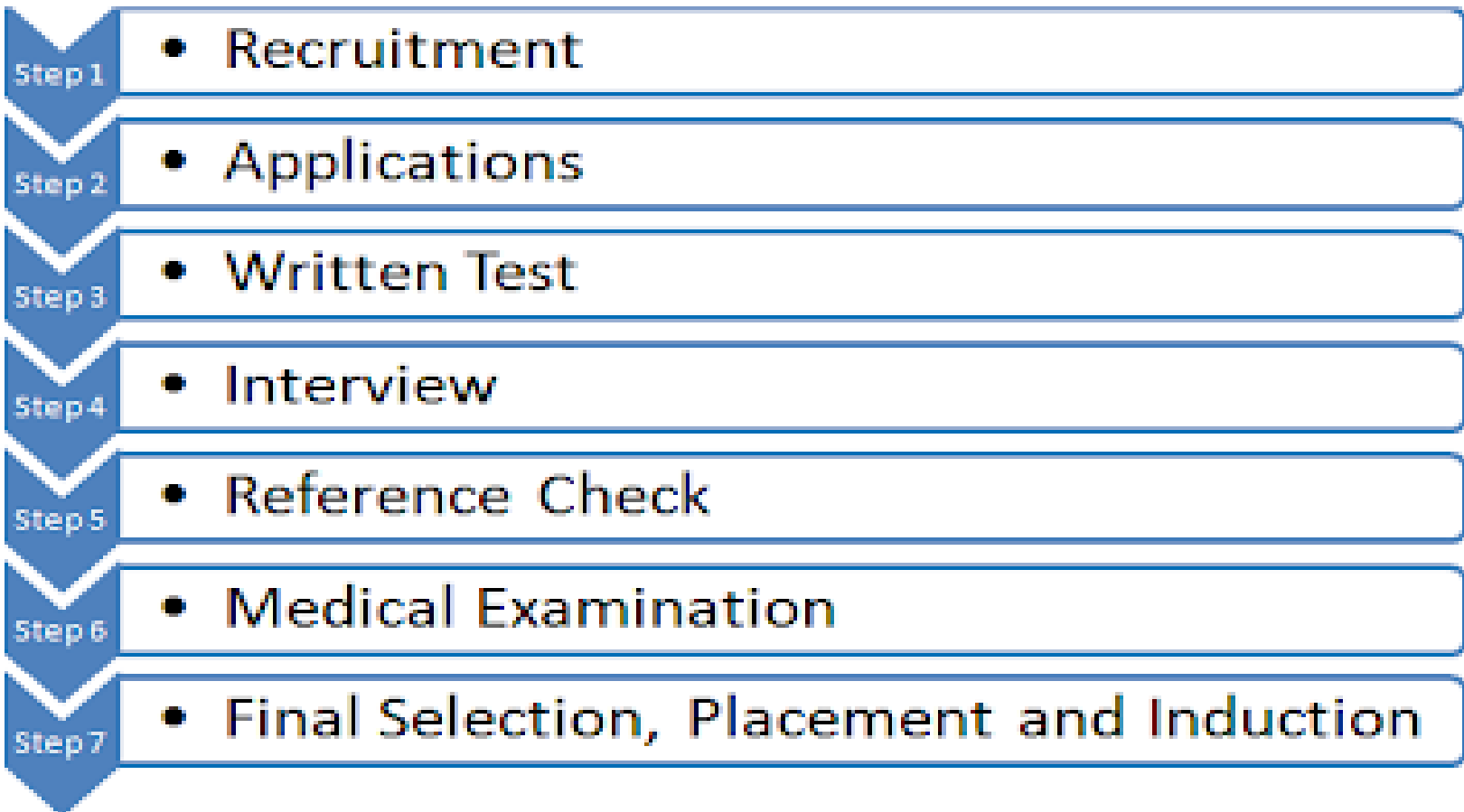
# STEPS INVOLVED IN SELECTION PROCEDURE

- ✘ 10. Placement:
- ✘ This is a final step. A suitable job is allocated to the appointed candidate so that they can get the whole idea about the nature of the job. They can get adjusted to the job and perform well in future with all capacities and strengths.



# STEPS IN SCIENTIFIC SELECTION PROCESS

## Steps in Scientific Selection Process





# E-HRM

- ✘ **E-HRM** is the integration of all HR systems and activities using the web based technologies.
- ✘ Simply, when HR uses the Internet or related technologies to support their activities, procedures, processes, then it becomes an e-HRM.



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# E-SELECTION

- ✘ When all the steps in the selection procedure are shifted to the electronic platform,
- ✘ E-Selection is supported by the internet web based technologies, telephones, computers and specialized software, video conferencing, on-line meetings etc.
- ✘ E-Selection is a structured, efficient, quick, economical, transparent and modern method of selection procedure.
- ✘ E-Selection is popularly used by large IT companies and MNCs.



# THANK YOU

- ✘ Source: [http://cdn.yourarticlelibrary.com/wp-content/uploads/2014/04/clip\\_image00216.jpg](http://cdn.yourarticlelibrary.com/wp-content/uploads/2014/04/clip_image00216.jpg)



# END OF SESSION ON JOB ANALYSIS

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