



# Welcome



Presentation  
on  
**Recruitment & Selection Process**

By Deepak Bharara



# Human Resources Planning

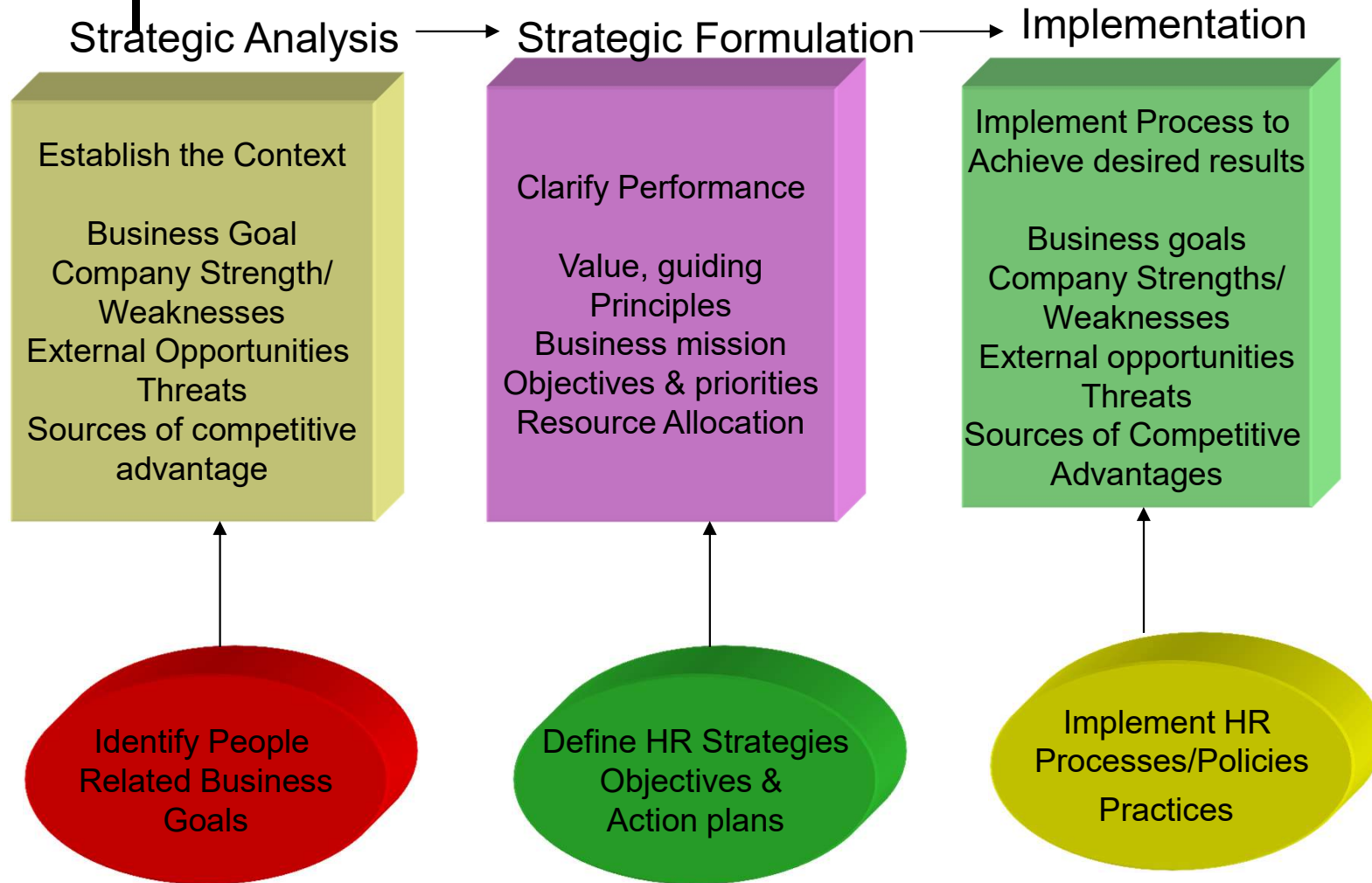
HRP is the process of anticipating and making provision for the movement of people into, within or out of an organization.

Its purpose is to deploy these resources as effectively as possible, wherever and when they are needed, in order to accomplish the organization's goals

The HRP helps in Determining the vacancies



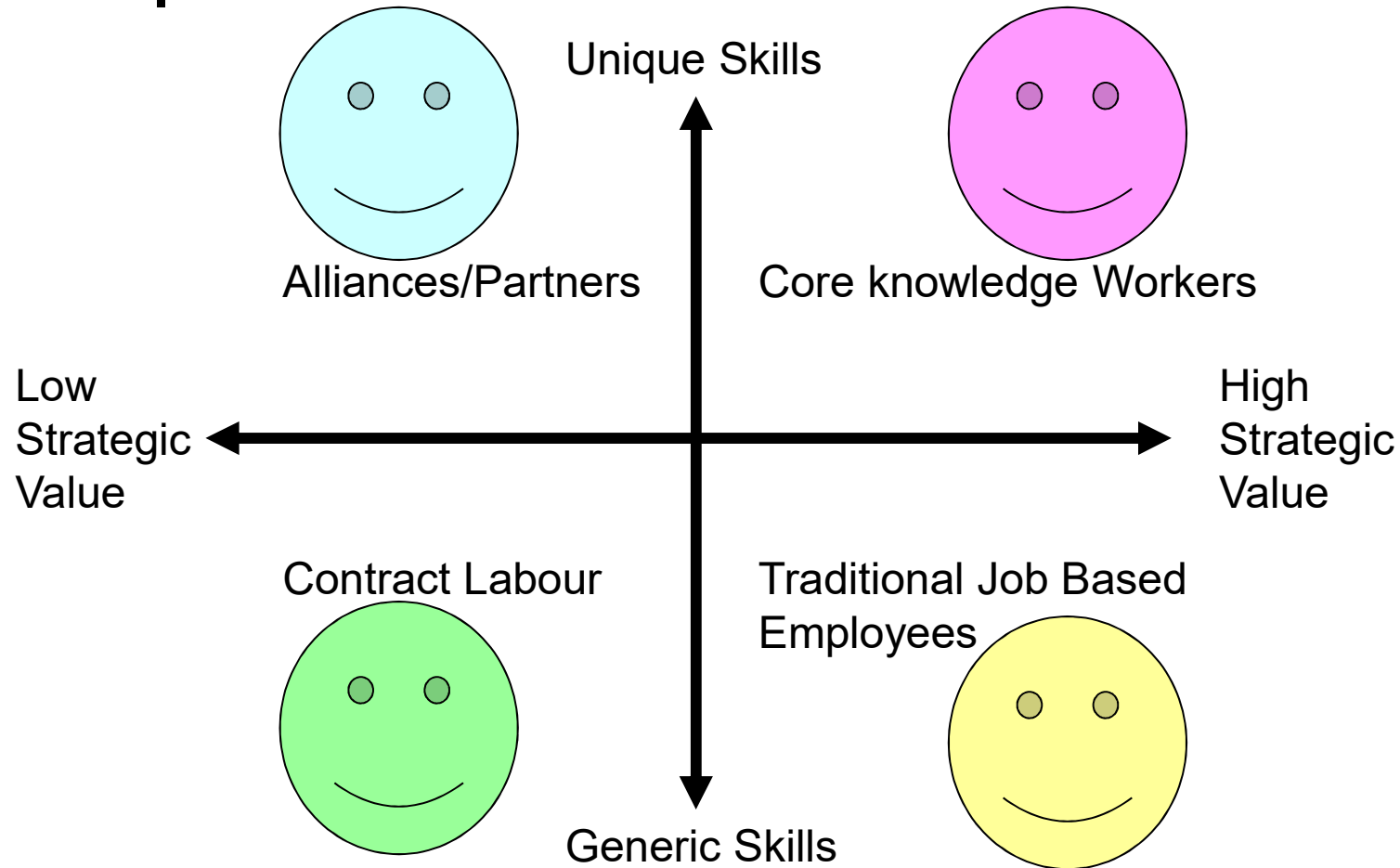
# Linkage the HRP Processes



Human Resource Planning



# Mapping an Organisation Human Architecture





# HRP Model

Forecasting Demands

## Considerations

- Productivity/service Demand
- Economics
- Technology
- Financial Resources
- Absenteeism/turnover
- Organisation growth
- Management Philosophy

## Technique

- Trend analysis
- Manager Estimate

**Balancing Supply  
And demand**

**(Shortage)**  
Recruitment  
Full Time  
Part Time  
Recalls

## Techniques

- Staffing table
- Market analysis
- Skill inventory
- Management inventory
- Replacement charts
- Succession planning

## External Consideration

- Demographics changes
- Education of work force
- Labour Mobility
- Government Policies
- Unemployment rate

**(Surplus)**  
Reduction

Lay off  
Terminations  
Demotions  
Retirements

Forecasting Supply



# Recruitment

It is a process of finding & attracting capable applicants for employment. The process begins when new recruits are sought and end when their application are submitted. The result is a pool of applicants from which new employees are selected

The process of recruitment ends with the receipt of applications, in practice the activity extends to the screening of application so as to eliminate those who are not qualified for the job



# Recruitment

Recruitment represents the first contact that a company makes with the potential employees. A well planned and well managed recruiting effort will result in high quality applicants, where, a haphazard and piecemeal effort will result in mediocre one's



# Purpose

Purpose of recruitment is to provide a pool of potentially qualified job candidates it...

1. Determines the present & future requirements of the organization in conjunction with personal planning
2. Increase the pool of job candidates at minimum cost
3. Help increase the success rate of the selection process
4. Help in improving retention rate
5. Help in increasing organizational & individual effectiveness
6. Evaluate the effectiveness of various recruitment technique and sources





# Factors Governing Recruitment

## o **External Factors**

1. Supply & demand of Skills
2. Unemployment Rate
3. Labour Market Condition
4. Political & legal Consideration
5. The Company Image
6. Preference to Son of soil

## o **Internal Factors**

1. Recruitment Policy
2. Size
3. Cost of Recruitment
4. Organization Growth & Expansion



# Recruitment Process

Recruitment process has the following Five Steps:

- Planning
- Strategy Development
- Searching
- Screening
- Evaluation & Control

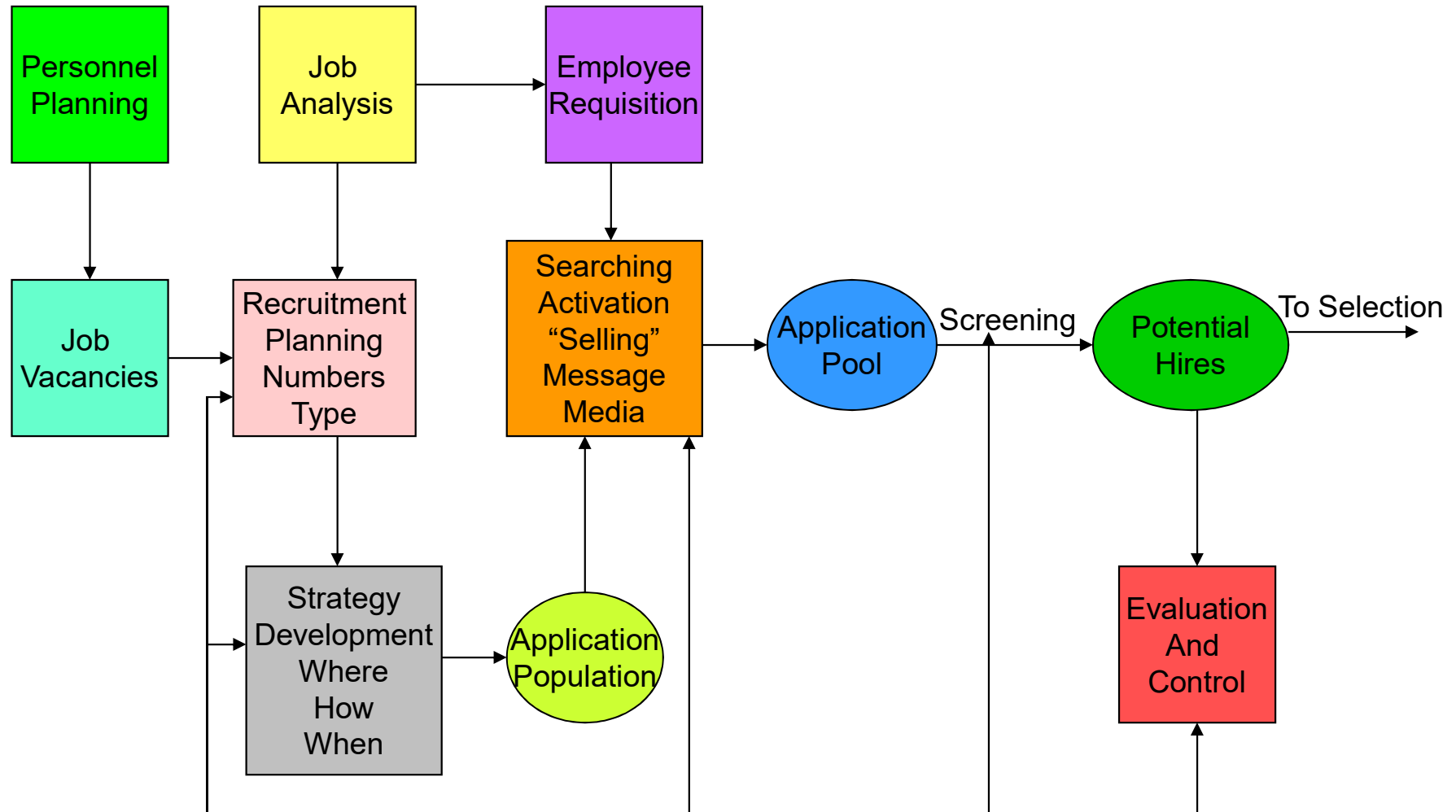


# Flow Chart for Recruitment

- Job Description
- Personal Specification Strategy
- Internal/External/Advertisement/Agency Search/Constancy
- Send application & request CV
- Pre Selection
- Shortlist
- Tests
- Interview/Group Selection
- Reference/Medical
- Appointment
- Induction Program
- Follow up



# Recruitment Process





# Sources of Recruitment

- **Internal Recruitment**

1. Present Employees – Promotion & Transfers
2. Employee Referrals
3. Former Employees
4. Previous Applicants

- **External Recruitment**

1. Advertisements
2. Employment Exchanges
3. Campus Recruitments
4. Walk ins, write ins and talk ins
5. Consultants
6. Contractors
7. Radio & Television
8. Competitors



# Internal Recruitment

- **Advantage**
  1. It is less costly
  2. Organization have better knowledge about the internal candidate
  3. Enhancement of employee morale and motivation
- **Disadvantage**
  1. It perpetuates the old concept of doing things
  2. It abets raiding
  3. Politics play greater role
  4. Morale problem for those not promoted



# External Recruitment

- **Advantage**
  1. Benefits of new skills, new talents and new experiences to organization
  2. Compliance with reservation policy become easy
  3. Scope of resentment, jealousies and heartburn are avoided
- **Disadvantage**
  1. Better morale and motivation are associated with internal recruitment is denied to the organization
  2. It is costly
  3. Chances of creeping in false positive and false negatives errors
  4. Adjustment of new employee to the Organisation culture takes longer time



# Recruitment Process Evaluation

- Return rate of application sent out
- Number of suitable candidate for selection
- Retention and performance of the candidates selected
- Cost of the recruitment process
- Time lapsed data
- Comments on image projected





# Recruitment Methods Evaluation

- Number of initial enquires received which resulted in completed application forms
- Number of candidates at various stages of the recruitment and selection process, especially those short listed
- Number of candidates recruited
- Number of candidates retained in the organization after six months



# Selection

It is the process of differentiating between applicants in order to identify and hire those with a greater likelihood of success in a job

It is a process of picking the right candidate from a pool of applicants



# Selection

Recruitment is said to be positive in its approach as it seeks to attract as many candidates as possible.

Selection on the other hand, is negative in its application in as much as it seeks to eliminate as many unqualified applicants as possible in order to identify the right candidate.

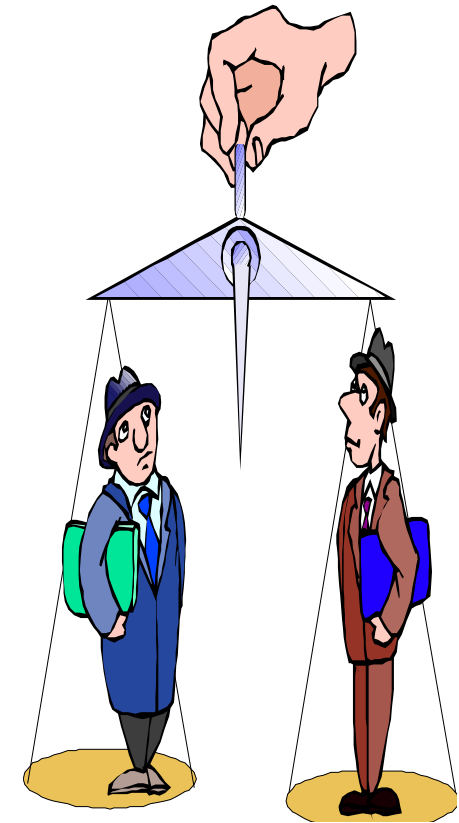
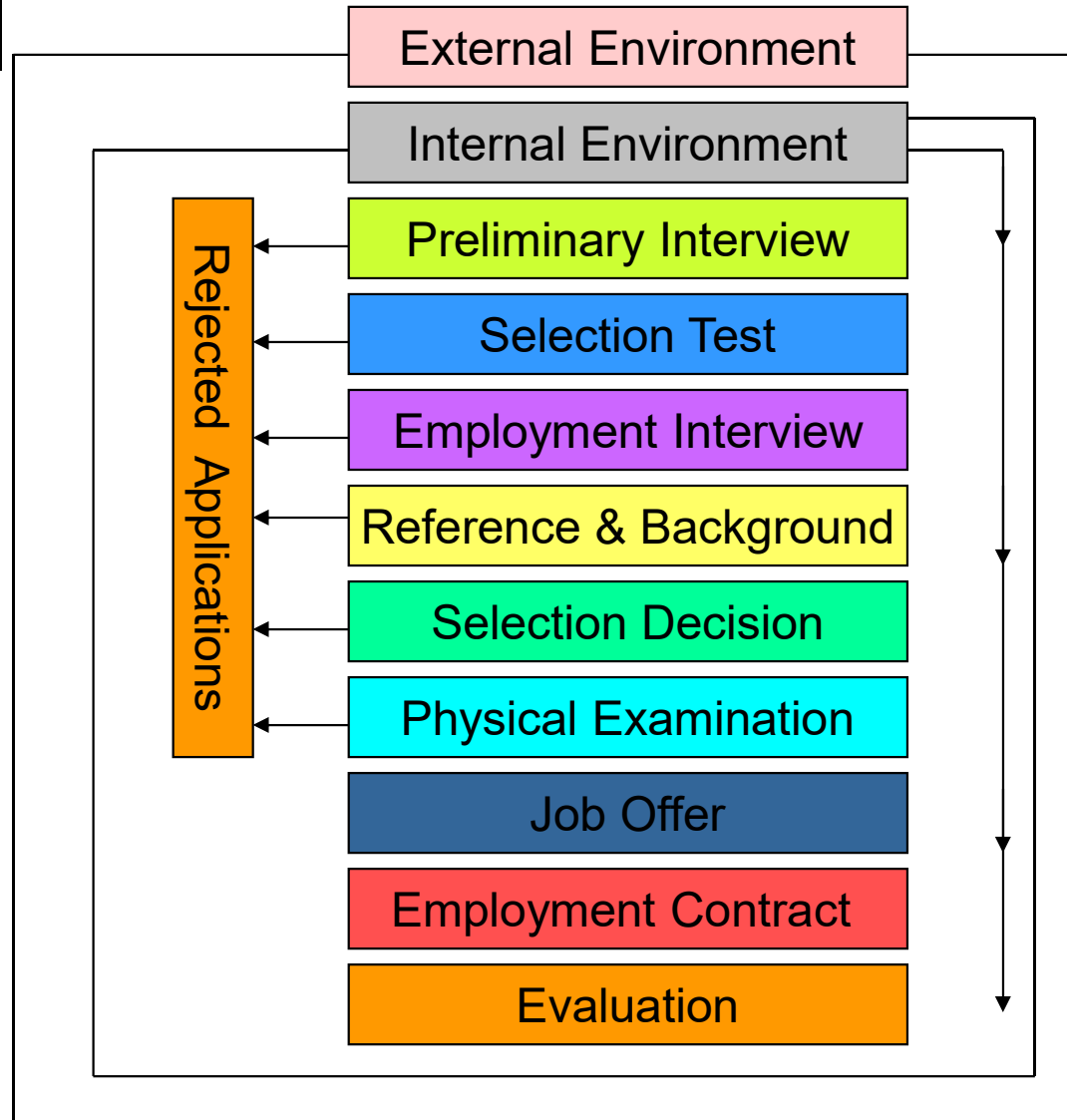


# Role of Selection

- The role of selection in an organization's effectiveness on two counts
  1. Work Performance
  2. Cost



# Selection Process





# Key Tests for Selection

- Ability Tests
- Aptitude Tests
- Personality Tests
- Thematic Apperception Test (TMT)
- Interest Tests
- Graphology Tests
- Polygraph Tests

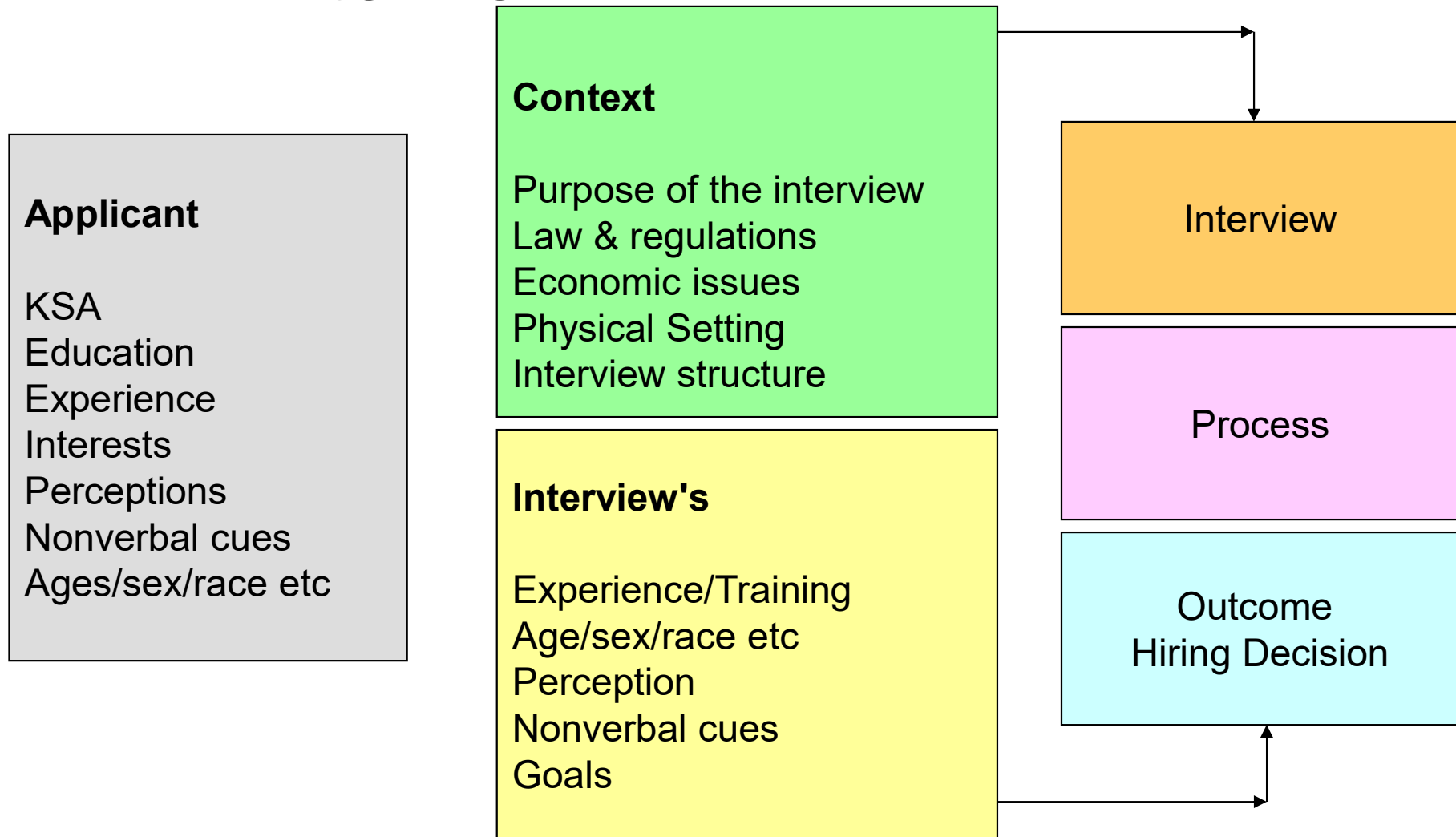


# Types of Interviews

- Structured Interview
- Unstructured Interview
- Mixed Interview
- Behavioral Interview
- Stress Interview



# Variables in the Employment Interview







# Guidelines to Interviewers

## Do's

- Plan the interview
- Establish an easy and informal relationship
- Encourage the candidate to talk
- Cover the ground as planned
- Probe where necessary
- Analyze career and interest to reveal strengths, weaknesses, Patterns of Behaviour
- Maintain control over the direction and time taken for the interview
- Use Structured forms & focus on Traits
- Evaluate candidate just after the interview



# Guidelines to Interviewers

## Don'ts

- Start the interview un prepared
- Plunge too quickly into demanding questionnaire
- Ask leading questions
- Jump to conclusions on inadequate evidence
- Pay too much attention to isolated strengths or weaknesses
- Allow the candidates to gloss over important facts
- Talk too much



# Interview Questions from Employer

## Openers

- Would you like to talk about you in brief?
- May I see your resume?
- Why are you interested in joining our company?
- Why do you feel you are qualified for this job?
- What attracts you to us?
- Tell me about your expectation
- What do you think you can do for us?



# Interview Questions from Employer

## Regarding Motivation

- Is your present employer aware of your interest in job change
- Why do you want to change you job?
- What you would like to be doing five years from now?
- What is the ideal job for you?
- If you had complete freedom of choice to be great success in any job field which would you choose & why
- Why do you want to change your line or field of work



# Interview Questions from Employer

## Education

- Describe your educational qualification?
- Why do you choose your major?
- What was your class standing?
- What extra curricular activities did you take part in?
- What were your average grade/marks?
- What course did you like best/least and why?
- Have you had any special training for this kind of job?



# Interview Questions from Employer

## Experience

- Why should I hire you?
- How do you fit the requirement for this job
- What duties performed in the past have you like best/least and why?
- What are your greatest strengths/weakness for this job?
- Which superior/organization you like the best and why?
- How many people have your supervised? What types?
- Why did you leave your previous jobs?
- Describe the biggest crises/events of your carrier and how did you handle the situation?



# Interview Questions from Employer

## Regarding Pay

- What do you require?
- What is the minimum pay you will accept?
- Why do you believe you are qualified for so much more?
- We can't pay the salary you ask for, would you be willing to start lower and work towards that figure?
- What do you expect to be earning five years from now



# Barriers to Effective Selection

- Perception
- Fairness
- Validity
- Reliability
- Pressure





## Four Approaches to Selection

- Ethnocentric Selection
- Polycentric Selection
- Regiocentric Staffing
- Geocentric Staffing



# Orientation and Placement

Orientation is planned introduction of employees to their jobs, their co-workers and the organization. It involves:

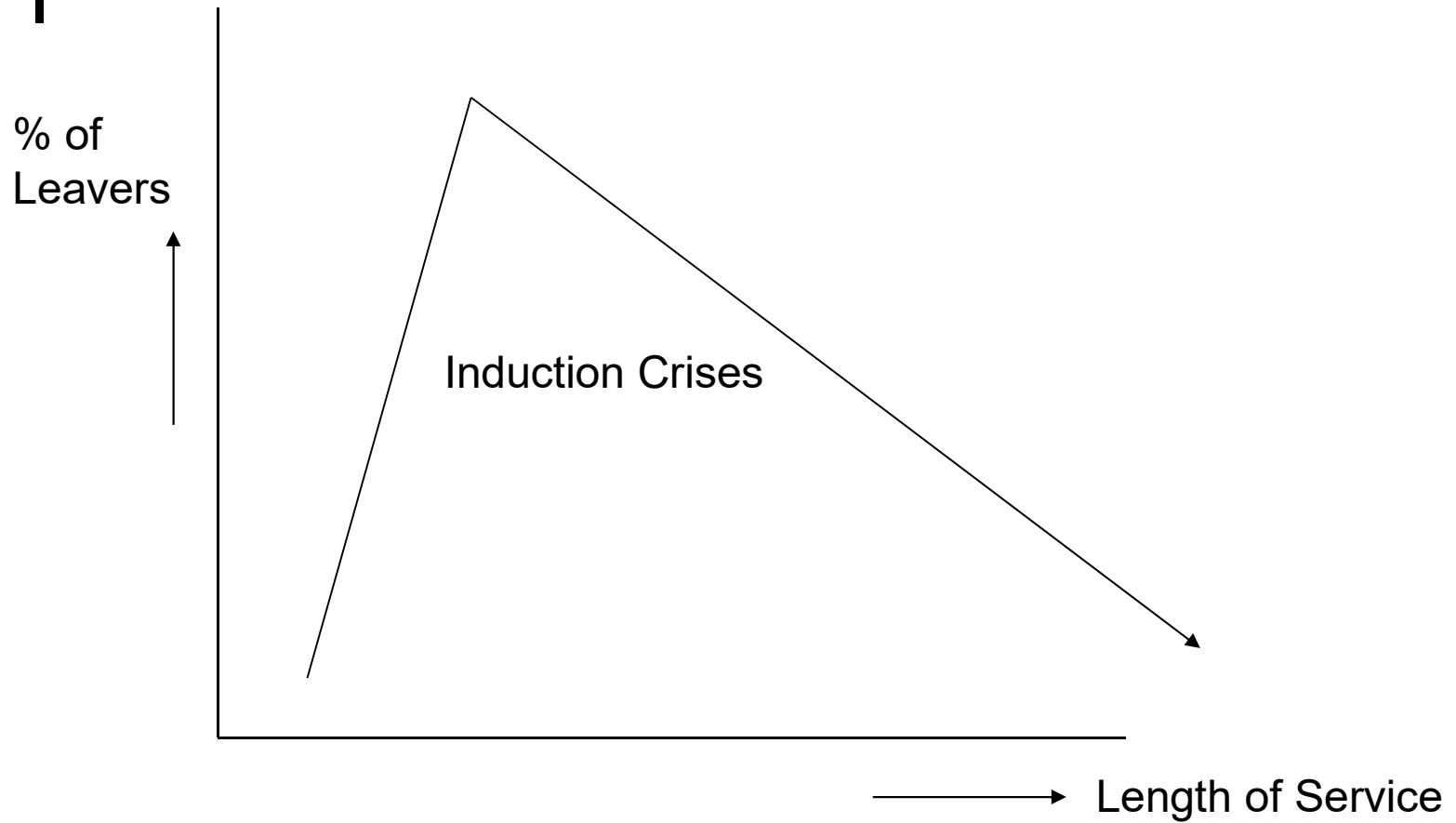
- General Information
- Review of organization History
- Detailed presentation on Organisation policy, people and processes

It is a process of make the new employees feel at home in the new environment

Placement is the allocation of people to Job. It is the assignment or re-assignment of an employee to a new or different job

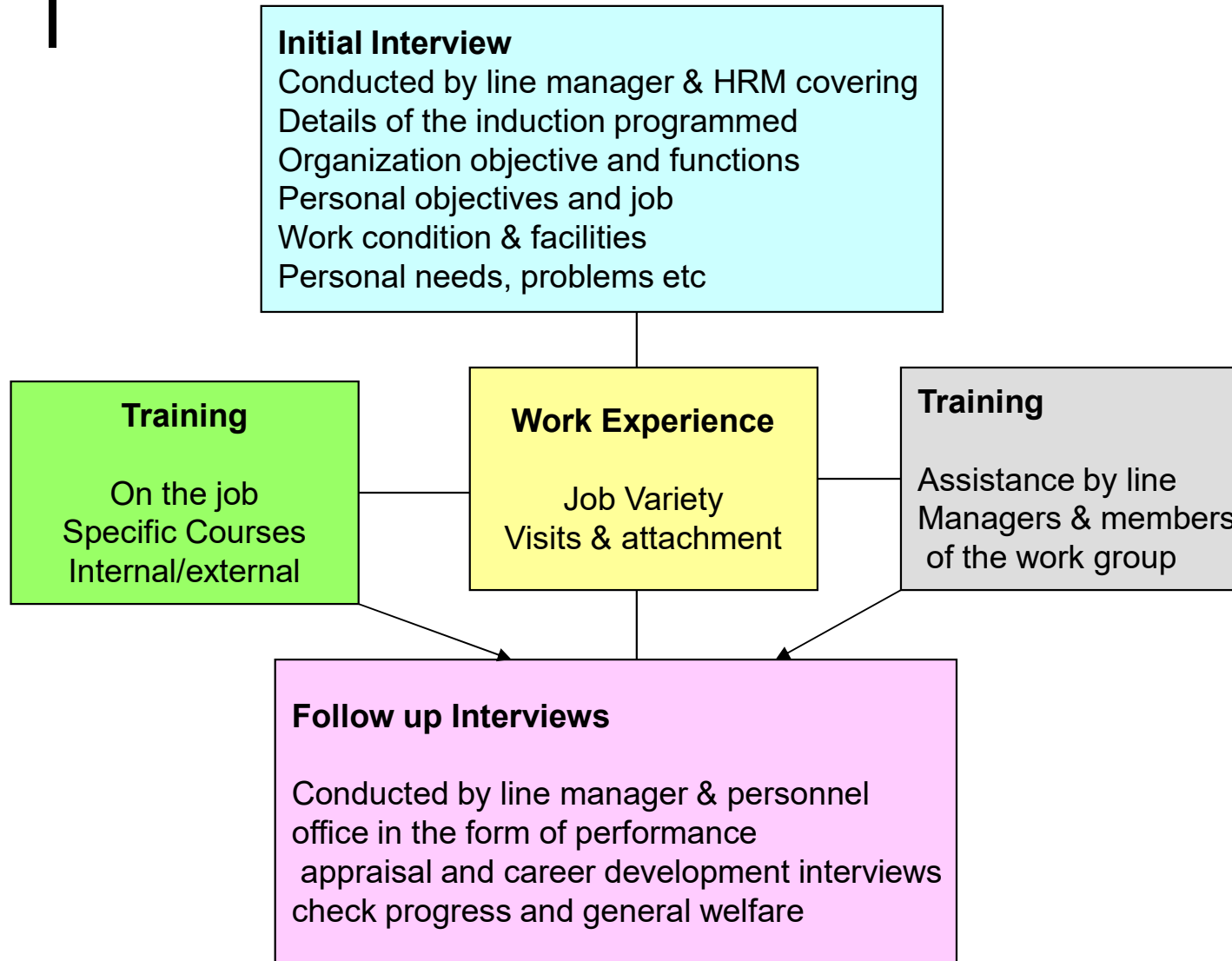


# The Induction Crises





# Elements of Induction

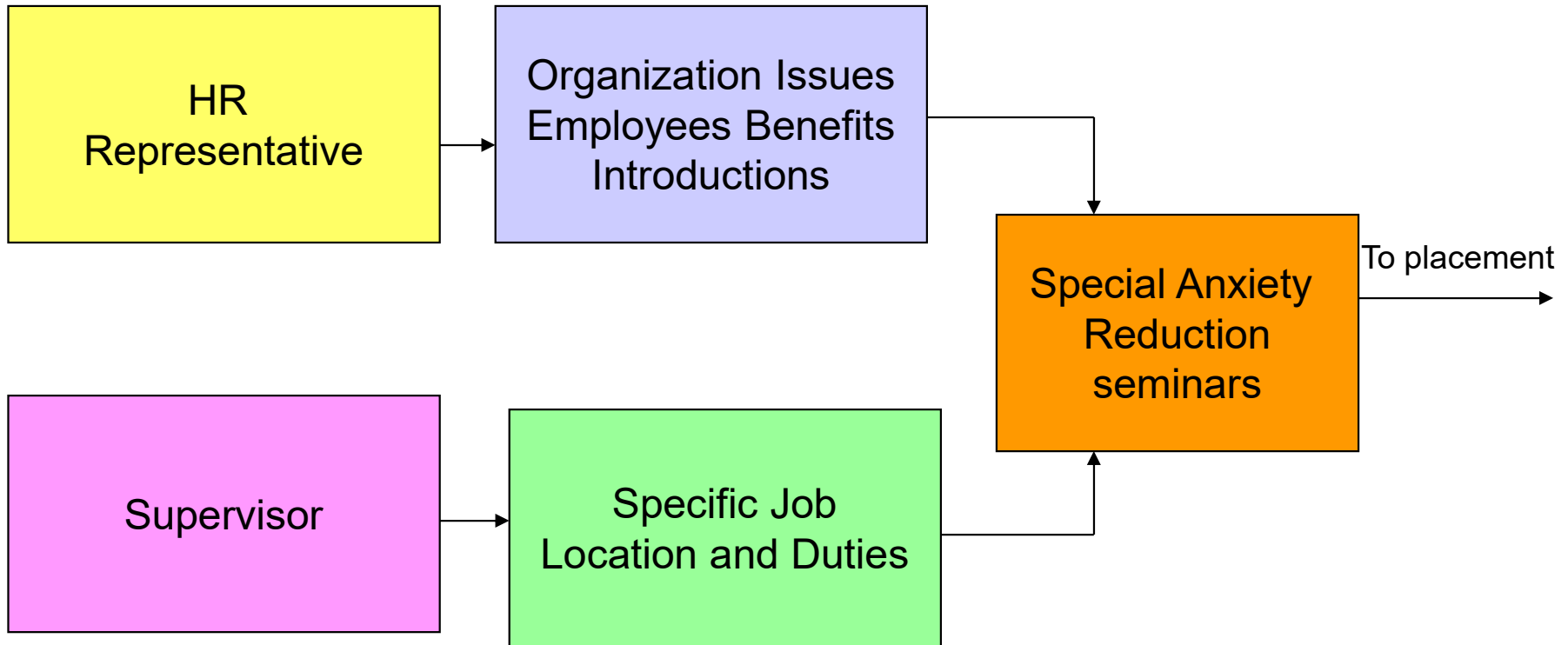




# Orientation Topics

- Organisation Issues
- Employee's Benefits
- Introduction to co-workers/supervisor
- Job Duties

● ● ● | Orientation Process





# Placement Process

Collect details about the employee

Construct his/her profile

Which Sub group profile does the individual profile best fit

Compare subgroup profile to job family profile

Which job family profile does sub group profile best fit

Assign the individual to job family

Assign the individual to specific job after further counseling



**Thank you very Much**

