

MS-108 (Human Resource Management)

Unit- 5: Recruitment and Sources of Recruitment

Compiled By:

Dr. Sumit Prasad

Uttarakhand Open University, Haldwani

Recruitment

“Recruitment means attracting candidates, which is primarily a matter of identifying, evaluating and using the most appropriate source of applicants”.

Michael Armstrong

“Recruitment is the process of searching for prospective employee and stimulating and encouraging them to apply for jobs in an organization.”

Edwin Flippo

Sources of Recruitment

a) Internal Sources

- a) Existing Employees
- b) Former Employees
- c) Employee Referral

b) External Sources

- a) Employment Exchanges
- b) Outsourcing/ Consultancy
- c) Advertising
- d) Campus Recruitment
- e) Walk-ins
- f) Internet Recruitment
- g) Career Fare/ Job Fare

Factors affecting Recruitment Policy

- ❑ Organizational Objectives
- ❑ Competitors
- ❑ Needs of the existing staff
- ❑ Recruitment Sources
- ❑ Government Policies
- ❑ Criterion for Selection
- ❑ Cost involved
- ❑ Accurate Job description
- ❑ Reducing biasedness
- ❑ Equal Employment Opportunities
- ❑ Credibility
- ❑ Transparency

Recruitment Process

- a) Developing Job Description Statement
- b) Review of Job Description
- c) Setting Minimum Qualification
- d) Setting Salary Slabs
- e) Screening of Applicants
- f) Preliminary Screening
- g) Initial interview
- h) Tests for Recruitment
- i) Final Interview
- j) Selection
- k) Job Offer

Reference

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Thank You!