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# HUMAN RESOURCE MANAGEMENT

## M.COM I (2<sup>ND</sup> SEM)

### RECRUITMENT AND SELECTION

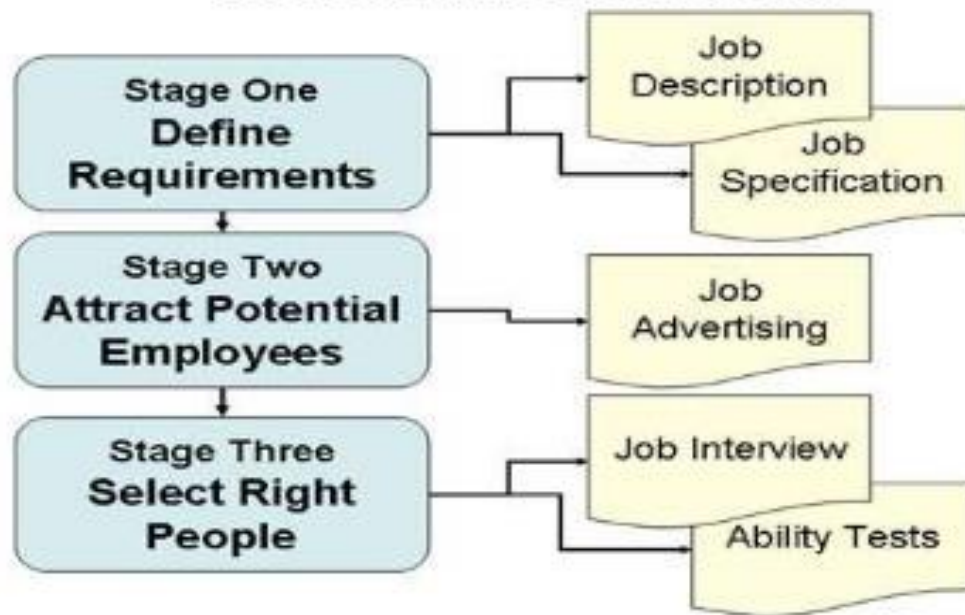
Subject Teacher-

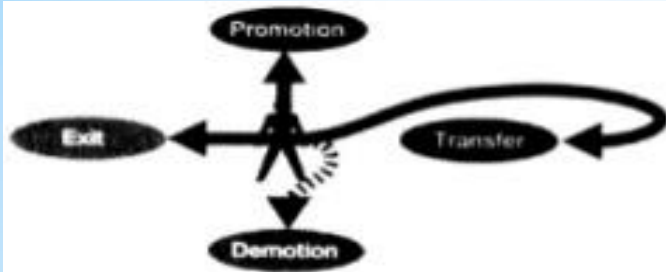
Dr. S.A. Bhagwat

# Recruitment

- Acc to Edwin B.Flippo defined recruitment as “ the process of searching for prospective employees and stimulating them to apply for jobs in the organization”

## The Recruitment Process





## Sources of Recruitment



### Internal source

**Transfer-** job rotation shifting from one job to another

**Promotion-** shifting an employee to higher position

**Employee referrals-** recommendation from current employees

### External source

**Direct recruitment-** (factory gate)

**Unsolicited application**

**Media Advertisement**

**Employment Exchange**

**Mg consultants**(data bank)

**Campus recruitment**

**Recommendations**

**Labour contractors**

### Modern technique

**Walk- in**

**Consult-in-**(encourage to approach personally )

**Head Hunting-**(professional org search senior executives and advise co. to fill the position)

**Body shopping-** training institution develop pool of HR.

**Business Alliances-** acquisition, mergers, share HR

**Tele-recruitment**

## Advantages of Internal source

- Employees are motivated, Employee morale(self confident) is increased, Cheaper process, Chain of promotion improves performance, Tool for training,



## Disadvantages of Internal source

- Scope for fresh talent reduced, Employees become lethargic(lazy), Spirit of competition is hampered, Frequent transfers reduce productivity.



## Advantages of External source

- Attract Qualified personnel, Wider choice, Fresh talent, Competitive spirit



## Disadvantages of External source

- Dissatisfaction among existing staff, Lengthy time consuming process, Costly process, Uncertain response



# SELECTION-choose



- “Selection is the process of picking individuals who have relevant qualifications to fill jobs in an organization”.
- The basic purpose is to choose the individual who can most successfully perform the job, from the pool (collection) of qualified candidates.



# SELECTION STEPS- series of hurdles

STEP 1

- **Reception**-(a co. create favorable impression from stage of reception)

STEP 2

- **Screening Interview**-(Preliminary interview cuts the cost, allow only eligible candidates to go through further stages)

STEP 3

- **Application Blank**- (brief history sheet of employees background)

STEP 4

- **Selection Tests**-1.Intelligent test 2. Aptitude, 3.Personality 4.Achievement Tests 5. Simulation test 6.Assessment centre 7. Graphology test 8. Polygraph (lie detector) 9.Integrity test

STEP 5

- **Selection Interview**- oral examination

STEP 6

- **Medical Examination**- reveals Physical fitness

STEP 7

- **Reference checks**-personnel department check applicants previous job performance through references given.

STEP 8

- **Hiring Decision**- final decision whether to select or reject a candidate.

## KINDS OF INTERVIEW



1. **Preliminary interview**- screening of applicants this afford him freedom to decide whether the job will suit him.
2. **The non directive interview**- recruiter asks questions that comes to mind. This allows applicant to talk freely.
3. **The directive or structured interview**- recruiters use predetermined set of questions & comparison are made among applicants.
4. **The situational interview**- Applicant is given a hypothetical (imaginary) incident and asked to respond to it
5. **The behavioral interview**-focuses on actual work incidents. The applicant must reveal what he/she do in given situation.
6. **Stress interview**- Interviewer attempts to find out how applicant respond to aggressive, embarrassing, rude & insulting questions.
7. **Panel interview**- the applicant meets 3-5 interviewers who takes turns in asking questions. The panel members can ask new & incisive (penetrating) question based on their expertise & experience and elicit (draw out) deeper & meaningful responses from candidates.





THANK YOU 😊  
ALL THE BEST DEAR STUDENTS....