

A decorative vertical bar on the left side of the slide. It consists of a thin orange line, a wide grey textured band, a thin white line, another wide grey textured band, and a final thin orange line. To the right of this bar are five orange circles of varying sizes, arranged in a cluster.

RECRUITMENT AND SELECTION

RECRUITMENT...

“Recruitment is the development and maintenance of adequate manpower resources. It involves the creation of a pool of available labour upon whom the organisation can draw when it needs additional employees.”



FEATURES OF RECRUITMENT

- Recruitment is a positive function as it seeks to develop a pool of eligible persons from which most suitable ones can be selected.
- The basic purpose of recruitment is to locate the sources of people required to meet job requirements and attracting such people to offer themselves for employment in the organisation
- Recruitment is a linking activity as it brings together those with jobs and those seeking jobs
- Recruitment is a process or a series of activities rather than a single act of event.



FACTORS AFFECTING RECRUITMENT POLICY

Internal Factors

- Organisational image
- Personnel Policies
- Job attractiveness
- Union interference
- Size of the organisation

External Factors

- Labour market
- Unemployment situation
- Demographic factors
- Legal factors



SOURCES OF RECRUITMENT

Internal sources	External Sources
Transfers	Factory gate hiring or direct recruitment
Promotions	Unsolicited applicants or casual callers
Employee referrals	Advertisement
	University or institute campus
	Public Employment exchange
	Labour contractors
	Head hunters
	Telecasting
	Poaching / Raiding
	E-Recruitment
	Body shopping
	Outsourcing

METHODS OF RECRUITMENT

Direct Method or Channel

- Campus Recruitment
- Internships
- Walk-in Interviews
- Tele recruiting
- Direct Mail

Indirect Method or Channel

- Public Media

Third Party Channel

- Employment Agencies
- Management Consultants
- Placement officers



SELECTION...

“It involves steps leading to employment of persons who possess the ability and qualifications to perform the jobs which have fallen vacant in the organisation.”

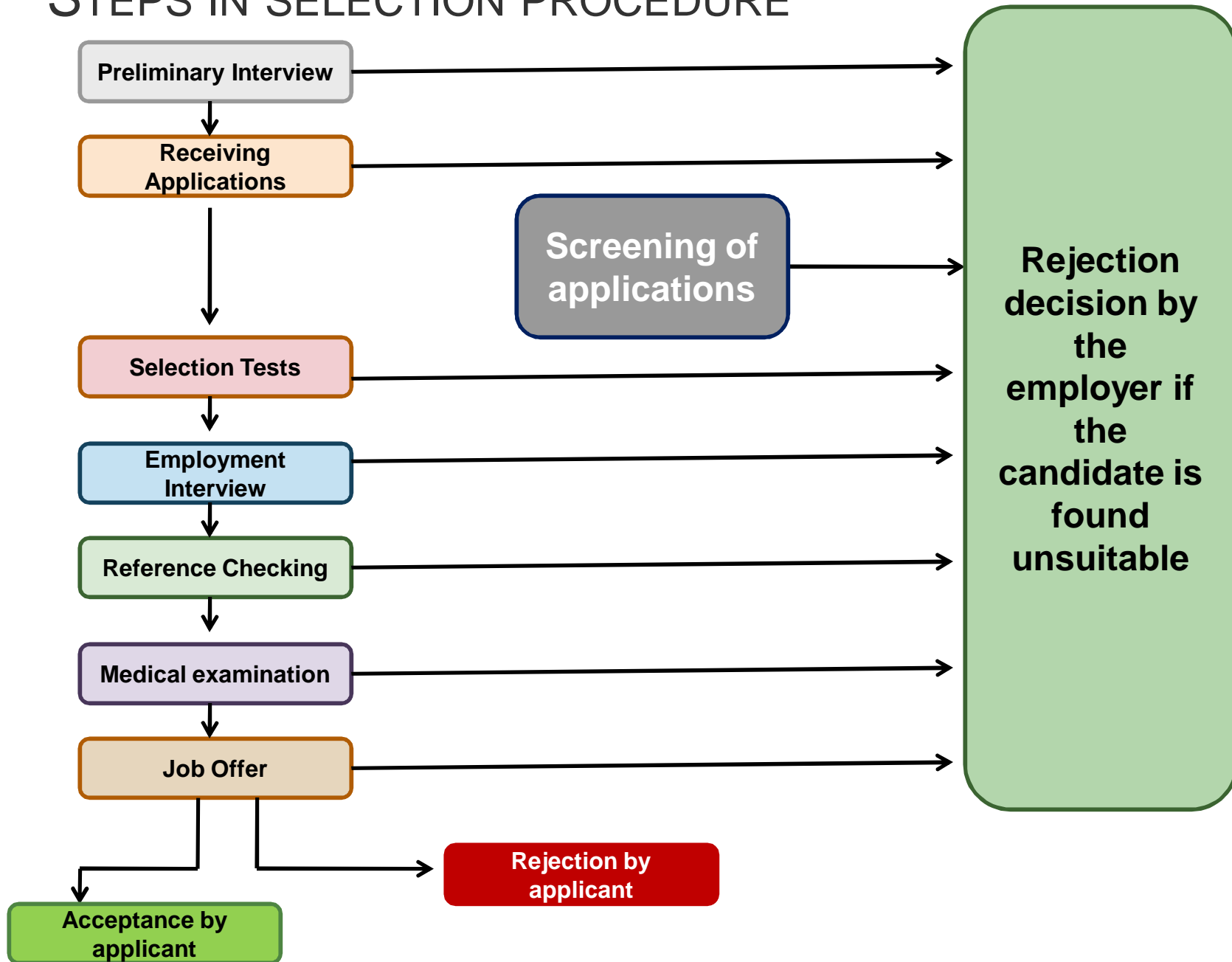


RECRUITMENT VS. SELECTION

Recruitment	Selection
It means searching for sources of labour and stimulating people to apply for jobs	It means selection of right kinds people for various jobs
It is a positive process	It is a negative process as it involves rejection of unsuitable candidates
It creates a large pool of applicants for jobs	It leads to screening out unsuitable candidates
It is a simple process. It involves contacting the various sources of labour	It is a complex and time consuming process. The candidates have to clear a number of hurdles before they are selected for jobs.



STEPS IN SELECTION PROCEDURE



ASSIGNMENT:-

- 1. Differentiate between recruitment and selection.
- 2 What is meant by recruitment ? Explain
- 3. Discuss the various involved in the selection process

