

Recruitment and Selection Process

In today's competitive world, every company needs good employees for an accelerated growth rate. The recruitment and selection strategies of a particular organization have an impact on the growth and success rate of the organization. It is very important for an employer to design his recruitment process steps very well.

Employers are always concerned about how to find and hire the right employees. Employers recruit for the present and future needs of the company. There are usually two types of recruitment processes.

Recruitment Processes: External and Internal

Internal recruitment applies to the people working in the present organization. They are given a chance to apply for a given vacant position first. This may include a change in profile on the part of the employee. Internal recruitment is more economical and less time consuming for the company. In contrast, external recruitment has to do with external candidates applying for an available position. Naturally, the resources spent for the overall selection process are more.

The Human Resources Department (HRD) team plays a significant role in the recruitment process steps of every organization. Whenever a vacancy arises in an organization, it is the responsibility of the HRD to place the information in the public domain through the various media, such as newspapers and various job sites. However, it is of utmost importance that the advertisement designed clearly defines the designation, job profile and the concomitant skill set required.

Filtration and Selection of Relevant Resumes

After receiving an adequate number of responses from job seekers, the sorting process of the resumes begins. This is a very essential step of the recruitment selection process, because selecting the correct resumes that match the job profile, is very important. Naturally, it has to be done rather competently by a person who understands all the responsibilities associated with the designation in its entirety. Candidates with the given skill set are then chosen and further called for interview. Also, the applications of candidates that do not match the present nature of the position but may be considered for future requirements are filed separately and preserved.

Preliminary Selection Techniques

Online employment screening is a technique employed by several employers. This technique saves a lot of time and money for the employer. It is an efficient method to assess the skills and knowledge of the candidate with regards to the required skill set. Some organizations conduct the first round of selection process as interviews based on communication and interpersonal skills.

Psychometrics is a technique which tries to gauge a person's attitude, intelligence and personality. Psychometric testing is used by most organizations. This test helps an employer to arrive at an approximate suitability quotient of the candidate, for a particular job profile.

Assessment center technique is another method that includes lots of exercises on problem solving, presentation, aptitudes test and many more. In this process, employers usually check the different skills of a person. The various skills include analytical skills, team building skills, leadership skills, personal attributes and presentation skills.

After a candidate has cleared these tests, there is usually a formal round of interview with the HRD, where the discussion that includes salary expectations and subsequent negotiations takes place.

Recruitment Process Interview

Is it imperative that the employer knows how to conduct an interview? Job interviews play an important role in the entire recruitment process. It is very important to put the candidate at ease, so as to eliminate initial nervousness and to break the ice. It is better to start with general questions to the candidate, so that he feels relaxed. Queries should be job related, objective and understandable to the candidate. Some of the usual employer interview questions are as follows:

- Tell me something about yourself?
- What is your work experience and how it is related to this job?
- What made you to apply for this job?

All ambiguities should be done away with, when describing the responsibilities of the slot available. Read more on basic interview techniques and what to ask when recruiting.

The recruitment process of an organization ends by finalizing the candidate followed by other joining procedures and formalities. Recruitment process steps, if done methodically and systematically, reflect a cogent and effective growth in your clients business.