

Procedure of Recruitment and Selection

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Introduction:

Recruitment is a process of creation a pool of human resource, selection is a process of select to right candidates from the pool, recruitment and selection helps to organization development. this process will effective for every organization. its provide us inside of recruitment and selection policy, gives us information about various resource of recruitment and different stage of selection. Every organization should be prepare a good structure and frame for recruitment and selection procedure. without structure can not grow any organization and face difficulties in future, it can harmful for organization. recruitment structure role of foundation of organization. the main objectives of the recruitment and selection is development according public interest and present requirement of markets. the organization should analysis about job culture.

Recruitment and selection is an important part of any organization. recruitment is the process of identifying and attraction capable person to apply for the job. it is positive action of recruitment ,

their selection involves developing a list of qualified candidates, whose have good skill, talents and experience. a selection strategy, identifying qualified candidates, thoroughly evaluating after examination the candidates will regard to their suitability for the particular job. I found some methods and various other information related to recruitment and selection like as placement is the process of determining best job for selected person.

Recruitment:

This process is hiring of employee from out sides. recruitment is the discovering of potential applicant for actual or anticipated organizational vacancies. the purpose of recruitment is to selection sources of manpower, job requirement and job specification. job specification indicate the type of person who would be suitable to carry out the require job. now a day's some steps are follow by organization for job recruitments- physical abilities and skill- age range , height, weight, medical fitness, fairness of complexion. Educational qualification and experience- level of education, grades, subjects, institution and

university, total experience in different fields , type of work and designation etc. we find some method of recruitment .

Direct method includes sending of the recruiters to different educational and professional institutions, employee contact with public and mannered exhibits. One of the widely used methods is sending the recruiters to different campus and various institutions with prior fixed schedule and interact with the outgoing graduates, the placement cell of these institutions keep in regular touch with the companies and arranging placement. Whose selected through campus it's called campus selection. now a day's many organisation has appointed training and placement officers, some universities and organizations established placement cell. This cell connects to companies. Many companies and organization filling their vacancies through exhibition, conventions and seminars.

Indirect method is very hopeful for unemployment person, generally organization and institution and companies given the details of vacancies through advertising in newspapers, employment news paper, TV, internet and radio, professional journals. News papers and trade journals and magazines are the most frequently used method, advertising is very useful for

recruiting process of scientific, professional, technical and hourly worker. Generally, local news papers are a good source of employment. million unemployed waiting the local news paper every day and daily search the job, It is most effectively for rural areas people because they have single source of finding job.

Third method organizations hire the service from out side's professional agencies for manpower use recruitment, the commercial, private sector and government agencies. Placement offices of campus and professional association recruiting firms with management consulting firm. State public employee agencies hired for obtaining information eligible candidates and offer to job seekers regarding probable opportunities, counseling, information on wage rates etc. Some organization and intuitions recruited on deputation by other organization after consultation their parent organizations for specified time. School and colleges offer opportunities for recruiting their student. Professional organization or recruiting firms maintain complete information records about employed executive.

Government sector always filled the vacancies through recruits agencies, some independence body's or autonomous body's have special power of recruitments. The head of institute is

appointing authority but procedure of recruitment through written and interview basis.

Objective of Recruitment:

Every organization want to day to day development her environment, the employee main role like as back bone of institution, without employee cannot generate any organization. Organization culture attracts to competent person, search or headhunt people whose skill fit with talent the organization status. To devise methodology for assessing psychological traits. so we can say organization is fully dependent to employee, organizer read to worker talent and nature than promote them. every organization analysis and study about recruitment and selection process.

Procedure of Recruitment:

Generally the following steps are involving in recruitment procedure-Application sort listing is the first step of above process, shortlist the resume and application for requirement, suitability candidates form will be keep in side for next process. after that suitable candidates call for written examination, some organization through to preliminary round of interviews, the candidates show their presentation through interviews and written examination, according to requirement of organization. whose candidates cross the second step they will select for

interview, Interview is the most round of selection, whose candidates select this round they will appear to medical round, medical round is final round of recruitment process.

Evaluation:

After completion of requirement process, the organization received the large number of application and enquires about application forms. This process is time-taking procedure but it providing an additional opportunity to the organization for screening and applicant request. a short list is prepared, indication candidates who are to be called for written exam or interview. the selection committee or appointing authority filling the post at various stages after short listing according the vacancies.

Philosophies of recruitment:

Generally there are to philosophies of recruitment as follows:

- 1- Realistic Job previews provides complete job related information to the applicant so that they can make the right decision before taking up the jobs. it includes positive and the negative aspects of the job.
- 2- Positive role of the job carry forwarded a bright future and take up a opportunity

for employee, negative role of job can break down their advantages.

- 3- Job compatibility questionnaire was developed to determine whether an applicant's preference for the work match the characteristic of the job. The JCQ is designed to collect information on all aspects of the job which have a bearing in on employee performance absenteeism turnover and job satisfaction. the underlying assumption of JCQ is that, greater the compatibility between and applicant's preference for the job and characteristic of the job as perceived by the job seeker the greater the probability of employ.

Selection:

After interview any organizations and companies generally prefer to take certain selection test, the job related test of knowledge and skill all candidates, selection procedure is very useful to unemployment person they give us accurate idea, job related knowledge. Qualification are not only one consideration the selection will usually select someone with whom she can work, mostly it is depending to candidates personality and skill, qualification is first step of facing the interview.

Selection is a negative process eliminates the candidates whose candidates do not full fill the job requirement skill and qualification. the selection is the main objective choose the best candidates according the organization requirement, selection committee judge to various dimension of candidates personality, some selection committee use to group method procedure and short listed to applicant. this system of function and devise adopted in a given organization to ascertain whether the candidates specification are matched with the job specification and recruitment or not.

the employee selection procedure is follows a standard pattern beginning a initial screening interview and concluding with employment decision, interview should be conducted and supervised by trained person interview is more than a selection device. Short listing criteria identify the person and used to select candidates for selection process. Resource will contact all short listed candidates in writing and call them for interview. Resource do not usually contact who have not been short listed.

The selection process and method use to following step- intelligence test preliminary screening interview, completion of application form, employment test, comprehensive interview, aptitude test, personality test,

background investigation, physical examination, measure mental tendencies and self confidence, leadership capacity, ability to handle stress etc. some factor is effectively by selection panel-profile matching, environment, multi correction, successive hurdles.

The interview panel will ensure to all candidates are appropriately welcomed and fully informed, all interview question and task will be appropriate to the requirement of employee selection process can also include testing like as technical vacancies wants to technical holder person, some companies requires to drug screening , insurance industries need to psychological test.

Conclusion:

The conclusion is drawn from the study about the organization regarding recruitment and selection process carried out there. Most of the employees were satisfied of recruitment process. Every organization wants to new ideas and fresh blood. Recruitment and selection is the key of successful people management and leadership. Every educational institution should be developing to training and placement cell and keep the syllabus present requirement. it is important fact to organization will be fixed a criteria for every job and give the opportunity to equal urban and rural areas person, now a day's

main need of training cell for untrained employee.

Interview may be formal or informal, depending upon the nature of job. Selection committee watch to performance of candidates, higher level post, interview conducted by a panel experts from diverse fields, to pool the collective wisdom judgement of panel members. Interviewers can like and dislike the candidates after overall performance, and they have own limitation of knowledge in particular trades.

Suggestion:

The recruitment and selection procedure should not lengthy and time consuming, the candidates called for interview in timely, every examination/Task materials should be available easily. selection panel keep the transparency and fairness during examination and interviews.

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