

Review Paper – “Recruitment Policies And Procedures In Organizations And Companies ”

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ABSTRACT:-

Human resource management (HRM) is the practice of recruiting, hiring, deploying and managing an organization's employees. HRM is often referred to simply as human resources (HR). A company or organization's HR department is usually responsible for creating, putting into effect and overseeing policies governing workers and the relationship of the organization with its employees. The term human resources was first used in the early 1900s, and then more widely in the 1960s, to describe the people who work for the organization, in aggregate.

HRM is employee management with an emphasis on employees as assets of the business. In this context, employees are sometimes referred to as human capital. As with other business assets, the goal is to make effective use of employees, reducing risk and maximizing return on investment (ROI).

The modern term human capital management (HCM) is often used by large and midsize companies when discussing HR technology. Human resource management is meant for proper utilization of available skilled workforce and also to make efficient use of existing human resource in the organization. The best example in present situation is, construction industry has been facing serious shortage of skilled workforce. It is expected to triple in the next decade from the present 30 per cent, will negatively impact the overall productivity of the sector, warn industry experts.

Today many experts claim that machines and technology are replacing human resource and minimizing their role or effort. However, machines and technology are built by the humans only and they need to be operated or at least monitored by humans and this is the reason why companies are always in hunt for talented, skilled and qualified professionals for continuous development of the organization.

INTRODUCTION

Recruitment refers to the process of identifying, attracting, interviewing, selecting, hiring and on-boarding employees. In other words, it involves everything from the identification of a staffing need to filling it.

Depending on the size of an organization, recruitment is the responsibility of a range of workers. Larger organizations may have entire teams of recruiters, while others only a single recruiter. In small outfits, the hiring manager may be responsible for recruiting. In addition, many organizations outsource recruiting to outside firms.

Companies almost always recruit candidates for new positions via advertisements, job boards, social media sites, and others. Many companies utilize recruiting software to more effectively and efficiently source top candidates. Regardless, recruitment typically works in conjunction with, or as a part of Human Resources.

Human Resource Management, otherwise known as HRM or HR for short, is the function of people management within an organization. HR is responsible for facilitating the overall goals of the organization through effective administration of human capital — focusing on employees as the company's most important asset.

Recruitment is the first step in building an organization's human capital. At a high level, the goals are to locate and hire the best candidates, on time, and on budget.

OBJECTIVES OF THE STUDY

- ❖ To understand the recruitment strategies followed by the companies.
- ❖ To identify the types of interviews conducted by the companies.
- ❖ To know whether induction is carried on by the companies
- ❖ To assess the importance of both recruitment and selection
- ❖ To understand the steps of recruitment procedure followed by the companies
- ❖ To analyse the challenges countered by the HR of the companies

What is Recruitment?

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Types of Recruiting

There are several types of recruiting. Here's an overview:

Internal Recruiting: Internal recruiting involves filling vacancies with existing employees from within an organization.

Retained Recruiting: When organization hire a recruiting firm, there are several ways to do so; retained recruiting is a common one. When an organization retains a recruiting firm to fill a vacancy, they pay an upfront fee to fill the position. The firm is responsible for finding candidates until the position is filled. The organization also agrees to work exclusively with the firm. Companies cannot, in other words, hire multiple recruiting firms to fill the same position.

Contingency Recruiting: Like retained recruiting, contingency recruiting requires an outside firm. Unlike retained recruiting, there is no upfront fee with contingency. Instead, the recruitment company receives payment only when the clients they represent are hired by an organization.

Staffing Recruiting: Staffing recruiters work for staffing agencies. Staffing recruiting matches qualified applicants with qualified job openings. Moreover, staffing agencies typically focus on short-term or temporary employment positions.

Outplacement Recruiting: outplacement is typically an employer-sponsored benefit which helps former employees transition into new jobs. Outplacement recruiting is designed to provide displaced employees with the resources to find new positions or careers.

Reverse Recruiting: Refers to the process whereby an employee is encouraged to seek employment with a different organization that offers a better fit for their skill set. We offer Reverse Recruiting Days to help workers with this process. At our Reverse Recruiting Days we review resumes, conduct mock interviews, and offer deep dives into specific job roles.

What is Recruitment policy in HRM?

Recruitment may be defined as the process of attracting the right talent with the right skills, the right attitude, and the right experience. It is one of the very important and most discussed topics of human resources. Recruitment nowhere is used alone. It includes various terms with it, those terms are selection and induction. As per recruitment and selection policy, the process of talent acquisition starts from recruitment and is processed further with selection and continues till induction. We can explain the term selection as well as induction. Selection is the process of choosing the best person for a given position. Recruitment is attraction and selection is to choose. Induction means introducing the person to the position. In other words, we can say the success of

the company is based on the right recruitment to a very large extent as the process of recruitment is based on proper strategies.

Benefits of having a Recruitment and Selection Policy in HRM

1. Clarity on the need for organization.
2. Clarity in the hiring policy process.
3. Right fit with the organization's culture.
4. Sound Hiring decisions.
5. Make the best use of the Employment policy.
6. Better productivity by following principles of recruitment policy.
7. Better culture. How? It has been answered in the recruitment policy
8. Right budgetary calculations.
9. Clarity on the approach to be taken by all stakeholders.

RESEARCH METHODOLOGY

Research simply means search for knowledge. Marketing research is defined as a systematic gathering and analysis of the data concern with an objective. The whole activity is divided into various parts and after compilation of that we reach at certain findings, which enable us to make marketing decision. It involves the diagnosis of information needed and the selection of the relevant and inter-related variables.

Primary data:

Method used- Customer survey method.

Data has been collected through of respondent. They Provide researcher with all genuine responses which they feel is right regarding recruitment policies and procedures in organizations and companies.

Secondary data:

Secondary data are statistics not gathered for the immediate study at hand but for some other purpose. They can be described as those data that have been compiled by some other agencies other than the user. The secondary data are those which have already been collected by someone else and which have been passed through the statistical processes.

Reference Books, Websites.

RESEARCH DESIGN

A Research design is a simply the framework or a plan for the study that is used as a guide in collecting and analyzing the data. It is the blue print that is followed in completing a study.

SCOPE OF THE STUDY

Human Resource Management System is a system based module under Human Resource Department. It is a system basically perform the automate evaluation process and management of all Employees Daily performance. It used to monitor the performance of a certain Employee if he/she was doing his/her job in order and in a proper way. This also serves as a basis of information for the department to conclude if that certain Employee was eligible enough to grant Bonuses or to be promoted. The Scope of this system was listed below:

1. Employees Performance Appraisal
2. Caters the Salary bonuses of Employee
3. Hold the Promotion of a certain Employee
4. List of Seminar conducted by the Department

CONCLUSION

An effective recruitment and selection process reduces turnover, we also get much better results in our recruitment process if we advertise specific criteria that are relevant to the job. Include all necessary skills, and include a list of desired skills that are not necessary but that would enhance the candidate's chances. If we fail to do this, we might end up with a low-quality pool of candidates and wind up with limited choices to fill the open position. When we choose a candidate based upon the qualifications demonstrated in the resume, the interview, employment history and background check, we will land the best fit for the position. Based on our decisions about a specific candidate upon specific evidence rather than any gut instincts. If we hire people who can do the job instead of people we merely like, we will have higher productivity and quality in our products or services. (Kevin Johnston 2017) The recruitment and selection process is the time we not only identify a candidate who has the experience and aptitude to do the job that we are looking to fill, but also to find someone who shares and endorses our company's core values. The candidate will need to fit in well within our company's culture. The selection and recruitment process should provide our company with an employee who adapts and works well with others in our business. Failure to recruit and select for the long term can result in high turnover. (Kevin Johnston 2017) Besides, selection function provides a vital opportunity for us to focus on what candidates can offer our company. It is important to select carefully, either by using our own judgment or by enlisting the help of managers we trust. The interviewer must know what the job is and what will be required for a new hire to perform well. The interview process also allows us the opportunity to express our company's vision, goals and needs. Last but not least, It is vital that the interview elicits responses from applicants that can be measured against our expectations for the position. If we don't use the interview to effectively eliminate applicants who don't fit into the company culture, we might end up dealing with turnover, confusion and disgruntled employees

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