

# Human Resources Management III.

## Employee Recruitment

# Employee Recruitment I.

- **Human Resources Planning I.**
  - one of the most important HR activities
- What do you need?
  - knowledge of strategic business plan
  - knowledge of evolution of the company
  - knowledge of appraisal system

# Employee Recruitment II.

- **Human Resources Planning II.**
- What are you going to do?
  - Forecast Staffing Requirements (identification of open positions caused by turnover or growth)
  - Develop Succession Plans (managers developed individual succession plans for important positions)
  - Identify Training Requirements
  - Conduct Organizational Review

# Employee Recruitment III.

- **Recruitment Sources I. :**
- Internal Recruitment
  - Increases morale of all employees
  - Knowledge of personnel records
  - Chain effect of promotion
  - Need to hire only at entry level
  - Usually faster, less expensive (from the beginning)

# Employee Recruitment IV.

- **Recruitment Sources II. :**

- External recruitment

- Applicant pool is greater
- New ideas, contacts
- Reduces internal infighting
- Minimizes Peter Principle
- May solve Vacant Principle

# Employee Recruitment VI.

- Methods of Recruitment
  - External Agencies (Private Employment Agencies)
    - saving time, spending money (short time view)
  - Internal Selection
    - saving money, spending time (short time view)
  - Leasing Employees
  - HR – Department strategy

# Employee Recruitment VII.

- Steps in the Selection Process
  - Initial Screening
    - minimizes the time the HR department must spend
  - Application Blank
    - example
  - Writing tests
    - (general Intelligence Tests, Aptitude Tests, Personality and Interest Tests)
  - Interviews
    - (The Structured and Semi-Structured Interview)

# Employee Recruitment VIII.

- Steps in the Selection Process
  - Interview
    - steps in Interview
  - Assessment center
    - examples
  - Background Checks