

# Recruitment and Selection Process

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## Abstract

*Recruitment and selection is a very important process of an organisation. Its goal is to attract the applicants who have broad set of talent. It's important to go through different steps involved in the Recruitment and selection, so that consistency can be ensured in the process. In the whole process equal employment opportunity is given to all applicants.*

**Keywords:** Recruitment; Process; Selection techniques; hiring process

## 1. Introduction

To increase the efficiency in the process of the hiring and selection to ensure that best candidates can be selected. Recruitment and selection can be further described as.

Steps required for selection and hiring:

- (i) Identify the vacancy & evaluate needs
- (ii) Finalise position description
- (iii) Make a recruitment plan
- (iv) Make a search committee
- (v) Posting of Position & Implementation of the recruitment plan
- (vi) Make short list of the applicants
- (vii) Conduct interviews
- (viii) Medical
- (ix) Finalise the recruitment

### A. First Step

Identify the vacancy & evaluate needs:-

With a proper planning before the recruitment process then the correct hire can be recruited.

There is a need of new vacancies then:-

1. To understand the goals of the organisation.
2. Perform an analysis of the skills required by the organisation.

### B. Second Step

Finalise position description:-

The explanation of the position is a very important part of the recruitment. It is used to develop the interview questions and also evaluation of interview.

Identify Duties and Responsibilities –

Manager should identify some important things of job description:

1. General purpose information
2. Purpose of the position
3. Minimum Requirements
4. Required Qualifications

### C. Third Step

Make a recruitment plan:-

First we have to plan the recruitment process and approve it from the organisation.

Five basic elements of the recruitment plan are as under:

1. Period of posting
2. Goals of placement
3. Resources of additional advertising
4. Diversified agencies
5. Resume banks

#### **D. Fourth Step**

Establish a search committee:-

No personal biasing should be there with the applicants in the selection. Manager will hire and identifies the members who will interact with applicant directly or indirectly in the course of their work. The organisation which does not have the variety in their staff should appoint the staff outside of the organisation to create other alternatives.

#### **E. Fifth Step**

Posting of Position & Implementation of the recruitment plan:-

Once the explanation of the position is completed it is posted on site. Organisation should perform all the efforts that the accuracy of job report is full.

Monitoring Recruitment Plan:

The organisation should monitor on the recruitment member so that recruitment should be maximum.

#### **F. Sixth Step**

Make short list of the applicants:-

All application forms are read carefully by the recruitment and selection team who are trained to use the information from the application form and not make assumptions.

Members of the recruitment and selection team can make comments on eligibility of applicant qualification.

#### **G. Seventh Step**

Conduct interviews:-

The interview give the panel a chance to ask questions and find out if you can actually do the job. It allows you to us question about the job and well assess you suitability under the personal qualities.

#### **H. Eighth Step**

Medical:-

If you are successful at interview you will be required to complete the medical questionnaire and undertake a full medical examination by the Health Physician/Medical Officer.

In addition applicants will be required to have full Eye test and colour vision assessment by a fire brigade optician.

#### **I. Ninth Step**

Finalise the recruitment:-

Final merit list will be carried out after completion of recruitment process & medical fitness.

The following medical clearance and subject to satisfactory references, you may be issued with an appointment letter, depending on the available vacancies.

Recruit fire fighters will have a period of induction prior to commencing the training course.

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