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## **Important Measures and Dominents of Appointment or Recruitment Period in an Organization.**

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### **Abstract**

In an organization, best performance is not depends on the shoulders of top level managers but depends on the whole staff. They get participation in all activities, in their job and tasks for the success of an organization and achievement of its predetermined goals. For this it is essential to make a strong team and for that the human resource manager have tough task to make adequate team and skilled staff. There are some systematic steps can be taken by which a human resource manager to ensure that the right type of persons are available within an organization in right numbers. Managers should not show hurry in interview process because this is a crucial time to judge a candidate completely. Existing or current employees are the strong asset of organization so managers must take help in this process of new employment. Human resource managers must take help in decision making process of new employment from existing employees, they are the key factors of organization.

**Keywords:** Top level Managers, skilled staff, Interview process, employees, Team, predetermined goal.

### **Introduction**

Human resource are the most important assets in an organization. Every organization needs to recruit people to carry out the organizational goals or activities. In fact, all the organizations are basically human organizations. As Prof. Hallett says, "It is with people that quality performance really begins and ends. Robert Heller also says, "If people of poor calibre are hired, nothing much else can be accomplished and with this Gresham's law will work as the bad people will drive out the good or cause them to deteriorate." Recruitment and selection is an important function of personnel management. It is related with staffing which involves manning the organization structure through proper and effective manpower. Recruitment represents the first contact that a company has with potential employees. A well-planned and well-managed recruiting effort will result in high-quality applicants. The success of any organization depends on how effectively human resources are managed and utilized. Recruitment satisfies a company's needs and shapes its future.

#### **Characteristics of Recruitment :-**

1. Recruitment is an aspect of manpower planning.
2. It is a linking activity that brings together those with jobs to fill and those seeking jobs.
3. Its purpose is to locate the sources of people recruited to meet job requirements and attracting such people to offer themselves for employment in the concern.
4. It is a complex job because too many factors affect it, such as the image of the concern, nature of jobs offered, organisational policies, labour laws, culture, Government policies etc.
5. It is a positive process because its objective is to increase the selection ratio, that is, the number of applicants per job opening.
6. It is a two-way affair. It takes two ways to complete the recruitment process – the recruiter (the person who is recruiting) and the recruit (the person who is to be recruited).
7. It is a process of activities rather than a single act or event.
8. It is a pervasive function as all organizations engage in recruiting activity.

Recruitment and appointment process is a part of a business organization. Manpower resource is a professional resource which is very important for any business entity to achieve their goals and organizational success.

Appointing a candidate includes recruiting, selecting and interview process in an organization. There are many manpower sourcing agencies which help in providing adequate manpower for all types of works or tasks done within an organization like managers, engineers, accountants, supervisors, technicians, fabricators, electricians, carpenters, -revers, masons and so on and along with this there are some skilled, semi-skilled and unskilled candidates who must be recognized by the human resource managers at the time of new

appointment. There are some measures which must be taken by human resource managers while the time of appointment of a candidate in an organization.

### **There must not be shown hurry in the period of appointment :**

When ever an organization thinks of hiring an employee, this time is to take patience and calmness and intelligence. In this period, it must not be shown hurry to appoint an employee. There must not be hurry of making new post and position and not to replace one too.recognise the need of the company work and if there is emergency, take help of source of employment .when resumes comes for employment ,the primary responsibility of an HR manager is to take interview of the candidate very carefully and with great patience according the need of the work of the company ,they call for interview.

It might be possible that a candidate seems good in interview but not efficient in working task and shows poor performance in practical work in the organization. there for rather being impress in a short period with him,the first responsibility of a HR manager is to thik about all the aspects of the job or task he/she going to performe.take time and then take a strong decision to hire her or him.

**Take help in getting decision for new employment with the employees:** Old and current employees are the main and vital resource of the company. they put their all strength and hard work for the betterment of the company. When there is the problem of betterment of work and have got to take decision regarding new employment, the managers must have got to take the opinion and decision of existing employees and take a meeting with them to take a conversation and discuss about the new employment if there is a need of new employment in there view.

**Take help of old and existing /current employees for finding efficient one :** The employees currently working in the organization efficiently, the manager can get help of them to find right person on the right job. the thing is to point out or must be noticed by the manger that he should give proposal to the employees for getting or searching a new candidate, who is loyal with the company and has goodwill in the company. One more thing is to be noticed by the manager that when current employees take new candidate for interview, after all approaches given by them, manger have got to compare all of them on their credibility and efficiency for performing on the job.

**Take help of recruitment agency in condition the business is New:** If an organization is new in business world and recruiters have less experience in recruiting or appointing the candidates, they cab get help of good recruiter agency. One thing must be in mind of a managers that the agency of which they are going to take the help for recruitment process, must have better goodwill in the business world as for as recruitment process is concern.

The quality which company wants from a candidate, recruitment agency must be awared of it and there is a responsibility of company to inform the recruitment agency priorly about it. The responsibility of determination of deserving and essential eligibility for a candidate is of company, not of recruitment agency. There for company is bound to determine their own needs regarding employment.

### **The Questions must be right regarding right job and right task:**

When the time of interview, the HR manager must ask the right questions which is exactly related to the right job and right task. in the process of the interview, the best way of judging a candidate is that , the questions which are being asked by the HR mangers, must be answered by the candidate descriptively not in yes or no. so question are intellectually prepared and determined by the managers. The questions could be related to the suggestion on specific incident or event and it could also be related to the ordinary behavior in working with common or same pattern. The result of these questions must be of recognizing the thinking pattern and extent of thinking and IQ level of candidate in a particular condition or incident.

After asking these questions in the interview process, the next step is to give candidate opportunity to do work practically or in other words, there is a responsibility of a manager in interview process that manager should offer candidates to do work practically in front of him to recognize the full Incredibility of candidate regarding a specific job or task.

In recognizing incredibility of a candidate, the eyes or vision of managers must be, on the way and approach of doing work by candidate. This is an important element that managers must have while interview process of candidates. for recognizing the eligibility and competence of new candidate's managers could determine and select some specific and different task for performance of candidates.

### **Give a better and positive atmosphere to the candidates:**

The candidates who have come to participate in the interview session in an oragnization,the responsibility and main duty of HR mangers to give them a positive and better atmosphere where they have opportunity to show their full and real strength and they can condensate with the manager freely on any topic or question asked by the managers. Candidates must have an opportunity to discuss deelpy on each and every topic in the interview process about organization and their self interest.

This is beneficial for the managers for both sides because if he/she got selected than he/she would be well encouraged to work with and in company and on other hand if he/she don't get selected than he/she would praise your working style and work culture out side the organization with his/her all colleague.

### **General Steps in Recruitment process :**

- 1.Recruitment is a function in human resource planning. the general recruitment process consists of the following steps :-
2. Recruitment process begins when the personnel department receives requisitions for recruitment from any department of the company. the personnel requisitions contain details about the position to be filled, numbers of persons to be recruited , the qualifications and the duties of persons, terms and conditions of employment, etc.
3. The next step is assessment of personnel requirements through job descriptions and job specifications.

4. Locating and developing the sources of required number and types of employees.
5. Identifying the prospective employees with particular combinations of skill, experience, education and other personal attributes.
6. Communicating the information about the organisation , the job , the term and conditions of service, and the applicable laws and regulations.
7. Encouraging the identified candidates to apply for jobs in the organisation. candidates should not be discouraged to apply for a position because of their sex , race , age , or other traits , unless such characteristics are related to job performance.
8. Evaluating the effectiveness of recruitment process.
9. After these all steps the selection process come to starts.

## **Suggestion**

Appointing process is very crucial process in the organization which must be taken very seriously by the human resource managers and organization. The human resource managers must show patience while recruiting and appointing a candidate rather showing hurry in the complete process. The question which are being asked by the human resource manager, must be answered in descriptively manner. So the questions must be accordance with that. It should not be like that which can be answered in Yes or No , so human resource manager must be aware with the questions. There is a responsibility of Human resource managers to offer practical work to candidate by which his /her performance could be occurred or measured by which a manager can become confident about his/her full potential in appointment process. Human resource managers must make a positive and healthy atmosphere in interview and appointment process by which a candidate could show his full potential and strength in performinga task and job. Existing employees are main assets of organization so managers must take help in making decisions regarding new appointment procedure. Human resource managers must get this all measures in their mind and insure that there are right people in the organization with right skills and right number.

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