



## Process of Recruitment

In this article, you will know about the process of recruitment Step by step, What is Recruitment?, and steps to fill one or more openings.

### What is Recruitment?

Recruitment is analyzing job requirements and then identifying potential people who are then encouraged and motivated to apply for positions inside the organization.

The recruitment campaign is aimed to attract an increasing number of applications so that a large pool of candidates applied for the job and the organization has more possibilities to choose the best candidate.

### 5 Steps in Recruitment

The recruitment process is divided into five stages, each of which is interconnected:

#### 1. Recruitment Planning

The recruitment process begins with planning, which includes **analyzing vacant job positions and creating a comprehensive job draught** that consists of the *job specifications and nature, skills, qualifications, and experience required for the job*, among other things.

The recruitment committee determines the number and type of applicants who will be contacted in this round. Any organization's goal is to attract more candidates because some may be unwilling to join or may not be qualified for the post. As a result, the organization has a significant amount prospects from which to choose. The job requirements are fully defined in terms of the tasks and duties involved in the place and the qualifications and experience required.

#### 2. Develop a strategy

After preparing a detailed job draught and determining the type and number of recruits required, the next stage is to find a plan for recruiting prospective candidates within the business. It's essential to keep the following strategic concerns in mind:

- **Make or Buy People** refers to a company's decision to hire qualified experts or hire less skilled employees and invest in training and education programmes.
- **Strategies of Recruitment:** The firm chooses the methods for recruiting employees. The internet, such as, gives thorough information on potential applicants and aids in selecting the most suitable people.



- **Geographical Area:** The second decision concerns the geographic area in which the candidates will be sought. To cut the search price, the company looks for places where a small number of skilled people are concentrated.
- **Recruitment Sources:** There are two types of recruitment sources: internal (inside the organization) and external (from outside the organization) (outside the organization). The company must pick where the candidates are hired.

### 3. Candidate search

Once the strategy is in place, the candidate search can begin. There are two parts to this process: *source activation and sale*. The source activation indicates that the candidate search starts with the employee requisition, which means the investigation cannot begin until the line manager confirms that the vacancy exists.

The firm must then think about selling, which entails cautiously selecting the communication methods that effectively transmit employment information to potential candidates.

### 4. Screening

Screening refers to the process of shortlisting candidates' applications for further consideration. Although screening is considered the first step in the selection process, it is an integral part of recruitment. The selection process does not begin until the applications have been thoroughly reviewed and shortlisted based on the job requirements. The goal of recruitment, in this case, is to weed out those applications that seem to be unqualified for the job at an early stage.

### 5. Evaluation and Control

The last stage of the recruitment process is evaluation and control, where the *validity and effectiveness of the process and the methods used are assessed*. Because the firm must check the production in terms of the costs incurred, this stage is critical.

The pay of recruiters, time spent by management, cost of advertisement, cost of selection, a price paid for overtime, and outsourcing if the post stays unfilled make recruitment a costly process. As a result, a company must collect all of this information to evaluate a recruitment process's performance effectively.

## Steps to fill one or more openings

You can also use these steps to fill one or more openings.

### 1. Assemble a committee for selection

First and foremost, you must decide who will be in charge of hiring. This group will serve as your "selection committee."



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If you own a small firm, your selection committee may be made up entirely of yourself! However, in most organizations, your committee should have at least two members. Consider up to four for larger organizations.

Members of your selection committee should be objective and represent the best interests of your firm. You'll also want to make sure that the members are aware of the position you're attempting to fill and are well-versed in the concept of equal opportunity.

## 2. Create a position description

If you write an excellent job description, you'll attract better prospects.

When drafting a successful job description, there are 11 crucial things to discuss, according to Michael Page, a leading UK recruitment firm:

1. Your job title
2. Department
3. Who reports to whom in the role
4. Responsibilities and expectations
5. Objectives and goals
6. Possibility of advancement and promotion
7. Qualifications, education, and training requirements
8. Desirable characteristics and soft skills
9. Travel and location requirements
10. Compensation and benefits
11. Organizational culture and identity

Keep in mind that a solid job description should serve two purposes. It should inspire exceptional prospects to apply for a job with your organization, and it should be clear about the type of person you're seeking for.

## 3. Post a job advertisement

You're restricting your reach if you only post your brand new job ad in one location. The more sites you post your job ad on, the more likely you will find the ideal candidate. Naturally, this makes it challenging to keep track of your incoming applications, and it can get a little chaotic.



To keep everything in order, make sure that all applications are delivered to a single location. Here are a few crucial areas to post your job ad to increase your chances of finding the best candidate for the job:

- **Your business's website:** If you don't already have one, you should think about creating one. If you already have one, here are three suggestions for improving it.
  - **Use of social media:** Post the details of your job opening on social media sites like Facebook and LinkedIn. LinkedIn is beneficial for this, as it is frequently used by people considering a career change. If you're well-connected and write a compelling job description, digital "word of mouth" via social media could help you reach a wider audience.
  - **Job-specific webpages:** Job websites are created with the express purpose of connecting job searchers with employers. There are a lot of them around. Indeed, Monster and Reed are most likely the leading participants in the UK market.
  - **Classified ad bulletin boards:** Even if they aren't specifically for jobs, many classified ad boards – both online and in print – have "job" sections where you can post your opening. Consider using sites like Gum tree, Craigslist, and Free Ads to advertise your business.
  - **Jobcentre run by the government:** Signing up for the Government's Job match service allows you to advertise online and in local centres. This will assist you in making contact with persons who are currently receiving government job assistance.
- If possible, contact all applicants as soon as possible after they apply to recognize their application and express gratitude. This is usually something that can be automated. You could want to tell them what to expect next in your response, such as when they can expect to hear from you. It will boost their trust in you as an employer (as long as you follow through with whatever you promise).

#### 4. Make a shortlist and schedule interviews

It would help if you had a stack of CVs on your desk by now. It's now up to you and your selection committee to review all the applications, develop a shortlist, and invite people to an interview.

It would help if you assigned a score to each applicant while making your shortlist. This score should be determined by how effectively they fit the requirements in your job description. Candidates that do not meet the role's essential qualifications should be eliminated from consideration.

During the recruitment process, including shortlist, you mustn't prejudice. Any of the nine protected traits should not be used to exclude candidates. This isn't to say that you can't exclude candidates.

The following are the nine protected features of discrimination:

- Being a transgender person, or becoming one
- Having a civil partnership or being married
- Having a kid or being pregnant



- Disability
- Race, including skin colour, ethnicity, and national origin
- Religion, as well as the notion that there is no religion/belief.
- Gender
- Sexual preference

The highest-scoring candidates should be invited to an interview. It's entirely up to you how you conduct interviews, although you should meet with prospects face to face when possible. Screening over the phone can also be beneficial.

## 5. Conduct interviews and test results

It would help if you planned out the questions you'll ask ahead of time. Last-minute scrambling may result in a terrible interview that fails to give you the knowledge you require, and it may make you seem to be a horrible employer.

Read our post "10 crucial interview questions (and why you should ask them)" for advice on what to ask in an interview.

Between 30 and 40 minutes should be allotted for the initial interview. Anything less could feel rushed, while anything more could take too long - especially if you have many discussions to conduct.

If you need to get more information from your ideal candidates, don't be hesitant to schedule two rounds of interviews. You can use the second round for interviewing the top few candidates from the first round and going over the job role and duties in greater depth.

## 6. Select your preferred option

Once you've narrowed down your last shortlist, you and your selection committee should compare scores to decide who is the best fit for the job. This person will be your "preferred selection", - but don't dismiss other choices too quickly since you may need to revisit them later.

It's critical to pick your preferred choice based on merit - that is, how well you believe the person will do the task. It's easy to be prejudiced against a candidate based on existing friendships within the new team or years of experience with the organization.

Naturally, how well a person gets along with their new co-workers is a significant cause to consider. But that doesn't mean you have to pair up two pals at the price of hiring someone who isn't qualified for the job.

## 7. Double-check your references

Before contacting your selected candidate, make sure to check their references and qualifications. This could prevent you from some potentially embarrassing situations! Consider offering a pivotal



position to someone... only to discover that none of their past employers is willing to give them a reference.

Of course, references do not always determine a person's ability. However, it is still worthwhile to investigate them. If you see a pattern from earlier employers – for example, a failure to comment on timeliness – you should be ready to hire someone who is always late for work.

If you're calling earlier employers for a reference, try not to keep them on the phone for more than five minutes. You could want to make an exception if the position is particularly senior or business-critical. Otherwise, follow the five-minute rule – it's a common courtesy, mainly because the earlier employer is unlikely to gain anything from the conversation.

## 8. Make an official job offer

You're almost done now. However, just because a candidate has shown interest in a position does not mean it is a done deal. You must still make a formal employment offer and wait for it to be accepted.

Once your new employee has accepted their employment, remember to notify unsuccessful candidates as soon as possible. It also aids in the future development of your talent pool.

## What happens if the candidate declines?

You can choose the next best person on your list if your favourite applicant does not accept your job offer. If you do not discover the correct person for whatever reason, you may need to redo the process. To get the most exposure for your job posting, ensure it's posted in the correct areas.

When a suitable candidate accepts your offer, at the very least, notify everyone else who made it to the interview stage. This isn't a legal necessity, but it is considered good business practice. Candidates will appreciate your civility, and you will gain a better reputation as an employer.

Use an applicant tracking system to tie everything together.

You could profit from HR software that incorporates an Applicant Tracking System if you're still conducting the recruitment process manually (ATS). Most of the above phrases will be tied together by your ATS, which will allow you to manage the entire process from start to finish.

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- [Process of Getting a Passport | How to fill form?](#)