

RECRUITMENT PROCESS

UNDERSTANDING THE RECRUITMENT PROCESS

Recruitment or hiring process is a process of identifying the jobs vacancy, analysing the job requirements, reviewing applications, screening, shortlisting and selecting the right candidate. [11]

STEPS IN THE RECRUITMENT PROCESS

1. Recruitment Planning

Recruitment planning is the first step of the recruitment process, where the vacant positions are analysed and described. It includes:

- Job Analysis : It is a process of identifying, analysing, and determining the duties, responsibilities, skills, abilities, and work environment of a specific job.
- Job Description : It is a document that provides information about the scope of job roles, responsibilities and the positioning of the job in the organisation.
- Job Evaluation : It is a comparative process of analysing, assessing, and determining the relative value/worth of a job in relation to the other jobs in an organisation. [11]

2. Recruitment Strategy

After completing the preparation of job descriptions and job specifications, the next step is to decide which strategy to adopt for recruiting the potential candidates for the organisation [11]. This includes deciding:

- Make or buy employees
- Types of recruitment
- Geographical area
- Recruitment sources

3. Searching the Right Candidates

Searching involves attracting the job seekers to the vacancies. The sources are broadly divided into two categories: Internal Sources, such as promotions transfers, etc. and External Sources such as direct recruitment, advertisements, agencies, etc.

4. Screening / Shortlisting

Screening is an integral part of recruitment process that helps in removing unqualified or irrelevant candidates, which were received through sourcing. [11]

RECRUITMENT VOCABULARY



HIRING MANAGER

The hiring manager is usually the person the job applicant would be reporting to if they were hired [12]. Hiring Manager identifies the need of a resource in the company for a particular role and generates a mandate.



MANDATE OR REQUISITION

A document stating the requirement for new hiring and qualities required to fulfil the role. An approved requisition is the starting point of hiring process.



TALENT ACQUISITION

Finding and acquiring the right candidate for the role/ job opening. TA head monitors the hiring activity, manages tasks and recruiter work flows.



JOB POSTING

An advertisement stating the company's requirement and position details to attract relevant candidates.



RECRUITER

An individual who works to fill job openings in businesses or organisations [13]. A recruiter's job includes reviewing candidate's job experiences, managing candidate pipeline, negotiating salaries, and placing candidates in agreeable employment positions.



CANDIDATE PIPELINE

Candidates who match the set of skills required to fill the open position. These candidates move through a sequence of selection stages such as screening, interviewing, and offering before they are hired, which forms the candidate pipeline.



CANDIDATE SOURCING

The process of finding right candidates from multiple sources and adding them to a database. The sources include personal database, contacts, job boards, vendors, social media, referrals, etc.

COMMON TOOLS

DEVICES AND SOFTWARES

Recruiters typically use these tools to accomplish daily recruitment activities. Depending on whether the company has access to specialised recruitment softwares such as an application tracking system or a centralised database, the usage of these tools may vary.



EXCEL SHEETS

Excel for maintaining offline candidate database, activity monitoring and report generation.



EMAILS

For sending out requisition, work assignment, sending out job opportunity, candidate communications, hiring manager feedbacks, reporting activity, team communications.



PHONE CALLS

Getting details from the hiring manager for preparing the job description or starting a candidate search. Initial candidate confirmation, and confirmation before sending the offer letter.

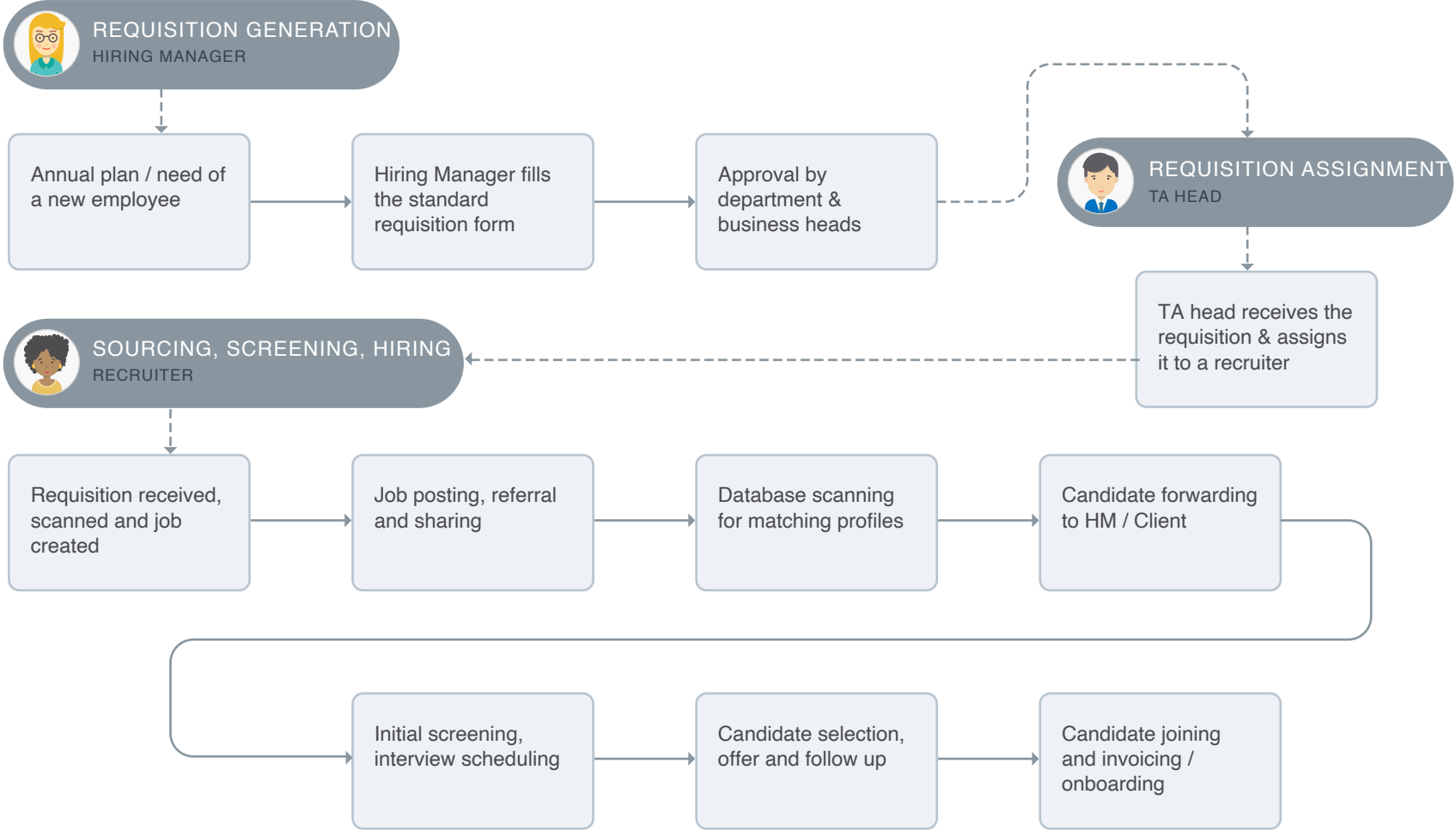


CALENDAR

For scheduling interviews, setting up meetings and task reminders.

RECRUITMENT ACTIVITY FLOW

This diagram represents a generic recruitment process which might vary in different companies.



ROLES & RESPONSIBILITIES



HIRING MANAGER

A Hiring Manager is the typical role in a company that is responsible for designing and monitoring the recruitment process. There are other hiring roles associated, but the Hiring Manager facilitates and oversees this process. The Hiring Manager could be the employee that requested the position to be filled via a Job Requisition, or hiring request, but it is not always necessarily so. The Job Requisition could also be submitted to the Hiring Manager by another employee within the company. When a position needs to be filled, regardless, the Hiring Manager serves as the lead of the hiring team. [14]

WHAT DOES A HIRING MANAGER DO?

- Leads the hiring team
- Facilitates the hiring process
- Requests position to be filled or approves an open position request
- Oversees every step of the recruitment process, from request to hire
- Facilitates recruitment strategy meetings and creation
- Communicates important info across the hiring team
- Creates survey or application form
- Decides on recruitment tools
- Reviews and parses applications and resumes/CVs
- Schedules interviews
- Conducts in-person interviews
- Assists with final selection of candidate
- Communicates job offer
- Negotiates any salary requests [14]

ROLES & RESPONSIBILITIES



TA HEAD

The talent acquisition specialist or manager devises strategy and recruitment process, as well as actual execution of the sourcing or recruiting campaign. They may be involved not only in finding and screening candidates, but developing the corporate policy for talent bench-marking, talent assessment, and interviewing policies. Often the talent acquisition department will also either liaise with the legal department or retain their own legal specialists to ensure compatibility with employment law. [15]

WHAT DOES A TA HEAD DO?

- Work with internal teams and hiring managers to assist with recruitment efforts
- Assist with both external and internal hiring efforts
- Develop recruitment strategy. This may include job posting optimisation, recruiting marketing channel development, job board procurement, digital and non-digital employment marketing, etc.
- Manage the recruitment process and life-cycle, including initial assessments, interviews, and offers
- Provide recruitment counsel and guidance to hiring managers and HR professionals
- Manage and guide development of corporate employment resource
- Participate in employment events, such as career fairs
- Use sophisticated applicant tracking systems and other recruiting software
- Develop relationships with third party recruitment agencies and staffing firms and manage measurement process [15]

ROLES & RESPONSIBILITIES



RECRUITER

A recruiter is an individual that assists in sourcing talent for an open position or positions at a business or organisation. Recruiters often work for recruitment agencies or firms, but they can also be standalone or offer their own freelance, contract work. Recruiters work on behalf of clients, sourcing potential candidates for them. Often recruiters even facilitate the entire recruitment process, from talent sourcing to the onboarding of the new hire. ^[16]

WHAT DOES A RECRUITER DO?

- Meet with client to outline hiring needs
- Source talent
- Reach out to potential, qualified candidates
- Sift through resumes and select qualified candidates
- Design application form
- Accept or reject applications
- Conduct phone interviews
- Negotiate salaries ^[16]