

Human Resource Management 2023

Recruitment Objectives

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Introduction

- Recruitment = process of attracting , screening and selecting qualified people for a position in an organization
- Staffing = process of selecting and train individuals for specific job functions and charging them with the associated responsibilities

E-Recruitment system = online job application and processing system for employers to advertise their job opening and for candidates to submit their application via the internet.

Definition

Bank of America

ONLINE TRACKING AND APPLICANT TRACKING SYSTEM

- Improved ability to identify successful performers
 - Significant ROI
 - Favourable reaction from candidates
 - Valid and fair assessment
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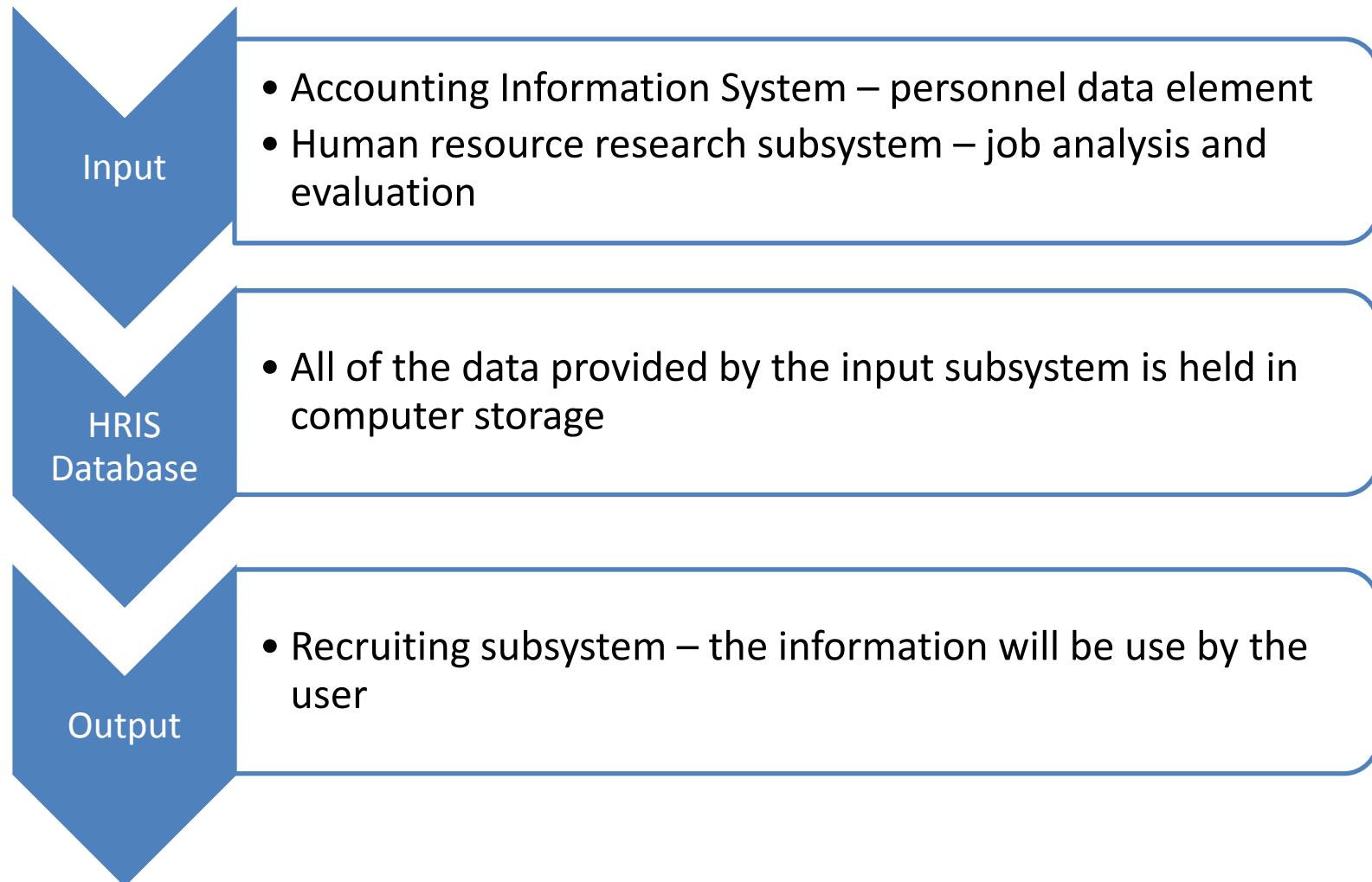
Main Objectives

- 2 main objectives why this system was developed:
 - 1) to help the human resource management to find the right people to fill the job vacancies in organization
 - 2) to decrease employee's turnover

- Cost
- Speed of filling up vacancies
- Psychological contract fulfillment
- Satisfaction and retention rates
- Quality and quantity of applicants
- Diversity of applicants

Objectives of Recruitment Process

Components



Attributes of recruiting website

- Navigability
- Content
- Self selection
- Aesthetic features
- Usability

SPECIFIC EXAMPLE OF TESTS AND ASSESSMENTS

- Knowledge Test
- Skill Test
- Ability Test
- Personal attribute test
- Work simulation

Function & Applications

1. Workforce analysis and planning
2. Sourcing and attraction
3. Assessment and attraction
4. Hiring
5. Deployment
6. Retention

Advantages

1. Reach the Large Target

- To enlarge the scope of their research in local and oversea
- High-quality applicants will be found
- Mostly young, computer literate, educated and showing some interest in recruiting company

2. Reduce cost and time

- Save a lot on advertising
- Can publish available positions on company's website
- Cost saving in 3 areas :
 - 1.reduce cost of newspaper advertisements
 2. Reduce mailing cost
 - 3.Reduce workload of HRD

Continued...

3. Make selection process easier

- Employers and candidates can save a lot of time
- Describe the vacancies and their requirements through internet
- View the openings available position and to apply for specific vacancies
- Help the human resources executive make a appropriate selection to fill position

4. Get information quickly

- The system give the update information
- Employee can get information about job vacancies

Other Advantages

5. Streamline the recruitment process
6. Provide useful information
7. Maintain qualified workers
8. Employees forecast
9. Respond accordingly to the External Environment

Disadvantages

1. Information Overload

- Candidates have to search amount thousands of job specifics
- Dealing with so many applications including the unsuitable ones
- Create a huge volume of unqualified candidates

2. Limited to user to access

- Only the employee in the organization can access
- Required the password
- Should give exploration about how to use this system

Disadvantages

3. Challenges to update information

- Should alert with the information policies of recruitment changing
- Job vacancies was change if the position fulfill by candidates

4. Missing of the information

- Risk by the virus and spyware
- Information will be missing and corrupted

Other Disadvantages

5. Too computerize
6. Lost of Information
7. Time and cost consuming
8. Internet Vulnerability
9. Users Lack of Computer Knowledge

Technology issues

- Validity and security issues
 - Availability
 - Changes to environment n tools
 - Outsourcing
 - Resource capabilities
 - Delivery and systems architectures
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Implications on Management

1. HR administration can decrease their burden because the more focusing to particular field and position
 2. Management to be cost effective and efficient
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Implications on Management

3. Online recruitment and selection may permits administration to cast a wide net across a broad labor market and more likely to reach high-quality applicants.
4. Administration can easily update all the information via using on this system.

Conclusion

- Using web based recruitment and staffing system will indirectly enhance productivity in organization
- . Recruiting on the Internet – The following is a sample list of recruiting web sites:
 - www.ajb.dni.us (America's Job Bank);
www.careerbuilder.com;
 - www.careermosaic.com; www.careerpath.com;
www.careershop.com;
 - www.computerjobs.com; www.hire.com;
www.jobbankusa.com;
 - www.joboptions.com; www.jobs.com; www.jobtrak.com;
and www.monster.com.
 -

Recruitment Strategies and Social Networking

- Facebook, Twitter, MySpace, LinkedIn
- SHRM
 - Increased used
 - No formal policy
 - Passive applicants
 - Cannot be used to screen applicants
 - Negative information

Activity for Discussion

Working in groups, find at least 5 employment ads either on the Internet or in a local newspaper that suggest that the company is family-friendly and should appeal to women, minorities, older workers, and single parents. Discuss what they're doing to be family-friendly. Students should identify statements in the ad that would suggest that they're aiming to be family-friendly.

References

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- Hendrickson, A. R. 2003. Human Resource Information Systems: Backbone Technology of
- Contemporary Human Resources. *Journal of Labor Research*, 24(3): 381-394.