

RECRUITMENT PROCEDURES

The recruitment process is a way of looking for a job , attracting candidates for the position that is recruiting and hiring them for the open role or position .

The whole process of recruiting starts from the job announcement is made until they find the suitable candidate that has been completely inducted for the open position or role .

The process can be different based on the company requires and other factors can be the company structure but they have a common strategy list but most of the organizations stick to that strategy list that include the 7 steps of recruitment process .

The 7 steps of the recruitment process start with Planing then continue with Analysis , Searching , Screening , Engagement , Selection and Onboarding the final step .

Planing

Success is always attributed to having a working blueprint behind it. Recruiting has no exception to this notion.

The best candidates can be located, lured in and employed if appropriate strategy is put in place. Identifying the role that you are filling during this stage of the recruitment process, as well as what it will do for your organization is essential.

This part also considers how you will plan your recruitment campaign. Are you going to rely on agencies or on software like an applicant tracking system among others? It means there are major choices awaiting you.

Analysis 2

Prior to proceeding to the job boards, one must take time to rethink whom their dream employee is. This might make it easier for someone in formal position of a recruiter when making choices later on in that process, says the author.

At this point it is also important to consider ways of attracting top talent into an organisation like yours. A reliable brand strategy will come in handy; thus, elucidating employer branding through career websites and specific social networks.

Now is the moment to get on the job boards and begin your search. This is where you need to start writing your job ads, selecting your desired job boards and tapping into existing talent pools so as to seek out and lure suitable people for your positions.

Remember what kind of person you want and tailor your recruitment adverts as per them at all times. The aim of any advertisement should be attracting those applicants who fit them best; otherwise, you might end up wasting money on inappropriate candidates.

Screening

Candidates that don't have the required qualifications, experience or skills are filtered out by means of screening. Resumes are reviewed, video screening tools used and assessments done before shortlisting resumes. This step is vital for promoting thorough applicants while also avoiding discrimination.

Engagement

Since interviews usually take a lot of time it is important that you keep the candidates engaged. You must identify those who should move to the next stage and always keep in touch to avoid them dropping out. The use of hiring software aids in streamlining interview processes improving the experience for candidates while keeping top talent interested in your organization.

Selection

At this point, select the candidate that suits your needs best. Even though you refer back to your interview notes, rely on what feels right as well. The sooner one decides the better so as not to lose good candidates to better offers from elsewhere. It's all about getting things right but quickly during recruitment finalization.

Onboarding

Once an employee is recruited, ensure they are prepared for day one at work. Preboarding activities such as setting up onboarding microsites and handling other administrative issues fall under onboarding processes. To facilitate smooth transition ensure new staff members remain committed through regular updates/communication and comprehensive checklist for fresh arrivals

Recruitment is a multi-dimensional process which requires premeditated organization and undertaking at each phase. Starting from defining the position, ideal individual through drawing in, sifting and choosing perfect competitors; all stages are important. Additional effective applicants' involvement in an interview and planned induction will definitely make it less complicated for the recent workers to blend into your establishment. Consequently, you

can have solid human resource squads in line with what you want as a firm eventually sustaining the growth of your business.

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Reference :

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