

RECRUITMENT & SELECTION



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RECRUITMENT & SELECTION

UNIT: I

Concept of Recruitment-Factors effecting Recruitment - Recruitment Challenges - How to make recruitment efforts succeed - Recruitment Sources - Innovative recruitment sources - Electronic Recruitment - Electronic resumes - Career web sites, Proactive and reactive recruitment-Recruitment Techniques-Evaluation of Recruitment program.

UNIT: II

Selection: concepts of Selection-Selection Procedures-Selection Standard methods -e-selection - Ensures competitive advantage - Application form-Evaluation of application forms-Ethical issues in application form design.

UNIT: III

Selection tests - Ability Tests-Intelligence test-aptitude test-Achievement test-situational test-interest test-Mental Ability, Mechanical ability test, Personality Measurement Test, Personality Assessment- Performance tests - Computer based testing - Graphology - testing advantages and disadvantages - test validation.

UNIT: IV

Interviewing-Interview Process-Types of Interviews - Planning basic questions - competency based questions - Probing questions - physical examination-Reference checking

UNIT: V

Placement: Employee placement process - Induction-Orientation-Objectives of orientation-orientation policy-orientation program.

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