

# *Recruiting and Selecting Employees*

If people are the most important asset of the organization, then the practices adopted in attracting outside applicants and seeking them from within, need to be of value to an organization in achieving its aim. Recruitment and selection practices must reflect the culture and values of the organization. Effective recruiting and selection find people with knowledge, skill and interest in meeting or exceeding job criteria.

## *Seminar Objectives:*

To discuss the role of the recruiting and selection functions, the recruiting activities and factors affecting them, as well as, the process of attracting and selecting applicants with certain skills and abilities to job vacancies in an organization. Participants will examine the process steps of the plan development, recruitment sources and methods, selection methods, and evaluation of recruitment and selection strategies.

## *Topics:*

- ◆ The changing role of recruiting practices for successful organizational performance
- ◆ Recruitment practices that reflect an organization's culture, values, and beliefs
- ◆ Developing goals and objectives for a fair, efficient and effective recruitment process
- ◆ Conducting an organizational analysis to determine the need to recruit
- ◆ Involving line management in the recruitment and selection process
- ◆ Methods for completing a systematic, detailed job analysis
- ◆ Writing a job description: identifying skills, knowledge and attitudes for job tasks
- ◆ Meeting legal requirements and understanding discrimination implications
- ◆ Attracting candidates in cost-effective ways: factors affecting the process
- ◆ Developing appealing recruiting messages and non-discriminatory advertising
- ◆ Recruiting methods and sources: internal and external
- ◆ Developing application forms and handling curricula vitae
- ◆ Alternatives to recruiting that meet requirements for additional personnel
- ◆ Monitoring the success of the recruitment process
- ◆ The role of selection in organizational effectiveness
- ◆ Choosing and developing selection instruments and procedures
- ◆ Interviews, competency-based assessments, tests, and other selection methods
- ◆ Reducing the costs of errors in selection
- ◆ Choosing the best decision-making process for candidate selection
- ◆ Factors affecting the selection process: organizational variables and influences
- ◆ Evaluating background and biographical data, and conducting reference checks
- ◆ Selection of managerial talent: a complex, difficult, and expensive challenge
- ◆ Determining utility: overall usefulness of a personnel selection/placement process