

Human Resource Function

These notes will focus on the following: **Recruitment**.

*Notes on the other 3 activities of the Human Resource Function (Selection, Placement and the Induction phase) are also for sale.

1. Recruitment

Definition

The process of finding and hiring a candidate, best suited for a job opening, in a timely and cost effective manner.

Types of recruitment

1. Internal

This is when the business recruits employees from within the business for a promotion or transfer.

Advantages:

- Increases the loyalty of the staff.
- There is less of a risk involved.
- Eliminates/ reduces the cost of induction

Disadvantages:

- This often leads to jealousy amongst employees
- No new ideas are brought in.
- Employees, with in the business, may not have the necessary skills or qualifications.

2. External

- This is when the business recruits a suitable candidate from outside of the business.

Advantages:

- New ideas and skills are brought into the business
- There is a wider selection of candidates to choose from
- The business may make use of recruitment agencies

Disadvantages:

- The cost is much higher
- Many unsuitable applicants will apply
- Induction must take place which may be timely and costly

Recruitment procedure

1. Management must determine the labour needs of the business with regards to the vacancy.