

Need for recruitment

Recruitment - process of deciding who will fill a job role

It is needed to ensure that business has right skills and expertise so that greater sales and profit is achieved and business is successful.

Need to find new employees because:

- employees are leaving
- new business
- Growth and expansion of business
- diversification (entering new market)

Benefits of effective recruitment and selection:

- high productivity
- high quality product or customer service
- high staff retention (stay longer in the job and decrease recruitment cost)

Two types of recruitment: internal and external

Internal recruitment - business fills a job role with an existing employee in the business

+ employee knows how business works	- limited internal applicants
+ business knows the employee	- business pays for training for new job role
+ increased motivation due to promotion	- lack of new ideas
+ no need advertising and recruitment cost	Less training needed as experts are recruited
+ increased training	

External recruitment - business fills a job role with person outside the business who has not worked in organization

Opposite benefits & drawbacks

Methods of recruitment and selection of employees

Stages in recruitment and selection process:

1. Identify **job vacancy** (using **job analysis**)
2. Write **job description** and **person specification**
3. Advertise (job vacancy)
4. Collect applications and CVs (from application form and shortlist)
5. Conduct interview, assessment