

Recruitment and Selection Process

Recruitment & Selection Process – Key Notes

1. Overview

- **Goal:** Attract, assess, and hire the best candidates who fit the job requirements and organizational culture.
 - **Scope:** From identifying a vacancy to onboarding the new hire.
 - **Benefits:** Improves talent quality, reduces turnover, enhances employer brand, and supports strategic workforce planning.
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2. Recruitment Phase

Step	Description	Typical Activities	Outputs
2.1 Workforce Planning	Determine need for new talent.	• Analyze turnover, growth forecasts. • Define job?level, skill gaps.	Approved requisition, budget.
2.2 Job Analysis	Capture duties, responsibilities, and required competencies.	• Interviews with incumbents. • Observation, questionnaires. • Internal posting (career portal, intranet). • External posting (job boards, social media, recruitment agencies). • Campus recruitment, employee referrals, talent pools.	Job description (JD) & job specification (JS).
2.3 Sourcing Strategy	Choose channels to reach suitable candidates.		Sourcing plan, list of channels.

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2.4 Employer Branding	Promote the organization as an attractive place to work.	• Careers website, videos, testimonials. • Presence on LinkedIn, Glassdoor, industry events. • Write compelling ad (role, benefits, culture).	Consistent brand messaging, increased applicant flow.
2.5 Advertising & Outreach	Publish the vacancy and attract applicants.	• Post on selected channels, track metrics.	Applications received, source-wise data.

3. Selection Phase

Step	Description	Typical Activities	Tools/Methods
3.1 Application Screening	Filter candidates against minimum qualifications.	• Resume/CV review, keyword search, ATS filters.	Applicant Tracking System (ATS), scorecards.
3.2 Pre-Screening Assessment	Verify fit early and reduce interview load.	• Phone/ video screen, online questionnaires, psychometric tests.	Structured interview guides, aptitude tests.
3.3 Shortlisting	Create a manageable pool for in-depth evaluation.	• Rank based on scores, competencies, cultural fit.	Ranking matrix, weighted criteria.
3.4 Interviewing	Assess knowledge, skills, abilities, and cultural alignment.	• First-round (HR/phone), technical interview, final panel/behavioral interview.	STAR/behavioral questions, competency frameworks, interview panels.
3.5 Assessment Centers (optional)	Simulate job tasks for deeper insight.	• Role-plays, case studies, group exercises, presentations.	Observation sheets, evaluator calibration.
3.6 Reference & Background Checks	Validate claims and assess risk.	• Contact former employers, verify education, conduct criminal/credit checks (as applicable).	Reference forms, verification services.

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Step	Description	Typical Activities	Tools/Methods
3.7 Decision & Offer	Choose the preferred candidate and extend an offer.	• Compare final scores, discuss with hiring manager, obtain approvals.	Offer letter, compensation package, negotiation.
3.8 Acceptance & Onboarding Prep	Confirm acceptance and prepare for start date.	• Signed contract, background clearance, pre-boarding communication.	Onboarding checklist, IT provisioning.

4. Legal & Ethical Considerations

- **Equal Employment Opportunity (EEO):** Non-discriminatory criteria (age, gender, race, disability)