

Overview of Recruitment and Selection

1. What Is Recruitment & Selection?

Term	Definition
Recruitment	The systematic process of attracting a pool of qualified candidates for a job vacancy.
Selection	The set of activities used to evaluate applicants and choose the best fit for the organization.

Together they form the **Talent Acquisition Cycle**, the first critical phase of the employee life cycle.

2. Why It Matters

- **Strategic Fit** – Aligns workforce capabilities with business goals.
 - **Cost Efficiency** – Reduces turnover, training, and productivity losses.
 - **Employer Brand** – Positive candidate experience strengthens reputation.
 - **Legal Compliance** – Proper procedures protect against discrimination claims.
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3. The Recruitment Process (Step?by?Step)

1. Workforce Planning

- Analyze current and future staffing needs.
- Conduct a job analysis to define duties, required competencies, and reporting lines.

2. Job Design & Specification

- Write a clear **Job Description** (role purpose, duties, reporting).
- Draft a **Person Specification** (qualifications, skills, experience, behavioural traits).

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3. Sourcing Strategies

- **Internal:** promotions, transfers, employee referrals.
- **External:** job boards, social media, career fairs, recruitment agencies, campus hiring.
- **Passive Talent:** talent pools, LinkedIn outreach, employer branding campaigns.

4. Attracting Candidates

- Create compelling **Job Advertisements** (headline, value proposition, key requirements).
- Ensure **SEO-friendly** postings and mobile-responsive application portals.

5. Application Management

- Use an **Applicant Tracking System (ATS)** to capture, screen, and store resumes.
- Set up automatic acknowledgment emails and status updates for candidates.

4. The Selection Process (Step-by-Step)

Phase	Typical Activities	Tools & Techniques
Screening	Resume/CV review, pre-screen questionnaires, phone screens	ATS filters, competency checklists, structured phone scripts
Testing	Cognitive ability, personality, technical skill assessments	Online psychometric platforms, work-sample simulations
Interviewing	Structured/behavioral interviews, panel or panel-based, video or in-person	STAR method, competency matrices, interview scoring sheets
Assessment Centers	Group exercises, case studies, role-plays, presentations	Observation grids, calibrated raters
Background Checks	References, employment verification, criminal record, credit check (where lawful)	Standardized reference forms, third-party verification services
Decision & Offer	Consolidate scores, discuss fit with hiring manager, draft offer letter	Decision matrix, compensation calculator, offer management software

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Phase	Typical Activities	Tools & Techniques
Onboarding	Send welcome package, set up IT access, assign mentor	Onboarding portal, checklists, pre-boarding communications
Preparation		

5. Legal & Ethical Considerations

- **Equal Employment Opportunity (EEO)** – Avoid discrimination based on protected characteristics (age, gender, race, disability, etc.).
- **Data Privacy** – Comply with GDPR, CCPA, or local data protection laws when handling applicant data.
- ****Reasonable Accommodation**