

The Factors Which Influence in Successful Recruitment and Selection Process

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Abstract

The article attempts to present workforce planning and forecasting in an organization, the need to analyze current business segment, customer demand, and market position of the organizations. Though business analysis helps to identify how much employee workforce needed today and what will be the future workforce for an organization, workforce planning for an organization should proceed through proper recruitment and selection process, hiring the best candidate from a pool of applications and match them to the job post. As well as meeting the organization's goal of less expenditure, more profit and quality outcomes. Earlier, the organization used to spend a lot of money to hire a quality candidate but in the 21st century hiring best candidate globally became easier because of social media. So this paper will present traditional versus modern approach of recruitment and also suggests, the best approach to find out talented, potential and skilled candidate for an organization.

Keywords: Workforce planning and Forecasting, Recruitment and Selection, E-recruitment, Talent management.

Objective

- To describe factors that influence in success of a business.
- To analyze impotency of each factors and benefits.
- Present conceptual framework for modern approach of each factor.

Research Methodology

The present study is conceptual in nature and has examined in brief the requirements of successful recruitment and selection process.

Introduction

Workforce planning is a continual analysis of current and future demand of human capital of an organization and planning to recruit talented manpower as per organizational need. Placing the right people in the right position at the right time is challenging for an organization. The organization should identify the gap in the present workforce through proper workforce planning. Creating a proper workforce planning and implementing those ideas will effect on company's overall strategic plan and finances.

Benefits of Workforce planning

- Workforce planning helps to review the annual business plan and according to that identify the business issues repeatedly faced in the organization.
- Its help to understand the present market position and able to recognize customer demand.
- Workforce planning helps to get an idea about future workforce requirement based on the current market trend.
- Finding the best way to structure a business plan for the future.
- Identify difficulties of recruitment procedure to hire talented and skilled manpower.
- Find out the external and internal hindrances of organizational goal.

Challenges of Modern Workforce Planning

- Ageing manpower that takes careful attention, accurately asserting, and planning.
- A lack of current workplace loyalty.
- Jobs that require advanced technological talents, education etc.
- A continually growing number of regulations, legislative and governance necessities can slow down the hiring method.

The Workforce Planning Process

There is a strategic five-step planning cycle for planning in the workforce. The steps to workforce planning are simple to follow.



Figures 1: the workforce Planning Process

Source: *USGS Workforce Planning Desk Guide January 2013 page 4

*<https://mitrefinch.com/blog/5-simple-steps-workforce-planning/>23rd February 2017

Set Strategic Planning

- Understand about Workforce planning, why organization need to conduct Workforce planning
- Define the vision, short term (1-2 year) and long term (3-5 year) organizational goals.
- Describe ideal manpower to fulfil the demand for future need.
- Based on a set of assumption establishes the scope of workforce planning within the organization.

Analyze current workforce profile

- Focus on each unit and subunit of the organization.
- Perceive and gather the financial and human sources information as well as annual and projected budgets information to apply for the analysis.
- Analysis of the future manpower needs to the organization.
- Develop a financial plan, human resource organizes plan and marketing plan based on the past assessment.

Develop an Action Plan

- Identify surplus positions available from the gap analysis.
- Build innovation techniques for fastest work.
- Arrange a recruitment and selection procedure to get efficient skilled manpower.
- Implement retention strategy for employees.

Implement the Action Plan

- Successful workforce planning required proper observation and commitment and those will more effective if organization have great leader and support of each unit and subunit to achieve organizational goals.

Monitor, Evaluate, Revise

- Workforce planning is a systematic and continuous process. Every unit and subunit should be proactive to monitor the company work progress and evaluate those processes in terms of market trend and customer demand. Or revise the same process.

Techniques of Workforce Forecasting

The organization needs to analyze how many workforces equipped with, what skills are required for the future, which should again totally depend on the demand of products and services. For every sector, management concerned about daily, weekly and seasonal forecast as per short term process. For long term process managers should follow industries current needs and market requirement which help to address the potential changes required.

1. Trend Analysis

Trend analysis means analyzing variations within the firm's employment levels during the last few years which offer a preliminary rough estimate of future staffing desires.

2. Ratio Analysis

Ratio analysis means making forecasts based on the historical ratio among some informal aspect (like sales quantity) and the quantity of personnel required (which includes a range of salespeople)

3. The Scatter Plot

A scatter plot indicates graphically how variables which include sales and your companies staffing ranges-are associated; it helps able to estimate your personal desires.

4. Managerial Judgment

Judgment is needed to regulate the forecast. Vital issue that needs to adjust through the proper managerial procedure, this procedure enables to recognise about new market segments, technological and administrative changes resulting in improved productivity, and monetary resources available.

Recruitment and Selection

Workforce planning and forecasting helps to recognize the current requirement of manpower which assist the organization in monitoring, reviewing and evaluating a business plan. Recruitment and selection process is a part of post workforce planning function that helps to hire the best candidates for an organization as per current and future demand of products and services.

The recruiting and selecting process

- Identify what post to be filled through employees, labour force arrangement and scheduling
- Construct a pool of applicants for the one's jobs, by means of recruiting inner and external applicants
- Have applicants entire application forms and possibly go through preliminary screening interviews
- Use selection equipment like test, background investigations and physical examination to screen applicants.
- Determine who to make a proposal to, through having the manager and perhaps others interview the applicants.



Figures 2: Recruitment and Selection Procedure

Source: Human Resource Management fifteenth edition by Gary Dessler, Biju Varkkey page 127

Why effective recruitment is important

Recruiting and placing the candidate for a particular position includes hiring the right people for the right position at the right time is a correct strategy of recruiting. Every organization's ultimate goal is to customer satisfaction and market position; which will be more effective only if organization have quality manpower. Recruitment plays an important role to have quality manpower in the organization. Recruiting quality candidate is very challenging. Now a day every managerial program has implemented by technology. This fastest growing technology creates lots of advantage for recruiting and selecting procedure.

E-Recruitment

The term E-recruitment is defined as online recruitment, which describes recruiting candidates through online. The modern technique of recruitment is more effective compared to the traditional method.

Benefits of E-recruitment

- Time Consuming
- Less recruiting cost
- Computerize procedure “less manpower”
- Hiring candidates worldwide
- Strong Connectivity between candidates and organization
- Reducing marketing cost

Effective recruitment also includes managing the talent within the organization.

Talent Management

Talent means unique quality of a person. This unique quality when used for current and future organizational needs is called as talent management. The implementation of talent management in the organization is to focus on improving the hiring processes.

Four Components of Talent management

Talent Management = Talent acquisition + Talent development+ Talent engagement+ Talent retention



Figures 3: Components of Talent Management

Source: Talent Management by Gowri Joshi, Veena Vohra Page 20

Conclusion

The paper has described the factors that influence the success of a company. First workforce planning and forecasting which helps the organization to identify and analyze present and future need of manpower based on the current market segment. Second is recruitment and selection through digitalization which is very useful techniques now a day which helps to recruit candidates' worldwide and select the best candidate for the right position. Third talent management is identifying the vacant position and searching the right candidate for that particular post and developing the skills, retaining them to achieve organizational goal. All these factors are correlated with each other and will help to achieve long term business goals.

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