

# FACULTY OF JURIDICAL SCIENCES

# Lecture-18



# Recruitment Process

Every organization follows its own recruitment process, but there are some basic steps that are followed by most the organizations, which are listed here:



## **Step 1: Preparing**

Once the job opening is approved internally, the recruiter contacts the hiring manager. This step is about gathering details about the open position. During the discussion, the recruiter has to gather information, like the required skills, roles, responsibilities, etc., and use this information to write a clear and inclusive Job description. Based on the job description, they can write the job posting.

## **Step 2: Sourcing**

Once the job description is ready, the next step is to start the sourcing. It refers to identifying and contacting qualified candidates rather than waiting for the candidate to apply for the position. The primary goal is to pull qualified candidates. A recruiter uses a variety of job portals to pull the resumes, but it is not essential that for every position, sourcing is required. In some cases, if there are a large number of applications, there may not be any need to source more candidates.

### **Step 3: Screening**

The Screening of a candidate can take place in many ways. Generally, the first step is Resume screening. If the resume meets the criteria required for the job opening, then the next step is the phone screening, in which, the recruiter can cover topics, like the candidate's availability, current role, and responsibilities, current salary, salary expectations, Notice period, etc., and if he seems to be the right candidate, an organization can process further with his profile.

### **Step 4: Selecting**

This process is about sending the assignments, psychometric tests and scheduling interviews, participating in the interview process, and also keeping the hiring manager in the loop for the whole process. It is about maintaining a good relationship with the candidate and keeping the candidate updated about the interview feedback.

### **Step 5: Hiring**

This step includes the final discussion with the candidate about salary, joining date, etc. Once the joining date is confirmed, the offer letter is released. In some cases, this step also includes background checks.

### **Step 6: On boarding**

Once the candidate has accepted the offer letter, the process is not over yet. This is where the pre-boarding period starts. This is the time between the joining date and when the offer letter was accepted. And it's very important to be in touch with your candidate during this period to keep them engaged. If not done so, it can result in them joining another company. It also includes sharing the new hire's email and other details with the team. Once the candidate starts the first day, it's time to begin the on boarding process.