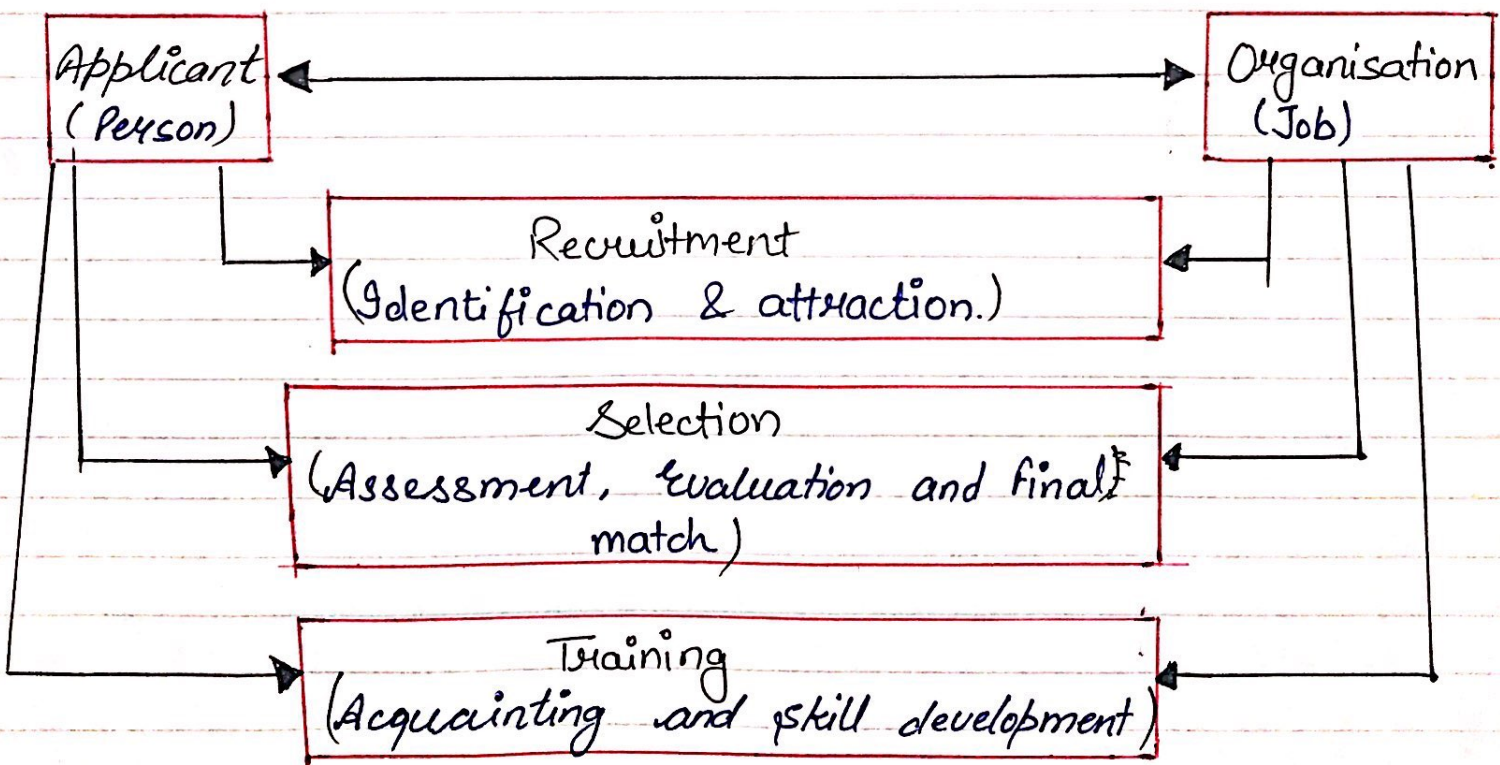


Last Lecture - Process of Staffing.

Today's Topic - Aspects of Staffing. → Recruitment & its Sources.

### Aspects of Staffing

There are three aspects of staffing:-





## Recruitment

It is a process of finding possible candidates for a job or a function.

Definition - "The process of searching for prospective employees and stimulating them to apply for jobs in an organisation is called Recruitment."

## Sources of Recruitment

Its aim is to attract potential employees (peoples) with the necessary characteristics or qualification, in the adequate number of the jobs available.

Recruitment process then further precedes by process of selection of a right candidate for the given positions in the organisation.

It involves various activities:-

- 1) Identifying different sources of labour supply.
- 2) Assessment of their validity.
- 3) Choosing the most suitable source or sources.
- 4) Inviting applications from the prospective candidates for the vacancies.



# Sources of Recruitment

Internal Sources

External Sources

Job  
M/F  
low

Transfer:- It involves shifting of an employee from one dept. to another or one location to other without changing job responsibility & status.

Pin  
Side

Promotion:- Org. choose this practice for filling higher jobs by promoting employees of lower positions. It is a vertical shift.

Lay off:- Authorities, status, Powers and Responsibility will change or improve. Also an increase in salary and incentives.

Lay off:- It is a negative process in recruitment.

In this organisation will ~~retract~~ <sup>retrunch</sup> people/employees from their jobs for a short period of time and will provide them job when they need them.

overstaff

Cost ↑ ↓ 100 (110)