

TENDER HEART HIGH SCHOOL

Class: 10
Comm. Stud.
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Ch. 11
Recruitment and
Selection.

classmate
Date 14/10/24
Page 1

Good Morning Students.

This lesson is for class 10th for the subject of 'Commercial Studies'. The topic for today is "Recruitment, meaning and sources of 'recruitment' which is covered in Chapter 11 titled 'Recruitment, Selection and Training' of your book.

This lesson is being submitted to you on 14.10.24.

All the students now please open page number 143 of your book.

Human Resources,

Each and every organisation needs an adequate number of competent persons for performing different activities. These persons employed in the organisation and their qualities are collectively known as its human resources.

Human resources are the most important resource of an organisation because the productivity of physical and financial resources like land, building, machinery and raw materials etc. depends upon the competence and motivation of human resources.

Therefore, every organisation must attempt to acquire and develop the best possible human resources. The first step in the acquisition of human resource is 'Recruitment'.

(1)

Recruitment:-

Recruitment means identifying the sources of required staff and contacting the sources of to attract the sufficient number of candidates from which the choice can be made.

"Recruitment is the process of searching for prospective employees and stimulating them to apply for jobs in the organisation".

Recruitment is a positive process and the basic purpose of recruitment is to attract and create a pool of candidates from which a good choice may be made to fill job vacancies in the organisation.

Sources of Recruitment

The various sources employed for recruiting people may be classified into two broad categories:-

- 1- Internal Recruitment
- 2- External Recruitment

Internal Recruitment:-

When job vacancies are filled up from people already working in the organisation, it is called Internal recruitment. There are two main sources of internal recruitment.

- (1) Promotions.
- (2) Transfers

For explanation refer to page number 144 of your book.

(2)

For advantages (Merits) and disadvantages (demerits) of Internal recruitment, refer to page number 144 of your book.

External Recruitment!

When the job vacancies are filled up from people outside the organisation, it is called external recruitment. External sources provide wide choice of the required number of employees having desired qualifications. It also provides people with new ideas and specialised skills required to cope with new challenges and to ensure growth of the organisation.

Various external resources of recruitment are given below:-

1. Advertisement.
2. Employment Exchanges.
3. Placement Agencies.
4. Campus Interviews.
5. Recommendations.
6. Casual Callers.
7. Direct Recruitment
8. Labour Contractors.

For explanation refer to page 145-146 of your book

Merits / Advantages of External Recruitment!:-

1. External sources offer a wider choice in the selection of candidates because a large number of persons apply for jobs

2. Recruitment of personnel from outside brings in new ideas and fresh thinking. This will help the organisation to remain competitive.
3. External sources provide complete staff for all types of jobs.
4. When the people from outside are selected, efficiency of the workers improve.

Demerits of External Recruitment:

1. When higher positions in an organisation are filled with persons from outside, the existing employees feel frustrated and there is heart-burning among them. They feel unwanted and may not cooperate with the new employees.
2. Recruitment of personnel from outside involves expenditure on advertising vacancies, holding tests and interviews, orientation and training. It is quite an expensive and time-consuming affair.
3. The new employee may not be able to adjust in the new environment. He may leave the organisation on his own or may have to be shunted out by the management. This will involve additional expenditure on finding out his replacement.

With this, I am ending my topic here. Write the answers of following questions in your note-books.

Qn 1 Define Recruitment.

2- Who are Casual callers?

3- Explain Placement agencies as a source of recruitment.

4- Give two demerits of internal recruitment.