

# UNIT-II (Procurement and Placement)

## Outcome of this Presentation

This Presentation will cover CO2

Statement of CO2 is as follows:

Familiar with different ACT like Employment Exchanges act and Contract Labour and to understand about the different recruitment and selection process.

# Human Resource planning

Human Resource planning is the process by which a management determines how an organization should move from its current manpower position to its desired manpower position. Through planning a management strives to have the right number and the right kinds of people at the right places, at the right time, to do things which result in both the organisation and the individual receiving the maximum long-range benefit.

# NEED for Human Resource Planning

1. Future Personnel Needs
2. Coping with Change
3. Creating highly talented Personnel
4. Protection of Weaker sections
5. International Strategies
6. Foundation for personnel functions
7. Increasing Investments in Human resources
8. Resistance to change and Move

# Process of Human Resource Planning

- Analysis of Organizational Plans and Objectives
- Forecasting Demand for Human Resources
- Forecasting Supply of Human Resources
- Estimating Manpower Gaps
- Estimating Manpower Gaps
- Matching Demand and Supply

# Recruitment Methods

## **i) Internal sources search:**

1. Posted on bulletin/Notice Boards of the organization
2. Through memos circulated among the shop supervisors.
3. Advertised in the in-house employee magazine/bulletins/handouts.
4. Other methods like 'word-of-mouth' and/or "who-you-know" system
5. Perusal of Records
6. Promotions and Transfers
7. Job Posting
8. Employee Referrals

## **ii) External sources search**

1. Direct methods
2. Indirect methods
3. Third party methods

# Psychological tests

- Intelligence tests
- Aptitude tests
- Interest tests
- Personality tests
- Thematic apperception test (TAT)
- Rorschach inkblot test

# INTERVIEWING

It is the oral examination of candidates for employment. In this step the interviewer matches the information obtained about the candidate through various means to the job requirements and to the information obtained through his own observations during the interview.

It gives opportunity to recruiter to:

- To ask questions that are not covered in the tests.
- To make judgments on the candidates enthusiasm and intelligence.
- To assess facial expressions, appearance, nervousness.
- To give the facts to the candidate regarding the company policies, programmes and promote goodwill of the company.

## Types of Interviews

- Selection interview
- Appraisal interview
- Exit interview.

# PLACEMENT

Placement is defined as assigning employees jobs for which they have been identified as suitable based on the selection techniques. But such definition would be meaningless, if a particular employee is recruited against a particular vacancy. Generally, the question of placement arises when a group of trainees are recruited. Organisations, to identify the true potentiality of an employee, in such cases, make provision for short-term placement, during which phase, employees are allowed to work on different jobs, through a systematic job rotation programme. However, at a later stage, permanent placement is effected matching the employees' competence, knowledge, skill and job interest.

# Employee Induction

After selection of employees, the first step is to orient them to organisational life. Induction or orientation programme of an organisation is a process to guide and counsel the employees to familiarise them with the job and the organisation. This process helps an organisation to clarify the terms and conditions of employment, specific job requirements and also to inculcate confidence in the minds of the new entrants.

## Why Induction?

- To introduce new employees with the organisational environment, exposing them to the mission, history and traditions of the organisation, its achievements and future challenges, its personnel policy and expectations from the new employees.
- To create a positive attitude in the minds of the new employees.
- To create proper awareness in the new employees, enabling them to understand the business of the organisation.
- To provide opportunity to interact with other fellow employees and also with other managerial employees of the organisation.

# Induction and Placement: Requisites & Problems

However, despite the problem of unemployment in India, there still exists dearth of knowledge and skilled workers and so also executives and managers. The recent economic liberalization programme of the Government of India has now paved the way for entry of multinationals and foreign companies. Market globalisation has further intensified the competition.

Unfortunately, retaining employees after recruitment and selection is an utterly neglected area in Indian corporate sector. Many organisations spend several lakhs of rupees in terms of job advertisement, conducting tests and interviews, hiring the services of consultants and psychologists, etc., for selecting a managerial employee. Very recently a leading Tata organisation has lost few hundreds of their young engineers and professionals, who left en masse to join elsewhere.

Some organizations, on the contrary, do not review the progress of the new employees, who become permanent automatically after completion of their probationary tenure, despite they being unproductive. Thus, a good induction and placement programme needs to ensure employees' retention by keeping their motivation high, while at the same time, getting rid of the unproductive employees within the organisations.

**THANK YOU**