



Recruitment and selection with the lens of HRIS

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RECRUITMENT AND
SELECTION WITH THE
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Abstract

PACKAGES Ltd. is a leading packaging company of Pakistan. We were given an opportunity to work with hr. department in such prestigious organization. While analyzing their Hr. Department as we came across that giant like PACKAGES Ltd does not have its own recruitment and selection system due to which they are facing increase in turnover rate. They mostly rely on third party recruiters and employee referrals. All the record of recruitment and termination is manual.

This report is about conversion of manual recruitment system to online recruitment and personal recruitment system. The primary goal is to develop a system for their new built Hr. department to **control the turnover** rate which is increasing every year. During this report we have analyzed the present system of recruitment on the basis of information we were provided with. We have tried our best to provide them with an appropriate solution by designing the sophisticated online hiring process.

Methods we have used to collect information about the turnover rate, reasons and effects of turnover, are observation, interviews, questioners, competitive analysis, surveys and manuals provided by HR department of packages to us. We have also reviewed the literature including articles and reports regarding Turnover Rate, Talent Management and Employee Retention and Online staffing for further enlighten of our idea.

This project will provide the entire necessary components which are compulsory for designing a system. This will help them to adopt the correct methods of recruitment and selection. This will also improve the efficiency and effectiveness of the whole process of R&S in terms of attracting and hiring best fit. Hopefully this will provide a foundation to convert other HR practices, which are still being done manually, to online.

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Chapter #1 Introduction

Recruitment and Selection

The method of R & S is as old as group work itself. According to a famous business media group BIZ Community (2012), it is said by many theorists that the process of recruitment and selection is as old as the ancient civilization of Egypt, Greece and Rome. It is so because back then people use to write about themselves so that many people may acknowledge them and give them work according to their skill set, it can be the initiation of the concept of CV.

Word recruitment means (Oxford dictionary) “The action of enlisting new people in the armed forces” but since late 1900 this word is loosely used for the “The process of searching new people in order to join an organization or support a cause” and Selection means “The action of choosing someone or something as being the best or most suitable for the organization”. However the two processes are completely different as processes of recruitment provide the pool of potential candidates and separate them for the next stage which is selection. They both are closely connected but are essential for each other. Ray French and Sally Rumbles (2013),

Given passages suggests that nevertheless these terms are connected and sometimes overlapped but are two different and time taking processes. Although people were aware of this process since ancient time, it was properly studied in 1940. By actual definition its roots also meet the hiring process of military. (Kerryn Karssing, 2015)

The Manual process of Recruitment and Selection comprises of:

Recruitment → Interview → Selection → Orientation →