

HUMAN RESOURCES

THE RECRUITMENT AND SELECTION PROCESS

One of the most important tasks of the Human Resources (HR) department is recruitment and selection. This task helps the company find new workers and make sure that the right people are hired for the right jobs. A good recruitment and selection process can help a company grow, improve productivity, and create a positive working environment.

The recruitment process starts when there is a job vacancy. A vacancy means that there is an empty position that needs to be filled. This can happen when an employee leaves the company, when the company grows, or when new projects begin. The HR department works together with managers to understand what kind of person is needed for the job. They discuss the main duties, responsibilities, and skills that the position requires.

The next step is to write a job description. This document gives detailed information about the job. It includes the job title, main tasks, working hours, required education, experience, and personal qualities. A clear job description helps both HR and candidates understand what is expected.

After preparing the job description, HR advertises the position. The advertisement can appear on the company's website, job boards, social media, or even in newspapers. It usually includes information about the job, the location, and how to apply. Interested people, called candidates, send their applications and résumés to HR. These documents show the person's education, experience, and contact information.

Then HR starts the selection process. First, HR reviews all applications and chooses the most suitable candidates. These people are invited for an interview. During the interview, HR and sometimes the manager ask questions about the candidate's background, experience, and motivation for applying. Some companies also use tests or assessments to check specific skills.

After all interviews are complete, HR compares the candidates and chooses the best person for the job. HR then makes a job offer, which includes details about salary, working hours, benefits, and the start date. When the candidate accepts, HR prepares a work contract and organizes the employee's first day at work.

Finally, HR usually arranges an orientation program or onboarding session. This helps the new employee learn about the company's policies, values, and safety rules. They also meet their team members and learn about their job responsibilities.

In conclusion, recruitment and selection are very important HR tasks. They help the company find qualified, motivated people who will contribute to the organization's success.

HUMAN RESOURCES

THE RECRUITMENT AND SELECTION PROCESS

Key Vocabulary

1. Recruitment
2. Selection
3. Vacancy
4. Job description
5. Duties
6. Responsibilities
7. Skills
8. Experience
9. Candidate
10. Application
11. Résumé / CV
12. Interview
13. Assessment
14. Salary
15. Benefits
16. Contract
17. Orientation
18. Onboarding
19. Policies
20. Values
21. Productivity
22. Motivation
23. Manager
24. Team
25. Position

HUMAN RESOURCES

THE RECRUITMENT AND SELECTION PROCESS

Comprehension Questions

1. What is the main goal of the recruitment and selection process?
2. When does a job vacancy usually appear?
3. Why is a job description important?
4. Where can HR advertise a job?
5. What information does a résumé contain?
6. What happens during the selection process?
7. Why do companies use interviews and tests?
8. What information is included in a job offer?
9. What is the purpose of an orientation program?
10. How does recruitment help a company succeed?