

4. Recruitment and induction

4.1 What is recruitment and induction?

Recruitment and induction is the process of finding, hiring and initiating employees. This is also referred to as full life-cycle recruiting. Most employers create and administer this process to ensure effective and efficient recruiting. This process is also implemented to ensure hiring managers comply with policies, such as affirmative action, equal opportunity employment and non-discrimination.

Job Description

Before a job opening is filled, the Personnel Management department works with hiring managers to create a new job description, or ensure the job description for the job opening is current and accurate. Reviewing a job description when a job opens is an efficient procedure to continually improve an organization's structure, as well as evaluate competencies and wages for each position within the organization.

Recruitment

After the job description has been approved, the recruitment begins. Each organization has a different recruitment process, but it typically includes posting the job opening internally and externally. Jobs are posted on the organization's Internet site, Internet job boards, newspapers and industry professional organizations. Recruiting can also include representatives from the organization attending college and career fairs.

Interviewing

Candidates are selected to be interviewed based on their qualifications. Most employers will select several candidates' resumes that qualify for the position, and schedule those candidates for a basic phone interview. The interviewing process may include candidates taking assessments to evaluate their skills and personal characteristics as they relate to the job opening. From that group of candidates, the candidate pool is often narrowed to several candidates who will interview for the job opening by meeting hiring managers and other staff members at the organization.

Selection

After interviews are conducted, hiring managers and human resources personnel meet and select a candidate to offer the job to. The team carefully considers the candidates' qualifications, assessments and interviews to determine whom to offer the job. If hiring managers are not satisfied with any of the candidates, the

recruiting process may start again. In most cases, the hiring team has the ability to select a candidate and a job offer is made. If the candidate declines the job offer, the recruiting process may start again.

Induction

When a candidate accepts the job offer, the induction process begins. Most organizations send the candidate a welcome package and employment contract to be signed and returned. A date for the new employee to start working for the organization is then determined. After this information is received, applicable pre-employment screening, such as background and reference checking is completed. When all pre-employment information is verified and accepted, the candidate is informed and reports to the employer on the date and time selected. The new employee is then introduced to the organization.

4.2 Legal aspects of procurement

“Procurement” defined: a process of identifying a need, specifying the requirements to fulfill that need, identifying potential suppliers, soliciting bids and proposals, evaluating bids and proposals, awarding contracts or purchase orders, tracking progress and ensuring compliance, taking delivery, inspecting and inventorying the deliverable, and paying the supplier. “Procurement” is most often used within governmental organizations. More specific terms are "purchasing" and "acquisition". In this course it is the procurement or acquisition of new employee's. Usually employees are sought out for short term projects that require additional laborers to complete the project within the time allotted.

It is favorable that the employees, are appropriate and that they are procured at the best possible cost to meet the needs of the procurer in terms of quality and quantity, time, and location. Corporations and public bodies often define processes intended to promote fair and open competition for their business.

Procurement steps

Procurement life cycle in modern businesses usually consists of several steps:

- **Identification of need:** This is an internal step for a company that involves understanding of the company needs by establishing a short term strategy (three to five years) followed by defining the technical direction and requirements.

- **Supplier Identification:** Once the company has identified the need for additional employees then it needs to identify who can provide the required product/service. These are found usually through temporary agencies.
- **Supplier Communication:** When one or more suitable agencies have been identified, requests for quotation, requests for proposals, requests for information or requests for tender may be advertised, or direct contact may be made with the agencies.
- **Negotiation:** Negotiations are undertaken, and price, availability, and customization possibilities are established.
- **Additional Step - Tender Notification:** Some companies choose to use a notification service in order to raise the competition for the chosen opportunity.

4.3 Administrative needs

A variety of administrative and promotional tasks are frequently assigned to a firm's recruitment administrator. Recruiting and hiring activities often necessitate composing and disseminating job recruitment notices to the public. Hiring events may also be organized by an administrator in charge of talent acquisition. The development of the recruitment timelines involved in filling positions is also commonly tasked to the recruitment administrator.

A recruitment administrator generally works within the auspices of a company's Personnel Management department, handling inquiries relating to job recruitment initiatives. His or her duties may include responding to queries concerning job openings, sifting through curriculum vitae or resumes, or organizing and maintaining data related to a company's recruiting activities. This profession often entails performing some analytical tasks, such as tracking recruitment costs, or the amount of time a particular job opening remains vacant.

Those working in this capacity often serve companies with large staffing needs. A recruitment administrator may also work for a company that provides staffing services to other firms or organizations. Usually considered an important operational area within Personnel Management, the position of administering a company's recruitment activities may also involve handling inquiries from job applicants. A recruitment administrator often conducts background investigations on potential recruits as well.

Various other duties are often a part of the job description in this particular career path. One of the more important tasks is often reviewing applications from job

seekers. Those working in this position are generally expected to be detail-oriented. They are typically focused on keeping what may be large amounts of incoming and outgoing Personnel related queries and correspondence organized and categorized. As a result, a significant amount of data entry and management is usually involved in this position's job duties.

Some analytical tasks are usually a part of the responsibilities, too. In order to ensure the company's recruitment efforts fill vacancies in an efficient and cost-effective manner, the administrator may measure and calculate the average length of time it takes to fill a position, and correlate that to job recruitment expenses. As a result, he or she may draw conclusions that management may then use to more effectively conduct recruitment activities.

4.4 Working rules

There are certain workplace conduct rules and regulations that should be followed no matter the political climate or the area in which the work site is located. While Federal laws cover many of the acceptable conduct activities allowed in the workplace, most conflicts could be avoided by following basic common sense. Most companies have a policy manual that spells out the rules and regulations expected of employees. Below you will find regulations that many companies follow:

Golden Rule

- When employees are considerate of their fellow workers, they rarely conflict with Federal laws or company policies. The Golden Rule of "do unto others as you would have them do unto you," can be used as a guide to acceptable behavior in the workplace. Respect the space of fellow employees and keep personal opinions that don't have anything to do with work to yourself. A working environment built on mutual respect can provide a pleasant work experience for everyone.

Stay Straight

- Employees are hired for their skills and talents and their ability to perform their duties competently. Drugs and alcohol impair an individual's abilities. The use of drugs on the job is illegal and written into company manuals. Federal law allows employers to seek drug testing with no warning when the practice is clearly written in the company policy manual and employees waive their rights upon employment. Most company policy manuals forbid intoxication in the workplace, which is a rule that adheres to common sense principles as well.

Employee Theft

- Clichés often are ubiquitous because in many cases they are true. "Honesty is the best policy" is another of those sayings that are spelled out in the handbook given to most new employees in business and should be the mantra of every working person. Dishonesty on job applications is often discovered, causing embarrassment and termination. Direct stealing of goods or money from an employer can lead to imprisonment and loss of valuable licenses and certifications. Wasting time, making personal calls on company time and taking items such as office supplies is illegal and should be avoided.

Follow the Chain

- One of the toughest rules of workplace conduct to follow often is the need to address the chain of command. Nothing can set up an employee for failure more than to go over the boss's head. This rule, while not always spelled out in writing, is a code that should be followed whenever possible to maintain good relationships, receive positive reviews and provide job stability. Learn the chain of command at work and try to stick to that hierarchy.

Individual Rights

- Sexual harassment and religious discrimination are expressly forbidden under Federal law in all workplaces. Creating an environment that is unsafe, hostile or uncomfortable for an employee, whether it is overt or subtle, is an important regulation that usually is spelled out in company policy manuals as well. Sexual harassment includes comments as well as inappropriate pictures or posters hung in plain view. Employees cannot be ridiculed or discriminated against because of their religious beliefs either. An employee can take legal action through the Equal Employment Opportunity Commission when the employer does not address a sexual or religious complaint.