Assignment

[Name of the Writer]

[Name of the Institution]

Assignment

**Key Terms**

**Recruitment**

The act of including new people to the workforce

**Selection**

The act of carefully choosing the right individual or candidate who is best suited for a specific job or task.

**Types of Recruitment**

Recruitment consists mainly of two types:

**External Recruitment**

The process in which a pool of job candidates is analyzed or assessed, other than existing staff, to see if there are any adequately skilled or qualified people to take up and perform the existing job requirements.

**Internal Recruitment**

The process in which a company or organization looks to fulfill a current or newly created vacancy from within its already existing workforce.

**Employee Screening**

**Employee Screening Test**

The test or assessment which is conducted to assess the skills and capabilities of a potential candidate.

**Staffing**

The recruitment, selection, training, development and the compensation of the workforce especially the managerial positions is known as staffing.

**Internet Recruiting**

The process of scouring the internet to find out and trace the active job seekers and experienced persons for the newly vacant position.

**Recruitment and Selection Essay**

**Introduction**

Employees are the assets of an organization. It would not be wrong if said that a good and hardworking employee is the best asset of a company. A company pays much attention to the details through which it hires its employees for any specific job or task inside the organization. This care adds up to multiple times in case of a healthcare organization, like a hospital, medical center, medical unit, clinic or laboratory, as the risk factor is also very high in such organizations. So the HR specialists take special heed while recruiting and selecting a workforce for this kind of organizations.

**Discussion**

Some of the important functions of a Human Resource department in any organization are hiring and firing, in general. A human resource department is responsible for laying out the patterns for the newly created or recently vacated job, called job description or JDs. Moreover, it is responsible for recruiting and selecting the right talent for the organization according to its nature and business type.

**Recruitment**

The process, through which an organization, adds new employees into its workforce is known as recruitment.

**Selection**

The action or process through which a candidate is carefully chosen to fit perfectly in the vacant role or position, newly opened or vacated in the company (Gatewood, Feild, & Barrick, 2015).

**Types of Recruitment**

Majorly, there are two types of recruitment:

**External Recruitment**

The process in which a pool of job candidates is analyzed or assessed, other than existing staff, to see if there are any adequately skilled or qualified people to take up and perform the existing job requirements (Treweek, et, al., 2018). External recruitment is especially beneficial because the organization gets a choice of a variety of candidates and choose the best among them for the role.

**Internal Recruitment**

The process in which a company or organization looks to fulfill a current or newly created vacancy from within its already existing workforce. No new candidates are tested for this from outside the organization. The biggest benefit of this procedure is that it is extremely time-saving, as there are only limited candidates to be considered for evaluation.

**Employee Screening**

Employee screening are the methods or techniques that are used to select and hire the best candidate for the required job. Many techniques are used for the assessment of candidates but the best ones are a test or a demo.

**Employee Screening Test**

The procedure conducted to evaluate and analyze the capabilities, skills, and qualification of a potential candidate is known as an employee screening test. The most common techniques for the test and assessment of a potential employee are

1. Standardized Resume
2. Personalized Interview
3. Background Check

**Staffing**

The term staffing refers to the recruiting, selecting, training, developing and compensating the workforce so that they can fit the job requirements in a perfect manner. This technique is applied to almost all the employees of the organization but mostly it applies to the workforce at the managerial level. If the HR department of any organization or company does not hire the right staff for the organization it can deeply hurt its performance and goodwill at an external and internal level. Proper staffing is required for the proper functioning of the organization.

**Internet Recruiting**

With the advancements in the current technology, many organizations have already moved to the application of the latest technology for the running and maintenance of functions. It is not only the operations but also the other departments that are taking complete advantage of the perks of this modern technology, especially the internet. Human resource department is also making use of the internet to find and locate potential candidates for their respective organizations. It is greatly benefitting the organizations working all over the world, especially the firms working in the healthcare sector (Hamilton, & Bowers, 2006). The first and foremost advantage of recruiting through the internet is that it is time-saving. Also, the organizations get to find a large number of candidates in the form of a bigger pool of applicants but there is a downside to this amazing technology as well. A candidate may show their wrong personality over the internet which they really are not.

**Conclusion**

In short, it can be seen how important the procedures of recruitment, selection, and employment screening are for an organization. Both types of recruitment are extremely beneficial for the organization. Moreover, internet recruitment also helps in finding the right talent for the organization especially a health care unit.

**References**

Gatewood, R., Feild, H. S., & Barrick, M. (2015). *Human resource selection*. Nelson Education.

Hamilton, R. J., & Bowers, B. J. (2006). Internet recruitment and e-mail interviews in qualitative studies. *Qualitative Health Research*, *16*(6), 821-835.

Treweek, S., Pitkethly, M., Cook, J., Fraser, C., Mitchell, E., Sullivan, F., ... & Gardner, H. (2018). Strategies to improve recruitment to randomised trials. *Cochrane database of systematic reviews*, (2).