

# HARMONY



*Connecting the human element with business*



## The Recruitment Mantra

### **Recognize what you're looking for.**

If you don't know what you're looking for in the first place, your recruitment strategy will be ineffective. As a result, your hiring process should start with locating open openings and then analyzing job descriptions, which should include the knowledge, skills, and experience needed for the role.

- Determine where your present team's gaps are. Examine whether you have any additional skill, performance, or personality criteria. Think about whether you need help with something that is currently unattended to. This signifies that additional personnel are required.
- Keep track of workload patterns when it comes to your staff. Check to discover if there has been an increase in workload that necessitates the hiring of more staff.
- Analyze performance on a regular basis and create a list of traits, qualifications, abilities, and proficiencies that your team needs. This could also imply that additional personnel are required.
- Keep an eye out for people who are leaving. This is unquestionably when hiring requirements will arise.

### **Make an investment in an excellent hiring team.**

A good hiring team ensures that the hiring process goes smoothly. The team's role in the

recruitment process is crucial because one wrong decision can damage the entire workforce's productivity.

A good recruitment team should be capable of doing the following tasks:

- Define the qualities of an ideal candidate and make the job vacancy obvious.
- Write a detailed job description for candidates to understand what the position entails.
- Make a list of the qualities you're searching for in a candidate; this will help you later in the process.

### **Prepare a detailed job description in advance.**

Once you know exactly what you need in terms of education, abilities, and experience, it's time to work out the job's duties and obligations. Preparing a comprehensive job description (JD) will help you figure out what qualities your potential employees need to match the role's requirements. More importantly, it provides a checklist or a list for your prospects to compare and contrast.

### **It's crucial to find the correct people.**

Identifying the right talent, attracting them, and persuading them to apply are the most important aspects of the recruitment process. The job listing should be advertised both internally to generate referrals and externally on prominent social networking sites and preferred employment boards. Recruiters can hold job fairs and advertise job openings in key industry journals to reach a wider audience.

## **SYMPHONY SAMACHAR**

- Armed Forces may soon recruit soldiers on short-term contracts. - The Economic Times
- Hiring plans of India Inc at a two-year high in Q1: Report - The Economic Times
- Hiring returns to pre-Covid levels across sectors - The Economic Times
- Higher increments on the charts as recruiters anticipate churn, shows Naukri survey - The Economic Times
- No need for special recruitment drives in Railways: Centre - The Economic Times
- Flexible jobs in demand as the cubicle fails to lure freshers - The Economic Times
- Demand for tech talent keeps recruiters on toes - The Economic Times
- Recruiters make a dash for technology talent at NITs - The Economic Times
- Telangana CM announces recruitment to fill over 80,000 vacancies in govt - The Economic Times
- 513 IIM Bangalore students bag 662 offers; consulting and product management domains lead recruitment - The Economic Times

