

# HARMONY



*Connecting the human element with business*



## How to recruit effectively?

### Identify what you're looking for.

Your recruitment approach won't work if you don't know what you're looking for in the first place. As a result, you should start your hiring process by looking for open positions and then studying job descriptions, which should contain the information on knowledge, skills, and experience required for the position.

- Identify the holes in your current team. Check to see whether you meet any extra performance, personality, or skill requirements. Consider whether you require assistance with something that is not being handled right now. This indicates that more workers are needed.
- When it comes to your workers, keep an eye on the patterns of workload. Find out if the workload has increased to the point where extra employees has to be hired.
- Regularly evaluate performance to compile a list of the qualities, skills, knowledge, and proficiencies your team requires. This can also suggest that more staff is needed.
- Be on the lookout for anyone departing. Undoubtedly at this time will hiring needs materialize.

## Invest in an excellent hiring team.

A competent hiring staff makes sure that everything runs well. The team's involvement in the hiring process is essential because one bad choice can undermine the productivity of the entire staff.

The following duties should be able to be performed by a competent recruitment team:

- Make the position's need clear and specify the qualifications of the perfect applicant.
- For candidates to grasp the requirements of the role, create a thorough job description.
- List the traits you're looking for in a candidate; this will be useful to you later in the selection process.

## Have a detailed job description ready in advance.

It's time to determine the duties and responsibilities of the position once you are clear on the qualifications you require in terms of education, skills, and experience. Creating a thorough job description (JD) will enable you to determine which skills prospective employees must possess in order to fulfill the role's criteria. Most significantly, it gives your prospects a checklist or list to compare and evaluate.

## Finding the right people is key

The key components of the hiring process include identifying the right talent, luring them, and inspiring them to apply. Both internally, to encourage recommendations, and externally, on well-known social networking sites and favoured jobs boards, the job posting should be marketed. To reach a larger audience, recruiters can host job fairs and post job openings in important trade publications.

### SYMPHONY SAMACHAR

- Vedanta rolls out 'Project Panchhi' for recruiting 1,000 girls -The Economic Times
- Consulting firms top recruiters in IIM Calcutta final placement -The Economic Times
- Registration for Agniveer recruitment till Mar 15 -The Economic Times
- Online hospitality major Airbnb lays off 30% of recruiting staff -The Economic Times
- Indian Army introduces online entrance test as first screening to streamline recruitment -The Economic Times
- UPSC EPFO Recruitment 2023: Online applications open till 17th March -The Economic Times
- Indian recruiters see replacement, new hiring ahead -The Economic Times
- McKinsey top recruiter at IIM-A cluster 1 placements -The Economic Times
- Hiring activity in e-recruitment space dips by 2% in January: Report -The Economic Times
- Just 960 IIT graduates received Rs 50 lakh and above annual pay in 2022 -The Economic Times