



 **UNICOURSE**

## Recruitment and Selection

# Employee Recruitment and Selection

- Recruitment is required for organisational sustainability, growth, diversification, development, or where organisations seek to replace leavers. It is the initial activity undertaken to attract a pool of suitable applicants for vacancy. Sourcing candidates is the first step in the recruitment and selection process.
- Selection is the process shortlisting and selecting the most competent individual.
- Recruitment and Selection represents two sequential but separate processes, considerations on one process ultimately shape activity in the other.





## The Systematic Approach to Recruitment and Selection

- ‘Systematic’ approach to ensure both effectiveness and procedural fairness in recruitment and selection
- Rational assessment and comparison of candidates to meet pre-established criteria based on prior job evaluation and person specification
- ‘Open’ to all qualified candidates
- ‘Formal’ to ensure it is auditable, transparent and eliminates illegitimate personal bias.