THE UNIVERSITY OF BURDWAN

Minor Course under Vocational Education & Training
Course Code: HRM6021
Course Title: Human Resource Management –Module 3
Total Credit: 4 (Lecture -3, Tutorial -1)
Duration: 60 Hours
Detailed Syllabus – Sixth Semester

Introduction Recruitment Executive – Human Resources (HR) (Duration: 3 Hrs.)

• Describe job roles and responsibilities of a 'Recruitment Executive – Human Resources (HR)'.

• List various sectors and industry.

• Describe various types of organizations and their purpose.

• Describe common types of classification used for various organizations such as size, sector, spread, registration type, etc.

• Describe common organizational structures and various functions carried out in an organization.

• List various departments in organizations and their key purpose.

• State the key tasks of the department for human resource management.

Gather job-related information from employer organizations (Duration: 15 Hrs.)

• Describe the products, services and reporting procedure of client organization, for whom the recruitment has to be done.

• List the targeted customer segments of the client organization.

• Identify client-end recruitment and selection process details through interactions with the client.

• Confirm the roles and number of positions that are required to be filled from the client(s).

• Determine the candidate specifications and the selection parameters by discussing with the client.

• Determine the degree of flexibility allowed for each selection parameter while selecting candidates.

• Confirm the specifications for each role with the client prior to undertaking recruitment as per organization procedures.

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• Identify the extent of services required by the client, for items such as background verification, credential document verifications, salary negotiation, etc.

• Identify details such as costs, organizational procedures, anticipated time frames and other terms and conditions from the client contract.

• Create a well-developed job description and recruitment specifications summary.

• Prepare a recruitment plan for the positions to be recruited based on client preferences, nature of thejobs, organizational constraints and procedures, reporting requirements, etc.

• Modify and finalize the recruitment plan in discussion with the client.

• Describe methods of charging clients and the rates applicable for products and services.

• Maintain confidentiality of client information as per data privacy requirements.

• Explain importance of client satisfaction for business success.

• State data security and privacy policies of the organization.

• Describe organization processes related to recruitment.

Source candidates for recruitment based on client requirement (Duration: 15 Hrs.)

• List factors that enhance effectiveness in recruitment and selection.

• Explain industry and sector-specific recruitment practices, working conditions and terms of employment.

• Determine criteria for candidate search based on client-defined parameters.

• Write and place recruitment advertisements in relevant media as per job specifications, organizational policy and client permissions.

• Access candidate profiles from internally available sources such as organizational databases, candidate curriculum vitae, (cv) banks and assess fitment to applicable criteria.

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• Access candidate profiles from externally available sources online databases, recruitment sites, social media, references and assess fitment to applicable criteria.

• Evaluate applicant profiles for suitability to client requirements.

• Prepare a preliminary shortlist based on a desk review, and then prioritize candidates for direct contact based on fitment.

• Acquire current contact details of shortlisted potential candidates.

• State aspects of working conditions that commonly impact choice of a workplace by prospective employees.

• State the components of salary, related legislation and statutory provisions and guidelines.

• Describe work culture and common attributes related to different types of work culture.

• Describe common types of compensation, rewards and benefits.

• Develop a communication or contact plan for communicating with potential candidates.

• Communicate details of the offer to the candidate and seek an expression of interest.

• Evaluate information obtained from each candidate against specified selection criteria and note any additional influencing factors.

• Describe data security and privacy policies of the organization.

• Maintain confidentiality of candidate information as per data privacy requirements of client organization and the candidates.

• Conduct assessment and selection process in accordance with organizational policy, customer agreement and legislative requirements.

• Shortlist suitable candidates for the next stage of the recruitment and selection process.

• Describe the challenges and risks in recruitment and selections.

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Coordinate between candidates and employer organizations for the selection process (Duration:15 Hrs.)

• Describe the importance of timely communication to all during the recruitment process.

• Describe key information required by both parties for effective recruitment.

•Describe employer and candidate information required in relation to the recruitment and selection process, and the importance of recording it.

• List key recruitment parameters for employer organizations.

• List documentation required of candidates for recruitment and selection processes.

• Describe various modes of communication that can be used to connect with candidates and employers along with the advantages, disadvantages, risks and related considerations.

• Describe the importance of seeking effective feedback from both recruiters and candidates regarding their experience during various stages of the process.

• Describe the importance of reviewing the screening criteria continuously based on employer and candidate experiences and results of the recruitment efforts.

• Seek feedback from employer organizations regarding the suitability of shortlisted candidates.

• Seek clarifications from client organization for further streamlining the selection criteria.

• Confirm schedule of next steps for the recruitment and selection process to be undertaken.

• Adjust screening and short-listing process based on employer feedback, when candidates are not found suitable for selection.

• Apply modified criteria for selection to candidates already shortlisted to prune/modify the list.

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• Inform all candidates promptly and accurately of the selection decision made by the client.

• Explain the types of queries and guidance that can be provided to candidates to conduct themselves well in recruitment scenarios.

• Provide guidance and instructions to the candidate in preparation for undertaking the next steps in the recruitment and selection process.

• Follow-up with candidates for execution of next steps with timely reminders.

Execute post-selection recruitment processes and reviews (Duration: 12 Hrs.)

• Describe the various background and documentation checks conducted during recruitment.

• Conduct necessary checks as required by employer organization on the candidates finalized for selection.

• Describe employer and employee responsibilities to complete documentation and contracts related to recruitment.

• Verify candidate documentation as required for submission to the employer organization.

• Provide the candidate with necessary documentation from the employer and answer queries and provide clarification where required.

• Ensure delivery of on boarding services as per agreement with the client.

• Record candidate and client information and feedback on the recruitment database accurately.

• Complete records required by employer and client organization regarding the recruitment process accurately and in a timely manner.

• Update records of recruitment results and performance accurately, which could be successfully closed/failed, time to closure, salary level, client, number of positions, etc.

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• Prepare documentation with required details to other departments such as accounts, for further processing.

• Explain the importance and process of conducting reviews.

• Describe performance metrics for recruitment executives.

• Describe the importance of reviewing one's own work and improving performance.

• List organization processes for follow-up documentation for processing payments and account updating, etc.

• Record service reviews with both clients and candidates to ensure continuous improvement.

• Review the recruitment assignment performance to assess effectiveness and productivity based on established metrics such as hit-miss ratio, calls made, CVs sourced per job, time metrics, feedback metrics, etc.

• Identify areas of improvement through comparing performance with organizational and industry standards, previous performance and peers.

Reference Books on Human Resource Management

1) Human Resource Management in India – Sage Publications India Pvt Ltd

2) Strategic Human Resource Management – Pearson India.

3) Human Resource Management in India – Excel Books

4) Human Resource Management in India – Tata Mc Grow Hill Education

5)Human Resource Management an Indian Context—Himalaya Publishing House

6) Human Resource Management in India—Thi Learning Pvt Ltd

7)Indian Ethos and Human Resource Management—Excel Books

8) Human Resource Management in India—Oxford University Press