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**HR SYSTEM OF ORGANIZATIONS**

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**ABSTRACT**

Employment of organization is not only a matter of satisfying an organization's need but it is an activity which influences the shape of the organization's future because the successes or failure of an organization is dependent on the potential of the employees working therein.

**Keywords:** Application, Success, HR system, People, Staff, Job,

**Recruitment from internal sources include the following:**

**1. Promotion:**

Promotion involves shifting of an employee to a higher position carrying higher responsibilities, higher status, and more pay. This promotion may be based upon both the seniority and merit. Further, it is a vertical shifting of employees or the upward movement of the employees. The promotion may be temporary or permanent in the organisation. The promotion without the increase in salary is called dry promotion.

**2. Transfer:**

A transfer refers to the shifting of the employees from one job to another without a drastic change in the responsibilities and the status of the employees. It is the horizontal shifting of the employees. Transfer of employees is made from one place to another place in the interest of work, worker, and the organisation.

**3. Retired or Ex-Employees:**

Sometimes the organisation retrenches due to lay off and whenever there is vacancy in the organisation, it is filled with these ex-employees. Sometimes the retired persons are re-employed for the token of their loyalty to the organisation.

**External Sources of Recruitment:**

**Methods of External Sources:**

**1. Advertisement:**

It is a method of recruitment frequently used for skilled workers, clerical and higher staff. Advertisement can be given in newspapers and professional journals. These advertisements attract applicants in large number of highly variable quality.

Preparing good advertisement is a specialised task. If a company wants to conceal its name, a 'blind advertisement' may be given asking the applicants to apply to Post Bag or Box Number or to some advertising agency.

## **2. Employment Exchanges:**

Employment exchanges in India are run by the Government. For unskilled, semi-skilled, skilled, clerical posts etc., it is often used as a source of recruitment. In certain cases it has been made obligatory for the business concerns to notify their vacancies to the employment exchange. In the past, employers used to turn to these agencies only as a last resort. The job-seekers and job-givers are brought into contact by the employment exchanges.

## **3. Schools, Colleges and Universities:**

Direct recruitment from educational institutions for certain jobs (i.e. placement) which require technical or professional qualification has become a common practice. A close liaison between the company and educational institutions helps in getting suitable candidates. The students are spotted during the course of their studies. Junior level executives or managerial trainees may be recruited in this way.

## **4. Recommendation of Existing Employees:**

The present employees know both the company and the candidate being recommended. Hence some companies encourage their existing employees to assist them in getting applications from persons who are known to them.

In certain cases rewards may also be given if candidates recommended by them are actually selected by the company. If recommendation leads to favouritism, it will impair the morale of employees.

## **5. Factory Gates:**

Certain workers present themselves at the factory gate every day for employment. This method of recruitment is very popular in India for unskilled or semi-skilled labour. The desirable candidates are selected by the first line supervisors. The major disadvantage of this system is that the person selected may not be suitable for the vacancy.

## **6. Casual Callers:**

Those personnel who casually come to the company for employment may also be considered for the vacant post. It is most economical method of recruitment. In the advanced countries, this method of recruitment is very popular.

## **7. Central Application File:**

A file of past applicants who were not selected earlier may be maintained. In order to keep the file alive, applications in the files must be checked at periodical intervals.

## **8. Labour Unions:**

In certain occupations like construction, hotels, maritime industry etc., (i.e., industries where there is instability of employment) all recruits usually come from unions. It is advantageous from the management point of view because it saves expenses of recruitment. However, in other industries, unions may be asked to recommend candidates either as a goodwill gesture or as a courtesy towards the union.

## 9. Labour Contractors:

This method of recruitment is still prevalent in India for hiring unskilled and semi-skilled workers in brick kiln industry. The contractors keep themselves in touch with the labour and bring the workers at the places where they are required. They get commission for the number of persons supplied by them.

## 10. Former Employees:

In case employees have been laid off or have left the factory at their own, they may be taken back if they are interested in joining the concern (provided their record is good).

## 11. Other Sources:

Apart from these major sources of external recruitment, there are certain other sources which are exploited by companies from time to time. These include special lectures delivered by recruiter in different institutions, though apparently these lectures do not pertain to recruitment directly.

Then there are video films which are sent to various concerns and institutions so as to show the history and development of the company. These films present the story of company to various audiences, thus creating interest in them.

Various firms organise trade shows which attract many prospective employees. Many a time advertisements may be made for a special class of work force (say married ladies) who worked prior to their marriage.

These ladies can also prove to be very good source of work force. Similarly there is the labour market consisting of physically handicapped. Visits to other companies also help in finding new sources of recruitment.

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