

## What is Recruitment?

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In human resource management, "recruitment" is the process of finding and hiring the best and most qualified candidate for a job opening, in a timely and cost effective manner.

Obviously, the main reason why the recruitment process is implemented is to find the persons who are best qualified for the positions within the company, and who will help them towards attaining organisational goals. There are other reasons too:—

- To ensure proper alignment of skill sets of their staff or manpower of the company remains aligned to its initiatives and goals.
- To ensure effective and efficient recruiting.
- To ensure compliance with policies and laws

## Factors That Influence Recruitment

- ① Size of the organisation.
- ② Current Employment Conditions in the economy
- ③ Salary structure of the organisation
- ④ Working conditions within the organisation.
- ⑤ Growth rate of the organisation.

## The Recruitment Process

Step 1 — Conduct of a job analysis

- (a) Build a job description
- (b) Review the job description
- (c) Set minimum qualifications for the employee who will do the job.
- (d) Define a salary range

- Step-2      Sourcing of talent
- Step-3      Screening of applicants
- Step-4      Finalisation of the Job offer.
- Step-5      Introduction and induction of the new employees.

Wages

- 1- Time Wages
- 2- Piece Wages

Suitability of Time Wages

- (1) when production is unmeasurable in terms of units or in any other terms
- (2) when work is of high standards.
- (3) when focus is on quality rather than quantity of the production
- (4) when the workman is under training.

Merits of Time Wages.

- (1) Simplicity
- (2) Certainty of the amount of remuneration.
- (3) High quality of production
- (4) Proper utilisation of the factors of production
- (5) Cooperation between labour & capital.
- (6) Best system for artistic works.

- (7) Cooperation and unity of workers.
- (8) Suitable for the health of the workers.

### Demerits of Time Wages

- 1- Need for intensive supervision.
- 2- Lack of incentives.
- 3- Encouragement of labour unions.
- 4- Misuse of time by workers.
- 5- Fall in the quantity of production.
- 6- High cost of production.
- 7- It kills the efficiency of the workers.
- 8- Difficult to measure the efficiency.

### Piece Wages

#### Suitability of the Piece Wages —

- 1- when the work is of standard nature.
- 2- when the work is measurable in units.
- 3- when the focus is on the quantity of the production.

### Merits of Piece Wages

- 1- Incentive to more work.
- 2- Proper utilisation of m/c's.
- 3- Increase in the quantity of production.
- 4- Best utilisation of time.
- 5- Decrease in the cost of production.
- 6- Decrease in the cost of supervision & administration.

- 7- Easy & simple.
- 8- The workers can earn more wages.
- 9- Mobility of workers.
- 10- Measurement of efficiency of the workers is easy.
- 11- Justified.
- 12- Helpful in maintaining industrial ~~peace~~ ~~peace~~.

### Demerits of Piece Wages

- 1- Lack of unity among workers.
- 2- The loss of workers in case of m/c stoppages and breakdowns.
- 3- Misuse of the factors of production in pursuit of high production.
- 4- Adverse effect on the ~~the~~ health of the workers.
- 5- Quality is not the priority of workers.
- 6- Unsuitable for artistic works.
- 7- Uncertainty of wage amounts.

### What is MIS ?

MIS, Management Information System is the use of information technology, people and business processes to record, store and process data to produce information that decision makers can use to make day to day decisions.

## The Need for MIS

- (1) Decision makers need information to make effective decisions.
- (2) MIS facilitates communication within and outside the organisation.
- (3) Record keeping

## Components of MIS

- People
- data
- Business procedures - procedures put in place on how to control & record and analyse data.
- Hardware - servers, workstations, networking equipment, printers etc.
- Software - these are programmes used to handle the data. These include programmes, database software etc.

Manual Information System  
vs  
Computerised Information Systems.

## Advantages & Disadvantages of a Manual Information System -

### Advantages

- Cost effective - no need to purchase expensive equipments such as servers, workstations etc.
- Flexible.  
↳ evolving business requirements can easily be implemented into the business procedures and implemented immediately.

## Disadvantages

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- Time consuming.
- Prone to errors.
- Lack of security.
- duplication of data.
- data inconsistency.
- lack of backups.

## Computerised Information Systems

### Advantages

- fast data processing and information retrieval.
- improved data accuracy.
- improved security.
- reduced data duplication.
- improved back up systems.
- easy access to information.

### disadvantages

- It is expensive to set up and configure.
- Heavy reliance on technology.
- Risk of fraud.