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Subject:- Human Resources Management
Unit-01

Topic- Sources of Recruitment (External Sources)

② Employment exchange and agencies; -

Employment exchanges are the most popular source of recruitment for unskilled, skilled or semi-skilled operative jobs. The seekers get their names registered with employment exchanges managed and operated by the central and states government. The employers notify the vacancies to such exchanges and the exchanges refer the names of prospective candidates to the employers. So private agencies also do recruit the technical and professional personnel for a company. They provide a nation wide service in attempting to match the demand and supply of personnel. Many private agencies tend to specialise in a particular type of work like sales, office and engineers etc.

③ Recruitment from colleges: -

Jobs in trade and industry have become increasingly technical and complex

to the point where school and college degrees are sidely with the universities, vocational institutions and management schools for recruitment to various jobs.

④ Casual Callers: -

Many well reputed business organisations draw a steady stream of unsolicited applicants in their offices. Such job seekers can be a valuable source of man-power. A waiting list of such visitors may be prepared and they may be screened to fill the vacancies as they arise. The advantage of this source of recruitment is that it avoids the cost of recruitment from other sources. However, unsolicited applicants may become a disturbance in the daily routine of the enterprise.

⑤ Recommendations: -

Applicants introduced by the employer's friends and relative to the organisation may prove to be a good source of recruitment and indeed, many employers prefer to take persons because something about their background is known when a present employee or a business friend recommends a person a short of preliminary screening has already taken place. Some organisations have agreements in the unions of employees to give preference to relatives

or existing or retired employees of their qualifications and experience are suited for the vacancies.

Merits of external recruitment: -

- ① Since persons are recruited from a large market, the best selection can be made without any distinctions of caste, sex or colour.
- ② In the long run, the source proves economical because potential employees do not need extra training for their jobs.
- ③ External sources provides the requisite type of personnel for an organisation, having skill, training and education upto the required standard.

Limitations of External Recruitment: -

However, this system suffers from what is called 'brain drain' especially experienced persons are required persons are raided or hunted by other concerns.