

Recruitment and Staffing

Human Resource Management



toolbox INDIA Foundation

Recruitment and Staffing

Recruiting and staffing involves acquisition, employing, training, developing, compensating and retaining people within an organization.

In an NPO, selecting the appropriate mix of employees is essential. This includes, full-time employees, part-time employees, volunteers and community service workers. Overall the following criteria are to be kept in mind at the time of hiring



The Recruitment Process

Source candidates via advertising, networking or using recruitment websites

Ensure that job roles are clearly communicated to the candidate

Present the candidate with psychometric, personality or aptitude tests to determine caliber

Interview the candidate and present scenarios appropriate to the company to understand decision making and fit

In the recruitment process look for the willingness to learn and adapt and good communication

Employee retention

The ability of an organization to retain its employees is employee retention. It is a strategy rather than an outcome. It is important for employers to retain high performing employees. The following practices assist in employee retention

