

The Perfection in the Recruitment Process: The Common Mistakes of the Human Resources Department.

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The human resources sector has enjoyed a remarkable ascendancy during the last two decades due to the development which witnessed comparing to the traditional human resource management. Today, human resource management focuses on organizational performance rather than individual performance, it also affirms the role of HR management systems as solutions to business problems (including positive and negative complementarities) rather than individual HR management practices in isolation. According to Scarpello (2008), there are three key issues relevant to educating the HR professional and leaders on key issues in international HRM. One, what should HR managers and leaders know about the economic, legal, and cultural aspects of countries in which they conduct their activities? Two, which HR knowledge and skill have the potential to cross national boundaries, and which, by necessity, focus on the nation in which HR

is practiced? Three, how can this knowledge be incorporated into HR curricula in an efficient manner.

Recruitment is defined as the process of identifying and hiring the best-qualified candidate (from within or outside of an organization) for a job vacancy, in a most timely and cost-effective manner. The recruitment process encompasses of many steps that requires time, resource and a budget.

Steps Of Recruitment Process

Decision is made as to whether recruitment is necessary



Job description is prepared



Specification is prepared



Plans are made on how and when to advertise



Applicants are short-listed



References are requested



Candidates are invited for interviews and selection tests



The successful candidate is offered the job and signs the contract of employment

Many of the most common mistakes can be averted when human resource employees recruit candidates especially skilled persons. Some of these mistakes are: 1) The interviewer must be expert in the position field: ex: there is no logic that an employee with HR background interviewing a mechanical engineer. 2) Frozen fingers: Amazingly, some hiring managers sit through an entire interview without taking notes. 3) Accepting generalization: because most people sell themselves in interviews, the hiring executive should not accept what candidates say at face value. Rather, the interviewer should ask for specific and preferably quantifiable accomplishments that support a candidate's claims. 4) Talking: An effective interviewer must listen 80% of the time. The most common mistake is that some HR employees allots period of the interview to promote themselves and their company. 5) " ILL-ADVISED" questions: Other mistakes occur when the interviewer asks questions related to age, sex, marital status, race, or religion.