

Selection and Recruitment of Employees

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Abstract

The article discusses modern methods of selection and hiring of personnel, their advantages and disadvantages in the conditions of the Uzbek economy. A comparative analysis of various methods of hiring personnel has been carried out, and an assessment of their effectiveness has been given.

Keywords: Professional, selection, recruitment, money, diagnostics.

INTRODUCTION

Professional employees are the main resource necessary for the prosperity of the company. As strange as it may sound, it's not money, technology or resources, but people that decide everything. The quality of your human capital depends on the well-being of your business. Modern recruitment methods are the foundation of your HR system. Corporate culture, productivity, and creativity all depend on who and where you hire. Companies don't have great ideas, people in companies have great ideas.

When the company has an open position, it can be filled with both internal and external candidates. This process is called recruitment. The selection of employees is aimed at creating a reserve of personnel for certain positions, on the basis of which a selection is made in favor of a person suitable for the performance of professional duties. Some managers organize the recruitment process within the company. Advantages of the internal method of recruiting employees - the person knows the corporate characteristics, has the qualifications, information and skills to fulfill the job requirements. In addition, it allows employees to grow and move up the career ladder in the company. Modern recruitment technology is based on the combination of planning processes, personnel level, the use of modern methods of recruitment, an effective matching system, the development of personnel reserves and motivation. A reasonable incentive policy, a decent system of remuneration and incentives. An integrated approach is important here: one does not work without the other. From the point of view of legislation, there are two main principles of personnel selection and selection:

1. objectivity;
2. the absence of any discrimination.

All methods of selection of employees in recruitment are such that the most suitable candidates go through several stages of selection. It usually includes:

1. filling out questionnaires (including biographical information) and applications;
2. study of the documents and recommendations submitted by the candidate by the personnel department;
3. verification of recommendations;

4. conducting an interview;
5. clarification of business and personal qualities through diagnostics of professional suitability (test, etc.);
6. medical examination in cases provided for by law;
7. making decisions on establishing labor relations

Everything else is determined by the company's strategic and tactical priorities, personnel management system and type of activity. As a rule, the company seeks to select employees based on the following principles:

1. employee motivation and its compliance with the corporate philosophy;
2. level of professional knowledge and experience;
3. leadership skills;
4. assessment of hidden reserves, strengths of the applicant and forecasts for its future growth;
5. level - how quickly the employee is updated and begins to establish relationships with suppliers, colleagues, customers and managers;
6. Accounting legislation and equal treatment of applicants for vacancies.

Hiring is formalized by order/decreed and given on the basis of an employment contract drawn up by the Director General.

In the report on the labor of enterprises and organizations of some branches of material production (industry, construction, transport, state farms and some other production branches), the number of workers is divided into two groups:

1. workers
2. servants

Before the organization makes a decision on hiring, the candidate must go through several stages of selection:

1. initial screening interview;
2. filling out the application form;
3. hired interview (interview);
4. test; professional test;
5. medical examination;

Before starting the search for a suitable applicant, every employer, ideally, determines all the necessary criteria that a future employee should have. Based on them, the final candidate will be selected. If you look at job vacancies, the typical criteria for selecting employees in many companies are often:

1. professional requirements (education, work experience)
2. Personal quality
3. personal requirements (gender, age, place of residence).

CONCLUSION

Personnel selection is the process of studying the psychological and professional qualities of an employee, taking into account the compatibility of his qualifications, in order to perform his duties at the workplace or for the collection and collection of suitable applicants. Expertise, personal qualities and the essence of the organization and the interests of the organization and itself.

In the selection of employees, it is customary to follow the principles of searching for a person's weaknesses or ideal candidates and targeting the most suitable candidates for this position and the most suitable for this position; The most qualified personnel, however, do not have a higher degree, but require the use of the workplace.

The main selection criteria are considered: education, experience, business qualities, professionalism, physical characteristics, identity of the candidate, personal capabilities of the candidate, his potential opportunities.

The qualities that an employee should possess are defined as a professional or competency map. In other words, it is a "portrait" of an ideal employee, which defines personal qualities, specific qualities and requirements for social roles.

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