SYBMS

SEM III

Recruitment and Selection

1. Importance and relevance of Recruitment
2. Importance and relevance of Recruitment
3. Factors affecting Job Design
4. Source or Type of Recruitment
5. Criteria for Selection Process
6. Interviewing-Types and Guidelines for Interviewer & Interviewee
7. Types of Selection Tests
8. Effective Interviewing Techniques
9. Induction-Concept, Types
10. Orientation & On boarding-Programme and Types
11. Exit Interview
12. Soft Skills