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HRIS AND RECRUITMENT

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ABSTRACT

The modern era of technological advancement faces great competition in every field of business world. All organizations try to have competitive advantage over their competitors. It is true that management of human resources is the most vital function for every organization that wants to have a competitive edge because it is the human beings who form and run the systems in an organization. Thus HR department and its functions get more importance in this competitive scenario. The organizations make use of technology in the management of most valuable asset that is none other than human resource. Recruitment is one of the key functions of HRM. The competitive recruitment is done with HRIS. This paper is an attempt to have an overall understating about the HRIS practices in recruitment function and its impact.

Key Words: Human Resource, HRIS, Recruitment

Introduction

In today's knowledge driven and very competitive business scenario, human resource places an important part in an organization to have a competitive edge on its competitors. Because, it is believed that good human resource can take an organization to heights and failing to have this can take it down. Hence human resource is the most valuable assets of an organization. As far as the growth of any organization is concerned the optimum utilization of the skill, knowledge and attitude of the people of the organization plays the vital role. So the HR department and its functions become backbone of an organization.

The competitive HR management always starts with the competitive recruitment process. Because it is through the recruitment process that the best sources on the job market are discovered. It is one of the key

challenges for HR managers to find the right man for the right job. So the HR recruiters have to be very vigilant in utilizing the recruitment sources and the managers have to take the right and quick decisions about hiring the employees. This constitutes the basic set-up of the competitive recruitment process.

While hiring a candidate for a job HRIS applications automate and standardize the series of sequential activities and steps which are followed in recruitment. This has led to a drastic transformation in the way organizations now recruit employees.

The Concept of Recruitment

Among HR functions the key process is the recruitment. It can be defined as all activities of finding out the potential employees and collection of applications from suitable applicants. The main goal of this process is to get the best person suited to the job based on objective criteria for a particular job. This process handles large volumes of individual cases in different stages of the progress. It is very complex and each process of this function must be clearly designed and described.

The Concept of HRIS

Human Resource Information System (HRIS) is the result of the blending of Human Resource management and information technology. Hence it is an electronic system that compiles information about the human resource of an organization in databases. So it helps to acquire, store, manipulate, analyse, interpret, and disseminate important information on human resource.

Earlier HRIS was considered as a mere record keeping of employees and computerization of the payroll but in this modern era it is well established as an indispensable tool for facilitating every stage of recruitment. It not only simplifies the decision making process but also helps in complex negotiations that comes under the human resource umbrella. With the help of information system HR managers can now play a vital role in the organization.

HRIS and Recruitment

HRIS constitutes of many modules among them the recruitment management is the core module to help to hire and deploy the best people with minimum cost and within a time bound schedule. Johan (2014) advocates that the use of HRIS in recruitment saves time and helps to minimize the recruitment process cost. Labour turnover trends can indicate particular problem areas that need to be corrected before further recruitment takes

place. Alternatively if the problems are unavoidable the recruitment campaign can be modified to make allowance for them. Information such as job descriptions and person specifications is readily accessible for recruiters who need such, for example when preparing advertisements and interviewing applicants. Accordingly, human resource information systems can provide both background information to assist attraction, recruitment and selection and analytical information to evaluate its effectiveness.

Domains of HRIS in Recruitment

Recruitment management HRIS module cover mainly the following areas:

1. Application /vacancy Detail
2. Short-Listing
3. Job/Person specification
4. Skill matching
5. Mail merge facility
6. Standard report
7. Cost analysis
8. Internal Job posting
9. Interview scheduling
10. Internet job posting, etc.

HRIS Process in Recruitment

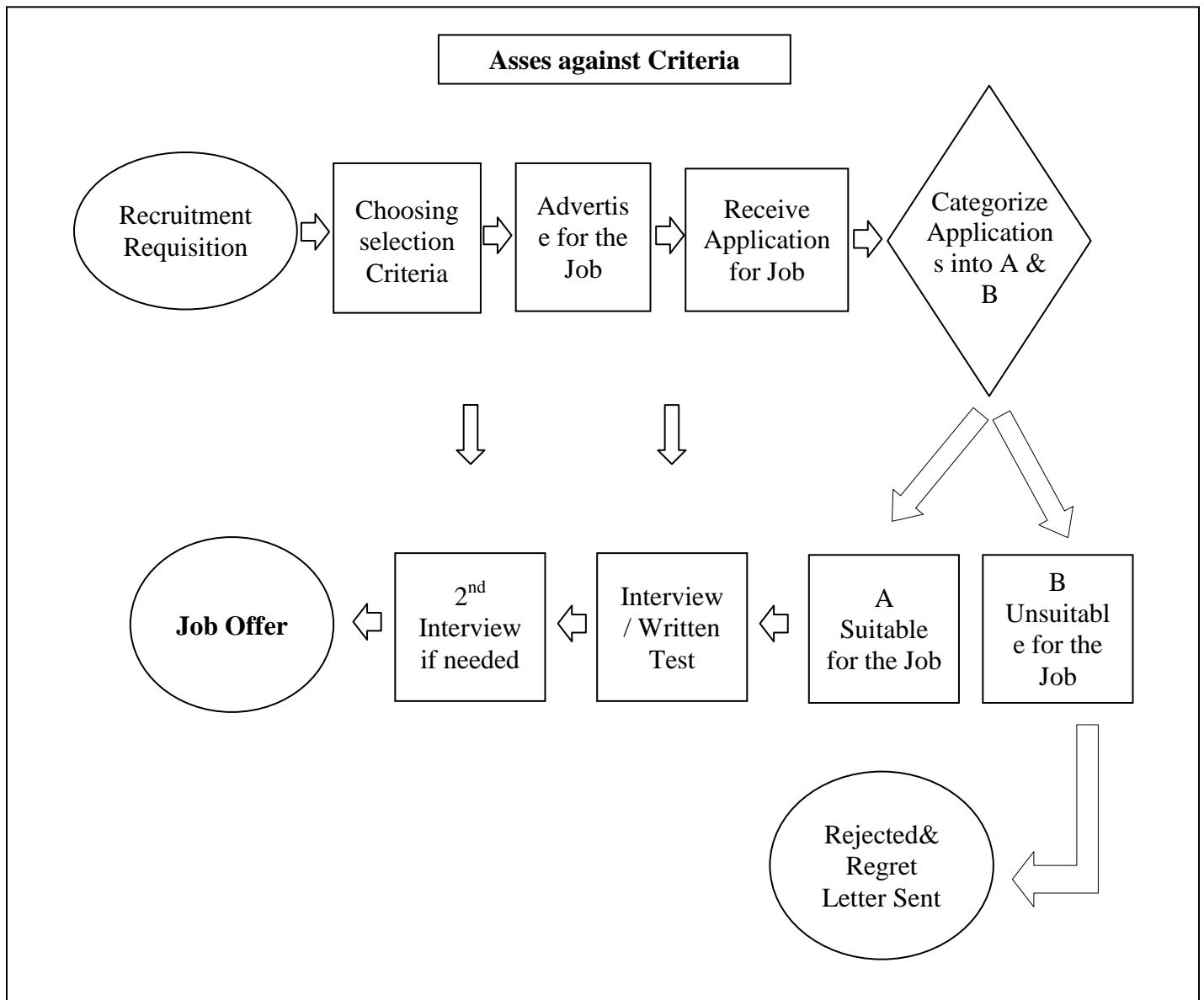


Figure: 1

The above chart shows how the recruitment is done with HRIS. As the first step it starts with recruitment requisition. Next is to fix the criteria which should be followed by advertising for the job and then receiving the job application. Once the applications are received they are evaluated and categorized into two *viz.*, applications suitable for the job and applications unsuitable for the job. The unsuitable applications are rejected and the regret letter is sent. For the suitable candidates interview or written exam is conducted to shortlist them. Then they are invited for the second interview if needed. Finally candidates who meet the criteria are given the job offer.

Characteristics of HRIS

The key characteristics of the HRIS in recruitment are as follows:

- Facilitate the whole recruitment process in a well-defined and manage able manner.
- Make a user friendly interface between applicant, talent acquisition team and online application link.
- Enhance and facilitate precise online application management and make it comprehensive, reliable and faster
- Reduce the overall recruitment time cycle, thereby helps to reduce the cost for the company.
- Combine online application, outside recruitment agency process, interview stage, etc.
- Store all the applicant information into a database in order to faster future requirement processing.
- Help to improve the overall productivity of the recruitment process.

HRIS and Recruitment Efficiency

By using HRIS the prospective employees can submit their applications and resumes through online. It helps to saves the costs related with the printing of applications and also make the hiring process much more organized.

HRIS can be arranged in such a way that only qualified applicants will come forward to apply. It is easier to find out qualified employees from are across the same town to even across the globe. This makes the organization to widen the candidate pool so that top talented people can be selected. It also helps in properly filling out of the online application. If all the required steps are followed it will help to remove less qualified applicants. It will also help to save managers time sorting through applications.

When an applicant submits online application and the resume, the information can be easily reviewed by all relevant managers and HR personnel at a time. This will help to make the hiring process faster since it is not necessary to forward the information across the organization. Using HRIS for recruitment is more reasonable if department heads are located across different geographical areas in an organization.

HRIS recruitment system also helps to track how much money is spent on recruitment and recruitment-related expenses. Thus planning of budgets can be made with more accuracy.

Some HRIS recruitment modules facilitate the viewing of analytics based process of the recruitment or different employee qualifications. By evaluating the numerical data based on past hires, present performance, and

turnover data, it is possible to arrive at superior insights into hiring decisions. The retention rates, productivity, and overall efficiency etc. of an organization can be increased by optimizing the use of analytics in recruitment.

Conclusion

The competitive scenario of this knowledge driven and technological advance era made organization to implement HRIS for HRM. So if recruitment function of HR is done with HRIS, it will result in tremendous change the way recruitment is done and also it will enhance the quality of recruitment function

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