

## Iqra National University Hayatabad Peshawar

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Paper	Human Resource Management
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## Q.1: Write briefly about different job redesigning technique along with its advantages?

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### **Redesigning Job:**

Job redesign is done to reorganize the task, duties, and responsibilities for making it more satisfactory from human as well as organization's benefit point of view. It takes place for the existing job profile in any organization.

Job redesign is an increasingly relevant tool to shape the changing roles in the future of work. When done right, it can create a workforce that moves the company forward.

### **Job redesigning technique:**

When Enter job redesign, once a target profile of worker has been determined, the needs of the worker can be identified. Jobs can be designed specifically to appeal to the expectations of the workforce. For example, mature workers may be less interested in career progression pathways than their younger counterparts. Seniors might be more keen on flexi-work and part-time work. Seniors might prefer a job that is not too physically taxing, or not be too technologically complex.

Job redesign takes these needs and expectations into account and designs a job that meets as many of the needs of the target workforce as possible. Job redesign addresses the following design considerations:

- How can the job be designed to facilitate job sharing or part-time work?
- How can the physically demanding aspects for the job be minimised?
- Which tasks should remain as part of the job and which should be removed?
- Should the job be specialised, or should it be more wide-ranging?
- Should that new technology be used?
- What level of remuneration would be meaningful?
- How should job performance be measured?
- How should the physical environment be adjusted to suit the workforce profile?
- How will other jobs be impacted by changes in this job?

Job redesign can take many forms. The following are some of the more common approaches:

- **job enlargement**  
getting a job holder to do more (typically of a similar level of work)
- **job enhancement**  
Getting a job holder to do more value added work (typically by transferring work and responsibilities from the next higher level)
- **job sharing**  
splitting the job such that the work is completed by 2 or more people

### **Advantages of job redesigning:**

#### **I. Enhances the Quality of Work-Life:**

Job redesigning motivates the employees and enhances the quality of their work life. It increases their on-the-job productivity and encourages them to perform better.

II. **Increases Organization's and Employees' Productivity:**

Altering their job functions and duties makes employees much comfortable and adds to their satisfaction level. The unambiguous job responsibilities and tasks motivate them to work harder and give their best output. Not only this, it also results in increased productivity of an organization.

III. **Brings the Sense of Belongingness in Employees:**

Redesigning job and allowing employees to do what they are good at creates a sense of belongingness in them towards the organization. It is an effective strategy to retain the talent in the organization and encouraging them to carry out their responsibilities in a better fashion.

IV. **Creates a Right Person-Job Fit:**

Job Redesigning plays an important role in creating a right person-job fit while harnessing the full potential of employees. It helps organization as well as employees in achieving their targets or goals.

Q.2: Write about internal source of recruitment along with its procedure and conditions?

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**Internal Source of recruitment:**

An internal source of recruitment means inviting applications from personnel working within the organisation.

Best employees can be found within the organization. When a vacancy arises in the organization, it is offered to an employee who is already on the pay roll. Internal sources include promotion and transfer.

Internal Sources of recruitment has 2 important sources to recruit employees.

Promotion and Transfer (with advantages & Disadvantages)

**Internal sources of recruitment have 7 unique sources.**

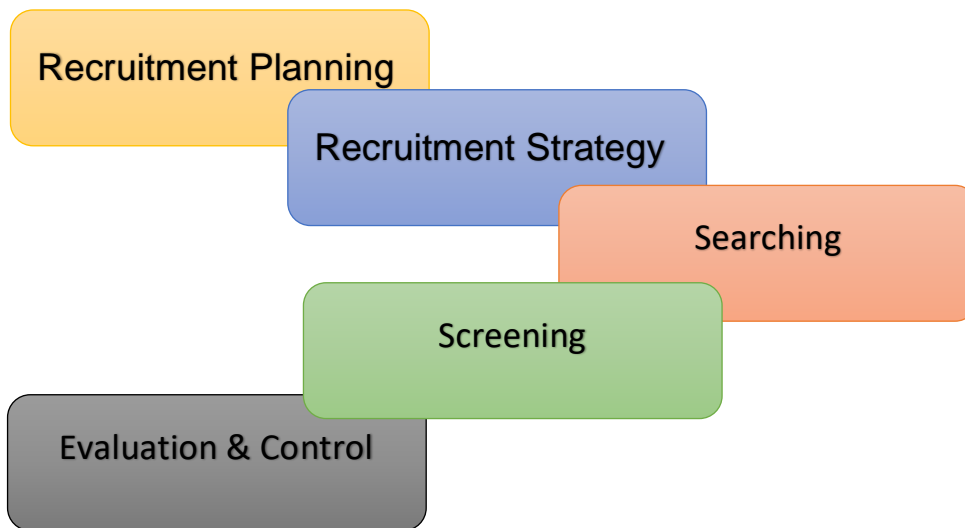
1. Promotion
2. Upgradation
3. Demotion
4. Former employees
5. Job posting
6. Suitability

**Procedure & Condition of Internal Source of recruitment:**

Recruitment is a process of finding and attracting the potential resources for filling up the vacant positions in an organization. It sources the candidates with the abilities and attitude, which are required for achieving the objectives of an organization.

Recruitment process is a process of identifying the jobs vacancy, analysing the job requirements, reviewing applications, screening, shortlisting and selecting the right candidate.

To increase the efficiency of hiring, it is recommended that the HR team of an organization follows the five best practices (as shown in the following image). These five practices ensure successful recruitment without any interruptions. In addition, these practices also ensure consistency and compliance in the recruitment process.



Recruitment process is the first step in creating a powerful resource base. The process undergoes a systematic procedure starting from sourcing the resources to arranging and conducting interviews and finally selecting the right candidates.

### Q.3: Write Briefly about different types of Interviews?

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An interview is essentially a structured conversation where one participant asks questions, and the other provides answers

#### **There are 4 major types of interview**

- I. Face to Face Interview
- II. Video call/Conference interview
- III. Telephonic interview
- IV. Text message interview

#### **1. Face to Face interview:**

Face-to-face interview is a data collection method when the interviewer directly communicates with the respondent in accordance with the prepared questionnaire.

Thus, face-to-face interview method ensures the quality of the obtained data and increases the response rate.

## **2. Video Call/Conference Interview:**

Video conferencing interview is a kind of conference call that connects the candidates with companies that are in different locations. This advance brings technology to the workplace in the best way. It minimizes travel and other expenses, but still allows interviewers to meet the candidates using a human-like interaction. Video conference interviews can connect many participants who are in different locations.

The interview can be conducted from a desktop at work, a home computer, laptop, smartphone or a tablet.

## **3. Telephonic interview:**

A Telephone interview is an interview for employment conduct on the phone call.

Telephone interviews are often used to screen candidates in order to narrow the pool of applicants who will be invited for in person interviews.

## **4. Text Message interview:**

A text message interview also a part of conducting to selection through Mobile and other online links.

Text message interview is easy to receives candidate question and answer.

# Q.4: Discuss external source of recruitment along with its pros and conds?

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## **External Source of Recruitment:**

External Recruitment refers to recruitment in which the candidates are selected from outside the organisation. Keeping aside, the talent existing within the organisation, this source involves employing such methods that will help to find out the best employees which are outside the organisation. However, it is a tough task, but it has a very positive impact as compared to internal recruitment.

## **Pros of External Recruitment**

When you hire externally, you have the opportunity to bring in an entirely new perspective. This can infuse the company with new ideas, novel approaches and fresh blood. It can also reduce the potential for in-fighting, which could occur if you promote one existing staffer to a new role over his or her colleagues.

## **Cons of External Recruitment**

You'll have to advertise for the job or hire a recruiter to assist you in your efforts. This can be time-consuming and costly. Background checks and reference checks also take time. Additionally, even with a well-vetted candidate, you won't have a true indication of his or her performance capabilities until they're in the workplace. It will also take more time to on-board an outsider than it would to bring in someone already familiar with the company.

