#  FINAL ASSIGNMENT

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 ​Question 1:

1. Write briefly about different Job redesigning techniques along with its advantages.

Ans: Job redesign is about redesigning the tasks in a job so that it fits staff and business needs. For instance, tasks that can be done in isolation can be assigned to a telecommuter, duplicate tasks may be eliminated. One full-time job may become appropriate for two part-timers. Two employees may split a job, but work independently of each other. Looking at the tasks of a job in a new way helps employees to better fit their skills to the tasks to be performed. It may eliminate unnecessary work, permit better use of employees’ skills, enable higher flexibility and more effective work distribution. It attracts and retains quality employees. And it promotes a dual agenda – making work more inspiring and motivating to employees while achieving business goals.

 Restructuring the elements including tasks, duties and responsibilities of a specific job in order to make it more encouraging and inspiring for the employees or workers is known as job redesigning. The process includes revising, analyzing, altering, reforming and reshuffling the job-related content and dimensions to increase the variety of assignments and functions to motivate employees and make them feel as an important asset of the organization. The main objective of conducting job redesigning is to place the right person at the right job and get the maximum output while increasing their level of satisfaction.



* **Job Redesign Process**
* **Revising the Job Content:** Job redesigning process involves recollecting and revising job-related information to determine the inconsistency between person and the job.
* **Analyzing Job-related Information:** Once the job analyst is through with recollecting and revising the job content, analyzing the discrepancies is the next step. It is done to determine the hindrances in performing job-related tasks and duties and investigate why an employee is not able to deliver the expected output.
* **Altering the Job Elements:** The next step is to amend the job elements. It may include cut back on extra responsibilities or addition of more functions and a higher degree of accountability. The basic aim of altering the job content is to design a job in such a manner that encourages employees to work harder and perform better.
* **Reformation of Job Description and Specification:** After altering the job elements, a job analyst needs to reform the job description and specification in order to make sure that the worker placed at a particular place is able to deliver what is expected of him.
* **Reshuffling the Job-related Tasks and Duties:** Next is to reallocation of new or altered tasks and functions to employees. It may be done by rotating, enriching, enlarging and engineering the job. The idea is to motivate the performers while increasing their satisfaction level.

**Advantages of Job Redesigning**



* **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

**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.

* **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.
* **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.

Question 2:

1. Write about Internal sources of recruitment along with its pros and cons.?

Ans:

 **Definition:**The **Internal Sources of Recruitment** mean hiring people from within the organization. In other words, seeking applicants for the job positions from those who are currently employed with the firm.

**The 5 Pros of Internal Recruitment**

1. **It’s quicker.**

It takes (a lot) less time to hire someone from within and the whole process is a lot more certain…

* You’ll know pretty much everything you need to know about them already.
* They’ll also understand the company, its values, technologies and processes.
* You’ll already know that they are a good cultural fit.
* You can approach them directly.
* You may even already have someone in mind for the role.

 This means you’ll spend less time advertising the job, sifting through CVs, interviewing candidates and all of those other niggly tasks that come with external recruitment.

**2. It’s cheaper.** Obviously, because the entire process is quicker (and time is money) you’ll save money too.

You also won’t have to pay for job advertising and agency fees etc.

And inside hires actually cost less money in general; they won’t get the dreaded counter-offer and they’re less likely to turn down the role or haggle on the salary (promotions are positive and exciting)!

**3. It’s less risky.** You actually know this person; you can get managers and staff to vouch for them and their record will speak for itself.

This, of course, takes away a lot of the risk of hiring the wrong person.

Think about it; people will lie on their CV and in interviews, they will be on their best behaviour and may exaggerate their commitment and passion about the role, however, with an internal recruit you actually know all of these things about them.

**4. It’ll improve your employer brand.** When you do come to hiring someone external, showing hard evidence that your company are willing to offer opportunities for progression is a real selling point.

People are always looking to the future and if you can show them that it’s full of chances to grow, with your business, then they’re much more likely to want to join you.

**5. It’ll boost your employee engagement.** Similarly, your own staff will feel more valued, engaged and happier if you offer them opportunities to progress at your company and reward their hard work and loyalty.

If you don’t give them an opportunity to grow, they’ll probably move on pretty quickly (more recruitment costs for you).

And the happier your staff are – the happier your customers will be – believe me.

**The 5 Cons of Internal Recruitment**

**6. It could cause internal conflict.** If you open up a job to internal employees, especially if you already have someone in mind, it can have a negative impact on morale.

Other employees who are interested in applying could end up feeling shunned if their application isn’t taken seriously or if someone else gets the job.

They may feel that it’s ‘favouritism’ and that their own hard work and skills aren’t valued.

This might all seem a little fickle to you, but if the morale of the team suffers, it can really impact your whole business and you could even lose staff because of it.

**7. They may not be respected by others.** In a similar vein, if you’re hiring for a management position, it is really important to consider the applicant’s current position within the team.

Are they well liked? And respected? Are they too close to some and not close enough to others? Will a management position be so much of a leap that no one will take them seriously?

Sometimes, people are skilled enough to do a job but simply aren’t respected, liked or well-known enough to pull it off.

The ability to work with others whilst earning their trust and respect is an essential trait of a good leader.

**8. Sometimes, you just need a breath of fresh air**. Sometimes, you need to bring a new person into a company to shake things up a bit, bringing fresh ideas and insights to the table.

This is especially important if you think things at your company are stagnating a little and that the morale is a little slow and people seem unmotivated – promoting the internal candidate probably won’t change that.

Bringing in someone who can inspire others could be the breath of fresh air your team need to get back into their groove.

**9. You’re essentially hiring two people.** Of course, often, you’ll also have to hire a second person to fill the promoted person’s job.

So you will essentially be hiring two people that you’ll have to train up, instead of one.

If the position is more senior, then it could be worth it, because the internal hire will have gained valuable experience and knowledge throughout their time working for the company – all of which will speed up their training process and make them a great addition to the senior team.

However if the role is roughly at the same level, you might wonder whether it’s simpler and quicker to just hire one, external person

**10. You’re limiting your options.** At the end of the day, recruitment

 is a numbers game and if you choose to only advertise a vacancy internally then then you are limiting your options.

You just don’t know whether the perfect person is somewhere out there, just waiting to be plucked**.**

**Question 3:**

1. **Write briefly about different types of Interviews.**

**Ans:**  Different Types of Interviews

Formal? Casual? Board? Phone? .... Preparing for a meeting as a planner or imaginative? Take a read of these various kinds of meetings and prepare sure you're for your next an ideal opportunity to dazzle.

So you have your foot in the entryway and it's chance to make history at your first meeting. All you need to do presently is plan. Simple! In the event that you know how…

**The Telephone Interview:**

 Frequently organizations demand an underlying phone meet before welcoming you in for an eye to eye meeting so as to show signs of improvement comprehension of the kind of up-and-comer you are. The one advantage of this is you can have your notes out before you. You ought to do the same amount of arrangement as you would for an eye to eye meet, and recollect that your early introduction is indispensable. A few people are preferred gathering face to face over on the telephone, so ensure that you talk certainly, with great pace and attempt to address all the inquiries that are posed.

**The Face-to-Face Interview:** This can be a meeting between you and one member of staff or even two members

**The Panel Interview:** These interviews involve a number of people sitting as a panel with one as chairperson. This type of interview is popular within the public sector.

**The Group Interview:** Several candidates are present at this type of interview. You will be asked to interact with each other by usually a group discussion. You might even be given a task to do as a team, so make sure you speak up and give your opinion**.**

**The Sequential Interview:** These are several interviews in turn with a different interviewer each time. Usually, each interviewer asks questions to test different sets of competencies. However, if you are asked the same questions, just make sure you answer each one as fully as the previous time.

**The Lunch / Dinner Interview:** This type of interview gives the employer a chance to assess your communication and interpersonal skills as well as your table manners! So make sure you order wisely (no spaghetti bolognese) and make sure you don’t spill your drink (non-alcoholic of course!).

All these types of interviews can take on different question formats, so once you’ve checked with your potential employer which type of interview you’ll be attending, get preparing!

Here’s a list of interview formats that you should prepare your answers for;

**Competency Based Interviews**These are structured to reflect the competencies the employer is seeking for the particular job. These will usually be detailed in the job spec so make sure you read it through, and have your answers ready for questions such as “Give me an example of a time you worked as a team to achieve a common goal.”

**Formal / Informal Interviews:** Some interviews may be very formal, others may be very informal and seem like just a chat about your interests. However, it is important to remember that you are still being assessed, and topics should be friendly and clean!

**Portfolio Based Interviews:** In the design / digital or communications industry it is likely that you will be asked to take your portfolio along or show it online. Make sure all your work is up to date without too little or too much. Make sure that your images if in print are big enough for the interviewer to see properly, and always test your online portfolio on all Internet browsers before turning up.

**The Second Interview:** You’ve passed the first interview and you’ve had the call to arrange the second. Congratulations! But what else is there to prepare for? You did as much as you could for the first interview! Now is the time to look back and review. You maybe asked the same questions you were asked before, so review them and brush up your answers.

**General Interview Preparation:** Here’s a list of questions that you should consider your answers for when preparing…

• Why do you want this job?

• Why are you the best person for the job?

• What relevant experience do you have?

• Why are you interested in working for this company?

• What can you contribute to this company?

• What do you know about this company?

• What challenges are you looking for in a position?

Question 4:

1. Discuss External sources of recruitment along with its pros and cons.

Ans:

 External sources of recruitment mean the sources outside the organization that gives the indication of prospective employees / candidates as per requirement of the organization.

 External recruitment offers many options, and it is usually the preferred option for most organisations when attempting to find quality candidates. Below are some of the pros and cons of external recruitment, as well as a closer look at the best methods to use.

**The Pros of Hiring from the Outside:** To assess candidates that come from outside the company, hiring managers employ a number of methods. Some of these are very creative, while others are relatively simple, but whatever process you choose, there are clearly numerous advantages to external recruitment.

1. **There’s a Bigger Pool of Candidates to Choose From:** Perhaps the biggest advantage of external recruitment is that it gives you more options. Internal recruiting strategies restrict you to your existing personnel or – if you have an employee referral programme in place – your employees’ networks. This means that you won’t have a big pool of candidates to choose from, which can significantly limit your options. External recruitment, on the other hand, opens you to almost anyone who’s looking for a job. You could have hundreds of CVs to review, which can increase your chances of finding a candidate that matches your exact criteria
2. **It Attracts New Skills and Ideas:** One of the greatest perks of hiring beyond your own four walls is that it can expose your company to new and creative ideas. By injecting fresh blood, you can ensure that the business will benefit from the differing experiences and thought processes that your new hire will have. Besides, if you want your company to grow, it’s important to hire employees with a diverse mix of expertise and skills. If you are only promoting or transferring people internally, there’s a good chance that the company will never get the chance to gain exposure to new and better ways of doing things.
3. **It Helps to Avoid Internal Problems:** Although you shouldn’t allow internal politics to dictate your strategy, it’s still worth mentioning that recruiting externally can potentially save you a boatload of office drama. While promotions and transfers are important for employee motivation and retention, they can also create tension between staff and management, particularly if the role is a highly desirable one. From refusing to work under a new boss that was yesterday a peer to feeling that the promotion was not fair, there are a lot of things that can go wrong with internal recruitment strategies.

**The Cons of Hiring an Outsider**

1. **It’s Time-Consuming:** One of the biggest issues with external recruitment is that it can be extremely time-consuming. From ensuring that you have written an engaging job description to finding the best place to advertise it, it can take up a lot of time to prepare everything for the selection process. Once you start receiving applications, you’ll have to sift through and shortlist candidates, too, not to mention interview them all. If you don’t have a robust applicant tracking system or a dedicated HR team to manage the process, then you’ll quickly find that your day-to-day work is getting pushed back while you trawl through a never-ending raft of CVs and résumés.

**2. It’s a Bigger Risk:** Even though, as mentioned, hiring someone new means opening the door to new and different ideas, there are also several risks that you need to consider. Hiring an external candidate means they’ll have a limited understanding of the company and its culture, and this will inevitably prevent them from adjusting quickly. In a worst-case scenario, they might not adjust at all; there are no guarantees that a talented hire will fit in, after all.

You also run the risk of alienating and demotivating your existing staff, especially if you have an employee who feels that they would be a good fit for the role you’re advertising. They might even see your oversight as a snub and decide to move on, meaning that you could potentially lose good employees in the long run.

**3. It’s Costly:** Advertising a job vacancy can be very expensive, especially if you are trying to gain maximum exposure on major job boards. To reduce costs and improve results, you can always target niche boards but, ultimately, the longer your advert runs, the more the costs are going to rack up – with no guarantee of a return at the end, too.

**Methods of External Recruitment**

One of the best tips for recruiters is to identify the best hiring process for each vacancy. Not all positions can be filled by deploying the same strategy, so approach each one on its own individual merits. The higher-ranking a position is, for example, the more effort you’ll need to put into the hiring process, while an entry-level position will be relatively easy to market and fill.

1. **Newspapers and Other Offline Methods:** Online recruitment is becoming increasingly popular, but that doesn’t mean that offline methods are redundant yet. It could be argued that newspaper recruitment is the most effective method if you are trying to hire someone locally, for instance. It can be more flexible, too, as it allows you to address various niches and reach out to a different audience. It’s also a more formal method of recruiting, so you might want to consider it when hiring for senior positions.
2. **Job Boards:** Job boards are probably the most popular and effective method of external recruitment, as they allow hiring managers to reach a wider audience. What’s more, as job boards make it easier to actually apply for the position, they can also help speed up the hiring process. Millennials tend to conduct their job searches on job boards, so if you are looking to attract younger talent, you should bear this in mind. Many job boards now also have CV databases, too, which allow you to filter through candidate profiles based on your chosen criteria
3. **Social Media:** Nearly everybody uses some form of social media, so it makes sense to run job campaigns on the likes of Facebook, too. You can tweak your posting, as well, so that it utilises the platform’s algorithms to closely target certain locations and other demographics. Apart from posting vacancies on the company’s accounts, it’s also important to include sponsored posts in your campaign, because you can use these platforms to target passive candidates and poach talented professionals.
4. **Job Fairs:** Although not as popular as they once used to be, job fairs continue to help hiring managers to gain access to a large number of candidates, especially graduate applicants. What’s also great about them is that they allow you to meet the candidate and talk to them in person, rather than just reading their CV. Given the importance of body language, it can be a great way to get a strong first impression of someone.
5. **Events:** Apart from job fairs, there are many other events you can attend to meet potential candidates. From networking events to gatherings that your target audience might attend (such as seminars and conferences), you get a chance to meet some truly talented candidates, while also raising brand awareness by being physically present at industry-related events.

**6. Recruitment Agencies**: Enlistment organizations keep on having the best outcomes while recognizing ability, just on the grounds that they are centered around conveying their customers with the most appropriate up-and-comers. In the event that they assume responsibility for the employing procedure, it very well may be less tedious for you, while, given their insight into the activity showcase, they'll likewise have the option to assist you with managing extra subtleties, for example, the sort of pay and advantages bundle you ought to offer.

Contingent upon the size of your association – and how regularly you have to fill positions – you might need to consider utilizing both inner and outer enlistment procedures together; as one, they can help guarantee that you'll locate the best possibility for each position. Simply recall that while outer enlistment for the most part implies making your ways for innovativeness and new thoughts, you ought to likewise think about the dangers as nitty gritty above.