



Handout
Subject – Business Studies
Class - XII
Chapter 6 – Staffing (Module 2/4)

This module covers the following topics-

Recruitment

Recruitment refers to the process of finding possible candidates for a job or function. Sources of Recruitment: The requisite positions may be filled up from within the organisation or from outside.

Thus, there are two sources of recruitment – Internal and External.

Internal Sources: Recruitment from within the enterprise. There are two important sources of internal recruitment, namely, transfers and promotions.

External Sources: An enterprise has to tap external sources for various positions because all the vacancies cannot be filled through internal recruitment.

The commonly used external sources of recruitment are -

- Direct Recruitment
- Casual Callers
- Advertisements
- Employment Exchange
- Placement Agencies and Management Consultants
- Campus Recruitment
- Recommendations of Employees
- Labour Contractors
- Advertising on Television and
- Web Publishing.

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