

Tata Institute of Social Sciences- School of Vocational Education

Certificate in Recruitment Management

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1. Introduction

In December 2011, Tata Institute of Social Sciences set up the **School of Vocational Education (SVE)** to provide immediate and definite interventions to improve the lives of the disadvantaged and marginalized youth, especially who are excluded by the formal school education system, through appropriate vocational training programmes. It has been set up with a vision of creating an ecosystem that would bring back the dignity of labour for blue collar streams of work and create sustainable sources of income. This project has been initiated under the aegis of **All India Council for Technical Education (AICTE)** proposed by the **Ministry of HRD, Government of India**.

In addition to the B.Voc programs TISS:SVE will be conducting short term programs to cater to the skill enhancement requirements. These programs will focus on imparting and upgrading the skill and knowledge of individuals who are already part of the workforce. Thereby providing opportunities to individuals of enhance their employability and growth prospectus.

1.1 Key Features:

Introduction and Course Objectives:

One of the key functions of Human Resource Management is talent acquisition. Organisations spend a great deal of time and money on hiring at various levels.

This program aims to provide the candidate the end to end understanding of the recruitment process. This will result in providing to the industry candidates who will be subject matter experts and will be able to apply the optimal methods of recruitment & selection as hiring executives/managers. These candidates could also be a ready trained pool of resources for the staffing industry.

1.2. Eligibility for Admission

- Fresh Graduates
- Graduates with 1 -2 years of work experience looking at career opportunities in recruitment management.
- Jr. working professional from HR function

1.3. Employability

This program will provide for employment opportunities to candidates in all big, medium and small firms as well as staffing companies. Those who wish to be self employed doing free lance recruitment would also immensely benefit.

2. Course Structure

Course Duration-The course would be for a total duration of 120 hours. These could be completed in the following ways-

- a. 4 month evening course for working professionals (1.5 hours Mon-Friday)
- b. 4 months weekend course (7.5 Hours on Sat/Sun)
- c. One month course (7.5 hours Mon-Friday) for students during vacation

3. Examination and Assessment

Students will be assessed on project work and a written examination that will be conducted at the end of the course

Syllabus For Certificate in Recruitment Management

Introduction:

The recruitment function is one of the most important functions in the process of organisation building. Nonetheless, the emphasis on this activity and the availability of trained resources to execute this function is grossly inadequate. Correspondingly, the staffing industry in India is coming of age and the entire field of recruitment, selection, staffing & resource planning is getting increasingly specialised. There are barely any specialised courses addressing this need and even the HR MBA's fleetingly cover the subject.

This course has thus been designed to provide a trained workforce to recruitment teams in any industry, as well as specifically for Staffing firms.

Main Concepts:

Recruitment functions in organisations and staffing firms.

Learning Objectives:

- Broad understanding of recruitment function in organisations
- Write an appropriate Job description & Job specification
- Plan the process of recruitment based on the need
- Use online tools to post jobs
- Shortlist resumes & conduct interviews
- Make an effective head hunting call
- Conduct salary negotiations with candidates
- Carry out joining formalities & induction process

Course Content:

1. Introduction to Recruitment Function
2. Brief on the staffing Industry

3. Job Description & Job Specification
4. Overview of Recruitment & Selection Methods
5. Resume shortlisting
6. Campus Recruitment
7. Advertised Recruitment
8. Walk-in Recruitment
9. Job Fair
10. Head Hunting
11. Using Job Portals/Company Website
12. Using Social Media for recruitment
13. Field Recruitment
14. Recruitment Software/Platforms
15. Selection Process
16. Interview Process
17. Competency Based Interview
18. Psychometric testing/Aptitude Test
19. Overview on 'Assessment Centre'
20. Client/Stakeholder Relationship Management
21. Understanding Compensation
22. Salary Negotiations
23. Reference Checks
24. Preparing Offer Letter
25. Joining Formalities
26. Induction Process
27. Statutory Compliance
28. Background Screening
29. Contract Staffing
30. Ethics In Recruitment

Method of Teaching:

Classroom interactive session and Practical sessions

Method of Assessment & Weightage:

Assessment Tasks: Written Exam & project assignments

Weightage: 100%

Reading Lists & References

Essential Reading –

Handouts

Recruiting, Interviewing, Selecting and Orienting New Employees- Diane Arthur

Suggested Reading

The professional recruiter's handbook – Jane Brown