

ADVICE ON RECRUITMENT AND SELECTION.

The human assets are the most valuable assets in an organization. They contribute their knowledge, views and ideas that leads to the success of the organization. Staffing is crucial to every organization, especially one that seeks to grow, increase productivity, maintain a safe and healthy work environment, achieve set goals, acquire and retain talent. Chatauqua striders, an organization with the mission of "mentoring and guiding youth through education, advocacy and athletics" needs the best human assets to achieve it's mission and end goals effectively. This cannot be understated as the lives of young people rests heavily heavily on them for the necessary training and guidance needed.

Staffing consists of many processes which must be duly followed to recruit and retain talented and committed employees, or in this case, Volunteers. There are eight steps in the staffing process of an organization. This processes help to break things down into simpler actions and procedures that become easier to carry out.

These processes are as follows:

- Manpower Planning.
- Recruitment.
- Selection.
- Placement.
- Orientation/ Induction.
- Training and development.
- Performance Appraisal.
- Transfer, Promotion and demotion.

To aid understanding these eight steps will be classified further into four categories. These are as follows:

1. Pre- recruitment.
 - Manpower Planning.
2. Recruiting.

- Recruitment.

- Selection.

- Placement.

3. Engagement.

- Orientation/induction.

- Training and development.

- Performance Appraisal

4. Retainment.

- Transfer and promotion.

1. Pre- recruitment: These are the actions, procedures and preparation taken to ensure that the recruitment process is free of setbacks.

- Man power planning: It is very important for Chautauqua strides to evaluate and classify their present staff and volunteers in order to determine the needs of the organization as regards human resources. Classifying staff and volunteers appropriately in their various areas of work will enable Chautauqua Strides to determine the work areas that needs extra hands and the areas where productivity and efficiency is low.

2. Recruiting: This is the whole process of discovering and selecting suitable candidates that fit into the goals and desires of Chautauqua striders. It has three processes which are:

- Recruitment:

As regards to recruitment, the following methods are advised:

i. Have someone in charge of the Recruitment of volunteers. This person will be held accountable and response for recruitment matters.

ii. Selection Criteria: It is important to have certain criteria and standards that potential volunteers to meet up to. These standards can be expertise, experience, time availability, mentorship experience and understanding.

iii. Writing a job description: It is very important to write the job description you want the volunteers to fill in beforehand. A job description is an outline of what a particular job is about and the duties of the job.

To write a job description, it is important to evaluate the current post you want to be filled, What has it entailed before, what does it entail now? You can also ask other employees or volunteers who have filled in the job position before or at present.

On the job description, don't forget to add the job specification, which are the qualities potential volunteers must possess to fulfil the job requirements.

iv. Advertisement: To get the right volunteers, it is important to leverage all the means within the reach of the organization. Word of mouth goes a long way, tell as much people as you can about your need for volunteers. Social media is a very important strategy to use. You can advertise on the various social media platforms of the organization and encourage current employees and volunteers to post on their own social media platforms. You can engage educational institutions like colleges and churches, this can go a long way in getting the right number of volunteers you need in record time.

- Selection: This is the process of choosing potential employees or volunteers to occupy vacancies in an organization. For the selection process of Chataqua Striders to be effective. It is important to put the following in place:

- i. Selection Panel: Designated persons should be assigned to the selection Panel. They have the duty of determining the kind of test and creating the test to be used for the shortlisting process. In addition, this panel is in charge of the preparation and the conduction of the interviews.

- ii. Selection test: This is the type of test to be used in shortlisting candidates. It could be Aptitude test, achievement test, personality test, interest test, behavioral test, role based test, situational judgement test and logical reasoning test. It is advised that proper research is conducted to determine the type of test suitable for each volunteer position.

- iii. Interview: It is important to select the type of interview you want to have with the potential volunteers. It can be physical interview or on-line interview, one-on-one interview or group interview, structured or unstructured interview. The type of interview chosen must be suitable for the Selection panel of Chautauqua Striders and its potential volunteers.

Interview questions (if a structured interview is chosen) must be determined beforehand.

The date and time of the interview is to be communicated to the potential volunteers at least a week to the interview to enable them prepare beforehand.

- Placement: Once the selection process has been completed, the results from the test and interviews are analysed and candidates are chosen to fill in the vacant position in the organization.

Chautauqua striders can notify volunteer candidates selected by sending them a written statement informing them of their selection, notifying them to reply in accordance if they accept the offer or otherwise. This is very important for record and documentation purposes.

Once the offer is accepted, the volunteer is placed in a department to achieve the goals of the organization.

3. Engagement: This is the process of building a relationship with employees or volunteers as the case may be.

- Orientation/ Induction: This is the process by which employees or volunteers are integrated into the organization, and are familiarized with their colleagues and work environment.

It is advisable for Chautauqua strides to organize Health, safety and environment induction(which comprises of workplace safety, emergency response procedures, first aid, muster points), human resource management induction(which comprises of organizational introduction, work induction, human relations) and, security and emergency response induction.

It is also important to note that tasks must be assigned to the new volunteers so that no one feels left out of the work. A solid and effective communication system must be structured in the organization in such a way that ideas, views and feedback can be received from the volunteers.

In the area of decision making, volunteers should be made a part of the decision making process through the consultation of their views, plans and ideas. It fosters trust and a positive relationship between the organization and it's volunteers.

4. Retention: This is the ability of an organization to maintain and retain its employees. This is very important because it leads to experienced employees, increase in productivity, better satisfaction of the mentees and reduction costs of getting new volunteers.

In order to retain current volunteers, it is important for Chautauqua Striders to take the following actions.

- Training and development: This is the enhancement of the skills and knowledge of the volunteers. Training and development programmes can be conducted at intervals based on the needs of the volunteers and lacking skill areas.

- Performance Appraisal: This is the evaluation of the performance of volunteers in line with the expected standard of performance. Volunteers who perform excellently should be celebrated and recognized as a reward for their performance. This fosters the volunteers commitment to Chautauqua Striders.

- Transfer and promotion: Transfer is the movement of a volunteer from one job to another job. This is beneficial in the sense that it widens the experience and knowledge of the volunteer. Promotion is the movement of an employee to a higher position in the organization as a reward for exceptional and outstanding effort. It makes an employee or volunteer feel valued and increases the loyalty base of the employee to the organization.

These methods in the end, guarantee success for the organization in terms of it's human resources.