



SEMESTER -III
PAPER- 301 HUMAN RESOURCE PLANNING

Objective: the course provides a framework for Scientific Human Resource Planning and Selection with special Reference to Indian Corporate Environment.

UNIT - I

HRP: Definition, objectives, Importance, Factors affecting HRP, Process of HRP employee Forecasting, Methods and techniques- demand and Supply Forecasting.

UNIT - II

Recruitment and Selection: Internal and External Sources, Recruitment Evaluation, Significance of Selection, Scientific Selection, Selection Criteria and Process, Evaluation of Selection System.

UNIT - III

Employment Tests: Utility and Validity, types of Tests, Executive Talent Search.

UNIT - IV

Interviewing, Placement and Induction: Roles, Forms and steps in Interviewing, Interview Skills and Efficiency, Training and Development of the Interviewer, Campus Selection Interview, Conference Interview Technique used for Global Sourcing, Placement and Induction.

UNIT - V

HRP in the Modern Business Environment: Changing Scenario of Recruitment and Selection in the Information age, From Local to Global perspective, E-Selection, E- Recruitment, Outsourcing.

Suggested Readings:

- Robbins, Organization Behavior, Pearson Education Asia.
- Luthans, Organisations Behavior, Tata McGraw Hill.
- Udai Pareek, Understanding Organization, Oxford Publishing House.
- Hersey Blanchard & Johnson, Management of Organizational Behavior, PHI.
- Rallinson Broadfield & Edwards, OB & Analysis, Wasley.
- K. Aswathappa, Organization Behavior, Himalaya Publishing House.