

Department of Recreation, Park & Tourism Administration
Western Illinois University

Recruitment methods: Advantages & disadvantages

Recruitment source	Advantages	Disadvantages
1. <u>Internal</u>		
a. Job announcement posted and/or circulated	<ul style="list-style-type: none"> • Agency knows applicants • Good for morale • Applicant knows agency • Provides career ladders • Little cost to employer 	<ul style="list-style-type: none"> • No outside talent • Fewer applicants • Limited affirmative action • Infighting for promotions
b. Management review and/or selection	<ul style="list-style-type: none"> • Reduces internal sensitivities • Fewer applicants to process 	<ul style="list-style-type: none"> • May eliminate qualified employees • Voids EEO efforts • May be illegal
2. <u>External</u>		
a. Public employment agencies	<ul style="list-style-type: none"> • Ready pool of workers • Free to employer 	<ul style="list-style-type: none"> • Limited knowledge, skills, abilities • Not always employable
b. Professional meetings	<ul style="list-style-type: none"> • Saves travel expenses • Face-to-face screening opportunity 	<ul style="list-style-type: none"> • Limited to professional positions • Limited to professional positions • Many applicants cannot afford to attend
c. Professional job bulletins	<ul style="list-style-type: none"> • Reaches select market 	<ul style="list-style-type: none"> • May not reach all possible candidates • Many applicants to screen
d. Internships/coops	<ul style="list-style-type: none"> • Applicant knows agency • Agency knows applicants • No recruitment costs • Enthusiastic workers 	<ul style="list-style-type: none"> • Limited to professional positions • Awkward if not hired
e. Referrals	<ul style="list-style-type: none"> • Higher caliber • Promotes goodwill 	<ul style="list-style-type: none"> • May violate EEO • May establish cliques
f. Private employment agencies (“headhunters”)	<ul style="list-style-type: none"> • Identifies potential applicants • Selective screening • Efficient; confidential • Offers guidance 	<ul style="list-style-type: none"> • Service fee required • Limited position types
g. Advertising	<ul style="list-style-type: none"> • Reaches target groups • Meets EEO objectives • Reaches applicants quickly 	<ul style="list-style-type: none"> • Many applicants to screen

Recruitment source	Advantages	Disadvantages
h. Educational institutions	<ul style="list-style-type: none"> • Measurable standard of knowledge and intellect • Known amount of education • Reaches enthusiastic applicants • Hiring agency known by faculty • Saves time, efficient 	<ul style="list-style-type: none"> • Competitive for better students • Limited to professional positions • Limited work history of applicants • Requires time to develop rapport • Recruiter must be very good
i. Unsolicited	<ul style="list-style-type: none"> • Inexpensive • Speed in hiring 	<ul style="list-style-type: none"> • No affirmative action • Too many applicants • Yields less qualified applicants
j. Raiding	<ul style="list-style-type: none"> • Identifies best qualified 	<ul style="list-style-type: none"> • Unethical