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Radosław Wityński

International University of Applied Sciences in Lomza

ORCID ID: <https://orcid.org/0009-0001-6955-5093>

Adam Przybylski

International University of Applied Sciences in Lomza

ORCID ID: <https://orcid.org/0009-0004-0659-8477>

Dawid Rytel

International University of Applied Sciences in Lomza

ORCID ID: <https://orcid.org/0009-0003-1932-4953>

**EMPLOYEES DUTIES, EMPLOYERS REQUIREMENTS, AND
OFFERED CONDITIONS IN JOB ADVERTISEMENTS FOR
INTERNAL SECURITY POSITIONS**

Introduction

Internal security is an area that encompasses the protection of citizens lives, health, property, and the state's interests from various threats. Positions in this field are associated with carrying out tasks for special services, the police, border guards, security, etc. To apply for such positions, candidates must meet specific requirements. Employers offer various working conditions and salaries depending on the type and level of difficulty of the tasks performed, as well as the associated risks.

Therefore, to effectively manage your business, you must take the time to find and hire the right employees (John 2019, p. 352).

"Contemporary organizations adopt diverse recruitment strategies, focusing on employee groups that best meet their needs. To attract suitable candidates, it is necessary to prepare a message that effectively reaches those interested." (Albrychiewicz-Słocińska, Robak, 2017, s. 148). In this paper, an analysis of employees' duties, employers' requirements, and the offered conditions in job advertisements is presented. In the era of difficulties in acquiring appropriately qualified employees, companies increasingly opt to conduct recruitment processes using the immense potential of social media. According to the latest data published by SMmeasure (2016), almost one-third of Internet users worldwide utilize social media (31%), amounting to 2.31 billion users (an increase

of 219 million compared to the previous year). Users engage with various social media platforms, including:

- Facebook: 1.59 billion monthly active users,
- Twitter: 320 million monthly active users,
- LinkedIn: 100 million monthly active users. (Gzowska, 2016. s. 85)

Job advertisement as a component of the recruitment process

Since an organization's success is confined within the limits of its human capital, employee recruitment is a critical function for organizational survival (Acikgoz, 2019, p. 1).

The recruitment and subsequent selection process depends not only on the company's organisational structure, its size, the nature of the organisation, but above all on the type of vacancy (Żuchowski, Suska, 2014, p. 68).

The process of recruiting employees is an organized way of searching, selecting, and hiring suitable individuals for a particular organization.

The overall purpose of recruitment is to obtain at minimum cost the quality of employees required to satisfy the strategic needs of the organization... (Fahim, 2018, p. 21)

Recruitment process includes a systematic procedure from sourcing the candidates to orchestrating and leading the interviews and requires numerous resources and time (Hamza et. Al. 2021).

Referring to literature, recruitment is also described in another way. "Its aim is to restore balance in the internal job market, which has been disrupted by various factors". (Szałkowski, 2000, s. 64 za Pyrek]. "Recruitment is a process of qualifying and acquiring from job candidates those who possess qualities and competencies beneficial to the organization". (Pyrek, 2004, s. 98). "The selection of competent employees is one of the fundamental tasks in human resource management. It is a set of activities aimed at acquiring suitable individuals for the organization and ensuring the proper filling of vacant positions to ensure the continuous and efficient functioning of the organization". (Branowska, 2021, s. 10). Now organizations are trying to implement recruitment techniques which lead to acquire talented employees (Geetha, Bhanu, 2018, p 64).

Recruitment can be divided into external and internal processes. External recruitment involves acquiring new employees from outside the company, while internal recruitment entails promoting current employees to new positions within the organization. Internal recruitment relies on utilizing existing human resources within the company, increasing employee engagement, and enabling career path development within the organization. On the other hand, external recruitment involves seeking candidates from outside the company, which can bring new perspectives and skills to the organization. Below are the advantages and disadvantages of these recruitment methods.

Table. 1 External recruitment

Advantages	Disadvantages
New employees can bring new ideas	High costs
Acquiring individuals with diverse talents can enrich the team	Risk of failure (New employees may not fit into the company or meet expectations)
Faster filling of vacancies	Lack of internal commitment

Source: <https://mjbagini.pl/rekrutacja-zewnetrzna-jej-zalety-i-wady/>

Various methods of candidate selection and recruitment techniques

There are many different methods of selection, and their choice depends on the industry, type of position, and company preferences. These include:

- Analysis of job applications and CVs,
- Recruitment tests (language, psychological, etc.),
- Qualification interviews (online, in-person, telephonic),
- Recruitment tasks,
- Trial day,
- Reference checks.

There are also various recruitment methods that allow companies to reach potential employees, such as:

- Recruitment through online advertisements (the most commonly used recruitment method),
- Recruitment through recommendations (utilizing employee referrals),
- Direct search (recruiting passive candidates),
- Industry forums (recruiting individuals actively participating in industry forums),
- Recruitment outsourcing (conducting recruitment in collaboration with a personnel consulting agency),
 - Recruitment through social media (a method gaining popularity), (<https://erecruiter.pl/blog/metody-rekrutacji-i-selekcji-pracownikow-czyli-jak-wybrac-tego-najlepszego-kandydata/>)

Table. 2 Internal recruitment

Advantages	Disadvantages
Employee motivation	New employees may not bring anything new
Time and costs saving	Lack of diversity
Company knowledge (Candidates typically have a better understanding of the organizational culture of processes)	Lack of external experience

Source: <https://www.powerjobs.pl/artykuly/rekrutacje-wewnetrzne-vs-zewnetrzne-szanse-i-zagrozenia/>

Research methodology

The aim of the research was to analyze the duties, offers, and requirements from employers in individual job advertisements in the field of internal security. A total of 42 advertisements from the territory of Poland dated October 18 were analyzed. The research was conducted on the following websites (e.g., pracuj.pl and OLX).

Results

On chart number 1, the duties assigned by employers in job advertisements in the field of internal security were analyzed. A total of 24 duties were identified. The first one is protecting individuals and property, with a percentage of approximately 43%. In the second place is facility surveillance, accounting for over 40%.

The third most frequently mentioned duty is protecting transports along with overseeing various facilities and documentation, with a percentage of around 36%. Following that is compliance with internal procedures, mentioned in over 30% of the cases. Duties below 30% include: cleaning work on the premises along with maintaining management-related documentation, exceeding 26%, and monitoring the proper execution of contracts, with a percentage of around 24%. Below 20%, duties include ensuring the high quality of provided services, with a result of 19%. Next, with a percentage of 11%, four duties were identified: representing the company in dealings with contractors, recruitment and work organization, operating the telephone switchboard, and monitoring entrances and exits. With a result of approximately 10%, duties involve handling passengers at control points along with operating baggage-scanning equipment. A result of 7% denotes checking vehicles based on documentation and ensuring the safety of passengers and staff. The least mentioned duties, with a result above 2%, include obtaining OKB qualifications, teamwork, driving premium-class vehicles, VIP protection, collaboration with a team of convoy personnel, and vehicle traffic recordkeeping.

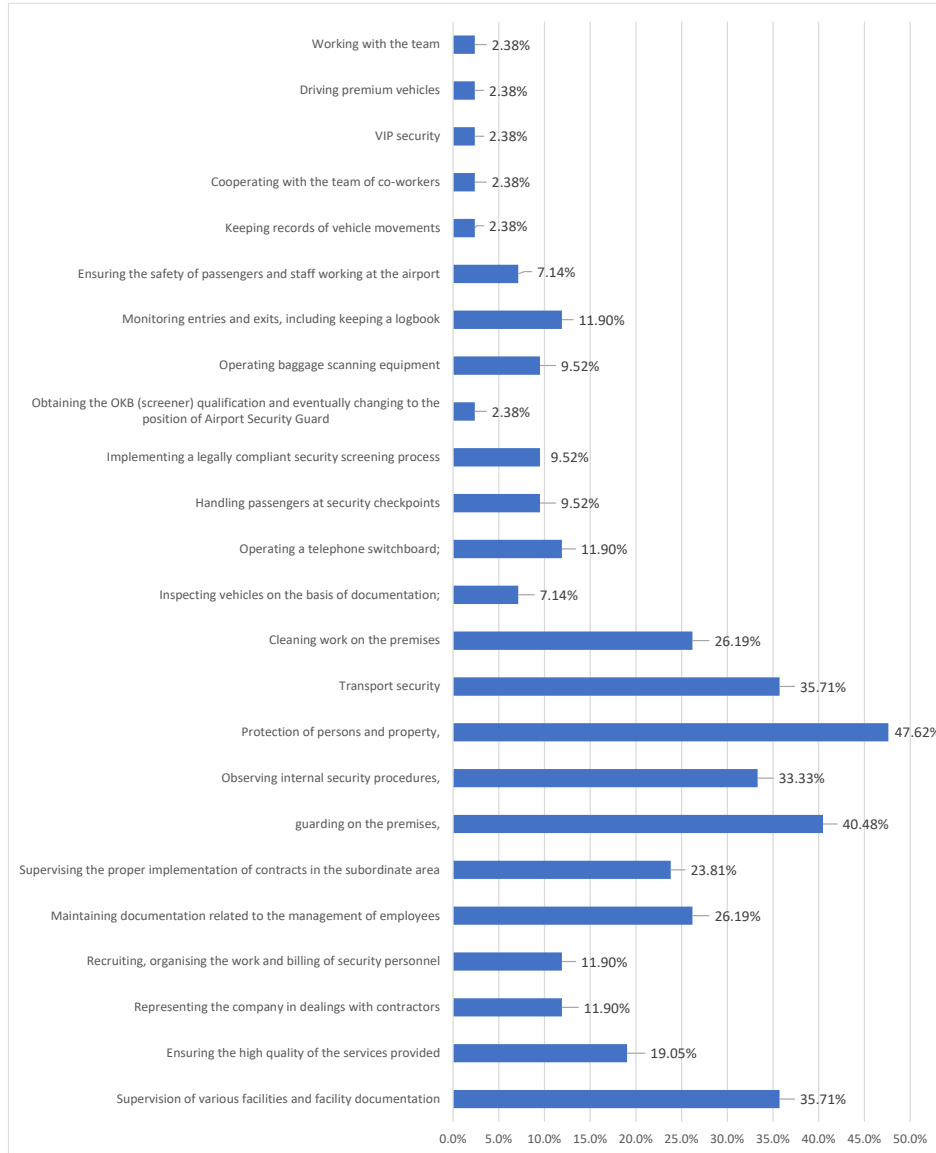


Chart 1. Employees duties

Source: Own research

Chart 2 presents what employers offer to their future employees. The 33 most frequently appearing offers from employers are outlined. Over half of the employers (specifically 52.38%) offer full-time employment contracts.

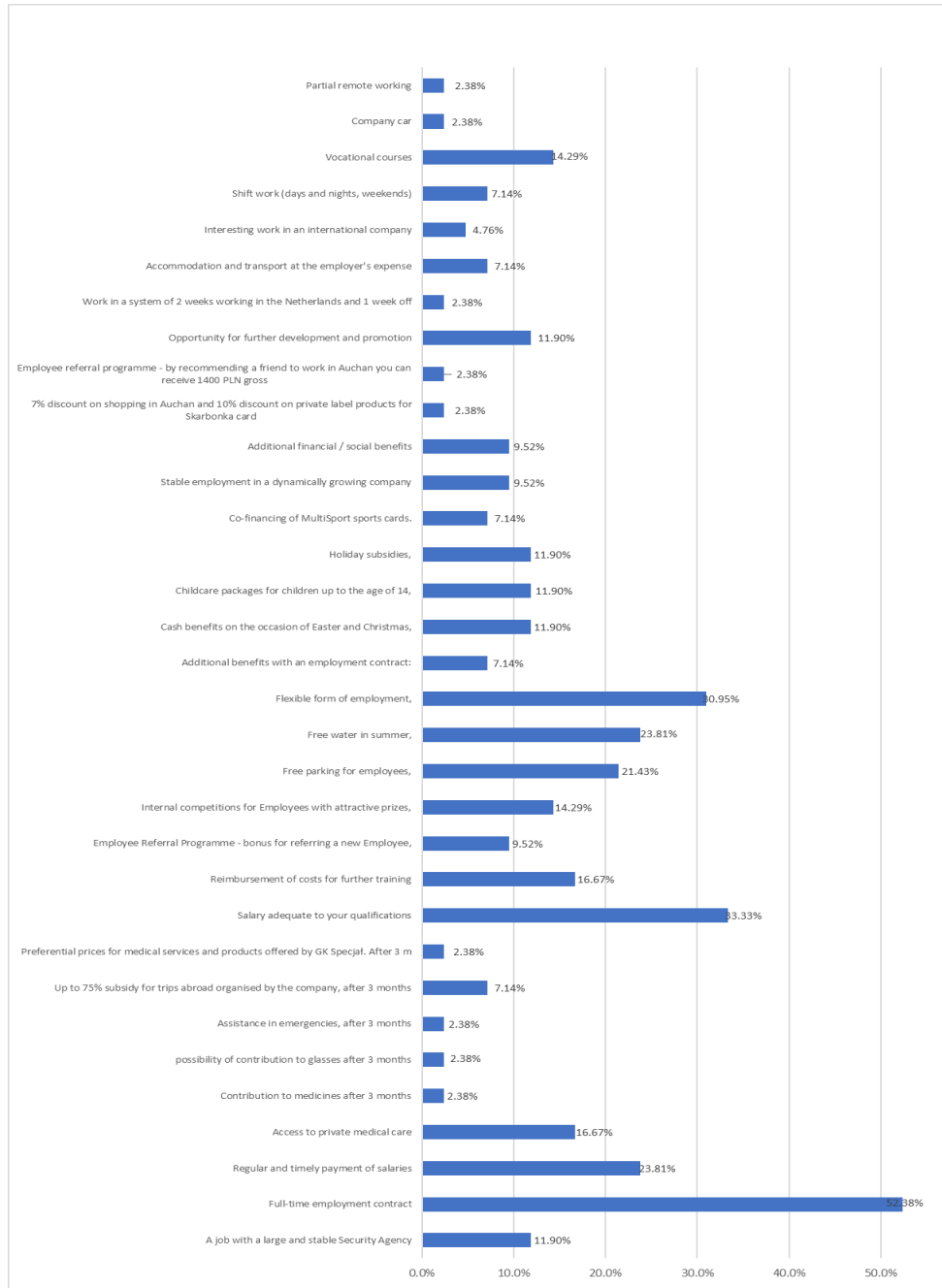


Chart 2. Offered conditions

Source: Own research

This means that approximately every other job advertisement does not include such an offer. In the second place is compensation commensurate with qualifications, accounting for a significant 33.33%, precisely one-third. Similarly, every third advertisement offers such compensation. Also on the podium is flexible forms of employment, with a result of 30.95%. This typically includes employment for a trial period or as a substitute. Other frequently appearing offers include free water and timely payments (23.81%) and free parking for employees. However, less commonly offered are items such as company cars and partial remote work (2.38%).

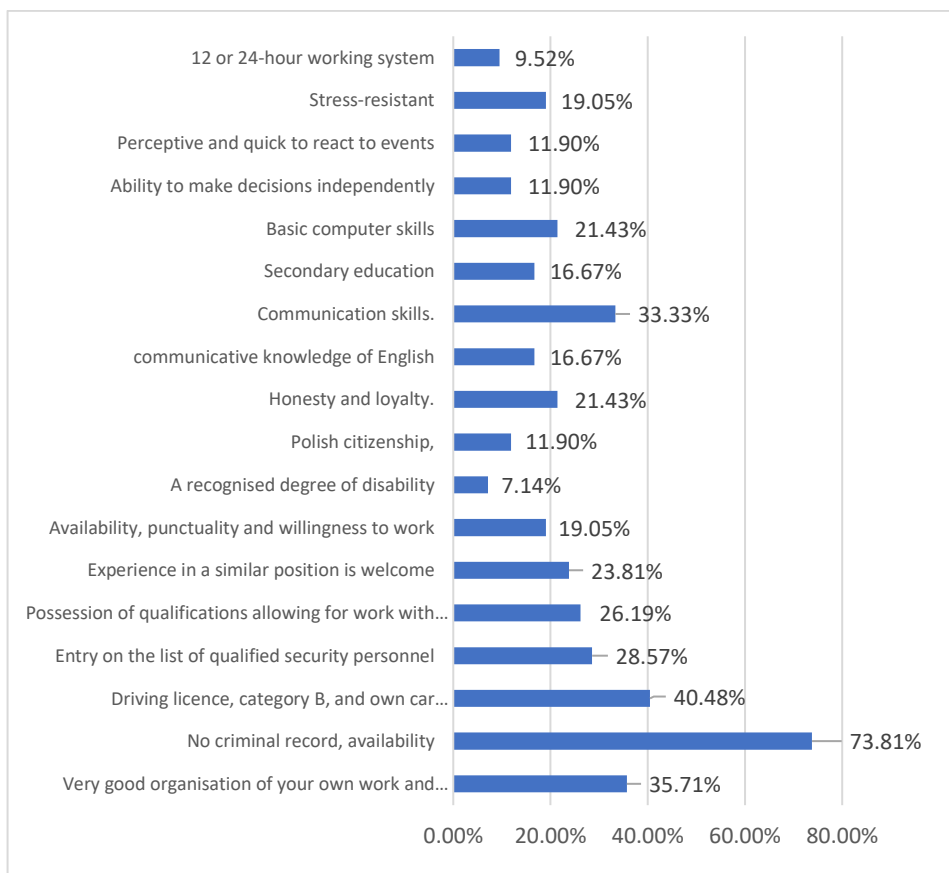


Chart 3. Employers requirements

Source: Own research

The chart above pertains to the requirements that employers expect from future employees. All listed requirements concern the broadly accepted scope of internal security. A total of 18 most frequently appearing requirements set by

employers in job advertisements were examined. From the chart and the provided examples, we can infer that the most desired qualities are a clean criminal record and availability (73.81%). Such a high score indicates that in today's world, honest and hardworking individuals are sought after. A person without a legal conflict inspires much greater trust and confidence that they will fulfill the tasks. In the second place is having a driving license and a personal car (40.48%). The third place is occupied by communicativeness (33.33%). Based on the statistical data, we can observe that the least sought-after qualifications include disability certification (7.14%) or a 12 or 24-hour work shift system (9.52%).

Summary and Conclusions

In summary, job advertisements for specific positions typically require candidates to have a clean criminal record, communicative skills, experience, education, and other relevant abilities. Employers expect that future employees will be able to effectively ensure security and respond to threats. The offered working conditions usually include full-time employment, commensurate compensation, and flexible forms of employment. Various professional courses and training are also provided for employees.

The conducted research indicates that among the most common job responsibilities are the protection of individuals and property, protection of transports, facility surveillance, and adherence to internal safety procedures. On the other hand, among the least common responsibilities are VIP protection and driving premium-class vehicles. Employers also offer many benefits such as full-time employment, compensation commensurate with qualifications, and flexible forms of employment. However, they least frequently offer company vehicles. Some of the most important requirements include a clean criminal record, availability, and a category B driving license.

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Abstract

The aim of the article is to highlight employee responsibilities, employer requirements, and offered conditions in job advertisements in the field of internal security. Job postings from various websites, including OLX and pracuj.pl, were subjected to analysis. The conducted analysis revealed that many employers offer similar conditions and require many similar qualifications.

Keywords: Recruitment, Job Advertisements, Employment, Internal Security

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