

A Study on Recruitment and Selection Process

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Abstract: This report includes the introduction to the company. it also includes the list of industries served by the organization. This report includes SWOC analysis. The purpose of the summer internship project is to gain practical knowledge. This study gave a chance to co-relate the theoretical knowledge gain in academics with practical work taking place in the organization. The project report is about a study recruitment and selection process that's an important part of any organization. In fact, recruitment and selection gives a home ground to the organization system that is needed for proper functioning of the organization. It gives an organizational structure of the company. It's a methodology in which the particular organization works and how a new candidate could be recruited in such a way that employee would be fitted for the right kind of career. The objective of selection decision is to choose the individual who can most successfully perform the job from the pool of qualified candidates. Selection activity's typically follow a standard patter, beginning with an initial screening interview and concluding with final employment decision. In any organization HR plays a very important role in the organization and is like a backbone. It contributes significantly for an organization to run its business smoothly and efficiently in order to achieve its sustained organizational goals by adopting best recruitment and selection strategies. The overall HR department is responsible for employee's selection, their administration and welfare by keeping healthy, stress free culture and motivational policies in the organization. this in turn helps the organization to retain their employees and attract best talent from the market to overcome manpower deficiencies faced from time to time.

Keywords: Recruitment, selection, hiring, sources.

1. Introduction

Recruitment definition:

Hiring is defined as the process of finding reliable sources of communication for desirable employees that meet the staff needs of the organization. Through the recruitment process, an organization can attract a sufficient number of employees to facilitate an effective selection process and the integration of successful employees.

Source of recruitment:

The source of recruitment is of two types:

- Internal source
- External source

Internal Source:

Internal sources include personnel already on the payroll of an organization. Filling a vacancy from internal source by promoting employees of the company so that the advantage of increasing the general level of moral and existing employees and new employees providing to the company more reliable

information about the candidate, they are included

1. *Promotion:* Promotion refers to the shifting of a person to a position carrying better prestige, higher responsibilities, and more pay. Within the organization, a higher position may be filled. The number of promotions does not increase in the organization.
2. *Transfer:* Transfer means shifting of the person from present jobs to other jobs which are similar to the present job. These do not involve any change in rank, responsibilities, or prestige. The number of persons does not increase with the transfer.
3. *Job Posting:* Job posting defines as the arrangement in which an organization internally posts a list of open positions for the person so that the existing employees who wish to move to different functional areas can move easily.

Merits of internal source of recruitment:

1. Internal source of recruitment has the advantage of absorbing people already acquainted with the company culture.
2. The employees are tried and tested people and the company can depend upon them.
3. It reduces labor turnover gives employees a sense of job security and opportunity for advancement.

Demerits of internal source of recruitment:

1. It limits the choice to a few employees only.
2. The likes and dislikes of the superiors play an important role in the selection of employees.
3. It creates frustration among those employees who are not selected.
4. Internal sources of recruitment are less costly than other sources of recruitment.

External Sources of Recruitment:

Hiring people from outside the organization. In other words, finding the application from those who are external to the organization.

1. *Media Advertising:* The most common and preferred source of external recruiting is an advertisement. The ads in newspapers, professional journals, give full detail about the organization, the type, and structure of the organization, and nature of job positions, the skills required, the qualifications and experience expected, etc. This helps an individual to self-evaluate himself against the job requirements and apply for the jobs which suit him.

2. *Employment Exchange:* Office run by the government

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wherein the detail about the job seekers such as name, qualification, experience, etc. is stored and is given to the employers who are searching people for their organizations.

For certain jobs, every organization must provide detailed information about the job to the employment exchange. It is the most common source of external recruitment that offers jobs to unskilled, semi-skilled, and skilled workers in the organization.

3. Direct Recruitment: Direct recruitment also called factory recruitment is an important source of hiring, especially the unskilled workers who are paid on a daily wage basis in the organization. The company put a notice on a notice board and the factory gate regarding the jobs available, such that the applicant sees it and applies for the job directly.

Recruitment Process:

1. Recruitment planning
2. Strategy development
3. Searching
4. Screening
5. Evaluation and control

1. Recruitment planning:

Planning is the first recruitment process. Planning involves comprehensive job specification for the vacant position for the people in the organization, outlining its major and minor responsibilities for the employees the skills, experience, and qualifications needed, grade and level of pay structure, starting date, whether the temporary or permanent job and mention of special conditions if any attached to the job to be filled.

2. Strategy development:

Once it is known how many with what qualifications of candidates are required, the next step involved in the recruitment process is to devise a suitable strategy for recruiting the candidate in the organization.

The strategic considerations to be considered recruiting people, issues like whether to prepare the required candidates' information by themselves or to hire it from outside the organization, what type of recruitment method to be used in the organization, what geographical area be considered for searching the best candidates, which source of recruitment to be practiced while hiring and what sequence of activities to be followed while recruiting people in the organization.

3. Selection:

This step includes attracting people to the organization. There are two types of sources used to attract candidates they are:

- Internal source
- External source

4. Screening:

Though some view screening as the starting point of the selection process, we have considered it as an integral part of the recruitment process. The reason being the selection process starts only after the applications have been screened and shortlisted by the organization.

5. Evaluation and control:

Here the organization evaluates the candidate's performance. And see to it that the process should have to be in control.

Selection:

The selection process in HR is the activity of testing, evaluating, and hiring new employees. The selection processes begin once interested candidates send their CVs and apply for a job. CV shortlisting, written tests, group discussions, interviews, job offers, medical tests, appointment letters are all a part of the HR selection process.

HR selection process:

There are several categories that an HR company must conduct to ensure that the right person is hired.

The basic selection steps are:

- Applications - the first step involves checking all the applications received by the various channels and extracting any CVs that have been sent inaptly.
- Summary OF CVS - based on a person's education, job experience, skill sets, etc. The CVs of candidates will be shortlisted in the following steps of the selection process.
- Written Tests - to test the technical knowledge and skills of shortlisted people, written tests are performed.
- Group Discussions - if there are a large number of candidates who use the party discussion or GD it becomes a step to assess the candidate's knowledge, language, confidence, participation, etc.
- Dialogue - after all the above steps, a few nominees are selected to negotiate with the heads of departments. Interview times are detailed to help the employer understand the candidate as much as possible. Usually, conversations are face-to-face, but can also be done by telephone, video conference, etc.
- Selection - once the company has selected the last person, give them a paid job, benefits, etc.
- Medical checkup - when a candidate for baptism accepts a job, a medical examination is performed to determine if he or she is healthy.
- Appointment letter - once all of the above selection criteria have been completed satisfactorily, the nominee is nominated and the job profile is recognized. Employee selection process

2. Research Methodology

Need for the study

- To understand the aspects of recruitment and selection in the organization.
- To study the process of the selection process.
- Identify the current and future needs of the organization for staff planning and job evaluation.
- To understand the employee satisfaction level in the recruitment process

Research design:

The purpose of this section is to describe the process performed to complete a task. Practice plays a major role in any research project. The effectiveness of any research project depends on the accuracy and effectiveness of the research method.

This describes the methodology used to find out the study on

recruitment and selection process at hydro pack Pvt ltd. This part covers all the data collection techniques (population and sampling) and explains the research design taken for this research

Data Collection Methods:

The data for this research study is collected from two sources. They are as follows:

Primary data: Primary data consist of original information gathered for a specific purpose at hand as,

- Questionnaire
- Discussion with the worker
- Through observation

Secondary data: it consists of information that is already there and was being collected in the past for another purpose.

1. Website
2. Manuals
3. Reports
4. Other books related to the title of the study
5. Student Research paper

- Research type: Exploratory & Descriptive.
- Source: Questionnaire.
- Method: Survey method Sample unit: the employees of hydro pack Pvt. Ltd.
- Census: 30.
- Sample frame: employees from various departments like sales, manufacturing, production, finance, HR department.
- Sampling Technique: Non-Probability Convenience.

Table 1

Statistical representation of the rate the HR department’s performance in recruitment and selection

Option	No. of Respondents	In Percentage
Excellent	4	13.33%
Good	10	33.33%
Average	12	40%
Poor	4	13.33%
Total	30	100%



Fig. 1.

Interpretation:

The sample size of the survey is 30. Maximum of respondents had rated good for the HR departments performance and only few of respondents had rated poor for the HR department performance. So overall maximum respondents were satisfied with the HR departments performance.

Table 2

Statistical representation of the rating of the selection policy of the organization

Option	No. of Respondents	In Percentage
Excellent	2	6.66%
Good	13	43.33%
Average	13	43.33%
Poor	2	6.66%
Total	30	100%

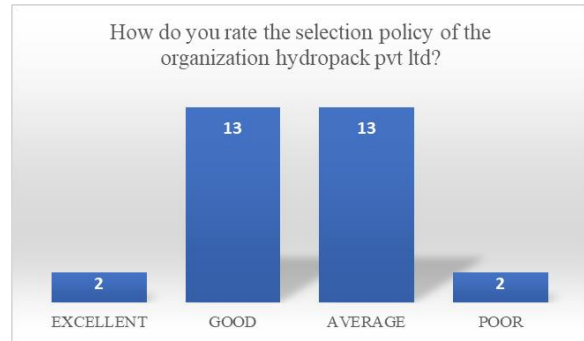


Fig. 2.

Interpretation:

The sample size of the survey is 30. 6.66% of respondents rated excellent in the selection process, 43.33% of respondents rated good in the selection process, 43.33% of respondents rated average in the selection process, 6.66% of respondents rated poor in the selection process

Table 3

Statistical representation of method used for recruitment according to the candidate

Option	No. of Respondents	In Percentage
Structured	7	23.33%
Unstructured	5	16.66%
Problem question	14	46.66%
Other	4	13.33%
Total	30	100%

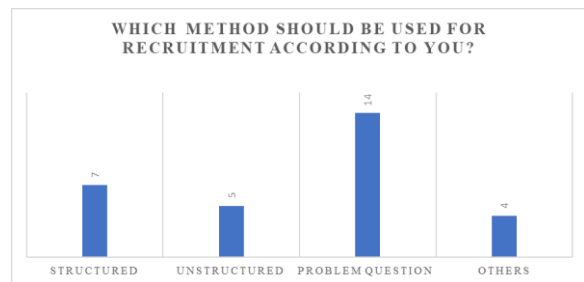


Fig. 3.

Interpretation:

The sample size of the survey is 30. According to the respondents they think problem question is the best way for requirement than structured, unstructured

Table 4

Option	No. of Respondents	In Percentage
Yes	22	73%
No	8	27%
Total	30	100%

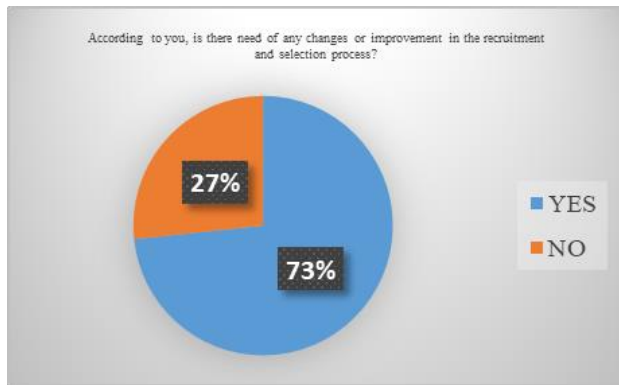


Fig. 4.

Interpretation:

The sample size of the survey is 30. Most of respondents do not think there is any need for the change in the recruitment process and few of respondents feel there should be a change.

3. Conclusion

I want to conclude first is that with the help of analysis, the answer is made up of a list of questions. I have found that the organization follows an effective hiring and selection process.

As per my research, the different ways of finding candidates, the best - is to generate leads through advertising. In this program, I have encountered various issues in which the role of HR and the relevant features found in candidates are demonstrated. prominence on the training and development of

employers' skills must be greater and more consistent

The main objective behind this training was to get an insight into the importance of the recruitment and selection process of an organization. the hydro pack Pvt. Ltd. has allowed serving the said purpose. The whole study comprises the role of the HR department and about recruitment and selection procedure being followed at hydro pack Pvt. Ltd.

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