



A REVIEW ON RECRUITMENT AND SELECTION PROCESS

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ABSTRACT

Human resource management's essential functions are recruiting, identifying, and hiring qualified candidates for company positions include recruitment and selection. The significance and difficulties of the recruitment and selection procedure are the subject of this investigation. A mixed-methods approach combines quantitative and qualitative methods in the research methodology. A successful recruitment and selection process is essential for attracting and retaining the right talent. A lack of qualified candidates, competition from other organizations, and limited resources are among the obstacles that businesses must overcome. To overcome these obstacles, this paper suggests that businesses employ a variety of strategies, including utilizing technology, constructing strong employer brands, and increasing employee engagement. In conclusion, in order to attract and keep the best talent, the recruitment and selection procedure is an essential part of human resource management which needs constant improvement.

KEYWORDS

Recruitment, Selection, Human Resource management

INTRODUCTION

Human resources are the most valuable assets of an organization. The caliber of the people working in an organization decides the success or failure of that organization. Without positive and creative contributions from people, organizations cannot progress properly. In order to achieve the vision or mission of an organization, therefore, they need to recruit people with requisite skills, qualifications and experience. While doing so, they have to keep the present along with the future requirements of the organization in mind.

The recruitment and selection process is critical to the success of an organization, but it also poses some challenges and problems that can affect the efficiency and effectiveness of the process. Some of the major problems in recruitment and selection process are skill shortage, inefficient screening and selection methods, bias and discrimination, cost and time constraints, turnover and retention. Addressing these problems requires organizations to adopt effective recruitment and selection practices, such as developing job descriptions and specifications, using multiple recruitment channels, adopting fair and objective selection methods, and providing a positive candidate experience.

In this study, various recruitment methods are discussed with the major problems in existing methodologies. Most of this problems can be solved by using the latest technologies, employee referrals and company brands.

DEFINITION

RECRUITMENT

The definition of recruitment is "a process to identify the sources of manpower to meet the staffing schedule requirements and to employ efficient methods for luring that manpower in sufficient numbers to facilitate efficient selection of an individual".

SELECTION

To select means to choose. Picking people with the appropriate qualifications to fill positions in an organization is the process of selection. The main goal is to select, from the field of qualified applicants, the individual who will perform the job most successfully.

LITERATURE REVIEW

- i. Muhammad and Anosh Naqvi (2014) looked at HR department recruitment and selection practices. The goal of this study was to figure out how many people are hired by a company and how that affects the organization in the long run. The ability to take tests for a variety of reasons, such as mechanical (naturally good at understanding), verbal (something is connected with words), numerical (expressed in numbers), spatial (to describe the things that are related to that area), a plan or an idea you suggest for people to think about.
- ii. According to Mir Mohammed Nurul Absar (2012), one of the most crucial aspects of human resource management is recruitment and selection. The purpose of this study is to investigate the sources of recruitment and selection devices, as well as the differences and similarities between public and private manufacturing firms in Bangladesh.
- iii. French beam and Thunders sally (2010) says that the significant job of enlistment and determination inside the method involved with driving, overseeing and creating individuals. In this regard, recruitment and selection play a crucial role in important ways.
- iv. Tanja Koch and Charlene Gerber (2018) stated in their study that the impact of social media on recruitment and this research set out to investigate the impact that social media has had on recruitment, specifically on the sourcing process. The findings confirm that social media has become an essential part of the recruitment process, but recruiters should be careful not to be seduced into hype or frenzy about the use of social media in recruitment.

NEED OF THE STUDY

To discuss the current practices of companies Recruitment and Selection process. To also adopt new practices by which companies can make their recruitment process very effective and easy.

SCOPE OF THE STUDY

This paper aims to find out various challenges in the recruitment process. This challenges can be overcome by ensuring the organizations adopt new strategies and plans that makes their recruitment process profitable for both the company and the employee.

OBJECTIVES OF THE PAPER

- To study recruitment and selection by using various methodologies which make the hiring process easy for the companies.
- To find the challenges faced by organizations during the Recruitment and Selection process.
- To discuss different strategies by which all of this challenges can be easily addressed.

RECRUITMENT METHODS

Recruitment is an essential function of human resource management, and the different types of recruitment have their own unique importance and benefits for an organization. Here are some reasons why each type of recruitment is important:

Internal recruitment: Internal recruitment can help boost employee morale and motivation by offering opportunities for career growth and advancement within the organization. It also helps the organization save time and resources by reducing the need for external hiring.

External recruitment: External recruitment allows organizations to tap into a larger pool of talent and bring in fresh perspectives and ideas. This can help improve diversity and inclusion within the organization. Additionally, external recruitment is often necessary when specific skills or expertise are required for a particular role. This involves seeking candidates outside of the organization to fill vacant positions. This can be done through various methods such as job postings, online job boards, recruitment agencies, or social media.

Campus recruitment: This is a type of external recruitment that focuses on recruiting new graduates or soon-to-be graduates from universities and colleges. It is important for organizations looking to attract new talent and groom them for future leadership roles. It can also help build a positive employer brand among the student community and strengthen relationships with universities and colleges.

Referral recruitment: Referral recruitment can be a cost-effective way of sourcing quality candidates as existing employees are often motivated to refer high-performing individuals in their network. It can also help improve employee retention as employees are more likely to stay with an organization that values their referrals. This involves encouraging current employees to refer potential candidates for open positions within the organization.

Headhunting: This is a type of recruitment where a recruiter actively seeks out and approaches candidates who may not be actively looking for a job but may be a good fit for the organization.

Recruitment events: Recruitment events provide a platform for organizations to showcase their culture and values to potential candidates. This can help attract candidates who are a good fit for the organization and build a positive employer brand. This involves organizing events, such as job fairs or open houses, where potential candidates can learn more about the organization and its job opportunities.

Freelance or contract recruitment: Freelance or contract recruitment can provide organizations with flexibility in managing their workforce and help fill short-term skill gaps or project needs without the commitment of permanent hiring. This is a type of recruitment where an organization hires individuals to work on a specific project or task for a set period of time.

CHALLENGES IN CURRENT RECRUITMENT PROCESS

Recruitment is a critical function of human resource management, and like any business process, it can have its fair share of challenges. Major challenges faced by organizations during recruitment are discussed below.

Skills gap: Finding candidates with the right skills and qualifications for a particular role can be challenging, especially in industries where there is a shortage of talent or where new technology, or processes are constantly evolving.

Competition: With increasing globalization and the rise of the gig economy, organizations may face stiff competition in attracting and retaining top talent, particularly in highly specialized fields.

Cost: Recruitment can be an expensive process, particularly when using external recruitment agencies or advertising job

openings on popular job boards. The cost of recruitment can also increase when organizations struggle to find the right candidates, leading to extended recruitment timelines.

Time: The recruitment process can be time-consuming, especially if there are multiple rounds of interviews or assessments. This can lead to delays in filling open positions, affecting business productivity and growth.

Employer branding: If an organization has a negative reputation or limited visibility in the job market, it may struggle to attract quality candidates. Building a strong employer brand is critical for attracting and retaining top talent.

Unconscious bias: Recruiters and hiring managers may unconsciously bring their own biases into the recruitment process, leading to discrimination against certain candidates based on factors such as gender, age, ethnicity, or nationality.

Lack of diversity: A lack of diversity within the recruitment process can lead to homogeneity in the workforce and limit innovation and creativity within the organization.

SOLUTIONS TO OVERCOME ABOVE STATED PROBLEMS IN RECRUITMENT PROCESS

- The skill gap among the candidates can be addressed by ensuring that organizations develop training programs to bridge the skills gap for current employees or partner with educational institutions to provide specialized training for students. Additionally, offering competitive salaries and benefits can attract talent with the required skills and qualifications.
- To reduce the rivalries organizations can differentiate themselves by offering unique employee benefits, such as flexible work arrangements, wellness programs, or professional development opportunities. Building a strong employer brand can also help attract top talent.
- Organizations can leverage social media and other digital platforms to advertise job openings for free or at a lower cost. Additionally, developing an internal talent pool through employee referrals or internal promotions can help reduce recruitment costs.
- Organizations can streamline the recruitment process by using technology such as applicant tracking systems (ATS) or video interviews to reduce the time taken for the screening and selection process.
- Building a strong employer brand requires a comprehensive strategy that includes creating a positive work culture, engaging with employees, and showcasing the organization's values and mission. Social media and other digital platforms can be used to amplify the employer brand.
- Organizations can implement diversity and inclusion training for recruiters and hiring managers to identify and eliminate unconscious biases. Additionally, using structured interviews and objective assessment tools can help reduce bias in the recruitment process.
- Organizations can develop diversity and inclusion strategies that include setting diversity targets, partnering with diversity-focused organizations, and creating a welcoming work environment for employees from diverse backgrounds.

SELECTION TYPES

Selection types play an important role in the recruitment process as they help organizations identify the best candidates for the job. There are various types of selection methods that organizations can use to evaluate job candidates. Some of the most common types of selection methods:

Application and resume review: One of the most basic selection methods is to review the candidate's application and resume. This method is useful for quickly screening candidates based on their qualifications, work experience, and education.

Interviews: Interviews are a common selection method that can provide insight into a candidate's personality, communication skills, and job-related knowledge. There are various types of interviews, including structured interviews, unstructured interviews, behavioral interviews, and panel interviews.

Work samples and simulations: Work samples and simulations involve asking candidates to perform tasks that are similar to those they would be expected to perform on the job. This method is useful for assessing the candidate's job-related skills and abilities.

Assessment tests: Assessment tests, such as cognitive ability tests, personality tests, and situational judgment tests, can provide insight into a candidate's mental abilities, work style, and decision-making skills.

Reference checks: Reference checks involve contacting the candidate's former employers or other references to verify the information provided by the candidate and to gain insights into their work habits, skills, and abilities.

Background checks: Background checks involve reviewing the candidate's criminal history, credit history, and other personal information. This method is useful for assessing the candidate's trustworthiness and suitability for the job.

Medical examinations: Some jobs require a medical examination to ensure that the candidate is physically and mentally fit for the job. This method is useful for assessing the candidate's health and ability to perform the job.

CHALLENGES IN SELECTION PROCESS

Some of the common problems that organizations are facing during the selection process are

Lack of clarity: A lack of clarity in the job description or selection criteria can lead to confusion among applicants and hiring managers, leading to poor candidate selection.

Bias: Selection bias can occur when the interviewer or hiring manager brings their own personal biases into the selection process, leading to discrimination against certain candidates based on factors such as gender, age, ethnicity, or nationality.

Limited information: The selection process can be challenging when the applicant pool is small, leading to a lack of information to make informed hiring decisions.

Over-reliance on resumes: Resumes and cover letters can be misleading, and hiring managers may miss out on top talent by not considering other factors such as work experience, skills, and qualifications.

Lack of consistency: The selection process can be inconsistent when multiple interviewers or hiring managers are involved, leading to different interpretations of candidate responses and inconsistent hiring decisions.

Time constraints: The selection process can be time-consuming, especially when there are multiple rounds of interviews or assessments, leading to delays in filling open positions.

Legal compliance: The selection process must comply with relevant labor laws and regulations, such as equal employment opportunity (EEO) laws, and organizations may face legal issues if they fail to comply.

SOLUTIONS TO OVERCOME PROBLEMS IN SELECTION PROCESS

- To overcome these challenges, organizations need to adopt a strategic and proactive approach to the selection process. Some strategies are discussed below.
- Clearly defining the job requirements and selection criteria and communicating them to applicants and hiring managers.
- Providing training to interviewers and hiring managers to identify and eliminate unconscious biases and develop consistent selection processes.
- Using multiple sources of information, such as interviews, assessments, and reference checks, to make informed hiring decisions.
- Adopting a holistic approach to the selection process, considering factors beyond just resumes and cover letters, such as work experience, skills, and qualifications.
- Developing a consistent selection process across all positions and hiring managers to ensure consistency in decision-making.
- Streamline the selection process by using technology such as applicant tracking systems (ATS) or video interviews to reduce the time taken for the selection process.
- Ensure compliance with relevant labor laws and regulations, such as EEO laws, and have a clear understanding of legal issues that may arise during the selection process.

CONCLUSION

The review hence concludes that there are various challenges in current recruitment and selection process adapted by the organizations. In this paper various strategies have been discussed for how to overcome this challenges in the recruitment

process. If organizations adapt to this new strategies, then it is profitable for businesses to select the right candidates to enhance their profits.

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