



TITLE: A STUDY ON RECRUITMENT &SELECTION PROCESS WITH SPECIAL REFERNECE TO TI CYCLES AMBATTUR, CHENNAI

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Abstract

The “recruitment and selection is a process to discover the sources of manpower to meet the requirements for the employees in the organization, schedule and to employ the effective measures for attracting that manpower in adequate numbers to facilitate effective selection of an efficient working force.” A formal definition of recruitment and selection is: it is the process of finding and attracting capable applicants for employment. The process begins when new recruits are sought and ends when their applications are submitted. The process of recruitment and selection involves planning, strategy development, searching, screening, and control. The sources of recruitment are categorized as internal and external sources. The essentials of selection are first, the nature of selection, whether faulty or safe and second, the policy of the company and the attitude of the management and third, the length of the probationary or the trial period. The different types of selection tests are Ability tests, Aptitude tests, Personality test, Interest tests, Graphology tests, Medical tests, and Genetic screening. The final decision has to be made from the pool of the individual who pass the tests, interviews, and reference checks and also the HR manager plays the crucial role in the final selection process

Keywords: Recruitment & Selection, Recruitment Process, Sources of Recruitment

Introduction

Human resources planning means deciding the number and type of the human resources required for each job, unit and the total capacity for a particular future date in order to carry out organizational activities. Human resources planning as "a process by which an organization should move from its current man power position to its desired manpower position. Though planning management strives to have the right number and right kind of people at the right place at the right time, doing things, which result in both the organization and the individual receiving maximum long run benefit.

Once the required number and the kind of human resources are determined, the management has to find places where required human resources are/will be available and also work out strategies for attracting them towards the organization before selecting suitable candidates for jobs. This process is generally known as recruitment. Technically speaking the function recruitment precedes the selection function and it includes only finding, developing the sources of prospective employees and attracting them to apply for jobs in an organization

OBJECTIVE OF THE STUDY

- ✓ To make a study on the most preferably used recruitment source in the companies. (internal/external) whether is it in case of junior, middle or senior level
- ✓ To understand the recruitment strategies followed by the companies
- ✓ To identify the types of interviews conducted by the companies 4.To take into consideration the different types of competency based practices conducted by the companies.
- ✓ To understand the steps of recruitment procedure followed by the companies
- ✓ To study the importance of the factors that influences the recruitment policy.

REVIEW OF LITERATURE

JOY O EKWOABA, UGOCHUKWU U IKEIJE, UMUDIKENDUBUSIUFOMA [2015]

It explores the utilization of Fidelity Bank for the R & S process for convergence for exploring its effects of organization. When a survey was conducted many enlisted factors came out and uncovered choice criteria were out, which made an impact on the capital of the organization and also on association executive. As many difficulties solved by the association executive, the R & S criteria become stronger and better, utilising all resources in the organization.

Ms.G. KARTHIGA, Dr. R. KARTHI AND Ms.P. BALAISHWARYA [April 2015]

Recruitment is the process of identifying and searching potential workers and enhancing their skills and empowering their employments. Determination is the key factor, through which the organization classify their employees. They select the candidate who has meet the organizational goals with all conditions applied without any restrictions. Hence

it is suggested to follow all kinds of recruitment strategies for selecting the best candidates for the vacant positions and also to enhancing the performance.

Dr. SALITHA JARDAT [2014]

The key factor that drives the Human Resources is R & S process, which has inspired many associates. For better conclusive results, productive recruitment and selection are used.

MAVIS ADU-DARKOH [June 2014]

The Ultimate aim of R & S is to accomplish the objective of human asset administrative work, which is fundamentally set up on execution of association in the organization. This is to differentiate between recruitment process and selection practices followed in an organization for business development. Many difficulties occur on this process and they are distinguished as boundaries of recruitment and labourers of selection, which consists of improper occupation investigation, low level of competency representatives, poor HR assets, bad enrolment techniques and poor choice of workers, lack of offices and infrastructure, and absence of expertise guidance. The R & S process reflects necessary activities of followed in the organization.

POOJA KHANNA [June 2014]

There is a statement, “One wrong choice and the entire firm will end up in inefficiency”. R & S is the process to understand the ability of the organization, as it the main key for business development and achievement. The process of R & S is performed depending on the convictions. All the candidates, Managers & General Representatives can identify and resolve their problems and maintain their standards without affecting their jobs.

RESEARCH METHODOLOGY

Redman and Mory define research as a, ' Systematized effort to gain new knowledge'. Some people consider research as a movement, a movement from the known to the unknown.

RESEARCH DESIGN:

A researcher usually chooses the research methodologies and techniques at the start of the research. The document that contains information about the technique, methods and essential details of a project is called a research design.

Experts define research design as the glue that holds the research project together.

It (research design) helps provide a structure and direction to the research, yielding favourable results.

SAMPLING:

Sampling means selecting the group that you will actually collect data from in your research. For example, if you are researching the opinions of students in your university, you could survey a sample of 100 students. In statistics, sampling allows you to test a hypothesis about the characteristics of a population.

STRATIFIED SAMPLING:

Stratified sampling, researchers divide subjects into subgroups called strata based on characteristics that they share (e.g., race, gender, educational attainment). Once divided, each subgroup is randomly sampled using another probability sampling method.

SIMPLE RANDOM SAMPLING:**STATISTICAL TOOLS:-**

- ✓ **Percentage Analysis**
- ✓ **Chi-Square Test**

DATA ANALYSIS AND INTERPRETATION**Table-1- Satisfaction of Employees on the Interview Process**

S.NO.	PARTICULARS	NO. OF RESPONDENTS	% OF RESPONDENTS
1	YES	15	30%
2	NO	20	40%
3	TO SOME EXTENT	15	30%
TOTAL		50	100%

Inference: From the above table, 30% of respondents satisfied with interview process, 40% has not satisfied & 30% of respondents reacted as to some extent.

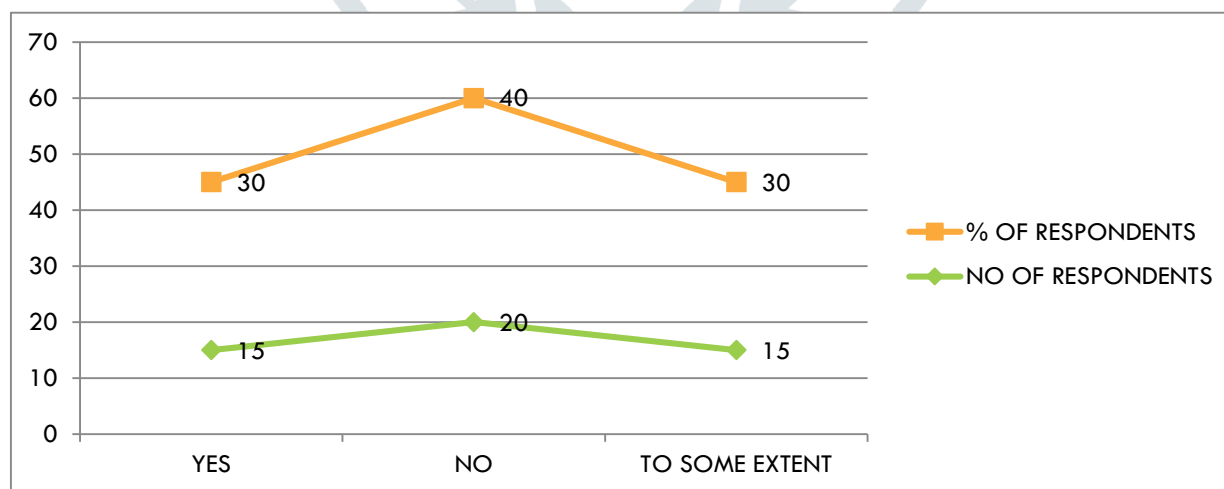
Chart-1- Satisfaction of Employees on the Interview Process

Table-2- Newspaper for Employment News

S.No.	Particulars	No. of Respondents	% of the Respondents
1	Newspaper	15	30%
2	Poster	10	20%
3	Campus Interview	15	30%
4	Friends	5	10%
5	Reference	5	10%
Total		50	100%

Inference:

From the above table 30% of the respondents come to know About the job vacancy through newspaper, 20% through Posters, 30% through campus interview, & 10% through Friends. And 10% by references.

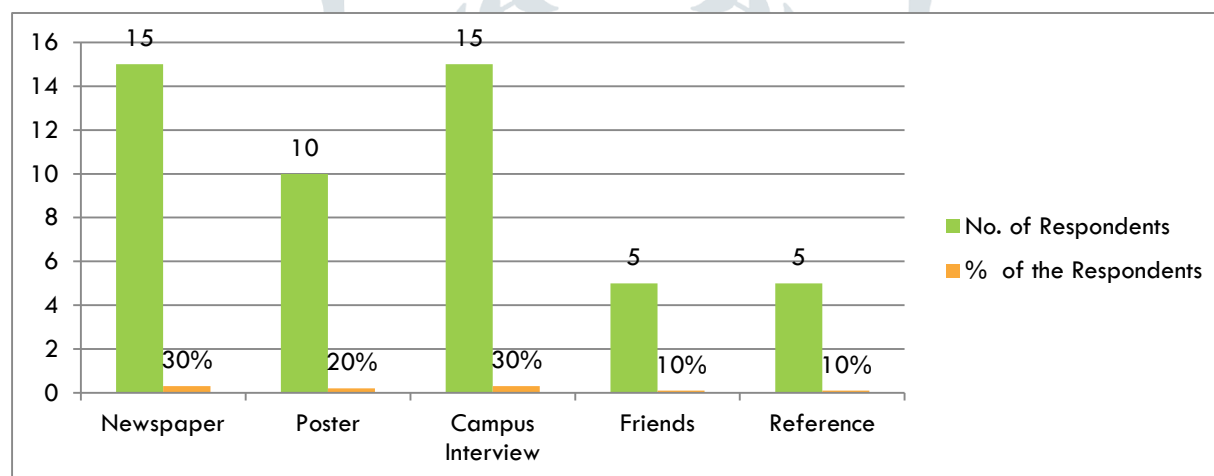
Chart-2- Newspaper for Employment News

Table-3- Measurement of Recruitment policy in IT industry

S.No.	Particulars	No. of Respondents	% of the Respondents
1	Excellent	17	34%
2	Good	08	16%
3	Above average	12	24%
4	Average	08	16%
5	Below average	5	10%
Total		50	100%

ANALYSIS

From the above table 34% are related the recruitment Policy of TI industries is excellent, 16% are as good, 24% as above average, 16% as average, 10% are as below Average.

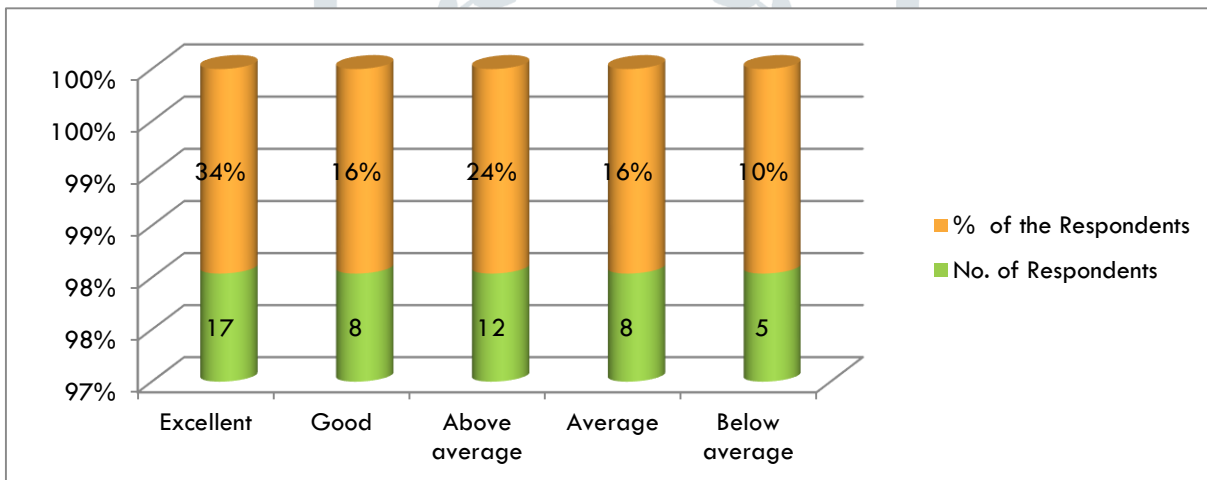
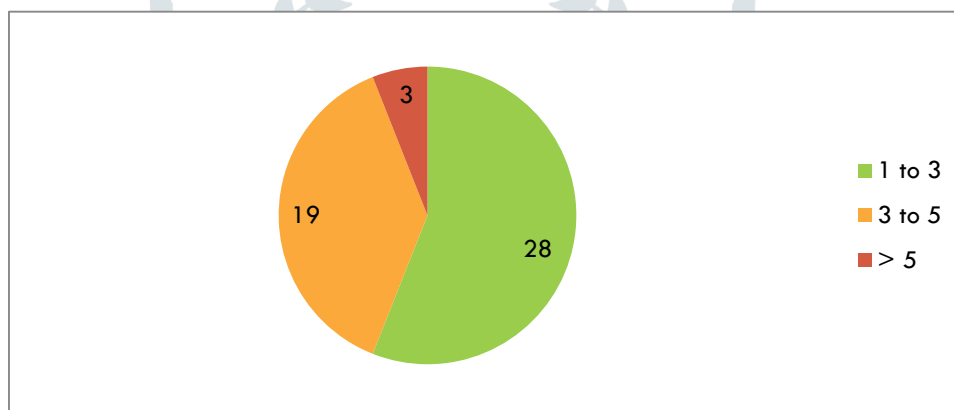
Chart-3- Measurement of Recruitment policy in IT industry

Table-4- Interview Process Rounds of Organizational Recruitment Policy

S.No.	Particulars	No. of Respondents	% of the Respondents
1	1-3	28	56%
2	3-5	19	38%
3	> 5	03	6%
Total		50	100%

Inference:

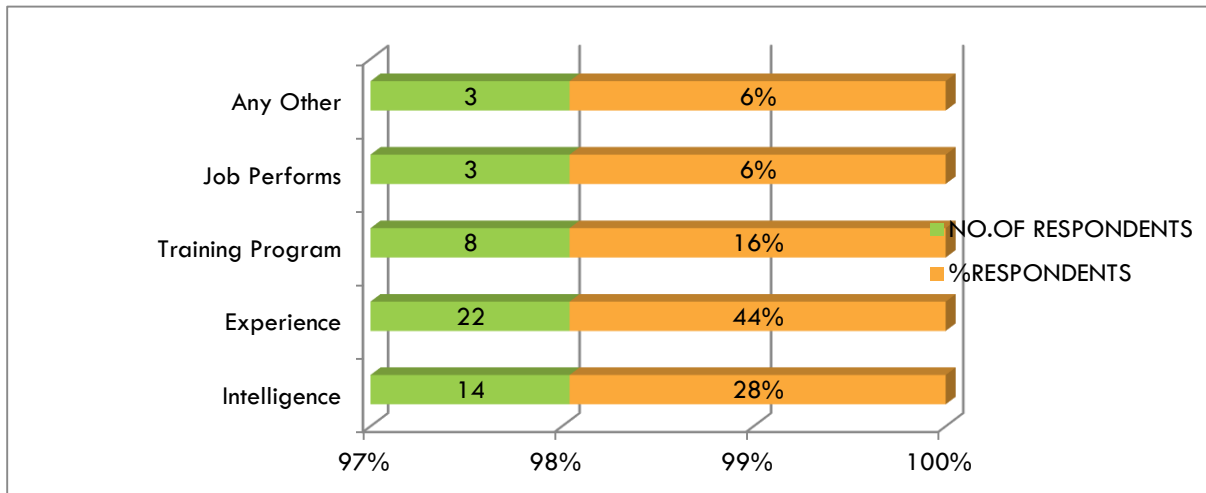
From the above table 56% respondents feel only 1 to 3 rounds are conducted in interview process, 38% respondents feel 3 to 5 rounds are conducted in interview process and 6% respondents feel more than 5 rounds are conducted in interview process.

Chart-4- Interview Process Rounds of Organizational Recruitment Policy**Table – 5 – Factors considered for selection of workers**

S.NO.	PARTICULARS	NO.OF RESPONDENTS	%RESPONDENTS OF
1	Intelligence	14	28%
2	Experience	22	44%
3	Training Program	08	16%
4	Job Performs	03	6%
5	Any Other	03	6%
Total		50	100%

Inference:

From the above total 28% are selected through intelligence, 44% through experience, 16% through training program, 6% through job performance &6% through any other selections.

Table – 5 – Factors considered for selection of workers**FINDINGS:**

- ✓ The selection of the candidates as the direct company Payroll is Maximum
- ✓ The Maximum number of contract candidates selected is from 24 * 7 Consultancy Services
- ✓ The Candidates find the vacancy mostly from the web portals.
- ✓ There is a significant difference between the Post Selection Programs in the organization.
- ✓ The interview time takes more than 4 hours in the organization for the candidates.
- ✓ Mostly the candidates are selected at the Associate Level.
- ✓ The interviewers mostly prefer the Interpersonal Skills from the candidates in the selection process.

SUGGESTIONS:

- ✓ The organization can improve the Recruitment Process through various sources also.
- ✓ The organization can reduce the time taken for the Recruitment and Selection Process.
- ✓ The organization can enhance the recruitment and selection process at higher level also.
- ✓ The Medical test can be made in the organization itself which the help of the organization's Medical officer.
- ✓ The more time can be provided to get the Police Verification Certificate.
- ✓ The Pay code for the New Joiners can be generated quickly.
- ✓ The documents needed for the Joining Formalities can be mentioned more elaborately

CONCLUSION:

This study has focused on the recruitment process of T.I Cycles Murugappa.

- ✓ Recruitment and selection process in Murugappa includes (a) Written test (b) Group discussion (c) Interview. D) Qualification E) Experience
- ✓ Personal traits are the things which are valued the most in the applied Candidates profile during the interview.
- ✓ Communications and subject knowledge are important for an employee before recruiting into the job Interviews are conducted by a group of people from different departments before recruiting into the job.
- ✓ The Recruitment process helps to maintain adequate manpower to fill up the vacancies.

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