A Study On Recruitment & Selection Process With Reference

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ABSTRACT:
Better recruitment and selection strategies result in improved organizational outcomes. With reference to this context, the research paper entitled Recruitment and Selection has been prepared to put a light on Recruitment and Selection process. The main objective is to identify general practices that organizations use to recruit and select employees and, to determine how the recruitment and selection practices affect organizational outcomes at Mass Media Industry, In Times of India. Successful recruitment and selection practices are key components at the entry point of human resources in any organization . The main objective of this paper is to identify general practices that organizations use to recruit and select employees. The study also focus its attention to determine how the recruitment and selection practices affect the organizational outcomes and provides some suggestions that can help. Data analysis has been done with statistical tools like tables, graphs, pie charts, bar diagrams.
KEYWORDS: Recruitment, Selection, Reference, Interview, qualification, reference.

INTRODUCTION
Successful human resource should identify human resource needs in the organization. Recruitment is the discovering of potential candidates for actual or anticipated organizational vacancies. Or, from another perspective, it is a linking activity bringing together those with jobs to fill and those seeking job. The ideal recruitment effort will attract a large number of qualified applicants who will take the job if it is offered. It should also provide information so that unqualified applicants can self select themselves out of job candidacy; this is, a good recruiting program should attract the qualified and not attract the unqualified. This dual objective will minimize the cost of processing unqualified candidates.

According to Edwin B Flippo

Recruitment as "the process of searching for prospective employees and stimulating them to apply for the jobs in the organization."

According to Yoder

Recruitment is a process to discover the sources of manpower to meet the requirement of the staffing schedule and to employee effective measures to attracting that manpower in adequate number to facilitate effective selection of an effective workforce.

Recruitment

- Recruitment is the process of attracting prospective employees and stimulating them for applying for a job in an organization.
- Recruitment is the process of hiring the right kinds of candidates on the right job

Recruitment and selection activity is predominantly dealt with in two fields:

- A generally prescriptive human resource management or personnel management viewpoint and
- A very technical psychology literature that focuses on the validity (absolute and relative) of different forms of recruitment techniques, such as competency modelling, interviews and various types of psychometric testing Methods of Recruitment

There are various methods of recruitment but for the sake of simplicity, they have been categorized under two broad headings.

- Internal Recruitment
- External Recruitment

Benefits and Importance of Recruitment:

1. Helps to create a talent pool of potential candidates for the benefits of the organization
2. To increases the pool of job seeking candidates at minimum cost.
3. It helps to increase the success rate of selection process by decreasing the no of visits qualified or overqualified job applicants.
4. Helps in identifying and preparing potential job applicants who will be the appropriate candidature for the job.
5. Finally, it helps in increasing organization and individual effectiveness of various recruiting techniques and for all the types of job applicants.

Selection:

Selection is the process of picking individuals who have relevant qualifications to fill jobs in an organization. Selection is much more than just choosing the best candidate. It is an attempt to strike a happy balance between what the applicant can and wants to do and what the organization requires.

Importance of Selection:

Selecting the right employees is important for three main reasons: performance, costs and legal obligations.

Performance:

Employees with right skills will do a better job for any company and for the owner. Employees without these requisite skills or who are abrasive would not perform effectively and the company performance will suffer to a great extent. So there is a time to screen out undesirables and to choose the better and perfect candidate that can effectively contribute to company success.

Cost:

It is important because it is costly to recruit and hire employees so cost-benefit ratio have to be considered while hiring of employees in order to avoid any unnecessary wastage of money and the valuable resources .The total cost of hiring a manager could easily be 10 times as high as once one add search fees, interviewing time, reference checking, and travel and moving expenses.

Essentials and Prerequisites for Selection:

I. Picking individuals possessing relevant qualifications.

II. Matching job requirements with the profile of the candidates.

III. Using multiple tools and techniques to find the most suitable candidate suitable Of achieving success on the job.

The Process of Selection:
1. Reception

2. Screening Interview

3. Application Blank

4. Selection Tests

5. Selection Interview

6. Medical Examination

7. Reference Checks

The difference between recruitment and selection:
Recruitment is identifying and encouraging prospective employees to apply for a job and Selection is selecting the right candidate from the pool of applicants.

Objectives
1) The primary objective of the study is to analyze the process of Recruitment and Selection in the industries.
2) To observe the procedure to select the candidates from internal as well as from external sources in the industries
3) To find out the various recruitment sources used by the selected industries.
4) To study the employee satisfactory level with the existing recruitment policy in the industry.
5) To study the stages of selection procedure in the industries

Research Methodology
     Research methodology is a method to solve the research problem systematically. It involves gathering data, use of statistical techniques, interpretations and drawing conclusions about research data. Keeping in view the objectives of the study, data is collected from different sources.

     The purpose of this section is to describe the methodology carried out to complete the work. The methodology plays a dominant role in any research work. The effectiveness of any research work depends upon the correctness and effectiveness of the research methodology.

Data Collection
     Data refers to a collection of organized information, usually the results of experience, observation or experiment, or a set of premises. This may consist of numbers, words, or images, particularly as measurements or observations of a set of variables.

Data Sources

There are two types of data sources available to the research processes.

1. Primary data. 2. Secondary data.

1. Primary Data

The primary data is collected by using primary methods such questionnaires, interviews, observations etc. For this study questionnaires are used to collect primary data from the employees of the industries.

We know relatively little on a systematic basis about how or why organizations choose to use different combinations of these strategies, though some of the results reported in the study of recruitment and selection and in large firms offers some pointers that are worthy of further exploratory research, particularly among small and medium sized organizations. Nowadays employees suggests that personality tests are now being routinely used for some occupations in 19 per cent of workplaces, and performance tests are being used in Recruitment and selection in 46% of workplaces. Personality testing seems to be concentrated in larger workplaces and used upon professional, managerial, and sales staff; and performance testing concentrated again in larger workplaces but used for professional and administrative staff. Among the sample of large employers the overall relative ranking of importance of different skill/suitability

Assessment methods was as follows:

1. Interview
2. Work experience
3. Performance/competency test
4. Qualifications
5. Assessment center

2. Secondary Data:-

Secondary data is collected from various Journals, books, websites, Government reports, News papers, and other research reports.

TABLE NO.1

| Particulars	No. of Respondents
Newspaper sources	45
Journals& Periodicals	10
Campus recruitment	40
Employee referral	30
Consultancies	25
Total	150

Analysis

Data analysis is very important aspect of project, as it basically involves the analysis of all the information that we collected. Data analysis is a body of methods that help to describe facts, detect patterns, develop explanations and test hypothesis. After analysis of each of the question in a questionnaire the interpretation of the same is also being provided which includes the reason about the particular aspect of the organization.

Analysis of Questionnaire

Analysis about the source of recruitment followed in the selected industries

TABLE NO 2

External	30
Internal	20
Both	100
Total	150
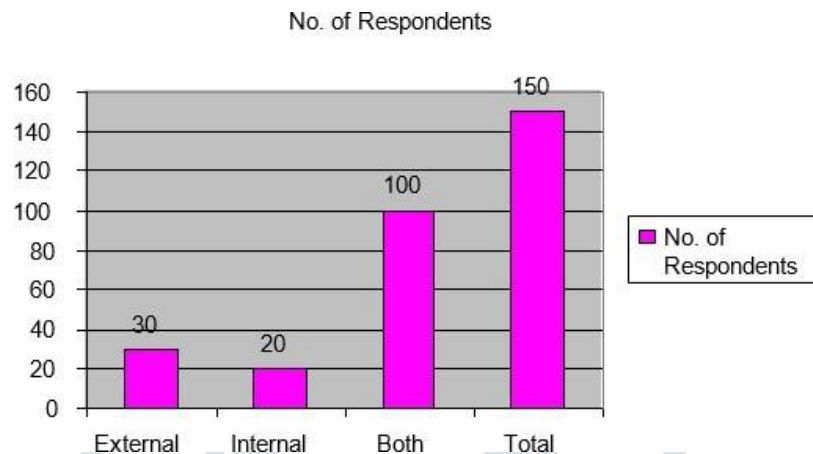
No. of Respondents

Interpretation:

From the above table and graph it is observed that, 30 respondents have accepted that the company is following external recruitment sources and 20 respondents have accepted their company is following internal recruitment sources and 100 respondents have expressed that their company is adopting both internal and external recruitment sources.

Analysis about the attributes taken in to preference for recruitment and selection procedure

TABLE NO 3

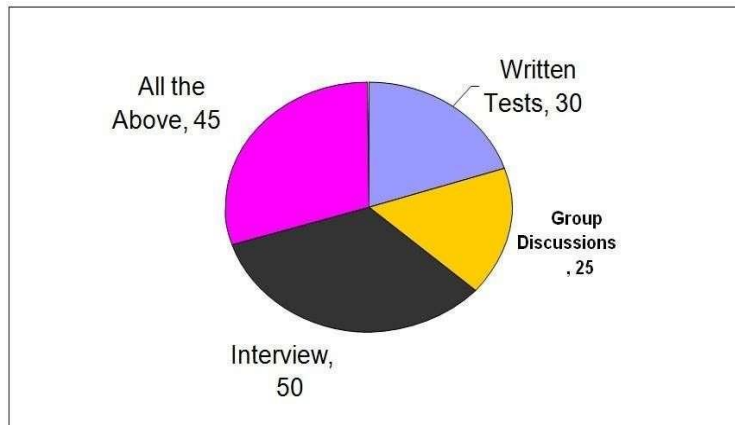| Particulars	No. of Respondents
Experience	25
Qualification	50
Both	72
Other	03
Total	150

Interpretation:

It is observed that, 25 members expressed that, their company gives preference to experienced candidates. 50 members expressed that, their company gives preference to qualified candidates. 72 members expressed that, their company is giving preference to both experience and qualification candidates and three members are accepted that their company gives preference to other criteria.

Analysis about the main sources of selection in three selected industries

Interpretation:

It is observed that 30 members of the total respondents have expressed that, their company is following written tests 25 members of the total respondents have expressed that, their company is following group discussions, 50 members of the total respondents have expressed that, their company is following interview, 45 members of the total respondents have expressed that, their company is following all the above tests as main source of selection.
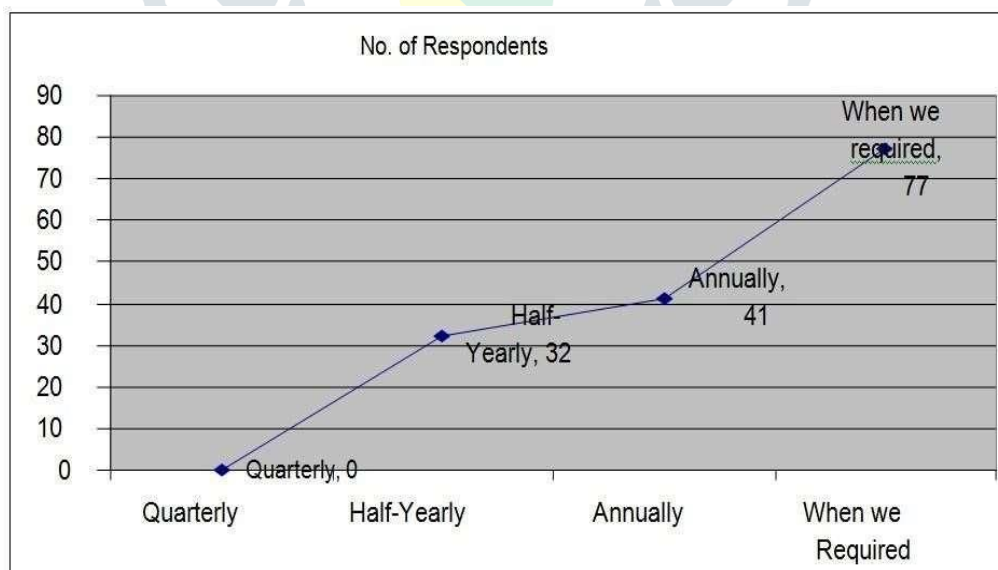
PIE CHART NO.1

Analysis about the period of recruitment of your organization

TABLE NO 4

Particulars	No of Respondents	
Quarterly	0	
Half-Yearly	32	
Annually	41	
When we Required	77	
Total	150	

Interpretation:

It is observed that 32 members of total respondents have expressed that the company recruits employees half-yearly, 41 members of total respondents have expressed that the company recruit employees annually, and 77 members of total respondents have expressed that the company recruit employees whenever they required.

Analysis about the reason for accepting the offer in the organization

TABLE NO 5

Particulars	No of Respondents
Relocation	20
Relation with Employer	15
Decent Salary	50
Opportunities for Growth	20
Job Security	25
Identification with the company	20
Total	150

Interpretation:

From the above graph, we can understand that 20 members of total respondents are selected this organization for relocation, 15 members of total respondents are selected this organization for the reason of Relationship with employer, 50 members of total respondents are selected this organization for decent salary, 25 members of total respondents are selected this organization for security, 20members of total respondents are selected this organization for growth, 20 members of total respondents are selected this organization for identification.

Findings

The findings from the analysis including charts, bars, and graphs are listed fellows

- The company considered portals as the most important medium of hiring employees and then employee reference are also act as the important source of recruiting people.

- The employees considered the employee references are one of the most reliable source of hiring the new employees and also to some extent portals, but before hiring from portals the references provided there are need to be confirmed as I did during my training period.

- The most important feature in company's recruitment &selection policy is that we need to take in consideration the ratio between the turn-up and line-up candidates, and after analysis I found it most of the employees are also holding the same opinion.

- The existing recruitment process of company is good but it has some shortcomings that is being Covered in recommendations and on overall the recruitment department has pressure on it.

- After analysis of the company selection procedure I found out the company is using quite effective method of doing selection of candidates and they always take in consideration the cost- benefit ratio which is quite important from the long perspective of hiring employees.

- The ratio of selected candidates to joining candidates is quite effective and highest in number as the employees being selected are also of the view that they are analyzed properly and effectively.

CONCLUSION

The main thing that I want to conclude firstly is that with the help of analysis feedback generated through questionnaire I found that the company is following an effective Recruitment and selection process to maximum extent.

As per my study, out of the various methods of sourcing candidates, the best one is out of the various methods of sourcing networking, In the process, I came across various experiences. Where the role of HR and the relevant traits he finds in the candidates were displayed Company should focus on long term consistent performances rather than short term. The emphasis towards training and enhancing skills of recruiters needs to be more and also consistent. Even though an HR manager has many challenges to face in order to ensure that the human resource department contributes to the bottom-line and emerges as a strategic partner in the business, it is"

Talent acquisition", that is the key determining factor in how well an Human resource department contributes towards the achievement of the overall objective of the organization and therefore is a daunting task for any HR manager.

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