

A STUDY ON RECRUITMENT AND SELECTION PROCESS

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ABSTRACT: Better recruitment and selection strategies result in improved organizational outcomes. Recruitment is the process of searching for prospective employees and stimulating them to apply for jobs in the organization. Selection may be defined as the process by which the organization chooses from among the applicants, those people whom they feel would best meet the job requirement, considering current environmental condition. In today's Competitive business environment, organizations have to respond to the requirements for people. It is important for an organization adopt well structured recruitment policy, which can be implemented effectively to get the best results.

This study helps the organization to identify the area of problem and suggest way to improve the recruitment and selection process, this study focus on understanding recruitment and selection process. Convenient sampling is used in this study. The sample size for the study is 100. The tools that are used in this study are Percentage analysis and Chi square test is used.

Keywords: Recruitment, Selection, Employee.

INTRODUCTION ABOUT THE STUDY

Recruitment and selection process is an searching for and obtaining a pool of potential candidates with the desired knowledge, skills and experience to allow an organization to select the most appropriate people To fill job vacancies against defined position descriptions and specifications.

Recruitment and selection process are tracking applicants and applications and Reviewing resumes. Applicant tracking systems (ATS) are becoming extremely helpful to Employers, and this technology aids in the management of job vacancies and applications for Every open position.

Definition of Recruitment

According to the definition provided in the Business Dictionary.com, "Recruitment is the process of finding and hiring the best-qualified candidate (from within or Outside of an organization) for a job opening, in a timely and cost effective manner. The Recruitment process includes analyzing the requirements of a job, attracting employees to that Job, screening and selecting applicants, hiring, and integrating the new employee to the Organization"

Types of Recruitment

- Internal Recruitment
- External Recruitment

Internal Recruitment

According to Myrna L. Gusdorf, the recruitment process starts with the most common method which is job posting. The traditional method to announce a job opening was to post notice of the job on the HR bulletin board whereas organizations now mostly post jobs electronically through organization-wide intranets or send e-mails to all employees about the job vacancy. Publish employment newsletters and distribute the announcement flyers are also a way of doing job posting. Employee Referrals are also a process to obtain candidate for Internal recruitment.

External Recruitment

In external recruitment, the applicant pools can be generated in number of ways which depends on the organization's policies, size and hiring budget. The organization also can go for private employment agencies who take all the responsibilities of generating a Pool of candidates for recruitment according to the organization's needs. The agencies generate the applicant pool and do the preliminary interviews, thereby screening out unqualified Candidates and then send actually qualified candidates to the organization and that is also by Using job criteria provided by the organization itself. However, the private employment agencies Can be costly thus not every organization can bear the cost.

Purpose of recruitment process

The **recruitment process** is sensitive to the external and internal changes, and it Can be used as the best indicator for the future HR trends. By careful analysis of **Recruitment Measures**, the HR Management team can predict the trends in the job market simply

- Find the best talents for the vacancies
- Manage the recruitment sources
- Manage the vacancies in the organization
- Run the internal recruitment process
- Building the strong HR Marketing platform
- Co-operation with local and international universities
- Provide feedback about the trends in the job market

Selection

After recruitment process is carried, the next important process is the selection Process. Selection is the process of putting right men on right job. It is a procedure of matching Organizational requirements with the skills and qualifications of people Recruitment is Considered to be a positive process as it motivates more of candidates to apply for the job. It Creates a pool of applicants.

Steps involved in selection process

1. Commit to hiring the best talent possible - every time.
2. Do not rush the employee selection process.
3. Partner With Stakeholders.
4. Use a Job Benchmark with a valid pre-employment personality assessment.
5. Use Structured Interviews.

Objectives Of The Study

- To find out the Recruitment and Selection process handled in the organization.
- To predict the sources of recruitment and Selection process.
- To analyze the consequences in Recruitment and Selection process.
- To provide the suggestion for Recruitment and Selection process.

Scope Of The Study

The present study on Recruitment and selection process helps to get clear picture about the employee Recruitment and selections. This in turn helps the management to Formulate suitable policy to Recruit the employees which helps for developing Organization by increasing their productivity level It helps the employees to get more Interested towards their work by Improving their self development.

LIMITATIONS OF THE STUDY

The data was collected through questionnaire. The responds from the respondents may Not be accurate. Employees are busy with their work schedule.

REVIEW OF LITERATURE

Recruitment and selection process as "A process of searching for Prospective Employees and stimulating and encouraging Them to apply for jobs in an Organization." In Simpler terms, recruitment and selection are Concurrent processes and are Void Without each Other.

Recruitment can be defined as "searching for and obtaining a pool of potential Candidates with the desired knowledge, skills and experience to allow an organization

To select The most appropriate people to fill job vacancies against defined position descriptions and Specifications"

Recruitment and selection refers "To the chain and sequence of activities pertaining to recruitment and selection of employable candidates and job seekers for an organization"

Research Methodology

The research methodology is scientific and systematic for pertinent information on specific topic. It is a careful investigation or inquiry especially through search for new facts in any branch of knowledge. This research study is taken as a part of educational curriculum. Research is a systematized effort to gain knowledge and hence, it helps to practical knowledge in study various steps that are generated adopted by a research in studying his research problem along with the logic behind them.

Research Design

The type of research is descriptive in nature; since an attempt was made to find out inter relationship between variables.

Source of Data

Data is collected from both primary and secondary sources.

Primary Data

Primary data are collected through a structured questionnaire. A well structured questionnaire has been prepared given to the respondents by the researcher.

Secondary Data

Secondary data are collected from the published data available within the company and also from the Internet and Intranet.

Sample Size

Sample size means the number of sampling units selected from the organization for investigation. The total sample size that is taken for this study is 100.

Sampling Unit

The design adopted for this study is descriptive research design. This design was chosen as it hence choose accurately the characteristics of a particular system helped to study the availability of the system as well as the constant that might restrict as effectiveness.

Sampling Method

A sampling technique in which a simple is selected on the basis of convenience and case.

Research Instrument

Structured questionnaire is used here as the instrument to collect the data, both open ended and closed ended questions were used to possible.

Tools used

- Percentage Analysis
- Chi - Square test

ANALYSIS AND INTERPRETATION

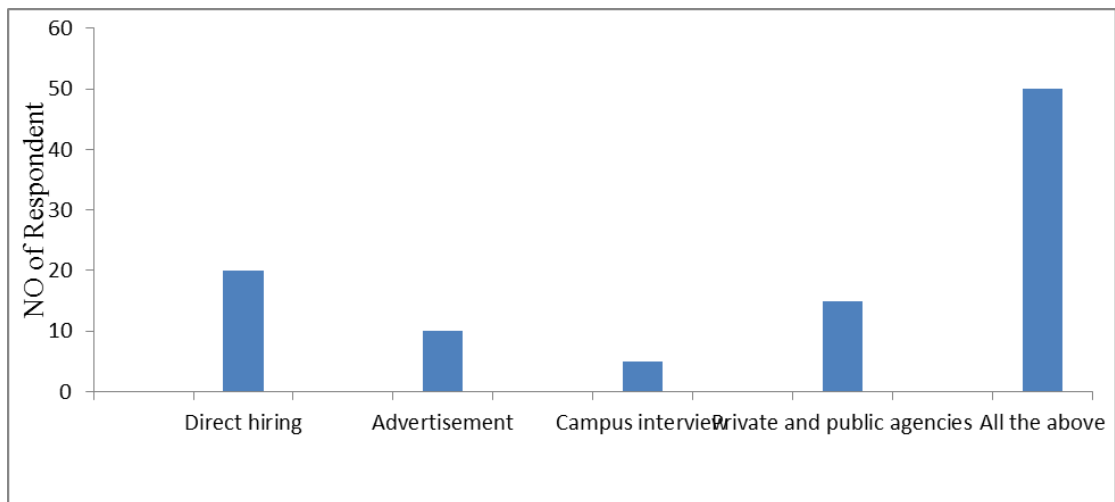
1.Sources of recruitment

Sources of recruitment	No of respondents	% of respondents
Direct hiring	20	20
Advertisement	10	10
Campus interview	5	5
Private and public agencies	15	15
All the above	50	50
Total	100	100

Inference:

From the above table it has been interpreted that 20% of the respondents are recruited through direct hiring, 10% of the respondents are recruited through advertisement, 5% of the respondents are recruited through campus interview, 15% of the respondents are recruited through Private and Public agencies, 50% of the respondents are recruited through all the above sources.

Sources of recruitment



CHI SQUARE TEST

Relationship Between Age & Satisfaction About the selection process.

Ho=Null hypothesis

There is no significance relationship between age & satisfaction about the selection process.

H1=Alternative hypothesis

There is a significance relationship between age & satisfaction about the selection process.

Observed frequency	Expected frequency	(O-E)	(O-E) ²	(O-E) ² /E
34	36.4	2.4	5.76	0.1582
36	33.6	2.4	5.76	0.1714
5	7.8	2.8	7.87	1.0051
10	7.2	2.8	7.87	1.0889

3	2.6	0.4	0.16	0.0615
2	2.4	0.4	0.16	0.0667
8	5.2	2.8	7.84	1.5077
2	4.8	2.8	7.84	1.633
Total				5.6928

$$X^2 = \sum(O - E)^2/E$$

Calculated Value =5.6928.

Table Value =16.92

Degrees of freedom =9

Calculated Value is less than Table Value. Accept the null hypothesis.

There is no significance difference between the Age & Satisfaction about the selection process.

FINDINGS

- 5% of employees are recruited through campus interview is more effective, 50% of the employees are recruited through direct hiring is, advertisement.
- 60% of employees are highly satisfied about the selection process, 40% of employees are satisfied about the selection process.
- 50% of the employees felt preliminary interview is important, 5% of employees felt other sources are important.
- There is a Relationship Between Age & Satisfaction About the selection process.

SUGGESTIONS

- From the study, it is found that newspaper is the effective medium to advertise for mass recruitment.
- The organization shall concentrate and conduct workshops, training programs to the employees in order to mold their career growth.
- The organization shall increase the response level to the job seekers via e-mail or call.
- The organization shall focus on internal recruitment too in order to promote and motivate the employees

CONCLUSION

The study on recruitment and selection is HR professional is having big responsibility to hire a best person from the available talent pool. At the same time, one needs to be conscious. The employer should judge on individual merits and set the same standards for all. In the present scenario, "It is the biggest challenge for a HR manager to hunt for talent".

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