A Study On Recruitment & Selection Process

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ABSTRACT:-

The best recruitment and selection strategies help to improve the organizational performance. Successful recruitment and selection practices are a key components of human resources. Recruitment and Selection processes play's a vital role while hiring a candidate into the organization. The main objective of this study is to identify common practices that companies use to recruit and hire employees. The study also focuses on determining how recruitment and selection practices affect organizational outcomes and provide some tips to help companies based in India. In today's fast-paced world of business, companies must respond quickly to people's needs.

KEY WORDS:- Recruitment, Selection, Qualification, Experience, Interview, et.,

1. INTRODUCTION:-

Recruitment and Selection are two of the most important features of HR. Recruitment takes precedence over Selection and will help you to choose the suitable candidate.

Recruitment is the first step in the hiring process and the next step is the selection process and ends with placing suitable candidate into their role. Better recruitment makes it easy to attract people which you want to keep your organization running. The purpose of recruitment is to identify suitable people who meet job requirements and job descriptions. On the other hand, the choice is to facilitate the applicant with accurate information. The purpose of the selection is to determine whether the candidate is suitable for a particular position or not. Effective selection process makes the organization to select a right person.
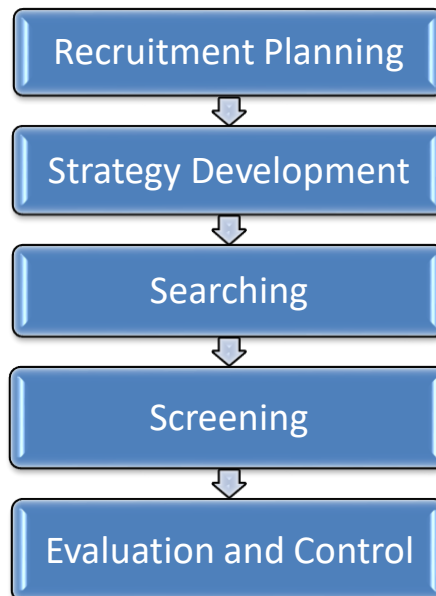
1.1 RECRUITMENT:-

According to "Flippo EB, 1980",

"Recruitment is the process of searching for prospective employees and stimulating and encouraging the people to apply for the job".

According to "Dale Yoder",

"Recruitment is the process to discover the sources of manpower to meet the requirements of the staffing schedule and to employ effective measure for attracting the manpower in adequate numbers to facilitate effective working force".

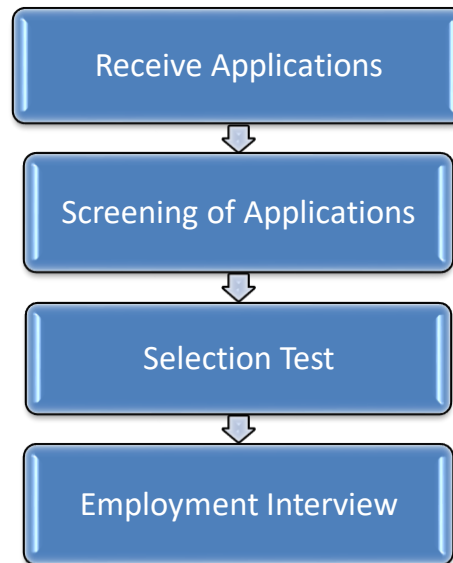### 1.1.1 The Process of Recruitment:-

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┌─────────────────────────┐
│   Recruitment Planning  │
└─────────────────────────┘
            ↓
┌─────────────────────────┐
│   Strategy Development   │
└─────────────────────────┘
            ↓
┌─────────────────────────┐
│        Searching         │
└─────────────────────────┘
            ↓
┌─────────────────────────┐
│        Screening         │
└─────────────────────────┘
            ↓
┌─────────────────────────┐
│  Evaluation and Control  │
└─────────────────────────┘
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1.2 SELECTION:-

According to "Dale Yoder",

"Selection is the process in which candidate for employment are divided into two classes those who are to be offered employment and those who are not. Selection means a process by which qualified personnel may be chosen from applicants offering their services to the organization for employment."

1.2.1 The Process of Selection:-

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┌─────────────────────────┐
│   Receive Applications   │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│  Screening of Applications │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│      Selection Test      │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│   Employment Interview   │
└─────────────────────────┘
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2. OBJECTIVE OF THE STUDY:-

➢ To analyze the recruitment and selection process existed in the organization.
➢ To study the satisfactory level of the employees regarding recruitment and selection process in the organization.
➢ To suggest new ways to improve the present recruitment and selection procedure in the organization.

3. REVIEW OF LITERATURE:-

Dr. Sneha Mankikar(2014), States that the recruitment and selection process is very important in modern organizations. This is a systematic process that involves a lot of activities. This process includes steps such as human resource planning, contacts and candidate screening. This is a very important part of the human resource department.

Suddhamsetti Naveen and Dr. D.N.M. Raju(2014), Says that the recruitment and selection process proposed by the three selected industries was effective. They proposed industries that were selected in accordance with future recruitment and selection guidelines and those that were selected to apply the latest technologies to recruit future employees.

Ms. G. Karthiga, Dr. R. Karthi and Ms. P. Balaishwarya(2015), States that most of the respondents in their study were happy, but due to changing scenarios as a result of the hiring process, changes were

required. Employees have a great impact on working with the company. You know that fresh blood comes, new idea appear and the selection process is great, but you need to adapt them to your work requirements and profile so that you can achieve the main goal of choosing the right candidate.

Sujeet Kumar and Ashish Kumar(2014), Determined that the company will undergo the most effective recruitment and selection process based on the analysis of feedback profiles. According to their research, the best of various ways to search for candidates is to get links through links and networks. They suggested that the company focus on long-term, rather than short-term. You should focus on training and improving your tenant skills.

Yashar Fadhil Mohammed Harky(2018), Say's that the recruitment and selection of candidates will depend primarily on the prospects of future candidates on the basis of remuneration and specific job requirements. It is very convincing that the recruitment and selection process of each company is a very important method of personal care for the success and development of the organization. In addition, when hiring or selecting employees, the organization recommended that they maintain the equality of all candidates and avoid dealing with divinity, ethnicity, and preferential treatment. Selected candidates should be informed of labor policies in order to promote development.

Syamala Devi Bhoganadam and Dr. Dasaraju Srinivasa Rao(2014), Found that most of the employees in the company were satisfied, but as the new employees brought new ideas to the company, they needed to change scripts during the hiring process that had a significant impact on the company's work. The selection process is also good and the company's recruitment department is doing well in planning and fills vacancies at all levels in an organization. They suggested that the companies should introduce new selection techniques and methods for better personnel selection. They also suggested that when hiring employees, other department heads should be included in the personnel department. Because the heads of departments can analyze the technical knowledge associated with the work of this department.

Dr. B. Ravi and Prof. G. Jayasheela, Determined that the process of recruiting and selecting employees in an organization is very important. If this is not systematic and correct, then there is no certainty that you will find a suitable candidate. They suggested that organization should try to adapt modern selection processes, such as audio and video technologies, without using traditional technologies. In addition, organizations should be able to adapt new ideas and treatment methods early on, which could attract some additional candidates.

S. Pushpalatha(2014), States that most of the company's employees are satisfied, but the changes are necessary depending on the changing scenarios of the hiring process. The recruitment process is excellent and the company's human resource department monitors the employment and vacancies at all level of work. She suggested that GD could be part of the process of selecting people on a team. The organization must and should facilitate the job descriptions and job specifications to an employee who are willing to work in the company.

4. 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.

Research is the decision regarding what, where, when, how much, by what means concerning an inquiry or a research study constitute a research design. It can be defined as the arrangement of condition for collection and analysis of data in a manner that aims to combine the relevant to the research purpose to the economy procedure.

There are two types of data. Primary data are those which are collected afresh and for the first time and thus happen to be original in character. Secondary data on the other hand, are those which have already been collected by someone else and which have already being passed through the statistical process. The methods of collecting primary and secondary data differ since; primary data are to be originally collected, while in the case of secondary data, the nature of data collection work is merely that of compilation.

4.1 DATA COLLECTION & SOURCES:-

This research study is based on the analysis of secondary data. In this study, we have taken the secondary data for the research methodology. The secondary data refers to the data which is taken from previous research studies, through internet, from the books written by various authors, from websites, newspapers, text books, company magazines etc…

5. CONCLUSION:-

In this research study, it can be concluded that recruitment and selection processes are very much important for any organization at the entry point of human resources. An effective recruitment and selection processes helpful for an organization to choose a right and suitable candidate among different types of people. Firstly, the company should have the goodwill in the society to attract the experienced and skilled people to work in the organization. The organizations must upgrade their recruitment and selection processes according to the changing scenario of the society. The companies should make an environment for the candidates to express themselves freely without having any fear at the process of selection. There should be the levels which can be helpful to find the thinking capacity of the candidate.

As per my study, by the analysis of secondary data, most of the companies are following an effective recruitment and selection processes. The companies are conducting many activities to recruit the people starting from the HR planning until selecting the candidate into the organization.

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