

A STUDY ON RECRUITMENT AND SELECTION

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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.

Keywords: recruitment and selection, environmental condition, recruitment policy

1. INTRODUCTION

DEFINITION OF RECRUITMENT AND SELECTION:

According to DALE S. BEACH "Recruitment is the development and maintenance of adequate manpower resources. It involves the creation of a pool of available labor upon whom the organization can depend upon when it needs additional employees".

According to the EDWIN B. FLIPPO "Recruitment is the process of searching for prospective employees and stimulating them to apply for jobs in the organization". According to DALE MODER "Selection is the process in which candidates for employment are divided into two classes—those who are to be offered employment and those who are not.

MEANING OF RECRUITMENT AND SELECTION

According to Edwin B. Flippo, "Recruitment is the process of searching the candidates for employment and stimulating them to apply for jobs in the organization." Recruitment is the activity that links the employees and the job seekers. A few definitions of recruitment are A process of finding and attracting capable applicants for employment. The process begins when new recruits are sought and ends when their applicants are submitted. The result is a pool of applications from which new employees are selected. It is the process to discover sources of manpower to meet the requirement of staffing schedule and to employ effective measures for attracting that manpower in adequate numbers to facilitate effective selection of an efficient working force. Recruitment of candidates is the function preceding the selection, which helps create a pool of prospective for the organization so that the management can select the right candidate for the right job from this pool. The main objective of the recruitment process is to expedite the selection process.

RECRUITMENT NEEDS ARE OF THREE TYPES

PLANNED

The needs arising from changes in organization and retirement policy.

ANTICIPATED

Anticipated needs are those movements in personnel, which an organization can predict by studying trends in internal and external environment.

UNEXPECTED:

Resignation, deaths, accidents, illness give rise to unexpected needs.

2. REVIEW OF LITERATURE

ARTICLE: 1

Title: A Study of the Recruitment and Selection process: SMC Global

Author: Neeraj Kumari

Source: Industrial Engineering Letters

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 SMC Global Securities Ltd. The research methodology applied is the exploratory. The data was collected through well structured questionnaires. The source of data was both primary and secondary. Sample size was 30. Data analysis has been done with the help of SPSS software. The company considered portals as the most important medium of hiring employees. The employees working in the company consider the employee references are one of the most reliable source of hiring the new employees. Company always takes in consideration the cost-benefit ratio. Keywords: Recruitment, Selection, Reference, Interview, Hiring, Performance.

ARTICLE: 2

Title: A STUDY ON RECRUITMENT AND SELECTION
PROCESS

Author: THIRUVENKATRAJ T.R,

Source: International Journal of Business and Tehnopreneurship

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.

RESEARCH GAP:

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.

OBJECTIVES:

- To study the recruitment and selection process
- To Decrease the Cost of Recruitment by conducting Walk – INS.
- To make efforts to follow the Recruitment Process.
- To know about different strategies those are implementing in recruitment process.
- To know how the company attracts with multi-dimensional and experiences that suit. The present and future organizational strategies.

3. RESEARCH METHODOLOGY

Need For The Study

Meeting the demands of today's changing business environment requires building an efficient staff. For high growth organizations, attracting, hiring and retaining the right talent is critical. By adding the right players to the team it will have a source of competitive advantage. Attract the wrong talent and it will have difficulty in meeting the strategic goals and objectives. The first challenge is to generate a labor pool that is large enough for the company to draw on when searching for top talent. The second is to develop an effective process for screening and selecting the best candidates. But finding and keep quality employees can pose a challenge. It is difficult for the companies to find a large number of efficient candidates and attract them to apply for jobs.

Scope Of The Study:

- Planning of study
- Gathering information by internal source (Text Books , Online)

- Attending one of the Recruiting program to get an idea
- Preparing questionnaire (employee's feedback manager's feedback)
- Distributing the questionnaire and collecting the data from the employees and managers.

Methodology

COLLECTIONS OF DATA:

Primary Data: The primary data is collected through the personal interview with the HR manager and the other employees of the HR circle.

Secondary Data: The secondary data is collected through the reference of the magazines, journals and books on the topic. The files of the company are also checked for further information.

Sampling technique: The sampling technique used for the collection of information through the questionnaires is the simple random sampling.

Statistical Tools Used for Analysis

For the purpose of analysis different statistical tools is used, they are:

- Semi-tabular method.
- Graphical representation
- Mean
- Standard deviation

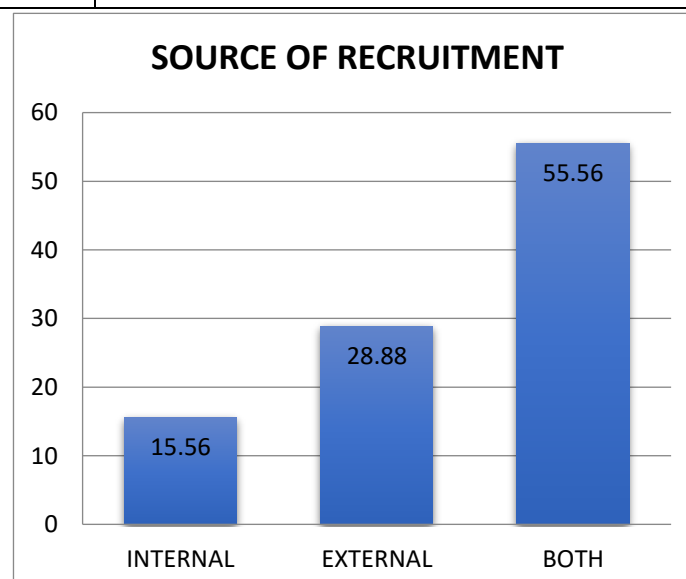
Limitations Of The Study

- The Limitations of the study are as follows:
- The study does not cover the entire Organization as the sample taken cover only 37% of the employees.
- There is every possibility of misrepresentation of some questions.
- The respondents might hesitate to answer without any bias.

DATA ANALYSIS & INTERPRETATION:

Which source of recruitment process is followed in your organization?

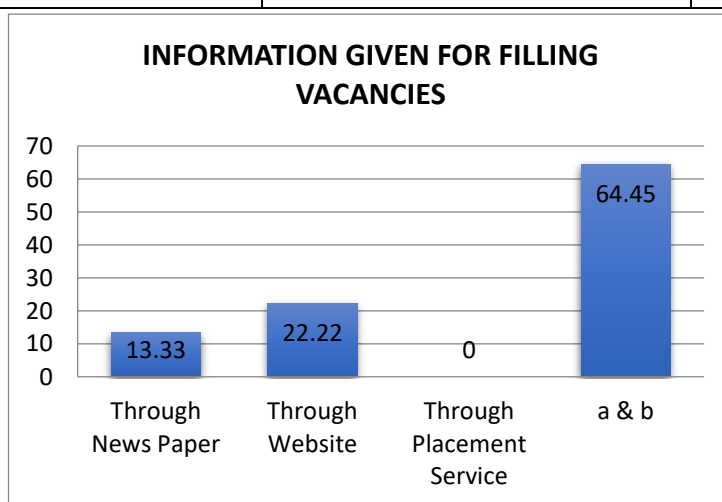
CRITERIA	NO. OF RESPONDENTS	PERCENTAGE
INTERNAL	7	15.56
EXTERNAL	13	28.88
BOTH	25	55.56
TOTAL	45	100



INTERPRITATION: Among 45 respondents 15.56% gave the option internal recruitment, 28.88% are external, 55.56 % are both type of recruitment. With the help of above analysis it is interpreted as IVRCL is following both internal and external process of recruitment.

How the information is given for filling of the vacancies?

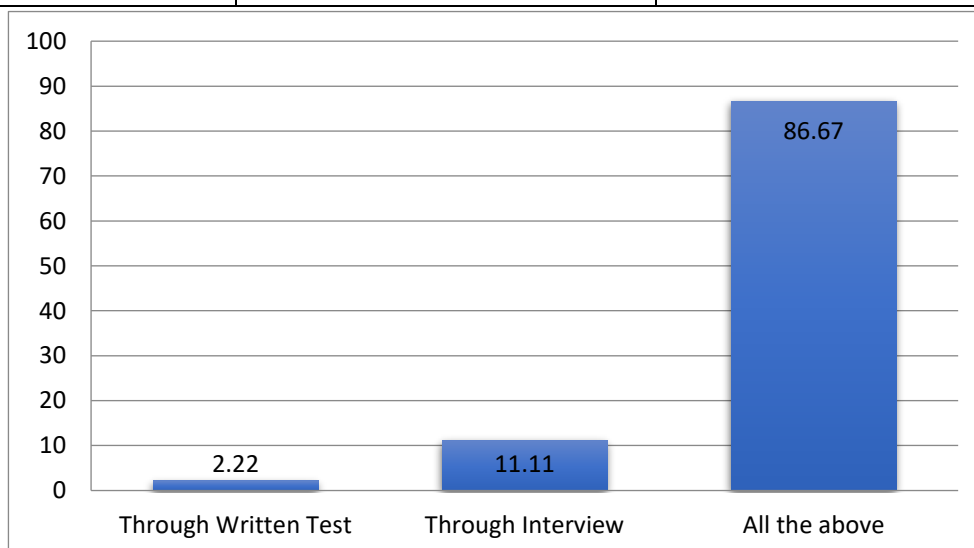
CRITERIA	NO. OF RESPONDENTS	PERCENTAGE
Through News Paper	6	13.33
Through Website	10	22.22
Through Placement Service	0	0
a & b	29	64.45
TOTAL	45	100



INTERPRITATION: From the above data 13.33% got the information regarding the vacancy through news paper and 22.22% through website and 64.45% through news paper and website. In news paper brief description is given about the vacancies and a reference will be made to the website where in detailed description is given.

What procedure followed in the recruitment & selection process?

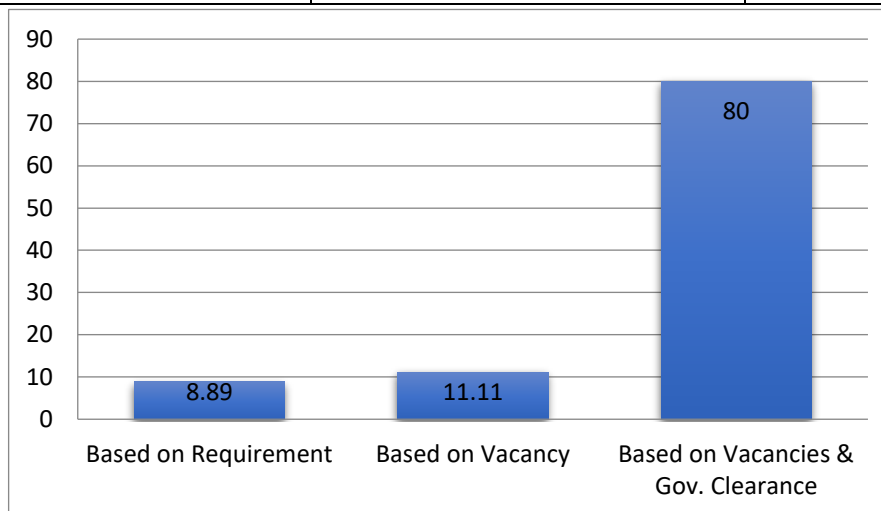
CRITERIA	NO. OF RESPONDENTS	PERCENTAGE
Through Written Test	1	2.22
Through Interview	5	11.11
All the above	39	86.67
TOTAL	45	100



INTERPRITATION: From the above data reveals that among the 45 respondents 39 respond that the recruitment & selection procedure includes both the written test & interview. In case of compassionate appointment, recruitment is made only through interview. In all other cases recruitment is made through written test followed by interview.

When the recruitment process takes place in the organization?

CRITERIA	NO. OF RESPONDENTS	PERCENTAGE
Based on Requirement	4	8.89
Based on Vacancy	5	11.11
Based on Vacancies & Gov. Clearance	36	80
TOTAL	45	100



INTERPRITATION: From the above data 80% responds for based on vacancies & Gov. Clearance and 11.11% responds for based on vacancy and 8.89% responds for based on requirement. The recruitment is made in the organization based on vacancies and only after obtaining clearance from the Govt.

4. CONCLUSIONS

- IVRCL should try to recruit employees in the initial cadre.
- Selection through campus interviews is also the need of the hour.
- Employees with high efficiency levels should be encouraged with early promotions.
- The assistance of the placement services will help the organization to get skilled and efficient personnel.
- Group discussion should also be introduced to get right candidate for the right job.

5. REFERENCES

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