

A Study Of Recruitment And Selection Process In An Organisation'

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ABSTRACT

This paper is the analysis of recruitment and selection process at DS Engineering Body master Pvt Ltd. Human Resource Planning is a vital ingredient for the success of the organization in the long run. The objectives of human resource department are human resource planning, recruitment and selection, risk management and performance appraisal. Each objective needs special attention and proper planning and implementation. For each organization it is important to have a right person at right place. Recruitment and selection plays a vital role in the situation. Shortage of skills and the use of new technology are putting considerable pressure on how employers go about recruitment and selecting staff. It is recommended to carry out a strategic analysis of recruitment and selection.

With reference to this context this project is been prepared to put a light on human procurement process at D.S. Engineering Body master Private LTD. This report is fully highlighting how an employee is recruited and selected for the future procedure at D.S. Engineering Body master Private LTD

Keywords- Human Resource Planning, Human Resource Management.

1 .INTRODUCTION

HRM is the process of hiring, training and compensating employees and attending to their cooperate relation, health and safety. "This process also known as mix between people and organization to achieve goal of organization as well as individual .This is most important part of management process which related with management of human resources into organization. It also known as important part of procuring, developing, maintaining competition to achieve organization goal.

1.2. Recruitment

Need of recruitment arise when organization safer lack of manpower to day to day work recruitment process all about find right person to right job at right time to continue day to day work properly .Management has to find the many sources of manpower to help the recruitment of staff and to employ effectively measures for attract the manpower in sufficient number to facilitate effective selection of right efficient personnel all this process is known as Recruitment.

Recruitment comes when an organization has lack of manpower.

1.3. Importance of Recruitment

- Increase job efficiency with minimum cost.
- It is also help to increase success rate of selection process with reducing under qualified.
- It is also help to increase profitability to job applicant when they leave to job he can't leave job without short period of time
- It is also help to increase effectiveness about individual as well as organization for long run as well as short run.

1.4. Selection

Selection process all about select right person from who apply for job. On selection process, two concept are important one is the company decides as to the most right person to make the best contribution. On the other hand the individual who is selected decides whether the organization is suitable for his needs, tastes and temperament.

1.5. Importance of selection

- It is help to find right person at right place with right time with their skill, abilities and expertise
- Correct choice of person help to reduce employee turnover
- It is also help to new employee to adjust into new environment this all depend upon right choice of person.

1.6. Objectives of the project:

- To study the Recruitment and Selection process at D.S. Engineering Bodymaster Private LTD.
- To study different Recruitment sources followed by organization.
- To suggest the measures for establishing and better recruitment and selection strategy at D.S. Engineering Body master Private LTD.

2. Research Methodology

The process used to collect information and data for the purpose of making business decisions. The methodology may include publication research, interviews, surveys and other research techniques, and could include both present and historical information.

Descriptive Research

In the current study Descriptive research is used to describe characteristics of a population or phenomenon being studied. It does not answer questions about how/when/why the characteristics occurred. The characteristics used explain the circumstances or population are usually some kind of categorical scheme also known as descriptive categories. Hence, Descriptive research cannot be described what caused situation.

2.1.-SOURCE OF DATA

Primary Data

Primary data is the major resource of data. It is collected all the way through direct statement and by personally interacts with the different people in the company

- **Questionnaire Method:** A structured questionnaire has been designed to collect the primary data dependence. The employees of D.S. Engineering were the resonance for this questionnaire the questions consist of 15 close ended questions.
- **Observation Method:** In which the easy observation of the topic and record relevant part of data collection – interviewing. Through which can be analysis the various aspect of Recruitment and Selection strategies

Secondary Data

Secondary data is ready made data, which have been previously collected and analyzed. Secondary data is collected through different sources such as reference book. Study material about subject matter.

Sampling method and sample size 40.

1.9. Limitations of Research

- Some of the data was not provided due to its confidentiality
- Most of the recruiter were busy with their schedule and hence could not give information on time.
- The company guide to give internal facts and figures of the company .
- As the project only for academic reason, it didn't have sufficient money and time, due to which investigation of all sources was not possible.
- The project was completed within very short time

3 .REVIEW OF LITERATURE

Succession management is process of find skilled and expertise employee then train them with proper method of training and provide to organization to achieve day to day goal .it is important of association day to day work for long term life of organization and for that required more and more capable person to right job its meet to growing world another point is skillful people or expertise not made in one day that required more and more time . For this reason, associations have to practice good succession management based on the future need and groom up employees accordingly .

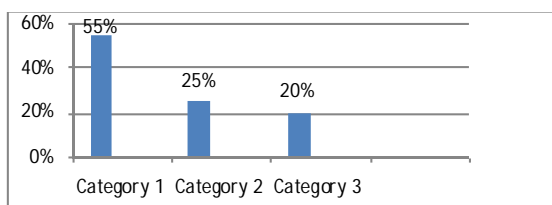
Recruitment is process of attract, screening, and selecting accurate person for a job. At the essential level it involve the growth of an employer brand which includes an 'employee offering'. So, by the definition The process of identifying and hiring the best-qualified applicant (from within or outside of an association) for a job post, in a most timely and cost effective way. The recruitment stage of the hiring method takes place when the company tries to reach a select of candidate through job postings on company and outside Websites, Job referral, help wanted advertisement, college site recruitment, social media recruiting, etc. Job applicants who respond to the recruitment efforts of the company are then screened to settle on if they are qualified for the job. Capable candidates are invite to interviews and other method of selection. Employers

may check the backdrop of employees, as well as check reference to making a right job proposal and hiring the top candidate for the position The stages of the recruitment process include: Job analysis and developing a person skills; motivation sand that fit with associational requirements by interviewing and other assessment techniques. The recruitment process also includes the making and final of job offers and the introduction and on boarding of new employees. Depending on the size and culture of the organization recruitment may be undertaken in-house by managers, human resource generalists and / or recruitment specialist. Alternatively, parts of all of the process might be collect by either public sector employment agency, or commercial recruitment agency, or expert search consultancies.

4 . DATA ANALYSIS AND INTERPRETATION

Q1. Which approaches of recruitment you use for your recruitment process ?

Number of workers	Employee referral	Advertisement	Other
Sample size 40	22	10	8
Percentage	55%	25%	20%

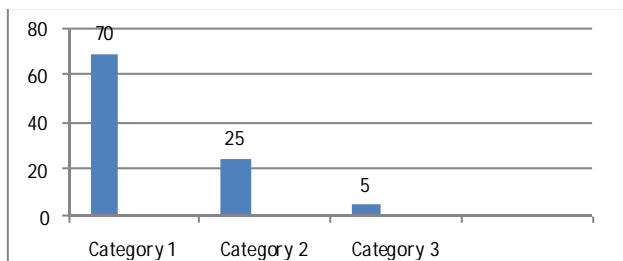


Interpretation:

It shows that 55% workers are recruited from employee referral. 25% workers said advertisement. And rest 20% workers are recruited from others.

Q2. How much time corporation get to take action to new application form?

Number of workers	< 5 days	5 to 7 days	7 to 10 days
Sample size 40	28	10	2
Percentage	70%	25%	5%

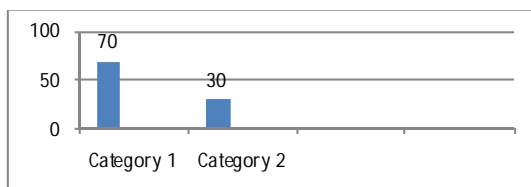


Interpretation:

It shows that 70% the workers get response in less than 5 days. 25% workers said that they get company response in 5 to 7 days, and 5% workers get the company response in 7 to 10 days.

Q3. Given suggestion for recruitment procedure?

Number of workers	Less than 5 days	5 to 7 days
Response	28	12
Percentage	70%	30%

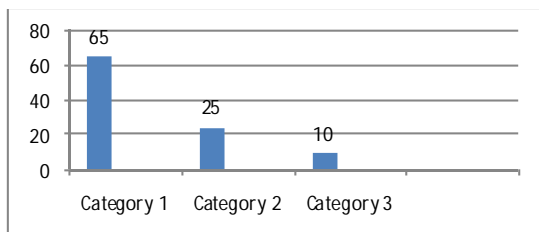


Interpretation:

It shows that the 70% workers are have suggestions towards the recruitment procedure.30% workers are satisfied with the organization's recruitment procedure.

Q.4 How many stages involved in completing selection process?

Number of workers	2	3	More
Sample size 40	26	10	4
Percentage	65%	25%	10%

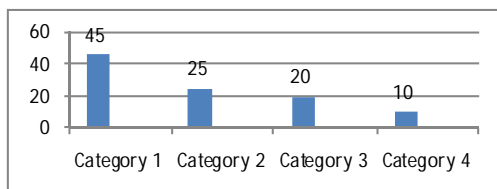


Interpretation:

It shows the 65% workers are saying 2 stages, 25% workers are saying 3 stages and rest 10% workers are saying more stages

Q.5 Which method of selection use by recruiter at a time of your selection?

Number of workers	Personal interview	Aptitude test	Written test	Practical test
Sample size 40	18	10	8	4
Percentage	45%	25%	20%	10%



Interpretation:

It shows that 25% workers are facing aptitude test, 20% workers are saying written test 45% workers are saying the gone through the personal interview and 10% people are saying practical test.

5 . OBSERVATION AND FINDINGS

In my study, I come across some findings that would be beneficial for only to this company but can be generalized. However, the recruitment and selection process may vary from organization to organization or individual to individual.

There are some findings which are listed below:

- Company's employees are satisfied with the overall work environment. In summary, it can be generalized that company employees believe that the work environment provides the required comfort and ease to perform their tasks
- Work environment is one of the major reasons for employees to quit their jobs. The majority of many people give statement that if the work environment is not satisfactory, then they would look for other job opportunities.
- An employee satisfaction towards his salary. Salary is also the major criteria for the employee turnover. And employee turnover turns to recruit new employees therefore salary satisfaction is important. The company employees believe that the provided benefits and compensation must be adequate.
- Recruitment process help to increase effectiveness of individual as well as organization It is help to upgrade various type of recruitment techniques and source of manpower
- Maximum number of respondents says that they leave the company if other company other attractive pay package to them. This means that the company should design enough pay scales to retain their talent. The company rewards, appraisal rates and promotions are good.

6. SUGGESTIONS

- HR department should be more practical and efficient so it is help to increase effectiveness of recruitment and selection process
- Company need to follow new techniques and traits in the recruitment process
- More stress should be given to recruit qualification and skills percentages for scrutinizing the application of prospective candidates.
- knowledge and the experience should be the major criteria for selection its help to select right person at right job at right time

7. CONCLUSIONS

- D.S. Engineering Body master Private LTD.Is one of the most successful organization they are having very convenient method of standardization.
- It was a quite good opportunities to do the project in this organization. The project is related to Recruitment and selection.

- Recruitment and selection help to accomplished organizational objectives by developing the human being to the fullest of their potentially and enabling them to satisfied their own needs and aspiration.
- It is observed that the company is having good relationship between management and employees, because of sound industrial relation the company is maintain the good work environment.
- To conclude I can say that:
- Recruitment represents the first contract that a company makes with potential employees. How a well-planned and well-managed recruiting efforts will result in high-quality applicant. The recruitment process informs qualified individuals about employment opportunities; create positive images of the company.
- It provides enough information about the job so that applicants can make comparison with their qualification and interests.
- Recruitment also generates enthusiasm among the best candidates so that they can apply for the vacant job. So it creates a need of study recruitment and selection.

8. REFERENCES

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Websites

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