



A Study On Recruitment & Selection Process .

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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 Electronics Industry. 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 provide some suggestions that can help.

I.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.

1.1 Recruitment

- Recruitment is the process of attracting prospective employees and stimulating them for applying 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 over qualified 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.

1.1 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.

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.

III. **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.

iv. **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.

v. **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 as 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 in large firms offers some pointers that are worthy of further exploratory research, particularly among small and medium sized organizations. Nowadays employees suggest 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
6. Personality/aptitude test

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

VI. 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.

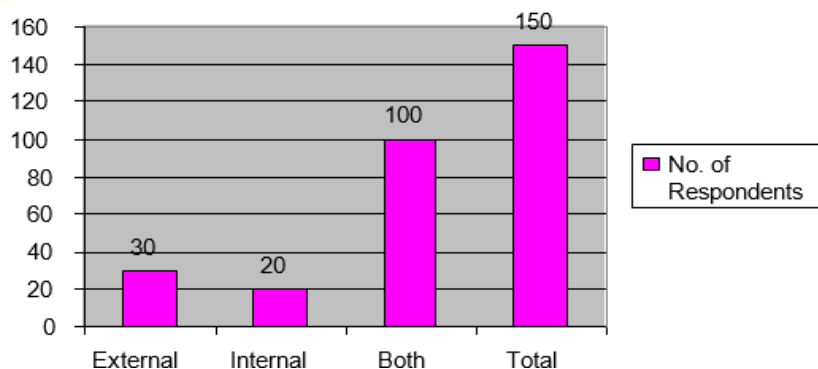
VII. Analysis of Questionnaire

1. Analysis about the source of recruitment followed in the selected industries

TABLE 2.

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

No. of Respondents



REFERENCES

1. **Wikipedia**
2. **Google.com**
3. **Scribd.com**

