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A PROJECT ON RECRUITMENT & SELECTION WITH REFERENCE TO MARGADARSHI CHIT PVT.LTD IN KADAPA

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ABSTRACT:

Recruitment is the process of searching for prospective employees & stimulating them to apply for jobs in organization. Selection may be defined as the process by which the organization chooses from among the applicants, those people whom they feel would best to meet the job requirement, considering current environmental conditions. Better recruitment and selection strategies result in improved organizational outcomes. 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 in margadarshi Pvt.Ltd, Kadapa. It is important for an organization to adopt well-structured recruitment policy, which can be implemented effectively to get the best results.

INTRODUCTION

Recruitment & selection:

Recruitment or manpower selection process is the first step in the employment of labour and the methods through which labour is brought into industry has much to do with the ultimate success or failure of such employment. Despite tremendous unemployment it is not easy to find the right type of labour.

Careful recruitment of employees is particularly important in India for two reasons: First, under the existing legal conditions, when an industrial worker is discharged, and industrial dispute can be raised by the workman in regard to such discharge and the Labour Court adjudicating such disputes would determine whether the termination of service was justified and to order reinstatement if such order was appropriate. As a precaution against unreasonable discharge by way of punishment, certain rules of procedure are required to be strictly followed by the employees before the order of discharge is passed. Failure to carry out this procedure undermines the case if it goes to an industrial court.

Secondly, the chances of mismatching the job and the person are much higher in India, under the present labour market conditions in India, the employee's choice is very much limited and he will accept any job irrespective of his suitability. Under these conditions, the pressure to properly match man to job is only one-sided, that is, from employer's side only.

Definition of Recruitment:

Recruitment is the task and process of identifying, vetting and hiring the best possible candidates for open positions in your organization. The recruitment process is lengthy, and it can involve multiple steps and stakeholders, depending on how your company organizes and manages recruitment. Some companies utilize full cycle recruiting, in which one person manages the entire hiring process, while other companies divide up the recruitment tasks between a team of employees.

Definition of Selection:

Selection is the process of choosing the most suitable candidate for the vacant position in the organization. In other words, selection means weeding out unsuitable applicants and selecting those individuals with prerequisite qualifications and capabilities to fill the jobs in the organization.

Importance of having an effective recruitment process:

A strong and effective recruiting process is vital to a strong and effective workforce. Consider the benefits of implementing a thoughtful recruitment process:

- **Finding excellent candidates:** Spending time and energy on identifying the best possible candidates with a formal recruiting process will help you ensure you hire the right person.
- **Managing resources:** Using an established process for every potential candidate increases the likelihood that you'll save time and money long term.
- **Reducing legal concerns:** Ensuring you use the same process for every potential candidate can protect you from hiring-related lawsuits or bias accusations.

Types Of Recruitment - Internal Recruitment

Internal recruitment means hiring people from inside the organization, and there are various ways to do it:

1.Transfer: This is when an employee is moved to another branch/office at the same level. For example, a store manager in Chennai can be transferred to Coimbatore without changing their job title or pay.

2.Promotion: Promotion means giving an employee a higher job title, often with more pay and responsibilities. For instance, a senior developer can become a team lead.

3.Re-employment: This happens when a past employee is hired again for a new job. If someone left on good terms and is available, they might get re-hired.

4.Internships: Internships are short-term roles for students/new graduates to learn on the job. The company then decides based on their performance on whether to hire them full-time.

5.Internal advertisements: This is when job openings are advertised within the company. It's a way to quickly find candidates among current employees who are willing to relocate.

6.Referrals: Current employees recommend friends or acquaintances for open positions. Some companies even reward employees if their referral gets hired.

Types Of Recruitment - External Recruitment

External recruitment is when organizations hire people from outside, and there are different ways to do it:

1.Advertisements: They post job ads on their website, social media, or job portals to invite job applications.

2.Recruitment Agency: Sometimes, they ask a recruitment agency to find candidates for them. The agency has a database of potential hires. It matches qualifications of job seekers with company requirements to find the best candidates.

3.Campus Recruitments: Companies team up with colleges to hire fresh graduates for entry-level positions.

4.Job Fairs: Large companies organize events to recruit many candidates at once. This can include competitions or walk-in interviews.

5.Employment Exchanges: These are government portals where job seekers and employers can connect. It's often used for non-skilled jobs.

REVIEW OF LITERATURE

Here's a brief review of literature on recruitment and selection, including some key authors and their years of work:

1.Alka, R (2014) states that recruitment and selection is the important function of HRM. Proper recruitment and selection provide a strong basic structure/ foundation to an organization. Its basic objective is to attract and appoint a person with proper and adequate skills and qualification at the appropriate/ best fitted job. The main objective of this article is to understand the meaning and process of online recruitment and selection process.

2.Bagul, D B (2014) is states that research little attempt is made to see its satisfactory level. The recruitment activity is analysed internally, that means from the view of the departmental heads, which are, involved in the process itself and externally that means from the candidate's perspective. From the study of Recruitment and Selection at Rathi, and by analysing the process conclusion is drawn. The candidates are satisfied with the policy of Rathi, but there is little scope to improve the satisfactory level of Recruitment and Selection process Therefore, to make sure the recruited candidate is a right candidate is the prime responsibility of the HR people.

3.Rathore, N.S (2014) states that human resource management is the management of employee's skill, knowledge abilities, talent, aptitude, creativity, ability etc. different terms are used for denoting Human Resource Management. In their study they found that human resource management means employing people, developing their resources, utilizing, maintaining and compensating their services in tune with the job and organizational requirements Human Resource Management is also a strategic and comprehensive approach to managing people and the workplace culture and environment

4. Zaharie, M (2013) states that job recruitment and selection practices represent a prerequisite for companies aiming for competitive and skilled employees. The purpose of this paper is to empirically explore and compare the employee recruitment and selection practices in small and medium organizations. An online quantitative survey was applied on 92 Romanian organizations (25 of small and 67 of medium size), based on a questionnaire which explored the recruitment methods, the employee selection practices and job screening criteria. The results show that while differences exist between these two categories of organizations, these are not that intense.

5. Ofori and Aryeetey (2011) Recruitment and selection is a regular function in the organization. These functions need to be performed by the HR department of the organization effectively for hiring the best candidates so that these candidates can be able to accomplish the activities of the organization with skill at hand. Otherwise, the organization cannot reach the desired destination.

6.Ongori (2010) The process of recruitment starts with the human resource department receiving requisitions for recruitment from various departments of the organization. There are two sources of recruitment such as internal and external sources. The internal sources of recruitment include job posting and bidding, friends and relatives of existing employees, promotion and transfer. The external sources of recruitment include job advertisement, employment agencies, employee referrals and campus recruitment. Every organization has the option to choose the best candidates either from internal sources or from external sources.

7. Ume-Amen (2010) has done research on the factors which benefits organizations in outsourcing their recruitment and selection process. Based on the literature survey the factors were identified. These factors were cost savings; improve quality, time pressure, lack of internal staff, increased capacity, manpower availability, easy replacements, and pool of applicants and competence of applicants. The questionnaire designed for the study was based on the above factors. The sample size of the study was 10 organizations. The objective of this study was to determine different factors of outsourcing recruitment and selection process at workplace in banking sector.

8. Lavigna, R. J, (2004) states that governments around the globe are facing unprecedented staffing challenges. At the time when governments need to be most adept at luring talent to public service, their ability to do so has rarely been so constrained and complicated by economic, social and organizational pressures. This article provides an overview of the types of recruitment and selection initiatives already in place in many nations that can help the world's governments attract and retain talent. Relying heavily upon examples from the United States and Western Europe, but also integrating experiences from a variety of both developed and less developed countries (LDCs), we describe a series of recruitment and selection "best practices."

9.Dora, S (2003) states that recruitment and selection experiences are part of a process of pre-entry organizational socialization, also known as anticipatory socialization. Graduates are susceptible to such effects as their socialization through exposure to professional employers begins during training. Employers' practices are thought to contribute to the formation of realistic career expectations and the initial psychological contract between graduates and employers. The present study found that students in traditional professions reported greater exposure to employers than students in an emerging profession through work activities, more proactive engagement in recruitment events, and more extensive experience of selection processes at similar stages of study. Greater activity, in turn, was related to career expectations, including varying levels of commitment to and interest in the profession and career clarity.

10.Rod, D (1995) is of the opinion that many factors combine to make selection and recruitment practice and research a lively area and at the forefront now of the drive towards management excellence. As a body of knowledge, it has been strengthened by having to prove its usefulness during the 1960s and 1970s and now there is more realization that both excellence in recruitment and selection, along with training, appraisal systems, and organizational design/reengineering, together can contribute to strong organizations in the future.

Need for recruitment & selection

A study on Recruitment & selection is essential to fix the gap between the current & latest methods used in the organisation. It is important to know the most effective practices that organisation used in hiring process. This study helps the organization to identify the area of problem and suggest way to improve the recruitment & selection. The main purpose is to know the process & techniques used to select an employee for the job in the organisation.

OBJECTIVES OF THE STUDY

- ➢ To find the current Recruitment process in margadarsi chit Pvt.Ltd.
- ➢ To study about the Recruitment strategies used by the organization.
- ➢ To know the process of selection in margadarsi chit Pvt. Ltd.
- ➢ To interpret employee perception towards Recruitment process in the organization.

RESEARCH METHODOLOGY

Research is "careful investigation or inquiry, especially by looking for new facts in all areas of knowledge".

Methodology of the Study:

A project is a systematic presentation of proposed conclusions in the form of actual facts and recommendations of the collected data. Data is collected from both primary and secondary sources.

DATA COLLECTION:

- ➢ **Primary Data:**
  Data using personal interviewing techniques are collected through self-designed surveys. The main data collection for his purpose should be done by judging conversation sampling.
- ➢ **Secondary Data**:
  Data was collected from Web sites, going through records of the organization, Books, Journals etc.
- ➢ **Sample Size:**
  In this research work, the data has retrieved from 20 employees.
- ➢ **Sampling Method:**
  Survey was conducted through Questionnaires.
- ➢ **Research design:**
  Descriptive research includes surveys &fact-finding enquiry of different kinds.

DATA ANALYSIS

Data analysis is the process of inspecting, cleansing, transforming, and modelling data with the goal of discovering useful information, informing conclusions, and supporting decision-making. Data analysis has multiple facts and approaches, encompassing diverse techniques under a variety of names, and is used in different business, science, and social science domains. In today's business world, data analysis plays a role in making decisions more scientific and helping businesses operate more effectively.

1. What are the methodologies used for recruitment by your company?

Methods	Responses
Online job boards	14
Internal referrals	11
Social media platforms	0

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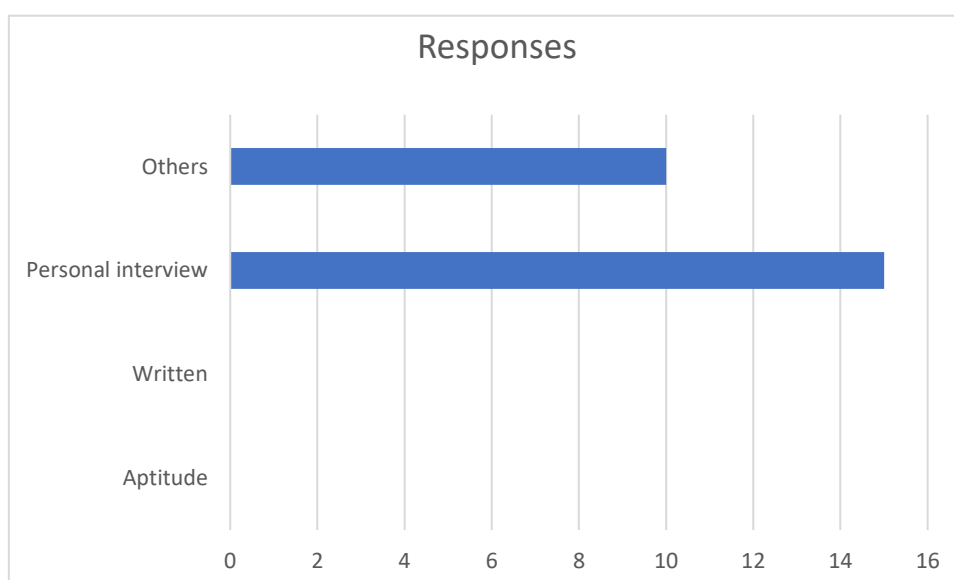SCIENCE ENGINEERING AND MANAGEMENT
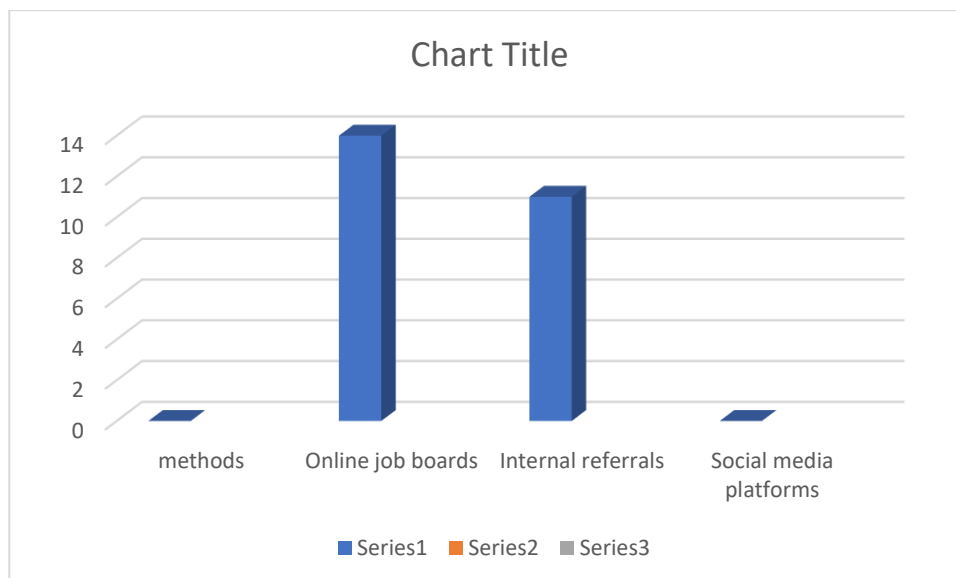
INTERPRETATION

Above analysis said that 56% employees prefer to online job boards and 44% employees prefer to internal referrals methodology to recruit the employees in the company.

2.Does your company uses any following tests during selection process?

| Tests	Responses
Aptitude	0
Written	0
Personal interview	15
Others	10

INTERPRETATION

Above analysis said that 60% employees prefers that the company use personal interview test for selection process and 40% employees prefer other process for the process of selection by the company.

3.Do your company take any technological support for the process of recruitment?

Technologies	Responses
Telephone	0
Video conferences	0
Computer	20
Others	5

Chart Title

■ Technologies ■ Telephone ■ Video conferences ■ Computer ■ Others
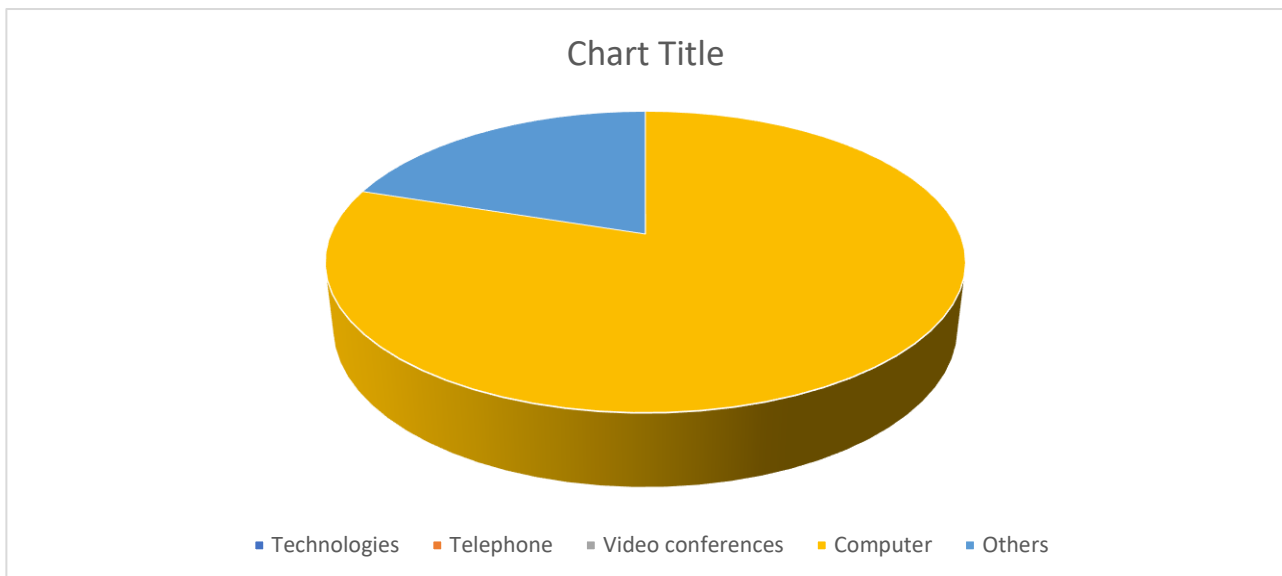
INTERPRETATION

Above analysis said that 80% of the employees agreed that company use the computer technology for the process of recruitment and 20% of the employees agreed that the other technological support for the recuitment process by the company.

4.Is recruitment & selection is done systematically in your company?

| Opinion	Responses
Strongly agree	16
Agree	9
Disagree	0
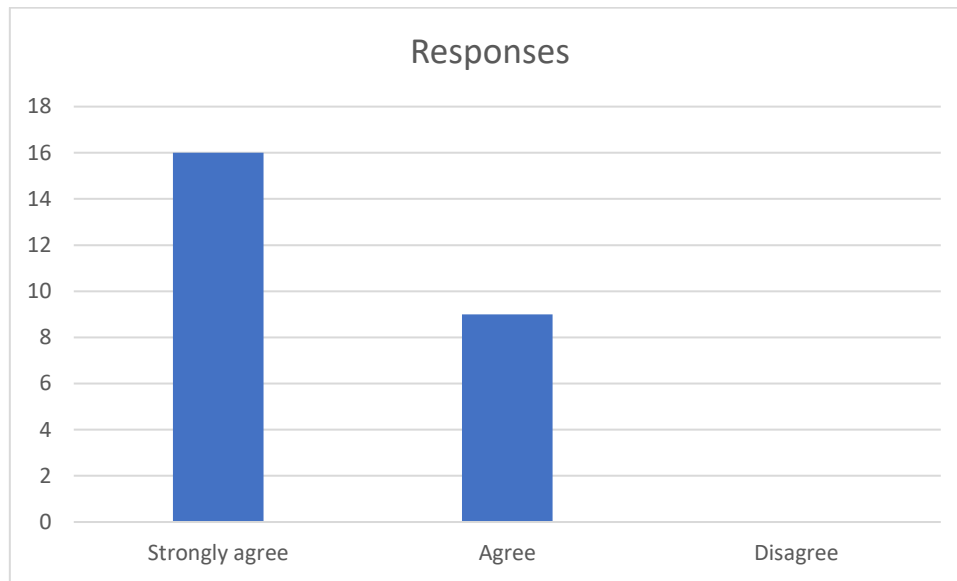
INTERPRETATION

Above analysis said that the 64% employees stongly agreed that the recruitment and selection process is done systematically and 36% employees just agreed that the process is systematic in the company.

5.How do you rate selection policy in your organization?

Selection policy	Responses
Good	13
Average	5
Very good	7
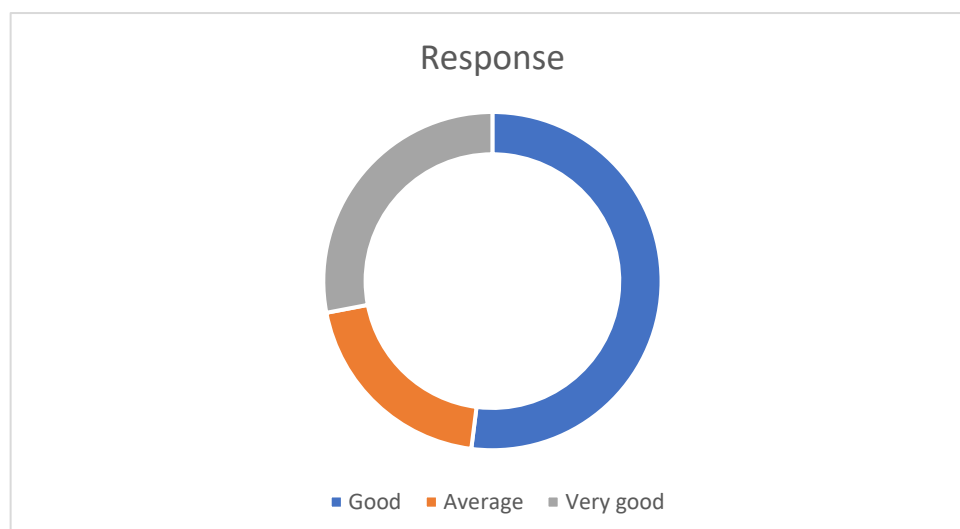
INTERPRETATION

Above analysis said that 13% employees agreed that the selection policy is good and 20% agreed that selection policy is average and 28% employees agrees that selection policy is very good in the organisation.

FINDINGS:

1. The current recruitment practices are good in margadarsi pvt. ltd and they use most common strategies to recruit the candidates.
2. The employees are satisfied with the selection process in their organization.
3. Selection process in margadarsi is done through direct interviews & written tests to examine the potential of candidates.

SUGGESTIONS:

My suggestion is that the organization needs to update the selection practices with the latest trends in the society. The organization should use various technologies to attract more candidates for the vacancies.

CONCLUSION

The main thing that Iwant toconclude firstlyis that with thehelp of analysis, feedback generated through questionnaire Ifound that the company is following an effective Recruitment and Selection process to maximum extent. As permy study, out of the various methodsof sourcing candidates, the best one is– getting references via references and networking. In the process, I came across various experiences where the role of an HR& employees is more friendly. Company should focus on long term consistent performance rather than short term.The emphasis towards training and enhancing skills of recruiters needsto be more and also consistent.

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