

A STUDY ON RECRUITMENT PROCESS

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ABSTRACT

*Recruitment is the process of finding prospective employees who are the most valued and most treasured assets of an organization. It is absolutely critical for businesses to hire the right people, with the right skills, right knowledge, right attributes, at the right time, for the right job. Successful recruitment and selection practices are key components at the entry point of human resources in any organization. analysis for the project has been done using tables in t-test, anova one way and to determine each and every activity of the organization in recruitment process and Roles and Responsibilities of Department of **HUMAN RESOURCE** in all the companies is now in lime light. The aim of this project is to study the recruitment and selection process followed at **Square Dot Solutions**. Data the employees engaged in all the activities. This paper includes recruitment planning, employee searching, screening and evaluation.*

key words: knowledge, Recruitment, Human Resource, Roles and Responsibilities.

INTRODUCTION

A recruitment process is an organization-specific model of candidate sourcing for the purpose of finding and hiring new employees. Typically, the ownership of the recruitment process resides within the Human Resources function, although companies also use third-party recruiting firms. Ownership can vary depending upon the specific organizational structure of the company carrying out the process. Recruitment procedure into place helps your business to get things right. Our experience gives you the opportunity to introduce recruitment and selection processes that suit your business manage your campaigns to ensure that you recruit the right staff design and deliver interview processes based on your ideal behaviours and competencies introduce recruitment-related analysis, allowing you to evaluate your strategy set up managed preferred supplier relationships with recruitment agencies provide psychometric tests, personality profiling, and run assessment centers.

REVIEW OF LITERATURE

Taylor, M. S., & Bergmann, T. J. (1987) This research utilized a correlational design and a field setting in assessing applicants' reactions to a five-stage recruitment program. Recruitment activities were significantly related to applicants' reactions only at the initial interview stage. Conversely, job attributes emerged as significant predictors of applicants' reactions at each of the four recruitment stages where they were assessed. Gross, C. P., Mallory, R., Heiat, A., & Krumholz, H. M. (2002) To determine whether published RCTs report information about how their study sample was assembled and to describe the proportion of potential study participants who were actually enrolled. Many RCTs published in major medical journals do not provide information about the patient recruitment process. As a result, it is difficult for readers to gauge the extent to which participants may represent a highly selected subgroup.

Gutreuter, S. J., & Anderson, R. O. (1985) Results of pond studies indicated that the number of young-of-the-year (age-0) largemouth bass *Micropterus salmoides* that grow to 15 cm or longer depends on the presence of suitable prey such as bluegills *Lepomis macrochirus* and gizzard shad *Dorosoma cepedianum*. Prey availability, which influences growth and length distributions of young largemouth bass, may be a major determinant of recruitment to adult stock. The model confirmed that length distributions of age-0 fish can have important influences on subsequent recruitment; good first-summer growth may mitigate, in part, such detrimental events as water-level fluctuations. The model may be a more refined predictor of recruitment than density of age-0 fish. Fuiman, L. A., & Higgs, D. M. (1997) The challenges faced by fish larvae are especially arduous and numerous because of their relatively small size, which limits their abilities to thwart predators, starvation, and transport to detrimental environs Performance — behavioural, physiological or otherwise — is the key to survival and, hence, recruitment. It can be measured for any of a multitude of processes that operate from the subcellular through whole-organism levels. Detailed knowledge of these performance capacities and the magnitude of their variation is essential for a full understanding of the mechanisms that ultimately determine recruitment.

Münstermann, B., Eckhardt, A., & Weitzel, T. (2010) The purpose of this paper is to show if business process standardization (BPS) has an impact on business process performance and should be considered as both a valid business process management (BPM) measure and a regular driver of process success. Precisely, there is a significant impact on process time, cost, and most notably on quality. The results indicate that the impact is strongest in services firms and varies subject to a firm's strategy type. Cardinale, M., & Arrhenius, F. (2000). The recruitment process and its underlying mechanisms are among the most studied phenomena in fisheries ecology. Traditional models estimate fish recruitment assuming a direct relationship with spawning stock size. However, highly variable environmental conditions, feeding conditions, and other factors can influence and complicate the results of a simple linear regression analysis between stock and recruitment. We used generalized additive models (GAMs) to investigate the influence of environmental conditions and stock structure on the recruitment processes of Baltic cod.

Yakubovich, V., & Lup, D. (2006) analysis of unique comprehensive data on online recruitment of sales agents in a virtual call centre supports these arguments. The effectiveness of personnel as a recruitment channel varies with the type of the recruitment stage and performance of the referrer. The advantage of a referral increases with the performance of his or her referrer; those referred by relatively high-performing workers are significantly better than the applicants who learned about the job from Internet ads. When job candidates self-select into the next stage of the online application process, the referral of any agent is more likely to continue than a nonreferral, and this likelihood increases with the performance of the referrer. Greil, W., Ludwig-Mayerhofer, W., Steller, B., Czernik, A., Giedke, H., Müller-Oerlinghausen, B., & Wetterling, T. (1993). The paper reports on the process of patient recruitment for a controlled clinical multicenter study on the treatment of affective disorders. Two thirds of the patients screened did not participate because prophylactic treatment was either unnecessary or not justified for medical reasons. Further, a number of patients equal to that eventually allocated to the trial refused to participate for personal, idiosyncratic reasons.

Marks, L., & Power, E. (2002) It takes nearly ten years to get a drug through the discovery and development pipeline and onto the market; most of this time is spent in the clinical phase. Clinical development times vary widely from drug to drug, but a drug typically spends just over 6 years going through clinical trials and regulatory processes. At least 3 years of this time is spent recruiting patients. Every month by which the development process can be shortened is worth US \$25 million in additional income for the average drug. Holm, A. B. (2012). E-recruitment: towards an ubiquitous recruitment process and candidate relationship management. The findings indicate that e-recruitment transforms the traditional recruitment process into a time- and space-independent, collaborative hiring process. The most significant changes are recorded in the sequence and increased divisibility of main recruitment tasks and subtasks. For management, the main task is now that of communicating with candidates. In addition, a new on-going task of maintaining a corporate career website has become an integral part of the new recruitment process.

OBJECTIVES OF THE STUDY

- To identify the process of recruitment.
- To determine the each and every activities in the recruitment process
- To identify the roles and responsibilities of the managers involved in the selection of the candidate.

SCOPE OF THE STUDY

This study explains the Recruitment process in the company. Transmissions and defines the process and rules to be followed in recruiting the candidate for the technical and web developers, web design and training jobs in the company.

CEO frames this manual for the effectiveness of recruitment in the organization.

LIMITATIONS OF THE STUDY

- As a intern for two month, it's difficult to deals with the current project of the company.
- Secondary data alone can be collected for the project where, it is restricted to interact to the employees regarding the company proceedings.
- Preparation of recruitment manual for the company is slightly soft.
- Two month is very short and find out the recruitment process.

Methodology

The study aims at finding the present scenario of the Perception about recruitment process. Data was collected by research method through survey questionnaires are collected from the 60 respondents. The respondents were selected by using Convenience sampling form the selected respondents in organization.

DATA COLLECTION

a. Primary data

It is the first hand information, which is being collected by the researcher, or assistant is called primary data. In this study, the primary data was collected through structured questionnaire. Questionnaire was employed to collect the primary data from 60 selected sample respondents in organization.

b. Secondary data

Besides the primary data, the secondary data was also collected for the study. Websites, books were referred for this purpose from the library to facilitate proper understating of the study.

DATA INTERPRETATION AND ANALYSIS

FREQUENCY ANALYSIS:-

Table 1: ANALYSIS OF GENDER

Analysis of gender and its frequencies are given in table 4.1

Analysis of gender

Gender	Frequency	Percentage
Male	26	43.3
female	34	56.7
Total	60	100.0

INTERPRETATION:

Table 1 Analysis of gender. majority of the employees 56.7% female.

Years of experience	Frequency	Percentage
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It is clear that 43.3% are male,

Table 2: AGE OF EMPLOYEES

Analysis of age and its frequencies are given in table 4.2

Age	Frequency	Percentage
below20years	1	1.7
20-25years	30	50.0
26-35years	27	45.0
36-45years	2	3.3
Total	60	100.0

Age of employees

INTERPRETATION:

Table 2 display the frequency results of analysis of age. It is clear that majority of the employees 50.0% are 20-25years and 45.0% are 26-35years.

Table 3: YEARS OF EXPERIENCE

Years of experience of employees and its frequencies and given in table 4.3

Years of Experience

below5years	42	70.0
5-10years	16	26.7
11-15years	1	1.7
16-20years	1	1.7
Total	60	100.0

INTERPRETATION:

Table 3 displays the frequency results of years of experience. It is clear that majority of the employees 70.0% are in the range of up to below 5years, 26.7 are in the range up to 5-10years, 1.7% are in the range of up to 11-15years and 1.7 are in range of up to 16-20 years.

RECRUITMENT PROCESS**Table 4 ANALYSIS OF GENDER ON PERCEPTION ABOUT RECRUITMENT PROCESS**

NULL HYPOTHESIS: There is no significant difference between Gender with respect to perception about recruitment process.

ALTERNATIVE HYPOTHESIS: There is a significant difference between Gender with respect to perception about recruitment process.

Analysis of gender and perception

Perception about recruitment process	1Gender	N	Mean	t	Significant .value
Proper communication about company's recruitment details	Male	26	2.9615	.779	.439
	Female	34	2.7059		
Job description and job specification have drafted	Male	26	2.4231	.1380	.173
	Female	34	2.1765		
Coordination in shortlisting and following by company up the candidate is effective	Male	26	2.6538	1.146	.256
	Female	34	2.4118		
Recruitment and selection process followed by company is transparent	Male	26	1.9231	2.821	.001
	Female	34	1.4118		
Recruiters have adequate conceptual knowledge about the process of recruitment and selection	Male	26	1.6538	.446	.657
	Female	34	1.7353		
Recruiters are updated regarding the recent trends in recruitment process	Male	26	2.8077	1.011	.316
	Female	34	2.5882		
Candidates skill and exposure about the industry have given preference rather than academic records	Male	26	2.6923	-0.42	.967
	Female	34	2.7059		
Clear cut view regarding the clients expectation have been informed to the candidate at the time of interview	Male	26	2.1154	1.002	.320
	Female	34	1.8824		
Candidate has been given opportunity to express what he/she thinks	Male	26	2.0000	.873	.386
	Female	34	1.8529		

Internal sources of recruitment is preferred by the company	Male	26	2.6923	-.595	.554
	Female	34	2.8824		

	Gender	N	Mean		
Quality check and background verification have been done properly	Male	26	1.6538	.844	.402
	Female	34	1.5000		
Gathering feedback from the candidate regarding the hiring process	Male	26	1.8077	.222	.825
	Female	34	1.7647		

INTERPRETATION:

In null hypothesis there is no significant difference between Gender with respect to perception about recruitment process. In alternative hypothesis there is a significant difference between Gender with respect to perception about recruitment process.

From the table 4.10. **Analysis of Gender and perception** it is found that the significant value is less than 0.05. So there is a difference between Gender with respect to perception about recruitment process.

Accept null hypothesis and Reject alternative hypothesis.

4.11 ANALYSIS OF AGE ON PERCEPTION ABOUT RECRUITMENT PROCESS:

NULL HYPOTHESIS: There is no significant difference among the Age with respect to perception about recruitment process.

ALTERNATIVE HYPOTHESIS: There is a significant difference among Age with respect to perception about recruitment process.

Analysis of age and perception

Perception about recruitment process		Sum of Squares	df	Mean Square	F
Proper communication about company's recruitment details	Between Groups	7.443	3	2.481	1.624
	Within Groups	85.541	56	1.528	
	Total	92.983	59		
Job description and job specification have drafted	Between Groups	.865	3	.288	.591
	Within Groups	27.319	56	.488	
	Total	28.183	59		
Coordination in shortlisting and following by company up the candidate is effective	Between Groups	.743	3	.248	.362
	Within Groups	38.241	56	.683	
	Total	38.983	59		
Recruitment and selection process followed by company is transparent	Between Groups	1.937	3	.646	1.205
	Within Groups	29.996	56	.536	
	Total	31.933	59		
Recruiters have adequate conceptual knowledge about the process of recruitment and selection	Between Groups	.967	3	.322	.653
	Within Groups	27.633	56	.493	
	Total	28.600	59		
Recruiters are updated regarding the recent trends in recruitment process	Between Groups	3.987	3	1.329	2.012
	Within Groups	36.996	56	.661	

	Total	40.983	59		
Candidates skill and exposure about the industry have given preference rather than academic records	Between Groups	9.248	3	3.083	2.176
	Within Groups	79.352	56	1.417	
	Total	88.600	59		
Clear cut view regarding the clients expectation have been informed to the candidate at the time of interview	Between Groups	3.517	3	1.172	1.510
	Within Groups	43.467	56	.776	
	Total	46.983	59		
Candidate has been given opportunity to express what he/she thinks	Between Groups	.865	3	.288	.681
	Within Groups	23.719	56	.424	
	Total	24.583	59		
Internal sources of recruitment is preferred by the company	Between Groups	4.337	3	1.446	.972
	Within Groups	83.263	56	1.487	
	Total	87.600	59		

		Sum of Squares	df	Mean Square	F
Quality check and background verification have been done properly	Between Groups	2.126	3	.709	1.491
	Within Groups	26.607	56	.475	
	Total	28.733	59		
Gathering feedback from the candidate regarding the hiring process	Between Groups	1.087	3	.362	.653
	Within Groups	31.096	56	.555	
	Total	32.183	59		

		Sig.
Proper communication about company's recruitment details	Between Groups	.194
	Within Groups	
	Total	
Job description and job specification have drafted	Between Groups	.624
	Within Groups	
	Total	
Coordination in shortlisting and following by company up the candidate is effective	Between Groups	.780
	Within Groups	
	Total	
Recruitment and selection process followed by company is transparent	Between Groups	.316
	Within Groups	
	Total	
Recruiters have adequate conceptual knowledge about the process of recruitment and selection	Between Groups	.584
	Within Groups	
	Total	
Recruiters are updated in recent trends in recruitment process	Between Groups	.123
	Within Groups	
	Total	
Candidates skill and exposure about the industry have given preference rather than academic records	Between Groups	.101
	Within Groups	
	Total	
Clear cut view regarding the clients expectation have been informed to the candidate at the time of interview	Between Groups	.222
	Within Groups	
	Total	
Candidate has been given opportunity to express	Between Groups	.568

what he/she thinks	Within Groups	
	Total	
Internal sources of recruitment is preferred by the company	Between Groups	.412
	Within Groups	
	Total	

		Sig.
Quality check and background verification have been done properly	Between Groups	.227
	Within Groups	
	Total	
Gathering feedback from the candidate regarding the hiring process	Between Groups	.585
	Within Groups	
	Total	

INTERPRETATION:

From the table 4.11 **Analysis of Age and perception** it is found that the significant value is greater than 0.05. So there is no difference among Age with respect to perception about recruitment process.

4.12 ANALYSIS OF YEARS ON PERCEPTION ABOUT RECRUITMENT PROCESS

NULL HYPOTHESIS: There is no significant difference among the Years a with respect to perception about recruitment process.

ALTERNATIVE HYPOTHESIS: There is a significant difference among Years with respect to perception about recruitment process.

Analysis of years and perception

		Sum of Squares	Df	Mean Square	F
Proper communication about company's recruitment details	Between Groups	9.329	3	3.110	2.082
	Within Groups	83.655	56	1.494	
	Total	92.983	59		
Job description and job specification have drafted	Between Groups	.413	3	.138	.277
	Within Groups	27.771	56	.496	
	Total	28.183	59		
Coordination in shortlisting and following by company up the candidate is effective	Between Groups	.829	3	.276	.405
	Within Groups	38.155	56	.681	
	Total	38.983	59		
Recruitment and selection process followed by company is transparent	Between Groups	2.210	3	.737	1.388
	Within Groups	29.723	56	.531	
	Total	31.933	59		
Recruiters have adequate conceptual knowledge about the process of recruitment and selection	Between Groups	2.279	3	.760	1.616
	Within Groups	26.321	56	.470	
	Total	28.600	59		
Recruiters are updated regarding the recent trends in recruitment process	Between Groups	2.974	3	.991	1.461
	Within Groups	38.009	56	.679	
	Total	40.983	59		
Candidates skill and exposure about the industry have given preference rather than academic records	Between Groups	9.231	3	3.077	2.171
	Within Groups	79.369	56	1.417	
	Total	88.600	59		
Clear cut view regarding the clients expectation	Between Groups	3.579	3	1.193	1.539
	Within Groups	43.405	56	.775	

have been informed to the candidate at the time of interview	Total	46.983	59		
Candidate has been given opportunity to express what he/she thinks	Between Groups	2.241	3	.747	1.872
	Within Groups	22.342	56	.399	
	Total	24.583	59		
Internal sources of recruitment is preferred by the company	Between Groups	3.457	3	1.152	.767
	Within Groups	84.143	56	1.503	
	Total	87.600	59		

		Sum of Squares	Df	Mean Square	F
Quality check and background verification have been done properly	Between Groups	5.891	3	1.964	4.814
	Within Groups	22.842	56	.408	
	Total	28.733	59		
Gathering feedback from the candidate regarding the hiring process	Between Groups	2.127	3	.709	1.321
	Within Groups	30.057	56	.537	
	Total	32.183	59		

		Sig.
Proper communication about company's recruitment details	Between Groups	.113
	Within Groups	
	Total	
Job description and job specification have drafted	Between Groups	.842
	Within Groups	
	Total	
Coordination in shortlisting and following by company up the candidate is effective	Between Groups	.750
	Within Groups	
	Total	
Recruitment and selection process followed by company is transparent	Between Groups	.256
	Within Groups	
	Total	
Recruiters have adequate conceptual knowledge about the process of recruitment and selection	Between Groups	.196
	Within Groups	
	Total	
Recruiters are updated regarding the recent trends in recruitment process	Between Groups	.235
	Within Groups	
	Total	
Candidates skill and exposure about the industry have given preference rather than academic records	Between Groups	.102
	Within Groups	
	Total	
Clear cut view regarding the clients expectation have been informed to the candidate at the time of interview	Between Groups	.214
	Within Groups	
	Total	
Candidate has been given opportunity to express what he/she thinks	Between Groups	.145
	Within Groups	
	Total	
Internal sources of recruitment is preferred by the company	Between Groups	.517
	Within Groups	
	Total	

		Sig.
Quality check and background verification have been done properly	Between Groups	.005
	Within Groups	
	Total	
Gathering feedback from the candidate regarding	Between Groups	.277

the hiring process	Within Groups	
	Total	

INTERPRETATION:

From the table 4.12 **Analysis of Years and Perception** it is found that the significant value is greater than 0.05. So there is no difference among Years with respect to perception about recruitment process.

FINDINGS

FINDINGS OF DEMOGRAPHIC PROFILE

GENDER

Majority of the employees 43.3% are male, 56.7% female.

AGE

Majority of the employees 50.0% are 20-25years and 45.0% are 26-35years.

EXPERIENCE

Majority of the employees 70.0% are in the range of up to below 5years, 26.7% are in the range up to 5-10years, 1.7% are in the range of up to 11-15years and 1.7 are in range of up to 16-20 years.

FINDINGS FROM T-TEST

There is a significant difference between Gender with respect to perception about recruitment process. But there is no significant difference between the gender with respect to perception about recruitment process.

FINDINGS FROM ANOVA

There is no difference among Age with respect to perception about recruitment process.
There is no difference among Years with respect to perception about recruitment process.

SUGGESTIONS

- The age level of employees above 50 are aware of perception about recruitment process with 45% compare to other employees. Hence awareness should be provided to other age.
- The gender of the candidates who aware of recruitment process with 43.3% male compare to female.
- The experiences of the candidates are hard working in recruitment process with 70% are compared to other level. Hence work should be mostly difficult.

CONCLUSION

From this project “**A Study of Recruitment Process of Square Dot Solutions**”, I conclude that the company’s growth and success rest on the efficiency of its employees and hence makes it significantly important for the organizations to choose the experienced and qualified candidates matching the job profiles. From the prevailing practices till today, human resource management has grown its importance in the management of people. If looked at it in-depth, the budget is prepared and passed on by the finance department and the inputs to fill up the manpower gap comes from all the other relative departments to the Human Resource Department. Thus the process of recruitment and selection requires a rigorous and thoughtful planning which paves the way for success of the company.

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