

EFFECTIVENESS OF RECRUITMENT AND SELECTION

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ABSTRACT

Human resource management is the practice of recruiting, hiring, deploying and managing and organization's employees. A company or organizations HR department is usually responsible for creating, putting into effect and overseeing policies governing workers and the relationship of the organization with its employees. The present study has been an attempt to know about **recruitment and selection process** of candidates relating to employees. **Recruitment** is a positive process of **searching** for the **prospective candidate** and stimulating them to apply for the job that is available in the organisation.

A study on recruitment & selection was conducted at Kanini Software Solutions India Private Limited in sholinganallur. The objective of the study is **to determine the effectiveness of recruitment & selection process followed in Kanini Software Solutions India Private Limited.**

The objective of the study was evaluated with both **primary and secondary data**. The data's were collected from the **200 respondents** using the **structured questionnaire**. The type of **research design** that has been used for the study is the **descriptive research design**. The **descriptive research** means the research which is done **to know the current situation of the study**.

The **sampling design** used in the study is **stratified random sampling**. Hence the study has been conducted in a defined environment. The data has been analyzed using **percentage analysis** method and various statistical tools like **chi-square, ANOVA and correlation**.

From the analysis it is observed that the **organisation has fair hiring process** besides it can increase the opportunities for fresher's while conducting recruitment and selection process.

Keyword- Recruitment and Selection Process, Descriptive, prospective candidate.

1. INTRODUCTION

Recruitment may be a positive process of checking out prospective employees and stimulating them to use for the roles within the organization. When more persons apply for jobs then there'll be a scope for recruiting better persons. Recruitment may be a positive process of checking out prospective employees and stimulating them to use for the roles within the organization. When more persons apply for jobs then there'll be a scope for recruiting better persons.

Selection is that the process of picking or choosing the proper candidate, who is best suited for a vacant job position in a corporation. In others words, selection also can be explained because the process of interviewing the candidates and evaluating their qualities, which are required for a selected job then choosing the suitable candidate for the position. The selection of a right applicant for a vacant position are going to be an asset to the organization, which can be helping the organization in reaching its objectives.

Steps involved in recruitment and Selection:

The steps involved in recruitment and selection involves the following

- Recruitment Planning
- Recruitment Strategy
- Selection of right candidate
- Evaluation and control.

Each of the stage has its own sequence of activities to be conducted in the recruitment

1.1 Recruitment Planning

Recruitment planning is that the initiative of the recruitment process, where the vacant positions are analyzed and described. It includes job specifications and its nature, experience, qualifications and skills required for the work, etc.

1.2 Recruitment Strategy

This is the second step of the recruitment process covers activities such as

- Setting up a board team
- Analyzing HR strategy
- Collection of available data
- Analyzing the collected data
- Setting the recruitment strategy

1.3 Searching the Right Candidate

After the recruitment strategy is completed , the searching of candidates are going to be initialized. This process consists of two steps:

- Source activation - Once the line manager verifies and permits the existence of the vacancy, the search for candidate's starts.
- Selling – Here the company selects the media through both External as well as Internal Sources.

1.4 Evaluation and Control

Evaluation and control is that the last stage within the process of recruitment. In this process, the effectiveness and therefore the validity of the method and methods are assessed.

The process of selection are as follows

- ✓ Initial Screening
- ✓ Completion Of Application Form
- ✓ Employment Test
- ✓ Job Interview
- ✓ Conditional Job Offer
- ✓ Background Investigation
- ✓ Medical Examination
- ✓ Permanent Job Offer

2. NEED FOR STUD

The study on recruitment and selection helps to determine the present and future requirement of the Kanini Software Solutions personal planning and job analysis activities. It also enables to understand the recruitment and selection process by analyzing the manpower budget to proceed with the recruitment and selection process.

3. OBJECTIVES OF THE STUDY

- To create a large talent pool of candidates which leads the company to hire the best candidate.
- To study about effectiveness of Recruitment and Selection process of organisation.

4. SCOPE OF THE STUDY

The scope of the study covers area of problem and suggest ways to improve the recruitment and selection process of Kanini Software Solutions. It also helps in making decisions regarding the selection of right candidate for the right job.

5. Review of Literature

1. Rachna Prasath, Snigdha Mishra (2019) - This study insists that the success of a business or an organization is directly related to the performance of those who work for that organization and there for a poor concern for productivity and underachievement can be detrimental for the enterprise. It is essential that organizations select people with the precise knowledge, skills and attributes that are indispensable for continued success within the turbulent economy. The only means of achieving this success is by ensuring that the right set of people are employed through a proper recruitment and selection practices. 2. Nikita Parihar (2019) – This study includes recruitment and selection is the solution to not only hatch the talent for a sector or any organization that is moving with an exponential pace, but also to provide quality employees for any organization. 3. Syamala Devi Bhoganadam, Dr. Dasaraju Srinivasa Rao (2014) – This paper emphasis that recruiting the candidates the organizations has got to map carefully the available human resources because they create the competitive advantage for the organizations. The word recruitment has become as a logistic of human resource capital for the various organizations. Business organizations are advancing modern recruiting and selection methods thanks to the entry of multinational companies. The best human capital availability in organizations makes them competitive advantage and also as they become the important life blood of the organizations. 4. V. T. Vignesh (2019) - In this paper, the researcher has studied and discussed the recruitment and selection policies and practices in IT Industry in India. The objective of this paper was to understand the recruitment and selection policies in IT Industry with respect to Indian perspective and to understand the difference between the recruitment and selection criteria of a lateral hire and fresher in IT Industry. 5. Tamanna Parvin Ev , (2018) - Effective organizational performances believe the right allocation of human resources in several functional areas. Proper recruitment and selection procedure helps a corporation to allocate right sort of qualified employees within the proper job position for ensuring organizational effectiveness. The aim of the study is to fill the gap with identifying mostly used recruiting sources, selection methods, developing a variety model for the entry-level position alongside identifying perceived major barriers and methods for maintaining the effectiveness of recruitment and selection practices. 6. Tamanna Parvin Ev, (2018) - Effective organizational performances believe the right allocation of human resources in several functional areas. Proper recruitment and selection procedure helps a corporation to allocate right sort of qualified employees within the proper job position for ensuring organizational effectiveness. The aim of the study is to fill the gap with identifying mostly used recruiting sources, selection methods, developing a variety model for the entry-level position alongside identifying perceived major barriers and methods for maintaining the effectiveness of recruitment and selection practices. 7. V. S. Palaniammal, P. S. Priya, This project explore the realization of process improvement the recruitment and selection in the organization. The nominal Factors like age, educational qualification, experience, of the employees are found to be related with their few perspectives in a progressive way which talks about the optimistic thought about the organization, namely their individual activeness at workplace to perform betterment, receiving appreciation from supervisor s, the inspiration of quality and the development opportunities they receive. Selecting the incorrect candidate or rejecting the proper candidate could end up to be costly mistakes for the organization.

6. RESEARCH DESIGN

Research refers to an enquiry for knowledge. The research design followed for the study is descriptive sort of research. It's typically concerned with determining the frequency with which something occurs or how two variables vary together. Descriptive research studies are those studies which are concerned with the characteristics of a specific individual, or of a gaggle. The sample size was 200 using sampling technique, under probability sampling, stratified sampling is employed for this study. Data was collected through primary sources as questionnaires. We use statistical tools to get accurate result. The subsequent statistical tools are Simple Percentage, Chi- square, Correlation, Regression, and ANOVA.

7 RESULTS AND DISCUSSION

The following table shows you the proportion of age group of people to be get selected in interview of the organisation.

Table – 1 Table Showing Age of the Respondents

S.No	Age	No Of Respondents	% of Respondents
1.	20-25	34	17%
2.	25-30	38	19%
3.	30-35	44	22%
4.	35-40	36	18%
5.	Above 40	48	24%
	Total	200	100

This table indicates 24% of respondents are belongs to the age group of 40, which contributes the highest percentage of age group of the study.

Table – 2 Table showing Gender of respondents

S.No	Gender	No of respondents	% of the respondents
1	Male	170	85%
2	Female	30	15%
	Total	200	100

The above table indicates 85% of the respondents are Male and remaining 15% percentage of the population are Female.

Table – 3 Table Showing Opinion about Sources of Recruitment

S.No	Opinion	No of respondents	% of respondents
1	Internal	46	23%
2	External	54	27%
3	Both	100	50%
	Total	200	100

The above table ensures that in this particular organisation uses both sources mostly during the hiring process.

Table – 4 Table Showing Important Quality that organization Expect from the candidate

S.No	Opinion	No of respondents	% of respondents
1	Knowledge	24	12%
2	Experience	40	20%
3	Discipline	22	11%
4	Team work	34	17%
5	All the above	80	40%
	Total	200	100

From the above table it is clear that organisation gives importance to all the above qualities such as Knowledge, Discipline, Experience, Team work etc are accepted by 40% of respondents.

Table – 5 Table showing opinion about Hiring process

S.No	Opinion	No of respondents	% of respondents
1	Strongly Agree	67	33.5%
2	Agree	75	37.5%
3	Neutral	48	24%
4	Disagree	6	3%

The above table indicates that 33.5% of respondents strongly agree that organization's hiring process is fair and unbiased.

8. FINDINGS

- It is found that 24% of respondents are in age group of above 40
- It is found that 85% of respondents are Male.
- It is founded 50% of respondents agree that both Internal and External sources contribute to the largest extent in organization's talent acquisition.
- It is founded 40% of respondents states that organisation expects all of the qualities such as knowledge, Discipline, Teamwork, Experience are important quality from the candidate.
- It is founded that that 33.5% of respondents strongly agree that organization's hiring process is fair and unbiased.

9. SUGGESTIONS

It is clear that the organisation is emphasis towards abundance experience of candidates while recruiting though it can slightly increase the opportunity to fresher's while hiring so that the organisation can enhance its productivity through young blood, besides it adds the value to the organization's incredible growth and reputation existing in the Industry. The research indicates the organisation can enhance the transparency of its recruitment and selection policy to employees, so that they feel proud for having such fair and unbiased hiring practices followed in the organisation.

10. LIMITATIONS

- It is difficult to conclude whether the employees genuinely answered all the questions without anyfear.
- The study was made depending on the primary and secondary data collected which may even go wrong in some cases.
- There is variability of opinion's given by the respondents in the survey.

11. Conclusion

It is clear that employees are satisfied with the recruitment and selection practices of the company, because the company has fair and unbiased recruitment and selection policies and practices. By this it is being concluded that company has a good recruitment and selection process which is witnessed with its existing tremendous reputation.

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