

# INTERNSHIP ON TALENT ACQUISITION PROJECT IN SELLIGENCE SOLUTIONS PVT LTD

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## ABSTRACT

*This article contains of the internship experience. I am currently specializing in human resources. I pursued a two-month internship. These two-month internship taught me a lot. It gave me a practical working experience on Complete Recruitment Cycle Management. From sourcing till coordinating for interviews I was able to get a hands-on practice on each and every stage in the process. It also helped me to learn how working as a team is. I was able to self-analyze on my strengths and weakness. Overall, this was a fruitful experience and a learning session with great bunch of takeaways. This article will contain my learning from this internship.*

**Keyword:** - Human Resources, Recruitment Cycle and Talent Acquisition

## 1. INTRODUCTION

An organization study was done as part of the Master of Business Administration degree offered by Kumaraguru College of Technology Business School. The internship programme was from 29th June, 2021 till 29th Aug, 2021. The position that they offered was HR Intern. I was a part of their Talent Acquisition Projects. My routine contributed to Complete Recruitment Cycle for the positions Academic Counselor and Team Manager for our client. The mode of the internship is WFH.

### 1.1 Objectives

- To understand the nuances of Human Resource department activities with the help of practical knowledge
- To come up with optimum ideas which will help to improve the recruitment process
- To suggest better ways to get over the closure issues faced by the company

## 2. JOB DESCRIPTION & EXPECTED DEVLIVERABLES

### 2.1 Job Description

Handling and taking care of the end-to-end recruitment processes

- Understanding the JD of the respective role provided by the client
- Sourcing the dataset
- Shortlisting the candidates based on the client's requirements
- Co-ordinating the shortlisted candidates and the client with the interview process

- Handling the on-boarding process
- Providing with orientation sessions for new joiners

## 2.2 Required Skills

- To be able to make cold calling
- Having interpersonal skills
- Excellent attention to detail
- Ability to work in team
- Understanding the requirements of the clients
- Being target-driven

## 3. NATURE AND DETAILS OF TRAINING PROVIDED

- The nature and routine of the internship was oriented on the beginning day of the internship.
- They addressed about overview of the company, and it was an interactive session.
- They have allotted two-day session for learning the process completely with the help of trainer.
- The trainer also gave us the required accesses.
- They also guided us in clarifying the doubts, then and there when required.

### 3.1 Workflow

- Sourcing the candidates
- Making cold calling and shortlisting the suitable candidates
- Having a pre-interview session with the candidates before the main interview process
- Co-ordinating the candidates through all the rounds of interviews
- Assisting in orientation process, whenever any new interns are joining

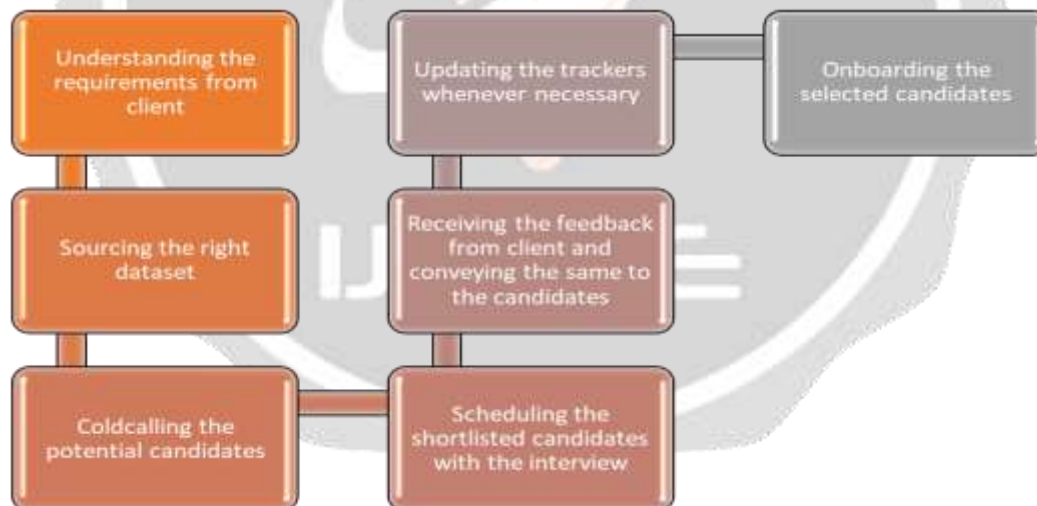


Fig – 1: Workflow

## 4. CRITICAL OBSERVATION

The job position which we were handling was very challenging. The nature of this job position, huge list of requirements and changing of requirements everyday it is still found to be challenging to bring closures to this role. Altogether a diagnostic analysis was performed at the end of two months to depict the various reasons why candidates were rejected while interviewing. Candidates failed to show up at the time of interview and this reason contributes to be a major part of rejections. Followed by those candidates who withdraw their interest on being a part of this process and those who are poor in communication skills bared the 2nd major reason. The 3rd major

reason is the candidate was not confident enough to explain himself. Other candidates got rejected due to marital status, not a graduate, not knowing the local language spoken in the preferred city by the candidate, etc. The practical difficulty was to find a candidate who is below the age of 30 and unmarried as well as having a good sales experience. It is challenging to find a candidate that fits all their requirements instructed by our client.

#### 4. CONCLUSIONS

To conclude, it is better to look out for some other job portals to come up with new set of candidates. They can consider social media for recruiting too. LinkedIn is one of the best tools to find talents. They can also try using Twitter, Facebook and Instagram for recruiting. Since there is a huge bunch of requirements and that too it is different from each of the regional manager's needs, it will be better if the whole team is split to concentrate on different regions. By doing this they will have a clarity on what that RM's choice would be, and it will be easy for the recruiter to concentrate only on that, from sourcing till shortlisting. Overall, it gave a learning experience even if we weren't able to come up with closures.

