

# THE STUDY ON RECRUITMENT PROCESS IN MANUFACTURING INDUSTRY AT COIMBATORE

Ms. Ranjani T D<sup>1</sup>, Dr. Deepa M<sup>2</sup>

<sup>1</sup>Student, MBA, KCT Business School, Tamil Nadu, India

<sup>2</sup>Assistant Professor II, MBA (Human Resources), KCT Business School, Tamil Nadu, India

## ABSTRACT

*This article mainly concentrates on experience gained on Internship at Manufacturing Industry. I am specialized in Human Resources sector and completed two months of internship with various HR activities such as Recruitment, Performance Management and File Auditing. The internship helps me in understanding the process of each activity from ground level and helped me to groom my interpersonal skills. I provided insights and importance of the work to be digitalized to reduce man power and huge amount of time consumed for each activity. I am able to assess my own strengths and weaknesses. Overall, this was a rewarding experience and a valuable learning opportunity with numerous lessons. This article will detail what I learned during my internship.*

**Keyword:** - Human Resources, Training and Recruitment

## 1. INTRODUCTION

Being an MBA student from Kumaraguru College of Technology – Business School, I performed an organizational analysis on one of the Manufacturing industries. The internship program started from July 1st to August 31st, 2021. As part of the manufacturing sector's human resources department, I handled File management, recruitment, and shift rostering. These activities topped my daily responsibilities. In addition, the above-mentioned activities were handled in a very classic or in a traditional manner. Am fortunate enough to get this internship done in offline mode irrespective of pandemic situation (With safety precautions) which helped me to gain more knowledge as well as exposure to minute activities in the firm.

### 1.1 Objectives

- To gain a better awareness of the manufacturing sector based on theoretical HR learning
- To recognize the HR department's multiple strategic duties for its employees

- To obtain an understanding of the HR department's role in the manufacturing sector and its impact on its growth as well as to contribute positively to the company by completing allocated tasks as quickly as possible

## **2. JOB DESCRIPTION & EXPECTED DEVLIVERABLES**

### **2.1 Job Description**

End-to-End recruitment processes are described below

- Understanding the JD of the respective role provided by the supervisor/client
- Sourcing the dataset
- Shortlisting the candidates based on the customer needs
- Coordinating the interview process with the selected applicants and the client
- Managing the on-boarding process
- Providing orientation sessions for new hires

### **2.2 Required Skills**

- Ability to make cold calls
- Interpersonal skills
- Multitasking skills
- Excellent attention to detail
- Ability to work in team
- Understanding customer requirements
- Being goal-oriented

## **3. NATURE OF TRAINING**

- On day one of the internship, the nature and routine of the internship were explained
- HR provided an overview of the operational functions of the Business Unit (BU)
- From sourcing through evaluation, training was offered for the entire recruitment process
- Attended session on Thomas Profile in which, DISC profile test provides an accurate insight into how people behave at work, giving you a greater level of certainty when recruiting, identifying where to allocate your learning and development resources, understanding where you need to adjust your approach to avoid staff turnover and getting the best out of people through better management

### **3.1 Workflow**

- Sourcing applicants
- Cold calling and shortlisting appropriate candidates
- Conducting a pre-interview session with candidates prior to the technical interview process
- Managing the candidates' progress through all stages of the interview process
- Assisting with the orientation process when new interns are hired.

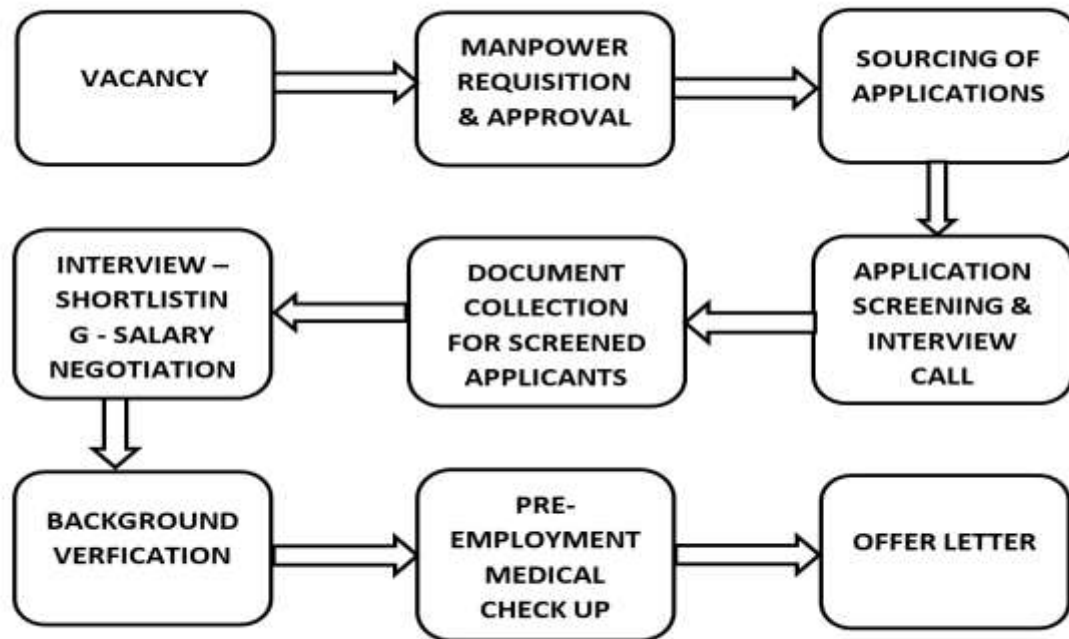


Fig - 3.1 Workflow

#### 4. OBSERVATION

The recruitment procedure is based on the role's vacancy and the need to fill a vital position. The technical lead will distribute the Manpower Requisition Form (MRF), which provides information about the current opportunity, such as the role description, educational qualifications, experience, and location requirements. After the MRF has been authorized by the Business Unit Head, the new need will be officially implemented based on the information supplied. HR will locate the profile in accordance with the technical lead's requirements, jot down the profiles, and communicate in person. The interview will be arranged and processed based on the availability of the technical lead. The technical interviewer will submit feedback on the candidate to HR, who will then schedule the interviewee for the final round. HR will evaluate the candidate's interpersonal skills, management abilities, and commitment to extending the shift if necessary to accomplish the objective or deadline in the final HR round. An applicant will be disqualified if they do not meet the requirements or display a lack of technical understanding.

#### 5. CONCLUSION

As a result, I conclude that recruitment is one of the most important departments for matching the appropriate applicants to the right jobs. Recruiters must find the top prospects from a variety of sources and job sites. Recruiters should recognize the issues that arise throughout the recruitment process and devise a solution to make work more efficient. This intern program also helped me to learn about the workplace culture and basic ethics that all employees should abide in order to bring about a healthier workplace. I also learnt how motivated and involved should a HR professional work, in order to bring the same among all the employees, thus making a productive environment.