

A Systematic Review of Recruitment and Staffing of the Employees

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ABSTRACT: This systematic review discusses recruitment and staffing in traditional and contemporary method; internal and external recruitment; technology; and staffing types. The review demonstrates the increasing adoption of technologies such as artificial intelligence and data analytics for efficient recruitment, and discusses some issues that have emerged here, including the task of maintaining organizational culture, ensuring diversity, and providing a better candidate experience. Trends like remote

hiring and skills-based recruitment are also explored in detail having long term business perspectives. Implications of the studies are presented as follows; whereas automation enhances productivity, human centric strategies are majorly recommended for enhancing talent acquisition and retention. The findings of this review will be useful to a variety of organizations that wants to improve their recruitment and staffing process.

KEYWORDS: Recruitment and Staffing, Employee Recruitment, Staffing Practices, Workforce Planning.

INTRODUCTION

Recruitment and staffing processes play significant roles in creating successful and sustainable organizations. Capturing appropriate talent in today's competitive global labour market has become one of the most significant challenges that businesses face across a range of industries today. Effective recruitment strategies and efficient staffing processes are closely associated with organizational performance, employee satisfaction, and retention. Moreover, the changes in the newer technologies and changes in labour market dynamics have brought forth innovations and changes in methodologies and practices of recruitment and staffing.

Recruitment refers to the process of selecting, attracting, and hiring appropriate candidates to fill specific vacancies in an organization. However, staffing involves not only recruitment but also deployment, development, and retention in line with the strategic plan of the organization. Both functions are closely related, though they cover a range of stages, from job analysis and advertising to candidate screening, selection, onboarding, and integration into the workplace culture.

A systematic review will cover all scholarly works regarding recruitment and staffing practices to provide a comprehensive analysis of existing research. It synthesizes findings from a wide range of studies to examine the various methods, tools, and strategies used in managing workforce needs across organizations. Some of the key areas discussed within this review include traditional recruitment techniques, the role of technology in contemporary staffing practices, how recruitment impacts employee performance and retention, and diversity, equity, and inclusion as increasingly important areas in recruitment and staffing strategies.

This review would also focus on the challenges that organizations face in recruitment and staffing. These would include handling voluminous applicants, reducing bias in hiring, and changes in labour market trends. Another area

of discussion would be the efficiency of various recruitment channels like online platforms, social media, agencies, and referral channels.

This review synthesizes the existing body of research to provide valuable insights for both academics and practitioners. For academics, it would provide a consolidated understanding of current trends and research gaps in the recruitment and staffing components. For practitioners, evidence-based guides on optimizing recruitment and staffing practices to attract better quality talent, improve organizational efficiencies, and align staffing strategies with organizational business goals would be suggested.

KEYS RISK IN RECRUITMENT AND STAFFING OF THE EMPLOYEES

- **Poor Candidate Quality:** Clearly, if the process of hiring is being continued without checking if an individual genuinely fits into it will lead to hiring unqualified or underperforming candidates.
- **Bias in Hiring:** Unconscious or conscious biases influencing your efforts in diversity and inclusion
- **Legal and Compliance Issues:** Such as violation of labour laws, discrimination, mismanagement of personal data.
- **High Turnover Costs:** High turnover caused by misaligned expectations or bad cultural fit.
- **Prolonged Hiring Time:** The delays in recruitment lead to the stoppage of business operations which directly affects productivity.

REVIEW OF LITERATURE

1 **Antonin Kazda, Benedikt Badanik (2024)**, According to the paper, “A new daily normal airlines need to contend with, part of the working regime of airports in the post-pandemic period, is huge flight delays (including operational disruptions) and shortage of trained manpower. They analysed the challenges and responses of personnel human resources teams in airports in the infancy phase of the COVID-19 pandemic and the management of human resources gears in airports post.”

2 **Tommy Clausen (2024)**, According to the paper, “Today airports are a transport hub serving hundreds of aircraft and thousands of passengers daily. To support this large volume of transportation a significant number of logistical and decision problems [10] need to be solved continuously to ensure each flight and passenger successfully traverses the airport safely and efficiently. When an airplane lands, A lot of things need to be done by several different types of ground crew, including fueling, luggage handling and cleaning.”

3 **Francisco Serrano, Antonín Kazda (2023)**, According to the paper, “The on-going COVID-19 pandemic fell down like a ton of bricks for most of the world, rendering many industries a standstill. It has made them to be restricted of movement and travel ban. These restrictions have so far hit the transport sector the most, notably aviation. Considering the unclear consequences of the existing situation, the prospects of aviation business reviving at an eased pace giving signs of scenario like V-shape &U- shape as described through financial factors analysis.”

4 **Parul Choudhary, Amit Datta (2023)**, According to the paper, “A systematic literature review on the current state of GHRM and EGC in the hospitality context states that there are very few studies (GHRM) and it has recently emerged during the covid pandemic. Further bibliometric analysis revealed h-index authors with their network of co-authorship, matrix of citation and keywords and the transient trends of the domain of GHRM and EGC in hospitality and tourism sector. Furthermore, the analysis also sheds light on the internal and external factors affecting the relationship between GHRM and EGC.”

OBJECTIVES OF THE RESEARCH

- To check the best things working out in recruitment and staffing industry or specific industry-wide.
- To showcase creative or data-informed practices that improve hiring efficiency and employee satisfaction.
- To measure the effectiveness of the traditional recruitment methods and the modern recruitment methods (for example, online job portals, social media recruitment, headhunting, campus recruitment, etc).
- To learn about what works best, when it comes to long-term performance and retention of employees.

SCOPE OF THE STUDY

- 1 **Legal and Ethical Considerations:** Labor Law compliance, Fair hiring & Discrimination prevention
- 2 **Flexible:** Combatting the Challenges of Remote Work and Hybrid Models
- 3 **Recruitment:** To locate, entice and promote candidates.
- 4 **Staffing:** The activities associated with selecting, onboarding and then retaining employees.
- 5 **Effectiveness:** Key metrics for measuring success, like time-to-hire, cost-per-hire and employee satisfaction.

RESEARCH METHODOLOGY

- 1 **Quantitative Synthesis:** If the studies report similar outcomes (e.g., statistic derivatives of effect-size of recruitment), it is possible to perform a meta-analysis to calculate an average outcome effect size (Reddy et al, 1999).
- 2 **Qualitative Analysis (Thematic Analysis):** If all studies were qualitative, use thematic analysis to synthesize data to elucidate common themes, patterns, or conceptual frameworks relevant to recruitment and staffing.
- 3 **Narrative Synthesis:** If the studies vary greatly in their design and content, a narrative synthesis that summarizes the findings may be more appropriate.

TYPES OF DATA COLLECTION

PRIMARY DATA: Primary data is fresh, original data collected for the research or the study. In respect to recruiting and staffing.

- Questionnaire

SECONDARY DATA: Secondary data is data that someone else has collected, analysed, and published. In the case of a systematic review of recruitment and staffing, the secondary data can be gathered from already published studies, reports, and articles.

- Articles
- Websites
- Books

SAMPLE SIZE: 37 (Customers)

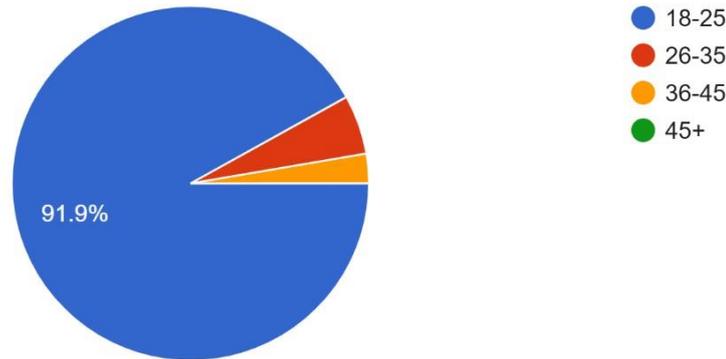
Analysis Technique: Random Sampling and Questionnaire technique selected by researcher to collect the data from the respondent.

DATA ANALYSIS & INTERPRETATION

➤ Age

2. Age

37 responses



Response	Frequency	Percentage
18-25	34	91.9%
26-35	2	5.4%
36-45	1	2.7%
45+	0	0
Total	37	100%

Data analysis:

From the above graph and table, it is observed that out of 37 responses, 34 respondent is from 18-25 age group with 91.9%, 02 respondents are from 26-35 age group with 5.4%, 01respondents are from 36-45 age group with 2.7%, 0 respondent is from 45+ age group with 0.0%.

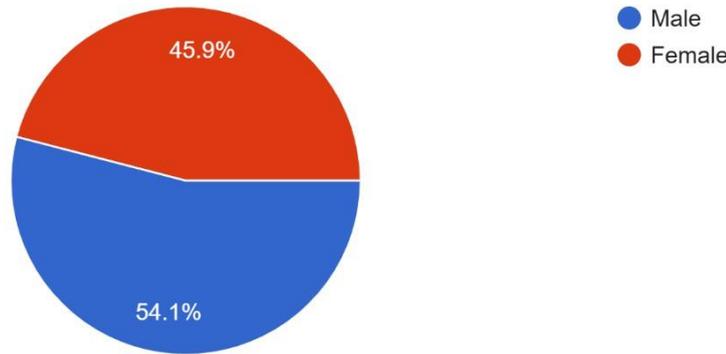
Interpretation:

It is observed the most of the respondents are in the age group of 18-25 YEAR and the last number of respondents belong to the age group of 45 YEARS.

➤ Gender

3. Gender

37 responses



Response	Frequency	Percentage
Male	20	54.1%
Female	17	45.9%
Total	37	100%

Data analysis:

From the above graph and table, it is observed that out of 37 responses, 20 respondent is from male group with 54.1%, 17 respondent is from female group with 45.9%.

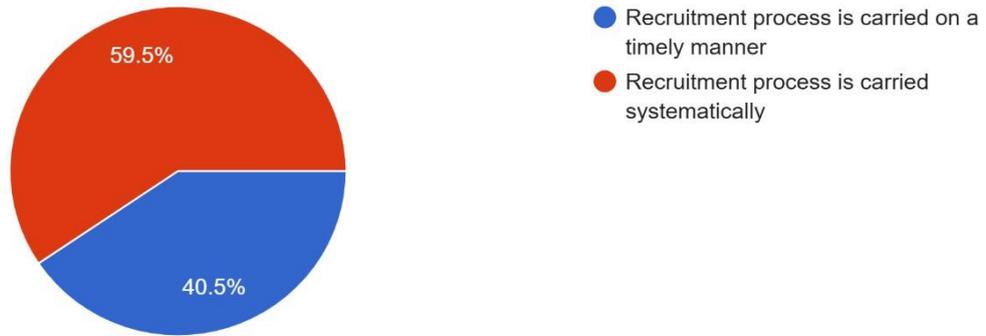
Interpretation:

It is observed the most of the respondents are in the male group and the last number of respondents belong to the female group.

➤ How do you ensure that vacancies do not remain open for long period of time

5. How do you ensure that vacancies do not remain open for long period of time?

37 responses



Response	Frequency	Percentage
Carried on a timely manner	22	59.5%
Carried systematically	15	40.5%
Total	37	100%

Data analysis:

From the above graph and table, it is observed that out of 37 responses, 22 respondent is from carried on a timely manner with 59.5%, 15 respondent is from carried systematically with 40.5%.

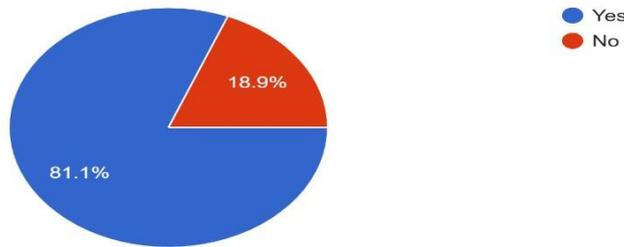
Interpretation:

It is observed the most of the respondents are in the carried on a timely manner and the last number of respondents belong to the carried systematically.

➤ Do you nominate employees for various company awards (such as on-the-spot and circle of excellence awards)

6. Do you nominate employees for various company awards (such as on-the-spot and circle of excellence awards)?

37 responses



Response	Frequency	Percentage
Yes	30	81.1%
No	07	18.9%
Total	37	100%

Data analysis:

From the above graph and table, it is observed that out of 37 responses, 30 respondent is from yes with 81.1%, 07 respondent is from no with 18.9%.

Interpretation:

It is observed the most of the respondents are in the yes and the last number of respondents belong to the no.

➤ What form of interview do you prefer

7. What form of interview do you prefer?

37 responses



Response	Frequency	Percentage
Offline personal interview	28	75.7%
Online meetings	09	24.3%
Total	37	100%

Data analysis:

From the above graph and table, it is observed that out of 37 responses, 28 respondent is from offline personal interview with 75.7%, 09 respondent is from no with 24.3%.

Interpretation:

It is observed the most of the respondents are in the offline personal interview and the last number of respondents belong to the online meetings.

LIMITATION OF RESEARCH

- **Study Selection Bias:** The purpose of systematic reviews is to capture all relevant studies, yet study selection bias can still occur due to biases in publishing and language.
- **Quality of Included Studies:** There is uncertainty on the quality of the primary studies; Also, if the studies included are poorly designed or lack rigor this can undermine the conclusions of the systematic review itself. The differences in study sample sizes, and contexts can also impact the robustness of the review findings.
- **Wide Variation in Recruitment and Staffing Context:** Recruitment and staffing practices can be vastly different from one industry to the next, and between geographic areas and organizational sizes. Such contexts may not be adequately represented in a systematic review, limiting its findings and recommendations to only a given sector or organization

CONCLUSION

A systematic literature review of recruitment and staffing practices offers a detailed understanding of the existing body of knowledge on the subject, shedding light on important patterns, tactics, and results in hiring and staffing processes among different industries. The review integrates multiple studies and has implications for recruitment practices, selection programs, employee turnover and retention, and organizational effectiveness.

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