

## Case Study on- “Recruitment and Selection Process” at Unique Rotopack Pvt Ltd

**Mr. Maulikkumar Babubhai Asodiya**

Under the Guidance of **Dr. Swati Rajgor**

Master of Business Administration (MBA)

Rai School of Management Studies

### **CHAPTER: 01 INTRODUCTION OF PROJECT**

Role of Human Resource Management is important Function concerned with organizational activity aimed at Betterment of Employee's performance as individuals and groups in organizational Settings.

**Recruitment and selection is the process** of attracting individuals on a timely basis in sufficient numbers and with appropriate qualification, to apply for jobs within an organization. The process of searching prospective employees with multidimensional skills and experience that suits organization strategies is fundamental to the growth of the organization, this demands more comprehensive strategic perspective recruitment. Organizations require the services of large number of personnel, these personnel occupies the various positions created to the process of organization. Each position of the organization has certain specific contributions to achieve the organizational objectives. The recruitment process of the organizational has to be strong enough to attract and select the potential candidates with right job specification.

**The recruitment and selection process begins with human resource planning** and concludes with the selection of required number of candidates, both HR staff and operating managers have responsibilities in the process.

People are internal part of an organization today. No organization can run without its Human Resource In today highly complex and competitive situation, choice of right person at the right place at the right time has far implication for an organization's functioning. An employee well selected and well placed would not only contribute to the efficient running of the organization but also offer significant potential for future replacement Thus hiring is an important function.

**Recruitment Programs** are organized in discipline manner by preparing training budget, training calendar and supported by training rules and regulations.

Training and Development is backbone of the organization as it helps to improve and enhance employee's skills. knowledge, talent, behavior and overall personality development that increases Productivity.

### **SELECTION:**

Selection process is a decision-making process. This step consists a number of activities. A candidate who fails to qualify for a particular step is not eligible for appearing for the subsequent step. Employee selection is the process of putting right men on the right job. It is a procedure of matching organizational requirements with the skills and qualifications of people. Effective selection can be done only where there is effective matching. By selecting best candidate for the required job, the organization will get quality performance of employees. Moreover, organization will face less absenteeism and employee turnover problems. By selecting right candidate for the required job, organization will also save time and money. Proper screening of candidates takes place during selection procedure. All the potential candidates who apply for the given job are tested.

Thus we can say that:

Recruitment Is the activity that links employer and job seekers.

It is a process of finding and attracting capable applicants for employment. It begins when new recruits are sought and ends when their applications are submitted. The result is a pool of application forms which new employees are selected.

It is the process to discover sources of manpower to meet the requirements of staffing schedule and to employ effective measures for attracting that manpower in adequate numbers to facilitate effective selection of an efficient working force.

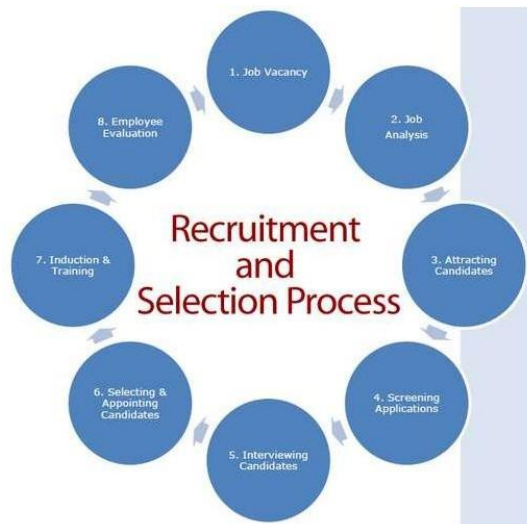
Recruitment of candidates is the function preceding the selection, which helps to create a pool of prospective employees for the organization so that the management can select the right candidate for the right job from this pool. The main objective of the recruitment process is to expedite the selection process.

## **SCOPE**

### **Difference between Recruitment and Selection**

<b>Recruitment</b>	<b>Selection</b>
Recruitment is defined as the process of identifying and making the potential candidates to apply for the jobs	Selection is defined as the process of choosing the right candidates for the vacant positions.
Recruitment is called as a positive process with its approach of attracting as many candidates as possible for the vacant jobs	Selection is called as a negative process with its elimination or rejection of as many candidates as possible for identifying the right candidate for the position

(Table No.1 - Difference between Recruitment and Selection)



(Figure No.1 - Overview of Recruitment and Selection process)

### **OBJECTIVE OF THE STUDY:**

The Objective of the study is to Analysis and Evaluate selection And Recruitment process for **Unique Rotopack PVT LTD**

- To Know the Perception of Employees regarding Recruitment and Selection process.
- To Study the Existing Training and Development System in the Organization.
- To Study the Employee Satisfaction and Performance Appraisals.
- To Conduct Seminars for Employee.

### **Steps in recruitment and Selection process :**

#### *Step 1:*

Whenever there is a vacancy in the company first it will be known by the project manager. The project manager informs about the vacancy to the general manager.

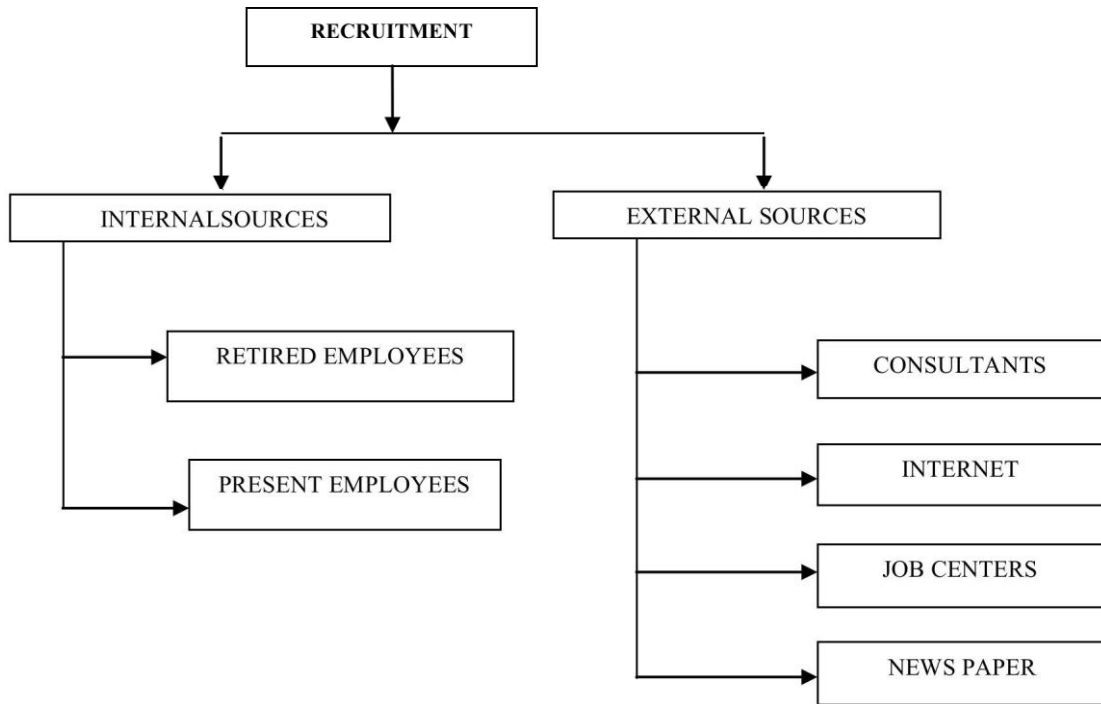
#### *Step 2:*

Once the general manager comes to know about vacancy in the company he will inform it to the chairman to get the approval of recruitment.

#### *Step 3:*

After getting the recruitment approval the process will be carried by the HR manager. Moreover the recruitment of the company internally, that is the existing employee will be given first priority.

### **Sources of recruitment and Selection:**



(Flow Chart. No-1 - Source of Recruitment and Selection process)

**Internal sources:**

- **Present permanent employees**

The company considers the candidates from their sources for telecom industry because,

- Availability of most suitable candidates
- The policy of the organization to motivate the present employees.

- **Retired employees**

Generally the organization takes the candidates for the employment from the retired employees due to obligation. Sometimes the company re-employee the retired employee's as a token of their loyalty to the organization.

**External sources:**

1. **Job centers:**

This is a network covering most cities acting as agent for potential employers. They are the private employee exchange; job centers help the candidates in knowing more about the company throughout the country.

2. **Outplacement consultants**

These are the consultants just like the employment exchange. In this job consultants can register their name and when there is a sent for interview. Actively seeking to place and may provide training required. Available when recruitment needed.

3. **Newspaper:**

Whenever there is recruitment in the company it will be advertised in the newspaper. Since only the newspaper is the source of reaching the information to all the people.

4. **Internet:**

Internet is the modern mode of recruitment. If a company wants to place or fill a vacancy within a short period of time through the external source then internet is the best source.

### **Types of Interview**

An interview is a determined exchange of notions, the answering of questions and communication between two or more persons. Normally, an interview is a process of private conversation between people, where questions are asked and answers are obtained. The main purpose of the interviews is to acquire information about qualities, attitudes, prospectus and so forth. In various types of interviews, interviewers examine the behaviour and communication abilities of the candidates. An interview refers to a discussion with one or more persons acting as the role of an interviewer, who ask questions and the person, who answers the questions acts as the role of an interviewee. The primary purpose of an interview is to transfer information from interviewee to interviewer. Interviews can be either formal or informal, structured or unstructured. Interviews can be carried out on a one to one basis or in groups, they can be conducted over telephone or through video conferencing

**Structured Interview** - In this type, the interview is planned, designed and detailed in advance. A structured interview is pre-planned, precise, and reliable in hiring the candidates.

**Unstructured Interview** - This type of interview is an unexpected one, where the interview questionnaire is not prepared. The interviewers are not well prepared regarding the questions that are to be asked and in obtaining accurate answers. Here, the usefulness of the interview is less and there is a waste of time and effort of both the interviewer and the interviewee to a large extent.

**Group Interview** - In this type of interview, all the candidates or a group of candidates are interviewed together. Group interviews are conducted to save time, when there are large number of applications received for limited job vacancies. In this case, a subject will be given to the candidates to get engaged in group discussions and the interviewer judges the innovativeness and behaviour of each candidate within the group.

**Depth Interview** - Depth interview is a semi-structured interview, where the candidates have to give detailed information about their educational qualifications, work experience, special interests, skills, aptitude and so forth. In this case, all the information about the candidate is known first and then the interviewer takes a depth interview and begins analysing the expertise and proficiency of the candidate. This interview enables the interviewer to acquire detailed information, so that the selection process becomes more manageable.

**Stress Interview** - Stress interviews are conducted to ascertain how a candidate would react during the time of stress and cope up with problems. In this type of interview, the interviewer will come to know whether the candidate can deal in an effective manner with the demands and needs of a complicated job. The candidate, who maintains his self-control during a stress interview is normally the right person to handle a stressful job.

**Individual Interview** - In an individual interview, the interview takes place on a one to

one basis. In this case, there will be a verbal and a visual interaction between two people, an interviewer and a candidate. This is a two-way communication interview, which helps in finding the right candidate for a vacant job position. In this case, an interviewer may make use of open-ended and close-ended questions. Open-ended questions may involve elaborate explanations of the answers and close-ended questions involve one word answers, such as yes, no etc.

**Informal Interview** - Such interviews are conducted in an informal way, i.e., the

interview will be stable without any written communication and can be arranged at any place. There are not any proper procedures of asking questions in this type of interview and it is not adequately structured. It is more like an informal conversation between the individuals and takes place in a friendly manner.

**Formal Interview** - A formal interview is organized in an informal manner, i.e., the candidate will be aware about the dates and timings of the interview well in advance and the interviewer plans and prepares the questions for the interview. This is also called as a planned interview.

**Panel Interview** - Panel interview, as the name indicates, is being conducted by a

group of people. In this type of interview, three to five members of the selection committee will be asking questions to the candidates on various concepts. The final decision of selection of the candidates will be taken by all the members of the panel collectively.

**Exit Interview** - Exit interviews are conducted for those employees, who want to leave the organization. The significance of the exit interview is to ascertain the reasons behind leaving the job. There are several reasons for which the employees leave jobs, such as, transfer to another location, health problems, promotional opportunities in other

organizations, availability of rewards and incentives in other organizations, family issues and so forth

## **CHAPTER : 03 COMPANY PROFILE**

### **Company Profile**

Unique Rotopack Pvt Ltd has been a well-known name in Gujarat's printing sector since 2003. We are one of Ahmadabad's premier pouch printing houses. Unique Rotopack Pvt Ltd has provided wide range of pouch printing services with quality control and offset printing.

We could wish to position ourselves as Ahmadabad's premier printing solutions provider. We've been in this business for the past two decades. Throughout this time, we have successfully completed various mind-boggling printing jobs to the delight of our customers.

Excellent quality, pricing that is competitive. We take pleasure in providing you with the high-quality printing you expect at a reasonable price. We have the knowledge and skill to provide exactly what you want, right on time, whether it's business cards, brochures, postcards, flyers, folders, reports, posters, letterhead, stickers, or door hangers (and much more).

Do you have ideas for marketing materials bouncing about in your mind but don't know how to bring them to life? Allow our skilled graphic designers to bring your design ideas to life. Our designers will develop something you'll be happy to put your name on, whether it's a well-designed logo, an engaging direct mail series, or an eye-catching brochure.

Most printing facilities have a Quality Assurance department that inspects all printed parent sheets during the press run, monitors the final output for flaws, and flags any concerns early on to avoid waste. For today's packaging, label, and commercial print industries, our print inspection solutions enable sophisticated process control, quality assurance, and press control.

We could wish to position ourselves as Ahmadabad's premier printing solutions provider. We've been in this business for the past two decades. Throughout this time, we have successfully completed various mind-boggling printing jobs to the delight of our customers.



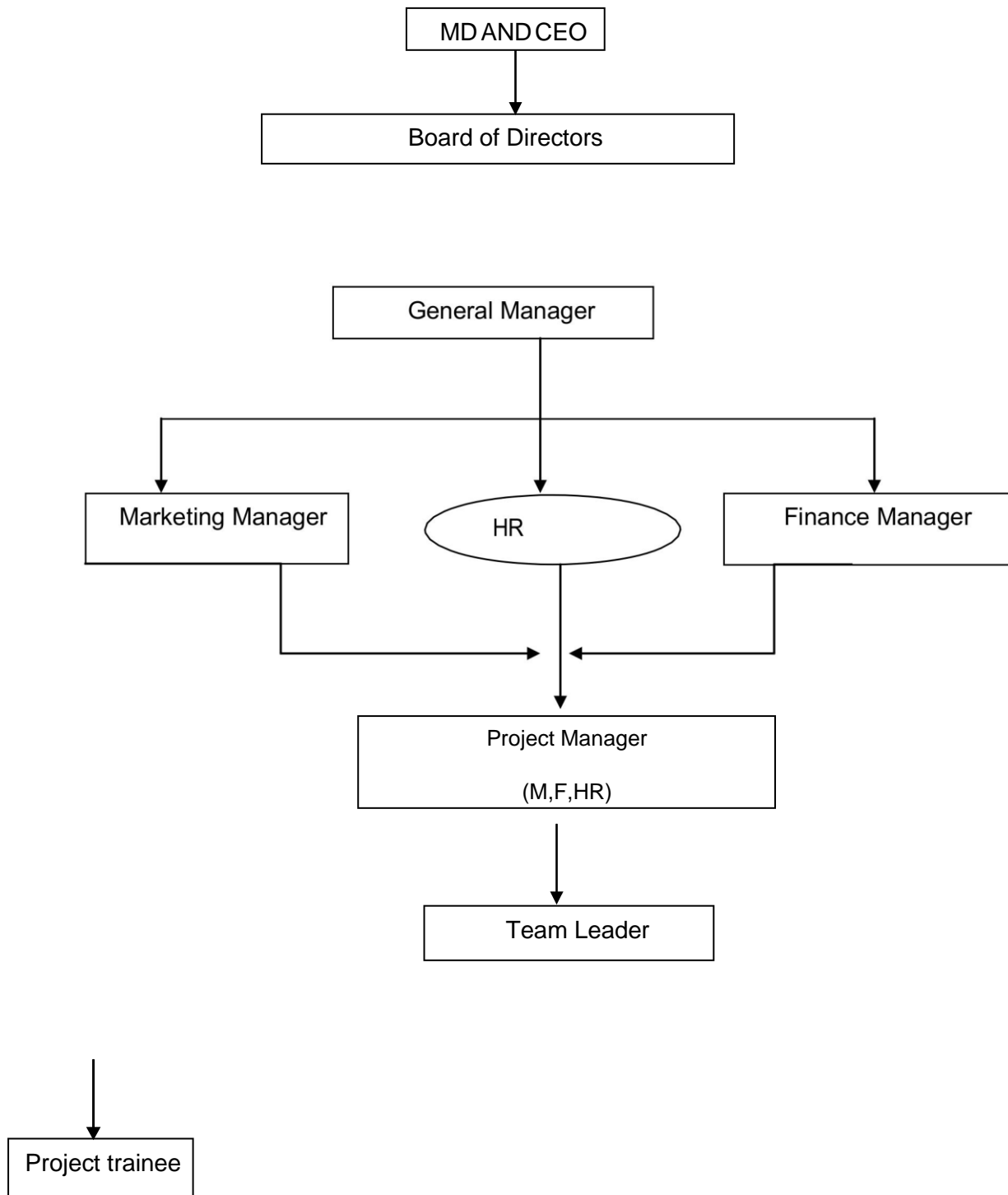
## Partners:

Network Equipment	Mobile Services	Nokia, Ericsson, Indus
	Tele media Services	Siemens, Corning, Nortel
Ballast and Drivers		Osram, Crompton ,Bajaj
Transformer Operations		Panasonic, Eveready
Equity Partner {Strategic}		Singtel

(Table. No-2 - Company Partners and Network)

**Unique Rotopack** is a Market Leader in FMCG Products packaging and solutions. We are the World-Class manufacturer of FMCG and other packaging solutions. We have effectively serviced our customers to save energy with quality output of Lighting and power for two decades. With our technology and pioneering initiatives are bringing innovative solutions and dependable services at the best possible value to users across the country. Our high-performance outlook is based on customer focus, integrity and capability of its people. Our Brand Identity and Brand Practices represents a balance of an established Legacy, a Modern Today and Dynamic Future.

**Our Brand Promise** is in providing ultimate solutions to customers through innovation and dependability. Unique Rotopack's culture proactively believes in strengthening employees by encouraging them to reach full potential. Employee Satisfaction is our Goal. We take care of employees and make them comfortable so that they can focus on their core work.

Organisation chart:

(Flow Chart. No-2 - Organization Chart)

### **Quality Policy**

Unique Rotopack is committed to achieving total customer satisfaction through innovation and Continual improvements of all our QMS & business processes. Unique Rotopack will be well-known name worldwide in Industry for FMCG Product packaging and design of packaging and Service. Our Mission is to successfully deliver to customers, quality products, cost-effective products and services on time, every time.

#### **Our Policy embraces the following key principles:**

Quality is the responsibility of every employee. Engagement of people.

Products and services must be delivered on time, every time.

Suppliers are integral to the quality process & relationship management.

Our management systems, practices, products, customers and employees must be measured in terms of performance.

All our team members shall be encouraged and empowered to participate in quality improvement activities through teamwork.

Comply with Applicable statutory and regulatory requirements.

Management is fully committed to their Quality Policy through active participation Quality improvement activities.

### **Environmental Policy**

At Unique Rotopack Electronics, environmental sustainability is a fundamental pillar of our business philosophy in its all business activities. Environmental protection and preservations of vital natural resources for the generations to come is the core value of an organization. The company is contributing to the cause by means of providing energy efficient solutions to the power management requirement in the field of Lighting, Telecommunication and transformer industry. Unique Rotopack Electronics cognize of the environmental impact of its operations and constantly strives to minimize this impact. It is being done by means of a continuous drive to reduce the use of raw material and energy conservation in the form of utilization of renewable energy sources like solar and wind.

**Unique Rotopack Electronics is committed to:**

Comply with local, state and central environmental legislation, regulation and code of practice applicable to our type of industry and prepare to enter into a voluntary agreement as required

Make efficient use of natural resources by water and energy conservation in the form use of renewable energy source, minimizing waste and recycling wherever possible

Eco-friendly waste management by means of safekeeping and subsequent disposal or recovery of waste.

Evaluating product and process from the point of view of environmental risk and dedicating ourselves to find an alternative to minimize or eliminate the risk.

Work with suppliers to ensure they recognize and reduce the environmental impact of their products/services, processes and activities.

Communicate this policy to all employees and ensure that necessary training is given to them to enhance awareness of environmental issues.

Promote sound environmental principles and practices by encouraging open communication with the employee, suppliers, government agencies, industry groups or other interested parties.

**CHAPTER : 03 THEORETICAL BACKGROUND****Significance of Recruitment and Selection**

The areas that highlight the significance of recruitment and selection have been stated as follows:

When job vacancies arise within the organizations, then the employers give due consideration to the recruitment and selection processes. These processes enable the employers to identify and analyse the positions that are required to get filled in order to achieve the desired goals and objectives. Vacant positions within the organizations signify the lack of human resources and these are regarded as barriers within the course of implementation of tasks and in the achievement of goals and objectives.

The significance of recruitment is recognized by the fact that organization gets satisfied with more productive employees. It not only enhances productivity and profitability, but also encourages good relationships among the employers and the employees. It contributes towards growth and development of the organization. It determines the current and future job requirements. It helps in increasing the success rate of selecting the right candidates, who are able to make efficient use of their skills and abilities in leading to growth and development.

**Principles of Recruitment and Selection**

The principles of recruitment and selection have been stated as follows:

The first point to identify about recruitment is that it is a process with a number of key stages, all of which work in co-operation to improve one's chances of finding the best candidates available for any advertised position. The candidates are required to go through various stages and they are given certain tasks or go through various rounds of interviews, which they have to accomplish in order to get selected. In some cases, final round of interviews,

include only two people, one is selected and the other one gets rejected.

It is worth giving indications that in terms of leading, guiding and managing employees, if one is not recruiting the best people available, then it is always going to be challenging to manage them on daily basis.

### **The Scope of Recruitment and Selection**

The scope of Recruitment and Selection includes the following operations:

- ✓ Dealing with the excess or shortage of resources
- ✓ Preparing the Recruitment policy for different categories of employees
- ✓ Analyzing the recruitment policies, processes, and procedures of the organization
- ✓ Identifying the areas, where there could be a scope of improvement
- ✓ Streamlining the hiring process with suitable recommendations
- ✓ Choosing the best suitable process of recruitment for effective hiring of resources



( Figure. No-2 - Scope of Recruitment and Selection process)

#### **In sourcing:**

Companies recruit the candidates and, employ them, train and develop them and utilize the human resources of these candidates. This strategy is called In-sourcing. Companies formulate and implement this strategy when the corporate strategy is stable.

#### **Out sourcing:**

Some service companies depend for their human resources on such external organization whose core business is to provide human resources. This strategy is called Out-sourcing. Out-sourcing strategy is more suitable for both the fast growing and diversifying companies.

## **Recruitment Planning**

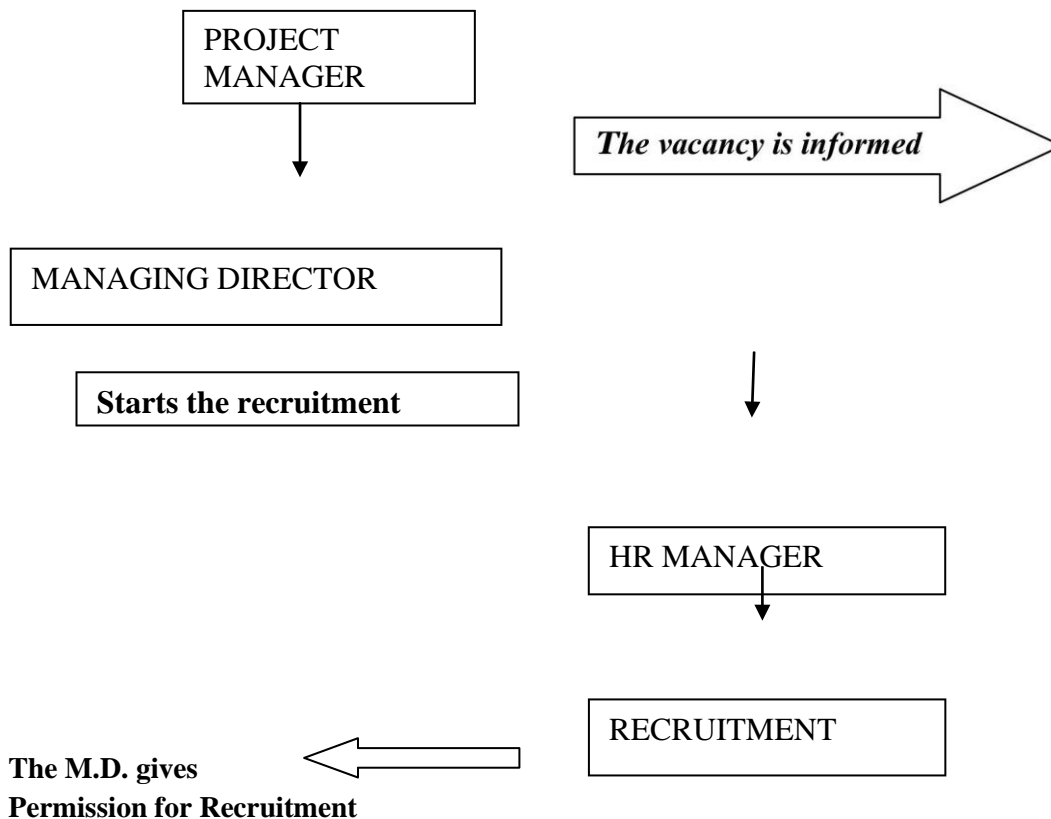
Recruitment planning is the first step of the recruitment process, where the vacant positions are analyzed and described. It includes job specifications and its nature, experience, qualifications and skills required for the job, etc.

A structured recruitment plan is mandatory to attract potential candidates from a pool of candidates. The potential candidates should be qualified, experienced with a capability to take the responsibilities required to achieve the objectives of the organization.

To search for talent globally and not just within the company.

To design entry pay that competes on quality but not on quantum. To anticipate and find people for positions that do not exist yet.

### **Procedure followed when a vacancy arises:**



(Flow Chart. No-3 - Procedure of Vacancy)

### **Reasons for selecting the sources:**

#### **1. Referrals:**

- Referrals are the existing employees working in the same organization. Bharti Airtel select referrals as their source since it are an economical way of recruiting.
- This is also a fastest means of recruitment.
- In case of emergency to place an employee in particular position can be done easily through referrals. Since referrals they bring candidates for the job from outside.

#### **2. Newspapers:**

- Newspaper is a media through which information can be spread all over the country.
- Job seekers are able to get information about the vacancies through newspapers.
- Newspapers are cost effective.
- Coverage is high.

#### **3. Internet:**

- Internet is a modern source used for recruiting the candidates.
- The time consumed in giving the information and making it to reach the people is less. Internet is selected as a source of recruitment for the following reasons also.
- It is a fastest means of source.
- Coverage is high

#### 4. Consultants:

- Consultants are a source through which more number of candidates can be recruited and selected.
- Consultants help organization at the time when there is an emergency.
- It is also selected for the following reasons.

Cost effective. Time taken is less.

It is an easy source since it will have the candidates all the time which will help during emergency period.

#### Factors that are considered while recruiting in Unique Rotopack Electronics:

- Determining which characteristics that differentiate people are most important to performance.
- Measuring those characteristics.
- Deciding who should make the selection process.
- Time effective and economical.

#### Factors affecting recruitment:

Internal	External
Recruitment policy	Supply and demand
HR planning	Labour market
Size of the firm	Socio, political and legal factors
Growth and expansion	Competitors

(Table No.3 - Factor Affecting on Recruitment)



**Internal factors:****Recruitment policy:**

The recruitment policy of an organization specifies the objective of the recruitment and provides a frame work for the implementation of recruitment strategy. It may involve organization system to be developed for implementing recruitment strategies and procedures by filling up vacancies with best qualified people. The recruitment policies of an organization are affected by the following factors

- Organization objectives.
- Personnel policies of the organization
- Govt. policies on reservation
- Preferred source of recruitment
- Need of the organization.
- Recruitment costs and financial implications.

**2. Human resource planning:**

Effective human resource planning helps in determining the gaps present in the existing manpower of the organization. It also helps in determining the number of employees to be recruited and what qualifications they may possess.

**3. Size of the firm:**

The size of the firm is an important factor in recruitment process. If the organization is planning to increase its operations and expand its business, it will think of hiring more personnel which will handle its operations

**4. Cost:**

Recruitment incur cost to the employer; therefore, organization try to employ that source of recruitment which will bear a lower cost of recruitment to the organization for each candidate.

**5. Growth and expansion:**

Organization will employ or think of employing more personnel if it is expanding its operations.

**External factors:****1. Supply and demand:**

The availability of manpower both within and outside the organization is an important determinant in the recruitment process. If the company has a demand for more professionals and there is limited supply in the market for the professionals demanded by the company, then the company will have to depend upon internal sources by providing them special training and development programmer.

**2. Labour market:**

Employment conditions in the community where the organization is located will influence the recruiting efforts of the organization. If there is surplus of the manpower at the time of recruitment, even informal attempts at the time of recruiting like notice board display of the requisition or announcements in the meeting etc will attract more than enough applicants.

**3. Sociology, political and legal factors:**

Various govt. regulations prohibiting discrimination in hiring and employment have direct impact on recruiting practices. E.g. if Govt. introduces legislation for reservation in employment for scheduled castes, scheduled tribes, physically handicapped etc. it becomes an obligation for the employer. Also trade unions play an important role in recruitment. This restricts management freedom to select those individuals who it believes would be best performers.

**4. Competitors:**

The recruitment policies of the competitors also affect the recruitment function of the organization. To face the competition, many a times the organization has to change their recruitment policies according to the policies being followed by the competitors.

**Selection process:****General criteria that are followed during the process of selection in Unique Rotopack :****Internal selection:**

The candidates who are being selected internally need not undergo the selection process. Since the company already knows the employees ability. Only if the existing employee is good technical ability he will be selected and the selection will be done to fill the vacancy. Moreover if there is a vacancy in the company first they will try to fill it internally. The team leaders who works under the project managers will be given priority, since he know what t he works is, how to deal the clients, etc.

**Cafeteria's that are followed for internal selection in Unique Rotopack Electronic :****1. The revenues the existing employee made.**

2. His efficiency.
3. The employee's technical ability.
4. Work experience of the employee.
5. Doing the selection internally is cost effective.
6. Time is not wasted.

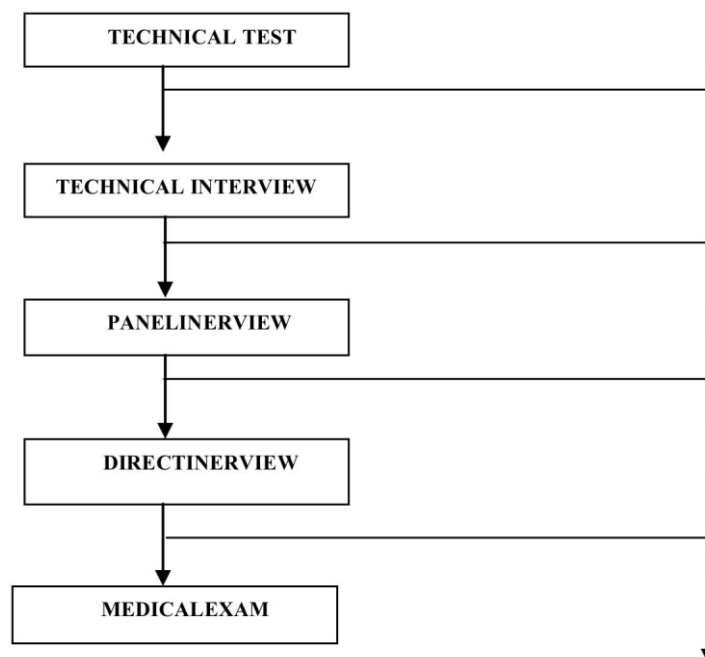
### **Advantages of Selection**

A good selection process offers the following advantages:

- It is cost-effective and reduces a lot of time and effort.
- It helps avoid any biasing while recruiting the right candidate.
- It helps eliminate the candidates who are lacking in knowledge, ability, and proficiency.
- It provides a guideline to evaluate the candidates further through strict verification and reference-checking.
- It helps in comparing the different candidates in terms of their capabilities, knowledge, skills, experience, work attitude, etc.

### **1. External selection process:**

The selection process in company refers to the person come through external source of recruitment has to undergo the below selection process; this selection process has



a series of hurdles which the applicants has to go through.



(Flow Chart. No.4 - External Selection process)

**Tests:****1. Technical test and Interview:**

The test refers here is technical test. Unique Rotopack Electronic conduct test for the qualified candidates after they are screened on the basis of the application blanks so as measure the candidate's ability in technical side.

Also the short listed candidates are supposed to go through the technical interview in which the technical knowledge of the candidate is checked. The candidates who crack this interview have to go through the panel interview.

**2. Panel interview**

This is an interview where the panel members will interview the candidate, here the real capacity of the applicant will be revealed. A series of questions will be asked as quickly as possible and the applicant has to satisfy the panel members through his answers.

**3. Direct interview:**

This is the final round of the entire selection process. In this round the personal details of the candidates, his expectation towards the company will be known and according to the applicants attitude towards the job the applicant will be selected.

**Objective of the interview:**

- To know the information about the candidates.
- To provide the candidates with the facts of the job and the organization.
- To judge the suitability of candidates to the job.
- To see the inner self and feelings of the candidates.

**4. Medical:**

After the final interview the applicants who have crossed the above stages are sent to physical examination either to the company physician or to a medical officer approved for the purpose. Such examination serves the following purposes:

- It determines whether the candidate is physically fit to perform the job. Those who are unfit are rejected.
- It reveals existing disabilities and provides a record of the employee's health at the time of selection. This record will help in settling company's liability under the Workmen Compensation Act for claim for an injury.
- It prevents the employment of people suffering from contagious disease.
- It identifies candidates who are otherwise suitable but require specific jobs due to physical handicaps and allergies.

**Types of interviews that are adopted during selection process in Unique Rotopack Electronics:****Members involved in external selection process:**

Selection process	Members
Tests	Technical Engineers
Technical interview	HR manager and Senior Technical Persons
Panel interview	HR managers, HR persons, Project Manager
Direct interview	Project Manager

(Table No.4 - Members Involved in External Selection process)

For the test, and technical interview the questions will be designed of Unique Rotopack Electronics. The selection process will be done externally by the company only when there are no suitable candidates in the company, for example, when the team leaders lack in technical ability, experience, performance or the company looks for external selection.

**Selection Process and Steps**

(Figure No.3 - Selection process steps )

## **Elements for Recruitment and Selection Process**

### **1 . Identifying Vacancy**

The first and foremost process of recruitment plan is identifying the vacancy. This process begins with receiving the requisition for recruitment from different department of the organization to the HR Department, which contains:

- Number of posts to be filled
- Number of positions
- Duties and responsibilities to be performed
- Qualification and experience required

### **2. Job Analysis**

Job analysis is a process of identifying, analyzing, and determining the duties, responsibilities, skills, abilities, and work environment of a specific job. These factors help in identifying what a job demands and what an employee must possess in performing a job productively.

The following steps are important in analyzing a job:

- Recording and collecting job information
- Accuracy in checking the job information
- Generating job description based on the information
- Determining the skills, knowledge and skills, which are required for the job

### **3. Job Description**

Job description is an important document, which is descriptive in nature and contains the final statement of the job analysis. This description is very important for a successful recruitment process.

Job description is generated for fulfilling the following processes:

- Classification and ranking of jobs
- Placing and orientation of new resources
- Promotions and transfers
- Describing the career path
- Future development of work standards

#### 4. Job Specification

Job specification focuses on the specifications of the candidate, whom the HR team is going to hire. The first step in job specification is preparing the list of all jobs in the organization and its locations. The second step is to generate the information of each job.

This information about each job in an organization is as follows:

- Physical specifications
- Mental specifications
- Physical features
- Emotional specifications
- Behavioral specifications

A job specification document provides information on the following elements:

- Qualification
- Experiences
- Training and development

#### 5. Job Evaluation

Job evaluation is a comparative process of analyzing, assessing, and determining the relative value/worth of a job in relation to the other jobs in an organization.

The main objective of job evaluation is to analyze and determine which job commands how much pay. There are several methods such as **job grading**, **job classifications**, **job ranking**, etc., which are involved in job evaluation. Job evaluation forms the basis for salary and wage negotiations.

#### Searching the Right Candidates

Searching is the process of recruitment where the resources are sourced depending upon the requirement of the job. After the recruitment strategy is done, the searching of candidates will be initialized.

### **Setting up the Best Recruitment Team**

A strong recruitment team ensures a strong recruitment process. The team's role in the recruitment process is crucial because one wrong decision can affect the productivity of the entire workforce.

The best recruitment team should be able to:






Clearly identify the job vacancy and define the qualities of an ideal candidate.

Write a clear job description to enable candidates to understand the job and to assess whether they are the right fit. Create an outline detailing the qualities needed in an ideal candidate, which will also help later during the candidate selection process.

### **Checklist to Crafting the Perfect Job Description**

- Company Name & Description
- Core Values
- Benefits Offered
- Location
- Job Title
- Department
- Industry Pay
- Description of Duties
- Demand (specific skill set, knowledge, experience or training required for the job)
- Qualities that are nice to have and would be an added advantage
- A conversational CTA

### **Do's and Don't's Perfect Job Description**

Do's	Don'ts
 Personalize	 Don't use big chunks of text
 Be specific	 Don't use jargons or metaphors
 Use the right keywords	 Don't sugarcoat the challenging aspects – great candidates want to make things happen
 Use bullets to break the monotony	
 Keep the tone conversational	



## **Recruitment Strategy**

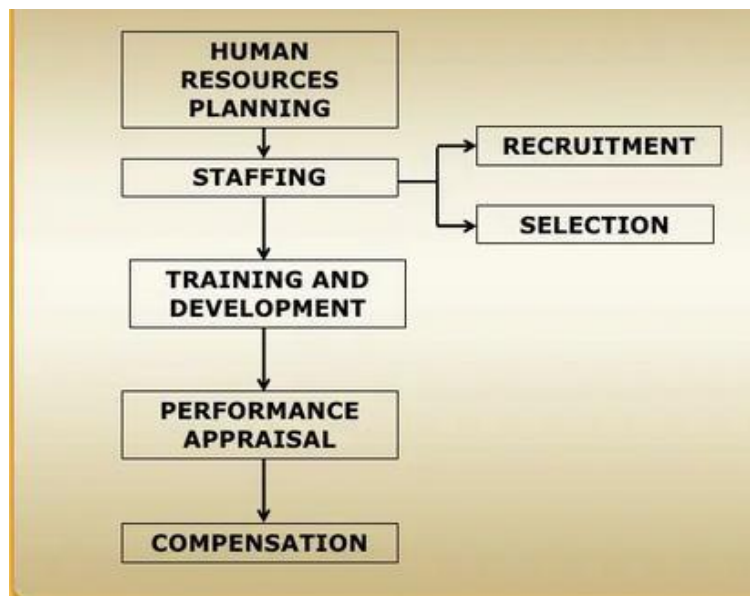
Recruitment strategy is the second step of the recruitment process, where a strategy is prepared for hiring the resources. After completing the preparation of job descriptions and job specifications, the next step is to decide which strategy to adopt for recruiting the potential candidates for the organization.

While preparing a recruitment strategy, the HR team considers the following points:

- Make or buy employees
- Types of recruitment
- Geographical area
- Recruitment sources

The development of a recruitment strategy is a long process, but having a right strategy is mandatory to attract the right candidates. The steps involved in developing a recruitment strategy include:

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



(Figure No.4 - Strategy for Recruitment and Selection process )



- **Personal Data-** Address, Sex, Family Occupation etc.
- **Marital Data-** Single/Married, Children etc.
- **Physical Data-** Height, Weight etc.
- **Education Data-** Educational Qualifications, Marks Obtained.
- **Employment Data-** Past Experience, Nature, Promotion, reason for leaving Previous Job, Salary Expectations etc.
- **Extra Curricular Activities Data-** Participation in other activities in College Fest like Anchoring, Business Plan or any other Sports Participation.
- **References-** If there is any Reference of Applicant from any Employee, then they have to write their name.

### Budget allocated for recruitment and selection process in Unique Rotopack Electronic :

The budget for the recruitment and selection process for company will be allotted every year. Around 25% of the profit is been allotted for the recruitment and selection process as a whole in a year for the company including Unique Rotopack Electronics Since candidates will be recruited every year for other designations also.

## **CHAPTER : 05 RESEARCH METHODOLOGY**

\

➤ Research Design:

Descriptive.

➤ Source of data collection:

Primary data: ●

Questionnaire and interview.

Secondary data: ●

Books and journals

➤ Sample unit:

Executives of HR departments.

➤ Sample size:

20.

➤ Sampling technique:

Convenient sampling.

### **Benefits of Recruitment and Selection program to Organization as well as Employee**

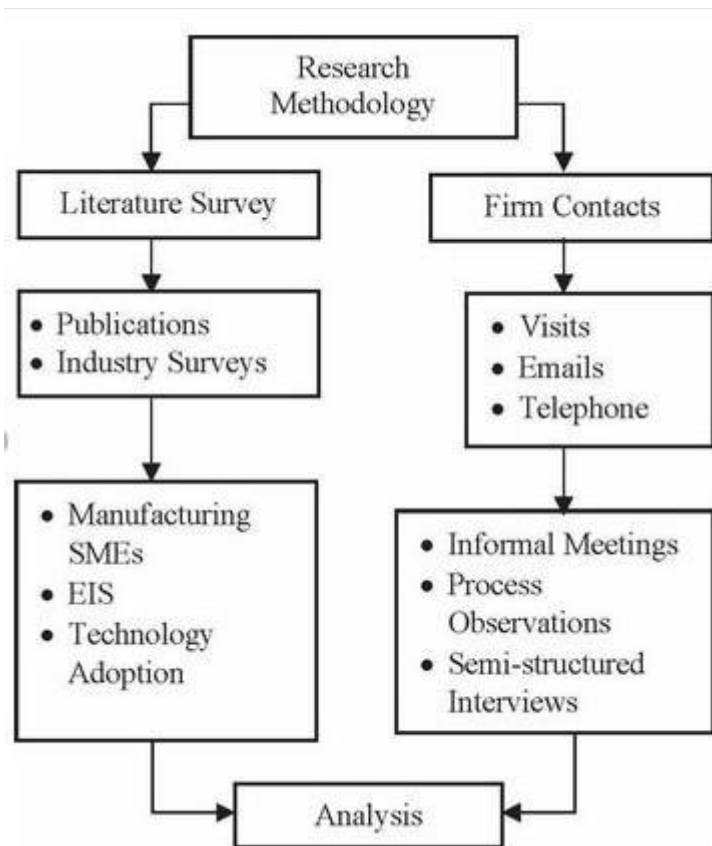
Expected Contribution in terms of Data analysis and interpretation are as,

➤ Both internal as well as external sources of recruitment to be used.

➤ Consultancies (40%) and advertisement (25%) are the two main external sources of recruitment.

➤ The recruitment and selection process is Decentralized.

➤ Recruitment and Selection program will help to career mapping of an Employee.



(Flow Chart. No-5 - Overview of Research Methodology)

Research methodology simply refers to the practical “how” of any given piece of research. More specifically, it’s about **how** a researcher **systematically designs a study** to ensure valid and reliable results that address the research aims and objectives.

For example, how did the researcher go about deciding:

**What** data to collect (and what data to ignore)

**Who** to collect it from (in research, this is called “[sampling design](#)”) How to **collect** it (this is called “[data collection methods](#)”)

How to **analyse** it (this is called “[data analysis methods](#)”)

## **Ethics of Research Methodology**

**Research ethics** provides guidelines for the responsible conduct of research. In addition, it educates and monitors scientists conducting research to ensure a high ethical standard. The following is a general summary of some ethical principles:

### **Honesty:**

Honestly report data, results, methods and procedures, and publication status. Do not fabricate, falsify, or misrepresent data.

### **Objectivity:**

Strive to avoid bias in experimental design, data analysis, data interpretation, peer review, personnel decisions, grant writing, expert testimony, and other aspects of research.

### **Integrity:**

Keep your promises and agreements; act with sincerity; strive for consistency of thought and action.

### **Carefulness:**

Avoid careless errors and negligence; carefully and critically examine your own work and the work of your peers. Keep good records of research activities.

### **Openness:**

Share data, results, ideas, tools, resources. Be open to criticism and new ideas.

### **Respect for Intellectual Property:**

Honor patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or results without permission. Give credit where credit is due. Never plagiarize.

### **Confidentiality:**

Protect confidential communications, such as papers or grants submitted for publication, personnel records, trade or military secrets, and patient records.

### **Responsible Publication:**

Publish in order to advance research and scholarship, not to advance just your own career. Avoid wasteful and duplicate publication.

**Responsible Mentoring:**

Help to educate, mentor, and advise students. Promote their welfare and allow them to make their own decisions.

**Respect for Colleagues:**

Respect your colleagues and treat them fairly.

**Social Responsibility:**

Strive to promote social good and prevent or mitigate social harms through research, public education, and advocacy.

**Non-Discrimination:**

Avoid discrimination against colleagues or students on the basis of sex, race, ethnicity, or other factors that are not related to their scientific competence and integrity.

**Competence:**

Maintain and improve your own professional competence and expertise through lifelong education and learning; take steps to promote competence in science as a whole.

**Legality:**

Know and obey relevant laws and institutional and governmental policies.

**Animal Care:**

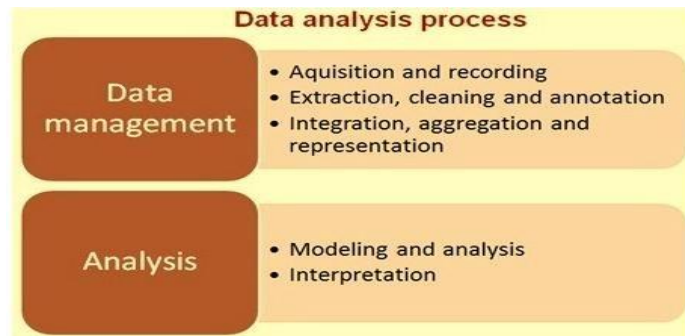
Show proper respect and care for animals when using them in research. Do not conduct unnecessary or poorly designed animal experiments.

**Human Subjects Protection:**

When conducting research on human subjects, minimize harms and risks and maximize benefits; respect human dignity, privacy, and autonomy.

## **CHAPTER : 06 DATA ANALYSIS AND INTERPRETATION**

Data analysis and interpretation is the process of assigning meaning to the collected information and determining the conclusions, significance, and implications of the findings. The steps involved in data analysis are a function of the type of information collected, however, returning to the purpose of the assessment and the assessment questions will provide a structure for the organization of the data and a focus for the analysis.



(Figure. No-5 - Data Analysis process)

### **Importance of Data Analysis and Interpretation**

Data analysis aims to bring order and structure to data by manipulating, summarizing, and reducing it to an interpretation form. It helps to uncover the patterns in the data. Data interpretation aims to execute and apply processes that assign meaning to these discovered patterns by analyzing data. It draws statistical conclusions, infers the relationships and implications.

- Informed decision-making:
- Identification of trend and forecasting needs:
- Cost-efficient:
- Clear Insights:

**Data Analysis consists of the following phases:**

Data Requirement Gathering Data Collection

Data Cleaning Data Analysis Data Interpretation Data Visualization

**Data Interpretation**

Data interpretation is the process of reviewing data through some predefined processes which will help assign some meaning to the data and arrive at a relevant conclusion. It involves taking the result of data analysis. Data analysis is the process of ordering, categorizing, manipulating, and summarizing data to obtain answers to research questions. It is usually the first step taken towards data interpretation.

**Qualitative Data Interpretation Method**

The qualitative data interpretation method is used to analyze qualitative data, which is also known as categorical data. This method uses texts, rather than numbers or patterns to describe data.

**Quantitative Data Interpretation Method**

The quantitative data interpretation method is used to analyze quantitative data, which is also known as numerical data. This data type contains numbers and is therefore analyzed with the use of numbers and not texts.



Q1. Which of the sources of recruitment are used in Unique Rotopack Electronics?

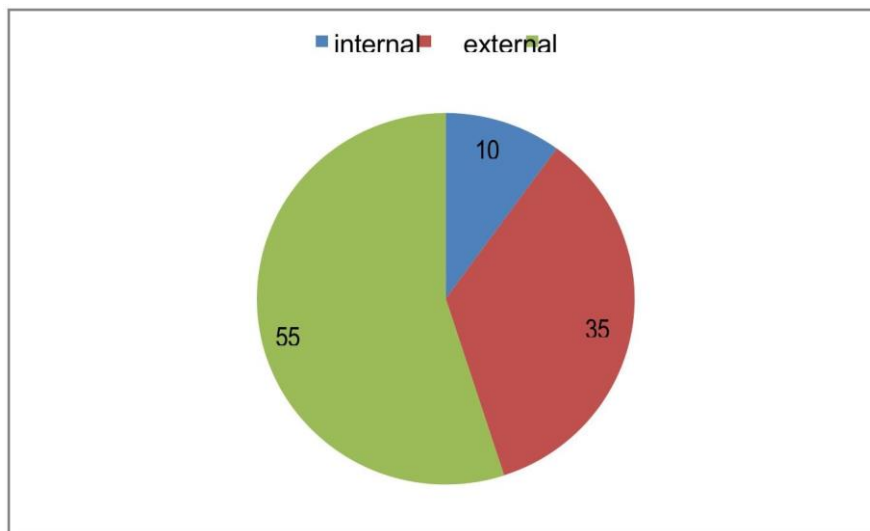
- a) Internal
- b) External
- c) Both.

Options	Internal	External	Both	Total
Responses	2	7	11	20
Percentage	10	35	55	100%

(Table No.5 - Interpretation 1)

#### Interpretation:

It was found that about 55% of the recruitment and selection is done both by internal and external sources, while as external sources are used more than the internal sources.



Q2. Does the external recruitment bring in the desirable employees in the organisation?

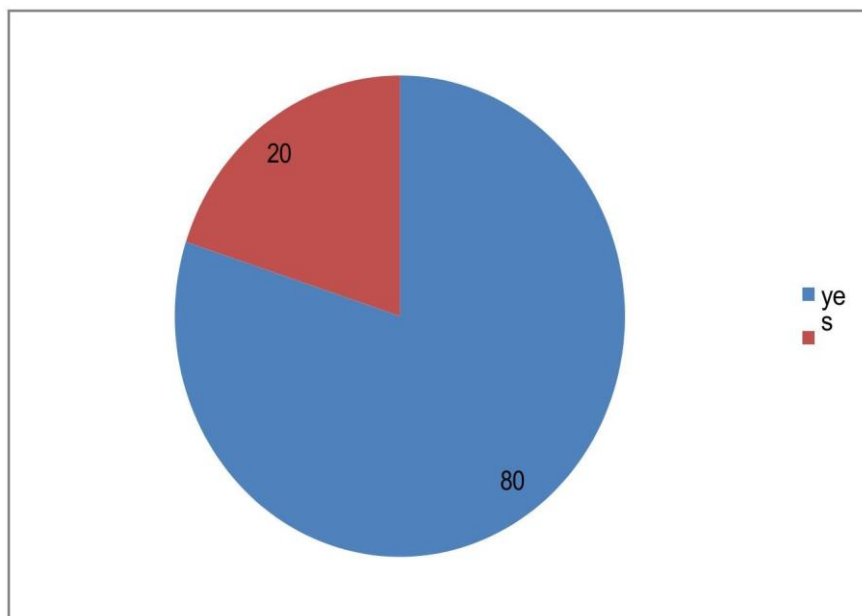
- a) Yes
- b) No

Options	Yes	No	Total
Responses	18	2	20
Percentage	80	20	100%

(Table No.6 - Interpretation 2 )

### Interpretation:

It was found that 80% of the employees think that external sources of recruitment brings desirable employees into the organization while, other 20% are of the opinion that sometimes internal sources provide best employees for a particular position.

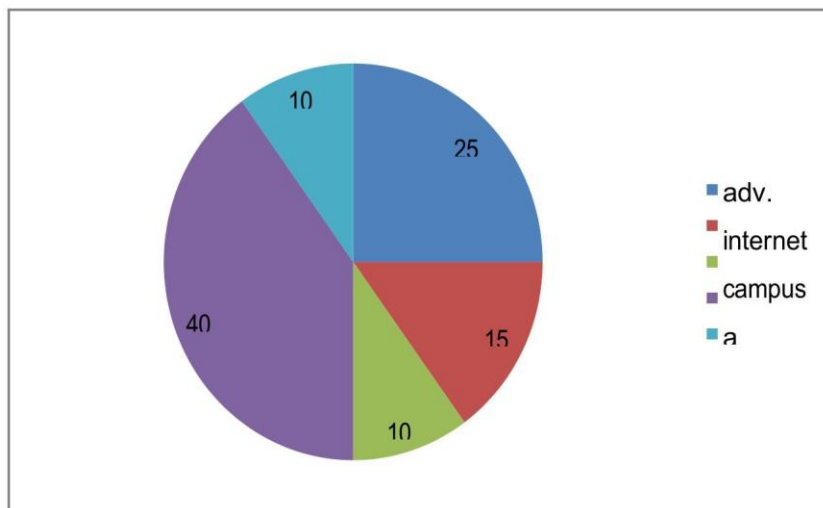


Q.3 Which of the following external sources are used for recruitment in Unique Rotopack Electronics?

- Advertisement
- Internet
- Campus recruitment
- Consultancies.
- All of the above

Options	Advertisement	Internet	Campus drives	Consultancy	All of the above	Total
Responses	5	3	2	8	2	20
percentage	25	15	10	40	10	100%

(Table No.7 - Interpretation 3)



### Interpretation:

It was found that 40% of the employees are recruited through the consultancies and 20% of the employees are selected by the advertisement followed by internet with 15% and campus selections with 10%.

Q4. Does your company follow different recruitment process for different grades of employment?

- a. Yes
- b. No

Options	Yes	No	Total
Responses	20	0	20
Percentage	100	0	100%

(Table No.8 - Interpretation 4)

#### Interpretation :

It was found that from that different recruitment process is adopted for different grades of employment.

Q5. Which form of recruitment is used in Unique Rotopack Electronic?

- a. Centralized
- b. Decentralized

Options	Centralized	Decentralized	Total
Responses	2	18	20
Percentage	10	90	100%

(Table No.9 - Interpretation 5)

#### Interpretation:

It was found that recruitment is decentralized. However, for higher positions of employment the recruitment is centralized.

Q6. Are you satisfied with the recruitment process?

- a) Yes
- b) No.

Options	Yes	No	Total
Responses	16	4	20
Percentage	80	20	100%

(Table No.10 - Interpretation 6)

#### Interpretation:

It was found that 90% of employees are satisfied with the recruitment process adopted by Unique Rotopack Electronics. However, some of the respondents thought there should be some changes in the existing recruitment process of the organization.

Q7. Which form of selection is used in Unique Rotopack Electronic?

- a) Centralized
- b) Decentralized

Options	Centralized	Decentralized	Total
Responses	2	18	20
Percentage	10	90	100

(Table No.11 - Interpretation 7)

#### Interpretation:

It was found that the selection process is decentralized. However, in some cases it is centralized because for top management selection is done at Head Office

Q8. Which of the following methods does Unique Rotopack Electronics uses during selection?

- a) Written
- b) Group discussion
- c) Personal interview
- d) Group discussion and personal interview
- e) All of the above.

Options	Written	GD	PI	GD & PI	All	Total
Responses	1	3	6	8	2	20
Percentage	5	15	30	40	10	100%

(Table No.12 - Interpretation 8)

#### Interpretation:

It was found that 40% of selection is done by Group Discussion & Personal Interview. However, Personal Interview is mostly used method of selection followed by group discussion.

Q9. Do you think innovative techniques like stress test, psychometric test and personality test should be used for selection?

- a) Yes
- b) No

Options	Yes	No	Total
Responses	4	16	20
Percentage	20	80	100%

(Table No.13 - Interpretation 9)

#### Interpretation:

It was found that 20% of the respondents were of the opinion that stress test, psychometric test and personality tests should be used for the selection, while the others were satisfied with the existing recruitment and selection process

Q10. What are the bases for selection?

- a) Merit
- b) Experience
- c) Both.

Options	Merit	Experience	Both	Total
Responses	2	6	12	20
Percentage	10	30	60	100%

(Table No.14 - Interpretation 10)

#### Interpretation:

It was found that both experience and merit is considered during the selection process. However, experienced people are given more consideration rather than meritorious fresher"s.

Q11. Are you satisfied with the selection process?

- a) Yes
- b) No

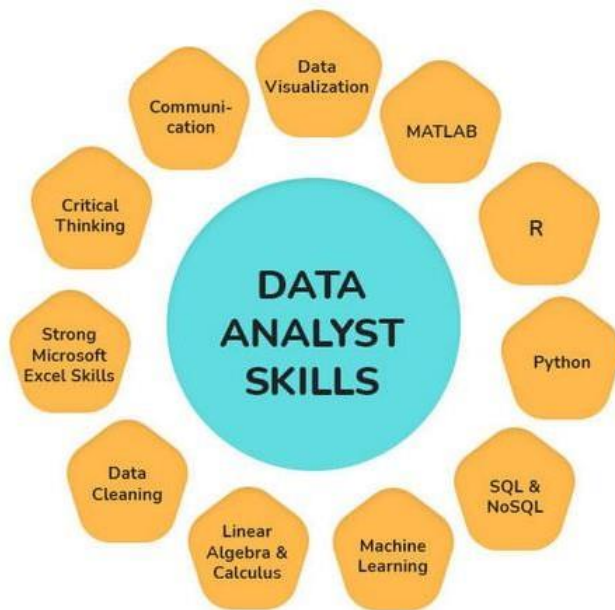
Options	Yes	No	Total
Responses	16	4	20
Percentage	80	20	100%

(Table No.15 - Interpretation 11)

#### Interpretation:

It was found that about 80 % of the employees are satisfied with the selection process. However, the remaining are of the opinion that there should be some change in the recruitment and selection process of the organization.

### Some key skills usually required for a data analyst.



(Figure No.6 - Skills for Data Analyst)

### Advantages of Data Interpretation

- ✓ It helps to make informed decisions and not just through guessing or predictions.
- ✓ It is cost-efficient
- ✓ The insights obtained can be used to set and identify trends in data.

### Conclusion for Data Analysis and Interpretation

Data interpretation and analysis is an important aspect of working with data sets in any field or research and statistics. They both go hand in hand, as the process of data interpretation involves the analysis of data. Data interpretation is very important, as it helps to acquire useful information from a pool of irrelevant ones while making informed decisions. It is found useful for individuals, businesses, and researchers.



## **Findings**

For many kinds of research, the main work of interpretation cannot be done until most of the data has been collected and analyzed. For others, the data already exists (in the form of archival documents or literary texts, for example), and the work of interpreting it begins much earlier in the research process.

Whatever kind of research you are doing, there comes a moment when your head is full of ideas that have emerged from your analysis. Ideally, you will have written them down as they came to you. Now you have to convert that mass of material and ideas into a written text that will make sense to a reader, and do justice to your findings.

After the data analysis and interpretation the findings are:

- Both internal as well as external sources of recruitment used.
- Consultancies (40%) and advertisement (25%) are the two main external sources of recruitment.
- The recruitment and selection process is decentralized.
- About 80% of the employees are satisfied with recruitment and selection process.

### **Recommendations**

From the findings I can suggest Unique Rotopack Electronics Pvt Ltd, Pune Branch following things for the more effectiveness of recruitment and selection process:

- More emphasis should be given on internet and advertisement so that more and more candidates apply for the jobs and it will be easy to find the right employee among them.
- Company should try to use the internal recruitment process first because it incurs less cost and acts as a motivational factor to the employees.
- Also company should adopt latest techniques like stress test, psychometric test and personality test to find the right candidate suitable for the job.

### **Limitations of the study**

- The employees were busy with their daily schedule and it was very much difficult for them to give time.
- Personal biasness of various employees may have supplied wrong data.
- Time and money was also an important constraint.

## **Conclusion**

Recruitment and Selection as being one of the major topics is required by most of the organization. Hence the study helped in understanding the various aspects of recruitment and selection process. In the **Unique Rotopack Electronics** the sources of recruitment is effective, the internal selection of the organization also in an economical means which also reduce costs, only after looking the efficiency of the existing employee towards the company and his sincerity that employee will be selected, in **Unique Rotopack Electronics** the effective selection process is adopted in the last 5 years. It can be retained as such. Also the employees of **Unique Rotopack Electronics** are satisfied with the recruitment and selection process. Also they are well aware about the various sources and methods of recruitment and selection.

## **Annexure1. Questionnaire:**

### **Comparative assessment of recruitment and selection process in Unique Rotopack Electronics, Pune.**

This questionnaire survey is purely for academic purpose. Any information collected through this survey is confidential and would not be shared with anyone other than the people involved in this.

**Name:** .....

**Designation:** ..... **Qualification:** .....

**Department:** ..... **Age:** .....

Answer the following questions: *(kindly give your unbiased response).*

Q1. Which of these sources of recruitment are used in Unique Rotopack Electronics?

- a) Internal
- b) External
- c) Both.

Q2. Does external recruitment bring out the desirable employees in to the organisation?

- a) Yes
- b) No

Q3. Which of the following external sources of recruitment are used in Unique Rotopack Electronics?

- a) Advertisement
- b) Internet
- c) Campus drives
- d) Consultancies
- e) All of the above.

Q4. Does your company follow different recruitment process for different grades of employees?

- a) Yes
- b) No.

Q5. Which form of recruitment is used in Unique Rotopack Electronics?

- a) Centralised
- b) Decentralised

Q6. Are you satisfied with the recruitment process?

- a) Yes
- b) No.

Q7. Which form of selection is used in Unique Rotopack Electronics ?

- a) Centralised
- b) decentralised

Q8. Which of the following methods does your company uses during selection process?

- a) Written or aptitude test
- b) Group discussion
- c) Personal interview
- d) Group discussion and personal interview
- e) All of the above.

Q9. Do you think innovative techniques like stress test, psychometric test and personality test should be used for selection?

- a) Yes
- b) No

Q10. What is the basis for selection?

- a) Merit
- b) Experience
- c) Both.

Q11. Are you satisfied with the selection process?

- a) Yes
- b) No.

## **Bibliography**

### **Books:**

1. K Ashwathapa, (1997) Human Resource and personnel Management, Tata McGraw Hill 131-176.
2. C.B.Gupta, (1996) Human Resource Management, Sultan Chand & Sons.
3. Dr. C.R Kothari,(2008) Research Methodology,

### **Magazines:**

1. India today
2. Business world

### **Newspapers:**

1. Times of India
2. The Hindustan times
3. The economic times.

### **Reports:**

1. Annual report of Unique Rotopack Electronics 2018-2019
2. Annual report of Unique Rotopack Electronics 2019-2020.

### **Websites:**

1. [www.UniqueRotopackelectronics.com](http://www.UniqueRotopackelectronics.com)
2. [www.en.wikipedia.org](http://www.en.wikipedia.org)
3. [www.citehr.com](http://www.citehr.com)
4. [www.scribd.com](http://www.scribd.com)

## **SYNOPSIS**

## INDEX

SR.NO	TITLE	PAGE NO
1	INTRODUCTION	3
2	IMPORTANCE AND SIGNIFICANCE	4
3	RATIONALE	5
4	OBJECTIVES	5
5	HYPOTHESES	6
6	RESEARCH METHODOLOGY	6
7	EXPECTED CONTRIBUTION	7
8	CHAPTERISATION	7
9	BIBLIOGRAPHY	8