

## Human Resources Recruitment

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### **Abstract:**

Human Resource Development (HRD) means to develop available manpower through suitable methods such as training, promotions, transfers and opportunities for career development. HRD programs create a team of well-trained, efficient and capable managers and subordinates. Such team constitutes an important asset of an enterprise. One organisation is different from another mainly because of the people (employees) working there in. According to Peter F. Drucker, "The prosperity, if not the survival of any business depends on the performance of its managers of tomorrow." The human resource should be nurtured and used for the benefit of the organisation.

Human Resource Management is moving away from traditional personnel, administration, and transactional roles, which are increasingly outsourced. Recruitment is a continuous process whereby the firm attempts to develop a pool of qualified applicants for the future human resources needs even though specific vacancies do not exist. Usually, the recruitment process starts when a manager initiates an employee requisition for a specific vacancy or an anticipated vacancy.

**Keywords:** Human Resource Development, Recruitment, HRD programs.

### **INTRODUCTION:**

Recruitment of candidates is the function preceding the selection, which helps create a pool of prospective employees for the organisation 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.

Recruitment is almost central to any management process and failure in recruitment can create difficulties for any company including an adverse effect on its profitability and inappropriate levels of staffing or skills. Inadequate recruitment can lead to labor shortages, or problems in management decision making and the recruitment process could itself be improved by following

management theories. The recruitment process could be improved in sophistication with Rodgers seven point plan, Munro-Fraser's five-fold grading system, psychological tests, personal interviews, etc. Recommendations for specific and differentiated selection systems for different professions and

specializations have been given. A new national selection system for psychiatrists, anesthetists and dental surgeons has been proposed within the UK health sector.

#### **The HR Role in Recruitment changed and HRM:**

- Decides about the design of the recruitment processes and to decide about the split of roles and responsibilities between Human Resources and Hiring Manager
- Decides about the right profile of the candidate
- Decides about the sources of candidates
- Decides about the measures to be monitored to measure the success of the process

#### **Recruitment Management System**

Recruitment management system is the comprehensive tool to manage the entire recruitment processes of an organisation. It is one of the technological tools facilitated by the information management systems to the HR of organisations. Just like performance management, payroll and other systems, Recruitment management system helps to contour the recruitment processes and effectively managing the ROI on recruitment.

The features, functions and major benefits of the recruitment management system are 4explainedbelow:

- Structure and systematically organize the entire recruitment processes.
- Recruitment management system facilitates faster, unbiased, accurate and reliable processing of applications from various applications.
- Helps to reduce the time-per-hire and cost-per-hire.

#### **REVIEW OF LITERATURE:**

##### **ARTICLE: 1**

**TITLE:** A Systematic Review Of Literature On Recruitment And Selection Process

**Author:** Kanagavalli G.

**Source :** [www.hssr.in](http://www.hssr.in)

The main purpose of this study is to provide a new, macro-level model of strategic staffing to bridge the gap in the knowledge regarding how practices within recruitment and selection systems can work to provide a competitive advantage among various sectors. This study identifies the various methods of recruitment and selection process through a systematic review of literature, which would be the right fit for attracting and selecting employees in an organization.

##### **ARTICLE: 2**

**TITLE:** A Study On Recruitment Procedures

**Author:** Dr.C.K.Gomathy

### **Source: International Journal for Quality Research**

It is about calling on the own company 's employees or external contacts to find out new potential recruits. It may be a very effective way to look for new applicants because it lets the company to save costs of advertising, time, to get recommended people and then to feel assured about the candidate 's level of quality (DeVaro, 2005). However, this mode of recruitment could be discriminatory (Foot, M. and Hook, C., 2011) to the extent that it may not enable people from other ethnic origins, environments or socio-economic status to get access in your job offers.

### **ARTICLE: 3**

**TITLE:** Review Of Literature On Recruitment

Author: M. and Hook

### **Source: Journal of Emerging Technologies and Innovative Research**

Most of the time (statistically 85%), the company favours online channels to recruit such as LinkedIn, Monster, alumni associations of Business or Engineer schools and employment websites. The CIPD annual surveys of recruitment have shown an increasing usage of e-recruitment methods from the beginning of the 21st century (CIPD, 2006 and 2007 from Foot, M. and Hook, C., 2011).

Even when the brand calls on head-hunters only for unique and selected profiles, they realized that the candidates presented by Head-hunters can also be found online by placing an add via LinkedIn or Monster. However, there are some disadvantages to note about e-recruitment. Online recruitment negatively impacts the process of recruiting due to the lack of knowledge from older people of the internet. In addition to that, it could result in an increased number unfitted candidates. (CIPD, 2009a from Foot, M. and Hook, C., 2011)

### **RESEARCH GAP:**

This study identifies the various methods of recruitment and selection process through a systematic review of literature, which would be the right fit for attracting and selecting employees in an organization.

### **OBJECTIVES:**

- To understand the process of recruitment
- To know the sources of recruitment at various levels and various jobs
- To critically analyze the functioning of recruitment procedures
- To identify the probable area of improvement to make recruitment procedure more effective.
- To know the managerial satisfaction level as well as to know the yield ratio

### **RESEARCH METHODOLOGY:**

#### **Need For The Study**

The need for recruitment may be due to the following reasons / situations

- Vacancies: due to promotions, transfers, retirement, termination, permanent disability, death and labour turnover.
- Creation of new vacancies: due to growth, expansion and diversification of business activities of an enterprise.
- In addition, new vacancies are possible due to job respecification.

### **Scope Of The Study:**

The benefit of the study for the researcher is that it helped to gain knowledge and experience and also provided the opportunity to study and understand the prevalent recruitment procedures.

The key points of my research study are:

- To Understand and analyze various HR factors including recruitment procedure at consultant.
- To suggest any measures/recommendations for the improvement of the recruitment procedures

### **Methodology**

#### **Primary Data:**

Primary data was collected through survey method by distributing questionnaires to employees. The questionnaires were carefully designed by taking into account the parameters of my study.

#### **Secondary Data:**

Data was collected from web sites, going through the records of the organisation, etc. It is the data which has been collected by individual or someone else for the purpose of other than those of our particular research study. Or in other words we can say that secondary data is the data used previously for the analysis and the results are undertaken for the next process.

#### **Sample Design:**

A complete interaction and enumeration of all the employees was not possible so a sample was chosen that consisted of 25 employees. The research was taken by necessary steps to avoid any biased while collecting the data.

#### **Tools of Analysis:**

The data collected from both the sources is analyzed and interpreted in the systematic manner with the help of statistical tool like percentages.

### **HYPOTHESIS OF THE STUDY:**

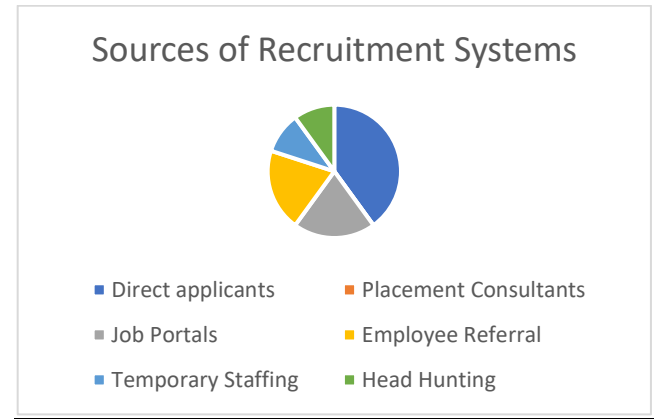
H0- There is no significant relationship between selected variables under study (Age Group, Gender, and Marital Status) and procedure to be carried out during recruitment.

H1- - Alternative Hypothesis: There is significant relationship between selected variables under study and procedure to be carried out during recruitment

## **DATA ANALYSIS & INTERPRETATION:**

### **Sources of Recruitment**

Sr. No.	Sources	Percentages (%)
1	Direct applicants	40
2	Placement Consultants	0
3	Job portals	20
4	Employee referral	20
5	Through temporary staffing	10
6	Head hunting	10

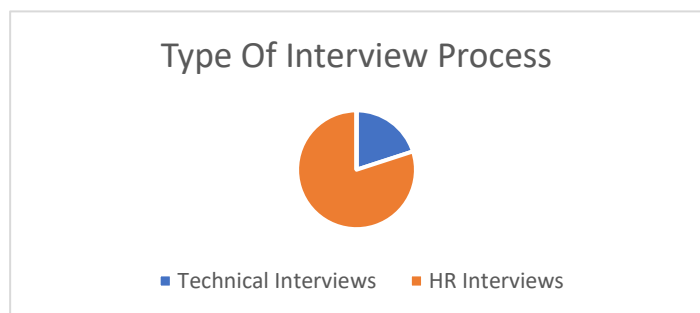


### **INTERPRETATION:**

- From, the above data it is clear that 40% of respondents feel Direct Applicants is the main source for Recruitment Systems.
- Job Portals is of 20 % from the respondents.
- Employee Referral is of 20 % from the respondents.
- Temporary Staffing is of 10 % from the respondents.

### **Type of Interview Process**

Options	Percentage (%)
Technical Interviews	20
HR Interviews	80

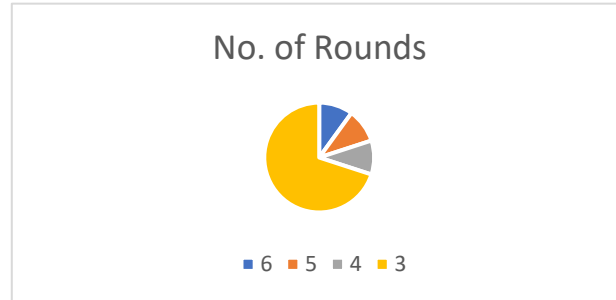


### **INTERPRETATION:**

- From, the above data it is clear that 80% of respondents feel HR Interviews are mostly used in interview Process.
- Technical Interviews are of 20 % from the respondents.

### Number of rounds in Recruitment Process

No. of Rounds	Percentage (%)
6	10
5	10
4	10
3	70

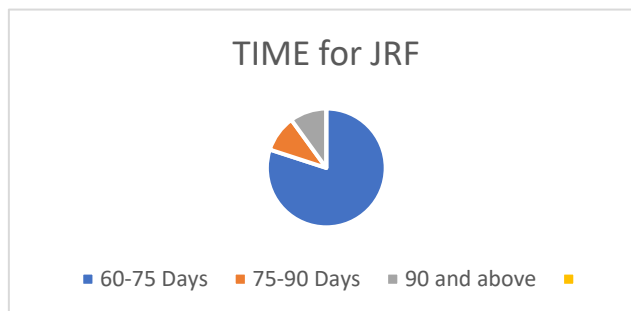


#### **INTERPRETATION:**

- From, the above data it is clear that 70% of respondents feel 3 rounds are conducted during recruitment process.
- 4 rounds are of 10 % from the respondents.
- 5 rounds are of 10 % from the respondents.
- 6 rounds are of 10 % from the respondents.

### Job Requisition Form

Option	Percentage (%)
60 – 75 Days	80
75 - 90 Days	10
90 and above	10

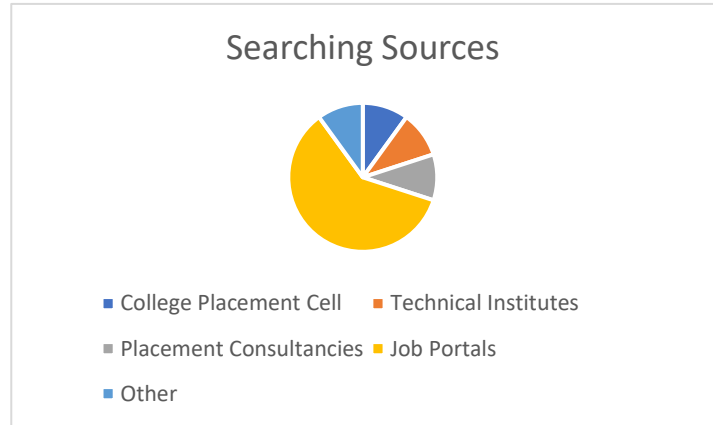


#### **INTERPRETATION:**

- From, the above data it is clear that 80% of respondents feel 65 – 75 days are taken for job requisition form.
- 75 - 90 days is of 10 % from the respondents.
- 90 and above is of 10 % from the respondents.

### Searching Best Talent

Options	Percentage (%)
College Placement Cell	10
Technical Institutes	10
Placement Consultancies	10
Job Portals	60
Other	10

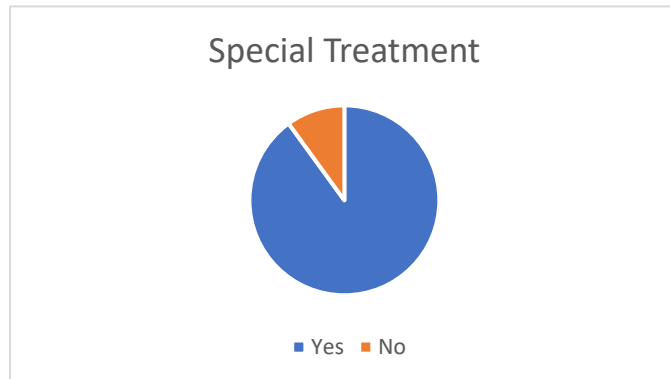


#### **INTERPRETATIONS:**

- From, the above data it is clear that 60% of respondents feel job portals are used for searching candidates.
- College Placement Cell is of 10 % from the respondents.
- Technical Institutes is of 10 % from the respondents.
- Placement Consultancies is of 10 % from the respondents.
- Technical Institutes is of 10 % from the respondents.
- Other is of 10 % from the respondents.

### Special Treatment to Employees

Options	Percentage (%)
Yes	90
No	10



#### **INTERPRETATION:**

- From, the above data it is clear that 90% of respondents feel special treatment for employees is given.
- Special treatment for employees is not given is of 10 % from the respondents.
- Technical Institutes is of 10 % from the respondents.
- Placement Consultancies is of 10 % from the respondents.
- Technical Institutes is of 10 % from the respondents.

**CONCLUSIONS:**

- All the employees are aware of the recruitment process of the organisation.
- Both the internal and external sources of information is used in recruitment process in the organisation. Depending of the vacancies the appropriate sources of recruitment is followed.
- The organisation mostly conducts written test and group discussions are conducted for the selection of employee according to the requirement.
- The organisation is also implementing the policies laid down by the government and employee referral are also taken into consideration.
- Most of the employees say that the policy followed for recruiting employees meets the overall objectives of the company.

**REFERENCES:**

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