Industrial Research Project Report Recruitment and Selection

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EXECUTIVE SUMMARY

The project report delves into the Recruitment and Selection Process at SysmindTech Pvt. Ltd., offering a detailed analysis rooted in real-world corporate experience. It highlights the HR department's structure, functions, and decision-making procedures related to recruitment and selection.

Recognizing human resources as a vital corporate asset, the report underscores the importance of recruiting individuals with the requisite skills, qualifications, and experience to achieve company objectives. Successful recruitment hinges onmeticulous job and labor market analysis. Recruitment is integral to effective management, with failures in this process posing risks to a company's profitability and staffing levels.

Recruitment is not merely a selection process but involves strategic decision- making and thorough planning to onboard the most suitable talent. Intensified competition among businesses has sharpened the focus on innovation, promptingrecruiters to seek candidates aligned with the organization's culture, ethics, and climate.

Furthermore, the report elucidates the significance of recruitment within the broader management context, highlighting the potential ramifications of recruitment failures, such as adverse effects on profitability and inadequate staffing or skill levels. It stresses that recruitment is not merely a selection process but entails strategic decision-making and meticulous planning to ensurethe acquisition of the most suitable talent.

Moreover, the report sheds light on the evolving landscape of recruitment, characterized by heightened competition among businesses. Recruiters are increasingly focusing on innovation and aligning candidates with the organization's culture, ethics, and climate. This necessitates a nuanced approachto recruitment characterized by astute management decision-making and a keenunderstanding of organizational dynamics.

INTRODUCTION

SYSMIND TECH PVT. LTD

TITLE : "RECRUITMENT ANDSELECTION"

INDUSTRY: Hiring Industry

Sysmind Tech Private Limited is a Private incorporated on 02 May 2011. It is classifiedas Non-govt company and is registered at Registrar of Companies, Delhi. Its authorizedshare capital is Rs. 3,000,000 and its paid up capital is Rs. 2,888,350. It is involved in Other computer related activities [for example maintenance of websites of other firms/ creation of multimedia presentations for other firms etc.]

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RECRUITMENT

Recruitment is defined as, "a process to discover the sources of manpower to meet the requirements of the staffing schedule and to employ effective measuresfor attracting that manpower in adequate numbers to facilitate effective selectionof an efficient workforce."

Edwin B. Flippo defined recruitment as "the process of searching for prospectiveemployees and stimulating them to apply for jobs in the organization." In simple

words recruitment can be defined as a 'linking function'-joining together thosewith jobs to fill and those seeking jobs.

PURPOSE AND IMPORTANCE

The general purpose of recruitment is to provide a pool of potentially qualifiedjob candidates. Specifically, the purposes and needs are:

- Determine the present and future requirements of the organization inconjunction with its personnel-planning and job-analysis activities.

- Increase the pool of job candidates at minimum cost.

- Help increase the success rate of the selection process by reducing the numberof visibly, under qualified or overqualified job applicants.

- Help reduce the probability that job applicants, once recruited and selected, willleave the organization only after a short period of time

- Begin identifying and preparing potential job applicants who will beappropriate candidates.

- Induct outsiders with a new perspective to lead the company.

RECRUITMENT PROCESS :

The recruitment and selection is the major function of the human resource department and recruitment process is the first step towards creating the competitive strength and the strategic advantage for the organizations. Recruitment process involves a systematic procedure from sourcing the candidates to arrangingand conducting the interviews and requires many resources and time.

A general recruitment process is as follows:

Identifying the vacancy:

- The recruitment process begins with the human resource department receiving requisitions for recruitment from any department of the company.

  These contain:

  - Posts to be filled

  - Number of persons

  - Duties to be performed

  - Qualifications required

- Preparing the job description and person specification.

- Locating and developing the sources of required number and type ofemployees (Advertising etc.).
- Short-listing and identifying the prospective employee with requiredcharacteristics.
- Arranging the interviews with the selected candidates.

- Conducting the interview and decision making

The recruitment process is immediately followed by the selection process i.e. the final interviews and the decision making, conveying the decision and the appointment formalities.

FACTORS AFFECTING RECRUITMENT

The following are the 2 important factors affecting Recruitment:

1. **Internal Factors:**

- Recruiting policy

- Temporary and part-time employees

- Recruitment of local citizens

- Engagement of the company in HRP

- Company's size

- Cost of recruitment

- Company's growth and expansion

2. External Factors:

- Supply and Demand factors

- Unemployment Rate

- Labour-market conditions

- Political and legal considerations

- Social factors

- Economic factors

- Technological factors

SOURCES OF RECRUITMENT

The sources of recruitment may be broadly divided into two categories:internal sources and external sources. Both have their own merits and demerits.

METHODS OF RECRUITMENT

Internal Methods:

1. **Promotions and Transfers:** This is a method of filling vacancies from internal resources of the company to achieve optimum utilization of a staffmembers skills and talents. Transfer is the permanent lateral movement ofan employee from one position to another position in the same or another job class assigned to usually same salary range. Promotion, on the other hand is the permanent movement of a staff member from a position in onejob class to a position in another job class of increased responsibility or complexity of duties and in a higher salary range.

2. **Job Posting:** Job Posting is an arrangement in which a firm internally posts a list of open positions (with their descriptions and requirements) so

that the existing employees who wish to move to different functional areasmay apply. It is also known as Job bidding. It helps the qualified employees working in the organization to scale new heights, instead of looking for better perspectives outside. It also helps organization to retain its experienced and promising employees.

3. **Employee Referrals:** It is a recruitment method in which the current employees are encouraged and rewarded for introducing suitable recruitsfrom among the people they know. The logic behind employee referral isthat "it takes one to know one".

Benefits of this method are as follows:

- Quality Candidates

- Cost savings

- Faster recruitment cycles

- Incentives to current employees

External Methods:

External methods of recruitment are again divided into two categories-Direct External Recruitment Methods

1. **Campus Recruitment** In Campus Recruitment, Companies / Corporate visit some of the most important Technical and Professional Institutes in an attempt to hire young intelligent and smart students at source. It is common practice for Institutes today to hire a Placement Officer who coordinates with small, medium and large sized Companies and helps in streamlining the entire Campus Recruitment procedure.

SELECTION

To select means to choose. Selection is the process of picking individuals who have relevant qualifications to fill jobs in an organization. The basic purpose is to choose the individual who can most successfully perform the job from the pool of qualified candidates.

SELECTION PROCESS

Selection process or selection procedure involves a series of steps to be followed for choosing the suitable person for the vacant job. This process starts after recruitment and divides the candidates in two parts those who will be offered job and those who will not be. There is a need of well-organized selection process because only then right type of candidate can be selected and unsuitable

candidates are rejected. The selection process varies from organization to organization and even from department to department within the same organization. Like in some organizations medical examination is done after final selection while in other it may be done before final selection. However every organization designs the selection process as per its need. The main selection process steps are:

1.   Preliminary interview: The selection process generally starts with this step where the totally unsuitable applicant is eliminated. Thus the organization is saved from the expenses of processing the applicant through the remaining steps of selection. The candidates who pass this step are only asked to fill the application form.

2.   Receiving applications: After passing the preliminary interview the candidate is asked to fill the standard application form. The application form generally consists the information about the age, qualification, experience etc. of the candidate on the basis of which the interviewer gets the idea about the candidate and this

information also helps in formulating questions.

3.   **Screening of applications:** After receiving the applications the screening committee screens the applications. Only the candidates who qualify the criteria ofthe screening committee are called for the interview. Usually the candidates selected for interview are four to six times than the number of posts. Interview letter is sent to them or they are called telephonically.
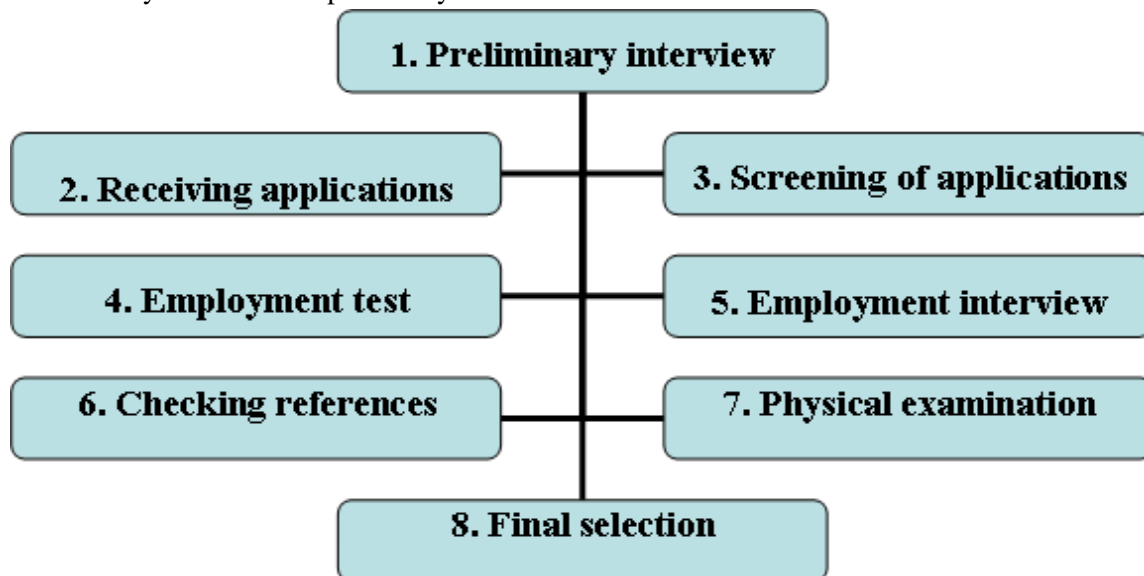
4.   **Employment test:** After getting the interview letter and before going to the interview there is one more step and that is the employment tests. These tests are done to check the ability of the candidate. These tests vary from organization to organization and change as per the need of the particular job. these tests are intelligence tests, aptitude tests, trade tests, interest test, personality tests etc. thesetests must be designed properly otherwise they will not good indicator of one knowledge.

Some of them are

1.   **Intelligence Tests:** These are mental ability tests. They measure the incumbent's learning ability and the ability to understand instructions and make judgments. Thebasic objective of such test is to pick up employees who are alert and quick at learning things so that they can be offered adequate training to improve their skillsfor the benefit of the organization.

2.   **Aptitude Test:** Aptitude test measure an individual's potential to learn certain skills- clerical, mechanical, mathematical, etc. These tests indicate whether or notan individual has the capabilities to learn a given job quickly and efficiently. In order to recruit efficient office staff, aptitude tests are necessary

3.   **Personality Test:** The definition of personality, methods of measuring personality factors and the relationship between personality factors and actual jobcriteria has been the subject of much discussion. Researchers have also questionedwhether applicants answer all the items truthfully or whether they try to respond ina socially desirable manner. Regardless of these objections, many people still consider personality as an important component of job success.

4.   **Simulation Tests:** Simulation exercise is a tests which duplicate many of the activities and problems an employee faces while at work.

5.   **Graphology Test:** Graphology involves using a trained evaluator to examine the lines, loops, hooks, stokes, curves and flourishes in a person's handwriting to assess the person's personality and emotional make-up.6. Polygraph (Lie-Detector) tests: the polygraph records physical changes in the body as the tests subject answers a series of questions. It records fluctuations in respiration, blood pressureand perspiration on a moving roll of graph paper. The polygraph operator forms a

judgment as to whether the subject's response was truthful or deceptive byexamining the biological movements

recorded on the paper.

STRATEGIES FOR SUCESSFUL RECRUITMENT STEP

1: ENSURE AN UP-TO-DATE JOB DESCRIPTION:

A clear, accurate and up-to-date job description is crucial to ensuring a goodperson-job fit. It is worthwhile spending some time making sure that the jobdescription matches the everyday reality of the job.

2: EVALUATE THE RECRUITMENT STRATEGY:

periodically evaluating the effectiveness of your recruitment strategy, such as thetype of sources used for recruiting, can be a useful activity. For instance, a cost- benefit analysis can be done in terms of the number of applicants referred, interviewed, selected, and hired. Comparing the effectiveness of applicants hired from various sources in terms of job performance and absenteeism is also helpful.One could also examine the retention rates of workers who were hired from different sources.

BARRIERS TO EFFECTIVE SELECTION:

The main objective of selection is to hire people having competence andcommitment. This objective is often defeated because of certain barriers

FAIRNESS VALIDITY RELIABILITY PRESSURE

PERCEPTION

RESEARCH METHODOLOGY

The title of present research is "HR Practices in Corporate Sector."

MEANING OF RESEARCH & DEFINITION

Research refers to a search for knowledge. Once can also define research as a scientific and systematic search for pertinent information on a specific topic. Research is an art of scientific investigation. Systematized effort to gain new knowledge.

METHODOLOGY

Methodology can be defined as- ―The analysis of the principles of methods, rules, and postulates employed by a discipline. ―The systematic study of methods that are, can be or have been applied within a discipline. ―A particular procedure or set of procedures .Methodology includes a collection of theories, concepts or ideas as they relate to a particular discipline or field of inquiry: Methodology refers to more than a simple set of methods;] rather it refers to therationale and the philosophical assumptions that underlie a particular study relative to the scientific method. This is why scholarly literature often includes asection on the methodology of the researchers. This section does more than outline the researchers' methods might explain what the researchers' ontologicalor epistemological views are .Another

key (though arguably imprecise) usage for methodology does not refer to research or to the specific analysis techniques. This often refers to anything and everything that can been capsulated for a discipline or a series of processes, activities and tasks.

RESEARCH DESIGN

A research design is simply the framework or plan for a study that is used as a guide in collecting and analyzing the data. It is blueprint that is followed in completing a study. A research design ensures that the study:

Will be relevant to the problem Will employ economical procedure

TYPES OF RESEARCH DESIGN

DESCRIPETIVE RESEARCH

It is typically concerned with determining the frequency with which something occurs or the relationship between two variables. The descriptive study istypically guided by an initial hypothesis. The objective of such a study is to answer the who, when and how of the subject under investigation.

TYPES OF RESEARCH DESIGN USED

The current study is descriptive research with an applied bias. It explains the present corporate scenario and the results of research work may be utilized to enhance efficiency in HR Practices in Corporate Sector.

SOURCES OF DATA COLLECTION

There are two types of sources:

1. Primary Sources

2. Secondary Sources

I have used both the forms of sources to complete my research.

➔ **PRIMARY SOURCES**

A primary source has been used for obtaining information regarding: facts and quasi-facts, attitudes/options, awareness/knowledge, perception, intentions andbehavior, demographic and socioeconomic characteristics.

Primary data is the data collected by

1. Interview

2. Observation

3. Action research

4. Case studies

5. Life histories

6. Questionnaires

➔ **SECONDARY SOURCES**

Secondary sources not taken in mentioned report.

RESEARCH INSTRUMENT

Structured well designed questionnaire is used to gather primary information. Init, questions are presented with exactly the same wording and in exactly the sameorder, to all respondents.

RESEARCH APPROCH

Survey Research.

CONTACT METHOD

Individual Interviewing.

DATA ANALYSIS AND DATA INTERPRETAION:

A questionnaire was prepared for the purpose of getting feedback from theemployees and manager regarding 'Recruitment & Selection Procedure'' of their company. 30 employees are selected from each department and were distributed the questionnaire from the purpose of the study.

ANALYSIS OF THE DATA:

The analysis of the data is done as per the survey finding.

The no. of the people opinion were analyzed and have been placed in the next fewpages.

MAN POWER PLANNING:

➔ Does your organization plan the recruitment policy?

Strongly Agree	Agree	Disagree	Strongly Disagree
20	10	0	0

Interpretation: 20 people are strongly agree withthat statement and 10 people are agree with that statement.

➔ Do you think the present recruitment policy is helpfulin achieving the goal of the company?

Interpretation :

- 15 people are strongly agree. They said that company's policy is helpful inthe achieving the goal.
- 10 people are agree.
- 5 people are disagree. They said that company policies is not helpful in theachieving the goal.

1. Through which sources organization recruit the employee?

S.No.	Opinion	No. of Respondent
1.	Internally	6
2.	Externally	18
3.	Both	6

Interpretation :

6 people said that the company recruit the employee from the internalsources.
18 people said that the company recruit the employee from the externalsources.
6 people said that the company recruit the employee from the both sources.

Strongly Agree	Agree	Disagree	Strongly Disagree
15	10	5	0

2. Which of the following external sources you choose for the recruitment ofthe employees?

S.No.	Opinion	No. of Respondent
1.	Employee exchange consultant	6
2.	Private employees Agencies	6
3.	Advertisement	3
4.	Internet	12
5.	Any other	3

Interpretation:

6 people said that the company uses the employee exchange consultants.6 people said that the company uses private employment agencies.

3 people said that the company uses the advertisement method.12 people said that the company uses the internet method.

3 people said that the company uses the any other way.

3. Is company use own web site for recruitment ?

S.No.	Opinion	No. Of respondent
1.	Yes	27
2.	No	3

Interpretation :

27 people said that the company uses its own web site for recruitment.3 people said that the company not uses his own web site.

4. Does the procedure adopted for recruitment and selection of employeesenables to give right person at the right job ?

S.No.	Opinion	No. of respondent
1.	Yes	21
2.	No	3
3.	To some extent	6

Interpretation :

21 people said that the procedure adopted for recruitment and selection ofemployees enable to place the right person for the right job.

3 people said that the procedure adopted for recruitment and selection ofemployees does not enable to place the right person for the right job.

6 people said that the procedure adopted for recruitment and selection ofemployees enable to some extent place the right person for the right job.

5. Which type of technique is used for interview ?

S. No.	Opinion	No. of respondent
1.	Structured	18
2.	Unstructured	3
3.	Both	9

Interpretation:

18 people said that the company uses the structured techniques forselection.

3 people said that the company uses the unstructured techniques forselection.

9 people said that the company uses the both the techniques for selection.

CONCLUSION

Based on the detailed analysis and findings of the study on HR practices atSysmind Tech Pvt. Ltd., several key conclusions can be drawn:

1) Recruitment and Selection Process: The research indicates that Sysmind Tech Pvt. Ltd. Has a well-structured recruitment and selection process, as evidenced by the positive responses from the employees surveyed. The useof multiple recruitment sources, including internal and external channels, demonstrates a comprehensive approach to talent acquisition.

2) Transparency and Communication: The findings highlight the importance of transparency and effective communication in the recruitment process. Sysmind Tech Pvt. Ltd. Appears to have a transparent recruitment process, which is appreciated by its employees. Clear communication regarding jobroles, responsibilities, and expectations can help ensure that new hires are agood fit for the organization.

3) Areas for Improvement: Despite the overall positive feedback, the study also identified areas for improvement. These include the need for a morerobust job analysis process to ensure that job requirements are accuratelydefined. Additionally, establishing a clear HR budget for planning purposes can help the company better allocate resources and address anyHR-related issues effectively

BIBLIOGRAPHY:

A bibliography is an alphabetized list of sources that have been used to compiledata, typically in an article, essay, or research paper.

WESITES

https://sysmind.com

www.wikipedia.com

www.hrindia.com

OTHER SOURCES

ChatGpt Dictionary

Annexure

QUESTIONNAIRE

Survey on the managerial satisfaction level for recruitment and selection

DEAR respondent,

We are conducting a survey on the managerial satisfaction level for the RECURITMENT SELECTION PROCEDURE. Your free and frank opinion would be very valuable in conducting the survey. Please answer the following questions with a (.) in the appropriate boxes.

RECRUITMENT POLICY:

1).   Does your organization plan the recruitment policy ?a). strongly agree   b). agree
c). disagree   d). strongly disagree

2).   Do you think the present recruitment policy is helpful in achieving the goalof the company?

a). Strongly agree   b). agree

c). Disagree   c). Strongly disagree

SOURCES OF RECRUITMENT:

3).   Through which sources your organization recruit the employees?a).Internally   b). Externally
c). Both

4).   Which of the following external sources you choose for the recruitment of theemployees?

a). Employee exchange consultantsb). Private employee agencies
c). Campus recruitmentsd).Advertisements
e). Any other…………