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A STUDY ON RECRUITMENT AND SELECTION PROCESS OF EMPLOYEES AT NAVJIVAN CARS PVT. LTD.

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INTRODUCTION

OVERVIEW OF THE RECRUITMENT AND SELECTION PROCESS:

Recruitment and selection are the process of identifying the need for a job, defining the requirements of the position and the job holder, advertising the position, and choosing the most appropriate person for the job. Undertaking this process is one of the main objectives of management. Indeed, the success of any business depends to a large extent on the quality of its staff. Recruiting employees with the correct skills can add value to a business and recruiting workers at a wage or salary that the business can afford, will reduce costs. Employees should therefore be carefully selected, managed, and retained, just like any other resource.

IMPORTANCE OF RECRUITMENT AND SELECTION PROCESS:



1. **To determine Present and Future requirement of firm** – Recruitment and selection process is to determine whether there is any requirement of any applicant in present and future for firm. The HR Manager must fulfil both these needs.
2. **To increase the pool of job Candidates at minimum cost** – It is also done to increase the pool of job candidates at minimum cost. It's because by recruitment and selection process, firm can hire right candidate from the pool by conducting all the required selections tests and interviews.
3. **Help to reduce the probability of losing candidates** – It helps to reduce the probability that the applicants once recruited and selected will not leave the organisation after a short period of time.
4. **Easier for applicants** – Selection process is helpful for applicants to better know about the company which increase both individual and organisational effectiveness.
5. **Facilitates contact with applicants** – In conducting so many selection tests like Aptitude test, Psychological test, Interviews and more. It helps HR Manager to have better contact with the applicants by knowing their skills. This helps in finding the right applicants for a job.

✚ PURPOSE OF RECRUITMENT AND SELECTION:

- To attract and empower an ever-increasing number of applicants to apply in the organization.
- To build positive impression of the recruitment process.
- To create a talent pool of candidates to enable the selection of best candidates for the organization.
- To attract and engage people it needs to achieve its overall organizational objectives.
- Increase the pool of job candidates at minimum cost.
- To recruit right people who will fit in to organizations culture and contribute to the organizations goals.

- To determine Current and future requirements of the organization in conjunction with its personnel planning and job analysis activities.
- It Help upwards the achievement rate of choice process by diminishing number of unmistakably under-qualified or overqualified work candidates.
- It Help decrease in the likelihood that activity candidates once enlisted and chose will leave the organization after a brief time frame.
- Meet the organizations lawful and social commitments with respect to the synthesis of its workforce.
- To begin identifying and preparing potential job applicants who will be appropriate candidates.
- To evaluate the effectiveness of various recruiting technique and sources for all types of job applicants.

STEPS OF RECRUITMENT AND SELECTION:

- **STEP 1: Advertise the Sales Position**

Be clear and highlight the capabilities needed for the job.

- **STEP 2: Resume Screening**

The goal is to eliminate the applicants who don't fit the profile you are seeking. John recommends using a screening tool to ensure you have an objective process to narrow the pool of resumes.

- **STEP 3: Phone Interview**

Use the phone interview as the second screening device. Keep it to ten minutes.

- **STEP 4: Face-To-Face Interview**

This should last about an hour and be held in a neutral place, not your office (example: conference room). Use the same, predetermined questions with each applicant. Questions should focus on the capabilities required for the job.

- **STEP 5: Assessment**

Use a predictive assessment tool.

- **STEP 6: Secondary Face-To-Face Interview**

The goal is to clear up any discrepancies, sell the candidates on the position, and broadly explain the compensation package.

- **STEP 7: Job Shadow**

The purpose is to see if the applicant is a good cultural fit. It also helps you identify whether the applicant is comfortable with the actual job.

- **STEP 8: Reference Check**

Ask about their capabilities as it relates to the job. Also ask about attribute match.

- **STEP 9: Job Offer**

Make sure the compensation plan offered is clear and unambiguous.

✚ INTRODUCTION ABOUT NAVJIVAN CARS PVT. LTD.

Navjivan Motors Private Limited operates as a car dealer. The Company provides new and used passenger cars, trucks, SUVs, trailers, and other motor vehicles, as well as offers parts distribution, repair, maintenance, and finance services. Navjivan Motors serves customer in India. It is a private limited company incorporate under companies Act, 1956. The company was incorporated on 24 December 2009. Till date the company has fully extended its ramifications and penetrated in its workings and has achieved a good, related diversification in the automobile industry. The company is formed under the directorship of **Mr. Jashwantlal D. Gajjar, Mr. Hitendrakumar J. Gajjar and Mr. Dipak Kumar J. Gajjar.** ISO 9001: 2000 CERTIFICATION Adding to its achievement, it has achieved an **ISO 9001: 2000 CERTIFICATION on 15th of November 2004** and has maintained its quality in sales and service throughout till the date. Hyundai is currently the second largest carmaker and largest auto exporter in India. It is making India the global manufacturing base for small cars. Hyundai sells several models in India as of the 2009 model year, one of the most popular being the i10 and the i20. Other models include Santro, Getz, Accent, second generation Verna, Tucson, Elantra, and the Sonata.



- **MISSION**

To increase the number of customers at least by 40 percent from our existing every year. To execute all the servicing within agreed time frame. To update the skills of employees by providing 20 hours training regularly on yearly basis.

- **VISION**

To be a leading automobile dealer in Gujarat in the forthcoming years and maintaining the level of quality service.

- **PRODUCTS**

- **Car models**



All new CRETA



TUCSON



VENUE



XCENT PRIME



VERNA



LITERATURE REVIEW

2.1 LITERATURE REVIEW

(Kumar, 2014) Studied on Recruitment and selection process. Primary data is collected by using methods such as questionnaires, interviews, observation etc. Secondary data is collected from various journals, books, websites, government reports, newspapers etc. The study aim is to analysis the process of Recruitment and selection and to observe the procedure to select the candidate from internal as well as external source. Data analysis has been done with statistical tools of 150 respondents. This also add to the current knowledge of human resource management that Talent acquisition is the key determining factor that how well HR departments contribute towards the achievement of overall objective.

(Bhoganadam, 2014) Examined the study of recruitment and selection process. Primary data was collected through survey method by distributing questionnaire to the 40 respondents. The main aim of this study is to analyze the recruitment and selection process and to analysis the satisfactory level of the employees. It has been analyzed that most of the employees are satisfied and some of the suggestion has been mentioned to enhanced.

(Sudhamsetti.Naveen, Jan, 2014) Analyzed the process of recruitment and selection. Primary data is collected by methods such as questionnaires, interviews, observations etc. Secondary data is collected from journals, books, websites, government reports etc. The study aim is to analysis the process of recruitment and selection and to observe the procedure and to find out various recruitment source and to evaluate and analyze the effectiveness of recruitment and selection policies. Data analysis has been done with statistical tools of 150 respondents. This research concluded the learning that HR manager must focus on selecting the right persons through other sources like campus recruitment etc.

(Dr. Dilip Aher, 2018) Examined the study of recruitment and selection process. Primary data was collected through survey method by questionnaires. Secondary data was collected from magazines, web sites, journals, published and research papers. The main aim is to study the recruitment and selection procedure and various source. Data analyze is done by hypothesis with sample size of 250 respondents. This research concludes that recruitment and selection process is not positively affected by source of recruitment selected.

(Mankikar, march 2014) Studied the factors affecting recruitment and selection. Primary data was collected by questionnaire and by personal interview. Secondary data was collected from magazine, brochures, websites, newspaper, textbooks and reports etc. The main aim of this study is to ascertain the impact of size of firm on recruitment and to analyze the cost of recruitment process. Thus, recruitment and selection procedure will be changed as organization changed.

(Ms.G.KARTHIGA, April 2015) Examined the process of searching for prospective employees and stimulating them to apply for jobs. To understand the recruitment and selection process. Primary data is collected by questionnaire. The sample size for the study is 100. The tool used are ANNOVA, Chi Square and Correlation. The main aim of the study is to assess the perception regarding recruitment process and to identify the average time spent for selection and identify new ways of improving the present recruitment procedure. This research concludes that using the survey the researcher could identify the recruitment model and will help to increase the performance.

(ANUSHYAYOGARAJAN, 2017) Examined the study of recruitment and selection process. Primary data was collected from 30 employees by questionnaire method. Secondary data was collected from websites or through the records. The main aim is to understand the process of recruitment and to know the sources of recruitment and to analyze the procedures. The research findings reveal that recruitment and selection process are satisfied with organizational climate.

(Syamala Devi Bhoganadam, October, 2014) Analyzed the process of recruitment and selection. Primary data was collected from 40 employees by questionnaire method. The main aim of this study is to analyze the recruitment and selection process and to analyze the satisfactory level of employees about recruitment and selection and its method. It has been concluded that most of the employees in company were satisfied but changes are required according to changing scenario.

(Ombui Kepha, 2012) Examined the study of recruitment and selection. The main aim of this study is to determine how recruitment and selection influence the employee performance. Analyze of various test has been done like ANNOVA, pie chart, bar-graphs etc. the study adopted sampling technique with total 256 employees.

(Tomer, June 2016) Studied the process of recruitment and selection. To determine the present and future requirement of the organization. The main objective of this study is to identify the general practice that organization use to recruit and select employees and time spent for selection process. Methods of recruitment is through newspaper, referrals, websites newspaper etc. The study concludes that recruitment and selection process is effective and should focus on selecting right person through job.com, campus placement etc.

(THIRUVENKATRAJ T.R, April 2018) Studied on better recruitment and selection strategies. Primary data is collected through a structured questionnaire from 100 respondents. Secondary data is collected from published data available from website. The main aim of this study is to find out recruitment and selection process and to analyze the consequences and provide the suggestions. Research design is descriptive in nature. It is concluded from the research that the employer should judge individual merits and set the same standards.

(A.Meenakshi, 13 December 2018) Studied on the process of recruitment and selection. Data was collected using questionnaire method. The main aim is to evaluate the recruitment and selection process and to find out the problem to learn the level of recruitment and selection procedure. The statistical tool applied here is Chi square Analysis with 200 respondents. It is concluded from the research that according to the changing development of recruitment process, new idea enters in the process.

(C. Siddarth, 2020) Studied about recruitment and selection process. Primary data was collected by questionnaire or face to face interview, direct observation of work and day to day conversation. Secondary data was collected by website and by reports. The main objective of this research is to study about recruitment and selection process and to evaluate the practice of it. This research concluded that report shows some positive practice and some negative practice which need to be improve.

(Agneš Slavić, 2017) Examined about the recruitment and selection process. Primary data was collected by questionnaire method. The main aim of this research is to determine the role of internet and social network in the implementation of recruitment and selection process. Statistical techniques of descriptive statistics applied to 160 respondents.

(Akuamoah Worlanyo Saviour, 2016) Examined the effectiveness of recruitment and selection practice. Data was collected by questionnaire method. Descriptive research design was undertaken in this research with 300 samples. The main aim of this research is to understand the process of recruitment and selection and it also investigate the current recruitment and selection process and their impact. And it concludes that recruitment and selection is of great importance to achieve organizational goal.

(Manjula, 2016) Studied about the process of recruitment and selection process. Data was collected by using questionnaire method with the sample size of 50 employees. The design of this study is research question, hypothesis, independent and data collection method. The main reason of this research is to study and to analysis the recruitment and selection process, to understand different methods and to find out relationship between them. And it concluded that the effectiveness of recruitment procedure will be followed in an organization.

(Rahaman, June, 2016) Studied about the recruitment and selection process and the employee's perception about it. Primary data was collected by 30 respondents by using questionnaire method, face to face interview, HR policies and records. Secondary data was collected by consulting various relevant journals, the aim of this research is to study the recruitment and selection process in local companies and to explore the human resource practice in local companies and to investigate the recruitment and selection process to analyze the perception of employees about it and to examine the methods used at local companies. This research concluded that private companies follows best practices and follows ethical recruitment policy.

(DUPAKUNTLA VANAJA, 2019) Studied the process of recruitment and selection. Research was done by both primary and secondary data. Primary data was collected from 40 respondents by using questionnaire method. The aim of this research is to study and analyze the recruitment and selection process and to study the methods used in it. From the research it is concluded that most of the employees in the company were satisfied but changes are required according to changing scenario.

(DEVLN, 2017) Examined the process of recruitment on today's talent hunting. Primary data was collected through survey method by distributing questionnaire to 40 respondents. The main objective of this research is to know what all the sources are preferred by recruitment agency and to find out factors that help the recruitment agencies to achieve the success. From this research it is concluded that most of the employees in company were satisfied but some required changes.

(MALEMPATI JHANS, 2020) Analyzed the study about recruitment and selection. Primary data was collected from 40 employees using questionnaire method. the aim of this research is to study and analyze the recruitment and selection process and the satisfactory level. From this, it is concluded that it follows the best practice of recruitment and selection process.

(Nandakumar, 2019) Examined the study of recruitment and selection process. Primary data was collected through questionnaire from 110 respondents and secondary data was gathered from journals. The main aim of this research is to know about the process of recruitment and selection and to examine the working of recruitment and selection. Descriptive research design was used in this research. From this research it is concluded that policies adopted were lawful.

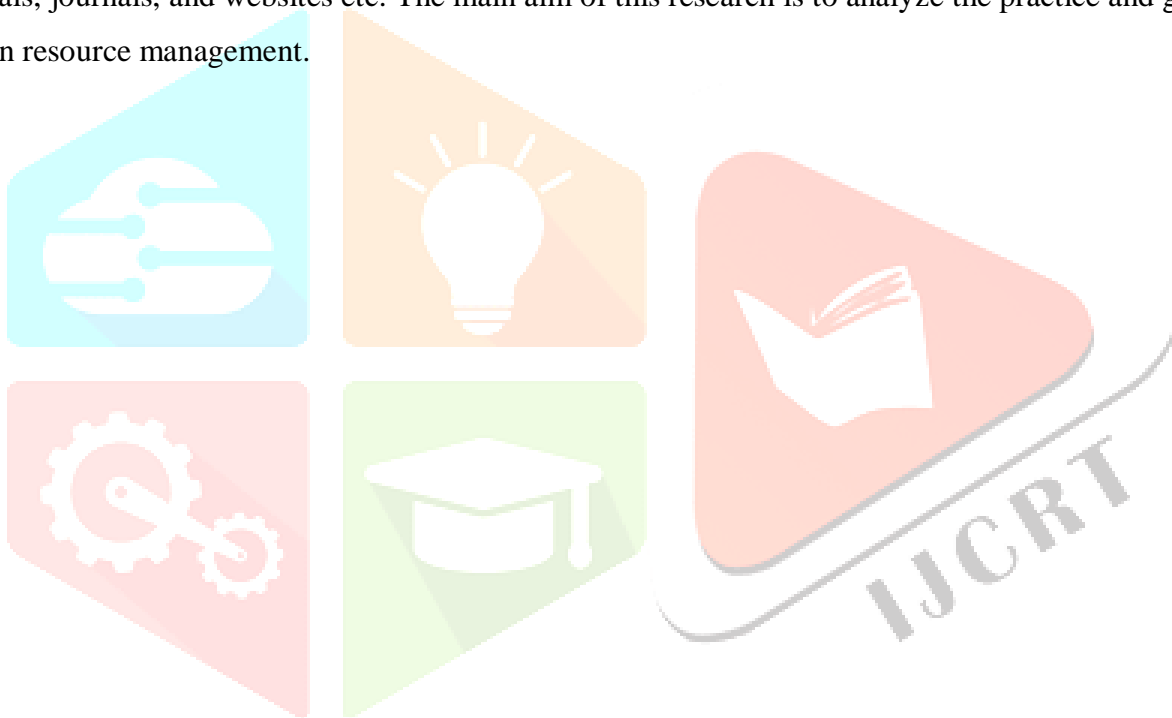
(Tomčíková, 2016) Studied about the effective recruitment and selection practice. Primary data was collected through questionnaire method to 79 respondents. The main aim of this research survey is to issue of recruitment and selection as an important human resource management. From the research it is concluded that the more effective the organization recruit and select the candidate, the more likely they hire and retain satisfied employees.

(Roma Tripathi, 2017) Studies the recruitment and selection process. Primary data for the study was collected by personal interview, by questionnaire method and was filled by 75 respondents. The main aim of

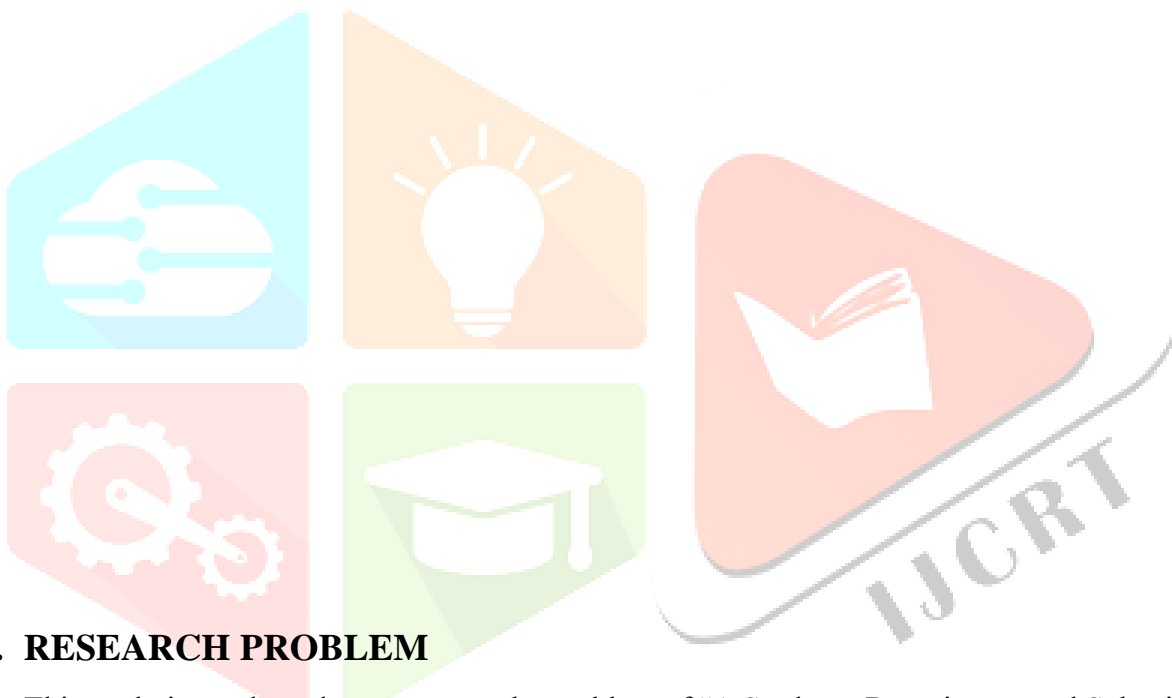
this research is to study the different source of recruitment process and to study the recruitment and selection procedure in private hospitals.

(Zirra Clifford Tizhe Oaya, 2017) Examined the impact of recruitment and selection strategy. Primary data was collected by questionnaire method. Research design is descriptive in nature. The main objective of this research is to determine the recruitment and selection strategy that increase employees' performance to achieve and sustain organizational efficiency. It is concluded that organization's strength or weakness comes from the caliber of its employees and a good recruitment strategy enables organization to get suitable and qualified employees that can enhance performance.

(Subashree A, 2017) Examined the process of recruitment and selection. Primary data was collected through survey method by discussion, interview with employees. Secondary data was collected from HR manuals, journals, and websites etc. The main aim of this research is to analyze the practice and good human resource management.



RESEARCH METHODOLOGY



1. RESEARCH PROBLEM

This study is conducted to encounter the problem of “A Study on Recruitment and Selection Process of employees at Navjivan Cars Pvt. Ltd”.

2. OBJECTIVE OF RESEARCH

A. Primary objectives

The study of recruitment and selection process of employees at Navjivan Cars Pvt. Ltd.

B. Secondary objectives

- To analyze the methods, use in recruiting and selecting.
- To study the effectiveness of recruitment and selection of employees.

3. RESEARCH DESIGN

The research design used in this project is “DESCRIPTIVE RESEARCH DESIGN”

As descriptive research is used to describe characteristics of a population or phenomenon being studies. It does not answer questions about how/when/why the characteristics occurred. Rather it addresses the 'what' question. The characteristics used to describe the situation are usually some kind of categorical scheme also known as descriptive categories.

4. SAMPLING METHOD

Simple random sampling method is used in the project.

- **Sample size**

The sample size is 50 employees are taken.

- **Population**

There are 150 up employees are there at Navjivan Cars Pvt. Ltd.

- **Tools and Techniques**

Survey (Questionnaire) method is used.

5. RESEARCH LIMITATION

- Duration of internship period
- Accurate company objectives were not designed as it is an organization of more than 500 showrooms.

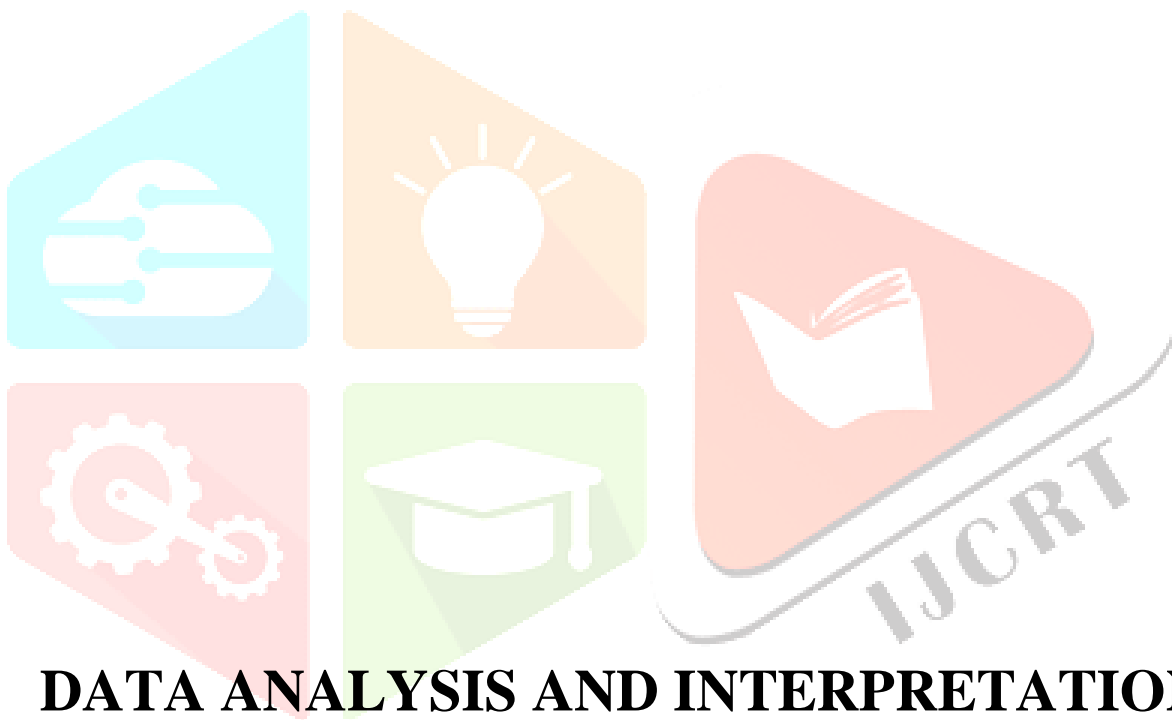
6. DATA COLLECTION

A. Primary source

In this research study, survey is the primary source of data collection. To analyze the employee's opinion and feedback about the recruitment and selection process, which is collected through Questionnaire.

B. Secondary source

Secondary data sources are magazine, Company booklet, and from company's website.

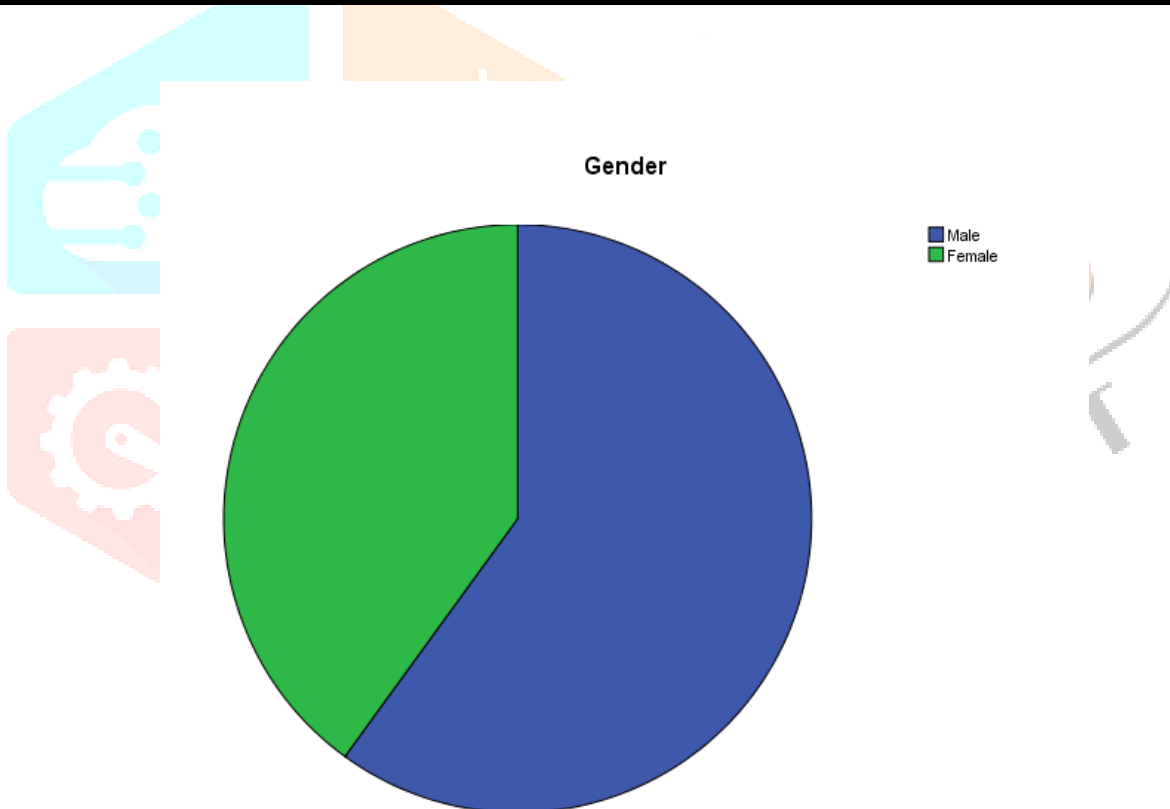


DATA ANALYSIS AND INTERPRETATION

1. Gender

Gender

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Male	30	60.0	60.0	60.0
Female	20	40.0	40.0	100.0
Total	50	100.0	100.0	

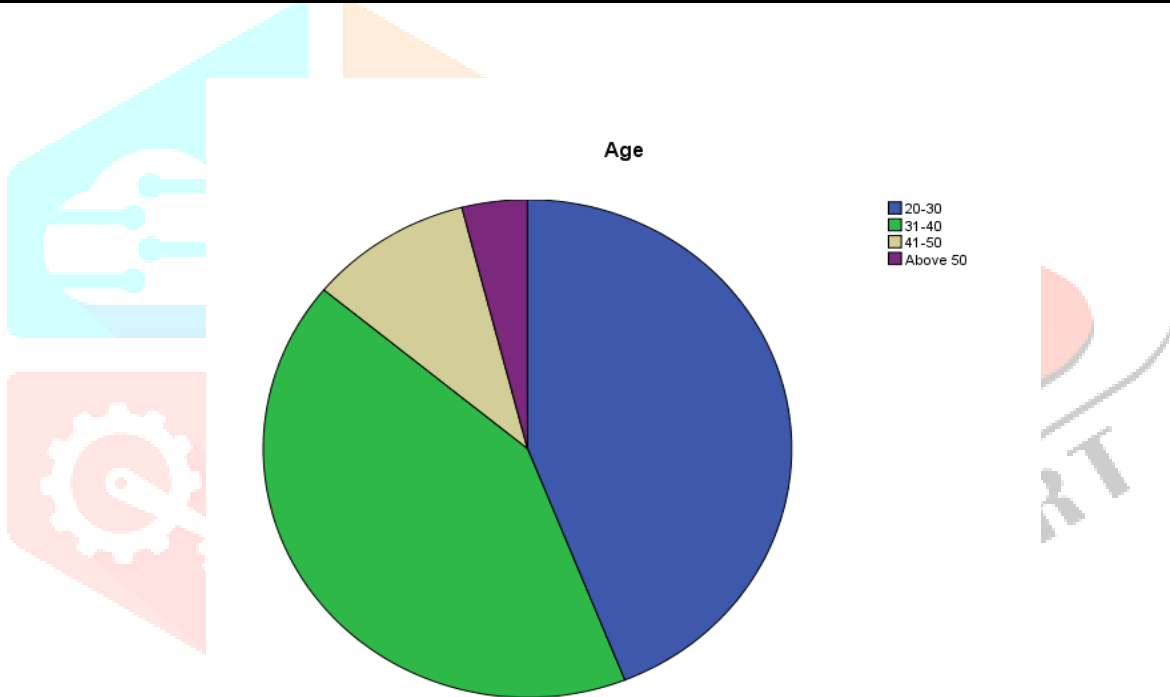


Interpretation: From the above table and graph represented that the majorities of employees are male in the company and minorities are female.

2. Age

Age

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid 20-30	22	44.0	44.0	44.0
31-40	21	42.0	42.0	86.0
41-50	5	10.0	10.0	96.0
Above 50	2	4.0	4.0	100.0
Total	50	100.0	100.0	

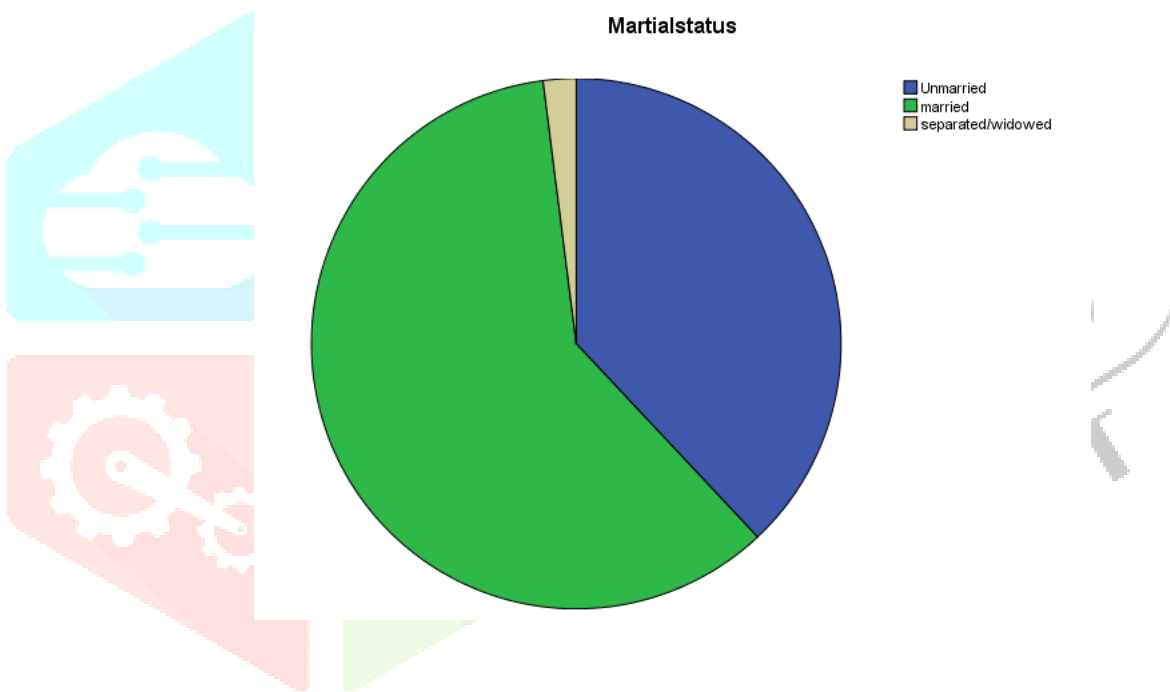


Interpretation: From the above table and graph represented that the majorities of employees belongs to the age of 20 – 30 years category which indicates that company have young employees. It will help to increase productivity and achieve organizational goal effectively and efficiency.

3. Marital Status

Marital status

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Unmarried	19	38.0	38.0	38.0
Married	30	60.0	60.0	98.0
separated/widowed	1	2.0	2.0	100.0
Total	50	100.0	100.0	

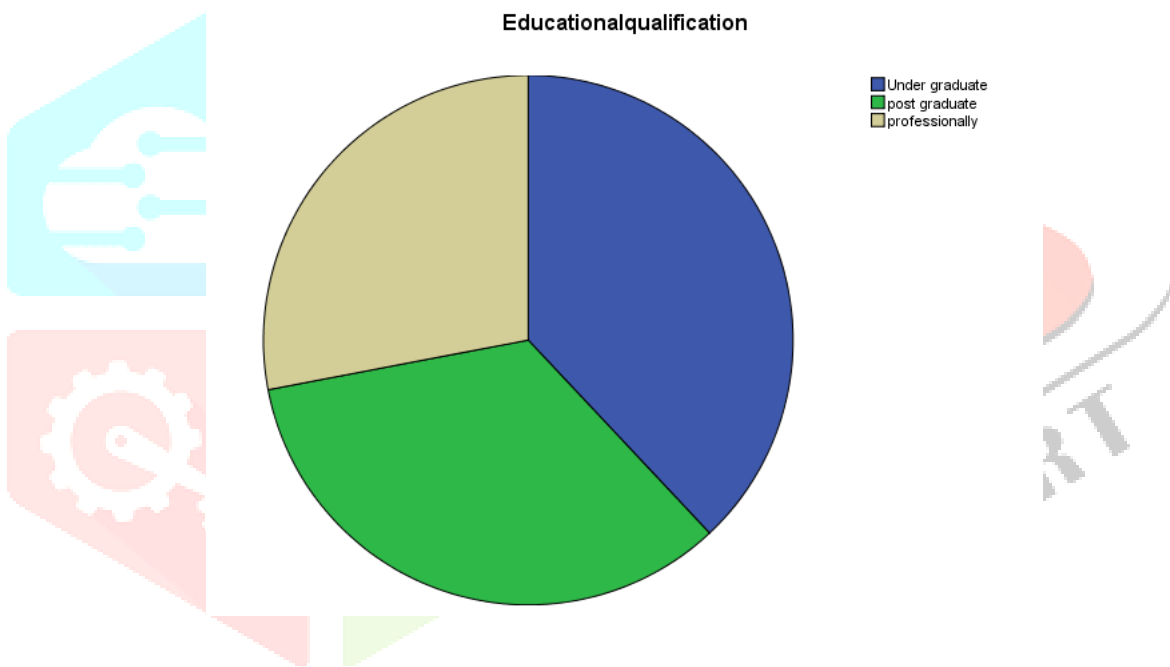


Interpretation: From the above table and graph represented that the majorities of employees are unmarried, and rest are married.

4. Education Qualification

Educational qualification

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Undergraduate	19	38.0	38.0	38.0
Postgraduate	17	34.0	34.0	72.0
Professionally	14	28.0	28.0	100.0
Total	50	100.0	100.0	



Interpretation: From the above table and graph represented that half of the employees are undergraduate, other half are post graduate and the rest are professionally qualified.

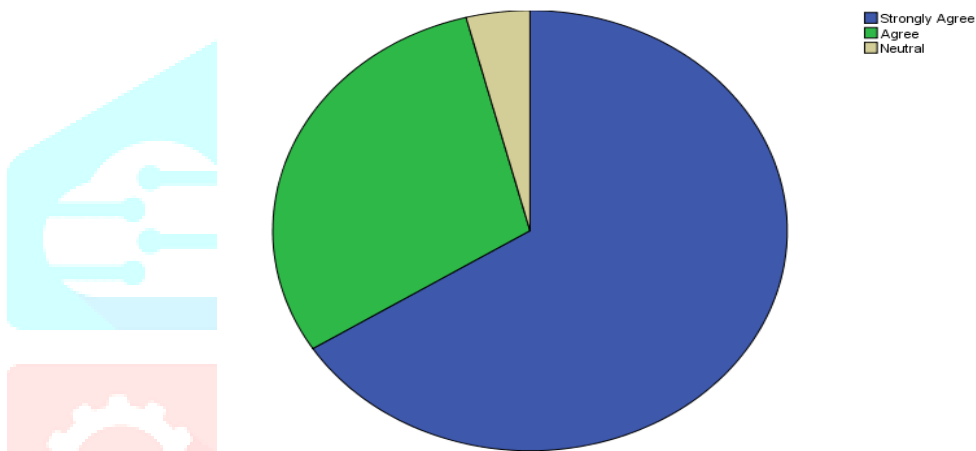
A Study on Recruitment and Selection process of employees:

1. My organization clearly define the position objectives, requirement, and candidate specifications in recruitment process.

Clearly define the position objectives, requirement, and candidate specifications

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Strongly Agree	33	66.0	66.0	66.0
Agree	15	30.0	30.0	96.0
Neutral	2	4.0	4.0	100.0
Total	50	100.0	100.0	

My organization clearly define the position objectives, requirement and candidate specifications in the recruitment process



Interpretation: From the above table, we can say that 66 % respondents strongly agree that organization defines the position objectives, requirement, and candidate specification. Few of the respondents, i.e. to the extent of 4 % have neutral opinion. Overall, it can be said that most of the respondents agree with the statement.

One-Sample Test

	Test Value = 2					
	t	df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
My organization clearly define the position objectives, requirement, and candidate specifications in the recruitment process	-7.725	49	.000	-.62000	-.7813	-.4587

Interpretation:

H0: Organization does not clearly define the position objectives, requirement, and candidate specifications in recruitment process.

H1: Organization clearly define the position objectives, requirement, and candidate specifications in recruitment process.

Here, Sig. value is 0.000 which is lower than 0.05. Therefore, null hypothesis is rejected.

Hence, the organization clearly define the position objectives, requirement, and candidate specifications in recruitment process.

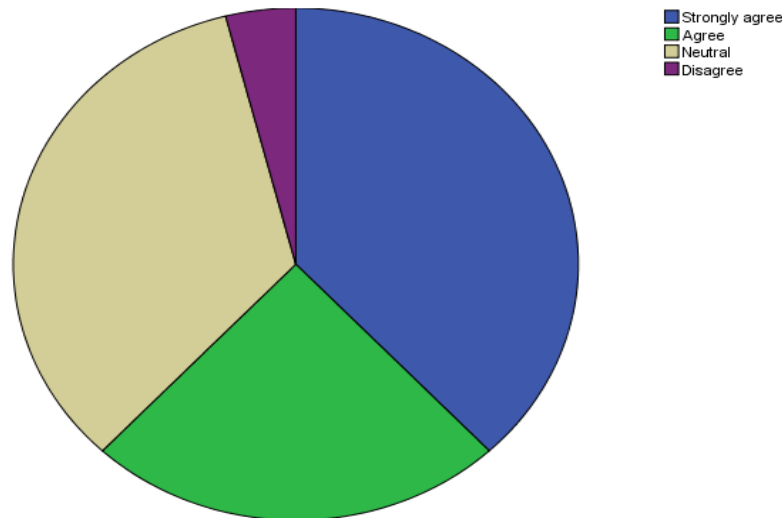


2. My organization is doing timeless recruitment process.

My organization is doing timeless recruitment process

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Strongly agree	19	38.0	38.0	38.0
Agree	12	24.0	24.0	62.0
Neutral	17	34.0	34.0	96.0
Disagree	2	4.0	4.0	100.0
Total	50	100.0	100.0	

My organization is doing timeless recruitment process



Interpretation: From the above table, we can interpret that 38% respondents are strongly agree that the organization is doing timeless recruitment process. While very few 4% disagree with the statement. Few of the respondents, i.e. to the extent of 34% have neutral opinion.

One-Sample Test

	Test Value = 2					
	t	df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
My organization is doing timeless recruitment process	.299	49	.766	.04000	-.2291	.3091

Interpretation:

H0: Organization is not doing timeless recruitment process.

H1: Organization is doing timeless recruitment process.

Here, Sig. value is 0.766 which is higher than 0.05. Therefore, null hypothesis is accepted.

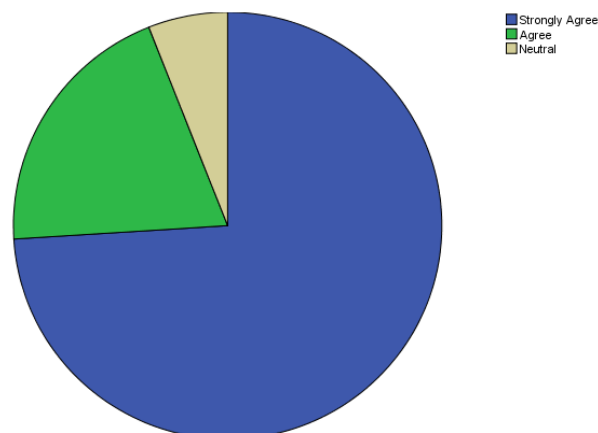
Hence, organization is not doing timeless recruitment process.

3. HR clearly defines Job specifications and Job Description to the candidates

HR clearly defines Job specifications and Job Description to the candidates

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Strongly Agree	37	74.0	74.0	74.0
Agree	10	20.0	20.0	94.0
Neutral	3	6.0	6.0	100.0
Total	50	100.0	100.0	

HR clearly defines Job specifications and Job Description to the candidates



Interpretation: From the above table, we can interpret that 74% respondents are strongly agree that the HR clearly define job specifications and job description to candidates. Few of the respondents, i.e. to the extent of 6% have neutral opinion.

One-Sample Test

	Test Value = 2					
	T	df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
HR clearly defines Job specifications and Job Description to the candidates	-8.192	49	.000	-.68000	-.8468	-.5132

Interpretation:

H0: HR does not clearly define job specifications and job description to candidates.

H1: HR clearly defines job specifications and job description to candidates.

Here, Sig. value is 0.000 which is lower than 0.05. Therefore, null hypothesis is rejected.

Hence, HR clearly defines job specifications and job description to candidates.

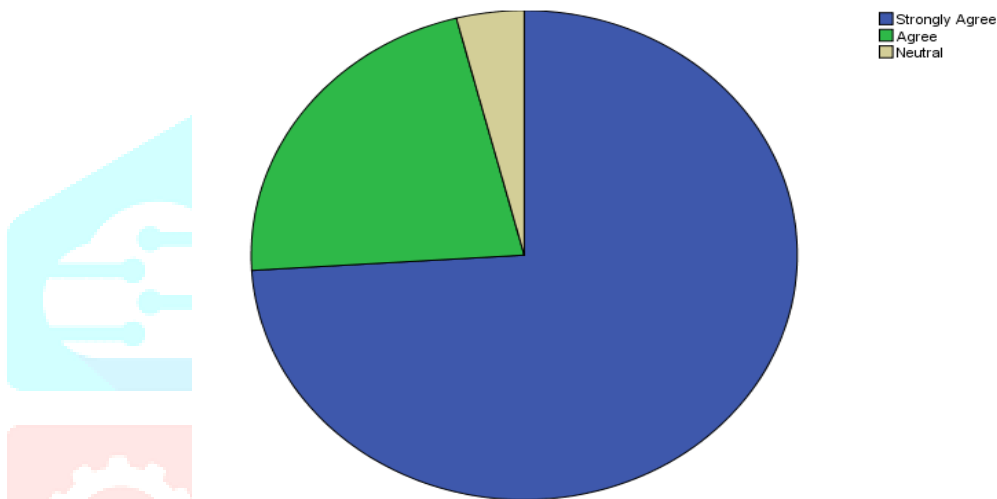


4. The Resume screening and short-listing method used by the organization is satisfactory

Resume screening and short-listing method used by the organization is satisfactory

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Strongly Agree	37	74.0	74.0	74.0
Agree	11	22.0	22.0	96.0
Neutral	2	4.0	4.0	100.0
Total	50	100.0	100.0	

The Resume screening and short-listing method used by the organization is satisfactory



Interpretation: From the above table, we can interpret that 74% respondents are strongly agree that the Resume screening and short-listing method used by the organization is satisfactory. Few of the respondents, i.e. to the extent of 4% have neutral opinion.

One-Sample Test

	Test Value = 2					
	t	df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
The Resume screening and short-listing method used by the organization is satisfactory	-9.099	49	.000	-.70000	-.8546	-.5454

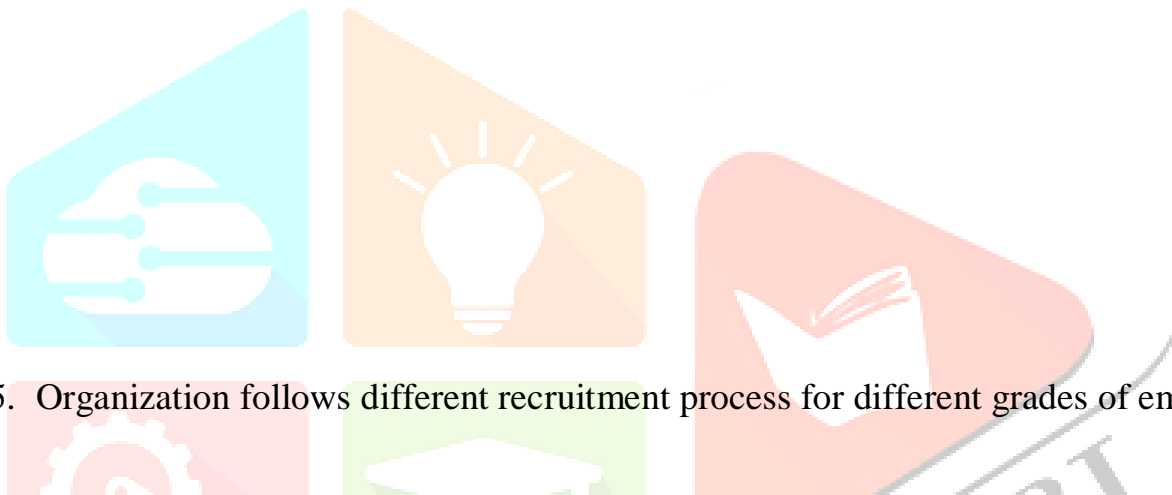
Interpretation:

H0: Resume screening and short-listing method used by organization is not satisfactory.

H1: Resume screening and short-listing method used by organization is satisfactory.

Here, Sig. value is 0.000 which is lower than 0.05. Therefore, null hypothesis is rejected.

Hence, Resume screening and short-listing method used by organization is satisfactory.

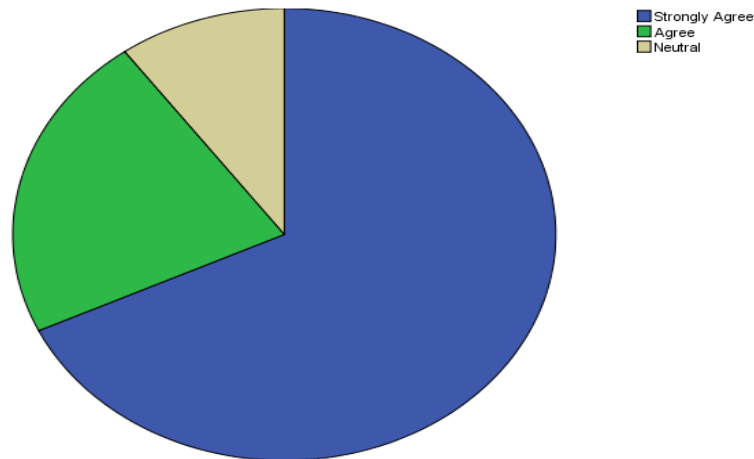


5. Organization follows different recruitment process for different grades of employees

Organization follows different recruitment process for different grades of employees

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Strongly Agree	34	68.0	68.0	68.0
Agree	11	22.0	22.0	90.0
Neutral	5	10.0	10.0	100.0
Total	50	100.0	100.0	

Organization follows different recruitment process for different grades of employees



Interpretation: From the above table, we can interpret that 68% respondents are strongly agree that the organization follows different recruitment process for different grades of employees. Few of the respondents, i.e. to the extent of 5% have neutral opinion.

One-Sample Test

	Test Value = 2					
	T	df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
Organization follows different recruitment process for different grades of employees	-6.096	49	.000	-.58000	-.7712	-.3888

Interpretation:

H0: Organization does not follow different recruitment process for different grades of employees.

H1: Organization follows different recruitment process for different grades of employees.

Here, Sig. value is 0.000 which is lower than 0.05. Therefore, null hypothesis is rejected.

Hence, Organization follows different recruitment process for different grades of employees.

Organization follows different recruitment process for different grades of employees * Age

Crosstabulation

Count		Age				Total
		20-30	31-40	41-50	Above 50	
Organization follows different recruitment process for different grades of employees	Strongly Agree	15	13	4	2	34
	Agree	4	7	0	0	11
	Neutral	3	1	1	0	5
Total		22	21	5	2	50

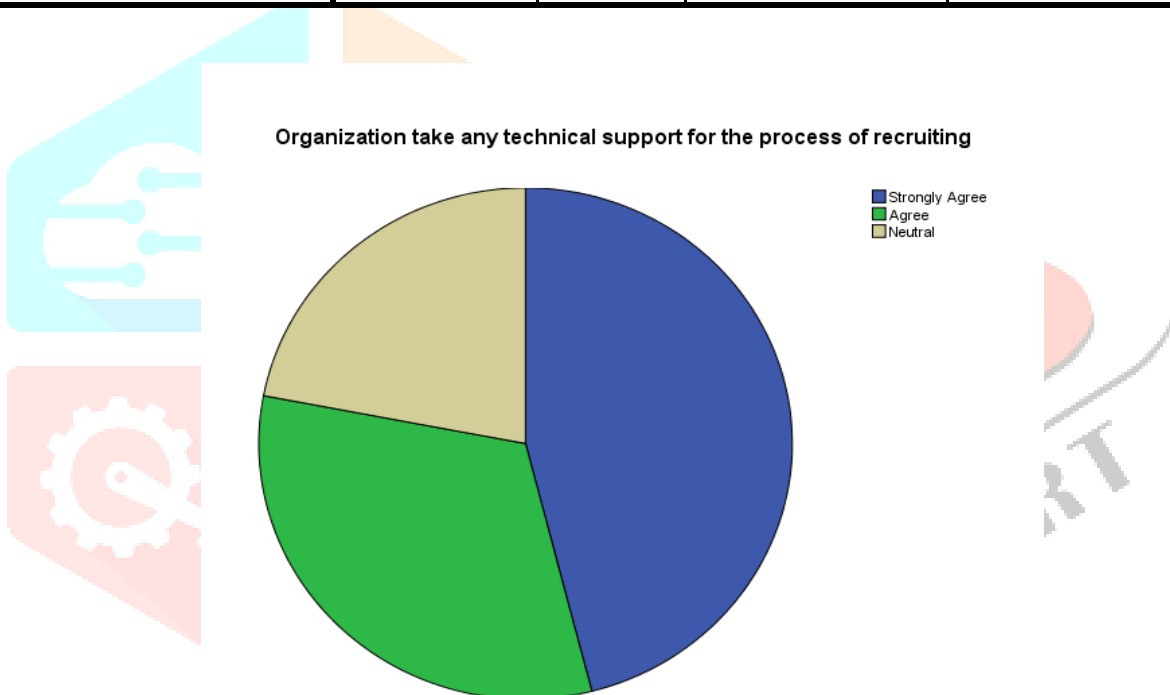
Interpretation:

Here, crosstabulation has been applied to do organization follows different recruitment process or different grades of employees with different age groups, ideally the organization should choose recruitment process on the basis of experience, skills and knowledge of candidates thus here, as data represent from age group of 20 to 30 years out of 22 employees majority agrees for the same, while from age group of 31 to 40 out of 21 respondents and 41 to 50 age group out of 5 most of agrees also age group of above 50 both respondents admit that they were selected through suitable recruitment process.

6. Organization take any technical support for the process of recruiting

Organization take any technical support for the process of recruiting

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Strongly Agree	23	46.0	46.0	46.0
Agree	16	32.0	32.0	78.0
Neutral	11	22.0	22.0	100.0
Total	50	100.0	100.0	



Interpretation: From the above table, we can interpret that 46% respondents are strongly agree that the organization take technical support for the process of recruiting. And other respondents, i.e. to the extent of 22% have neutral opinion.

One-Sample Test

	Test Value = 2					
	t	df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
Organization take any technical support for the process of recruiting	-2.129	49	.038	-.24000	-.4665	-.0135

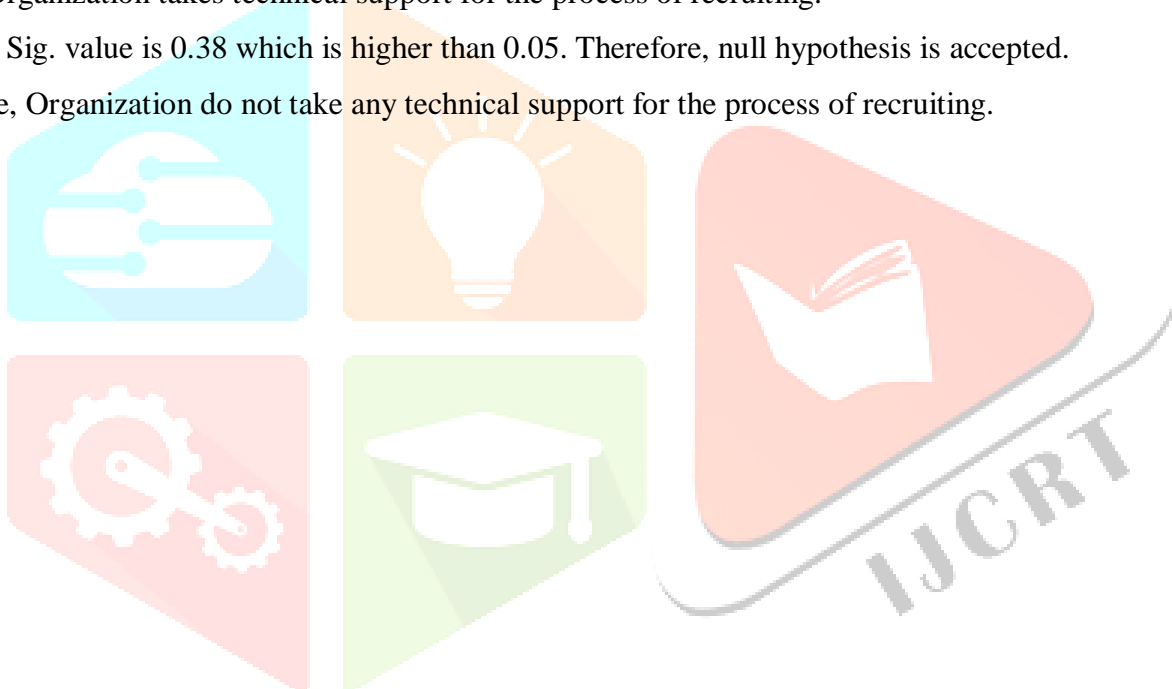
Interpretation:

H0: Organization do not take any technical support for the process of recruiting.

H1: Organization takes technical support for the process of recruiting.

Here, Sig. value is 0.38 which is higher than 0.05. Therefore, null hypothesis is accepted.

Hence, Organization do not take any technical support for the process of recruiting.

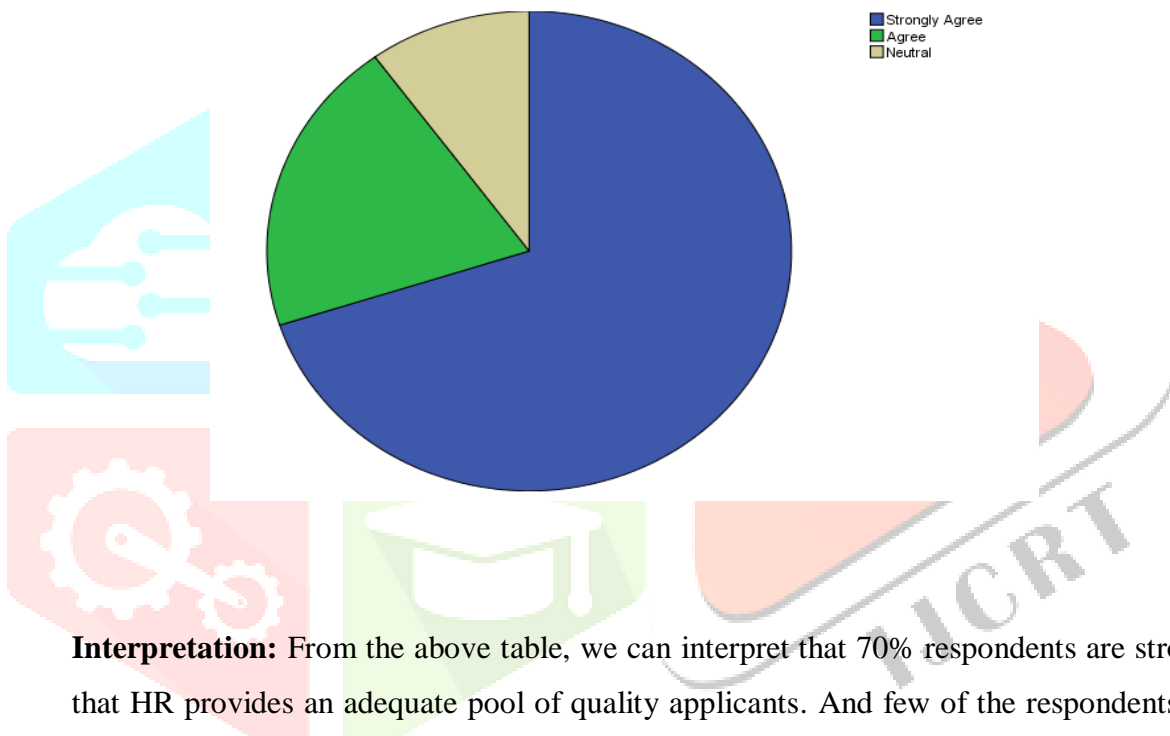


7. HR provide an adequate pool of quality applicants

HR provide an adequate pool of quality applicants

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Strongly Agree	35	70.0	70.0	70.0
Agree	10	20.0	20.0	90.0
Neutral	5	10.0	10.0	100.0
Total	50	100.0	100.0	

HR provide an adequate pool of quality applicants



Interpretation: From the above table, we can interpret that 70% respondents are strongly agree that HR provides an adequate pool of quality applicants. And few of the respondents, i.e. to the extent of 5% have neutral opinion.

One-Sample Test

	Test Value = 2					
	t	df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
HR provide an adequate pool of quality applicants	-6.332	49	.000	-.60000	-.7904	-.4096

Interpretation:

H0: HR does not provide an adequate pool of quality applicants.

H1: HR provide an adequate pool of quality applicants.

Here, Sig. value is 0.000 which is lower than 0.05. Therefore, null hypothesis is rejected.

Hence, HR provide an adequate pool of quality applicants.

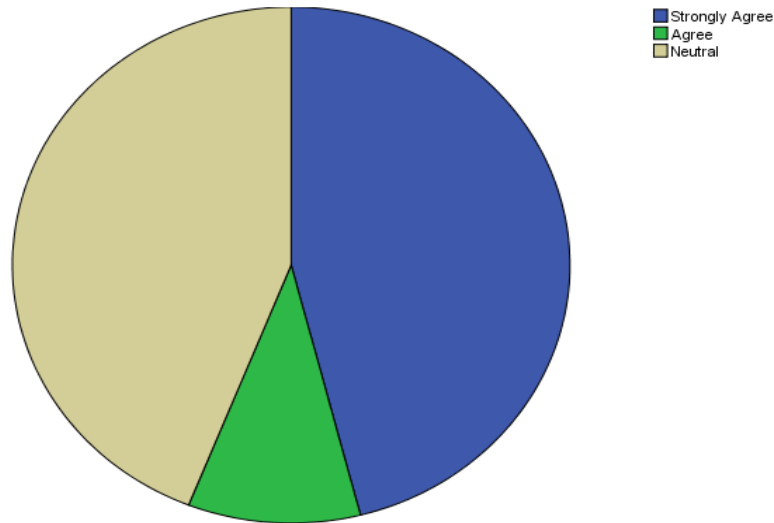


8. The organization is doing timeless selection process

The organization is doing timeless selection process

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Strongly Agree	23	46.0	46.0	46.0
Agree	5	10.0	10.0	56.0
Neutral	22	44.0	44.0	100.0
Total	50	100.0	100.0	

The organization is doing timeless selection process



Interpretation: From the above table, we can interpret that 46% respondents are strongly agree that the organization is doing timeless selection process. And other respondents, i.e. to the extent of 44% have neutral opinion.

One-Sample Test

	Test Value = 2					
	t	df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
The organization is doing timeless selection process	-.148	49	.883	-.02000	-.2923	.2523

Interpretation:

H0: Organization is not doing timeless selection process.

H1: Organization doing timeless selection process.

Here, Sig. value is 0.883 which is higher than 0.05. Therefore, null hypothesis is accepted.

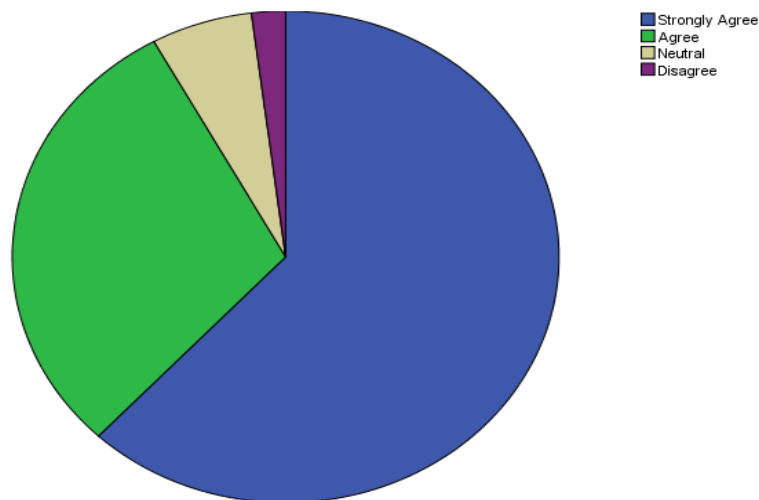
Hence, Organization is not doing timeless selection process.

9. Physical Fitness criteria is required in selection process

Physical Fitness criteria is required in selection process

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Strongly Agree	31	62.0	62.0	62.0
Agree	15	30.0	30.0	92.0
Neutral	3	6.0	6.0	98.0
Disagree	1	2.0	2.0	100.0
Total	50	100.0	100.0	

Physical Fitness criteria is required in selection process



Interpretation: From the above table, we can interpret that 62% respondents are strongly agree that the Physical Fitness criteria is required in selection process. And only 2% of the respondents are disagree with the statement

One-Sample Test

	Test Value = 2					
	t	df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
Physical Fitness criteria is required in selection process	-5.202	49	.000	-.52000	-.7209	-.3191

Interpretation:

H0: Physical fitness criteria is not required in selection process.

H1: Physical fitness criteria is required in selection process.

Here, Sig. value is 0.000 which is lower than 0.05. Therefore, null hypothesis is rejected.

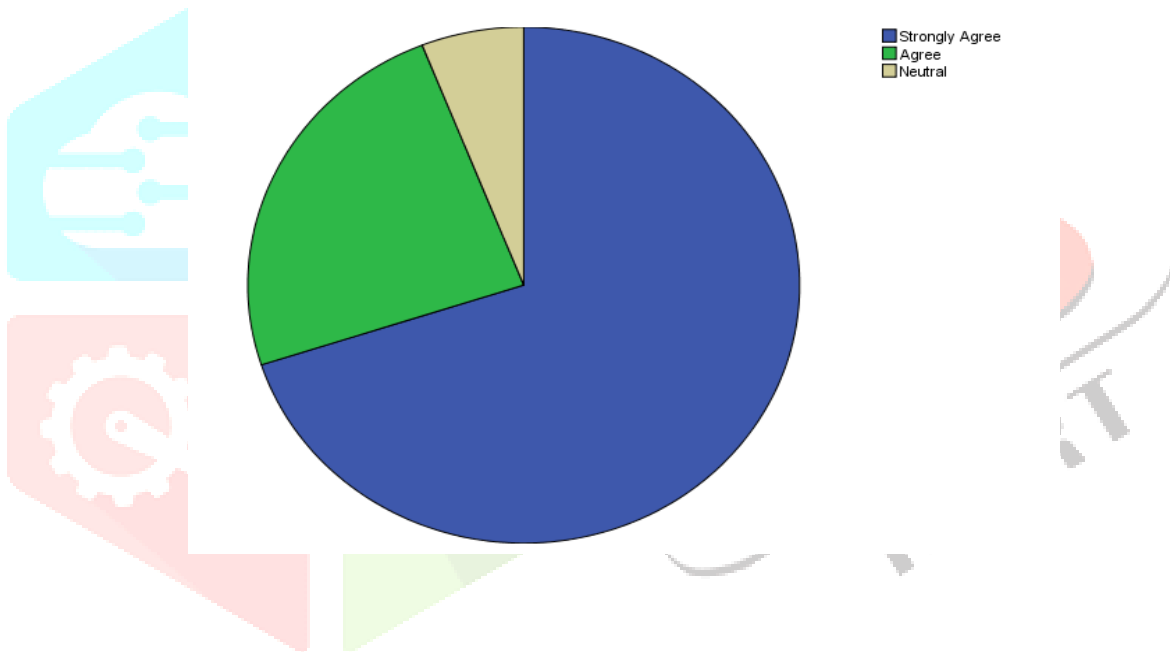
Hence, Physical fitness criteria is required in selection process.

10.The selection policy of the organization is good one

The selection policy of the organization is good one

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Strongly Agree	35	70.0	70.0	70.0
Agree	12	24.0	24.0	94.0
Neutral	3	6.0	6.0	100.0
Total	50	100.0	100.0	

The selection policy of the organisation is good one



Interpretation: From the above table, we can interpret that 70% respondents are strongly agree that the selection policy of the organization is good. And few of the respondents, i.e. to the extent of 6% have neutral opinion

One-Sample Test

	Test Value = 2					
	T	df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
The selection policy of the organization is good one	-7.568	49	.000	-.64000	-.8099	-.4701

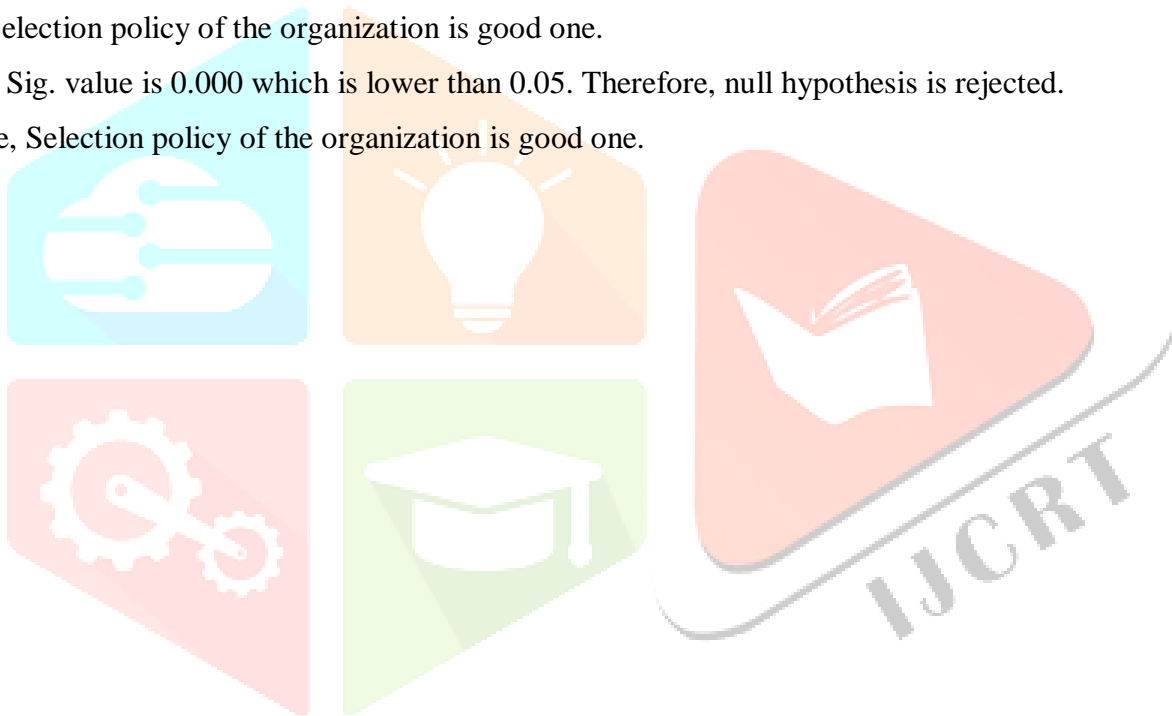
Interpretation:

H0: Selection policy of the organization is not good.

H1: Selection policy of the organization is good one.

Here, Sig. value is 0.000 which is lower than 0.05. Therefore, null hypothesis is rejected.

Hence, Selection policy of the organization is good one.

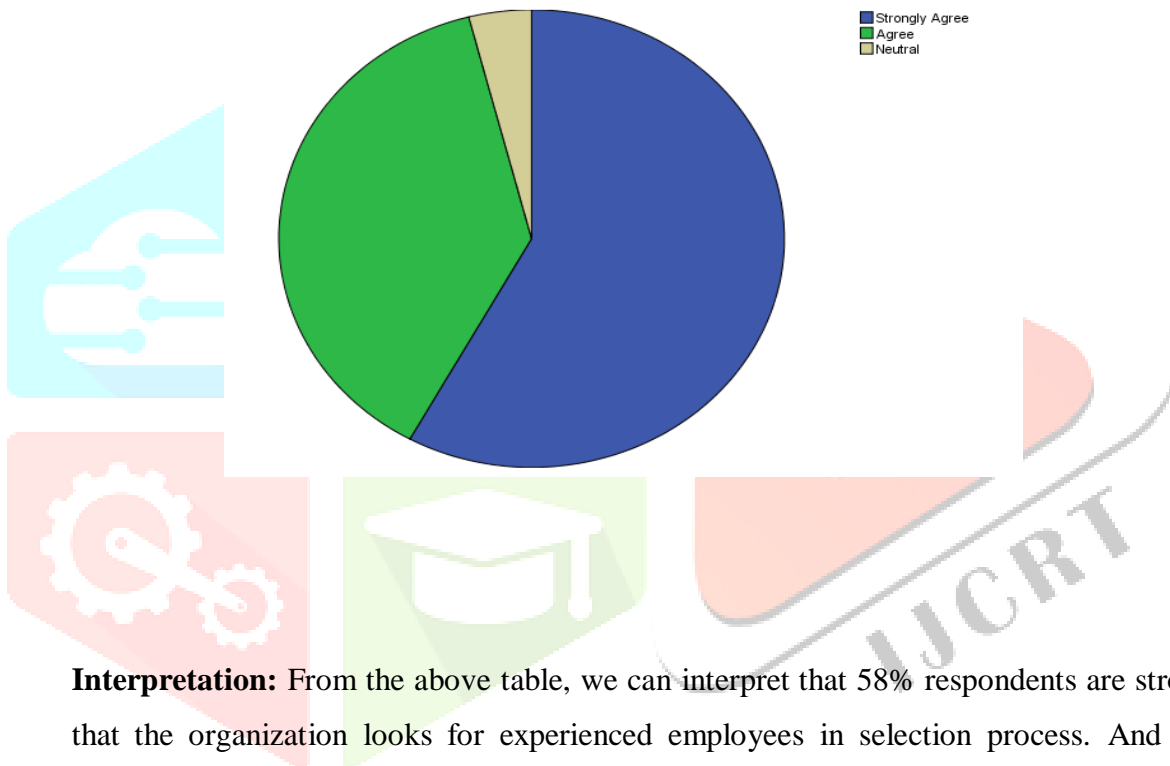


11. Organization looks for experienced employees in selection process

Organization looks for experienced employees in selection process

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Strongly Agree	29	58.0	58.0	58.0
Agree	19	38.0	38.0	96.0
Neutral	2	4.0	4.0	100.0
Total	50	100.0	100.0	

Organization looks for experienced employees in selection process



Interpretation: From the above table, we can interpret that 58% respondents are strongly agree that the organization looks for experienced employees in selection process. And few of the respondents, i.e. to the extent of 4% have neutral opinion.

One-Sample Test

	Test Value = 2					
	t	df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
Organization looks for experienced employees in selection process	-6.596	49	.000	-.54000	-.7045	-.3755

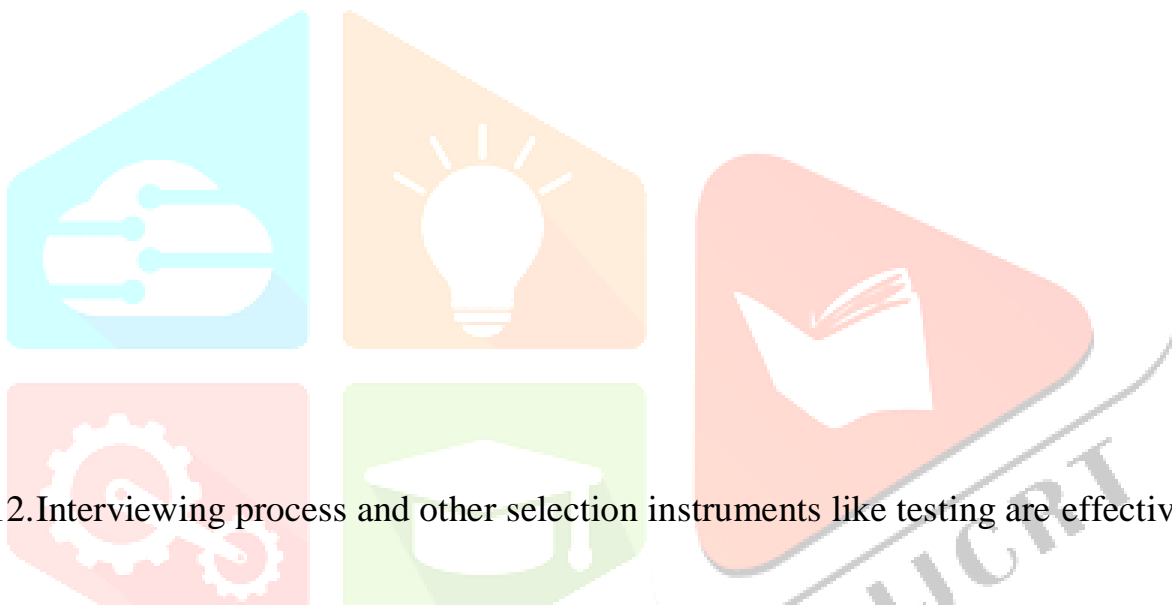
Interpretation:

H0: Organization does not look for experienced employees in the selection process.

H1: Organization looks for experienced employees in the selection process.

Here, Sig. value is 0.000 which is lower than 0.05. Therefore, null hypothesis is rejected.

Hence, Organization looks for experienced employees in the selection process.

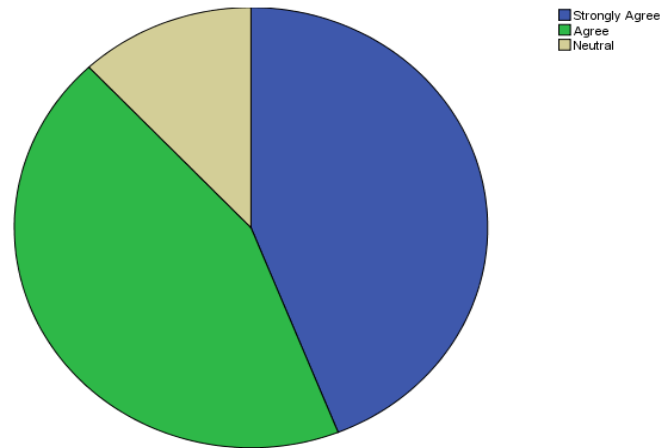


12. Interviewing process and other selection instruments like testing are effective

Interviewing process and other selection instruments like testing are effective

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Strongly Agree	22	44.0	44.0	44.0
Agree	22	44.0	44.0	88.0
Neutral	6	12.0	12.0	100.0
Total	50	100.0	100.0	

Interviewing process and other selection instruments like testing are effective



Interpretation: From the above table, we can interpret that 44% respondents are strongly agree that the Interviewing process and other selection instruments like testing are effective. And few of the respondents, i.e. to the extent of 12% have neutral opinion.

One-Sample Test

	Test Value = 2					
	t	df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
Interviewing process and other selection instruments like testing are effective	-3.311	49	.002	-.32000	-.5142	-.1258

Interpretation:

H0: Interviewing process and other selection instruments in organization are not effective.

H1: Interviewing process and other selection instruments in organization are effective.

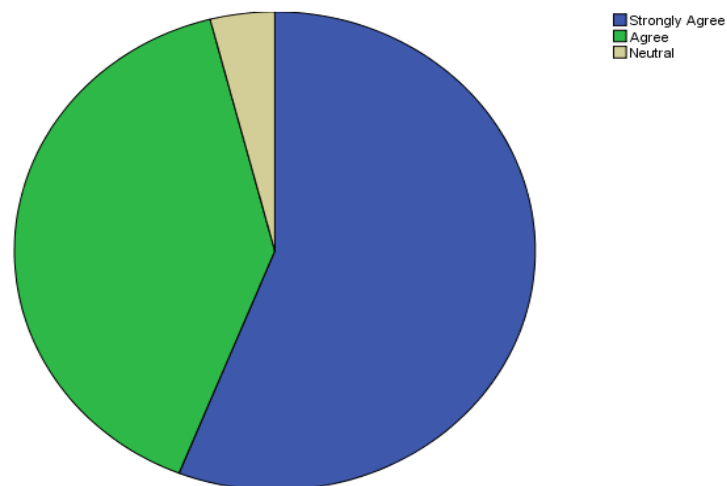
Here, Sig. value is 0.002 which is lower than 0.05. Therefore, null hypothesis is rejected.

Hence, interviewing process and other selection instruments in organization are effective.

13. Organization prefers referred candidates

Organization prefers referred candidates

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Strongly Agree	28	56.0	56.0	56.0
Agree	20	40.0	40.0	96.0
Neutral	2	4.0	4.0	100.0
Total	50	100.0	100.0	

Organization prefers referred candidates

Interpretation: From the above table, we can interpret that 56% respondents are strongly agree that the organization prefers referred candidates. And few of the respondents, i.e. to the extent of 4% have neutral opinion.

One-Sample Test

	Test Value = 2					
	t	df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
Organization prefers referred candidates	-6.340	49	.000	-.52000	-.6848	-.3552

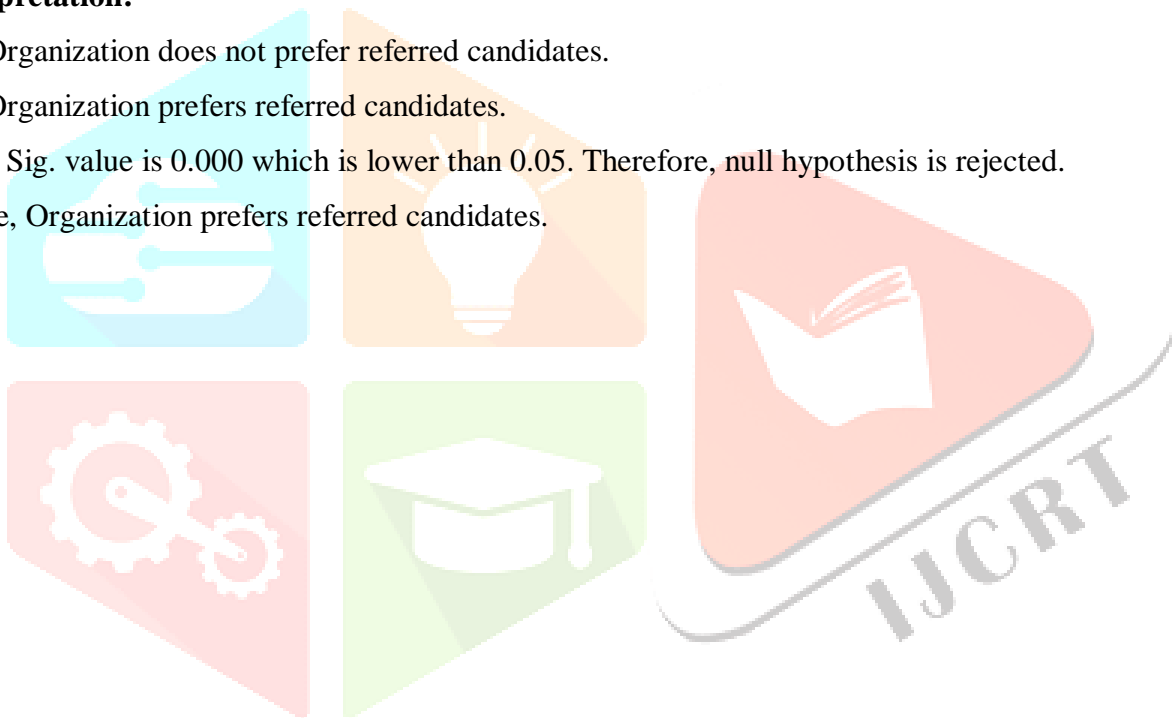
Interpretation:

H0: Organization does not prefer referred candidates.

H1: Organization prefers referred candidates.

Here, Sig. value is 0.000 which is lower than 0.05. Therefore, null hypothesis is rejected.

Hence, Organization prefers referred candidates.

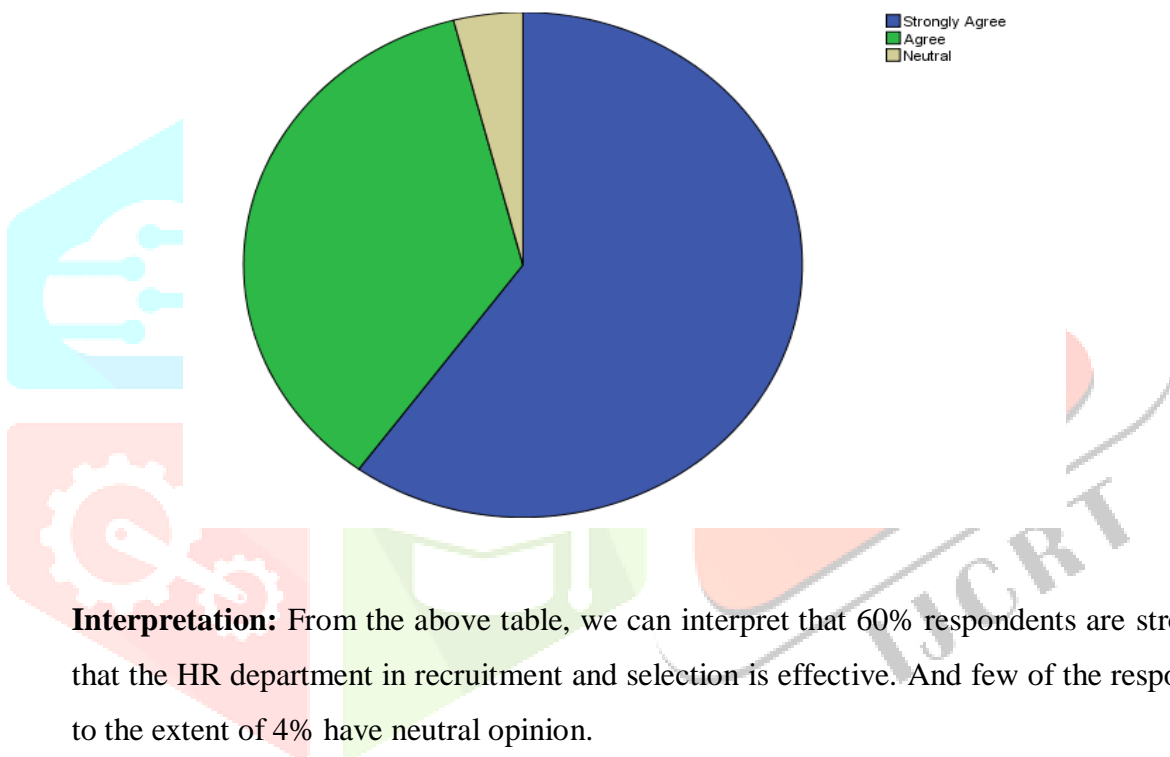


14.HR department in recruitment and selection is effective

HR department in recruitment and selection is effective

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Strongly Agree	30	60.0	60.0	60.0
Agree	18	36.0	36.0	96.0
Neutral	2	4.0	4.0	100.0
Total	50	100.0	100.0	

HR department in recruitment and selection is effective



Interpretation: From the above table, we can interpret that 60% respondents are strongly agree that the HR department in recruitment and selection is effective. And few of the respondents, i.e. to the extent of 4% have neutral opinion.

One-Sample Test

	Test Value = 2					
	t	Df	Sig. (2-tailed)	Mean Difference	95% Confidence Interval of the Difference	
					Lower	Upper
HR department in recruitment and selection is effective	-6.861	49	.000	-.56000	-.7240	-.3960

Interpretation:

H0: HR department in recruiting and selecting candidates is not effective.

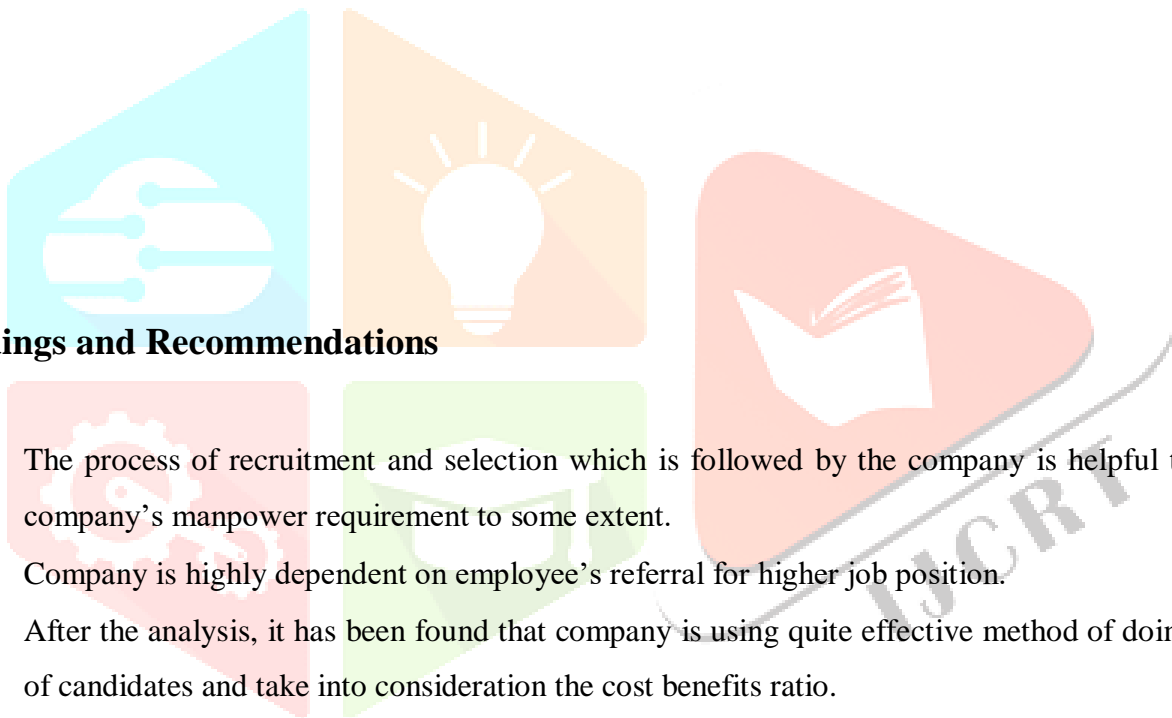
H1: HR department in recruiting and selecting candidates is effective.

Here, Sig. value is 0.000 which is lower than 0.05. Therefore, null hypothesis is rejected.

Hence, HR department in recruiting and selecting candidates is effective.



FINDINGS AND RECOMMENDATIONS



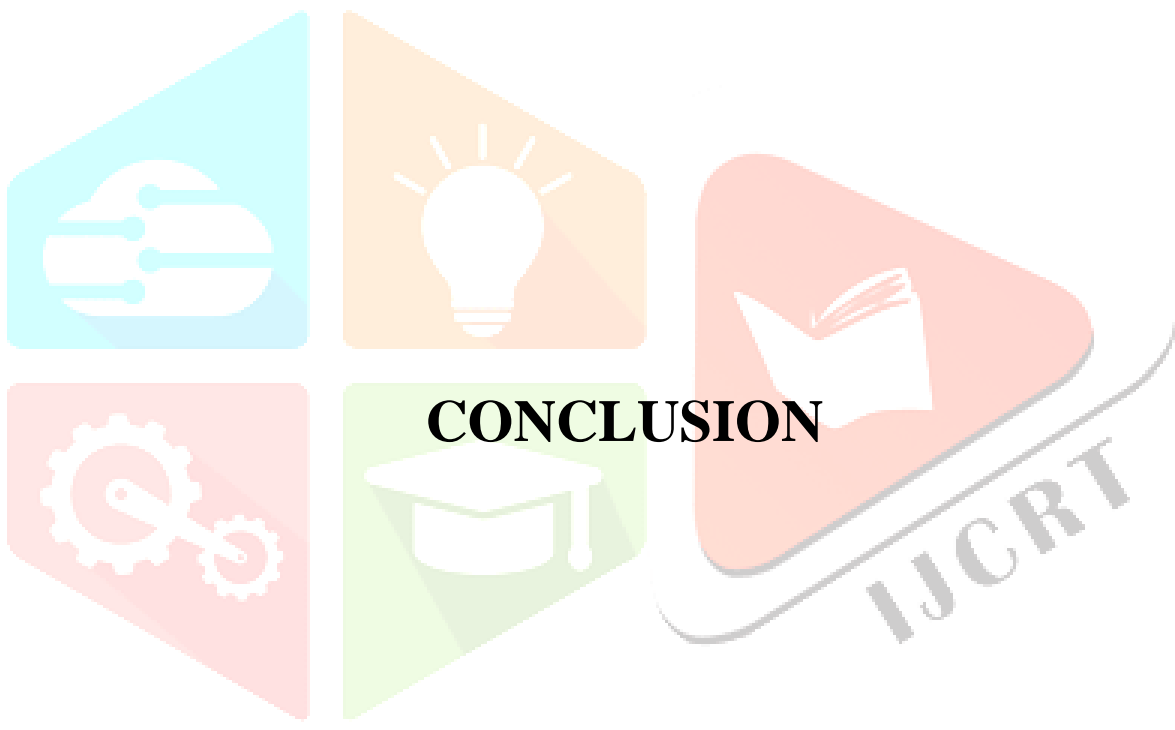
Findings and Recommendations

- The process of recruitment and selection which is followed by the company is helpful to meet the company's manpower requirement to some extent.
- Company is highly dependent on employee's referral for higher job position.
- After the analysis, it has been found that company is using quite effective method of doing selection of candidates and take into consideration the cost benefits ratio.
- Most respondents agree with all the recruitment and selection procedures and believes to follow it in near future.
- Almost every respondent agrees with the physical fitness criteria.

Suggestion:

It can offer the following better suggestion based on the data review and which will aid the company in having a more efficient method.

- The company should follow other new techniques of selection process also for their betterment.
- Recruitment feedback should be taken by the candidates to improve the recruitment process.
- Company should use the social networking sites for creating pool of good candidates.
- Follow up to be done to the newly engaged employees to ensure that they have settled in and to check on how well they are doing.
- Also, the company is advised to follow the existing recruitment and selection policies in future also.



Conclusion:

Based on the above result, we can draw the following conclusion that the data was collected by means of questionnaire and the majority of the respondents believe that the recruitment and selection process is quite effective at Navjivan Cars Pvt. Ltd.. Mostly all the respondents were satisfied but changes are required according to the changing scenario as recruitment process has a great impact on the working of the company as a fresh blood, new ideas enter in the company. Selection process is also good and the company's recruitment department is doing well in placing the candidates and filling the job vacancies for all levels of position.



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APPENDIX

QUESTIONNAIRE

Dear Respondent,

I Krinal Gandhi, student of Uka Tarsadia University. I am conducting a survey on A study of “Recruitment and Selection process of employees”. Data are collected for research work and other than this has no other purpose. I hereby request you to fill up this questionnaire that will give me the required information for study. This study is only for the academic purpose & I promise you that information provided by you will never be disclosed to anyone, under any circumstances.

Please Tick the appropriate option.

Demographic Profile:

Name: _____

Organization: Navjivan Cars Pvt. Ltd

Gender:

Male

Female

Age:

20 to 30 years

31 to 40 years

41 to 50 years

Above 50 years

Marital Status:

Unmarried.

Married.

Separated/widowed.

Education Qualification:

Undergraduate

Postgraduate

Professionally qualified

Indicate to what extent you agree with the following statements using 5-point scale given below; **1-Strongly disagree, 2-Disagree, 3-Neutral, 4-Agree, 5-Strongly agree**

LIKERT SCALE

No	Recruitment					
		1	2	3	4	5
I.	The organization clearly define the position objectives, requirement, and candidate specifications in the recruitment process					
II.	The organization is doing timeless recruitment process					
III.	HR clearly defines Job specifications and Job Description to the candidates					
IV.	The Resume screening and short-listing method used by the organization is satisfactory					
V.	Organization follows different recruitment process for different grades of employees					
VI.	Organization take any technical support for the process of recruiting					

SELECTION							
VII.	HR provide an adequate pool of quality applicants						
VIII.	The organization is doing timeless selection process						
IX.	Medical examination is done in an organisation after the selection						
X.	The selection Policy of the organization is good one						
XI.	Organization looks for experienced employees in selection process						
XII.	Interviewing process and other selection instruments like testing are effective						
XIII.	Organization prefers referred candidates						
XIV.	HR department in recruitment and selection is effective						