Conceptual Frame work of Recruitment & Selection-Contemporary Issues

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Abstract:

Successful recruitment and selection practices are key components at the entry point of human resources in any organization .Efficient recruitment and selection strategies result in improved organizational out comes. The main objective of this paper is to identify general practices that organizations use to recruit and select employees .The study also focus its attention o to determine how the recruitment and selection practices affect the organizational outcomes and provide some suggestions that can help to different companies located in Krishna.. The data was collected through well structured questionnaire. The source of data was both primary and secondary and the Sample size was 150. Data analysis has been done with statistical tools like tables, graphs, pie charts, bar diagrams etc

Key Words:

Experience, qualification, external recruitment, internal recruitment, written test, group discussion, interview, reference, identification, growth, relocation, ,formal interview, structured interview, job

I. Introduction

Recruitment and selection are two important functions of human resource management. Technically speaking the function of recruitment precedes the selection function. it includes finding, developing prospective employees and attracting them to apply for jobs in an organization. Selection is the process of finding out the most suitable candidate to the job.

Recruitment is the first stage in the process which continues with selection and ends with the placement of candidate. Recruitment facilitates in acquiring the number and the types of people necessary to ensure continued operations of the organizations .Recruitment is finding the potential applicants for actual or

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Anticipated org vacancies thus, it acts as link in bringing together the people with jobs and those seating jobs. The purpose of recruitment is to identify suitable man power to meet the job requirements and job specifications It is the most important function of personnel administration on the other hand selection is concerned with securing right information about the applicant. The object of selection process is to determine whether the prospective candidate possesses the qualification for the specific job it is a long process. Starts from the interview and ends with the contract of employment.

According to the Business Dictionary "Employee selection as the "process of interviewing and evaluating candidates for a specific job and selecting an individual for employment based on certain criteria." Selection is defined as the process of differentiating between applicants in order to identify those with a greater likelihood of success in a job. Selection is basically picking an applicant from (a pool of applicants) who has the appropriate qualification and competency to do the job".

1.1 <u>Recruitment</u>

• Recruitment is the process of attracting prospective employees and   stimulating them for applying job in an organization.
• Recruitment is the process of hiring the right kinds of candidates on the right job Recruitment and selection activity is predominantly dealt with in two fields: ·A generally prescriptive human resource management or personnel management viewpoint and · A very technical psychology literature that focuses on the validity (absolute and relative) of different forms of recruitment techniques, such as competency modeling, interviews and various types of psychometric testing Methods of Recruitment There are various methods of recruitment but for the sake of simplicity, they have been categorized under two broad headings.
• Internal Recruitment
• External Recruitment Benefits and Importance of Recruitment:

(1).Helps to create a talent pool of potential candidates for the benefits of the organization
(2) To increases the pool of job seeking candidates at minimum cost.
(3) It helps to increase the success rate of selection process by decreasing the no of visits qualified or over qualified job applicants.

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(4).Helps in identifying and preparing potential job applicants who will be the appropriate candidature for the job.

(5).Finally it helps in increasing organization and individual effectiveness of various recruiting techniques and for all the types of job applicants.

1.2 Selection:

Selection is the process of picking individuals who have relevant qualifications to fill jobs in an organization. Selection is much more than just choosing the best candidate. It is an attempt to strike a happy balance between what the applicant can and wants to do and what the organization requires. Importance of Selection: Selecting the right employees is important for three main

The difference between recruitment and selection:

Recruitment is identifying and encouraging prospective employees to apply for a job and Selection is selecting the right candidate from the pool of applicants

II. Objectives

1) The primary objective of the study is to analyze the process of Recruitment and Selection in the industries.

2) To observe the procedure to select the candidates from internal as well as from external sources in the industries

3) To find out the various recruitment sources used by the selected industries.

4) To study the employee satisfactory level with the existing recruitment policy in the industry.

5) To study the stages of selection procedure in the industries

6) To find the reasons for accepting the offer in the respective selected industries

III. Research Methodology

Research methodology is a method to solve the research problem systematically. It involves gathering data, use of statistical techniques, interpretations and drawing conclusions about research data. Keeping in view the objectives of the study, data is collected from different sources. The purpose of this section is to describe the methodology carried out to complete the work. The methodology plays a dominant role in any research work. The effectiveness of any research work depends upon the correctness and effectiveness of the research methodology.

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IV. Data Collection

Data refers to a collection of organized information, usually the results of experience, observation or experiment, or a set of premises. This may consist of numbers, words, or images, particularly as measurements or observations of a set of variables.

V. Data Sources

There are two types of data sources available to the research processes.
1. Primary data.
2. Secondary data.

1.   Primary Data

The primary data is collected by using primary methods such questionnaires, interviews, observations etc. For this study questionnaires are used to collect primary data from the employees of the industries. We know relatively little on a systematic basis about how or why organizations choose to use different combinations of these strategies, though some of the results reported in the study of recruitment and selection and in large firms offers some pointers that are worthy of further exploratory research, particularly among small and medium sized organizations.

Nowadays employees suggests that personality tests are now being routinely used for some occupations in 19 per cent of workplaces, and performance tests are being used in Recruitment and selection in 46% of workplaces. Personality testing seems to be concentrated in larger workplaces and used upon professional, managerial, and sales staff; and performance testing concentrated again in larger workplaces but used for professional and administrative staff. Among the sample of large employers the overall relative ranking of importance of different skill/suitability Assessment methods was as follows:

1. Interview
2. Work experience
3. Performance/competency test
4. Qualifications
5. Assessment center
6. Personality/aptitude test

2.   <u>Secondary Data:</u>

Secondary data is collected from various journals, books, websites, Newspaper & other research reporters.

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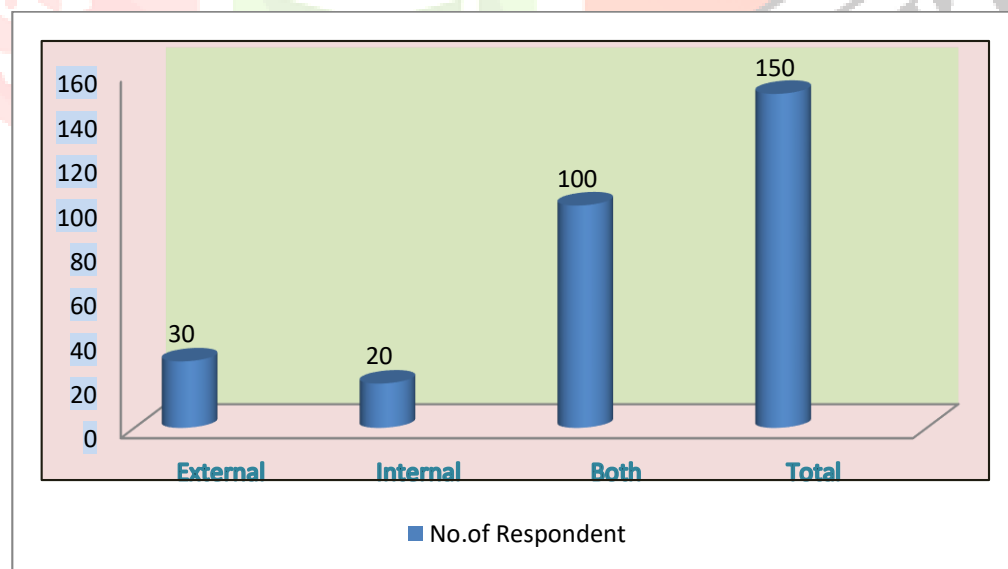
<u>Statically Tools Applied</u>:

Statistical tools applied in the present study are bar diagrams, Pie diagrams, Lines, Histograms, cones, cylinders etc.

IX. Data Analysis and Interpretation
Analysis about the source of recruitment followed in the selected industries

| Particular	No. of respondent
External	30
Internal	20
Both	100
Total	**150**

Table no. - 1

■ No.of Respondent

<u>Interpretation:</u>

From the above table and graph it is observed that 30 respondents have accepted that the company is following external recruitment sources & 20 respondents have accepted their company is following internal recruitment sources and 100 respondents have expressed that their company is adopting both internal & external sources.

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Analysis about the attributes taken in to preference for recruitment and selection procedure

Table no-2

Particular	No. of respondents
Experience	25
Qualification	50
Both	72
Others	03
Total	**150**
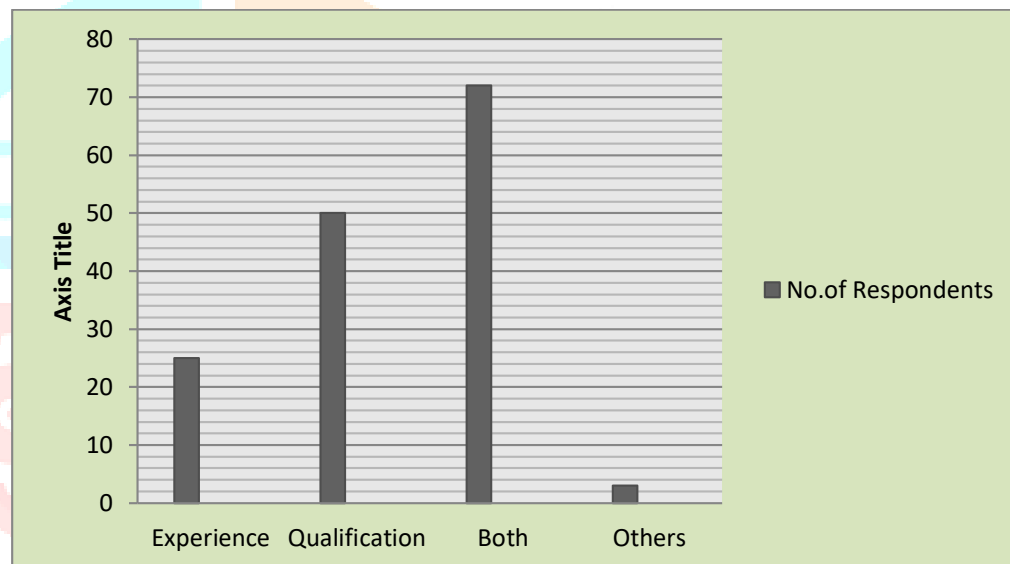
Interpretation:

From the above table & graph it is observed that 25 members expressed that their company gives preference to experienced candidates, 50 members expressed that their company gives preference to qualified candidates, 72 members expressed that their company is giving preference to both experience & qualification candidates & 3 members are accepted that their company give preference to other criteria.

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Analysis about the main sources of selection in various industries

Table no.-3

| Particular	No. of respondent
Written test	30
Group discussion	25
Interview	50
All of the above	45
Total	**150**
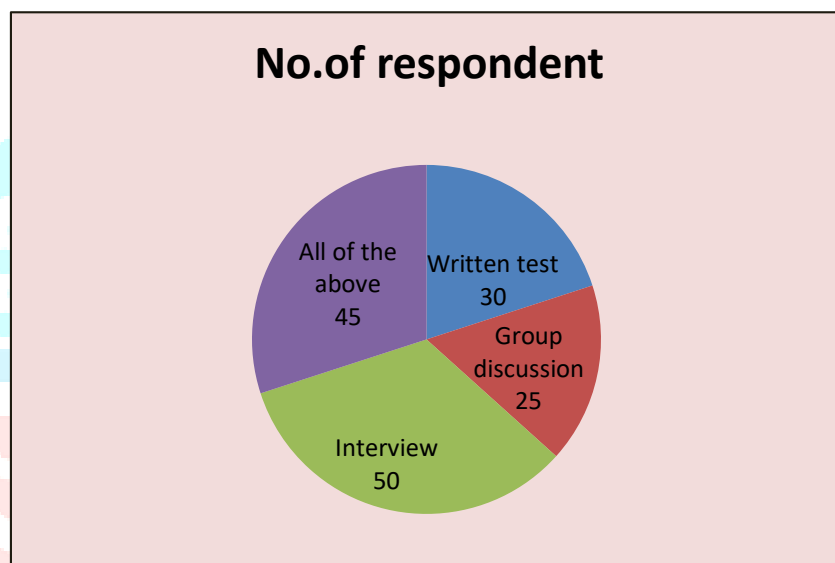
Interpretation:

From the above table it is observed that 30 members of the total respondents have expressed that their company is following written tests, 25 members of the total respondent have expressed that their company is following group discussion, 50 members of the total respondents have expressed that their company is following interview, 45 members of the total respondents have expressed that their company is following all of above test as main source of selection.

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Analysis about the period of recruitment of your organization
Table-4

| Particulars	No. of respondents
Quarterly	0
Half- yearly	32
Annually	41
When we required	77
Total	**150**
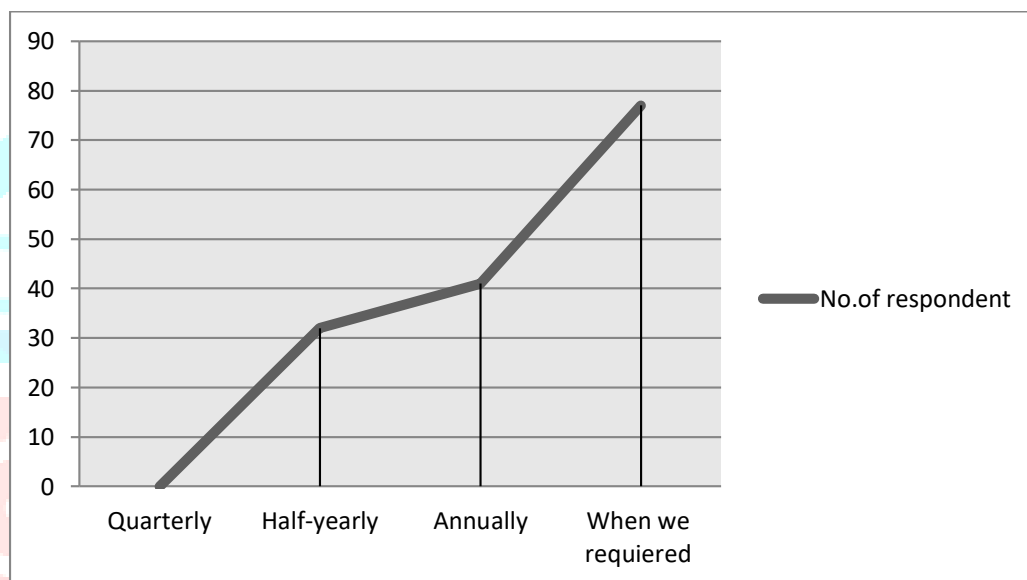
Interpretation:

From the above table it is observed that 32 members of the total respondents have expressed that the company recruits employees half-yearly, 41 members of the total respondents have expressed that the company recruits employees annually, 77 members of the total respondents have expressed that the company recruits employees when they required.

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Analysis about the kind of recruitment sources were used by organization
Table-5

Particulars	No. of respondents
Newspapers	45
Journals	10
Campus recruitment	40
Employee referral	30
Consultancies	25
Total	**150**

Chart Title

■ No of respondents   ■ Column1

|	45		40	30	25
	Newspapers	10 Journals	Campus recruitment	Employee referral	Consultancies
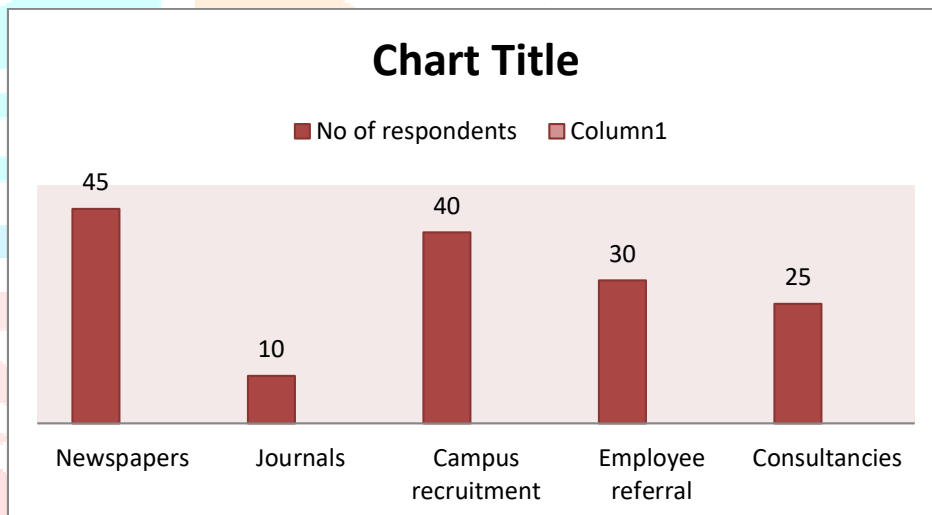
Interpretation:

From the above bar diagram we can understand that 45 members of total respondents are attended the requirements are attended the requirement in their respective organisation is through newspaper, 40 members of total respondents are attended the recruitment in their organisation by campus recruitment, 25 members of total respondents are attended the recruitment in their respective organisation through consultancies, 30 members of total respondents are attended the recruitments in their respective organisation through employee referral, 10 members of total respondents are attended the recruitment in their respective organisation through journals.

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Analysis about the stages followed in selection procedure in organization.

Table-6

| Particulars	No. of respondents
As per candidates	40
As per the position in organisation	110
Total	**150**
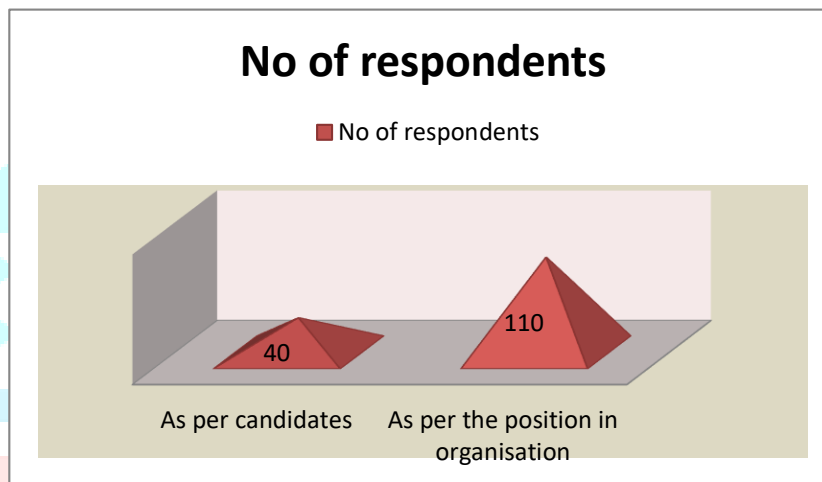
Interpretation:

As per the above table & graph we can observed that 40 members of total respondents expressed that the selection process in the organisation is done as per the candidate, 110 members of total respondents expressed that, the selection process in the organisation is done as per the candidate, 110 members of total respondents expressed that selection process in the organisation is done as per the position in their organisation.

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Analysis about the reason for accepting the offer in the organization.
Table-7

| Particulars	No. of respondents
Relocation	20
Relation with employer	15
Decent salary	50
Opportunities for growth	20
Job securities	25
Identification with company	20
Total	**150**
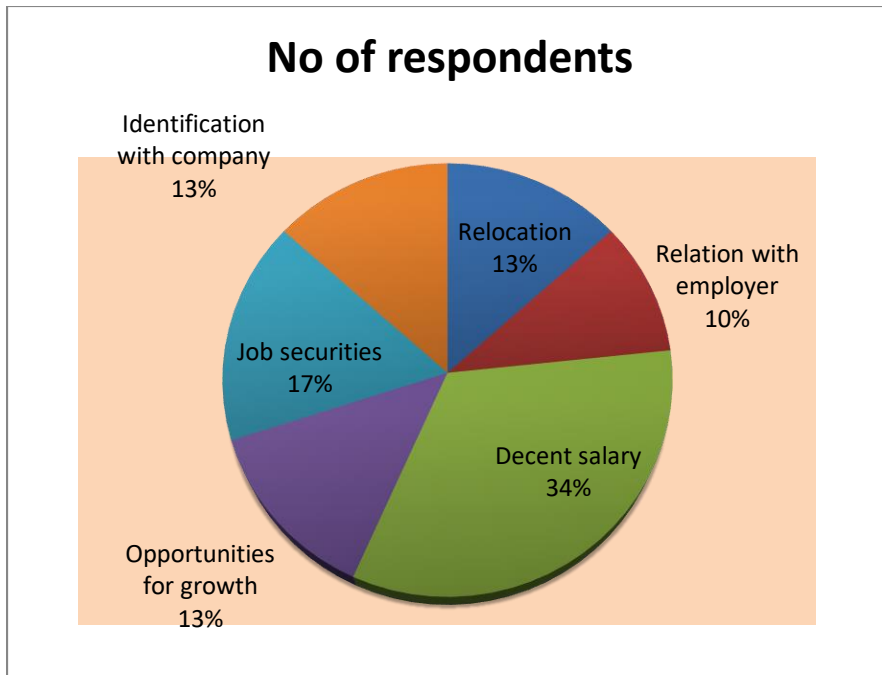
No of respondents

Interpretation:

From the above graph, we can understand that 20 members of total respondents are selected this organisation for the reason of relationship with employer, 50 members of total respondents are selected this organization for decent salary, 25 members of total respondents are selected this organization for security, 20 members of total respondents are selected this organization for growth, 20 members of total respondents are selected this organization for identification.

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Analysis about level of satisfaction with the present recruitment process followed in your organization

Table-8

Particulars	No. of respondents
Satisfied	75
Highly satisfied	30
Dissatisfied	35
Highly dissatisfied	10
Total	**150**

No. of respondents

|	Satisfied	Highly satisfied	Dissatisfied	Highly dissatisfied
No. of respondents	75	30	35	10
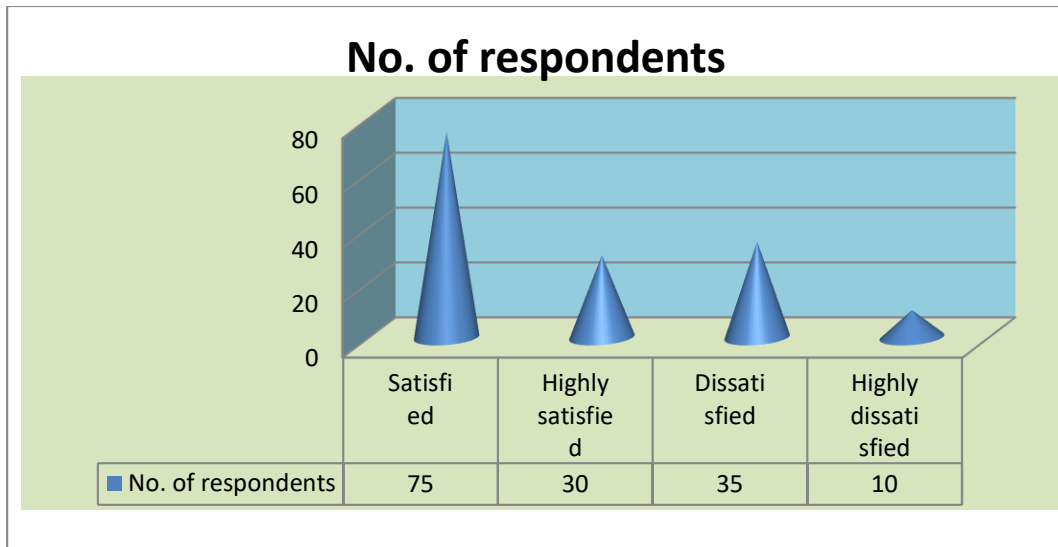
Interpretation:

From the above chart, we can observe that 75 members of total respondents are satisfied with the present recruitment process followed in their organisation 30 members of total respondents are highly satisfied with the present recruitment process, 35 members of total respondents are highly dissatisfied with the present recruitment process followed in their organisation

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Do you agree that a good recruitment policy plays a key factor in the working of an organization?
Table-9

Particulars	No of respondents
Strongly agree	90
Agree	40
Disagree	20
Total	**150**

No of respondents

■ No of respondents

90 — Strongly Agree
40 — Agree
20 — Disagree
150 — Total
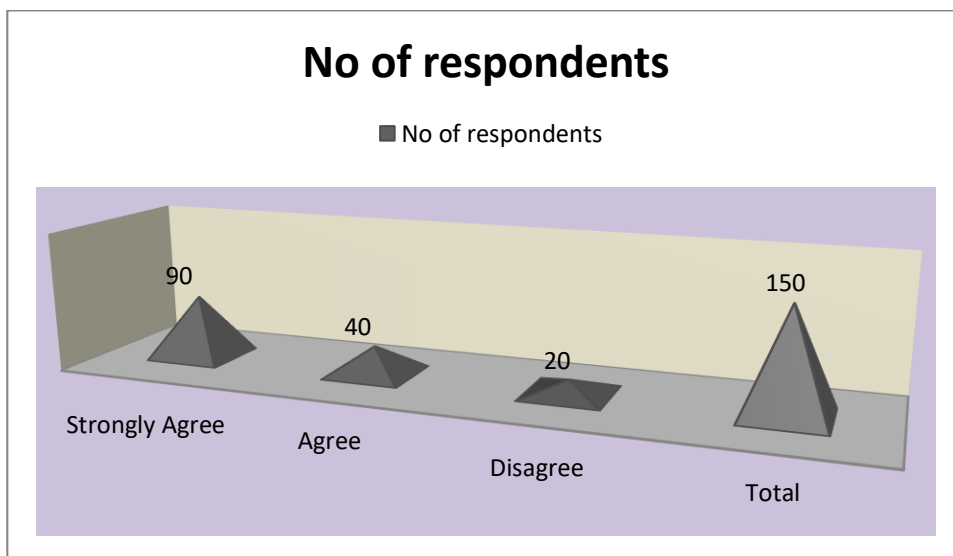
Interpretation:

From the above chart we can observe that 90 members of total respondents are strongly agreed that the good recruitment policy plays a key factor in the working of an organization 40 members of total respondents are agreed that the good recruitment policy plays a key factor in the working of an organisation.

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What kind of the interview did you undergo?
Table-10

Particulars	No of respondents
Formal & structured Interview	100
Formal & unstructured interview	10
Stress interview	15
Board interview	25
Total	**150**
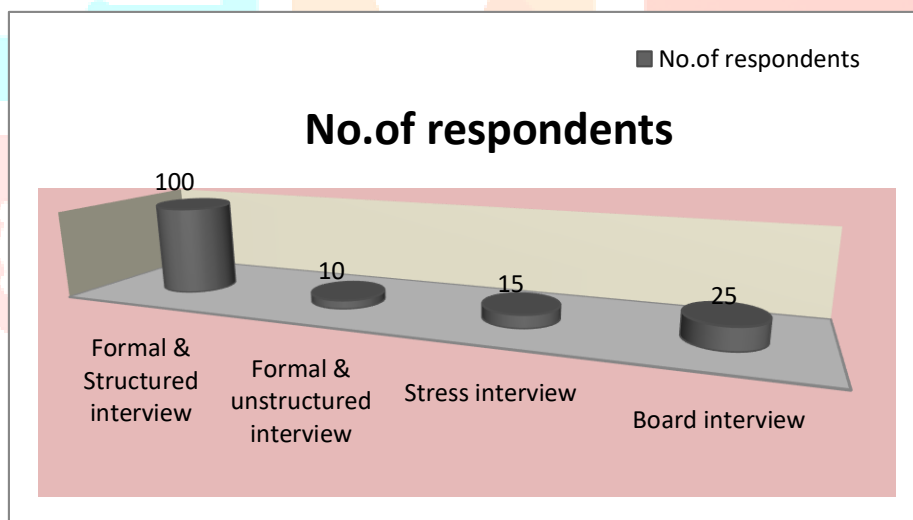
Interpretation:

From the above table & graph we can observe that 100 members of total respondents are undergone formal & structured interview, 10 members of total respondents are undergone formal & unstructured interview, 15 members of total respondents are undergone stress interview & 25 members of total respondents are undergone board interview.

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X. Conclusion And Suggestions

In every organization recruitment and selection plays a vital role. The study reveals that the recruitment and selection process offered in three selected industries is effective. The HR manager of the selected industries have to focus on selecting the right persons through other sources like campus placements, job.com, data banks etc.The selection is done by evaluating the candidate's skills, knowledge and abilities which are highly required to the vacancies in selected industries.

❖ It is observed that, the selected industries have satisfied all the procedures of recruitment. To motivate the employees; the selected industries have planned to offer incentives of both monetary and non monetary .

❖ It is suggested that the selected industries are advised to follow the existing recruitment and selection policies in future also

❖ It is suggested that the selected industries should give equal importance to external sources like agencies, references and data banks in order to get the desired & required employees.

❖ It is suggested that the selected industries have to encourage the fresher's based on their skills, along with the experienced candidates.

❖ It is suggested that the selected industries have to adopt latest interview techniques to recruit prospective employees.

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