



# “A Study on Recruitment and selection process at Sosyo hajoori beverages Pvt. Ltd”

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## ABSTRACT

The article is on Recruitment and selection process at Sosyo hajoori beverages Pvt. Ltd. The main objective of this study is how the candidate are recruited, what basis is selection process depends and what are the skill set required to do for particular job. the objective of this study is to study recruitment and selection process of Sosyo hajoori company and to study either the process is easy to understand and implement various technique are applied by organisation. The research design of the study is descriptive. The primary data are been collected for this study. The data are collected through structured questionnaire Method and the sample size of candidates are 50. Data analysis has been done with statistical tools like frequency, cross-tabulation, Mann-Whitney and U test.

**Keyword:** Recruitment process, Selection process, Reference, Interview, Qualification and skill.

## INTRODUCTION

Recruitment is the process of finding and attracting capable applicant for employed thus recruitment and selection process is concerned with the identification of possible source of human resource supply and tapping those sources.

### According to Edwin B Flippo

Recruitment as “the process of searching for right employee and stimulating them to apply for the jobs in the organisation.”

## According to Yoder

Recruitment is a process to find manpower to meet the requirement of the staffing schedule and to employee effective measure to attracting that manpower in adequate number to facilitate effective selection of an effective workforce.

## Recruitment

Recruit is the process of hiring the right kinds of candidate on the right job.

### Six stages of recruitment and selection process.

Stage 1: Agree to vacancy to be filled

Stage 2 : job analysis

Stage 3 : Attracting a field of candidate

Stage 4 : Sorting candidate

Stage 5 : Selection interviews

Stage 6 : Finally to organization

### Methods of Recruitment

- 1) Internal Recruitment
- 2) External Recruitment

### Selection:

Selection is the process of individual who have qualification to fill jobs in an organisation selection is much more than choosing the best person it is an attempt to strike a balance what the applicant can do and wants to do and what the organisation requires.

### Process of Selection:

- 1) Reception
- 2) Screening Interview
- 3) Application Blank
- 4) Selection Test
- 5) Selection Interview
- 6) Medical Test
- 7) Reference Checks
- 8) Hiring Decision

### Objectives:

- 1) To study the recruitment and selection procedure of the company.
- 2) To find out whether the process is simple to understand and implement.
- 3) To study various technique applied by organization.
- 4) To find out problem and issues associate with recruitment and selection procedure.

## Research methodology

the research design of the study is descriptive. the data are been collected are both primary data and secondary data are used. The Primary data are been collected with the help of questionnaire method. The data are collected through structured questionnaire and with the sample size of 50. Data analysis has been done with statistical tools like frequency cross-tabulation reliability test Mann-Whitney and U test. For research analysis Mean, standard deviation, Co-efficient of skewness have been applied.

## Limitations of Study

- 1) Project duration is limited to 30 days only.
- 2) Some of the respondents could not spare much time to answer the questionnaire because of lack of their valuable time.
- 3) Complete information has not revealed by the company for administrator reasons.

## Literature review

According to **Dr Sayel (2018)** “Impact of online recruitment on recruitment” the objective of these research is to compare the traditional recruitment process with e-recruitment and also discuss the advantages and disadvantage of e-recruitment to evaluate the changes in recruitment strategies and practices causes of e-recruitment tools to analyse opportunities and challenges for both the organization and the conclusion is that E-recruitment showed dwindling recruitment spends focused on web-based recruitment at the expense of traditional methods

**Tanja Koch and Charlene Gerber (2018)** stated in their study that the impact of social media on recruitment and research investigate the impact of social media on the recruitment process in south Africa this research set out to investigate the impact that social media has had on recruitment specifically on the sourcing process it provides a new insight into the impact of social media on recruitment in south Africa the findings confirm that social media has become an essential part of the recruitment process However recruiters should be careful not to be seduced into a hype or frenzy about the use of social media in recruitment.

**Chungyalpa W (2016)** declared that the origin of best practices and Emerging Trends in Recruitment and Selection the objective of study is to recruitment and selection process and the latest trends concerning recruitment and selection the paper consist of three sections the conclusion of these study is to study the traditionally companies have largely relied upon perspectives candidate to find the firm however today head hunting is a active function of the HR department Firm not only need to head hunt but also must retain existing employees The entire recruitment and selection strategy has hanged and evolved to a new for where the onus lies on the fir to advertise attract and retain top talents.

**Muhammad And Anosh Naqvi (2014)** Analysed that recruitment and selection of HR department practices the objective of these study is the number of people of who are employed by a particular company procedure that effect the organisational in long term the ability of test with different reason that is mechanical (naturally good at understanding) verbal (something is connected with words) numerical (expressed in the numbers) spatial ( to describe the things that is related to that areas) a plan or an idea you suggest it for people to think about and to decides the decision about what is going to be done in the future HR organisational which enable to line managers.

**Pranav Kharbanda & Jyoti Saprarnadan (2015)** elaborated that emotional intelligence in recruitment and selection the objective of these study is to learn about emotional intelligence and its importance in HR process to use as a tool in the recruitment and selection process to improve the decision making ability of manager the conclusion of these study is emotional intelligence has been considered a strong indicator of how an employee will perform on the job and has also been an indicator of leadership behaviours

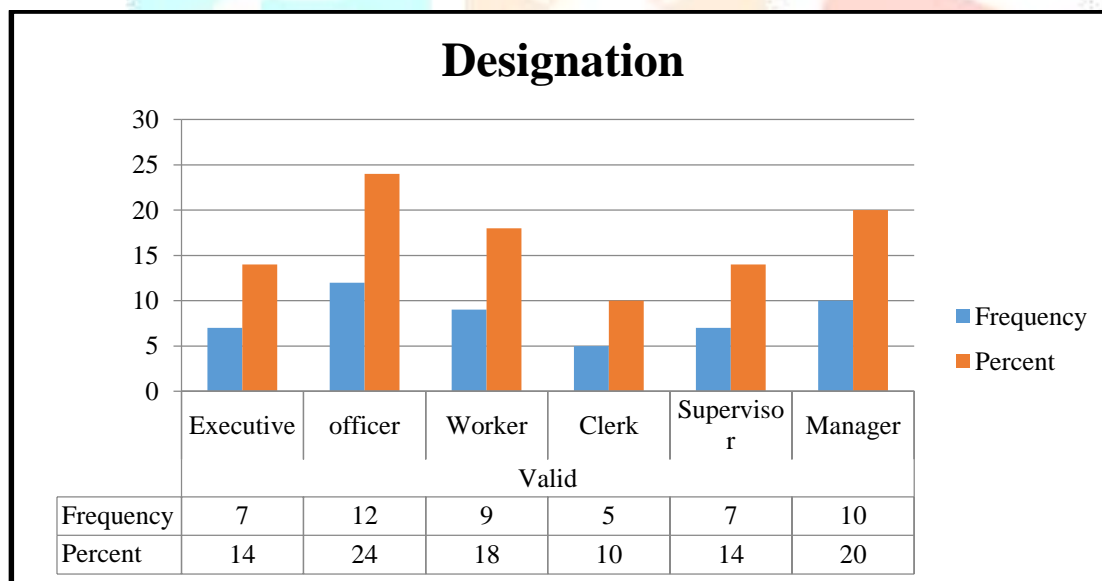
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### Analysis of Questionnaire

#### 1) Designation

**Table 1: Designation**

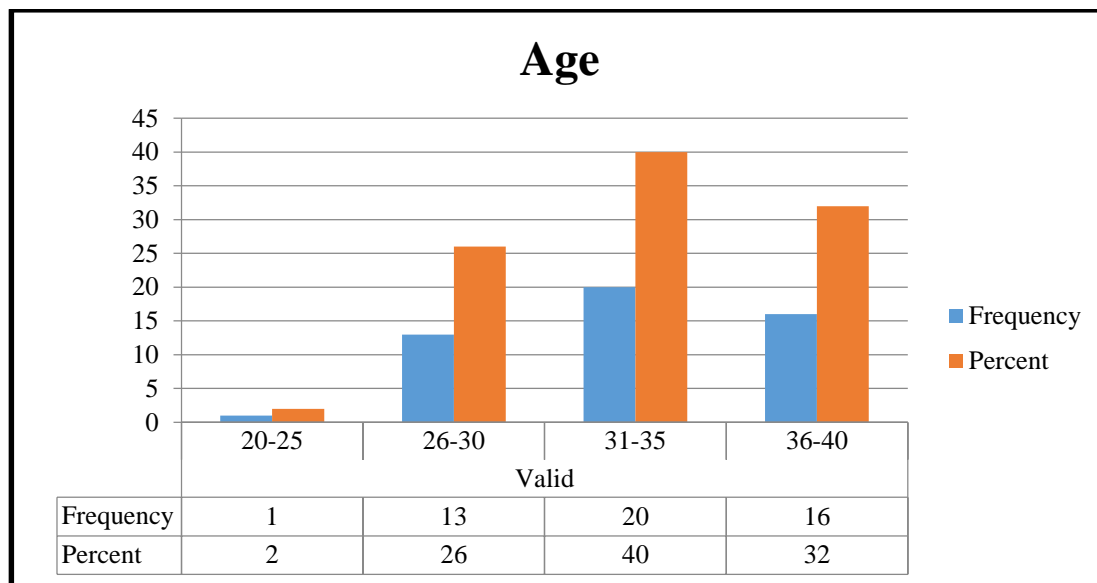


**Source: Various questionnaires from respondents**

Interpretation: From the above table it clearly shows that a company is having 7 executive, 12 officer, 9 worker, 5 clerk, 7 supervisor and 10 manager. The study shows that a company is having a high no. of officer than the executive and manager. A company is having a less no. of clerk.

2) Age

Table 2: Age

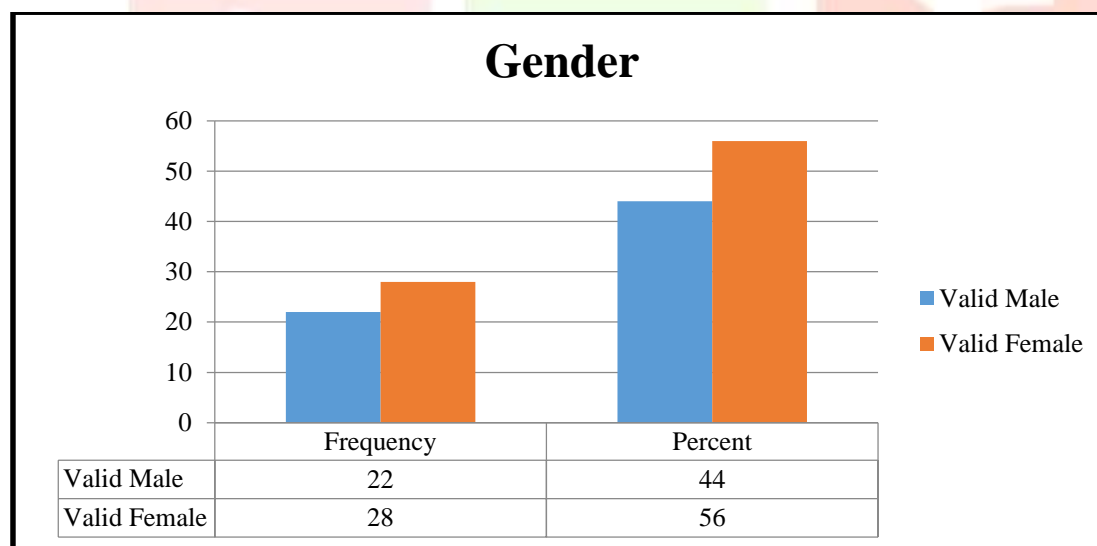


Source: Various questionnaires from respondents

Interpretation: fro the above table the study interprets that a company is having a 1 employee between the age of 20-25, 13 of employee age between 26-30, 20 of employee age between 31-35, 16 of employee age between 36-40, a company is having high no. of employee age between 31-35.

3) Gender

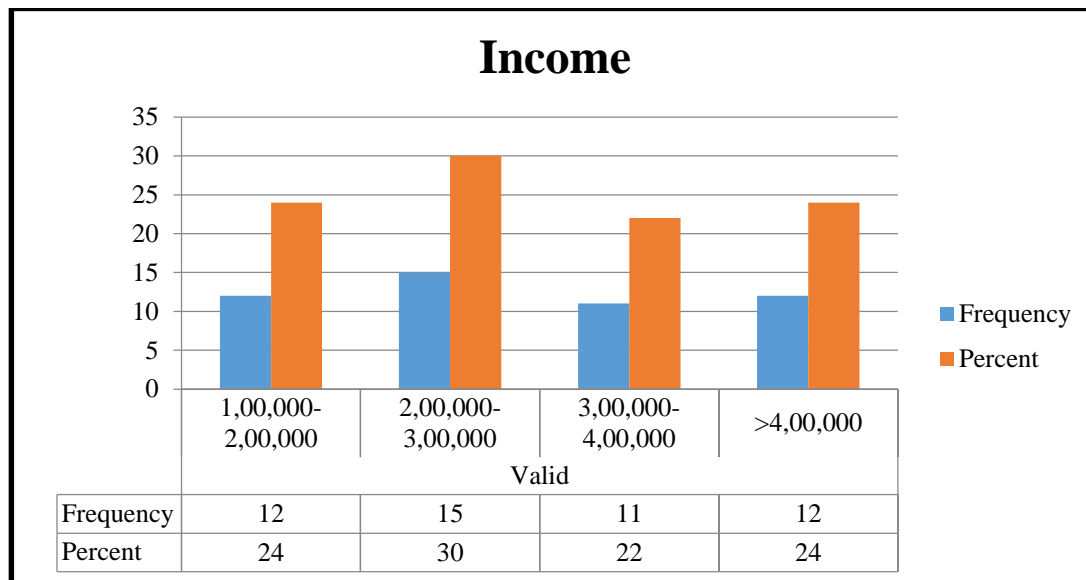
Table 3: Gender



Source: Various questionnaires from respondents

Interpretation: in the table it shows that 22 respondents are males whereas 28 are female respondents in short the proportion of female employee is significantly high as compared to male employee the reason behind these is that a company is located in village area so the female are getting higher no. of job then male.

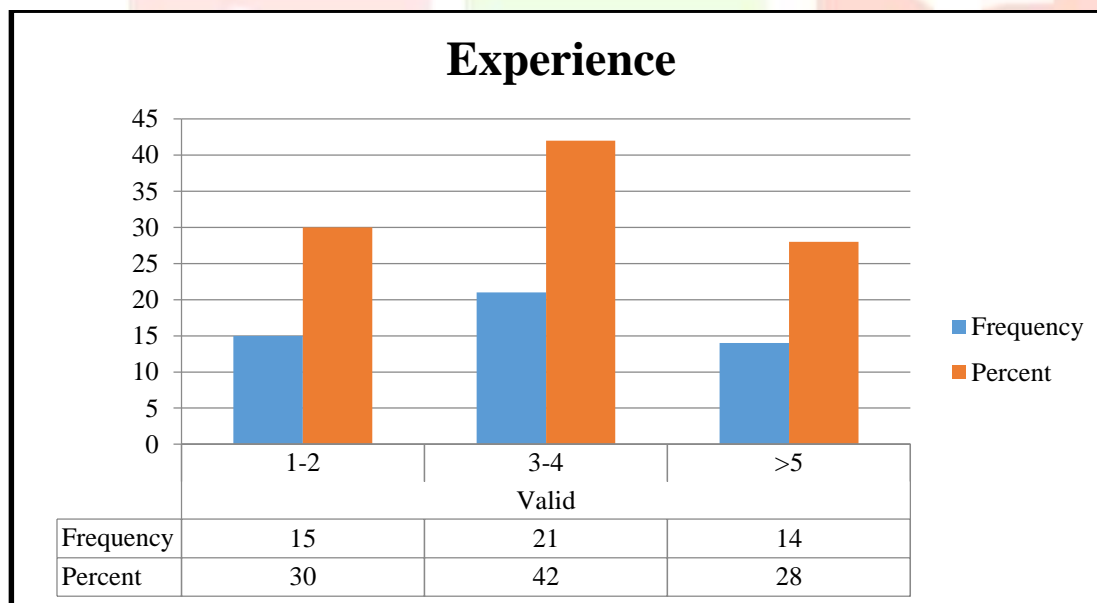
4) Income



Interpretation: from the above table it shows that a 12 of employee is having income between 1,00,000-2,00,000. 15 of employee having income between 2,00,000-3,00,000. 11 of employee is having income between 3,00,000-4,00,000 and other 12 of employee is having income more than 4,00,000. A 15 of employee is getting high income than the others.

5) Experience

Table 5: Experience

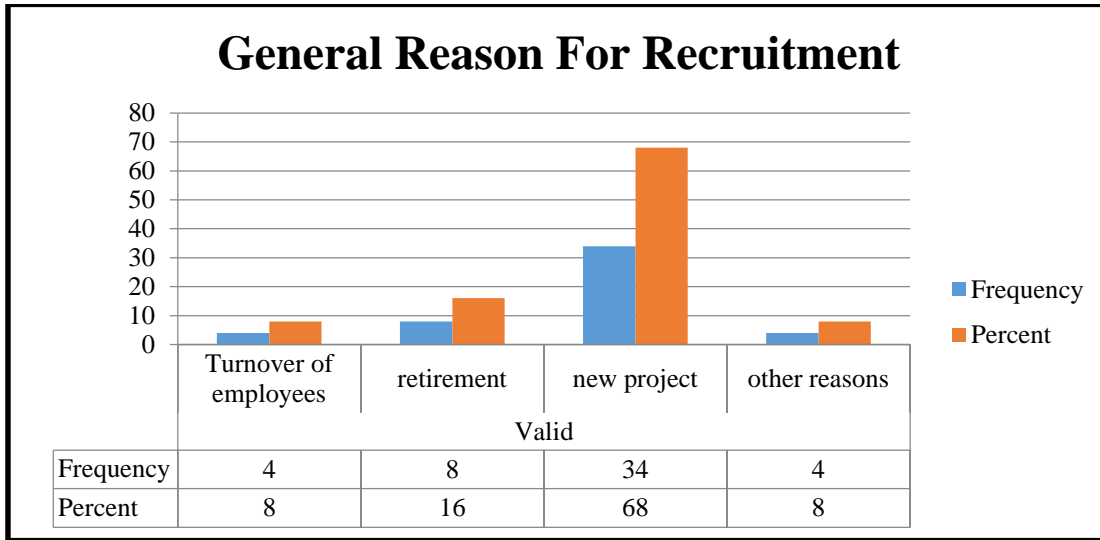


Source: Various questionnaires from respondents

Interpretation: from the above table it shows that 15 of employee is having a experience of 1-2 year, 21 of employee is having experience of 3-4 year, 14 of employee is having experience more than 5 year.

6) The general reasons for recruitment in the company

Table 6: General Reasons for Recruitment

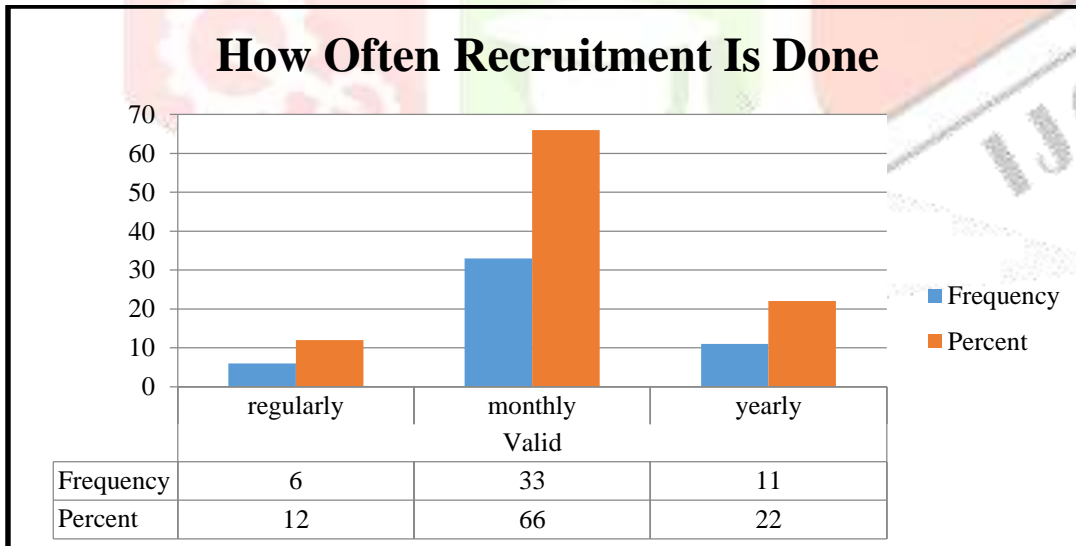


Source: Various questionnaires from respondents

Interpretation: from the above table it shows that a company is recruiting a employee when the company wants to start a new project a company do the 68% of recruitment at the time of new project Because whenever the company start the new project they need the new employees which are full of motivated, energetic, high confidence.

7) Frequency of Recruitment done in the company

Table 7: Frequency of Recruitment done in the company

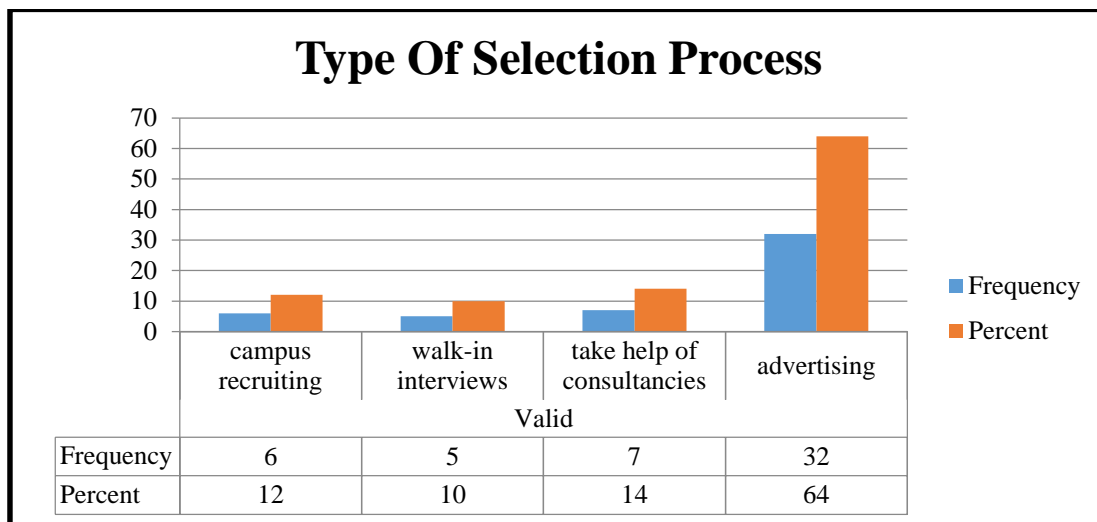


Source: Various questionnaires from respondents

Interpretation: from the above table it shows that a company is doing a recruitment process by monthly by 66%, 12% regularly and 22% yearly company do the recruiting process monthly because then ever the company start the new project that had a effective and efficient new employee at the time of new project starts.

8) Type of selection process followed in the Company

Table 8: Type of selection process followed in the Company

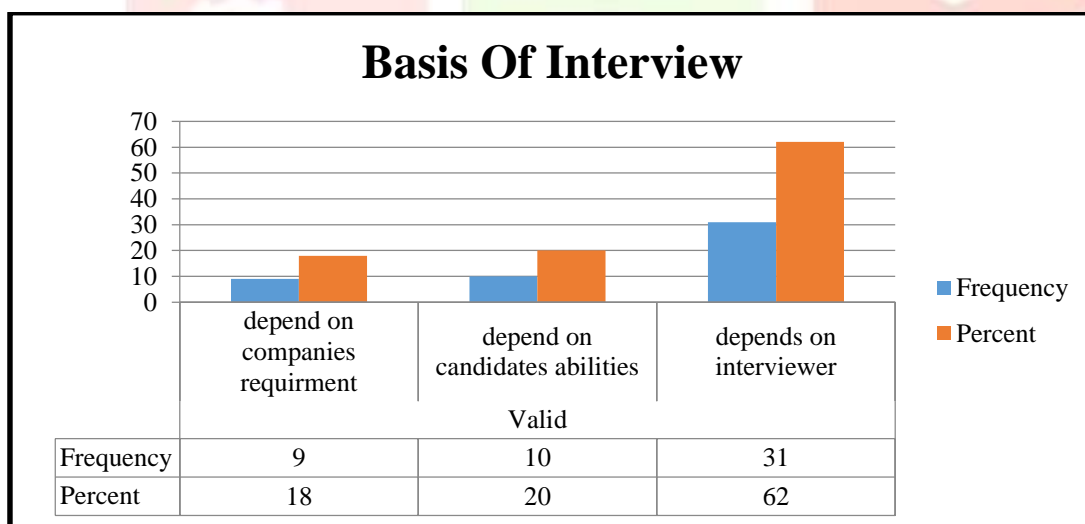


Source: Various questionnaires from respondents

Interpretation: From the above table it shows that a company is usually following a selection process type of advertising by 64%, 14% take help of agencies, 10% walk in interviews, 12% campus recruitment A company believes that for a new project they get the best new employee by the advertising marketing channel because after advertising a candidate comes for selection and a company select a candidate which they want to select as there recruitment.

9) Basis of Interview

Table 9: Basis of Interview



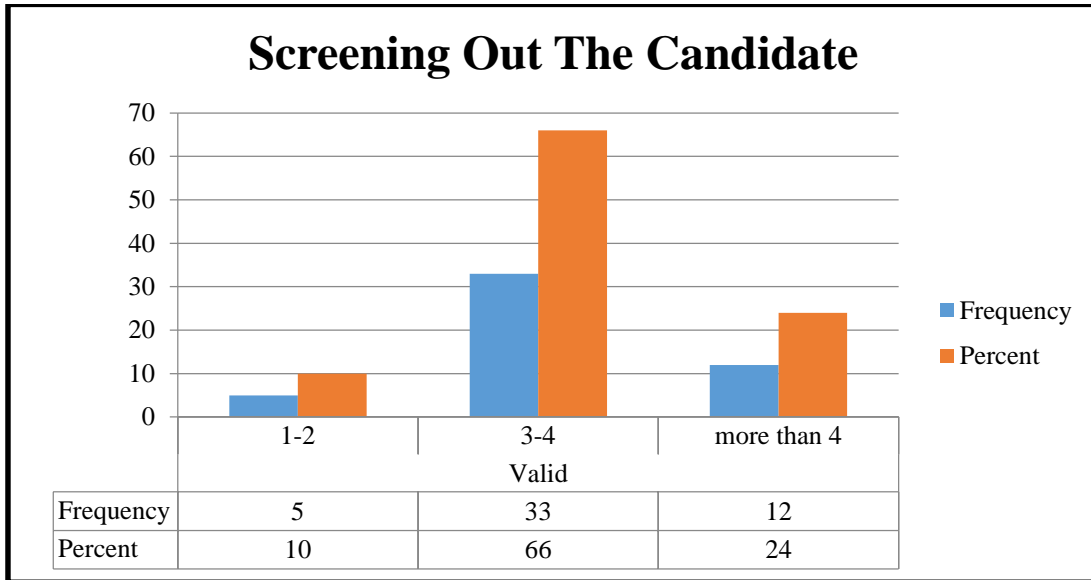
Source: Various questionnaire fro respondents

Interpretation: According to the data collected the selection of the candidate depend on the companies interviews by the 62%. because company knows that a best employee they find from the interview process.



10) How many rounds are involved in screening out the candidates?

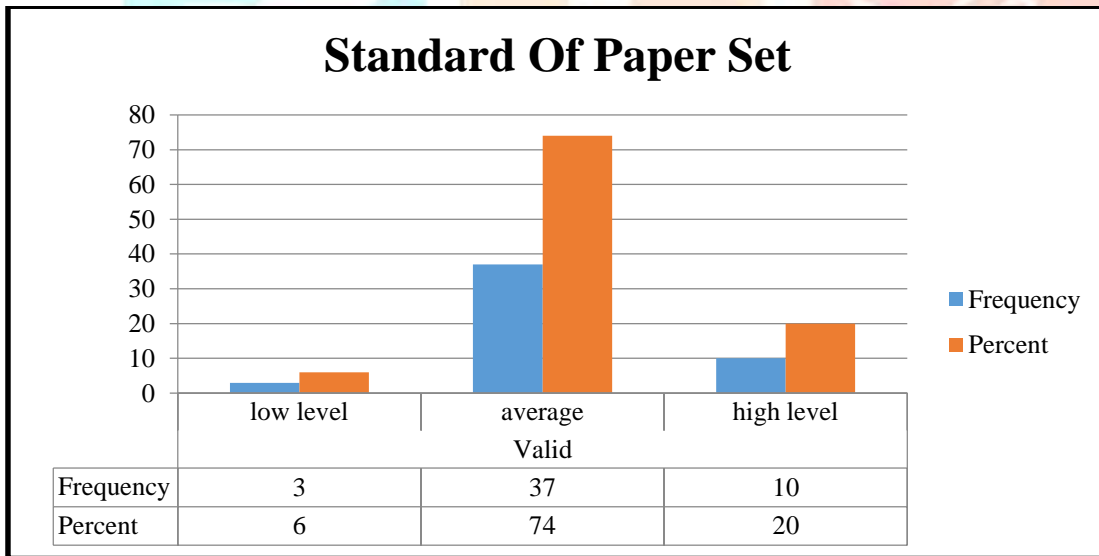
Table 10: Screening of Candidate



Source: Various questionnaire fro respondents

Interpretation: a company is having a 3 round first round of general interview, Second round with head manager and last round with director.

11) According to you what is the standard of the papers that are set?

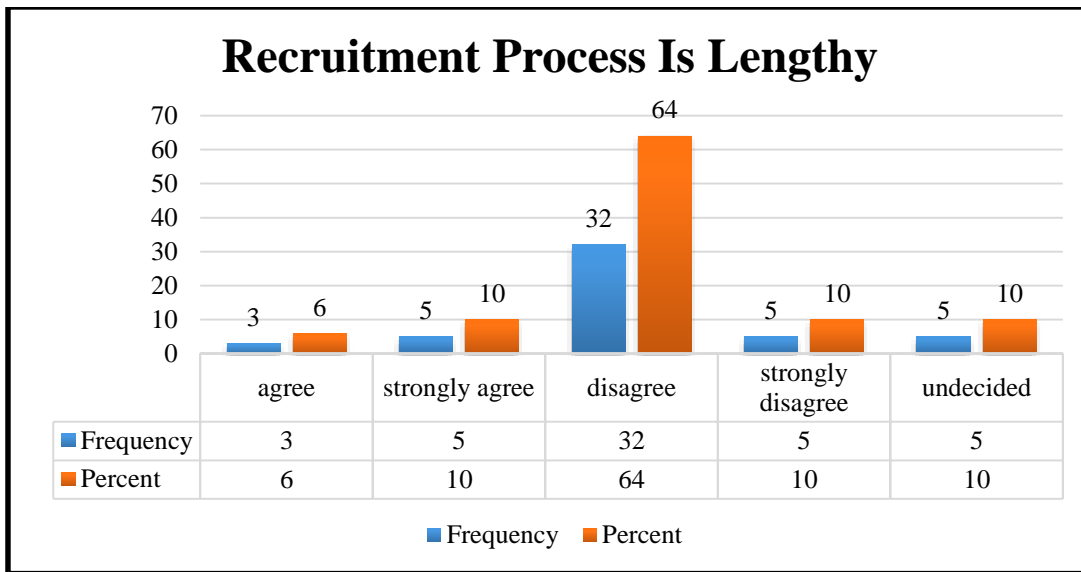


Source: Various questionnaire fro respondents

Interpretation: the company set the written test paper at average level to select a candidate, very few set at low and high levels. Because company believes in personal face to face interview.

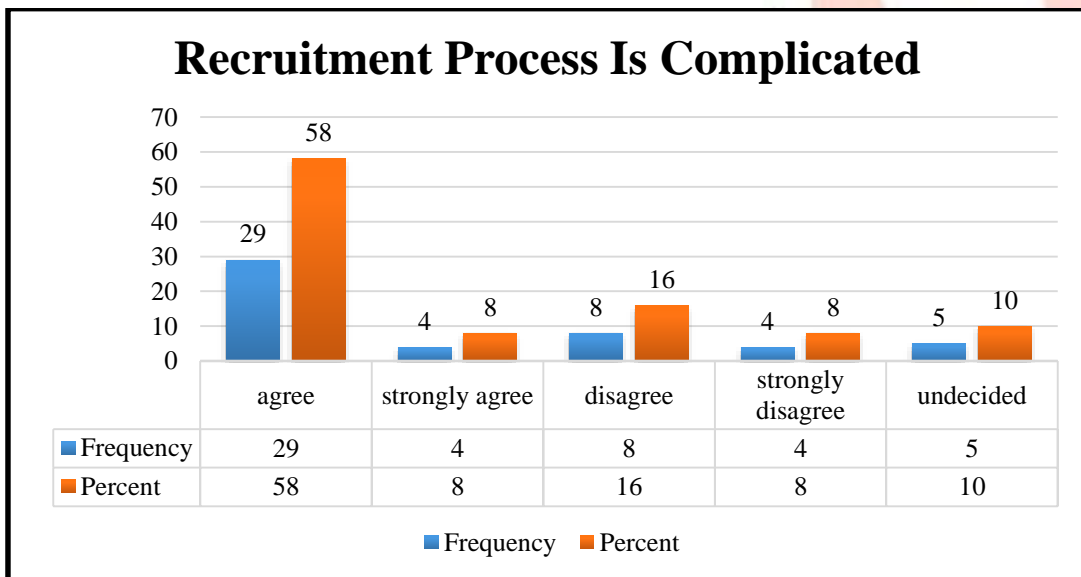
12) How much do you agree or disagree with these following questions.

**Table 12.1: Recruitment Process is Lengthy**



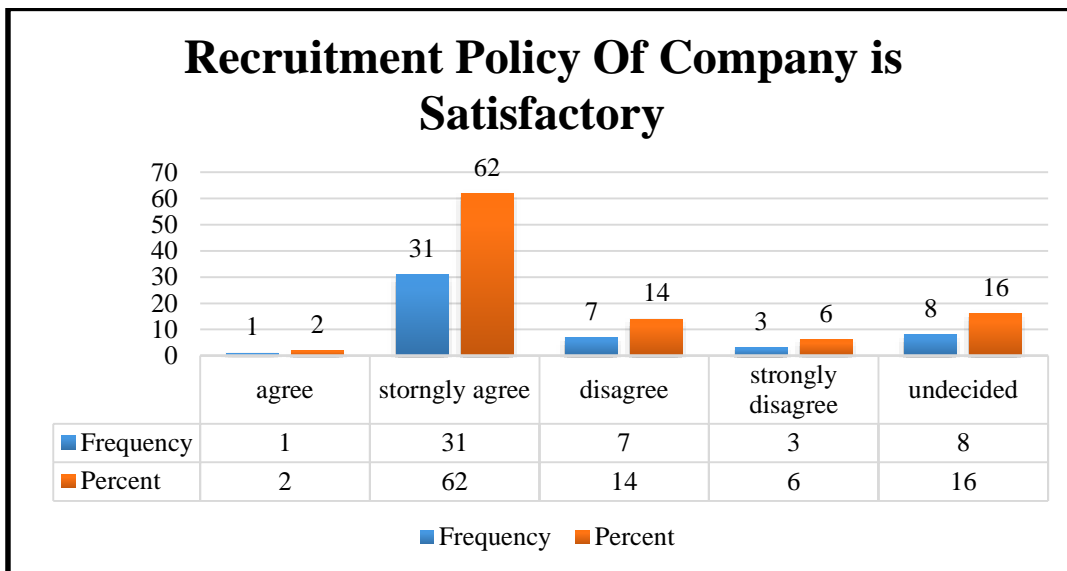
Interpretation: From the above table we see that 60% of companies employee are disagree with the time recruitment till placement is lengthy. And others employee says that 6% are agree, 12% are strongly agreed, 6% strongly disagree and 10% are undecided.

**Table 12.2: Recruitment Process is Complicated**



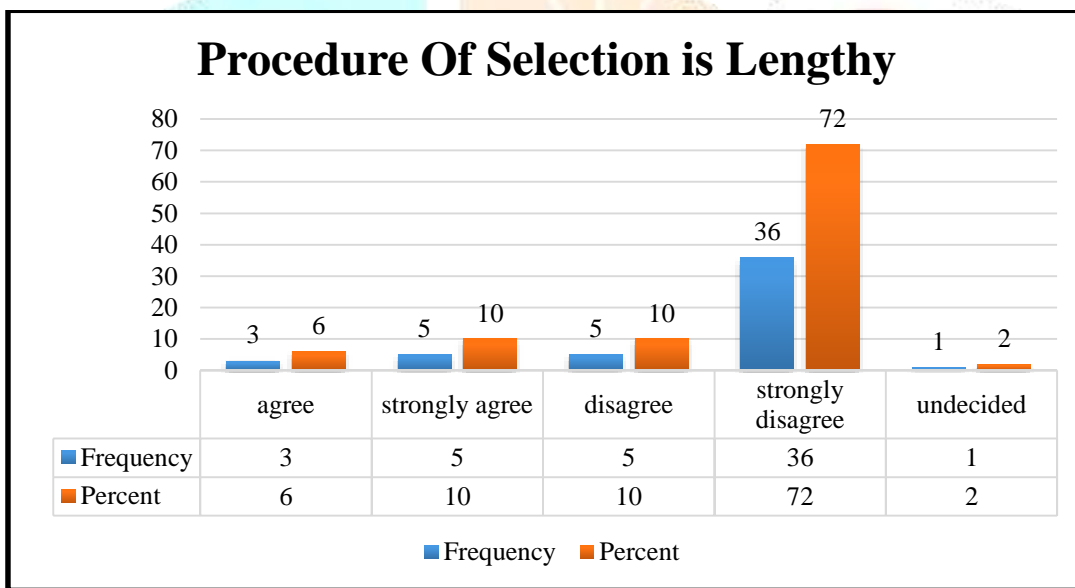
Interpretation: from the above table company employee are 58% are agreeing with the process of recruitment to placement is complicated.

**Table 12.3: Recruitment Policy of Company is Satisfactory**



Interpretation: From the above table we find that 62% of employee is strongly agree with the satisfaction level of recruitment policy in the company.

**Table 12.4: Length of Selection Process**



Interpretation: From the above table we find that 72% of employees strongly disagree that procedure of selection is lengthy. 6% are agreeing, 10% are strongly agreed, 10% are disagree, 2% undecided.

**Table 12.5: Descriptive Statistics**

	Mean	Median	Std. Deviation	Skewness	Std. Error of Skewness	Kurtosis	Std. Error of Kurtosis	Minimum
Procedure of selection is lengthy	3.54	4.00	.930	1.626	.337	1.719	.662	1
Recruitment till placement is lengthy	3.08	3.00	.922	.162	.337	1.095	.662	1
Recruitment till placement is complicated	2.04	1.00	1.414	1.010	.337	.399	.662	1
Recruitment policy of company is satisfactory	2.72	2.00	1.161	1.148	.337	.131	.662	1

The table makes it clear that responses are inclined more towards positive side I.e. responses are more towards upper side of the Likert scale Maximum respondents in the above analysis gave positive response regarding recruitment and selection process of the company.

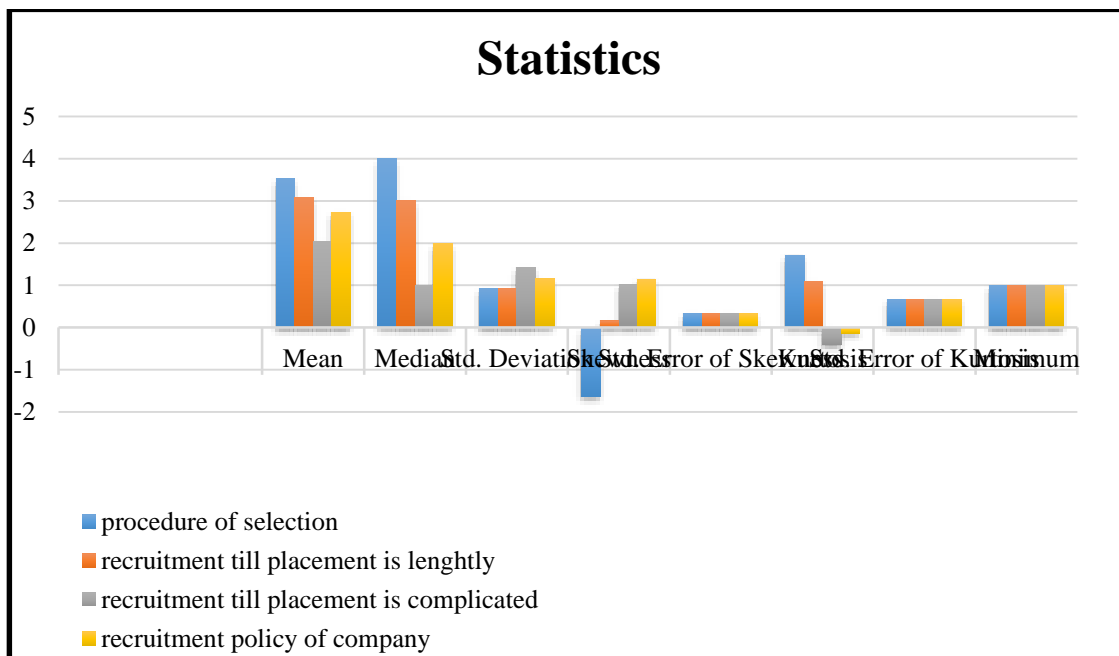


Table 12.6

Ranks				
	Gender	No.	Mean Rank	Sum of Ranks
Procedure of selection is lengthy	Male	22	22.14	487.00
	Female	28	28.14	788.00
Recruitment till placement is lengthy	Male	22	25.20	554.50
	Female	28	25.73	720.50
Recruitment till placement is complicated	Male	22	28.50	627.00
	Female	28	23.14	648.00
Recruitment policy of company is satisfactory	Male	22	29.82	656.00
	Female	28	22.11	619.00

Table 12.7

Ho There is no significant difference in the responses of both the genders

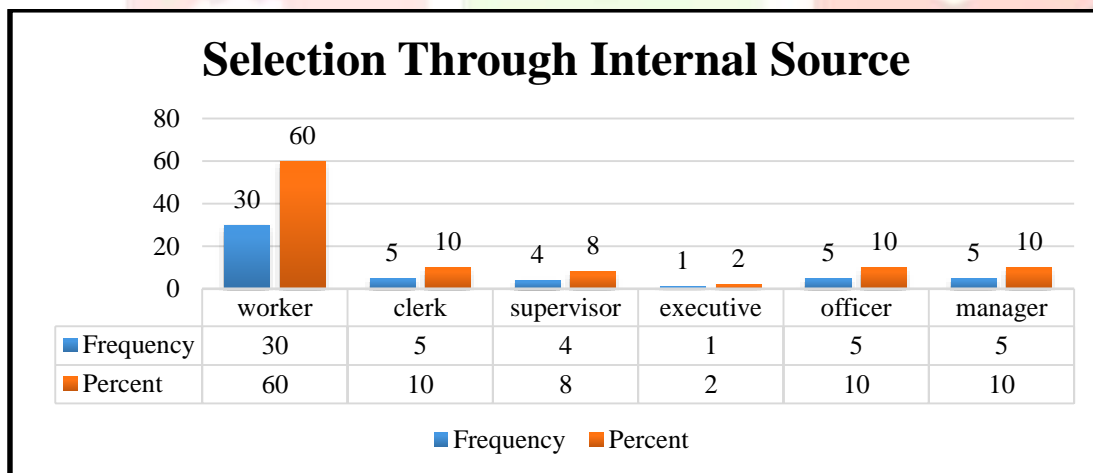
H1 There is significant difference in the responses of both the genders

Table 12.8

Test Statistics				
	Procedu re of selection is lengthy	Recruitm ent till placemen t is lengthy	Recruitmen t till placement is complicated	Recruit ment policy of company is satisfact ory
Mann-Whitney U	234.000	301.500	242.000	213.000
Wilcoxon W	487.000	554.500	648.000	619.000
Z	-1.830	-.148	-1.443	-2.137
Asymp. Sig. (2-tailed)	.067	.882	.149	.033

13) Type of employees selected through internal source

Table 13: Type of employees selected through internal source

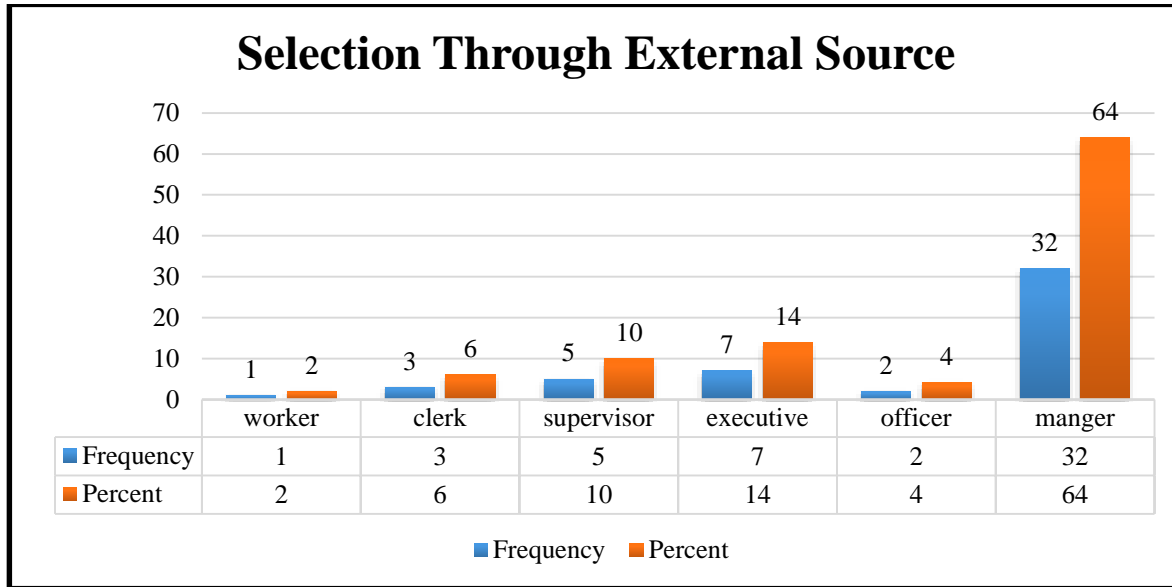


Source: Various questionnaire fro respondents

Interpretation: From the above table it shows that company is doing 60% recruitment of worker from the internal selection source A company believes that when a new worker come in company they have to we get a training to cut that training session and save time and cost for it a company do internal selection for worker from different branches.

14) Types of employees selected through external source

Table 14: Types of employees selected through external source

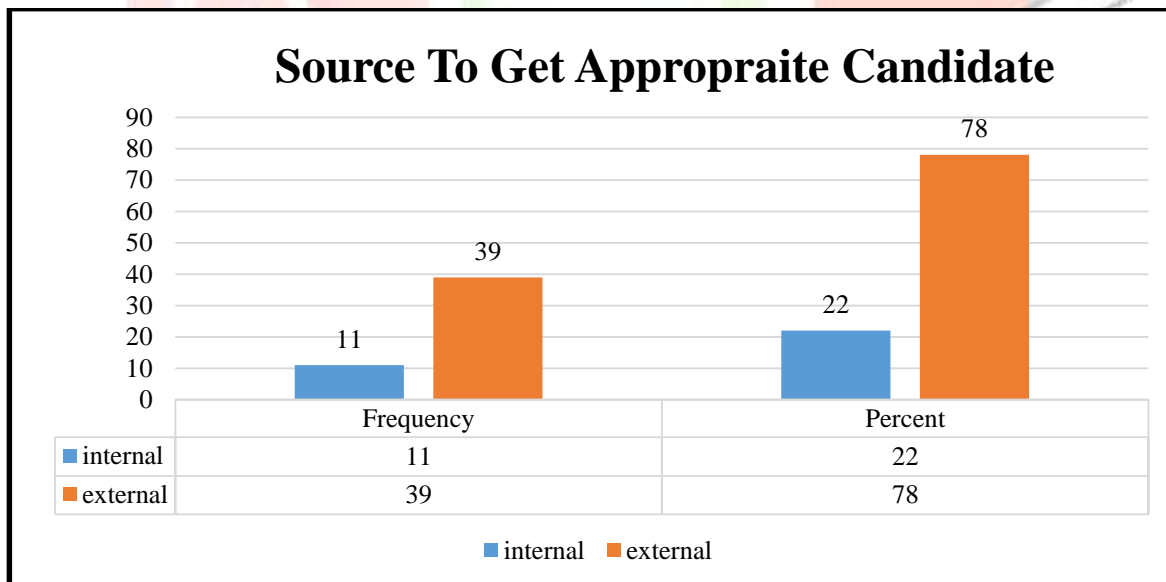


Source: Various questionnaire fro respondents

Interpretation: from the above table it shows that company is doing 64% recruitment of manager from the external selection source Because company needs the proper skills and knowledge of manager companies do a personal interviews manager and decide either a candidate is capable for post or not.

15) Sources that enables the company to get more appropriate candidates

Table 15: Sources that enables the company to get more appropriate candidate



Source: Various questionnaire fro respondents

Interpretation: from the above table it shows that a company is getting a appropriate candidates from the external recruitment by the 78% a company is getting a appropriate candidate from external source because when a company do the recruitment process from external source a do a personal interview process with the candidate and selected the appropriae candidate from interview.

## **FINDINGS**

- 1) A company is having 7 executive, 12 officer, 9 worker, 5 clerk, 7 supervisor and 10 manager. the study shows that a company is having high no. of officer then the executive and manager. a company is having less no. of clerk.
- 2) A company is having a 1 employee between the age of 20-25, 13 of employee age between 26-30, 20 of employee age between 31-35, 16 of employee age between 36-40. a company is having high no of employee age between 31-35.
- 3) 22% respondents are male whereas 44% are female respondents. in short, the proportion of female employee is significant high as compared to male employee. the reason behind these is that a company is located in village area so the female are getting higher no. of job then male.
- 4) A 12 of employee is having income between 1,00,000-2,00,000, 15 of employee having income between 2,00,000-3,00,000, 11 of employee is having between 3,00,000-4,00,000 and other 12 of employee is having income more than 4,00,000. a 15 of employee is getting high income than the other.
- 5) A 15 of employee is having a experience of 1-2 year, 21 of employee is having experience of 3-4 year, 14 of employee is having experience more than 5 year.
- 6) A company is recruiting an employee when the company wants to start a new project. a company do the 68% of recruitment at the time of new project. Because whenever the companies start the new project they need the new employee which are full of motivated, energetic, high confident.
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- 8) A company is usually following a selection process type of advertising by 64%, 14% take help of agencies, 10% walk in interview, 12% campus recruitment. A company believes that for a new project they get the best new employee by the advertising marketing channel because after advertising. a candidate comes for selection and a company select a candidate which they want to select as there recruitment.
- 9) the candidates depends on the companies interviews by the 62%. because companies know that a best employee they find from the interview process.
- 10) a company is having a 3 round first round of general interviews, second round with head manager and last round with director.
- 11) companies set the written test paper at averages level to select a candidate, very few set at low and high levels. because company believes in personal face to face interview.



12) company is doing 60% recruitment of worker from the internal selection source A company believes that when a new worker come in company they have to get a training to cut that training session and save time and cost for it a company do internal selection for worker from different branches.

13) company is doing 64% recruitment of manager from the external selection source. because company needs the proper skill and knowledge of manager. companies do a personal interview of manager and decide either a candidate is capable for post or not.

14) A company is getting a appropriate candidate from the external recruitment by the 78%. a company is getting a appropriate candidate from external source because when a company do the recruitment process from external source a do a personal interview process with the candidate and select the appropriate candidate from interviews.

## **CONCLUSION**

- 1) The companies prefers a standard policy to recruit a employees.
- 2) modern methods of recruitment and selection should be adopted to be more effective.
- 3) The present recruitment policy is flexible enough as it has undergone several changes fro time to suit the requirement of the management.
- 4) In the companies, both internal & external source of recruitment are used.

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