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## A SYSTEMATIC STUDY ON SCHOOL MANAGEMENT AND TEACHER STAFF SELECTION PROCESS IN PRIVATE SCHOOLS AT TINDIVANAM

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**ABSTRACT:** Effective recruitment , selection are critical to Institution success.They enable companies to possess performing employees who are satisfied with their jobs,thus contributing positively to the institution. Better recruitment and selection strategies result in improved institution outcomes. With regard to this context,the research paper entitled Recruitment and Selection has been prepared to place a light-weight on Recruitment and Selection process. the most objective is to spot general practices that institution use to recruit and choose employees and, to work out how the recruitment and selection practices would undergone privately schools. Successful recruitment and selection practices are key components at the entry point of human resources in any organization . The study also focus its attention to work out how the recruitment and selection practices affect the institution outcomes and supply some suggestions which will help .The research methodology applied is that the exploratory. the info was collected through well structured questionnaires. The source of knowledge was both primary and secondary. Sample size was 30. Data analysis has been through with the help of SPSS software. Data analysis has been through with statistical tools like tables, graphs,pie charts, bar diagrams

*Keywords:*

*Recruitment, Selection, Reference, Interview, qualification.*

## 1.INTRODUCTION:

In this study helps the institution to identify the area of problem and suggest way to improve the recruitment and selection process, this study focus on understanding recruitment and selection process this study helps to manage a manpower budget for the recruitment and selection process, this study helps to evaluate the time constrain for the recruitment process. The study stratified sampling technique is used. The sample size for the study is 130. The tools that are used in this study, Percentage analysis and Chi Square.

### RECRUITMENT AND SELECTION PROCESS:

## Recruitment & Selection Process



## 2.NEED FOR THE STUDY:

Recruiting the proper people carries supreme importance for the continuation of the success of a corporation . Which is why we've rounded up an inventory of reasons which will further convince you to determine a recruitment and selection policy for your organization.

- To Identify general practices that institution use to recruit and choose employees.
- To determine which recruitment and selection practices are best
- To identify and suggest measures for the development of the recruitment programs.

### 3.OBJECTIVES:

To assess the perception of the employers regarding recruitment process they undergone.

- ❖ To study and analyze the Recruitment and selection process followed at Private schools.
- ❖ To identify the typical time spent for selection process.
- ❖ To identify new ways of improving this recruitment procedure.

### 4.SCOPE OF THE STUDY:

This study helps to form decision in selecting the proper candidates for the proper job.

- This study helps the organization to review the world of problem and suggest ways to enhance the recruitment and selection process.
- This study specialise in understanding recruitment and selection process

### 5.RESEARCH METHODOLOGY:

#### 5.1 Population and Sample size:

The population size of the Private schools in Tindivanam town is indefinite. The sample size is confined respondents. The research uses Convenience sampling method.

#### 5.2 Primary and Secondary Data:

The study is completely based on primary data for the study is collected through the questionnaire which was circulated through Google forms. The study uses Secondary data for Theoretical framework of the study and Review of literature collected from journals, books, thesis and magazines.

### 6.REVIEW OF LITERATURE:

**Geeta Kumari et al. (2010)** Recruitment and Selection Process: A Case Study of Hindustan Coca Cola Beverage PvtLtd Gangyal, Jammu, India

This is concluded from the above mentioned studies that the performance of the corporate is good . 120 out of 120 employers said that company maintains and manage candidate's file including maintenance of database to make sure comprehensive data collection of candidates. 70 out of 120 employers said that the corporate spends about 20%-30% of its total expenditure on recruitment and selection. 120 out of 120 employee accepted the very fact that coca-cola follows recruitment and selection procedure. It basically depends on the post the candidate is applying

for, in most of the cases the corporate does compensate the workers for the expenses incurred by them. 70 out of 120 employers said that the corporate compensates the workers for the expenses made by them, while 50 employer said no. 120 out of 120 employers said that company maintains and manages candidate's file including maintenance of database to make sure comprehensive data collection of candidates. It are often concluded that this company is doing alright within the area of sentimental drinks if it's compared with the opposite competitors.

**Ms. Ambika Verma (2009)** in their survey research on the utilization of technologies in recruiting, screening and selection processes for job candidates conducted in Dimension group found that the majority organization implemented and technology based recruitment and selection tools to enhance efficiency, reduce costs, and expand the applicant pool.

**Robert (2005)** in his study titled, "Strategic HR Review,2004", states that successful recruitment and selection can improve organization performance".

## 7.RESULTS:

### DEMOGRAPHIC FACTORS:

#### 7.1 Age

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid 25-29	22	16.9	16.9	16.9
29-35	36	27.7	27.7	44.6
35-45	44	33.8	33.8	78.5
above 45	28	21.5	21.5	100.0
Total	130	100.0	100.0	

#### 7.2 Gender

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Male	61	46.9	46.9	46.9
Female	69	53.1	53.1	100.0
Total	130	100.0	100.0	

### 7.3 Year of Experience

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid 0-5 years	39	30.0	30.0	30.0
5-10 years	48	36.9	36.9	66.9
10-15 years	23	17.7	17.7	84.6
more than 15 years	20	15.4	15.4	100.0
Total	130	100.0	100.0	

### 7.4 Educational Qualification

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Graduate	39	30.0	30.0	30.0
Post graduate	50	38.5	38.5	68.5
P.hd&above	29	22.3	22.3	90.8
others	12	9.2	9.2	100.0
Total	130	100.0	100.0	

### INFERENCE:

From the above tables and statistical tests, the relationship between demographic factors and employees with reference to private schools are observed under the following category of respondents.

- The majority of the age group observed in the data is between 35-45 years.
- Female employees are observed more in the data.
- Respondents mostly belongs to 5-10 years of Experience.
- Respondents belongs to Post graduates.

## 7.5 Chi Square test:

### Relationship between Gender and their source of job vacancy

Gender \* How did you get to know about this job vacancy? Crosstabulation

			How did you get to know about this job vacancy?				Total
			Advertisement	Consultant	personal	E-recruitment	
Gender	Male	Count	19	9	29	4	61
		Expected Count	17.8	9.9	29.6	3.8	61.0
	Female	Count	19	12	34	4	69
		Expected Count	20.2	11.1	33.4	4.2	69.0
Total		Count	38	21	63	8	130
		Expected Count	38.0	21.0	63.0	8.0	130.0

#### Chi-Square Tests

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	.334 <sup>a</sup>	3	.953
Likelihood Ratio	.335	3	.953
Linear-by-Linear Association	.051	1	.822
N of Valid Cases	130		

a. 2 cells (25.0%) have expected count less than 5. The minimum expected count is 3.75.

Since  $H_0$  is accepted. There is no significance difference between Gender and source of job vacancy

### Relationship between Gender and working years of the candidate in their institution

#### Chi-Square Tests

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	2.787 <sup>a</sup>	3	.426
Likelihood Ratio	2.868	3	.412
Linear-by-Linear Association	1.977	1	.160
N of Valid Cases	130		

a.0 cells (.0%) have expected count less than 5.

The minimum expected count is 9.38.

Since  $H_0$  is accepted. There is no significance difference between Gender and working years of the candidate.

## 8.CONCLUSION:

Recruitment and selection as being one among the main topics required by most of the institution. Hence the study helped in understanding the varied aspects of recruitment and selection process. In private schools the sources of recruitment is effective, the interior selection of the institution also in a cheap means which also reduce the value, only after looking the efficiency of the prevailing employee towards the institution, in order that they're going to be selected.

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