CONCENTRATING ON RECRUITMENT

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ABSTRACT

"The way of finding potential workers and encouraging them to work with the organization is known as the process of Recruitment". Once the recruiter or an in house recruiter receives notification about the job position which needs to be filled, recruiter along with the department supervisor that can be a manager identifies the specific talent or qualification needed by the department. This is the phase where Human Resource [HR] and operation manager takes a fundamental step in identifying the suitable talent for the specific job.

For identifying the right talent our proposed model make use of Standard Operating Procedure [SOP] to fill the available position.

With a specific conclusion our goal is to enlarge the helpfulness and preservation of the employees, and it's important to execute a suitable Recruitment process. Recruitment process is the system that the organization relates to distinguish the HR requirements of the association and invite in appropriate competitors. Selection is the way toward gathering a predefined number of contenders from different possibility to fill the open columns in the affiliation.

Keywords: Recruitment, Human Resource, Standard operating procedure

INTRODUCTION

Recruitment is a central functionality of (HRM).It is known to be the first step in recruitment process. It is a continuous process of pulling in, picking and finally entitling sensible candidate for services (either temporary or permanent) inside an association. In this process candidates are first selected for unpaid positions or with minimum wages, or as a trainee. Supervisors, HR finalist and also the specialist will be responsible for performing the process of recruitment. But in some of the companies, organizations or pro hunt consultancies are utilized to accept parts of the procedure. Web based innovations to help all parts of work have turned out to be across the board.

Recruitment is the one in which the employees are selected by giving the position opening details, different job seekers with the required skilled will apply for the position in the company, and the best suited candidate will be selected and will be hired to increase the team with highly skilled employees which automatically increases the companies productivity.

This is the crucial step taken by all the organization heads as they need to select the best suited candidates for the role, as their small mistake in select the wrong candidate will effects the overall productivity performance and the atmosphere within the organization.

LITERATURE SURVEY

Gold and Bratton described the recruitment definition as "The strategy for generating maximum number of candidates to apply for the opening post is known as Recruitment" whereas The process in which the department supervisor and others make use of specific techniques by which they choose the best suited applicant from the large pool of applicants which has the key skills the matches with the objectives of an organization is known as the process of Selection"

.Hook and Foot explain it as: "as the functions are connected with each other in a loosely manner, each one needs different set of capabilities and justifications and many are used or fulfilled by the organizational staff members. Here the process of recruitment is being assigned to someone or to some agency which helps in driving the large number of applicants, whereas selection is done by the company team.

AIM

The aim of this research which is carried out in an IT company is to understand the recruitment and selection process followed by the organization to meet its workforce necessities. Here, we critically analyze or basically investigate the advantages and disadvantages of its current hiring procedure and prescribes enhanced techniques if any loopholes exists.

Recruitment Process
Goals

- To find the best skills for the opening position
- To manage the enlistment sources
- Manage the opening in the association
- To Run the internal staffing process
- To build the solid HR Marketing stage
- To Co-operate with neighborhood and worldwide colleges
- Provide feedback regarding trends in job market

OBJECTIVE

RP main objectives are:

1. For organizational proper growth one needs to understand the need for correct process of recruitment and also the selection.
2. To understand and also to evaluate the effectiveness of already existing process for recruitment and selection
3. To provide the better strategic plans for future recruitment by understanding and identifying the existing recruitment gaps.

METHODOLOGY

- This research aims the finding out and analyzing the hiring process by using standard operating procedure [SOP] in the Minds Solvit Pvt Ltd.

- The SOP would be carried out as follows:

STEP 1: PREPARING FOR RECRUITING AND SELECTING STAFF

In Minds Solvit Pvt Ltd, In various situations where there are multiple creations of new jobs and recruiting is needed initially and openings is also there or sometimes job environment is also changing, in that case we need

to perform job analysis for position need document the description for the vacancy, skills required, abilities along with other characteristics also needs to be undertaken.

STEP 2: SOURCING APPLICANTS

Request to advertise the job opening to Human Resources Manager so that the same can be communicated to existing employees for referrals or publish the job opening on social/professional networking sites if required.

STEP3: SHORT LISTING APPLICANTS

First round of interview for short listing candidates to be conducted by the Team Leader/Line Manager of concerned process

Check for applicants notice period with the present employer or how soon the applicant can join the company

STEP4: CONDUCTING CHECKS AND CLEARANCES

Collect copies of Pay slips, Bank Account Statements for recent three months and also get a copy of the employment offer letter from the present employer for short listed candidates, photocopies of academics also needs to be collected.

STEP 5: FINALIZING OUTCOME

Assess all information and outcomes of checks and screening - Academic and Professional Certificates:

Gather all information of a new hire their educational and professional information Confirm the details of two (2) referees provided by the applicant if required:

Take all the details of the referees from a new hire.

STEP: 6 RECORD KEEPING

Retain all recruitment and selection related documents and records (including the form), after finishing the last recruitment stage or finng the outcome of each employee.

Gather all the employee ID's (it can be Adhaar card, account details etc.), Documents, Experience certificates, any other information
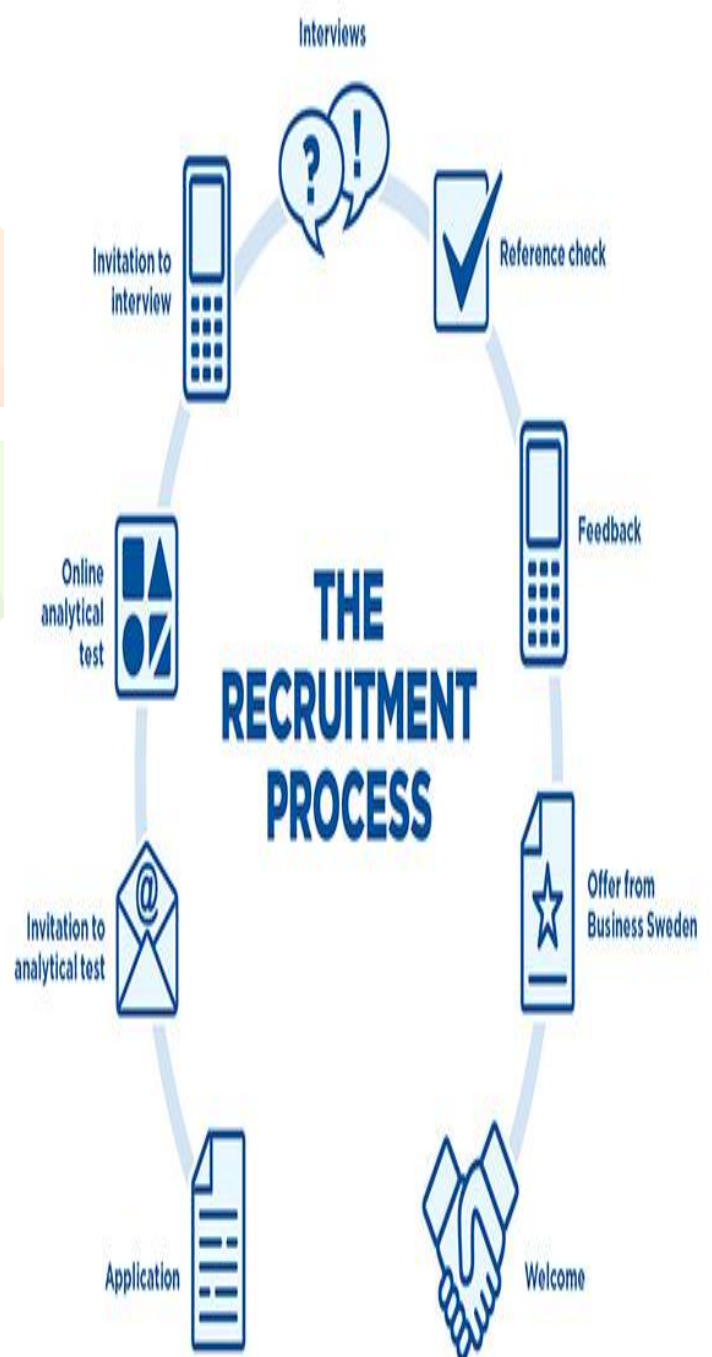
CONCLUSION

Recruitment is many organization is done using the conventional methods, which is a time consuming process and sometimes there is need for screening the candidate at an initial or a later stage which leads to exhaustion of resources from the HR fraternity, we have also identified during the research that the resources finalized for hiring were not fully screened on all parameters, for example: pay scale of employees with the previous employer was not confirmed by comparing their pay slips and bank account statements, which led to falsification of data by the applicants, in this case the applicants had to be dropped after completing almost half of the hiring process, thus we can say that the time which was spent on screening the candidate who did not fit on a specific parameter was a man hour loss which is

negatively adding to the cost of the company, apart from this there are many other parameters discussed and suggestion/solutions have been given to mend them which will not only enhance the recruitment process however it also ensures that the recruitment process is streamlined across all business verticals of the organization, be it related to production or services for onshore and offshore delivery models, the SOP proposed in the research work ensures screening of candidates on all parameters like skill sets required for the job, professional experience required for the job profile, ensuring correctness of the information furnished by the applicants related to their previous employment, for instance: job profile, pay scale/previous CTC (cost to company) can be only deemed genuine after performing back ground checks, which ensures hiring of right candidates for the right job.

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