



A STUDY ON RECRUITMENT AND SELECTION PROCESS IN SURYA ELEVATORS PVT.LTD, TIRUPATI

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ABSTRACT:

This study investigates the recruitment and selection process at Surya Elevators, with a focus on evaluating the existing process, strategies employed, and employee satisfaction. Through a combination of data analysis and employee feedback, the research aims to identify areas for improvement and enhance the overall effectiveness of the recruitment and selection process. The study examines the existing recruitment and selection process followed by Surya Elevators, mapping out the various stages involved and assessing their efficiency and effectiveness. Secondly, it explores the strategies employed by the company to attract and select candidates, including sourcing methods, screening techniques, and interview processes. Finally, The findings of this study will provide valuable insights for Surya Elevators to optimize its recruitment and selection processes, leading to better hiring outcomes, improved employee satisfaction, and enhanced organizational performance.

Keywords: Recruitment, selection process, Surya Elevators, employee satisfaction, strategies.

INTRODUCTION:

Recruitment refers to the process of identifying, attracting, interviewing, selecting, hiring and on boarding employees. In other words, it involves everything from the identification of a staffing need to filling it. Depending on the size of an organization, recruitment is the responsibility of a range of workers.

Selection refers to a process in which individuals are selected from the pool of job applicants possessing the required knowledge and skills to perform the job in an organization. Selection is a process which includes various phases, such as exploring the applicants to check whether they are suitable for the job, picking up

the right ones from the pool of applicants & eliminating the rest. Therefore, selection can be regarded as a harmful process in its application, as its main aim is to reject unsuitable individuals as much as possible to get suitable and appropriate candidates for the organization.

DEFINITION :

1. Recruitment is the process of searching for prospective employees and stimulating them to apply for jobs in the organization.

~ Edwin Flippo

2. It is the process to discover potential candidates for future actual or anticipated job vacancies.

~ Decenzo and Robbins

REVIEW OF LITERATURE:

- ❖ **(DEVILN, 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.
- ❖ **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 analyse the procedures. The research findings reveal that recruitment and selection process are satisfied with organizational climate.
- ❖ **(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.

NEED OF THE STUDY

The studying recruitment and selection can bring a lot of benefits to Surya Elevators. It helps you find the right people, improve the candidate experience. The use of studying recruitment and selection process find the right people to join in company and make the hiring process better. When we study this process, we can learn how to choose the best candidates who have the right skills and fit in the company. This helps us save time, reduce the number of people leaving the company, and create a diverse and inclusive workplace. Ultimately, it helps our company perform better and achieve its goals.

SCOPE OF THE STUDY

The present study on recruitment and selection process helps to get clear picture about the employees recruitment and selection. this in turn helps the management to formulate suitable policy to recruit the employees which helps for developing organization by increasing their productivity level it helps the employees to get more interested towards their work by improving their self development. The study is limited to Surya elevators Pvt ltd., Tirupati

OBJECTIVES OF THE STUDY

1. To analyse the actual recruitment and selection process in Surya elevators Pvt ltd.,
2. To find whether the existing process of recruitment and selection are taking place effectively.
3. To asses the satisfactory level of employees towards recruitment and selection process in Surya elevators Pvt ltd.,

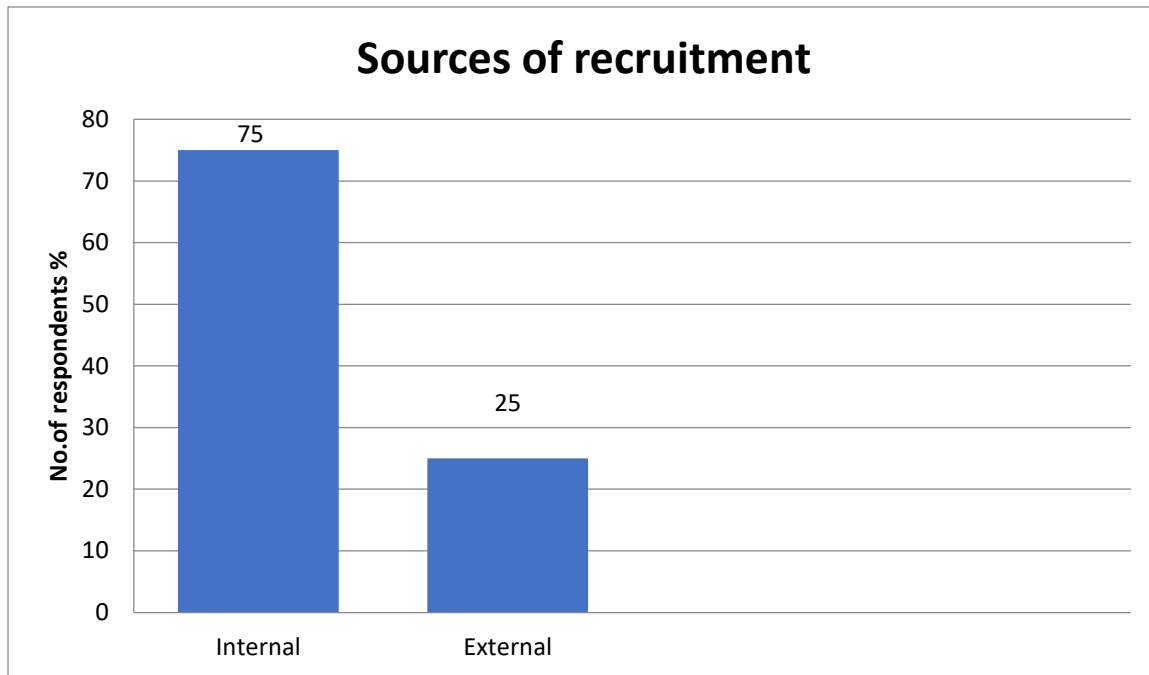
RESEARCH METHODOLOGY

Data collection	: primary & secondary data
Type of research	: Descriptive research
Research instrument	: Questionnaire
Sample size	: 100
Sample method	: convenience sampling
Statistical tool	: percentage & graphical analysis like charts.

DATA ANALYSIS:

1.Sources of recruitment followed by the company

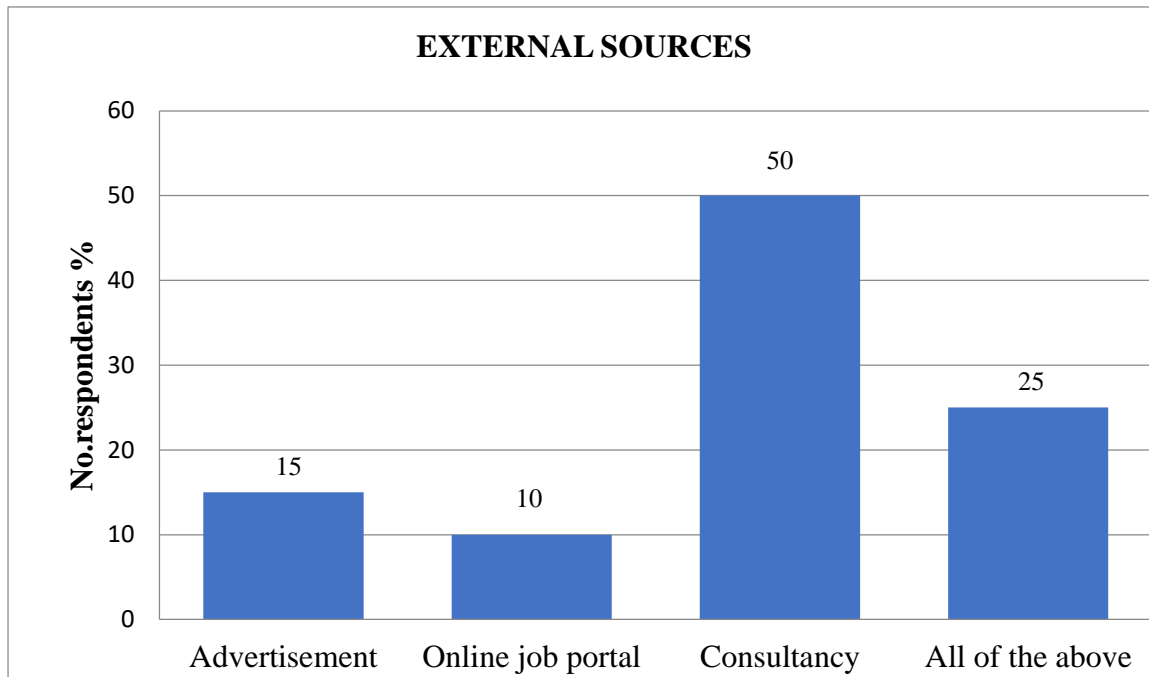
Methods	No. of respondents	Percentage(%)
Internal	75	75
External	25	25
Total	100	100

CHART**INTERPRETATION:**

From the above graph shows that 75% respondents are going through internal sources and 25% respondents are going through external sources.

2.External source of recruitment followed by the company

External source	No. of respondents	Percentage(%)
Advertisement	15	15
Online job portal	10	10
Consultancy	50	50
All the above	25	25
Total	100	100

CHART**INTERPRETATION:**

From the above graph shows that 15% of respondents said that the external sources were followed by the company through advertisement, 10% of respondents said the external sources through online job portal, 50% of respondents are said through consultancy, 25% respondents said they followed all the external source of recruitment.

3.Satisfied with recruitment procedure in the company

Satisfied level	No. of respondents	Percentage(%)
Highly satisfied	10	10
Satisfied	70	70
Neutral	10	10
Dissatisfied	5	5
Highly dissatisfied	5	5
Total	100	100

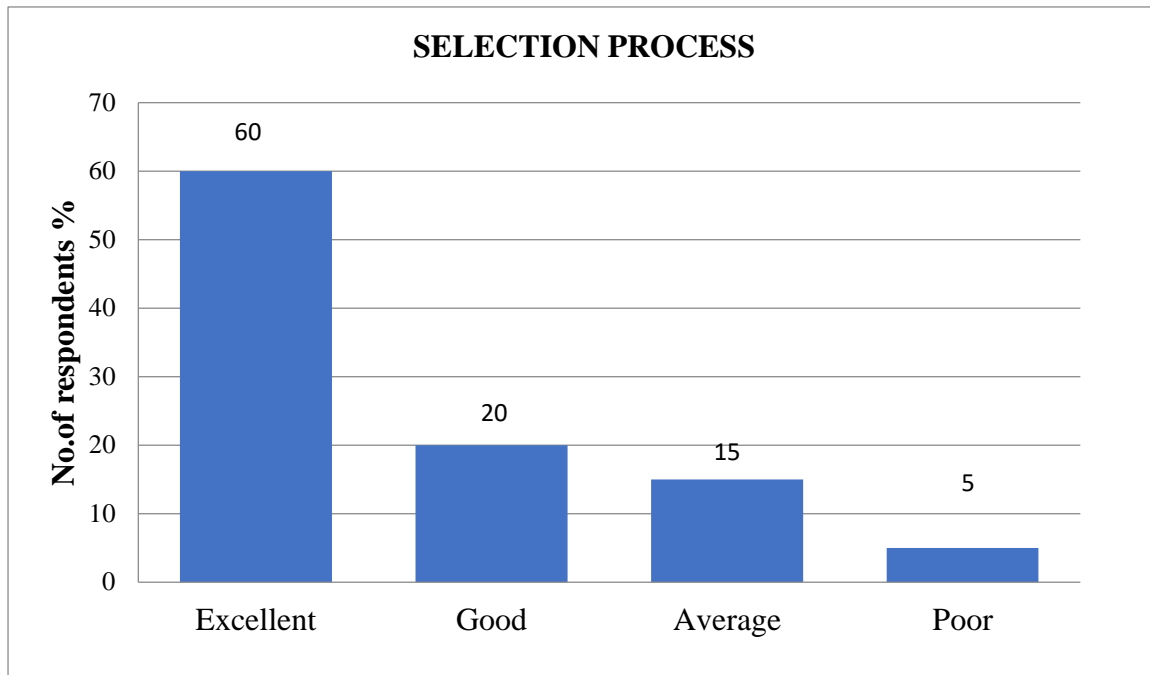
CHART**INTERPRETATION:**

Above graph shows that 10% of respondents are highly satisfied, 70% of respondents are satisfied. 10% of respondents are neutral, 5% of respondents are dissatisfied and 5% of respondents are highly dissatisfied on recruitment procedure.

4. Rate of selection process followed by the company

Rate	No. of respondents	Percentage(%)
Excellent	60	60
Good	20	20
Average	15	15
Poor	5	5
Total	100	100

CHART



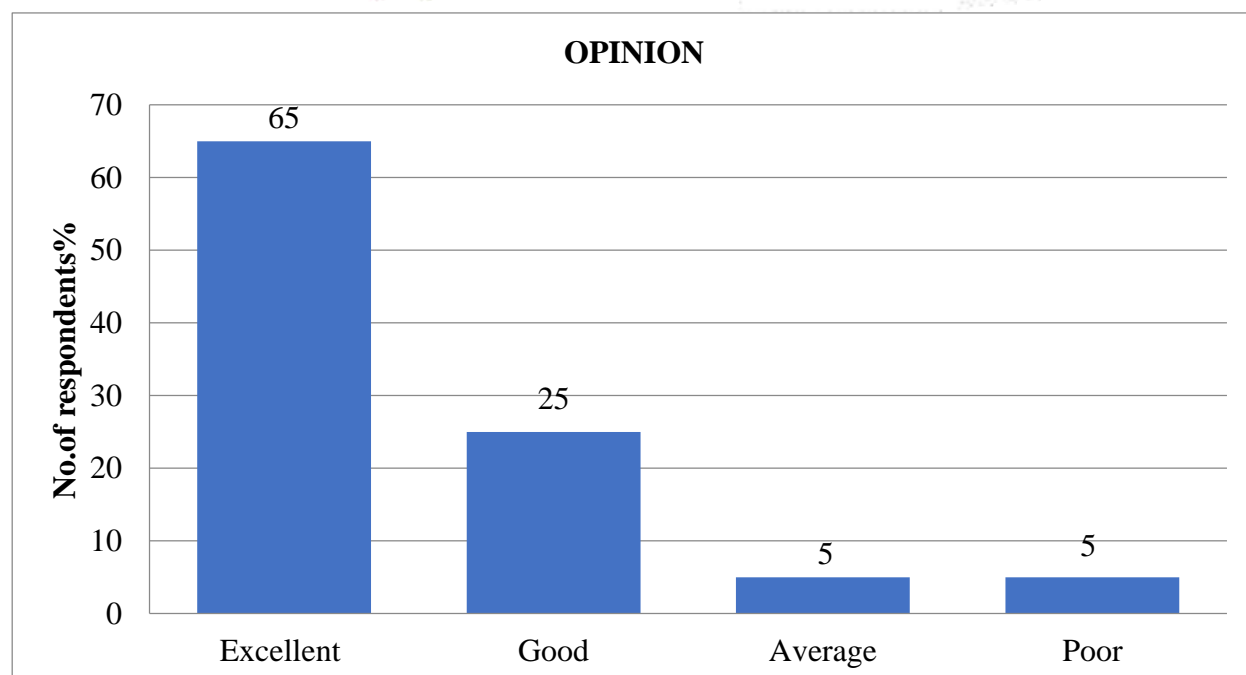
INTERPRETATION:

Above graph shows that 60% of respondents said the selection process is excellent, 20% of respondents said the selection process is good, 15% of respondents said the process is average and 5% of respondents said the selection process is poor in the company.

5. Effectiveness of recruitment and selection process

Rate	No. of respondents	Percentage(%)
Excellent	65	65
Good	25	25
Average	5	5
Poor	5	5
Total	100	100

CHART

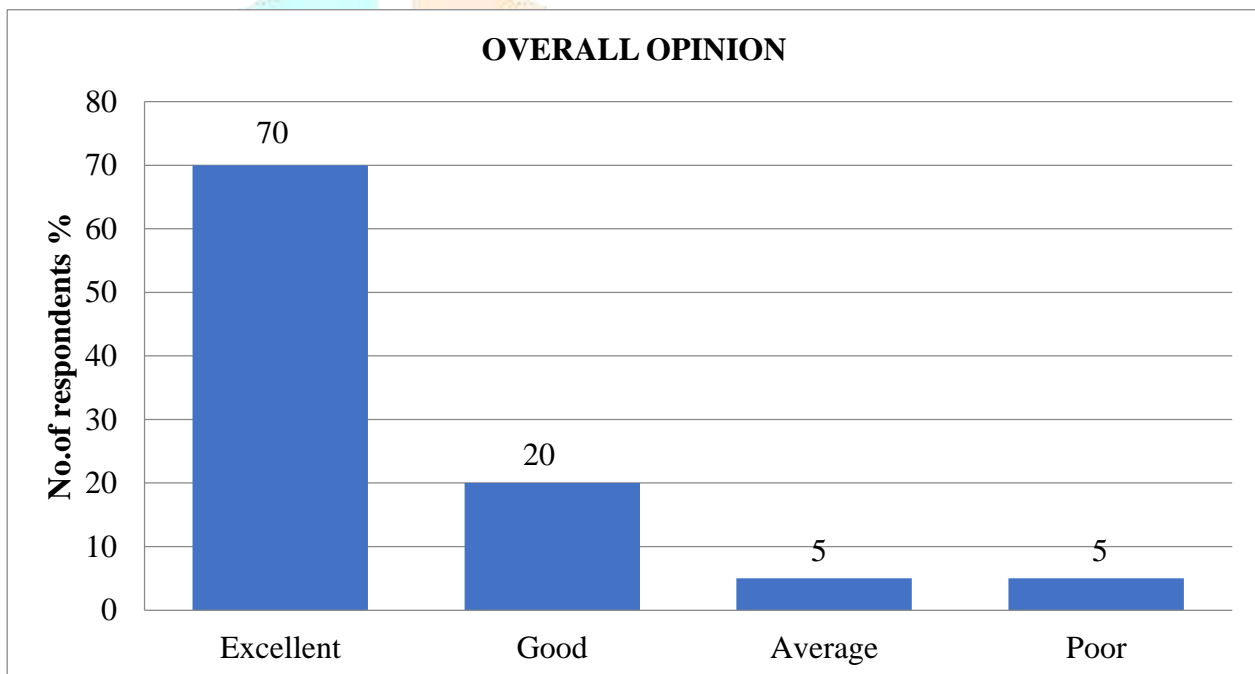


INTERPRETATION :

Above graph shows that 65% of respondents said the effectiveness of recruitment and selection process is excellent ,25% of respondents said the process is good, 5% of respondents said the process is average,5% of respondents said the effectiveness of recruitment and selection process is poor .

6.Overall opinion of recruitment and selection process

Opinion	No. of respondents	Percentage(%)
Excellent	70	70
Good	20	20
Average	5	5
Poor	5	5
Total	100	100

CHART**INTERPRETATION:**

Above graph shows that 70% of respondents said the opinion of recruitment and selection process is excellent ,20% of respondents said the opinion on the process is good, 5% of respondents said the overall opinion is average and 5% of respondents said the opinion on recruitment and selection process poor.

FINDINGS:

1. It is found that 25% respondents are going through external sources.
2. It is found that 50% respondents said that external source of recruitment is followed by consultancy.
- 3.It is found that 70% respondents are satisfied on recruitment and selection procedure.
- 4.It is found that 60% of the respondents said that the selection process is excellent.
- 5.It is found that 25% of respondents said the effectiveness of recruitment and selection process is good.
- 6.It is found that 20% respondents said overall opinion on recruitment and selection process are good.

SUGGESTIONS:

1. It is suggested that the company needs to improve the promotional activities to attract external candidates to apply for the job.
2. It is suggested that the company have to improve the online job portal type of external source of recruitment .
3. It is suggested that employees felt satisfied only upon external source of recruitment.
4. It is suggested that the effectiveness of recruitment and selection process is good, If the company put more focus on external sources to hire skilled candidates.

CONCLUSION:

The recruitment and selection process is quite effective at Surya elevators Pvt ltd., mostly all the respondents were satisfied but changes are required according to the changing scenario as recruitment process has a good impact on working of the company, recruitment department is doing well in placing the candidates and filling the job vacancies for all levels of position.

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