

A Study on Recruitment and Selection

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Abstract: Better recruitment and selection strategies result in improved organizational outcomes. With reference to this context the research paper was entitled recruitment and selection has been prepared to put a in light on recruitment and selection process. What can from the recommendation in those studies. Finally, the researcher presented a brief summary about the recruitment and selection Process. Studies and article that talk about the topic of employment and selection.

Keywords: Recruitment, Selection, Candidates, Organizations, Job Factors.

I. INTRODUCTION

Recruitment is process of identifying, shortlisting, and hiring of the potential human resource of the purpose of filling up the positions with the organizations. It is the process of attracting selecting and appointing potential candidates to meet the needs and requirements of the organizations. Requirement is the process of selecting the right person, for the right position at the right time. The selection process is the process that aims to select the best and most be a type of control when selecting employees, as the right person is in the right place, recruitment and selection process are among the most important topics that we need to study and care about, and therefore I chose this topic because of its importance, trying to provide information of it's through my review of some of the studies. The recruitment process of the organizational has to be strong to attract and select the potential candidates with human resource planning and concludes with the selection of required number of candidates. Both HR staff and operating managers have responsibilities in the process. "Right person for the right job is the basic principle in recruitment and selection. Every organization should give attention to the selection of its manpower, especially its managers. The operative manpower is equally important and essential for the orderly working of an enterprise. Every business organization/unit needs manpower for carrying different business activities smoothly and effectively and for this recruitment and selection of suitable candidates is essential. Human resource management in an organization will not be possible if unsuitable persons are selected and employment in a business unit.

II. RECRUITMENT PROCESS

Recruitment refers to the process of identifying and attracting job seekers so as to build a pool of qualified job applicants. The process comprises five interrelated stages,

- Planning
- Strategy Development
- Searching
- Evaluation And Control

Stage 1: Recruitment Planning

The first stage in the recruitment process is planning. Planning involves the translation of likely job vacancies and information about the nature of these jobs into set of objectives or targets that specify the 1) Numbers and 2) Types of applicants to be contacted. Number of contacts: Organization nearly plan to attract more applicants than they will hire. Some of those contacted will be uninterested, unqualified or both. Each time a recruitment Programmer is contemplated, one task is to estimate the number of applicants necessary to fill all vacancies will the qualified people. Types of contacts: It is basically concerned with types of people to be informed about job openings. The type of people depends on the tasks and responsibilities involved and the qualifications and experience expected these details are available through job description and job specification.

Stage 2: Strategy Development

When it is estimated that what types of recruitment and how many are required then one has concentrated in (1) Make or buy employees. (2) Technological sophistication of recruitment and selection devices (3) Geographical distribution of labour markets comprising job seekers. (4). Sources of recruitment. (5). Sequencing the in the recruitment process.

Make or Buy: Organization must decide whether to hire le skilled employees and invest on training and education programmers or they can hire skilled labor and professional essentially this is the make "or buy "decision organizations. Which hire skilled and professions shall have to pay more for these employees.

Technological Sophistication: The second decision in strategy development relates to the methods used in recruitment and selection This decision is mainly influenced by the available technology. The advent of computers has made it possible for employers to scan national and international applicant qualification Although impersonal,

computers have given employers and job seekers a wider cop of options in the initial screening stage.

Stage3: Searching:

Once a recruitment plan and strategy are worked out, the search process can begin. Serac involves two steps

- Source activation and
- Selling

Step4: Screening

Screening of applicants can be regarded as an integral part of the recruiting process, though many views it as the first step in the selection process. Even the definition on recruitment, we quoted in the beginning of this chapter excludes screening from its scope. However, We Have included screening in recruitment for valid reasons. The selection process will begin after the applications have been scrutinized and short-listed. Hiring of advertisements is university is a typical situation. Applications received in response to advertisements is screened and only eligible applicants are called for an interview. A selection committee comprising the vice chancellor, register and subject experts conducts interview. Here, the recruitment process extends up to screening the applicants. The selection process commences only later.

Stage5: Evaluation And Control

Evaluation and control are necessary as considerable costs are incurred in the recruitment process. The cost generally incurred are: -

- Salaries for recruiters.
- Management and professional time spent on preparing job description, job specifications, advertisements, agency liaison and so forth.
- .The cost of advertisements or other recruitment methods, that is agency fees.
- Recruitment overheads and administrative expenses.
- .Costs of overtime and outsourcing while the vacancies remain unfilled.
- .Cost of recruiting unsuitable candidates for the selection process.

III. INTERNAL RECRUITMENT:

Internal recruitment seeks applicants for positions from within the company. The various internal sources include:

A. Promotions and Transfers

Promotion is an effective means using job posting and personnel records. Job posting requires notifying vacant positions by posting notices, circulating publications or announcing at staff meetings and inviting employees to apply. Promotions has many advantages like it is good public relations, builds morale, encourages competent individuals who are ambitious, improves the probability of good selection since information on the individual performance is readily available is cheaper than going outside to recruit, those chosen internally are familiar with the organization thus reducing the orientation time and energy and also acts as a training device for developing middle level and top level managers.

Employee referrals: Employees can develop good prospects for their families and friends by acquainting them the advantages of a job with the company, furnishing them with introduction and encouraging them to apply. This is a very low cost to the company. The other advantages are that the employees would bring only those referrals that they feel would be able to fit in the organization based on their own experience. In this way, the organization can also fulfill social obligations and create goodwill.

Former Employees: These include retired employees who are willing to work on a part time basis, individuals who left work and are willing to come back for higher compensations. Even retrenched employees are taken up once again. The advantage here is that the people are already known to the organization and there is no need to find out their past performance and character.

Dependents of decreased employees: Usually, banks follow this policy. If an employee dies, his/her spouse or son or daughter is recruited in their place. This is usually an effective way to fulfill social obligations and create goodwill.

Recalls: When management faces a problem, which can be solved only by a manager who has proceeded on long leave, it may be decided to recall that persons after the problem is solved, his leave may be extended.

Recruitment: At times, management may not find suitable candidates in place of the one who had retired, after meritorious service. Under the circumstances, management may decide to call retired managers with new extension.

B. External Recruitment

External recruitment seeks applicants for positions from sources outside the company. They have outnumbered the internal methods. The various external sources include

Professional or Trade Associations: Many associations provide placement service to its members. Its consists of compiling job seekers lists and providing access to members during regional or national conventional. These are particularly useful for attracting highly educated, experienced or skilled personnel.

Advertisements: It is a popular method of seeking recruits, as many recruiters prefer advertisement because of their wide reach. Went ads describe the job benefits, identify the employer and tell those interested how to apply. Newspaper is the most common medium but for highly specialized recruits, advertisement may be placed in professional or business journals Advertisements must proper information like the job content, working conditions of job compensation including fringe job specifications, growth spectres etc.

Campus Recruitments: Colleges universities, research laboratories, sports fields and institutes are fertile ground for recruiters particularly the institutes. Campus Recruitment is

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going global with companies like HLL, Citibank. HCL-HP, ANZ Grind lays, L&T. Motorola and Reliance looking for global markets some companies recruit a given number of candidates from these intensive very years. Campus recruitment is so much sought after that each college; university department or institute will have a placement officer to handle recruitment functions. However, it is often an expansive process even if recruiting process produces job offers and acceptance eventually.

Walk-ins Write-ins and Talk -ins: The most common and least expensive approach for candidates is direct applications, in which job seekers submit unsolicited letters or resumes. Direct applications can also provide a pool of potential employees to meet future needs. From employees "viewpoint walk-ins are preferable as they are free from the hassles associated with other methods of recruitment while direct applications are particularly compiled pools of potential employees from direct applications for skilled positions. Write-ins are those who send written enquiries these jobseekers are asked are asked to complete applications form for further processing. Talk-ins involves the job aspirants meeting the recruited (on an appropriated date) for detailed talks. No applications is required to be submitted to the recruited.

Consultants: They are in this profession for recruiting and selecting managerial and execute personnel. They are useful as they are useful as have nationwide contacts and lend professionalism to the hiring process. They also keep prospective employer and employee anonymous. However, the cost can be a deterrent factor.

Head-hunters: They are useful in specialized and skilled candidate working in a particular company. An agent is sent to represent the recruiting company and offer is made to the candidate. This is a useful source when both the companies involved are in the same field, and the employee is reluctant to take the offer since he fears, that his company is testing his loyalty.

Radio, Television and Internal: Radio and television are used to reach certain types of job applicants such as skilled workers. Radio and television are used but sparingly and that too, by government department only. However, there is nothing inherently desperate about using radio and television.it depends upon what is said and how it is delivered internet is becoming a popular option for recruitment today. There are specialized sites like nanukri.com

IV. SELECTION

Selection process is a decision-making process. This step consists of a number of activities. A candidate who fails qualify for a particular step is not eligible for appearing for the subsequent step. Employee selection is the process of putting right men on the right job. It a processed urea of matching organisational requirements with the skills and qualifications of people. Effective selection can be done only where there is effective matching selection best candidate for the required job the origination will get quality performance of employees.

moreover. Organisation will face less absenteeism and employee turnover problems. By selecting right candidate for the required job organisation will problems. By selecting right candidate for the required job organisation will also save time and money. Proper screening of candidates takes place during selection procedure All potential candidates who apply for the given job are tested.

A. The difference between recruitment and selection

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

B. Selection Process

Selection is a long process, commencing from the preliminary interview of the applicants with the contract of employment.

- Preliminary test
- Selection test
- Employment interview
- Reference and background
- Analysis
- Selection decision
- Physical examination
- Job offer
- Employment contract

Step-1: Preliminary Interview

The applicants received from job seekers would be subject to scrutiny to elimination qualified applicants. This is usually followed by a preliminary interview the purpose of which is less the same as scrutiny of application, that is, eliminate of unqualified applicants. Scrutiny enables the HR specialists to eliminate unqualified job seekers based on the information supplied in their application forms. Preliminary interview, on the other hand, helps reject misfits for reason, which did not appear in the application forms.

Step-2: Selection Test

Job seekers who pass the screening and the preliminary interview are called for tests. Different types of may be administered, depending on the job and the company. Generally, tests are used to determine the applicant's ability, aptitude and personality. The following are the type of taken:

- Ability test
- Aptitude test
- Intelligence test
- Interest test
- Nondirective test
- Projective test
- General knowledge test
- Perception test
- Graphology test
- Polygraph test
- Medical test

Step-3: Interview

The next step in the selection process is an interview is formal in- depth conversation conducted to evaluate the applicant's acceptability It is excellent selection device. It is face to face exchange of view ideas and opinion between the candidates and interviews. Basically, interview is nothing but an oral examination of candidates. Interview can be adapted to unskilled, skilled managerial and profession employees.

Types of interview: Interviews can be of different types. There interview employed by the companies.

Following are the various types of interview:

- Informal interview
- Formal interview
- Nondirective interview
- Depth interview
- Stress interview
- Group interview
- panel interview
- Sequential interview
- Structured interview
- Unstructured interview
- Mixed interview
- Telephonic interview

Step-4: Reference Check

Manu employers request names, addresses, and telephone number of reference for the purpose of verifying information and perhaps, gaining additional background information an applicant although listed on the application form, reference are not usually checked until an applicant has successfully reached the fourth stage of a sequential selection process. When the labour market is very tight organization sometime hire applicants before checking reference.

Step-5: Selection Decision

After obtaining information through the preceding steps, selection decision the most critical of all the steps must be made the other stage in the selection process have been used to narrow the number of the candidates. The final decision has been made pool of individuals who pas the tests, interviews and reference checks. The view of the line manager will be generally considered in the final selection because it is, he\she who is responsible for the performance of the new employee The HR manager plays a crucial role in the final selection

Step-6: Physical Examination

After the selection decision and before the job offer is made, the candidate is required thunder egg a physical fitness test. A job offers contingent upon the candidate DE interlaced fit after the physical examination the results of the medical fitness test are recorded in a statement and are preserved in the personnel records. The are several objectives behind a physical test. Obviously, one reason for a physical test is to detect if the individual carries any infectious disease. Secondly, the test assists in determining whether an applicant is physically fit to

perform the work. Thirdly, the physical examination information can be used to determine if there are certain physical capabilities, which differentiate successful and less successful employees. Finally, such an examination will protect the employer from workers compensation claims that are not valid because the injuries or illness were present when the employee was hired.

STEP-7: Job Officer

The next step in the selection process is job offer to those applicants who have crossed all the previous hurdles. Job officer is made through a letter of appointed. Such a letter generally contains a date by which the appoint must report on duty. The appointee must be given reasonable time for reporting. Those particularly necessary when he or she is already in employment, in which case the appointee is required to obtain a relieving certificate from the previous employer. The company may also want the individual to delay the date of reporting on duty. If the new employee's first job upon joining the company is to go on company until perhaps a week before such training begins.

Step 8: Contract of Employment

There is also a need for preparing a contract of employment. The basic information that should be included in a written contract of employment will vary according to the level of the job, but the following checklist sets out the typical headings:

- Job title
- Duties, including a parse such as "The employee will perform such duties and will be responsible to such a person, as the company may from time to time direct".
- Date when continuous employment starts and the basis for calculating service.

C. Objectives

Every task is taken with an objective. Without any objective task is rendered meaningless. The main objectives for undertaking this project are:

- To know the selection process followed in CNC web World.
- To know the perception of employees regarding recruitment and selection process.
- To know the recruitment process followed in CNC Web World.
- To review HR policies pertaining to recruitment and selection.

V. CONCLUSION

This paper reviewed some of the research papers, articles and reports published during the past ten years of the year 2020. The researcher focused on one of the most important topics of the Human Resources Management Department, which is recruitment and selection processes. The review provided a detailed overview of both recruitment and selection , and reviewed the procedures and processes that are performed with these tasks according to their nature from one organization to another ,but there is a general character or we can say that there is a general framework for carrying out these tasks. The researcher found through his review of

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studies and articles that the Human Resources Department claims, and the importance of these jobs lies in being the first source in supplying organizations and companies with the workforce required to achieve the goals of the company.

However, through my reading of some studies that came during the last ten years, I found that this topic did not receive more attention from researchers, but there is a difficulty in obtaining and collecting information related to this topic. Therefore, this review may be useful for future researchers and it will also be my first step for future research, which will address this topic more broadly and accurately.

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