

RECRUITMENT AND SELECTION PROCESS AT SUMEGA TECHNOLOGIES

¹N.KAVERI, ²BANDARU SURESH KUMAR, ³RACHAPUDI HARISH CHANDRA

¹MBA Student, ²Assistant Professor, ³Associate Professor & HOD

DEPARTMENT OF MBA

ELLENKI INSTITUTE OF ENGINEERING AND TECHNOLOGY Patelguda (V), Near BHEL,
Patancheru (M), Medak (D).

Abstract

Recruitment, Selection, Candidates, Organizations, Jobs, Factors, Recruitment is the way toward recognizing, screening, shortlisting and procuring of the potential HR to top off the situations inside the associations. It is the focal capacity of human asset the board. Recruitment is the procedure of choosing the correct individual, for the correct position at the ideal time. The instructive capabilities, experience, capacities and aptitudes of the people should be taken into thought when recruitment happens.

1. INTRODUCTION:

Recruitment and Selection is a significant task in HRM, intended to expand worker quality so as to meet the business' vital objectives and targets. So, Recruitment and Selection is the way toward sourcing, screening, shortlisting and choosing the correct contender for the filling the required empty positions.

The general point of the recruitment and choices procedure is to acquire the correct number and nature of worker's required to fulfill the HR need of the association.

The four phases of recruitment and determination are:

1. Defining prerequisites: getting ready sets of expectations and particular, choosing terms and states of business,

2. Attracting competitors: inspecting and assessing elective hotspots for candidates, inside and outside the association, promoting, conceivably utilizing offices and specialists.

3. Selecting candidates: filtering applications, talking with, testing, surveying competitors, business, taking references, work contract

4. Presentation acceptance: Introduction to the work and the associates, to the association and its primary goals, to terms of business.

process, sorts of recruitment and kinds of meeting.

Determination is the way toward picking or picking the correct applicant, who is most reasonable for the activity. It is the way toward meeting the applicants and assessing their characteristics, which are vital for a particular employment and afterward determination of the competitors is made for the correct positions. The determination of right contender for the correct positions will help the association to accomplish its ideal objectives and goals. At the point when determination of the workers happens, guarantee that they have the ideal capabilities, aptitudes and capacities

2. Need of the Study

To get the pragmatic Knowledge that how the Organization following Recruitment and Selection process.

To Study the organization strategies and Rules and Regulations about Recruitment and choice procedure.

To Study the workers criticism about the Recruitment and determination process in the association.

Its critical to recognize to representatives that which undertakings that association need the select to finish and whether the workers are equipped for preparing them.

To know how the association Recruitment and choice procedure Need to Go through an orderly arrangement of inquiry and aptitudes tests that to

decide whether the hopefuls can satisfy the current representative's needs.

3. Scope of the Study

The purpose of the Study was to describe the affective factors of Recruitment & Selection process in the organization. Recruitment & Selection Process is the one of main activity to get good man power to achieve the organizational goals. Every individual department need different type of skills to perform into the organization.

The Study sought to describe the existing employees feed back the following factors

- a. Organization Communication
- b. Technical Knowledge
- c. Self-Motivation
- d. Emotional Intelligence

Every Organization have their individual Recruitment & Selection process. So my suggestions is useful for to effective Recruitment and selection process to the organization.

4. Objectives of the Study

- ✓ To analyse the performance of Recruitment and selection process by taking feed-back from existing employees.
- ✓ To identify areas where there can be a scope for improve the efficiency of the company.
- ✓ To find the New Strategies to improve the perfect Recruitment and selection policies to employees.
- ✓ To suggest best Recruitment and selection process to identify new Human Resource.

Limitations of the Study

It is a short time to contact with the whole organization so we cannot deal with the whole process.

- Most of the people not responding because of their busy schedule.
- The total organization employees are around 250 because of the less duration time I have taken only 100 employees feed-back that to only low level & Middle level employees.

The Organization is not ready to give the response from high level employees

5. Research Methodology

Research is a careful investigation or inquiry especially through search for new facts in any branch of knowledge.

Data can be collected from both primary and secondary sources:

➤ PRIMARY DATA:

- Primary data was collected from planned questionnaire using Google forms.
- Survey will be conducted to the existing employees about the Recruitment & selection factors.

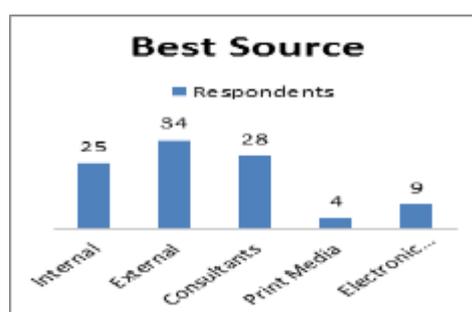
➤ SECONDARY DATA:

- Secondary data was collected from the records of the organization.
- Secondary data was collected from articles of Recruitment & Selection process and also referred Journals.

6. DATA ANALYSIS

1. Which is the best source for R & S process.

	Respondents	Percentage
Internal	25	25%
External	34	34%
Consultants	28	28%
Print Media	4	4%
Electronic Media	9	9%
Total	100	100%

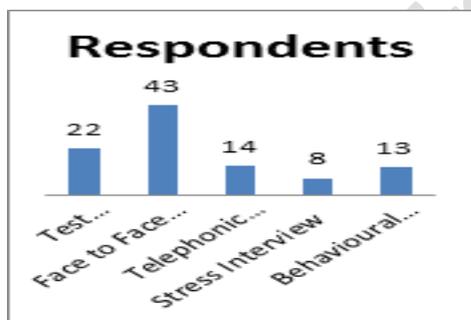


INTERPRETATION:-From the above survey we observed that from 100 employees 25% employees are saying that Internal source is the best source of R&S process, 34% are saying that External source is the best source, 28% are saying that consultants is the best source, 4% are saying that print media is the best source and 9% are saying that Electronic Media is the best source.

2. What kind of method did the organization prefer at the time of your recruitment and selection?

d. Stress Interview e. Behavioural Interview

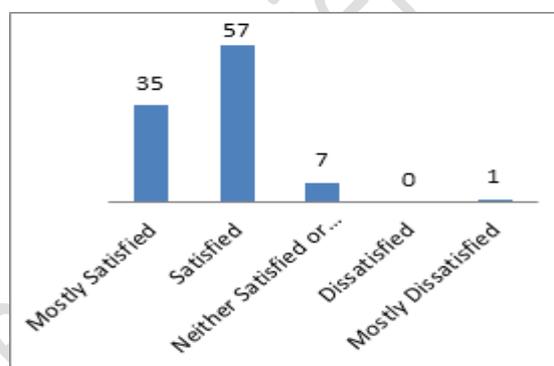
	Respondents	Percentage
Test Examination	22	22%
Face to Face Interview	43	43%
Telephonic Interview	14	14%
Stress Interview	8	8%
Behavioural Interview	13	13%
Total	100	100%



INTERPRETATION:-From the above survey we observed that 22% are saying that company will prefer the Test Examination, 43% are saying that company will prefer Face to Face Interview, 14% are saying that company will prefer Telephonic Interview, 8% are saying that company will prefer Stress Interview, 13% are saying that

Company will prefer Behavioural Interview.

	Respondents	Percentage
Mostly Satisfied	35	35%
Satisfied	57	57%
Neither Satisfied or Dissatisfied	7	7%
Dissatisfied	0	0
Mostly Dissatisfied	1	1%
Total	100	100%



INTERPRETATION:-From the above data we observed that from 100 employees 35% employees are **Mostly satisfied** with R&S policies and company timings, 57% employees are **Satisfied** with R&S policies and company timings, 7% employees are **Neither satisfied or dissatisfied** with R&S policies and company timings, 1% employees are **Mostly dissatisfied** with R&S policies and company timings.

7.FINDINGS

From the above survey 66% male employees and 34% female employees are responded.

40% are between the age group of 25-35 years, 42% are between the age group of 35-45 years, 15% are between the age group of 45-60 years and 3% are above 60.

42% employees are working since 0-5 years, 30% are working since 5-10 years, 23% are working since 10-15 years, 2% are working since 15-20 years and 3% are working more than 20 years.

Most of the employees 34% are saying that External Source consultants are the best source, for recruitment and selection process.

Most of the time 43% the organization will prefer the Face to Face Interview at the time recruitment and selection process.

Most of the employees i.e., 44% employees are saying that there is a 15 min gap between each round in the time of interview.

57% of the employees are Agreeing that Recruiter should be knowledgeable and experienced person.

8.SUGGESTIONS

- The organization must select the candidate based on the past experience and his knowledge and the skills.
- To select the candidate the organization is preferring the face to face interview most of the time. During the face to face interview the organization must check the candidates' "knowledge skills" like both technical and non-technical skills and communication skills.
- The company should change the recruitment and selection policies because only half of the employees are satisfied with the company policies.
- The recruiter who is recruiting the employee should be knowledgeable and experienced person. The company should take care about the head of the recruiter in the organization.

9.CONCLUSIONS

Recruitment means looking for potential hopefuls and drawing them towards a specific opportunity. While, the procedure of choice is contracting laborers from the shortlisted hopefuls and giving them work inside the association.

Recruitment is more towards illustration consideration and making interest. Determination means enlisting the fitting ones from the shortlisted hopefuls.

Recruitment Services depends on publicizing the position and determination depends on the arrangement of the hopeful.

The open positions are told by the potential business by means of a few gateways if there should be an occurrence of recruitment. Though, the choice spotlights on employing from the rundown of those hopefuls that are suitable for a specific position.

To the extent recruitment is concerned, it rotates around a straightforward correspondence that advises about an opening that may create enthusiasm for an applicant. Be that as it may, the choice procedure incorporates composed understanding between the applicant and their predominant.

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