



Recruitment Process and Policy At SARVHR

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ABSTRACT

Recruitment is the set of activities takes place in an organization to attract job candidates possessing the appropriate characteristics to help the organization reach its objectives. It involves seeking and attracting a pool of people from where suitable qualified candidates can be chosen for vacancy. The basic purpose is to collect a group of potentially qualified people. Selection is the process of finding out the most suitable candidates for the suitable job. After identifying the sources of manpower, searching for prospective employees and stimulating them to apply for jobs in the organization, the management has to perform the function of selecting the right employees at the right time and at the right post. Sample size taken for study is 100. A questionnaire is prepared according to the parameters like human resource planning, cost effectiveness, induction recruitment and selection. The questionnaire is distributed to the executives of this company and basing on the obtained data, conclusions, suggestions & recommendations are drawn. Every organization follows the process of recruitment and selection. In SARVHR SOLUTIONS, this process shall be initiated on receiving a requisition in the prescribed format approved by the Director. It should contain the particulars of role, responsibilities reporting relationship, qualification etc.. The selection methodology for various positions shall be based on personal interviews. The recruitment and selection process followed in sarvhr solutions is comparatively well defined. Most of the candidates are recruited through Employee Reference and Consultancy. Candidates selected are given a probationary period. The suggestions drawn through the project study are like before posing the candidates to personal interviews, tests like aptitude, achievement, situational, interest, group discussion and personality development interview should be conducted. This helps the company in retaining employees for long time. Overall manpower planning in sarvhr solutions is conducted systematically and selection procedure is done through experts. This makes the company to lower the employee turnover at the same time developing the selected candidates for future organizational goals.

INTRODUCTION



The project is titled as “A study on recruitment process& policy. In the project the intern is required to study the impact of selection procedures on job satisfaction on different parameters.

Recruitment

Recruitment refers to the process of finding possible candidates for a job or function, undertaken by recruiters. It may be undertaken by an employment agency or a member of staff at the business or organization looking for recruits. Either way it may involve advertising, commonly in the recruitment section of a newspaper or in a newspaper dedicated to job adverts. Employment agencies will often advertise jobs in their windows. Posts can also be advertised at a job center if they are targeting the unemployed.

Suitability for a job is typically assessed by looking for skills, e.g. communication skills, typing skills, computer skills. Evidence for skills required for a job may be provided in the form of qualifications (educational or professional), experience in a job requiring the relevant skills or the testimony of references. Employment agencies may also give computerized tests to assess an individual's off hand knowledge of software packages or typing skills. At a more basic level written tests may be given to assess numeric and literacy. A candidate may also be assessed on the basis of an interview. Sometimes candidates will be requested to provide a résumé (also known as a CV) or to complete an application form to provide this evidence.

Selection

The aim of selection is to find a person who accepts the position and who gives satisfactory service and performance in the long term. The system approach starts from the position of well-defined job and clearly analyzes person's specifications.

Selection is not just a question of interviewing, although it is most popular device in use. Selection is very much a process of deselecting that is gradually eliminating candidates until finally one is left on the list for a vacancy. Some methods are more reliable than other but, to large extent. Selection is about trying to minimize risk and maximizing certainty of making of the right decision.

Starting from the position where the recruitment process as produced a no of applicants, the important steps as follows:

- Short listing the candidates for the next stage.
- Setting up tests for the short listed candidate some times in the form of an assessment.
- Interviewing the candidates and allowing the candidates to interview the selectors.
- Choosing the successful candidates.
- Obtaining references.
- Offering the position, confirming in writing and gaining acceptance.
- Organizing the induction process.
- Evaluating the results.

SIGNIFICANCE OF THE STUDY

In today's competitive world especially recruitment and selection process is used for to select a right candidate for the right job in right time in the right place. This study makes the organization aware of recruitment process.

SCOPE OF THE SYSTEM

- The study is confined to recruitment process and policy at SarvHR Pvt. Ltd., Hyderabad.
- It contains different methods followed by the company.

OBJECTIVES OF THE STUDY

- To understand the policies and procedures of recruitment and selection SarvHR.
- To study the existing recruitment and selection process the organization is using.
- To study various factors involved in recruitment and selection process.
- To study the methods and techniques used in recruitment and selection process.
- To identify the sources of recruitment preferred by the company

LIMITATIONS

- The sample size for survey is limited to 120
- Getting accurate responses from the employees is difficult due to their busy schedule

REVIEW OF LITERATURE**RECRUITMENT PROCESS:**

The recruitment and selection is the major function of the human resource department and recruitment process is the first step towards creating the competitive strength and the strategic advances for the organizations. Recruitment process involves a systematic procedure from sourcing the candidates to arranging and conducting the interviews and requires many resources many resource and time. A general recruitment process is as follows:

IDENTIFYING THE VACANCY:

The recruitment process begins with the human resource department receiving requisitions for recruitment from any department of the company. These contain:

- Posts to be filled
- Number of persons
- Duties to be performed
- Qualifications required
- Preparing the job description and person specification.
- Locating and developing the resources of required number and type of employees.
- Short-listing and identifying the prospective employee with required characteristics.
- Arranging the interviews with the selected candidates.
- Conducting the interview and decision making.

The recruitment process is immediately followed by the selection process i.e. the final interviews and the decision making, conveying the decision and the appointment formalities.

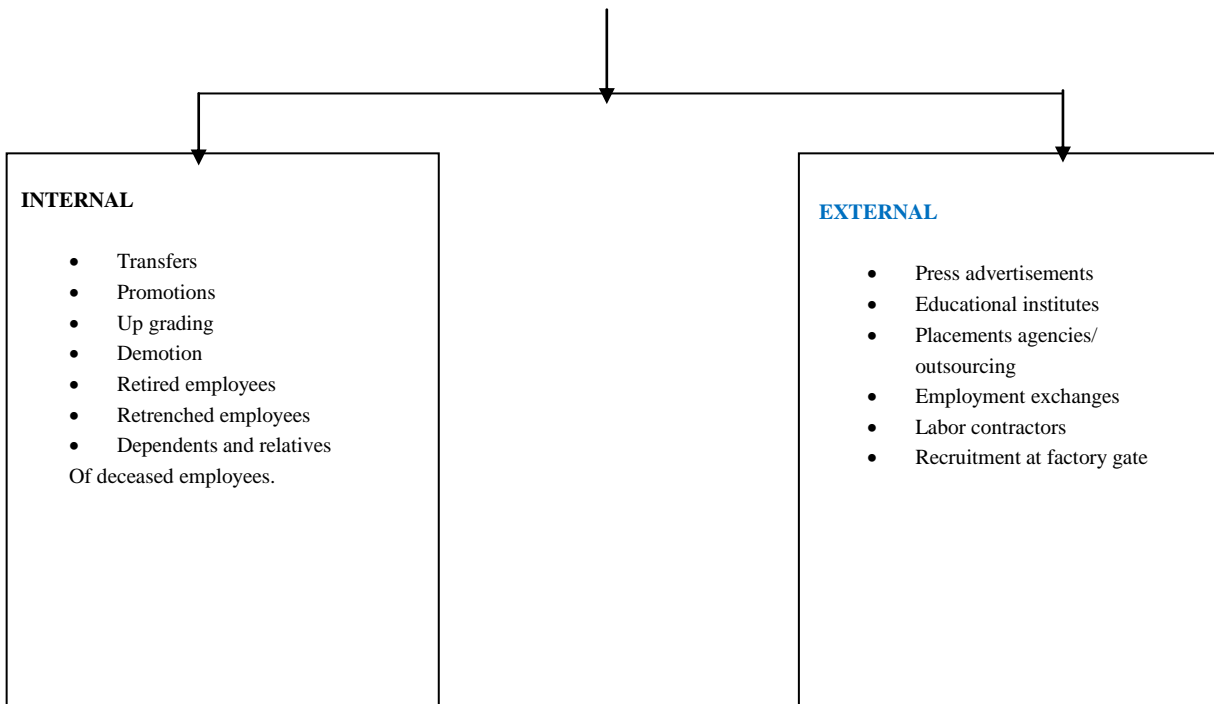
MEANING OF RECRUITMENT:

According to Edwin B. Flippo, "Recruitment is the process of searching the candidates for employment and stimulating them to apply for jobs in the organization". Recruitment is the activity that links the employers and the job seekers. A few definitions of recruitment are:

The process of finding and attracting capable applicants for employment. The process begins when new recruits are sought and ends when their applications are submitted. The result is a pool of a applications from which new employees are selected.

It is the process to discover sources of manpower to meet the requirement of staffing schedule and to employ effective measures for attracting that manpower in adequate numbers to facilities effective selection of an efficient working force which helps create a pool of prospective employees for the organization so that the management can select the right candidate the selection process.

Recruitment of candidates is the function preceding the selection, recruitment is a continuous process whereby the firm attempts to develop a pool of qualified applicants for the future human resources needs even through specific vacancies do not exit. Usually, the recruitment process starts when a manger initiates an employee requisition for a specific vacancy or an anticipated vacancy.

PURPOSE & IMPORTANCE OF RECRUITMENT**SOURCES OF RECRUITMENT****INTERNAL SOURCES**

TRANSFERS: The employees are transferred from one department to another according to their efficiency and experience

- ❖ **PROMOTIONS:** The employees are promoted from one department to another with more benefits and greater responsibility based on efficiency and experience.
- ❖ Others are upgrading and demotion of present employees according to their performance.
- ❖ Retired and retrenched employees may also be recruited once again in case of shortage of qualified personnel or increase in load of work. Recruitment such people save time and costs of the organizational culture and the policies and procedures.
- ❖ It depends and relatives of deceased employees and disabled employees are also done by many companies so that the members of the family do not become dependent on the mercy of others.

EXTERNAL SOURCES**1. PRESS ADVERTISEMENTS:**

Advertisements of the vacancy in newspapers and journals are a widely used source of recruitment. The main advantage of this method is that it has a wide reach.

2. EDUCATIONAL INSTITUTES:

Various management institutes, engineering colleges, medical colleges etc. are a good source of recruiting well qualified executives, engineers, medical staff etc. They provide facilities for campus interviews and placements. This source is known as Campus Recruitment.

3. PLACEMENT AGENCIES:

Several private consultancy firms perform recruitment functions on behalf of client companies by charging a fee. These agencies are particularly suitable for recruitment of executives and specialists. It is also known as RPO (Recruitment Process Outsourcing)

4. EMPLOYMENT EXCHANGES:

Government establishes public employment exchanges throughout the country. These exchanges provide job information to job seekers and help employers in identifying suitable candidates.

5. LABOUR CONTRACTORS:

Manual workers can be recruited through contractors who maintain close contracts with the sources of such workers. This source is used to recruit labor for construction jobs.

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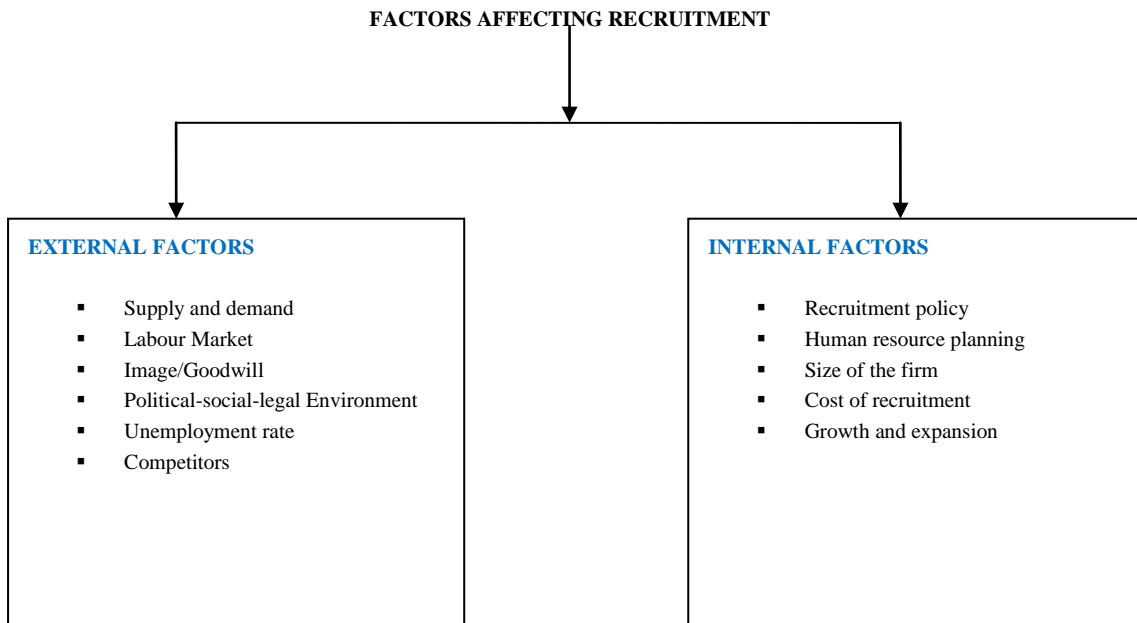
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11. UNSOLICITED APPLICANTS:

Many job seekers visit the office of well-known companies on their own. Such callers are considered nuisance to the daily work routine of the enterprise. But can help in creating the talent pool for the database of the probable candidates for the organization.



The recruitment function of the organizations is affected and governed by a mix of various internal and external forces. The internal forces or factors are the factors which cannot be controlled by the organization. And the external factors are those factors affecting recruitment function of an organization are:

The internal forces i.e. the factors which can be controlled by the organization are:

INTERNAL FACTORS:**1. RECRUITMENT POLICY:**

The recruitment policy of an organization specifies the objectives of recruitment and provides a framework for implementation of recruitment programme. It may involve organizational system to be developed for implementing recruitment programmes and procedures by filling up vacancies with best qualified people.

FACTORS AFFECTING RECRUITMENT POLICY

- Organizational objectives
- Personnel policies of the organization and its competitors.
- Government policies on reservations.
- Preferred sources of recruitment.
- Need of the organization.
- Recruitment costs and financial implications.

2. HUMAN RESOURCE PLANNING

Effective human resource planning helps in determining the gaps present in the existing manpower of the organization. It also helps in determining the number of employees to be recruited and what qualification they must possess.

3. SIZE OF THE FIRM:

The size of the firm is an important factor in recruitment process. If the organization is planning to increase its operations and expand its business, it will think of hiring more personnel, which will handle its operations.

4. COST

Recruitment incur cost to the employer, therefore, organizations try to employ that source of recruitment which will bear a lower cost of recruitment to the organization for each candidate.

5. GROWTH ANDEXPANSION:

Organization will employ or think of employing more personnel if it is expanding its operations.

EXTERNAL FACTORS:

The external forces are the forces which cannot be controlled by the organization. The major external forces are:

1. SUPPLY AND DEMAND

The availability of manpower both within and outside the organization is an important determinant in the recruitment process. If the company has a demand for more professionals and there is limited supply in the market for the professionals demanded by them special training and development programs.

2. LABOUR MARKET

Employment conditions in the community where the organization is located will influence the recruiting efforts of the organization. If there is surplus of manpower at the time of recruitment, even informal attempts at the time of recruiting like notice boards display of the requisition or announcement in the meeting etc will attract more than enough applicants.

3. IMAGE/ GOODWILL

Image of the employer can work as a potential constraint for recruitment. An organization with positive image and goodwill as an employer finds it easier to attract and retain employees than an organization with negative image. Image of a company is based on what organization does and affected by industry. For example finance was taken up by fresher MBA's when many finance companies were coming up.

4. POLITICAL-SOCIAL-LEGAL ENVIRONMENT

Various government regulations prohibiting discrimination in hiring and employment have direct impact on recruitment practices. For example, government of India has introduced legislation for reservation in employment for scheduled castes, scheduled tribes, physically handicapped etc. also, trade unions play important role in recruitment. This restricts management freedom to select those individuals who it believes would be the best performers. If the candidate can't meet criteria stipulated by the union but union regulations can restrict recruitment sources.

RECRUITMENT POLICY OF A COMPANY

In today's rapidly changing business environment, a well defined recruitment policy is necessary for organizations to respond to its human resource requirements in time. Therefore, it is important to have a clear and concise recruitment policy in places, which can be executed effectively to recruit the best talent pool for the selection of the right candidate at the right place quickly. Creating a suitable recruitment policy is the first step in the efficient hiring process. A clear and concise recruitment policy helps ensure a sound recruitment process.

It specifies the objectives of recruitment and provides a framework for implementation of recruitment programme. It may involve organizational system to be developed for implementing recruitment programmes and procedures by filling up vacancies with best qualified people.

COMPONENTS OF THE RECRUITMENT POLICY

- ⊕ The general recruitment policies and terms of the organization
- ⊕ Recruitment services of consultants
- ⊕ Recruitment of temporary employees
- ⊕ Unique recruitment situations
- ⊕ The selection process
- ⊕ The job descriptions
- ⊕ The terms and conditions of the employment

A recruitment policy of an organization should be such that:

- ☛ It should focus on recruiting the best potential people.
- ☛ To ensure that every applicant and employee is treated equally with dignity and respect.
- ☛ Unbiased policy
- ☛ To aid and encourage employees in realizing their full potential.
- ☛ Transparent, task oriented and merit based selection.
- ☛ Weight age during selection given to factors that suit organization needs.
- ☛ Optimization of manpower at the time of selection process.
- ☛ Defining the competent authority to approve each selection.
- ☛ Abides by relevant public policy and legislation on hiring and employment relationship.
- ☛ Integrates employee needs with the organizational needs.

FACTORS AFFECTING RECRUITMENT POLICY

- ➡ Organizational objectives
- ➡ Personnel policies of the organization and its competitors
- ➡ Government policies on reservations
- ➡ Preferred sources of recruitment
- ➡ Need of the organization.
- ➡ Recruitment costs and financial implications.

RECENT TRENDS IN RECRUITMENT

The following trends are being seen in recruitment:

OUTSOURCING

In India, the HR processes are being outsourced from more than a decade now. A company may draw required personnel from outsourcing firms. The outsourcing firms help the organization by the initial screening of the candidates according to the needs of the organization and creating a suitable pool of talent for the final selection by the organization. Outsourcing firms develop their human resource pool by employing people for them and

make available personnel to various companies as per their need. In turn, the outsourcing firms or the intermediaries charge the organizations for their services.

Advantages of outsourcing are:

- Company need not plan for human resource much in advance.
- Value creation, operational flexibility and competitive advantage.
- Turning the management's focus to strategic level processes of HRM
- Company is free from salary negotiations, weeding the unsuitable resumes/ candidates.
- Company can save a lot of its resource and time.

E- RECRUITMENT

Many big organizations use internet as a source of recruitment. E-Recruitment is the use of technology to assist the recruitment process. They advertise job vacancies through worldwide web. The job seekers send their applications or curriculum vitae i.e., worldwide web, which can be drawn by prospective employees depending upon their requirements.

Advantages of E-Recruitment are:

- Low cost
- No intermediaries
- Reduction in time for recruitment
- Recruitment of right type of people
- Efficiency of recruitment process.

The two kinds of e- recruitment that an organization can use is

Job portals- i.e. posting the position with the job description and the job specification on the job portal and also searching resumes posted on the site corresponding to the opening in their organization.

Creating a complete online recruitment/application section in the companies own website- companies have added an application system to its website, where the 'passive' job seekers can submit their resumes into the database of the organization for consideration in future, as and when the roles become available.

Resume scanners: Resume scanner is one major benefit provided by the job portals to the organizations. It enables the employees to screen and filter the resumes through pre-defined criteria's and requirements (skills, qualifications, experience, payroll etc.) of the job.

Job sites provide a 24*7 access to the resumes to the employees facilitating the just-in-time hiring by the organizations. Also, the jobs can be posted on the site almost immediately and is also cheaper than advertising in the employment newspapers. Sometimes companies can get valuable references through the "passers-by" applicants. Online recruitment helps the organizations to automate the recruitment process, save their time and costs on recruitments.

Therefore, to conclude, it can be said that e-recruitment is the "Evolving face of recruitment."

ADVANTAGES & DISADVANTAGES OF E-RECRUITMENT

There are many benefits – both to the employers and the job seekers but the e- recruitment is not free from a few shortcomings. Some of the advantages and the disadvantages of e- recruitment are as follows:

Advantages of E-Recruitment are:

- Lower costs to the organization. Also, posting jobs online is cheaper than advertising in the newspapers.
- No intermediaries.
- Reduction in the time for recruitment (over 65 percent of the hiring time).
- Facilitates the recruitment of right type of people with the required skills.
- Improved efficiency of recruitment process.
- Gives a 24*7 access to an online collection of resumes.
- Online recruitment helps the organizations to weed out the unqualified candidates in an automated way.

Recruitment websites also provide valuable data and information regarding the compensation offered by the competitors etc. which helps the HR managers to take various HR decisions like promotions, salary trends in industry etc.

Disadvantage of E-Recruitment

A part from the various benefits, e-recruitment has its own share of shortcomings and disadvantages. Some of them are:

- Screening and checking the skill mapping and authenticity of million of resumes is a problem and time consuming exercise for organizations.

- There is low internet penetration and no access and lack of awareness of internet in many locations across India.
- Organizations cannot be dependent solely and totally on the online recruitment methods.

In India, the employers and the employees still prefer a face-to-face Interaction rather than sending e-mails.

RECRUITMENT MANAGEMENT SYSTEM

Recruitment management system is the comprehensive tool to manage the entire recruitment processes of an organization. It is one of the technological tools facilitated by the information management, payroll and other systems, Recruitment management system helps to contour the recruitment processes and effectively managing the ROI on recruitment.

The features, functions and major benefits of the recruitment management system are explained below:

- Structure and systematically organize the entire recruitment processes.
- Recruitment management system facilitates faster, unbiased, accurate and reliable processing of applications from various applications.
- Helps to reduce the time-per-hire and cost-per-hire.
- Recruitment management system helps to incorporate and integrate the various links like the application system on the official website of the company, the unsolicited applications, outsourcing recruitment, final decision making to the main recruitment process.
- Recruitment management system maintains an automated active database of the applicants facilitating the talent management and increasing the efficiency of the recruitment processes.
- Recruitment management system provides and a flexible, automated and interactive interface between the online application system, the recruitment department of the company and the job seeker.
- Offers tolls and support to enhance productivity, solutions and optimizing the recruitment processes to ensure improved ROI.
- Recruitment management system helps to communicate and create healthy relationships with the candidates through the entire recruitment process.

The Recruitment Management System (RMS) is an innovative information system tool which helps to save the time and costs of the recruiters and improving the recruitment processes.

ROI ON RECRUITMENT

Before making any investment, every organization would want to evaluate the investment by answering the following questions in quantifiable terms:

- ❖ What are the costs and the corresponding and related risks on the investment?
- ❖ What are the expected returns of the investment?
- ❖ What is the expected pay-back period of the investment?

An organization makes a tremendous amount of investment in its recruitment processes.

A lot of resource like time and money are spent on recruitment processes of an organization. But assessing or quantifying the returns on the recruitment process, or, calculating the returns on investment (ROI) on recruitment is a complicated. Task for an organization.

A recruitment professional or manager can calculate and maximize the returns on investments on its organization's recruitment by

- Clear definition of the results to be achieved from recruitment.
- Developing methods and ways measuring the results like the time- to- hire, cost-per-hire and effectiveness of the recruitment source etc.
- Estimating the costs associated with the recruitment project.
- Estimating the tangible and intangible benefits to the organization including the payback period of the recruitments.
- Providing and ensuring proper training and development of the recruitment professionals.

Assessing the ROI on recruitments can assist an organization to strengthen its HR processes, improving its recruitment function and to build a strategic human resource advantage for the organization.

Outsourcing Recruitment

Outsourcing the human resource (HR) processes is the latest practice being followed by middle and large sized organizations. It is being witnessed across all the industries. In India, the HR processes are being outsourced from nearly a decade now. Outsourcing industry is growing at a high rate.

Human Resource Outsourcing refers to the process in which an organization uses the expert services of a third party (generally professional consultants) to take care of its HR function. The functions that are typically outsourced are the functions that need expertise, relevant experience, knowledge and best methods and practices. This has given rise to outsourcing the various HR functions of an organization.

HR consultancies such as Ma Foi and plan man consulting provide such services through expert professional consultants. Human resources business process outsourcing (HR BPO) is a major component of the worldwide BPO market. Performance management outsourcing involves all the performance monitoring, measurement, management being outsourced from a third party or an external organization.

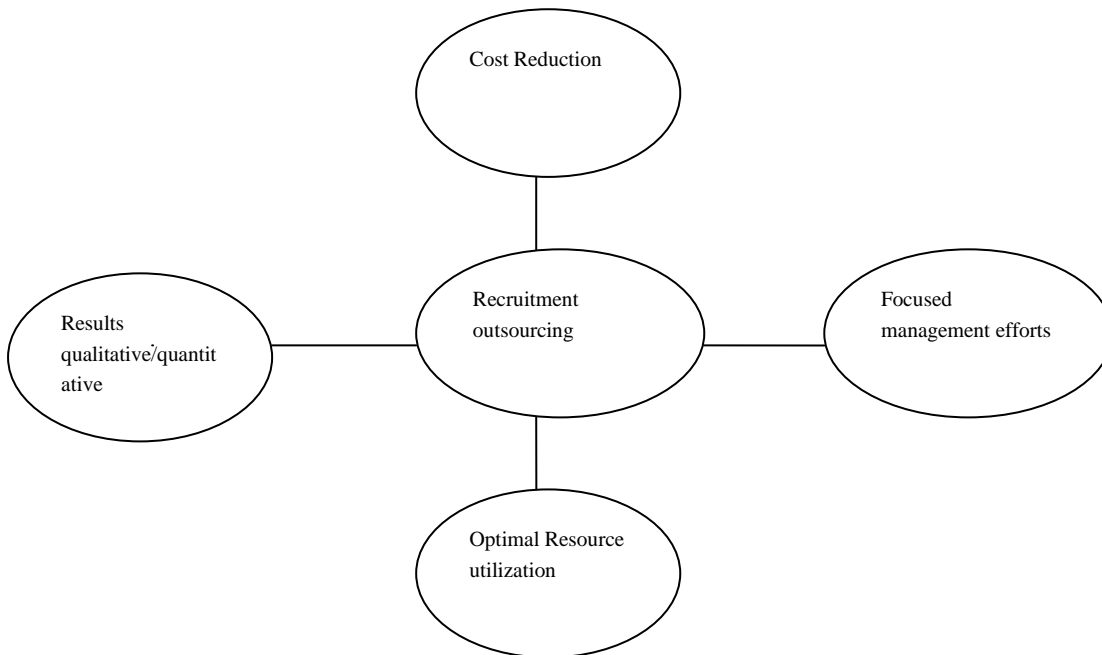
For example: Vodafone outsource its recruitment activities to Alexander Mann solutions (RPO service provider). Wipro has outsourced its recruitment process to Merit Track. Yes bank is also known to outsource 50 percent of its recruitment processes.

Advantage of Outsourcing Recruitment

Traditionally, recruitment is seen as the cost incurring process in an organization. HRoutsourcing helps the HR professionals of the organizations to concentrate on the strategic functions and processes of human resource management rather than wasting their efforts, time and money on the routine work.

Outsourcing the recruitment process helps to cut the recruitment costs to 20% and also provide economies of scale to the large sized organizations.

The major advantages of outsourcing performance management are:



Outsourcing is beneficial for both the corporate organizations that use the outsourcing services as well as the consultancies that provide the service to the corporates. Apart from increasing their revenues, outsourcing provides business opportunities to the service providers, enhancing the skill set of the service providers and exposure to the different corporate experiences thereby increasing their expertise.

The advantage accruing to the corporate are:

- ✿ Turing the management’s focus to strategic level processes of HRM
- ✿ Accessibility to the expertise of the service providers
- ✿ Freedom from red tape and adhering to strict rules and regulations

- ✿ Optimal resource utilization
- ✿ Structured and fair performance management
- ✿ A satisfied and, hence, highly productive employees

Recruitment strategies

Recruitment is of the most crucial roles of the human resource professionals. The level of performance of an organization depends on the effectiveness of its recruitment function. Organizations have developed and follow recruitment strategies to hire the best talent for their organization and to utilize their resource optimally. A successful recruitment strategy should be well planned and practical to attract more and good talent to apply in the organization. For formulating an effective and successful recruitment strategy, the strategy should cover the following elements

1. Identifying and prioritizing jobs:

Recruitment keeps arising at various levels in every organization; it is almost a never-ending process. It is impossible to fill all the positions immediately. Therefore, there is a need to identify the positions requiring immediate attention and action. To maintain the quality of the recruitment activities, it is useful to prioritize the vacancies whether to focus on all vacancies equally or focusing on key jobs first.

2. Candidates to target:

The recruitment process can be effective only if the organization completely understands the requirements of the type of candidates that are required and will be beneficial for the organization. This covers the following parameters as well:

- Performance level required: Different strategies are required for focusing on hiring high performers and average performers.
- Experience level required: the strategy should be clear as to what is the experience level required by the organization. The candidate's experience can range from being a fresher to experienced senior professionals.
- Category of the candidate: the strategy should clearly define the target candidate. He/she can be from the same industry, different industry, unemployed, top performers of the industry etc.

3. Source of recruitment:

The strategy should define various sources (external and internal) of recruitment. Which are the sources to be used and focused for the recruitment purposes for various positions? Employee referral is one of the most effective sources of recruitment.

4. Trained recruiters:

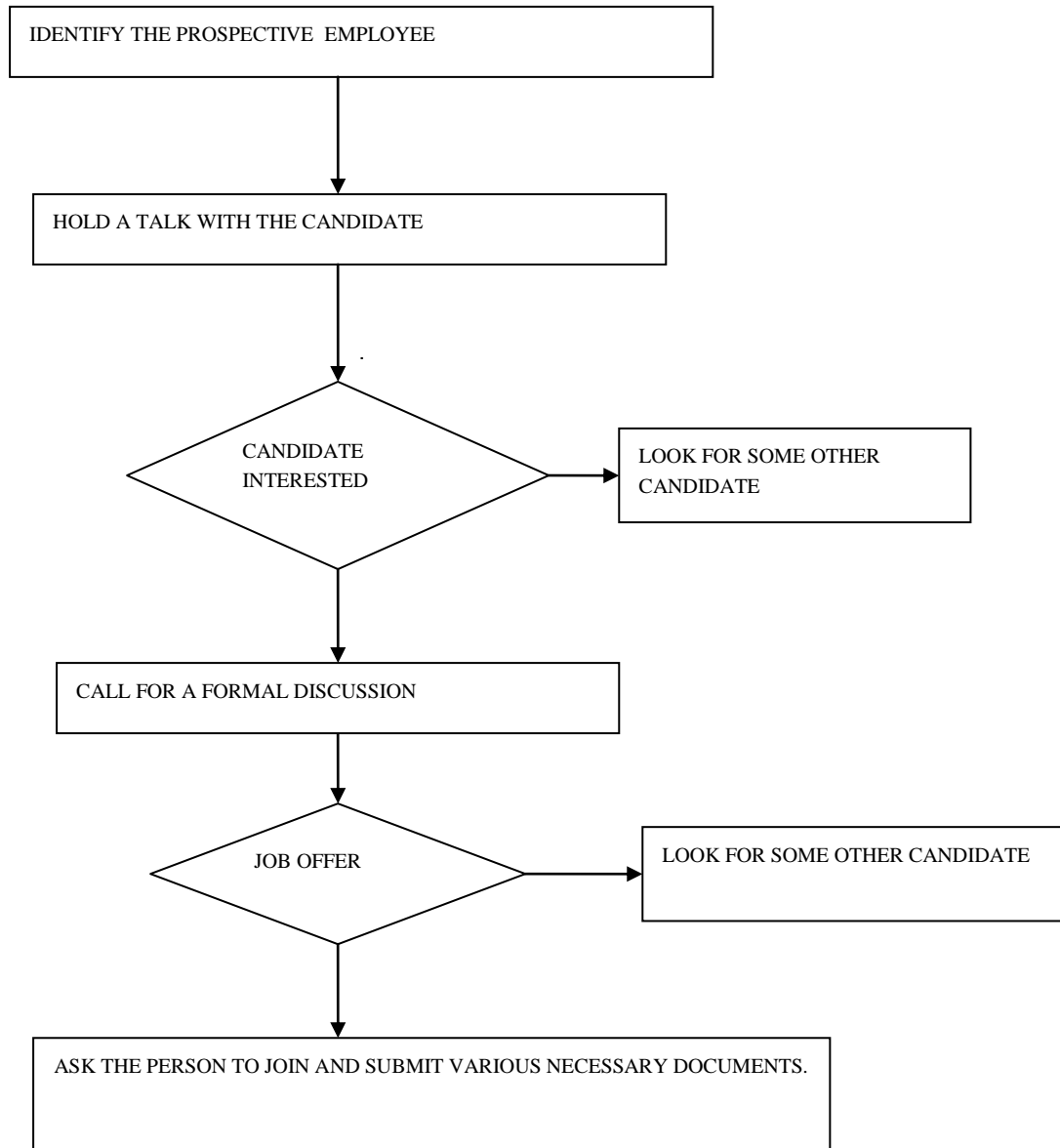
The recruitment professionals conducting the interviews and the other recruitment activities should be well-trained and experienced to conduct the activities. They should also be aware of the major parameters and skills (e.g. Behavioral, technical etc.) to focus while interviewing and selecting a candidate.

5. How to evaluate the candidates:

The various parameters and the ways to judge them i.e. the entire recruitment process should be planned in advance. Like the rounds of technical interviews, HR interviews. Written tests, Psychometric tests etc.

The major challenges faced by the HR in recruitment are:

- Adaptability to globalization- The HR professionals are expected and required to keep in tune with the changing times, i.e., the changes taking place across the globe. HR should maintain the timeliness of the process.
- Lack of motivation- Recruitment is considered to be a thankless job. Even if the organization is achieving results, HR department or professionals are not thanked for recruiting the right employees and performers.
- Process –analysis- The immediately and speed of the recruitment process are the main concerns of the HR in recruitment. The process should be flexible, adaptive and responsive to the immediate requirements. The recruitment process should also be cost effective.
- Strategic prioritization- The emerging new systems are both an opportunity as well as a challenge for the HR professionals. Therefore, reviewing staffing needs and prioritizing the tasks to meet the changes in the market has become a challenge for the recruitment professionals

Organization**FORMS OR RECRUITMENT:**

The organizations differ in terms of their size, business, processes and practices. A few decisions by the recruitment professionals can affect the productivity and efficiency of the organization. Organizations adopt different forms of recruitment practices according to the specific needs of the organization.

The organizations can choose from the centralized or decentralized forms of recruitment, explained below:

CENTRALIZED RECRUITMENT:

The recruitment practices of an organization are centralized when the HR/ recruitment department at the head office performs all functions of recruitment. Recruitment decisions for all the business verticals and departments of an organization are carried out by the one central HR (or recruitment) department. Centralized forms of recruitment are commonly seen in government organizations.

Benefits of the centralized form of recruitment are:

- Reduces administration costs.
- Better utilization of specialists
- Uniform in recruitment
- Interchangeability of staff.
- Reduces favoritism
- Every department sends requisitions for requirement to their central office.

DECENTRALIZED RECRUITMENT

Decentralized recruitment practices are most commonly seen in the case of conglomerates operating in different and diverse business areas. With diverse and geographically spread business areas and offices, it becomes important to understand the needs of each department and frame the recruitment policies and procedures accordingly. Each department carries out its own recruitment. Choice between the two will depend upon management philosophy and needs of particular organization. In some cases combination of both is used. Lower level staffs as well as top level executives are recruited in a decentralized manner.

DISCRIMINATION IN EMPLOYMENT

Discrimination refers to the any kind of prejudice or favoritism on the basis of

- ☞ Disability
- ☞ Race
- ☞ Age
- ☞ Sex
- ☞ Sexuality
- ☞ Pregnancy
- ☞ Marital status

In employment. No person should be treated less favorably than any other on the basis of the specified issues above. Many countries (like SA) have already implemented Equal Opportunity Act, making it against the law to treat anybody unfairly.

Diversity in workforce

With the globalization and the increasing size of the organizations, the diversity in the workforce is increasing i.e. people from diverse backgrounds, educational background, age groups, race, gender, abilities etc come together to work for one organization and common objectives. Therefore, it is the responsibility of the employer to create an equality-based and discrimination-free working environment and practices.

COMPANY PROFILE**WE ARE SARVHR**

SarvHR Solutions Pvt. Ltd. is a premier HR solution and advisory firm, with a broad range of varied HR services, solutions and products, catering to clients across different industry verticals. SarvHR provides a blend of local knowledge, innovation and industry expertise in delivering solutions that design, implement, manage and sustain systems of organizations across multifarious sectors.

Businesses are the target markets for SarvHR, which are based on their employees i.e. the People. SarvHR provides as services and solutions to its clients, various HR processes which encompass the “People”, their roles and performance, and work towards the enhancement and success of the “Businesses”.

Fast, friendly and efficient HR support is now just a call away.

HR advice, just as you need it

We at SarvHR provide varied services across industries in Human Resource Management. Our services range from operational activities to tactical and strategic decision making solutions. Our various business offerings are focused and tailored as per the industry and client businesses.

SarvHR works beyond the administrative functions and focuses primarily on the strategies which increase the credibility and integrity of the entire organization.

OVERVIEW

SarvHR Solutions Pvt. Ltd. is a premier HR solution and advisory firm, with a broad range of varied HR services, solutions and products, catering to clients across different industry verticals. SarvHR provides a blend of local knowledge, innovation and industry expertise in delivering solutions that design, implement, manage and sustain systems of organizations across multifarious sectors.

Since its inception in 2013, SarvHR is adept at providing some of the most brilliant and unique services to its customers, highly customized to suit specific sectors. SarvHR is constantly evolving with an aim to make a mark in the consulting industry.

SarvHR has as its focus, three broad areas, viz. Business, Processes and People.

Businesses are the target markets for SarvHR, which are based on their employees i.e. the People. SarvHR provides as services and solutions to its clients, various HR processes which encompass the “People”, their roles and performance, and work towards the enhancement and success of the “Businesses”.

VISION

“To become a world class HR solutions provider with customer satisfaction, reliability and trust as our top priority. We aim to achieve our goals by providing smart and quality solutions to keep your business in pace with the growing competition.”

MISSION

“To cater to the various HR related needs in different industry verticals, to streamline Hr processes and extend beyond horizons to provide our customers with best-in-class HR solutions integrated with latest technology and enhance the quality of the businesses.”

TEAM & DIRECTORS

Dr A. G. Ravindranath Reddy

CHIEF ADVISOR

Dr A. G. Ravindranath Reddy, M.Com. B.L., FCS., Ph.D., is a multifaceted personality with vast experience Legal, Financial planning, Management and Strategy. He is qualified Company Secretary and Post Graduate in Commerce and Graduate in Law. He is awarded with PhD in Management on topic “ROLE OF SHAREHOLDERS IN CORPORATE GOVERNANCE”.

He has been active Advocate for 2 years in Criminal Courts, worked in Senior Management Levels in various Companies for 6 years. Associated as Practicing Company Secretary in advising various companies for 15 years. Presently acting as CORPORATE CONSULTANT on various Economic Laws. Handled many public issues as Advisor. He has coordinated entire Amalgamation proceedings, advised on BIFR matters, conducted search at ROC office on behalf of Banks and Financial Institutions relating to documents of various corporate including charges. He is adept at advising organization on successful completion of due diligence, drafting and reviewing of various of agreements including Agreement of Sale, Sale Deed, Construction Agreement, Share Holders Agreements etc, Implementation and Compliance of Corporate Governance.

His knowledge and Unique combination of expertise in Corporate Laws and Exposure to various aspects of Management Decisions, specializing in

corporate Re-structuring like amalgamation / merger has been an great asset for organizations. He has extensive experience in matters like negotiating and drafting of Joint Venture Agreements. He has successfully completed due diligence from Legal and Financial teams of reputed firms at the time of Private Equity Funding both Domestic and Foreign. He has great insights in Foreign Exchange Management Rules & Regulations and compliance under RBI guidelines.

MR VENKAT KOTTE

TECHNOLOGY ADVISOR

Venkat, is passionate about technology and its applications. He is innovative, results-oriented management professional with over two decades of Information Technology (IT) and business management experience with key emphasis in Information Technology management. He has proven record in streamlining IT and Business operations, Management processes and bringing order to chaotic environments. He has rich experience in setting up and managing Public & Private Cloud environments for SaaS, PaaS & IaaS business models, deliver bottom-line results through effective design, development and execution of systems to reduce or save costs.

FUNCTIONAL TEAM

KALYAN DUVVA

Founder

Kalyan Duvva holds Masters in Human Resource Management and bachelors of Commerce & computers from Osmania University.

Kalyan is highly dedicated individual with decade of experience in HR business & consulting. He is a proficient sales professional whose forte lies in HR Consulting and setting up HR departments for Medium and Progressive Organizations. Since the inception of SarvHR, he has been handling the sales & business operations.

Kalyan has had extensive experience as a Business Partner in the previous phase of his career, where he had been responsible for sales, revenue and business operations. With his business acumen & leadership driving organization growth and managed up to 70+ clients, holding expertise in evolving best HR practices for IT, retail, e-commerce & agri-industry and setting up HR departments, HR process improvisation, organization structure/design, recruitment, compensation & statutory, and training & people management.

Passionate about training, he has provided training and hand-holding to more than 200 people in HR generalist role & on varied HR activities.

SURYA NISTELLA

CO-FOUNDER

Surya is a strategic human resource management expert with good insights into developing and executing HR interventions. He has shared his insights with business leaders in optimizing the work force utilization and aligning with business strategies. Surya has worked extensively in setting up standard operational process for HR Systems. He has been instrumental in customizing, re-engineering and developing systems for building people and process efficiency in various business environment. He specializes in developing sustainable processes to nurture organizational culture, harness the people potential and align employee practices with organizational long-term and short-term goals. Surya has undertaken his Management Studies from IIM Lucknow and has a Master's degree in Sciences from Berhampur University.

HERE ARE WAYS IN WHICH WE ARE HELPING BUSINESSES JUST LIKE YOURS:

- [HR Consulting](#)
- [HR Outsourcing](#)
- [Staffing](#)
- [Talent Acquisition](#)
- [Payroll Services](#)



HR CONSULTING

SarvHR shall work with you and your organization on wide range of issues involving workforce. If you are new firm and you are planning to make it Big, we can support you with our highly knowledgeable and experienced team in designing, developing and implementing customized approach for your fast-growing organization.

Our Consulting solutions can support your already established Organization for re-engineering the HR Systems. We, with our skilled workforce, can work with your internal departments to design and develop new processes to meet the most challenging issues that are hampering your growth.

Our unique consulting offerings to our clients are practical, sensible HR solutions delivered in mutually agreed timelines with accountability and efficiency. Our offerings can help that help you achieve your business objectives in ways that are consistent with your culture.

We not only provide recommendations and solutions but work with you in implementing to gain maximum value.



HR OUTSOURCING

Our competitive solution to allow your organization's core resources to focus on strategic initiatives rather than on redundant HR operational activities.

SarvHR outsourcing offerings includes outsourcing of the entire HR department or a part of the its operations.

This enables your organization to Optimize the core HR resources, deliver quality output on business and budget goals and elevate the HR competencies to a new level.

During the assignment, the leading Consultants at SarvHR work in close collaboration with your organization, and aid with valuable inputs to the core implementation team at every step of the process.



STAFFING

SarvHR provides end-to-end, cost effective and efficient solutions in temporary staffing space. Such solutions help the client focus on critical activities and counter prospective uncertainties in the business.

The highlights of SarvHR staffing solutions are:

- Incubation centre- SarvHR Incubation centre encourages and supports organizations willing to set-up businesses in India. SarvHR provides manpower, relevant infrastructure and office space to develop the business operations.
- Contract staffing- This service enables the company to fulfil short term needs for qualified employees and helps to maintain proper staff levels while reducing employee-related costs.
- HR resource pool- SarvHR has a skilled and efficient pool of human resources to cater to varied recruitment needs within a considerably short time span. The goal is to provide talented candidates who have been pre-assessed and ready to be referred to hiring managers.



TALENT AQUISITION

This solutions provides you with a comprehensive approach to identifying, attracting and on-boarding the best possible talent, to meet your specific business needs efficiently and effectively. Our Talent Acquisition offerings are exclusive and highly customized, and can range from staff augmentation to fully outsourced services.

We at SarvHR ensure quality delivery through our rich experience and vast knowledge of the industry for more than a decade. Our expertise includes Head hunting, Conducting on and off campus drives, Lateral Hiring drives, Temporary recruitment desk, Credential Verification, Selection Support.

With our in-depth understanding of your industry, we can support in development and implementation of multiple techniques for the evaluation and assessment. SarvHR also designs tools to assess candidate behavior, motivation levels, and other parameters which may be essential for role.



PAYROLL SERVICES

SarvHR Payroll Solutions shall enable you timely and accurate employee payment and compliance adherence. Our service offerings include payroll outsourcing, processing and employee management services. Our services include end-to-end solutions with an aim to increase transparency, while reducing administrative costs and error rates.

Our best in class services utilize in-depth understanding, functional knowledge, and standard tools to bring to you the most seamless handling of the most critical aspect of employment.

SUGGESTIONS

- ✚ To improve the selection procedure by giving value to the multi-skills.
- ✚ By conducting activities like group discussion and workshops to the employees to utilize their knowledge and skills.

CONCLUSION

Recruitment policy of organization is derived from the personnel policy of the same organization. In other words the former is a part of the latter. The ideal recruitment effort will attract a large number of qualified applicants who will take the job if it is offered. It should also provide information so that unqualified applicants can self-select themselves out of the job candidacy; i.e. a good recruiting program should attract the qualified and not unqualified candidates. If the right person is selected, he is valuable asset to the organization and if faulty selection is made the employee will become a liability to the organization

**A STUDY ON RECRUITMENT & SELECTION PROCESS IN
SARVHR SOLUTIONS LTD IN HYDERABAD**

QUESTIONNAIRE

- 1. In your opinion, selection is made in this company based on your?**
 1. Qualification
 2. Previous Experience
 3. Multi skills
- 2. Which of the following made you to apply for this company?**
 1. Salary
 2. Image
 3. Management Efficiency.
- 3. Which type of interview did you face at the time of your selection?**
 1. Formal
 2. Informal
 3. Mixed
- 4. Do you feel that recruiting candidates through internal source is beneficial to the organization?**
 1. Agree
 2. Moderate
 3. Disagree
- 5. Do you feel that the different selection process is required while selecting different positions?**
 1. Agree
 2. Moderate
 3. Disagree
- 6. In your opinion training is essential after selection?**
 1. Agree
 2. Moderate
 3. Disagree
- 7. Do you Believe that organizations has a very transparent, clear recruitment policy & procedure?**
 1. Agree
 2. Moderate
 3. Disagree
- 8. The selection process being adopted ensures selection of right candidate for the right job?**
 1. Agree
 2. Moderate
 3. Disagree
- 9. The selection process involves the following methodology in your company?**
 1. Written test
 2. Group discussions
 3. Personnel interview
- 10. In my opinion, the best method of improving Data Bank is?**
 1. Advertisement
 2. Consultancy
 3. Reference

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