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## **A Study on Recruitment and Selection Process**

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### **ABSTRACT :**

Better recruitment and selection practices increase organizational outcomes. The process of identifying potential employees and encouraging them to apply for openings within the organization is known as recruitment. Selection is the process by which an organization chooses from among the candidates those who, in light of the current situation, they believe will best meet the job criteria. In today's competitive economic climate, organization must adapt to the demands placed on personnel. In order to obtain the best outcomes, a company must have a well-structured recruitment policy that can be effectively implemented. This study assists the organization in identifying areas of concern and making recommendations for how to improve the recruitment and selection process..The recruitment and selection process are the subject of this study. The sample method utilized in this study is convenient sampling.

Keywords: employee, recruitment, and selection

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### **Introduction :**

The recruiting and selection process comprises discovering and obtaining a pool of potential applicants who possess the essential knowledge, skills, and experience so that an organization can select the best candidates for the job. To fill job opportunities based on job descriptions and qualifications. The recruitment and selection process includes keeping track of applicants and applications, as well as reviewing resumes. Applicant tracking systems are proving to be quite valuable to employers, as they assist in the administration of job postings and candidates for each vacant position.

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### **Definition:**

Recruitment is the practise of quickly and cost-effectively discovering and recruiting the best-qualified candidate (from inside or outside of an organization) for a job opening "Business Dictionary.com defines it as "according to the definition supplied by Business Dictionary.com." The recruitment process includes analyzing a job's requirements, attracting candidates to that job, reviewing and selecting applications, hiring, and integrating the new employee into the organization

#### ***Types of Recruitment***

- *Internal*
- *External*

#### ***Internal Recruitment***

According to Myrna L. Gusdorf, the recruitment process begins with the most common method, which is job posting. In contrast to the traditional practise of putting notice of a job opening on the HR bulletin board, organization now primarily advertise positions electronically through organization-wide intranets or send e-mails to all employees about the job vacancy. Job posting can also be done through the distribution of announcement foyers and the publication of job periodicals. Another technique to locate candidates for internal roles is through employee referrals

#### ***External Recruitment***

Depending on the company's regulations, size, and hiring budget, external applicant pools can be developed in a variety of ways. Private employment agency can be hired by the company to handle all aspects of building a pool of candidates for recruitment depending on the company's needs. Using employment criteria provided by the employer, the agencies generate the applicant pool and perform preliminary interviews, screening out unqualified persons and sending only the most qualified prospects to the company. Private employment firms, on the other hand, can be costly, and not every company can afford them.

**Purpose of recruitment process**

External and internal changes can affect the recruitment process, which can be used to predict future HR trends. By carefully analyzing Recruitment Measures, the HR Management team may quickly predict job market trends.

This method is effective in enhancing the company's selecting procedure's success rate. It scrutinize all job applications in order to limit the number of people who are under-qualified or inflated. Only qualified applicants are progressed to the next stage of the employment process

- Find the best candidates for the job vacancies,
- Manage the recruiting sources,
- Manage the vacancies in the organization,
- Run the internal recruitment process,
- Build a solid HR Marketing platform,
- Collaborate with local and foreign colleges,
- Provide feedback on job market trends.Selection

Following the recruitment process, the next essential stage is the selection method. Selection is the process of matching the appropriate people to the right roles. It's the process of matching a company's demands to people's skills and qualifications. Recruitment is regarded as a beneficial process because it encourages more people to apply for positions. It generates a candidate pool.

**Steps involved in selection process**

1. Make a firm commitment to recruiting the greatest personnel available at all times.
2. Take your time when selecting employees.
3. Collaborate with stakeholders.
4. Use a Job Benchmark that includes a legitimate per-employment personality test.
5. Incorporate structured interviews into your strategy.

**Objectives of The Study**

- To Aware about the organization's recruitment and selection procedure.
- To Understand the sources of recruitment and the process of selection.
- To Identify the ramifications of the recruitment and selection process.
- To Acquire recommendations for the recruitment and selection process.

**Limitation of the Study**

The information was gathered using a questionnaire. It's possible that the respondents' responses aren't accurate. Employees are pressed for time due to their job schedules.

**Review of Literature**

"According to the definition of recruitment and selection, "a process of searching for potential employees and stimulating and encouraging them to apply for jobs in an organization." Recruitment and selection, in layman's terms, are two distinct processes that cannot exist without the other.

"Looking for and securing a pool of potential Candidates with the appropriate knowledge, abilities, and experience to allow an organization to fulfil its objectives" is how recruitment is defined.

Using job descriptions and parameters, locate the best qualified people to fill job opportunities.

Recruitment and selection refers to the "chain and sequence of processes associated to the recruitment and selection of employable candidates and job seekers for a corporation.

**Methodology**

The research method is scientific and systematic when it comes to finding relevant information on a particular topic. In any field of competence, it is a thorough examination or investigation, notably through the discovery of new information. This research project is required as part of the academic

programme. Research is a methodical effort to obtain knowledge, and it thus aids in the investigation of multiple stages that a researcher generates in analyzing his research issue, as well as the logic that behind them

### **Research Design**

Because an attempt was made to discover the interrelationship between variables, the research was descriptive in character

### **Primary Data**

A systematic questionnaire is used to obtain primary data. The researcher created a well-structured questionnaire and distributed it to the respondents.

### **Secondary data**

Secondary data is gathered from within the company's disclosed data as well as the Internet and Intranet.

### **Sample Size**

The number of sampling units chosen for study from the organisation is referred to as sample size. This study will use a total sample size of 100 people.

### **Sampling Unit**

The descriptive research design was used for this investigation. This architecture was chosen because it allowed researchers to evaluate the system's availability as well as the variables that could limit its usefulness.

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## **SUGGESTIONS**

According to the findings of the study

- Newspapers are the most successful media for mass recruitment advertising.
- The organization will focus on and offer workshops and training programmes for staff in order to shape their professional development.
- The firm will improve its response time to job searchers who contact them via e-mail or phone.
- Internal recruitment will be prioritized by the organization in order to promote and inspire personnel.

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## **CONCLUSION**

HR professionals have a great obligation to choose the best person from the available talent pool, according to a study on recruiting and selection. At the same time, one must be aware of their surroundings. The company should evaluate each employee on their own merits and hold everyone to the same level. In the current situation, "hunting for talent is the hardest difficulty for an HR manager."

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