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## **Recruitment and Selection Process in the Unovel Industries Pvt Ltd.**

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### **ABSTRACT:**

The study focuses on identifying how hiring and screening procedures impact organizational outcomes and provides some potentially useful recommendations. In the process of hiring and choosing people for positions of leadership, management, and development. Selection and recruitment are key components of several crucial factors in this regard. In order to guarantee worker performance and favorable outcomes for the firm, recruitment and choice are crucial. Organizational outcomes are enhanced as a result of improved recruitment and selection tactics. Think about the subject of the idea of equal opportunity in the hiring and selecting procedure. Value produced by an organization's employees has a significant impact on the economy.

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### **Key takeaway:**

- Screening: Reviewing resumes, online profiles, or potential employees for a position is known as candidate screening.
- Recruitment: The process of hiring fresh recruits for the armed forces.
- Hiring: Examining applications, choosing the most qualified individuals for interviews, and testing candidates make up the hiring process.
- Favorable Outcomes

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## **1. INTRODUCTION**

Recruitment and selection processes identify potential candidates with desirable knowledge, skills, and experience in order to enable organizations to select the most suitable individuals to fill vacancies based on defined job descriptions and specifications.

This can be seen as an important source of external recruitment as the human resources department maintains a folder of unsolicited applications and calls out those who meet the job requirements whenever a position becomes vacant.

Selection is the process of selecting the most suitable person for a current or future position from among candidates inside and outside the organization. Among the most traditional methods, the blank application is a prominent method useful for extracting as much information as possible about various aspects of the candidate. If employees are properly used, they enjoy their jobs and organizations do not have to suffer from employee turnover issues.

The final step in the hiring process is to introduce new recruits, designated as samplers, to the job, workplace, environment, organization, organizational environment, and various employees.

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## **2. REVIEW OF LITERATURE**

### **1. Recruitment and Selection Process at Workplace: A Qualitative, Quantitative and Experimental Perspective of Physical Attractiveness and Social Desirability.**

By- Sania Usmani

2020

The three studies that were looked at in this review—a qualitative, quantitative, and experimental perspective of physical attractiveness and social desire—resulted in the most significant findings and recommendations. These studies were concerned with the recruitment process and selection in the workplace. Physical attractiveness was determined to have no influence on the selection and hiring processes, according to the findings of all three research and data analysis.

According to each evaluation, theories about the elements influencing the hiring process will gain more clarity. The findings of this review will also serve as a blueprint for any future research on how factors other than physical or facial attractiveness, such as confidence, communication skills, and resume clarity, are more significant in the hiring process.

### A Pragmatic study on Human Resources Trends in recruitment and selection process in Non-Banking Financial Companies in Kanyakumari district.

By- Dharshini.K.A & Seleena.R

2020

The most significant study suggested that it is vital to improve the new method of hiring talent, such as campus recruiting, the trainees programme to hire the right talents, and the efficiency of candidate evaluation during recruitment. This study came to the conclusion that the hiring procedure and staff selection inside non-banking financial enterprises have a favourable impact. In order to increase the level of employment in new formulae for hiring qualified personnel in the upcoming time period, the organisation still has to improve the degree of job satisfaction.

### Indonesian Language Assistant Program in Australian Schools: Recruitment and Selection Process

By- Tri Indri Hardini and Others

2019

This survey made it clear that there are various steps to the UPI Indonesian hiring procedure. Each stage's objective is to select the top candidates needed by both UPI and DET. The general skills and competencies of the candidates should be thoroughly examined during each step of the selection process. In order to choose the best candidates for the upcoming years, the research advised that this programme be maintained and that the recruitment and selection process be continually improved.

## 3. OBJECTIVE OF THIS RESEARCH

- ✓ To understand the internal recruitment process in the organization.
- ✓ To finding better recruitment process.
- ✓ To analysis and evaluate internal and external recruitment process in organization.
- ✓ To know about selection process and recruitment sources of the organization.

## 4. RESEARCH METHODOLOGY

**Sampling Procedures:** In quantitative research, it is thought that if a sample is correctly chosen, it will be feasible to generalize the findings to the entire population. The researcher collected data using a straightforward random procedure.

**Questionnaires:** Were chosen as the data collection tool because they can limit bias and gather real information that is crucial for data analysis. The researcher used both closed and open questionnaires to assess how different leadership philosophies affected how well people performed inside a business.

**Research design:** Data are collected and analyzed based on different categories of analysis. The research uses an exploratory and descriptive research method, but is not experimental. It is based on the answers of the respondents, which aim to evaluate the influence of management style on the performance of the employees of the selected companies.

## 5. DATA ANALYSIS

The current chapter focuses on the results obtained from respondents through an online questionnaire distributed through forms on the perceived impact of employee diversity on employee performance.

Employee referrals 23 46.96% Placement drives 2 4.1% Social media platforms 2 4.1% Labour contractor 7 14.3% Advertisement 15 30.6% Consultant

Fig.6 Fig.6 Table.6 This table showing the source from where respondent got to know about the job?

Source	Frequency	%
Internal talent.	0	0
Employee referrals	23	46.96%
Placement drives	2	4.1%
Social media platforms	2+	4.1%
Labour contractor	7	14.3%
Advertisement	15	30.6%
Consultant	0	0

Fig.6

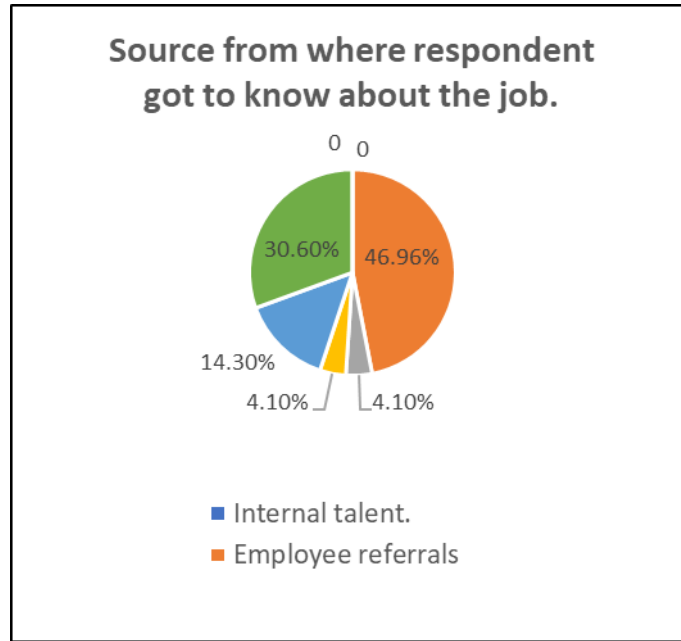


Fig.6 shows that from the total respondents there are various sources from respondent got to know about the job, which are as follows: (n=0) zero by the internal talent and consultant. (n=23)46.96% are from the employee’s referrals, (n=2)4.1% are from the social media platform and placement drives, (n=7)14.3% are from the labour contractor, (n=15)30.6% are from the advertisement.

Therefore, we can conclude that highest number of source from where respondent got to know about the job is employee’s referral with 46.96% by frequency of 23.

Table.9 This table showing the how much recruitment and selection process depends on source of recruitment, as per the data collected through the survey.

Response	Frequency	%
Strongly agree	24	49%
Agree	19	38.8%
Neutral	5	10.2%
Disagree	1	2%
Strongly Disagree	0	0

Fig.9

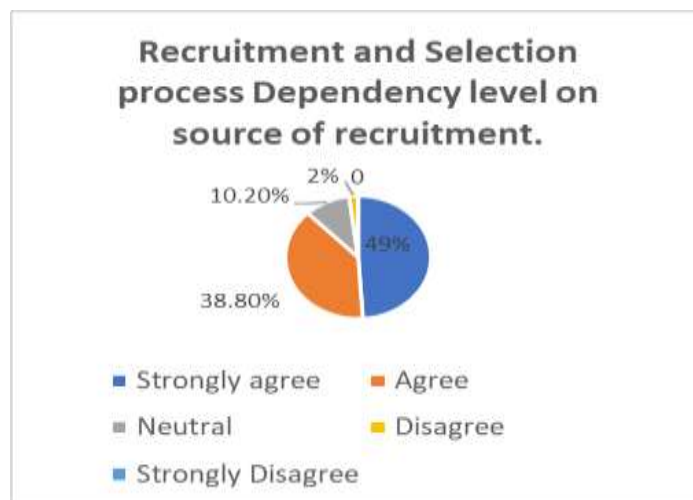


Fig.9 this figure showing the (n=24)49% are strongly agreed with the statement of recruitment and selection process depends on source of recruitment, (n=19)38.8% are only agreed with statement, (n=5)10.2% are neutral on statement, (n=1)2% are disagreed with statement.

Therefore, from this figure we can conclude that majority are strongly agreed with the statement of recruitment and selection process depend on source of recruitment with 49% by the frequency of 24 respondents.

**Table.14 This table showing the various test appeared by respondents during the recruitment and selection process.**

Methods	Responses (Frequency)	%
Written	10	20.4%
Aptitude	16	32.7%
Group discussion	16	32.7%
Personal interview	46	93.9%
Psychometric test	3	6.1%

**Fig.14**

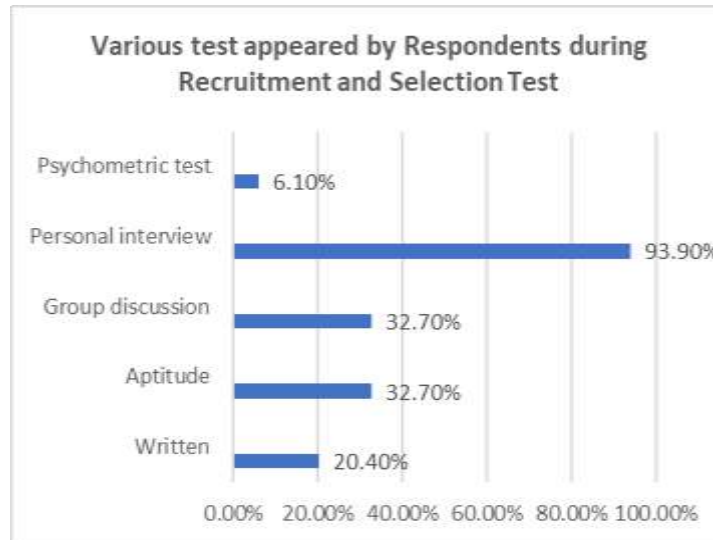


Fig.14 describing that (n=10)20.4% respondents were appeared for written test, (n=16)32.7% respondents were appeared for aptitude test and group test respectively, (n=46)93.9% respondents were appeared for personal interview and (n=3)6.1% respondents were appeared for psychometric test.

we can conclude that majority of the respondents were appeared for personal interview with 93.90% by frequency of 46 respondents.

Response Frequency % Strongly agree 12 24.5% Agree 24 49% Neutral 10 20.4% Disagree 03 6.1% Strongly Disagree 0 0

**Table.16 This table showing the level of end result of Recruitment and selection process can be wrong because of recruiter, according to the response received from survey.**

Response	Frequency	%
Strongly agree	12	24.5%
Agree	24	49%
Neutral	10	20.4%
Disagree	03	6.1%
Strongly Disagree	0	0

**Fig.16**

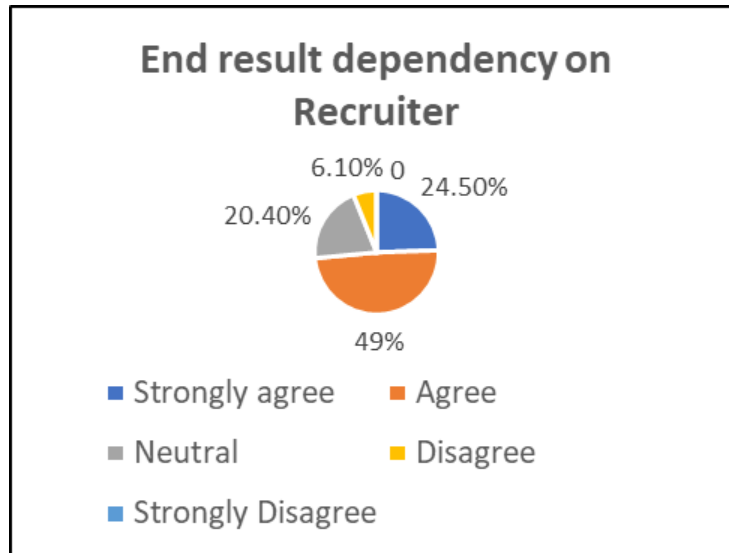


Fig.16 describing that(n=12)24.5% are strongly agreed with the statement, (n=24)49% respondents are just agreed with the statement, (n=10)20.4% respondents are neutral with statement, whereas (n=3)6.1% respondents are disagreeing with the statement of end result of recruitment dependent on recruiter.

Therefore, from the fig.16 we can conclude that with the majority of 49% with frequency of 24 respondents are Strongly Agreed with the statement of end result of recruitment dependent on recruiter.

## 6. FINDING

- i. Designation: majority of 40.81% are from the "Supervisory Level" for the survey.
- ii. Recruitment and Selection Process Dependency level on source of recruitment.:
- iii. Best Source of Recruitment: Majority of the respondent think employee's referrals is the best source of recruitment with 40.81% i.e., frequency of 20 respondents.
- iv. Various test appeared by Respondents during Recruitment and Selection Test: majority of the respondents were appeared for personal interview with 93.90% by frequency of 46 respondents.
- v. End result dependency on Recruiter: Majority of 49% with frequency of 24 respondents are Strongly Agreed with the statement of end result of recruitment dependent on recruiter.
- vi. HR team act as a consultant to enhance the quality of the applicant pre-screening process.

## 7. CONCLUSION

In the current study, an effort was made to look into Unovel Industries Private Limited's hiring and selecting procedures. Effective human resources management requires recruitment. It serves as the brain of the organization's whole HR system. Given that the success of the organisation depends on this activity, it is not a simple assignment. As a result, the emphasis of this procedure is on discriminating amongst applicants in order to find and hire those people whose skills align with the needs of the firm. The next logical stage in the HR process is choosing qualified and competent individuals.

## 8. SUGGESTION

During the process of recruitment and selection by Unovel Industries Private Limited, organisation must ensure to follow suggestion for the better result and output from the human resource:

- Fair and equitable treatment of men and women is required.

Gender prejudice shouldn't exist throughout the recruitment or selection process.

Adding new workers will help you provide each employee a fair share of the workload, which will eventually increase productivity at the organisation.

- It could be a severe error to reject a more competent candidate in favour of one who is less qualified.

This would eventually cause problems for the business.

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**9. REFERENCE**

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