



An Analytical Study on Recruitment and Selection Process in Sinzo Pvt. Ltd.

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ABSTRACT -

This research paper is about a study on recruitment and selection process at sinzo Ltd's. In my research as I go further I come to know the different techniques adopted of recruitment and selection by sinzo pvt ltd. I have chosen sinzo pvt Ltd. Which is IT giant for studying their method of recruitment and selection function. In my study I came to know that, it has the probability of achieving more than 50% of the people placed for the right job, which displays some of the unique approaches for hiring the individuals to fill various vacancies. The aim of research better recruitment and selection process is helpful to selection to the right person on the right job. With the reference, the research paper entitled recruitment and process more become easy and simple. The main objective of this research is to identify general rule that Sinzo use to recruit and select employee.

INTRODUCTION –

The recruitment and selection process of the company determine the level of achieving organizational goals in the long run. It is stated that which is all about selecting right person on the right job at the right time at the best possible position. While it sounds very simple but it is also not an easier task to evaluate a person with his ability and talents that may satisfy the core competency for the job so that his degree of willingness to pursue a career becomes positive. From job seeker's prospective it is core competencies which matter much for a job. So it is the effective Recruitment and Selection procedure which determines not only the right candidate for a job but also a long- term goal accomplishment of organizational goals.

RECRUITMENT –

Recruitment is the process of finding and attracting talented candidate for employment. New recruiters are sought out at the beginning of the process, which concludes with the submission of their applications. Recruitment is a positive process because in the process Recruiter attracts of the candidate.

According to Yoder –

Recruitment is a process to discover the sources of manpower to meet the requirement of the staffing schedule and to employee effective measures to attracting that manpower in adequate number to facilitate effective selection of an effective workforce.

SELECTION –

The process of selection involves finding and recruiting candidates to fill open positions in a business. In human resource management, the term "selection" refers to the process of picking the best candidates from a pool of qualified applicants to fill open jobs in the company.

LITERATURE REVIEW –

To survive in a dynamic and competitive environment, every organisation must overcome some obstacles. To successfully retain personnel over the long term is one of the main issues from this list. According to the Indian Constitution, every citizen has a right to freedom. So, from the standpoint of the company, every employee has the freedom to switch jobs based on personal preference as well as other considerations such as pay, the working environment, remuneration, benefits, career advancement, recognition, training, and development, etc. By addressing the factors impacting these, some businesses have been able to address the issues causing talent to leave and retain it.

The necessity to keep the employee comes from the fact that the business spent money on hiring the person and has spent a lot of money training each and every employee to make them more effective. Obviously, the organisation expects to exploit the training's results for its own growth. Organizations are developing policies regarding recruitment, selection, induction, training and development, compensation and benefits, designing jobs, evaluating jobs and wage standards, etc. in order to address the issue of employee attrition, which in turn helps to retain the workforce over the long term. The goal of this paper is to review research papers written by various scholars on the subject of employee retention, which aids HR managers in developing methods to retain or lengthen the length of time that workers work for a company.

Planning for human resources in a business benefits from retention. Using the organization's goals as a guide, human resource planning determines the future labour market's supply and demand imbalance. In addition, it aids in succession planning while identifying the most capable strategic positions within a business.

OBJECTIVE OF THE STUDY –

The study's major goal is to learn more about Sinzo Pvt Ltd's various recruitment and selection method.

1. The primary objective of the study is to analyze the process of recruitment and selection in the Sinzo Pvt Ltd's
2. To study the employee Satisfaction level with the existing recruitment and Selection policy in the Sinzo.
3. To research the various recruitment sources used by Sinzo pvt Ltd's.

NEED AND SCOPE –

1. The study will allow learning about the recruitment and selection issues, importance, modern techniques and models used to make it more efficient.
2. The study will help to learn the practical procedures followed by the leading organizations.
3. The study will help to differentiate between the practice and the theories that direct to realize how the organization can improve their recruitment and selection process.
4. Choosing the best suitable process of recruitment for effective hiring of resources.

LIMITATION OF STUDY

1. The primary data collected is limited to a one organization.
2. The secondary data collected is to newspapers, and other important function internet.
3. Not practical for temporary hires

COMPANY PROFILE –

ABOUT SINZO COMPANY

The headquarters of the IT services provider SINZO are in Nagpur, Maharashtra. It offers all varieties of IT services, including software development, website development, and many other fields that are connected to IT services.

SINZO is a social media company situated in Nagpur that has expertise in digital alterations for expanding online industries and innovation to support businesses in influencing digital Processes and excelling in their industry. "Now Nothing Is Complicated" is the tagline of SINZO. SINZO offer innovative and effective solvents as per our business requirements Makes our business well built. Moving ahead in a quality-driven manner, In the field e-business, SINZO has embossed its accomplishment prints.

Sinzo Services:

1. Digital and Development
2. Video and Graphics

METHODOLOGY OF RESEARCH

Research methodology is a method of gathering data, analysis data and to solve the research problem.

Primary research

Primary research comes in a variety of forms. This manual aims to give you an overview of primary research, which is frequently carried out in writing classes.

1. **Interviews:** Individual or small-group question-and-answer sessions are known as interviews. Interviews are useful because they give you access to a lot of information from a small number of experts or knowledgeable people, which is important when you want to learn more about a subject.
2. **Surveys:** Surveys are a more formalised method of asking than interviews since they involve bigger groups of respondents. When you want to find out what a bigger population thinks, surveys can be valuable because they provide you a limited amount of data from a huge number of people.
3. **Analysis:** The process of analysis entails gathering data and arranging it in some way according to criteria you create. When you wish to identify a trend or pattern, they are helpful. Analysis could include recording advertising from three major television networks and looking at gender roles in them.
4. **Observations:** Making detailed notes about events in the outside world is part of the observation process. Observations give you knowledge about particular individuals, occasions, or locations and are helpful when you want to understand more about an event without the slanted perspective of an interview.

Secondary Research methodology

Secondary research involves the existing data. Like -

Summary: the complete summary already available at google or in a book regarding any research and report. Collation and/or synthesis of existing research: existing research help us lot to get information which is already exist. Primary research generates data, but secondary research employs primary research sources as a source of data for analysis. This is how secondary research differs from primary research.

RESEARCH DESIGN –

A research design is the arranging of settings for collecting and analysis of data in a manner that aims to combine relevance to the study purpose with efficiency in approach. A research design is a strategy that outlines the information sources and informational categories pertinent to the research challenge. It's a strategy specifying which approach will be used for gathering and analyzing the data. In fact research design is the conceptual structure within which research is conducted. It constitutes the blue print for the collection measurement and analysis of data.

The research undertaken by me in this project is descriptive research. The research methodology adopted for the project can be stated as follows –

1. An extensive study of the topic through various sources.
2. A questionnaire was prepared to analyze the recruitment and selection process.
3. A detailed and systematic paper was prepared.
4. Collection of questionnaire took place after analyze

SAMPLE SIZE –

Sample Size for my data is 60 people

Demographic factors of my sample are:

1. Age: 18-25 age group people.
2. Gender: Male and Female both.
3. Occupation: Business men, women and working employees.
4. Cultural background: All culture background like- (Hindu, Muslim, punjabi)
5. Family status: Middle class, Higher class.
6. College Students: NIET, GNIOT, GALGOTIA, IIMT.
7. Qualification: Graduation, Post Graduation.

STATISTICAL TOOLS -

Based on questionnaire I had made questions and circulate it between 80 people including college students and organization staffs, and find the result based on present situation of the companies. The people who are working in the organization they understand the situation easily and has given their feedback based on their own opinion.

RECOMMENDATIONS –

1. After looking at and analysing all the factors, I have found that the organisation lacks tiny bit in job security. The employees are likewise not very much satisfied with job security. So, the corporation should increase job security in order to win over the employees' faith.
2. In order to lower the employee turnover ratio, the company should offer salaries that are competitive with the industry and should also give the employees' problems appropriate attention.
3. By offering various reward structures to current employees whose referrals have been chosen, I believe the corporation should push employee referral schemes more. Indirectly, this would lower recruitment costs and boost the morale of the employee whose referral was picked.
4. Deciding between internal and external sources of recruitment is another consideration. I would suggest to SINZO that for Most of the important positions it should go for Internal job Postings and only if the business believes that a certain position calls for new ideas, it should seek external.

CONCLUSION –

From the data it is apparent that the wage package and the professional progression chances are the key motivations for the candidate to join the organisation. The working atmosphere in the organisation is good and is up to the mark. Being an IT company, SINZO has numerous prospects for expansion. In the questionnaire, I provided candidates with a range of alternatives for joining the company. Also I got more options from the employees while interacting with them. 16% of the employees have mentioned or pointed it out the working environment as the reason for joining the organization. 11% talked about the job prospects. Therefore I may say wage package and career growth possibility attracts most of the employees towards an organisation.

From the analysis of recruitment and selection procedure it is clear that for recruiting employees SINZO PVT.LTD mainly conduct written examination followed by interview. Three mandatory interviews, including two technical interviews and one with the head of human resources, are required for the selection of technical applicants. Candidates without experience or with less than one year of experience must take a written test; only those who pass the test can move on to the interview stage. Three rounds of interviews are required of the candidates: two technical interviews and one with the head of human resources.

FINDINGS -

1. I got clear results about Recruitment, selection and retention on the basis of my understanding, that the process are used in the organization for recruitment and selection are reliable and clear.
2. Basically recruitment is based on how many vacant positions do you have in your organization it is an open invitation for candidates who wants to do job practically they can come.
3. In selection I find, any organization selects the candidate on the basis of their talent and experience and who is really capable to do that job.
4. In this I understand experience and internships are very- very important for every candidates because internships is the platform where you are doing practical work.
5. And at last I will talk about retention, retention is basically what
6. Where we try to retain our employees because of low turnover rate of the company if any organization there is high turnover rate of employees so it will shows negative impact to others.

REFERENCE –

(Secondary data)

<https://smallbusiness.chron.com/recruitment-amp-selection-amp-retention-theory-41605.html>

https://scholar.google.co.in/scholar?q=managerial+implications+of+recruitment+selection+and+retention&hl=en&as_sdt=0&as_vis=1&oi=scholar

(Primary data)

Questionnaire

Based on Recruitment and Selection Process

<https://docs.google.com/forms/d/e/1FAIpQLSfuCODlkpxv14XogRK1UTb8EZMfS1wUegPFBa2pig1-uL5-2w/viewform?vc=0&c=0&w=1&flr=0>

Based on SINZO feedback data