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A STUDY OF HR RECRUITMENT PROCESS AND POLICY IN SWITCH MOBILITY AUTOMOTIVE LIMITED

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ABSTRACT:

The Human Resources (HR) recruitment process and policies project aim to streamline and optimize the procedures involved in acquiring talent within an organization. This comprehensive project delves into the various aspects of recruitment, including candidate sourcing, screening, selection, and onboarding. It also encompasses the development and implementation of policies to ensure fairness, transparency, and compliance with legal and ethical standards throughout the recruitment process. The Researcher objective is to examine the HR recruitment process and policies in switch mobility automotive company In this course of carrying this research work various techniques or methods of data collection were used.

KEY WORDS: Application process, Screening criteria, Interview process, Onboarding procedures, Recruitment strategy, Job posting, Diversity and inclusion initiatives.

INTRODUCTION

In context of human resource management, the term recruitment is the process of finding and selecting the candidate who is well suitable for a job opening in a timely and cost-effective manner. Basically, it is the process of hiring a candidate which is most suitable for a particular job. Selecting a right candidate is extremely important for any organization because it is very difficult to go through the rigorous process again and again for the same job role, as it includes energy, time, cost, and resources. The Process of hiring a candidate either internally or externally must be done in a perfect & professional manner

OBJECTIVES OF THE STUDY

PRIMARY OBJECTIVE:

- The primary objectives is to find out the HR recruitment process and Policies in Switch mobility automative ltd.

SECONDARY OBJECTIVE:

- To understand the internal and external Recruitment process and policies in switch mobility automative ltd.
- To give suitable recommendation to streamline of the hiring process.
- To understand the effective methods to attract and retain top talent.

To study employee rights and responsibility in switch mobility automative ltd.

NEED FOR STUDY

- To Understanding effective methods to attract and retain top talent.
- Ensuring adherence to employment laws and regulations to mitigate legal risks.
- Aligning recruitment efforts with organizational goals to drive success.
- Evolving recruitment strategies to meet changing market demands and industry trends.

SCOPE OF STUDY

- The present study on Recruitment process and policy helps to get clear picture about the employee Recruitment and selections.
- This in turn helps the management to Formulate suitable policy to Recruit the employees which helps for developing Organization by increasing their productivity level.

➢ It helps the employees to get more Interested towards their work by Improving their self development.

➢ Preparing the Recruitment policy for different categories of employees

REVIEW OF LITERATURE

Talent Management Moderating the Relationship between Recruitment for the Highly Skilled and HR Policies

Authors: Bassem E. Maamari

Year of Publication: 2016

A corporate goal has always been the avail of clear and applicable HR policies. However, today's successful organization needs to retain talented professionals, manage their development, and provide a systematic work environment where HR policies are transparent and equitable.

A study of HRM and recruitment and selection policies and practices in Taiwan

Author: Yu-Ru Hsu & mike leat

Year of Publication: (2011)

The authors present and discuss the findings of a survey of human resource management (HRM) and recruitment and selection policies and practices in a sample of manufacturing industry in Taiwan. The HRM policies are integrated with corporate strategy and that HRM should be involved in decision making at board level.

Analysis of the Recruitment and Selection Process

Author: Asif Kamran

Year of Publication: (2015)

The purpose of the research was to identify the problems relating to the recruitment and selection methods and sources used in different ways by organizations. The finding of the research was merely or purely based on the opinions and results from the Human Resource Department of English Heritage.

Recruitment strategy to hire the best people for organization

Author: Dr. Ahmad azmy, se, mm

Year of Publication: (2018)

This study aims to analyse recruitment strategies to fulfil human resource needs. This study uses theory and research results to explain the implications of the recruitment process to meet human resource needs. Research result explain that the recruitment strategy starts by determining manpower planning which includes job design, job specification, and job description.

A Study On Recruitment & Selection Process With Reference

Author: Sujeet Kumar

Year of Publication: (2014)

Better recruitment and selection strategies result in improved organizational outcomes. With reference to this context, the research paper entitled Recruitment and Selection has been prepared to put a light on Recruitment and Selection process.

RESEARCH METHODOLOGY

Research is an organized, systematic, database, critical, objective, scientific, inquiry or investigation into a specific problem, undertaken with the purpose of finding answer or solutions to it. Emory defines research as, "any organized inquiry designed and carried out to provide information for solving a problem"

RESEARCH DESIGN

Descriptive research is used to understand how HR recruiter to select the candidate for the right role and where the policy it need to be improved.

SOURCES OF DATA:

PRIMARY DATA:

➢ It is a source of collecting data by first-hand information through observation, direct communication or personal interviews of respondent's of employees.

➢ In this, questionnaire is used for collecting the data.

SECONDARY DATA:

➢ Collected sources from the company annual reports, company additional profile and company internal website.

TOOLS USED FOR THE STUDY:

➢ Chi square test

CHI SQUARE 1

HYPOTHESIS 1

Null Hypothesis (H0): There is no significant difference between the employee experience and the promotion of employee.
Alternative Hypothesis (H1): There is a significant difference between the employee experience and the promotion of employee.

Chi-Square Tests			
	Value	Df	Asymptotic Significance (2-sided)
Pearson Chi-Square	74.855[a]	16	<.001
Likelihood Ratio	69.401	16	<.001
N of Valid Cases	150		

a. 16 cells (64.0%) have expected count less than 5. The minimum expected count is .04.

Interpretation:

Since the p-values for both tests are less than the significance level of 0.05, we reject the null hypothesis and conclude that there is a significant association between experience and the number of times a person is promoted.

CHI SQUARE 2

HYPOTHESIS 2

Null Hypothesis (H0): There is no significant difference between the educational
qualification of the employee and source of recruitment process
Alternative Hypothesis (H1): There is a significant difference between the educational qualification of the employee and source of recruitment process

Chi-Square Tests			
	Value	df	Asymptotic Significance (2-sided)
Pearson Chi-Square	13.052[a]	12	.365
Likelihood Ratio	14.194	12	.289
N of Valid Cases	150		

a. 12 cells (60.0%) have expected count less than 5. The minimum expected count is .11.

Interpretation:

Since the p-values for both tests are greater than the significance level of 0.05, we accept the null hypothesis. This suggests that there is insufficient evidence to conclude that there is a significant association between education qualification and the best source for the recruitment process.

FINDINGS

> Most of the respondents 61.3% are male.
> Majority 34.4% belong to the age group of 25-30
> Majority 58.7% were unmarried.
> Majority 57.3% of the respondents are experienced between 0-3years.
> Majority 55.3% of the respondents are postgraduate.
> Most of respondents 32.7% are from Human resource department.

> Majority 45.5% of the annual income is above 200000.
> Most 65.3% of the respondents agree that they feel company policies are able to meet their needs.
> Majority 60.7% of the respondents are satisfied with their recruitment team
> Most 88% of the respondents are aware about the company policy.
> Majority 38.7% of the employees says that HR staff spend more than 30mins on each recruitment.
> Most 44.7% of the employees says that internal is best source for recruitment process.
> Majority 24.7% of the employees says knowledge is most important quality of the organization to look for in a candidate.

- ➢ Most 60% of the employees rated good to the policy of the company
- ➢ Majority 44% of the employees never promoted.
- ➢ Most 90.7% of the employees says that aptitude test is part of recruitment.
- ➢ Majority 88% of the employees says that is the organization doing timelines recruitment and interview process.
- ➢ Majority 40.7% of the employees says that 3 stage is involved in selecting a candidate
- ➢ Majority 82% of the employees have previous work experience.
- ➢ Since the p-values for both tests are greater than the significance level of 0.05, **we accept the null hypothesis**. This suggests that there is insufficient evidence to conclude that there is a significant association between education qualification and the best source for the recruitment process.
- ➢ Since the p-values for both tests are less than the significance level of 0.05, we reject the null hypothesis and conclude that there is a significant association between experience and the number of times a person is promoted.

SUGEESTIONS

- ➢ Identifying strengths and weaknesses in the current recruitment process, evaluating compliance with industry standards and regulations, and recommending improvements to enhance efficiency and effectiveness.
- ➢ Compare the company's recruitment process and policies with industry best practices and benchmarks to identify areas of alignment and areas needing improvement.
- ➢ Evaluate the effectiveness of the current recruitment process in terms of attracting qualified candidates, reducing time-to-hire, minimizing turnover rates, and ensuring diversity and inclusion in the workforce.
- ➢ Ensure that the recruitment process and policies aligns with legal requirements and industry regulations, such as equal employment opportunity (EEO) laws, anti-discrimination policies, and data privacy regulations.
- ➢ Conduct interviews with key stakeholders involved in the recruitment process, including HR personnel, hiring managers, and recent hires, to gather insights and feedback on the strengths and weaknesses of the current process.
- ➢ To develop actionable recommendations for improving the recruitment process and policies, including potential changes to workflows, training programs, technology investments, and diversity initiatives.

CONCLUSION

Companies value candidates who align with their organizational culture and values, as teamwork and collaboration are vital in the industry. To foster innovation and creativity, recruiters strive to create diverse teams, recognizing the value of different perspectives and backgrounds. Emphasis on technology proficiency with advancements in automotive technology, recruiters prioritize candidates with strong technical skills and adaptability to new tools and software.

- ➢ Focus on talent retention to given the cost and time invested in training employees, companies prioritize strategies for talent retention, such as career development opportunities and attractive benefits packages.
- ➢ Building a talent pipeline by establishing partnerships with educational institutions, industry organizations, and internship programs can ensure a steady influx of skilled professionals into the industry.
- ➢ Recruiters must continually assess and refine their recruitment processes to adapt to industry changes, technological advancements, and evolving candidate expectations.

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