

# “A Study on Employee Perception towards Recruitment and Selection Process”

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This is to certify that the Research Report entitled, “A Study on employee perception towards Recruitment and Selection process” has been prepared by **Katta Nandini (2021BM010053)** under the guidance of **Dr.B. SWATHI** and supervision. He/she has completed the research work as per the rules prescribed under the MBA program of Malla Reddy University. It is a report of work done by him/her. The report is of the standard expected.

## DECLARATION

I **KATTA NANDINI (Roll.no:2021BM010053)**, hereby declare that the Research Report on “A Study on employee perception towards Recruitment and Selection process”, done under the guidance of **Dr. B. SWATHI** at Malla Reddy University is submitted in partial fulfillment of the requirements for the award of School of Management.

## ABSTRACT:

The purpose of this study on Recruitment and Selection is to know about the recruitment process in different companies, organizations, companies and production sectors in Hyderabad. Recruiting is the process of attracting suitable candidates for a position and selection is the process of identifying and selecting suitable candidates for the position. The contribution of each and every employee plays an important role in sustaining and growing our business. Therefore, choosing the right person for the job is very important. Poor posture is detrimental to your overall performance, just like you can't fit a square pin into a round hole. In this regard, Human Resources has become an important function in every organization. All marketing and financial practices can be easily imitated, but human abilities, skills and talents cannot. Therefore, it is important to have a well-defined recruitment policy that can be effectively executed to find the best candidates for open positions.

Selecting the wrong candidate or rejecting the right candidate can prove to be a costly mistake for an organization. Recruitment activities within an organization must therefore be effective and efficient to attract the best workforce.

## The following steps can make recruitment and selection process more effective:

- planning
- Job analysis
- Recruitment Planning
- Searching
- Evaluation and control Screening
- Strategy Development

## I. INTRODUCTION:

Any business that wants to grow must hire talented people on a regular basis. If an organization hires the wrong people, it will lose money, reduce efficiency and create an awkward atmosphere among other universities (Sutherland and Wöcke, 2011). Recruiting the right people increases capacity within a university, increases efficiency, reduces costs, and improves an organization's reputation (Ennis, 2002).

The main purpose of this blog is to understand recruitment and selection and the process. Subsequent blogs will explore the topic in more detail. Recruiting is the process of finding suitable and qualified candidates for a particular position by analysing requirements and job descriptions, attracting candidates and motivating them to apply for the position.

- Analyzing job requirements
- Advertising the vacancy
- Attracting candidates to apply for the job
- Shortlisting candidates

The word "Selection" means to put the right person in the right position. Selection is the process that uses a variety of strategies to help recruiters determine which candidate is the best fit for the job. Some activities includes as follows

- Screening
- Eliminating unsuitable candidates
- Conducting Aptitude and personality Tests
- Personal Interviews
- References

#### Types of Recruitment

- Internal Recruitment
- External Recruitment

#### Internal Recruitment:

According to Myrna L. GUSDORF, the recruitment process begins with the most common method, a job advertisement. While the traditional method of posting job openings was to post job openings on personnel bulletin boards, most companies now post job openings electronically via company-wide intranets or have all employees We send job vacancies to employees by e-mail. Posting recruitment information magazines and distributing announcement leaflets is also one of the job postings. Employee referrals are also the process of attracting candidates for internal hiring.

- Promotions
- Transfers
- Recall of retired and ex-employees

#### External Recruitment:

External Recruitment can generate applicant pools in a variety of ways, depending on your organization's policy, size, and hiring budget. Organizations can also rely on a private staffing agency that takes full responsibility for generating a pool of candidates to hire as per the organization's requirements. The agency generates a pool of applicants and conducts preliminary interviews. This filters out unqualified candidates and also uses job standards provided by the organization itself to actually send qualified candidates to the organization. However, private employment services can be costly and not all organizations can afford them.

- Campus recruitment
- Advertisements
- Employment agencies
- Employee recommendations
- casual applications
- Online recruitment

## II. LITERATURE REVIEW:

- **Edwin Flippo** defines Recruitment and selection process as “A process of searching for prospective employees and stimulating and encouraging them to apply for jobs in an organization.”

#### Korsten and Jones

- According to **Korsten** (2003) and **Jones et al.** (2006), Human Resource Management theories emphasize on techniques of recruitment and selection and outline the benefits of interviews, assessment and psychometric examinations as employee selection process. They further stated that recruitment process may be internal or external or may also be conducted online.

#### Tilly and Tilly 1998

- Employee hiring is a matching process between organizational characteristics, job demands, and applicants' skills.

#### Dale Yoder

- “Selection is the process by which candidates for employment is divided into two classes those who will be offered employment and those who will not”.

#### M. Ataur Rahman

- “Selection is the screening and filtering process of job applicants who have been invited to apply for the vacant positions through which the process comes to an end”.

#### M.J. Jucious,

- “The selection procedure is the system of functions and devices adopted in a given company for the purpose of ascertaining whether or not candidate possess the qualifications called for by, a specific job”.

#### Heinz Weihrich and Harold Koontz

- “Selection is the process of choosing form the candidates, from within the organization or from outside, the most suitable person for the current position or for the future positions”

#### Scope of the study:

This study helps in effective recruitment in organisations with the help of Internal Recruitment and External Recruitment and its Sources. How effective the tools and sources are utilised.

#### Research Gap:

The research is already done different industries and organisation in lots of possible ways, this is the research done on the perception of the employee.

#### Research Objectives:

1. To know the perception of employees regarding relevance of recruitment and selection process.
2. To evaluate the sources of the recruitment and selection process.

3. To find which is best source for filling a position.

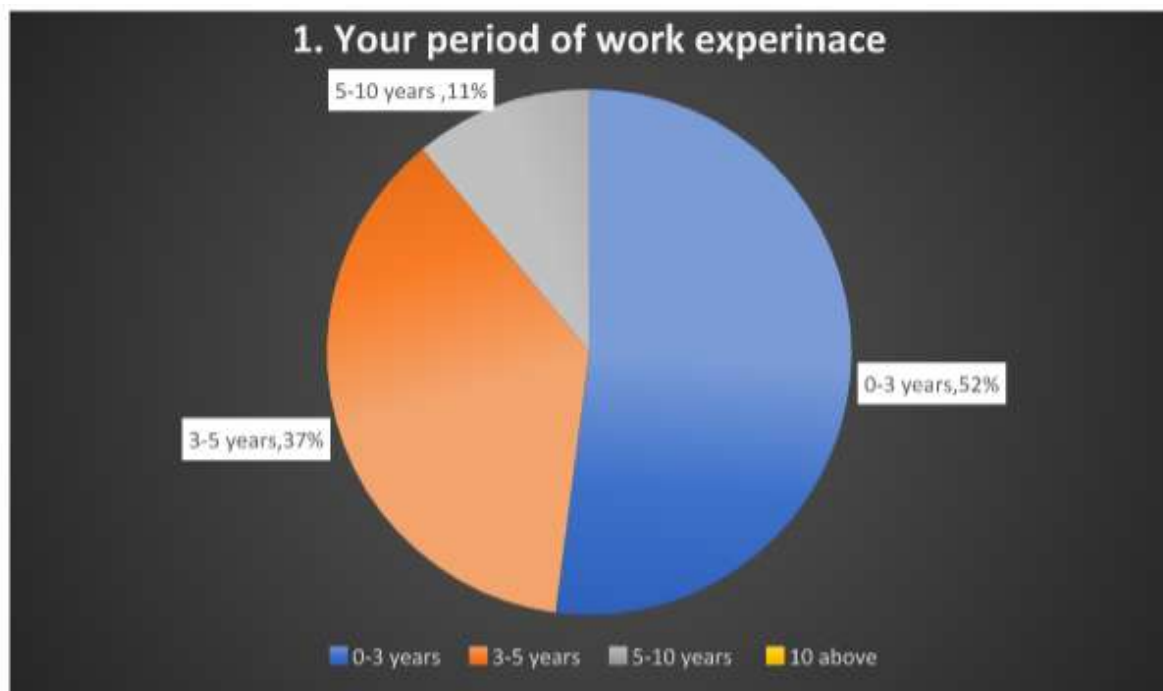
**Research methodology:**

The questionnaire was distributed among the employees working in multiple organizations and the questionnaire was filled with the appropriate information required. The response rate was acceptable, the convenience sampling method was used for this study. The collected was a self-administered questionnaire and it was a voluntary contribution. The data is shown in the form of Pie charts and Tables.

**Research Questions:**

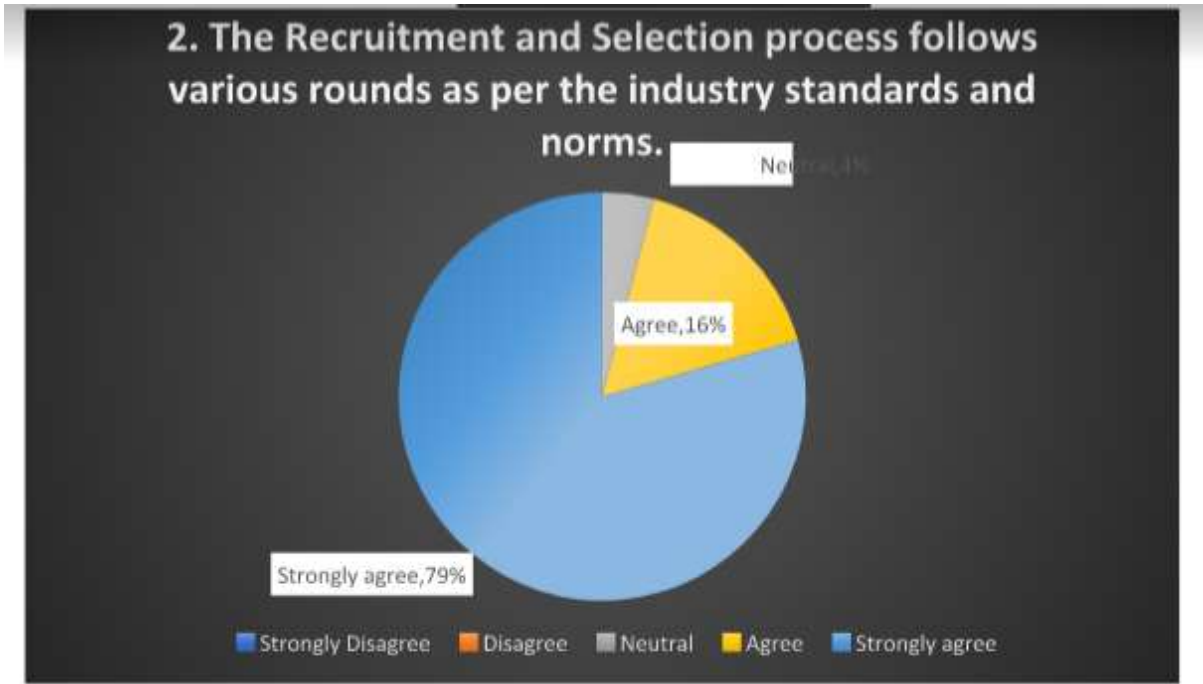
- Your Period of Work experience.
- The Recruitment and Selection process follows various rounds as per the industry standards and norms.
- The information and job description about the job vacancy is readily available in the job portal.
- Which is the major source of recruitment you think is used for filling a candidate in your organisation.

**III. DATA ANALYSIS:**



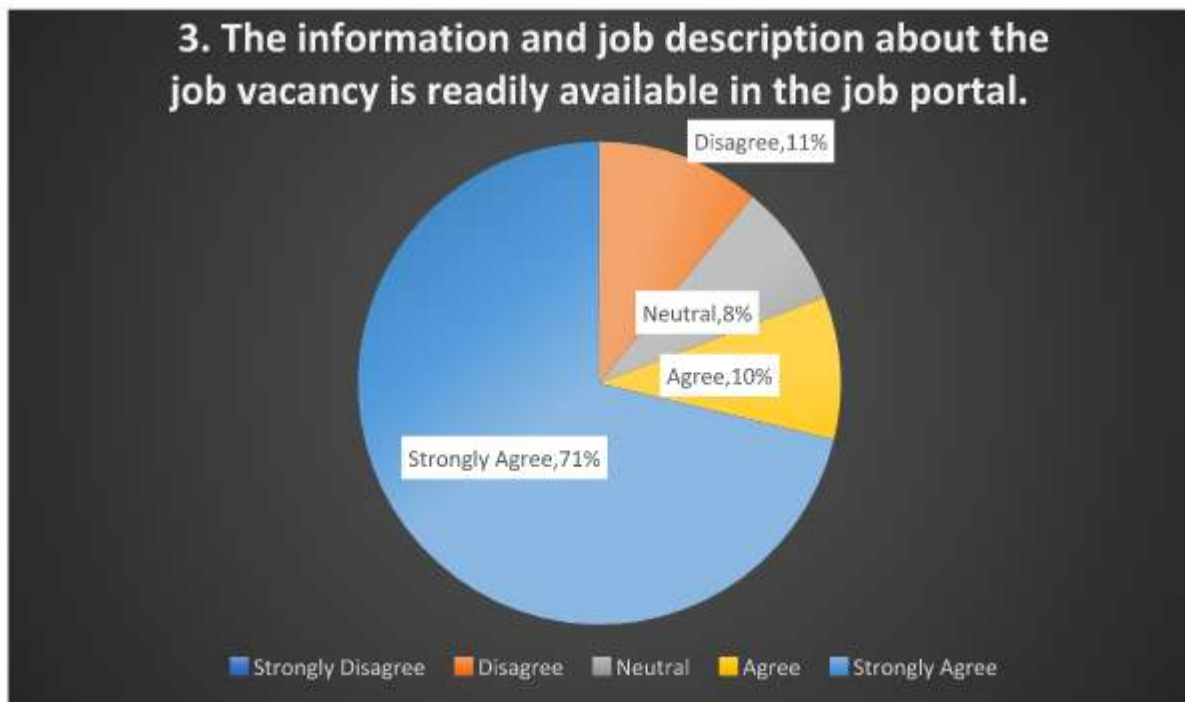
**Interpretation:** The pie chart above depicts the percentage of Respondents based on work experience, most of employees belonging to 0-3

years of experience with 52%, 3-5 years of experience with 37%, 5-10 years with 11% and 10 years above experience are Nil.



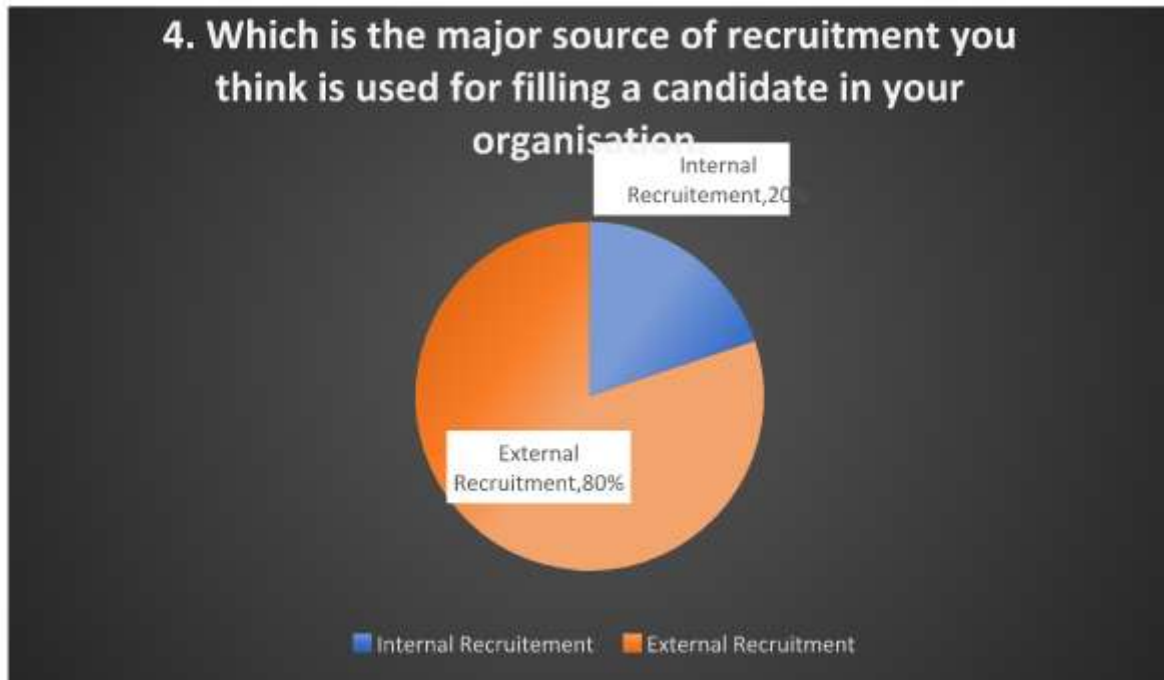
**Interpretation:** The pie chart above that does their organisations follows the selection process as per the industry standards and norms, mostly 80%

Strongly agreed to the above statement while 16% have agreed and remaining 4% are neutral.



**Interpretation:** The pie chart above depicts the job description provided by the organisation in job portal is available since most of the respondents which is 71% have Strongly agreed with the

statement while 10% have agreed, 8% were neutral and the 11% of the people have disagreed with the statement.



**Interpretation:** The pie chart above shows that most of Hiring in the organisation is done through External Recruitment process to find out the new right talent which is 80% and Internal recruitment is of 20%.

**IV. SUGGESTIONS:**

I can make the following suggestions as per the research from the above respondents.

1. Effective and Quality Hiring should be done by the departments
2. Job description of a particular position must be given by the organisation
3. Internal Hiring should be preferred in the form of promotions in order motivate employee productivity

**V. CONCLUSION:**

The results of this study show that while most organizations follow best strategies, hiring the right candidates will lead to high-quality candidates, and choosing the right candidates will bring more benefits to the organization. It shows that recruitment and selection play an important role in organizational development. To form a better team considering competitive industry standards and organization, we rely on external recruitment to recruit the right candidates for the right jobs.

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