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## *Review on Recruitment and Selection*

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*Abstract: The study is about the recruitment and selection process and the profile tries to lay its emphasis is about the recruitment and selection process and the profile tries to lay its and procedures of recruitment and selection adopted in the organization. Human Resources are considered to be the biggest assets of any organization, as the success or failure of any organization depends on the capability of the HR Personnel of that organization. For an organization, to achieve the goals and objectives, there is an every need to recruit the competent human resources.*

*The objective of the study is to interpret the Recruitment and Selection procedure followed at the organizations and to receive suggestions in the context of giving importance to various aspects that influence Recruitment and Selection procedure. The methodology includes the ways to collect both the primary and secondary data. Primary data has been collected by Interview, Questionnaire and Secondary data from the Company's website, journals, records, books etc. and the information was analyzed and interpreted. I arrived at conclusions that whether the employees would like to suggest any measures to change the Recruitment and Selection procedure at the organizations.*

**Keywords:-HR Planning and Recruitment, Selection, screening, Interview.**

### I. INTRODUCTION

Recruitment and selection is the process of identifying the need for a job, defining the requirements of the position and the job holder, advertising the position and choosing the most appropriate person for the job. Retention means ensuring that once the best person has been recruited, they stay with the business and are not "poached" by rival companies. Undertaking this process is one of the main objectives of management. Indeed, the success of any business depends to a large extent on the quality of its staff. Recruiting employees with the correct skills can add value to a business and recruiting workers at a wage or salary that the business can afford, will reduce costs.

Employees should therefore be carefully selected, managed and retained, just like any other resource.

#### **Definition of Recruitment:-**

- » Recruitment is the process of attracting prospective employees and stimulating them for applying job in an organization.
- » Recruitment is the process of hiring the right kinds of candidates on the right job.

**Definition of Selection:**

Selection is the process of picking individuals who have relevant qualifications to fill jobs in an organization. Selection is much more than just choosing the best candidate. It is an attempt to strike a happy balance between what the applicant can and wants to do and what the organization requires.

**Importance of Selection**

Selecting the right employees is important for three main reasons: performance, costs and legal obligations.

**The Process of Selection:**

- (1) Reception
- (2) Screening Interview
- (3) Application Blank
- (4) Selection Tests
- (5) Selection Interview
- (6) Medical Examination
- (7) Reference Checks
- (8) Hiring Decisions

Selection is usually a series of hurdles or steps. Each one must be successfully cleared before the applicant proceeds to the next.

**II. NEED OF STUDY**

The purpose of study is to learn the practical applicability of the theoretical knowledge gained about recruitment and selection process.

- » To gain knowledge about, the process of recruitment and selection in LAKSHMI HYUNDAI (P) LIMITED.
- » To know the effectiveness or ineffectiveness of the process of recruitment and selection in LAKSHMI HYUNDAI (P) LIMITED.

**III. SCOPE OF THE**

The study covers LAKSHMI HYUNDAI (P) LIMITED in Hyderabad consisting of 100 employees. This study covers all aspects of training and development programs in LAKSHMI HYUNDAI (P) LIMITED .This study cover the New Entrant Manager response towards the recruitment and selection programs in the organization.

HRM plays a large part in determining the effectiveness and efficiency of the establishment. Increase in productivity is possible only when there is an increase in quantity of output. It applies not only to new employees. It can help employees and employers to increase their level of performance and to develop skills, knowledge on their present job assignments to organization.

**IV. REVIEW OF LITERATURE**

Most employers recognize the fact that their staff is their greatest asset, and the right recruitment and induction processes are vital in ensuring that the new employee becomes effective in the shortest time. The success of an organization depends on having the right number of staff, with the right skills and abilities.

Organizations' may have a dedicated personnel/human resource function overseeing this process, or they may devolve these responsibilities to line managers and supervisors. Many people may be involved and all should be aware of the principles of good practice. Even it is essential to involve others in the task of recruitment and induction.

According to **Edwin B.Flipppo**, "Recruitment is the process of searching the candidate for employment and stimulating them to apply for jobs in the organization (Flipppo 1984)". It is the activity which links the employee and the job seekers.

According to **Yoder**, "Recruitment is a process to discover the sources of manpower to meet the requirements of the staffing schedule and to employ effective measures for attracting that manpower in adequate number to facilitate effective selection of an efficient working force".

## V. RESEARCH METHODOLOGY

Research methodology is the procedure of collecting analyzing and interpreting the data to diagnosis the problem and react to the opportunity in such a way where the costs can be minimized and the desired level of accuracy can be achieved to arrive at a particular conclusion

**DATA COLLECTION METHODS:-**The data for the study was collected through primary and secondary methods.

### 1. Primary Methods:

Primary methods are those methods that provide first hand information. The methods followed were interview methods and questionnaire method. The employees and managers of the LAKSHMI HYUNDAI (P) LIMITED were asked questions regarding the recruitment and selection process, its effectiveness and the relevant or required changes they intended to have in the present recruitment and selection process of the company. The managers of different departments were the majority to be interviewed in the entire sample taken.

**2. Secondary methods:** Secondary methods are those methods that provide already existing information of the past, also called as second hand information. The information was obtained from the different HR journals published by the organization for various purposes like HR 'department personal use, reference by any other department about the performance of various activities that have been started by the HR department, to know about the performance appraisal system or the bonus system etc.

## VI. FINDINGS

- » Recruitment and selection process Lakshmi Hyundai includes
  - a) Written test
  - b) Group discussion
  - c) Interview.
- » Qualification
- » Experience
- » Personal traits are the things which are valued the most in the applied Candidates profile during the interview.
- » Time taken for the entire recruitment and selection process in Lakshmi Hyundai is more than 3 weeks.
- » Communications and subject knowledge are important for an employee before recruiting into the job.
- » Internal employees are not given more preference for referring Candidates.

The impact of induction in employee's life is good.

## VII. SUGGESTIONS

1) While it is a fact that Lakshmi Hyundai is deploying a good number of recruitment methods. What is important is that the traveling public should further explore and install such recruitment methods, which go to improve public handling methods especially by Marketing Executives. It is suggested a sensitivity training method tailored to enable dealing with commuters should be evolved in consultation with management experts and social psychologists.

2) Employees who are on 'long sick', 'or long absent' should be included in the recruitment need analysis. They should be directed to undergo training at the training college. This is all the more important when it is realized that Work is skill oriented and time on and off the job has its impact on the effectiveness or otherwise of the working performance.

The top management should consider giving strict instructions to the management to relieve the employees due for refresher recruitment as per the she duke drawn up.

## VIII. CONCLUSION

- » Recruitment and selection process in Hyundai includes
  - a) Written test
  - b) Group discussion
  - c) Interview.
  - d) Qualification
  - e) Experience.
- » Personal traits are the things which are valued the most in the applied Candidates profile during the interview.
- » Communications and subject knowledge are important for an employee before recruiting into the job
- » Interviews are conducted by a group of people from different departments before recruiting into the job.

The Recruitment process helps to maintain adequate manpower to fill up the vacancies.

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