

A PROJECT REPORT ON RECRUITMENT AND SELECTION PROCESS WITH SPECIAL REFERENCES TO SRINIDHI PRODUCTS PVT LIMITED

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ABSTRACT

Recruitment and selection are critical processes for any organization, including “Srinidhi Products”, a company known for its high-quality consumer goods. This abstract outlines the key steps involved in the recruitment and selection process at Srinidhi Products.

The recruitment process at “Srinidhi Products” begins with identifying the need for new employees through workforce planning and analysis. Once the need is established, job descriptions and specifications are created to attract suitable candidates. Srinidhi Products utilizes various recruitment channels such as job portals, social media platforms, employee referrals, and recruitment agencies to reach a wide pool of potential candidates.

After receiving applications, the selection process commences with screening and shortlisting of candidates based on their qualifications, experience, and skills. Shortlisted candidates are then invited for interviews, which may include multiple rounds to assess their suitability for the role and fit within the company culture. Additionally, candidates may be required to undergo assessments, such as psychometric tests or technical evaluations, depending on the nature of the position.

KEYWORDS:Recruitment,Selection,Human Resources,Hiring process,Talent Acquisition,Jobposting,Interviewing,assessment,Onboarding,Employment,Staffing.

INTRODUCTION

Srinidhi Products Pvt Limited is a dynamic and innovative company dedicated to providing high-quality products and services to its customers. At the heart of our success lies our commitment to recruiting and selecting the best talent to drive our business forward. Our recruitment and selection process is designed to identify individuals who not only possess the necessary skills and qualifications but also align with our company values and culture.

Recruitment Process:

1. **Identifying Vacancies:** The recruitment process begins with identifying the need for new talent within the organization. This could be due to business expansion, employee turnover, or the creation of new roles.
2. **Job Analysis and Description:** Once vacancies are identified, detailed job analysis is conducted to understand the roles' requirements. This includes defining job responsibilities, necessary qualifications, skills, and experience.
3. **Advertising and Sourcing:** Srinidhi Products utilizes various channels for advertising job vacancies, including online job portals, social media platforms, and professional networks. We also actively engage in talent sourcing through referrals and networking events.
4. **Screening and Shortlisting:** Received applications are carefully screened against the job requirements. Shortlisting is done based on qualifications, relevant experience, and alignment with company values.
5. **Interviews:** Shortlisted candidates undergo a series of interviews, including initial screenings, technical assessments, and behavioral interviews. This allows us to assess their skills, competencies, and cultural fit within the organization.

Selection Process:

1. **Evaluation and Assessment:** Following interviews, candidates may undergo further assessments such as psychometric tests, case studies, or presentations, depending on the role's requirements.
2. **Reference Checks:** We conduct thorough reference checks to verify candidates' employment history, performance, and character.

3. Job Offer: Upon successful completion of the selection process, a formal job offer is extended to the chosen candidate. The offer includes details regarding compensation, benefits, and other employment terms.

4. On boarding: Once the candidate accepts the job offer, the onboarding process begins. This includes orientation sessions, training, and integration into the company culture and processes.

Conclusion:

At Srinidhi Products Pvt Limited, we recognize that our employees are our greatest asset. Therefore, our recruitment and selection process is designed to attract, identify, and retain top talent who can contribute to our company's growth and success. By adhering to best practices and ensuring a thorough and fair selection process, we aim to build a diverse and high-performing team that drives innovation and excellence across our organization.

OBJECTIVES OF THE STUDY:

- To study the recruitment and selection process existing in the organization ,(Srinidhi products Pvt ltd)
- To study what type of methods and sources follow in the organization (Srinidhi products Pvt ltd)
- To know the satisfactory level of the employee about recruitment and selection process.
- To study the how they planning to recruitment and it is need to consider how they will schedule the various recruitment.

SCOPE OF THE STUDY:

- The recruitment and selection process involves six main steps: creating a job description, advertising the role, screening candidates, conducting interviews, carrying out tests and assessments and selecting the successful candidate.

LIMITATIONS OF THE STUDY:

- The staff of “Srinidhi products Pvt ltd” are the focus of this research.
- Individual differences in the required level of understanding are possible. The answers given by respondents are assumed to be true notwithstanding their heterogeneity.
- Since it is predicated on a percentage, the conclusion is not ironclad.

- The report could be revised in light of the rapidly evolving situation.
- By acknowledging and addressing these limitations in the study design, data collection, and interpretation of findings, researchers can enhance the credibility and applicability of their research on recruitment and processes.

REVIEW OF LITERATURE:

1. "Recruitment and Selection Practices: A Critical Review of the Literature" by **Gareth Roberts and Rebecca McDonnell (2017)**

1. This paper provides a comprehensive review of existing literature on recruitment and selection practices, highlighting key themes such as the role of technology, diversity management, and employer branding. It discusses various strategies and approaches used by organizations to attract and select talent, as well as the challenges and trends in the field.

2. "A Review of Recruitment and Selection Practices in SMEs" by **Sharon Mavin and Angela Lean (2016)**

2. Focusing on small and medium-sized enterprises (SMEs), this review examines the recruitment and selection practices adopted by these organizations. It discusses the unique challenges faced by SMEs in attracting and retaining talent, as well as the strategies they use to overcome these challenges. The paper also highlights the importance of employee fit and cultural alignment in SMEs' recruitment

3. "Emerging Trends in Recruitment and Selection: A Review of the Literature" by **Seema Sharma and Varsha Dixit (2018)**

3. This review explores emerging trends in recruitment and selection practices, including the use of social media, gamification, and artificial intelligence. It discusses the implications of these trends for organizations and candidates.

4.(A.Meenakshi, 13 December 2018) Studied on the process of recruitment and selection. Data was collected using questionnaire method. The main aim is to evaluate the recruitment and selection process and to find out the problem to learn the level of recruitment and selection procedure. The statistical tool applied here is Chi square Analysis with 200 respondents. It is concluded from the research that according to the changing development of recruitment process, new idea enters in the process.

5.(DEVILN, 2017) Examined the process of recruitment on today's talent hunting. Primary data was collected through survey method by distributing questionnaire to 40 respondents. The main objective of this research is to know what all the sources are preferred by recruitment agency and to find out factors that help the recruitment agencies to achieve the success. From this research it is concluded that most of the employees in company were satisfied but some required changes.

6.(Akuamoah Worlanyo Saviour, 2016) Examined the effectiveness of recruitment and selection practice. Data was collected by questionnaire method. Descriptive research design was undertaken in this research with 300 samples. The main aim of this research is to understand the process of recruitment and selection

RESEARCH METHODOLOGY:

The research methodology is scientific and systematic for pertinent information on specific topic. It is a careful investigation or inquiry especially through search for new facts in any branch of knowledge. This research study is taken as a part of educational curriculum. Research is a systematized effort to gain knowledge and hence, it helps to practical knowledge in study various steps that are generated adopted by a research in studying his research problem along with the logic behind them.

Research Design:

The type of research is descriptive in nature; since an attempt was made to find out inter relationship between variables.

Source of Data

Data is collected from both primary and secondary sources.

Primary Data

Primary data are collected through a structured questionnaire. A well structured questionnaire has been prepared given to the respondents by the researcher.

Secondary Data

Secondary data are collected from the published data available within the company and also from the Internet and Intranet.

Sample Size

Sample size means the number of sampling units selected from the organization for investigation. The total sample size that is taken for this study is 100.

Sampling Unit

The design adopted for this study is descriptive research design. This design was chosen as it hence choose accurately the characteristics of a particular system helped to study the availability of the system as well as the constant that might restrict as effectiveness.

Sampling Method

A sampling technique in which a simple is selected on the basis of convenience and case.

Research Instrument

Structured questionnaire is used here as the instrument to collect the data, both open ended and closed ended questions were used to possible.

Tools used

- Percentage Analysis
- Chi - Square test

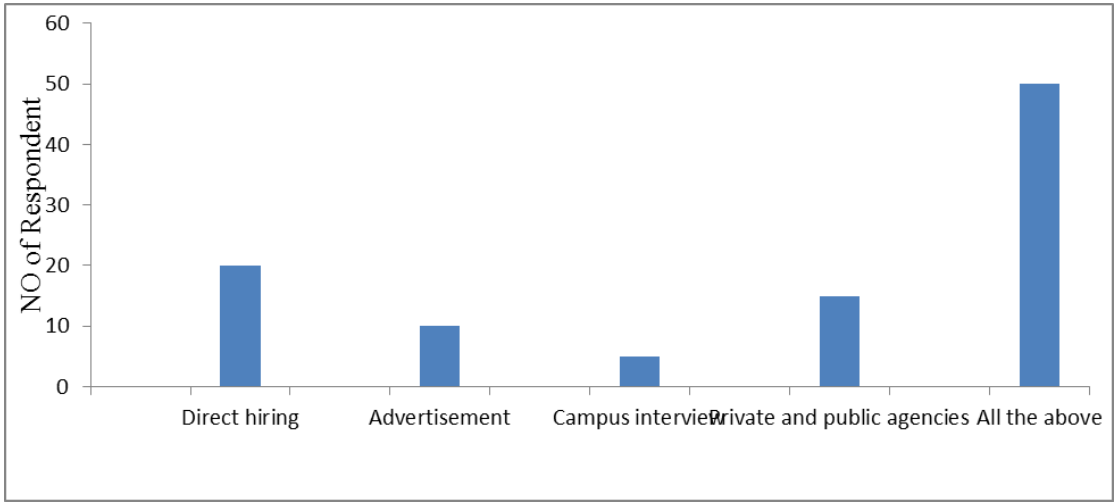
ANALYSIS AND INTERPRETATION**1. Sources of recruitment**

Sources of recruitment	No of respondents	% of respondents
Direct hiring	20	20
Advertisement	10	10
Campus interview	5	5
Private and public agencies	15	15
All the above	50	50
Total	100	100

Inference:

From the above table it has been interpreted that 20% of the respondents are recruited through direct hiring, 10% of the respondents are recruited through advertisement, 5% of the respondents are recruited through campus interview, 15% of the respondents are recruited through Private and Public agencies, 50% of the respondents are recruited through all the above sources.

Sources of recruitment



CHI SQUARE TEST

Relationship Between Age & Satisfaction About the selection process.

Ho=Null hypothesis
There is no significance relationship between age & satisfaction about the selection process.

H1=Alternative hypothesis
There is a significance relationship between age & satisfaction about the selection process.

Observed frequency	Expected frequency	(O-E)	(O-E) 2-----	(O-E)-- 2/E
34	36.4	2.4	5.76	0.1582
36	33.6	2.4	5.76	0.1714
5	7.8	2.8	7.87	1.0051
10	7.2	2.8	7.87	1.0889

3	2.6	0.4	0.16	0.0615
2	2.4	0.4	0.16	0.0667
8	5.2	2.8	7.84	1.5077
2	4.8	2.8	7.84	1.633
Total				5.6928

$$X^2 = \sum (O - E)^2 / E$$

Calculated Value = 5.6928.

Table Value = 16.92

Degrees of freedom = 9

Calculated Value is less than Table Value. Accept the null hypothesis.

There is no significance difference between the Age & Satisfaction about the selection process.

FINDINGS

- 5% of employees are recruited through campus interview is more effective, 50% of the employees are recruited through direct hiring is, advertisement.
- 60% of employees are highly satisfied about the selection process, 40% of employees are satisfied about the selection process.
- 50% of the employees felt preliminary interview is important, 5% of employees felt other sources are important. ☐ There is a Relationship Between Age & Satisfaction About the selection process.

SUGGESTIONS

- From the study, it is found that newspaper is the effective medium to advertise for mass recruitment.

- The organization shall concentrate and conduct workshops, training programs to the employees in order to mold their career growth.
- The organization shall increase the response level to the job seekers via e-mail or call.
- The organization shall focus on internal recruitment too in order to promote and motivate the employees

CONCLUSION

The study on recruitment and selection is HR professional is having big responsibility to hire a best person from the available talent pool. At the same time, one needs to be conscious. The employer should judge on individual merits and set the same standards for all. In the present scenario, “It is the biggest challenge for a HR manager to hunt for talent”.

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