

A Study On Recruitment & Selection Process With Reference

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Abstract: 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. The main objective is to identify general practices that organizations use to recruit and select employees and, to determine how the recruitment and selection practices affect organizational outcomes at Electronics Industry, In Krishna Dt Ap,India. Successful recruitment and selection practices are key components at the entry point of human resources in any organization. The main objective of this paper is to identify general practices that organizations use to recruit and select employees. The study also focus its attention to determine how the recruitment and selection practices affect the organizational outcomes and provide some suggestions that can help. Data analysis has been done with statistical tools like tables, graphs, pie charts, bar diagrams.

Keywords: Recruitment, Selection, Reference, Interview, qualification, reference.

LINTRODUCTION

Successful human resource should identify human resource needs in the organization. Recruitment is the discovering of potential candidates for actual or anticipated organizational vacancies. Or, from another perspective, it is a linking activity bringing together those with jobs to fill and those seeking job. The ideal recruitment effort will attract a large number of qualified applicants who will take the job if it is offered. It should also provide information so that unqualified applicants can self select themselves out of job candidacy; this is, a good recruiting program should attract the qualified and not attract the unqualified. This dual objective will minimize the cost of processing unqualified candidates.

According to Edwin B Flippo

Recruitment as "the process of searching for prospective employees and stimulating them to apply for the jobs in the organization."

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

1.1 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

Recruitment and selection activity is predominantly dealt with in two fields:

-A generally prescriptive human resource management or personnel management viewpoint and

- A very technical psychology literature that focuses on the validity (absolute and relative) of different forms of recruitment techniques, such as competency modelling, interviews and various types of psychometric testing

Methods of Recruitment

There are various methods of recruitment but for the sake of simplicity, they have been categorized under two broad headings.

- Internal Recruitment
- External Recruitment

Benefits and Importance of Recruitment:

- (1).Helps to create a talent pool of potential candidates for the benefits of the organization
- (2).To increases the pool of job seeking candidates at minimum cost.
- (3).It helps to increase the success rate of selection process by decreasing the no of visits-qualified or over qualified job applicants.
- (4).Helps in identifying and preparing potential job applicants who will be the appropriate candidature for the job.
- (5).Finally it helps in increasing organization and individual effectiveness of various recruiting techniques and for all the types of job applicants.

1.2Selection:

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.

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Recruitment and Selection Process Hans Bruck,2014-02-26 Research Paper from the year 2008 in the subject Business economics Personnel and Organisation grade B The University of Chicago language English abstract As opined by Arvey and Campion 2010 p290 In order to increase the efficiency and retention of the employees it is essential to implement an appropriate Recruitment and Selection process Recruitment is the procedure that the organization applies to identify the human resource requirements of the organisation and attract suitable candidates Selection refers to the process that is involved in choosing a predefined number of candidates from a number of applicants to fill the available posts in the organization Barber 2009 Background on the topic Employees are considered to be the face of the organisation According to Compton and Nankervis 2011 effective recruitment and selection procedure gives the organization a unique identity in terms of competent human resource and performance Strategic human resource management involved hiring potential individuals whose skills and competencies match with the organisational goals and objectives The selection of the right person for the right job at the right time and place is essential to drive organisational performance Hiring the wrong candidates can lead to increased costs in terms of training low employee productivity and high labour turnover The study deals with investigating the recruitment and selection procedure followed by Marks Spencer U K Marks Spencer recruit internally by advertising on the notice board either in paper format or through employee account online like organizational intranet in his journals references or recommendations and word of mouth The external recruitment procedure is followed by contacting hiring agencies for graduates employment agencies for contemporary workers and accepting online application in the company s own web site Handbook of Employee Selection James L. Farr,Nancy T. Tippins,2013-09-13 The Handbook of Employee Selection provides a comprehensive review of a contemporary personnel selection instruments including the technical methodology for their development and evaluation of their effectiveness b the organizational systems necessary for the effective and efficient use of personnel selection methods as part of organizations human resource management approach and c the societal and organizational factors that provide the context within which personnel selection is nested The Handbook will include descriptions of specific examples of personnel selection procedures that have had major impact on the development of personnel selection function within organizations as well as discussions of current and future trends in employee selection around the world Resources in Education ,1982 **Economic Opportunity Amendments of 1969** United States. Congress. House Education and Labor,1969 **TAKE OFF: THE BLOSSOMS OF WOMEN EMPOWERMENT** Dr.V.Bastin Jerome,2018-04-02 The book Take Off The Blossoms of Women Empowerment plays an important role in the area of focusing on empowerment upliftment enrichment and why not entrepreneurial enterprise owned by blossoming women of today The empowerment of women is essential to development of nation and particularly for the reduction of poverty in real terms Today women empowerment takes place in all levels through SHGs entrepreneurship

business enterprise inclusion of Information Technology globalised scenario and informal sectors The blossoms of women empowerment reached frontiers of political economic social and total personality of an individual This book comprises achievement and participation of women from all walks of life This book reiterates the famous saying of Kofi Annan There is no tool for development more effective than the empowerment of women This book enhances the readers to realise the inherent potentials of women belonging to different sectors *Dissertation Abstracts International* ,1970 **Municipal Reference Library Notes** New York Public Library. Municipal Reference Library,1958 **Comprehensive Dissertation Index** ,1984 *Employment Practices Decisions* ,1985 **Employee Recruitment, Selection, and Assessment** Ioannis Nikolaou,Janneke K. Oostrom,2015-04-17 Personnel selection is changing Whilst traditional face to face interviews are still common the range of assessment processes that inform the selection of candidates is increasingly diverse taking advantage not only of new technologies but also using new methods and strategies such as assessment centres and personality testing This new collection looks at the most important contemporary issues in recruitment selection and assessment today highlighting the latest research from the perspective of both recruiter and applicant The book is written by an international range of prominent scholars in this area and provides up to date analysis of key topic areas including How measurements of intelligence can impact on recruitment policies The use and value of personality tests An analysis of social interaction in the interview process The value and impact of video resumes in recruitment How social networks affect how applicants are perceived Job analysis and competencies modelling Part of the Current Issues in Work Organizational Psychology series this is an important book that shines a light on the latest theory and practice in employee recruitment It will interest not only students and researchers of Organizational Psychology HRM and Business and Management but will also engage professionals in the field *Comprehensive Dissertation Index, 1861-1972: Education* Xerox University Microfilms,1973 *DE Research Papers* ,1992 *Canadian Journal of Criminology* ,1990 **Final Report** Illinois. Supreme Court. Special Commission on the Administration of Justice,1993 **Politics and Judgment in Federal District Courts** C. K. Rowland,Robert A. Carp,1996 A major empirical and theoretical work that has the potential for becoming a classic in the field Sheldon Goldman author of *The Federal Courts as a Political System* This provocative theoretical approach should be of great interest to scholars and students of the federal bench Elliott E Slotnick editor of *Judicial Politics* *Southern Economist* ,2008 **Ontario's Educative Society: The administrative structure** W. G. Fleming,1971 **The Federal Service** Lewis Mayers,1922 **Reference Quarterly** ,1989 *Index to Theses with Abstracts Accepted for Higher Degrees by the Universities of Great Britain and Ireland and the Council for National Academic Awards* ,1992 Theses on any subject submitted by the academic libraries in the UK and Ireland

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