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A STUDY ON RECRUITMENT AND SELECTION AT SUJALA PIPES, PRIVATE LIMITED, NANDYAL

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ABSTRACT:

Recruitment and selection strategies gives better results 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 of this study is to identify general practices that organizations use to recruit and select employees and, to determine how the recruitment and selection practice affect organizational outcomes to SUJALA PIPES PRIVATE LIMITED. The research methodology applied is the exploratory. The data was collected through structured questionnaires. The sources of data wereprimary and secondary. The sample size was 50. Data analysis has been done with help of excel software. The company considered portals as the most important medium of hiring employees. The employees working in the company consider the employees are one of the most reliablesourcesof hiring the new employees. Company always takes in consideration the cost benefit ratio.

KEYWORDS: recruitment, selection, reference, interview, hiring, performance.

INTRODUCTION

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 recruitment program should attract the qualified and not attract the unqualified. This deal objective will minimize the cost of processing unqualified candidat

DEFINATION OF RECRUITMENT:

According to the definition provided in the business dictionary com, “Recruitment is the process of finding and hiring the best-qualified candidate (from within or outside of an organization) for a job opening, in a timely and cost-effective manner. The recruitment process includes analyzing the requirement of a job, attracting employees to that job screening and selecting applicants, hiring, and integrating the new employees to the organization.

TYPES OF RECRUITMENT:

- INTERNAL RECRUITMENT
- EXTERNAL RECRUITMET

INTERNAL RECRUITMENT:

According to MYMA L. GUSDORF, the recruitment process starts with the most common method which is job posting. The traditional method to announce a job opening was to post notice of the job in HR bulletin board whereas organization now mostly post jobs electronically through organization-wide intranets or send email to all employees about the job vacancy publish employment newsletters and distribute the announcement flyers are also a way of doing job posting employee referrals are also a process to obtain candidate for internal recruitment.

EXTERNAL RECRUITMENT:

In external recruitment the applicants’ pools can be generated in number of ways which depends on the organization’s policies, size and hiring budget. The organization also can go for private employment agencies who take all responsibilities of generating a pool of candidates for recruitment according to the organization’s needs. The agencies generate the applicants pool and do the preliminary interviews, thereby screening out unqualified candidate and then send actually qualified candidates to the organization and that is also by using job criteria provided by the organization itself. However, the private employment agencies can be costly thus not every organization can bear the cost.

PURPOSE OF RECRUITMENT PROCESS:

The **Recruitment process** is sensitive to the external and internal changes, and internal changes, and it can use the best indicator for the future HR trends. By careful analysis of **Recruitment and selection**, the HR management tern can predict the trends in the job market simply.

- Find the best talents for the vacancies
- Manage the recruitment sources
- Manage the vacancies in the organization

- Run the internal recruitment process
- Provide feedback about the trends in the job market

SELECTION:

After recruitment process is carried, the next important process. Selection is the process of putting right person on the right job in right place. It is a procedure of matching organizational requirements with skill and qualifications of people recruitment is considered to be a positive process as it motivates more of candidates to apply for the job. It creates a pool applicant.

STEPS INVOLVED IN SELECTION PROCESS:

- Preliminary Screening
- Selection test
- Employment interview
- Reference and Background Checks
- Selection Decision
- Medical Examination
- Job Offer
- Contract of Employment

OBJECTIVES OF THE STUDY:

- ❖ To study on the recruitment and selection process going on at SUJALA PIPES PRIVATE LIMITED
- ❖ To analyze the effectiveness of recruitment and selection process
- ❖ To evaluate the sources of recruitment at SUJALA PIPES PRIVATE LIMITED
- ❖ To study the employee satisfaction about the recruitment and selection program
- ❖ To know the primary goals of recruitment process in the organization.

REVIEW OF LITERTURE:

- **NEERAJ KUMARI (2012):** Recruitment and selection strategies result in improved organizational outcomes. The main objective is to identify general practices that organizations use to recruit and select employees and, to determine howtherecruitment and selection practices affect organizational outcomes. The employees working in the company consider the employee references are one of the most reliable sources of hiring the new employees.
- **AHMAD MOHAMMAD (2020):** The purpose of this review is to review what came in some studies and articles that talk about the topic of employment and selection during the time period between 2010 and 2020 in order to study the modalities that are carried out in

these two tasks in various organizations. The review provided an explanation of both tasks, taking into account what came from the recommendations in those studies. Finally, the researcher presented a brief summary about the recruitment and selection process.

- **EDWIN B. FILIPPO (2006):** “Recruitment is the process of searching the candidate for employment stimulating them to apply for jobs in the organization “
- **BRODERICK AND BOUDREAUP (1992):**Examined how HRIS contribute to cost reductions, quality\ customer satisfaction, and innovation.
- **REYMOND J. STONE:**In the fifth edition of his book HUMAN RESOURCE MANAGEMENT defines recruitment as the process of ‘seeking and attracting a pool of applicants from which qualified candidates for job vacancies within an organization can be selected’.
- **SADRI AND CHATTERJEE(2003):** stated that when the HRIS function was computerized, faster decision making can be carried out on the development, planning, and administration of HR because data can be much easier to store, update, classify, and analyze. In addition, they noted that HRIS can strengthen an 2SX organization’s character.
- Though theoretically, recruitment process is side to end with the receipt of application, in practice the activity extends to the screening of applications so as eliminate those who are not qualified for the job.

NEED OF THE STUDY

Now a day’s all companies are not going manual work as a technology updated, they are using information system to manage their information to manage their employees where SUJALA PIPES PVT LTD, is one of the companies following human resource information and data for each individual employees and providing a basis for planning, decision making and controlling other human resource.

Competitive world especially recruitment and selection process are used to select a right candidate for the right job in right person and right place. This study makes the organization aware of recruitment process.

RESEARCH METHODOLOGY

Research methodology is structured and scientific approach used to collect, analyze and interpret qualitative data to answer research questions or test hypotheses. A research methodology is like plan for carrying out research and helps keep researchers on track by appropriate research methodology, such as research limitations and ethical concerns that may affect your research.

Sources of data:

Research methodology is a systematic procedure of collecting information in order to

Analyze and verify a phenomenon the collecting of informationis done into principalsources.

SAMPLING DESIGN: Descriptive research

SAMPLING SIZE: 50 employees

SOURCES O DATA: primary data& secondary data

PRIMARY DATA:

Primary data can be collected by making questionnaire and observing data from them.

SECONDARY DATA:

The data was collected from the official website, in sujala pipes private limited. published books and journals

DATA ANALYSIS:

1) How is the process of recruitment and selection at sujala pipes

RATINGS	NO. OF EMPLOYEES	PERCENTAGE
Excellent	30	60
Average	10	20
Poor	10	20
Total	50	100%



Interpretation: above analysis said that the satisfaction of employees towards the recruitment and selection process, 60 % employees prefer to excellent, 20% employees prefer to average, 20% employees prefer to poor.

2) Recruitment methods done at Sujala pipes

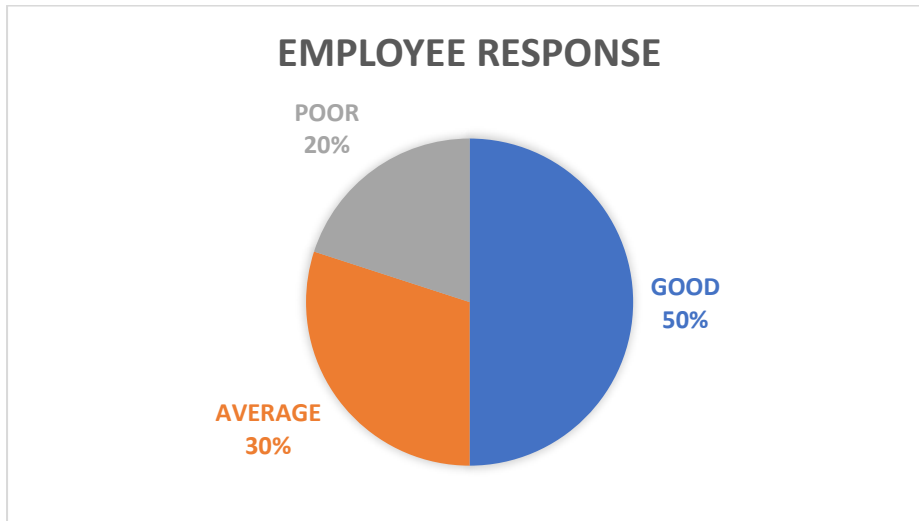
RECRUITMENT PROCESS	EMPLOYEE RESPONSE	PERCENTAGE
Online	20	40%
Offline	30	60%



Interpretation: above analysis side that recruitment methods done at sujala pipes are 60% employees prefer offline method and 40% employees prefer online.

3) How do selection process take place in the sujala pipes PVT LTD

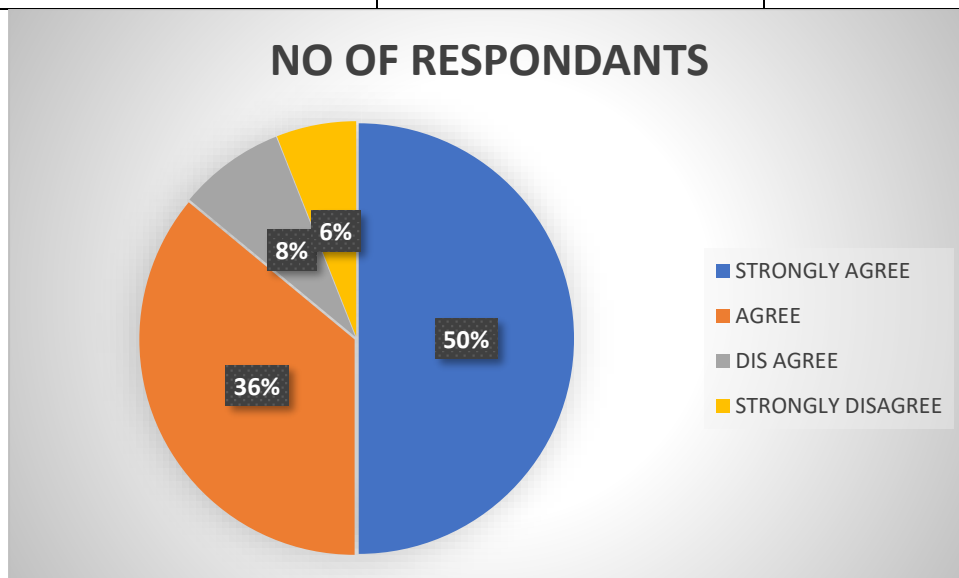
SELECTION PROCESS	EMPLOYEE RESPONSE	PERSENTAGE
STORGLY AGREE	25	50%
AGREE	15	30%
DISAGREE	10	20%



Interpretation: above analysis side that selection process done at sujals pipes PVT LTD are 50% prefer good, 30% prefer average &20% prefer poor.

4) Does the selection process bring the right candidate for right job

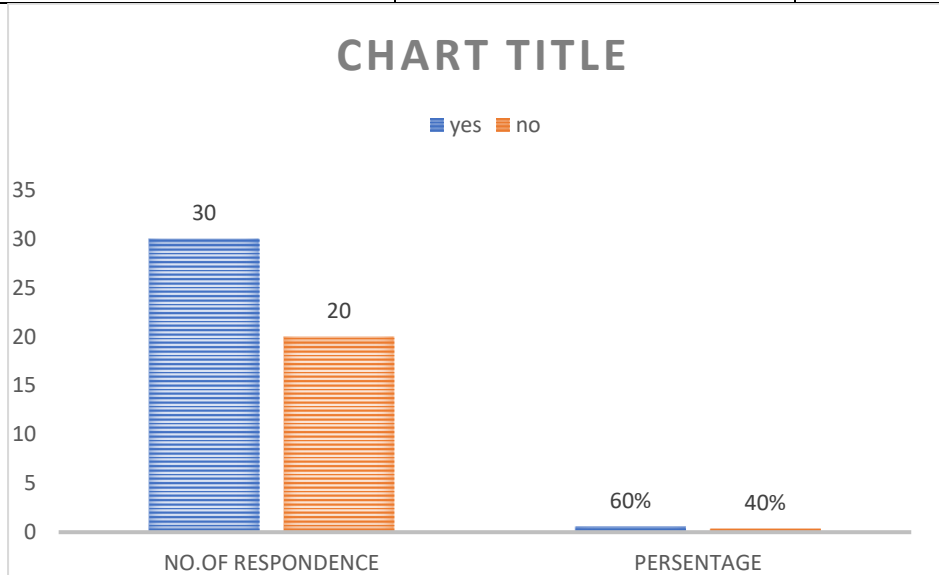
EMPLOYEE OPTION	NO OF RESPONDANTS	PERCENTAGE
STRONGLY AGREE	25	50%
AGREE	18	30%
DIS AGREE	4	8%
STRONGLY DISAGREE	3	6%



Interpretation: above analysis side that the selection process in employee option done at sujala pipes PVT LTD are 50% strongly agree ,36% agree,8% dis agree and 6% strongly agree

5) Are you satisfied with your selection process in your organization?

Selection process	NO. OF RESPONDENCE	PERSENTAGE
yes	30	60%
no	20	40%



Interpretation:above analysis side that selection process in is you satisfied the for the selection process in say to employees 60% are YES and 40% employees are NO

FINDINGS

The findings from the analysis including charts, bar graphs are listed as follows

- The company considered portals as the most important medium of hiring employees and then employee reference is also act as the important source of recruitment people and also with my working experience with the company.
- In the organizations side that recruitment process was more efficient role in the recruitment people and organization employees.
- Selection process will be more concerted in the employee selection.
- Above analysis 54% of employees know about the job opportunity through advertisement only.
- 95% of employees accepted yes in having positive sign towards statement that the HR team act as a consultant to enhance the quality.
- 98% of employees are satisfied with this placement.
- 99%of employees are satisfied with the selection process.
- 99%of employees maintain the HR in an adequate pool of quality protected class applicant.

- The employees working in the company consider the employee references are one of the most reliable sources of hiring the new employees and also to some extent portals, but before hiring from portals the references provided there are need to be confirmed as I did during my training period.
- The ratio of selected candidates to joining candidates is quite effective and highest in number as the employees being selected are also of the view that they are analyzed properly and effectively.
- Most of the employees hire employees to make the best hiring decision.

SUGGESTIONS

- Time management is very essential and it should not be ignored at any level of the process.
- I suggested during selection process may give preference to fresher's based on education qualification and additional skills encourage fresh blood challenging posts.
- Some of the employees were not fair about basically factor of recruitment, so I could be advised company should maintain standard format experience, qualification, knowledge & skills while recruiting the candidates at SUJALAPipes pvt.ltd
- Recruitment policy is satisfactory in consultancy but the periodicity of recruitment being more which needs to be reduced
- Communication, personal and technical skills need to be tested for employees

CONCLUSION

The main theme behind the recruitment and selection is to place the right employee at the right time place. It leads to success of the organization by finishing its jobs in time. 98% of company success depends upon the recruitment and selection only. According to SUJALA PIPES NANDYAL LTD manufacturing company which concentrates more on the customer and society wealth. If the company concentrates more on the quality of the human resource required then it would gain more and more profits.

The good working environment and image of the SUJALA PIPES PVT LTD were attracting the candidates to apply for the SUJALA PIPES company. The interview process in SUJALA PIPES is good and the employees are satisfied with their placement. The organization is following definite recruitment and selection procedure and the results of the interview are given to the employees and they are treated respectfully at the time of process. According to my analysis the management has to take care while conducting the recruitment and selection, it has to be conscious about the position objectives, requirements and candidate specifications. Because the recruitment and selection are the key factor for the organization to improve its efficiency by selecting the most.

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