A Study On Recruitment & Selection Process With Reference To Three Industries, Cement Industry, Electronics Industry, Sugar Industry In Krishna Dt Ap,India.

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Abstract: *Successful recruitment and selection practices are key components at the entry point of human resources in any organization .Efficient recruitment and selection strategies result in improved organizational outcomes. 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 o to determine how the recruitment and selection practices affect the organizational outcomes and provide some suggestions that can help to different companies located in Krishna.. The data was collected through well structured questionnaire. The source of data was both primary and secondary and the Sample size was 150. Data analysis has been done with statistical tools like tables, graphs, pie charts, bar diagrams etc*

Key Words: *Experience, qualification, external recruitment, internal recruitment, written test, group discussion, interview, reference, identification, growth, relocation, ,formal interview, structured interview, job security, decent salary etc..*

I. Introduction

Recruitment and selection are two important functions of human resource management. Technically speaking the function of recruitment precedes the selection function. it includes finding, developing prospective employees and attracting them to apply for jobs in an organization. selection is the process of finding out the most suitable candidate to the job.

Recruitment is the first stage in the process which continues with selection and ends with the placement of candidate. Recruitment facilitates in acquiring the number and the types of people necessary to ensure continued operations of the organizations .Recruitment is finding the potential applicants for actual or anticipated org vacancies thus, it acts as link in bringing together the people with jobs and those seating jobs. The purpose of recruitment is to identify suitable man power to meet the job requirements and job specifications It is the most important function of personnel administration on the other hand selection is concerned with securing right information about the applicant. The object of selection process is to determine whether the prospective candidate possesses the qualification for the specific job it is a long process. Starts from the interview and ends with the contract of employment

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.

According to the Business Dictionary

Employee selection as the "process of interviewing and evaluating candidates for a specific job and selecting an individual for employment based on certain criteria."

Selection is defined as the process of differentiating between applicants in order to identify those with a greater likelihood of success in a job. Selection is basically picking an applicant from (a pool of applicants) who has the appropriate qualification and competency to do the job.

The difference between recruitment and selection:

Recruitment is identifying and encouraging prospective employees to apply for a job and Selection is selecting the right candidate from the pool of applicants

Recruitment & Selection Process
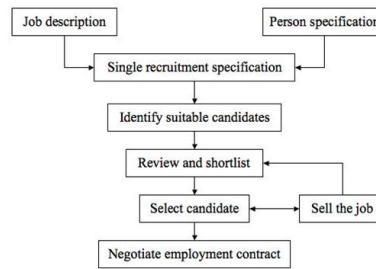
II. Objectives

1) The primary objective of the study is to analyze the process of Recruitment and Selection in three selected industries viz Cement industry, Electronics industry& sugar industry.
2) To present conceptual framework relating to recruitment and selection in three industries
3) To observe the procedure to select the candidates from internal as well as from external sources in three industries
4) To find out the various recruitment sources used by the selected industries**.**
5) To study the employee satisfactory level with the existing recruitment policy in three industries
6) To study the stages of selection procedure in three industries
7) To find the reasons for accepting the offer in the respective selected industries
8) To evaluate and analyze the effectiveness of recruitment and selection policies adopted in three industries under study.
9) To suggest appropriate Measures for improving Recruitment and Selection process in three industries under study

III. Research Methodology

Research methodology is a method to solve the research problem systematically. It involves gathering data, use of statistical techniques, interpretations and drawing conclusions about research data. Keeping in view the objectives of the study, data is collected from following sources. Sources of Data are

IV. Data Collection

Data refers to a collection of organized information, usually the results of experience, observation or experiment, or a set of premises. This may consist of numbers, words, or images, particularly as measurements or observations of a set of variables.

V. Data Sources

There are two types of data sources available to the research processes.
1. Primary data.   2. Secondary data.

VI. Primary Data:-

The primary data is collected by using primary methods such questionnaires, interviews, observations etc.

For this study questionnaires are used to collect primary data from the employees of three industries, Cement industry, Electronics industry, sugar industry.

VII. Secondary Data:-

Secondary data is collected from various Journals, books, websites, Government reports, News papers, and other research reports.

VIII. Sample Size:

The sample is selected on the basis of random sampling technique drawn from three industries viz, Cement industry, Electronics industry and sugar industry. A sample of 150 employees is selected and analysis has been done by questionnaire.

Stastical Tools Applied: Statistical tools applied in the present study are Bar diagrams, Pie diagrams, Lines, Histograms, cones, cylinders etc..

IX. Data Analysis And Interpretation
Analysis about the source of recruitment followed in the selected industries

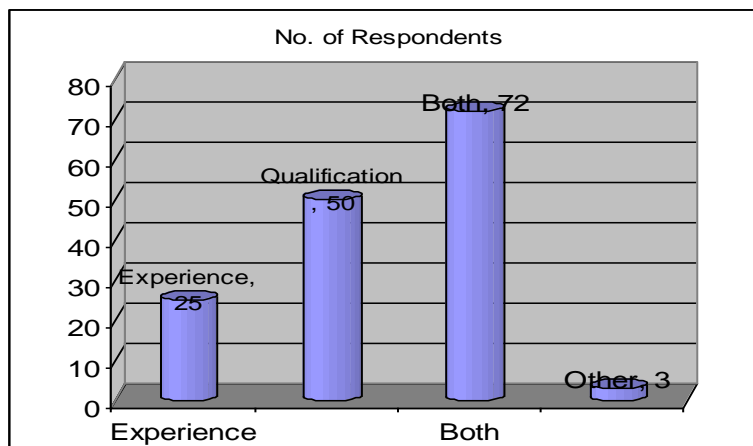| Particulars	No. of Respondents
External	30
Internal	20
Both	100
Total	150
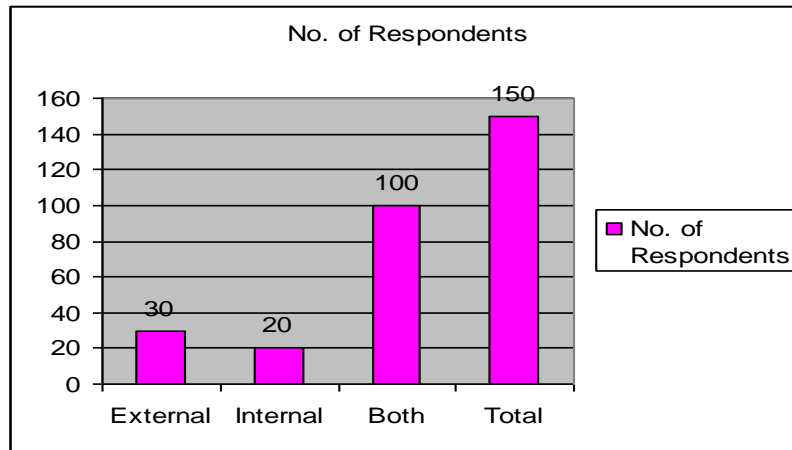
Interpretation:

From the above table and graph it is observed that, 30 respondents have accepted that the company is following external recruitment sources and 20 respondents have accepted their company is following internal recruitment sources and 100 respondents have expressed that their company is adopting both internal and external recruitment sources.

Analysis about the attributes taken in to preference for recruitment and selection procedure

| Particulars	No. of Respondents
Experience	25
Qualification	50
Both	72
Other	03
Total	150

Interpretation:

From the above table and graph it is observed that,25 members expressed that, their company gives preference to experienced candidates. 50 members expressed that, their company gives preference to qualified candidates. 72 members expressed that, their company is giving preference to both experience and qualification candidates and three members are accepted that their company gives preference to other criteria.

Analysis about the main sources of selection in three selected industries

| Particulars	No. of Respondents
Written Tests	30
Group Discussions	25
Interview	50
All the above	45
Total	150
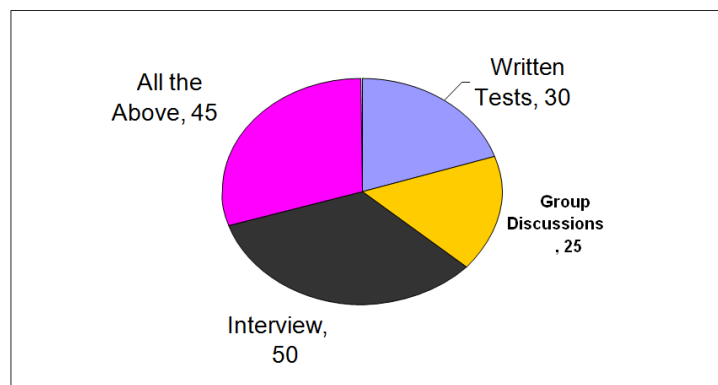
Interpretation:

From the above table it is observed that 30 members of the total respondents have expressed that, their company is following written tests 25 members of the total respondents have expressed that, their company is following group discussions,50 members of the total respondents have expressed that, their company is following interview,45 members of the total respondents have expressed that, their company is following all the above tests as main source of selection

Analysis about the period of recruitment of your organization

| Particulars	No. of Respondents
Quarterly	0
Half-Yearly	32
Annually	41
When we required	77
Total	150
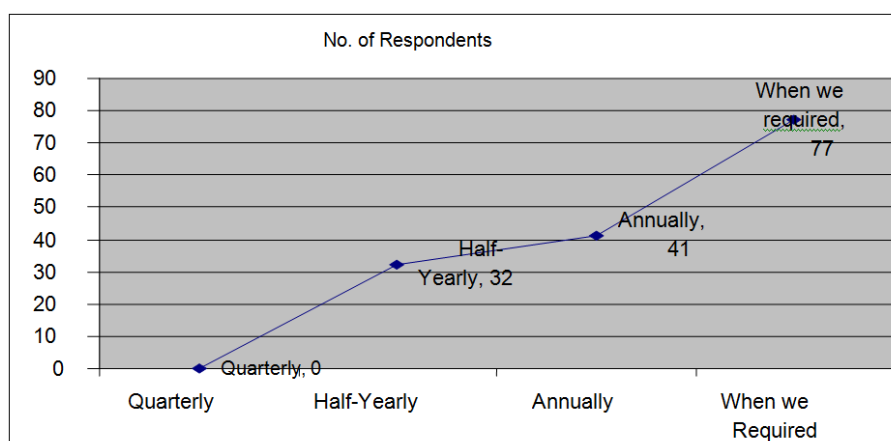
Interpretation:

From the above table it is observed that.32members of total respondents have expressed that the company recruits employees half-yearly,41members of total respondents have expressed that the company recruit employees annually, and 77 members of total respondents have expressed that the company recruit employees whenever they required.

Analysis about the kind of recruitment sources were used by organization.

| Particulars	No. of Respondents
Newspaper sources	45
Professional journals& Periodicals	10
Campus recruitment	40
Employee referral	30
Consultancies	25
Total	150
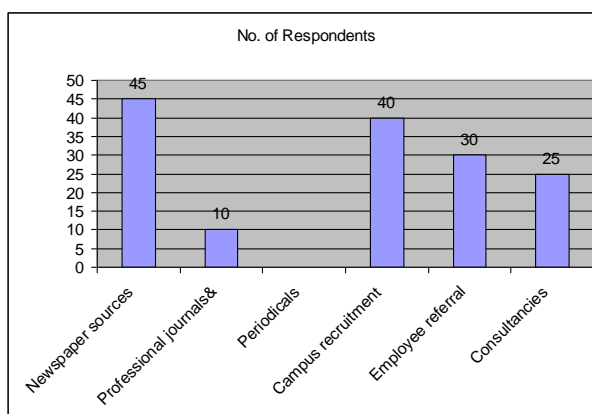
Interpretation:

From the above bar diagram, we can understand that 45 members of total respondents are attended the recruitment in their respective organizations is through newspapers, 40 members of total respondents are attended the recruitment in their respective organizations by campus recruitment,25 members of total respondents are attended the recruitment in their respective organizations through consultancies,30 members of total respondents are attended the recruitment in their respective organizations through employee referral,10 members of total respondents are attended the recruitment in their respective organizations through professional journals.

Analysis about the stages followed in selection procedure in organization.

| Particulars	No. of Respondents
4	0
5	0
As per candidate	40
As per the position in organization	110
Total	**150**
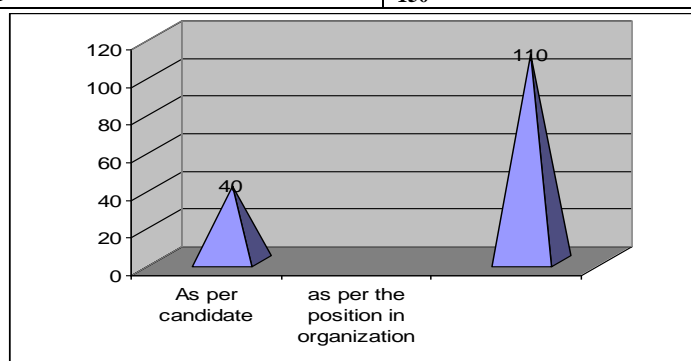
Interpretation:

From the above table and graph, we can observed that,40 members of total respondents expressed that, the selection process in the organization is done as per the candidate, 110 members of total respondents expressed that, selection process in the organization is done as per the position in their organization

Analysis about the reason for accepting the offer in the organization.

| Particulars	No. of Respondents
Relocation	20
Relation with employer	15
Decent salary	50
Opportunities for growth	20
Job security	25
Identification with the company	20
Total	150
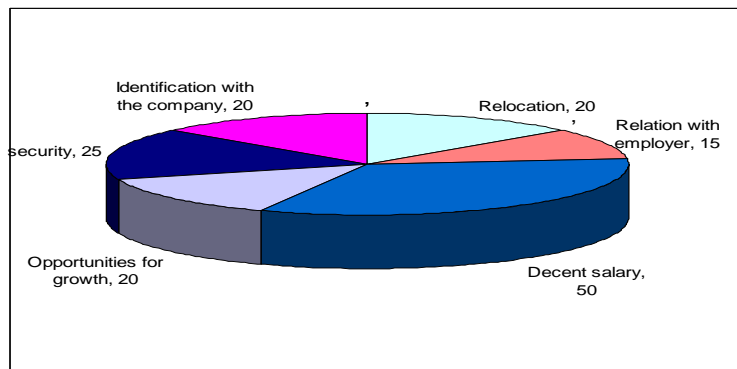
Interpretation:

From the above graph, we can understand that 20members of total respondents are selected this organization for relocation, 15members of total respondents are selected this organization for the reason of Relationship with employer ,50members of total respondents are selected this organization for decent salary,25members of total respondents are selected this organization for security, 20members of total respondents are selected this organization for growth,20members of total respondents are selected this organization for identification.

Analysis about level of satisfaction with the present recruitment process followed in your organization

| Particulars	No. of Respondents
Satisfied	75
Highly satisfied	30
Dissatisfied	35
Highly dissatisfied	10
Total	**150**
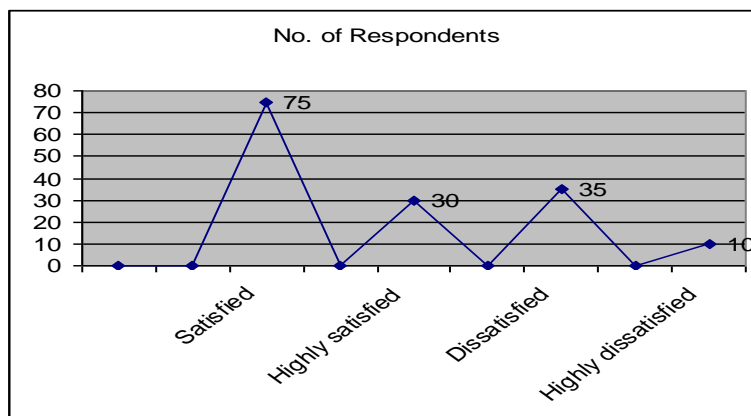
Interpretation:

From the above line chart, we can observe that 75 members of total respondents are satisfied with the present recruitment process followed in their organization 30 members of total respondents are highly satisfied with the present recruitment process, 35 members of total respondents are dissatisfied with the present recruitment process, 10 members of total respondents are highly dissatisfied with the present recruitment process followed in their organization.

Do you agree that a good recruitment policy plays a key factor in the working of an organization?

| particulars	No of Respondents
Strongly agree	90
Agree	40
Disagree	20
Total	150
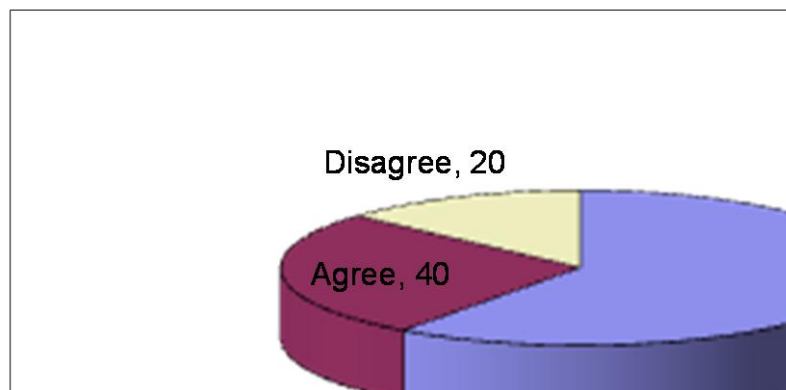
Interpretation:

From the above pie chart, we can observe that, 90 members of total respondents are strongly agreed that the good recruitment policy plays a key factor in the working of an organization .40 members of total respondents are agreed that the good recruitment policy plays a key factor in the working of an organization 20 members of total respondents disagreed that the good recruitment policy plays a key factor in the working of an organization.

What kind of the interview did you undergo?

particulars	No of Respondents
Formal and structured Interview	100
Formal and unstructured Interview	10
Stress interview	15
Board interview	25
Total	150
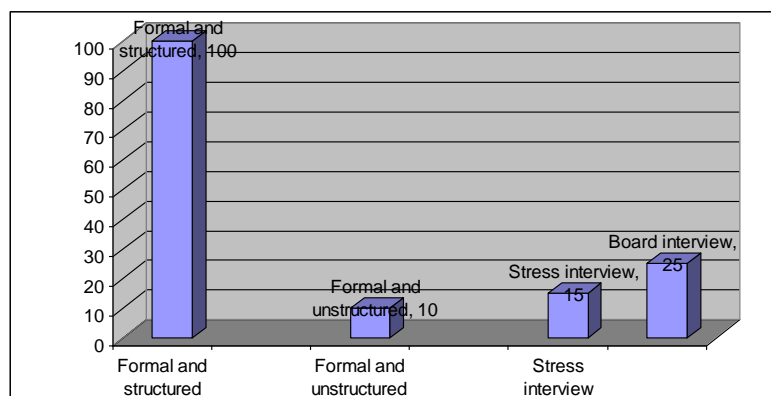
Interpretation:

From the above table and graph, we can observe that, 100 members of total respondents are undergone formal and structured interview. 10 members of total respondents are undergone formal and unstructured interview, 15 members of total respondents are undergone stress interview, and 25 members of total respondents are undergone board interview.

X. Conclusion And Suggestions

In every organization recruitment and selection plays a vital role. The study reveals that the recruitment and selection process offered in three selected industries is effective. The HR manager of the selected industries have to focus on selecting the right persons through other sources like campus placements, job.com, data banks etc.The selection is done by evaluating the candidate's skills, knowledge and abilities which are highly required to the vacancies in selected industries.

➢ It is observed that, the selected industries have satisfied all the procedures of recruitment.To motivate the employees; the selected industries have planned to offer incentives of both monetary and non monetary   .

➢ It is suggested that the selected industries are advised to follow the existing recruitment and selection policies in future also

➢ It is suggested that the selected industries should give equal importance to external sources like agencies, references and data banks in order to get the desired & required employees .

➢ It is suggested that the selected industries have to encourage the fresher's based on their skills, along with the experienced candidates.

➢ It is suggested that the selected industries have to adopt latest interview techniques to recruit prospective employees.

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