

A Study On Recruitment And Selection Process Towards Bix It Academy

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ABSTRACT

The project title “A study on Recruitment and Selection Process” conducted in Bix IT Academy aims to find out the general opinion of the Recruitment and Selection process attended by the employees at Bix IT Academy. The main objective of the project is to study the process of Recruitment & Selection in Bix IT Academy. This study helps to make a decision in selecting the right candidates for the right job, this study helps the organization to identify the area of problem and suggest ways to improve the recruitment and selection process, this study helps to evaluate the time constraint for the recruitment process. Most of the employees were satisfied but changes are required consistent with the changing scenario as recruitment process features a great impact on the working of the corporate as a fresh blood, new idea enters within the company.

Keywords: Recruitment Process, Methods of recruitment, Sources of recruitment, Selection process, methods, and criteria of selection.

1. INTRODUCTION

Recruitment is the process of searching for prospective employees and stimulating them to apply for jobs in the organization. Selection may be defined as the process by which the organization chooses from among the applicants, those people whom they feel would best meet the job requirement, considering current environmental condition. The project title “A study on Recruitment and Selection Process” conducted in Bix IT Academy aims to find out the general opinion of the Recruitment and Selection process attended by the employees at Bix IT Academy. The main objective of this project is to study on the recruitment and selection process of Bix IT Academy. The secondary objectives are to identify whether the recruitment is done from internal or external sources, to analyse the effectiveness of recruitment and selection process, to identify the factors of recruitment and selection process, to identify new ways of improving the present recruitment procedure, to identify the average time spent for selection process.

The limitations of this study are the feedback is just the representative of the entire population; it only states the opinion of a few respondents, time constraint was a major limitation, people were not very responsive, unavailability of secondary data, the Sample size used for the research is less, an employee has fear to reveal the negative aspects, the information collected is based on the perception of the respondents, the data needs to be updated at times when it comes to have further usage of this research study report.

The problem that has been found in this study is that the most of the respondents need modifications in the present recruitment and selection process, the company is using only four sources for recruitment and selection process, many of the candidates are not aware of the company policies before joining in the company, most of the employees are not aware of video conferencing, non-popularity of the video conferencing and to rectify this problems the suggestions that can be given to the company are the company have to make some modifications like using new techniques for recruiting and to increase the time spent for selecting the employees, the company can adopt some more sources like getting information from the employment exchange, magazines and newspapers for recruiting the employees, training can be given to those candidates to know clearly about the company policies, the company can take more measures to improve the recruiting and selection process, the company should make use of video conferencing of candidates in the future to reduce their time and the organization can make use of web to large extent to make recruitment simpler, faster, cheaper and effective. Most of the employees were satisfied but changes are required according to the changing scenario as recruitment process has a great impact on the working of the company as a fresh blood, new idea enters in the company. Selection process is good but it should also be modified according to the requirements and should job profile so that main objective of selecting the candidate could be

achieved. Further from this survey I hope the organization will be benefited and with the help of the suggestions given the organization can improve its functioning and the overall Recruitment and Selection Process in the organization and its performance will increase.

2. SOURCES OF RECRUITMENT

A. INTERNAL SOURCES

1) Promotions:

The process of elevating a person to higher level job is what is known as promotion.

2) Transfers:

Transfer of an employee may be either from one section to another or from one department to another.

3) Job rotation:

Moving an employee to get specialized in various posts of the organization.

4) Re-employment of ex-employees:

Re-employment of ex-employees is one of the internal sources of recruitment in which employees can be invited and appointed to fill vacancies in the concern. There are situations when ex-employees provide unsolicited applications.

B. EXTERNAL SOURCES

External sources of recruitment have to be solicited from outside the organization. External sources are external to a concern. But it involves lot of time and money. The external sources of recruitment include – Employment at factory gate, advertisements, employment exchanges, employment agencies, educational institutes, labor contractors, recommendations etc.

1) Employment at Factory Level – This a source of external recruitment in which the applications for vacancies are presented on bulletin boards outside the Factory or at the Gate. This kind of recruitment is applicable generally where factory workers are to be appointed. There are people who keep on soliciting jobs from one place to another. These applicants are called as unsolicited applicants. These types of workers apply on their own for their job.

2) Advertisement – It is an external source which has got an important place in recruitment procedure. The biggest advantage of advertisement is that it covers a wide area of market and scattered applicants can get information from advertisements. Medium used is Newspapers and Television.

3) Employment Exchanges – There are certain Employment exchanges which are run by government. Most of the government undertakings and concerns employ people through such exchanges. Now-a-days recruitment in government agencies has become compulsory through employment

4) Employment Agencies – There are certain professional organizations which look towards recruitment and employment of people, i.e. these private agencies run by private individuals supply required manpower to needy concerns.

3. STEPS IN SELECTION PROCEDURE:

1) Receiving application:

The candidates may be asked to submit their applications together with their bio data on a plain paper.

2) Preliminary interview:

The object of this interview is to see the candidate personally to ensure whether he is physically and mentally suitable for job.

3) Application blank

The printed applications contain the details desired by the employer from the candidate with sufficient space for the candidate to furnish the particulars.

4) Tests

A test is a sample measurement of a candidate's ability and interest for the job.

5) Final interview

An interview is a face-to-face oral examination of a candidate by an employer.

6) Back ground verification

The background verification is done to check the honesty and integrity of the candidate.

7) Final selection

If the employer is satisfied with the candidate, then the selection will be made.

8) Physical examination

It is important that a person selected for the job must also be medically fit to perform it.

9) Placement

If the employer is satisfied with the medical report of the candidate, he may place in the concern.

4. NEED OF THE STUDY

In this age of rapid technological development human resources management is the emerging scientific discipline. In the globally competitive and challenging business scenario the success of an organization will be a great extent, influenced by the human resources. The people who make things happen are managed. In present scenario it is of great importance to effectively recruit people as they are the greatest assets of the organization.

- Understanding the recruitment and selection process in organization
- Analysis of manpower budget Analysis of the time management in the recruitment process.

5. SCOPE OF THE STUDY

In today's rapidly changing business environment, organizations have to respond quickly to requirements for people. Hence, it is important to have a well-defined recruitment policy in place, which can be executed effectively to get the best fits for the vacant positions. Selecting the wrong candidate or rejecting the right candidate could turn out to be costly mistakes for the organization. Selection is one area where the interference of external factors is minimal. Hence the HR department can use its discretion in framing its selection policy and using various selection tools for the best results. Therefore, there should be total commitment and involvement while recruiting the employees, aim to identify the recruitment process followed by respondent. The scope for the study is explained as follows:

- This study helps to make decision in selecting the right candidates for the right job
- This study helps the organization to identify the area of problem and suggest ways to improve the recruitment and selection process
- This study focusses on understanding recruitment and selection process
- This study helps to manage a manpower budget for the recruitment and selection process.
- This study helps to evaluate the time constraint for the recruitment process

6. OBJECTIVES OF THE STUDY

- To study the Recruitment & Selection process of Bix IT Academy in Chennai.
- To assess the perception of the employers regarding recruitment process they have undergone.
- To identify whether the recruitment is done from internal or external sources.
- To analyse the effectiveness of recruitment and selection process.
- To identify new ways of improving the present recruitment procedure
- To identify the average time spent for selection process.

7. REVIEW OF LITERATURE

MANIK RAO "THE STUDY CONDUCTED ON RECRUITMENT AND SELECTION PROCESS AT BIOLOGICAL-E LTD CONDUCTED". Vol .6, Issue 5, March 2005, pp 308-312 ISSN - 2313-3759

It was found that company has used internal search for recruiting the employees into higher or the positions in different departments who can fit into the job. It was found that the company has done it by considering it as the most cost-effective way of filling the vacancies. It has also been found that the company opted for external sources such as advertisement agencies to fill vacancies. Employee referrals were also one of the internal sources of recruitment.

ABHISHEK" A STUDY ON RECRUITMENT AND SELECTION PROCESS IN DW PRACTICE LLC ". Vol .9, Issue 4, March 2008, pp 475-478 ISSN - 2319-7668

In the study conducted on recruitment and selection in **DW PRACTICE LLC** which is a HR consultancy, it was found that most of the employees felt that the telephonic interview is not effective and instead direct interviews are more feasible.

PRATITI SHAH "A STUDY ON RECRUITMENT AND SELECTION AT MET'S ASIAN MANAGEMENT DEVELOPMENT CENTRE ". Vol .3, Issue 3, March 2014, pp 108-111 ISSN - 2250-1991

At Acme recruitment is done as per requirements and not on timely basis. The main sources they use for this purpose are Placement agencies, newspaper ads, referral i.e., internal as well as external sources, and finally

job portals. The procedure takes time depending on the position vacant. If the position is that of a senior level employee, then it takes a longer duration. And the position such as that of a driver can be decided on the day of interview itself.

8. SPSS TOOLS

8.1 EXPERIENCE OF THE RESPONDENTS

YEAR OF EXPERIENCE	FREQUENCY	PERCENTAGE
LESS THAN 1 YEAR	44.8	44.8
1-2 YEAR	20.7	20.7
3-4 YEAR	22.8	22.8
5-6 YEAR	11.7	11.7
TOTAL	100	100

Table 8.1 Showing Experience of the respondents

EXPERIENCE OF THE RESPONDENTS

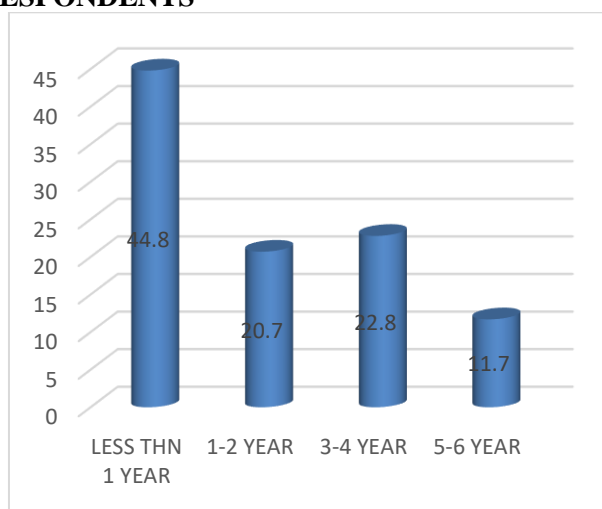


Figure 8.1 Showing Experience of the respondents

INFERENCE:

From the above it is inferred that 11.7% of employees have the experience between 5-6 years, 22.8% of respondents having the experience between 3-4 years, 20.7% of respondents are having the experience between 1 – 2 years and 44.8% of respondents having experience for less than 1 year.

8.2 CHI-SQUARE TESTS

Chi-Square Tests

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	268.299 ^a	6	.000
Likelihood Ratio	280.298	6	.000
Linear-by-Linear Association	128.836	1	.000
N of Valid Cases	100		

a. 2 cells (16.7%) have expected count less than 5. The minimum expected count is 3.97.

INFERENCE:

Since the calculated value is greater than the tabulated value, we accept the alternate hypothesis and hence there is a relationship between the nature of job of the respondents and monthly income of respondents

8.3 KARL PEARSON’S CORRELATION

Correlations

		TECHNICAL SKILL REQUIREMENTS	WORK EXPERIENCE
TECHNICAL SKILL REQUIREMENTS	Pearson Correlation Sig. (2-tailed) N	1 100	.791** 100
WORK EXPERIENCE	Pearson Correlation Sig. (2-tailed) N	.791** .000 100	1 100

** . Correlation is significant at the 0.01 level (2-tailed).

$$r = \frac{N\sum XY - \sum X\sum Y}{\sqrt{N\sum X^2 - (\sum X)^2} \sqrt{N\sum Y^2 - (\sum Y)^2}}$$

r = .791

INFERENCE:

Since r is positive, there is positive relationship between the technical skill requirements and work experience.

8.4 WEIGHTED AVERAGE

OBJECTIVE:

To find out the importance being given to the attributes (factors) while recruiting the employees to the junior level and middle level.

a. JUNIOR LEVEL

FACTORS	F	W	WF
QUALIFICATION	50	1	50
EXPERIENCE	5	4	20
COMMUNICATION	35	2	70
LEADERSHIP QUALITIES	10	3	30
TOTAL	100		170

Table 8.4 Showing Junior level respondents

$$W = \sum f / N$$

$$= 170 / 100$$

W = 1.7

INFERENCE:

From the above it is inferred that Qualification is the main factor for recruiting the junior level employees.

b. MIDDLE LEVEL

FACTORS	F	W	WF
QUALIFICATION	30	2	70
EXPERIENCE	45	1	45
COMMUNICATION	15	3	45

LEADERSHIP QUALITIES	10	4	40
TOTAL	100		200

Table 8.4 Showing Middle level respondents

$$W = \sum f / N$$

$$= 200 / 100$$

$$W = 2$$

INFERENCE:

From the above it is inferred that Experience is the main factor for recruiting the middle level employees.

9. FINDINGS

1. 44.8% of respondents having experience for less than 1 year and 11.7% of employees have the experience between 5-6 years.
2. 28% of respondents prefer External recruitment and 53% of respondents prefer both the internal and external sources for recruitment.
3. 51% of respondents have undergone 3 stages and 31% of respondents have undergone more than 4 stages.
4. 33% of respondents spent 11-20 mins and 24% of respondents spent more than 30mins.
5. 32.4% of respondents think that new techniques should be adopted to a great extent and 7.6% of respondent think that new techniques should not be adapted.
6. 100% of respondents accept that the company is collecting the feedback after recruitment process.
7. 22.1% of respondents feel that the recruitment and selection process of Bix IT Academy is excellent, 66.9% of respondents feel that the process is very good.

10. SUGGESTIONS

1. Most of the respondents need modifications in the recruitment and selection process. The company has to make some modifications like using new techniques for recruiting and to increase the time spent for selecting the employees.
2. The company is using only the job portals, consultancy, casual applicants and campus interview sources for recruiting the employees. So, the company is suggested to adopt some more sources like getting information from the employment exchange, magazines and newspapers for recruiting the employees.
3. The company can increase their candidate pool through internal sources.
4. Many of the candidates are not aware of the company policies before joining in the company. Training can be given to those candidates to know clearly about the company policies.
5. The company can take more measures to improve the recruiting and selection process.
6. Company should extend its scope of selection from reference of employees, campus placement to other like advertisements etc.

11. CONCLUSION

The conclusion is drawn from the study and survey of the company regarding the Recruitment and Selection process carried out there. A study on the Recruitment and Selection Process conducted in Bix IT Academy has brought out various information about the company’s recruitment and selection procedure. Using this survey, the researcher could identify the recruiting modules conducted in the organization, various factors considered for the recruitment and selection process and the satisfaction level of the employee towards the Recruiting. Most of the employees were satisfied but changes are required according to the changing scenario as recruitment process has a great impact on the working of the company as a fresh blood, new idea enters in the company. Selection process is good but it should also be modified according to the requirements and should job profile so that main objective of selecting the candidate could be achieved. Further from this survey I hope the organization will be benefited and with the help of the suggestions given the organization can improve its functioning and the overall Recruitment and Selection Process in the organization and its performance will increase.

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