A STUDY ON RECRUITMENT AND SELECTION PROCESS ATGENIXHIREPVTLTD,MUMBAI.

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ABSTRACT

Recruitment is a process to discover the sources of manpower to meet the requirements of thestaffing schedule and to employ effective measures for attracting that manpower inadequatenumbers to facilitate effective selection of an efficient workforce. Selection is the process ofchoosing from among the candidates from within the organization or from outside the mostsuitablepersonforthecurrentpositionorforafutureposition.EdwinFlippodefinesRecruitmentand selectionprocessas"A processofsearchingforprospectiveemployeeswhilst stimulating and encouragingthemtoapplyforjobsin an organization."

DavidandRobbinssaid,"Selectionprocessisamanagerialdecision-makingprocesstopredict which job applicants will be successful if hired." In simpler terms recruitment andselectionareconcurrentprocesses and arevoidwithouteachother.

Once the required number and kind of human resources are determined, the management hasto find the places where required human resources are/will be available and also find themeans of attracting them towards the organization before selecting suitable candidates for thejobs. All this process is known as recruitment. It is a process to discover the sources ofmanpower to meet the requirements of the staffing schedule and to employ effective measuresforattractingthatmanpowerinadequatenumberstofacilitateeffectiveselectionofanefficientworkforce.

GENXHIRE Private Limited are an industry leading recruitment consultancy and a strategic,longterm HR partner by providing organizations with high-end HR management and expertisethat generally costs 50% less than maintaining an in- house HR department GENXHIRE is acompanybuilt on thepremiseof offeringinnovative, best-class human resourceservices.

The project was done to study the recruitment and selection process of GENXHIRE ServicesPvt. Ltd., this project imbibes the various aspects of recruitment & selection, pertaining to theallotted job roles and responsibilities during my tenure at GENXHIRE Services Pvt. Ltd. Withreference to this context, this project is being prepared to put a light on the Recruitment andSelectionprocess ofGENXHIRE Services Pvt.Ltd.

This not only taught me about the various practices and processes of their recruitment andselection, but also about the company profiles. The work handled was all the holistic activitiesof recruitment, interview, scheduling to follow ups and getting feedback after the candidatesjoining.

In conjuncture this is proved as a highly fruitful endeavour and lead to a wide arrayofexperiences along the way, all the while improving my knowledge in the field of recruitmentandselection.

KeyWords:*Humanresourcemanagement,Recruitment,Selection,recruitmentprocess.*

INTRODUCTION

An Overview On Genxhire Private Limited

Summer internship enables a student to experience real life situations in a company and givesan added advantage as it prepares the person to face the future situations. Summer internshipprogramgivesmanagementstudentsachancetoenhancetheirskillsandapplytheirknowled gein actual circumstances.

This summer internship project is on the topic ''A Study on Recruitment and Selection Processat Genxhire Private Limited Mumbai.'' Recruitment and selection is the process of identifyingthe need for a job, defining the requirements of the position and the job holder, advertising thepositionand choosingthemostappropriateperson forthe job.

Undertaking this process is one of the main objectives of management. Indeed, the success ofany business depends to a large extent on the quality of its staff. Recruiting employees with thecorrect skills can add value to a business and recruiting workers at a wage or salary that thebusinesscanafford,willreducecosts.Employeesshouldthereforebecarefully selected,managedandretained,justlikeanyotherresource.

GenxhirespecializesatJuniorlevel,Mid-levelandSeniorlevelpositionsrangingfrom3lacsto 3Cr CTC. The team is accordingly bifurcated as per the position and the Industry. With thehelp of my team of 100plus recruiters, we can commit you on delivery of quality cv's within24 working hours They are a dedicated & growing team of highly experienced & skilledprofessionals trained in recruitment. Every team member has a significant practical knowledgeof recruitment in variety of market sectors, while most of them handle all sectors; there arespecialists whoare industry specific. They are also known as executive search firm thathelpshire niche andleadership talent for companies thatare scaling up.By outsourcing humanresource responsibilities to GENXHIRE, their clients can focus on their mission and corecompetencies,leadingto accelerated growthandmoreefficientoperation.

LITERATUREREVIEW

AccordingtoEdwinB.Flippo"recruitmentistheprocessofsearchingforprospectiveemployeesand stimulatingthem to applyforjobs in theorganization."

AccordingtoThomasH.Stone,"Selectionistheprocessofdifferentiatingbetweenapplicants inorderto identify(andhire)thosewithagreaterlikelihood ofsuccessinajob."

Raymond J. Stone (2005) in the fifth edition of his book Human Resource Managementdefines recruitment as the process of seeking and attracting a pool of applicants from whichqualifiedcandidatesfor jobvacancieswithinanorganizationcan beselected"

According to **Edwin B. Flippo**, "Recruitment is the process of searching the candidates foremploymentandstimulatingthemto applyforjobsinthe organization".

Recruitment is an activity that links the employers and the job seekers. So we can say thatrecruitment is a process of finding and attracting capable applicants for Employment. Theprocess begins when new recruits are sought and ends when their applications are submitted.The result is a pool of applications from which new employees are selected. In simple

terms,recruitmentisunderstoodastheprocessofsearchingforandobtainingapplicantsforjobs,froma mong whomtherightpeoplecanbeselected.

WorkbyAlanPrice(2007)

Price (2007), in his work Human Resource Management in a Business Context, formallydefines recruitment andselection as the process of retrieving and attracting able applicationsfor the purpose of employment. He states that the process of recruitment is not a simpleselection process, while it needs management decision making and broad planning in order

toappointthemostappropriatemanpower.Thereexistingcompetitionamongbusinessenterprisesforr ecruitingthemostpotentialworkersinonthepathwaytowardscreatinginnovations, with management decision making and employers attempting to hire only the bestapplicantswhowouldbethebestfitforthe corporatecultureandethicsspecifictothecompany (Price 2007). This would reflect the fact that the management would particularlyshortlist able candidates who are well equipped with the requirements of the position they areapplyingfor, including team work. Since possessing qualities of being a team player would beessentialinanymanagementposition.

Workby Silzeretal(2010)

However,theprocessofrecruitmentdoesnotceasewithapplicationofcandidatureandselection of the appropriate candidates,butinvolvessustaining and retaining the employeesthatare selected,as statedbySilzeret al.(2010).

Work of Silzer et al. (2010) was largely concerned with Talent management, and through theirwork they were successful in resolving issues like whether or not talentis something one canbebornwithorisitsomethingthatcanbeacquiredthroughdevelopment.AccordingtoSilzeret al (2010), that was a core challenge in designing talent systems, facing the organization andamong the senior management. The only solution to resolve the concern of attaining efficienttalent management was by adopting fully-executable recruitment techniques. Regardless of awell-drawnpracticalplanonrecruitmentandselectionaswellasinvolvementofhighlyqualified management team, companies following recruitment processes may face significantobstacles in implementation. As such, theories of HRM can give insights in the most effectiveapproachestorecruitmenteventhoughcompanieswillhavetoemploytheirinhousemanage mentskillsforapplyinggenerictheoriesacrossparticularorganizationalcontexts.Word conducted by Silzer et al (2010) described that the primary objective of successful talentstrategies is to create both a case as well as a blueprint for developing the talent strategieswithinadynamicandhighlyintensiveeconomywhereinacquisition,deploymentandpreser vationofhumancapital-talentthatmatter,,shapesthecompetitiveadvantagesandsuccess ofmanycompanies.

OBJECTIVES OF THE STUDY
1) Tohave a conceptualclarityontheconcept ofrecruitmentand selection.
2) Tostudythegeneralpractices thatorganizationsuse torecruitandselectemployees.

3) TostudytherecruitmentandselectionpracticesaffectorganizationaloutcomesatGenxhire PrivateLimited
4) Tostudythe areaofproblemand suggestwaysto improvetherecruitmentand selectionprocess.

5) Toevaluatethetimeconstraintfortherecruitmentprocess.

RESEARCHMETHODOLOGY

Research methodology is a way of explaining how a researcher intends to carry out theirresearch. It's a logical, systematic plan to resolve a research problem. A methodology details aresearcher's approach to the research to ensure reliable, valid results that address their aims andobjectives. It encompasses whatdata they're going to collect and where from, as well as howit'sbeingcollectedandanalyzed.Aresearch methodologygivesresearchlegitimacyandprovidesscientifically soundfindings.Italsoprovidesadetailedplanthathelpstokeepresearchers on track, making the process smooth, effective and manageable. A researcher'smethodologyallowsthereadertounderstandtheapproachandmethodsused toreachconclusions.

In statistical analysis, collection of data plays a significant part. The method of collectinginformation isdivided into two different sections, namely primary data and secondary data. Inthis process, the primarydata is assembling data or information for the first time, whereas thesecondary data is the data that has already been gathered or collected by others. The mostimportant characteristics of the primary data is that it is original and first-hand, whereas thesecondarydatais theinterpretationandanalysis oftheprimarydata.

Primary data is the data that is collected for the first time through personal experiences orevidence, particularly for research. It is also described as raw data or first-hand information.The mode of assembling the information is costly, as the analysis is done by an agency or anexternal organisation, andneeds human resources and investment. The investigator supervisesandcontrols thedatacollectionprocess directly.

The data is mostly collected through observations, physical testing,mailed questionnaires,surveys, personalinterviews,telephonicinterviews,casestudies,andfocusgroups,etc.Secondarydataisaseco nd-handdatathatisalreadycollectedandrecordedbysomeresearchers for theirpurpose, and not for the current research problem. It is accessible in theform ofdatacollectedfromdifferent sourcessuch asgovernmentpublications, censuses,internalrecords oftheorganisation, books,journalarticles,websites andreports,etc.

Thismethodofgatheringdataisaffordable,readilyavailable,andsavescostandtime.However, the onedisadvantage is that the information assembled is for some other purpose andmaynot meet thepresentresearchpurposeormaynotbeaccurate.

Thequestionnaireismailtorespondentswhoareexpectedtoreadandunderstandthequestions and writedown the reply in the space lent for the purpose in the questionnaire itself.The respondents have to answer the questions on their own. The sample size for the study is100.

DataSources

Therearetwotypesof datasourcesavailabletothe researchprocesses.
1. Primarydata.   2. Secondarydata.

  1. **PrimaryData:**Theprimarydataiscollectedbyusingprimarymethodssuchquestionnaires,inter views,observationsetc.Forthisstudy questionnairesareusedtocollectprimarydatafromthe employees of the industries. Weknow relativelylittle onasystematicbasis abouthow or why organizationschoose to use different combinations ofthese strategies,though someof theresults reportedin thestudy of recruitmentandselectionandinlargefirmsofferssome pointersthatareworthyoffurtherexploratoryresearch,

particularlyamongsmallandmediumsizedorganizations.

Nowadaysemployeessuggeststhatpersonalitytestsarenow

beingroutinelyusedforsomeoccupationsin19per centof workplaces, and performance tests are being used in Recruitment and selection in46% of workplaces. Personality testing seems to beconcentratedinlargerworkplacesandusedupon

professional,managerial,andsalesstaff;andperformance

testingconcentratedagaininlargerworkplacesbutusedfor professional and administrative staff. Among

thesampleoflargeemployerstheoverallrelativerankingofimportanceofdifferentskill/suitabilityAss essment methods was as follows

1. Interview
2. Workexperience
3. Performance/competencytest
4. Qualifications
5. Assessmentcenter

6. Personality/aptitudetest

2.SecondaryData:-

SecondarydataiscollectedfromvariousJournals,books, websites,

Governmentreports,Newpapers,andotherresearch reports.

Particulars	Noofrespondents
Newspaper	45
Journals	10
CampusRecruitment	40
EmployeeReferrals	30
Consultancies	25
Total	150

Tableno 1

Analysis

Data analysis is very important aspect of project, as it basically involves the analysis of alltheinformation thatwecollected. Data analysisis a body of methodsthat helpto describefacts, detect patterns,develop explanations and   test hypothesis. After analysis ofeachofthequestioninaquestionnairethe interpretation of the same is also being provided whichincludesthe reason aboutthe particular aspect of theorganization.

AnalysisofQuestionnaire

 Analysisabout thesourceofrecruitmentfollowedintheselectedindustries

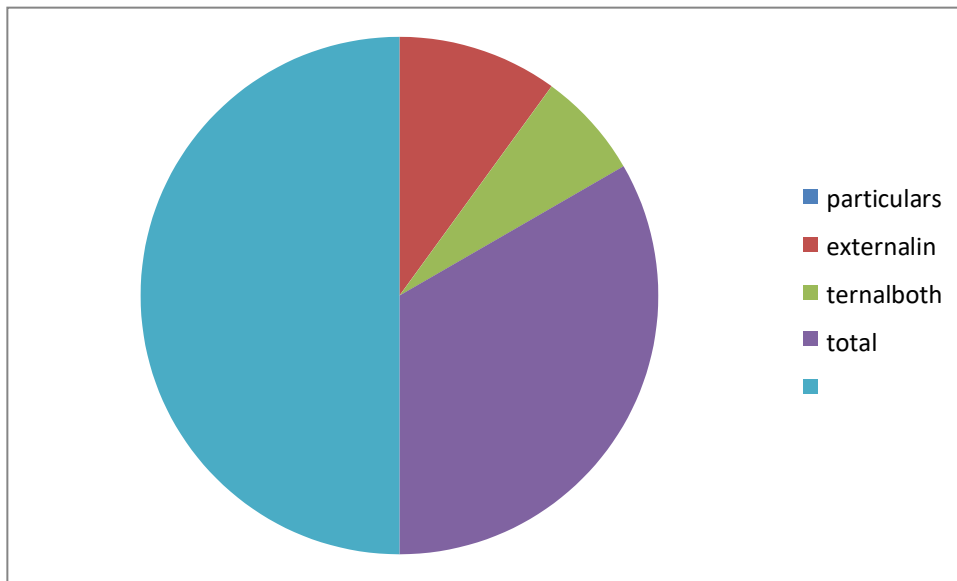| PARTICULARS	NOOFRESPONDENTS
External	30
Internal	20
Both	100
Total	150

Tableno2

Figure no 1

Interpretation:

Fromtheabovetableandgraphitisobservedthat,30

respondentshaveacceptedthatthecompanyisfollowing external recruitmentsources and 20

respondents have acceptedtheir company is following internal recruitment sources and 100

respondents have expressedthattheircompanyis adoptingboth internal andexternal

recruitment sources.

FINDINGSANDSUGGESTIONS

1. Using this survey the researcher could identify the recruiting modules conducted in theorganization, various factors considered for the recruitment and selection process and thesatisfactionlevelofthe employeetowardstherecruiting.

2. Most of the respondent were satisfied but changesare required according to the changingscenario as recruitment process has a great impact on the working of the company as a freshblood,newideaenters.

3. Selection process is good but it should also bemodified according to the requirements andshouldjobprofilesothatmain objectiveofselectingthecandidatecouldbeachieved.

4. Further from this survey I hope the organization will be benefitted and with the help of thesuggestions given the organization can improve its functioning and the overall recruitmentandselectionprocess inthe organizationandits performancewillincrease.

LIMITATIONS

1. Anemployeehasfear torevealthenegativeaspect.

2. The informationcollectedisbasedontheperception oftherespondent.

3. The data needs to be updated at times when it comes to have further usage of this researchstudyreport.

CONCLUSION

1. TheconclusionisdrawnfromthestudyandsurveyofthecompanyregardingtheRecruitmentandSelectionprocesscarriedoutthere.

2. Using this survey the researcher could identify the recruitingmodules conducted in theorganization.

3. Further from this survey I hope the organization will be benefited and with the help of thesuggestions given the organization can improve its functioning and the overall recruitmentandselectionprocessintheorganizationanditsperformancewillincrease.

4. Recruitment is essential for efficiency in the management of the human resources. It is theheart of the whole HR systems in the organization. The effectiveness of many other HRactivities, such as selection and training depends largely on the quality of new employeesattractedthroughtherecruitmentprocess.

5. Policies should always be reviewed as these are affected by the changing environment.Management should get specific training on the process of recruitmentto increase theirawarenessonthedangersofwrong placements.

6. Effectiverecruitmentisimportantinachievinghighorganizationalperformanceandminimizing labour turnover. As of now Genxhire Private Limited has a team of effectivehumanresourcewhichisefficientlymanagingtheorganizationatitsbest.Thoughtherecruitment process adopted by the organization needs to be improved, challenges are aheadforthe HR Departmenttorecruitpeople afterthe effectofrecession.

7. In the present competitive & dynamic environment, it has become essential for organizationtobuildandsustainable.

8. .In competitive advantage, communication skills set has assumed more importance than evenbefore.Dynamicandgrowth-

orientedorganizationrecognizesCommunicationasanimportantaspectoftheRecruitmentandSelectionsystemformanagerialfunctioninarapidlychangingandeconomic environment.

9. The company should take the suggestions and ideas from the employees and can conduct andexamine the communication skill set within the employees. So that they can analyse the needandactaccordinglyforbetterresultsandthegrowthofitsownandvaluableworkforce.

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