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Recruitment And Selection Process Alive Tech Services Nagpur

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ABSTRACT
The human resources are the most important assets of an organization. The success or failure of an organization is largely dependent on the caliber of the people working there in. Without positive and creative contributions from people, organizations cannot progress and prosper. In order to achieve the goals or the activities of an organization, therefore, they need to recruit people with requisite skills, qualifications and experience. While doing so, they have to keep the present as well as the future requirements of the organization in mind.
IT Recruitment is recruitment of IT Professionals for various IT Skill sets like Software Developers, Database Administrators, System and Networking Engineering etc at various levels i.e. junior middle and senior positions. Hiring a professional by first understanding the exact skill set and then matching it with the various applicant's resumes and then short listing and screening the best fit out of the lot is what is required. Methodology used to collect data is both primary data (Questionnaire, interviews) and secondary data (data from books, journals, and websites).The present recruitment policy is flexible enough as it has undergone several changes from time to time to suit the requirements of the management. In the companies, both internal & external sources of recruitment are used.unt importance.

Keywords - human resources, recruitment, primary data, secondary data, recruitment policy.

I. INTRODUCTION

Human resources are the most important assets of an organization. The success or failure of an organization is largely dependent on the caliber of the people working there in. Without positive and creative contributions from people, organizations cannot progress and prosper. In order to achieve the goals or the activities of an organization, therefore, they need to recruit people with requisite skills, qualifications and experience. While doing so, they have to keep the present as well as the future requirements of the organization [1] in mind has to find the places where the required human resources are/will be available and also find the means of attracting them towards the organization before selecting suitable candidates for jobs. All this process is generally known as recruitment. Some people use the term "Recruitment" [2] for employment. These two are not one and the same. Recruitment is only one of the steps in the entire employment process. Some others use the term recruitment for selection. These are not the same either. Technically speaking, the function of recruitment precedes the selection function and it includes only finding, developing the sources of prospective employees and attracting them to apply for jobs in an organization, whereas the selection is the process of finding out the most suitable candidate to the job out of the candidates attracted (i.e., recruited).Formal definition of recruitment would give clear cut idea about the function of recruitment.

IT Recruitment is recruitment of IT Professionals for various IT Skill sets like Software Developers, Database Administrators, System and Networking Engineering [3]etc at various levels i.e. junior middle and senior positions. Hiring a professional by first understanding the exact skill set and then matching it with the various applicant's resumes and then short listing and screening the best fit out of the lot is what is required. Understanding of all the IT technology is must and other determining factors like education background certifications skills and domain type of industry work experience etc for hiring or recruiting a right professional.

II. DEFINITION

To select mean to choose. Selection is the process of picking individuals who have relevant qualifications to fill jobs in an organization. The basic purpose is to choose the individual [4] who can most successfully perform the job from the pool of qualified candidates.

A. PURPOSES AND IMPORTANCE

The general purpose of recruitment is to provide a pool of potentially qualified job candidates. Specifically, the purposes are to:
• Determine the present and future requirements of the organization in conjunction with its personnel-planning and job-analysis activities.

- Increase the pool of job candidates at minimum cost.
- Help increase the success rate of the selection process by reducing the number of visibly, under qualified or overqualified job applicants.
- Help reduce the probability that job applicants, once recruited and selected, will leave the organization only after a short period of time.
- Begin identifying and preparing potential job applicants who will be appropriate candidates.
- Induct outsiders with a new perspective to lead the company.
- Develop an organizational culture that attracts competent people to the company.
- Search or head hunt/head pouch people whose skills fit the company's values.
- Devise methodologies for assessing psychological traits.
- Search for talent globally and not just within the company.
- Design entry pay that competes on quality but not on quantum.
- Anticipate and find people for positions that do not exist yet.
- Increase organizational and individual effectiveness in the short term and long term.
- Evaluate the effectiveness of various recruiting techniques and sources for all types of job applicants.

Recruitment represents the first contact that a company makes with potential employees. It is through recruitment that many individuals will come to know a company, and eventually decide whether they wish to work for it. A well-planned and well-managed recruiting effort will result in high-quality applicants, whereas, a haphazard [5] and piecemeal effort will result in mediocre ones. High-quality employees cannot be selected when better candidates do not know of job openings, are not interested in working for the company and do not apply.
The recruitment process should inform qualified individuals about employment opportunities, create a positive image of the company, provide enough information about the jobs so that applicants can make comparisons with their qualifications and interests, and generate enthusiasm among the best candidates so that they will apply for the vacant positions.

The negative consequences of a poor recruitment process speak volumes about its role in an organization. The failure to generate an adequate number of reasonably qualified applicants can prove costly in several ways. It can greatly complicate the selection process and may result in lowering of selection standards. The poor quality of selection means extra cost on training and supervision. Furthermore, when recruitment fails to meet the organizational needs for talent, a typical response is

to raise entry-level pay scales. This can distort traditional wage and salary relationships in the organization, resulting in avoidable consequences. Thus, the effectiveness of a recruitment process can play a major role in determining the resources that must be expended on other HR activities and their ultimate success.

The purpose of selection is to pick up the most suitable candidate who would meet the requirements of the job in an organization best, to find out which job applicant will be successful, if hired. To meet this goal, the company obtains and assesses information about the applicants in terms of age, qualifications, skills, experience, etc. the needs of the job are matched with the profile of candidates [6]. The most suitable person is then picked up after eliminating the unsuitable applicants through successive stages of selection process. How well an employee is matched to a job is very important because it is directly affects the amount and quality of employee's work. Any mismatched in this regard can cost an organization a great deal of money, time and trouble, especially, in terms of training and operating costs. In course of time, the employee may find the job distasteful and leave in frustration. He may even circulate 'hot news' and juicy bits of negative information about the company, causing incalculable harm to the company in the long run. Effective election, therefore, demands constant monitoring of the 'fit' between people the job.

III. OBJECTIVE

Main objective of this project is to find out the recruitment and selection process , how the candidates are recruited ,on what basis is the selection process depends and what are the skill set required to do particular job getting the "Right person for the Right job at the Right time"[1][4]. Any organization attempts to select the applicant whose qualification is most closely related to those required for successful performance of the major duties and responsibilities of the position.

Objective based guidelines are as follows:-
1. To find out the methodology used in the recruitment & selection process.
2. To assess client based needs, advertisements, executive search etc.
3. To find out the internal recruitment process with the existing employees within the organization for selection rather than employing some one from outside because existing employees have greater opportunity to advance their careers in the organization.
4. To find out the examination pattern for first level of screening of candidates.

IV. Research Methodology

A. **Research Design**

The research design used for the study of recruitment procedure is descriptive in nature.

B. **Area of Study**

This is done with the primary objective of ascertaining the recruitment and selection process in IT sector.

C. **Sampling**

The sample includes all the HR recruiters of different organizations of IT companies. The respondents are basically HR recruiters [6]for whom a questionnaire has been prepared. Sample size is 50.The sampling technique that has been used is simple and random basis.

D. **Method of analysis**

Statistical tools like charts, graphs and tables were used to represent and interpret the data.
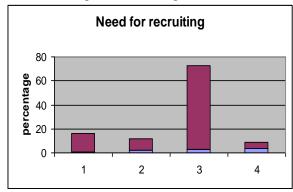

Fig 1. Graph showing 80% of companies require technical sound candidates when recruited for new projects

E. **Data collection methods**

Data collection is a process of obtaining valuable and reliable information for the purpose of research.

The data was collected mainly by the following methods:

1. Primary data

a. Questionnaire:

Questionnaire method is one of the common methods where a questionnaire is submitted across people and they are asked to fill it with his /her opinions .The questionnaire consists of both open ended and closed type of questions. Questionnaire has been prepared which has got filled up by the HR recruiters of companies e.g. (ALIVE TECH SERVICES, SMART DATA PVT. LTD., NDNTECH SOFTWARE PVT. LTD., ZEON SOLUTION) this has followed by short interview by HR manager is taken to gather additional information.

b. Interviews:

Interviews were conducted to collect the opinions of the senior managers [5] regarding the recruitment process. A short interview is taken with HR manager to gather information.

2. Secondary data:

Availability of secondary data in the form of journals, manuals and books on recruitment were used as secondary data.

V. NEED FOR STUDY

Every organization requires certain number of people to fulfill the purpose of its existence. In the present day scenario, the organizations having competent employees can only survive. In order to have efficient people, utmost care should be taken in the recruitment process. Jobs play an important role in every organization .Human resources are responsible and accountable for the work assigned to them. With so many new companies coming up, HR department plays an important in every firm.

Recruitment itself is quite a tricky and complicated process .A good planning should be made so that it attracts right kind of persons from which the best can be selected .proper recruitment can be done only through efficient and skilled managers. If the management is not good enough with regard to recruitment process, then it cannot be a successful company.

VI. LIMITATIONS OF STUDY

1. Evaluation duration is limited to a specified period.
2. Some of the respondents could not spare much time to answer the questionnaire because of lack of their valuable time.
3. Complete information has not revealed by the companies for administrative reasons.

VII. CONCLUSION AND FUTURE SCOPE

1. The recruitment centred methodology based approach is used for selection process.
2. The expected recruitment methods need to be brushed up providing employee adequate modern methods of prospering in a company recruitment and selection based.
3. The present recruitment methods are flexible enough as it has undergone several changes from time to time to suit the requirement perspective.
4. In the companies, both internal & external sources of recruitment are used.

It is been said as the HR managers constantly monitor the company the recruitment process by eventually following new methods though the selection process needs to be more stream lined to

make it more flexible and transparent making surplus profit in terms of IT sector.

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