A STUDY ON RECRUITMENT AND SELECTION POLICY

Karre Mamatha [1], Devalapally Shailaja (Assistant professor)[2], Dr.K.Veeraiah (Professor & HOD)[3]

Marri Laxman Reddy Institute of Technology & Management, Hyderabad

I.INTRODUCTION

Recruitment is different from hiring and selection. After determining the amount and kind of human resources needed, management must find them and attract them. The whole procedure is called recruiting. Recruitment is different from employment or selection, however they are often used interchangeably.

Recruitment, which precedes selection, finds and develops sources of potential workers to apply for employment in the organisation. However, selection entails choosing the best job applicant from the pool of recruited candidates. Understanding the formal definition of recruiting clarifies its purpose. Recruitment seeks candidates who meet the company's workforce needs. Effective methods should be used to recruit enough eligible candidates to pick an efficient staff. Edwin B. Flippo described recruiting as finding and encouraging candidates to apply for company employment. It connects job seekers and companies, promoting applicants.

II.PURPOSES AND SIGNIFICANCE

Recruitment is always important for providing a pool of competent job candidates. The designs aim to:

• Determine current and future staffing and job analysis needs of the organisation.

• Develop methods for assessing mental abilities.

• Identify global talent, not only inside the organisation.

• Consider section compensation based on quality rather than quantity.

• Identify potential candidates for new locations.

Increase short-term and long-term hierarchical and individual survivability. Evaluate enlisting techniques and hotspots for various position applicants.

III.NEED FOR STUDY

The recruitment process is crucial for every organization to ensure the presence of competent employees who can contribute to its success. In today's competitive environment, organizations can only thrive if they have a capable workforce. Therefore, careful attention should be given to the recruitment process to attract and select efficient individuals.

IV.OBJECTIVES OF THE STUDY

1. To investigate the impact of workforce attrition on the climate and economy of a company.

2. To assess the advantages associated with employee recruitment and retention initiatives.

3. To evaluate the applicability of recruitment and retention programmes to diverse job roles within the organisation.

HYPOTHESIS

Null Hypothesis (H0): There is no significant difference between recruitment and selection process and the retention rate of employees at Amazon.

Alternative Hypothesis (H1): There is a significant difference between recruitment and selection process and the retention rate of employees at Amazon

V.SCOPE OF THE STUDY

The focus of my study is specifically on how recruitment and retention practices contribute to the acquisition of potential employees for the organization. The study aims to examine the methods employed to identify and select candidates, including processes of elimination, rejection, and retention.

VI.RESEARCH METHODOLOGY

RESEARCH DESIGN

Descriptive research is used to study recruitment.

AREA OF STUDY

This is done to determine Amazon's hiring procedure.

SAMPLING

The sample comprises all Amazon HR recruiters.
A questionnaire was created for HR recruiters. Sample size: 60. The sampling method is

straightforward and random.

METHOD OF ANALYSIS

Data was presented and interpreted using charts, graphs, and tables

DATA COLLECTION METHODS

Data collecting involves gathering useful and trustworthy information for study. Data was acquired

largely using these methods:

1.   PRIMARY DATA
a.   Questionnaire:

A questionnaire is a frequent approach in which individuals are requested to provide their thoughts. The questionnaire has open-ended and closed-ended questions. HR recruiters filled out a questionnaire, followed by a brief interview with the HR manager to gain further information.

b.   Interviews:

Senior managers were interviewed about the recruiting procedure. To learn more, HR manager is interviewed briefly.

SECONDARY DATA Recruitment magazines, manuals, and books were utilized as secondary data.

VII.LIMITATIONS OF STUDY

1. The project has a limited duration of 45 days, requiring efficient planning and execution within the given timeframe.

2. Due to time constraints, some respondents were unable to allocate sufficient time to respond to the questionnaire, affecting the data collection process.

3. Companies provided incomplete information for administrative reasons, potentially impacting the accuracy and comprehensiveness of the research findings.

4. The research sample was limited to only 50 customers, which may not represent the diverse

population of millions of customers worldwide.

5.

VIII.REVIEW OF LITERATURE

As per Korsten (2003) Jones, et al. (2006), Human Asset The board speculates on recruiting and selection methods and the benefits of meetings, appraisals, and psychometric tests for staff selection. They said that recruiting might be internal, external, or online. Recruitment arrangements, job assignments and details, promotion, application and interview procedure, assessment, autonomous guidance, official selection, and preparation usually determine this cycle (Korsten 2003).

Jones et al. (2006) r suggested that medical, commercial, and contemporary recruiting tactics may provide light on recruitment planning and administrative goals. Successful recruiting processes involve a thorough evaluation of the gig, the job market, and meetings, as well as psychometric testing to assess job seekers' potential. Small and medium- sized businesses focus their hands-on meetings and evaluations on work analysis, the ability to engage with unseasoned job seekers, and corporate social responsibility. Jones et al. (2006) suggest various meetings, pretend, group talks, and collecting projects to manage decision.

Cost (2007), His work Human Asset The most popular technique to find and hire qualified candidates is via recruiting and selection, according to business professionals. He says that hiring the right people requires board navigation and extensive planning.

IX.DATA ANALYSIS & INTERPRETATION

1.   Have you been allotted the post opted by you?

Table 1 : Allotted the Post

Options	No of Respondents	Percentage
Yes	48	80
No	12	20
Total	60	100

INTERPRETATION:

Out of 60 respondents, 48 (80%) have been allotted the post they opted for, indicating a high level of satisfaction with the post allocation process. However, 12 respondents (20%) did not receive their preferred post, highlighting a significant minority whose expectations were not met. This suggests that while the majority are content, there is room for improvement in the allocation process to ensure more respondents can attain their desired positions.

How is the recruitment in the company?

Table 2: Recruitment in The Company

Options	No. of Respondents	Percentage
Open competition	45	75
Recommendations	0	0
Employment exchange	0	0
Trade union recommendations	0	0
Consultancy	6	10
Campus interviews	9	15
Total	60	100

Figure 2: Recruitment In The Company

INTERPRETATION:

The recruitment process in the company predominantly relies on open competition, with 45 out of 60 respondents (75%) indicating this method. Campus interviews also play a role, accounting for 9 respondents (15%), while consultancy services contribute to 6 respondents (10%). Notably, recommendations, employment exchange, and trade union recommendations are not used at all. This suggests the company values merit-based hiring, with aminor yet significant emphasis on consultancy and campus recruitment.

TEST OF HYPOTHESIS

H0: There is no significant difference between recruitment and selection process and the retention rate of employees at Amazon.

H1: There is a significant difference between recruitment and selection process and the retention rate of employees at Amazon.

Sl	5-Scale Likert Scale Description	Recruitment and selection Process %	Retention rate of employees %
1	Strongly Disagree	23%	37%
2	Disagree	21%	23%
3	Neutral	47%	39%
4	Agree	74%	80%
5	Strongly Agree	80%	76%
	Average	49%	51%

INTERPRETATION:

Null Hypothesis(H0)

The above analysis shows there is no difference between recruitment and selection process and retention rate of employees. The average recruitment and selection process 49.retention rate of employees 51. So there is difference   of 2.0.

Hence null hypothesis is rejected.

lternative Hypothesis(H1):

The above analysis shows there is a difference between recruitment and selection process and retention rate of employees .The average recruitment and selection process 49. retention rate of employees 51.Sothere is a difference of 2.0 .Hence alternative hypothesis is accepted.

X.FINDINGS OF THE STUDY

1. The data analysis reveals that the company's employees within the sample size prefer candidates who possess strong technical skills and communication abilities.

2. The need for recruitment in the company arises due to new projects and employee turnover (attrition).

3. Most employees in private sector companies engage in regular recruitment processes based on the company's requirements, while in public sectors, it occurs yearly or monthly for a few companies.

4. Advertising and consultancy services are commonly used by employees for recruitment, with campus interviews being preferred for hiring freshers.

XI.SUGGESTIONS OF THE STUDY

Based on the findings of the project report, the following suggestions can be drawn:

1. An effective recruitment effort aims to attract a large pool of qualified applicants who are willing to accept the job offer. It should also provide enough information for unqualified candidates to self-select themselves out of the hiring process. A successful recruiting program will attract qualified individuals and avoid hiring unqualified candidates, as the right selection can be a valuable asset to the organization, while a faulty selection can become a liability.

2. Based on the collected data, the selection of candidates depends on the specific requirements and abilities sought by each company. The study indicates that a growing firm may require a mix of experienced professionals and fresh graduates, although preferences vary among companies.

XII.CONCLUSION

Based on the provided points regarding the organization's employee selection strategy, it can be concluded that the organization employs a strategic approach in selecting its workforce. The current recruitment strategy is deemed adequate for hiring diverse personnel, although there is a recommendation to integrate modern recruitment and selection methods to enhance effectiveness. The flexibility of the existing recruitment strategy is highlighted, having undergone periodic adjustments to align with management needs over time. Furthermore, the organization utilizes both internal and external sources for recruitment among its workforce, indicating a balanced approach to sourcing talent. Overall, while the current strategy shows adaptability and a blend of recruitment sources, incorporating contemporary practices could further optimize the recruitment process and meet evolving organizational demands more effectively.

XIII.BIBLIOGRAPHY

1. P Subha Rao(2000). *Essentials of HRM and IR*(2ⁿᵈEdition), HIMALAYA, India

2. K.Aswathappa(2005) Human Resource and Personal Management (4 th Edition),Tata McGraw-Hill Pubishing Company Ltd,India

3. *V.S.P.Rao*(1998) Human Resource and Personal Management(6ᵗʰ Edition), HIMALAYA ,India

MAGAZINES

1. AMAZON HR MANUAL.
2. J.M.RAO, 1998, "SCOUTING FOR TALENT " , HUMAN CAPITAL
3. RAYMOND A.NOE, JOHN R. HOLLENBECK, BARRY GERHART, PATRICK M

WRIGHT : HUMAN RESORCE MANAGEMENT "

4. TOJO JOSE, 1999, "HEADING TOWARDS THE BEST"
5. WENDELL L.FRENCH, 1994 : HUMAN RESORCE MANAGEMENT
6. FINDINGS OF THE BT - MBL - RCG QUALITATIVE SURVEY, 1996, "THE BUSINESS

TODAY -EXPERIMENTAL GUIDE TO RECRUITMENT" BUSINESS TODAY, JAN 7-21

WEBSITES

- www.associatedemployers.org
- www.attract-hr.com
- www.hr2hr.com
- www.hrcrossing.com