

PROJECT REPORT ON
RECRUITMENT AND SELECTION PROCESS OF EMPLOYEES

AT

INTEGRATED PERSONNEL SERVICES

Submitted in partial fulfillment of the requirements for the award of

Bachelor Of Commerce

By

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(40740178)



DEPARTMENT OF BUSINESS ADMINISTRATION

SCHOOL OF MANAGEMENT STUDIES

SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(DEEMED TO BE UNIVERSITY)

Accredited with Grade " A " by NAAC I 12B Status by UGC I Approved by AICTE
JEPPIAARNAGAR, RAJIV GANDHI SALAI, CHENNAI - 600 119

APRIL 2023



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BONAFIDE CERTIFICATE

This is to certify that this Professional Training Report is the bonafide work of MR. LAKSHAN DHANUSH G (40740178) who carried out the Project Training at INTEGRATED PERSONNAL SERVICES LTD. under our supervision for a period of 3 months from January 2023 to March 2023.



DR. LAVANYA.M

Internal guide

External Guide


SCHOOL OF MANAGEMENT STUDIES
SATHYABAMA
INSTITUTE OF SCIENCE AND TECHNOLOGY
(Dr. BHUVANESHWARI.G, MBA., Ph.D)

Dean – School of Management Studies

Submitted for Viva Voce Examination held on 08.05.2023





DECLARATION

I LAKSHAN DHANUSH G (40740178) hereby declare that the Professional Training done by me under the guidance of DR.LAVANYA.M (Internal) and (External) at “**INTEGRATED PERSONNAL SERVICES**” CHENNAI is submitted in partial fulfillment of the requirements for the award of Bachelor of Commerce.

DATE: 29.04.2023

PLACE: CHENNAI



SIGNATURE OF THE CANDIDATE

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LAKSHAN DHANUSH G

ABSTRACT

This study aims to investigate the recruitment and selection process in organizations, with a focus on identifying best practices and potential areas for improvement. The study reviews existing literature on recruitment and selection, including theories and models of the hiring process, and examines case studies of successful recruitment and selection initiatives in different industries. Data is collected through surveys, interviews, and observations of recruitment and selection processes in a variety of organizations. The study identifies key factors that impact recruitment and selection, such as organizational culture, job requirements, and candidate qualifications, and explores strategies for improving the effectiveness and efficiency of the hiring process. The findings provide insights for HR practitioners, hiring managers, and organizational leaders seeking to enhance their recruitment and selection practices. The study's findings provide insights for HR practitioners, hiring managers, and organizational leaders seeking to enhance their recruitment and selection practices. The study recommends that organizations invest in creating a strong employer brand, use data analytics to inform their hiring decisions, and leverage technology to streamline the hiring process. By implementing these recommendations, organizations can improve their recruitment and selection practices and attract and retain top talent.

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CHAPTER-1

INTRODUCTION

1.1 INTRODUCTION TO RECRUITMENT AND SELECTION PROCESS

Recruitment and selection are critical functions of human resource management that involve identifying and attracting the most suitable candidates for job openings within an organization. Effective recruitment and selection processes are essential for an organization's success, as they help ensure that the right candidates are hired for the right roles, which can have a significant impact on an organization's productivity, performance, and profitability.

The recruitment and selection process involves several stages, starting with identifying job vacancies, followed by advertising the job opening, screening candidates, conducting interviews, and making a final selection decision. Each stage of the process requires careful planning, execution, and evaluation to ensure that the organization attracts the most suitable candidates for the job.

The recruitment and selection process is also subject to a range of legal and ethical considerations, including equal employment opportunity laws, discrimination laws, and privacy laws. These considerations add an additional layer of complexity to the hiring process, requiring HR practitioners and hiring managers to navigate a range of legal and ethical considerations while also selecting the best candidates for the job.

This topic is of critical importance to HR professionals, hiring managers, and organizational leaders who seek to improve their recruitment and selection practices. By understanding the different stages of the recruitment and selection process, the legal and ethical considerations that apply, and the strategies for attracting and selecting the best candidates, organizations can improve their hiring practices, increase employee retention, and achieve better organizational outcomes.

1.2 INDUSTRY PROFILE

Recruiting firms, also known as staffing or employment agencies, are companies that help match job seekers with job opportunities within various industries. These firms work with both employers and job seekers to find the best fit for a given position, with the ultimate goal of filling open roles as quickly and efficiently as possible.

The recruiting industry has grown steadily over the past several decades, fueled in large part by globalization and the rise of the gig economy. As businesses increasingly rely on flexible staffing models, recruiters have become an essential part of the hiring process for companies of all sizes and industries.

1.3 COMPANY PROFILE

Integrated Personnel Services Limited is a listed company on the Indian National Stock Exchange, and preferred partner for providing human resource services to the best of the industries all across India since year 2004. The expertise lies in providing customized solutions exactly matching to the client's requirements. With its strong networks and connections it several locations and managing its associates in pan India. It also has a strong database for the International staffing. It deals with 360 degree HR aspects touching upon the most crucial areas of this business.

1.4 STATEMENT OF THE PROBLEM

Recruiting and selecting qualified candidates for open positions is a critical process for any organization, but it can also be a challenging and complex process. Despite the significant investments made by organizations in their recruitment and selection efforts, there are still a number of challenges that hinder their ability to attract and select the best candidates for their needs. These challenges may include issues related to attracting qualified candidates, unconscious bias in the selection process, limited budgets for recruiting efforts, and a lack of diversity in the candidate pool. It is important for

organizations to identify and address these challenges in order to build a high-performing workforce and remain competitive in their respective industries.

1.5 NEED FOR THE STUDY

Recruitment and selection process in an organization is important in order to attract an effective workforce. This determines the business success and would affect the whole organization.

- ▶ To determine the strategic plan to define the objective and goals.
- ▶ To attain the qualified employees to help the organization achieve its goals

1.6 OBJECTIVES OF THE STUDY

- ▶ To comprehend the hiring, sourcing, and management procedures used by private consultancies.
- ▶ To research the benefits of job portals for recruiters and job seekers.
- ▶ To assess the partnership between consultants and candidates.
- ▶ To determine whether candidates are satisfied with the consul's services.

1.7 SCOPE OF THE STUDY

The scope of recruitment and selection includes:

- ▶ Dealing with the excess or shortage of resources.
- ▶ Preparing the recruitment policy for different categories of employees.
- ▶ Analyzing the recruitment policies, processes, and procedures of the organization.

1.8 LIMITATIONS OF THE STUDY

- ▶ Collecting data properly from the employees become difficult due to time constraint.
- ▶ There's a chance for bias in the information given by the candidates.
- ▶ Respondents were very reluctant in answering the question.

CHAPTER-2

REVIEW OF LITERATURE

Recruitment and selection are essential functions of human resource management that play a crucial role in the success of an organization. In recent years, there has been a significant amount of research on recruitment and selection processes, including best practices, challenges, and trends in the field. This literature review provides an overview of the key findings from recent research on recruitment and selection processes.

One of the most critical issues in recruitment and selection is the identification of suitable candidates. Several studies have emphasized the importance of identifying the job requirements and skills needed for the role to ensure that the recruitment process is targeted towards the most suitable candidates (Chhabra, 2014; Huang, 2018). A job analysis can be a useful tool for identifying the necessary qualifications, skills, and competencies required for the role.

Another important consideration in recruitment and selection is the use of technology. Recent research has highlighted the benefits of technology in streamlining the recruitment process, including reducing the time and cost of hiring (Berthon et al., 2017). Additionally, the use of data analytics can help identify trends and patterns in the recruitment process and inform decision-making (Fehling & Kessler, 2017).

In conclusion, recruitment and selection are critical functions of human resource management that require careful planning and execution. Recent research has highlighted the importance of identifying job requirements, using technology, complying with ethical and legal considerations, and building a strong employer brand. By incorporating these best practices into their recruitment and selection processes, organizations can attract and retain top talent and achieve better organizational outcomes.

LITERATURE REVIEW

Recruitment and Selection Process: Legal and Ethical Considerations.

Akintayo, D I, & Sholarin, M.A. (2019).

One of the most crucial issues in recruitment and selection is the identification of suitable candidates. Emphasized that identifying the job requirements and skills needed for the role is essential to ensure that the recruitment process is targeted towards the most suitable candidates. A job analysis can be a useful tool for identifying the necessary qualifications, skills, and competencies required for the role. Additionally, attracting suitable candidates has been found to be a challenge for organizations. Ethical and legal considerations are also critical in the recruitment and selection process. Akintayo & Sholarin emphasized the importance of compliance with equal employment opportunity laws, non-discrimination policies, and privacy laws. Luthans et al. (2015) further added that organizations need to ensure that the recruitment process is fair, transparent, and inclusive to build a diverse and inclusive workplace.

Marketing meets HR: The role of employer branding in talent management.-

Berthon P.R, Plangger K & Shapiro D. (2017).

The article examines the role of employer branding in talent management and how it can be leveraged to attract and retain top talent. The authors argue that employer branding is a strategic marketing tool that can help organizations differentiate themselves from competitors and establish a strong reputation as an employer. The article discusses the benefits of effective employer branding, including increased employee engagement, higher retention rates, and improved organizational outcomes. The authors also provide practical recommendations for building a strong employer brand, such as leveraging social media, creating a positive workplace culture, and fostering employee advocacy.

Technology is another critical aspect of recruitment and selection. Berthon et al. (2017) highlighted the benefits of technology in streamlining the recruitment process, including

reducing the time and cost of hiring. Moreover, the use of data analytics can help identify trends and patterns in the recruitment process and inform decision-making. Organizations can also leverage social media to reach a broader pool of candidates.

Building a Strong Employer Brand: Effects on Recruitment and Retention - Grewal, R., & Tansuhaj, P. (2018).

The paper examines the impact of a strong employer brand on recruitment and retention outcomes. The authors argue that a strong employer brand can enhance an organization's ability to attract and retain top talent by signaling desirable job attributes and a positive work environment. The paper reviews prior research on the link between employer branding and recruitment and retention outcomes and highlights the importance of developing a unique and authentic employer brand that aligns with organizational values and culture. The authors also provide practical recommendations for building a strong employer brand, such as investing in employee training and development, promoting a positive work-life balance, and fostering a sense of community and belonging among employees. Employer branding is another trend that has gained attention in recent years. Grewal & Tansuhaj (2018) found that a strong employer brand can attract and retain top talent and improve organizational outcomes. Effective employer branding can be achieved through a range of strategies, including social media marketing, employee engagement, and community involvement.

Research on employee recruitment: So many studies, so many remaining questions. Journal of Management - Breugh, J. A., & Starke, M. (2016).

The source is an article titled "Research on employee recruitment: So many studies, so many remaining questions" by Breaugh and Starke, published in the Journal of Management in 2016. The article provides a comprehensive review of the research on employee recruitment, identifying key findings and remaining questions in the field. The authors argue that despite the large volume of research on recruitment, there are still many unanswered questions about the effectiveness of different recruitment strategies, the role of recruitment sources, and the impact of recruitment on organizational outcomes. The article also reviews the theoretical frameworks that have been used to understand employee recruitment, including social exchange theory, signaling theory, and person-organization fit theory. The authors highlight the need for future research to adopt more sophisticated methodologies, such as longitudinal studies and experimental designs, to better understand the complex dynamics of employee recruitment.

Hiring the right employees: A data-driven approach. McKinsey Quarterly - Fehling, R., & Kessler, A. (2017)

The source is an article titled "Hiring the right employees: A data-driven approach" by Fehling and Kessler, published in McKinsey Quarterly in 2017. The article advocates for a data-driven approach to employee recruitment and selection, highlighting the benefits of using advanced analytics and predictive modeling to identify the most promising candidates. The authors argue that traditional recruitment methods, such as resumes and interviews, are subject to bias and inaccuracies, and may not effectively predict job performance. The article discusses the use of data analytics to identify the key traits and behaviors associated with high-performing employees and to develop predictive models that can be used to assess candidates. The authors also discuss the potential challenges and limitations of using data-driven approaches to recruitment, such as privacy concerns and the need for ongoing validation and calibration of models.

Exploring applicant quantity and quality: The effects of early recruitment practice strategies, corporate advertising, and firm reputation Collins, C. J., & Han, J. (2014)

The study found that early recruitment practices, such as internships and co-op programs, had a significant positive effect on the quantity and quality of job applicants. Corporate advertising and a positive firm reputation also had a positive effect on the quantity and quality of applicants, but to a lesser extent. The study highlights the importance of developing a strong employer brand and utilizing a range of recruitment strategies to attract top talent. The authors suggest that organizations should invest in early recruitment programs, such as internships, to increase the likelihood of attracting high-quality applicants. They also suggest that organizations should focus on building a positive reputation through effective corporate branding and marketing efforts to attract more applicants. Overall, this study provides insights into the factors that influence the success of recruitment and selection processes and offers practical implications for organizations seeking to attract and retain top talent.

Advancements in recruitment and selection: The promise of big data and machine learning - Campion, M. A., & Campion, J. E. (2018)

The authors highlighted several examples of the use of big data and machine learning in recruitment and selection, such as using social media data to predict job performance, analyzing candidate responses in video interviews, and using machine learning algorithms to match candidate profiles with job requirements. The authors also discussed the potential for these technologies to improve diversity and inclusion in recruitment and selection by reducing the impact of unconscious biases. The review concluded with a discussion of the future directions of research in this area, including the need for more empirical studies on the effectiveness of these technologies in recruitment and selection, the ethical implications of using these technologies, and the importance of developing appropriate data governance policies. Overall, the review highlights the

potential of big data and machine learning to transform recruitment and selection practices and offers practical implications for organizations seeking to adopt these technologies.

Stubborn reliance on intuition and subjectivity in employee selection - Highhouse, S. (2008)

The review discussed several factors that contribute to the persistence of intuitive and subjective selection practices, including the complexity of job requirements, the lack of agreement on what constitutes job performance, and the difficulty of evaluating candidates on multiple criteria. The author also highlighted the role of individual differences, such as cognitive ability and personality, in influencing the use of intuition and subjectivity in selection decisions. The author concluded with a discussion of the need for evidence-based approaches to employee selection, emphasizing the importance of using objective and valid measures of job performance and adopting a structured and systematic approach to selection decisions. The review also highlights the importance of training and education for selection decision-makers to improve their knowledge and skills in evidence-based selection practices. Overall, the review provides insights into the persistence of intuitive and subjective selection practices and emphasizes the need for evidence-based approaches in employee selection. The review offers practical implications for organizations seeking to improve their selection practices and reduce the impact of biases in selection decisions.

Employee recruitment: Current knowledge and important areas for future research - Breaugh, J. A. (2017)

The review states the current knowledge and identifies important areas for future research in the field of employee recruitment. The author discusses how the recruitment process has changed over time, from the early days of newspaper ads to today's use of social media and other digital platforms. The article also covers important topics such as the role of employee referrals, the impact of job characteristics on recruitment, and the use of technology in the recruitment process. The author concludes that while significant progress has been made in our understanding of recruitment, there is still much to be learned, particularly in areas such as diversity and inclusion, the use of data analytics, and the role of recruiters in the process. The review was conducted with a focus on identifying current knowledge gaps and important areas for future research. The review covered topics such as recruitment sources, applicant reactions, and the effects of social media on recruitment. The review provides a valuable summary of the current state of knowledge in the field of employee recruitment and highlights the need for future research to address key gaps in understanding, such as the effects of recruiter behavior and the influence of organizational culture on recruitment outcomes.

Recruitment and selection process and employee competence: A conceptual framework. Journal of Applied Business and Economics - Trivellas, P., Reklitis P., & Platis, C. (2013)

The review proposes a conceptual framework for the relationship between recruitment and selection processes and employee competence. The authors argue that the recruitment and selection process is crucial for identifying employees who possess the necessary knowledge, skills, and abilities to perform effectively on the job. The article reviews the literature on recruitment and selection, and highlights the importance of job analysis, person-job fit, and person-organization fit in the recruitment and selection process.

The authors also propose a model for employee competence that consists of three levels: functional competence, behavioral competence, and contextual competence. Functional competence refers to the technical knowledge and skills required for the job, behavioral competence refers to interpersonal and communication skills, and contextual competence refers to the ability to understand and work effectively within the organization's culture and values. The article concludes by highlighting the importance of aligning recruitment and selection practices with the organization's overall strategy and goals to ensure the selection of competent employees.

CHAPTER – 3

RESEARCH METHODOLOGY

The term "Research methodology" refers to "the systematic method consisting of enunciating the problem, formulating a hypothesis, collecting the facts or data, analyzing the facts and reaching certain conclusions," either in the form of "solutions" or "generalizations for some theoretical formulation."

Both primary and secondary data are used in this investigation. The primary data were gathered by distributing structured questionnaires to the respondents. Secondary data is gathered from several sources, including the office, library, periodicals, newspapers, yearly reports, and websites.

3.1 RESEARCH DESIGN

A research design is a set of guidelines for data gathering and analysis that tries to maximize relevance to the study goal. A conceptual framework within which the research is carried out is known as the research design.

Research design must focus on the following;

- Formulating the objectives of the study.
- Designing method of data collection.
- Selection the sample.
- Collecting data.
- Processing and analyzing the data.

DESCRIPTIVE RESEARCH

- Descriptive research is the type of study design used in this project. It consists of many surveys and fact checks. The primary goal of descriptive research is to describe the current state of circumstances. Exposit fact is a word frequently used in social science and business research to refer to descriptive research projects.
- Descriptive research is concerned with a univariate question in which we inquire about or make a claim on the presence, size, shape, or distribution of a variable.
- The researcher has no control over the variables, which is one of this method's key characteristics. Even when they are unable to control the variables, researchers who employ descriptive research nonetheless make an effort to identify reasons.

3.2 SOURCE OF DATA

- Primary Data: Employees were directly surveyed to gather the primary data. The researcher is learning it for the first time.
- Secondary Data: Information was acquired from internal and external sources and serves as the first step in the research process. Through the use of periodicals, books, manuals, and websites, secondary data was acquired.

The process of preparing and gathering data is referred to as data collection.

3.3 STRUCTURE OF THE QUESTIONNAIRE

The questionnaire is divided into two sections. First part is designed to know the general information about public and the second part contains public opinion on Recruitment and Selection process.

QUESTIONNAIRE:

Structured questionnaire is selected as the tool for data collection, which includes various types of questions concerning different aspects of this study.

These are the type of question included in the questionnaire:

1. Multiple Choice Questions.
2. Rating Questions.
3. Ranking Questions.

1. **Multiple choices:**

These questions have a set of given alternative.

2. **Likert scale:**

This is one which has options either from “Highly Satisfied to highly dissatisfied” or “strongly agree to strongly disagree”.

3. **Close ended question:**

This question consists of options and respondents should select from them.

SAMPLING:

Sampling is defined as the selection of some part of an aggregate or totality on the basis of which a judgment or inference about the aggregate or totality is made.

POPULATION:

All items in any field of inquiry constitute a population. The attributes that are the objective of study are referred to as characteristics and the units possessing them are called as elementary units. The aggregate of such units is generally described as population.

3.4 SAMPLE SIZE

The collected data from 56 respondents is being used for research.

3.5 SAMPLING TECHNIQUE

Convenience sampling is adopted to collect data from the respondents. A convenience sampling method is one of the main types of non-probability sampling methods. A convenience sample is made up of people who are easy to reach.

3.6 PERIOD OF STUDY

The period of the study is January 2023 through March 2023.

3.7 ANALITICAL TOOLS

The sample data will be analysed using the percentage analysis method, and as a result, pie charts and bar graphs will be used to depict the results. When it's crucial to know how many participants provided a specific response, percentage is the suitable unit.

CHAPTER – 4

DATA ANALYSIS AND INTERPRETATION

4.1 PERCENTAGE ANALYSIS

Model of table to be created for all the questions asked by the researcher each table should start in a fresh page.

► **Percentage Analysis**

In this method frequency of various criteria factor are tabulated and the percentage of each value with respect to the total are found out. They are presented pictorially by graph in order to have better understanding. Percentage analysis is measures of central tendency. It is used in data presentation. The data are reduced into the standard form with the base equal to 100, which facilitates data comparison.

Percentage analysis = $\text{Number of respondents} \div \text{Total respondents}$

► **Chi – Square**

In realities certain things cannot be measured or express in terms of numerical form. In the words they are incapable for measurements ex. Anger, emotions, sincerity etc. Hence they are called character, qualities or attributes. Though attributes are not measurable we can find out the presence and absence of it, in that we can find out no. of items processing the quality or not. In chi square if 2 attributes are given we can find out whether they are independent or dependent. Chi- square test can be used to determine data in the two classifications are independent; it can also use to make comparison between two attributes. This test measures the difference between the observed frequencies and the expected frequencies and throws light on whether the difference between the observed and expected frequencies is significant or not significant.

$$\chi^2_c = \sum \frac{(O_i - E_i)^2}{E_i}$$

O_i = Observed frequency

E_i = Expected frequency

Degree of freedom = $(r-1)(c-1)$

Which represents the number of rows in two way table and c represent the number of column.

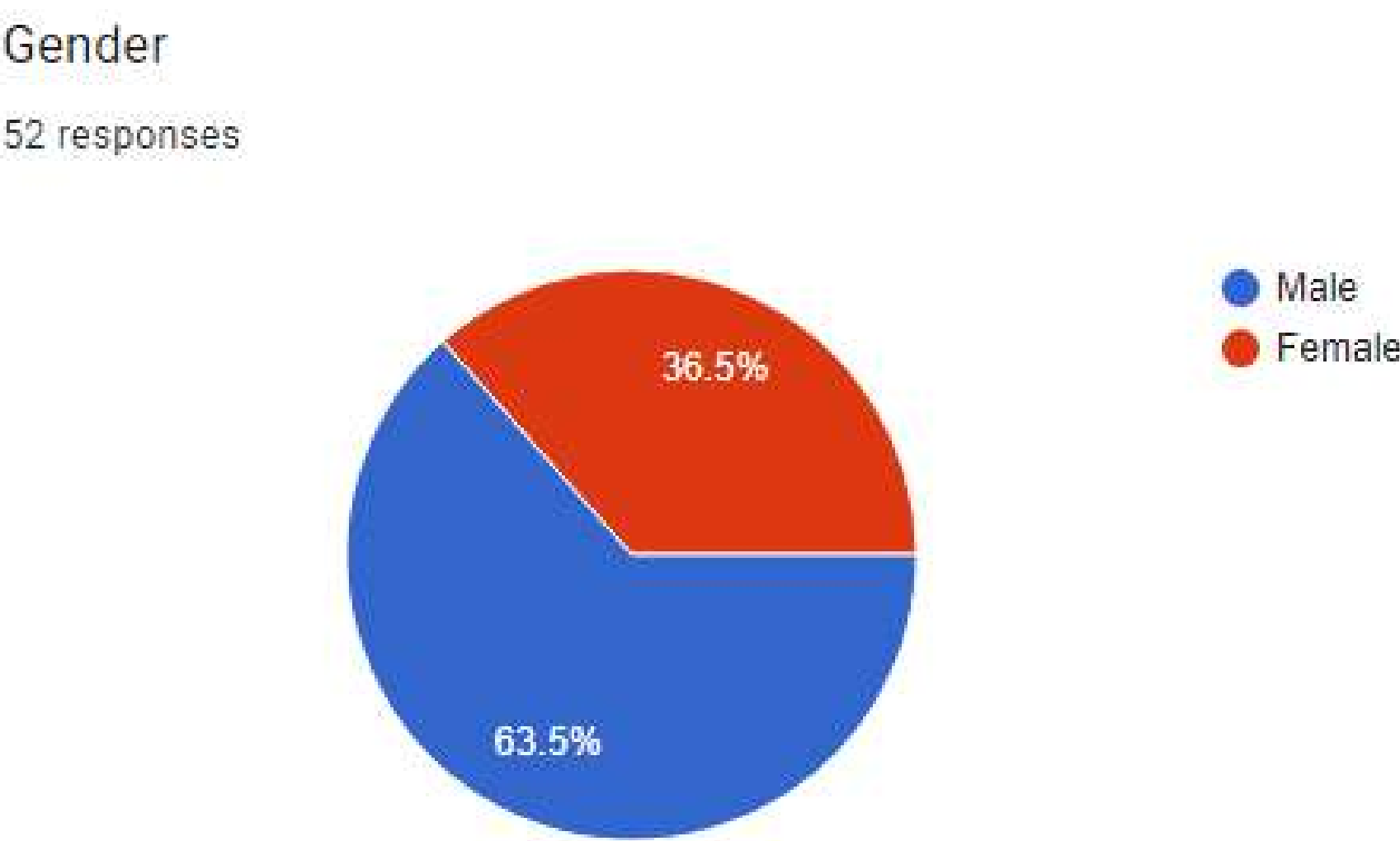
► **T-Test:**

A T-test is a statistical examination of two population means. A two-sample t-test examines whether two samples are different and is commonly used when the variances of two normal distributions are unknown and when an experiment uses a small sample size.

DATA ANALYSIS AND INTERPRETION

4.1.1 Table showing the gender of the respondents

GENDER	RESPONSES	PERCENTAGE
Male	31	63.5%
Female	21	36.5%
Total	52	100%



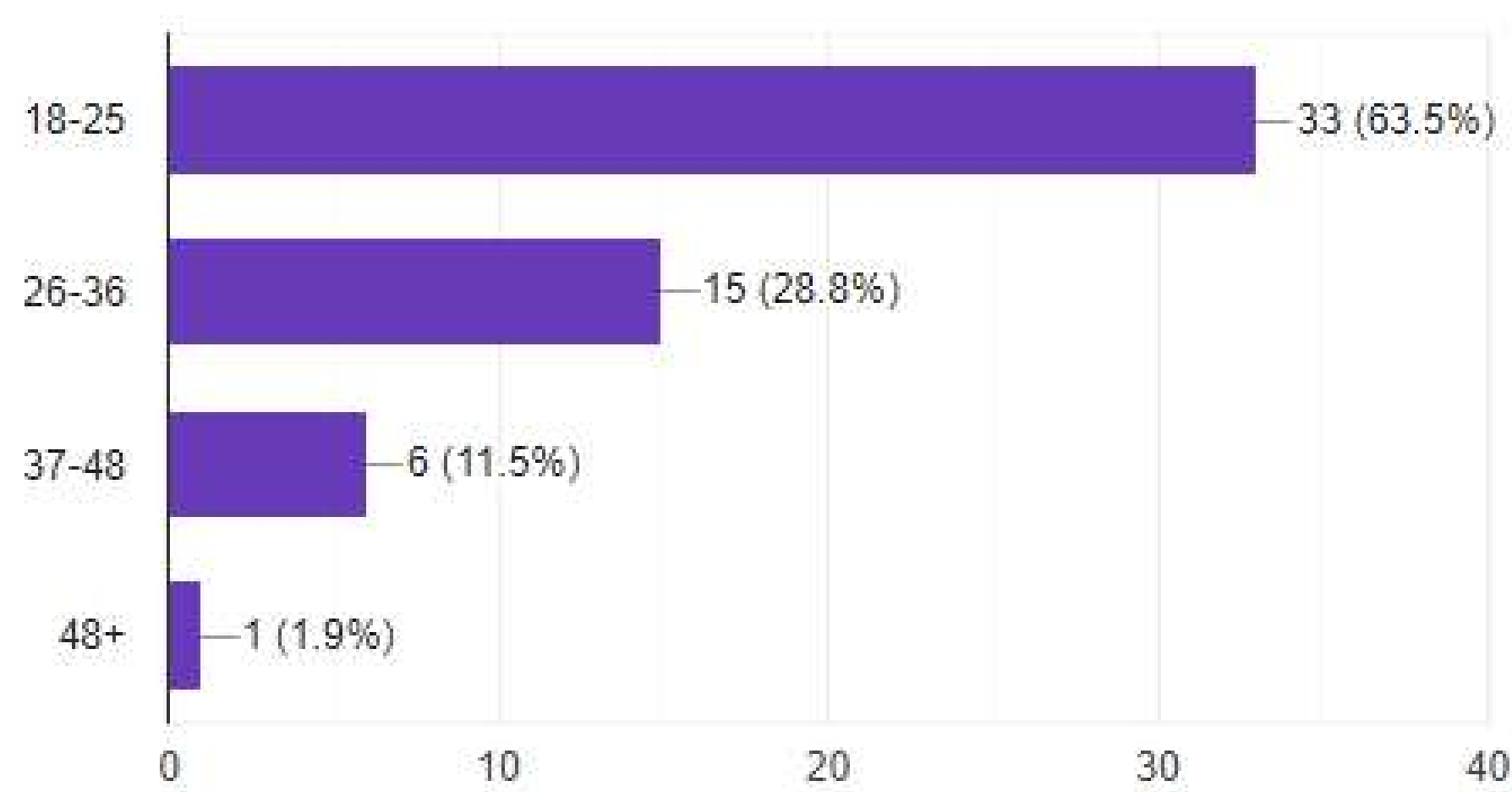
Interpretation:

The above chart represents the Gender of the respondents. Male respondents are more than that of female respondents.

4.1.2 Table showing the age group of the respondents

AGE GROUP	RESPONSES	PERCENTAGE
18-25	33	63.5%
26-36	15	28.2%
37-48	4	7.6%
48+	1	1%
TOTAL	52	100%

Age
52 responses



Interpretation:

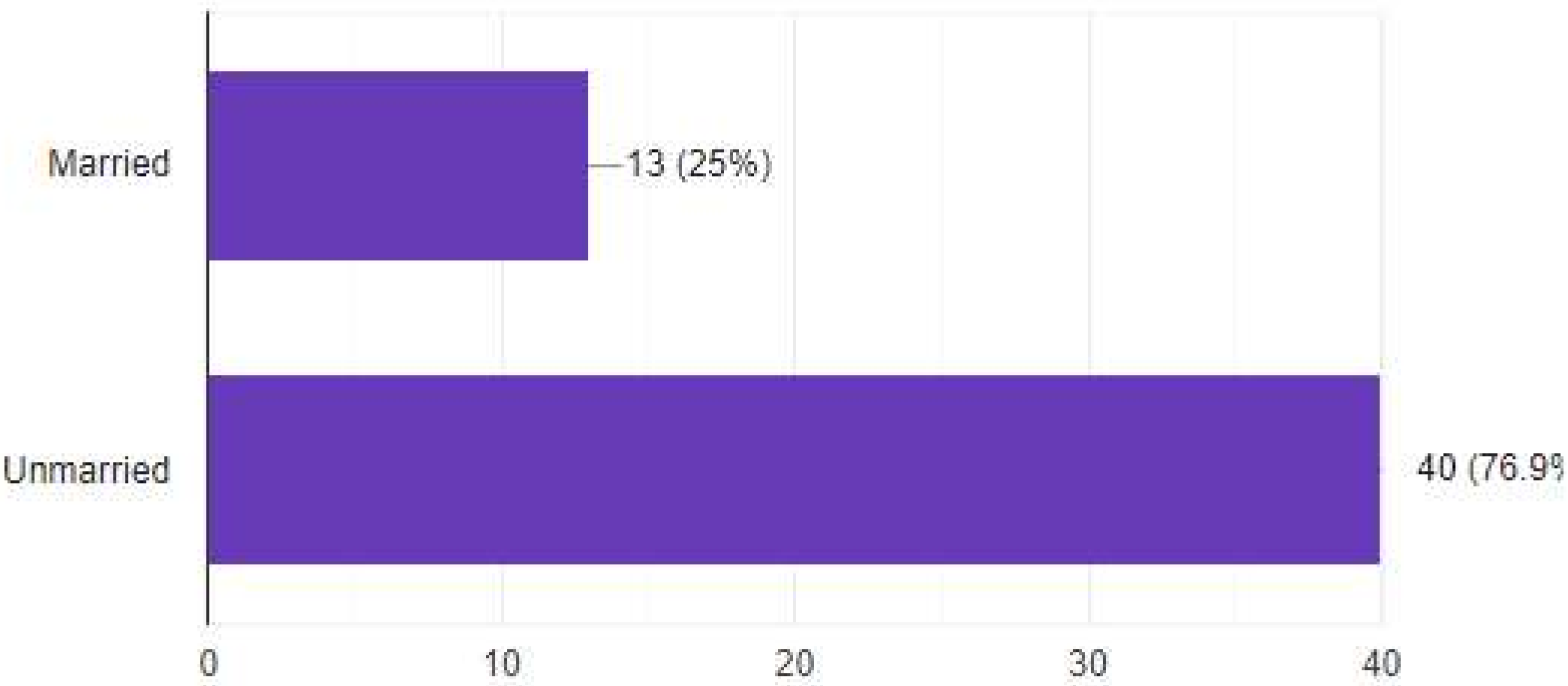
The above chart represents the demographic variable of age groups, and most of the respondent ranked from 18-25 and least is above 48.

4.1.3 Table showing the marital status of the respondents

MARITAL STATUS	RESPONSES	PERCENTAGE
Married	12	24%
Unmarried	40	76%
TOTAL	52	100%

Marital Status

52 responses

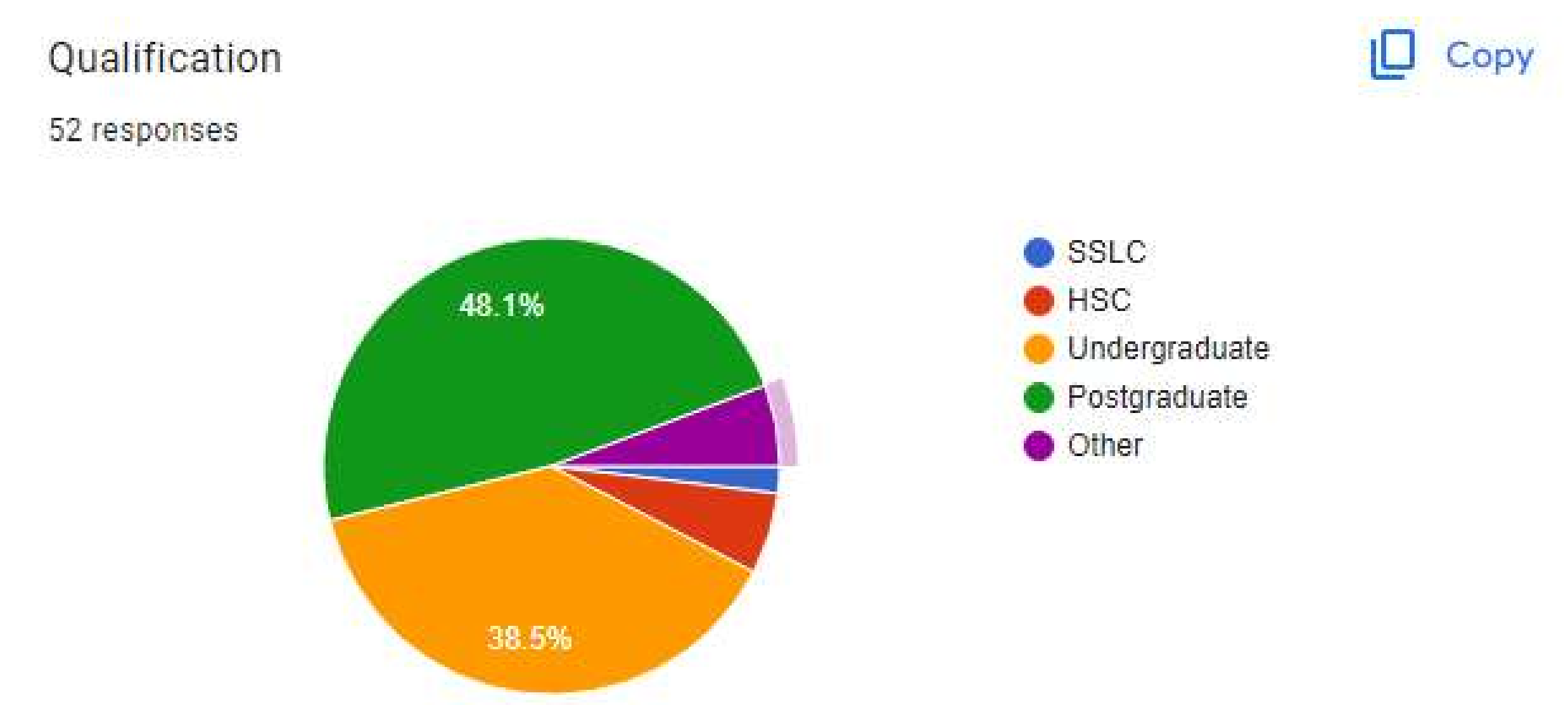


Interpretation:

The above table represents the marital status of the respondents, It shows there are more unmarried respondents.

4.1.4 Table showing the qualification of the respondents.

QUALIFIACATION	RESPONSES	PERCENTAGE
SSLC	3	5.76%
HSC	2	3%
Undergraduate	19	38.5%
Postgraduate	25	48.1%
Other (Diploma, ITI)	3	5.76%
TOTAL	52	100%



Interpretation:

The above chart represents, educational status of each respondent. It shows PG respondents are more than UG and others.

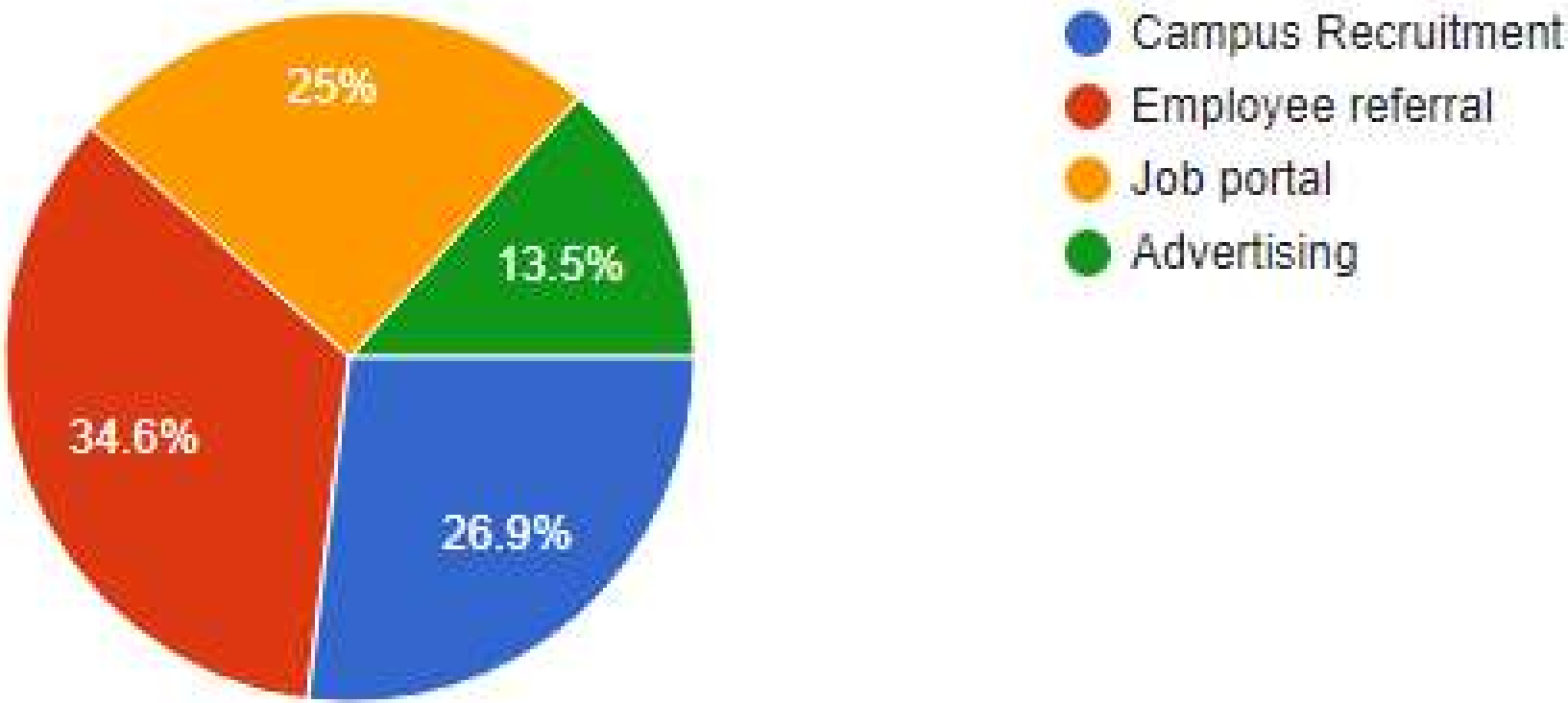
4.1.5 Table showing the sources to find candidates.

SOURCE	RESPONSES	PERCENTAGE
Campus recruitment	14	26.9%
Employee referral	18	34.6%
Job portal	13	25%
Advertising	7	13.5%
TOTAL	52	100%

What source you adopt to find candidates

 Copy

52 responses



Interpretation:

The above chart shows most respondents prefer employee referral and campus recruitment method to find candidates.

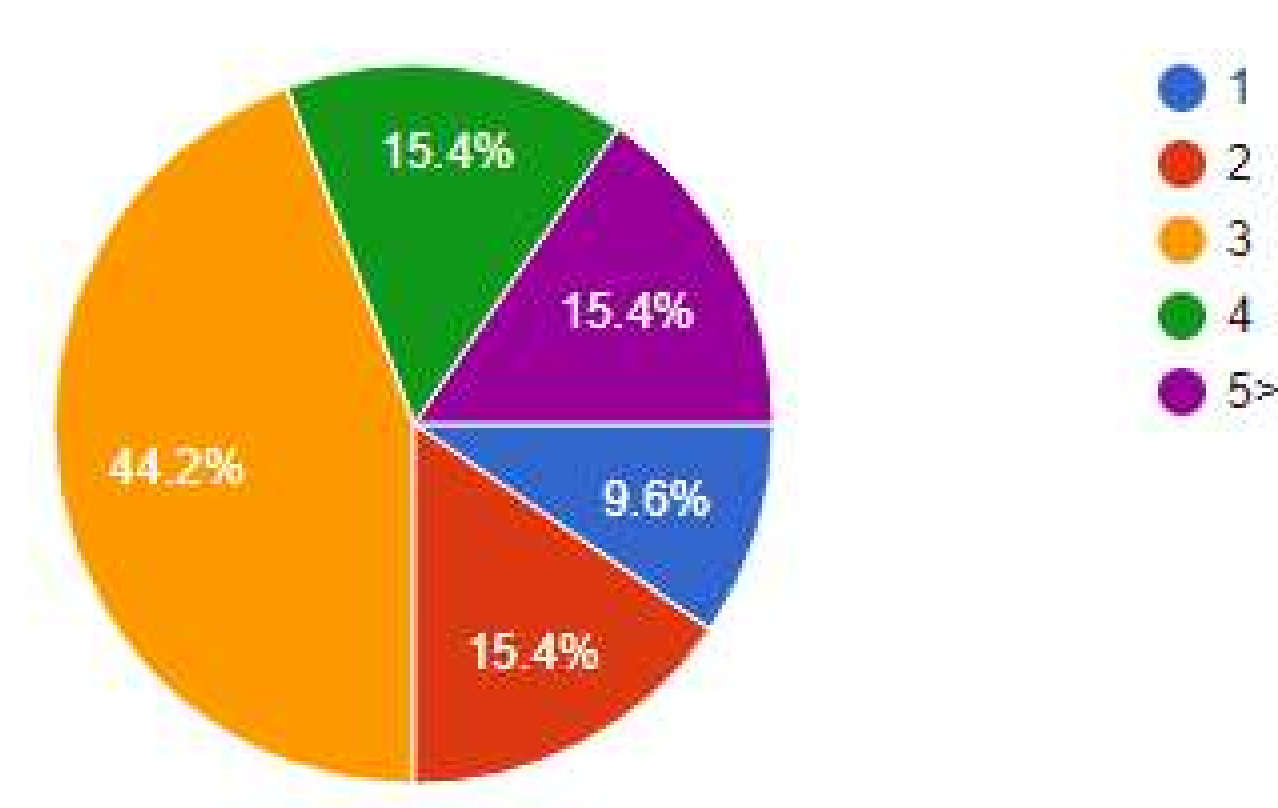
4.1.6 Table showing the stages involved in the selection process.

NO. OF STAGES	RESPONSES	PERCENTAGE
1	4	9.6%
2	9	15.4%
3	23	44.2%
4	8	15.4%
5	8	15.4%
TOTAL	52	100%

How many stages are involved in selecting the candidate?

 Copy

52 responses



Interpretation:

The above chart shows the stages involved in seletion process. Most of the respondents say there’s 3 stages.

4.1.7 Table showing the average time spent by an HR during recruitment

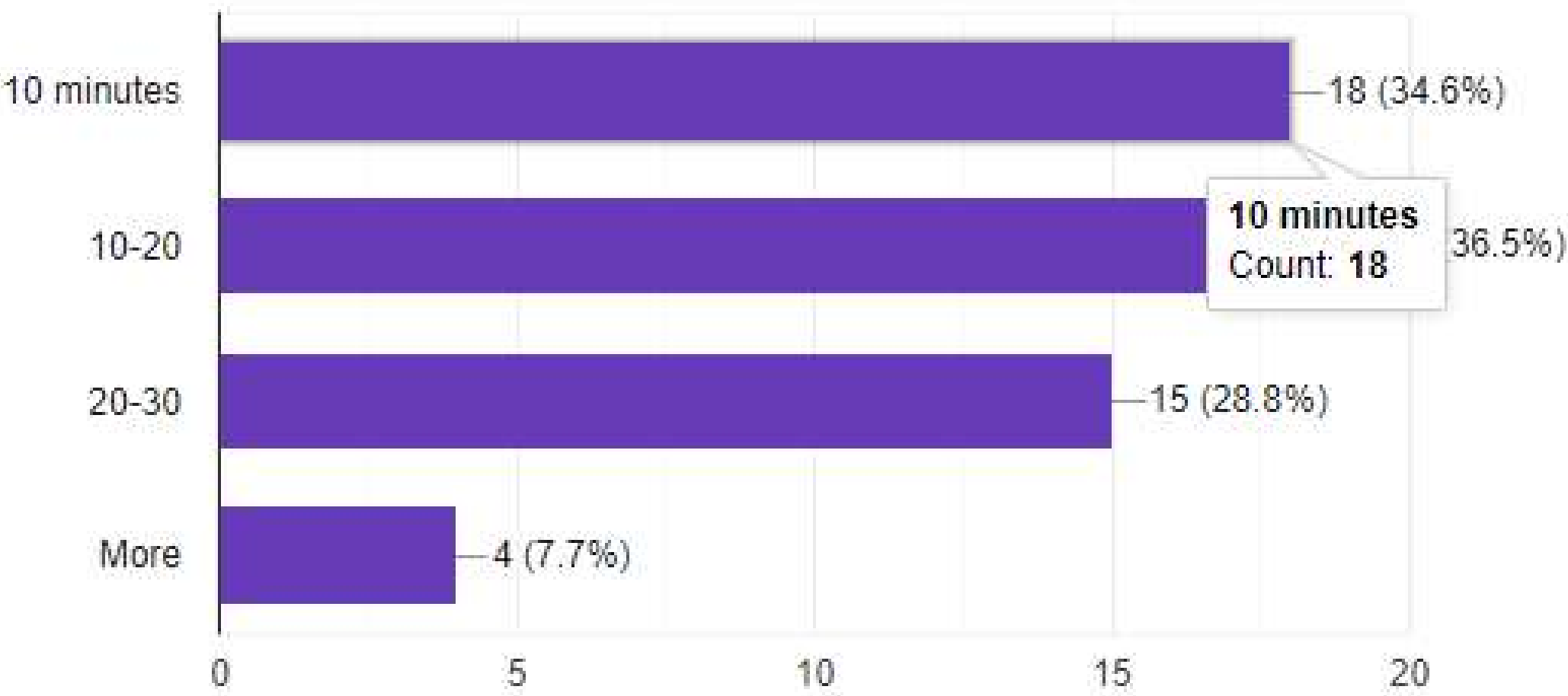
AVERAGE TIME SPENT	RESPONSES	PERCENTAGE
10 Minutes	16	34.6%
10-20 Minutes	20	36.5%
20-30 Minutes	12	28.8%

30<	4	7.7%
TOTAL	52	100%

What is the average time spent by the HR during recruitenting each candidate?



52 responses



Interpretation:

The above chart shows that most HR's spend 10 minutes to recruit a candidate.

4.1.8 Table showing the back out percentage of candidates after being offered.

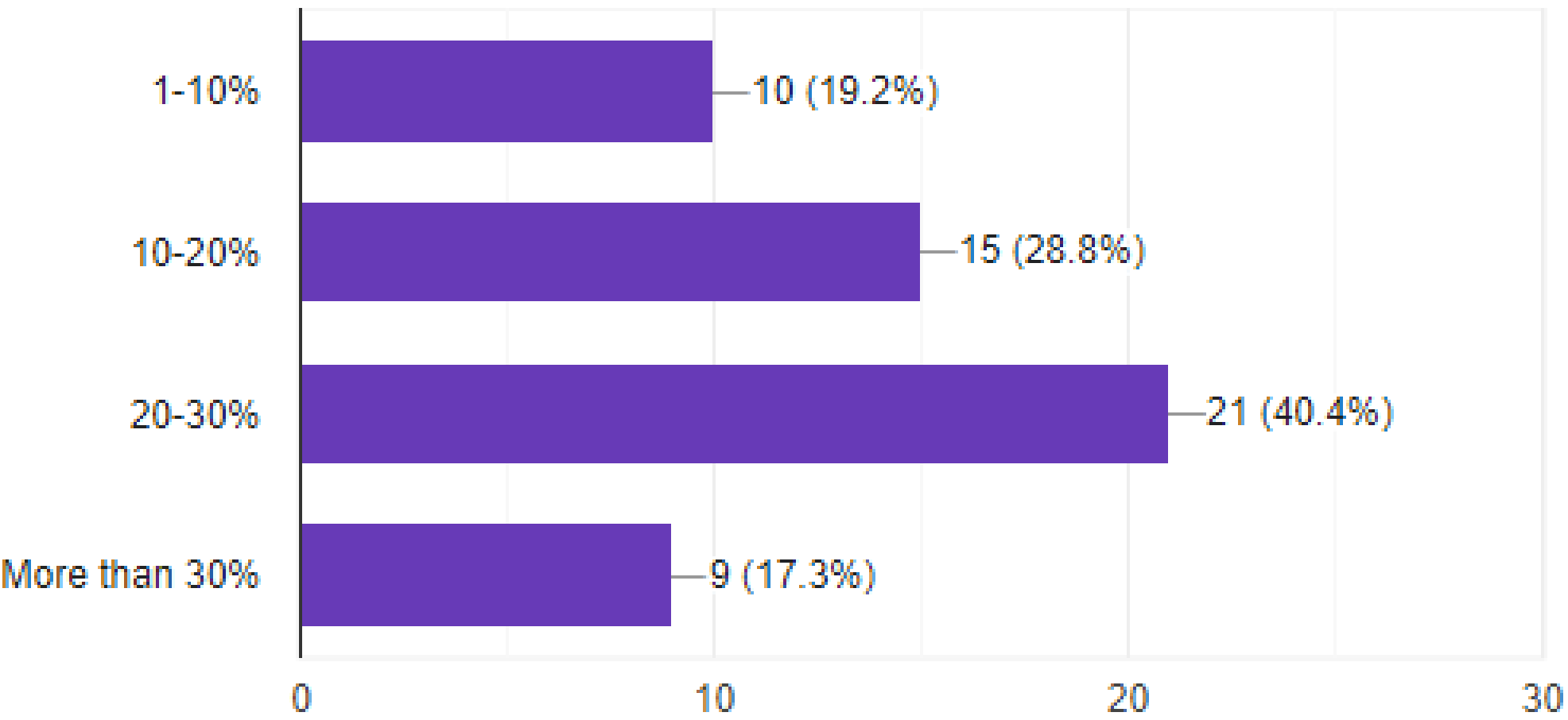
BACKOUT PRCENTAGE	RESPONSES	PERCENTAGE
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1-10%	10	19.2%
10-20%	15	28.8%
20-30%	21	40.4%
30%<	9	17.3%
TOTAL	52	100%

What is the back out percentage of candidates after being offered?



52 responses



Interpretation:

The data shows that 20-30% of candidates of candidates backout the most after being offered.

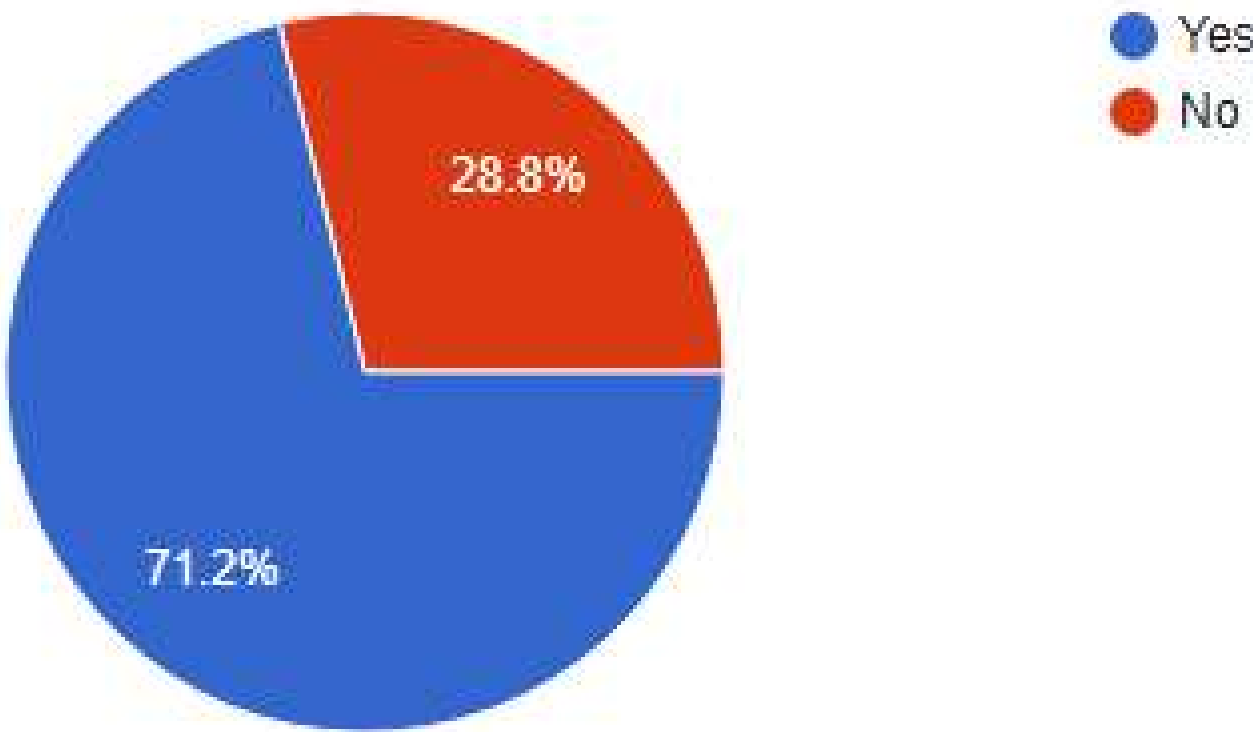
4.1.9 Table showing whether different recruitment process is carried for different grades of employees.

	RESPONSES	PERCENTAGE
Yes	37	71.2%
No	15	28.8%
TOTAL	52	100%

Do you follow different recruitment process for different grades of employees?

 Copy

52 responses



Interpretation:

The above chart depicts that different process for different grades of employees is being followed largely.

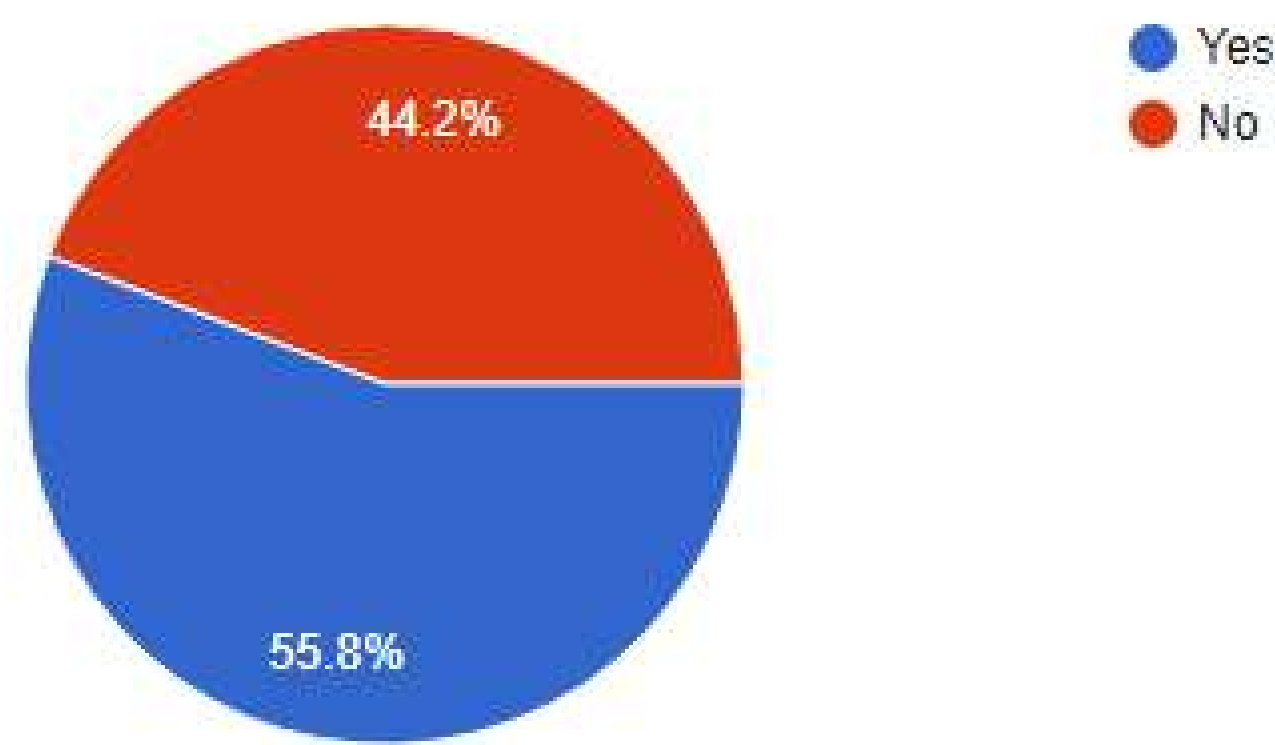
4.1.10 Table showing the percentage of travelling cost reimbursed by the company.

DOES THE COMPANY REIMBURSE THE TRAVELLING COST?	RESPONSES	PERCENTAGE
Yes	30	55.8%
No	22	44.2%
TOTAL	52	100%

Does the company reimburse the traveling cost incurred by the candidate for appearing in the interview?

52 responses

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Interpretation:

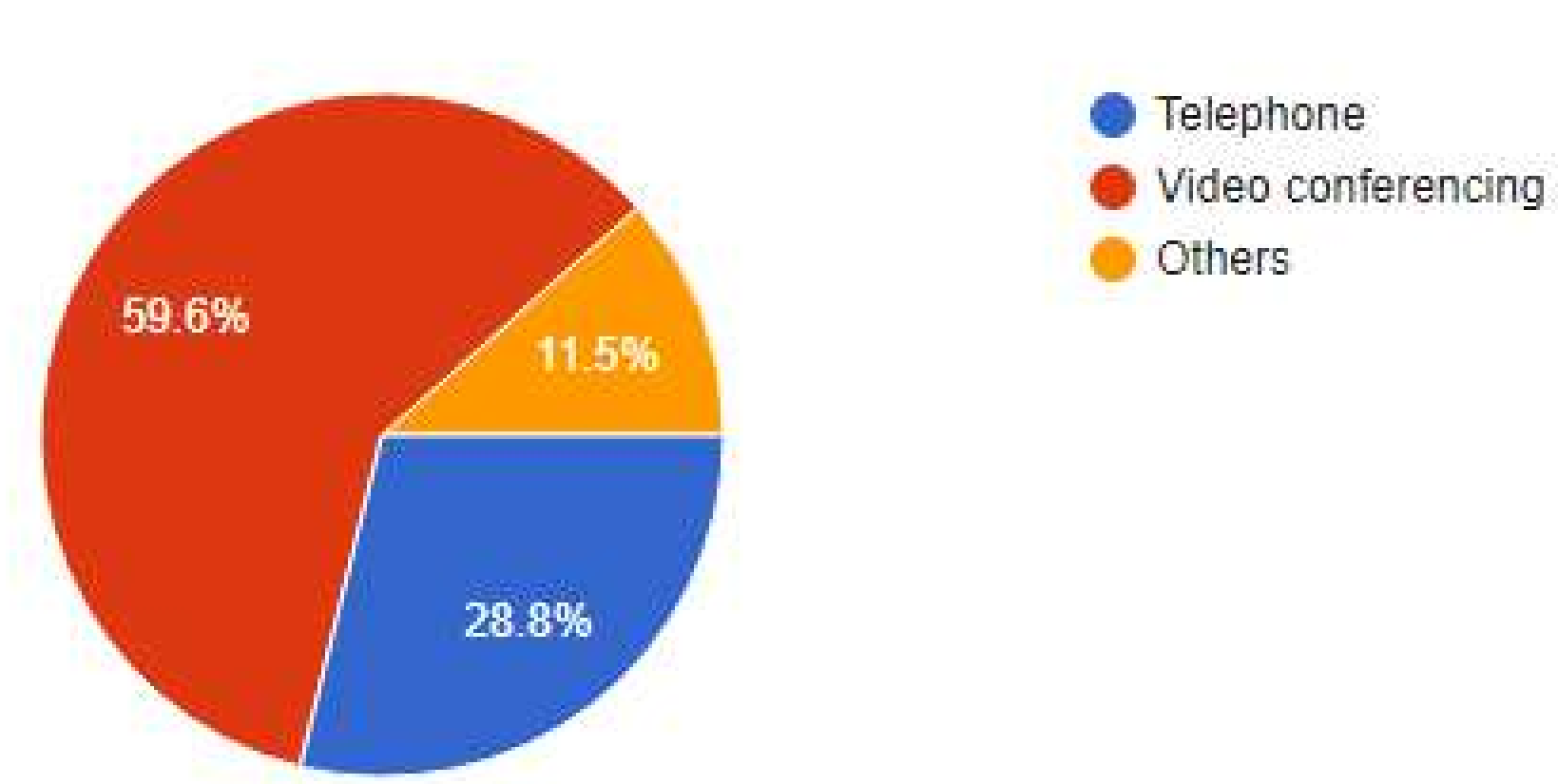
The above chart shows that almost 55.8% of companies reimburse the travelling cost.

4.1.11 Table showing the percentage of respondents taking technological support.

TYPE OF TECHNICAL SUPPORT	RESPONSES	PERCENTAGE
Video conferencing	30	59.6%
Telephone	16	28.8%
Others	6	11.6%
TOTAL	52	100%

Do you take any technological support for the process of recruiting?

52 responses



Interpretation:

The above chart shows video conferencing support is used the most followed by telephone.

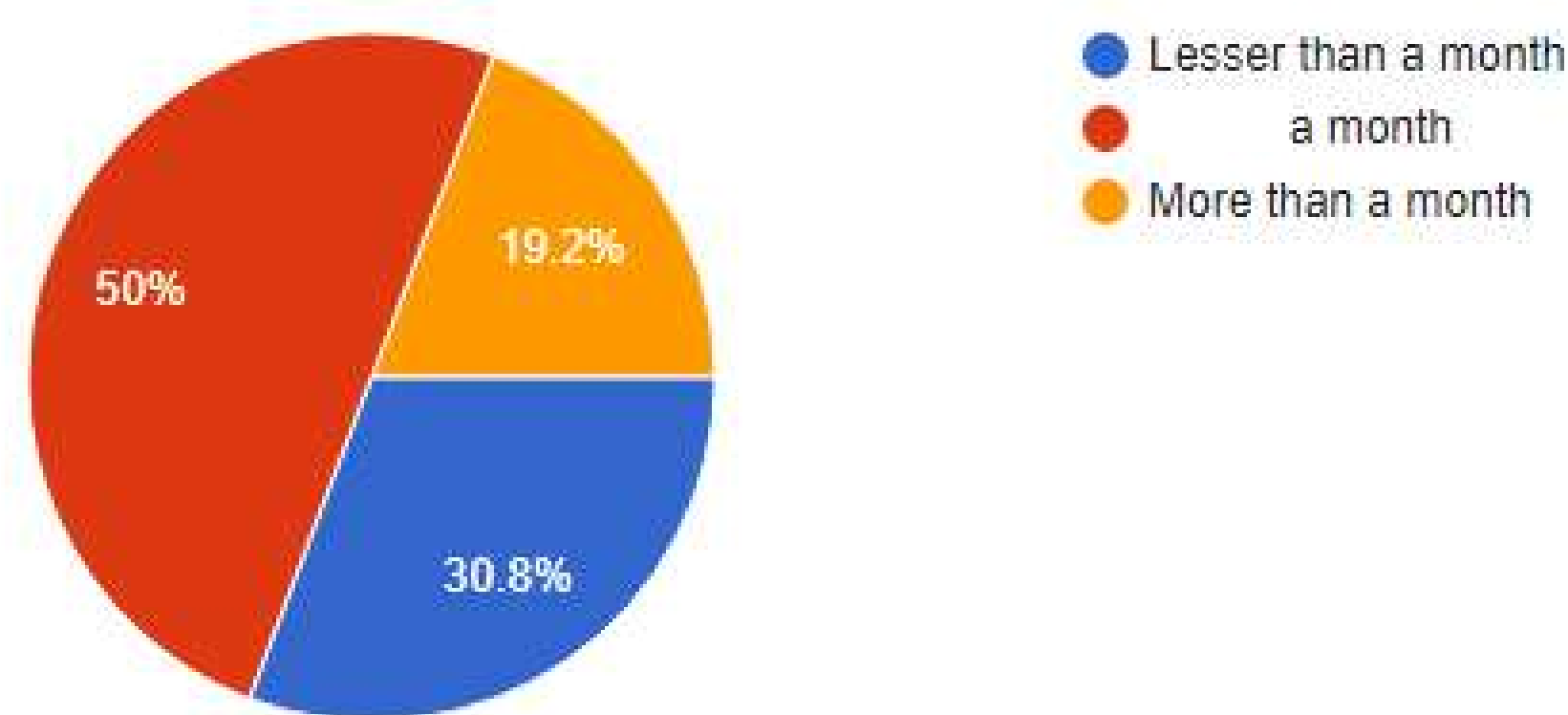
4.1. 12 Table showing the time taken in the whole process (from tests to final list of selected candidates) of selection.

TIME TAKEN	RESPONSES	PERCENTAGE
Within a month	26	50%
A month	17	30.8%
More than a month	9	19.2%
TOTAL	52	100%

In how much time does the whole process generates results?
(Time taken in the whole process i.e. from tests, personal interviews to final list of selected candidates)



52 responses



Interpretation:

The table states that the whole process is completed mostly within a month of time.

4.1.13 Table showing the kind of verifications the respondents do

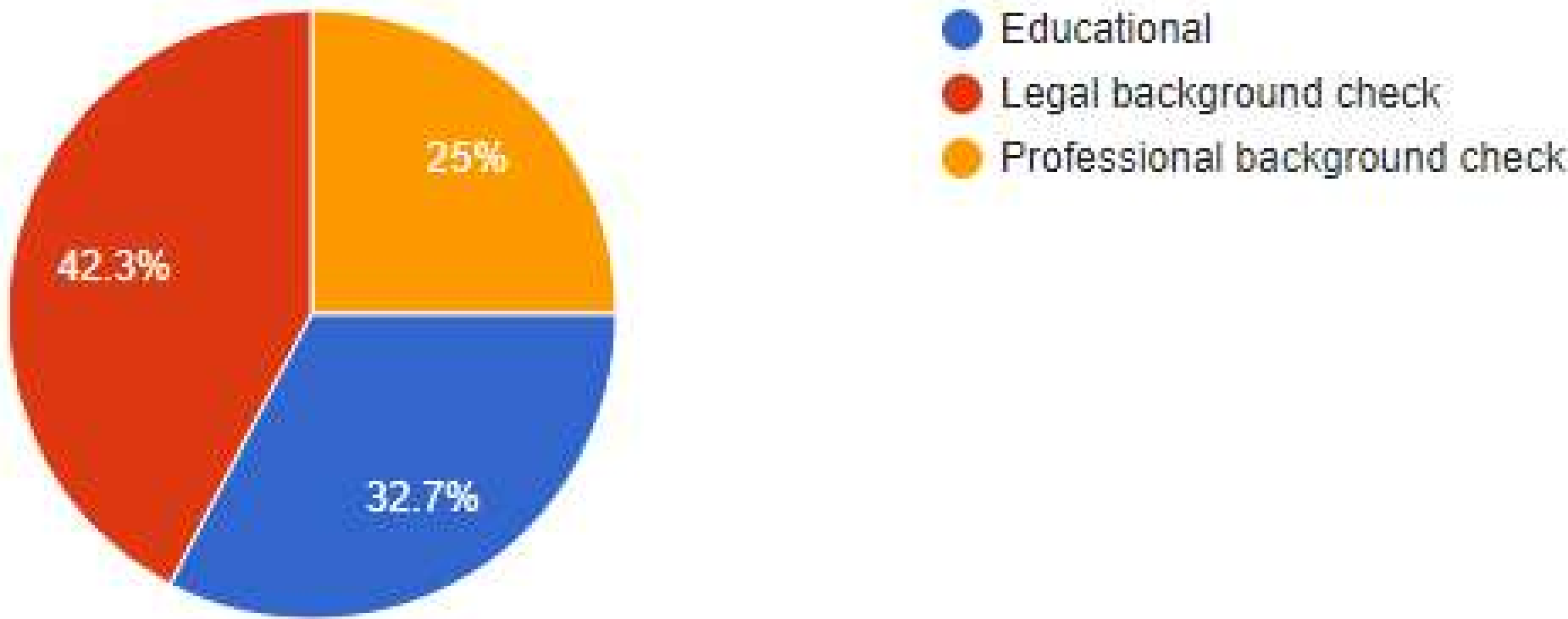
TYPES OF VERIFICATION	RESPONSES	PERCENTAGE
Educational	17	32.7%
Legal background check	22	42.3%
Professional background	13	25%

check		
TOTAL	52	100%

What kind of verifications you do?

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52 responses



Interpretations:

The above chart shows legal background is verified more than education and professional background.

4.1.14 Table showing the biggest challenge faced by the respondents while recruiting.

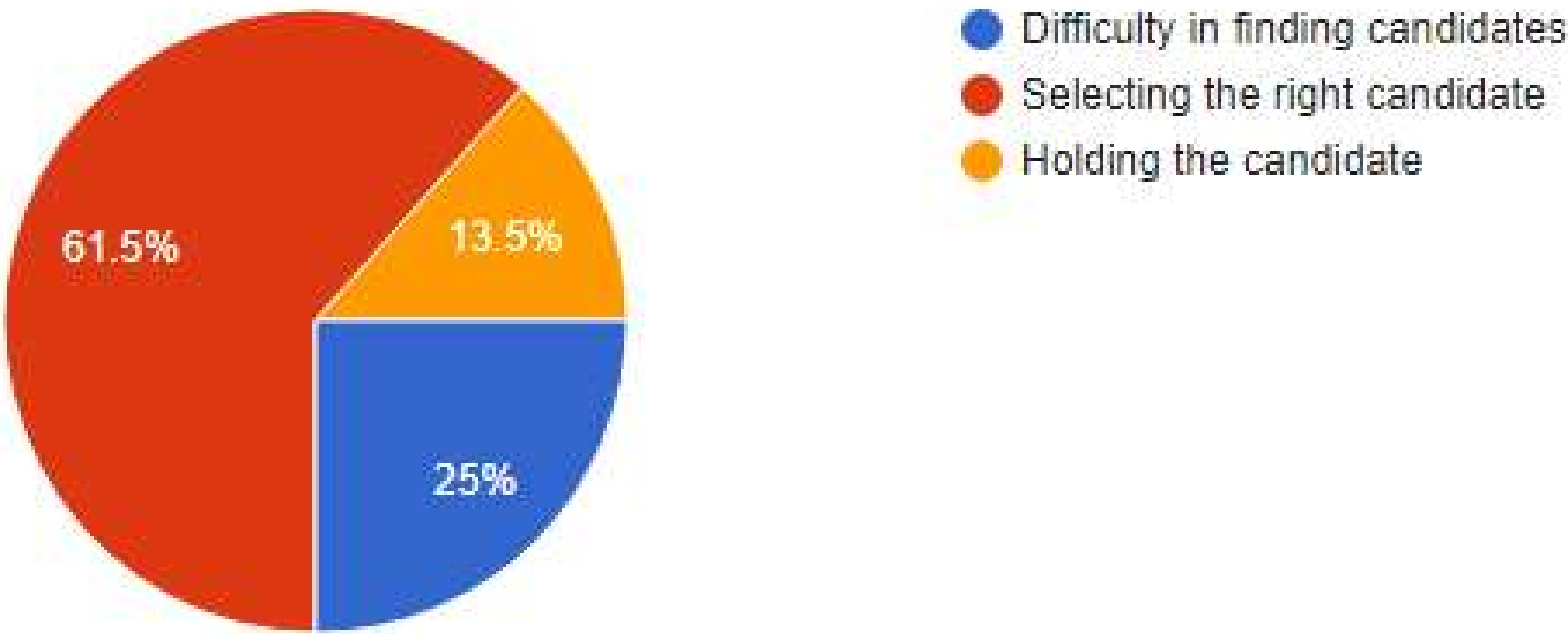
CHALLENGES	RESPONSES	PERCENTAGE
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Difficulty in finding candidates	13	25%
Selecting the right candidate	32	61.5%
Holding the candidate	7	13.5%
TOTAL	52	100%

Which is the biggest challenge that you face in the whole process of recruitment?

 Copy

52 responses

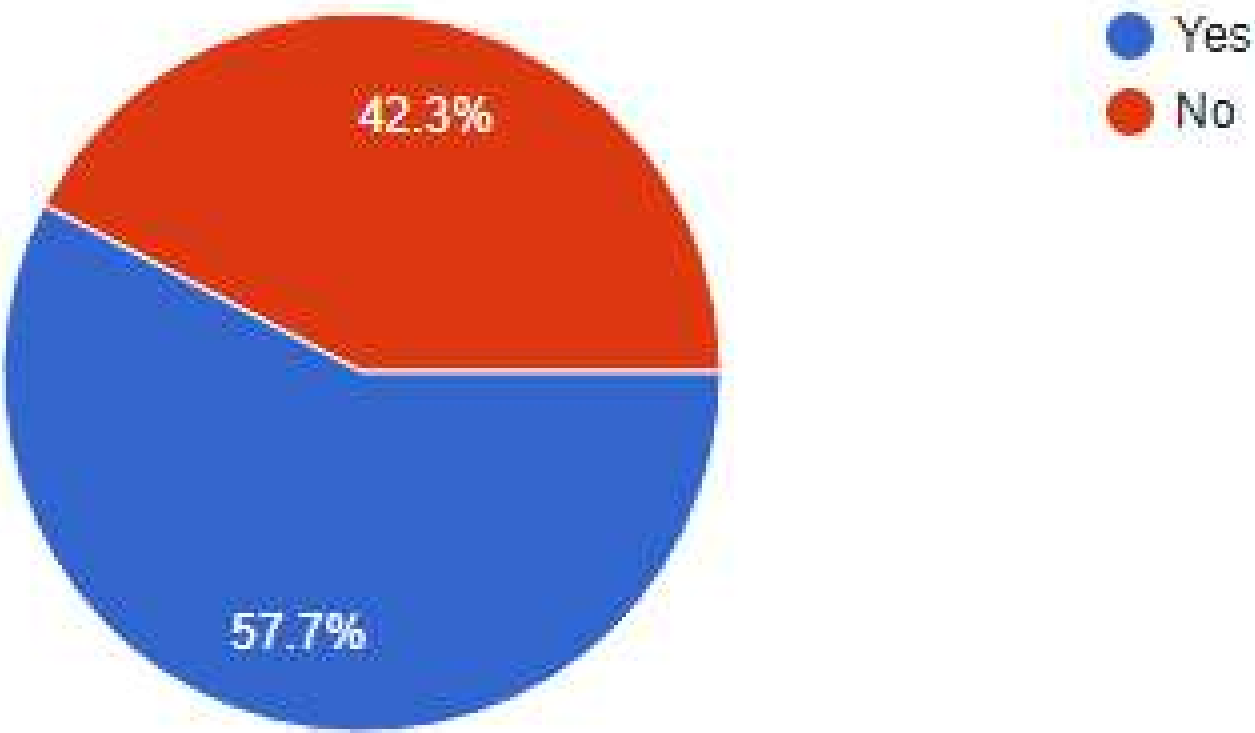
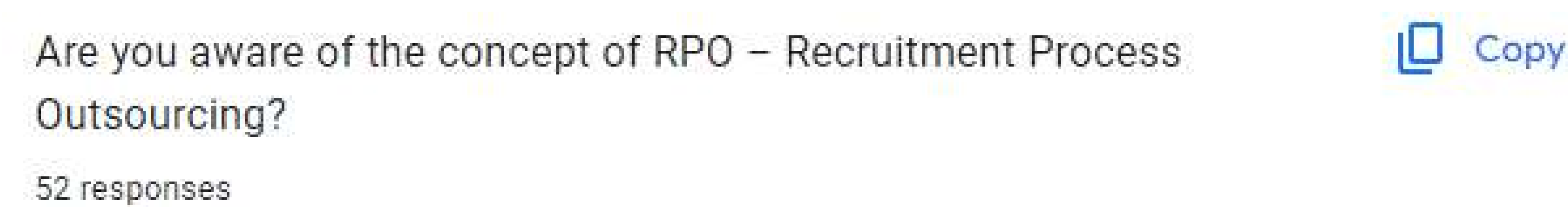


Interpretation:

The chart shows that selecting the right candidate is the most challenging process which is followed by difficulty in finding the candidates.

4.1.15 Table showing percentage of respondents aware of the concept RPO.

AWARE OF RPO	REPONSES	PERCENTAGE
Yes	30	57.7%
No	22	42.3%
TOTAL	52	100%



Interpretation:

The above chart shows that almost half of the employees are not aware of the concept of RPO.

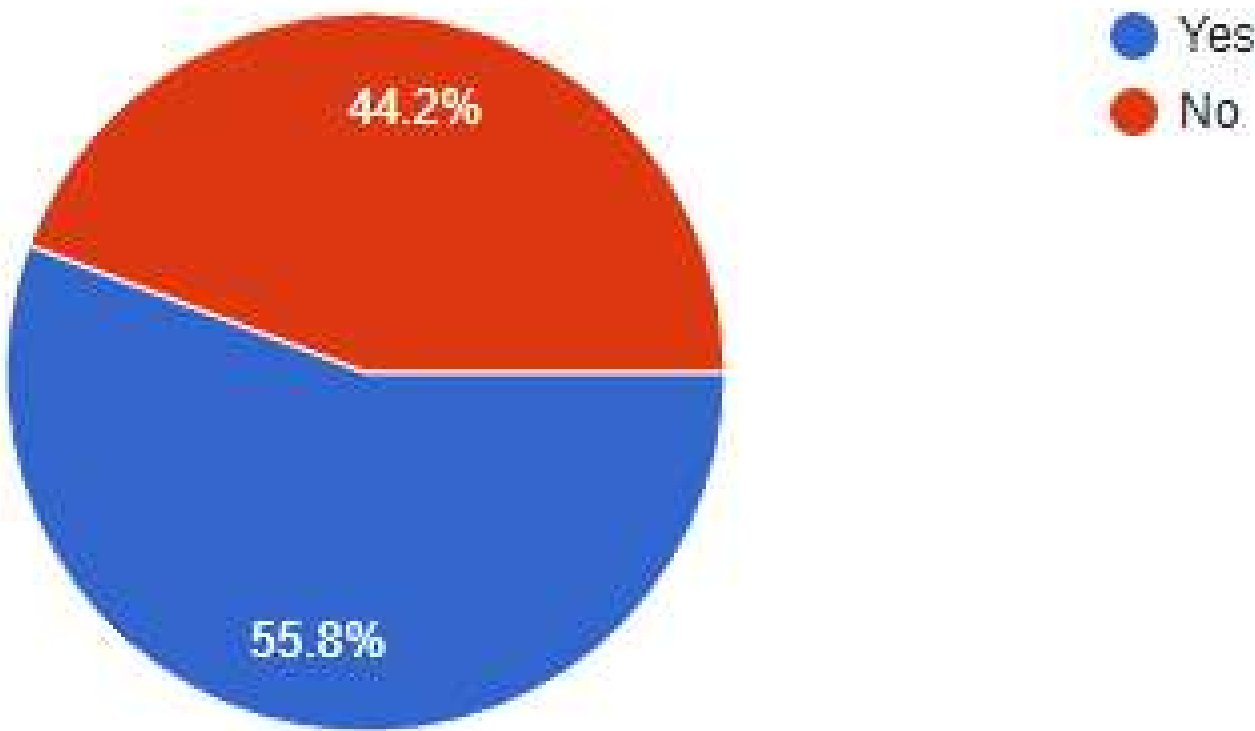
4.1.16 Table showing the importance of academic marks in recruitment process.

DO THEY PLAY A VITAL ROLE	RESPONSES	PERCENTAGE
Yes	29	55.8%
No	23	44.2%
TOTAL	52	100%

Do you think that academic marks play an vital role in the recruitment process?



52 responses



Interpretation:

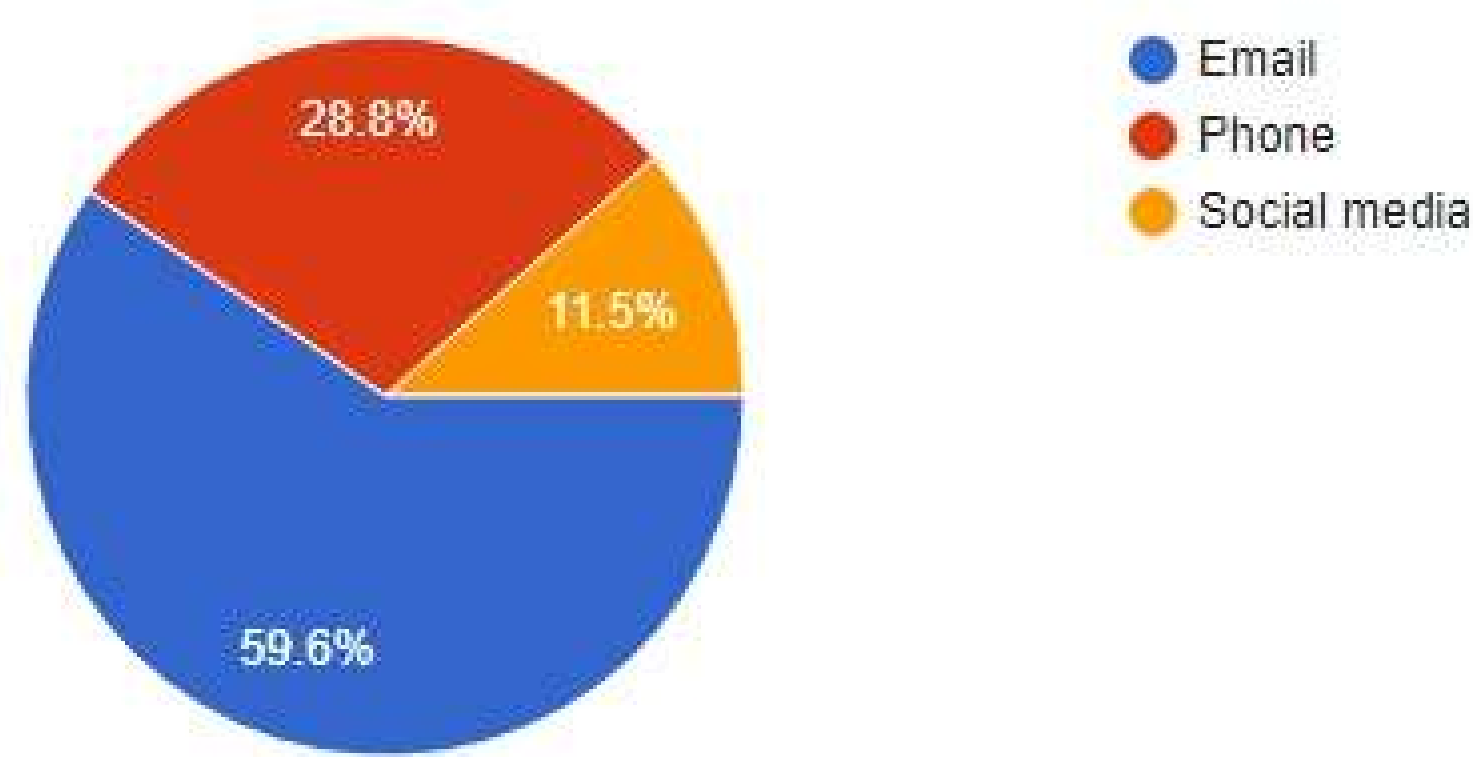
The data shows that academic marks play a vital role in recruitment process.

4.1.17 Table showing the means by which the rejected candidates are informed.

MEANS	RESPONSES	PERCENTAGE
E-Mail	31	59.6%
Phone	15	28.8%
Social Media	6	11.5%
TOTAL	52	100%

Rejected candidates informed by which method?

52 responses



Interpretation:

The chart depicts that the rejected candidates are mostly informed though Email.

CHAPTER – 5

FINDINGS, SUGGESTIONS AND CONCLUSIONS

5.1 FINDINGS

- ▶ Majority (63.5%) of respondents are of age between 18-25.
- ▶ Majority (63.5%) of respondents are males.
- ▶ Majority (76.9%) of respondents are unmarried.
- ▶ Majority (48.1%) of respondents are post graduates.
- ▶ Majority (34.6%) of respondents use employee referrals to find candidates.
- ▶ Majority (44.2%) of respondents depicts 3 stages of selection process.
- ▶ Majority (34.6%) of respondents spends 10 minutes to hire a candidate.
- ▶ Majority (40.4%) of candidates backout after being offered.
- ▶ Majority (71.2%) of respondents follow different recruitment process for different grades of employees.
- ▶ Majority (55.8%) of respondents say the company reimburses the travelling cost.
- ▶ Majority (59.6%) of respondents prefer video conferencing to recruit candidates.
- ▶ Majority (50%) of respondents completes the whole process of hiring a candidate within a month.
- ▶ Majority (42.3%) of respondents do the legal background check.
- ▶ Majority (61.5%) of respondents consider finding the right candidate as their biggest challenge.
- ▶ Majority (57.7%) of respondents are aware of RPO. (Recruitment Process Outsourcing)

- ▶ Majority (55.8%) of respondents say academic marks play a vital role in recruitment process.
- ▶ Majority (59.6%) of respondents state the candidates are informed of their recruitment progress through Email.

5.2 SUGGESTIONS

- ▶ Suggestions for firm location, present prospects with an accurate location of organizations.
- ▶ They are all focusing solely on the follow-up and lining procedure. There are also hr operations but they are not working on it.
- ▶ Regularly calling on prospects may lead to work monotony. So, in addition to the lunch break, provide some more break time.
- ▶ Should give database updates.
- ▶ A scarcity of effective communicators.
- ▶ The working environment should be improved.
- ▶ Employees' communication, interpersonal, and technical abilities must be evaluated.
- ▶ A perfect and independent HR Department should be in place.
- ▶ Service rules must be prepared and maintained.
- ▶ Lengthy and time-consuming policies should be revised.
- ▶ Maintain a Clean Workspace. For example, plenty of unwanted documents streaming through the office.
- ▶ Time management is critical and should not be overlooked at any stage of the process.

5.3 CONCLUSION

Following the completion of this study and based on the responses of the respondents, we can infer that the candidates are satisfied with the present recruitment service provided by IPS Group via various means. They would, however, welcome a few adjustments to the procedure.

The primary goal of recruiting is to give the most acceptable prospects to their clients in a short period of time. So that businesses can meet their personnel requirements at a lower cost and in a shorter period of time.

Recruitment firms are the most effective and cost-effective way for a company to find qualified individuals. It is also thought to be a time-saving process. Candidates also prefer consultancies for finding the right positions, despite their satisfaction with IPS's recruitment services.

