

A STUDY ON RECRUITMENT PROCESS AT CREATIVE DIES AND MOULDS

Submitted in partial fulfilment of the requirements for the award of

MASTER OF BUSINESS ADMINISTRATION

by

Tabasum Aara. F

Register No.40410181



SCHOOL OF MANAGEMENT STUDIES

SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(DEEMED TO BE UNIVERSITY)

Accredited with Grade "A" by NAAC | 12B Status by UGC | Approved by AICTE

JEPPIAAR NAGAR, RAJIV GANDHI SALAI, CHENNAI - 600 119

APRIL 2022



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(DEEMED TO BE UNIVERSITY)

Accredited with "A" grade by NAAC | 12B Status by UGC | Approved by AICTE

Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai – 600 119

www.sathyabama.ac.in

SCHOOL OF MANAGEMENT STUDIES

BONAFIDE CERTIFICATE

This is to certify that this Project Report is the bonafide work of **TABASUM AARA. F 40410181** who carried out the project entitled "**A Study on recruitment process at creative dies and moulds**" under my supervision from January 2022 to March 2022.

Dr.A. Palani, Head- School of management studies

Internal guide

External Guide

Dr.BHUVANESWARI .G

Dean – School of Management Studies

Submitted for Viva voce Examination held on_____

Internal Examiner

External Examiner

DECLARATION

I **TABASUM AARA. F (404181)** hereby declare that the Project Report entitled “**A Study on recruitment process at Creative dies and moulds**” done by me under the guidance of **DR.M.LAVANYA** is submitted in partial fulfilment of the requirements for the award of Master of Business Administration degree.

DATE:

PLACE:

TABASUM AARA. F

ACKNOWLEDGEMENT

I am pleased to acknowledge my sincere thanks to Board of Management of **SATHYABAMA** for their kind encouragement in doing this project and for completing it successfully. I am grateful to them.

I convey my sincere thanks to **Dr. G. Bhuvaneswari, Dean - School of Management Studies** and **Dr. A. Palani, Head - School of Management Studies** for providing me necessary support and details at the right time during the progressive reviews.

I would like to express my sincere and deep sense of gratitude to my Project Guide **Dr. A. Palani, Head - School of Management Studies** for his valuable guidance, suggestions and constant encouragement paved way for the successful completion of my project work.

I wish to express my thanks to all Teaching and Non-teaching staff members of the **School of Management Studies** who were helpful in many ways for the completion of the project.

TABASUM AARA. F

TABLE OF CONTENTS

CHAPTER	PARTICULARS	PAGE NUMBER
	ABSTRACT	6

	LIST OF TABLES	7
	LIST OF CHARTS	8
1	INTRODUCTION	9
1.1	INTRODUCTION	9
1.2	INDUSTRY PROFILE	10
1.3	COMPANY PROFILE	10
1.4	PROBLEM STATEMENT	11
1.5	OBJECTIVES	12
1.5.1	PRIMARY OBJECTIVES	12
1.5.2	SECONDARY OBJECTIVES	12
1.6	NEEDS OF THE STUDY	12
1.7	SCOPE OF THE STUDY	13
1.8	RECRUITMENT PROCESS	13
1.8.1	METHODS OF RECRUITMENT	13
1.8.2	INTERNAL SOURCING	13
1.8.3	JOB CONSULTANCIES	14
1.8.4	SHORTLISTING PROFILES	14
1.8.5	INTERVIEWS	14
1.8.6	TECHINICAL INTERVIEWS	14
1.8.7	PSYCHOMETRIC TESTS	15
1.8.8	OTHER TESTS	15
1.8.9	HR MANAGER INTERVIEW	15
2	LITERATURE REVIEW	16
2.1	REVIEW OF LITERATURE	16
3	RESEARCH METHODOLOGY	21
3.1	RESEARCH METHODOLOGY	21
3.2	RESEARCH DESIGN	21
3.3	SOURCE OF DATA	22
3.4	STRUCTURE OF QUESTIONNAIRE	22
3.5	SAMPLE SIZE	23
3.6	PERIOD OF STUDY	23
3.7	AREA OF STUDY	23
3.8	HYPOTHESIS	23
4	DATA ANALYSIS	24
5	FINDING, SUGGESTIONS AND CONCLUSION	46
5.1	FINDINGS	46
5.2	CONCLUSION	46
5.3	SUGGESTION	47
5.4	LIMITATIONS	48
	REFERENCE	48
	ANNEXURE-I QUESTIONNAIRE	51

ABSTRACT

The aim of the paper is to study the recruitment process followed at Creative dies and moulds. The best human capital availability in organizations makes them competitive advantage and as well as they become the real life blood of the organizations. This research studies the review of literature for recruitment and selection procedures followed at organizations. The research was done using both primary and secondary data. Primary data was collected from 200 employees using questionnaire method. The results were obtained from percentage method. The research findings reveal that Creative dies and moulds best recruitment and selection process and they are satisfied with the organizational climate and the organization follows ethical recruitment policy.

LIST OF TABLES

TABLE	TITLE	PAGE NUMBERS
1	AGE OF RESPONSE	24
2	GENDER OF RESPONSE	25
3	MARITAL STATUS OF RESPONSE	26
4	NATIONALITY OF RESPONSE	27
5	EMPLOYMENT OF RESPONSE	28
6	EDUCATIONAL QUALIFICATION OF RESPONSE	29
7	MONTHLY INCOME OF RESPONSE	30
8	WHAT ARE THE SOURCES FROM WHICH EMPLOYEES WERE RECRUITED	31
9	HOW WAS THE APPROACH OF MANAGEMENT DURING THE RECRUITMENT	32
10	HOW LONG HAVE YOU BEEN WORKING IN CREATIVE DIES AND MOULDS	33
11	RATE THE EFFECTIVENESS OF THE INTERVIEWING PROCESS IN CREATIVE DIES AND MOULDS	34
12	WHICH IS THE MOST IMPORTANT QUALITY ORGANIZATION LOOKS FOR IN A CANDIDATE?	35
13	ARE YOU SATISFIED WITH THE WORKING ENVIRONMENT AT CREATIVE DIES AND MOULDS?	36
14	RATE THE EFFECTIVENESS OF HR TEAM IN CREATIVE DIES AND MOULDS	37
15	ARE YOU SATISFIED WITH SALARY PACKAGE?	38
16	WHAT WAS THE TIME TAKEN TO SEND YOU THE OFFER LETTER?	39
17	THE COMPANY EXPLAINED THE JOB ROLE AND GAVE PROPER TRAINING FOR THE JOB BEFORE HIRING CANDIDATES.	40
18	HOW SATISFIED WERE YOU WITH THE RESPONSE TIME FROM THE RECRUITING DEPARTMENT IN PROCESSING YOUR APPLICATION?	41
19	DOES THE COMPANY FOLLOW DIFFERENT RECRUITMENT PROCESS FOR DIFFERENT GRADES OF EMPLOYEES	42
20	DO YOU HAVE ANY SUGGESTIONS TO IMPROVE RECRUITMENT PROCESS IN CREATIVE DIES AND MOULDS?	43

LIST OF CHARTS

CHARTS	TITLE	PAGE NUMBERS
1	AGE OF RESPONSE	24
2	GENDER OF RESPONSE	25
3	MARITAL STATUS OF RESPONSE	26
4	NATIONALITY OF RESPONSE	27
5	EMPLOYMENT OF RESPONSE	28
6	EDUCATIONAL QUALIFICATION OF RESPONSE	29
7	MONTHLY INCOME OF RESPONSE	30
8	WHAT ARE THE SOURCES FROM WHICH EMPLOYEES WERE RECRUITED	31
9	HOW WAS THE APPROACH OF MANAGEMENT DURING THE RECRUITMENT	32
10	HOW LONG HAVE YOU BEEN WORKING IN CREATIVE DIES AND MOULDS	33
11	RATE THE EFFECTIVENESS OF THE INTERVIEWING PROCESS IN CREATIVE DIES AND MOULDS	34
12	WHICH IS THE MOST IMPORTANT QUALITY ORGANIZATION LOOKS FOR IN A CANDIDATE?	35
13	ARE YOU SATISFIED WITH THE WORKING ENVIRONMENT AT CREATIVE DIES AND MOULDS?	36
14	RATE THE EFFECTIVENESS OF HR TEAM IN CREATIVE DIES AND MOULDS	37
15	ARE YOU SATISFIED WITH SALARY PACKAGE?	38
16	WHAT WAS THE TIME TAKEN TO SEND YOU THE OFFER LETTER?	39
17	THE COMPANY EXPLAINED THE JOB ROLE AND GAVE PROPER TRAINING FOR THE JOB BEFORE HIRING CANDIDATES.	40
18	HOW SATISFIED WERE YOU WITH THE RESPONSE TIME FROM THE RECRUITING DEPARTMENT IN PROCESSING YOUR APPLICATION?	41
19	DOES THE COMPANY FOLLOW DIFFERENT RECRUITMENT PROCESS FOR DIFFERENT GRADES OF EMPLOYEES	42
20	DO YOU HAVE ANY SUGGESTIONS TO IMPROVE RECRUITMENT PROCESS IN CREATIVE DIES AND MOULDS?	43

CHAPTER 1

1.1 INTRODUCTION:

Human resource is the most important asset of a company. The success of a company depends much on the human resource. Those human resource were brought into the company through the proper and purposeful recruitment process.

The purpose of the present study is to investigate the recruitment process utilized in Creative dies and moulds operating within manufacturing sector. It is well known that good staffing practices are necessary for the organizations to get employees with sound academic qualifications, knowledge, skills and attitude.

Recruitment and selection are two important functions of human resource management. Technically speaking the function of recruitment precedes the selection function. it includes finding, developing prospective employees and attracting them to apply for jobs in an organization. selection is the process of finding out the most suitable candidate to the job. Recruitment is the first stage in the process which continues with selection and ends with the placement of candidate. Recruitment facilitates in acquiring the number and the types of people necessary to ensure continued operations of the organizations.

Recruitment is finding the potential applicants for actual or anticipated org vacancies thus, it acts as link in bringing together the people with jobs and those seating jobs. The purpose of recruitment is to identify suitable man power to meet the job requirements and job specifications It is the most important function of personnel administration on the other hand selection is concerned with securing right information about the applicant. The object of selection process is to determine whether the prospective candidate possesses the qualification for the specific job it is a long process. Starts from the interview and ends with the contract of employment.

According to Edwin B Flippo Recruitment as “the process of searching for prospective employees and stimulating them to apply for the jobs in the organization.”

According to Yoder Recruitment is a process to discover the sources of manpower to meet the requirement of the staffing schedule and to employee effective measures to

attracting that manpower in adequate number to facilitate effective selection of an effective workforce.

According to the Business Dictionary Employee selection as the “process of interviewing and evaluating candidates for a specific job and selecting an individual for employment based on certain criteria.” Selection is defined as the process of differentiating between applicants in order to identify those with a greater likelihood of success in a job. Selection is basically picking an applicant from (a pool of applicants) who has the appropriate qualification and competency to do the job.

The difference between recruitment and selection: Recruitment is identifying and encouraging prospective employees to apply for a job and Selection is selecting the right candidate from the pool of applicants.

1.2 INDUSTRY PROFILE:

HR Industry (Human resource) industry in India has become a common need for almost every business that is looking forward for a good growth at the same time improved organization managements. Right from hiring the right candidate for the company till providing the best of the curriculum activates for the employees to grow, there are so many things that an HR actually does.

As per the research conducted, according to social, economic and cultural landscape, it is in unprecedented change due to which the need for a right solution that can lead to growth and professionalization has become quite common. This is the reason why HR industry in India has gained lot of scope.

It is considered as one of the most precious resource for any organization. Right from recruiting the right person on the board of a company till ensuring that the management works in an organized manner to achieve success of the organization, HR looks into every concern related to the company.

1.3 COMPANY PROFILE:

Creative dies and moulds manufacture and markets small household appliances. The Company's products include stainless steel pressure cookers, pressure pans, unbreakable vaccum flasks, vaccum lunch boxes, and stainless steel canisters.

The company also works as vendor and manufactures small household appliances for their clients in bulk orders and agreement base.

Creative Dies and moulds is a professional supplier of first-rate product solution supported by excellent technology team, products from many countries all over the world have been brought extra value by our services, by which we are trusted by our customers more and more.

The company was founded in 2010. At that time, our core business was to provide Industrial product design, Mould design and moulding analysis. Until now, these services have been our core business.

In 2012, Our customers began to request FMS team to provide various engineering services to follow the mould making and the injection moulding for their products in China, This is the reason why we provide Mould engineering service for our customers. Due to our outstanding professional knowledge, rich practical experience and precise control of cost and delivery. Our customers are very satisfied with the moulds and injection moulding products we provided, especially for the quotations we provided.

In 2014, our customers began to ask us to source all kinds of parts and equipments for their products in Butterfly, Prestige, Peigon and Preeti. Even the assembly of their products. This is the beginning of our Sourcing service. Now we have had a complete sourcing, warehousing and international freight process, so that your sourcing will be always safe and worry-free.

1.4 PROBLEM STATEMENT:

Recruitment and selection are the most critical and significant human resources function, unless the organization has the best available employees, it will not be able to grow and flourish in the market. The drive and motivational levels of the employees need to be high to enable the company to attain its goals. All the steps of the recruitment and selection processes are equally important in attracting and retaining the right talent. Recruiting staff is a very costly exercise. It also an essential part of any business and it pays to do it properly. When organizations choose the right people for the job train them well and treat them appropriately, these people not only produce good results but also tend to stay with the organization longer. In such circumstances, the organizations initial and ongoing investment in them is well rewarded.

1.5 OBJECTIVES:

1.5.1 Primary objectives:

- ❖ To determine the each and every activities in the recruitment process and to identify the roles and responsibilities of the managers involved in the recruiting of the candidate.
- ❖ To study and analyze the Recruitment process followed at Creative dies and moulds.
- ❖ To analyze the satisfactory level of the employees about Recruitment procedure of an organization.
- ❖ To study recruitment methods at Creative dies and moulds.
- ❖ To find out the various recruitment sources used by the company.

1.5.2 Secondary objectives

- ❖ To study the employee satisfactory level with the existing recruitment policy in the company.
- ❖ To find the reasons for accepting the offer in the manufacturing industry.
- ❖ To evaluate and analyze the effectiveness of recruitment and selection policies adopted in the company.
- ❖ To suggest appropriate Measures for improving Recruitment and Selection process in three industries under study.
- ❖ To observe the procedure to select the candidates from internal as well as from external sources in the company.

1.6 NEEDS OF THE STUDY:

- The study enables the company use all the recruitment strategies effectively in an organization.
- To increase the effectiveness of different source for all types of job in an organization.
- To obtain the employees that can be selected in order to help the organization to achieve the goal.
- The study projects the importance of recruitment and a selection procedure which has an impact on training followed in an organization.

- To identify the company recruited efficient and qualitative candidates in an organization.

1.7 SCOPE OF STUDY:

- ❖ The present research is confined to study the recruitment and selection process followed at Creative dies and moulds.
- ❖ The study reveals the recruitment and selection process followed in the organization:
- ❖ Whether employees are satisfied with the recruitment process.
- ❖ Is the organization is providing ethical process for recruiting employees.
- ❖ The organizational study of Creative dies and moulds was done with the study of recruitment and selection.

1.8 RECRUITMENT PROCESS:

1.8.1 METHODS OF RECRUITMENT:

There are various methods of recruitment but for the sake of simplicity, they have been categorized under two broad headings.

Benefits and Importance of Recruitment:

- ❖ Helps to create a talent pool of potential candidates for the benefits of the organization.
- ❖ To increases the pool of job seeking candidates at minimum cost.
- ❖ It helps to increase the success rate of selection process by decreasing the no of visits qualified over qualified job applicants.
- ❖ Helps in identifying and preparing potential job applicants who will be the appropriate candidature for the job.
- ❖ Finally, it helps in increasing organization and individual effectiveness of various recruiting techniques and for all the types of job applicants.

1.8.2 INTERNAL SOURCING

- ❖ HR manager source the profiles through the job portals(Naukri.com)
- ❖ Sourcing should be done, keeping in mind the job description which include (KSE) Knowledge, Skill and Experience required for the job.
- ❖ The previous organization where the candidate worked or still working should have an important role in sourcing.
- ❖ As it a Gear motor manufacturing company, the sourcing should be focused on the profiles which have a link with gear and Transmissions.

- ❖ The matching profiles should be saved and HR executives should create a Tracker in MS-Excel for their references.
- ❖ The candidates profile in tracker will be contact by the HR executive to know the interest of the candidate to joining Manufacturing Company.

1.8.3 JOB CONSULTANCIES

- ❖ Sending job description to the consultancy agencies
- ❖ Sourcing the suitable profiles through the discussion with the consultancy agency HR manager and listing the screened profiles.

1.8.4 SHORLISTING PROFILES

- ❖ Creating a snap shot of the profiles with the details of their previous job profile, experience, Skills and Notice period.
- ❖ Shortlisting the profiles by discussing between the HR manager with the line managers.
- ❖ Selecting the list of the candidates for the interview by contacting them and determining their interest level.

1.8.5 INTERVIEWS

- ❖ Interview is a process, where the well qualified candidates can be viewed internally regarding their actual interest and knowledge about the job.
- ❖ Following up the shortlisted candidates and scheduling their appointment for the interview.
- ❖ If two candidates have been shortlisted, then each candidate should be interviewed on different days.

1.8.6 TECHNICAL INTERVIEW

- ❖ Line managers will be conducted the technical interview for determining their candidates skills, knowledge for the particular job.
- ❖ It should be thoroughly verified that the skills which he have been mentioned in the Job portal and the curriculum vitae are same and true.

1.8.7 PSYCHOMETRIC TESTS

- ❖ As a part of the recruitment process, to assess the aptitude and technical intelligence of the candidate as the jobs in Manufacturing I is based on technical field, psychometric tests will be takes place.
- ❖ This test consists of numerical reasoning, verbal reasoning and diagrammatic reasoning should helps in the personality and psychological assessment in the interview process.
- ❖ Numerical reasoning test The numerical reasoning test is designed to measure not so much the mathematical ability but more the ability to quickly and accurately analyse numerical data, interpret graphic data, identify critical issues, and logically draw conclusions from numerical data.

1.8.8 OTHER TESTS

- ❖ Wiesen Test of Mechanical Aptitude (WTMA) This test is used for positions that operate, maintain, and repair machinery and equipment of any kind. The WTMA does not test mechanical knowledge, but instead measures general mechanical aptitude, and so predicts the candidate"s ability to learn about machinery and equipment, and to apply that knowledge appropriately.
- ❖ Criteria Basic Skills Test (CBST) This test is for the selection of machine operators and other production personnel. The CBST score report contains specific suggested score ranges for manufacturing and production positions.
- ❖ Workplace Productivity Profile(WPP) The test is also used by manufacturers to help them select reliable, hard-working employees, and to assess the risk that applicants will engage in counterproductive work behaviours or pose a safety risk.

1.8.9 HR MANAGER INTERVIEW

- ❖ Second level of interview will be conducted by the hr manager where the candidate is to get the (RJP) Realistic Job Preview.
- ❖ Personality and communication of the candidate should be tested
- ❖ HR manager will let the candidate to make clear about the organizational environment.

CHAPTER 2 LITERATURE REVIEW

2.1 REVIEW OF LITERATURE:

1. According to Decenzo and Robbins "Recruitment is the process of discovering potential candidates for actual or anticipated organizational vacancies. Or from another perspective, it is a linking activity of bringing together those with jobs to fill and those seeking jobs."
2. Schel Ahmed & Roger G.Schroeder (2002) have discussed the behavioural traits of employees can play an important role in the success of total quality management. Empirical research of observation have been exists in this study. It reveals that quality management practices positively impact complete competitiveness. Management should pay close attention to potential employees" behavioural traits.
3. M.Susan Taylor & Thomas J.Bergman (1978) have measured a correlational design and a field setting in assessing applicants reactions to five-stage recruitment program. Primary data have been collected. Perceived comparability job offers, applicants work experience and their labour market opportunities plays a significant role in assessing applicants reaction.
4. Anna B. Holm investigated the effect of e-recruitment on the design of the recruitment process. Data have been collected through case studies in three large organization in Denmark. It indicates that e-recruitment transforms the traditional recruitment process into a time and space independent, collaborative hiring process.
5. Richard D. Arvey & Michel E. Gordon (1975) have measured the time line for recruitment process and the problem of time lag in selection process. Primary data have been collected by interviewing the candidates. Time lag between initial application and subsequent psychological testing represents a significant barrier in hiring.
6. Alderfer Clayton.P(1970) have investigated the perceived interviewer traits, behaviours& attitudes on job candidate"s interview evaluation, it is based on 112 samples of master degree students. Both primary data and secondary data have been collected. Candidates with higher interpersonal needs tended to perceive the interest and concern of interviewers.
7. Janet Babich Blank & Peggy MannenCawthan&J.Philip Johnson (2005) presented multi-centre observation study on osteoporotic fractures in Men

(Mros) , recruited 5995 participants over 25 month period. Collective approaches were used and key methods of mailing included. It states that original recruitment strategy material should adopt refining recruitment strategy to complete recruitment schedule.

8. Gary N. Powell (1984) presented a study to examine the impact of job attributes & recruiting practices. This study includes Path analysis and it has been conducted on college students. The result stated that they have been swayed by recruiting practices because of lack of work experience and emphasized on recruitment practices as determinant of applicant decisions.
9. Alan M.Saks (1994) have measured the study to examine the psychological processes for the effects of recruitment source and organization information on newcomer"s job survival. Hypotheses have been developed for the effects of information accuracy from recruitment sources. The path analyses have proved that employees recruited from internal sources have an greater survival.
- 10.Chen-Fu chien& Li-Fei(2008)Chen have undertaken a study to fill the gap by developing a data mining framework based on decision –tree & association rules to generate useful rules for personnel selection. An empirical study was conducted in a semi-conductor company for supporting their hiring process. As a result, based on discussion among domain experts and data mine, specific recruitment and HRM strategy were created from the results.
- 11.According to the Burack (1985) recruitment sources are closely linked to the organizational activities as performance of employees, employee turnover, employee satisfaction, employee wishes and the commitment of the organization (Burack, 1980). These recruitment and selection process should be done at each and every sector for fulfilling their organizational goals (Nartey, 2012).
- 12.Recruitment and selection practises were important in the police department as said by Michael D. White andGlipsy Escobar (2008) in the world and this paper shows the importance of seven issues relating to recruitment, selection and training practises in the organizations (M.N.Malhotra, 2014) (Terpstra.D, 1996).
- 13.Mohammed Nurul Absar (2012) says the importance of recruitment and selection in his paper by considering both public and private manufacturing firms in Bangladesh (M.M.Absar, 2012). Some of the research professionals

and scholars say that there is a close linkage between the recruitment selection employee satisfaction organization performance and HR practises (Gorter, 1996). In his paper Recruitment and Selection of public workers: An international compendium of modern trends and practises say that the importance of using technology in the recruitment and selection process for updating the organizational resources (Hays, 2004).

14. Ongori Henry and Temtime Z (2009) say that in their paper the recruitment and selection practises of the small and medium enterprises and make them to improve their HR practises (R.D.Omolo, 2012). French says that the importance of certain selection and recruitment activities in the organizations (G.R.French, 2012). Among recruitment sources Bernardin say All rights reserved 998that internal source of recruitment is effective compared to the external source (H.John, 2003).
15. Decker & Cornelius say that compared to the traditional recruiting sources the modern sources like referrals, casual applicants and direct approaches will benefit at large (L.Barclay, 1985) (Cappelli, 2001). Selection procedure also should be in application to the modern techniques (M.Smith, 2001). The literature says that employers are doing the traditional method of recruiting rather than the modern technologies (Schmidt, 1998).
16. Chris Piotrowski and Terry Armstrong say that in their article that around all the organizations are using traditional recruitment sources and 30% of organizations are screening candidates honestly (Armstrong, 2006). According to SHRM (Society for Human Resource Management) says that 15% joined in the organizations are placing false resume (Gusdorf, 2008). Some of the employers select the candidates with discrimination was not supposed to be done in the organizations (Fomunjong, 2009).
17. Cloete (2007) stated that recruitment is all about making sure the qualified people are available to meet the job needs of the government. Ineffective recruitment prevents any chance for effective candidate selection because when recruitment falls short, selection must proceed with a pool of poorly qualified candidates. He further opined that the task of recruitment is to generate a sufficient pool of applicants to ensure that there are enough people available with necessary skills and requirements to fill positions. recruitment and selection

18. Leopold (2002) defined recruiting as a “positive process of generating a pool of candidates by reaching the „right“ audience, suitable to fill the vacancy”, he further stated that once these candidates are identified, the process of selecting appropriate employees for employment can begin through the means of collecting, measuring, and evaluating information about candidates” qualifications for specified vacant positions.
19. Sangeetha (2010) opined that recruitment process involves the sourcing, advertising and interviewing of future employees, however the selection process entails the staffing and training of new employees on the roll of their new job. Organization needs careful time and consideration to sustain competitive advantage in developing strategy on recruitment and selection process. Decisions made in the recruitment and selection process or stage will impact on the company in the future. Bad decisions made in the selection process can create serious costs for an organization vice versa.
20. Purcell and Wright (2007), in their study highlighted five different questions an organization has to answer to have an effective recruitment strategy to ensure survival and success. The questions are “Whom to recruit?”, “Where to recruit?”, “What recruitment sources to use?”, “When to recruit?” and “What message to communicate?” the above question is patient to get appropriate answer before establishing recruitment strategy.
21. French says that the importance of certain selection and recruitment activities in the organizations (G.R. French, 2012)
22. Sangeetha (2010). Decisions made in the recruitment and selection process or stage will impact on the company in the future. Bad decisions made in the selection process can create serious costs for an organization vice versa.
23. Neeraj (2012) defined selection as the process of picking individuals who have relevant qualifications to fill jobs in an organization. Selecting the right employees is important for three main reasons: performance, costs and legal obligations.
24. Florae (2014) argued that merit and demerit of the use of recruitment agencies to a firm is the same thing with that of external recruitment sources which he listed be: qualified personnel, a wider choice of candidates, fresh talent, competitive spirit among candidate etc.

25. Ekwoaba, Ikeije, and Ufoma (2015) in a study of the impact of recruitment and selection criteria on organizational performance revealed that recruitment and selection criteria have a significant effect on organization performance that the more objective the recruitment and selection criteria, the better the organization performance

CHAPTER 3

3.1 RESEARCH METHODOLOGY:

Research methodology is a method to solve the research problem systematically. It involves gathering data, use of statistical techniques, interpretations and drawing conclusions about research data. Keeping in view the objectives of the study, data is collected from different sources. The purpose of this section is to describe the methodology carried out to complete the work. The methodology plays a dominant role in any research work. The effectiveness of any research work depends upon the correctness and effectiveness of the research methodology.

3.2 RESEARCH DESIGN

Research design refers to the framework of market research methods and techniques that are chosen by a researcher. The design that is chosen by the researchers allows them to utilise the methods that are suitable for the study and to set up their studies successfully in the future as well.

The design of a research can be either qualitative, quantitative, or mixed. Under these research designs, researchers can choose between different types of research methods; experimental studies, surveys, correlational studies, or quasi-experimental review studies. There are also sub-types of research methods namely experimental design, defining research problems, and descriptive studies. Research designs also include the elements of data collection, measurement of data with the respective tools, and the analysis of the data. As a rule of thumb, the research problem a company chooses to work on is the determining factor of the research design chosen by the researcher instead of the other way round. The market research study's design phase is the time when the researchers determine the tools to be used in the study and the way they are used.

A Good Research usually ensures minimum levels of bias in the data collection method to improve both the internal and the external validity of the research. The desired outcome of an experimental research is to have a design that will result in the least amount of error in the study.

3.3 SOURCE OF DATA

Primary data sources are qualitative and quantitative. The qualitative sources are field observation, interview, and informal discussions, while that of quantitative data sources are survey questionnaires and interview questions. Depending on the researcher's research plan and design, there are several ways data can be collected. The most commonly used methods are: published literature sources, surveys (email and mail), interviews (telephone, face-to-face or focus group), observations, documents and records, and experiments. There are two sources of data in Statistics. Statistical sources refer to data that are collected for some official purposes and include censuses and officially conducted surveys. Non-statistical sources refer to the data that are collected for other administrative purposes or for the private sector.

3.4 STRUCTURE OF QUESTIONNAIRE

Closed or Structured Questionnaires are a quantitative method of research, which was advocated by Emile Durkheim (1858 – 1917). It is a positivist research method. It includes the low level of involvement of the researcher and high number of respondents (the individuals who answer the questions). There are at least nine distinct steps: decide on the information required; define the target respondents, select the method(s) of reaching the respondents; determine question content; word the questions; sequence the questions; check questionnaire length; pre-test the questionnaire and develop the final questionnaire. A typical example of a structured questionnaire is the Census questionnaire, which collects demographic information from individuals. In addition, structured questionnaire is also often used as an assessment tool for psychological and psychiatric tests. While there isn't an official book of survey questions or survey taxonomy, I find it helpful to break down survey questions into four classes:

- open-ended
- closed-ended (static)
- closed-ended (dynamic)
- task-based.

3.5 SAMPLE SIZE

Sample size of research is 200.

3.6 PERIOD OF STUDY

Study duration was defined as the number of followup 51days of internship.

3.7 AREA OF STUDY

Within the company (Creative dies and moulds)

3.8 HYPOTHESIS

- ❖ Anova (two factor without replication),
- ❖ F test two sample for variance,
- ❖ T test two sample assuming unequal variances,

are used in this research to study the significant relationship between selected variables under (Gender, Sources of recruitment, Important quality that organization looks in candidate).

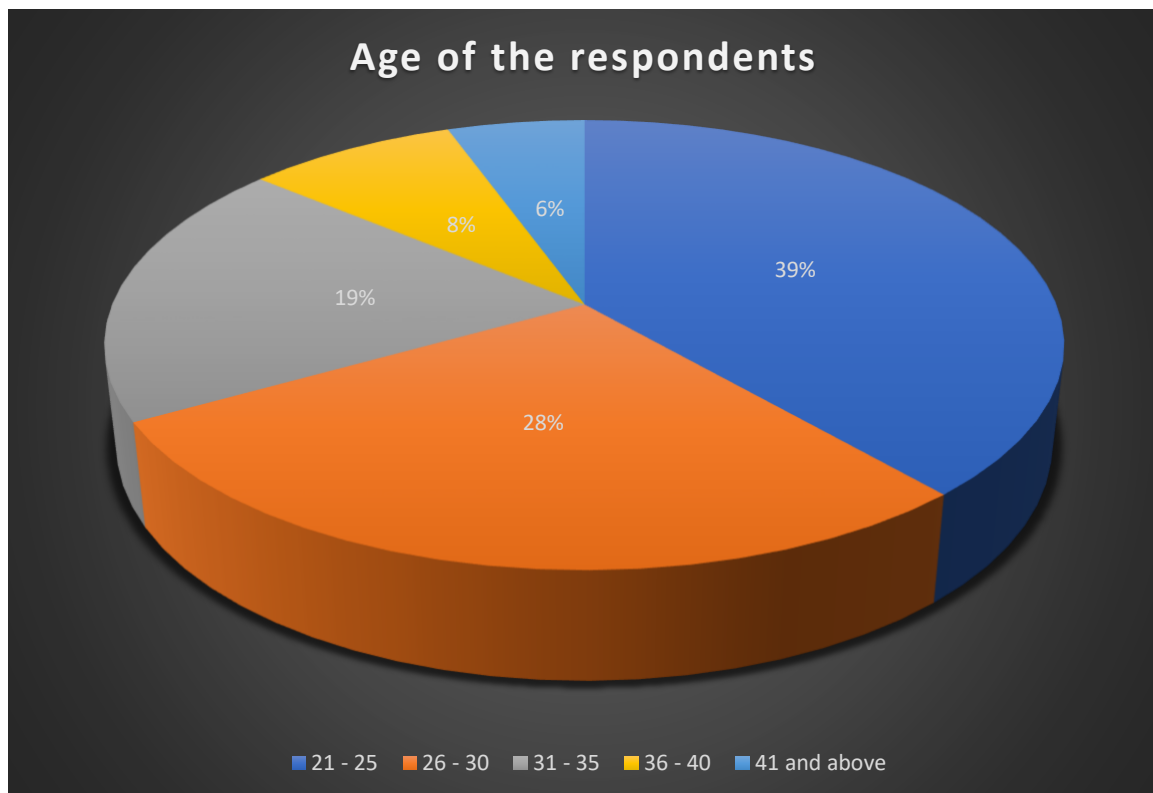
CHAPTER-4

DATA ANALYSIS:

TABLE - 1: - Age of the respondents

Particulars	Percentage of the response
21- 25	39
26- 30	28
31- 35	19
36- 40	8
40 and above	6

CHART – 1: - Age of the respondents



Interpretation: -

From the above table it is interpreted that 39% of the respondents are from the age group of 21 – 25, 28% of the respondents are from the age group of 26 – 30, 19% of the respondents are from the age group of 31 – 35, 8% of the respondents are from the age group of 36 – 40, 6% of the respondents are from the age group of 41 and above.

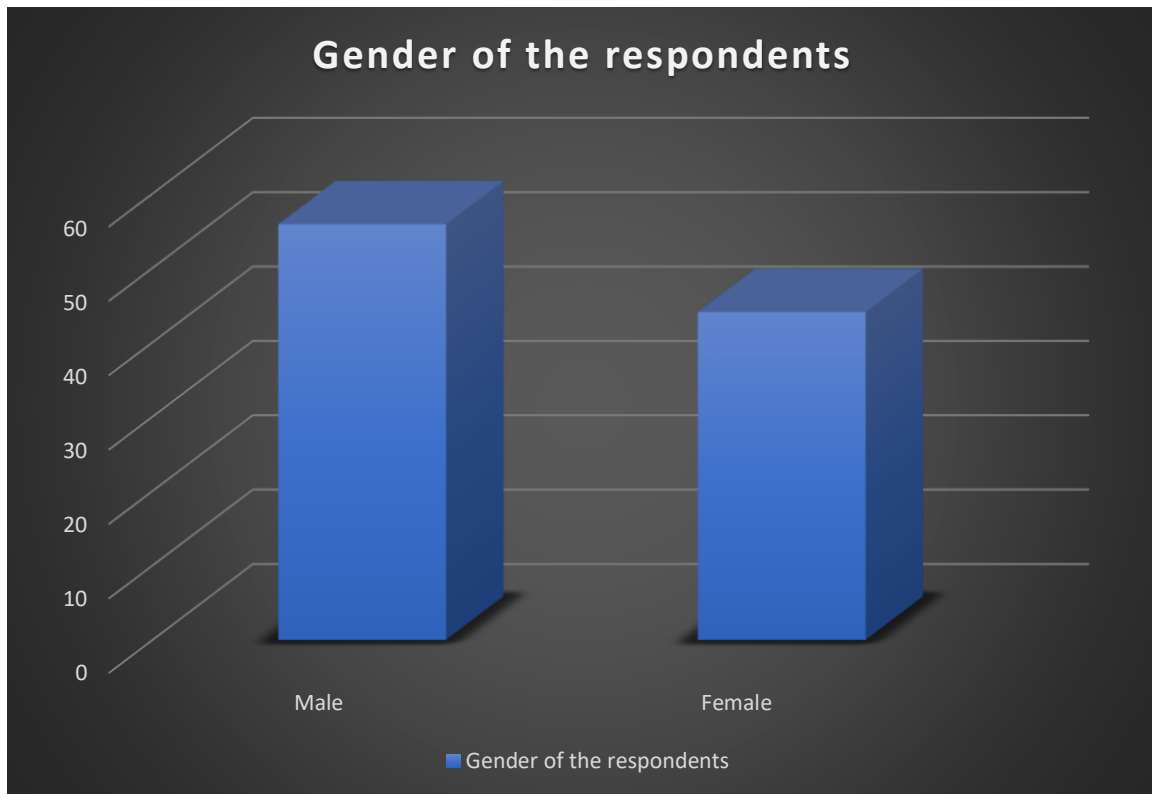
Inference: -

Majority 39% of the respondents are from the age group of 21 – 25

TABLE 2: - Gender of the respondents

Particulars	Percentage of the response
Male	55.9
Female	44.1

CHART 2: - Gender of the respondents



Interpretation: -

From the above table it is interpreted that 55.9% of the respondents are male, 44.1% of the respondents are female.

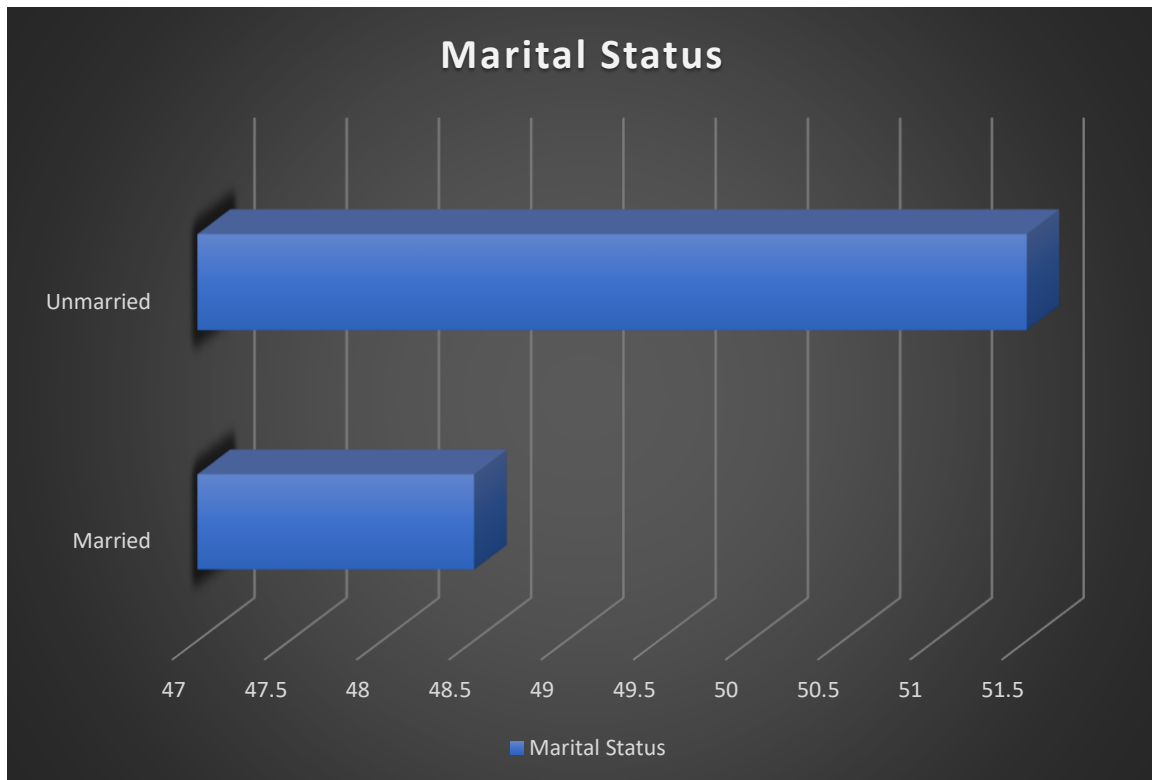
Inference: -

Majority 55.9% of the respondents are Male.

TABLE 3: - Marital status

Particulars	Percentage of the response
Married	48.5
Unmarried	51.5

CHART 3: - Marital status



Interpretation: -

From the above table it is interpreted that 48.5% of the respondents are married and 51.5% of the respondents are unmarried.

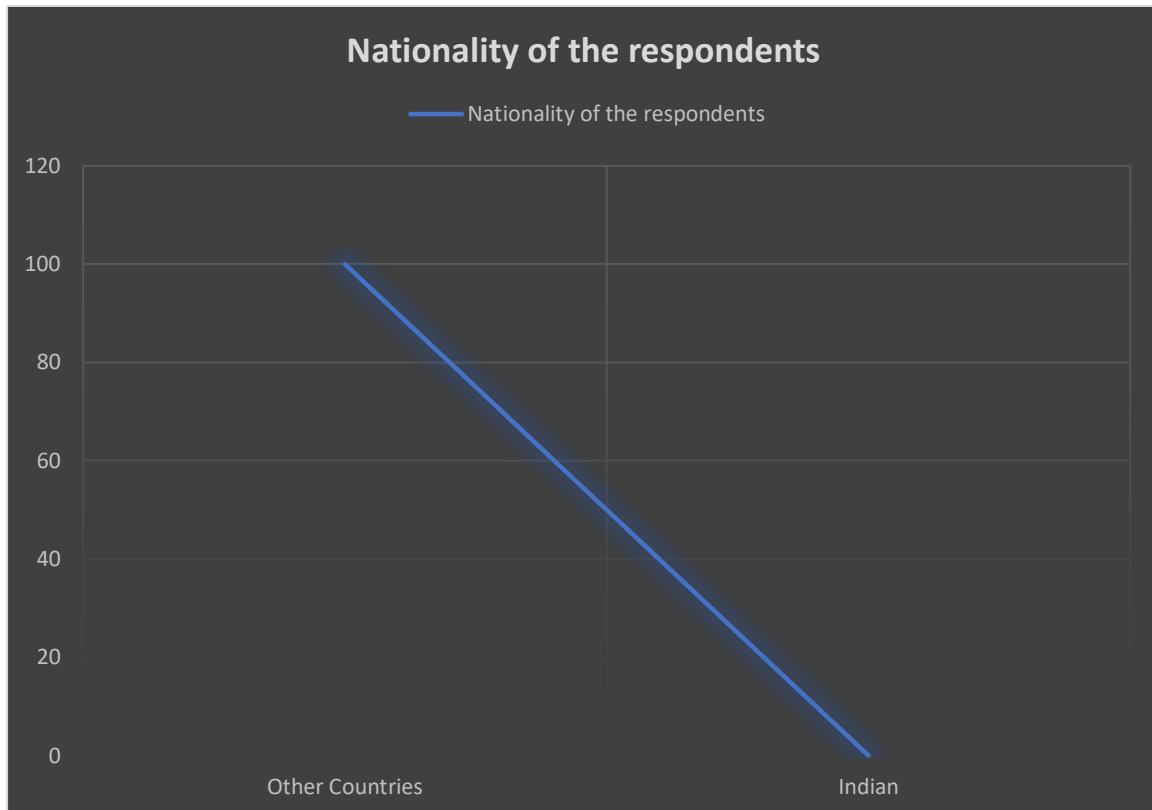
Inference: -

Majority 51.5% of the respondents are unmarried.

TABLE 4: - Nationality

Particulars	Percentage of the response
Indian	100

CHART 4: - Nationality



Interpretation: -

From the above table it is interpreted that 100% of the respondents belongs to the nationality of India.

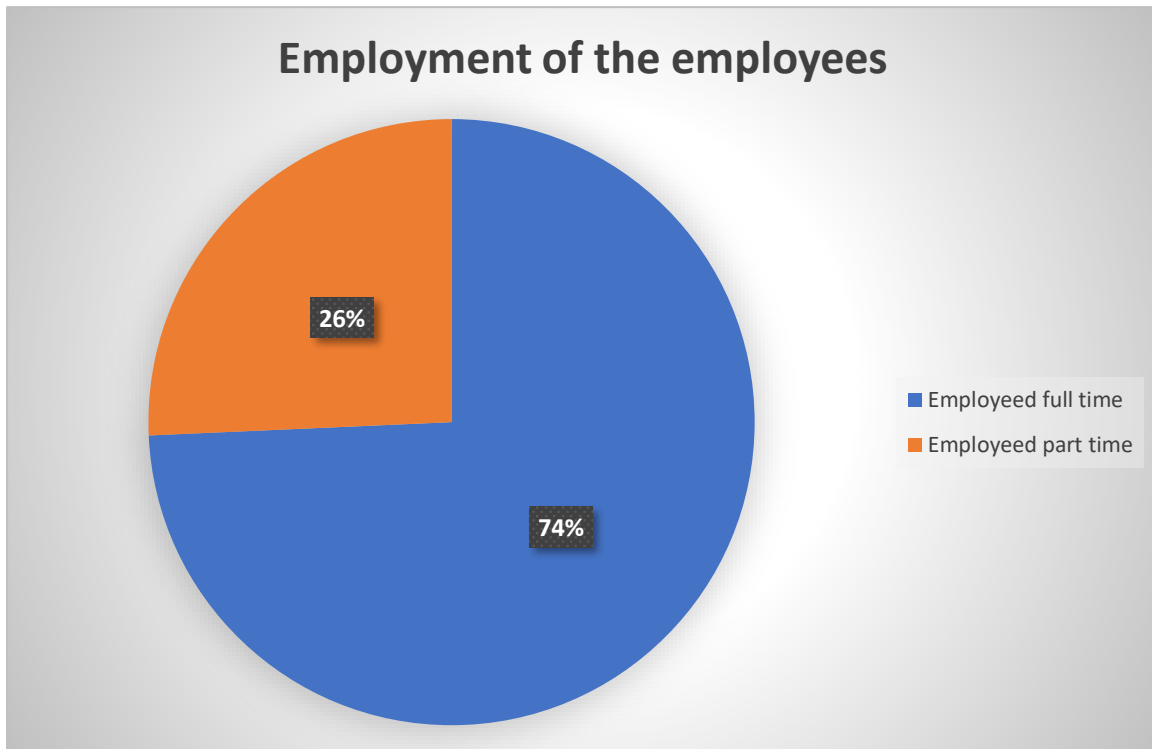
Inference: -

Majority 100% of the respondents are Indians.

TABLE 5: - Employment of the respondents

Particulars	Percentage of the response
Employed full time	74.3
Employed part time	25.7

CHART 5: - Employment of the respondents



Interpretation: -

From the above table it is interpreted that 74% of the respondents are employed full time, 26% of the respondents are employed part time.

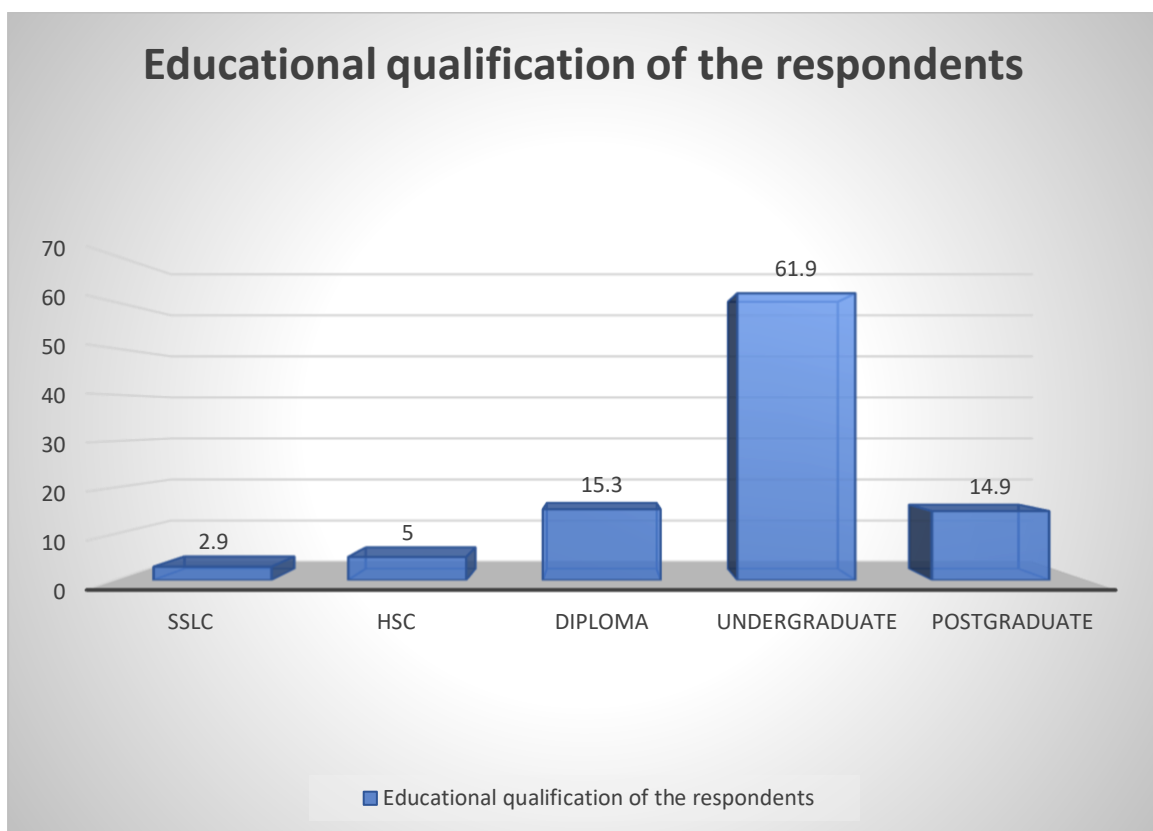
Inference: -

Majority 74% percentage of the employees are employed full time.

TABLE 6: - Educational qualification of the respondents

Particulars	Percentage of the response
SSLC	2.9
HSC	5
Diploma	15.3
Undergraduate	61.9
Post graduate	14.9

CHART 6: - Educational qualification of the respondents



Interpretation: -

From the above table it is interpreted that 2.9% of the respondents educational qualification is SSLC, 5% of the respondents educational qualification is HSC, 15.3% of the respondents educational qualification is diploma, 61.9% of the respondents educational qualification is undergraduate, 14.9% of the respondents educational qualification is postgraduate.

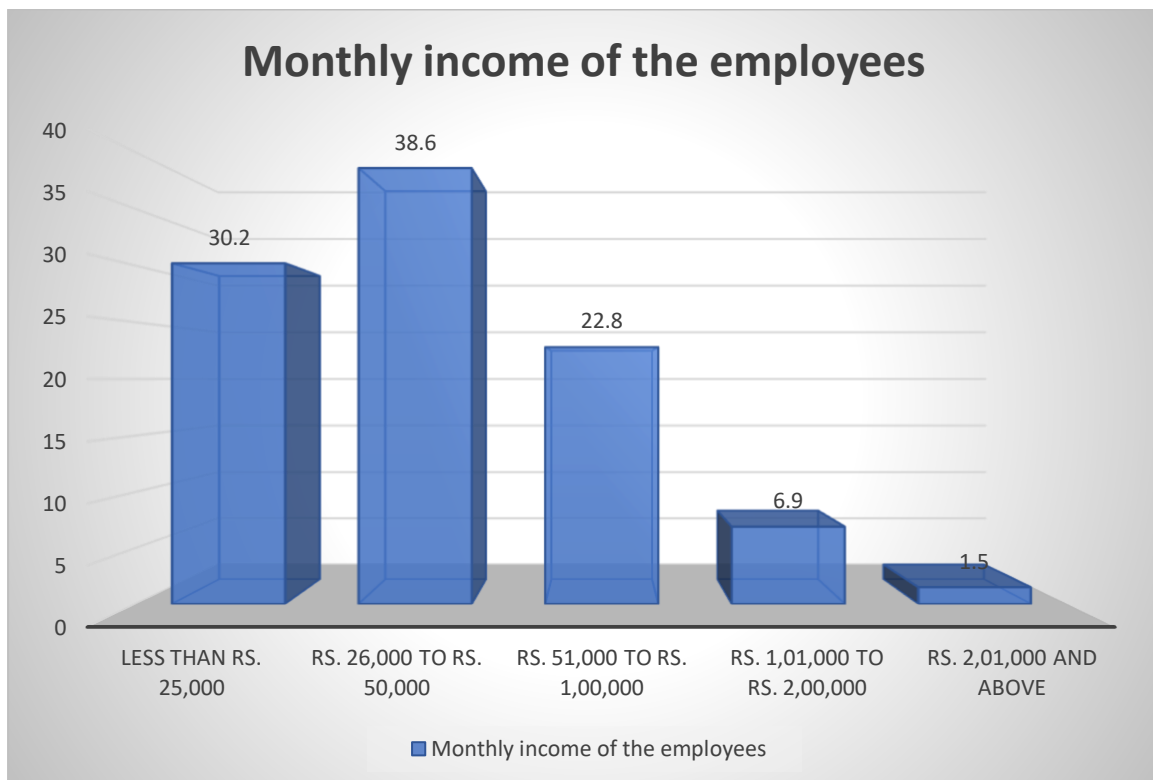
Inference: -

Majority 61.9% of the respondents educational qualification is undergraduate.

TABLE 7: - Monthly income of the respondents

Particulars	Percentage of the response
Less than Rs. 25,000	30.2
Rs. 26,000 to Rs. 50,000	38.6
Rs. 51,000 to Rs. 1,00,000	22.8
Rs. 1,01,000 to Rs. 2,00,000	6.9
Rs. 2,01,000 and above	1.5

CHART 7: - Monthly income of the respondents



Interpretation: -

From the above table it is interpreted that 30.2% of the respondents are from the income group of less than Rs.25,000, 38.6% of the respondents are from the income group of Rs.26,000 to Rs.50,000, 22.8% of the respondents are from the income group of Rs.51,000 to Rs.1,00,000, 6.9% of the respondents are from the income group of Rs.1,01,000 to Rs.2,00,000, Rs.2,01,000 and above.

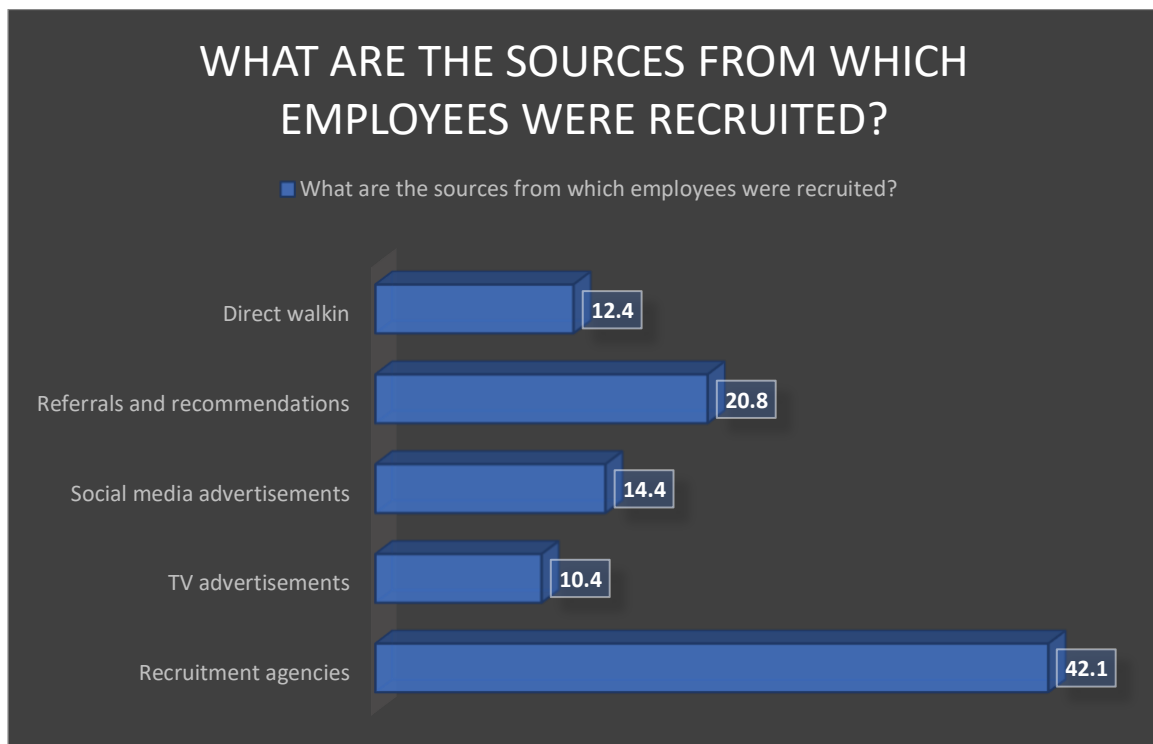
Inference: -

Majority 38.6% of the respondents are from the income group of Rs.26,000 to Rs.50,000.

TABLE 8: - What are the sources from which employees were recruited?

Particulars	Percentage of the response
Recruitment agencies	42.1
TV advertisements	10.4
Social media advertisements	14.4
Referrals and recommendations	20.8
Direct walkin	12.4

CHART 8: - What are the sources from which employees were recruited?



Interpretation: -

From the above table it is interpreted that 42.1% of the respondents were selected through Recruitment agencies, 10.4% of the respondents were hired through TV advertisements, 14.4% of the respondents were hired through social media advertisements, 20.8% of the respondents were hired through Referrals and recommendations, 12.4% of the respondents were hired through Direct walkin.

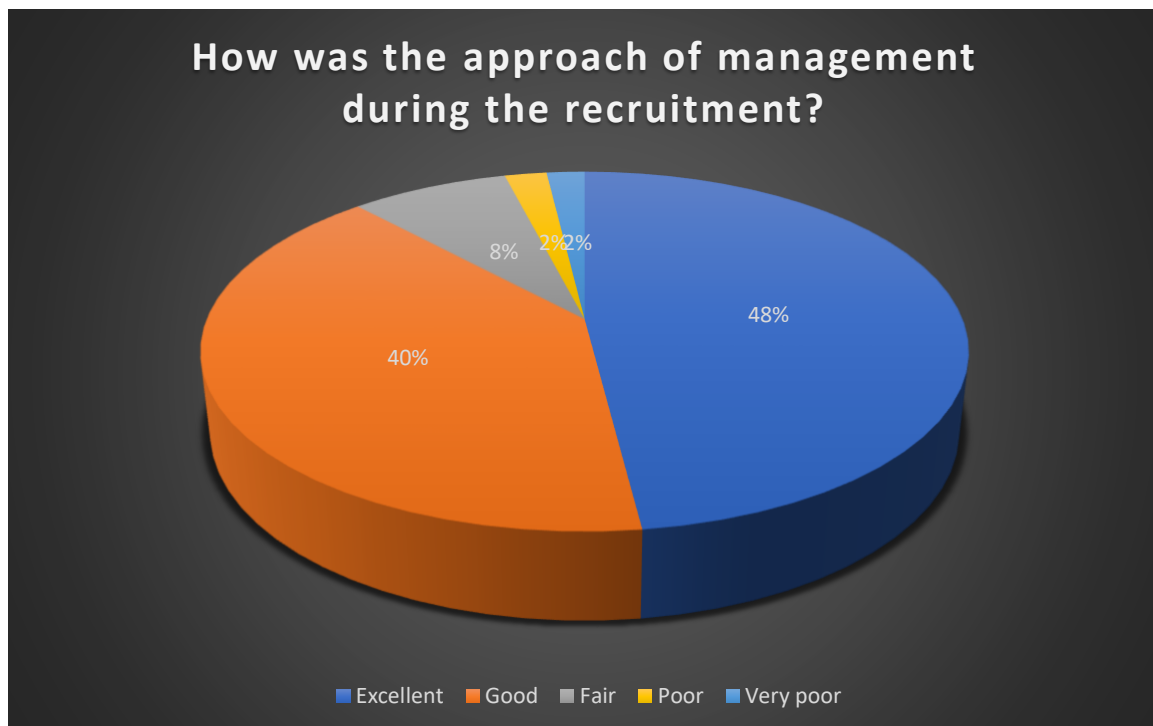
Inference: -

Majority 42.1 of the respondents were hired through Recruitment agencies.

TABLE 9: - How was the approach of management during the recruitment?

Particulars	Percentage of the response
Excellent	48
Good	40
Fair	8
Poor	2
Very poor	2

CHART 9: - How was the approach of management during the recruitment?



Interpretation: -

From the above table it is interpreted that 40% of the respondents say that the approach of the management was excellent, 40% of the respondents say that the approach of the management was good, 8% of the respondents say that the approach of the management was fair, 2% of the respondents say that the approach of the management was poor, 2% of the respondents say that the approach of the management was very poor.

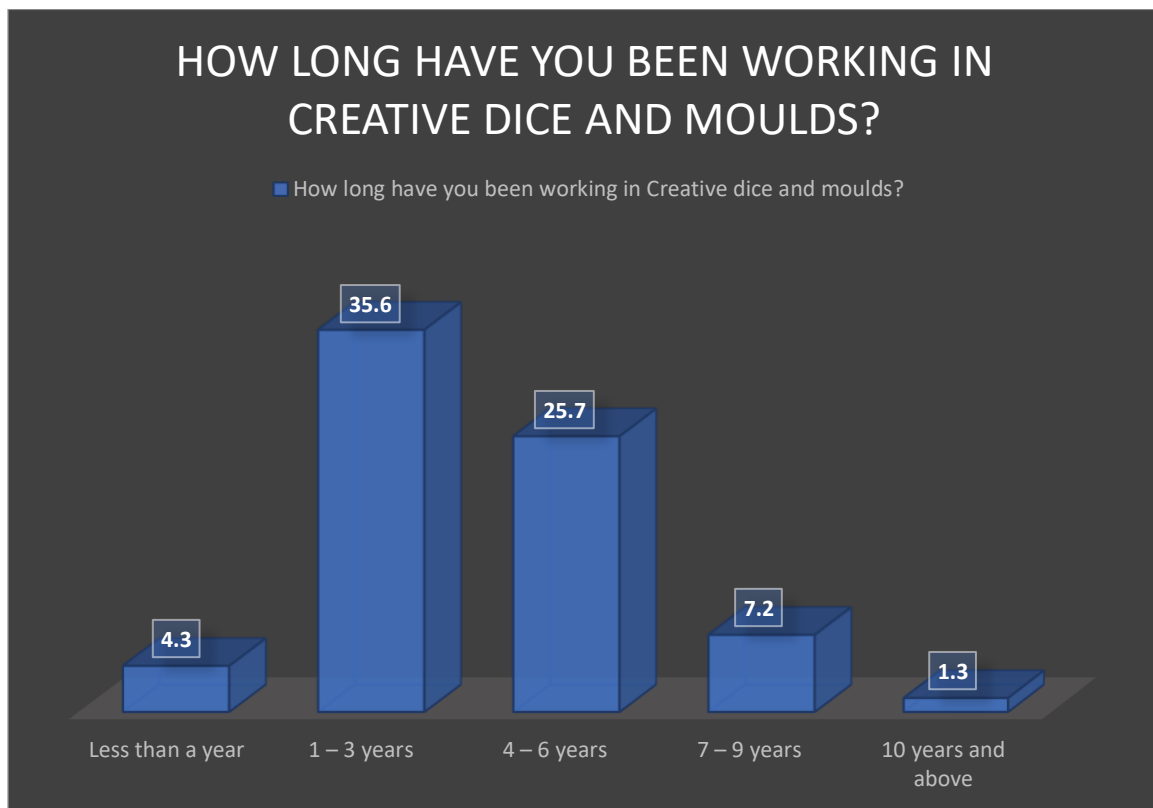
Inference: -

Majority 48% of the respondents say that the approach of the management was excellent

TABLE 10: - How long have you been working in Creative dice and moulds?

Particulars	Percentage of the response
Less than a year	30.2
1 – 3 years	35.6
4 – 6 years	25.7
7 – 9 years	7.2
10 years and above	1.3

CHART 10: - How long have you been working in Creative dice and moulds?



Interpretation:-

From the above table it is interpreted that 4.3% of the respondents were working less than a year, 35.6% of the respondents were working from the range of 1 to 3 years, 25.7% of the respondents were working from the range of 4 to 6 years, 7.2% of the respondents were working for a period of 7 – 9 years, 1.3% of the respondents were working in the company for more than 10 years.

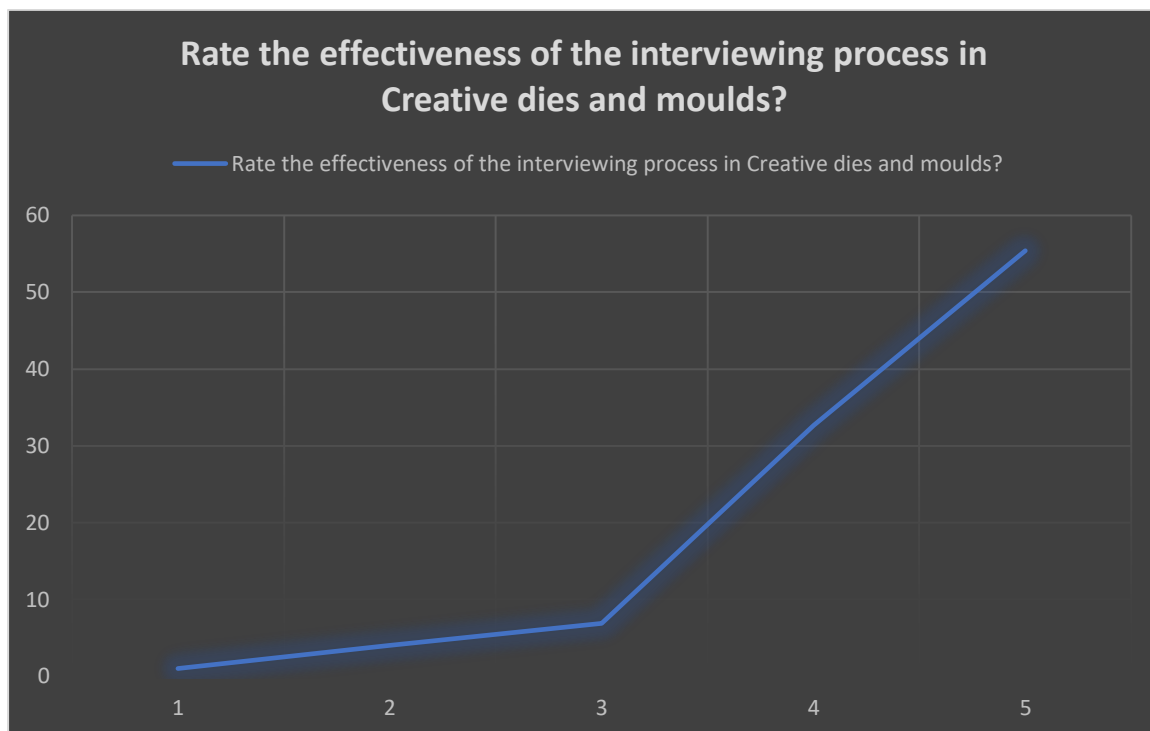
Inference: -

Majority 35.6% of the respondents were working for a period of 1 to 3 years.

TABLE 11: - Rate the effectiveness of the interviewing process in Creative dies and moulds?

Particulars	Percentage of the response
1	1
2	4
3	6.9
4	32.7
5	55.4

CHART 11: - Rate the effectiveness of the interviewing process in Creative dies and moulds?



Interpretation: -

From the above table it is interpreted that 1% of the respondents rated 1, 4% of the respondents rated 2, 6.9% of the respondents rated 3, 32.7% of the respondents rated 4, 55.4% of the respondents rated 5.

Inference: -

Majority 55.4% of the respondents rated 5.

TABLE 12: - Which is the most important quality organization looks for in a candidate?

Particulars	Percentage of the response
Knowledge	27.2
Past experience	30.2
Optimistic Nature	13.9
Discipline	8.9
Teamwork ability	19.8

CHART 12: - Which is the most important quality organization looks for in a candidate?



Interpretation: -

From the above table it is interpreted that 27.2% of the respondents say that the most important quality is knowledge, 30.2% of the respondents say that the most important quality is past experience, 13.9% of the respondents say that the most important quality is optimistic nature, 8.9% of the respondents say that the most important quality is discipline, 19.8% of the respondents say that the most important quality is Teamwork ability.

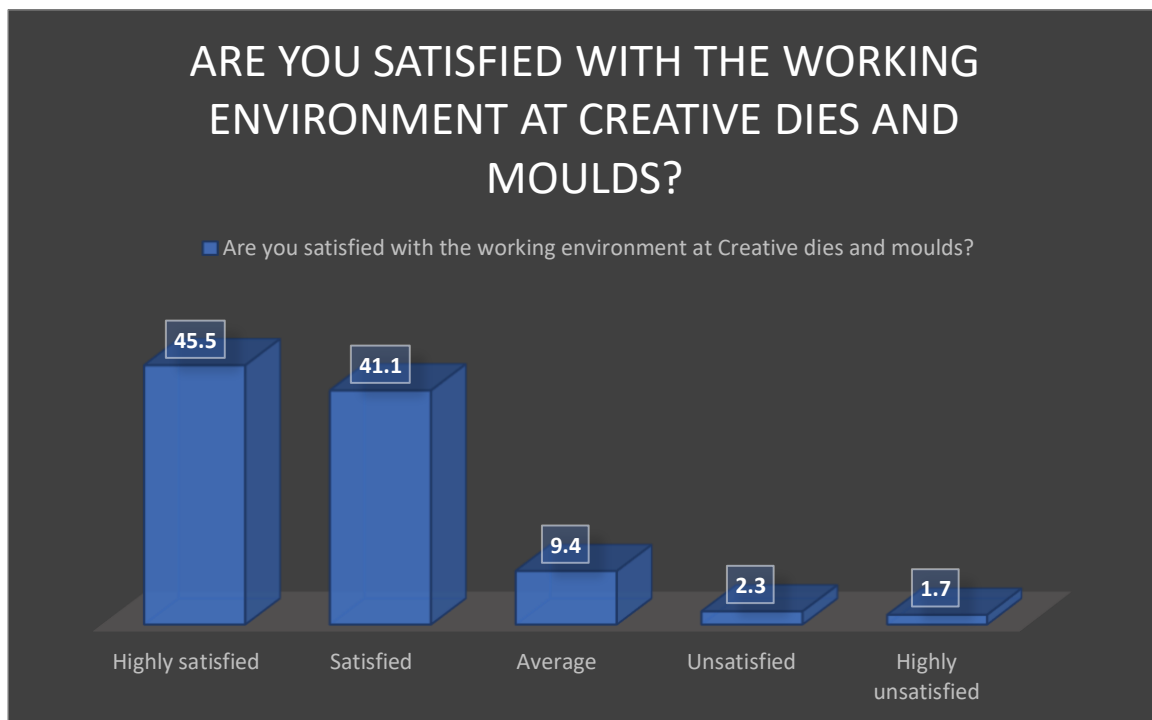
Inference: -

Majority 30.2% of the respondents say that the most important quality is past experience.

TABLE 13: - Are you satisfied with the working environment at Creative dies and moulds?

Particulars	Percentage of the response
Highly satisfied	45.5
Satisfied	41.1
Average	9.4
Unsatisfied	2.3
Highly unsatisfied	1.7

CHART 13: - Are you satisfied with the working environment at Creative dies and moulds?



Interpretation: -

From the above table it is interpreted that 45.5% of the respondents are highly satisfied, 41.1% of the respondents are somewhat satisfied, 9.4% of the respondents experience was average, 2.3% of the respondents are unsatisfied, 1.7% of the respondents are highly unsatisfied

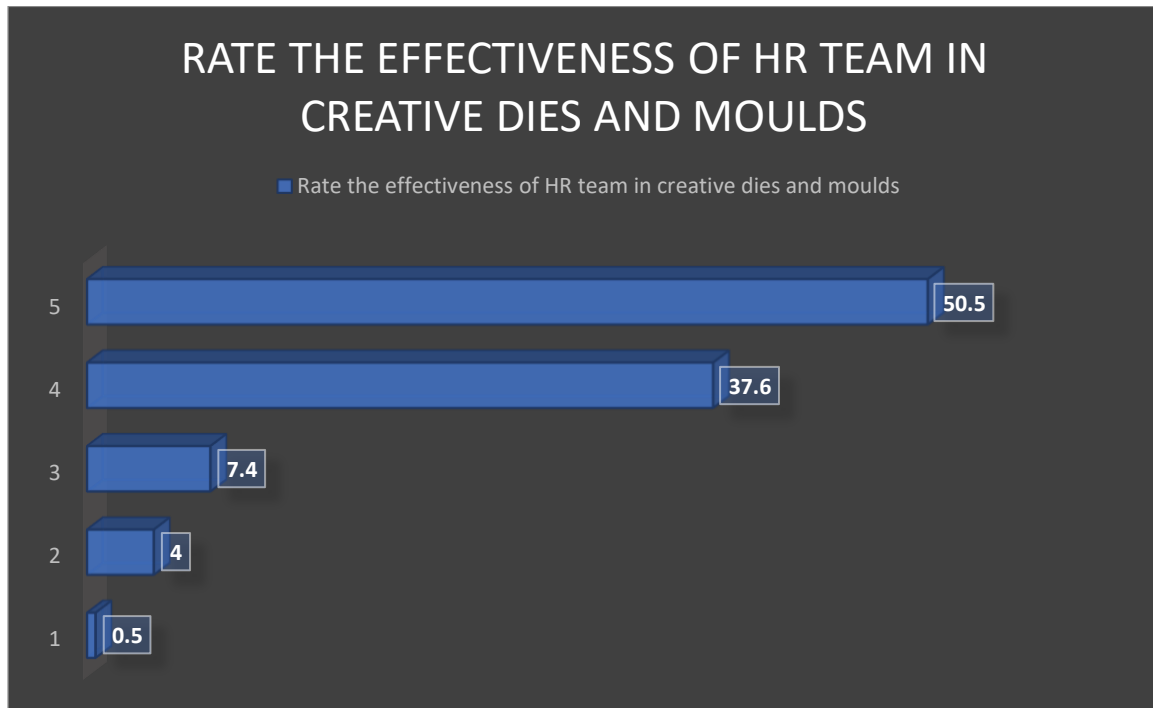
Inference: -

Majority 45.5% of the respondents are highly satisfied.

TABLE 14: - Rate the effectiveness of HR team in creative dies and moulds

Particulars	Percentage of the response
1	0.5
2	4
3	7.4
4	37.6
5	50.5

CHART 14: - Rate the effectiveness of HR team in creative dies and moulds



Interpretation: -

From the above table it is interpreted that 0.5% of the respondents rated 1, 4% of the respondents rated 2, 7.4% of the respondents rated 3, 37.6% of the respondents rated 4, 50.5% of the respondents rated 5.

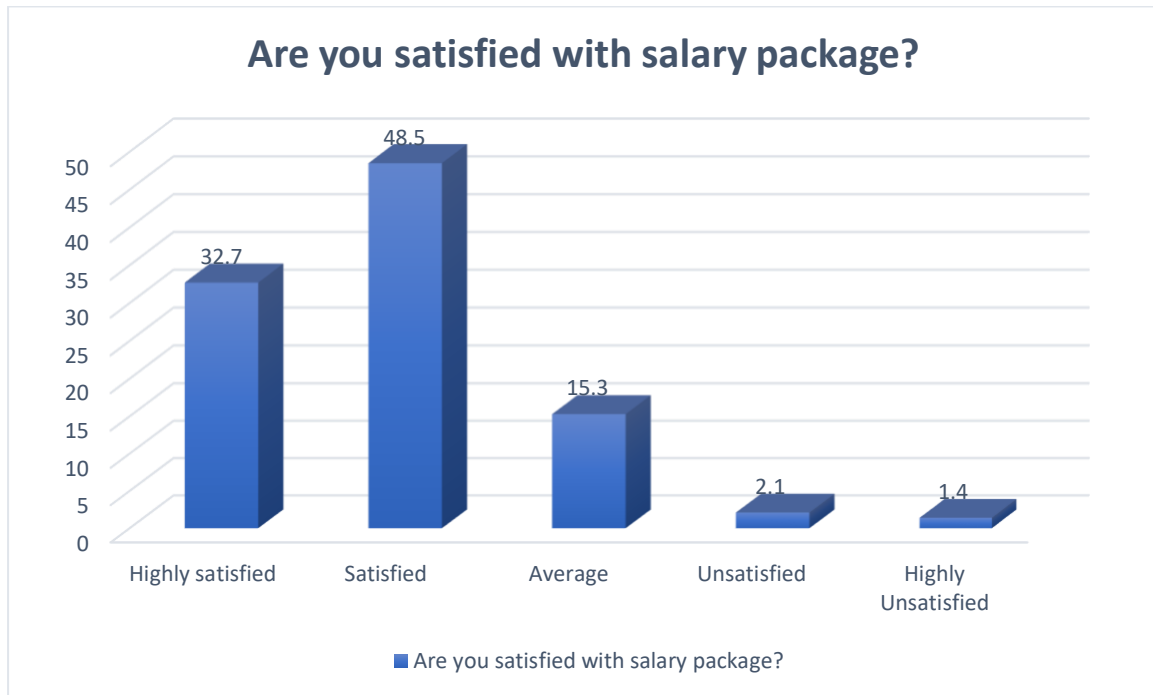
Inference: -

Majority 50.5% of the respondents rated 5.

TABLE 15: - Are you satisfied with salary package?

Particulars	Percentage of the response
Highly satisfied	32.7
Satisfied	48.5
Average	15.3
Unsatisfied	2.1
Highly unsatisfied	1.4

CHART 15: - Are you satisfied with salary package?



Interpretation: -

From the above table it is interpreted that 32.7% of the respondents are highly satisfied, 48.5% of the respondents are somewhat satisfied, 15.3% of the respondents experience was average, 2.1% of the respondents are unsatisfied, 1.4% of the respondents are highly unsatisfied.

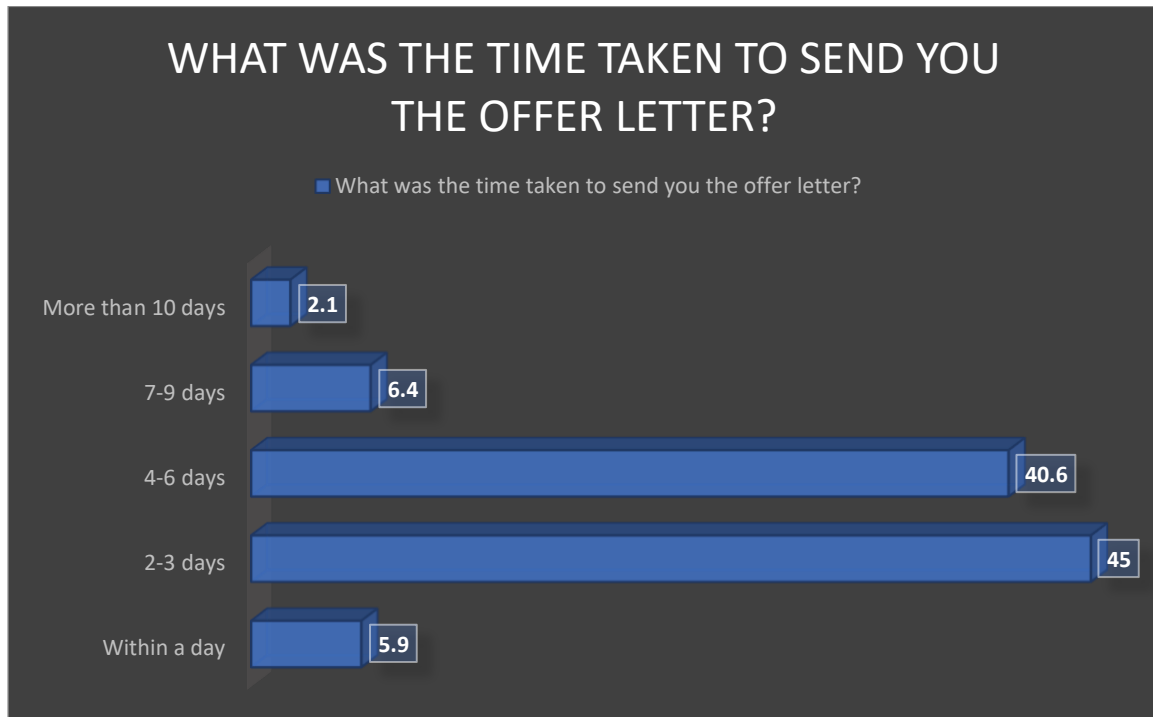
Inference: -

Majority 48.5% of the respondents are satisfied.

TABLE 16: - What was the time taken to send you the offer letter?

Particulars	Percentage of the response
Within a day	5.9
2-3 days	45
4-6 days	40.6
7-9 days	6.4
More than 10 days	2.1

CHART 16: - What was the time taken to send you the offer letter?



Interpretation: -

From the above table it is interpreted that 5.9% of the respondents received offer letter within a day, 45% of the respondents received offer letter within 2-3 days, 40.6% of the respondents received offer letter within 4-6 days, 6.4% of the respondents received offer letter within 7-9 days, 2.1% of the respondents received offer letter after 10 days.

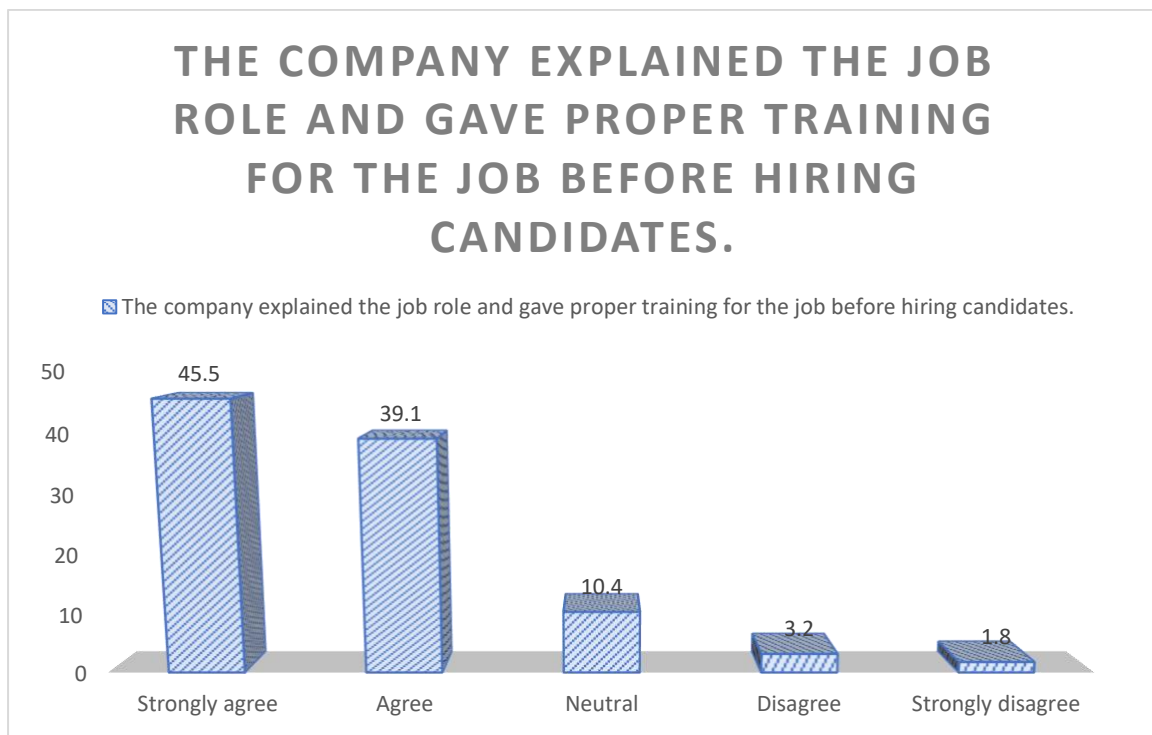
Inference: -

Majority 45% of the respondents received offer letter within 2-3 days.

TABLE 17: - The company explained the job role and gave proper training for the job before hiring candidates.

Particulars	Percentage of the response
Strongly agree	45.5
Agree	39.1
Neutral	10.4
Disagree	3.2
Strongly disagree	1.8

CHART 17: - The company explained the job role and gave proper training for the job before hiring candidates.



Interpretation: -

From the above table it is interpreted that 45.5% of the respondents strongly agrees with the given fact, 39.1% of the respondents agrees to the fact, 10% of the respondents are neutral, 3.2 % of the respondents disagrees with the given fact, 1.8% of the respondents disagrees with the fact.

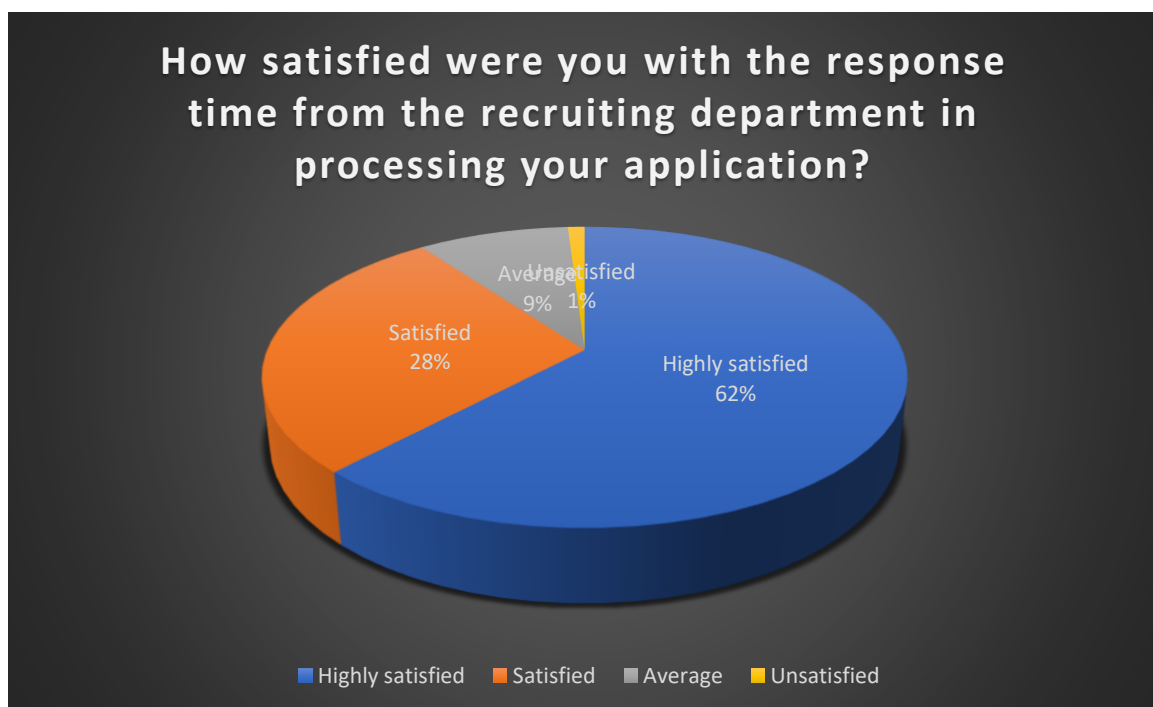
Inference: -

Majority 45.5% of the respondents strongly agrees to the fact.

TABLE 18: - How satisfied were you with the response time from the recruiting department in processing your application?

Particulars	Percentage of the response
Highly satisfied	61.9
Satisfied	27.7
Average	8.9
Unsatisfied	1
Highly unsatisfied	0.5

CHART 18: - How satisfied were you with the response time from the recruiting department in processing your application?



Interpretation: -

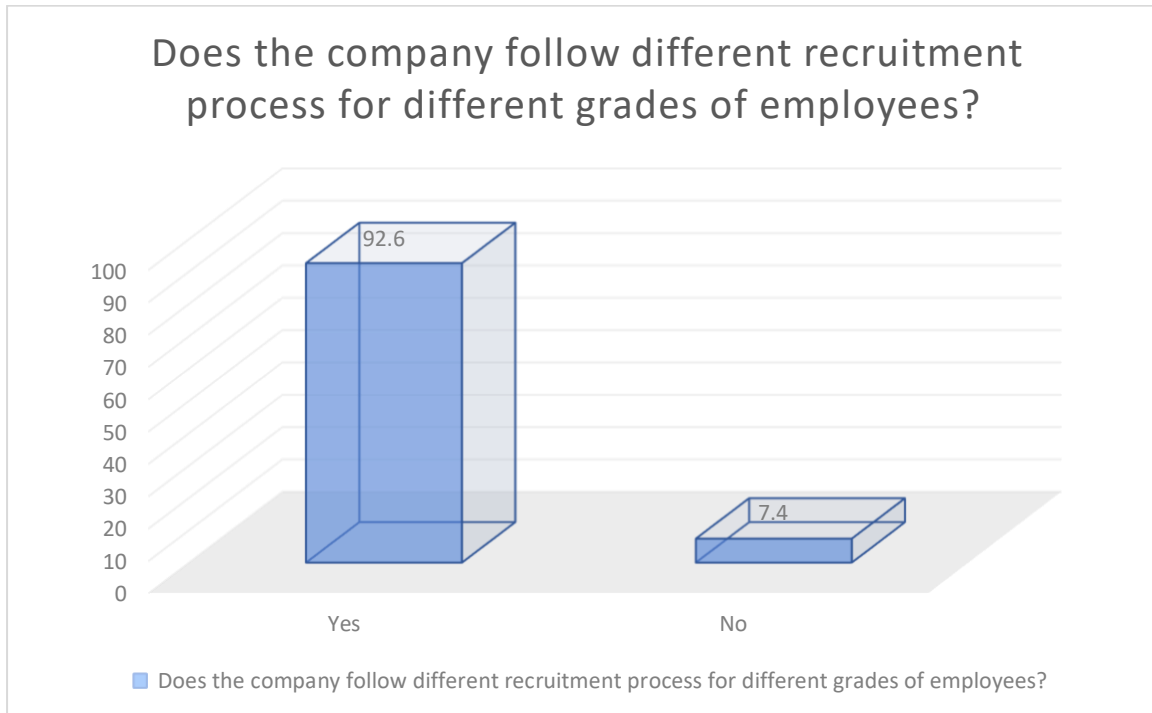
From the above table it is interpreted that 62% of the respondents are highly satisfied, 28% of the respondents are somewhat satisfied, 9% of the respondents experience was average, 1% of the respondents are unsatisfied.

Inference: -

Majority 62% of the respondents are highly satisfied.

TABLE 19: - Does the company follow different recruitment process for different grades of employees?

Particulars	Percentage of the response
Yes	92.6
No	7.4



Interpretation: -

From the above table it is interpreted that 92.6% of the respondents say yes, 7.4% of the respondents say no.

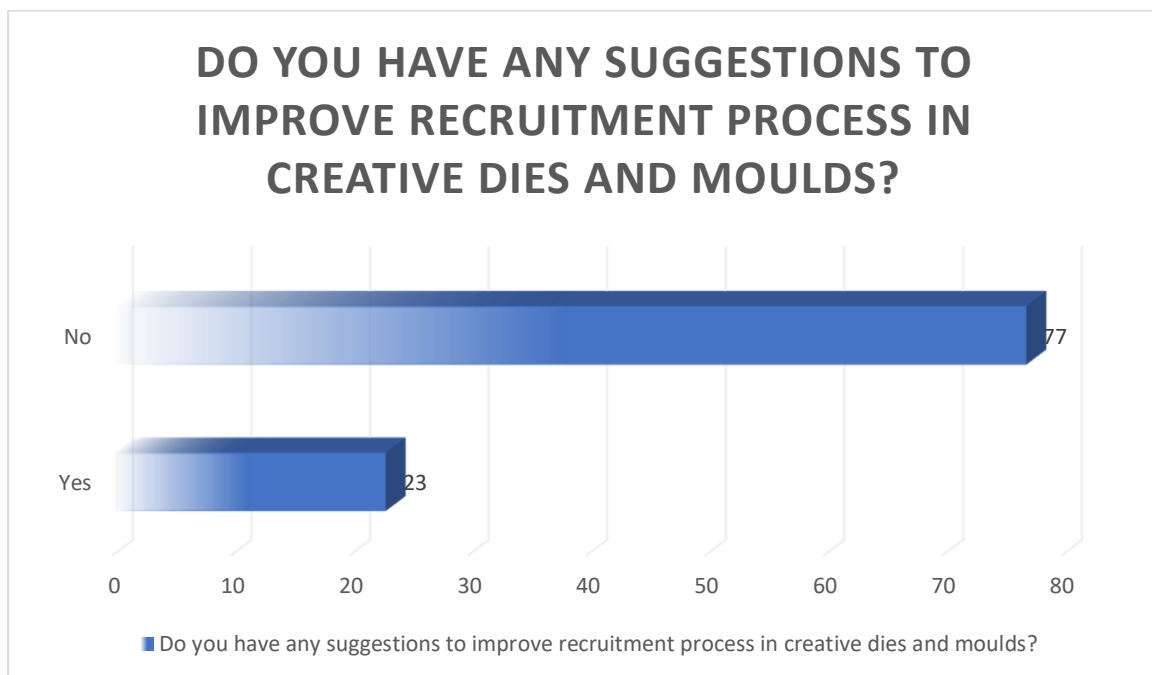
Inference: -

Majority 92.6% of the respondents say yes.

TABLE 20: - Do you have any suggestions to improve recruitment process in creative dies and moulds?

Particulars	Percentage of the response
Yes	92.6
No	7.4

CHART 20: - Do you have any suggestions to improve recruitment process in creative dies and moulds?



Interpretation: -

From the above table it is interpreted that 23% of the respondents say yes, 77% of the respondents say no.

Inference: -

Majority 77% of the respondents say No.

HYPOTHESIS OF THE DATA ANALYSIS:

Gender of the respondents

Gender	No. of respondent	Percentage of response				
Male	113	56.5				
Female	87	43.5				
Anova: Two-Factor Without Replication						
SUMMARY	Count	Sum	Average	Variance		
Male	2	169.5	84.75	1596.125		
Female	2	130.5	65.25	946.125		
No. of respondent	2	200	100	338		
Percentage of response	2	100	50	84.5		
ANOVA						
Source of Variation	SS	df	MS	F	P-value	F crit
Rows	380.25	1	380.25	9	0.2048327646	161.4476388
Columns	2500	1	2500	59.17159763	0.08229902361	161.4476388
Error	42.25	1	42.25			
Total	2922.5	3				

Which is the most important quality organization looks for in a candidate

Which is the most important quality organization looks for in a candidate	No. of respondent	Percentage of response
Knowledge	55	27.5
Past experience	61	30.5
Optimistic nature	26	13
Discipline	18	9
Teamwork Ability	40	20
t-Test: Two-Sample Assuming Unequal Variances		
	No. of respondent	Percentage of response
Mean	40	20
Variance	336.5	84.125
Observations	5	5
Hypothesized Mean Difference	0.5	
df	5	
t Stat	2.126043141	
P(T<=t) one-tail	0.04341909931	
t Critical one-tail	2.015048342	
P(T<=t) two-tail	0.08683819862	
t Critical two-tail	2.570581835	

What are the sources from which employees were recruited

What are the sources from which employees were recruited?	No. of respondent	Percentage of response
Recruitment agencies	85	42.5
TV advertisement	21	10.5
Social media advertisement	29	14.5
Referrals and reccomendations	40	20
Direct walk-in	25	12.5
F-Test Two-Sample for Variances		
	85	42.5
Mean	28.75	14.375
Variance	66.91666667	16.72916667
Observations	4	4
df	3	3
F	4	
P(F<=f) one-tail	0.1423784899	
F Critical one-tail	9.276628154	

CHAPTER-5

5.1 FINDINGS OF STUDY:

- ❖ Majority 39% of the respondents are from the age group of 21 – 25
- ❖ Majority 55.9% of the respondents are Male.
- ❖ Majority 51.5% of the respondents are unmarried.
- ❖ Majority 100% of the respondents are Indians.
- ❖ Majority 74% percentage of the employees are employed full time.
- ❖ Majority 61.9% of the respondents educational qualification is undergraduate.
- ❖ Majority 38.6% of the respondents are from the income group of Rs.26,000 to Rs.50,000.
- ❖ Majority 42.1 of the respondents were hired through Recruitment agencies.
- ❖ Majority 48% of the respondents say that the approach of the management was excellent
- ❖ Majority 35.6% of the respondents were working for a period of 1 to 3 years.
- ❖ Majority 55.4% of the respondents rated 5.
- ❖ Majority 30.2% of the respondents say that the most important quality is past experience.
- ❖ Majority 45.5% of the respondents are highly satisfied.
- ❖ Majority 50.5% of the respondents rated 5.
- ❖ Majority 48.5% of the respondents are satisfied.
- ❖ Majority 45% of the respondents received offer letter within 2-3 days.
- ❖ Majority 45.5% of the respondents strongly agrees to the fact.
- ❖ Majority 62% of the respondents are highly satisfied.
- ❖ Majority 92.6% of the respondents say yes.
- ❖ Majority 77% of the respondents say No.

5.2 CONCLUSION:

From this project of Recruitment and selection process at Creative dies and moulds, I conclude that Recruitment of a candidate is purely a time consuming process where each and every activity should be carefully gone through. There is no fixed timeline for all the activities, it changes according to the availability of the candidates for the vacant position. Without a clear view of the recruitment flow. Thus, the human asset of the company is identified effectively through the recruitment process.

With increasing competitive pressures, HR specialists must increase their understanding of recruitment and selection in business arena. The study presented here explores that methods of recruitment and selection used in Indian organizations seem to vary according to industrial sector; the process has generally become more rigorous and sophisticated as competition to obtain desired talent has

increased. In Manufacturing organizations, the most practiced recruitment methods are direct applicants, placement consultants, employee referrals and company websites. At the same time, recruitment methods adopted by Service companies are employee referrals, job portals, temporary staffing, head hunting, advertisement in newspapers and company websites. The less practiced recruitment methods in Service companies are direct applicants and placement consultants. Also, it has been found that Service companies use recruitment methods more vigorously in comparison to Manufacturing companies. Surprisingly, Manufacturing companies have shown the tendency of using some recruitment methods very less i.e temporary staffing, head hunting and advertisement in newspapers. When it comes to selection, methods found to be applied in Manufacturing companies are written tests and general interview. In case of Service companies, the methods are written tests and tests on specific skills. Further, second preference of the selection methods are tests on specific skills and technical interview in case of Manufacturing companies and general interview and technical interview in case of Service companies.

5.3 SUGGESTIONS

1. The management of Creative dies and moulds can increase its scope of requirements through advertisements and company can go for job fairs where people get to know about the openings.
2. They should also follow new selection techniques and methods for better recruitment.
3. The member of the selection committee should be well qualified and experienced people. So that the selection of the employee will be more effective.
4. For filling up vacancies recruitment process can be adopted more in the concerned.
5. It suggested that the Hr department should involve various departmental heads while recruiting an individual, because the departmental heads can analyze the technical knowledge relating to the job to the particular department.

5.4 LIMITATION OF THE STUDY

- ❖ Collecting data properly from employees become difficulty due to the time constraint.
- ❖ Busy schedule of the employees also effected to some extent.
- ❖ There is a chance for bias in the information given by the respondents.
- ❖ The study was based on sample hence results were not fully absolute.

5.5 REFERNCE

- ❖ French GR. Recruitment and Selection. Managing and Developing 2012; 12-32.
- ❖ Sangeetha, K. (2010) „Effective Recruitment: A Framework“, IUP Journal of Business Strategy, 7(1/2), pp. 93-107, Business Source Complete, EBSCOhost. [Online]. (Accessed:7 March 2015).
- ❖ Neeraj, (2012). A Study of the Recruitment and Selection process: SMC Global Industrial Engineering Letters ISSN 2224-6096 (print) ISSN 2225-0581 (online)
- ❖ Florea, N. V, (2014). Using Recruitment Agencies to Obtain the Best Candidates “Valahia” University, Târgoviște, Romania
- ❖ Olatunji, E. S. &Ugoji, I. E. (2013). Impact of Personal Recruitment on Organizational Development: A Survey of Selected Nigerian Workplace International Journal of Business Administration.
- ❖ Adeyemi, O. S. Dumade, E. O, &Fadare, O. M. (2015). The influence of recruitment and selection on organizational performance the influence of recruitment and selection on organizational performance IJAAR
- ❖ Ekwoaba, J. O., Ikeije, U. U, &Ufoma, N., (2015). The impact of recruitment and selection criteria on organizational performance Global Journal of Human Resource Management Vol.3, No.2, pp.22-33, March 2015 Published by European Centre for Research Training and Development UK (www.eajournals.org)
- ❖ Mustapha, A. M, Ilesanmi, O. A, & Aremu, M. (2013). impacts of well-planned recruitment and selection process on corporate performance in Nigerian banking industry International Journal of Academic Research in Business and Social Sciences September, Vol. 3, No. 9 ISSN: 2222-6990

- ❖ Stephen, M., Cowgill, M., Hoffman, B., & Housman, B. (2013). Understanding the Value of Hiring through Referrals Forschungs institute zur Zukunft der Arbeit Institute for the Study of Labour IZA DP No. 7382: the University of Minnesota, Morris Division of Social Sciences 600 East 4th Street Morris, MN 56267-2134 the USA
- ❖ Gilbert, C., De Winnie, S., & Sels, L. (2011). The influence of line managers and HR department on employees" affective commitment.
- ❖ Compton R.L., B. Morrissey, and N. A. Nankervis. 2014. „Effective Recruitment and Selection Practices “. Australia: CCH Australia Limited. ISBN: 978-1-925091-15-1.
- ❖ Mullins, L.J., Ch. Gill. 2010. Management and Organisational Behaviour. Financial Times Prentice Hall. ISBN 978-0273-728-610.
- ❖ Ntiamoah, E.B. 2014. „An investigation into recruitment and selection practices and organizational performance. “In International Journal of Economics, Commerce, and Management. 2 (11): 1-11. ISSN 2348-0386.
- ❖ Nartey D. Recruitment and Selection Practices of organisations, A Case Study of HFC Bank (GH) LTD. Ghana: Kwame Nkrumah University of Science and Technology, 2012.
- ❖ Absar MM. Recruitment & Selection practices in Manufacturing Firms in Bangladesh. The Indian Journal of Industrial Relations 2012; 436-448.
- ❖ Armstrong CP. Current Recruitment and Selection Practices: A National Survey of Fortune 1000 Firms. North American Journal of Psychology 2006; 489-496.
- ❖ Bhattacharyya DK. Human Resource Management. New Delhi: Excel Books, 2010. Burack EH. Human Resource Planning, 1980. Cappelli P. Making the most of Online Recruiting. Harvard Business Review 2001; 139-146.
- ❖ Djabatey EN. Recruitment and Selection Practises of Organziations, A Case Study of HFC Bank (GH) LTD. Kwame Nkrumah University of Science and Technology: Kwame Nkrumah University of Science and Technology, 2012. Duggan B. Should you outsource Recruitment.
- ❖ Emerald Management Review: Supply Management 2004; 26-27. Fomunjong MG. Recruitment and Selection. University of Gothenburg, 2009.

- ❖ French GR. Recruitment and Selection. Managing and Developing 2012; 12-32. Gorter CN. Employers' recruitment behaviour and vacancy duration: an empirical analysis for the Dutch Labor Market. Applied Economies 1996; 1463-1474.
- ❖ Gusdorf ML. Recruitment and Selection:Hiring the Right Person. USA: Society for Human Resource Management, 2008. John HB. Human ResourceManagement:AnExperiemental approach. New Delhi: McGrawHill, 2003.
- ❖ Hays R.Recruitment and Selection of Public Workers: An international compendium of modern trends and practises. Public Personnel Management 2004; 237-252.
- ❖ Aswathapa K. Human Reosurce Management. New Delhi: TMH, 2007. Barclay LP. Recruiting Sources:Another Look. Journal of Applied Psycology 1985; 20-28. Absar MM.Recruitmnet& Selection practises in Manufacturing Firms in Bangladesh.
- ❖ The Indian journal of Industrial Relations 2012; 436-448. Malhotra MN. A Study of the Recruitment and Selection process: SMC Global. zenith International Journal of Multidisciplinary Research, 2014.
- ❖ Smith MI.Personal Selection. Journal of occupational and organizational psycology 2001; 441-472.
- ❖ Nartey D. Recruitment and Selection Practises of organizatrions, A Case Study of HFC Bank (GH) LTD. Ghana: Kwame Nkrumah University of Science and Technology, 2012.

ANNEXURE- I QUESTIONNAIRE

1. Age

- 21 – 25
- 26 – 30
- 31 – 35
- 36 – 40

•40 and above

2. Gender

- Male
- Female
- Transgender

3. Marital status

- Married
- Unmarried

4. Nationality

- Indian
- NRI

5. Employment

- Employed full time
- Employed part time

6. Education
 - SSLC
 - HSC
 - Diploma
 - Under Graduate
 - Post Graduate
7. Monthly Income
 - Less than Rs. 25,000
 - Rs. 26,000 to Rs. 50,000
 - Rs. 51,000 to Rs. 1,00,000
 - Rs. 1,00,001 to Rs. 2,00,000
 - Rs. 2,00,001 and above
8. What are the sources from which employees were recruited?
 - Recruitment agencies
 - Media advertisements
 - Public employment agencies
 - Referrals and recommendations
 - Direct walk-in
9. How was the approach of management during the recruitment process?
 - Excellent
 - Very good
 - Good
 - Average

- Poor

10. How long have you been working in Creative dies and moulds?

- Less than 1 year
- 1 to 3 years
- 3 to 6 years
- 7 to 9 years
- More than 10 years

11. Rate the effectiveness of the interviewing process in Creative dies and moulds?

1 2 3 4 5

12. Which is the most important quality organisation looks for in a candidate?

- Knowledge
- Past experience
- Optimistic nature
- Discipline
- Team work ability

13. What is the impression you were having of creative dies and moulds before getting Recruited?

- Highly satisfied
- Satisfied
- Average
- Highly unsatisfied
- Unsatisfied

14. Are you satisfied with the working environment at Creative dies and moulds?

- Highly satisfied
- Satisfied
- Average
- Highly unsatisfied
- Unsatisfied

15. Are you satisfied with salary package?

- Highly satisfied
- Satisfied
- Average
- Highly unsatisfied
- Unsatisfied

16. What was the time taken to send you offer letter?

- Within a day
- 2 to 3 days
- 3 to 5 days
- 6 to 7 days
- More than a week

17. The company explained the job role and gave proper training for the job before hiring candidates

- Strongly agree
- Agree
- Neutral
- Disagree

- Strongly Disagree

18. How satisfied were you with the response time from the Recruiting Department in processing your applications?

- Highly satisfied
- Satisfied
- Average
- Highly unsatisfied
- Unsatisfied

19. Does the company follow different recruitment process for different grades of employees?

- Yes
- No

20. Do you have any suggestions to improve recruitment process in Creative dies and moulds?

- Yes
- No
- If yes, _____

