

A Study of Recruitment and Selection Process and its Impact on Succession Planning w.r.t. Safety Electrical Engineering Services

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Abstract: *Recruitment is a positive process of searching for prospective employees and stimulating them to apply for the jobs in the organisation. When more persons apply for jobs then there will be a scope for recruiting better persons.*

The job-seekers too, on the other hand, are in search of organisations offering them employment. Recruitment is a linkage activity bringing together those with jobs and those seeking jobs. In simple words, the term recruitment refers to discovering the source from where potential employees may be selected. The scientific recruitment process leads to higher productivity, better wages, high morale, reduction in labour turnover and enhanced reputation. It stimulates people to apply for jobs; hence it is a positive process

Keywords: Recruitment, selection, prospective employees, productivity

I. INTRODUCTION

The process of finding and hiring the best-qualified candidate (from within or outside of an organization) for a job opening, in a timely and cost effective manner. The recruitment process includes analyzing the requirements of a job, attracting employees to that job, screening and selecting applicants, hiring, and integrating the new employee to the organization.

Recruitment is a positive process of searching for prospective employees and stimulating them to apply for the jobs in the organisation. When more persons apply for jobs then there will be a scope for recruiting better persons.

The first step involved in the recruitment process is planning. Here, planning involves to draft a comprehensive job specification for the vacant position, outlining its major and minor responsibilities; the skills, experience and qualifications needed; grade and level of pay; starting date; whether temporary or permanent; and mention of special conditions, if any, attached to the job to be filled

Once it is known how many with what qualifications of candidates are required, the next step involved in this regard is to devise a suitable strategy for recruiting the candidates in the organisation.

The strategic considerations to be considered may include issues like whether to retrain the required candidates themselves or hire it from outside, what type of recruitment method to be used, what geographical area be considered for searching the candidates, which source of recruitment to be practiced, and what sequence of activities to be followed in recruiting candidates in the organisation.

This step involves attracting job seekers to the organisation. There are broadly two sources used to attract candidates. Though some view screening as the starting point of selection, we have considered it as an integral part of recruitment. The reason being the selection process starts only after the applications have been screened and shortlisted. Let it be exemplified with an example.

In the Universities, applications are invited for filling the post of Professors. Applications received in response to invitation, i.e., advertisement are screened and shortlisted on the basis of eligibility and suitability. Then, only the screened applicants are invited for seminar presentation and personal interview. The selection process starts from here, i.e., seminar presentation or interview.

Job specification is invaluable in screening. Applications are screened against the qualification, knowledge, skills, abilities, interest and experience mentioned in the job specification. Those who do not qualify are straightway eliminated from the selection process.

II. LITERATURE REVIEW

The literature that was reviewed with regards to the research topic. Review of literature was a crucial part of the research. Literature related to the core subject of leadership hiring, with emphasis on its importance in the manufacturing industry, hiring process at leadership level, effective of the process and its evaluation, and significance of talent acquisition for an organization was reviewed. Articles pertaining to the manufacturing industry reviewed to get an overview of the in the scope of the research. Mohammed Nurul Absar (2012) says the significance of recruitment and selection in his paper by means of considering both public and personal manufacturing companies in Bangladesh (M.M.Absar, 2012). some of the studies 6 experts and scholars say that there is a near linkage among the recruitment choice worker delight organisation performance and HR practises (Gorter, 1996). In his paper Recruitment and choice of public people:

An international compendium of contemporary trends and practises say that the significance of the usage of generation in the recruitment and selection method for updating the organizational assets (Hays, 2004)

2.1 Objectives

- To study effectiveness of Recruitment and Selection process with special reference to Safety Electrical Engineering Services
- To study the various sources of recruitment followed in Safety Electrical Engineering Services.
- To know the perception of employees regarding recruitment and selection.

2.2 Hypothesis

H1:- The Recruitment & Selection Process of Safety Electrical Engineering Services is effective.

H0:- The Recruitment & Selection Process of Safety Electrical Engineering Services is not effective.

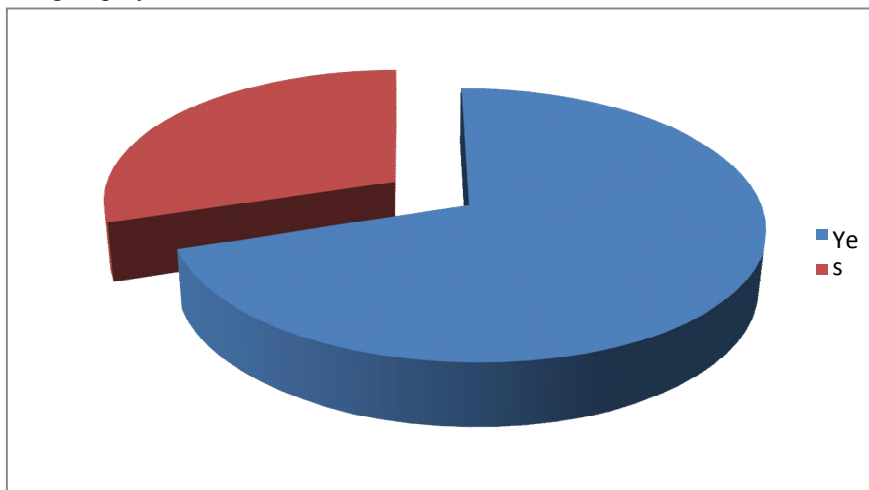
III. RESEARCH METHODOLOGY

Research is common Parlance refer to a search for knowledge, one can also define research as a scientific and systematic search for pertinent information on a scientific topic. Research is done with the help of study, experiment, observation, analysis, comparison and reasoning. Research is in fact ubiquitous.

The research design is purely and simply the frame work or plan for a study that grids the collection or analysis of data research design has been considered a highly specialized tool for success of a research programmed. The Study aim at an original facts regarding to personnel performance of an organization. Research is a plan, structure and strategy of investigation conceived so as to obtain answer to research question and control variance

IV. ANALYSIS AND INTERPRETATION

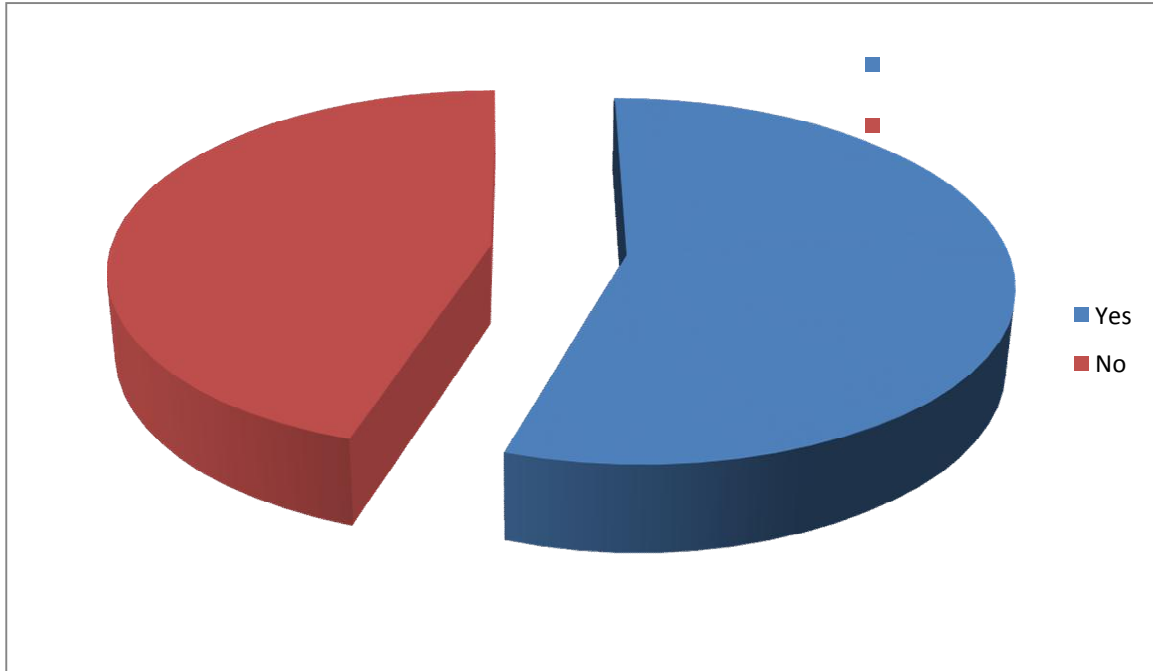
Are you aware of having employee referral schemes



INTERPRETATION:

From the above pie chart, 70% of respondents says yes of having employee referralschemes whereas 30%of respondents do not have employee referral schemes.

Company bear expenses of the outstation candidate for the final interview?

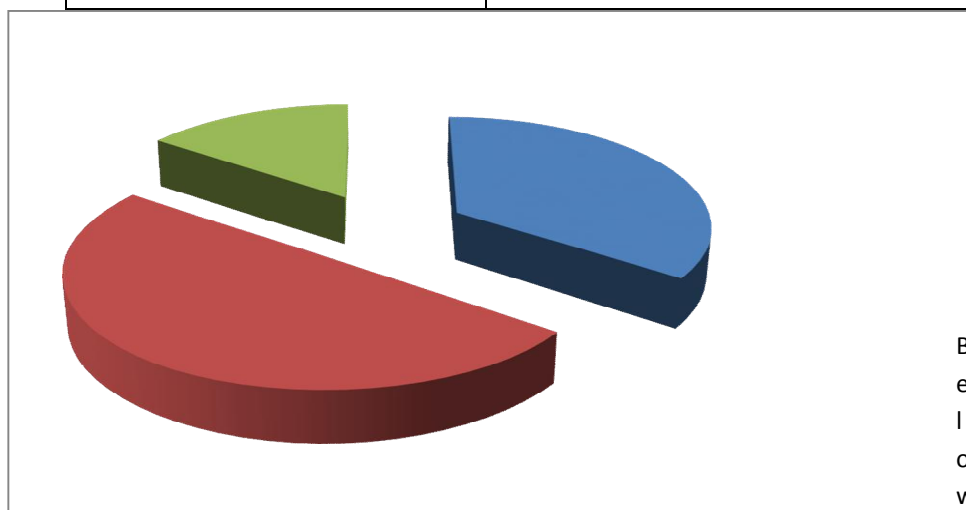


INTERPRETATION:

From the above pie chart 55 % of respondent shows that the firm bears expenses of theoutstation candidate for the final interview whereas 45%of respondent shows that the firm does not bears any expenses of the outstation candidate for the final interview.

Duration of the probationary period for a new joiney of the organization

Options	Number of Respondents (%)
Below 6 months	35
6 months	50
1 year and above	15

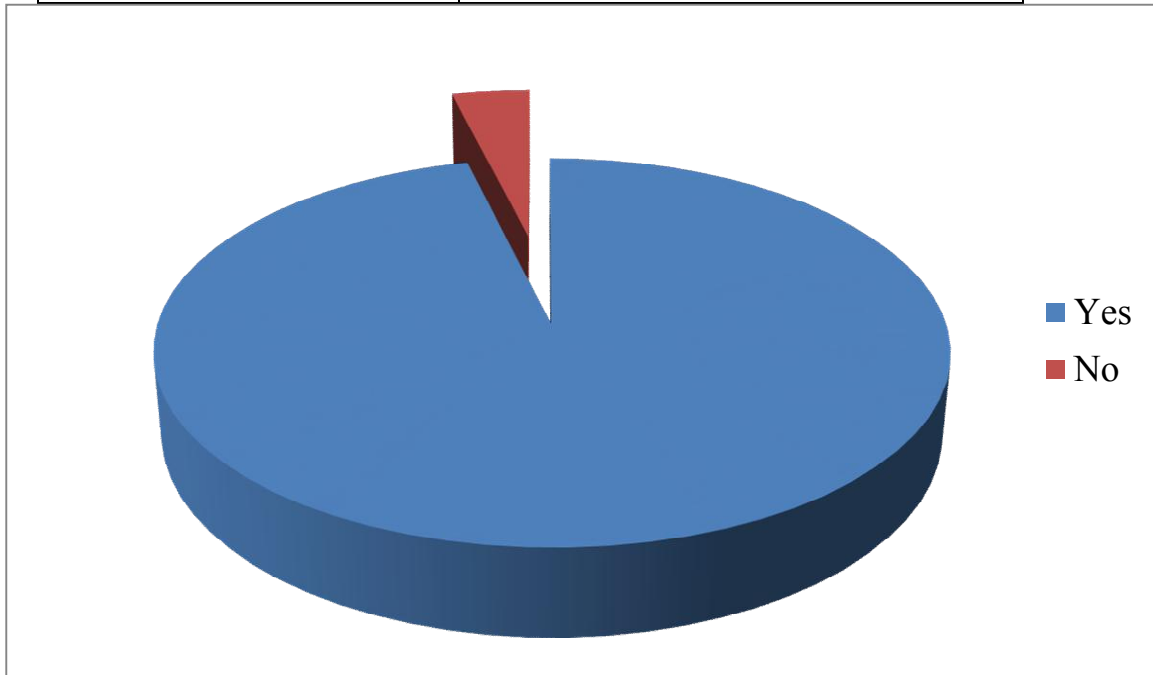


INTERPRETATION:

From the above pie chart, 75 % of the respondent shows that organization gives a joining to newer comer within 6 months, whereas 25% of respondent shows that the organization gives a joining to newer corner within 1 year.

Do you conduct background checks?

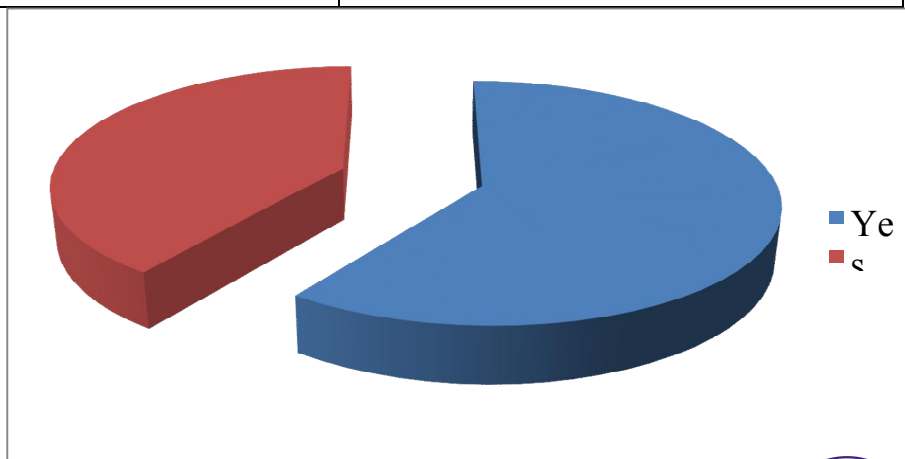
Options	Number of Respondents (%)
Yes	80
No	20



INTERPRETATION

From the pie chart, it is clear that 80 % shows that organization conduct background checks whereas 20% of respondent do not show any background checks, so as to acknowledge about the experience, quality of a newcomer Mentor system to make the new joiner feel at ease.

Options	Number of Respondants (%)
Yes	60
No	40



INTERPRETATION

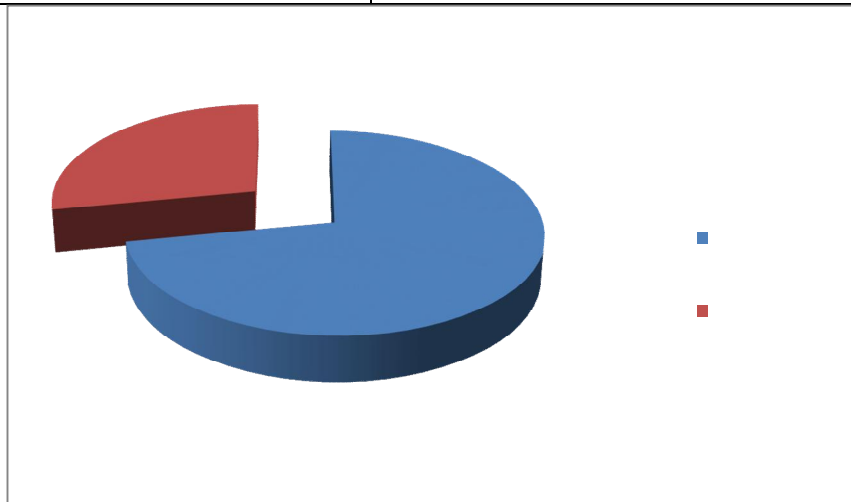
From the above pie chart, 60% of respondent shows that organization have the buddy mentor system to make the new joiners feel at ease whereas 40% of respondent shows that the organization do not have a buddy mentor system

Format induction programme of your organization ?

Structured and formal type

Informal type

Options	Number of Respondents (%)
Structured and formal type	72
Informal type	28



INTERPRETATION :-

From the above pie chart, 72% of respondent shows organization conduct induction programme in a structured and formal way whereas 28% of respondent shows organization conduct induction programme in a informal way.

What is the duration of induction programmed ?

Less than 1 week

One month

More than a month

Options	Number of Respondents (%)
Less than 1 week	50
One month	34
More than a month	16

V. CONCLUSION

Most of the employees were satisfied but changes are required according to the changing scenario as recruitment process has a great impact on the working of the company as fresh blood, new idea enters in the company. Selection process is good but it should also be modified according to the requirements and should job profile so that the main objective of selecting the candidate could be achieved. The first step in the direction is to insure competitive people come in the organization. Therefore, recruitment in this regard becomes an important function. The organization must constantly, improvise recruitment process so that it's able to attract best in the industry in order to serve the best. Thus the organization must look out for method that can enable it to adapt best recruitment practices.

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