

## A STUDY ON EFFECTIVE RECRUITMENT AND SELECTION OF HRM

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### ABSTRACT

Recruitment and selection that is a basic role in HRM something that people do regularly as a practices and also the honest in your moral principles to do work or some other activity that you do as part of your job and not for pleasure that is extremely important to get the task of organizational position where it will be most useful or have the most effect that you hope to achieve especially when much time and effort will be needed. That article help to try to find out what happened or is the truth in the recruitment and selection that people do it regularly honest with their particular area of work or activity in which the aim is to make a profit with different levels which are presence on the organizational task with different organizations. Through questionnaire we analyze the data through the SPSS that give the result of this research. In organization development it is most important to better HRM performance.

**Keys Words:** Human Resource Management. Recruitment. Selection

### I. INTRODUCTION

Recruitment and selection process can easily be considered to be one of the most critical functions of an organization. As the business environment becomes more and more competitive, having the right people with the right skills for the right tasks becomes all the more critical. Indeed it can be a source of competitive advantage. Today organizations have moved from product focus to market focus to selling focus to customer focus to employee focus. It is common to hear organizations speak of their human resource as their biggest organizational asset. Indeed ultimately the

capabilities of an organization falls upon the shoulders of its employees. An organizations is only as good as the capabilities of its employees. HLs paper starts by define the recruitment and selection process followed by best practices in recruitment and selection. He final section examines the latest emerging trends concerning recruitment and selection.

HRM is a basic role in the organizations or a companies in emphasizing that you need or have a lot of it issues or problem with people which are the presence of money that someone who has experienced loss from the organization, select something you employ them or pay them to do a particular job for you, best performance of work, features or measures are intended to make something less dangerous, your wellness is how healthy you are and how well and happy you feel, employee that do something, best verbal and non-verbal communication, some thing is the process of organizing and supervising it and also the learning knowledge and skills these are the problem that relate to the people. Recruitment is defined as process of generating a pool of capable people to apply a employment to an organization but on the other hand selection is act of selecting one or more people or things from a group or people is a set of them that have been selected from a larger group. Progressive HR practices are important to a positive psychological contract this includes to effective recruitment and selection. Robertston and Smith (2001) they support the recruitment and selection process and also help to guide the test and interviews.HR that improve a skill, you get better at it to the level of control and organizing of a business or other organization and also the decide what the business should do and ensure that it is done.

This is always important to person, organization and society which are remembered for a particular situation or an activity to the people who control and organize a business or other organization as a management. Dainty (2000) point of view is that people in a country or region who are able to do a job & available for work they always help the organization to be profitable and the staff expected to be trying to achieve their target. The relating to business corporations or a particular business corporation in the business and relating to a persons work, especially work that requires special training who live in particular area or place they show their own interest of the importance of HRM that get to gain the developing more quickly and keeps becoming less likely to stop that after the realizable there is a possibility that the things you want to happen will happen a people who always wants to make the organization profitable. The idea or abstract principle of the HRM is indicating an action of fact or though, discussion and investigation it becomes known as a result in it. HRM that is the system or method or design is the modern and has been developed from earlier of the same thing in the way of the person which does a business. Some of the companies they separate organization or group governs or control it rather than being controlled by anyone. HRM departments there is an unpleasant feeling you have when you think that you are in danger than they do not exist at all a lot of understanding and help to make it successful all of the human resource activities that they do in order to achieve their aims. Each of the business organization they are being considered to get achieve business activities is efficient they are able to do task successfully without wasting time or money they select through the process of recruitment and selection. Human Resource is the basic role to help the company or organization to get or achieve the goals and tasks. A person who is paid to work for an organization in something is the fact that you are taking part in it which is important success for the performance. Progressive HR practices are crucial to a positive psychological contract this includes attention to effective recruitment and selection practices.

The recruitment role provides the basis for a person specification (Behaviors and successful performance,

Qualification and training, Experience, Specific demands to increase profit, Organizational fit as formal and informal culture, Candidate Expectations in career opportunities). They also depend upon the graphology that is the study of people's handwriting in order to discover what sort of personality they have. HRM increase the knowledge or skills in particular job or activity which you have gained because you have done that job or activity for a long time. Boxall and Purcel (2003) some of the organization think that recruitment attracts all of the young generation or a before few years they help all the people who are able to work and want jobs. Farnham (2006) they think organization have the low time in the plan of human resource because there is no presence of resources, knowledge and skills.

### Objectives Of The Study

The purpose of the study is to learn the practical applicability of the theoretical knowledge gained about recruitment and selection process.

To gain knowledge about the process of recruitment and selection

To know the effectiveness or ineffectiveness of the process of recruitment and selection

To provide suggestions if any, for having an effective recruitment and selection process

## II. RECRUITMENT AND SELECTION PROCESS

Recruitment and selection is a core function of the Human Resource department. It can be regarded as one of the most important functions performed by the HR department. Also commonly known as the staffing function, it involves the following phases:

- Job analysis
- Manpower planning
- Recruitment and selection

### Job analysis

All staffing requirements requires a detailed job analysis. Job analysis helps in determining the major characteristics and scope of a job. Job Analysis is a

'process to identify and determine in detail the particular job duties and requirements and the relative importance of these duties for a given job. Its fundamental purpose is to establish and document the job relatedness of employment procedures such as training, selection, compensation, and performance appraisal. Job analysis involves examining how tasks are performed, why they are performed, and when they are performed. It involves assessing jobs in certain context such as physical environment under which the job is performed, social environment, and financial conditions attached with the job. HLs refers to salaries, wages, bonuses, benefits etc. attached with the performance of the job [1].

### **Man power planning**

Simply put man power planning refers to forecasting the number of workers required for the performance of a task or a job at some future point in time. Its main purpose is to 'ensure that it has the right number of people, and the right kind of people, at the right places, at the right time, doing things for which they are economically most useful [1].' Today Manpower planning methods are undergoing rapid changes and innovation [2]. Other than forecasting future employee needs, it must also be able to predict turnover in employees and make arrangements to fill the resulting gap. It must ensure no shortages or surplus in the employees.

### **Recruitment and selection**

HLs is the phase where the actual prospective candidates are selected and hired by the company. It is a long and arduous process. Recruitment and selection can follow only after man power planning has ascertained the demand for new workers. Recruitment and selection process varies from company to company however the following are steps generally common to all companies.

### **III. METHODS OF RECRUITMENT**

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

- Internal Recruitment
- External Recruitment

### **Importance of recruitment and selection**

Recruitment that increases the candidate job that is possible allowed and required amount of money. They tell as the time that we are in now and the things that are happening now also the period of time that will come after the present or the things that will happen then these define the job description and specification, deciding terms and conditions of employment in the organization. With the process of deciding in detail how to do something before you actually start to do it and consider something carefully and using statistical methods in order to understand and explain the job activities.

### **Difference between recruitment and selection**

Recruitment is the search the candidate and motivates to do something to get job in the company. On the other hand selection is defined choose the person which are most applicable out of others which are job interested and qualified.

### **Research Objective**

- Human resource is the best position of someone is the place where there are relation to other things and also relate decision to the terms and condition of employment.
- To know about the Human Resource Management want to do something for the management department.

## **IV. RESEARCH METHODOLOGY:**

### **DATA COLLECTION METHODS:**

The data for the study was collected through primary and secondary METHODS

#### **Primary Methods;**

Primary methods are those methods that provide first hand information. The methods followed were interview methods and questionnaire method

#### **Secondary methods:**

Secondary methods are those methods that provide already existing information of the past, also called as second hand information. The information

was obtained from the different HR journals published by the organization for various purposes like HR 'department personal use, reference by any other department about the performance of various activities that have been started by the HR department, to know about the performance appraisal system or the bonus system etc.

## V. CONCLUSION

Recruitment is the process that happens before the selection. The goal of the recruitment is to support the candidate which are suitable for this job and also check the achievements and training that they are qualified to do something. After a shortlist candidate there is start a process of selection. The organization of an event or activity involves making all the necessary arrangements they want to get to try HRM method to do a business more and more successful. HRM want to arrange learning process of Human Resource skills. . In the company or other organization, the department of human resource is the department with responsibility for recruitment, training and welfare of the staff. That is very logical and important to better HRM in the gradual growth or formation of something in the organization.

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