



## RECRUITMENT AND SELECTION

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### Abstract:

Recruitment and selection constitutes a staffing function of management. Scientific selection ensures right man for the right job. For creating a team of efficient, capable and loyal employees, proper attention needs to be given to scientific selection of managers and other employees. The conventional approach of selecting managers in a casual manner is now treated as outdated and is being replaced by scientific and rational approach, deciding who should hire under the employment rule of the organisation for the short and long-term interests of the individual employee and the organisation.<sup>1</sup> Recruitment and selection is the process of getting human resources into organizations, departments, sections and jobs use. What might be an even more useful definition of recruitment is that about the art of discovering and procuring potential applicants for actual and anticipated vacancies in the organization. This definition has introduced the concept of 'art' which is about the soft skills of management, some of which might be a natural talent of some managers or acquired through specialized training. The use of the word 'discover' emphasizes effective recruitment, a process that involves exploration which require specialized methods and techniques, short of which no 'discovery' of potential people for the job can be made.

### I. INTRODUCTION:

#### Definition of Recruitment Process:

Recruitment is the process of attracting

qualified applicants for a specific job. The process begins

when applications are brought in and ends when the same is finished. The result is a pool of applicants, from where the appropriate candidate can be selected.

#### Definition of Selection Process:

This process begins with the completion of an employment application and continues through to the Qualifications Appraisal Interview and/or departmental Selection Interview. Other steps may be added depending on the nature of the position under recruitment.

#### Objectives

- To study the present functioning of the Recruitment department of Big Bazaar.
- To identify and analyze the problems that hamper the Talent Acquisition in BIG BAZAR.
- TO suggest strategies for enhancing innovative methods of recruitment process at BIG BAZAR..

#### Scope

- The study's emphasizes on recruitment and selection process of BIG BAZAR
- The study aims at understanding various issues involved in managerial recruitment process.
- The study focuses on recruitment and



selection process.

## NEED FOR THE STUDY

- Provide information about the Recruitment and selection process based on which decision HR Department are HRP, R&S, T&D, Career Planning, Transfer & promotion, Risk Management performance of Appraisal and so on.
- Provide feedback information about the level of achievement & behavior of subordinate this information helps to review the satisfaction of the subordinate, rectifying R&S deficiencies & to set new Standards of work, if necessary.

## OBJECTIVES OF THE STUDY

To study and analyze the recruitment practices at BIG BAZAAR

To project the role of HR on choosing right personnel

To focus on the employee competencies on which the selection procedure is done to meet the organization needs

To highlight the views and opinions of the hiring managers towards recruitment and selection process

To determine the effectiveness of the recruitment process and find out whether the methodology implemented result in effective staffing.

## II. REVIEW OF LITERATURE

### RECRUITMENT AND SELECTION PROCESS AT BIG BAZAR

#### INTRODUCTION

After the quality and quantity of personnel needed have been decided the task of its recruitment and selection begins. There are a number of steps involved in this task. Placing the requisition, recruitment, selection, placement and induction.

#### Concept of Recruitment:

Recruitment is the process concerned with the identification of sources from where the personnel can be employed and motivating them to offer themselves for employment.

Employment is the process of searching prospective workers and simulating them to apply for jobs in the organization.

#### Purpose and Importance of Recruitment:

Recruitment represents the first contact that a company makes with the personnel having potential to be employed. From the point of view of potential

Candidates recruitment is the process through which they come to know about the company and the nature of jobs that are offered.

- i) It helps in increasing the success rate of the selection process by filtering the number of under qualified or over qualified job applicants.
- ii) It reduces the probability that applicants once selected and made



available to the organization; leave it after a short period of time.

- iii) It helps to meet the organization's legal and social obligations regarding composition of its workforce.

### **Recruitment Policy:-**

Recruitment policy is formulated for providing guidance to undertake recruitment process. Recruitment policy spells out the objectives and principles of the recruitment and provides a frame work for implementation of the recruitment programs in the form of procedures. Recruitment policy covers the following areas.

- i) To prescribe whether the recruitment would be centralized or decentralized at unit levels.
- ii) To provide the weight age that would be given to certain categories of people such as population, physically handicapped personnel etc.
- iii) To specify the degree of flexibility with regard to age, qualifications, compensation structure and other service conditions.

### **Factors affecting recruitment policy:-**

#### **External Factors:**

- i) Nature of competition for human resources.
- ii) Legal factors.
- iii) Socio-cultural factors.

- iv) External influences.

#### **Internal Factors:**

- i) Organizational image.
- ii) Size of organization.
- iii) Type of personnel to be recruited.
- iv) Past practices.

### **Recruitment Process:-**

Recruitment is a process consisting of various activities, through which search of prospective personnel both in quantity and quality as indicated by human resource planning and job description and job specifications is made. This process includes recruitment planning, identification of recruitment sources, contracting those sources and receiving applications from prospective employees.

### **SELECTION**

Selection is the most crucial stage in the process of acquiring human resources in an organization. After the process of recruitment, the next step is the selection of the personnel who can fit the overall job requirements in the light of job description, role analysis and job specification.

### **Concept of Selection:-**

Selection can be conceptualized in terms of either choosing the fit candidates or rejecting the unfit candidates or a combination of both. Selection involves both because it picks up the fits and rejects unfits. In fact, in India context, there are more candidates who

are rejected than those who are selected in most of the selection processes. Therefore, sometimes it is called a negative process in contrast to positive program of recruitment.

**Selection Process:-**

A selection process involves a number of steps screening of application forms, selection tests, selection interviews, checking of references, physical examination, approval by appropriate authority and handing over the selected candidates to orientation and placement section. However, it is not necessary that all these steps are involved in every selection process. The basic idea in a selection process is to solicit maximum possible information about the candidates to

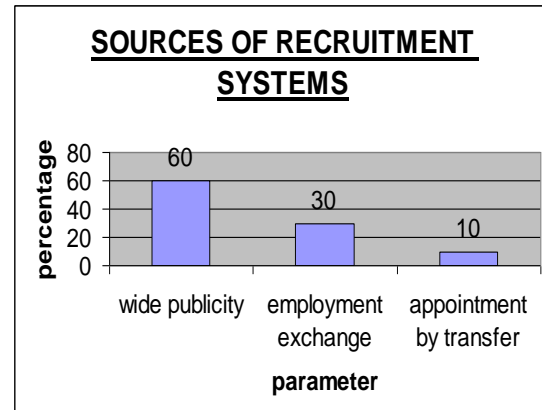
ascertain their suitability for the employment. Since there are various factors which affect the seeking of such information, the same type of selection process can not be applied in all types of selection.

**III. DATA ANALYSIS AND INTERPRETATION**

Sources of recruitment system

Sources	responses	%
Wide publicity	60	60
employment exchange	30	30
appointment by transfer	10	10
Total	100	100

**Sources of recruitment system**



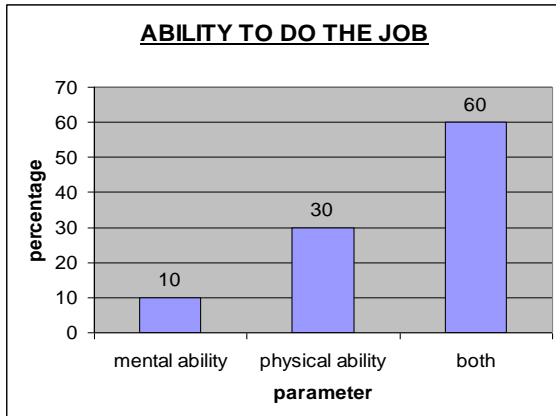
**INTERPRETATION:**

- From the above data it is clear that wide publicity is the source of recruitment for 60% of respondents.
- Employment exchange is the source of recruitment for 30% of respondents.
- Appointment by transfer is the source of recruitment for 10% of respondents.

**Basis for Selection**

Sources	responses	%
Mental Ability	10	10
Physical Ability	30	30
Both	60	60
Total	100	100

Figure No: 2

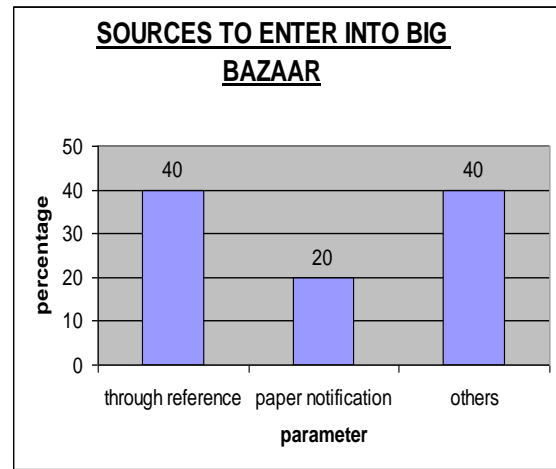


**INTERPRETATION:**

- From the above data it is clear that 60% of respondents are drawn for recruitment through wide publicity.
- 30% of respondents are drawn through Employment exchange.
- 10% of respondents are drawn through appointment by transfer.
- 10% of respondents are drawn through appointment by transfer.

Source to enter in to the big bazaar

S no	Options	Percentage
1	Through reference	40
2	paper notification	20
3	Others	40

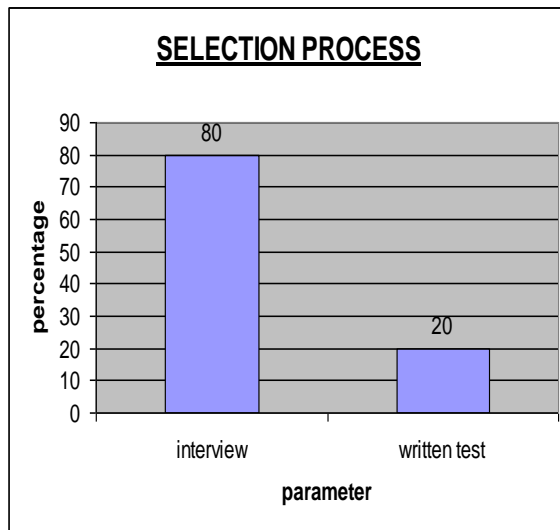


**INTERPRETATION:**

- From the data 40% of respondents entered big bazaar through reference
- 20% of respondents entered big bazaar through paper notification.
- 40% of respondents entered big bazaar through others.

**Selection process**

S no	options	percentage
1	Interview	80
2	written test	20



**INTERPRETATION:**

- From the data 80% of respondents had interview in selection process.
- 20% of respondents had written test.

**IV. FINDINGS&SUGGESTIONS**

**FINDINGS**

- 1) Most of the employee’s recruitment depends upon the HRD managers or functional heads.
- 2) Most of the employees satisfied with the recruitment and selection process.
- 3) Most of the employees satisfied with interview methods.
- 4) Most of the external sources are helping to the recruitment and selection process.
- 5) Organization expansion purpose that their employees are recruited.

- 6) Most of the internal and external sources are very useful to the employee’s recruitment in the organization.
- 7) The overall recruitment and selection process of organization is simple and good.

**SUGGESTIONS**

- 1) Going by the trend in science of human resource management, the organization aimed at recruiting not only a competent employee, but also concentrate on his ability to “fit in” with the organization.
- 2) They aim recruiting or embracing somebody who conform the employee’s stay to the company. This again reduce attrition and etc.
- 3) Pundits do advice some modern techniques like thomos profiling, aruthur Anderson’s depth interviews etc. But, their suitability and efficiency must be judge and determined prior to their embracement.
- 4) As a first step, the profile of the ideal candidate should be prepared. The line managers determine the technical competencies required to perform the job.
- 5) HRD managers in consultation with the line managers should prepare the behavioral aspect of the job. Here the organization can





take the services of psycho analyst.

- 6) Having decided on that, the interviewers will have all up-to-date, comprehensive and reliable information on the applicant.
- 7) This software can be more useful, if it is flexible enough to accommodate different levels / types of jobs.
- 8) This technique can be a two or three step procedure, as per the convenience of the organization. The first being a preliminary round, and next an in – depth interview.

## V. CONCLUSIONS

- 1) In big bazaar recruitment process is done by the Administrative Department. The corporation recruits the employees only when it is required.
- 2) All the employees are aware of the recruitment and selection process of the company.
- 3) Both the internal and external source of information is used in recruitment and selection process in the organization. Depending on the vacancy the appropriate source of recruitment and selection is followed.
- 4) The corporation mostly conducts only one level of in-depth interview for selection process. Written test and group discussions should also be conducted for the selection of employees according to the requirement.
- 5) The recruitment and selection of candidates are made on the basis of experience, age and aptitude. Fresh candidates are also recruited into the organization in an effective manner.
- 6) The organization is also implementing the reservation policies laid down by the government and employee referrals are also taken into consideration.
- 7) Most of the employees say that the policy followed for recruiting employees meets the overall objective of the company.
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