

A Study on Recruitment and Selection in HCL Ltd.

Vivek Chauhan*

Student, Department of Human Resource, Galgotias University, Noida, India

Abstract: Improved organisational outcomes are the product of improved recruitment and selection practices. In light of this context, the recruitment and selection study paper has been written to shed light on the selection process. The primary goal of this study is to identify common methods used by organisations to hire and fire workers and to ascertain how these methods affect organisational outcomes at the electronics industry in Krishna Dt, India. Successful hiring and screening procedures are essential elements at the human resources entry point in any organisation. This paper's primary goal is to pinpoint common methods used by businesses in employee recruitment and selection. The research also paid close attention to how hiring and hiring practices affected organisational outcomes and offered some helpful recommendations. Statistical instruments like tables, graphs, pie charts, and bar diagrams have been used in data analysis.

Keywords: Recruitment, selection, reference, interview, qualification.

1. Introduction

Effective human resources should determine the organization's needs for human resources. Finding possible applicants for current or upcoming organisational vacancies is known as recruitment. Instead, it could be seen as a connecting activity that brings together persons looking for work and those with open positions. The best recruitment strategy will draw in a sizable pool of qualified candidates who will accept the position if it is made available. A strong recruiting campaign should draw in qualified candidates and deter unqualified ones. It should also provide information so that unqualified candidates can choose themselves out of consideration for a position. This dual goal will cut down on the expense of processing ineligible candidates.

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."

A. Recruitment

The act of luring potential workers to an organisation and encouraging them to apply for positions there is known as recruitment.

Recruitment is the process of selecting the best applicants for the right positions.

Most recruitment and selection action is concentrated in two

areas:

The validity (absolute and relative) of various recruitment techniques, such as competency modeling, interviews, and various types of psychometric testing, is the focus of a very technical psychology literature as well as a generally prescriptive human resource management or personnel management viewpoint.

Approaches to Recruitment:

Although there are many different employment strategies, they have been divided into two categories for ease of understanding.

Both internal and external hiring are acceptable.

The advantages and significance of recruitment

- 1) Aids in building a talent pool of prospective candidates for the organisation's gain.
- 2) To expand the applicant group while spending the least amount of money.
- 3) By reducing the number of candidates, it serves to increase the success rate of the selection process.

B. Selection

Picking people with the appropriate qualifications to occupy positions in an organisation is the process of selection. The finest candidate is just one aspect of selection; there are many others. A happy medium between what the applicant can and wishes to do and what the organisation requires is sought after.

Selection is crucial for three main reasons: employee performance, financial responsibilities, and legal requirements.

C. Performance

Employees with the appropriate skills will perform better for any business and the proprietor. Employees who lack these necessary skills or who are difficult to work with will not perform well, which will significantly affect the performance of the business. Therefore, there is a proper time to weed out undesirables and select the better and perfect applicant who can successfully contribute to the success of the business.

Cost: Since it is expensive to find and hire workers, the cost-benefit ratio must be taken into account when making employment decisions in order to prevent needless squandering of funds and precious resources. Once search costs, interviewing time, reference checks, and other expenses are factored in, the overall cost of hiring a manager could easily

*Corresponding author: chauhanvivek0653@gmail.com

increase by a factor of ten.

1) *Essentials and Prerequisites for Selection*

1. Picking individuals possessing relevant qualifications.
2. Matching job requirements with the profile of the candidates.
3. Using multiple tools and techniques to find the most suitable candidate suitable of achieving success on the job.

2) *The Process of Selection*

1. Reception
2. Screening Interview
3. Application Blank
4. Selection Tests
5. Selection Interview
6. Medical Examination
7. Reference Checks

D. *The Distinction Between Selection and Recruitment*

A candidate is chosen from a pool of applicants through the processes of recruitment and selection. Recruitment involves finding potential employees and encouraging them to apply for a position.

E. *Purposes*

1. The analysis of the sectors' recruitment and selection processes is the study's main goal.
2. To watch the process used in the industries to choose candidates from both internal and external sources.
3. To learn about the different hiring practices used by the chosen industries.
4. To assess how satisfied employees are with the sector's current hiring practices.
5. To research the stages of the sectors' hiring processes
6. To determine the factors that led each of the chosen sectors' acceptance of the offer.

2. Research Methodology

A method for systematically resolving the research issue is called research methodology. It entails data collection, statistical technique used, data interpretation, and conclusion drawing regarding study data. Data is gathered from various places while keeping in mind the study's goals.

This section's objective is to describe the process used to finish the task. Any study project heavily relies on the methodology. Any study project's effectiveness is based on how well-designed and efficient the methodology was.

A. *Data Collection*

A collection of organised material is referred to as data, typically the outcomes of an experience, observation, experiment, or a group of premises. As measurements or observations of a collection of variables, this could include words, numbers, or pictures.

B. *Data Sources*

There are two types of data sources available to the research processes. 1. Primary data. 2. Secondary data.

C. *Primary Information*

Original methods, including questionnaires, interviews, observations, and so forth, are used to gather the original data. The employees of the industries are surveyed to gather primary data for this research.

Though some of the findings reported in the study of recruitment and selection and in large firms offer some pointers that are deserving of further exploratory research, particularly among small and medium sized organizations, we know relatively little on a systematic basis about how or why organisations choose to use different combinations of these strategies. Employees today claim that personality tests are now regularly used in 19% of workplaces for some jobs and performance tests are used in 46% of workplaces for recruitment and selection. Personality evaluations appear

1. Interview
2. Work experience
3. Performance/competency test
4. Qualifications
5. Assessment center
6. Personality/aptitude test

D. *Secondary Data*

Secondary data is gathered from a variety of journals, books, websites, reports from the government, news articles, and other study reports.

Table 1

Particulars	No. of Respondents
Newspaper sources	45
Journals & Periodicals	10
Campus recruitment	40
Employee referral	30
Consultancies	25
Total	150

3. Analysis

The project's data analysis is a crucial component because it entails analysing all of the information that we gathered. A group of techniques known as data analysis are used to describe facts, find patterns, create explanations, and evaluate hypotheses. A questionnaire's interpretation, which contains the explanation for why a certain organisation aspect was chosen, is provided after each question has been analysed.

A. *Analysis of Questionnaire*

Analysis about the source of recruitment followed in the selected industries.

Table 2

Particular	No. of Respondents
External	30
Internal	20
Both	100
Total	150

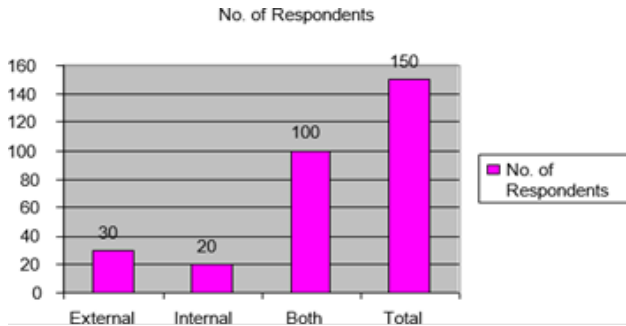


Fig. 1.

Interpretation:

From the above table and graph it is observed that, 30 respondents have accepted that the company is following external recruitment sources and 20 respondents have accepted their company is following internal recruitment sources and 100 respondents have expressed that their company is adopting both internal and external recruitment sources.

Table 3

Particulars	No. of Respondents
Experience	25
Qualification	50
Both	72
Other	03
Total	150

It has been noted that 25 members stated that their business favours experienced applicants. 50 participants said that their business favours qualified candidates. Three members accepted that their company gives priority to other factors, while 72 members stated that their company gives preference to candidates with both experience and qualifications.

It is noted that 30 respondents out of the total have stated that their business uses written tests. 45 out of the total respondents said that their company uses all of the aforementioned tests as its primary method of hiring, while 25 out of the total respondents said that their company uses group discussions, 50 out of the total respondents said that their company uses interviews.

Analysis about the source of recruitment followed in the selected industries:

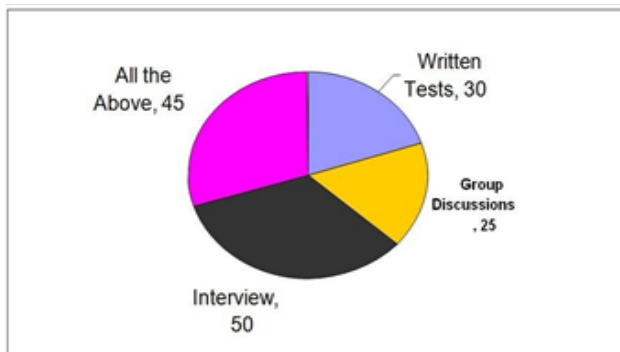


Fig. 2.

30 of the total respondents have stated that their company uses written tests, it has been observed. 45 out of the total respondents said that their firm uses all of the aforementioned

tests as its primary method of hiring, while 25 out of the total respondents said that their company uses group talks, 50 out of the total respondents said that their company uses interviews.

Table 4

Particulars	No. of Respondents
Quarterly	0
Half-Yearly	32
Annually	41
When we required	77
Total	150

Interpretation:

It has been noted that. A total of 77 respondents said that the company hires people whenever needed, compared to 32 who said that it hires people biannually, 41 who said that it hires people annually, and 32 who said that it hires people whenever it needs to.

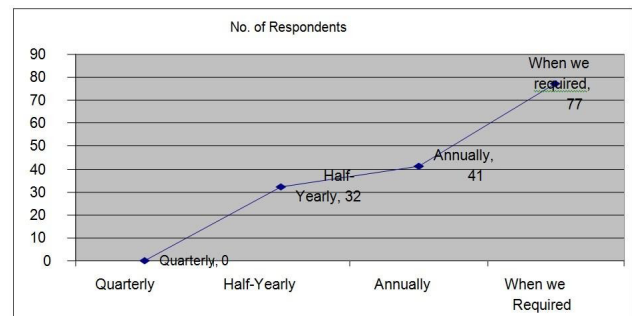


Fig. 3.

Analysis about the reason for accepting the offer in the organization:

Table 5

Particulars	No. of Respondents
Relocation	20
Relation with employer	15
Decent salary	50
Opportunities for growth	20
Job security	25
Identification with the company	20
Total	150

According to the graph above, 20 out of the total respondents have chosen to relocate to this organisation. 15 out of the total respondents chose this organisation because of their relationship with their employer, 50 out of the total respondents chose it for the salary, 25 out of the total respondents chose it for security, 20 out of the total respondents chose it for growth, and 20 out of the total respondents chose it for identification.

It has been noted that 25 members stated that their business favours experienced applicants. 50 participants said that their business favours qualified candidates. Three members accepted that their company gives priority to other factors, while 72 members stated that their company gives preference to candidates with both experience and qualifications.

It is noted that 30 respondents out of the total have stated that their business uses written tests. 45 out of the total respondents said that their company uses all of the aforementioned tests as

its primary method of hiring, while 25 out of the total respondents said that their company uses group discussions, 50 out of the total respondents said that their company uses interviews.

It has been noted that, total of 77 respondents said that the business hires people whenever needed, compared to 32 who said that it hires people biannually, 41 who said that it hires people annually, and 32 who said that it hires people whenever it needs to.

From the above graph, it is clear that 20 out of the total respondents chose this company for relocation, 15 out of the total respondents chose this company because of their relationship with the employer, 50 out of the total respondents chose this company for a decent salary, 25 out of the total respondents chose this company for security, 20 out of the total respondents chose this company for growth, and 20 out of the total respondents chose this company for job satisfaction.

- The turn-up and line-up candidate ratio is the most crucial element of the company's recruitment and selection strategy, and after analysis, I discovered that the majority of workers share this belief.
- The company's current hiring procedure is effective overall, but it does have a few flaws that are addressed in suggestions, and the hiring department is under pressure.
- After examining the company's hiring process, I discovered that it employs a fairly efficient method for choosing candidates and that it consistently considers the cost-benefit ratio, which is crucial from the viewpoint of hiring workers over the long term.
- The ratio of chosen candidates to those entering the team is quite efficient.

4. Conclusion

The primary point I want to make is that, according to my research, out of all the methods of sourcing candidates, networking and getting references is the best one. In the process, I came across numerous instances where the role of human resources was crucial and the relevant traits found in the candidate were demonstrated. As a result, I believe that companies should adopt this strategy for effective recruitment and selection.

References

- [1] P. Subba Rao, "Essential of human resource management and industrial relations," Himalaya publishing house, 1996.
- [2] Edward E. Lawler III and John W. Boudreau, "Effective Human Resource Management: A Global Analysis," Stanford Business Books, 2009.
- [3] Ronald J. Burke; Cary L. Cooper, "Reinventing Human Resources Management: Challenges and New Directions," Routledge, 2005.
- [4] Ken N. Kamoche, "Understanding Human Resource Management," Open University Press, 2001.
- [5] Ronald R. Sims, "Organizational Success through Effective Human Resources Management," Quorum Books, 2002.
- [6] John H. McConnell, "How to Develop Essential HR Policies and Procedures," AMACOM, 2005.
- [7] Krishnan, Sandeep K., Singh, Manjari, "Strategic Human Resource Management: A Three-Stage Process Model and Its Influencing Factors Krishnan," South Asian Journal of Management, vol. 18, no. 1, pp. 518-532, January-March 2011.
- [8] Boselie, Paul, "A Balanced Approach to Understanding the Shaping of Human Resource Management in organisations," Management Revue, vol. 20, no. 1, January 2009.
- [9] Hargis, Michael B.; Bradley, Don B. III, "Strategic human resource management in small and growing firms: aligning valuable resources "Academy of Strategic Management Journal, vol. 10, no. 2, pp. 105-126, July 2011.
- [10] Nehles, Anna C., et al. "Implementing Human Resource Management Successfully: A First-Line Management Challenge." Management Revue, vol. 17, no. 3, 2006, pp. 256-73. JSTOR, Apr. 2023.
- [11] Paul Sparrow, Chris Brewster, and Chul Chung, "Globalizing Human Resource Management, 2nd edition, Routledge, 2004.