

# Recruitment and Selection Process of Mindlance

Lalit Singh\*

*Student, Department of Human Resource, Galgotias University, Delhi, India*

**Abstract:** The company's employees are its most valuable resource. The company's greatest asset is its talented staff. An organisation can't grow if its members don't think creatively and offer useful feedback. To ensure a company can meet its current and future needs, it is essential to hire people with the appropriate set of skills, qualifications, and experience. Only by taking innovative measures to attract job-seekers and providing the information they need to self-select will a company receive a positive response. Recruiters are responsible for reviewing resumes and establishing contact with qualified applicants in an effort to fill open positions. A recruiter's duties include talking to potential new hires, learning about their work history, and offering advice on pay and promotion. While interning for a reputable organisation during the recent pandemic, I took the following actions, which I will detail in this report.

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

## 1. Introduction

After much thought, I have settled on the topic of "Human Resource Management" for my report. While on temporary assignment here, I worked to bridge the knowledge gap between the HR theories I had studied in college and the HR practices I had observed in the real world. I've done my best to go over the fundamentals of human resource management (HRM), such as recruiting and retaining talented workers. I've tried to offer some advice based on what I know as part of my interim role. Human resources divisions are a 21st-century workplace innovation. Large companies frequently overlook their human resources departments.

Human resource management practices have risen to prominence as a top concern for most organisations. Human resources (HR) professionals, as opposed to a computer programme, play a pivotal role in running the business. Therefore, a company's long-term success depends critically on its HR practices being consistent over time.

This Internship Report is intended primarily to describe the phases of an HR department. Workplaces today are experiencing a faster rate of change than ever before. Human resource management (HRM) is crucial to any company and must be adaptable to the dynamic nature of the modern workplace. Globalization, technological advancement, and a more diverse workforce are all factors that need to be taken into account.

Distributed workplaces, a lack of employee solidarity, and erratic skill demands as a result of continuous improvement all pose difficulties. Human resource management (HRM) is

struggling to help businesses find the most qualified candidates for open positions in a timely manner. Seeing opportunities and getting yourself ready to seize them is a herculean task.

Getting the attention of the best and brightest candidates and selecting the most qualified one can be challenging tasks. The price of membership is a major consideration. Therefore, a more level-headed and organised approach is required to complete the legal preparation and formation of those arrangements. The pursuit of equal liberty is crucial. The company was true to its word.

## A. Company Profile

Since its inception in 1999, MINDLANCE has grown to become one of the largest diversity-owned staffing firms in the United States, earning a spot on SIA's annual list of the Fastest Growing US Staffing Firms. For their Managed Service Provider (MSP) programmes, MINDLANCE has been recognised as a top performer by Allegis, Kelly, TAPFIN, PROUnlimited, Pontoon, GRI, WorkforceLogiq, and Agile-1.

From an initial concentration on temporary workers, a complete set of workforce solutions has developed. MINDLANCE provides industry-specific, talent-centric staffing across a wide range of specialisations, in addition to Managed Recruitment services (RPO and Direct + Diverse Sourcing) and Pay+ Services (EoR/Payroll, IC Compliance, and AoR) (Technology, Engineering, Scientific, Clinical Research, Digital, Creative, Marketing, Profession).

## 2. Recruitment and Selection Process

The selection procedure paves the way for expanding the network of agents, keeping existing ones engaged, and chipping away at the status quo of human resource management. There is a direct line between enrollment communication and the satisfaction levels of chiefs with the services provided by Human Resources. Enrollment and selection are typically used for purposes that have something to do with strengthening the affiliation's market dominance, increasing its access to the best talent the gig economy has to offer, or both. A company's ability to quickly identify and promote qualified candidates through the ranks is crucial for managing a high volume of application submissions. Having a dedicated enrollment software system can greatly improve enrollment interactions. Although the software can be used locally, it is most commonly managed remotely. There is a plethora of companies offering enrollment software solutions, so the company needs to be careful when

\*Corresponding author: [lalit704260@gmail.com](mailto:lalit704260@gmail.com)

making its choice.



Fig. 1. Recruitment and selection process

Choose your course of action to address its issues with care. The enrollment-cycle relationship needs a thorough depiction. It's unreasonable to expect inexperienced workers to shoulder all the responsibility on their own.

Recruiters working in human resources need to be on top of things, communicating candidates' praise to the right people so that they can get a clear picture of the situation and make a decision as quickly as possible. It is demonstrated that working together improves drawing quality and leads to more precise lines. Evaluation, analysis, and the development of new, inventive selection strategies are essential for putting into practise the enlistment cycle.

The selection procedure uses up a sizable chunk of the HR budget. Now is the time to sign up for multiple affiliations because of the low cost of doing so. Human resources must maintain management satisfaction by organising the business to present the hiring process effectively.

That savage HR When it comes to hiring, the chiefs always put integrity first. The collective effort of its members has propelled them to the top. The system must conduct extensive market research to determine which sources are the most credible before beginning the hiring process. Managers and recruiters in human resources need to make good decisions quickly. This is how the registration procedure is laid out:

### 3. Literature Review

"In business parlance, "recruitment and selection" describes the process of locating and enticing suitable candidates to apply for open positions. In layman's terms, recruitment and selection are two separate but complementary processes. By definition, recruitment is "the process of identifying, attracting, and evaluating a pool of qualified individuals who meet an organization's needs based on their evaluation of job openings and candidate skills, qualifications, and experience," according to the Harvard Business Review. The process of finding and selecting qualified workers for an organisation is known as "recruitment and selection," and it entails a number of steps.

Thiruvengatraj T. R. and Nirmal Kumar. Human resources' only job is to find and hire the best possible people to fill open positions. Human resources needs to standardise prerequisites and hiring practices. The "war for talent" is currently the biggest challenge for HR managers.

Research by John T. Delaney and Mark A. (1996) using data from the National Organizations Survey of for-profit and non-

profit organisations suggests that human resource management (HRM) practises like training and staffing selectivity are positively associated with perceptual firm performance measures. There are methodological considerations that should be made when analysing the correlation between HRM and company success that are brought up by the results.

D. Asif, A. Kamran, and J. Dawood. The study's findings are rooted in the everyday experiences of human resource professionals, such as salary and personal issues, employee turnover, and changes in job and organisational needs.

Written by: Jerome Baladad, some companies even went so far as to call it "recruitment and selection." However, certified HR professionals do agree on the best way to hire new employees and conduct the recruitment process so that the company can reach its objectives. The author has drawn on his experience in human resources recruiting and hiring to offer advice on how businesses can enhance their own methods of finding and selecting new employees. Here, you'll find some helpful suggestions on

#### A. Objectives of the Study

- Find out how satisfied or dissatisfied current and former employees are with the company's hiring practices.

### 4. Research Methodology

Research methodology can be defined as the steps taken to collect and analyse data in order to find a solution to a problem.

It provides a step-by-step guide to conducting a study. It serves as a road map for researchers to follow in the years to come.

The techniques used to gather the data are also discussed at length.

#### A. Research

The term "research" is used to describe a systematic and comprehensive examination of a topic from various perspectives.

Extensive research is needed to improve the presented facts, modify the findings of previous researchers, find a solution to a newly formulated or existing problem, and develop new theories.

#### B. Objectives of Research

Finding out something about the topic that had never been known before was the primary impetus for conducting this research. But beyond that, some of the most crucial aims of research are as follows:

Finding issues and creating plans to address them is what research is all about (scientific, non-scientific and social).

This is done in order to discover causal relationships.

Research is the means by which new knowledge is uncovered.

It's also done on purpose to draw attention to particular members of a group or individuals with unique qualities.

#### C. Research Design

The investigation wouldn't be possible without the research

design acting as the glue. This document serves as a rough outline for the research project. Scientific studies require researchers to have a plan for how they will collect data and analyse it. Research findings can only be trusted if they were arrived at after careful planning.

#### D. Data Collection Method

Generally, the two most common platforms or tools used for collecting data are:

- 1) Primary source
- 2) Secondary sources

Primary source will be helpful in obtaining the primary data and secondary sources will be helpful in obtaining data regarding the research

##### 1) Primary data

Information collected by a researcher for his or her own purposes; also called "first-hand data" Surveying a representative sample, conducting in-depth interviews, observing natural phenomena, and running experiments are all common ways to collect primary data. Both marketers and consumers have contributed to his data set by filling out questionnaires. The survey begins with questions about the respondent's demographics (such as gender, age range, and occupation) and then moves on to more in-depth questions about the impact of SMM.

##### 2) Secondary data

This term refers to information gathered for reasons other than those originally intended.

Secondary sources are frequently culled from the likes of libraries, newspapers, business periodicals, research papers, and the World Wide Web.

The internet and scholarly articles have been mined for information for this study. These possibilities were taken into account because of their low production costs and fast turnaround times.

#### E. Research Methodology Used

My survey, including its protocol, data collection strategy, and analysis procedures, was executed in Mindlance. Preparation for the survey included making choices like who to interview. The following primary and secondary resources were used to compile this data: Space's Boundaries.

### 5. Findings

- Maximum number of respondents selected through recruitment portals such as LinkedIn, Naukri.com etc.
- Majority of respondents say yes that the sources of recruitment are appropriate.
- Majority of respondents say yes that organization use latest method of recruitment methods that is internet.
- Most of the respondents agree that internet recruitment is effective.
- It is accepted by the respondents that the procedure of choosing right person for the right job is accurate.
- Mostly respondents agree that the organization provide all the relevant information related to job profile, salary, compensation, etc.

- Most of the respondents thought that the method used by the organization for recruitment and selection is reliable.
- Most of the respondents agree that the recruitment is the scale of development while few disagree and rest can't say about it.
- Majority of the respondents are satisfied with job profile/responsibility.
- Mostly respondents are satisfied with the recruitment process of the company.
- Most of them are satisfied with the online interview process in covid-19.
- Almost all of them are satisfied with their job role in the company.

#### A. Limitations

- The time limit was extremely tight.
- Employee reluctance to raise concerns about work conditions.
- Specifically, they weren't comfortable responding openly to the questions.
- We have no way of knowing the identity of the person we are interviewing via phone or online.
- Perceptions of the respondents are used to compile the data.
- Some of them didn't even bother to fill out the survey.
- Participants were uninterested in the questionnaire approach.

### 6. Conclusion

To keep tabs on his employees, Mindlance uses his personal portal. The references are also taken into account. When looking for a candidate who meets the requirements for a sales position, experience is more valuable than certifications. In the field of marketing, practical experience is far more valuable than theoretical knowledge. Information about potential employees is gathered from websites like naukri.com and timesjob.com, and employers take into account more than just education levels when making decisions. The company is still in its infancy, so it takes extra precaution during the interview process to ensure that only the most qualified candidates are contacted for further consideration. Both the history of the company and the nature of the position itself should be known to the candidate. After candidates have had their questions answered satisfactorily, they may try to negotiate a higher salary. When people enquire about potential pay raises, the standard answer is 30 percent. If they are still on the fence, an interview will be set up, and if that goes well, they will discuss salary with the HR director.

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