Recruitment and Selection Process with Reference to JASMIN INFOTECH Pvt. Ltd, Chennai: A Study

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Abstract

The purpose of the paper is to study on recruitment and selection process with reference to Jasmin Infotech, Chennai. A structured questionnaire was prepared and the questionnaires were distributed to the respondents .To analyse the questionnaire most of the respondents are male and on the basis of experience majority of the respondents are 3-5 years. In this organization HR managers were most active and skilled. To analyse the questionnaire most of the respondents have good opinion about the recruitment policy in Jasmin InfoTech.It found that that 68% of the respondents are recruited by walk-in-interview,22% are recruited by buddy referral and remaining of 10% respondents are recruited by campus interview.

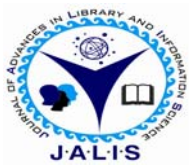
Keywords

Selection; Recruitment, Interview Process; Human Resource Management

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INTRODUCTION

Human Resource Management is responsible for the people dimension of the organization. It is a pervasive force, action-oriented, individually-oriented, development-oriented, future-focused, and interrogative in nature and is a comprehensive function. HRM aims at achieving organizational goals meet the expectations of employees; develop the knowledge, skills and ability of employees, improve the quality of working life and manage human resource in an ethical and socially responsible manner. Recruitment and Selection are two important functions of human resource management.

RECRUITMENT

Recruitment is the process of locating and encouraging potential applicants to apply for existing or anticipated job openings. The important function is applicant link to the organization, joining together those with jobs to fill and those seeking jobs. Recruitment aims at attracting a large number of qualified applicants who are ready to take up the job if it's offered. Recruitment technically speaking the function of recruitment proceeds the selection function. It includes job finding, developing employees and attracting them to apply for job in an organization. . The purpose of recruitment is to identify suitable man power to meet the job requirement and job specification.

SELECTION

Selection is the process of finding out the most suitable candidate to the job. The selection process is to determine whether the prospective candidate possesses the qualification and experience for specific job. Selection is usually a series of hurdles or steps. Each one must be successfully cleared before the applicant proceeds to next. Selection test includes intelligence and aptitude test, achievement test, assessment and personality test. Interview is an important source of information about job applicants. Several types of interviews are used, depending on the nature and importance of the position to be filled within the organization.

Recruitment and selection forms a part of the activities underlying human resource management. HRM function is effective, there must be consistently good levels of teamwork, plus ongoing co-operation and consultation. HR managers can be an important

repository of up-to-date knowledge and communication skill.

OBJECTIVES OF THE STUDY

1. To study the Recruitment and Selection system with reference to "Jasmin InfoTech Pvt. Ltd".
2. To understand the different methods of recruitment and selection followed in the organization.
3. To find out the relationship between job offered and experience of the employees

RESEARCH METHODOLOGY

Research methodology is the systematic, theoretical analysis of the methods applied to a field of study. It comprises the theoretical analysis of the body of methods and principles associated with a branch of knowledge. Research design is the blue print of the study. The design of the study is research questions, hypothesis, independent and dependent variables, data collection methods and statistical analysis plan. Present study takes into consideration a sample size of 50 employees.

DATA ANALYSIS AND INTERPRETATION

The main objective of the study is to analysis the Recruitment and Selection system with reference to "Jasmin InfoTech Pvt. Ltd.,using questionnaire techniques.

Table 1: Gender of the Respondents

Gender	Frequency	Percentage
Male	29	58
Female	21	42
Total	50	100

Table-1 shows that 58% of the respondents are female and 42% are male.

Table 2: Experience of the Respondents

Experience	Frequency	Percentage
Below 1 year	4	8
1-3 years	15	30
3-5 yeasr	21	42
Above 5 years	10	20
Total	50	100

It is observed that Table-2 that 42% of the respondents are having 3-5 years of experience, 30% of the respondents are having 1-3 years of experience, 20% are between 5-7 years and remaining 8% are below I year.

Table 3: Recruitment through Various Types of Interview

Recruitment	Frequency	Percentage
Walk-in-Interview	34	68
Buddy Referral	11	22
Campus Interview	5	10
Total	50	100

Table 3 shows that 68% of the respondents are recruited by walk-in-interview,22% are recruited by buddy referral and remaining of 10% respondents are recruited by campus interview.

Table 4: Type of Test conducted

Test	Frequency	Percentage
Aptitude test	32	64
Achievement test	8	16
Situation test	5	10
Personality test	5	10
Total	50	100

Table – 4 shows that 64% of the respondents have been through aptitude test, 16% of the respondents have been through achievement test, 10% of the respondents have been through situation test and personality test.

Table 4: Questions Asked In the Interview Relevant Enough

Question	Frequency	Percentage
Strongly Agree	11	22
Agree	19	38
Neutral	12	24
Disagree	6	12
Strongly Disagree	2	4
Total	50	100

Table – 4 observed that among the 100 respondents 38% of the respondents agree that questions asked in the interview are relevant, 24% are of neutral opinion, 22% are strongly agree , 12% of the respondents disagree and 4% strongly disagree.

Table 6: Rate the Effectiveness of the Interview

Interview	Frequency	Percentage
Excellent	15	30
Good	9	18
Average	18	36
Poor	8	16
Total	50	100

Table 6 shows that average opinion about the interview says 36% of the respondents, 30% of the respondents felt excellent, 18% felt good and 16% felt poor.

Table 7: Rating The Human Resource Department

HR Department	Frequency	Percentage
Excellent	15	30
Good	9	18
Average	17	34
Poor	9	18
Total	50	100

Table 7 shows that 34% of the respondent have been average opinion about the HR department, 30% of the respondents have excellent opinion, 18% felt good in HR department and 18% felt poor.

Table 8: Opinion About Recruitment Policy n Jasmine

Recruitment Policy	Frequency	Percentage
Excellent	13	26
Good	18	36
Average	12	24
Poor	7	14
Total	50	100

36% of the respondents have good opinion about the recruitment policy in Jasmin, 26% of the respondents felt excellent, and 14% felt poor.

FINDINGS

- Among the respondents majority of the respondents are male and 42% are female.
- 3 – 5 years of experience of the respondents are 42% and 20% are between 5 – 7 years. Very few respondents are 1 year.
- Majority of the respondents are recruited by walk-in-interview and 10% of the respondents are recruited by campus interview.
- Through aptitude test 64% of the respondents are selected and minimum of 10% of the respondents are selected situation test and personality test.
- Equal number of respondents are average and excellent feedback opinion about Human Resource department.
- Majority of the respondents havegood opinion about the recruitment policy in jasmine.
- **Suggestions**
- The screening techniques handled by the company are of high standard, hence it is very important to maintain the standard with required changes.
- The test conducted by the company are not very tough and hence the company can follow the same pattern.
- The selection process is found to be very effective and hence no modification is necessary.
- The company can have a tie up with suitable recruitment agency which would be helpful when there are many requirements.
- The company provides equal opportunity to the employees and it is essential for the company to ensure that they retain the name.

CONCLUSION

The project titled as "A STUDY ON RECRUITMENT AND SELECTION PROCESS IN JASMIN INFOTECH PRIVATE LIMITED" attempted to know about the effectiveness of the recruitment procedures followed in the organization. The study was successfully completed with the help of the HR executives and employees of Jasmin.

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