Study of Recruitment process: Mayur Industries, Kolhapur

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ABSTRACT: Recruitment has been regarded as the very important function of Human Resource Management because unless the right type of people are hired even the best plans, organization chart and control systems would not do much good.

Selection may be defined as the process by which the organization chooses from among the applicants, those people whom they feel would best meet the job requirement, considering current environmental condition. In today's rapidly changing business environment, organizations have to respond quickly to requirements for people. The employees working in the company consider the employee references are one of the most reliable source of hiring the new employees. Company always takes in consideration the cost-benefit ratio. The paper deals with the recruitment process of the Mayur industries. Recruitment individuals to fill particular posts within a business can be done either internally by recruitment within the firm, or externally by recruiting people from outside.

Keywords: Employees, recruitment, selection, recruitment policy, organization climate, ethical values.

INTRODUCTION

Competition is getting tougher day by day. The standards of excellence have now become interaction as organization increasingly operating in global markets. But due to the absence of proper system in the area of Human Resource Development and Management, many organizations are getting in mediocrity trap instead of attaining world standard of excellence. Recruitment forms the first stage in the process which continues with selection and create with placement of the candidate. It the next step in the procurement function, the being manpower planning. Once the required number and kind of human resource are determined the management has to find out the most suitable candidate the job out of the candidate attracted.

Recruitment highlights each application like skills, talents, and experience. Their selection involves depending list of qualified candidate, defining a selection strategy, identifying qualified candidates, thorough qualified candidates and selecting the most important candidates.

The project report is about Recruitment and Selection process that an important part of any organization which is considered as necessary asset of any company in fact, recruitment and selection gives a home ground to the organization. It gives the organization works and how a new candidate could be required in such a way that he/ she would be fitted for the right kind of career.

Recruitment is the process of identifying that the organization needs to employ some one up to the point at which application forms for the post they arrived at the organization. Selection than consist of the process involved in choosing from applicants a suitable candidate to fill a post. Training consists of a range of process involved in making sure that job holders have the right skills, knowledge and attitude required to help the organization to achieve its objectives. Recruitment individuals to fill particular posts within a business can be done either internally by recruitment within the firm, or externally by recruiting people from outside.

OBJECTIVES OF THE RESEARCH

1) Study of Recruitment process in the Mayur Industries.
2) Study of Sources of recruitment and their relative importance

RECRUTMENT PROCESS

Higher education is a human resource intensive enterprise. It is not surprising, then, that recruitment of staff should be a very high priority in most if not all units and divisions of student affairs. Recruitment should include procedure directed to analyze the need and purpose of a position, the culture of the institution, and ultimately to select and hire the person that best fits the position

Definition:-
According to EDWIN FLIPPO, “Recruitment is the process of searching of searching for prospective employees and stimulating them to apply for jobs in the organization.”
In simple terms, recruitment is understood as the process of searching for and obtaining applicants for jobs, from among whom the right people can be selected.

**Following are the factors that affect recruitment in an organization:**

1) Size of an organization
2) Employment condition in the community where organization is located.
3) Effects of past recruitment efforts which show the organization’s ability to locate and keep good performing people.
4) Working conditions and salary and benefit packages offered by the organization – which may influence turnover and necessitate future recruiting.
5) The rate of growth of organization.
6) The level of seasonality of operations and future expansion and production programmer.
7) Cultural, economic and legal factors.

**FUNCTION OF RECRUITMENT & SELECTION**

**Job Design (JD)**

JD can be defined as the function of arranging task duties and responsibilities in to an organizational unit of work for the purpose of accomplishing a certain objective.

**Techniques of JD**

Scientific Techniques: This is done by observing past performances.

**Job Enlargement:**

Adding more duties to job that is related to the current duties of involved (Horizontal Loading)

**Job Rotation:**

Shifting an employee from one job to another periodically.

**Job Enrichment:**

Increasing the depth of a job by increasing authority and responsibilities for planning.

**Group Technique:**

The job ids designed so that a group of individuals can perform it, the job being a collective job.

**Job Analysis:**

This includes systematic analysis of the job and the characteristic of the describe job holders. The information collected through a Job Analysis is of two forms.

**Job Description:**

Describe the job, its tasks, responsibilities and services conditions of a job.

**Job Specification:**

Describes the job requirement of the person for the job, including abilities, educational qualifications, special physical and mental skill, training, experience etc.

**RECRUITMENT PROCEDURE OVERVIEW:**

1. Identify Vacancy
2. Prepare job description & person specification
3. Advertising the vacancy
4. Managing the response
5. Short listing
6. Arrange interview
7. Conducting interview & decision making

**The sources of recruitment and it’s relative importance**

1) SOURCES OF RECRUITMENT –

The survey suggests that there were two sources of recruitment

**INTERNAL SOURCES -**

A) Present employees - Promotions from among the present employees can be a good source of recruitment.

B) Employee referrals - Employees can develop good prospects for their families and friends by acquainting them with the advantages of a job with the company, furnishing cards of
introduction, and even encouraging them to apply.

C) Former employees – former employees are also an integral source of applicants. Some retired employees may be willing to come back to work on a part time basis or may recommend someone who would be interested in working for the company.

EXTERNAL SOURCES –
A) Advertisement – Mayur co go for want advertisements. Want ads describes the job, benefits ,tells how to apply, eligibility criteria, timing venue .Newspaper is the most cheap and most common method of spreading any news. Mayur company placed its ads in leading newspapers like Hindustan

B) Campus recruits – Mayur Ind. also recruits students from different management and Technology College as a management trainee, trainer, and executives.

Campus recruitment helps a lot as they facilitate searching of right people with new zeal and of course quality.

C) Walk in - Direct application can provide a pool of potential employees to meet the future needs. From employee’s viewpoint, walk-ins are preferable as they are free from hassles associated with other methods of recruitment

Several posts can be fulfilled through walk-ins in any organization. Walks-ins covers basically a large scale population for participation.

D) Consultants - Consultants are basically those external sources which provide their better services, better peoples to the companies when there is requirement. Consultants are useful in as much as they have nationwide contacts and lend professionalism to the hiring process.

Mayur Ind. also uses to get competent peoples from several consultancies like Credence consultancy firm.

(2) EFFECTIVENESS OF SOURCES OF RECRUITMENT

It was found that among all the sources of recruitment the most effective and efficient recruitment was through campus selection, and then through job portals. Campus recruits proved to be quality aided recruitment whereas job portals were not that much effective in terms of manpower quality. Both the advertisements and consultants were equally effective depending on the job profile.

3) To learn the system of short listing the resumes for Recruitment.

The system of short listing the resumes were found different for different department. The short listing was done from recruitment friendly sites such as naukri. com. following was the criteria’s required for the HR department -:

HR Department
1) minimum 1 year experience
2) good communication skill
3) good computer skill
4) better interpersonal skill
5) good networking

4) To learn the skills companies sought out while recruiting a candidate

Three of the skills were found –

Technical skills – technical knowledge about machines, hard skill.

Human skills - leadership, creativity, aggressiveness

Social skills - team management, domain knowledge

At the entry level the most preferable skill is technical skill, then human skill and then social skill. But as the job profile increases and designation moves up technical skills is becoming less important than human and social skills.

Data Type
It is the part of research methodology

Definition of the research methodology
Research methodology is the systematic database scientific inquiry or investigation to find out the specific solution to a particular problem

Data source- In the research methodology data collection process is divided into two main types

1. Primary data collection
It means data is collected with the help of questionnaires, interview, direct observation and workshop method. In that research data is collected from questionnaire and personal interview of respondent also direct observation method.

2. Secondary data collection
Data is collected from already published and from the authentic offices and institutes etc. in the research data is collected from various source like some reference books and internet websites. Journals and company magazines. Etc.
DATA ANALYSIS:

- Skills Company sought out for when they are recruiting.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Preferred Skills</th>
<th>Preference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Human Skills</td>
<td>35%</td>
</tr>
<tr>
<td>2</td>
<td>Technical Skills</td>
<td>40%</td>
</tr>
<tr>
<td>3</td>
<td>Social Skills</td>
<td>25%</td>
</tr>
</tbody>
</table>

From above table and Graph the researcher found that at the time of recruitment the recruiter sought out some specified skills in the candidate. The graph shows that the most preferential skills that the company seeks are technical skill. 40% of it is preferred whereas 35% of human skill is preferred and 25% of social skill is preferred.

Source of organization to recruit the employees?

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Sources to recruit</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Internal</td>
<td>20%</td>
</tr>
<tr>
<td>2</td>
<td>External</td>
<td>60%</td>
</tr>
<tr>
<td>3</td>
<td>Both</td>
<td>20%</td>
</tr>
</tbody>
</table>

From above table and Graph researcher found that sources used for recruitment where divided as 20% people said that company recruits the employees from the internal sources. 60% people said that company recruits the employees from the external sources.
20% people said that company recruits the employees from both sources.

- Is the recruitment process more expensive and time consuming?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>62%</td>
<td>38%</td>
</tr>
</tbody>
</table>

From above table and pie chart, researcher found that 62% of the employees agree to the point that recruitment process is more expensive and time consuming whereas 38% were in favor of the view that the recruitment process is affordable and comparatively less cheap to decentralized process.

- Priorities given to the eligibility criteria at the time of short listing the candidates?

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Eligibility Criteria</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Age Group</td>
<td>10%</td>
</tr>
<tr>
<td>2</td>
<td>Qualification</td>
<td>25%</td>
</tr>
<tr>
<td>3</td>
<td>Work Experience</td>
<td>25%</td>
</tr>
<tr>
<td>4</td>
<td>Past Track Record</td>
<td>5%</td>
</tr>
<tr>
<td>5</td>
<td>Fresher</td>
<td>15%</td>
</tr>
<tr>
<td>6</td>
<td>Reference</td>
<td>10%</td>
</tr>
<tr>
<td>7</td>
<td>Domain Knowledge</td>
<td>10%</td>
</tr>
</tbody>
</table>

Researcher found that priority for recruitment process eligibility criteria is 10% for Age group And 25% for Qualification. Also 25% for Work Experience And 5% for Past Track Record. Fresh Blood is invited and is given 15% priority. Reference And Domain Knowledge is given 10% each as a priority.
Source of recruitment process used by organization?

<table>
<thead>
<tr>
<th>Sr. No.</th>
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</tr>
</thead>
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<tr>
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</tr>
<tr>
<td>3</td>
<td>Both</td>
<td>25%</td>
</tr>
</tbody>
</table>

From above table and graph researcher understood that employee’s opinion is that 25% internal sources are used for recruitment. And 50% of external sources are used for recruitment also 25% say that both are used.

FINDINGS

- Before arranging any recruitment phase, proper goals has been set in the company which made the entire recruitment process successful.
- The most important thing was searching for the most suitable person at the appropriate place and campus recruits was one of the major sources of recruitment followed by job portals.
- Fresher can get a very good chance of doing work with the personnel of Mayur industries. If they have the deserving guts for any particular designation.
- Recruitment really needs an eagle’s view for getting a competent person for the organization’s continuous growth. Technical skills were given preference while selecting a candidate.
- Most of the recruitment takes place during the expansion phase as at the expansion phase many new branches starts operating.

SUGGESTIONS

Recruitment is the most crucial role of human resource professionals. The level of performance of organization depends on the effectiveness of its recruitment function. A successful recruitment strategy should be well planned and practical to attract more and good talent to apply in the organization.

1) It must be well defined what type of candidates to target before recruiting the candidate following parameters should be taken care of Performance level of the candidate and experience level of the candidate.
2) Hire from known sources like employee referrals through trustworthy employees in order to retain the employee for longer time. But campus recruits proved more effective to have good recruitment.
3) As most of the recruitment takes place at the time of expansions so temporary flow process of recruitment should be designed that must be applicable during the expansion phase. This will avoid the havoc created due to more number of joiners.
4) Find the reason why employee is leaving. Conduct exit interview with the employees after 3-
4 months of leaving the job. This is because most of the employees would not like to reveal the true reason of quitting the job as long as they are in the organization and are associated with the job. The exit interviews can be conducted online. Then the employees can talk freely.

5) Feedback take proper feedback from employees regarding their grievances. Manager’s feedback to employee’s performance helps the employees assess his performance and identify the improvement area.

CONCLUSIONS

As entire of researcher’s report is recruitment to summate out the factors responsible for recruitment. The research report was prepared by interviewing the employees of the organization. As a whole that the recruitment policies employed are very effective and flexible. Mayur industries follow a Recruitment Structure that is easy to understand and is an eminent tool for supplying the organization with effective and efficient personnel’s. To sum up, researcher can say that Mayur industries not only maintains an effective Recruitment System but also makes it sure that the existing employees are supplied with the required abilities and skills.

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