

RECRUITMENT AND SELECTION PROCESS



Dr. M. Charlet Rose Mary Vijaya
Assistant Professor in commerce,
St. Xavier's College (Autonomous),
Palayamkottai.

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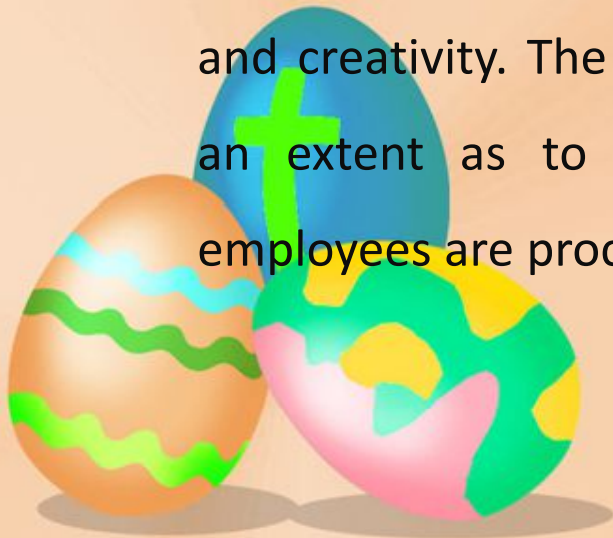
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INTRODUCTION

“The Company is known by the people and its employees.”

Human Resource is the combination of quantitative and qualitative assessment of human beings in the society. It does not mean only the number of people working in the organization; but it is the aggregate of employees, employee skills, knowledge, ability, talents, aptitude, and creativity. The success and failure of an organization depends to an extent as to how much efficient, experienced, and capable employees are procured and recruited



COMPANY PROFILE

Sprylogic Technologies began its journey in the year 2006 to carve for itself a niche in the Information Technology Industry.

- Name Of the company : Sprylogic Technologies Ltd.
- Year of establishment : 15th January 2006
- Company's Address : Aplab House,A-1,Wagle Estate,
Thane 400 604, INDIA
- Phone : 91-22-25835515
- Fax : 91-22-23507264
- Email : info@Sprylogic.com
- Managing Director : Sri.Uttam Save
- Nature of Ownership : Private Limited Company.
- Nature of Business : Technology Based Company focused in
the field of Software development, maintenance,
in the areas of high quality IT Products, solutions
and services.

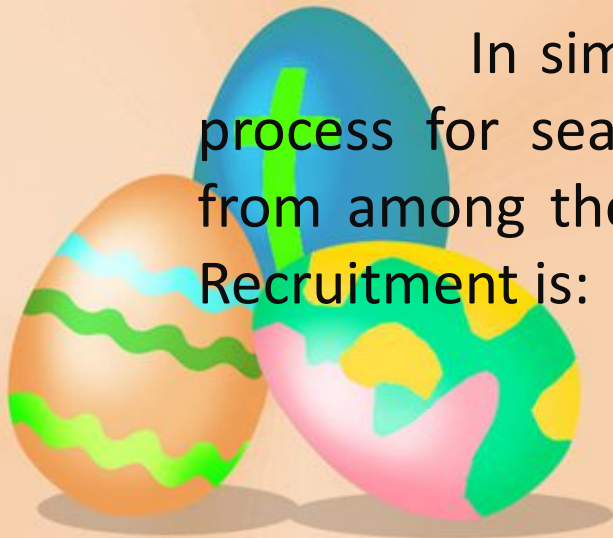


RECRUITMENT

Recruitment forms the first stage in the process, which continues with selection and cease with placement of the candidate. Recruitment makes it possible to acquire the number and type of people necessary to ensure the continued operation of the organization.

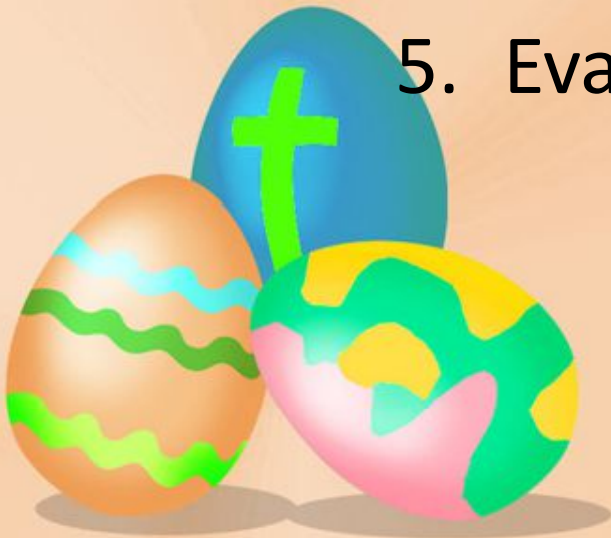
Meaning and Definition:

In simple terms Recruitment is understood as a process for searching and obtaining applicants for jobs, from among the available recruits. A formal definition of Recruitment is:



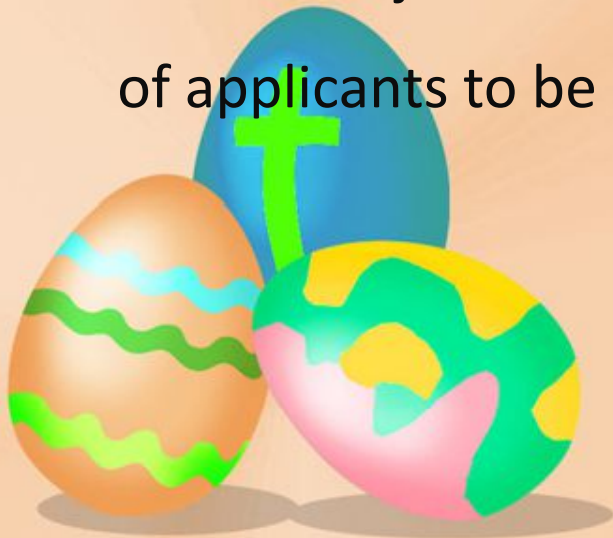
RECRUITMENT PROCESS

1. Planning
2. Strategy Development
3. Searching
4. Screening
5. Evaluation and Control



1. RECRUITMENT PLANNING

The first stage in the Recruitment Process is planning. Planning involves the translation of likely job vacancies and information about the nature of these jobs into a set of objectives is targets that specify the number and type of applicants to be planned.



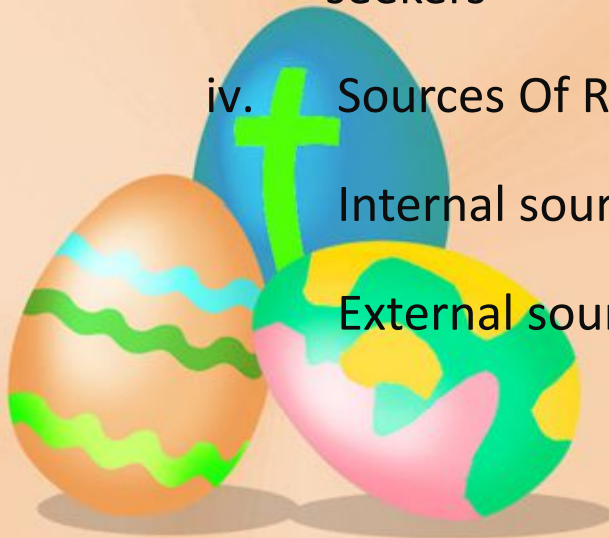
2. STRATEGY DEVELOPMENT

- i. Make or Buy Employees
- ii. Technological Sophistication of Recruitment and Selection Devices
- iii. Geographic distribution of labour markets comprising job seekers

iv. Sources Of Recruitment

Internal sources

External sources



3. SEARCHING

- i. **Source Activation:** Source Activation takes place when a job vacancy exists in the organization. If the organization has planned and well and done a good job of developing its source and search methods, activation soon results in a flood of application.
- ii. **Selling:** In selling the, both the Message and Media deserve attention in the organization. Message refers to the employment advertisements. Media refers to the source of any recruiting message. For example, Employment Exchanges, Advertisises in Business magazines



4. SCREENING

The purpose of screening is to remove from the recruitment process at an early stage, those applicants who are visibly unqualified for the job. Effective screening can save a great deal of time and money. Care must be exercised to assure that potentially good employees are not lost.



5. EVALUATION AND CONTROL

It is necessary as considerable costs are incurred in the recruitment process. Statistical information should be gathered and evaluated to know the suitability of the recruitment process.

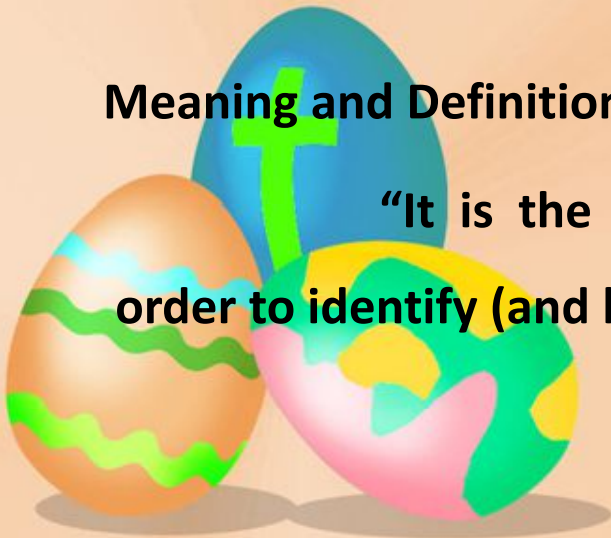


SELECTION

Selection has been regarded as the most important function of HR department. It ensures the organization that; it has right number, right kind of people at the right place and at the right time.

Meaning and Definitions:

“It is the process of differentiating between applicants in order to identify (and hire) those with the greater likelihood of success.”



SELECTION PROCESS

1. Preliminary Interview
2. Selection Tests
3. Employment Interview
4. Reference and Background Checks
5. Selection Decision:
6. Physical Examinations
7. Job Offer
8. Contract Of Employment
9. Evaluation of Selection program



1. Preliminary Interview:

The purpose of this interview is to scrutinize the applicants, i.e. elimination of unqualified applications.

2. Selection Tests:

Different types of selection tests may be administrated, depending on the job and the company. Generally tests are used to determine the applicant's ability, aptitude, and personality.



3. Employment Interview:

The next step in the selection process is employment interview, an interview is conducted at the beginning, and at the selection process of the employment interview can be one- to-one interview or panel interview.

4. Reference and Background Checks:

Many employers request names, address, telephone numbers or references for the purpose to verify information and gaining additional background information of an applicant.



5. Selection Decision:

Selection decision is the most critical of all steps in selection process. The final decision has to be made from the pool of individuals who pass the tests, interviews and references checks.

6. Physical Examinations:

After selection decision and before the job offer is made, the candidate is required to undergo a physical fitness test. A job offer is often; contingent upon the candidate being declared fit after the physical examinations.



7. Job Offer:

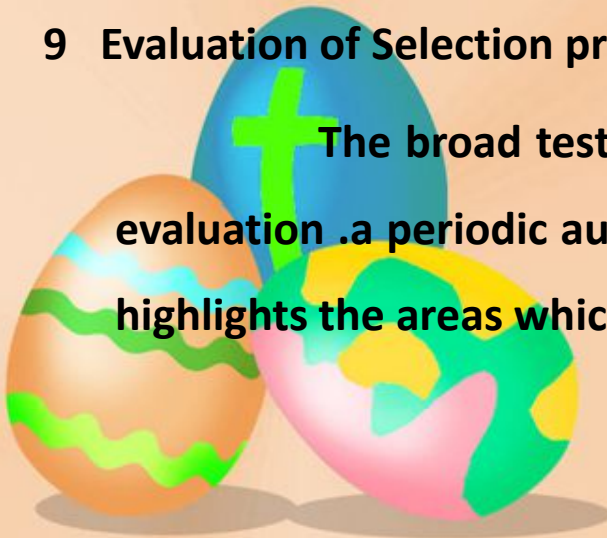
The next step in selection process is job offer. Job offer is made through a letter of appointment. Such a letter generally contains a date by which the appointee must report on duty

8. Contract Of Employment:

Basic information is written in Contract of employment that varies according to the levels of job. After the offer and acceptance of the job certain document is the attestation form.

9 Evaluation of Selection program:

The broad test of effectiveness of the selection process is a systematic evaluation .a periodic audit is conducted in the HR department that outlines and highlights the areas which need to be evaluated in the selection process

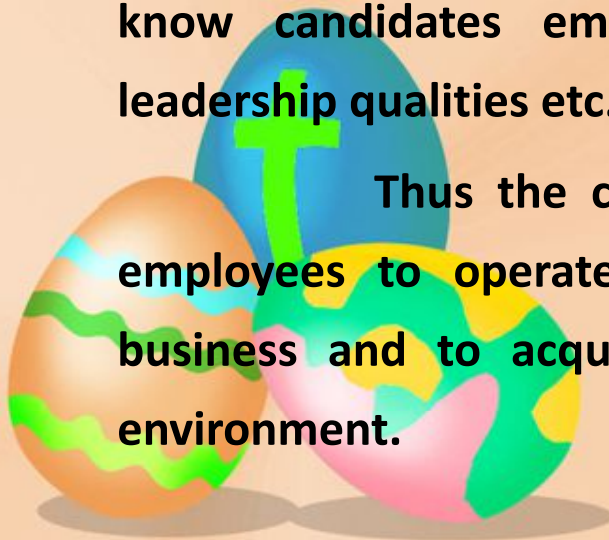


CONCLUSION

Sprylogic Technologies Ltd., a technology-oriented company is known for its excellence in the software industry today. The company follows a well defined sound and effective recruitment and selection policies and procedures.

Company can adopt Psychometric testing as one of the recruitment test in order to understand candidates in a better way. And to know candidates emotional intelligence, cohesiveness in group and leadership qualities etc.

Thus the company has scope to increase the number of the employees to operate for its further establishment and expansion of business and to acquire the best human resource in this competitive environment.



*THANK
YOU*

