

**International Journal of**  
Engineering Research and Science & Technology



**ISSN : 2319-5991**

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## **A PROJECT ON RECRUITMENT & SELECTION WITH REFERENCE TO BHARATHI CEMENT INDUSTRIES**

B. Chaithanya \*\*\* S. Tahseen Fathima \*\*\*

E-mail: [bheemacherla.chaithanya123@gmail.com](mailto:bheemacherla.chaithanya123@gmail.com) [tahseenfatimashaik@gmail.com](mailto:tahseenfatimashaik@gmail.com)

Mobile no: 9398520655

Corresponding author – S. Tahseen Fatima

1. Student, Department of MBA, Chaitanya Bharathi Institute of Technology, Proddatur.
2. Assistant professor of MBA Department, Chaitanya Bharathi Institute of Technology, Proddatur.

### **ABSTRACT:**

A study on recruitment and selection process which is done at Bharathi cements Pvt Ltd.

Recruitment and selection process is endless process. HR department always try to find right people in right place at right time. it's objective to find effective employee and utilize him/her properly. The HR are the main resources of an association. The achievement or disappointment of an industry is to a great extent reliant upon the skill of individuals, the main objectives of this study is to know the impact of recruitment & selection of employees in Bharathi cements which helps in leading of developing of organization the research design used is descriptive in nature, the data collection instrument is primary data which is collected through questionnaire. In this study sample size taken is 60 to analyze the data in order to find the effectiveness of the recruitment & selection at Bharathi cement limited.

### **INTRODUCTION**

#### **OVERVIEW OF THE RECRUITMENT AND SELECTION PROCESS:**

Recruitment and selection are the process of identifying the need for a job, defining the requirements of the position and the job holder, advertising the position, and choosing the most appropriate person for the job. Undertaking this process is one of the main objectives of management. Indeed, the success of any business depends to a large extent on the quality of its staff. Recruiting employees with the correct skills can add value to a business and recruiting workers at a wage or salary that the business can afford, will reduce costs.

Employees should therefore be carefully selected, managed, and retained, just like any other resource

## **Definition of Recruitment**

According to the definition provided in the Business Dictionary.com, “Recruitment is the process of finding and hiring the bestqualified candidate (from within or Outside of an organization) for a job opening, in a timely and cost effective manner. The Recruitment process includes analyzing the requirements of a job, attracting employees to that Job, screening and selecting applicants, hiring, and integrating the new employee to the Organization”

## **Definition of selection:**

Selection After recruitment process is carried; the next important process is the selection Process. Selection is the process of putting right men on right job. It is a procedure of matching Organizational requirements with the skills and qualifications of people Recruitment is considered to be a positive process as it motivates more of candidates to apply for the job. It creates a pool of applicants.

## **IMPORTANCE OF RECRUITMENT AND SELECTION PROCESS:**

### **PURPOSE OF RECRUITMENT AND SELECTION:**

- To attract and empower an ever-increasing number of applicants to apply in the organization.
- To build positive impression of the recruitment process.
- To create a talent pool of candidates to enable the selection of best candidates for the organization.
- To attract and engage people it needs to achieve its overall organizational objectives
- Increase the pool of job candidates at minimum cost.
- To recruit right people who will fit in to organizations culture and contribute to the employee goal.

## **LITERATURE REVIEW**

- ❖ (Kumar, 2014) Studied on Recruitment and selection process. Primary data is collected by using methods such as questionnaires, interviews, observation etc. Secondary data is collected from various journals, books, websites, government reports, newspapers etc. The study aim is to analysis the process of Recruitment and selection and to observe the procedure to select the candidate from internal as well as external source. Data analysis has been done with statistical tools of 150 respondents. This also add to the current knowledge of human resource management that Talent

acquisition is the key determining factor that how well HR departments contribute towards the achievement of overall objective.

- ❖ (Bhoganadam, 2014) Examined the study of recruitment and selection process. Primary data was collected through survey method by distributing questionnaire to the 40 respondents. The main aim of this study is to analyze the recruitment and selection process and to analysis the satisfactory level of the employees. It has been analyzed that most of the employees are satisfied and some of the suggestion has been mentioned to enhanced.
- ❖ (Sudhamsetti.Naveen, Jan, 2014) Analyzed the process of recruitment and selection. Primary data is collected by methods such as questionnaires, interviews, observations etc. Secondary data is collected from journals, books, websites, government reports etc. The study aim is to analysis the process of recruitment and selection and to observe the procedure and to find out various recruitment source and to evaluate and analyze the effectiveness of recruitment and selection policies. Data analysis has been done with statistical tools of 150 respondents. This research concluded the learning that HR manager must focus on selecting the right persons through other sources like campus recruitment etc.
- ❖ (Dr. Dilip Aher, 2018) Examined the study of recruitment and selection process. Primary data collected through survey method by questionnaires. Secondary data was collected from magazines, web sites, journals, published and research papers. The main aim is to study the recruitment and selection procedure and various sources. Data analyze is done by hypothesis with sample size of 250 respondents. This research concludes that recruitment and selection process is not positively affected by source of recruitment selected.
- ❖ (Mankikar, march 2014) Studied the factors affecting recruitment and selection. Primary data was collected b questionnaire and by personal interview. Secondary data was collected from magazine, brochures, websites, newspaper, textbooks and reports etc. The main aim of this study is to ascertain the impact of size of firm on recruitment and to analyze the cost of recruitment process. Thus, recruitment and selection procedure will be changed as organization changed.
- ❖ (Anushyayogarajan, 2017) Examined the study of recruitment and selection process. Primary data was collected from 30 employees by questionnaire method. Secondary data was collected fromwebsites or through the records. The main aim is to understand the process of recruitment and to know the sources of recruitment and to analyze the procedures. The research findings reveal that recruitment and selection process are satisfied with organizational climate
- ❖ (Ms.G. Karthiga, April 2015) Examined the process of searching for prospective employees and stimulating them to apply for jobs. To understand the recruitment and selection process. Primary data is collected by questionnaire. The sample size for the study is 100. The tool used are ANNOVA, Chi Square and Correlation. The main aim of the study is to assess the perception regarding recruitment process and to identify the average time spent for selection and identify new ways of improving the present

recruitment procedure. This research concludes that using the survey the researcher could identify the recruitment mode and will help to increase the performance

- ❖ Syamala Devi Bhoganadam, October, 2014) Analyzed the process of recruitment and selection. Primary data was collected from 40 employees by questionnaire method. The main aim of this study is to analyze the recruitment and selection process and to analyze the satisfactory level of employees about recruitment and selection and its method. It has been concluded that most of the employees in company were satisfied but changes are required according to changing scenario.

### **NEED OF THE STUDY:**

Recruitment and selection are the two key part of hiring process that helps companies to find and attract the best talent to improve productivity and development of organization. therefore, the need of the study is to know recruitment process at Bharathi cement private limited.

### **SCOPE OF THE STUDY:**

The scope of recruitment & selection includes the following operations -dealing with the excess or shortage of resources. preparing the recruitment policy for different categories of employees analyzing the recruitment policies, process and procedures of the organization.

### **OBJECTIVES OF THE STUDY**

- To understand the internal recruitment process at Bharathi cement
- To find the sources of recruitment and selection process
- To know the level of satisfaction of employees with the recruitment and selection
- To provide suggestions for recruitment and selection process

### **RESEARCH METHODOLOGY**

#### **1. RESEARCH PROBLEM:**

This study is conducted to encounter the problem of “A Study on Recruitment and Selection Process of employees.

#### **2. RESEARCH DESIGN:**

The research design used in this project is “DESCRIPTIVE RESEARCH DESIGN”

**Sample Size:**60

**Sample Design:**Design: Simple Random Sampling.

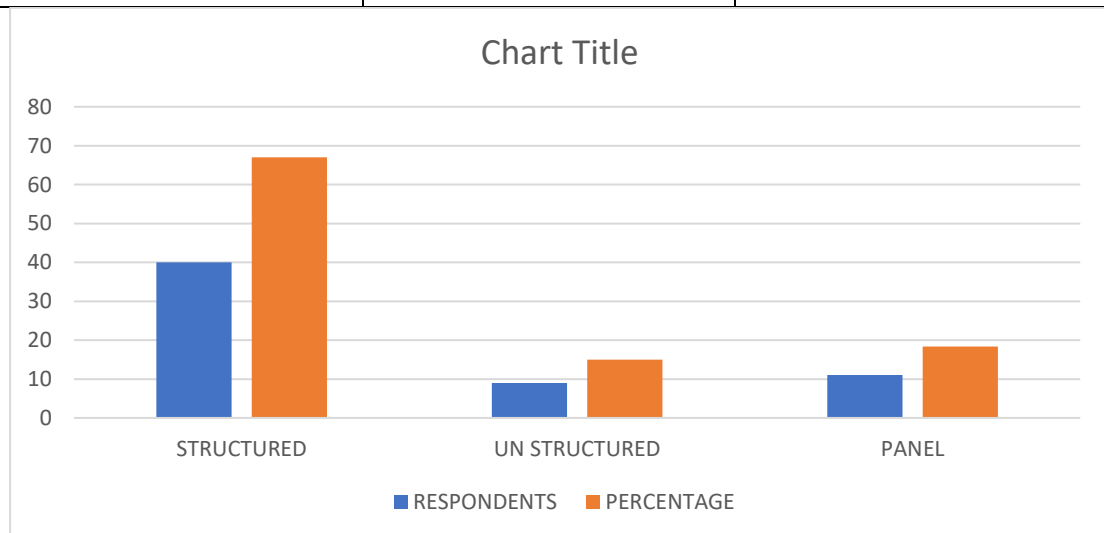
### DATA COLLECTION

- ❖ Primary source in this research study, survey is the primary source of data collection. To analyze the employee’s opinion and feedback about the recruitment and selection process, which is collected through Questionnaire
- ❖ Secondary source Secondary data sources are magazine, Company booklet, and from company’s website.

### DATA ANALYSIS AND INTERPRETATION

#### 1.What form of interview do you prefer?

CATEGORY	RESPONDENTS	PERCENTAGE
STRUCTURED	40	67
UN STRUCTURED	9	15
PANEL	11	18.33

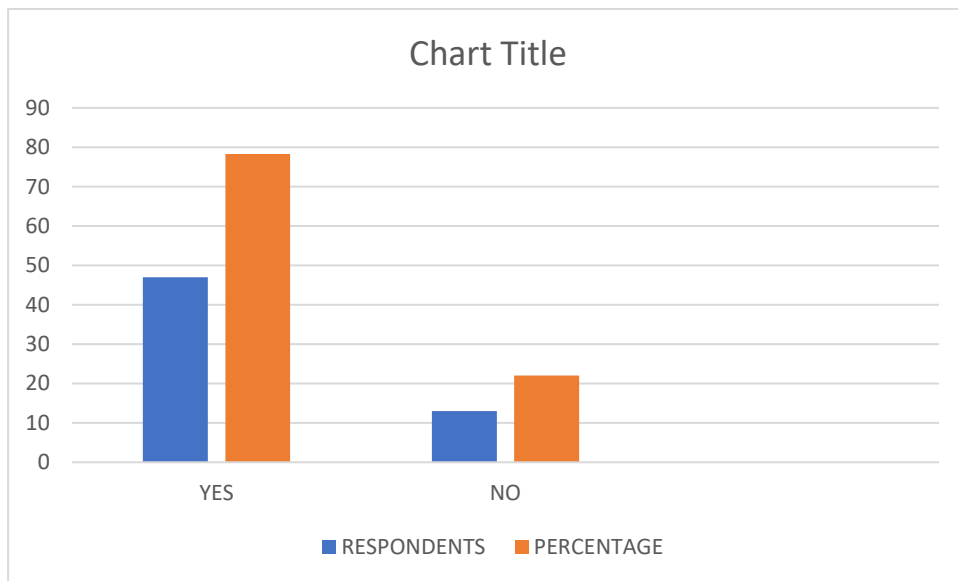


#### INTERPRETATION:

67%of the employees preferred structured interview where as 15 % preferred un structured ,18%of the them preferred panel interview.

**2.Are u satisfied with the current job?**

CATEGORY	RESPONDENTS	PERCENTAGE
YES	47	78.3
NO	13	22



**INTERPRETATION:**

78% of the employees are satisfied with the current job where as 22% are not satisfied.

**3.Does recruitment heads suggest you during the entire recruitment process?**

CATEROGY	RESPONDENTS	PERCENTAGE
OCCASSIONALLY	42	70
REGULARLY	8	13.3
RARELY	10	16.6



### **INTERPRETATION:**

70% of the people said occasionally 13.3% of the people said regularly 16.6 of the people said rare.

### **FINDINGS**

The process of recruitment and selection which is followed by the company is helpful to meet the company's manpower requirement to some extent.

- Company is highly dependent on employee's referral for higher job position
- After the analysis, it has been found that company is using quite effective method of doing selection of candidates and take into consideration the cost benefits ratio.
- Most respondents agree with all the recruitment and selection procedures and believes to follow it in near future.

### **CONCLUSION**

Based on the above result, we can draw the following conclusion that the data was collected by means of questionnaire and the majority of the respondents believe that the recruitment and selection process is quite effective at Bharathi cement Pvt.Ltd. Mostly all the respondents were satisfied but changes are required according to the changing scenario as recruitment process which has a great impact on the working of the company as a fresh blood, new ideas enter in the company. Selection process is also good and the company's recruitment department is doing well in placing the candidates and filling the job vacancies for all levels of position.

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