



A STUDY ON EMPLOYEE RECRUITMENT AND SELECTION PROCESS IN TECH ANUGRAHA, CHENNAI

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Abstract:

This study examines the employee recruitment and selection process at Tech Anugraha, Chennai. The selection process is critical and involves various tests such as ability, aptitude, personality, graphology, medical, and genetic screening. The final decision is made after considering the results of these tests, interviews, and reference checks, with the HR manager playing a crucial role. The recruitment process involves finding and attracting qualified applicants to meet the organization's staffing needs, and involves planning, strategy development, searching, screening, and control. The study explores the various sources of recruitment, including internal and external sources, and highlights the importance of effective recruitment and selection practices in ensuring the success of the organization.

Key Words: Employee Recruitment, Selection Process, Human Resources

Introduction:

Recruitment and Selection is the process of defining job requirements, advertising for the position, and selecting the most suitable candidate. As human resources are crucial for achieving organizational goals, recruiting and selecting the right person for the right job is key to success. Failure to do so can result in future losses, making effective recruitment and selection critical for organizational success. Recruitment and selection are crucial processes in human resource management. Recruitment attracts job seekers and creates a pool of candidates, while selection distinguishes suitable candidates from unsuitable ones through various stages like screening, exams, and interviews. Effective recruitment and selection ensure the right person is appointed for the right job, crucial for organizational success. Internal sources like transfers and promotions, and external sources like employee referrals and online recruitment, are used to find the best talent. By defining job requirements, advertising, and selecting the most suitable candidate, organizations can achieve their goals and succeed.

Factors Affecting Recruitment and Selection Process:

- The size of the organization.
- The Employment condition in the community where the organization is located.
- The effects of past recruiting efforts which show the organization's ability to location retain the good performing people.
- Working Conditions, salary and benefit package offered by the organization.
- The Expansion and production programs.

Factors Types:

- Internal Factors
- External Factors

Internal Factors:

- Recruitment policy of the organization
- Human resource planning strategy of the company
- Size of the organization and number of people employed
- Cost involved in recruiting employees
- Growth and expansion plans of the organization
- Company pay package
- Career planning and growth
- Quality of work life

External Factors:

- Supply and demand of specific skills in the labor market.
- Political and legal factor like reservations of jobs for specific section of society etc.
- The job seeker image perception of the company.
- Information system like employment exchange/tele recruitment like internet.
- Labor market condition

Statement of the Problem:

A solid recruitment and selection process can help convince top management candidates that reduces turnover and absenteeism and selection process improve the employee engagement and my study on recruiting and selection in TECH ANUGRAHA give me to scope to know in detail about the different techniques and method adopted by TECH ANUGRAHA to train their employees very effectively .In many problems regarding their employees that recruiting and selection process are fail to

hiring the employees for their organization and they are not bring any progress with themselves and not stay longer in their organization. Rapidly hiring practice is very costly. In many problems regarding their employees that recruiting and selection process are fail to hiring the employees for their organization and they are not bring any progress with themselves and not stay longer in their organization. Rapidly hiring practice is very costly.

Objectives of the Study:

- To get right person at right place and in right time, the organization should have the specific and clear policies and recruitment and selection methods which are essential for the growth of the organization.
- To understand the internal Recruitment process in TECH ANUGRAHA
- To identify areas where there can be scope for improvement.
- To give suitable recommendation to streamline the hiring process.
- To know about the importance of recruitment and selection
- To know about the role of recruiter.

Need of the Study:

Selecting the right employee is an important goal for the recruitment team and establishing the correct process can enhance the experience of the Candidate, Interviewer, Hiring Manager and the HR Department. It can also help increase the effectiveness of your business.

- The study enables the company use all the recruitment strategies effetedly in an organization
- To increase the effectiveness of different sources source for all types job in an organization.
- To obtain the employee that can be solved in order to help organizational goals.
- The study of the project is important which is need for recruiting and selection procedure followed by the organization
- To identify the company recruited efficient & qualitative candidates in an organization.

Scope of the Study:

To study the recruitment & Selection process will make the organization to a do a continuous improvement in recruitment & Selection process. This will provide the scope for further studies, to be conducted for betterment in these respected areas. This study can be used to measure the satisfaction level of recruitment & Selection Process. This is study will be useful to find out the different sources & techniques used in the recruitment and selection procedure The company understands effectiveness sources in recruitment & selection procedure. This study will be useful to interview and test short listing candidates. This study can be used as a based for further research in this area.

Hypothesis of the Study:

It means tentative generalization of the validity of which remains the tested. In short it deals with certain assumptions made in the study.

Null Hypothesis:

A hypothesis which assumes that there is significant difference between sample statistics and population parameter is called null hypothesis. It is denoted by H_0 .

Alternative Hypothesis:

A hypothesis which assumes that there is significant difference between sample statistics and population parameter is called alternative hypothesis. It is denoted by H_1 .

Research Design:

The research design used in this project is descriptive in nature. The descriptive research is study in an attempt to obtain all relevant and accurate descriptive of the situation. A descriptive study is designed to describe details of the problem. Descriptive research includes surveys and fact findings enquiries of different kinds.

Research Methodology:

The research was done in order to understand the Recruitment and Selection Process followed at TECH ANUGRAHA and the perception of the employees from all the cadres regarding it. In order to get the right kind of people in right place in the right time the organization should have the specific and clear personnel, policies and recruitment methods which are essential for the growth of the organization. Hence it was necessary to conduct are search on the process.

Method of Data Collection:

Sources of Data:

To achieve all the said objectives through both primary and secondary data collected.

Primary Data:

The primary data are collected by using questionnaire. The questionnaire was prepared mainly to know employee welfare facilities in the organization.

Secondary Data:

Secondary data means data that the already available, the data collected in the annual report and organizational profile.

Tools Used for Data Collection:

Among the various methods, which can be used to collect the Primary data, the researcher has adopted Questionnaire method. The researcher has prepared structured questionnaires, which contained predominantly multiple choice questions.

Analytically Tools for the Study:

- Percentage Analysis Test
- Correlation

Period of the Study:

The period of the study is from 13.03.2024 to 15.06.2024

Area of the Study:

She study is based on the Analytical report recruitment & Selection Process in TECH ANUGRAHA

Limitations of the Study:

- The study is limited to the information given by the employees.
- Meeting some of the top management associates in the senior cadre was difficult.
- The study has been limited due to time constraint.
- There may be chances for the bias.

Company Profile:

Tech Anugraha is an Indian multinational company providing consulting, software products, and solutions. We enable clients to outperform competition and stay ahead of the innovation curve through strategic consulting, operational leadership, and co-creation of breakthrough solutions. Our values include building opportunities, learning from failure, staying open-minded, and fostering a culture of coaching and respect. Our services include software design and delivery, consulting, training, and workshop solutions for various industries like healthcare and education. Our network administration department manages the hardware and software infrastructure, while our system administration department ensures the upkeep and reliable operation of computer systems. Our supply chain management department handles the flow of goods and services from raw materials to delivery. We aim to provide customer-oriented solutions and support.

Products:

Health Care Industry:

TECH ANUHRAHA has a dedicated team of information technology specialists who are healthcare experts. These experts design, deploy and deliver simple to sophisticated information systems solutions. The solutions available on the healthcare side include Patient Management Systems, Inventory control systems, Prescription systems, Bar code integration at registration, Pharmacy and Laboratory up to a full-fledged Pac s image management solution.

Education Industry:

Education sparrow has modules to manage Timetable, Attendance, Examinations, Grade books, Campus News, Hostel, Library, Transportation, School Calendar, Events and many more. It has a full filled Human Resource module to manage the payroll and pay slip of employees. The Finance module helps you to plan and allot different fee structure to students. There is an internal messaging system, but you can also integrate it with external communication tools like email and sms.

Managing Online Business:

Orders can be entered and processed real time across multiple offices and the application provides a wealth of business information, like order details, technical information and invoicing status and details.

Services:

Software Design & Delivery:

As a software development service provider, TECH ANUGRAHA strives to provide our customers quality application development services and web development services that help them to remain in step with their competitors. For this, we use modern software development platforms, application development tools as well as employ latest project management techniques and software engineering practices. Using structured methodologies and proven IT processes helps to reduce complexity, risks and costs associated with offshore software outsourcing services, We help our customers to develop custom software applications and assist them throughout the entire software development Life Cycle, including project management, systems analysis and design, development, implementation, training and application maintenance.

TECH ANUGRAHA is strongly focused on creating customer oriented software applications. The development team minutely examines and analyses the existing IT processes of the clients. It does the gap analysis to ensure complete compatibility between existing system and custom developed application. The applications are designed, tested and deployed to complete satisfaction of the clients. We have expertise in following:

- Custom application development
- Application re-engineering
- E-commerce application development
- Enterprise level software application development
- Application extension and up-gradation to make it more scalable for future business needs
- Custom web based application development using up-to-date technologies
- Client - Server Application Development

Consulting:

Their Consulting provides experienced IT Transformation practitioners to assist you in there alignment of IT to changing business drivers and priorities. Our services are most often employed to help customers reduce costs, and optimize the services and IT assets to best serve the needs of the business. We provide strategy and planning, architecture and implementation, and optimization and transformation services across the IT transformation life cycle.

- Strategic planning services which help align your IT investment to business imperatives by building a clear road map which leverages technology and innovation in a cost effective and disciplined manner.
- As leaders in their respective fields, our Consultants provide the best architecture and integration of complex, large scale, and multi vendor environments, ensuring seamless migration to next generation solutions and network centric services.
- Finally, we optimize the performance of people, process, and technology to increase business agility, improve end-to-end service quality, and differentiate your customer experience.

Training and Workshop:

They offer individual workshops, which are problem-oriented and specifically tailored to the client requirements. During half-day training seminars or day-long workshops, our highly qualified employees will introduce you about latest technology trends and current market requirement in Software Industry, as well as state-of-the-art software products and address specific subject area

Clients:

They developed our CRM which has enhanced our customer satisfaction to a considerable extent. Our daily vehicle service in take has increased from 300 to 385 vehicles/ Month after usage. The ease of use is highly appreciable. We wish them all success.

Address:

West CIT Nagar, Aishwarya cottage, Chennai, Tamil Nadu 600035

Network Admin Department:

Infrastructure refers to the hardware components, the network, the circuitry and all other equipment necessary to make an IT system function according to the established needs and system "size" of the company. The IT department must evaluate and install the proper hardware and software necessary to keep the network functioning properly. As this involves working within a budget allocated to the department for network devices and software, the IT department must make sure that the equipment it invests in will optimally serves the needs of the company without going over budget. Networks can be simple or extremely complex depending upon their size and composition. In addition to staying current on trends within business technology, IT employees may require college degrees in a computer field to adequately handle the issues that arise in maintaining such a network.

System Admin Department:

The system administrator, or sys admin, or admin is a person who is responsible for the up keep, configuration, and reliable operation of computer systems; especially multi-user computers, such as servers. The system administrator seeks to ensure that the uptime, performance, resources, and security of the computers they management the needs of the users, without exceeding as budget when doing so. To meet these needs, a system administrator may acquire, install, or upgrade computer components and software; provide routine automation; maintain security policies; troubleshoot train or supervise staff; or offer technical support for project

Data Base Administrators:

While each role can vary, network administrators are typically responsible for: Configuring network hardware: Administrators often handle hard ware like servers, routers and switches. Installing and maintaining hardware is an important responsibility for network admins. Handling repairs and maintenance: Many network administrators work to upgrade, maintain and repair company computer networks. They might also troubleshoot network issues when they arise by analyzing and isolating issues to find the root of problems or inefficiencies. Designing network models: Some network administrators assist network architects in designing database models.

Managing Software:

An additional responsibility of network administrators is deploying and updating company-wide software like email, word processing and video conferencing oft ware. Software installation and maintenance is a large component of network administrators' job functions

Help Desk:

They are responsible for answering queries and addressing system and user issues in a timely and professional manner. Help desk support works with the IT team, and will often interact with system and computer users across the company.

Supply Chain Management Department:

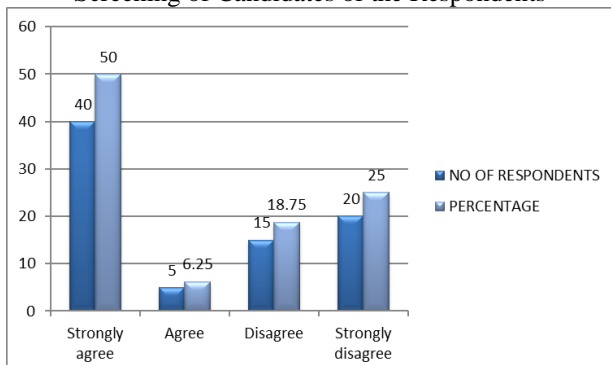
Supply chain management is all about the flow of goods and services.From raw materials, to delivering the finished goods from the production site to the point of consumption; this involves a very efficient and effective electronic system. The supply chain management department must handle the planning, monitoring, and execution of supply chain activities. Most often, this is done by lever aging a worldwide logistics system. 5 Parts of SCM

- Planning
- Sourcing
- Manufacturing
- Delivering
- Returning

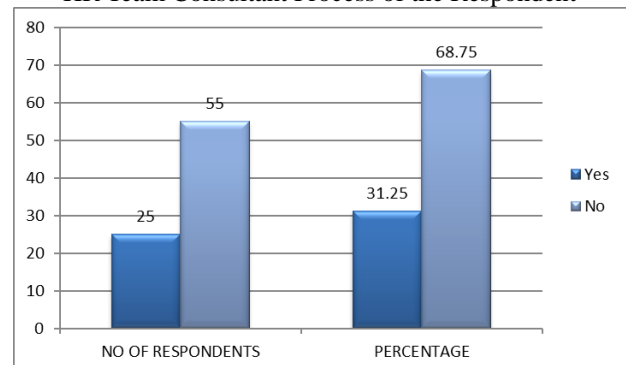
Data Analysis and Interpretation:

Percentage Analysis:

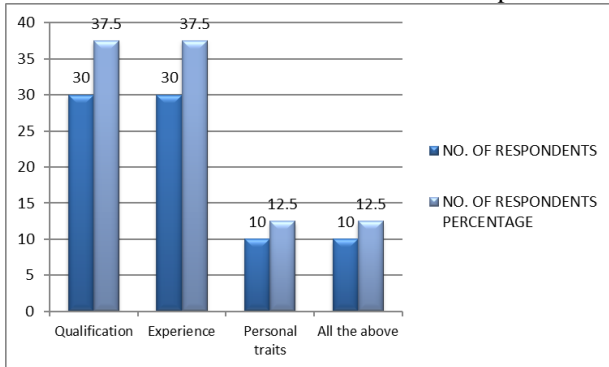
Screening of Candidates of the Respondents



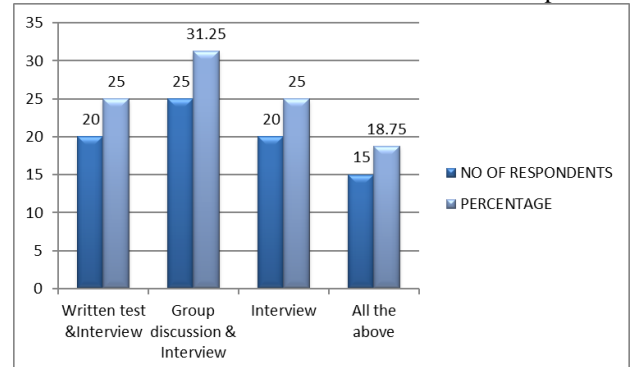
HR Team Consultant Process of the Respondent



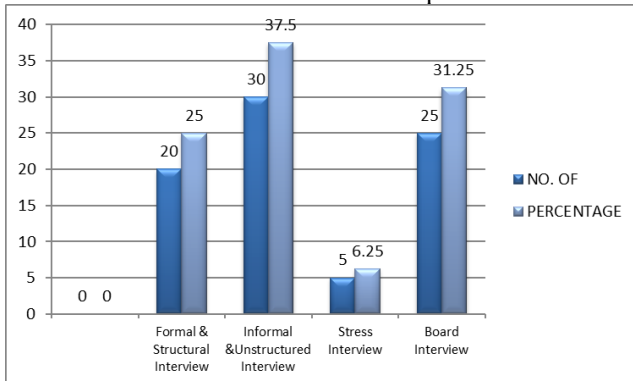
Most Valued in Interview Profile of the Respondent



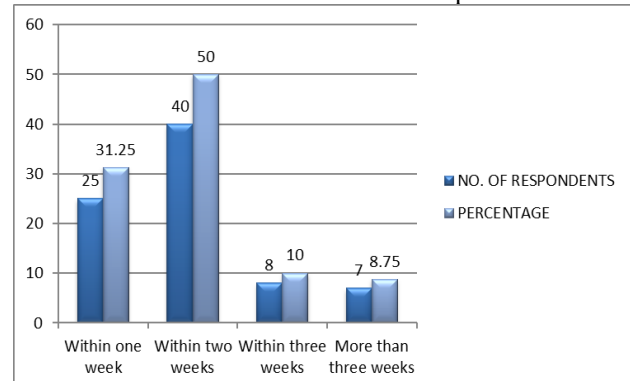
Part of Recruitment & Selection Process of the Respondents



Kind of Interview of the Respondents



Time Taken for Process of the Respondents



Suggestions:

- Man power requirement for each department in the company is identified well in advance.
- If the man power requirement is high and the recruitment team of the HR department alone cannot satisfy it, then help from the placement agencies is needed.
- Time management is very essential and it should not be ignored at any level of the process.
- The recruitment and selection through placement agencies as the last resort and is utilized only when need.
- The recruitment and selection procedure should not to lengthy and time consuming.
- The candidates called for interview should be allotted timings and it should not overlap with each other.

Conclusions:

This presents the summary of the study and survey done in relation to the Recruitment and Selection in TECH ANUGRAHA. The conclusion is drawn from the study and survey of the Company regarding the Recruitment and Selection process carried out there. The recruitment Process at TECH ANUGRAHA to some extent is done objectively and therefore lot of bias hampers the future of the employees. Most of the employees were satisfied but changes are required according to the changing scenario as recruitment process has a great impact on the Working of the company as a fresh blood, new idea enters in the company. Selection process is good but it should also be modified according to the requirements and should job profile so that Main objective of selecting the candidate could be achieved.

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