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## A STUDY ON RECRUITMENT AND SELECTION WITH REFERENCE TO CHEMIN ENVIRO SYSTEMS PRIVATE LIMITED

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### ABSTRACT

*The human sources in a organization are not only important, but expensive and delicate. Adoption of improved technologies by upgrading their work methods, work norms, technical and managerial skills and employees' motivation to face up to the fast emerging challenges, has become the need of the hour. The present study has been an attempt to know about recruitment and selection process of candidates relating to employees, promotion, compensation packages, training and development practices in the public and private sector.*

*To study the human resource management, procedures and trends with respect to recruitment, selection and promotion, compensation, training and development, the secondary data have been gathered. The study brings out the focusing on recruitment planning, career planning, training and development, performance-linked processes, succession planning and grooming of leaders, and a contingent of contented workforce as expected. Technology should be used to optimize placements and maintain the skill inventory of the organization.*

### INTRODUCTION

Recruitment is the process of hiring the best candidates for job opening in a timely and cost effective manner. It involves seeking and attracting a people from where suitable qualified candidates can be chosen for vacancy.

Recruitment is a process of finding and attracting the potential resources for filling up the vacant positions in an organization. Recruitment process is a process of identifying the jobs vacancy, analyzing the job requirements, reviewing applications, screening, shortlisting and selecting the right candidate.

### RECRUITMENT PROCESS

#### 1. Recruitment Planning:

The first step involved in the recruitment process is planning. Here, planning involves to draft a comprehensive job specification for the vacant position, outlining its major and minor responsibilities, the skills, experience and qualifications needed, grade and level of pay, starting date, whether temporary or permanent, and mention of special conditions, if any, attached to the job to be filled.

#### 2. Strategy Development:

Once it is known how many with what qualifications of candidates are required, the next step involved in this regard is to devise a suitable strategy for recruiting the candidates in the organisation.

The strategic considerations to be considered may include issues like whether to prepare the required candidates themselves or hire it from outside, what type of recruitment method to be used, what geographical area be considered for searching the candidates, which source of recruitment to be practiced, and what sequence of activities to be followed in recruiting candidates in the organisation.

### 3. Searching:

This step involves attracting job seekers to the organisation. There are broadly two sources used to attract candidates.

#### These are:

1. Internal Sources - Internal sources of recruitment refer to hiring employees within the organization.
2. External Sources - External sources of recruitment refer to hiring employees outside the organization.

### 4. Screening:

Though some view screening as the starting point of selection, we have considered it as an integral part of recruitment. The reason being the selection process starts only after the applications have been screened and shortlisted.

### 5. Evaluation and Control:

It includes salary of recruiters, cost of time spend for preparing job analysis, advertisement, administrative expenses, cost of outsourcing or overtime while vacancies remain unfilled and cost incurred in recruiting unsuitable candidates. In this process, the effectiveness and the validity of the process and methods are assessed.

### Selection process

Selection is the process of picking or choosing the right candidate, who is most suitable for a vacant job position in an organization. In other words, selection can also be explained as the process of interviewing the candidates and evaluating their qualities, which are required for a specific job and then choosing the suitable candidate for the position.

#### • Preliminary Interview

This is a very general and basic interview conducted so as to eliminate the candidates who are completely unfit to work in the organisation. This leaves the organisation with a pool of potentially fit employees to fill their vacancies.

#### • Receiving Applications

Potential employees apply for a job by sending applications to the organisation. The application gives the interviewers information about the candidates like their bio-data, work experience, hobbies and interests.

#### • Screening Applications

Once the applications are received, they are screened by a special screening committee who choose candidates from the applications to call for an interview. Applicants may be selected on special criteria like qualifications, work experience etc.

#### • Employment Tests

This is done through various employment tests like intelligence tests, aptitude tests, proficiency tests, personality tests etc.

#### • Employment Interview

The next step in the selection process is the employee interview. Employment interviews are done to identify a candidate's skill set and ability to work in an organisation in detail.

#### • Checking References

The referee can provide info about the person's capabilities, experience in the previous companies and leadership and managerial skills. In this process, the proper selection and placement of employees lead to growth and development of the company. The selection of a right applicant for a vacant position will be an asset to the organization, which will be helping the organization in reaching its objectives.

#### • Medical Examination

The medical exam is also a very important step in the selection process. Medical exams help the employers know if any of the potential candidates are physically and mentally fit to perform their duties in their jobs.

#### • Final Selection and Appointment Letter

This is the final step in the selection process. After the candidate has successfully passed all written tests, interviews and medical examination, the employee is sent or emailed an appointment letter, confirming his selection to the job.

### COMPANY PROFILE



Chemin Enviro System Private Limited, started in the years 2006, are one of the foremost manufacturers an extensive array of Crystallizer and Evaporator Plants. It range consists of best grade Agitated Thin Film Dryer, Crystallizer System and Film Evaporator Plant. To manufacturing these products with following quality norms, our experienced professionals use top quality components and modern machines. Their products are appreciated for their features like easy to use with low maintenance.

## Vision

Chemin Enviro Systems Pvt. Ltd shall be a professionally – challenging Indian Industry, committed to Total Customer Satisfaction and enhancing its core value and the work to understand the needs and requirements of our clients. Chemin envirosystems is apart from Technical, Innovative, Entrepreneurial and empowered TEAM constantly creating value and attaining global standards.

## Mission

Mission is to provide world class Services and to be a global player in operating and managing the O&M Services. They provide value for money, high quality services to our customers through Motivated and Innovative Employees. Their people will be empowered to make optimum utilization of modern facilities and technology.

## Their clients are

- TVS
- Royal Enfield
- Luminous
- Honda
- JK tyres
- White house

## NEED FOR THE STUDY

The need for the study of recruitment and selection is to know about the recruitment and selection process and procedures followed in Chemin envirosystems private limited and to know the satisfaction of employees about their work in this organization. The need of this study to gain some experience in recruiting the candidates and to know about the qualities that Chemin envirosystems looks for in a candidate for their work.

## OBJECTIVES OF THE STUDY

### Primary objective

To analyse the recruitment & selection process followed in chemin envirosystems pvt.ltd

### Secondary objectives

- To know the perception of employees regarding recruitment and selection process.
- To know recruitment process followed in Chemin envirosystems pvt Ltd.
- To know the procedures followed in Chemin envirosystems pvt Ltd.

## SCOPE OF THE STUDY

This study helps to know the personnel aspect of the company such as manpower planning, recruitment and placement. The benefit of the study is to gain knowledge and experience and also provided the opportunity to study and understand the prevalent recruitment and selection and also to know the feedback of an employee, proper utilization of human resource planning and the effectiveness of recruitment process and techniques.

## LITERATURE REVIEW

**Cassandra M Guarino (2007),“Teacher Recruitment and Retention”, SAGE journals,vol-5,pg-173-208**

**Abstract:** This article examines the characteristics of individuals who enter and remain in the teaching profession, the characteristics of schools and districts that successfully recruit and retain teachers. The goal of articles is to provide researchers and policymakers with a review that is comprehensive, evaluative, and up to date.

**C.piotrowaski(2007), “Systematic Review of Barriers to the Recruitment of Older Patients With Cancer Onto Clinical Trials”, ASCO journals, vol-7,pg-203-270**

**Abstract:** A literature review was undertaken to identify the barriers that impede the accrual of this vulnerable population onto clinical trials and to determine what specific strategies are needed to improve the representation of older patients in research studies.

**C.M. guarino,L.santibanez(2009), “The Roles of Nature and Nurture in the Recruitment and Retention of Primary Care Physicians in Rural Areas” , AAMC journals, vol-12, pg-232**

**Abstract:** In this case, nature might be best defined as those factors present before medical school (e.g., a candidate's upbringing, specialty preference, and demographics) that may contribute to the selection of candidates who have preferences for rural practice.

**P.Hodge.P.Connell(2013),”The importance of recruitment and selection process for sustainability of total quality management”, MCB journals, vol-8, pg-185-203**

**Abstract:** This implies that managers should pay close attention to prospective employees' behavioral traits and their fit with the TQM philosophy. Managers should not limit their attention to potential employees' technical skills.

**JNK.Liu(2013), “Reducing turnover in the hospitality industry: an overview of recruitment, selection and retention” , International journal of hospitality management, vol-4, pg-364**

**Abstract:** This paper provides a review of the current literature related to recruitment, selection and retention programs, and offers a model which is useful in taking a strategic approach when determining what strategies may be appropriate for reducing turnover in organizations.

## RESEARCH METHODOLOGY

### Meaning of Research

Research refers to a search for knowledge. It can also be given as a scientific and systematic

search for pertinent information on a specific topic. In fact research is an art of scientific investigation. The Advanced Learner’s Dictionary of current English lays down the meaning of research as “a careful investigation or inquiry especially through search for new facts in any branch of knowledge.” Some people consider research as a movement from the known to the unknown. It is actually a voyage of discovery.

**Research design used for the study**

Descriptive research design is used for the study, the data has been collected from questionnaire method. Questionnaire method is a primary source. This study is based on the survey conducted in Chemin envirosystems private limited, Chennai. 150 samples were collected and the information related to their demography and recruitment & selection process followed in that organization were helpful to attain the objective.

**LIMITATIONS OF STUDY**

- Only limited number of datas was collected.
- Collecting of datas from employees becomes difficult due to time constraint
- The employees were busy with their daily schedule and it was very much difficult for them to respond.
- The employees may not reveal the secrets of the company.

**Correlation Analysis**

**Null hypothesis:** There is no difference between performance and efficient of selection policy of employees by human resource departments.

**Alternative hypothesis:** There exist relationship between performance and efficient of selection policy of employees by human resource departments.

**Table showing correlation analysis HR department performance in recruitment and selection and efficient in selection policy of employees.**

**Correlations**

	HR department performance	Efficient in selection policies
HR department performance	1	.808**
Pearson Correlation		.000
Sig. (2-tailed)		
N	150	150
Efficient in selection policies	.808**	1
Pearson Correlation		.000
Sig. (2-tailed)		
N	150	150

\*\* . Correlation is significant at the 0.01 level (2-tailed).

**Result:** At 1% level of significance, the correlated value is greater than zero, therefore Ho is rejected. There is no correlation between performance and selection policy of employees by human resource departments.

**ONE WAY ANOVA**

**Null Hypothesis:** There is no significant difference between age and experience of employees.

**Alternative Hypothesis:** There is significant difference between age and experience of employees.

**Table showing respondents about their age and experience of employees.**

**ANOVA**

Experience

	Sum of Squares	df	Mean Square	F	Sig.
Between Groups	35.621	3	11.874	171.327	.000
Within Groups	10.119	146	.069		
Total	45.740	149			

Significant value.5

**Result**

The difference between the two variables of the significant value must be less than 0.05. Therefore Ho is accepted. Hence there is a difference between the age and experience of employees.

**FINDINGS**

- 57% of the respondents were in the age group of 20-25 years in the organization.
- 92% of the respondents were male and 8% of the respondents are female.
- 57% of the respondents were agreeing that they are fairly rewarded at work in the organization.
- 67% of respondents felt good with the effectiveness of interviewing process and other selection instruments of the organization.
- 56% of past experience are looks by organization in the candidates.

**SUGGESTIONS**

- To improve the relationships with workers more.
- HR can conduct some meetings between him and workers to know about the workers opinion or satisfaction about their work in that organization.

- The organization should improve in their work for more satisfaction of workers in their work.
- To make the other facilities like making cab facilities for employees who were coming from far.
- To improve more the satisfaction of their employees and their clients.

## CONCLUSION

The study of recruitment and selection in Chemin envirosystems private limited reveals about the recruiting procedure that followed in that company and other than recruiting and selecting, the procedures of that organization is easy for the workers to follow in that organization. Most of the candidates comes through ex-employers or through other web portals. There is better relationship between employees with co-workers in that organization.

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