

# A Review on Study Of Recruitment & Selection

Asfiya Shireen Shaikh Mukhtar<sup>1</sup>, Shobhana Patle<sup>2</sup>, Punum Ramteke<sup>3</sup>

1(MCA Department, SMT. RADHIKATAI PANDAV COLLEGE OF ENGINEERING, Nagpur)  
(Email: [asfiyashireen@gmail.com](mailto:asfiyashireen@gmail.com))

2(MBA Department, SMT. RADHIKATAI PANDAV COLLEGE OF ENGINEERING, Nagpur)  
(Email: [patel08sona@gmail.com](mailto:patel08sona@gmail.com))

3(MBA Department, SMT. RADHIKATAI PANDAV COLLEGE OF ENGINEERING, Nagpur)  
(Email: [punum.ramteke1994@gmail.com](mailto:punum.ramteke1994@gmail.com))

## Abstract:

*conducts various events and seminars for existing and prospective business partners. The purpose of such events is to communicate more effectively with them the services being offered by us, benefit of getting associated with us and also to update them about the financial markets and opportunities.*

**Keywords:** Selection Activities, Recruitment Activities, Conduct Reference Checks

## 1. Introduction

Recruitment is the process by which hiring departments develop a viable applicant pool from which hiring and promotion decisions are made. But prior to recruitment, position description is necessary while selection includes all the activities, from the initial screening interview to physical examination if required, that exist for the purpose of making effective selection decisions. This is the factor that makes difference between one organizations of Franchise Globe. Getting the right person at the right place and then retaining him is the main area of concern in today's corporate world.

### 1.1 Prior Work Limitation

Prior to recruiting for a position, ensure that you know what institutional policies and procedures apply. Contact your HR Generalist before beginning recruitment.

If you wish to waive recruitment for faculty and unclassified positions, consult with the appropriate HR Director or designee.

If the position is in a job group that is underutilized, by women or ethnic minorities, additional targeted recruitment efforts should be undertaken.

All advertisements and position announcements should be consistent with each other, reflect the qualifications identified in the position description.

In setting the timeline for your recruitment, consider the wording carefully--there are consequences to your choice.

## 2. Related Work

This is the process of choosing individuals who have relevant qualifications to fill vacant positions. The process begins when a hiring department identifies the need to fill a position, and ends when a person is hired to meet that need. What happens in the middle of the process includes job analysis, position description development, recruitment, testing, and screening, corresponding with applicants, Credentials verification, background investigations, interviewing, reference checking, physical examinations, and the offer.

## Selection Activities.

Fig. 1 Appropriate and effective recruitment strategies vary with each position. The length and scope of the recruitment should be relevant to the position.

Discriminatory hiring practices could result in significant costs for the Company. Individuals acting on behalf of the organization who fail to follow nondiscrimination policies may face personal liability. Poorly designed or executed selection processes will generally fail to identify the right person for the job, result in missed opportunities or delays in accomplishing the mission of the organization, and lead to discrimination claims. Impolite or incompetent interviewers, unnecessarily long waits, and lack of follow-up may cause unfavorable impressions of the Company.

In some countries, employers are legally mandated to provide equal opportunity in hiring.

Many educational institutes' are tied up or work in collaboration with suitable companies or Multi-national Corporation to place their students in these companies.

Campus placement is the program conducted within educational institutes or in a common place to provide jobs to students pursuing or in the stage of completing the degree. In this programme, industries visit the colleges to select students depending on their ability to work, capability, focus and aim.

Most of the companies will have this round as a filtering round. This round may or may not be conducted.

A common topic is placed before the group and a formal discussion or knowledge sharing is expected by the judge. Purpose of this round is to check communication skills, etiquette of person, listening ability, convincing power, group leadership, leader or follower and many more things are evaluated on the basis of requirement or the particular intention of organisation or company.

It is very important to keep yourself updated with latest news and discussion topics for appearing in GD round.

Based on outcome of above said process, students will further undergo a round called technical round. This round evaluates the technical ability of the student. In most of the cases this will be an individual round but it may be grouped with the formal interview.

### **1. Conclusion**

It has been concluded that :-

According to my analysis Pantaloon Retail should use Campus placements as a source of recruitment. Company mainly focuses on internal sources which has its own limitations. By focusing on Campus Placements Company can attract qualified personnel for vacant jobs in the organization. It can facilitate the infusion of fresh blood with new ideas in to the enterprise. This will improve the overall working of the enterprise. For the selection of the candidate for a vacancy company should first conduct written test and on the basis of the result of the test score interview should be scheduled for the selected candidate.

Laws governing interviewing and selection are not intended to restrict an employer's ability to choose the most qualified person. They are intended to ensure that employers use criteria that are job-related and nondiscriminatory. Hiring departments and search committees should use the appropriate guidelines to identify appropriate pre-employment inquiries. Any questions regarding the appropriateness of specific inquiries should be directed to the EO/Compliance Specialist..

### **3. GUIDING PRINCIPLES OF RECRUITMENT:-**

Prior to recruiting for a position, ensure that you know what institutional policies and procedures apply. Contact your HR Generalist before beginning recruitment.

If you wish to waive recruitment for faculty and unclassified positions, consult with the appropriate HR Director or designee.

### **Figure 2: PROHIBITED PRE-EMPLOYMENT INQUIRIES**

After single-rule and multi rule coverage redundancy Laws governing interviewing and selection are not intended to restrict an employer's ability to choose the most qualified person. They are intended to ensure that employers use criteria that are job-related and nondiscriminatory. Hiring departments and search committees should use the appropriate guidelines to identify appropriate pre-employment inquiries. Any questions regarding the appropriateness of specific inquiries should be directed to the EO/Compliance Specialist..

### **References:**

- [1] Understanding and managing people (BEACON BOOKS)
- [2] Human Resource Management (Galgotia Publishing Company)
- [3] Personnel/Human Resource Management (MSM Textbook)
- [4] Organization Effectiveness and Change (MSM Textbook)
- [5] Organizational Behavior (MSM Textbook)

