



A Study on Recruitment and Selection Process at APSPDCL, Tirupati

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ABSTRACT:

Better recruitment and selection strategies result in improved organizational outcomes. With reference to this context, the research paper entitled Recruitment and Selection has been prepared to put a light on Recruitment and Selection process. The main objective is to identify general practices that organizations use to recruit and select employees and, to determine how the recruitment and selection practices affect organizational outcomes at APSPDCL, Tirupati. Successful recruitment and selection practices are key components at the entry point of human resources in any organization. This study helps the organization to identify the area of problem and suggest way to improve the recruitment and selection process, this study focus on understanding recruitment and selection process. Random sampling is used in this study. The sample size for the study is 150. Data analysis has been done with statistical tools like tables, graphs, bar diagrams.

Keywords: Recruitment, Selection, Human Resource, Statistical tools

I. INTRODUCTION

Human Resource Management includes the vital tasks of recruiting, screening, interviewing, training, appraising, disciplining, rewarding, and developing the employee both for business and non-profit enterprises. Since all managers have HR responsibilities, it is important that they have an understanding of the key concepts of this increasingly important function, especially since many decisions they make about employees have possible legal ramifications.

Recruitment Definition:

Recruitment is defined as a process of discovering reliable sources of contacting desirable employees which meets the staffing requirements of the organization. Through recruitment process the

organization can attract the adequate number of manpower to facilitate the effective selection process and joining of efficient work force.

Types of recruitments:

- Internal Recruitment
- External recruitment

Internal recruitment:

This type of recruitment refers to hiring the employees within the organization internally.

External recruitment:

It refers to hiring employees outside the organization.

SELECTION:

Selection is the process of choosing from among the candidates from within the organisation or from outside the most suitable person for the current position or for a future position.

Process of selection:

The selection process can be defined as the process of selection and shortlisting of the right candidates with the necessary qualifications and skill set to fill the vacancies in an organisation. The selection process varies from industry to industry, company to company and even amongst departments of the same company. Every organisation creates a selection process because they have their own requirements

II. REVIEW OF LITERATURE:

❖ **Djabatey E. N. (2019):** Assessed the effectiveness of the recruitment and selection practices and procedures of HFC Bank, Accra. The results indicated that, advertisement of job vacancies and employee referrals are mostly the sources of recruiting the potential employees

❖ **Darkoh Mavis Adu (2020):** Identified employee recruitment and selection practices in the construction industry in Ashanti region, Ghana. The



research found that, out of the 16 identified recruitment and selection methods, the most frequently used medium in the order of highly recognized methods are newspaper advertisement, internal recruitment, labor office, employee referrals, and radio advertisement and at last internet recruitment

❖ **Naveen S. & Raju D. N. M. (2021):** Identified the general practices that organizations used to recruit and select its employees in cement, electronics and sugar industries in Krishna Dist., Andhra Pradesh. The study shows that the recruitment and selection process adopted in three selected industries is effective. However, the HR managers of these industries have to focus on campus placements, job.com, data banks, and etc. sources of recruitment

NEED FOR THE STUDY

The need of the study is to analyze the general practices that organization use to recruit and select employees and to determine which recruitment and selection practices are most effective. It also helps to determine how the recruitment and selection practices affect organizational outcomes and to attract people with multidimensional skills and experiences that suit the present and future organizational strategies so as to obtain a pool of suitable candidates for vacant posts.

SCOPE OF THE STUDY

This study helps to make decision in selecting the right candidates for the right candidates for the right job. This study helps to organization to study the area of the problem and suggest ways to improve the recruitment and selection process. This study focus on understanding recruitment and selection process. The present research is confined to study the recruitment and selection process followed at APSPDCL.

OBJECTIVES OF THE STUDY

- To understand the current Recruitment and selection Policies being followed at APSPDCL.
- To study the different methods of recruitment carried out at APSPDCL.
- To find out whether the employees are satisfied with the the selection process of APSPDCL.
- To find the relationship whether jobs offered based on qualification to the employees in the organization

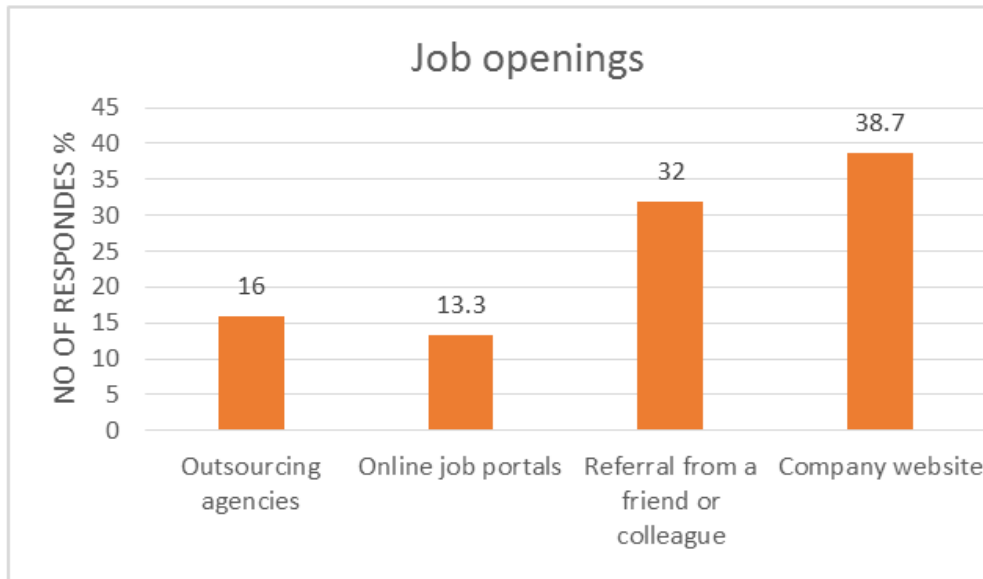
III. RESEARCH METHODOLOGY

- Data collection: Primary & Secondary
- Type of Research: Descriptive research
- Research instrument: Questionnaire
- Sample size: 150
- Sample Method: Convenience Sampling
- Statistical tool: Percentage & graphical analysis like bar charts.

IV. DATA ANALYSIS AND INTERPRETATION

1. How do you initially hear about job openings at APSPDCL?

SATISFACTION LEVEL	NO OF RESPONDENTS	NO OF RESPONCES %
Outsourcing agencies	24	16
Online job portals	20	13.3
Referral from a friend or colleague	48	32
Company website	58	38.7
TOTAL	150	100

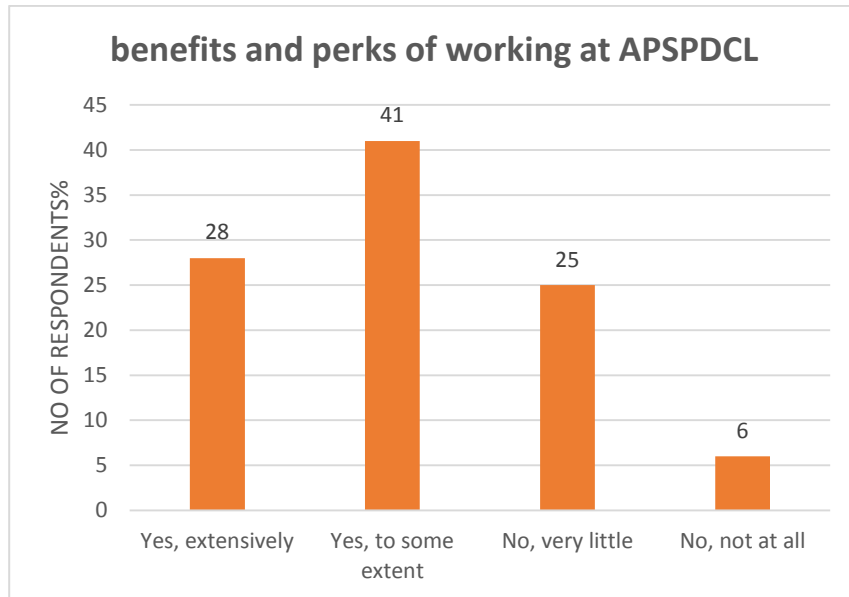


INTERPRITATION:

Above graph shows that 16% respondents hear about job openings through outsourcing agencies, 13.3% respondents through online job portals, 32% respondents hear through referral from a friend or colleague, 38.6% respondents hear through company website.

2. Does the recruitment process adequately highlight the benefits and perks of working at APSPDCL?

SATISFACTION LEVEL	NO OF RESPONDENTS	NO OF RESPONDENTS%
Yes, extensively	42	28
Yes, to some extent	61	41
No, very little	37	25
No, not at all	10	6
TOTAL	150	100

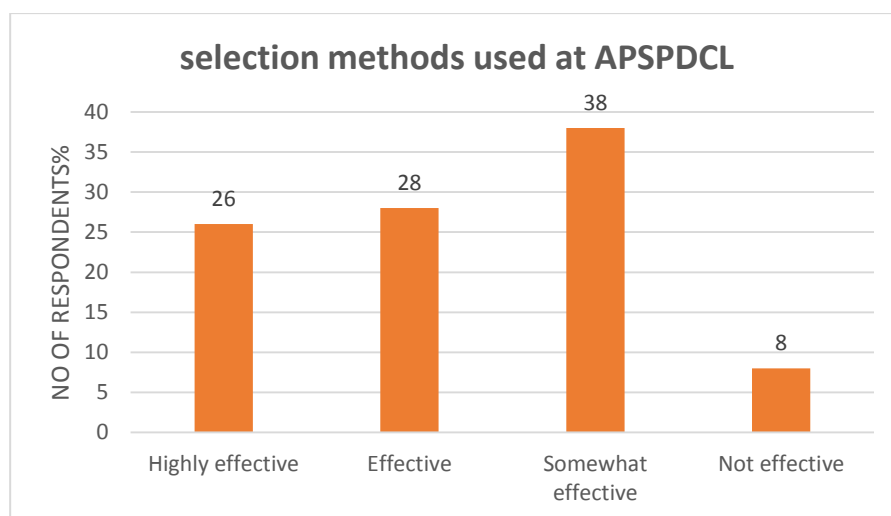


INTERPRITATION:

Above graph shows that 28% respondents said that the recruitment process adequately highlight the benefits and perks of working at APSPDCL, 41% respondents said that to some extent, 25% respondents said that it is very little, 6% respondents said that it is not at all.

3. How would you rate the effectiveness of the selection methods used at APSPDCL?

SATISFACTION LEVEL	NO OF RESPONDENTS	NO OF RESPONDENTS%
Highly effective	38	26
Effective	42	28
Somewhat effective	58	38
Not effective	12	8
TOTAL	150	100



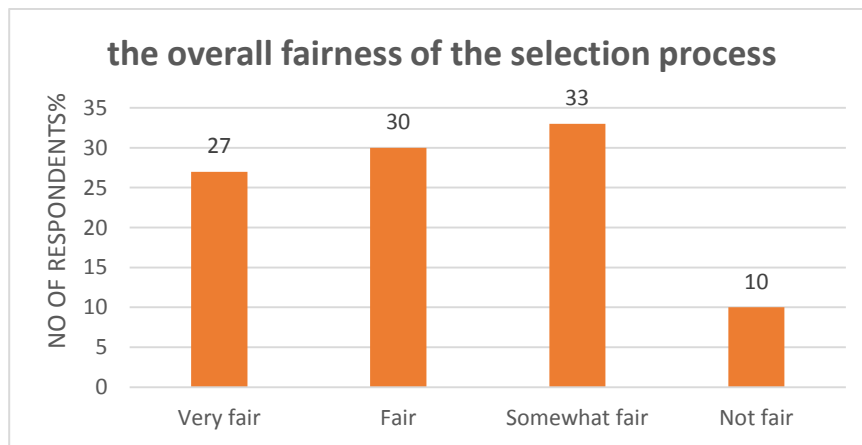


INTERPRITATION:

Above graph shows that 26% respondents said that the selection method used is highly effective, 28% respondents said that it is effective, 38% respondents said that it is some what effective, 8% respondents said that it is not effective.

4. How would you rate the overall fairness of the selection process?

SATISFACTION LEVEL	NO OF RESPONDENTS	NO OF RESPONDENTS%
Very fair	40	27
Fair	45	30
Somewhat fair	50	33
Not fair	15	10
TOTAL	150	100



INTERPRITATION:

Above graph shows that 27% respondents said that the selection process is very fair, 30% respondents said it is fair, 33% respondents said that the selection process is somewhat fair, 10% respondents said that the selection process is not fair.

V. FINDINGS

- 38% of the employees known about the job openings through company website.
- 41% of the employees said that there are to some extent benefits and perks are available of working at APSPDCL.
- 38% of the employees said that selection methods used at APSPDCL is somewhat effective.
- 33% of employees said that the selection process is somewhat fair.

VI. SUGGESTIONS

- Use social media such as Instagram, Facebook, etc and recruitment agencies to reach more potential candidates.
- Company is advised to give feedback to the candidates after each stage of the selection process.

VII. CONCLUSION

The study on recruitment and selection process in HR Department is having huge responsibilities to hire a right person for the right job position in the company. At the same time, The company's recruitment and selection policy has to be simplified procedure and recruit the capable, skilled and good attitude people in the company. It also avoid recommendations, reference from others.

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