



A STUDY ON RECRUITMENT AND SELECTION PROCESS WITH REFERENCE TO TWO WHEELER AUTOMOBILE SHOWROOMS IN ANANTHAPUR

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ABSTRACT:

*Organizations have to respond consciously on recruitments of employees because of competitive business scenario. Sound recruitment and selection practices are foremost important aspects at the entry point of human resources in any organization. Sound recruitment and selection results in desired outcomes of organizations. **The main objective of this paper is to identify general practices that organizations use to recruit and select employees**'. The study also focuses to determine how the recruitment and selection practices affect the outcomes of organization. To provide some suggestions regarding RECRUITMENT AND SELECTION that can help different 2 wheeler SHOWROOMS located in Ananthapur .It is important to well defined recruitment policy to fill the vacancies in an organization. Effective employees are the building blocks of success in business. The data has been collected by structured questionnaire .The source of data was primary and secondary and the sample is drawn from automobile showrooms located in anantapur. The size of the sample is 75 .Data analysis has been done with statistical tools like pie chart & bar diagrams.*

Keywords: External recruitment, internal recruitment, Automobile industry, motivation, and interview.

INTRODUCTION

Recruitment is the process of finding a specified candidate for filling estimated or actual vacancies in an organization .Recruitment plays a vital role in an organization; it is a one of the process in significant aspects for performing a business successfully by appointing the right person on the right position. It is necessary to recruit a quality employees in order to fulfill the organizational needs and objectives and selection are two important functions of human resource management .practically the function of recruitment precedes the selection function, it also includes finding, developing prospective employees and attracting them to apply for jobs in an organization.

Recruitment is the first stage in the process which continues with selection and ends with the placement of candidate. Recruitment is finding the potential applications for actual or anticipated org vacancies thus, it acts as link in bringing together the candidates with the jobs and those seating jobs .The main purpose of recruitment is to identify the suitable man power to meet the job requirements and job specifications. Employee selection is the process of putting right men on right job. It is the most important function of personnel administration on the other hand selection is concerned with securing right information about the right candidates for a right job. The main object of selection process is to determine whether the expected candidate possesses the qualification for the specific job it is to determine whether the interview and ends with the contract of employment.

**Definitions:**

According to Edwin B Flippo:

Recruitment as “the process of searching for prospective employees them to apply for the jobs in the organization.”

According to Yoder: Recruitment is a process to discover the sources of manpower to meet the requirement of the staffing schedule and to employ effective measures to attracting that manpower in adequate number to facilitate effective selection of an effective workforce.

Process of selection:

Reception

Screening interview

Application Blank

Selection Interview

Medical Examination

Reference Checks

Hiring Decisions

Selection is usually a series of hurdles or steps. Each one must be cleared before the applicant proceeds to the next.

Objectives:

- To identify general practices that organization uses to recruit employees.
- To observe the procedure to select candidates from internal as well as from external sources in automobile Showroom.
- To study the stages of selection in the organization.
- To suggest appropriate measures for improving selection process in organization.

Methods of recruitment:

There are various methods of recruitment, basically followed two methods.

They are:

- Internal Recruitment
- External Recruitment

Literature facts:

Implementation of recruitment should not simply be a gap between the vaccines and organization, instead they should be focused on bringing to the specific kind of candidates skills and experiences in the organizations especially in those which cannot be built from within .dependence on external recruitment can result in depletion of organization's new processes and staff .While on the other hand, the only means of fillings the senior positions is external recruitment for promotion, internal employee may treat it as a signal to leave from organization. A wise solution can be having a balance between both as well.

Although strategic approaches to recruitment the employees are rare but recruitment is a strategic opportunity. It helps if there is a clear purpose behind recruitment instead of mere replacement .Recruitment should be considered a part of an career management strategy – driven by the business strategy.

Research Methodology:

This is the method to solve the research problem, and it gathers the data for the research problem and uses the statistical techniques, and interpretation the data based on the objectives of this research problem.

Data Collection:

Data refers to the collection of information from the various sources .It may consists the words, numbers, observation of set of a variables.

Data sources:

Data sources are mainly two types, they are:

- Primary data
- Secondary data

Primary Data:

The primary data can be collected by using collection of raw facts directly, such as questionnaires, interviews, observations. In this questionnaire are used to collect the primary data from the employees in the automobile showroom.

Secondary Data:

Secondary data can be collected from journals, websites, and books.

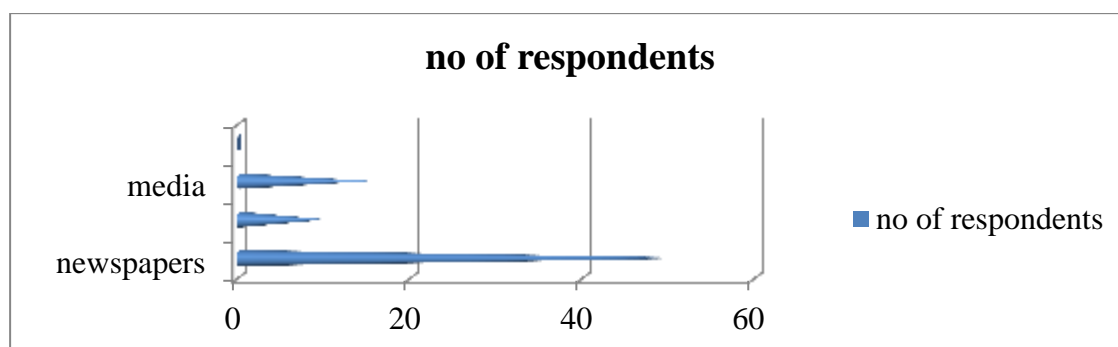
Sample size:

The sample size is selected based on the random sampling size from three automobile showrooms in Ananthapur. A sample size of 75 employees is selected and analysis has been done by questionnaire.

Data Analysis and Interpretation:

1. Analysis about how the people get the information on recruitment about the job

Particulars	No of respondents
Newspapers	55
References	10
Media	15
Internet	0
Total	75

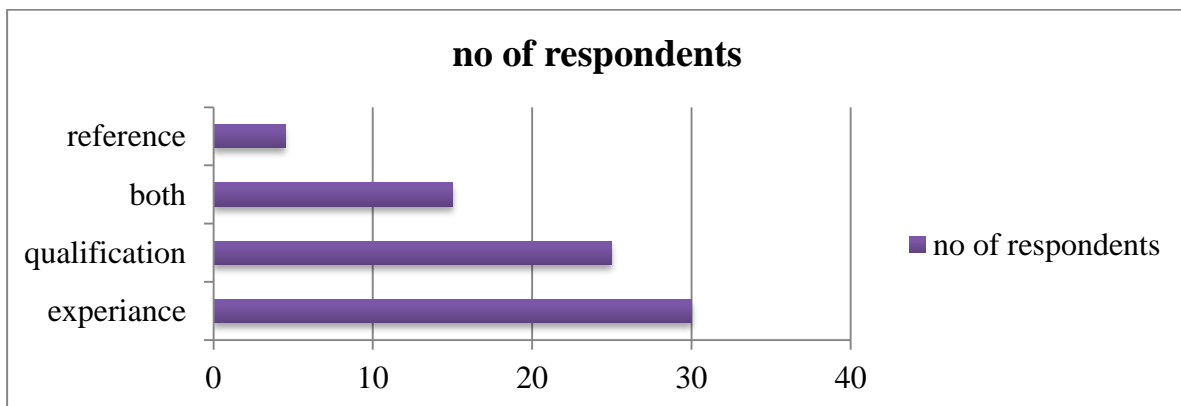


Interpretation:

From the above table and graph observe that in the 2 wheeler showroom the no of respondents are get the information to attend the recruitment is 55 from newspapers, 10 from references, 15 from media, and 0 from internet.

2. Analysis about on what basis the candidates are selects the job

Particulars	No of respondents
Experience	30
Qualification	25
Both	15
Reference	5
Total	75

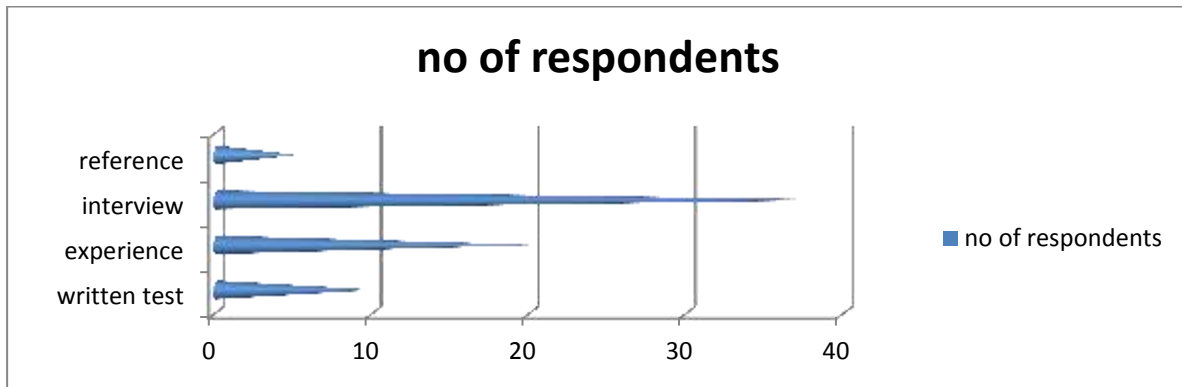


Interpretation:

From the above table and graph that we can observe that in 2 wheeler showroom the candidates are selected based on the 30 candidates are experience, 25 are qualification, 15 are both ie, experience as well as qualification, 5 are reference, on these basis they can be selected for a job.

3. Analysis about how they got selected in this showroom

Particulars	No of respondents
By written test	10
By experience	20
By interview	40
By reference	5
Total	75

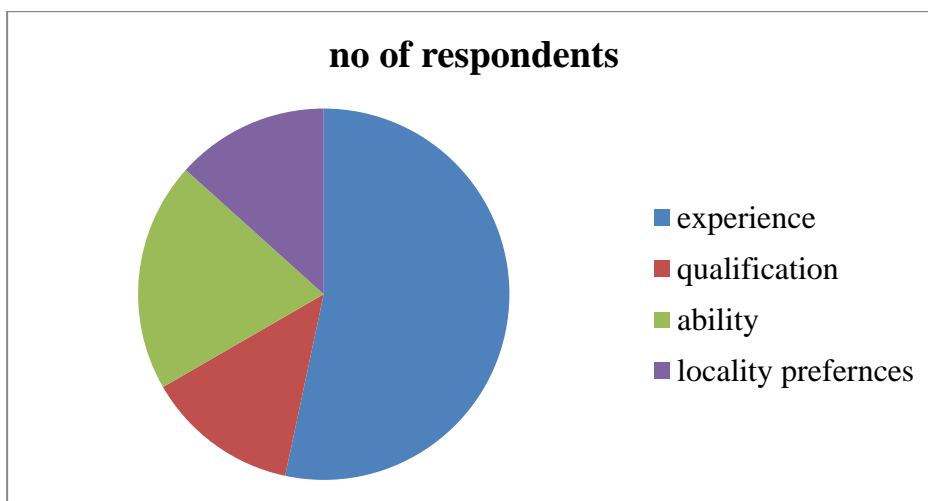


Interpretation:

From the above table and graph that we can observe that in 2 wheeler showroom the candidates are selected based on the written test by 10 members, 20members are experience,40 members are interview,5 members are reference.

4. Analysis about on what basis the sales executives are selected in showroom.

particulars	No of respondents
Experience	40
Qualification	10
Ability	15
Locality preferences	10
Total	75

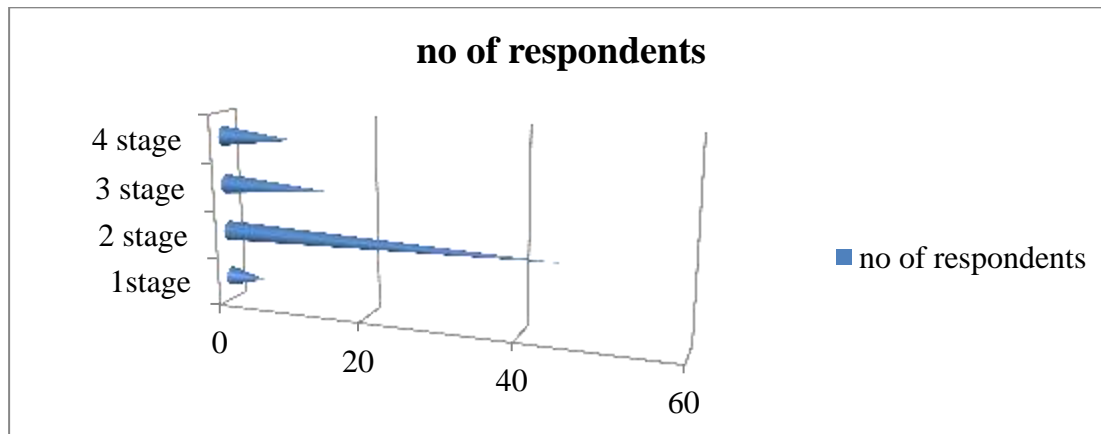


Interpretation:

From the above table and graph in 2 wheeler showroom the sales executive are selected based on the candidates are 40 are experience, 10are qualification, 15 are ability, and 10 are locality preference.

5. Analysis about how many stages of selection they have undergone for joining the job.

Particulars	No of respondents
1 stage	10
2 stage	50
3 stage	15
4 stage	0
Total	75

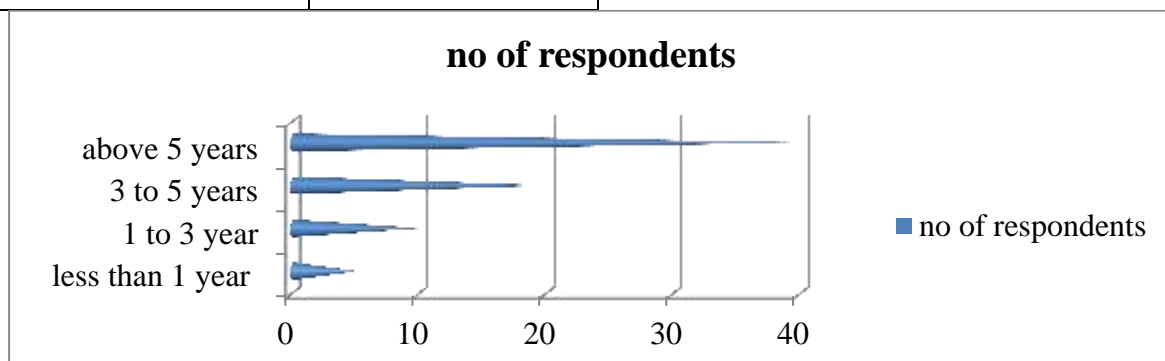


Interpretation:

From the above table and graph in 2 wheeler showroom they selected the candidates on different level of stages, in 1 stage i.e., written test they selected the candidates are 5, in 2 stage ie interview they selected the candidates are 45, in 3 stage i.e. technical round are 15, in 4 stage ie all rounds are 10, on these basis they have to selected the candidates.

6. Analysis about the candidates experience on their job

Particulars	No of respondents
Less than 1 year	5
1 to 3 years	10
3 to 5 years	20
Above 5 years	40
Total	75

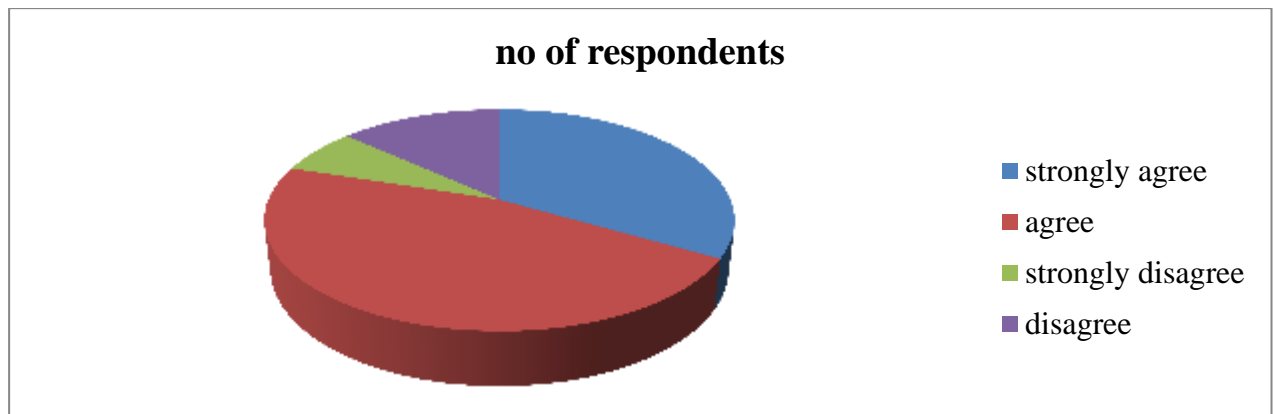


Interpretation:

In the above table and graph we can understand the candidates experience on their job on the basis of the year can be interpret, 5 candidates have less than 1 year experience , 10 candidates have 1 to 3 years of experience, 20 candidates have 3 to 5 years of experience, and 40 candidates have more than 5 years' experience .

7. Do you think conducting technical test for appointing is important to technicians?

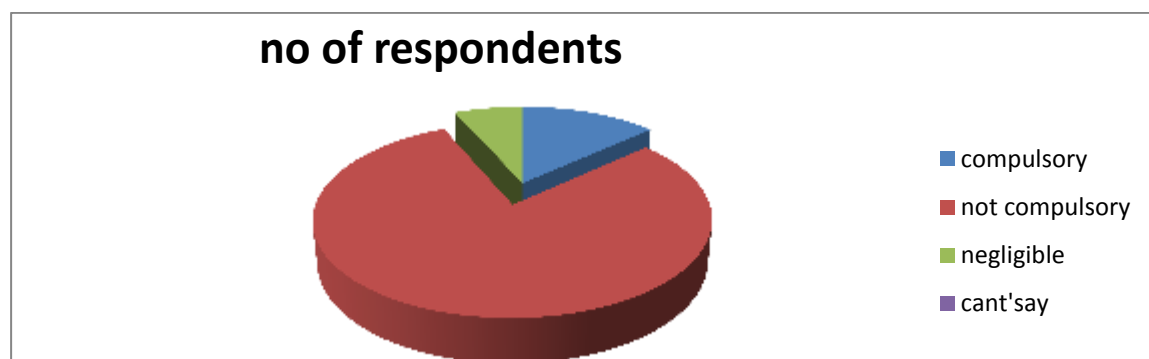
particulars	No of respondents
Strongly agree	25
Agree	35
Strongly disagree	5
Disagree	10
Total	75



Interpretation:

From the above table and chart we can observe that candidates are think about conducting technical test for appointing technicians are 25 are strongly agree for conducting the test, 35 are agree for conducting the to technicians, 5 are strongly disagree, and 10 are disagree for conducting the test to technicians.

8. Do u like this preliminary test is compulsory for selection process?





Particulars	No of respondents
Compulsory	10
Not compulsory	60
Negligible	5
Can't say	0
Total	75

Interpretation:

From the above table and diagram we can observe the candidates are saying that preliminary test is necessary are not for selection process. 10 members are saying preliminary test is compulsory 60 members are not compulsory, 5 members are negligible.

CONCLUSION AND SUGGESTIONS:

In every organization Recruitment and selection process plays a vital role. In these showrooms the HR managers are mainly focus on selecting the right candidates at a right time. The recruitment and selection process is effectively done by evaluate the candidates knowledge and skills which have required to the vacancies in automobile industry.

- It is suggested that the automobile industry have to adopt new techniques to recruit the employees like selecting them on practical exam in respective field.
- It is suggested that the automobile showroom is to encourage the new candidate's skills along with the experienced persons.

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