

Recruitment and Selection Process of The Ultra Light Technology

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Abstract

The recruitment and selection process plays a vital role in ensuring that an organization attracts and appoints qualified employees who possess the required technical knowledge, skills, and competencies. This study focuses on the recruitment and selection process of Ultra Light Technology, with the objective of examining the methods used to identify, attract, evaluate, and select suitable candidates for different job positions. The study analyses key stages of the recruitment process, including workforce planning, job analysis, recruitment sources, candidate screening, interviews, skill assessment, background verification, and final selection. It also examines the effectiveness of various recruitment channels, including online job portals, employee referrals, campus recruitment, and professional networks. The study highlights the importance of a systematic and transparent selection procedure in improving employee quality, reducing recruitment costs, and enhancing organizational performance. The findings suggest that the integration of technology-driven recruitment tools, structured interviews, and competency-based assessment can improve the efficiency and reliability of the hiring process. Overall, an effective recruitment and selection system enables Ultra Light Technology to acquire talented human resources, support organizational objectives, and maintain a competitive advantage in a rapidly changing technological environment.

Keywords

Recruitment, Selection Process, Human Resource Management, Talent Acquisition, Employee Recruitment

I. INTRODUCTION

Human Resource Management is a process of bringing people and organizations together so that the goals of each are met. It tries to secure the best from people by winning their wholehearted cooperation. In short, it may be defined as the art of procuring, developing and maintaining component workforce to achieve the goals of an organization in an effective and efficient manner. The definition of Human Resource Management emphasizes the sphere of influence to encompass 'the strategic approach to manpower management in an organization'. The process calls for a coherent objective to retain and increase employee headcount, any organization's most valued asset. This specialized study and application has come in the wake of realization that the

employees of an organization, individually and collectively, are the main contributors to the achievement of business activities. The management of people hired by an organization involves employing people, designing and developing related resources and most importantly, utilizing and compensating their services to optimize business profitability via employee performance. Today, Human Resource Management operates in tune with other essential organizational requirements and co-exists with the topmost management cadre. Managing human resources within a company calls for a liaison between the organization's management personnel and the administration of the executive rungs. It thrives on the strength of the relationship between the management and workers of the company.

Human Resource Management involves the development of a perfect blend between traditional administrative functions and the well-being of all employees within an organization. Employee relation ratio is directly proportionate to the way the employees are treated, in return for their imparted skills and experience. A Human Resource Manager ideally empowers inter-departmental employee relationships and nurtures scope for down-the-rung employee communication at various levels. The field is a derivative of System Theory and Organizational Psychology. Human resource have earned a number of related interpretations in time but continue to defend the need to ensure employee well-being. Every organization now has an exclusive Human Resource Management Department to interact with representatives of all factors of production. The department is responsible for the development and application of ongoing research on strategic advances while hiring, terminating and training staff. The Human Resource Management Department is responsible for:

- Understanding and relating to employees as well as individuals, thus identifying individual needs and career goals.
- Developing positive interactions between workers, to ensure collated and constructive enterprise productivity and development of a uniform organizational culture.
- Identify areas that suffer lack of knowledge and insufficient training and accordingly provide remedial measures in the form of workshops and seminars.
- Generate a rostrum for all employees to express their goals and provide the necessary resources to accomplish professional and personal agenda, essentially in that order.
- Innovate new operating practices to minimize risk and generate an overall sense of belonging and accountability.
- Recruiting the required workforce and making provisions for expressed and promised payroll and benefits.
- Implementing resource strategies to subsequently create and sustain competitive advantage.
- Empowerment of the organization, to successfully meet strategic goals by managing staff effectively.

II. RECRUITMENT AND SELECTION

The human resources are the most important assets of an organization. The success or failure of an organization is largely dependent on the caliber of the people working therein. Without

positive and creative contributions from people, organizations cannot progress and prosper. In order to achieve the goals or the activities of an organization, therefore, they need to recruit people with requisite skills, qualifications and experience. While doing so, they have to keep the present as well as the future requirements of the organization in mind.

Recruitment is distinct from Employment and Selection. Once the required number and kind of human resources are determined, the management has to find the places where the required human resources are/will be available and also find the means of attracting them towards the organization before selecting suitable candidates for jobs. All this process is generally known as recruitment. Some people use the term “Recruitment” for employment. These two are not one and the same. Recruitment is only one of the steps in the entire employment process. Some others use the term recruitment for selection. These are not the same either. Technically speaking, the function of recruitment precedes the selection function and it includes only finding, developing the sources of prospective employees and attracting them to apply for jobs in an organization, whereas the selection is the process of finding out the most suitable candidate to the job out of the candidates attracted (i.e., recruited). Formal definition of recruitment would give clear cut idea about the function of recruitment.

With reference to this context, this project has been prepared to put a light on Recruitment and Selection process. This project includes Meaning and Definition of Recruitment and Selection, Need and Purpose of Recruitment, Evaluation of Recruitment Process, Recruitment Tips. Sources of Recruitment through which an Organisation gets suitable application. Scientific Recruitment and Selection, which an Organisation should follow for, right manpower. Job Analysis, which gives an idea about the requirement of the job. Next is Selection process, which includes steps of Selection, Types of Test, Types of Interview, Common Interview Problems and their Solutions. Approaches to Selection, Scientific Selection Policy, Selection in India and problems

Attracting new talent to the organization is a key task, especially when the talent in question is in short supply. Recruitment needs to take its place within the HR cycle as one strategy among others in a changing market place. Other strategies, such as developing current staff, should not be neglected in favor of external recruitment. Recruitment should ideally not be focused proactively on bringing into the organization the kind of skills and experience, which cannot easily be built from within. With too little external recruitment organizations processes and staff can start to stagnate. Conversely, if recruitment from outside is the only means by which senior positions are filled, internal candidates soon realize that they must leave the organization, if they want to be promoted. A well-designed recruitment process can attract good candidates and give the employer useful indications of future performance. Candidates are usually more positive about the organization if they can see a clear link between the recruitment process and job. Structured interviews, using behavioral and critical incident interviewing can be helpful as they allow specific job-related areas.

III. METHODOLOGY

3.1 Problem discovery and definition

According to Malhotra and Birks (2003, p.31), problem definition can be defined “the general problem and the identification of the specific components of the research problem”. Parasuraman (1991) refer that is critical to define the problem in order to communicate it correctly to both decision - makers and researchers, however at the same time we should fully understand the scope and the nature of the problem avoiding any misconceptions.

Research design

“The Research Design is the ‘blueprint’ that enables the investigator to come up with solutions to these problems and guides him or her in the various stages of the research” (Nachmias and Nachmias, 1996; Churchill, 1991). Research design involves different research techniques that we are going to use to get the information needed relevant to the problem, the measurement and scaling techniques for understanding the collected information, the questionnaire design etc (Lawley and Gardiner, 1999; Malhotra and Birks, 2003). Also Tull and Hawkins (1987) argue that one of important research design’s goals is to maximize the accuracy of the gathered information to create a proper budget level. Research design can be broadly classified in some basic types. One useful classification is the one that is related with the main target of the research into three main categories which are: (i) Exploratory research, (ii) Descriptive research and (iii) Causal research (e.g. Churchill, 1979; Green and Tull, 1978).

3.2 Population of study

Sample design

The sample of the research will be taken from The Ultra Light Technology, Bhopal.

Sample technique Sample Design:

The sample size was taken as 35. The respondents were Recruiters of IT, ITES and Contractual/Temporary Staffing. The data was collected through questionnaire, which consists of 20 questions. The questions are personally asked and opinions were noted down so as to get immediate feedback.

Sampling Method

random sampling

Sample size

Sample Size: 35

3.3 Research instrument

To know the response. I have used the questionnaire method in sample survey. If one wishes to find what people think or know, the logical procedure is to ask them. This has led marketing researchers to use the questionnaire technique for collecting data more than any other method.

In this method questionnaire were distributed to the respondents and they were asked to answer questions in the questionnaire.

The questionnaires were structured non-disguised questionnaire because the questions which the

questionnaire contained, were arranged in a specific order besides every question asked were logical for the study, no question can be termed as irrelevant. The questionnaire, were non-disguised because the questionnaire were constructed so that the objective is clear to the respondent. The respondents were aware of the objective. They knew why they were asked to fill the questionnaire.

3.4 Tool of Analysis

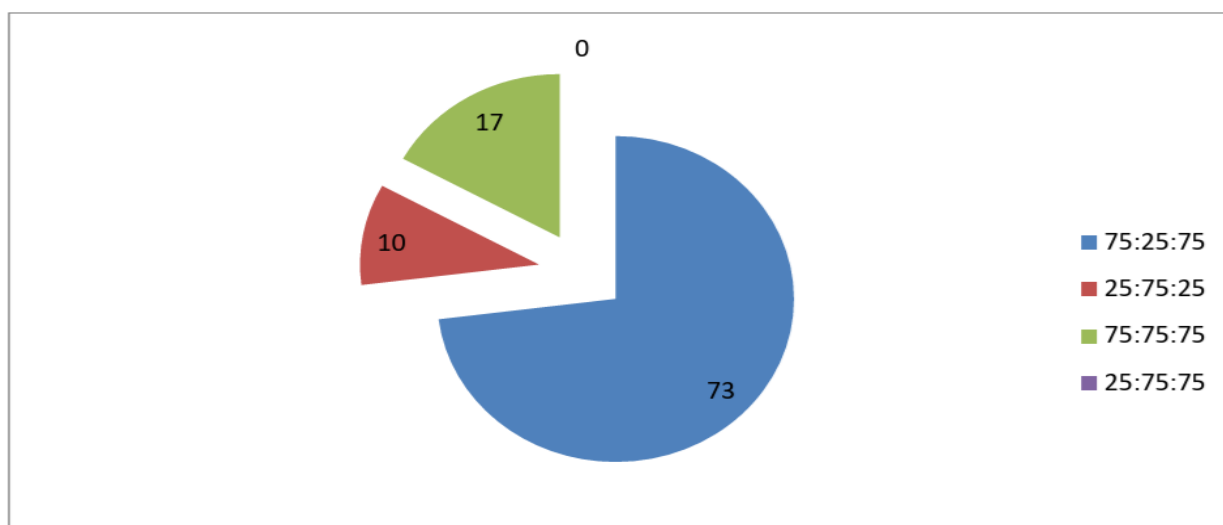
Once the collection of data is complete, it should be analyzed and processed through classification tabulation etc in accordance with the subject matter. A careful planning of the analytical framework should therefore be done by the researcher. Data analysis is carried out by arranging the data received by the employees in an excel sheet. This data is then converted into graphical forms. Pie charts have also been used for the tabulation and interpretation of data collected.

IV. DATA ANALYSIS & INTERPRETATION

What are the quality standards maintained by The Ultra Light Technology (CV conversion: Interview conversion: Joining conversion)

Table 1

S.NO.	PERCEPTION	NO.OFRESPONDENTS	PERCENTAGE OF RESPONSE
1	75:25:75	25	73
2	25:75:25	4	10
3	75:75:75	6	17
4	25:75:75	0	0
	TOTAL	35	100



Graph No. 1

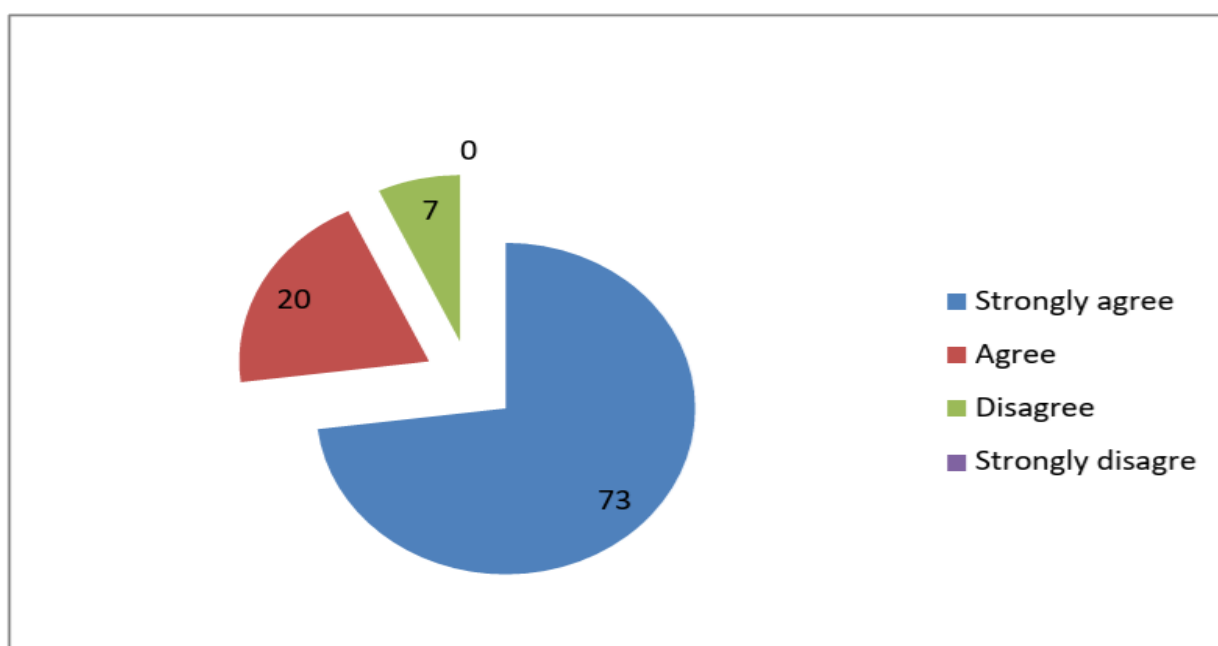
Analysis: From the above it can be said that 73% of the respondents agree for 75:25:75 and 10% of the respondent agree for 25:75:25 ratio and 17% of the respondents agree for 75:75:75 ratio and none of them responded for 25:75:75 ratio for the quality standards maintained by The Ultra Light Technology (CV conversion:

Interview conversion: Joining conversion) in The Ultra Light Technology. Interpretation: From the graph it can be inferred that the respondents agree for 75:25:75 ratio about the quality standards maintained by The Ultra Light Technology(CV conversion: Interview conversion: Joining conversion)

Recruitment procedure followed in your organization are good.

Table 2

S.NO.	PERCEPTION	NO.OFRESPONDENTS	PERCENTAGE OF RESPONSE
1	Excellent	25	73
2	Good	6	20
3	Average	4	7
4	Poor		0
	TOTAL	35	100



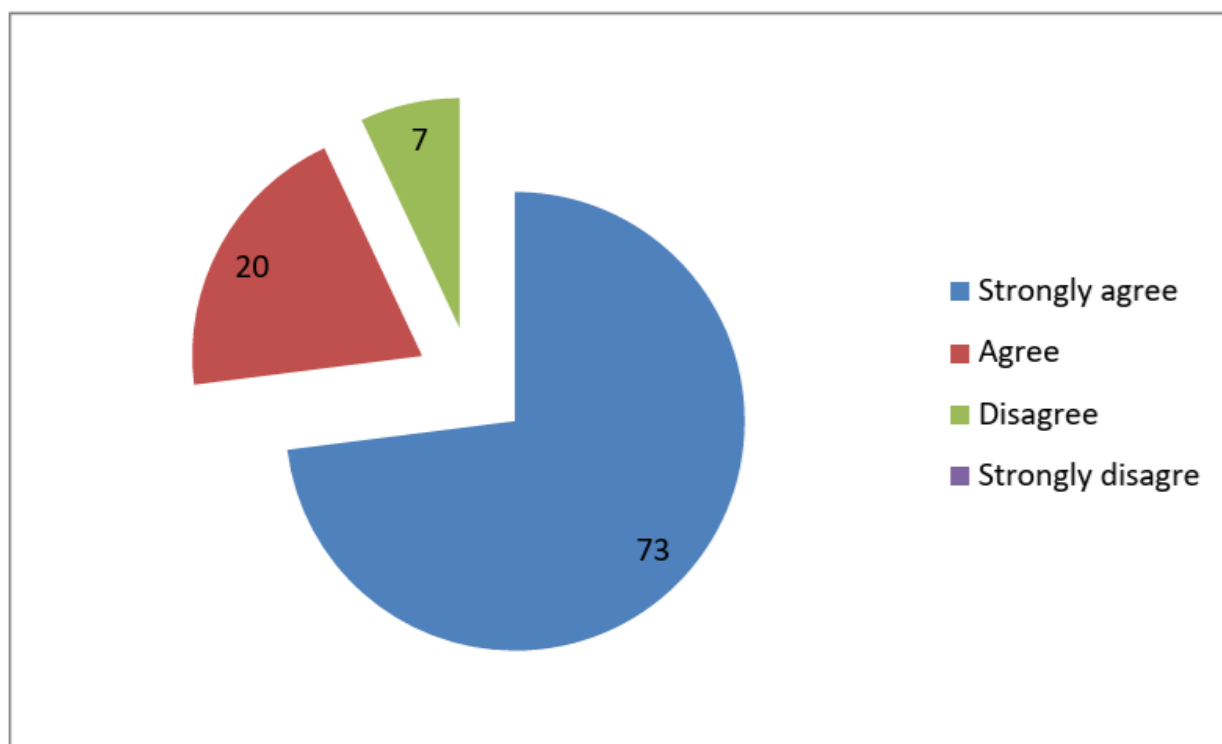
Graph No. 2

Analysis: From the above table it is evident that 73% of respondents were strongly agree with this statement and 20% of respondents agree with this statement and 7% of respondents were disagreed with this statement.

Interpretation: So from the above graph it can be inferred that the employees in The Ultra Light Technology, Bhopal are satisfied with the Recruitment procedure followed in the organization. Does the information obtained by the procedure we follow at The Ultra-Light Technology, Bhopal help us to get a right candidate

Table 3

S.NO.	PERCEPTION	NO.OFRESPONDENTS	PERCENTAGE OF RESPONSE
1	Excellent	25	73
2	Good	6	20
3	Average	4	7
4	Poor		0
	TOTAL	35	100



Graph No. 3

Analysis: From the above table it is evident that 73% of respondents were strongly agree with this statement and 20% of respondents agree with this statement and 7% of respondents were disagreed with this statement.

Interpretation: So from the above graph it can be inferred that the information obtained by the procedure they follow at The Ultra Light Technology, Bhopal help us to get a right candidate by no. of percentage of employees agreed for the statement and in The Ultra Light Technology, Bhopal right way of recruitment and selection procedures are adopted.

V. FINDING AND OBSERVATIONS

Findings

- 73% of the respondents agree for 75:25:75 ratio about the quality standards maintained by The Ultra Light Technology (CV conversion: Interview conversion: Joining conversion)
- 73% of the respondents strongly agree for the Recruitment procedure followed in their organization are good.
- 67% of the respondents strongly agree that the Recruitment procedures helps them to meet the requirements of clients.
- 83% of the respondents strongly agree that the sources of the human resources in The Ultra Light Technology, Bhopal can satisfy needs of their of their clients.
- 73% of the respondents strongly agree that the information obtained by the procedure we follow at The Ultra Light Technology, Bhopal help us to get a right candidate.
- 40% of the respondents disagree that the According to their perception 'referrals' is not the best source for recruitment.
- 63% of the respondents strongly agree that the quality of the selection in the organization is satisfactory.
- 90% of the respondents strongly agree that the level of evaluation that goes into the candidate before forwarding him/her to client is good.
- 73% of the respondents strongly that there is need to make changes in the existing selection process.

Observations

1. The respondents agree for 75:25:75 ratio about the quality standards maintained by The Ultra Light Technology (CV conversion: Interview conversion: Joining conversion)
2. The employees in The Ultra Light Technology, Bhopal are satisfied with the Recruitment procedure followed in the organization.
3. The information obtained by the procedure they follow at The Ultra Light Technology, Bhopal help us to get a right candidate by no. of percentage of employees agreed for the statement and in The Ultra Light Technology, Bhopal Right way of recruitment and selection procedures are adopted.
4. The Recruitment procedures helps you to meet the requirements of The Ultra Light Technology, Bhopal clients.

5. We got two equal proportions of acceptance is there according to your perception 'referrals' is the best source for recruitment in The Ultra Light Technology.
6. The sources of the human resources in The Ultra Light Technology, Bhopal can satisfy needs of their clients.
7. The level of evaluation that goes into the candidate before forwarding him/her to client is good and satisfactory.
8. The new fresher's were gifted and warmly welcomed into The Ultra Light Technology.
9. The employees received training in equalities in relation to employing and managing staff.
10. The 'Direct appointment' best way of getting clients for Business Development in The Ultra Light Technology.
10. Employees are satisfied with the selection procedure for lower level candidates in the organization.
11. There is immense of change need to be done to the selection procedure in the organization.
12. The relocation expenses of the outstation candidate (within India) is beared by the company as it is a part of the recruitment and selection programme.
13. The Ultra Light Technology, Bhopal firm is not taking any agreement signed with the freshers.
14. The quality of the selection in the organization is satisfactory to the employees in The Ultra Light Technology.

VI. RECOMMENDATIONS

- The Ultra Light Technology There are many innovative ways of generating the resources like E-paper, road shows, campus recruitment, job mela's etc.
- The Ultra Light Technology The better services that could be provided to the clients are end-to-end recruitment, co ordination, HR Outsourcing, Employee leasing.
- The Ultra Light Technology The SLA s (Service Level Agreements) could be met better with the help of infrastructure, training manpower.
- The Ultra Light Technology Focus could be put on imparting training to the facilitators on aspects of screening, interview process, operational fitment and organizational fitment.
- The Ultra Light Technology The current Recruitment and Selection process has to be strengthened by setting up a comparative high standard from the one that currently exists for the selection process.
- The Ultra Light Technology Each of the consultants should not only have expertise in any given field of recruitment, but also should have sound knowledge of other sectors of recruitment as expertise will lead to perfection in that particular field and sound knowledge will help when there are heavy walk-in-interview schedules.

VII. CONCLUSION

Human Resource Management operates in tune with other essential organizational requirements and co-exists with the topmost management cadre. Managing human resources within a company

calls for a liaison between the organization's management personnel and the administration of the executive rungs. It thrives on the strength of the relationship between the management and workers of the company.

Advisors have existed since the beginning of time--often providing advice based on subjective opinions absent of any structure, facts, expertise or relevant experience. Unfortunately, there continue to be many people who are quite capable of expressing an opinion on something for which they know nothing about. Charisma and self-confidence, after all, can go a long way! The Ultra-Light Technology, Bhopal at present is one of the best placement consultancies when compared to others in the same field. The recruitment and selection process at The Ultra-Light Technology, Bhopal is systematic and planned. Proper care of the clients and candidates is being taken at The Ultra-Light Technology. The Ultra-Light Technology, Bhopal has a very committed and dedicated HR team, which is the main reason of its success. The methods used by The Ultra-Light Technology, Bhopal for the collection of the database are systematic and appropriate. Recruiting people who are wrong for the organisation can lead to increased labour turnover, increased costs for the organisation, and lowering of morale in the existing workforce. Such people are likely to be discontented, unlikely to give of their best, and end up leaving voluntarily or involuntarily when their unsuitability becomes evident. They will not offer the flexibility and commitment that many organisations seek. Managers and supervisors will have to spend extra time on further recruitment exercises, when what is needed in the first place is a systematic process to assess the role to be filled, and the type of skills and abilities needed to fill it.

Most recruitment systems will be simple, with stages that can be followed as a routine whenever there is a vacancy to be filled, and which can be monitored and adapted in the light of experience. A study has been done on recruitment and selection in The Ultra-Light Technology. The total population of The Ultra-Light Technology, Bhopal is 150 and the sample size is 35. Questionnaires were circulated to all the 35 employees. The forms were sent to the departments, distributed and were filled out by the employees and then finally collected. From above study we can say like palmman need to improve in all the matters which satisfy the employees and creat a friendly atmosphere. Thus, recruitment and selection keep good will of the organization and helps ultimately to retain the employees and reach the organizational goals and objectives.

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