



**TO WHOM SOEVER IT MAY CONCERN**

This is to certify that Mr. Sivasakthivel USN NO: 1A216MBA66 second year MBA student of Acharya Institute of management, has done the project on the topic "A Study on Manpower Recruitment and Selection Strategy" In HiyaMee Pvt. Ltd in our organization during the period from 15.01.2018 to 24.03.2018.

During this period his performance and conduct were found to be good.

We wish him all success in his future endeavor.

FOR HIYAMEE PRIVATE LIMITED

A handwritten signature in black ink, appearing to be "S. Sivasakthivel".

AUTHORIZED SIGNATORY



#B3, Kurinji lake view apartments, Ramappa Nagar 2<sup>nd</sup> Cross Street, Perungudi, Chennai - 600096.



# ACHARYA INSTITUTE OF TECHNOLOGY

(Affiliated to Visvesvaraya Technological University, Belagavi, Approved by AICTE, New Delhi and Accredited by NBA and NAAC)

Date: 25/05/2018

## CERTIFICATE

This is to certify that **Mr. Sivasakthivel K** bearing USN **1AZ16MBA66** is a bonafide student of Master of Business Administration course of the Institute 2016-18 batch, affiliated to Visvesvaraya Technological University, Belgaum. Project report on "**A Study on Manpower Recruitment and Selection**" at **Hiyamee Pvt. Ltd., Bangalore** is prepared by him under the guidance of **Prof. Bhagyashree G Kasturi**, in partial fulfillment of the requirements for the award of the degree of Master of Business Administration, Visvesvaraya Technological University, Belgaum, Karnataka.

Signature of Internal Guide

Head of the Department  
Department of MBA  
Acharya Institute of Technology  
Soldevanahalli, Bangalore-560 107

Signature of Principal  
PRINCIPAL

ACHARYA INSTITUTE OF TECHNOLOGY  
Soldevanahalli, Bangalore-560 107

## DECLARATION

I SIVASAKTHIVEL. K, hereby declare that the project report entitled "A study on manpower Recruitment and selection strategy " with reference to Hiyamee Pvt Ltd, Bangalore prepared by me under the guidance of Bhagyashree kasturi, faculty of MBA department, Acharya Institute of Technology and external assistance by pranitha nagvadi, Hiyamee PVT Ltd. I also declare that this Project work is towards the partial fulfilment of the university regulations for the award of degree of Master of Business Administration by Visvesvaraya Technological University, Belgaum. I have undergone a summer project for a period of ten weeks. I further declare that this project is based on the original study undertaken by me and has not been submitted for the award of any degree/diploma from any other University/Institution.

Place: Bangalore

  
Signature of the student

Date 29-05-2018

## **ACKNOWLEDGEMENT**

I am truly grateful to my external guide Ms.Pranita Nagdive, Manager HR, HIYAMEE, Bangalore., and my internal research Guide, Prof.Bhagyashree Kasturi, for their research guidance, encouragement, and opportunities provided.

I wish to thank all the respondents from the firms who spent their valuable time in discussing with me and giving valuable data by filing up the questionnaire.

I deem it a privilege to thank our Principal, Dr. Sharanabasava Pilli, Dr. Mahesh, Dean Academics and our HOD Dr.Nijaguna for having given me the opportunity to do the project, which has been a very valuable learning experience.

My sincere and heartfelt thanks to all my teachers at the Department of MBA, Acharya Institute of Technology for their valuable support and guidance.

Last, but not least, I want to express my deep appreciation to my parents for their unstinted support

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## **EXECUTIVE SUMMARY**

Manpower planning is very important to ensure the right quality and quantities of human resource are engaged as per business needs. To ensure that the organization gets right people at the right time and right place, Human resources systems like manpower planning, recruitment and selection are to be implemented. Effective implementation of these systems ensures that organization gets the required human resources. This is a forward looking process which decides future requirement and quality of manpower to achieve organizational goals.

Successful recruitment and selection practices are key components at the entry point of human resources in any organization. Efficient recruitment and selection strategies result in improved organizational outcomes. The main objective is to identify effective recruitment practices that organizations use to recruit and select employees. The study also focus its attention to determine how the recruitment and selection practices affect the organizational outcomes and provide some suggestions that can help the organization to be successful.

Primary data was collected through well-structured questionnaire. The collected data was tabulated and analyzed using statistical tools in SPSS. Suitable suggestions been given for further improvements.

# **CHAPTER 1 INTRODUCTION**

## **1.1 INTRODUCTION**

Hiyamee Private Limited is a Private incorporated on 10 August 2016. It is classified as Non-government company and is registered at Registrar of Companies, Chennai. Its authorized share capital is Rs.1,000,000 and its paid up capital is Rs.1,000,000. It is involved in Software publishing, consultancy and supply Software publishing includes production, supply and documentation of ready-made (non-customized) software, operating systems software and business & other applications software, computer games software for all platforms. Consultancy includes providing the best solution in the form of custom software after analyzing the user's needs and problems. Custom software also includes made-to-order software based on orders from specific users. Also, included are writing of software of any kind following directives of the users; software maintenance, web-page design.

## **1.2 INDUSTRY PROFILE AND COMPANY PROFILE**

### **INDUSTRY PROFILE**

Today recruitment is a global business which generating in excess of an estimated \$500 billion per annum. The demand for talent still ranks as the highest priority in an increasingly competitive global market. Clients are willing to pay fees because highly skilled talent at the mid to senior level is difficult to find as they are to operate in a 'candidate driven' market. Positions are open longer and hiring managers are frustrated at the negative impact this has on their business. Companies lack the time and specialist knowledge to find the right candidates and more crucially, the people they need are not necessarily looking for new opportunities.

Franchisees make money by placing talented candidates into clients companies and charging a professional fee which can be anywhere between 20% and 33% (this can differ by country) of the candidate's first year salary and remuneration package. The increasing pace of deregulation across Europe is a source of encouragement for the European and international recruitment industry. According to a recent report in the Financila Times, France

opened its public sector to recruitment companies in 2009 and Spain lifted a ban in 2011 on recruitment companies placing permanent workers, while Germany, Belgium, Poland and other countries have introduced their own significant liberalising measures. With much of production shifting towards the emerging countries, mainly because of cost advantages in such regions, the recruitment market is benefitting and will continue to do so in the coming years. Employment is closely correlated to the world GDP growth, increasing GDP and recovery from the recession will also drive the growth of the recruitment market. One of the biggest problems the economy faces is a rapidly growing ageing population worldwide and this expected decline in the total labour force, creates significant demand for high calibre candidates and in turn an ever increasing reliance on the use of recruitment consultants.

The Recruitment Industry in India is growing at 21% per year and is approximately worth Rs. 35,000 crores as per Executive Recruiters Association and Ernst & Young. While the permanent recruitment segment in India is estimated at over Rs 3,000 crore, the search industry is pegged to have a market size of over Rs 700 crore. In the next 5 to 10 years a lot many countries and major corporate will be investing in India, and therefore with all the investments coming in, the preferred choice is definitely India.

## **COMPANY PROFILE**

Company Name	: Hiyamee Private Limited
Business Type	: Staffing Agency
Nature of Business	: IT Recruitment, Staffing Solutions
Address	: B3 Kurunji Lake View Apartment, Ramappa Nagar, 2 <sup>nd</sup> cross street, Perungudi Chennai-600096
E-mail	: hr@hiyamee.com
Phone no	: 73386-97820
Website	: www.hiyamee.com

Hiyamee Private Limited's Annual General Meeting (AGM) was last held on 29 September 2017 and as per records from Ministry of Corporate Affairs (MCA), its balance sheet was last filed on 31 March 2017. Directors of Hiyamee Private Limited are Ramamoorthy Ramanathan and Ramanathan Vijayalakshmi. Hiyamee Private Limited's Corporate Identification Number is (CIN) U72200TN2016PTC111876 and its registration number is 111876..

### **1.3 PROMOTERS**

<b>1. Karthik Ramanathan</b>	CEO , FOUNDER
<b>2. Deepa Nagarajan</b>	Vice president
<b>3. Siddharth Kannan</b>	Client management, Recruitment and staffing
<b>4. Sumith Somani</b>	Senior Talent acquisition
<b>5. Sangeetha RV</b>	Talent acquisition manager
<b>6. Pranitha Nagdive</b>	Recruitment strategy

## **1.4 VISION, MISSION AND QUALITY POLICY**

### **AIM**

To be the preferred global supplier of staffing solutions to the top IT companies. The ROI is absolute and that too on super niche skills. The weekend event is really focused to get the right set of talent's.

### **VISION**

Our vision is to become the global application outsourcing provider of choice by investing in our people, advanced development methodologies, technology and providing business solutions that reduce operational costs and risks.

### **QUALITY PROFILE:**

The mission of Hiyamee Private Limited is to create true business value by providing the skills and methods necessary to improve the success rate of enterprise projects, reducing costs, and creating greater alignment between systems and business users.

**QUALITY TALENT:** Providers of Recruitment Process Outsourcing have the required processes, expertise and an extensive database of resumes and the networking required to source all types of candidates.

**COST SAVINGS:** RPO is cost-efficient and helps organizations save up-to 20-30% of recruiting costs. It clearly reflects savings in the per-hire cost parameter in the HR budget

**RECRUITING FOCUS:** RPO model allows the company's managers and human resources staff to focus their efforts on the company's core business while also ensuring a supply of highquality staff members for all positions.

**SPEED:** "Time to hire" is a very critical factor in the recruitment process. A Recruitment Process Outsourcing (RPO) provider will find it much easier to analyze their database and create a pool of candidates that is ready to be interviewed.

**ACCOUNTABILITY:** The RPO contracts are built on top of tight service levels where the payouts are proportional to the performance of the vendor. This brings accountability and partner approach to talent acquisition which is essential for the overall success of both the parties.

**1.5 PRODUCT/SERVICE AND AREAS OF OPERATIONS**

HIYAMEE is the leading hiring event manager in India. They cater to the need of job-seekers by providing a platform for speed hiring event. They screen both employers and job seekers and curate them based on their mutual compatibility. Our ‘SPEED INTERVIEW’ gives each attendee 5 minutes to interact and leave a lasting impression. We know that with a time limit set on each interview, both employers and job seekers can present the best in them and cut away all the inessential details.

Their platform helps employers find the perfect fit for their job opening while provide jobseekers with the ideal platform to get recognized over their peers. Their list of registered employers include big name companies such as Shell India, Virtusa Polaris, Practo, Tech Mahindra, Swiggy, Myntra and more. They have hosted more than 200 speed hiring events. This number is ever increasing as we are fully booked for months.

**Areas of operation**

Area of operation	Place
Head Quartered	Chennai
Branches	Bengaluru and Chennai

Place	Address
Bengaluru	No 3, 20th Main Rd, 7th Block, Koramangala, Bengaluru, Karnataka 560095
Chennai	Cabin 28,Level 2, Agnitio Tech Park, 141, Kandanchavadi, Near Perungudi, OMR, Chennai Chennai TN 600096 IN

## **PRODUCT/SERVICE PROFILE:**

### Event Originations:

Hiyamee is focus on organizing the interview event for top level MNC which is totally differ from other staffing agency and also reduce the stress of clients and also focusing to give excellent profile as per client's requirements

They used to content the interview all around India in all IT hub cities and also established to USA where they contacted three successful events and looking forward to focus and get clients in all the country.

### Hackathon:

Hiyamee is organizing a Hackthon event for top level CMMI level 5 IT company by providing a well experienced software person in huge level and also arrange the excellent infrastructure for the participates..

### Consultant services:

They act as a usual staffing agency people like to provide the candidate Based on joining for both IT And Non-IT sector for all over India ,where in NON-IT they mostly concentrate only on the Insurance and banking companies and in IT all the software companies for the requirement of Java developer, Python Developer, PHP developer ,Java Full stack developer ,Sap hana Developer etc

Clients:

<b>IT SECTOR</b>	<b>NON-IT SECTOR</b>
Tata Consultancy Services	Aditya Biral Life Insurance
Altimetrik India Pvt.Ltd	Hdfc Bank
Samsung	ICICI bank
Fidelity investment	
Shell India	
Cognizant Technology	
Epam	
Ugam	

Clients Feedback:

**Society Generale -**

“Speed interview event, an offering by HiyaMee, is an innovative and cost effective approach to meet and evaluate pre-screened candidates in a semi-formal set-up and thereby provides good recruiting experience to the candidates and hiring managers. Besides hiring, it works quite well from a recruitment branding perspective.”

**- Mohit Sharma, Talent Acquisition Leader, India**



## **Larsen & Toubro Infotech Ltd-**

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“Hiyamee has provided a unique platform to the IT companies which differentiates them with other suppliers. The ROI is absolute and that too on super niche skills. The weekend event is really focused and gets the right set of talents. Candidates have options to choose their future organization in one weekend event and can apply in multiple companies in just one event, absolutely marvelous. Team Hiyamee is very supportive and professional throughout. I wish them all the very best.”

**- Jalpesh Vyas, Recruitment Manager, Europe & UK.**

We understand your hiring needs, and know how important this event series is and we want to take all of the stress out planning and organizing it for you while making sure it is a great success.

## **1.6 INFRASTRUCTURE FACILITIES**

- ✓ Indore Games
- ✓ Cafeteria
- ✓ Thoughts room
- ✓ Co work place

## **1.7 COMPETITORS INFORMATION**

### **\*Career.net Technology**

India's leading Recruitment Process Outsourcing, Talent Acquisition and Human Resource Consultants. Recruitment Outsourcing Experts Careernet's 1000+ employees across five locations in India play a critical role in delivering world class RPO solutions

### **\*Black and White Consultancy**

Black and White Consultancy is a leader in global talent solutions. To date, we support clients in more than 60 countries through regional hubs, matching our great people with businesses seeking to optimize their permanent and contingent workforce

### **Vmoksha Consultancy**

Vmoksha Consultancy is a Bangalore top consultancy pvt.ltd where they acquired Top produced based MNC in Bangalore also they always focus on providing high quality profiles for clients

### **Informatica India Pvt.Ltd**

Informatica India Pvt.Ltd is the software based company which is constantly hiring internal developers for their company as though now they concentrating on consultant service for UK and US clients

## **1.8 SWOT ANALYSIS**

### **STRENGTH:**

- Hiyamee is the first event organizing company in the world by providing excellent quality profile to the clients.
- Hiyamee focus on organizing event in the clients place by providing all facility needed from the candidates.
- Hiyamee strength also provide the candidate in high quantity for the interview.
- Candidate footfall based events is an extra advantage from other company.
- Highly focus on employee satisfaction and providing excellent work culture.
- Contacting an event in client place in clients place across the world

### **WEAKNESS:**

- It's a co-working place so employee satisfaction level is low.
- There is no stability as because due to up and down of IT sector
- Employers quick job change due to better opportunities
- Lack in management due to absence of high authority people.

### **OPPORTUNITIES:**

- Hiyamee has different unique idea by focusing on footfalls of candidates so there is lot of clients are available in IT sector.
- Providing co-ordination support from Hiyamee recruiter to the clients is increase the client's satisfaction.
- Idea has reached world wide so there is number of opportunities across the globe.

### **THREATS:**

- World Wide Competitors is big thread
- Clients direct interaction with employee and candidates is big thread for the company

## **1.9 FUTURE GROWTH AND ASPECTS:**

- Hiyamee is looking forward to establish their business from 50 employee to 1000employee within the end of 2019 and planning to occupy the clients over the world.
- As all industry are growing healthier by adopting technology changes and Hiyamee also focusing to give unique platform for the candidate to take up the coding challenge through their official website and reducing the time efficiency of interview process..
- More than 6,000 companies registered as employers over a wide field of sectors and counting
- Company have helped over 60,000 applicants to find their dream jobs and counting
- As of now nearly 250 successful events and counting
- In future it will become one of the biggest staffing agency in the world
- Company expansion and entered into US market with one of the MNC company called ALTIMETRIK PVT LTD and 3 successful events with them

# **CHAPTER 2**

## **CONCEPTUAL BACKGROUND AND LITERATURE REVIEW**

### **2.1. THEORITICAL BACKGROUND OF STUDY:**

#### **Introduction:**

The project discusses “HR Practices in BIONEEDS Pvt. Ltd”. HR helps the Organization to manage its human assets more strategically so that it can attain higher levels of performance and greater profitability. The HR manager assists employees in finding ways to increase productivity and to reinforce the organization's core competencies by teaching skills that contribute to organizational growth. Additionally, HR works to develop an environment that encourages affiliation, responsibility and commitment.

#### **DEFINITION:**

Recruitment can be defined as searching for and obtaining a pool of potential candidates with the desired knowledge, skills and experience to allow an organization to select the most appropriate people to fill job vacancies against defined position descriptions and specifications.

#### **sources of recruitment :**

#### **Internal Sources:**

##### **I. Present permanent employees:**

The organization considers the competitors from their hotspots for telecom industry due to

- a. Availability of most appropriate applicants.
- b. The approach of association to inspire the present representatives.

##### **II. Retired Employees:**

By and large the association takes the possibility for the work from the resigned representatives because of commitment. Now and then the organization re-utilizes the resigned representative's as a token of their dependability to the association.

## **External Sources:**

### **1. Job Centers:**

This is the system covering most urban areas going about as specialist for potential managers. They are private worker trade; work focuses help the hopefuls in find out about the nation the nation over.

### **2. Outplacement Consultants:**

There are the experts simply like the work trade. In this activity specialists can enlist their name and when there is a sent for meet currently trying to put and may give preparing required. Accessible when enlistment required.

### **3. News Papers:**

At whatever point there is enlistment in the organization it will be promoted in the daily paper. Since the daily paper is the main wellspring of achieving the data to the general population.

### **4. Internet:**

Web is the cutting edge method of enrollment. On the off chance that an organization needs to place or fill an opening inside a brief timeframe through the outer source then web is the best source

As showed by Pestonejee, Job satisfaction can be taken as a summation of laborer's feelings in four basic zones:

- ✚ Job - Nature of work (dull, hazardous, fascinating) , hours of work, kindred specialists, openings at work for advancement and headway (prospects), extra minutes controls, enthusiasm for work, physical condition , machines and apparatuses.
- ✚ Management – Supervisory treatment, interest, prizes and discipline, acclaims nd faults, leave strategy and partiality.
- ✚ Social Relations – Friends and partners, neighborhood, state of mind towards individuals in the group, support in social movement, amiability and position obstruction.
- ✚ Personal Adjustment – Health and feelings.

The term Job Satisfaction was passed on to spotlight by Hoppock (1935). He kept an eye on 32 analyzes on Job satisfaction drove before 1933 and watched that action satisfaction is a blend of

mental, physiological and characteristic conditions that reason a man to state, 'I am content with my movement'. Locke portrays work satisfaction as a 'pleasurable or positive excited state happening as a result of the assessment of one's action or business experiences'. To the extent that a man's action fulfills his dominating need and is unsurprising with his wants and characteristics, the movement will satisfy. Specialist satisfaction is the wording used to pick whether delegates are happy and assuaged and fulfilling their needs and need at work. It is essential to the achievement of any business. A high rate of laborer satisfaction is direct related to a lower turnover rate. In like manner, keeping delegates' content with their callings should be an imperative requirement for every business. There are different reasons why delegates can wind up debilitated with their occupations and leave, which consolidates high weight, nonattendance of correspondence inside the association, nonappearance of affirmation or confined open entryway for the improvement. Organization should viably hope to improve these components in case they need to cut down their turnover rate. The term relates to the total association between an individual and the business for which he is paid. Satisfaction implies the fundamental feeling state running with the accomplishment of any target; the end state is feeling the achievement by an inspiration of its goals.

Occupation satisfaction outline can give the most gainful information about the perception and causes. For satisfaction/frustration among the specialists perspective towards work satisfaction may be either positive or negative. This positive feeling can be braced and negative feelings can be corrected. This survey can be managed as the best and beneficial way, which makes the workers to express their internal and honest to goodness feelings no ifs ands or buts. Employment fulfillment mirrors the degree to which individuals discover delight or satisfaction in their work. Employment fulfillment demonstrates that individual factors, for example, an individual needs and desires decide his/her mentality, alongside gathering and hierarchical factors, for example, associations with collaborators and administrators and working conditions, work arrangements, and remuneration. A fulfilled worker has a tendency to be truant less regularly, to make positive commitments, and to remain with the association. The impact of employment fulfillment goes past hierarchical setting. Fulfilled workers will probably be fulfilled subjects. These individuals will hold a more inspirational



disposition towards life as a rule and make for a general public of all the more mentally sound.  
Employment fulfillment has been considered as condition of condition where individuals seem to be:

- ✓ Induced to do work productively and adequately;
- ✓ Convinced to stay in the venture;
- ✓ Prepared to act productively amid contingences;
- ✓ Arranged to welcome the progressions without protection;
- ✓ Interested in advancing the picture of the association; and
- ✓ More upbeat and happy with their activities

## **1.2 LITERATURE REVIEW:**

### **1. Silzer et al (2010):**

He conducted a research in the process of recruitment does not cease with application of candidature and selection of the appropriate candidates, but involves sustaining and retaining the employees that are selected, as stated by Silzer et al. (2010).

Work of Silzer et al. (2010) was largely concerned with Talent management, and through their work they were successful in resolving issues like whether or not talent is something one can be born with or is it something that can be acquired through development

### **2. Korsten et al. (2003):**

Human Resource Management theories emphasize on techniques of recruitment and selection and outline the benefits of interviews, assessment and psychometric examinations as employee selection process.

### **3. Jones et al. (2006):**

According to Jones, Successful recruitment has a techniques involve an incisive analysis of the job, the labor market scenario/ conditions and interviews, and psychometric tests in order to find out the potentialities of job seekers.

### **4. Alan Price (2007):**

He states that the process of recruitment is not a simple selection process, while it needs management decision making and broad planning in order to appoint the most appropriate manpower

### **5.Hiltrop (1996):**

He conducted a research on HR-Practices ,Hr-relationship and also on Hr performances, finally it came into the conclusion of selectively hiring has a positive impact on organizational performance, and in turn provides a substantial practical insight for executives and officials involved.

### **6.Jackson et al. (2009):**

The nature of recruitment and selection for a company that is pursuing HRM approach is influenced by the state of the labor market and their strength within it.

Furthermore, it is necessary for such companies to monitor how the state of labor market connects with potential recruits via the projection of an image which will have an effect on and reinforce applicant expectations

### **7.Bratton and Gold (1999):**

He suggest that organizations are now developing models of the kind of employees they desire to recruit, and to recognize how far applicants correspond to their models by means of reliable and valid techniques of selection.

### **8.Taher et al: (2000)**

This study was based on the fact that efficient HR planning is an essence of organization success, which flows naturally into employee recruitment and selection ,then finally he came to the conclusion by mentioning that computer based HR system should be installed in BOU to manage the pool of information about employees and to make the organization to take just-in-time HR recruitment and selection decisions.

### **9.Dessler, (2000)**

Recruitment and selection also have an important role to play in ensuring worker performance and positive organizational outcomes.

Recruitment and selection had the capacity to form a key part of the process of managing and leading people as a routine part of organizational life, it is suggested here that recruitment and selection has become ever more important as organizations increasingly regard their workforce as a source of competitive advantage

#### **10.Mullins (1999)**

His study indicates that to be a high performing organization, human resource management must be able to assist the organization to place the right person in the right job.

#### **11.Odiorne (1984)**

His Study indicated that the quality of a new recruits depends upon an organization's recruitment and selection practice, and then that the relative effectiveness of the selection phase is inherently dependent upon the caliber of candidates attracted.

#### **12.Burack, (1985)**

According to him,He argues that recruitment sources are significantly linked to differences in employee performance, turnover, satisfaction and organizational commitment. In a survey of 201 large US companies,

Burack asked respondents to rate the effectiveness of nine recruitment sources in yielding high-quality, high-performing employees. The three top ranked sources were employee referrals, college recruiting and executive search firms.

#### **13.Diaz & Umbreit (1995)**

The number of women who choose a career in the hospitality industry has been increasing, women's status is of more concern than ever. It was reported that some 41 percent of hospitality managers were women.

#### **14. Brownell (1994)**

According to his it relieves That report that the predominant constraints in women's career advancement were the old-boy network, conflicts between family and work, and lack of equity in pay and promotions.

#### **15. Weber (1998)**

He found that the perceived importance of career constraints is: old boy network, lack of assertiveness, male bias and stereotyping, family and work conflict, insufficient career planning, and unhelpful boss.

#### **16. Cran (1995)**

He proposes that advancements in the domain of determination loan some help to those who propound the HRM theory, where a key component has been the expansion in testing planned expressly to survey social and attitudinal attributes. He further shows that the degree to which these more advanced and systematic approaches can be, and are, conveyed, depends to an extensive degree, on sectoral circumstances and on the more extensive business administration strategies being sought after.

#### **17. Armstrong (1991)**

As examined the issues to consider incorporate the kind of test (irregular or convenience), cost, ease, member time requests (e.g., add up to time, days of the week, and time of day), and productivity (e.g., staff hours per enrolled member). Analysts h(e.g., staff hours per selected member). Scientists have various strategies from which to pick, including promoting, coordinate mail, and phone.

### **18.French (1982)**

He found that there are two choices of enrollment. In the first place, Institutions or events, (for example, therapeutic workplaces, schools, group sports associations, wellbeing fairs,community occasions, and temples) frequently are utilized as a setting for enlistment. Schools present a promising road for the enlistment and appraisal of youth. Enrollment at schools may not be proper in considers having a family or neighborhood context requiring a more noteworthy dispersal of members from a bigger region, or concentrating on data collection in the home.

### **19.Kaplan and Norton (2004)**

He found that the quantity of individuals who declined to provide screening data had a tendency to be higher by phone than face to face. However refusals via phone have a tendency to be more improbable than with sent overviews (Kelly,2006). It ought to be noticed that phone strategies can be utilized not just for recruitment but additionally for information accumulation. Late advances in phone review strategy have made phone enrollment and looking over an undeniably appealing choice in numerous examination fields.

### **20.Drucker (1999)**

He has examined that Recruitment strategies require not be restricted to one method. It is conceivable and frequently attractive to join strategies to upgrade there cruitment accomplishment of a specific venture. For instance, utilization of center gatherings and pilot studies that include the group and pre-enlistment, exposure can prompt high errates of assent.

### **21.Johnston, (1999)**

He broke down that for each activity in the association, a careful job analysis, which incorporates the expected set of responsibilities and employment determination, is vital and based on this, a suitable choice criteria is crucial. The expected set of responsibilities provides indications of the obligations to be embraced, and the activity detail more often than not prescribes relevant individual characteristics and states of mind and aptitudes and information required for the activity.

# **CHAPTER 3**

### **3.1 STATEMENT OF THE PROBLEM**

The quality of employees hire depends on an effective recruitment and selection strategy. However, the process isn't always smooth sailing. HR department recruiters have the expertise to provide the kind of guidance that hiring managers need to hone their ability to make wise hiring decisions. Selecting talent that's already in the company can save money. However, unless the company has an objective selection method for internal candidates, subjectivity could be problematic. Admitting that favoritism is problematic is difficult.

It is a difficult task for organizations to search, recruit, and select talented people in today's tight labor market. As there are fewer qualified talents available, the competition is intensifying.. Recruiting has always been a stitch in the side of company productivity. It is expensive. It is time consuming. Even though study after study shows the high cost of employee turnover in time, money, and lost productivity recruiting has continued to often be rushed and superficial. Recruiting staff is a very costly practice. It is also a mandatory part of any business to conduct this practice in order to survive in the marketplace. The cost of simply finding the right person to hire can be hefty. Business advisor, William G. Bliss names various, potentially high costs in the process of recruiting alone: advertisement, time cost of internal recruiter, time cost of recruiter's assistant in reviewing resumes and performing other recruitment-related tasks, time cost of the person conducting the interviews, drugs screens and background checks, and various pre-employment assessment tests.

This study was also one among that involving the Recruitment and Selection Strategy been followed in a Company named Hiyamee Private Limited.



### **3.2 NEED FOR THE STUDY**

Manpower is considered as the most important asset in I.T organizations. In recent years there has been exponential growth in the use of personnel placement agencies for hiring the best possible talent among all the IT professionals across the globe. From the beginning of the last decade, various specialized job placement agencies have become more and more prominent to solve the personnel placement problems faced by I.T companies. The work addressed the recruitment problems which are typical of the type of problem of practical importance in Information Technology Industry, where Decision Support System (DSS) has yet to make a full contribution. This study can have a valuable input to the recruitment process, while also acting as a building block for further DSS development in this area.

Recruitment and selection strategy is needed to create a talent pool of potential candidates for the benefits of the organization. To increase the pool of job seeking candidates at minimum cost. It helps to increase the success rate of selection process by decreasing the no of visits qualified or over qualified job applicants. Finally it helps in increasing organization and individual effectiveness of various recruiting techniques for different grades of jobs.

### **3.3 OBJECTIVES OF THE STUDY**

- To analyze the manpower planning, recruitment effectiveness and selection strategy of Hiyamee Private Limited, Bangalore
- To find the factors influencing recruitment effectiveness.
- To analyze the association between demographic variables and recruitment effectiveness.
- To streamline the hiring process.

### **3.3 SCOPE OF THE STUDY**

- This study helps to make decision in selecting the right candidates for the right job.
- This study helps to analyze the effective manpower planning strategy.
- This study helps the organization to study the area of problem and suggest ways to improve the recruitment and selection process.
- This study focus on understanding recruitment and selection process.
- Hiya mee involves in IT recruitment so the scope of the study covers IT recruitment.

### **3.4 RESEARCH METHODOLOGY:**

Research is a systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions. According to Clifford woody, Research is a careful enquiry or examination in seeking facts or principles, a diligent investigating to ascertain something

#### **Types of Research:**

Descriptive method is used as reached method

#### **Research Method:**

Simple Random Method is used

### **DATA COLLECTION**

Collection of data was done by using Structured Questionnaire from individual respondents.

#### **Sources of Data**

1. Primary source
2. Secondary source

### **Primary source**

The primary data were collected through questionnaire from IT Recruiters, Non IT Recruiters, Talent Acquisition, Procurement team, Managers, Business Development Executive, Team Leader and Project manager of Hiyamee Private Limited.

### **Secondary source**

The secondary data were collected from Magazines, Journals, Internet and Company website.

## **TOOLS USED FOR ANALYSIS**

Simple Analysis Technique and Chi- Square test are used as statistical tools for analyzing the data.

## **3.5 HYPOTHESIS**

H0: There is no significant association between job satisfaction and performance

H1: There is significant association between job satisfaction and performance

## **3.6 LIMITATIONS OF THE STUDY**

- The study is restricted only to Hiyamee Private Limited. This could not give rise to a unique perception of Recruitment and Selection Strategy.
- The validity of the study depends up on the reliability of the primary data.
- Some of the respondents discussed among themselves before answering which may hamper actual data.
- Some of the respondents may not produce their own reflection while response to the questionnaire.
- Hiyamee involves in IT recruitment so the scope of the study covers only IT recruitment.
- Period of study is too short.

## **3.7 CHAPTER SCHEME:**

**CHAPTER 1** – This chapter consists of introduction about topic “ Manpower Recruitment and Selection” followed by industry and company profile which includes competitors , vision, mission, quality Policy and services of organization and areas of SWOT and so on.

**CHAPTER 2** – This chapter gives information regarding conceptual theoretical background of study and literature review on Manpower Requirement and selection.

**CHAPTER 3** – This chapter includes information of research design followed by statement of problem, objectives of study, need and scope of study, research methodology with hypothesis and limitations.

**CHAPTER 4** – This chapter explains analysis and interpretation of data and statistical tool result using Chi- Square.

**CHAPTER 5** - This chapter consists of summary of findings, conclusion and suggestions

# **CHAPTER 4**

## CHAPTER 4 – ANALYSIS AND INTERPRETATION

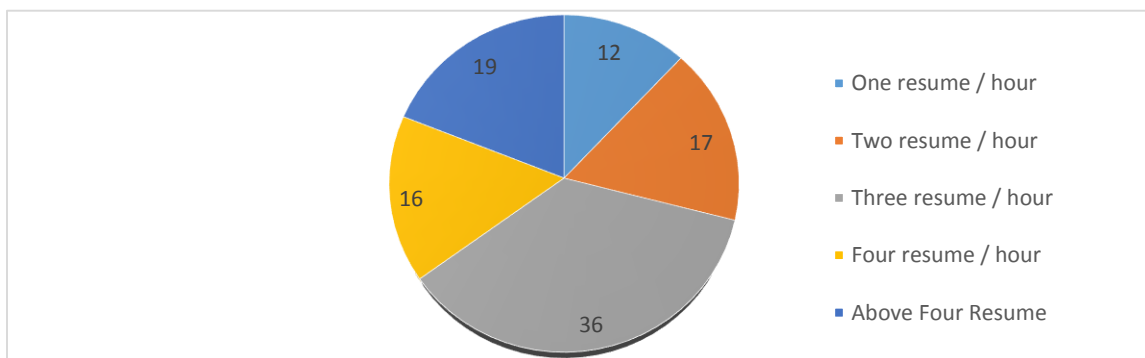
1. What is the average time taken to source for number of resume?

**TABLE 4.1**

Particulars	Respondent	Percentage
One Resume/Hour	12	12
Two resume/Hour	17	17
Three Resume/Hour	36	36
Four Resume/Hour	16	16
Above Four Resume	19	19
Total	100	100 %

**Analysis:** It has been analyzed that 12% of employees can able to source only one resume per hour, 17% of employees can able to source two resume per hour, 36% of employees can source three resume per hour, 16% can source four resume and 19% of can able to source more than four resume per hour

**GRAPH 4.1**



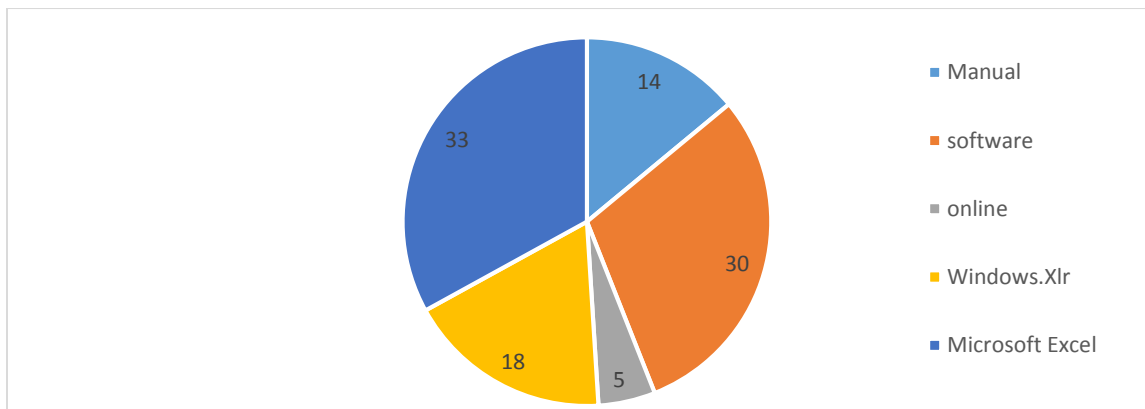
**Interpretation:** : The above chart demonstrates that a recruiter can able to source maximum three resume per hour for all related technologies

2. Which of the following is used to keep track of shortlisted candidates? If software write below

**TABLE 4.2**

Particulars	Respondents	Percentages
Manual	14	14
Software	30	30
Online	5	5
Windows. Xls	18	18
Microsoft Excel	33	33
Total	100	100 %

**Analysis:** It has been analyzed that 14% of employees tracking through manual process, 30% of employees can tracking through software process, 5% of employee tracking through online software, 18% of employee tracking through window.Xls and 33% of employee tracking through Microsoft Excel.



**Interpretation:** The above chart interprets that majority of recruiter are tracking the candidate through their own software and by accessing through the Microsoft excel ,minority is towards the online software because of lack of safety.

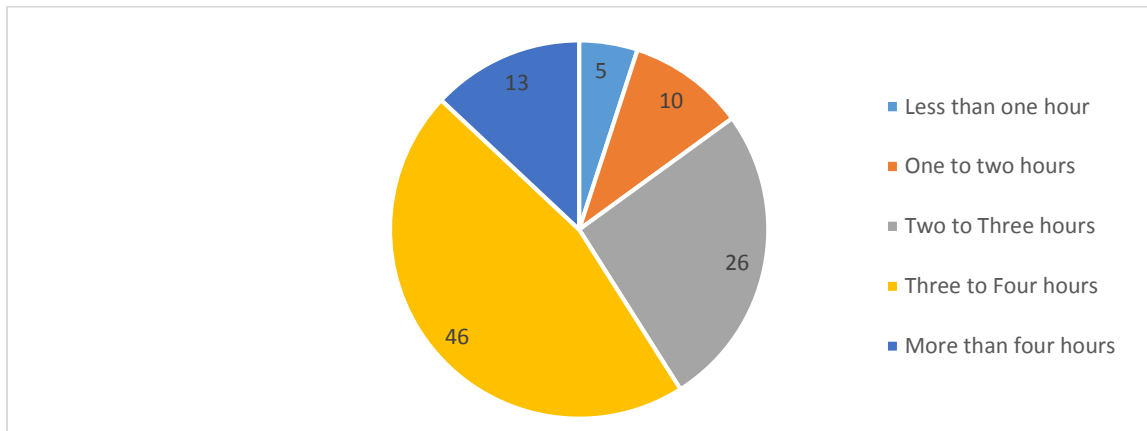
3. During recruitment process, what is the average time taken by HR dept. for each candidate?

**TABLE 4.3**

Particulars	Respondents	Perccenatges
Less than one hour	5	5
One to two hours	10	10
Two to Three hours	26	26
Three to Four hours	46	46
More than four hours	13	13
Total	100	100%

**Analysis:** It has been analyzed that 5% of HR taking less than a hour for each candidate, 10% of HR taking one to two hour , 46% of employee taking two to three hours, 26% of employee taking three to fours and 13% of employee tacking more than a four hours.

**GRAPH 4.3**



**Interpretation:** The above chart interprets that majority of Human Resource department are tacking three to four hours to process the candidate in recruitment process and equally average majority are telling for two to three hours



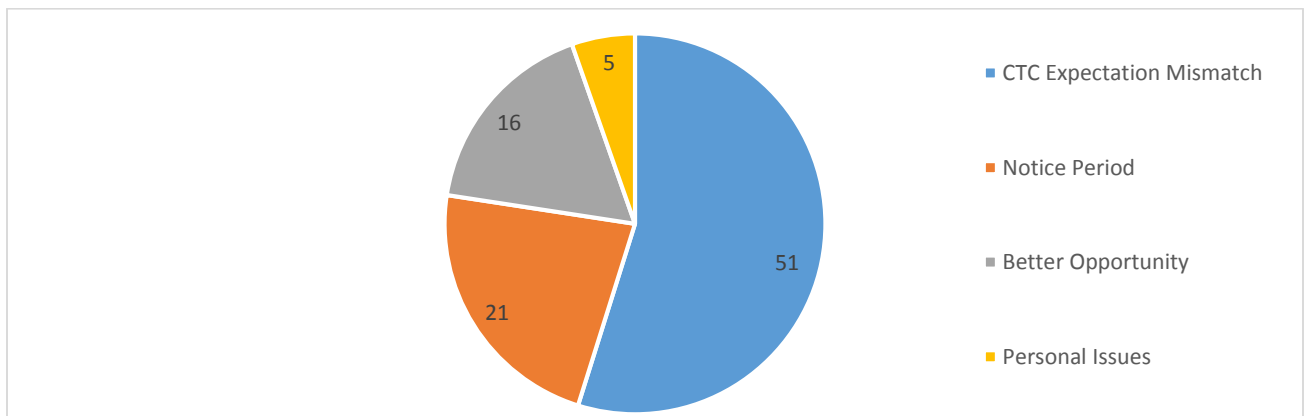
#### 4. What is the reason for back out?

TABLE 4.4

Particulars	Respondents	Percenatges
Job Role	7	7
CTC Expectation Mismatch	51	51
Notice Period	21	21
Better Opportunity	16	16
Personal Issues	5	5
Total	100	100%

**Analysis:** It has been analyzed that 7% of selected candidate are back out due to job role,51 % of candidate are back out due to CTC expectation mismatch ,21 of back out due to notice period and 16 for better opportunity and 5% for personal issues.

GRAPH 4.4



**Interpretation:** The above chart interprets that majority of selected candidate are back out after getting offer due to CTC expectation mismatch and the problem of notice period also minority is towards for personal issue and job role

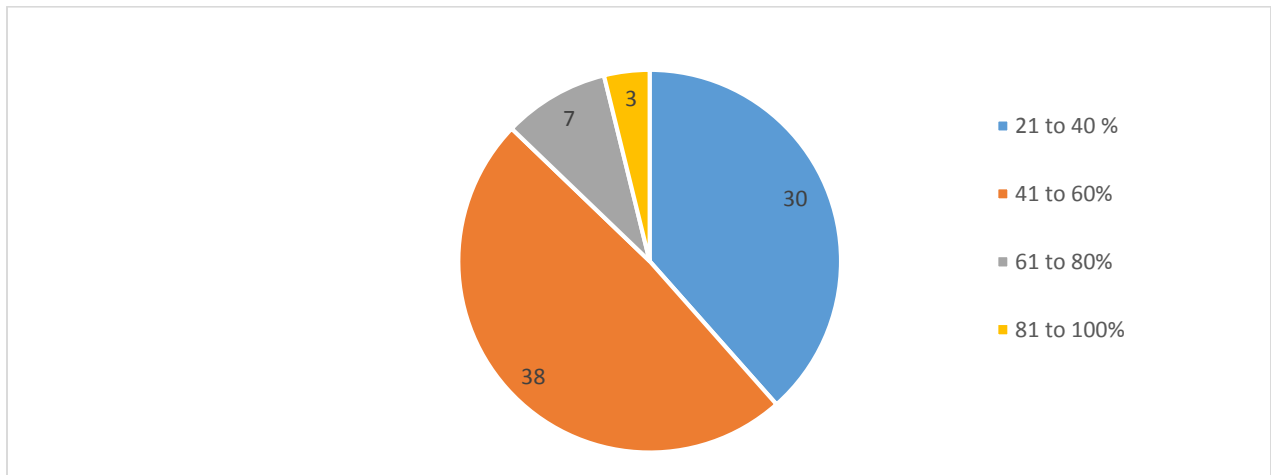
5. What percentage of shortlisted candidates is turned up for the interview?

**TABLE 5.5**

Particulars	Respondent	Percenatges
1 to 20 %	22	22
21 to 40 %	30	30
41 to 60%	38	38
61 to 80%	7	7
81 to 100%	3	3
Total	100	100 %

**Analysis:** It has been analyzed that 22% of shortlisted candidate are turning up for interview,30% of candidate are turning up ,38% of employee resonsed for 41 to 60% are turning up for the interview and 7% is for 61 to 81% are turning up and 81 to 100% is just for 3 response

**GRAPH 5.5**



**Interpretation:** The above chart interprets that majority of percentage of shortlist candidate are taking up the interview is 41 to 60% and the minority is towards for 81 to 100% option.

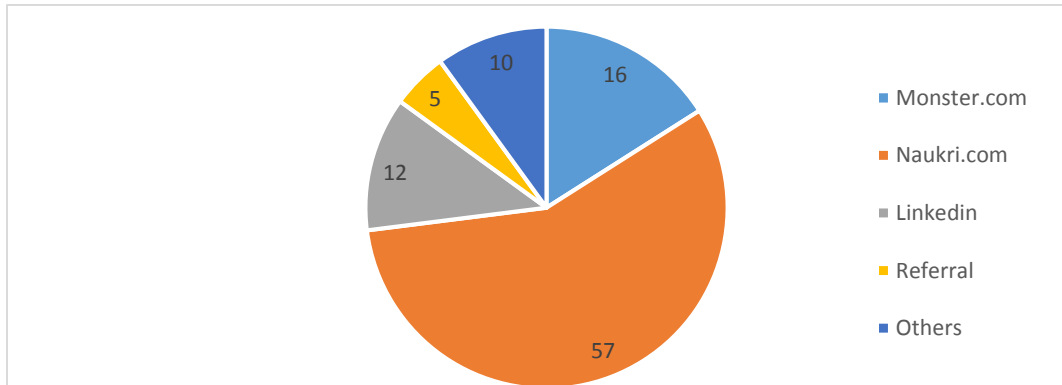
6. Which of the following job portal is used to source the maximum number of candidates?

TABLE 4.6

Particulars	Respondent	Percentages
Monster.com	16	16
Naukri.com	57	57
Linkedin	12	12
Referral	5	5
Others	10	10
Total	100	100 %

**Analysis:** It has been analyzed that 16% of employee are using Monster to source candidate, 57% of recruiter using naukri, 12% of using linkedin, 5% of sourcing by having referral and 10% are using other portals to source candidate

GRAPH 4.6



**Interpretation:** The above chart interprets that majority of recruiter are using naukri portal to source the candidate because its less cost effective and minority for sourcing a candidate is through the referral.

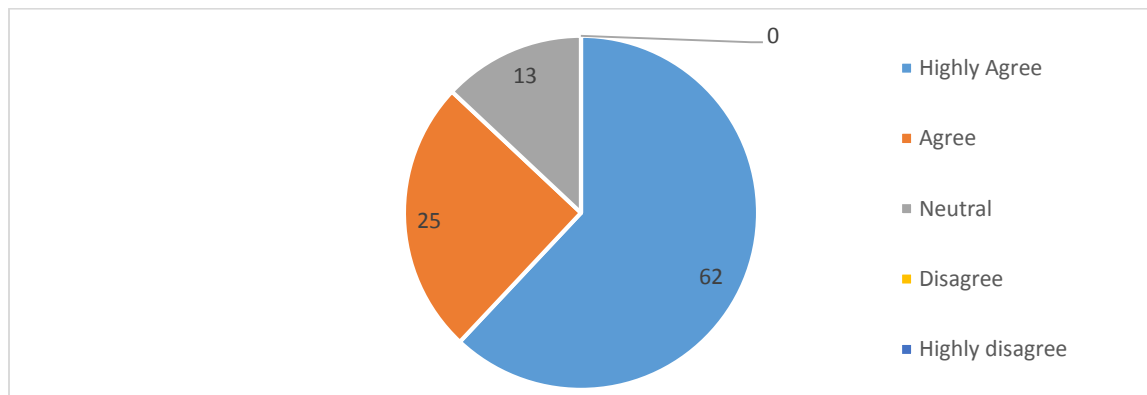
7. Is the role of HR is important in Manpower Planning Process?

**Table 4.7**

Particulars	Respondent	Percentages
Highly Agree	62	62
Agree	25	25
Neutral	13	13
Disagree	0	0
Highly disagree	0	0
Total	100	100%

**Analysis:** It has been analyzed that 62 % of employee are highly agree that HR role playing an important for manpower planning process and 25% of employee agree that HR role is important and 13 were answered that its neutral.

**GRAPH 4.7**



**Interpretation:** The above chart interprets that majority of employee are highly agreed that HR role playing an importance for Manpower planning process in recruitment and also balance respondent also agreed that HR is important.

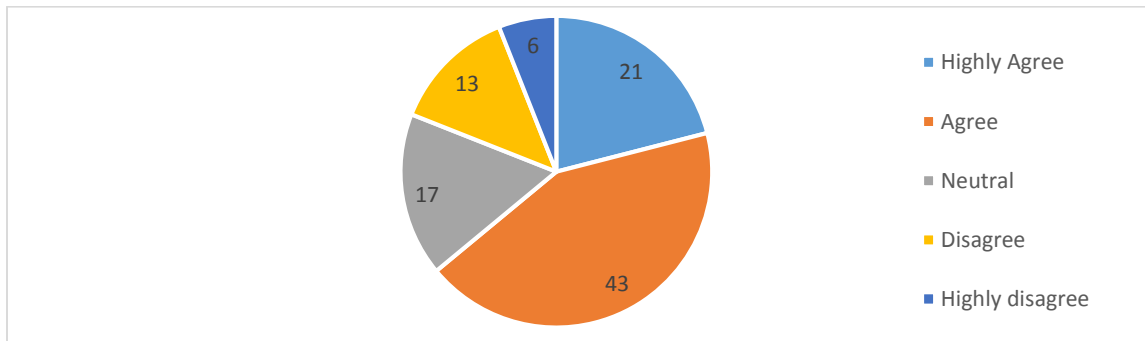
8. Do manpower planning helps during the time of recession?

**TABLE 4.8**

Particulars	Respondent	Percentages
Highly Agree	21	21
Agree	43	43
Neutral	17	17
Disagree	13	13
Highly disagree	6	6
Total	100	100%

**Analysis:** It has been analyzed that 21% of employee are highly agreed,43% of employee agreed that manpower planning helps during recession and 17% of employee respondent that as neutral and 13 % of employee are disagreed and 6% of employee also disagreed.

**GRAPH 4.8**



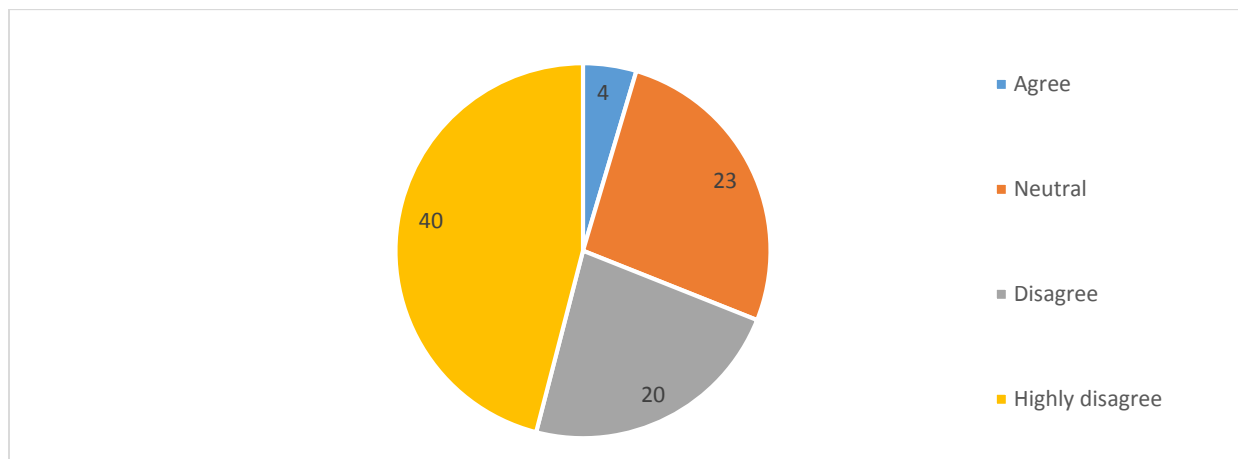
**Interpretation:** The above chart interprets that majority of employee are agreed that manpower planning helps a recession because manpower planning plays a vital role in all HR department and minority is towards highly dis agree.

9. Is company follows different recruitment process for different grades of employees?

**TABLE 4.9**

Particulars	Respondents	Percentages
Highly Agree	13	13
Agree	4	4
Neutral	23	23
Disagree	20	20
Highly disagree	40	40
Total	100	100%

**Analysis:** It has been analyzed that 13% of employee are highly agreed that company follows different recruitment process for different grades, 4% of employee agreed for that as well 23 % were respondent as neutral and 20% were respondent as disagree for the potion and 40% highly disagreed that company follows different recruitment process for different grade.



**Interpretation:** The above chart interprets that majority of employee are highly agreed that recruitment process follow the same process for the grade of recruitment and minority shows for the highly agree because for work ethics.

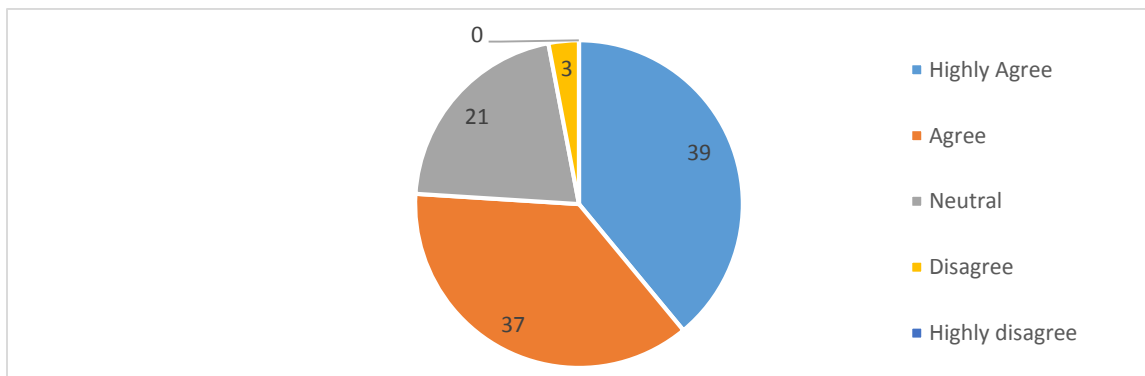
10. Recruiter provides an adequate pool of quality applicants?

**TABLE 4.10**

Particulars	Respondents	Percentages
Highly Agree	39	39
Agree	37	37
Neutral	21	21
Disagree	3	3
Highly disagree	0	0
Total	100	100%

**Analysis:** It has been analyzed that 39% of employee and 37% employee are highly agreed and agreed that recruiter providing adequate profiles and 21% of were respondent as neutral and 3 were respondent as disagree that recruiter are not providing the quality applications.

**GRAPH 4.10**



**Interpretation:** The above chart interprets that majority of employee are respondent as agree that recruiter provides relevant quality profiles for the job requirement because they spend more time screening

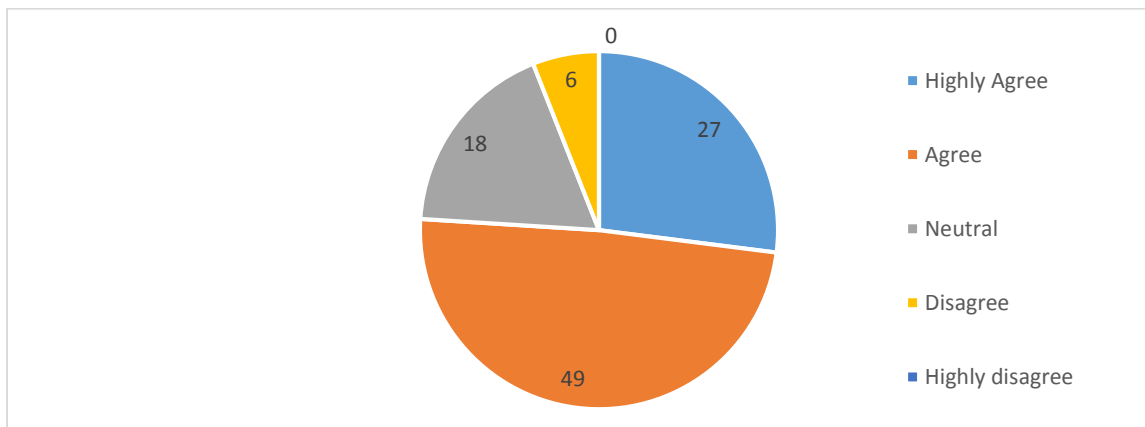
11. Is telephonic interview can be used as preliminary screening in selection process?

**TABLE 4.11**

Particulars	Respondents	Percentages
Highly Agree	27	27
Agree	49	49
Neutral	18	18
Disagree	6	6
Highly disagree	0	0
Total	100	100%

**Analysis:** It has been analyzed that 27% of employee highly agreed as telephonic interview used as a screening in selection, 49% of employee agreed and 18% were respondent as a neutral that for it can be highly agreed nor disagree.

**GRAPH 4.10**



**Interpretation:** The above chart interprets that majority of employee are respondent and agreed that telephonic round is conducted as a preliminary in selection process due to non-availability of candidates and can be easy to judge all skill.



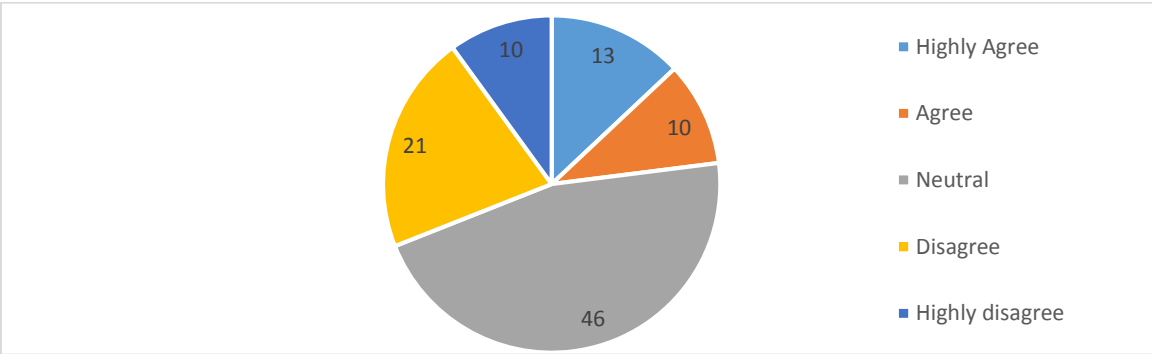
12. Recruiters satisfies the salary negotiation of the candidates?

**TABLE 4.12**

Particulars	Respondent	Percentages
Highly Agree	13	13
Agree	10	10
Neutral	46	46
Disagree	21	21
Highly disagree	10	10
Total	100	100%

**Analysis:** It has been analyzed that 13% of employee highly agreed that recruiter satisfies the salary negotiation of the candidate, 10% of employee are agreed, 46% of employee are respondent as neutral and 21% of respondent were disagreed, 10% of employee are highly disagree for the question.

**GRAPH 4.12**



**Interpretation:** The above chart interprets that majority of employee are told that there are neutral towards the decision of recruiters helps for salary negotiation and majority is also towards disagree against the question

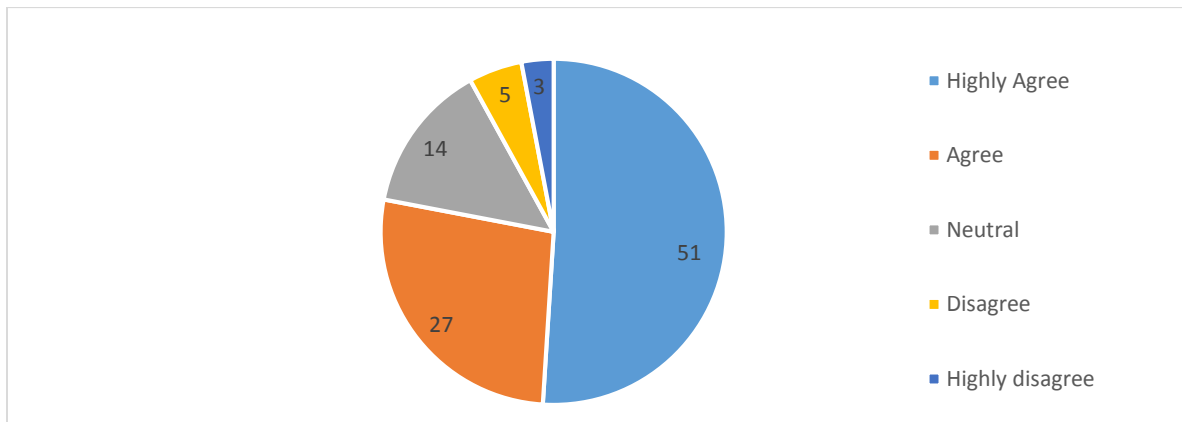
13. Online assessment test helps to filter candidates effectively?

**TABLE 4.13**

<b>Particulars</b>	<b>Respondents</b>	<b>Percentages</b>
Highly Agree	<b>51</b>	<b>51</b>
Agree	<b>27</b>	<b>27</b>
Neutral	<b>14</b>	<b>14</b>
Disagree	<b>5</b>	<b>5</b>
Highly disagree	<b>3</b>	<b>3</b>
Total	<b>100</b>	<b>100%</b>

**Analysis:** It has been analyzed that 51 % of employee are highly agreed that online assessment helps to filter candidates and 27% of agreed for it, 14% of employee as neutral and 5% and 3% were disagree and highly disagreed for the question.

**GRAPH 4.13**



**Interpretation:** The above chart interprets that majority of employee are highly agreed that online assessment is helping to shortlist the interview candidates and also helps reduces time complexity and minority is towards disagreeing for it..

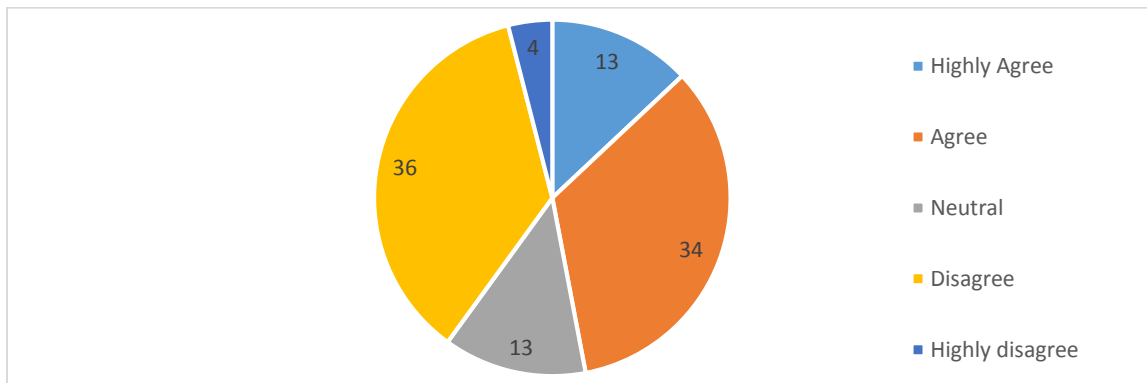
14. Recruiter incorporates the changes in the external environment (e.g. technology) while assessing future needs.

**TABLE 4.14**

Particulars	Respondents	Percentages
Highly Agree	13	13
Agree	34	34
Neutral	13	13
Disagree	36	36
Highly disagree	4	4
Total	100	100%

**Analysis:** It has been analyzed that 13 % of employee are highly agreed that recruiter incorporates the changes in the external environment,34% of agree for the statement and 13% for neutral ,36% of disagree and 4% of highly disagree.

**GRAPH 4.13**



**Interpretation:** The above chart interprets that majority of employee are highly agreed that recruiter incorporates during the external changes happen in the organization and minority is towards they are not highly disagreed

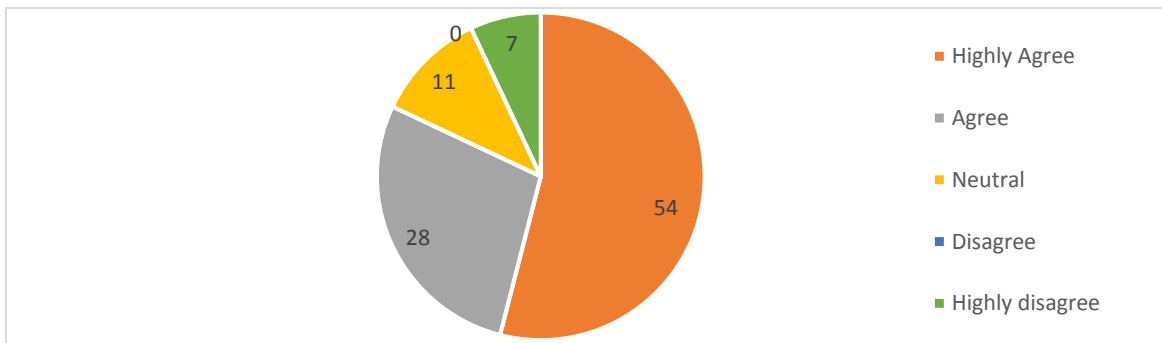
15. Benchmark and ranking of selection process can vary according to low performance of candidates?

**TABLE 4.15**

Particulars	Respondents	Percentages
Highly Agree	<b>54</b>	<b>54</b>
Agree	<b>28</b>	<b>28</b>
Neutral	<b>11</b>	<b>11</b>
Disagree	<b>0</b>	<b>0</b>
Highly disagree	<b>7</b>	<b>7</b>
Total	<b>100</b>	<b>100%</b>

**Analysis:** It has been analyzed that 54 % of employee are highly agreed that selection process can vary from low performance ,where 28% of employee were agreed ,11% of employee were respondent as neutral and 7 % were highly disagreed.

**GRAPH 4.15**



**Interpretation:** The above chart interprets that majority of employee are highly agreed that Selection process changes the external environment of work places as well minority also towards agree that only..

### **FINDINGS FROM CHISQUARE TEST**

On comparing demographic profile with recruitment effectiveness, there is no association existed among the respondents towards recruitment effectiveness in terms of Age, Gender, and Designation.

### **FINDINGS FROM LOGISTIC REGRESSION ANALYSIS**

By applying logistic regression, Recruitment factors such as manpower ( $p=0.018$ ) and role of recruiter ( $p=0.022$ ) have positive relationship with the dependent variable recruitment effectiveness at the significant level of 0.05.

By applying logistic regression, Recruitment factors such as recruitment ( $p=0.61$ ) and selection ( $p=0.42$ ) have negative relationship with the dependent variable recruitment effectiveness and at the significant level of 0.05.

Form the above result manpower planning and role of recruiter influences the factors of recruitment effectiveness.

# **CHAPTER 6**

## **5.1 FINDING**

- 1.** Recruiter can able to source maximum three to four resume per hours averagely with relevant job requirement.
- 2.** Microsoft Excel and Internal Software are used to track the shortlisted candidates in majority.
- 3.** Maximum Number of HR required three to four hours for each interview
- 4.** Maximum Number of selected candidate are back out after receiving the offer due to CTC mismatch
- 5.** Around 41% to 60% shortlisted candidates are turning up for the interview.
- 6.** Majority of people are agreed that manpower planning is helping during recession
- 7.** Majority of people are agreed that online assessment is considering to remove the maximum number of people
- 8.** As in the research it found out telephonic interview is consider to be preliminary round of interview.
- 9.** Recruiter are not helping for the process of negotiation in salary with shortlisted candidate.
- 10.** Benchmark and ranking selection process can low down the performance of employee.

## **5.2 CONCLUSION:**

From the above study, it is easy to understand that Hiyamee Private Limited (Hiyamee) is one of the leading companies in Bangalore. It covers the top MNC IT companies in Chennai, Bangalore, Hyderabad and Pune by its network. At this stage the company is in growing position. There are different staffing solutions available in Market. But the strategies of the company will make the company “number one” event hiring company in India.

The Manpower planning practice, recruitment and selection process, at Hiyamee is a very developed and effective one. As a leading company for making the process more effective Hiyamee should analyze the recruitment and selection process of other multinational company of home and abroad.

The study on Manpower recruitment and selection in Hiyamee Private Limited helps to understand and analysis about the recruitment and selection strategy for internal and external company interview process and selection method mostly for IT recruiter



### 5.3 SUGGESTIONS

- **Strategic planning:** Successful employment planning is designed to identify an organization human resources need. Hiyamee can use software to keep employees update; which type of qualified employees they have; forecast future requirement of qualified employees like other MNCs.
- **Checking Policy:** When the candidates come for interview or written exam the authority doesn't check the call letter for the interview. It can be improved.
- **Using 3<sup>rd</sup> party:** The Company can use 3<sup>rd</sup> party for all the department to reduce cost. And it is not possible all time to get the best CV, in that case 3<sup>rd</sup> party can help them.
- **Emphasize on internal search:** Hiyamee basically relied on external search for recruiting purpose. They must attempt to develop their own low level employees for higher positions through more internal search. To do so they must ensure a communication network notifying interested persons of opportunities, including advertising within the organization like "position open" bulletin board in every department.
- **Job fair:** All of these organizations must use open up recruiting efforts to the external community like job fair through external search. They can participate in career and job fairs and open houses and must develop and support educational programs and become more involved with educational institution that can refer more diverse talent pool.
- **Background investigation:** HR department should undertake a background investigation of applicants who appear to offer potential as employees. They should verify an individual legal status to previous work through checking credit reference, criminal records and so on.

- **Proper Follow up:** After the candidate is offered, he should be properly followed up until all the on boarding works to be completed and joins the company or else the candidate may get another opportunity by showing the previous offer.
- **Quick Feedback:** The hiring decision has to be taken within one week after completion of the interview or else the candidate will start looking for another opportunity.

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Other Review of HRM manual given by HR Department at Hiyamee India Pvt Ltd

## Questionnaire

1. What is the average time taken to source for number of resume?
  - a) 1 resume / hour
  - b) 2 resume / hour
  - c) 3 resume / hour
  - d) 4 resume / hour
  - e) More than 5 resume / hour
  
2. Which of the following is used to keep track of shortlisted candidates?
  - a) Manual
  - b) Software
  - c) Online
  - d) Windows. Xls
  - e) Microsoft Excel
  
3. During recruitment process, what is the average time taken by HR dept. for each candidate?
  - a) 1 resume / hour
  - b) 2 resume / hour
  - c) 3 resume / hour
  - d) 4 resume / hour
  - e) More than 5 resume / hour

4. What is the reason for back out?

- a) Job Role
- b) CTC expectation mismatch
- c) Notice period
- d) Another better opportunity
- e) Personal issues

5. What percentage of shortlisted candidates is turned up for the interview?

- a) 1-20%
- b) 21-40%
- c) 41-60%
- d) 61-80%
- e) 81-100%

6. Which of the following job portal is used to source the maximum number of candidates?

- a) Monster
- b) Naukri
- c) LinkedIn
- d) Referral
- e) Others

7. Is the role of HR is important in Manpower Planning Process?

a) Highly Agree

b) Agree

c) Neutral

d) Disagree

e) Highly Disagree

8. Do manpower planning helps during the time of recession?

a) Highly Agree

b) Agree

c) Neutral

d) Disagree

e) Highly Disagree

9. Is company follows different recruitment process for different grades of employees?

a) Highly Agree

b) Agree

c) Neutral

d) Disagree

e) Highly Disagree

10. Recruiter provides an adequate pool of quality applicants?

- a) Highly Agree
- b) Agree
- c) Neutral
- d) Disagree
- e) Highly Disagree

11. Is telephonic interview can be used as preliminary screening in selection process?

- a) Highly Agree
- b) Agree
- c) Neutral
- d) Disagree
- e) Highly Disagree

12. Recruiters satisfies the salary negotiation of the candidates?

- a) Highly Agree
- b) Agree
- c) Neutral
- d) Disagree
- e) Highly Disagree

13. Online assessment test helps to filter candidates effectively?

a) Highly Agree

b) Agree

c) Neutral

d) Disagree

e) Highly Disagree

14. Recruiter incorporates the changes in the external environment (e.g. technology) while assessing future needs.

a) Highly Agree

b) Agree

c) Neutral

d) Disagree

e) Highly Disagree



15. Benchmark and ranking of selection process can vary according to low performance of candidates?

a) Highly Agree

b) Agree

c) Neutral

d) Disagree

e) Highly Disagree



**ACHARYA INSTITUTE OF TECHNOLOGY  
DEPARTMENT OF MBA  
INTERNSHIP WEEKLY REPORT**

**Name of the Student:** SIVASAKTHIVEL K  
**Internal Guide** : Prof Bhagyashree Kastur  
**USN No** : 1AZ16MBA66  
**Specialization** : Marketing and Human Resource  
**Title of the Project** : A Study on Manpower Recruitment and selection of Hiyamee Private Limited  
**Company Name** : Hiyamee Private Limited

Week	Work Undertaken	External Guide Signature	Internal guide signature
03/01/2018 to 06/01/2018	Introduction About Hiyamee and Analysis Of Recruitment & selection process		
08/01/2018 to 13/01/2018	Learning about Different operations and work in Hiyamee		
15/01/2018 to 20/01/2018	Orientation and gathering information about the company		
22/01/2018 to 27/01/2018	Analysis of market position of the company		
29/01/2018 to 03/02/2018	Research problem identification		
05/02/2018 to 10/02/2018	Preparation of research instrument for data collection		
12/02/2018 to 17/02/2018	theoretical background of the study		
19/02/2018 to 24/02/2018	Data collection and data Analysis		
26/02/2018 to 03/03/2018	Data collection and data analysis		
05/03/2018 to 10/03/2018	Data collection and data analysis		
12/03/2018 to 17/03/2018	Interpretation of the data gathered during survey		
19/03/2018 to 24/03/2018	Final report Preparation and submission		

**Head of the Department**  
**Department of MBA**  
**Acharya Institute of Technology**  
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