SUMMER INTERNSHIP PROJECT

ON

"Role & Impact of Online Job Portal on Recruitment & Selection"

Submitted to**:**

G.S. College of Commerce & Economics, Nagpur

(An Autonomous Institution)

Affiliated To:

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

Submitted by:

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NAAC Accredited "A" Grade Institutions

CERTIFICATE

This is to certify that the investigation describes in this report titled **"Role & Impact of Online Job portal on Recruitment & Selection"** has been carried out by

Ms. Achal Banduji Gajbhiye during the summer internship Project. This study was done in the organization of **"AASHMAN FOUNDATION"**, in partial fulfillment of the requirement for the degree of Master of Business Administration G.S College of Commerce & Economics (An Autonomous Institute) affiliated to R.T.M.N.U., Nagpur. This work is the own work of the candidate, complete in all respect and is to sufficiently high standard to warrant its submission to the said degree. The assistance and resources used for the work are duly acknowledged.

Dr. Sonali Gadekar   **Dr. Sonali Gadekar**

 (Faculty Guide)   **(MBA Co-Ordinator)**

PROVISIONAL

Certificate

— ◇ — OF INTERNSHIP — ◇ —

THIS IS TO CERTIFY THAT

Achal Gajbhiye

FROM NAGPUR WAS ASSOCIATED
WITH AASHMAN FOUNDATION IN THE CAPACITY OF AN INTERN
FROM NOVEMBER 2021 TO JANUARY 2022 WITH OUR
ASSISTANT SUPERVISOR HUMAN RESOURCES GROUP.

HE/SHE HAS COMPLETED HIS/HER INTERNSHIP
WITH HALF STAR PERFORMANCE

JANUARY 22

aashman
FOUNDATION

Munishpundir
FOUNDER / DIRECTOR

Declaration

I, Achal Gajbhiye, hereby declare that the Internship work title completed & submitted in partial fulfillment **"Role & Impact of Online Job portal on Recruitment & Selection"** of the award of the degree of "post-graduate Diploma in Management" by DMSR, G.S COLLEGE OF COMMERCE AND MANAGEMENT, and the work was carried out with the help and under the guidance of **"Dr. Sonali Gadekar"** and staff of the **"AASHMAN FOUNDATION".**

Acknowledgement

The internship opportunity I had with "Aashman Foundation" was a great chance for learning and professional development. Therefore, I consider myself a very lucky individual as I was provided with an opportunity to be a part of it. I am also grateful for having a chance to meet so many wonderful people and professionals who led me though this internship period.

I am also thankful to all the faculty members of Department of Management Sciences and Research, G.S. College of Commerce and Economics, Nagpur and particularly my mentor **"Dr. Sonali Gadekar"** for helping me during this project.

I am Thankful to the Principle of G.S College of Commerce & Economics, Nagpur. **"Dr N.Y. Khandait"** and to the Dean of the DMSR **"Dr. Anand Kale"**.

Finally, I am grateful to my family and friends for the their unending supports.

Sincerely,

Achal Banduji Gajbhiye

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INTRODUCTION

CURRENT TRENDS IN ONLINE JOB RECRUITMENT

SOCIAL MEDIA

Social media sites become most popular in 2014 and they have been currently in employing people. Social media sites facilitate the development of personal relationships for hiring, networking and employee referrals. These sites include Linked In, Facebook, WhatsApp, twitter etc. With millions of people using social media sites, the large fragment that is available for talent acquisition is so attractive for any known human resource department to pay no attention to. The supremacy of social media is Avery prosperous interactive waterway for personalizing and contextualizing the communication at individual level. Job seekers have been using the internet to make themselves a commodity on Amazon to make campaigns for their future jobs. The known employers will then scoop the person up from Amazon because they display what they can bring the application process. A story in (USA TODAY) says, some companies are now taking to the twitter sphere to find employees.

CORPORATE WEBSITES

Corporate web sites refer to an employer's own website. Most of the organizations and companies use website to reduce recruitment costs as well as improve the competence of the recruitment process. Companies and other employment agencies use the corporate websites to endorse their product, their name and offer a better service to applicants. it's clear that corporate websites cannot be used successfully to hire employees in companies that are not well known except implements other advertising channels like print media to direct people to their site.

Role of Online job portal

A well-suited job plays a very significant role in every person's life. But the effect of the outbreak of Coronavirus, on the world economy is devastating. This causes serious consequences like mass unemployment of the youths, raising the price of every commodity etc. To know more about the online Job portals and how much it is important for unemployed persons, please continue the blog.

Around 40 percent of the people who lost their job during the Covid-19 pandemic are aged between 15 to 29 years. That means around 27 million people lost their job during this pandemic. The impact of pandemics has been largely seen in tier2 countries. The rising unemployment rates are necessitating the need for jobs and opportunities.

The market does not stay cold forever, now the businesses are lifting up, so are the number of jobs. With the rising jobs, unemployed candidates are making up leeway for assuring opportunities. This gives a significant boost to the user base of the online Job portals. So, if you want to start a unique consultant company, then developing your own Job portal can ensure your success. The task becomes easier when the development services available in the market. As they are capable enough to develop a responsive and scalable job portal according to the requirements of your company.

To know more about the Job portals and how much it is important for unemployed persons, please continue the blog.

What is Online job portal

A job portal is an online place where various companies post their job vacancies so that the associated users can apply for them. These portals are very useful for job seekers and help them to choose jobs of their convictions. Portals like Indeed, LinkedIn, Monster.com, and Naukri.com are some of the successful jobs searching portals in the market.

Nowadays to ensure the scalability of your job portal, you have to provide a responsive and informative website to your users. There are many reliable web development services available in the market, which ensures the interactive. Once you create the perfect website, you will be able to provide a better-quality recruitment service to your users. And also increase your brand value in this competitive market.

The online job portals usually have two main sources of earning revenue that is the recruiting company and the applicants. You can also earn a considerable amount of revenue by applying various subscription options for your portal. That means, if want to make your application go for the subscription or premium packages, you just have to limit the number of companies they app in a specific time period.

For example, a free user of your online job portal can apply to only 10 companies in 24 hours. But if they buy the premium package there will be no restriction on the number of applying companies. You can implement the subscription model on tenure-based rates.

Similarly, you can do the same thing for the recruiting organization. For example, a normal organization user can only post 5 recruitment ads within 24 hours. But if they choose the premium packed, they don't have any restriction on the number of posts. Here are some of the business models that you can implement in your job portals, to earn better revenue,

- Monthly subscriptions

- Featured jobs

- Limiting the access of the resume for a specific period of time

- Limiting the number of posts for every recruiting company

- Access to premium job listings.

Also, in many cases, you can earn a considerable amount of money to provide the best deserving candidates to the recruiting organization.

Impact of online job portal

India has one of the largest and fastest growing populations of internet users in the world. An estimated 190 million Indians use the internet, up from 7 million in 2001. Approximately 40 million Indians go online every day, using the Internet to make purchases, access financial services and education, and interact with friends and family. In a recent IGC project Jeremy Magruder studies the effect of online job portals on labor market and job-matching outcomes.

The proliferation of internet access has made it a well-accepted tool for millions of job seekers, searching for both formal and informal jobs. At the forefront of this surge, are job portals connecting prospective employees with potential employers. The popularity of portals has grown significantly in the last 10 years responding to the evidently growing need to better link the two groups. According to the Federation of Indian Chambers of Commerce and Industry employers frequently complained about the difficulty of filling vacant positions despite pervasive unemployment among semi-skilled laborers, and the glut of recent technical and vocational graduates.

Job portals are a simple, but effective tool. They create space for employers and employees and provide easier access to a wide array of jobs in different sectors and skill levels. They also reduce job-matching costs and fees associated with middlemen and head-hunters.

Job portals have also expanded equality of access to employment. Prior to their existence, social connections and informal networks were the dominant means of searching for employment. Job-hunting through social networks tend to favor well connected individuals, further entrenching existing inequalities. Equality of access to online portals can mitigate this implicit discrimination in access to both formal and informal jobs.

Using online job portals to track the real-time impacts of COVID-19 in India

- A real-time assessment of the impact of COVID-19 on the economy (and labor markets in particular) has been an important policy challenge, especially in low-income countries like India.

- We leverage real-time, high-frequency data on over 300,000 job postings from Shine.com, India's second largest online job portal, to investigate the impact of lockdowns on the labor market between March-May 2020.

- We find that total job postings declined by 60% by May 2020 (as compared to the pre-COVID levels), particularly in female-dominated occupations (more than 80%).

- Low-skilled workers and inexperienced young jobseekers looking to work in entry-level jobs were severely affected. Minimum experience and education required for a job increased and fraction of entry-level jobs fell by 40%.

- We highlight how online platforms (like Shine.com) can provide rich, real-time data that can help policymakers assess the impact of economic shocks and formulate appropriate policies responses to protect the most vulnerable groups.

COMPANY PROFILE

AASHMAN FOUNDATION is one of the largest youth-run NGOs in Ahmedabad with its operations extended in the city of Bangalore. It was started in the year 2009, as a group of people who wanted to give something back to society in some or another way.

Started as a group of 10 friends, today AASHMAN Foundation has more than 100 volunteers who work hard round the year for the betterment society.

Later in the year 2012, it got registered as a Non-Government Organization. It has been working since 2009 for under less privileged children in the field of education, health, and rights.

It works with a vision to create a society where children can prosper to their complete potential and enjoy equality in its true essence. It promotes a culture of kindness and wants to instill a sense of giving back to society amongst modern youth. It is working for the upliftment and betterment

of the less-privileged kids, in the field of Childs education, health, and rights. Over the year, AASHMAN Foundation has conducted a plethora of projects which not only include

grass-root level projects which are directly related to the kids but also includes fund-raising events

India is estimated to have had around 3.2 million NGOs in 2021, just over one NGO per 1000 Indians, and many times the number of primary schools and primary health centers in India. NGOs in India have developed and strengthened by their perseverance in the last few decades; however, only a few of them have successfully impacted our society significantly, and many are still working hard and uplifting society. Amidst the ongoing COVID-19 crisis in India, many volunteers across the country are stepping out and doing the needful for the people who are worst affected such as BPL citizens and downtrodden workers.

Mr. Munish Pundir, the founder of Aashman Foundation, had a dream to work unconditionally on Women's Empowerment, Single Income families, and underprivileged children by constant efforts and innovative ideas put by him to contribute towards healthcare, education, and environmental

based livelihood programs for them. The foundation was started in the year 2009 with a small group of people who just wanted to help the people in need. Later in 2012, it was registered as a Non-Government Organization.

Yakshita, the regional campaign manager at Aashman Foundation told me in an interview the key segments that the organisation takes care of even in this pandemic. The ongoing projects enlisted by her are as follows:

Women Empowerment Centre

There is a large section of women in India who dedicate all of their life working at home, but if they come out and grab the opportunities to build themselves a fruitful career, it will not only make them independent but also strengthen the micro-economy of India. To support women in becoming

independent by spirit, thoughts, and actions so as to have full control over their lives by themselves rather than being a recipient of others' orders. This particular objective by the organisation aims to achieve socio-economic empowerment of women by their operational units.

Widow Support

The Aashman Foundation supports widows by providing them monthly grocery, medical treatment, and education to their children for free. They also provide them rural-based skill training to make them self-sufficient and further aid them to manage credits so that they can safeguard their hard-earned money and multiply their savings. Upliftment of widows socially and financially is one of their prime objectives.

Baal Depression

Children who spent too much time on smartphones and other electronic gizmos are prone to mental health issues. Latest studies suggest that an hour a day spent staring at a screen may lead to a surge in anxiety and depression amongst children, consequently, leading to a lack of concentration. Everyone is well aware of how so many children drop out of school at an early stage to help their families. These children have the right to study. Aashman Foundation puts in efforts to help these children stay on the path of education. The organisation believes that reading and writing will keep the mind occupied towards something productive and far away from "Baal depression".

Milk Bank Campaign

Sufficient nutrition plays a significant role in a child's overall development. Milk is considered a vital constituent in a wholesome meal for infants and children. It provides nutrition that a child

needs to grow and flourish in all aspects. The NGO regularly provides milk to the precious kids whose parents cannot afford it. Every child deserves to live a healthy and happy life.

The message conveyed by Yakshita is that a coin has two sides; people tend to focus on one and forget the other. For instance, in the midst of a pandemic, people are ready to help and donate to the ones who are suffering directly from COVID, helping in the refilling of oxygen cylinders, food meals to COVID+ patients, etc., but how many of us thought of the underprivileged children, depressed children, widows during this pandemic? Mostly, they belong to the working class of society who are worst affected because of job loss or insufficient wages to provide proper nutrition for themselves and their family.

Helping Children to Prosper

- **EMPOWERING CHILDREN**

  We believe that children are the future of our country. If a country has to develop, empowering children is a must. All our projects thus are based around children.

- **ENSURING BETTER LIFE**

  Almost 1/3rd of India's population still lives below the poverty line. The only magic trick to uplift all of them is good education which can provide them good employment. We constantly strive for this so that the children can get better lives and uplift their families out of poverty.

- **EDUCATION FOR ALL**

  AASMAAN Foundation believes in education for all irrespective of their caste, creed or socio-economic background. The kids we teach at our centers are from diverse backgrounds. It is our dream to provide every child in India with quality education.

- **SPREADING SMILES**

  All our projects and events have one common goal - to spread smiles. A perfect smile on the face of the kid makes all our efforts worthy. Being from the other side of the society it becomes our duty to do something to spread smiles for those who are not so fortunate.

BACKGROUND OF THE STUDY

The quality of people hired for a specific job is usually the key issue when measuring the effectiveness of the employment. However, in certain circumstances the speed of hiring is also an issue and also contribute to quality hiring. The job recruitment or hiring employees

process in the past years was based on advertisements in the newspapers and have a panel on the appointed day to interview applicants. The traditional hiring of employees starts with the processing of application forms, describe the job for each position, verify application forms and lastly evaluate the best person for the job. The whole process from advertising to hiring a quality applicant takes a lot of time, effort and also has more weaknesses. The advertisement itself is costly, especially when done through print media key (newspapers) therefore the publication of the job adverts will only last for a very short time and in that case, few people will have seen the job vacancy. Moreover, submission of the application form requires physical presence of the applicant to hand it over and this could be an inconvenience most applicants due to the fact that we belong to different geological locations in the country. Thus, the traditional recruitment

process is not be the best in today's competitive job market.

The basis of a hiring process is to give out to potential employees and bring out the specific kind of required skills and experiences in the field organization. The question here is how this could be made well-organized and possible. This question or problem can be solved by an online job portal system which is set to transform the way in which companies and other employers recruit their employees. Online job portal system is fundamental in removal of paper works and introduction of workflow systems that connect job seekers and employersand

also stores data in dependable databases. Online job reduces paper work in offices and work through green human resources and sustainable development. In this case, companies can therefore commit themselves to equal opportunities as job providers and can generate new and qualified employees. Due to this change in technology job recruitment must also change because the use of the internet is also frequent then developing an online job portal will be of great impact to job seekers and employers. The system will be reliable because most Indian are ever using the internet for browsing and entertainment. The online job portal will use the internet to advertise and find the best people for jobs. The system is to be used by employers to improve efficiency in employment sector and it will provide jobs catalog and information to members or users and help them decide on which jobs to apply.

How To Use Online Job Portals?

Using a Online Job portal is very easy for every applicant, as they are capable of providing jobs acceding to the educational profile of the users. Here are some easy steps by following which you can use any job portal efficiently,

- First like every other website and mobile application you have to create your profile by signing into the Job portal. For logging into the portal, you have to provide your phone number and a valid email address.

- After logging into the portal who has to answer a set of questions, according to which the portal will suggest your jobs. These questions include your 10th and 12th standard marks, your under-graduation as well your post-graduation qualification, and salary expectations.

- Then you have to upload your CV or resume into the portal which will be delivered to the company for the future hiring process.

- Now you search for various jobs according to your convenience i.e., salary, location and job profile. Also, you can use the responsive search bar provided in the portal for finding available jobs.

- You can your various filter option in order to find the perfect job profile available in the portal. And choose the option 'Apply' after reading the full description of the job role and the company.

- And that's all your work is done, now you just have to wait until your CV got selected in the recruiting company for the further interview process.

Hiring the best web development company can help you to provide a better hassle-free process for your user applicants.

What are The Benefits of Using an Online Job Portal?

Owning your own unique job portal comes with its own sets of advantages and benefits. Creating a better quality and reliable job portal will not only ensure your success but also provide higher ROI.

Here are some of the important benefits that you can enjoy while owning a online job portal:

1. One of The Most Cost-Effective and Affordable Solutions

Creating your own Job portal is one of the most cost-effective and affordable web or mobile app development solutions in the market. That's why you can allow the application user to app for all those jobs without paying any cost. This will help you to attract more and more applications to your portal and rely on your services as well.

2. Regular Job Updates

This is one of the best benefits that any Job portal provide to their users. Once you join a job portal, you will get regular job updates. This will always keep you motivated and make your search and apply for better jobs in your career.

3. Notification On New Jobs or Job Alerts

As soon as any job becomes available in the market, the portals are capable enough to provide you with job availability information through notification, mails, and SMS. Now, you can just click on the notification and go through the whole job description and apply for it.

4. Classified

If you signup with a job portal, they will remain your personal details classified from the other applicants. Only the recruiting company is allowed to see your full resume during the screening process. This helps the user to search for better job opportunities and remain its secret from the current working company.

5. Resourceful

As a user, you will be able to browse a number of jobs that fit your profile. With help of the latest technologies such as AI and enhanced search features. You don't have to even search job; you just have to upload your resume and then wait for the AI to work to find a desirable job for you. Just scroll through those results and apps on the companies that you liked the most.

Hiring the best custom web portal development services can help you to implement all the necessary features into your portal. So that you can enjoy all these benefits effectively.

Advantages & Disadvantages of Online job portal on Recruitment & Selection

Advantages:

➢ Faster and efficient system

➢ Wider range services available under one roof

➢ Highly Secure and Portable application

➢ Provides a facility for the Job Seekers to track their job details he has applied for

➢ Provides a facility for the Employer to search for required people very easily

➢ Provides efficient search mechanism using dynamic query generation

Disadvantages:

➢ Doesn't provide effective and efficient services for different users of this system.

➢ Doesn't provide secure and portable application

➢ Doesn't provide all other related services under this portal

➢ Doesn't provide the facility to the Job Seeker to track the job details to which he has applied for.

➢ Doesn't provide Fast and efficient system

TERMINOLOGIES

- **Empowerment:** Empowerment refers to giving more power to the employees in terms of resources, skill, tools and authority necessary to make decisions.

- **Competency:** In a recruitment context, competencies are defined as candidates' behavioural characteristics, personality traits, knowledge, skills, and qualifications. Typically, competency requirements for each vacancy are defined by the employer at different levels, including job-specific, departmental, and organisational ones.

- **Manpower:** Manpower is defined as the combined work of people that is utilized by any organization for its benefit against payment of certain charges. Also, manpower includes professionals from various expertise level and fields.

- **Human Resources:** Every year, new recruitment terminologies spring up, making them tricky to understand or keep up with. This glossary is all you need to get started and stay updated with the most recent terms in the HR industry. As recruitment is an integral part of any organization, it is necessary for recruiters and HR to know the jargon behind the process. While keeping up with the various recruitment terms and phrases that appear every year can be tasking, knowing these terminologies can provide you with more know-how about recruitment and help you communicate efficiently.

Benefits of Using Online job portal on Recruitment & Selection

Promote Firm's Name:

Job portals give you a possibility to encourage your firm in a better beam. When a job seeker explores job opportunities, the first fixation they'll ensure is your firm's background. They'd want to know what sort of work culture, environment, and career development opportunities you have. With that, a job portal will give your firm an optimistic impression.

Uncomplicated Resume Research:

The filters available in job portals will help you select the most appropriate candidates for the job. Likewise, they can attain resumes with the right set of skills and experiences. With that, you don't have to seem through many of job seekers' resumes one by one. These filters will screen out inappropriate resumes for you so you can get the most competent applicant as soon as possible.

The easy way of choosing candidates:

As a recruiter, your aim is to fill your company with the most excellent people. Using a job portal in your hiring procedure makes it easier for you to choose the best applicant for the job. With this, you'll have a record of applicants with your necessary skills, achievements, and experience.

CONCEPT OF HUMAN RESOURCE MANAGEMENT

Human resource management is a process of bringing people and organization together so that the goals of each other are met. The role of HR manager is shifting from that of a protector and screener to the role of a planner and change agent. Personnel directors are the new corporate heroes. The name of the game today in business is personnel. Nowadays it is not possible to show a good financial or operating report unless your personnel relations are in order.

Over the years, highly skilled and knowledge-based jobs are increasing while low skilled jobs are decreasing. This calls for further skill mapping through proper HRM initiatives.

Indian organizations are also witnessing a change in systems, management cultures and philosophy due to the global alignment of Indian organization. There is a need for multi skill development. Role of HRM is becoming all the more important.

<h1 style="text-align:center">"**RECRUITMENT AND SELECTION**"</h1>

WHAT IS RECRUITMENT?

I opted for this particular topic named "Recruitment & Selection" because recruitment and selection procedures have taken a dramatic change in the industry. Human resource is responsible for giving birth human embalmers. The core function of an organization is Recruitment and Selection because the organization doesn't want to be a bad recruiter by selecting manpower that might have the potential to spoil the long earned goodwill or corporate image and also incur heavy recruitment costs on them.

Recruitment is the process of attracting, selecting, and designing the appropriate candidates for one or more positions within an organization, permanent or temporary. It also measures an individual's likelihood of joining the organization, and its compatibility with the company's mission, vision and values. Recruitment can also be carried out in the processes developed for choosing individuals for unpaid positions, such as volunteer roles or training programs.

PURPOSE AND IMPORTANCE

The general purpose of recruitment is to provide a pool of potentially qualified job candidates. specifically, the purposes and needs are:

- Determine the present and future requirement of the organization in conjunction with its personnel-planning and job-analysis activity.

- Increase the pool of job candidates at minimum cost.

- Help increase the success rate of the selection process by reducing the number of visibly, under qualified or overqualified job applicants.

WHAT IS SELECTION?

The selection process aims at conducting interviews and evaluating candidates for a specific job, defined at recruitment, selecting. Finally, an individual for the vacancy, based on predefined criteria. Selection can range from a very simple process to a very complicated one, which depends solely on the company you hire and the position the candidate is looking for.

Selection on the other hand, is the process of picking individuals who have relevant qualification to fill jobs is an organization. The purpose of selection is to pick up the most suitable candidate who would meet the requirement of the job in an organization best, to find out which job applicant will be successful, if hired. To meet this goal, the company obtained and assesses information about the applicants in terms of age, qualifications, skills, experience, etc. the need of the job are matched with the profile of candidates.

PURPOSE

The purpose of selection is to pick up the most suitable candidates who would meet the requirement of the job in an organization best, to find out which job applicant will be successful, if hired. To meet this goal, the company obtains and assesses information about the applicants in terms of age, qualifications, skills, experience, etc. the needs of the job are matched with the profile of candidates. The most suitable person is then picked up after eliminating the unsuitable applicants through successive stages of selection process.

OBJECTIVES OF THE STUDY

- To understand the effectiveness of online job portals.

- To explore different job portals available on internet.

- To identify the problem faced by the job seeker.

- To explore the role of online job portal in recruitment process.

SCOPE OF THE STUDY

In this online job portal, there is no payment therefore free registration. Anyone can apply through job portals, like: Naukri, Indeed, LinkedIn, Facebook, fresher world, The online portals can run on windows and also can be accessed by use of mobile phones. It is subjected to time taking by 2020-2021. It is operated in English language.

Online job Portal of Recruitment Process: -

1. Job Posting on InternShala and LinkedIn

2. Screening

3. Sourcing Candidate

4. Feedback and Reschedule

5. Scheduling Interview

6. Forwarding and Feedback

7. Offer Negotiation

8. On boarding of Candidate

9. Achieving Targets

Overall Description

The Online Job Portal System is a package to be used by agencies to improve the efficiency of business. The Online Job Portal System to be developed benefits greatly the members. The system provides jobs catalogue and information to members and helps them decide on the jobs to apply. The admin can keep the jobs catalogue updated all the time so that the members (Job seekers and the agencies) get the updated information all the time. The main users are users: Admin, Members who are the Job seekers and the agencies.

NEEDS OF THE STUDY

It is a platform that joins recruiters and the job seekers to complete their goals and requirements. Recruiters look for a right candidate who has the right qualification to handle the responsibilities efficiently. On the other hand, job seekers want a job where they can apply their skills and knowledge to grow their professional career. Sending job applications through employment portals is a quicker way to get the right candidate.

But the selection of right recruitment portal is very important. Check out the things you should know about the Online Jobs Portal.

1. Top companies listed

Best online job portal are tied up with the top companies to give the best job to the potential candidates. Candidates always look for the best recruiters.

2. Quality Service

Quality employment portals provide better results and satisfaction by resume writing services and uploading it as per requirement. Provides regular job alerts to the job seekers. Selecting the right job portal is essential because it gives the surety of the job vacancies not being forged.

3. Free or Paid

Many people don't pay to the job portals as they are not financially set especially if they are fresher's. But at the same time experienced candidates pay due to quality service of the recruitment

portal. Many portals are paid by the recruiter's company if they help them in hiring a good candidate.

4. Easy Registration

No recruiter or a job seeker wants to fool around and tick each dialogue box with the silly details. The registration procedure shouldn't be complicated because no candidate would like going through various steps just to confirm his enrollment. Thus, an easy registration is widely preferred by all job seekers.

5. Current Openings

Best online jobs portal always show the current openings on the daily basis. So that candidates apply on them till they get placed.

6. Blog/ Advice page

Online job portal should have a blog page to give an advice or tips to the job seekers. This will help them to face the interviews, mistakes to be avoided, latest trends in the industry.

7. Mobile App

It should have the mobile app for the convenience of the job seeker to check it anywhere anytime. This will help both the job seeker and **job portal** to keep the account active.

CONTRIBUTION DURING SIP

The HR process if further divided into at online jobs in all over India as follows:

1. Recruitment And Selection

2. Training And Development

I have done my SIP in preparing a job description and then posting a job in job portal site (LinkedIn, Facebook), Recruitment and Selection process.
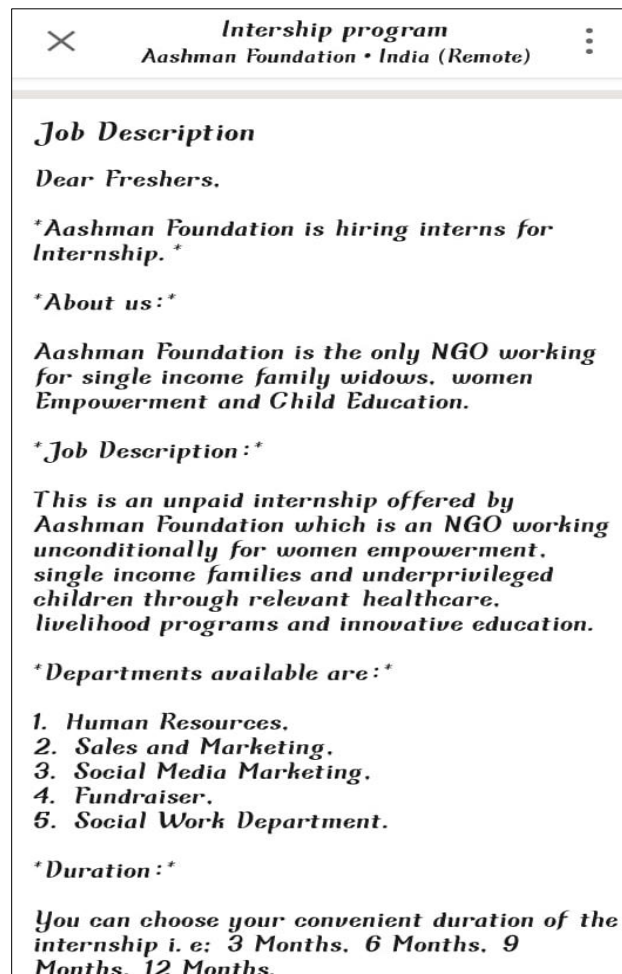
LIMITATIONS

Some candidates and companies cannot be confident with the security of an online application. Sometimes the online application operates slowly and loses information during submission.

1. Due to the COVID-19 pandemic internship was conducted online i.e. Work From Home.

2. Unable to observe candidates non-verbal skills properly due to virtual mode.

3. Due to Virtual mode some queries was not solved properly.

4. Company used Discord App as a communication Platform, so there was difficulty to operate it at the starting.

RESEARCH METHODOLOGY

Methodology refers to the systematic method consisting of enunciating the problem, formulating a hypothesis, and collecting the facts or data, analyzing the facts and reaching certain conclusions either in the form of solutions towards the concerned problem or in certain generalizations for some theoretical formulation. It includes the process of gathering, recording and analyzing critical and relevant facts about any problem in any branch of human activity. It refers to critical searches into study and investigation of problem/ proposed course of action/hypothesis or a theory.

❖ Sources of Data

The data and information of this report are collected from –

1. Primary sources

2. Secondary sources

3. Personal interview

Primary sources:

The data were collected through personal interview and discussion. Two sets of questionnaires were prepared to carry out the study. The subject matters of the questionnaire were related to the objectives. It will then circulate among the key personnel of Aasmaan Foundation.

Secondary sources:

Annual Report, Brochure, Job Description, Apollo Hospital, Bangladesh, Policy, Slandered Operating Procedure (SOP), Booklet, Published Materials, Training Materials and web side of Aasmaan Foundation.

Personal Interview:

The interview sessions were conducted with some Junior Officer, Senior Officer an HR Manager of the organization.

FINDINGS

The findings in the online job portal of recruitment and selection procedure of AASMAN FOUNDATION that are justified in my view are:

1. Most of the recruitments at AASMAAN Foundation were done through online job portal's sites such as LinkedIn and Internshala.

2. In the job post, information about rounds taken in the process of recruitment was mentioned.

3. As interview process was conducted through virtual mode candidates were comfortable to talk with interviewer.

4. It's found that selection procedure at AASMAAN Foundation was very effective as right candidates were chosen by the experts.

5. Working environment of the company was very friendly.

6. The NGOs always tries to find out the best people for recruiting.

7. AASMAAN FOUNDATION management always prefers the people who have already completed the Bachelor or Masters in any recognized public or private universities.

SUGGESTION

1. Need to improve connections on LinkedIn to attract new candidates.

2. Blogs should be posted to active socially.

3. Communication gap should be filled with training processes.

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CONCLUSION

A online job portal is a website or a mobile application where the companies post their job vacancies. And the job-seeking applicants associated with the portal are allowed to apply for that job.

The users are also allowed to search the job of their convenience with the help of various filter options present in the portal. Moreover, the outbreak of the Covid-19 pandemic gives a substantial boost to the user base of this portal. So, if you want to start your recruiting company, then a responsive and dynamic job portal can ensure your success.