

SUMMER PROJECT REPORT

“STUDY OF EMPLOYEE ENGAGEMENT AT INFOLINK SERVICES”

Submitted to:

DMSR

G.S College of Commerce & Economics, Nagpur.

(An Autonomous Institution)

Affiliated To:

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

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**Department of Management Sciences and Research, G.S. College of
Commerce & Economics, Nagpur NAAC Accredited “A” Grade Institution**

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CERTIFICATE

This is to certify that the investigation described in this report titled “**STUDY OF EMPLOYEE ENGAGEMENT AT INFOLINK SERVICES**” has been carried out by **Ms. Gunjan Tapase** during the summer internship project. The study was done in the organization, “**Infolink Services**”, in partial fulfilment of the requirement for the degree Of Master of Business Administration of **R. T. M. N.U, Nagpur**.

This work is the own work of the candidate, complete in all respects and is of sufficiently high standard to warrant its submission to the said degree. The assistance and resources used for this work are duly acknowledged.

Dr. Sonali Gadekar

(MBA Coordinator)

CERTIFICATE

(Attach a PHOTOCOPY of a certificate issued by the company)

ACKNOWLEDGEMENT

It is a matter of pride and privilege internship project in “**Infolink Service**” for providing this opportunity to me.

I am thankful to “**Mr. Kaustubh Hulke**” for guiding me through this project and continuously encouraging me. It would not have been possible to complete this project without his / her support.

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. Archana Dadhe**” for helping me during the project.

I am thankful to the principal of GS college of commerce and economics Nagpur "Dr. N Y khandait" and dean of the DMSR "Mr Anand Kale".

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

(Gunjan Tapase)

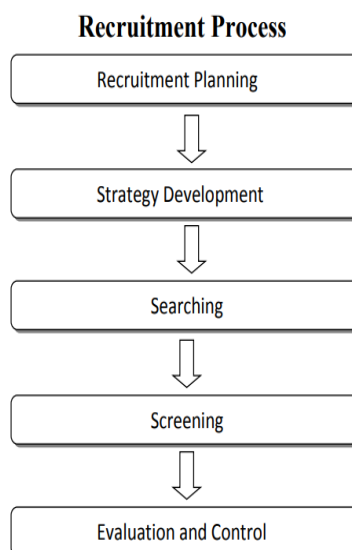
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INTRODUCTION

RECRUITMENT:

- Recruitment is the process of searching for prospective employees and stimulating and encouraging them to apply for the job.
- Recruitment is a process to discover the source of Manpower to meet the requirements of the staffing schedule and to employ effective measures for attacking that manpower in adequate numbers to facilitate effective selection of an efficient working force.
- Recruitment refers to the process of attracting, screening and selecting qualified people for a job.



1.Recruitment planning:

The recruitment process begins with the planning where in the vacant jobs positions are analysed and then the comprehensive job draft it is prepared that includes: job specification and its nature, skill, qualifications, experience, needed for the job, etc.

Here, the requirements committee decides on the number and the type of applicant to be contacted. The aim of an organisation is to attract more candidates as some of them might not be willing to join, or some might not qualify for the job position. So, the company has a sufficient number of candidates to choose amongst them. The type of candidates is required for the job is well specified in terms of the task and responsibilities involved in a job along with the qualification and experience expected.

1. Strategy development:

Once the comprehensive job draft is prepared, and the type and the number of recruits required are decided upon; the next step is to decide a strategy that is adopted will recruiting the prospective candidates in the organisation. The following strategic consideration should be kept in mind:

- Make or Buy Employees, which means the firm either decided to select less skilled employee and invest in training and education programmes for hire skilled professionals.
- Methods of recruitment, the firm decide on the methods used from recording the individuals such as the internet provides detailed information about the prospective candidates and helps in short listing the best-qualified individuals.

- Geographical area, the next decision is related to the area from where the candidates shall be searched. The firm looks for those areas where the handful amount of qualified employees is concentrated, with a view to curtailing a search cost.
- Source of Recruitment, there are two source of recruitment: Internal source (within the organisation) External source (outside the organisation) the firm must decide the source from where the candidates are hired.

2. **Searching:**

Once the strategy is prepared the search for the candidates can be initialized. It includes two-steps: source activation and selling. The source activation means, the search for the candidates activates on the employee requisition i.e. until and unless the line manager verifies that the vacancy exists, the search process cannot be initiated.

The next point to be considered is selling, which means the firm must judiciously select that media of communication that successfully conveys the employment information to the prospective candidates.

3. **Screening:**

The screening means to shortlist the applications of the candidates for further selection process. Although, the screening is considered as the starting point of selection but is integral to the recruitment process. This is because the selection process begins only after the applications are scrutinized and shortlisted on the basis of job requirements. The purpose of recruitment here is to remove those applications at an early stage which clearly seems to be unqualified for the job.

4. Evaluation and control:

Evaluation and control are the last stage in the recruitment process where in the validity and effectiveness of the process and the methods used therein is assessed. This stage is crucial because the firm has to check the output in terms of the cost incurred.

Types of Recruitment

1. **Internal Recruitment** – It is a recruitment which takes place within the concern or organization. Internal sources of recruitment are readily available to an organization. Internal sources are primarily three - Transfers, promotions and Re-employment of ex-employees.

Internal recruitment may lead to increase in employee's productivity as their motivation level increases. It also saves time, money and efforts. But a drawback of internal recruitment is that it refrains the organization from new blood. Also, not all the manpower requirements can be met through internal recruitment. Hiring from outside has to be done.

2. **External Recruitment** - External sources of recruitment have to be solicited from outside the organization. External sources are external to a concern. But it involves lot of time and money. The external sources of recruitment include - Employment at factory gate, advertisements, employment exchanges, employment agencies, educational institutes, labour contractors, recommendations etc.

ADVANTAGES OF INTERNAL RECRUITMENT

Hiring internal candidates can be more efficient than recruiting externally, because it can:

1.Reduce time to hire

When recruiting externally, hiring teams find candidates (either through sourcing or job posting), evaluate them and, if all goes well, persuade them to join their company. All of which takes time. Conversely, internal candidates are already part of your workplace, so the time you need to find and engage those candidates is much less. It's also easier to assess internal candidates because:

- They're pre-screened for culture fit.
- Their track record is easily accessible.
- They may not always need full interviews with managers (for example, if they are moving within their department, the department head already knows the candidate.)

3. Shorten onboarding times

Everyone needs some time to adjust to a new role, but internal hires are quicker to onboard than external hires. This is because they:

- Know how your company operates and most of your policies and practices.
- May be familiar with people in their new team, especially in smaller businesses.
- May already know the content and context of their new roles if they move within the same team or to a similar one (for example, a sales associate becoming a category manager).

4. **Cost less**

Research has shown that external hiring may cost 1.7 times more than internal hiring. This is because when hiring from within, you usually don't need to:

- **Post ads on job boards.** It's easy to inform internal candidates about job openings through email or your company's internal newsletter. You could also place printed job ads on a bulletin board, if all your employees work in one place.
- **Subscribe to resume databases.** Instead of sourcing passive candidates on resume databases, ask managers about their team members or look into your HRIS to find co-workers who might fit in your open roles.
- **Pay for backgrounds checks.** You may already have conducted background checks on internal candidates when you first hired them. And, you know if they're in good standing based on their manager's input or employee records.

5. **Strengthen employee engagement**

Promoting from within sends a message that you value your employees and want to invest in them. Giving employees more opportunities to advance their careers, or even letting them move to other same-level positions that may interest them, is good for morale: employees who change roles develop professionally and others know they may have similar opportunities in the future. This helps to build a culture of trust that enhances employee engagement and retention.

DISADVANTAGES OF INTERNAL RECRUITMENT:

While choosing to recruit internally can be advantageous for a company and its workforce, there are also some potential downsides. Here are some common disadvantages of internal recruitment and the ways in which these can be mitigated:

1. Negative impact on other employees

Internal recruitment may have a negative effect on other employees, particularly those who applied for the role and weren't successful. This could result in them becoming less engaged in their work and decreasing job satisfaction, with one study finding that 24 per cent of people were open to a job elsewhere because they had been overlooked for a promotion. What's more, if an employee is promoted above their peers, this could cause resentment or a lack of respect towards them. A manager who is losing a valued team member may also be resentful of this. In order to avoid these issues, hiring managers should ensure that the other internal candidates understand why they weren't selected. Giving personal interview feedback in a one-on-one meeting can indicate that the employees are valued and their efforts are recognised.

2. Reduced talent pool

If a company chooses internal recruitment, the pool of possible candidates is greatly reduced. In some cases, an existing employee may be the best fit, but in others an external perspective might be preferable. A new employee may bring with them innovative skills and refreshing ideas that could benefit the role and team. An overreliance on internal hiring could also lead to stagnant company culture and employee complacency.

3. Another gap to fill

While it's great to fill a role within an organisation, internal recruitment may result in another gap elsewhere. This could mean turning to external hiring to take on the role of previous employee, incurring the cost and time issues previously discussed. Small and fast-growing companies may not have the option to hire internally at all if their pool of talent isn't large enough.

4. Bias concerns

Internal recruitment can cause bias concerns within an organisation. This is because it's harder for hiring managers to be fair and objective when choosing candidates that are already known to them. These biases – whether implicit or not – may cause prejudice for or against a particular candidate and lead to the most suitable employee missing out on the role.

To mitigate the risk of bias, an organisation should make the internal hiring process as transparent as possible. They could also choose to anonymise the application process, with candidates judged solely on their skills and experience. Hiring managers should also follow the internal recruitment steps that are listed below to ensure that the process is effective, successful and adheres to employment law.

ADVANTAGES OF EXTERNAL RECRUITMENT:

In an external recruitment process, the company posts a job and invites different candidates suitable for the job outside the company.

In this decision of hiring a candidate outside the company, the employer takes up the responsibility of finding a candidate who is capable of handling the duty and responsibility of the job posted.

Following mentioned are a few advantages of the recruitment process,

1. Increased chances:

In this increased chance, the company receives a variety and number of candidates who owns knowledge and ability to handle that job.

If the company enters a selection procedure with external recruitment, then there are increased chances of finding a suitable candidate for the job.

This increased chance provides **better availability of skilled and qualified employees** for the company by using the external recruitment method.

2. Fresher skill and input:

When a company goes with an external recruitment method, there is a quite better possibility of finding and identifying a fresher candidate who is capable of **delivering new skills and inputs** for the betterment of the company.

Therefore, hiring a candidate with external recruitment makes things clear and better for the company who is in desperate need of fresher skills and inputs for the overall growth of the company.

3. Qualified candidates:

Nowadays, when a company posts an advertisement in social media or newspaper. One common thing they look for is a well experienced and qualified candidate.

With external recruitment advertising, the company can find a variety of qualified candidates for the post offered. And eventually, this process helps to identify the best candidates in a lot of skilled candidates.

4. Better competition:

In the external recruitment process, there will be a chance of facing better competition in terms of hiring new talent.

Most of the time some of the company looks for candidates who are capable of handling a certain skilled job and some of them search those candidates who are better with their risk-taking ability.

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5. Generation of creative ideas:

Most probably when the company is in need of those candidates who can provide creative ideas for the growth of the company, then the company needs to go with an external recruitment process for the overall development of the company.

Therefore, once the company understands the working nature of external recruitment then there is a possibility that the company might select a candidate with new and better creative ideas.

DISADVANTAGES OF EXTERNAL RECRUITMENT:

These disadvantages of external recruitment make a clear distinction between its limitations and it will also provide beneficial knowledge about the techniques of an external recruitment process.

1. A limited understanding of the company:

When a candidate is selected from an external recruitment process, there is a possibility that the candidate might have less chance of understanding the environment of the company. And this lesser understanding can make a big difference in the future activities of the company.

Therefore, there is some sort of issues with an external process which needs to be rectified for a better understanding of the company environment.

2. Higher risk:

There is a possibility that the candidate selected for the post is not worthy of the position offered and he/she can take advantage of their position in the company.

This type of risk is very much common in an external recruitment process as most of the candidates applied for the job are total strangers to the company. And that is why it is considered one of the higher risk processes of recruitment.

3. Time-consuming:

The main disadvantages of external recruitment are that it is **time-consuming** as most of the companies post an advertisement for their company recruitment drive.

Then there is a quite possible chance of receiving a higher number of applicants for the post and the recruiter need to be very careful with their decision of selecting the best candidate for each round selection process.

4. High costs:

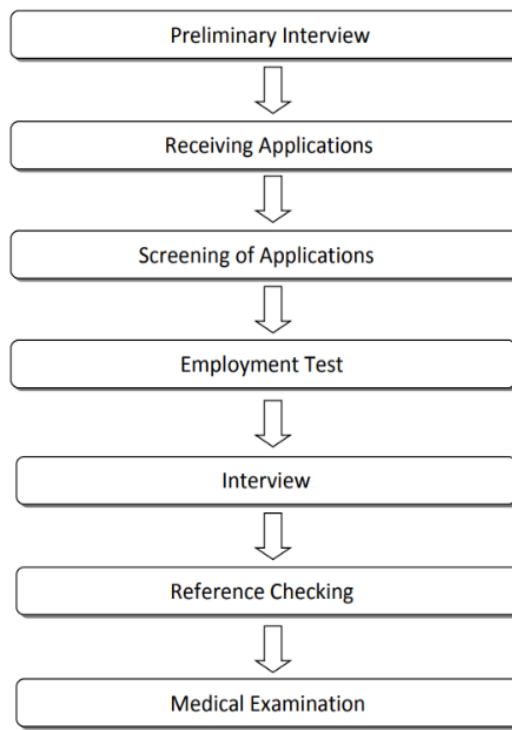
As most part of the external recruitment process mainly deals with complete new candidates then the company needs to come up with a pay scale for that candidate which should value his/her skill and ability.

This can turn things a bit **costly for the company** as they are in need of new ideas and to get such new and creative ideas from the potential candidate. The company needs to provide him/her with the best possible deal to refuse.

SELECTION:

- Selection is the process by which you choose from a list of applicants, the person who best meet the criteria for the position available considering current environmental context.
- The aim is to compare the demands of the jobs with the candidates' capabilities and inclinations, by various techniques.
- Selection has been regarded as the most important function of HR department. It ensures the organisation that; it has right number, right kind of people at the right place and at the right time.

Selection Process:-



1. **Preliminary interview:**

The selection process generally starts with the step where the totally unsuitable applicant is eliminated. Thus, the organisation is saved from the expenses of processing the applicants through the remaining steps of selection. The candidates who pass this step are only asked to fill the form.

2. **Receiving applications:**

After passing the preliminary interview the candidate is asked to fill the standard application form. The application form generally consists of the information about the age, qualification, experience, etc. The candidate on the basis of which the interview gets the idea about the candidate and this information also helps in formulating questions.

3. **Screening of applications:**

After receiving the applications, the screening committee screens the applications only the candidates who qualify the criteria of the screening committee are called for the interview usually the candidates selected for interview are 4 to 6 times then the number of posts interview letter is sent to them or they are called telephonically.

4. **Employment test:**

After getting the interview letter and before going to the interview there is one more step and that is employment test. These tests are done to check the ability of the candidate. These tests vary from organization to the organization and change as per the need of the particular job. These test intelligence test, aptitude tests, trade tests, interest test, personality tests, etc. These tests must be designed properly otherwise they will not good indicator of one knowledge.

5. **Employment interview:**

The candidate who qualify about that are called for the employment interview. This interview is done to get more information about the candidate, to give him the actual picture of what is required for him, to check the communication skill of the candidate etc. for senior position post; a panel is prepared to take the interview. At the end of the interview of each candidate the member of panel discusses about the candidate and give him the grades. There may be direct interview or indirect interview. should be conducted in a tree from the noise and disturbance only then the candidate will be able to speak freely and frankly.

6. **Checking references:**

Before selecting the employee the prospective employees generally look out for the reference given by the candidates to check about candidate past records reputation police record etc.

7. **Physical examination:**

The organisation generally prefers medical examination to be incurred of the person to avoid time and expenditure spend on the medically unfit person. sometimes the organization may ask the candidate to get them examined from the medical expert.

8. **Final selection:**

After all the steps the candidate selected finally. He is appointed by issuing. Appointment letter. Initially he is appointed on the probation basis after finding his work. Satisfactory he is appointed as permanent employee of the organisation or otherwise he may be terminated.

ADVANTAGES OF SELECTION

A good selection process offers the following advantages–

- It is cost-effective and reduces a lot of time and effort.
- It helps avoid any biasing while recruiting the right candidate.
- It helps eliminate the candidates who are lacking in knowledge, ability, and proficiency.
- It provides a guideline to evaluate the candidates further through strict verification and reference-checking.
- It helps in comparing the different candidates in terms of their capabilities, knowledge, skills, experience, work attitude, etc.

DISADVANTAGES OF SELECTION:

The selection Suffer from The Following Disadvantages:

(i) Unreliable:

The inferences drawn from the tests may not be correct in certain cases. The skill and ability of a candidate may not be properly judged with the help of tests.

(ii) Wrong Use:

The tests may not be properly used by the employees. Those persons who are conducting these tests may be biased towards certain persons. This will falsify the results of tests. Tests may also give unreliable results if used by incompetent persons.

(iii) Fear of Exposure:

Some persons may not submit to the tests for fear of exposure. They may be competent but may not like to be assessed through the tests. The enterprise may be deprived of the services of such personnel who are not willing to appear for the tests but are otherwise suitable for the concern.

IMPORTANCE OF RECRUITMENT AND SELECTION FOR THE COMPANY: -

Choosing the methods used for the recruitment and selection process is an important part of the success or failure of the operation. There are several sources and techniques that organizations can use to structure, simplify, and streamline the process. To be successful in attracting qualified professionals to fill vacancies, it is important to consider some important steps in the process.

- Attract and increasingly encourage applicants to apply in the organization;
- Create a talent bank to select the best candidates for the organization;
- Determine the present needs and future requirements of the organization by planning and analysing the job activities;
- Recruitment and selection is the process that unites employers with employees; • Increase candidate database at minimal cost;
- Help increase the success rate of the selection process by decreasing the number of unsuitable candidates, differentiating them from qualified or overqualified candidates;
- Helping reduces the likelihood that recruited and selected job applicants will leave the organization after a short period of time;
- Know the legal and social obligations of the organization, regarding the composition of its workforce;
- Start with potential job candidates by identifying and preparing the appropriate candidates;

COMPANY PROFILE:

- Infolink services founded the staffing industry in 2010, and has maintained a reputed position in short period. They handle each project with a meticulous and industries approach in an adventurous environment.
- They are staffed with a motivated team of young and dynamic professionals with immense work experience.
- Provides campus placement services to the engineering colleges. Industries of engineering, constructions & infrastructure, information technology, telecom, BPO, call centres, automobile industry, manufacturing unit etc.
- These services include outsourcing, campus placement services, lateral services and other services that help our clients grow their company and achieve greater things than they could themselves.

INFOLINK SERVICES

Link : <https://infolinkservicesngp.com>

ADDRESS:

Infolink Services Nagpur Office :

32, Flat No.b, Kalyaneshwar appt Plot No. U, 2, Narendra Nagar,
Nagpur, Maharashtra 440015



INTRODUCTION OF INFOLINK SERVICES:

- Infolink Services was established on 27th July, 2010 with an objective of providing training and placement solutions in the corporate sectors.
- Infolink Services has achieved over 10,000 placements at client payroll from the positions of back office to manager level.
- They are serving more than 50 industries are connected and successfully more than thirty thousand (30,000) students are placed in various sectors of industrial area.

Industries Offered

- Banking & Finance Sector
- IT Sector
- Manufacturing Industry
- BPO
- Management

Campus Drives:

They are a prominent recruitment firm offering out of the box Campus Recruitment solutions to institutes and colleges in India. With a vision to explore and harness the talents of young leaders across India, they have come up with a concept of campus recruitment and promotion of Institutes and colleges looking to place their fresh candidates. Infolink services provides campus placement services for both the companies and the colleges who want to organise campus placement drives for hiring the candidates it is a cumbersome activity as it requires a number of activities to be performed and many of the companies may not have the resources for the time that would be required in the process. For reputed colleges, it is comparatively easy to get campus placement drives organised, but it is not same for the colleges of comparatively less or low repute or relatively new college.

HR training:

Jobs oriented HR generalist training is designed to put in-depth knowledge and experience in candidate for practically handling of core responsibilities like Payroll, legal compliances, PF, ESI, Gratuity designing CTC and many other generalists function of HR in an organisation.

Personal development:

The training module is aimed at the promotion of the Strategies for the personality development of the participants. The rationale behind this endeavour is the recognition of the complex influence of the personality of the employees upon organisational effectiveness. The objective of the training program is brought about personality development with regards to the different behaviour dimensions that have fire reaching significance in the direction of organisational effectiveness.

VISION AND MISSION OF ORGANISATION:

➤ Our Vision

Infolink is inspired with a mission to create leaders, winners & achieves in a global competitive world. to be globally recognized as reputed professional manpower consulting firm for corporate, individuals and entrepreneurs.

➤ Our Mission

We are committed to support our esteemed client's requirements by delivering on time, building trustworthy relationship and by offering complete recruitment & training solutions.

THE KEY POINTS OF MY RESEARCH STUDY ARE AT INFOLINK SERVICES:

1. To study the fact about Infolink as a group.
2. To analysis the recruitment policies of the organisation.
3. To understand and analysis various HR factor including recruitment procedure.
4. To find out the various vacancy available in the different companies.

TERMINOLOGIES:

1. Empowerment
2. Competency
3. Manpower
4. Human Resources
5. Job post / LinkedIn
6. Recruitment
7. Selection

SCOPE OF STUDY:

- To gain practical knowledge about how HR works.
- Utilization of skills and knowledge in corporate world.
- Understand the proper use of software's used by HR.
- Understanding the work culture of an organisation.
- In-depth knowledge of recruitment and selection procedure.

CONTRIBUTION DURING [SIP](#):-

Week- wise:

1st week:-

- In 1st week they explain the whole working culture of the organisation. They took a proper induction to explain about there company and their services.
- They gave brief on there tie-up companies and their recruitment requirements. In this, intern need to observe closely how work are carried out.

2nd and 3rd week:-

- Added a procedure of 10 minutes meditation in morning and evening which helped employees to maintain calmness and because of this meditation, employees delivered more outcome.
- Created various Job Posts on LinkedIn according to job descriptions which we got from tie-up companies (Post: BPO, Telle-calling, HR intern).
- Applied candidates' data were saved in excel sheet.
- Scrutinizing the resumes for vacant jobs.
- Sent mail to the shortlisted candidates and perform smooth procedure of interviewing on the behalf of companies then they are send to company's final interviews.

4th and 5th week:-

- Taking updates on weekly basis from the candidates which was given a call for company interviews.
- Meetings was held to took weekly update.
- Taking the follow up from tie-up companies for vacancies.

6th week:-

- Placement ratio was 10:6 but after my contribution it raised to 10:8.
- Designing of Certificates like Completion Certificate, Appreciation Certificate, Performance of the Week Certificate, etc.

EXCEL REPORT:

GUNJAN TAPASE SHEET FOR HR INTERN, BPO, TELLE-CALLING											
S.N.	Date	Name	Phone No.	E-mail	College/University	Course	Year	Duration	Reference	Round 1	Categories
1	15/10/21	Rahul Dubey	9729055249	rahuldb555@gmail.com	Jagran institute of management kanc	M.B.A HR	Final Year	6 Months	GUNJAN TAPASE	Selected	BPO
2	15/10/21	Rajesh Ranjan Dash	7030171180	Hybridgaara@yahoo.com	Koustuv Business School	PGDM HR	Final Year	6 Months	GUNJAN TAPASE	Selected	HR intern
3	24/10/21	Prachi Sharma	9818360360	prachi829215@gmail.com	Delhi School of Business	PGDM HR	Final Year	6 Months	GUNJAN TAPASE	Selected	HR intern
4	25/10/21	Sanskriti Amit	7895270428	sanskriti0498@gmail.com	Inveris University, Bareilly	MBA HR	Final Year	6 months	GUNJAN TAPASE	Selected	BPO
5	25/10/21	Sanskarita Sharma	9997723223	sanskarita18june@gmail.com	Lotus institute, Bareilly	MBA HR	Completed	6 Months	GUNJAN TAPASE	Selected	Telle-calling
6	26/10/21	Khushi vaish	8171374177	khushi26vaish@gmail.com	Inveris University, Bareilly	MBA HR	Final Year	6 Months	GUNJAN TAPASE	Selected	HR intern
7	26/10/21	Shalini Yadav	9482587996	yadavshalini7199@gmail.com	Inveris University, Bareilly	MBA HR	Final Year	6 Months	GUNJAN TAPASE	Selected	HR intern

OBSERVATIONS:-

- Maintain the records of the candidates of new Entry on register in the following details:

Date

Name

Qualification

Address

Contact number

Email id

Resource

Person

Time

Signature

- Made telephone conversation with candidates for different job vacancy by asking following question:

1. what is your Name?
2. Are you looking for job?
3. What is your qualification?
4. Do you have any experience?
5. From where you belong?
7. What is your salary expectation?

SWOT ANALYSIS OF INFOLINK SERVICES

STRENGTHS:

Strengths are the internal Tie up with companies are strong and have trust on our services that we provide best selected candidates as per their requirement.

WEAKNESSES:

Lack of staff to attend the candidates with their queries.

OPPORTUNITIES:

Opportunity is given to enhance the level of candidates given best platform to perform and upgrade them in their career.

THREATS:

Threats are from rival services/ consultancy and from close staff which damaging the image of company by not properly working in the firm.

RECRUITING FOR:

- Engineers
- MBA graduate
- IT graduate
- Operations
- Sales and Marketing

THE RECRUITMENT PROCESS:

1. Understanding candidates' requirements
2. Calls for interviews
3. Feedback and reschedule
4. Scheduling interviews
5. On boarding candidate
6. Achieving targets

PROCESS FOR SERACHING RIGHT CANDIDATE FOR RIGHT JOB:

1. Male/ Female
2. Married/Unmarried
3. Freshers/ Experienced
4. Current Salary/Current Offer
5. Intern
6. Notice Period
7. Suitable for the Company Environment
8. Communication Skills
9. Special Features or Qualities of Technical Skills

OBJECTIVES OF THE STUDY:

- Learnt Effective Selection Procedure.
- Learnt the various recruitment sources and availability.
- Learnt to obtain the feedback of the employees about the recruitment and selection.
- To make improvement to the following forthcoming recruitment programs.
- To understand criteria based recruitment.

LEARNING POINT OF VIEW:

Company had given information about following terms: -

1. HR policies in India
2. Non-Disclosure-Agreement

EXPLANATION: -

1. HR POLICIES IN INDIA: -

- When establishing human resource (HR) policies in India, foreign companies need to strike a balance between their own best practices and local norms in the country. • Foreign companies should seek to establish a strong understanding of laws and regulations that inform HR administration as a basis for their HR policies in the country. This is particularly important in country like India, where federal, state, and industry-specific regulations govern labour laws.
- However, employers may also use HR policies to gain a competitive advantage. Good HR policies can make employers more attractive to talent in the labour market and lower costly attrition rates.
- Meanwhile, strong HR and payroll administration can help in still company values locally and improve workforce efficiency.
- Foreign companies that have not yet entered India typically review local HR costs and practices before entering the country, while companies that have established often conduct HR health checks or audits to maintain compliance and employ best practices for their industry.

Following are some HR policies: -

1. **Employment Contracts:** - India does not mandate a written employment contract for local employees. However, it is advisable for companies to use contracts to limit risk and define the terms and conditions of employment. Indian employment laws are diverse and form a complex framework that employers must navigate carefully when constructing contracts. Apart from labour laws, there are industrial laws. The Companies Act, and the Contract Act, 1872 that govern employment conditions in India. Both the state and federal governments create and enforce laws pertaining to employment, which can complicate compliance for those that are unfamiliar with the country. HR managers should keep themselves updated and develop employment contracts in accordance with these to prevent future legal complications.
2. **Wages:** - Employers should seek to periodically audit their wage structure to ensure it remains competitive within the local labour market. However, it is perhaps more important to ensure wages are compliant with prevailing laws. Under the Minimum Wages Act, 1948, all employers in the organized sector must provide 'the basic cost of living' to employee categories specified within the act. The Code on Wages Bill, 2019 further enables the federal government to fix minimum statutory wage for millions of workers. The Equal Remuneration Act, 1976 mandates non-discrimination for payment of wages to men and women, while The Payment of Wages Act, 1936 orders the timely disbursement of wages to employees. Payment of wages below the minimum wage limits amounts to forced labor. This is prohibited under the Bonded Labor System (Abolition) Act, 1976.

3. Termination of employment:- Employees in India may only be terminated as per the terms and conditions within their employment contract. However, companies should note that all employers must adhere to the federal and state labor laws when laying off or terminating workers – the conditions drafted in company contracts cannot supersede these legal statutes. Finally, termination without notice is prohibited in India. Termination periods vary by function and length of employment.

4. Maternity and paternity leave:- The Maternity Benefits (Amendment) Act, 2017 applies to all shops and any establishments that employ over 10 workers. Under the Act, 26 weeks of paid leave is available for women for the first two children, and 12 weeks subsequently. Companies employing more than 50 people must also provide crèche services. The Paternity Benefits Bill, 2017 is set to be up for discussion in the next parliamentary session. However, a significant number of organizations, especially foreign companies like Microsoft and IKEA, already include a mutually decided paternity leave clause within their company policy. This practice has been well received by the Indian workforce and lauded as a good HR move.

8. Prevention of sexual harassment in the workplace:- The Indian government has brought the safety of women in the workplace to the forefront of its law making. An Internal Complaints Committee must be set up by all organizations with more than 10 employees in accordance with the norms laid out in the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. All complaints should be actively pursued, evidenced, and redressed immediately. To guarantee employee safety, companies must draft appropriate HR policies within the firm, and ensure they are clearly communicated to all personnel. .

2.NON-DISCLOSURE-AGREEMENT (NDA):

- An employee non-disclosure agreement (NDA), or employee confidentiality agreement as it's also known, is common in business today, especially in industries where there might be proprietary information or trade secrets.
- There are different types of confidentiality agreements for various business purposes. Here, we'll discuss the employee non-disclosure agreement.
- A company often asks employees with advanced knowledge of their confidential information to sign an NDA.
- Some companies make this agreement standard for all employees. This means that the employee agrees not to use or make public information learned while working through the company.
- This contract specifies the type of information which cannot be disclosed. This allows employees a better understanding of the information it would be detrimental to share.
- Trade secrets are protected, but employees might not realize that mailing lists and other client information are also protected.

NEED OF NDA: -

It's ideal to have an employee NDA signed upon hiring a new employee. In many cases, it is contained within a standard employment contract. These contracts are enforceable because they meet set criteria:

- **Terms of Contract:** The terms of the contract are laid out so that the employee can clearly see what standards they are agreeing to uphold.
- **Agreement of Contract:** The employee clearly agrees to the terms of the contract.
- **Payment or Considerations:** Some form of value must be exchanged to make a contract binding. In the case of hiring a new employee, the position and salary serve as the consideration. Some companies may not have all employees sign an NDA. In this case, the employee confidentiality agreement might be drawn up to be signed by employees when they are promoted to a position where one is deemed necessary. Payment should still be attached to these agreements, even when a current employee is asked to sign. Payment might include a raise or some form of bonus.

WHAT SHOULD BE INCLUDED IN AN NDA AGREEMENT FOR EMPLOYEES YOUR EMPLOYEE NDA SHOULD INCLUDE THE FOLLOWING INFORMATION:

- **The Parties:** The contract should specify the company and the employee entering into the contract.
- **Information:** The information which is protected by the NDA should be well defined.
- **Time Frame:** The duration that the contract is enforceable needs to be spelled out.
- **Non-Compete Clause:** This clause specifies an amount of time in which the employee cannot directly compete with company after terminating the relationship.
- **Non-Solicitation Clause:** This clause dictates that employees cannot be solicited away from the company for another enterprise.
- **Remedies:** This section indicates remedies in the event that the contract is breached.

CONSEQUENCES OF NOT HAVING AN EMPLOYEE NON-DISCLOSURE

AGREEMENT: -

- The consequences of not having an employee NDA can vary. It often depends on the type of industry and business model.
- It was once standard that businesses expected their employees to behave ethically. Believing in someone's good nature might be more congenial in your personal life, but it's not an effective strategy to protect your business.
- If an employee is not bound by this contract, they can use information they've learned through your company in a variety of ways that can damage your reputation or impair your ability to compete in the marketplace.
- Some consequences might include: -
 1. **Using Proprietary Knowledge to Gain Employment Elsewhere:** - Many employees change jobs frequently. Without an NDA, your employee can use proprietary knowledge of your company to secure employment with a competitor. This also means your competition will have inside knowledge of your company.
 2. **Opening Their Own Enterprise Using Your Information:** - An employee could open their own business, taking customers and connections they've met through your business with them. They may even hire away some of your own employees.
 3. **Using Client Information:** - An employee could take client information, such as mailing lists, and use them in their future ventures. This might put you at risk legally or damage your relationship with clients.

4. Making Public Information That Damages Your Ability to Compete: - An employee could make intimate knowledge of your company public, through interviews or social media. This might include information that would damage your marketing position.

3. NON-COMPETE AGREEMENT: -

- A non-compete agreement is a legal agreement or clause in a contract specifying that an employee must not enter into competition with an employer after the employment period is over.
- These agreements also prohibit the employee from revealing proprietary information or secrets to any other parties during or after employment.
- Many contracts specify a certain length of time when the employee is barred from working with a competitor after they end employment.
- Employers may require employees to sign non-compete agreements to keep their place in the market. Those required to sign these agreements may include employees, contractors, and consultants.
- The validity and enforcement of a non-compete vary by jurisdiction and may require the former employer to keep paying the ex-employee a base salary during the noncompete period.

LESSON LEARNT DURING THE SIP:-

- Learnt about the company profile of Infolink Services.
- Managed the record of candidates in excel, which belongs from different criteria.
- Learnt how to talk with a HR of different companies regarding the vacancy they are having.
- Learnt how to post advertisement for the job vacancies.
- Learnt how to organise the campus drive, basic requirements and important factor for that.
- Learn how to prepare salary slip of employees.
- Learn how to organise and manage the job fair.

LIMITATIONS: -

- As an intern we only get surface knowledge, not deep knowledge.
- Organisation does not involve an intern in an exact manner in work process, because they know an intern is working on temporary basis.
- Employees takes intern for granted.
- Efforts are not recognized.

RESEARCH METHODOLOGY:

Data Collection: -

Data refers to a collection of organised information, usually the result of experience, observation. This may consist of number words, of images particularly as measurements or observation of a set of variables. Data Sources There are two types of data sources available for the study.

1. Primary data.
2. Secondary data.

Primary data

The primary data was collected using on job training and observations. The primary data collection for his purpose is supposed to be done by maintaining records, resumes and office files.

Secondary data

Secondary data was collected from the website, various online jobs for portals like naukri.com and monster.com etc. It is the data which has been collected by individual or someone else for the purpose of other than those of our particular research study.

SUMMARISATION: -

I found the company is following an effective Recruitment and Selection process to maximum extent. As per my study, out of the various methods of sourcing candidates, the best one is getting references and networking. In the process, I came across various experiences where the role of an HR and the relevant traits he finds in the candidates were displayed.

Company should focus on long term consistent performance rather the short-term. The emphasis towards training and enhancing skills of recruiters needs to be more precise and also consistent.

Even though an HR manager has many challenges to face in order to ensure that the human resources department contributes to the bottom line and emerges a strategic partner in the business, it is “Talent acquisition”, which is the key determining factor in how will and human resources department contributes towards the achievement of the overall objective of the organisation and therefore is a daunting tasks for any HR manager.

FINDINGS:

1. Most of the recruitments were done through walk- in or from own website.
2. In the job post, information about rounds taken in the process of recruitment was mentioned.
3. Understand the working culture of an organisation and along with other company through during industrial tours and while having meetings with HR.
4. Different industrial software's were used to have updated detailed information's about candidates.
5. Working environment of the company was very friendly and supportive .

CONCLUSION: -

- The Recruitment and selection process in the time we not only identify the candidate who has experience and aptitude to do the job that we are looking to fill, but also to find some one word share and endothermic our companies Core values. The candidate will need to fit in well within our company's culture.
- The selection of recruitment process should provide our company with an employee who adapts and works well with others in our business. Failure to Recruit and select for the long term and result in high turnover.

SUGGESTIONS:

1. Decrease response time to candidates
2. Staff should increase for selection process
3. Uploaded resumes on websites from candidates should check actively.

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