SUMMER INTERNSHIP PROJECT

"Study Of E- Recruitment and Selection Process in Rabbani ITI"

Submitted to:

DMSR

G. S. College of Commerce & Economics, Nagpur

(An Autonomous Institution)

Affiliated To:

Rastrasant Tukadoji Maharaj Nagpur University, Nagpur

Submitted by:

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G. S. College of Commerce & Economics, Nagpur

NAAC Accredited "A" Grade Institution

Academic Year : 2021-22

CERTIFICATE

This is to certify that the investigation described in this report titled **"Study Of E- Recruitment and Selection Process In Rabbani ITI"** has been carried out by **Ms. Kajal Ramchandra Singh Thakur** during the summer internship project. The study was done in the organisation of Rabbani ITI, in partial fulfilment of the requirement for the degree of Master of Business Administration of **G. S. COLLEGE OF COMMERCE AND ECONOMICS (AN AUTONOMOUS INSTITUTION) Affiliated To R.T.M. Nagpur University.**

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 of Recognition

This award is given to

KAJAL SINGH THAKUR

for their great efforts in the internship program
being held at Rabbani ITI.

Rehan Kausar	*Tafazzul Jamal*
REHAN KAUSAR	**TAFAZZUL JAMAL**
Principal Rabbani ITI	Supervisor Rabbani ITI

Certificate of Appreciation

THIS IS PRESENTED TO

Kajal Singh Thakur

for the exceptional performance as the "Human Resource Intern"
in the Intership Program at Rabbani ITI.

Rehan Kausar
Rehan Kausar
Principal Rabbani ITI

Tafazzul Jamal
Tafazzul Jamal
Supervisor Rabbani ITI

Award For The Best Performer

AWARD FOR THE
BEST PERFORMER

RABBANI ITI
KAMPTEE

THIS IS TO RECOGNIZE

KAJAL SINGH

for leading a successfull internship program for
Batch 4 for the month of December 2021.

Rehan Kausar
REHAN KAUSAR
Principal

Tafazzul Jamal
TAFAZZUL JAMAL
Supervisor

ACKNOWLEDGEMENT

It is a matter of pride and privilege for me to have done a Summer Internship project in **"Rabbani ITI"** and I am sincerely thankful to them for providing this opportunity to me.

I am thankful to **"Mr. Khalique UI Nawaz"** 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 supports.

(Kajal Ramchandra Singh Thakur)

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INTRODUCTION

HR Interns apply knowledge acquired during studies while providing support to human resources staff in an organization. Specific responsibilities seen on a Hr Intern resume sample are learning about company operations, supervising staff, asking questions, doing paperwork, screening applications, checking candidate backgrounds, conducting orientation, assisting interviews, and maintaining candidate databases. The ideal candidate should showcase in his or her resume human resources expertise, a willingness to learn, effective communication, teamwork, research skills, and computer competences. Employers choose enrolled students receiving training in human resources, psychology, and office management.

Hr Interns are entry-level workers looking to acquire hands-on experience in the human resources field. They complete simple duties, such as answering emails, handling correspondence, screening applications, performing data entry, updating databases, setting up desk supply kits for employees, preparing orientation paperwork, posting job openings, and helping to organize interviews.

HR INTERN JOB DESCRIPTION:

We are looking to employ an enthusiastic and driven HR intern to assist our HR department with administrative and HR-related tasks. The HR intern's responsibilities include updating employee absence records, filing HR documents accordingly, initiating background checks on shortlisted candidates, and providing suitable recommendations to improve HR policies. You should also be able to draft employee communications notifying staff of policy and procedural changes.

To be successful as an HR intern, you should keep abreast of the latest developments in labour legislation to determine how company HR policies may be affected. Ultimately, an outstanding HR intern should be detail-oriented and able to demonstrate excellent administrative and organizational skills.

HR INTERN RESPONSIBILITIES:

- Updating company databases by inputting new employee contact information and employment details.

- Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.

- Organizing interviews with shortlisted candidates.

- Posting job advertisements to job boards and social media platforms.

- Removing job advertisements from job boards and social media platforms once vacancies have been filled.

- Assisting the HR staff in gathering market salary information.

- Assisting in the planning of company events.

- Preparing and sending offer and rejection letters or emails to candidates.

- Coordinating new hire orientations.

- Responding to staff inquiries regarding HR policies, employee benefits, and other HR-related matters.

HR INTERN REQUIREMENTS:

- Bachelor's degree in human resource management or studying toward a degree in human resource management or related field.

- Proven experience working in an office environment.

- Working knowledge of U.S. labour laws.

- Familiarity with HRIS (Human Resources Information System) software is advantageous.

- Proficiency in all Microsoft Office applications.

- The ability to work as part of a team.

- Strong analytical and problem-solving skills.

- Excellent administrative and organizational skills.

- Effective communication skills.

- Detail-oriented.

<u>"RECRUITMENT & SELECTION''</u>

The success of any organization depends on its employees. When an employee is well suited for their job, the entire company can enjoy the benefits of their unbeatable success. Recruitment and selection help organizations choose the right candidates for the right positions. Therefore, understanding the difference between recruitment and selection is essential to reduce any losses for an organization.

<u>E-RECRUITMENT</u>

E-recruitment, also known as online recruitment, refers to the use of web-based technology for the various processes of attracting, assessing, selecting, recruiting and on boarding job candidates.

1. **E-RECRUITMENT DEFINITION**

E-recruitment, also known as online recruitment, refers to the use of web-based technology for the various processes of attracting, assessing, selecting, recruiting and on boarding job candidates.

Through e-recruitment employers reach larger number of potential employees. Companies may build their e-recruitment platforms in-house, use e-recruitment HR software or employ recruitment agencies that utilise e-recruitment as part of their package.

2. E-RECRUITMENT ELEMENTS

a. **Applicant tracking**: candidate status with respect to the jobs applied by him/her

b. **Employer's website**: provides details of job opportunities and collects data for the same

c. **Job boards:** carry job advertisements from employers and agencies

d. **Online testing**: some kind of evaluation of candidates over Internet

e. **Social media:** quick reach out to potential candidates

3. ADVANTAGES OF E-RECRUITMENT

● Cost effective as it's generally free and it minimizes labour cost

● Reaches bigger audience as the user can target a far wider audience without having to pay extra

● User friendly

● Enables dynamic content making users adds more appealing to job seekers

● Shortens hiring process

● Immediacy because most posts and replies appear in real time

4. DISADVANTAGES OF E-RECRUITMENT

- Not suitable for senior positions where the pool of prospective candidates is much lower
- High volume of responses including large number of unsuitable candidates
- Technology issues that come from standardising the application process

E-SELECTION

The HR department using the online selection process must ensure that each step complies with the procedural requirements viz. Project steps, vendor selection, assessment steps, feedback to the candidates, etc. The purpose of E-selection is to utilize the maximum human capital at a reduced cost and in less time.

Thus, e-selection has the potential to both increase the efficiency of the selection process and provide applicants with an easy means of applying for jobs. Regrettably, there is virtually no research on the just noted issues. Electronic human resource (eHR) systems are being used with increasing frequency in organizations.

Selection is the process of identifying an individual from a pool of job applicants with the requisite qualifications and competencies to fill jobs in the organization. This is an HR process that helps differentiate between qualified and unqualified applicants by applying various techniques.

The term 'selection' comes with the connotation of placing the **right person** in the **right job**. Selection is the process in which various strategies are employed to help recruiters decide which applicant is best suited for the job.

Some activities include:

- Screening
- Eliminating unsuitable candidates
- Conducting an examination (aptitude test, intelligence test, performance test, personality test, etc.)
- Interviews
- Checking references
- Medical tests

The selection process is a largely time-consuming step in an employee's hiring experience. HR managers must carefully identify the eligibility of every candidate for the post, being careful not to disregard important factors such as educational qualification, background, age, etc.

<h1 style="text-align:center"><u>COMPANY PROFILE</u></h1>

Rabbani Private ITI is situated in Nagpur Maharashtra. Rabbani Private ITI is Industrial Training Institute under NCVT Rabbani Private ITI. Location of Rabbani Private ITI is Phutana oil, Kamptee, Dist. Nagpur 441001 Nagpur Maharashtra.

Institute Type:

Private ITI

Private ITI is leading educational organisation in India. Teaching faculty of Private ITI is supremo. ITI is providing latest Job oriented course for student. This Private ITI is powered by 'Ministry of Skill Development and Entrepreneurship, Government of India for Craftsmen Training Scheme. ITI is registered by government under NCVT.

EST:

14-Apr-2016

ITI code:

PR27000895

Contact No:

7109287999

E-mail:

rabbaniitikamptee@gmail.com

Address:

Phutana oli, Kamptee, Dist. Nagpur 441001

Maharashtra District:

Nagpur

Pin Code:

441001

State:

Maharashtra

State:

Maharashtra

Official Website: http://admission.dvet.gov.in/

MISSION:

• Directorate of Vocational Education & Training, Mumbai is committed to provide quality administration and vocational education and training services to educational institutes, Industrial Training Institutes and NGOs in Maharashtra State to meet the needs of industry, business to service sector and society at large.

VISION:

• Encouraging institutes for developing human resources to reduce the mismatch between demand and supply of manpower in various sectors like Engineering, Information Technology, Agriculture, Paramedical, Home Science, Trade & Commerce.

• To reduce unemployment among youth by equipping them for suitable industrial, self & wage employment through well designed formal & non formal Vocational Education & Training programmes at various institutes.

Establishing linkages with industry / Institutes / R & D organizations Pass out students / Apprentices for mutual benefits.

• Arranging quality development programmes for Principals, Teachers, Instructors, and Staff & Students thereby creating a dynamic learning environment.

• Establishing Centres of Excellence at various key institutes in emerging areas like Automobile, Production & Manufacturing, and Non-conventional energy sources, CNC/CAD/CAM & Information Technology.

• Establishing separate website for the office & to link all institutes & controlling offices through Internet to use web conferencing media for meetings of District officers & Principals thereby increasing speed, accuracy & economy in flow of information.

• Facilitating the around development of students by conducting various activities like Quiz, Entrepreneurship programmes, Sports & different competitions.

• Developing various computer software's for the standardization of procedures of stores, admissions, examinations, administration & Apprenticeship scheme.

OBJECTIVES OF THE STUDY

1. To understand posting a job in various job site portal.

2. To review the recruitment process and to make improvement to the following forthcoming recruitment programs at Rabbani ITI.

3. To find out the effectiveness of the selection procedure at Rabbani ITI.

4. To know the various sources of recruitment and their availability at Rabbani ITI.

5. To obtain the feedback of employees about the recruitment and selection procedure followed in the Rabbani ITI.

SCOPE OF THE STUDY

1. The scope of study includes following aspects of recruitment and selection.

2. The feedback of an internship cost effectiveness.

3. Proper utilization of Human resource planning.

4. Effectiveness of recruitment process and techniques.

5. The selection is effective or not.

6. Cost effectiveness.

HUMAN RESOURCE POLICY

HR policies are also defined as that body of principles and rules of conduct which govern the enterprise in its relationship with employees.

Such a policy statement provides guidelines for a wide variety of employment relationships in the organization. The purpose and significance of the HR policies hardly need any elaboration.

Every organization needs policies to ensure consistency in action and equity in its relation with employees.

Policies serve the purpose of achieving organizational goals in an effective manner. HR policies constitute the basis for sound HRM practices. Moreover, policies are the yardstick by which accomplishment of programmes can be measured.

Human Resources policies are generalised guidelines on employee management, adopted by consensus in an organisation to regulate the behaviour of employees and their managers or supervisors.

As for the dichotomy between an HR policy and a procedure, they can be compared to a human being and the shadow. Both are inseparable and as shadows set the outlines of a human being, so do procedures set the outlines of an HR policy.

A policy is a guide for repetitive action in major areas of business. It is a statement of commonly accepted understanding of decision-making criteria. Policies are set up to achieve several benefits. By taking policy decisions on frequently recurring problems, the top management provides the guidelines to lower-level managers.

It will permit decisions to be made in similar situations without repeating the reasons and expensive analysis required initially to state the policy. Policies help managers at various levels to act with confidence without the need of consulting the superiors every time. This will also ensure promptness of action.

The starting point in all managerial relationships with employees is the managerial policies. It incorporates the philosophy of the top management. The human resource philosophy of DLF, for instance, is stated as the management of people begins with ideas, implicit or explicit, as to the purpose, goals, and intentions in their employment. On the basis of such objectives, policies outline the courses to be followed.

On the basis of such policies, programmes are developed by the management to pursue the objectives. Carrying out the programmes result in certain practices. Policies declare what is intended; they describe what is proposed. Practices describe how policies are being implemented.

A company may have adopted a policy of providing training for all employees as a means of preparing them for promotion. To implement this policy, it may have developed an extensive training programme. The programme may include job training for new employees, supervisory

training for foreman and supervisors, and management development for members of the management group. In the supervisory training programme, it may include role playing as one of the many training practices.

Human resource policies are not something that can be considered in isolation. It is an integral part of the whole policy structure of the enterprise. There is an organic unity in policies. Such a unity prevents unnecessary duplication and promotes unity of action. Weakness in any one of the major policies tends to weaken the effectiveness of other policies. Similarly, a weakness in human resource policies may weaken effectiveness of all other organizational policies.

CONTRIBUTION DURING SIP

a) Human resource Process in Rabbani ITI:

The HR process if further divided into at Rabbani ITI are as follows:

a) Internship

b) Recruitment & Selection

c) Training & Development

I have done my SIP in preparing a job description and then posting a job in job portal site (LinkedIn), recruiting and selection process.

POLICY OF RABBANI ITI

Recruitment shall be resorted only in such cases where suitable personnel are not available with the organization to provide basic knowledge about actual corporate environment. In Rabbani ITI recruitment shall be through walk in, reference of employees, online portal. Rabbani ITI having their own online institution for provide internship programme for graduation final year student and post-graduation final year students.

Rabbani ITI have their own junior college in Kamptee, Nagpur but there is no relationship between internship projects.

Source of Recruitment in Rabbani ITI: -

a) Employees Reference

b) Online Portal

Learning Point for Rabbani ITI: -

1. File Management: - If we take a new joining of a candidates in our organization filling management / procedure is an important part of it. Document are arranged according to the checklist into the file. If all the document are completed file are also completed.

2. Resume Shortlisting: - screening resumes usually involve a three-step process based on role minimum and preferred qualification. Both types of qualification should be related to on-the-job performance and are ideally capture in the job description.

   The qualities are included are as follows: -

   a) Work Experience

   b) Education

   c) Skill And Knowledge

   d) Personality traits

   e) Competencies

3. Interviews Procedure: - In Rabbani ITI interview procedure or process are completed in two round which are

    a) Technical Round: In Rabbani ITI for the interviews first round is technical round in this. Essential its interviews assess your technical ability usually related to the technical knowledge require for the role of organization you wish to work for. In Rabbani ITI interview is conducted audio or video calling.

    b) HR Round: In Rabbani ITI for the interviews second round is HR round in this. Usually in this Hr round, the employer takes a final interview of those candidate who are crack the first round, employer try to understand the candidates are eligible for this internship or not. They test their educational knowledge as well as some of corporate knowledge.

4. On Boarding Activity: - In Rabbani ITI boarding activity introduced for new hired employees for explaining the important components of the Rabbani ITI like corporate culture, values, resource and people and given them some other training according to the post are like: -
    a) Pre – training
    b) Induction
    c) Joining Report

5. **Actual Work Done by Me: -**

    a) In my training period 1st three weeks I was completed the first task procedure. In first task management I have to manage the MIS report of all the candidates who apply for the job, daily I posted a job as employer of the organization in LinkedIn for " Human Resource Intern'' at Rabbani ITI . That is "unpaid'' internship as well as "virtual'' (work from home Internship also for remote location).

    ## Check out this jobs in Nagpur:

    http://www.linkedin.com/jobs/views/2745943626 (This was my first job post in LinkedIn with the help of my senior HR manager)

    According to the MIS Report there are number of column which I want to fill like Name of the Candidates, Institution name / college name, Contact Number (personal number as well as alternative number), Place (where they live), employer name (who post a job) and Links (where he / she post a job).

    Also manage the interviews schedule for those candidates who apply for the job and internship. According to the eligibility criteria they are selected for technical round and then I procced for final round which is HR round.

b) 4th to 10th weeks I was completed formalities in these formalities joining report job description and also made a job description for "webmaster4SEO''. I posting a job for "Purchase Executive'' at Webmaster4SEO. (This was paid up job and only for Nagpur location also I made a job description for Purchase Executive which help by my senior HR manager for preparing a job description).

Check out this job at Webmasters4SEO:

https://www.linkdin.com/jobs/views/2780194077 (This was my first paid up job posting in LinkedIn)

Master sheet of employees.

Joining sheets of employees.

Re- joining of employees.

Update MIS Report sheet.

EXCEL REPORT FOR FIRST THREE WEEKS:

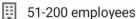|	A	B	C	D	E	F	G	H	I	J	K	L	M
1		Kajal Singh Thakur Sheet											
2	Date	Applicant name	Mobile no.	Whatsaap No	College	Course	Year	Duration	Refrences	Email ID	Round 1	Round 2
3	07-10-2021	Ayush Mishra	7895102361	7895102361				3 months	Ms. Kajal Singh Thakur		selected	selected
4	07-10-2021	Dhanajay Sonane	8446102216	8446102216				3 months	Ms. Kajal Singh Thakur		selected	selected
5	07-10-2021	Saurabh Sahu	7860602525	7860602525				6 months	Ms. Kajal Singh Thakur		selected	selected
6	09-10-2021	Diya Agrwal	7611131732	7611131732	National Public School	BBA	2020	3 months	Ms. Kajal Singh Thakur	1212diya@gmail.com	Selected	selected
7	09-10-2021	Kajal Minhas	8894262732	8894262732	Punjab University chandigarh	MBA	Pursuing	3 month	Ms. Kajal Singh Thakur	minhaskajal12@gmail.com	Selected	selected
8	09-10-2021	Vidhi Jasuja	9728044072	9728044072	CIIM chandigarh	BA	Pursuing	3 month	Ms. Kajal Singh Thakur	vidhi.jasuja@gmail.com	selected	selected
9	12-10-2021	Bhuvanesh Waran	8124407525	8124407525	Ananamali University, Tamil Nadu	MBA	Pursuing	6 months	Ms. Kajal Singh Thakur	s.bhuvanesh121@gmail.co	selected	selected
10	12-10-2021	Jayesh Patel	9309129917	9309129917	CalonxTeacher'sUniversityAhmedabad	B.tech	2019	6 month	Ms. Kajal Singh Thakur	jayeshpatil5242@gmail.cor	selected	selected
11	22/10/2021	Himani Khandelwal	9479354121	9479354121	G.s.College of commerce and Economics nagpur Mahar	MBA	Pursuing	6 months	Ms. kajal Singh Thakur	khandelwalhimani311@gm	Selected	Selected
12	23/10/21	Neelima Seeramreddy	9652453094	9652453094	Andhra University, Visakhapatnam.	MBA		2021	6 months	Ms. kajal Singh Thakur	neelimaseeram4@gmail.cc	selected	Selected
13	23/10/21	Bisnabol Baby	7034943115	7034943115	M.G. University Kottayam	MBA		2021	6 months	Ms. kajal Singh Thakur	bisnabolbaby70@gmail.cor	selected	not received
14	23/10/21	Gudala Renuka	7993580143	7993580143	VSL Engineering and Management College JNTUK	MBA		2021	6 months	Ms. kajal Singh Thakur	renukagudala143@gmail.c	selected	selected
15	23/10/21	Kavana N.R.	9353094081	9353094081	Visvesvaraya technological University,	MBA		2021	6 months	Ms. kajal Singh Thakur	kanurmks@gmail.com	selected	selected

HUMAN RESOURCE INTERN JOB POST:

Human Resources Recruiter

JOBS IN NAGPUR Jobs in Nagpur
India (Remote)

6 months ago • 42 applicants

💼 Internship

▦ 51-200 employees

💡 See recent hiring trends for Rabbani ITI . Try
Premium for free

🚫 No longer accepting applications

Job Description

I'm hiring HR Intern for RABBANi ITI .

This is unpaid internship as well as virtual (work from
home internship with flexible time)

Duration: 6 month

Perks:
1) Internship Completion Letter
2) Letter of Appreciation
3) Letter of Recommendation
4) Appointment Letter

Eligibility Criteria

1. Candidate must be MBA - HR (Pursuing or appeared
are also accepted)

2. Must enroll for *6 Months* tenure ...show more

PURCHASE EXECUTIVE JOB POST :

Purchase Executive

Webmasters4SEO
Nagpur, Maharashtra, India (Hybrid)

5 months ago • 42 applicants

💼 Full-time

🏢 1-10 employees

💡 See recent hiring trends for Webmasters4SEO. <u>Try Premium for free</u>

⛔ No longer accepting applications

Job Description

I'm hiring Purchase Executive at Webmasters4SEO.

This is wonderful opportunity to grab and start your career as a Purchase Executive with Webmasters4SEO.

Job title: Purchase Executive
Job type: Full time
Company: Webmasters4SEO

Roles and Responsibilities:

Experience as a Purchasing Manager or in a similar position.
Deep knowledge of inventory and supply chain management.
Supervisory and management experience.
Proficiency in Microsoft Office and purchasing software.
Excellent communication skills, both written and verbal.

[**Manage job post**]

Purchase Executive
Webmasters4SEO • Nagpur, Maharashtra, In...   ⋮

Job Description

I'm hiring Purchase Executive at Webmasters4SEO.

This is wonderful opportunity to start your career as a Purchase Executive with us.

Job title: Purchase Executive
Job type: Full time
Company: Webmasters4SEO

Roles and Responsibilities:

Experience as a Purchasing Manager or in a similar position.
Deep knowledge of inventory and supply chain management.
Supervisory and management experience.
Proficiency in Microsoft Office and purchasing software.
Excellent communication skills, both written and verbal.
Strong critical thinking and negotiation skills.
Strong planning and organizational skills.
Ability to work independently.
Vendor Management.
Contracts Management.
Developing and implementing purchasing strategies.
Managing daily purchasing activities, supervising staff, and allocating tasks.
Managing supplier relations and negotiating contracts, prices, timelines, etc.
Maintaining the supplier database, purchase records, and related documentation.
Coordinating with inventory control to determine and manage inventory needs.
Managing the maintenance of office/manufacturing equipment and machinery.
Ensuring that all procured items meet the required quality standards and specifications.
Preparing cost estimates and managing budgets.
Working to improve purchasing systems and processes..

Desired Candidate Profile:

Excellent communication skills, both written and verbal.
Strong critical thinking and negotiation skills.
Strong planning and organizational skills.
Ability to work independently.
Vendor Management.
Contracts Management.
ERP/SAP

show less

Set alert for similar jobs   ⬤
Purchasing Executive, Nagpur, Maharashtra, India

Reach out to the job poster

[**Manage job post**]

<u>LIMITATIONS</u>

1. This internship based on online as well as unpaid internship.

2. This study is limited only to the applicant who apply for the job in given job portal site.

3. Information given by the respondent may and may not be accurate due to which result may worry.

4. The employees may not reveal the secrets of the organization.

RESEARCH METHODOLOGY

Research methodology simply refers to the practical "how" of any given piece of research. More specifically, it's about **how** a researcher **systematically designs a study** to ensure valid and reliable results that address the research aims and objectives.

HRM specialists and those studying for HR professional qualifications may be involved in conducting or taking part in research projects. Postgraduate students will almost certainly do so. Qualified HR specialists should keep up to date as part of their continuous professional development by studying publications such as those produced by the CIPD, which present research findings, or by reading articles in HR journals such as People Management or academic journals based on research. Students must extend their understanding of HRM through reading about research findings.

At Rabbani ITI the recruitment process is initiated on receiving a requisition in the prescribed format duly approved by the executive the requisition shall contain particulars of designation role and responsibilities reporting relationship qualification and experience required and critical skill are essential performance.

Recruitment process shall commerce with an internal search which shall be initiated by HR department in case no suitable person is identified from within search from the application bank shall be resorted to like box file (resume) from online portals.

Recruitment Techniques: -

        a) Online Recruitment

        b) Employees References

DATA COLLECTION

Before we define collection, it's essential to ask the question, "What is data?" The abridged answer is, data is various kinds of information formatted in a particular way. Therefore, data collection is the process of gathering, measuring, and analysing accurate data from a variety of relevant sources to find answers to research problems, answer questions, evaluate outcomes, and forecast trends and probabilities.

During data collection, the researchers must identify the data types, the sources of data, and what methods are being used. We will soon see that there are many different data collection methods. There is heavy reliance on data collection in research, commercial, and government fields.

Data is a collection of facts, figures, objects, symbols, and events gathered from different sources. **Organizations collect data to make better decisions**. Without data, it would be difficult for organizations to make appropriate decisions, and so data is collected at various points in time from different audiences.

The two methods are:

1. Primary Data

As the name implies, this is original, first-hand data collected by the data researchers. This process is the initial information gathering step, performed before anyone carries out any further or related research. Primary data results are highly accurate provided the researcher collects the information. However, there's a downside, as first-hand research is potentially time-consuming and expensive.

2. Secondary Data

Secondary data is second-hand data collected by other parties and already having undergone statistical analysis. This data is either information that the researcher has tasked other people to collect or information the researcher has looked up. Simply put, its second-hand information. Although it's easier and cheaper to obtain than primary information, secondary information raises concerns regarding accuracy and authenticity. Quantitative data makes up a majority of secondary data.

WHICH COMES FIRST RECRUITMENT OR SELECTION?

Recruitment and selection are different processes. First is the recruitment that has as its premise: Attraction, selection and design of the appropriate candidates for the selection phase. Then the selection is made, which aims to conduct the interviews and evaluate the candidates, in order to select an individual for the job.

FACTORS THAT INFLUENCE RECRUITMENT AND SELECTION:-

All organizations, whether large or small, put time and resources into the process of recruiting and selecting employees for the activities. However, they do not consider the same criterion.

There are factors that are often not considered by organizations, but directly influence the process. Administrative recruitment factors can be broadly divided into external and internal factors.

EXTERNAL FACTORS: -

� • Supply and demand;

� • Unemployment rate;

� • Intern market;

� • Place where the applicant resides;

� • Company image.

SUPPLY AND DEMAND are the metric of the specific skills required in the job market. If the demand for a particular skill is high compared to the supply, a larger recruitment effort may be required. Thus, the higher the unemployment rate in a given area, the simpler the process of recruiting and selecting the company.

The **UNEMPLOYMENT RATE** has become one of the influencing factors in the recruitment and selection process. The number of unskilled candidates is very large, which causes difficulties in attracting and retaining suitable candidates. On the other hand, with the unemployment rate decreasing, it is important to explore new ways to recruit candidates.

The **COMPANY'S IMAGE** also directly influences the number of candidates who will be attracted to the position. In many cases, the applicant not only targets the salary amount, but prioritizes the company's qualifications and working conditions.

It is very common for companies to prioritize **CANDIDATES RESIDING** in their respective state. This avoids major changes and travel expenses for interviews and future allowances. The company's image is also extremely important as it is responsible for attracting a large number of candidates with varying levels of qualification.

INTERNAL FACTORS: -

� • Recruitment policy;

� • Company size;

� • Cost growth and expansion.

Most organizations have a policy of recruiting employees internally or externally. Recruitment by appointment is one of the most used by organizations, as employees themselves know the company better, making it easier to recommend candidates who can easily adapt to the culture of the organization.

TYPES OF RECRUITMENT AND SELECTION: -

� • Recruitment and selection methods or sources are defined before the company begins to recruit candidates and should consider the source and type of employee you are looking for.

� • There are usually two types of sources from which any organization can look for potential employees, both internal and external. But in addition to them, it is possible to perform mixed recruitment and online.

INTERNAL RECRUITMENT: -

� • Internal recruitment methods include opening position changes, distributing announcements within the organization, searching the organizational database for the relationship of skills required to perform the job, to match the competencies held by current employees. This recruitment and selection method explores internal sources, filling positions and encouraging promotions.

◆   • The in-house recruit can drive job satisfaction and employee motivation as they see a new career opportunity available. Filling responsible positions with existing employees ensures that they are rooted in the culture of the organization. However, problems can arise if the internal promotion system is not seen as fair.

◆   • The best way to avoid negative impact when hiring or promoting an employee is to implement fair methods and procedures. By presenting the rules and steps of a structured promotion process, the company avoids discomfort by making employees understand and accept the outcome of the process.

EXTERNAL RECRUITMENT: -

• External recruitment methods include the form of disclosure.

• The choice of recruitment method, internal or external, made by managers, depends directly on the strategy of the organization, which mostly has the strategy of encouraging internal promotions and transfers.

MIXED RECRUITMENT: -

� • Mixed recruitment is the combination of external and internal procedures.

� • It is made in a way that can reconcile the interest in filling the vacancy and the appreciation of the company's talents.

� • It can be done in three ways:

1. PREVALENCE OF INTERNAL MODEL: -

Attempted internal recruitment and, only in the face of failure, is the search for professionals from outside the organization.

2. PREVALENCE OF EXTERNAL MODEL: -

Initial attempt to find the employee in the market and, only on failure, the vacancy is open to employees of the company.

3. CONCOMITANT MODEL: -

External and internal recruitment occurring simultaneously. With this, it is possible to generate an equal competition between the candidates.

ONLINE RECRUITMENT: -

In online recruitment and selection, it is possible to use the internet in favour of HR. This makes external or internal recruitment more efficient. But in order to do so, it is necessary to have a specialized platform to reach a larger number of candidates and automate the processes.

● Employees may be lethargic if they are confident about possible promotions;

● The spirit of competition among employees may be impeded;

● Frequent employee transfers can reduce the overall productivity of the organization.

ADVANTAGES OF EXTERNAL RECRUITMENT: -

� • **Qualified personnel:** attraction of qualified and trained people to apply for the vacancy available.

� • **Larger choice:** When vacancies are advertised in multiple places a large number of people are reached and apply. Recruiters have a wider choice when selecting people for the job;

❖　　• **New Talents:** External sources make it easy to infuse new ideas. This improves the overall functioning of the venture.

❖　　• **Competitive spirit:** Capturing external sources arouses competitiveness, making internal employees work hard.

DISADVANTAGES OF EXTERNAL RECRUITMENT: -

❖　　• **Discontent among existing staff:** External recruitment can lead to discontent and frustration of existing staff. They may feel that the chances of promotion are slim;

❖　　• **Extended process**: External recruitment can take a long time;

❖　　• **High cost**: The external recruitment process is very expensive. Companies need to spend a lot of money on advertising and applying processes;

❖　　• **Uncertain answer**: External applicants may not be compatible with the venture. There is no guarantee that the venture will attract the right candidates from outside sources.

STEP BY STEP RECRUITMENT PROCESS: -

Recruitment is a process that aims to identify and attract people who are available in the job market, unemployed or looking for new opportunities, seeking to build a database of qualified candidates to perform a given job. This process includes five phases that are interrelated.

- � • Planning;

- � • Strategy development;

- � • Demand;

- � • Selection;

- � • Evaluation and control.

STEP 1: RECRUITMENT PLANNING

The first phase in the recruitment process is planning. Planning involves reducing job vacancies and gathering information about the nature of these jobs, outlining two specific objectives: the number and type of candidate to be contacted.

STEP 2: QUANTITY OF CANDIDATES

Most organizations plan to attract a large number of candidates, much larger than they will actually hire. Scheduling the total time that the recruitment process will take place dictates the required number of candidates to be called so that all vacancies can be filled with qualified professionals.

STEP 3: VACANCY DISCLOSURE MEANS

The way the company should disclose vacancies is directly related to the type of professional it seeks to retain, so it is important to evaluate which people want to be informed about job availability. The type of professional depends on the tasks and responsibilities involved and the qualifications and experience expected. These details need to be available in the job description and job specification.

STEP BY STEP SELECTION PROCESS: -

Selection is the process of selecting individuals with the required qualifications who are competent to fill vacancies available within the organization. Selection is the process of selecting individuals with the required qualifications who are competent to fill vacancies available within the organization.

There is no shortcut to an accurate assessment of a candidate. So hiring processes are mostly long and complicated. Many employers use such techniques and pseudo sciences as phenology, physiognomy, astrology, graphology etc. to make hiring decisions.

However, with modernity, these measures were considered uncertain. Every recruiter needs to clearly see the candidate's qualifications and evaluate them before selecting him or her for the job. If the applicant does not have a satisfactory assessment at any stage, he is not considered for the additional stages.

Thus he will be rejected. For example, if a candidate's particulars are not satisfactorily evaluated, he or she will not be called for testing. Similarly, if a candidate is on the tests, he or she will not be called for the interview.

The following procedure is universal, but from the results obtained it can be modified to assess the individual situation.

STEP 1: PRELIMINARY INTERVIEW

Evaluations and voting of pre-selected candidates' curricula are carried out so that unsuitable candidates are eliminated. This action is usually followed by a preliminary interview with the purpose of choosing the best ones. The preliminary interview helps to eliminate people who do not fit.

There are several types of interviews that can be applied in the selection process, among them:

- **STRUCTURED INTERVIEW**

With prefixed unified questions. A structured interview (also known as a unified interview or an investigative-administered survey) is a quantitative research method, usually employed in investigative research. The purpose of this approach is to ensure that each interview is presented with exactly the same questions in the same order. This ensures that the answers are reliably aggregated, enabling reliable comparisons between sample subgroups or between different survey periods.

- **UNSTRUCTURED INTERVIEW**

Performed without structure and planning. In this case the survey questions are not pre-arranged, allowing spontaneity, making the recruiter need to elaborate the questions, developing them during the course of the interview.

This is considered to be the opposite of a structured interview that offers a fixed amount of unified questions.

1. **PRELIMINARY INTERVIEW: -**

Interviews of this type usually last a few minutes to check the value of the candidate. When companies are very large and need to filter and discard candidates, this is a good way to eliminate them.

2. **BEHAVIOR INTERVIEW: -**

Evaluation is based on the solution and approach of the candidates. Behavioural interviews are based on the premise that a person's past performance at work is the best dictator of future performance.

When a company seeks behavioural interviews they want to know how candidates act and react under certain circumstances. They also want the candidate to give specific "real life" examples of how they would behave in question situations.

3. **STRESSFUL INTERVIEW: -**

It features a series of harsh and quick questions intended to upset the candidate. In this case, for a psychological evaluation and to measure the reactions and performance of candidates under pressure and tension, the evaluators submit them to a series of questions.

STEP 2: APPLYING SELECTION TESTS

A job interview is a type of job test that involves a conversation between the job seeker and the representative of the organization. Interviews are one of the most popularly used employee selection devices.

Interview questions can be pre-structured, or completely unstructured, arising in conversation, or by a fixed list of questions. 11

Structured interviews are more valid than unstructured, that is, they are more accurate and help identify the best candidates more easily.

Recruiters are called to evaluate candidates who pass the interview to the tests. Different types of tests can be administered, depending on job, job and company. Generally, the tests determine the candidate's skill, aptitude and personality.

1. **ABILITY TEST:** -

Skill testing helps determine how an individual can perform work-related tasks effectively.

2. **APTITUDE TEST: -**

The aptitude test helps determine a person's potential to learn in a particular area.

3. **PERSONALITY TEST: -**

Personality testing is used to measure an employee's motivation, predicting their functionality in a particular work environment.

4.   INTEREST TEST:-

The interest test can be used to measure an individual's preferences for certain activities.

STEP 4: CANDIDATE REFERENCE

Many employers ask for names, addresses, and contact or reference number for the purpose of verifying information and perhaps obtaining additional information about an applicant. The reference serves two purposes:

- The first is to acquire information about the candidate from supervisors and employees who have had prior experience with the candidate;

- The second purpose is to assess the likelihood of potential success.

STEP 5: SELECTION DECISION

After obtaining information through the previous steps, the selection decision, the most critical of all steps, must be made. The other steps of the selection process were used to reduce the number of applicants.

The final decision must be made from the group of individuals who have passed the tests, interviews and benchmarks.

STEP 6: PHYSICAL EXAMINATIONS

Certain jobs require unusual strength, strength and tolerance of harsh working conditions. In these cases the applicant has to pass the physical fitness test done by the company doctor or approved medical officers.

Determining if the applicant is physically fit to perform the job.
This protects employers from possible claims for compensation from employees that are not valid, such as damage or illness that was already present when they were hired.

FACTORS AFFECTING THE SELECTION PROCESS: -

Factors to consider selecting certain people for certain jobs are:

1.   PHYSICAL AND PERSONAL CHARACTERISTICS:-

Sound body, height, weight, vision etc. In addition to age, gender, marital status, number of children, family background, etc.

2.   PROFICIENCY, ABILITY AND COMPETENCE:-

Qualifications and prior experience. Potentiality of an individual to learn and become proficient in a job. Competence shows an individual's ability to gain knowledge and skill for job success.

3.   TEMPERAMENT AND CHARACTER: -

Emotional, moral and social qualities, honesty, loyalty etc. A high degree of intellectual competence can serve as a substitute for such qualities as honesty and probity.

It is important to know about one's character, one's work habits, and one's way of reacting through adverse situations, the strength that drives one's ability to work.

4.   APPLICANT INTEREST: -

Uninterested candidates present a colourless and monotonous job. Interested parties show how significant and worthwhile the work is, thus developing skills that are perceived along with the accomplishments.

Even the person who has skill, competence, efficiency, if he has no interest in the job, will be unhappy.

CONCLUSION

4. From the above study here, I conclude that at Rabbani ITI, almost done all the recruitments through online (audio and video conferences interviews) which sometimes take time as well as select wrong candidates.

5. Candidates is satisfied by the way present selection process is conducted most of the employees choose telephoning interviews as well video conferencing interviews which is the current selection process at Rabbani ITI.

6. It is important for the company to have a clear and concise recruitment policy in place, which can be executed effectively to recruit the best talent pool for the selection of the right candidates at the right place quickly.

SUGGESTIONS

1. It is advised that Rabbani ITI has to increase the recruitment personnel or manage the selection process effectively.

2. It is found that management information system of Rabbani ITI is not effective as the candidates themselves had to call back to confirm their status of appointment.

3. It is advised that Rabbani ITI take the interviews for analyse the candidates for their skills.

4. Data bases of final year graduates and post graduates can be considered as a source of effectiveness recruitment strategy for any immediate requirement.

FINDINGS

1. Most of the recruitment at Rabbani ITI is done through online interview (audio / video interview) followed by employee's referrals.

2. The candidates are informed about the number of round in the selection process.

3. Most of the candidates telephonic interviews (audio Interviews).

4. It is found that the interview process is conducted in an open climate and help them to express themselves freely.

5. It is found that the selection process of Rabbani ITI is effectiveness in getting the right candidates.

<u>TERMINOLOGY</u>

❖ E-Recruitment

❖ Job Post / LinkedIn

❖ E-Selection

❖ Interviews

❖ Human Resource Management

BIBLIOGRAPHY