SUMMER INTERNSHIP PROJECT

"AN ANALYSIS OF INTERVIEW PROCESS & ONBOARDING AT AASMAAN FOUNDATION."

Submitted to:

DMSR

G. S. College of Commerce and Economics, Nagpur.

(An Autonomous Institution)

Affiliated to:

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

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NAAC Accredited "A" Grade Institution

Academic year 2021-22

CERTIFICATE

This is to Certify that the investigation described in this report titled "**AN ANALYSIS OF INTERVIEW PROCESS & ONBOARDING AT AASMAAN FOUNDATION**" has been carried out by **Ms. Mahima Bichpuriya**. During the summer internship project. This study was done in the organization "Aasmaan Foundation" in partial fulfilment of the requirement for the degree of Master of Business Administration of G. S. College of Commerce and Economics (An Autonomous Institute) Affiliated to **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. Archana Dadhe   **Dr. Sonali Gadekar**

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

PARTICIPATION

Certificate

—◇— OF INTERNSHIP —◇—

THIS IS TO CERTIFY THAT

MAHIMA BICHPURIYA

FROM NAGPUR IS ASSOCIATED
WITH AASHMAN FOUNDATION IN THE CAPACITY OF AN INTERN FROM
NOVEMBER 2021 TO DECEMBER 2021 WITH OUR SUPERVISOR
HUMAN RESOURCES GROUP.

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

DECEMBER 21

aashman
FOUNDATION

Munishpundir
FOUNDER / DIRECTOR

ACKNOWLEDGEMENT

It is a matter of pride and privilege for me to have done a summer internship project in **"Aasmaan Foundation"** and I am sincerely thankful to them for providing this opportunity to me.

I am thankful to **"Ms. Sanya Kukreja"** 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 principle of G.S. College of Commerce and Economics, Nagpur "Dr. N. Y. Khandait" and to the dean of the DMSR "Mr. Anand Kale".

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

Mahima Bichpuriya

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(If a specific project was allotted to you then you need to prepare the following: 1. Title of the project allotted, 2. Objectives of the project, 3. Research methodology adopted – Sampling method and sample size, data collection tools used, etc. 3. Analysis and interpretation of the data collected)

INTRODUCTION

HUMAN RESOURCE MANAGEMENT

Human Resource Management (HRM) is an operation in companies designed to maximize employee performance in order to meet the employer's strategic goals and objectives.

HRM focuses on management of people within companies, emphasizing on policies and systems.

In short, HRM is the process of recruiting, selecting employees, providing proper orientation and induction, imparting proper training and developing skills.

HRM also includes employee assessment like performance appraisal, facilitating proper compensation and benefits, encouragement, maintaining proper relations with labour and with trade unions, and taking care of employee safety, welfare and health by complying with labour laws of the state or country concerned.

Human Resource Management (HRM) is a relatively new approach to managing people in any organization. People are considered the key resource in this approach. it is concerned with the people dimension in management of an organization. Since an organization is a body of people, their acquisition, development of skills, motivation for higher levels of attainments, as well as ensuring maintenance of their level of commitment are all significant activities.

These activities fall in the domain of HRM. Human Resource Management is a process, which consists of four main activities, namely, acquisition, development, motivation, as well as maintenance of human resources. Scott, Clothier and Spiegel have defined Human Resource Management as that branch of management which is responsible on a staff basis for concentrating on those aspects of operations which are primarily concerned with the relationship of management to employees and employees to employees and with the development of the individual and the group. Human Resource Management is responsible for maintaining good human relations in the organization. It is also concerned with development of individuals and achieving integration of goals of the organization and those of the individuals.

FEATURES OF HUMAN RESOURCE MANAGEMENT

Human Resource Management as a discipline includes the following features −

- It is pervasive in nature, as it is present in all industries.

- It focuses on outcomes and not on rules.

- It helps employees develop and groom their potential completely.

- It motivates employees to give their best to the company.

- It is all about people at work, as individuals as well as in groups.

- It tries to put people on assigned tasks in order to have good production or results.

- It helps a company achieve its goals in the future by facilitating work for competent and well-motivated employees.

- It approaches to build and maintain cordial relationship among people working at various levels in the company.

Basically, we can say that HRM is a multi-disciplinary activity, utilizing knowledge and inputs drawn from psychology, economics, etc.

FUNCTIONS OF HUMAN RESOURCE MANAGEMENT:

The main functions of human resource management are classified into two categories:

(a) Managerial Functions

(b) Operative Functions

1. Managerial Functions Following are the managerial functions of Human Resources Management.

   a. Planning: The planning function of human resource department pertains to the steps taken in determining in advance personnel requirements, personnel programmers, policies etc. After determining how many and what type of people are required, a personnel manager has to devise ways and means to motivate them.

   b. Organization : Under organization, the human resource manager has to organize the operative functions by designing structure of relationship among jobs, personnel and physical factors in such a

way so as to have maximum contribution towards organizational objectives.

In this way a personnel manager performs following functions :

(a) preparation of task force;

(b) allocation of work to individuals;

(c) integration of the efforts of the task force;

(d) coordination of work of individual with that of the department.

c. Directing: Directing is concerned with initiation of organized action and stimulating the people to work. The personnel manager directs the activities of people of the organization to get its function performed properly. A personnel manager guides and motivates the staff of the organization to follow the path laid down in advance

d. Controlling: It provides basic data for establishing standards, makes job analysis and performance appraisal, etc. All these techniques assist in effective control of the qualities, time and efforts of workers.

i. Operative Functions : The following are the Operative Functions of Human Resource Management 1. Procurement of Personnel : It is concerned with the obtaining of the proper kind and number of personnel necessary to accomplish organization goals. It deals specifically with such subjects as the determination of manpower requirements, their recruitment, selecting, placement and orientation, etc

ii. Development of Personnel : Development has to do with the increase through training, skill that is necessary for proper job performance. In this process various techniques of training are used to develop the employees. Framing a sound promotion policy, determination of the basis of promotion and making performance appraisal are the elements of personnel development function.

iii. Compensation to Personnel : Compensation means determination of adequate and equitable remuneration of personnel for their contribution to organization objectives. To determine the 7 monetary compensation for various jobs is one of the most difficult and important function of the personnel management. A number of decisions are taken into the function, viz., job-evaluation, remuneration, policy, inventive and premium plans, bonus policy and co-partnership, etc. It also assists the organization for adopting the suitable wages and salaries, policy and

iv.   payment of wages and salaries in right time.

v.   Maintaining Good Industrial Relation: Human Resource Management covers a wide field. It is intended to reduce storifies, promote industrial peace, provide fair deal to workers and establish industrial democracy. It the personnel manager is unable to make harmonious relations between management and labor industrial unrest will take place and millions of man-days will be lost. If labor management relations are not good the moral and physical condition of the employee will suffer, and it will be a loss to an organization vis-a-visa nation. Hence, the personnel manager must create harmonious relations with the help of sufficient communication system and co-partnership.

vi.   Record Keeping : In record-keeping the personnel manager collects and maintains information concerned with the staff of the organization. It is essential for every organization because it assists the management in decision making such as in promotions.

vii.   Personnel Planning and Evaluation : Under this system different type of activities are evaluated such as evaluation of performance, personnel policy of an organization and its practices, personnel audit, morale, survey and performance appraisal, etc.

IMPORTANCE OF HUMAN RESOURCE MANAGEMENT

Human Resource Management has a place of great importance. According to Peter F. Drucker, ―The proper or improper use of the different factors of production depend on the wishes of the human resources. Hence, besides other resources human resources need more development. Human resources can increase cooperation but it needs proper and efficient management to guide it‖. Importance of personnel management is in reality the importance of labor functions of personnel department which are indispensable to the management activity itself. Because of the following reasons human resource management holds a place of importance.

1. It helps management in the preparation adoption and continuing evolution of personnel programmers and policies.

2. It supplies skilled workers through scientific selection process.

3. It ensures maximum benefit out of the expenditure on training and development and appreciates the human assets.

4. It prepares workers according to the changing needs of industry and environment.

5. It motivates workers and upgrades them so as to enable them to accomplish the organization goals.

6. Through innovation and experimentation in the fields of personnel, it helps in reducing casts and helps in increasing productivity.

7. It contributes a lot in restoring the industrial harmony and healthy employer-employee relations.

8. It establishes mechanism for the administration of personnel services that are delegated to the personnel department.

Thus, the role of human resource management is very important in an organization and it should not be undermined especially in large scale enterprises. It is the key to the whole organization and related to all other activities of the management i.e., marketing, production, finance etc. Human Resource Management is concerned with the managing people as an organizational resource rather than as factors of production. It involves a system to be followed in business firm to recruit, select, hire, train and develop human assets. It is concerned with the people dimension of an organization. The attainment of organizational objectives depends, to a great extent, on the way in which people are recruited, developed and utilized by the management. Therefore, proper coordination of human

efforts and effective utilization of human and others material resources is necessary.

COMPANY PROFILE

AASMAAN FOUNDATION

Aasmaan Foundation is a Private incorporated on 09 June 2017. It is classified as non-govt company and is registered at Registrar of Companies, Delhi. Its authorized share capital is Rs. 100,000 and its paid-up capital is Rs. 40,000. It is involved in other education.

Aasmaan Foundation's Annual General Meeting (AGM) was last held on 29 December 2020 and as per records from Ministry of Corporate Affairs (MCA), its balance sheet was last filed on 31 March 2020.

Directors of Aasmaan Foundation are Rahul Parmar and Ayush Bansal.

Aasmaan Foundation's Corporate Identification Number is (CIN) U80904DL2017NPL318984 and its registration number is 318984.Its Email address is support@iDreamCareer.com and its registered address is B-84 Pushpanjali Enclave Pitampura Delhi North West DL 110034 IN , - , .

Current status of Aasmaan Foundation is - Active.

AASHMAAN Foundation is one of the largest youth run NGO in Ahmedabad with its operations extended in the city of Bangalore.

AASHMAAN has been working since 2009 for under and less privileged children in the field of education, health and rights.

AASHMAAN Foundation works with a vision to create a society where children can prosper to their complete potential and enjoy equality in its true essence.

AASHMAAN promotes the culture of kindness and wants to instil the sense of giving back to the society amongst modern youth.

AASHMAAN Foundation was started in the year 2009, as a group of people who wanted to give something back to the society in some or the other way. Later in the year 2012 it got registered as a Non-Governmental Organization.

AASHMAAN Foundation is working for the upliftment and betterment of the less-privileged kids. It works in the field of child's education, health and his rights.

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

Over the years, AASHMAAN Foundation has conducted plethora of projects which not only includes grass-root level projects which are directly related to the kids but also includes fund-raising events.

The dream of Aasmaan Foundation is to work unconditionally on Women Empowerment, Single Income families and underprivileged children through relevant healthcare, innovative education and environmental based livelihood programs. For an organization which started its operations just over a year ago, it is breath-taking to see how far they have come.

Company detail :-

CIN	U80904DL2017NPL318984
Company Name	**AASMAN FOUNDATION**
Company Status	**Active**
RoC	**RoC-Delhi**
Registration Number	**318984**
Company Category	**Company limited by Shares**
Company Sub Category	**Non-govt company**
Class of Company	**Private**
Date of Incorporation	**09 June 2017**
Age of Company	**4 years, 4 month, 20 days**

MANAGEMENT STRUCTURE :-

Each organization has its unique management structure based on its operations, but the common denominator present in every organization's management structure is that it defines the flow of responsibility within an organization. It also defines who is responsible for each role in an organization.

Under the leadership of the company CEO Mr. MUNISH PUNDIR and also the founder of Aasmaan foundation. He run the ngo with the brilliant skills and gives oppournity to new interns in different levels. Mr. RAHUL PARMAR and Mr. AYUSH BANSAL are the directors of Aasmaan foundation. VJ AMAN is the voice brand ambassador and Mr. Aarav Choudhary is the ambassador of Aasmaan foundation. And the assistance supervisor is Ms. Deepanwita Purkayastha. 201 to 501 employees working under in Aasmaan foundation.

Aasmaan Foundation educates underprivileged girls about menstruation

Aasmaan Foundation, a nonprofit organization which works for upliftment of the families of single income widows and supports the women by empowering them with skills that enable them to become the bread earners of their family. Skills like stitching, beauty parlor, patient care, computers etc are taught by the NGO.

'Let's be ready for Red' a campaign by Aasmaan Foundation distributes sanitary napkins as well as underwear's to the women who are underprivileged and do not have the means to purchase such commodities. The campaign rests at the heart of the issue that many women in India do not even have the privilege of owning underwear and helping them understand more about menstrual hygiene would lead to a better standard of living.

The brand ambassador of the foundation VJ Aman, has played a pivotal role in the campaign as she voices the concerns of such women through her videos and helps spread awareness about the campaign on the social media platforms to gain momentum in the public eye.

Aasmaan Foundation and VJ Aman had gone to the village of Haryana named Toka. They help bring the ground reality in the public domain which happens to be entirely different from the government-stated facts. It was said that 80% of the

women are aware of the usage of sanitary pads but only 30% use them. But in the village of Toka, 0 women had sought the usage of sanitary napkins because they didn't own underwear. The foundation distributed many underwear's as well as sanitary napkins to the women living in the area. Many such endeavors are planned by the foundation in the coming times to help the cause of sanitary napkins.

While we sit in the comfort of our homes while in pain, it is important to realize that many women do not have the comforts of going back to their places as the means of earning their bread is hard. And to do labor in pain is not an easy task. To help them ease their pain, we can donate sanitary napkins and underwear.

This may help them have a better life and better hygiene and better health.

AWARDS :-

Aasmaan Foundation has taken many a dozens initiatives in hands with notable among those are Nishulk Pathshalla, a free coaching school at slum dwelling area of Subash Nagar Jammu, providing stationery to over 200 underprivileged childrens every month. From time to time medical camps are organised in order to treat, aware the people about various health related problems, diseases.

AASMAAN Foundation is designed to Empowering Women, helping orphans and underprivileged childrens through relevant healthcare, innovative education and environmental based livelihood programs thereby safeguarding the interest of every section of society. Like other parts of the country Aasmaan Foundation (NGO) has intensified its activities in the state of J&K under the dedicated and dynamic leadership of Tahir Rufayee,State Co-Ordinator of Aasmaan Foundation. Volunteers of Aasmaan foundation celebrated 31st of December, 2015 at old age home Amphalla. In addition to this the whole team of NGO celebrated National Youth Day on Jan 12 at Ved Mandir Bal Niketan, Jammu by organizing a mega event in which renowned personalities of Jammu were present, Bollywood Music director & Singer Kanish Sharma also performed in that event.

When asked about the future strategy, Tahir Rufayee State Co-Ordinator of Aasmaan foundation said, "We will work in every nook and corner of state in order to help the poor & needy people. We shall be organizing awareness camps on Youth & women empowerment in near future. Our program is whole heartedly dedicated to unite the youth of J&K for the progress, prosperity and development of J&K and our country. Moreover, the NGO is scheduled to distribute near about 500 stationery kits among the needy children of Kishtwar district so that the hundreds of poor children could realize there dream of primary education.

LATEST DEVELOPMENT :-

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

Mr. Munish Pundir, the founder of Aasmaan Foundation, had a dream to work unconditionally on Women's Empowerment, Single Income families, and underprivileged children by constant efforts and innovative ideas put by him to contribute towards healthcare, education, and environmental based livelihood programs for them. The foundation was started in the year 2009 with a small group of people who just wanted to help the people in need. Later in 2012, it was registered as a Non-Government Organization.

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

<u>Women Empowerment Centre</u>

There is a large section of women in India who dedicate all of their life working at home, but if they come out and grab the opportunities to build themselves a fruitful career, it will not only make them independent but also strengthen the micro-economy of India. To support women in becoming independent by spirit, thoughts, and actions so as to have full control over their lives by themselves rather than being a recipient of others' orders. This particular objective by the organization aims to achieve socio-economic empowerment of women by their operational units.

Widow Support

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

Baal Depression

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

Milk Bank Campaign

Sufficient nutrition plays a significant role in a child's overall development. Milk is considered a vital constituent in a wholesome meal for infants and children. It provides nutrition that a child needs to grow and flourish in all aspects. The NGO regularly provides milk to the precious kids whose parents cannot afford it. Every child deserves to live a healthy and happy life.

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

Our mission is skill development of women in beauty course free of cost in our women empowerment center at manimajra, chandigarh . There can be no development without your supp Aasmaan Foundation educates underprivileged girls about menstruation

PRODUCT AND SERVICES OFFERED: -

AASMAAN TEACHING PROJECTS: -

AASMAAN Teaching Project (ATP) is a regular teaching project where the volunteers teach the basics of English, Gujarati, Maths, Hindi and Science to the children studying in different standards.

The classes are held daily by the teachers and volunteers for the children at our 3 centres located at Paldi, Motera and Gurukul.

CHILD MENTOR PROGRAMME: -

Child Mentor Programmed (CMP) is an initiative to connect directly with the kids. Each volunteer selected for the CMP will be given full responsibility of 1 kid studying either in municipal school or private schools but having a poor socio-economic back ground.

The volunteer will have to look after the education, health, regularity at school and social aspect of the child. She/he will have to dedicate a minimum of 3 hours a week i.e. 12 hours/month (Preferably 3 hours every week) towards his/her respective student.

AASMAAN COMMUNITY DEVELOPMENT: -

AASMAAAN Community Development project aims at helping the residents of its 3 centers to expand/improve their business. We intend to help the families of those kids who we teach, observing and understanding their work and lifestyle, identifying gaps in their business and helping them grow.

This help the families to increase their revenue which in turn help them to provide better facilities to their kids and fulfil their education. Our focus is also on improving the hygiene and communication skills of the slum residents thereby contributing a 360-degree upliftment of the people and society.

With theoretical knowledge of marketing and brand building, our volunteers in real time scenarios gain an in-depth understanding of the different aspects of business and the barriers faced by the community, thereby, identifying the latent growth opportunities, helping them bridge the gap and as a result help them grow.

FOOD FOR THOUGHT :-

Food For Thought started back in the year 2013 as a fund-raising event. Our volunteers set up a temporary food stall for 10 days in this event on the hustling youthful and vibrant IIM road. Different food items are prepared and sold by the volunteers in the stall for 10 days and all profits are donated for our various grass-root projects like notebooks distribution, child mentor project, etc.

Food For Thought is one of our main fund raising events and all the funds generated are used for upliftment of the children in our 3 centres.

LET'S GO SHOPPING :-

Let's Go Shopping is a real-time simulation of the shopping experience, wherein underprivileged kids purchase the goods using playing (fake) money.

It is an opportunity created to give them a chance to learn the importance of money, expense management and most importantly, a chance to realise their personal preferences.

The goods like clothes, toys, footwear, stationery, etc. are collected from all across Ahmedabad and sorted as per sizes. A display is than set up of all these goods and kids shop through them.

TERMINOLOGIES

1. **Appraisal** - Are meetings set up by the employer that allow the employer to discuss the performance of their employees.

2. **Cross-Functional Team** - It is a group in an organization that is made up of members from different departments or different specializations

3. **Employee Onboarding** - **Is** the process of onboarding new hires into an organization. Sometimes used synonymously with new hire orientation

4. **Functional Job Analysis** - Functional job analysis is a method of gathering specific and detailed job information

5. **Gross Salary** - Gross salary can be defined as the amount of money paid to an employee before taxes and deductions are discounted

6. **Job Analysis** - A process aimed at codifying the nature of a job role to help organizations understand the types of people

7. **Outsourcing** - Outsourcing is the business practice of hiring a party outside a company to perform services

8. **Performance Appraisal**- Performance Appraisal is a regular review of an employee's job performance and overall contribution to a company

9. **Quality Management** - A system to make sure that a product or service meets standards of excellence

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10.**<u>Recruitment</u>**- It refers to the process of identifying, attracting,

interviewing, selecting, hiring and on-boarding employees

11.**<u>Training And Development</u>** - Training and development describes the

formal, ongoing efforts that are made within organizations

OBJECTIVES OF STUDY

1. To review the Interview process and to make improvement to the following forthcoming Onboarding programs at AASMAAN FOUNDATION

2. To find out the effective of the Interview procedure at AASMAAN FOUNDATION

3. To know the various sources of Interview and their availability at AASMAAN FOUNDATION

4. To obtain the feedback of employee about the Interview and Onboarding procedures followed in the AASMAAN foundation

5. To ensure effective utilization of human resources, all other organizational resources will be efficiently utilized by the human resources.

6. To establish and maintain an adequate organizational structure of relationship among all the members of an organization by dividing of organization tasks into functions, positions and jobs, and by defining clearly the responsibility, accountability, authority for each job and its relation with other jobs in the organization.

Scope of the study

1. The scope of the study includes following aspects of interview and onboardings.

2. The Feedback of the employees cost effectiveness.

3. Proper utilization of the Human resource planning.

4. Effectiveness of interview process and techniques

5. The Onboarding is effective or not.

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.

Research in common parlance refers to a search for knowledge. One can also define research as a scientific and systematic search for pertinent information on a specific topic. Research is an academic activity and the term should be used in a technical sense

DATA COLLECTION

While deciding about the method of data collection used for the study of research should keep on mind two types of data i.e., primary and secondary, the primary data are those which are collected a fresh and for the first time, the secondary data on the other hand are those which have already been collected by someone else. Therefore, data collection can be broadly classified in to two types.

1. Primary Data
2. Secondary Data

PRIMARY DATA:

Primary data is collected in order to avoid any mistake due to transcription which may arise when collected through secondary sources the data is collected my questionnaire method.

SECONDARY DATA

Secondary data is collected from the companies report manuals and brochures company records, books, HR reports etc.

Interview

Interview means deliberate, active listing with a purpose to draw the other person out, to discover what he really wants to say, and to give a chance to express himself/herself freely.

The interview is used in practically every business and profession. Some activities call for a high degree of proficiency in interviewing; such as appointment of engineers, lawyers, managers, salesmen and supervisors.

The interview is also widely used in securing credit information, making loans, selling, and adjusting complaints as well as in personnel administration and management.

According to McFarland, "an interview is a purposeful two-way exchange of information between the participants. Both learn things of vital importance to their mutual decision, some intended and others not intended."

Interview is one of the important steps in selection procedure. It is probably the most widely used selection tools.

Employment interview and tests are two of the most important screening devices generally used in hiring procedure. Interview is the oldest method of evaluating a person's potential for a job.

"An interview is an attempt to secure maximum amount of information from the candidate concerning his suitability for the job under consideration."

"An interview is a purposeful exchange of ideas, the answering of questions and communication between two or more persons."

The interview is used in practically every business and profession. Some activities call for a high degree of proficiency in interviewing; such as appointment of engineers, lawyers, managers, salesmen and supervisors. The interview is also widely used in securing credit information, making loans, selling, and adjusting complaints as well as in personnel administration and management.

Interview is one of the important steps in selection procedure. It is probably the most widely used selection tools. Employment interview and tests are two of the most important screening devices generally used in hiring procedure. Interview is the oldest method of evaluating a person's potential for a job.

It assists to reveal, examine and assess the capabilities, qualities and traits of an individual to be selected for the job in an organization. Interview technique is quite complex in substance and difficult to use property. Its scope includes measuring all the relevant characteristics and integrating and classifying all other information about the applicant.

Through this technique, needed information like nature, attitude, behaviour, perception, interest, motives, likes, dislikes, intelligence, personality etc. of candidate can be obtained by a face-to-face contact. This technique is practically used in every business and profession.

Some activities call for a high degree of proficiency in interviewing candidates for the Posts like professors, engineers, psychiatrists, clinical psychiatrists, lawyers, social workers, employment managers, industrial relations, managers, market analysts, salesmen, supervisors etc.

Objectives of Interviewing

The following are the objectives of a well-designed and an effective interview:

1. To seek more information about the candidate, which is not mentioned in "Application Blank."

2. To judge an applicant's qualities and characteristics as a basis for sound selection and placement.

3. To verify the information given in the application form and in the Application Blank.

4. To give essential and accurate facts about the job and the organization such as nature of the job, hours of work, opportunities for advancement, employee welfare facilities, benefits and services available, organization's policies, plans, future prospects etc. to the candidate. So that the candidate will be in a position to decide, whether to accept or not the employment in that organization.

5. To establish rapport to create a feeling of mutual understanding, confidence and trust between the organization (personnel department) and the applicant who is to be employed.

6. To create a good image and to promote goodwill towards the organization, whether the interview culminates in employment or not.

7. To give an idea of disciplinary action, grievance handling and relations with unions to the candidate, because interview is a valuable tool for all these.

Interview offers the following importance:

(i) Helps in Selection of a suitable candidate – Candidates who have claimed different qualities in their application can be tested directly through face to face conversation and those who are suitable can be selected.

(ii) Exchange of information – Face to lace conversation helps to exchange views and opinions between interviewer and interviewee and any doubt regarding the terms and conditions of the job can be cleared then and there only.

(iii) Helps to know the facilities – Interview helps to know the facilities offered and opportunities available to the employees and also the terms and conditions of employment. This helps the candidates to decide whether to offer their service or not to the organization.

(iv) Helps to tell about company – Interview helps to tell about company's policy, rules, regulations, discipline and conditions of appointment. If the conditions are acceptable, candidates may accept the job and vice-versa.

(v) Widely accepted tool – Interview is the oldest and most commonly used device in selecting the employees. Though test and group discussion are conducted to select the employees, they do not provide complete information about the candidates. Under such circumstances interview acts as a great help to the organization.
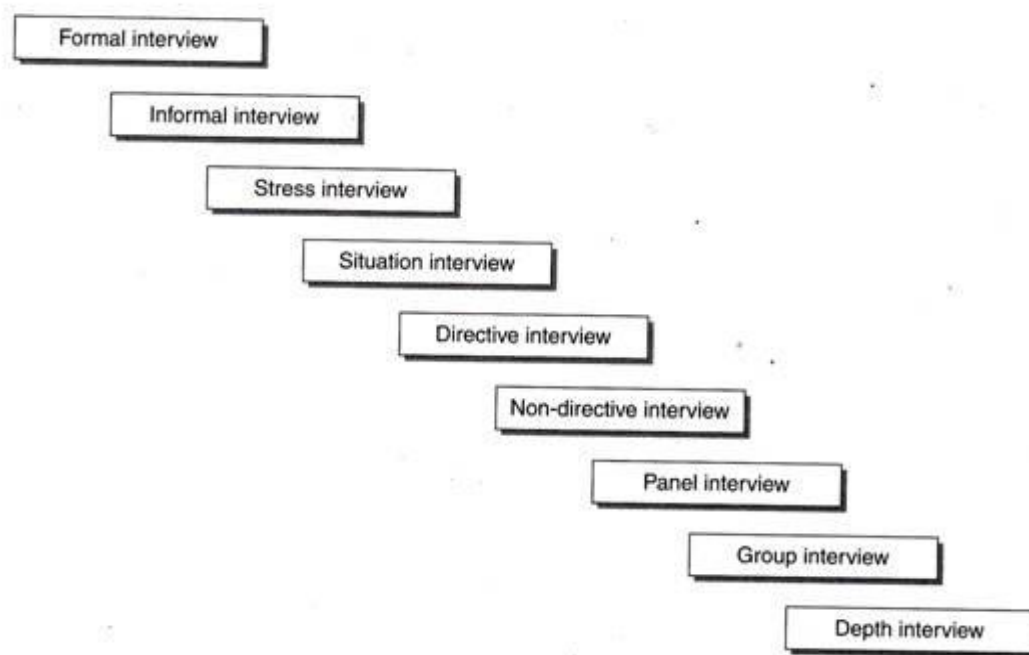
Types of Interviews

Formal interview

Informal interview

Stress interview

Situation interview

Directive interview

Non-directive interview

Panel interview

Group interview

Depth interview

Fig. 5.8 Types of Interviews

Formal Interview:

It is held in formal atmosphere with pre-decided and planned procedures and questions.

Informal interview:

There is no specific procedure followed in this case. They are conducted at any place, and any types of questions can be asked to the candidate.

Stress Interview:

It is conducted to evaluate the behaviour of the candidate under stressful conditions. How does a candidate react to stress? Whether they remains quiet and calm or becomes stressed, can be judged by creating different stressful conditions around, and the case with which they gets out of it indicates their stress-handling capacity in future.

Situation Interview:

An imaginary situation is told to the candidates and they are asked to respond to it.

Directive Interview:

It is structured interview. A same set of questions is repeated for every candidate to make the comparison among the answers received from them.

Non-directive Interview:

It is non-structured interview. There is no specific format, and any questions can be asked to candidates. Candidates are free to express themselves under this type.

Panel Interview:

A selection committee appointed for interviewing candidates is called a panel. It generally consists of three or more members who collectively perform the task of selection. The final decision is taken with the consent of all panel members.

Group Interview:

Candidates are supposed to form groups, and one group together will be interviewed at one time. It is a sort of group discussion. The person's ability to lead, their presence of mind and communication can be evaluated under this technique.

Depth Interview:

All the minute details of important nature are asked to a candidate to have the extensive information about them.

INTERVIEW PROCESS AT AASMAAN FOUNDATION

Interview Rounds

1. Technical

2. HR

3. Group Discussion

Interview Questions

- Q1. Tell me about yourself.

- Q2. Why are you applying for this position?

- Q3. Why do I want to work here?

- Q4. Will this job motivate you to be a great employee? Do the career paths here excite you?

- Q5. Why would you be a good fit for this position means: What have you done that proves you'll do a good job?

- Q6. How can you say what you're not good at and still get the job?

- Q7. What interests you about this position?

- Q8. Tell me about how you dealt with a tough challenge?

- Q9. What are your strengths?

- Q10. Why should we hire you?

- Q11. Describe what you do in your current position

- Q12. Why did you leave your last job?

- Q13. Where do you see yourself in 5 years?

- Q14. What are your salary requirements?

- Q15. What are you passionate about?

- Q16. How do you deal with pressure?

- Q17. What do you know about our organization?

Interview details

Aasmaan Foundation interview Rounds:

Round 1

Round type - Technical

Round 2

Round type - HR

Round 3

Round type - Group Discussion

Onboarding Employees at Aasmaan Foundation

In human resources, onboarding is defined as the process of familiarizing a new employee with the organization. Onboarding begins from the moment an offer is made to the employee until the time the employee becomes a productive member of the organization.

Employee onboarding is broadly defined as the process of familiarizing a (new) employee with the organizations policies, the employees role in the organization, and the organizations culture. It also involves creating an environment in which the employee is made comfortable enough to interact freely with their colleagues and establish social relationships in the workplace.

Specifically, it involves getting the employee to complete the necessary paperwork for labour law compliance and equipping them with all the tools they need to do their job well. During onboarding, employees learn what the organization expects from them in terms of skills, communication style, and attitude.

We read through a number of research papers and studies on onboarding and its effectiveness. The findings from all of them can be summarized in two key points:

- Hiring is not only time-consuming, but it is also an expensive affair.

- Retaining employees depends on how these difficult-to-find employees are onboarded. If they are not onboarded optimally, you may lose them, and that will result in another expensive hiring cycle.

The success of employee onboarding depends on the efficiency of the onboarding program. The quicker employees are empowered to do their jobs, the faster they are likely to become valuable, contributing members of the organization.

Onboarding is not just HRs job. It also the responsibility of the immediate manager, who will familiarize the employee with their role in the company, their performance expectations, and the culture of the team they are going to be a part of.

In addition, onboarding is not only associated with new employees. Employees move laterally into new roles, known as cross boarding (covered later in this article), and they also need to be onboarded following a similar process. While they may be familiar with organizational culture, team culture may be different.

While they may be familiar with company policies, they may still need a mentor to guide them through their new role.

According to the Society for Human Resources Development (SHRM), employee onboarding (also known as organizational socialization) is the "process of helping new hires adjust to social and performance aspects of their new jobs quickly and smoothly, and learn the attitudes, knowledge, skills, and behaviours required to function effectively within an organization."

In short, employee onboarding involves the processes that help you ensure that your new hires get started on the right foot. These processes can be broken down into two categories:

- **Formal onboarding** encompasses the organized tasks and procedures that help a new employee adjust to his or her new position. Under formal onboarding, new hires are often segregated from existing employees to experience coordinated activities for orientation, in-classroom training, and socialization.

- **Informal onboarding** refers to the ad hoc and semi-organized activities by which a new employee learns about his or her new job. Informal onboarding can include job shadowing and impromptu one-on-one coaching or meetings with management and new colleagues, as well as the

minutiae of getting started at a company, such as receiving badges and equipment.

Regardless of whether an organization chooses formal onboarding, informal onboarding, or a mix of both, getting new hires up to speed is an expensive task. According to management consultants Mark Stein and Lilith Christiansen in their book, Successful Onboarding, companies spend up to 30% of a new hire's annual salary during the onboarding process.

While the expense of onboarding new employees can be daunting, it's money that's well spent — a centralized, properly resourced process of welcoming new employees may prevent early turnover for as many as 1 in 4 new hires. And the faster that your new hires feel welcomed and adjusted to their new roles, the faster that they can begin contributing value to your company.

HR organizations have been able to improve employee onboarding in the following ways:

- **Reduce training program costs.** By substituting video for in-class trainings and smaller events, companies such as IBM and Microsoft have been able to save millions of dollars in travel and lodging alone.

- **Improve knowledge retention.** The use of video has been shown to improve people's ability to remember concepts and details — with effects that actually increase over time. Additionally, <u>enterprise video platforms</u> enable people to search across an entire <u>library of training videos</u>, as well as search inside each video, for any word that was spoken or appeared on screen. This ability to search gives employees a searchable resource that enables them to find the information they need on-demand.

- **Ensure consistency of training materials.** For larger organizations or companies that are geographically dispersed, having multiple trainers can introduce challenges to providing a <u>consistent onboarding experience</u> for all new employees. Video solves this problem by ensuring that companies maintain a consistent, high-quality messaging standard regardless of who conducts the training.

- **Help employees feel more engaged and connected.** Establishing strong interpersonal networks and relationships is one of the most overlooked aspects of employee onboarding. Video can help expand the reach of your onboarding programs worldwide through the use of <u>company and team introductions</u> that can help your new hires

place faces and personalities to the names they'll see in their company directories and email inboxes.

The Employee Onboarding Process:

1. Provide information on company policies and benefits

Provide comprehensive information about policies and employee benefits on the employees first day in the organization. The training session or materials should include everything from compliance to insurance to tax liabilities to company policies on leaves and diversity and inclusion.

In this step, also have the employee sign all the compliance forms that formally validate them as members of the organization.

Depending on the country you are in, if digital signatures are accepted on state/federal compliance forms, you can use employee onboarding software to share the necessary documentation with new employees before their first day in the company. This means they can complete all compliance formalities beforehand and become contributing members of the team right from day one.

Using digital signatures is also helpful when you have to onboard remote employees into the company.

2. Provide role clarity

What exactly is an employee expected to do as part of their job? A breakdown of all their daily tasks is important to help them gain clarity about their role.

Who communicates this information? This is the best time for the manager to step into the onboarding process, as they are best positioned to offer a clear picture of what an employees role will involve.

This information should be provided over the first 30 days on the job, as the new employee learns and slowly takes ownership of their role. In this process, it is also important to inform the employee of whom they must collaborate with to get their job done members of their own teams as well as members of other teams along with the reporting matrix for such collaborations.

With an automated solution such as Bamboo HR, new employees can be introduced to members of their team and supporting teams much before they join the organization. These employee onboarding software solutions allow each team member to create an online profile, which a new employee can go through to learn more about their team members. Similarly, employees can create their own profile and introduce themselves to their team members much before they join the organization.

Even in the case of cross boarding, you can share the employees profile beforehand.

The benefit? There is already a certain amount of familiarity and friendliness between the employee and their colleagues right from day one.

3. Facilitate training

Training is part of the long-term onboarding process and is best facilitated by the immediate manager. Even the most experienced employee needs to be provided with a training period to understand how processes function in their new organization or new team.

Companies can start delivering this training even before employees first day at the organization. Basic training materials can be sent across, and employees can be given a breakdown of the tasks they are expected to accomplish through employee onboarding software.

Hibobs employee onboarding software allows HR to set up customized workflows for new employees, giving them a sense of whats in store for them when they enter the company.

Boardon is also a pre-onboarding software that allows you to use the time before the onboarding efficiently.

Freshteam is an all-in-one hiring, onboarding, and employee data management solution that can help you streamline the entire onboarding process.

4. Induct into organizational culture

Assimilation into organizational culture is an ongoing process. However, HR managers and team managers must give an employee a broad overview of the culture when they join the company.

How can they do this? One way is to make sure that culture is reflected in the company vision and mission statement.

Is your organization output-oriented or outcome-oriented?

How easy is it for your employees to come up to you and discuss a problem they're experiencing at work?

How open are managers to entertaining non-work conversations?

Define what the company culture stands for, and then ensure this culture is communicated to the new employee.

You can also do this through your onboarding software, which gives new hires direct insights into the team members, the profile of the company, and as a result, an insight into the culture of your organization.

5. Help form social connections with colleagues

While this is not entirely the responsibility of the manager/HR, it is their job to facilitate communication between employees, even if some employees are not very open to integrating. This involves creating an environment where friendships between colleagues are encouraged.

A lot of organizations employ the system of new-hire buddies, where they dedicate one employee to help the new employee navigate the workplace from job-related tasks to administrative queries and everything in between.

However, a Hibo survey found that 49% of the employees surveyed would rather make friends with their co-workers instead of limiting their interactions to their new-hire buddy.

This information, however, should not discount the value of a new-hire buddy. Not everyone is comfortable going up to their new co-workers and forging relationships with them.

If new employees or team members have simple queries like how to work the printer or whom to speak to for an ergonomic laptop stand, a new-hire buddy can help easily. And in the age of AI, chatbots (discussed below) can serve as great new-hire buddies.

DURATION OF EMPLOYEE ONBOARDING?

In our recent Hibob survey, we found that a majority of new hires spend between two and five hours being onboarded for their new roles, says **Ronni Zehavi, co-founder and CEO of Hibob**, in an exclusive chat with HR Technologist.
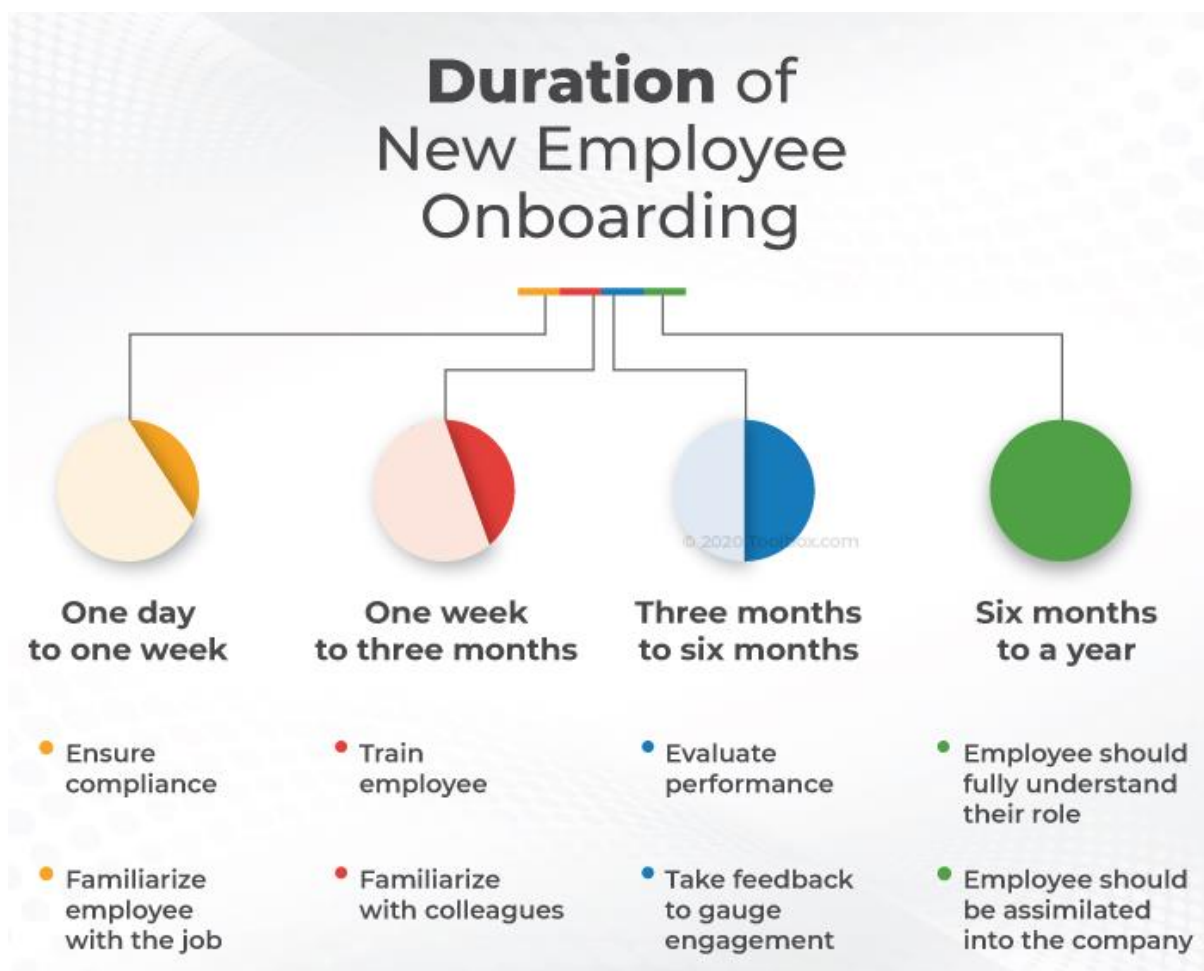
This is the amount of time it takes to get the employee to sign their compliance documents and for a general introduction to the rest of the team. However, the real onboarding begins once this process is over.

A formal onboarding program can range between 30 days, 90 days, 180 days, or a good 365 days. This phase is used to complete all the tasks mentioned in the previous section through an environment of ongoing support.

Ideally, onboarding begins or should begin as soon as the employee accepts the offer letter.

Invite new hires to join internal platforms ahead of their first week so that they can not only get a head-start on reading the employee handbook and policies, but also so they are able to put faces to names, learn about company news, and get involved in social or cultural events at the company such as clubs that bring people together of shared interests helping employees find their niche, recommends Zehavi

Duration of New Employee Onboarding

Duration of
New Employee
Onboarding

**One day
to one week**

- Ensure compliance
- Familiarize employee with the job

**One week
to three months**

- Train employee
- Familiarize with colleagues

**Three months
to six months**

- Evaluate performance
- Take feedback to gauge engagement

**Six months
to a year**

- Employee should fully understand their role
- Employee should be assimilated into the company

1. One day to one week: Ensure compliance, familiarize the employee with their role

2. One week to three months: Train the employee to perform their job. Familiarize them with their colleagues who are key to their function. Help them get a sense of the culture of the organization.

3. Three months to six months: Evaluate their performance and ensure that they have everything they need to perform their jobs optimally. Take their feedback to gauge their engagement.

4. Six months to a year: The employee should have developed complete knowledge about their role, the market, the company, and the industry. They should have assimilated into the company and company culture.

Social Launch on Children's day at Aasmaan Foundation

It's #childrensday!

But where are the children? On the red lights begging just for the chillar. We at @aashmanfoundation along with voice brand ambassador @vjaman launches #ChillarToPillar to educate children ... See More

Learnings During Internship

1. Understand the purpose of internship.

2. Collect information of the company.

3. To study about Aasmaan foundation and its related aspects like its product and services, history, organization structure, subsidiary companies etc.

4. To learn about various channels of getting basic necessity to poor people, etc.

5. To understand meaning and needs of financial products.

6. To learn effective communication skill, while contacting to students.

7. Gain a proper knowledge of problems faced by slum poor people and also company.

8. To learn various selling skills.

9. To enhance my ability and develop my skills.

10. Learn the rules and regulation which are follows by all national government organisation.

Findings and Suggestions

Company is supportive in upgrading through constant training of different channel. Due to current pandemic company has allowed some section to work from home.

0. The company markets reliable, high-quality products and has a global client base.

1. Team leaders of the company are so nice to explain all things properly.

2. The employer of the company must work with goal orientation, because that makes their work successful and without errors.

3. Sometime company take large amount of donation, which distract peoples mind to take loans from private companies.

4. NGO working in various field work and doing good for slum people and children. Providing education for slum children.

5. It was my good luck to work with Aasmaan foundation,

6. The system, the process, the team work is proper.

7. The management are good, they will be around interns if they need any help.

CONCLUSION

The whole internship was a bundle of new opportunities, with lots of new responsibilities. It helped me to manage time. Communication is the key to everything which leads to efficient work, and this internship helps me to develop my communication skill and also selling skills to Finally I completed my internship with good expression and impressions and I can say that this internship gave me a wonderful experience. It helps me to learn about the work processes of helping and giving basic needs to slum and roadside children and peoples of NGO. I got a proper and advance knowledge about what from this internship. I also develop my selling skills, knowledge and problem handling ability and learn various things from this internship with my view, Aasmaan Foundation will became one of the most understandable NGO in India. **Aasmaan Foundation** has always been committed towards promoting a healthier and more sustainable way of life.

I learned various things from these 45 days internship.

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