

SUMMER INTERNSHIP PROJECT

“ANALYZING THE PROCESS OF RECRUITING AND SELECTION IN HR”

Submitted to:

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

Submitted by:

Ms. Sunidhi Suresh Bopte

Company Guide:

Mr. Kaushik Roy

Faculty Guide:

Dr. Annirudha Akarte

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





CERTIFICATE

This is to certify that the investigation describes in this report titled **“Analyzing the Process of Recruiting and Selection in HR”** has been carried out by **Ms. Sunidhi Suresh Bopte** during the summer internship Project. This study was done in the organization of **“AlphaDevs Private Limited”**, in partial fulfillment of the requirement for the degree of Master of Business Administration of R.T.M.N.U., Nagpur. This work is the own work of the candidate, complete in all respect and is to sufficiently high standard to warrant its submission to the said degree. The assistance and resources used for the work are duly acknowledged.

Dr. Sonali Gadekar
(Director)

ACKNOWLEDGEMENT

It is a matter of pride and privilege for me to have done a summer internship project in “**AlphaDevs Private Limited**” and I am sincerely thankful to them for providing this opportunity to me.

I am thankful to **Mr. Kaushik Roy** for guiding me throughout this project and continuously encouraging me. It would not have been possible to complete this project without his 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. Annirudha Akarte** for helping me during this project.

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

(Name and Signature of the student)

Sunidhi Suresh Bopte

INDEX

Sr. No	Particulars	Page No.
1.	Introduction	1
2.	Company profile	2
3.	Terminologies	7
4.	Objectives of study	7
5.	Scope of study	7
6.	Need of study	7
7.	Contribution during SIP	8
8.	Limitations	11
9.	Research Methodology	12
10.	Findings	13
11.	Conclusion	13
12.	Suggestions	14
13.	Bibliography	14

INTRODUCTION

“RECRUITMENT AND SELECTION”

WHAT IS RECRUITMENT?

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

WHAT IS SELECTION?

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

RECRUITMENT AND SELECTION at AlphaDevs:-

Recruitment and selection process followed at AlphaDevs is comparatively well defined. Most of the candidates are recruited through Internshala and LinkedIn job sites. Selected candidates are given a probationary period. Before taking the interview, candidates have to upload their resume on the Internshala and LinkedIn job sites of AlphaDevs Company. If the resume got selected then the candidates are given task, related to the job responsibilities for the required job posted on the above mentioned sites. If experts are satisfied with the task submitted by the candidates then interview process is carried by the company. Overall manpower planning at AlphaDevs is conducted systematically and selection is done through domain field experts.

COMPANY PROFILE

AlphaDevs Pvt. Ltd.

(<https://www.alphadevs.tech/index.html#>)

AlphaDevs is a group of like-minded people working towards the goal of leveraging technology to make the world around them better. Our team consists of people with a variety of skills, ranging from software development to IoT, AI, etc. Putting the same skills to use has yielded us a good track record in a number of events and competitions as well.

Commitment to Quality

As a team Company is committed to delivering the best products/services to partners and clients. Because strongly believe in the fact that, 'Delivering quality is the best business plan.'

Commitment to making tech easily accessible

Company is also committed to bridge the gap that currently exists in the world of tech, and make it more accessible to the people.

WHAT AlphaDevs DO?

SERVICES

Company do everything from web design, web/app development, consulting, maintenance, graphics, marketing, and everything in between!

Website and Mobile app Development

- E-Commerce Apps
- E-Commerce Website
- ERPs : Enterprise resource planning systems
- CMS : Content Management Systems

- Static /Dynamic Portfolios
- Blogs
- LMS: Learning Management systems

And any custom product of choice as well!

Maintenance/Deployment Solutions

For already existing websites, Company provide support for:-

- Building new APIs
- Adding new features
- Providing Short/Long term maintenance support
- Deploying websites/Apps/Desktop Apps etc.
- Redesigning your existing Products

And much-much More!

UI/UX and Designing

We have a team of designers from a variety of backgrounds providing services like:

- Website Designing
- App Designing
- Wireframing
- Prototyping
- End to End Product Designing
- Brand Brand Creation (From fonts to assets! Everything is covered.)

Data Analytics & Data Science Sol.

In the age where everything is data driven, Company provide a wide variety of services like:

- Analytics Dashboards
- Data Monitoring
- Complex Data driven Analysis (ML)
- Machine Learning
- Artificial Intelligence

IoT: Internet of Things

- IoT Business Solutions
- IoT Home Solutions
- IoT Product development
- IoT Maintenance
- And any custom IoT centric requirements you might have!

Digital Marketing & SEO

- Creating Sitemaps
- Increasing website ranking and visibility on Google
- Adding SEO keywords to the website
- Increasing Brand reach through Social Media marketing
- Content driven Marketing

VISION:-

Our Vision is to be a leading Web Solution company in IT sector and progress in our current position in market. We know that Customer's growth is our growth, so we commit our customers to help in achieving their business goals. We believe in work with the accuracy and best quality. We want to be known as the reliable, innovative and user friendly software service provider in IT industry.

MISSION:-

Exceed client's expectations by going beyond software to provide best Web solutions that transform data into knowledge, enabling them to solve their problems.

KEY STRENGTHS:-

- Advanced Analytical Skills
- Awesome “**Ninja**” Coders
- Identify where a bug is and how to it easily.
- User Friendly Design
- Relevant and Unique Content

RECRUITING FOR:-

1. Frontend and Backend Developer
2. UI/UX Designer and Graphic Designer
3. HR and Operations
4. Sales and Project Management
5. WordPress Developer
6. Full Stack Developer

THE RECRUITMENT PROCESS:-

1. Job Posting on Internshala and LinkedIn
2. Screening
3. Sourcing Candidate
4. Feedback and Reschedule
5. Scheduling Interview
6. Forwarding and Feedback
7. Offer Negotiation
8. On boarding of Candidate
9. Achieving Targets

PROCESS FOR SEARCHING RIGHT CANDIDATE FOR THE RIGHT JOB:-

1. Male/ Female
2. Married/ Unmarried
3. Fresher's/ Experienced
4. On-site/ Remote
5. Current Salary/ Current Offer
6. Intern
7. Notice Period
8. Suitable for the Company Environment
9. Communication skills
10. Special Features or Qualities of Technical Skills

TERMINOLOGIES

- Empowerment
- Competency
- Manpower
- Human Resources

OBJECTIVE OF THE STUDY

- To find Effective Selection Procedure at AlphaDevs.
- To know the various recruitment sources and availability at AlphaDevs.
- To obtain the feedback of the employees about the recruitment and selection followed in the AlphaDevs.

SCOPE OF THE STUDY

- The feedback of an employee's cost effectiveness.
- Proper utilization of Human Resource Planning.
- Effectiveness of recruitment process and techniques.
- The selection is effective or not.
- Cost effectiveness.

NEED OF THE STUDY

- Good Industrial Relations
- Create Organizational Commitment
- Meeting with changing Environment
- Change in Political Philosophy
- Enhanced Pressure on Employees
- Meeting Research and Development Requirements

CONTRIBUTION DURING SIP

MY RECRUITMENT PROCESS AS A HR INTERN AT AlphaDevs:-

1. Searched on Internshala as a HR intern Opening.
2. Uploaded resume on AlphaDevs posted job.
3. Resume got selected and task was given which was based on writing a cover letter and submitted on mentioned email Id.
4. Task was satisfied according to their expert's opinion then they scheduled for the virtual interview with me.
5. Cracked the interview and got the offer letter.
6. On-boarding on Discord App and work started on that platform.

ACTUAL WORK DONE BY ME:-

Important Points to Remember during Internship:-

- Own Classroom on **Discord App** name was **HR Work**
- **Working Hours:-** 6 hrs. per day (Flexible)
- **Working Day:-** 6 days
- **Follow up Call:-** Monday, Wednesday, Friday
- **Platform for Discussion:-** Discord App, Google Meet and Zoom Meeting
- **Query Coordinator** role was performed by me.

Week-wise Work:-

- **1st and 2nd Week:-**
 1. Created templates of **Acceptance Letter**
(**Post:** Developer, Designer, Project Management, HR and Operations, Sales)
 2. Created templates of **Rejection Letter**
(**Post:** Developer, Designer, Project Management, HR and Operations, Sales)
 3. Posted on **Google doc** on Company's chrome confidential page.

- **3rd and 4th Week:-**

1. Created various Job Posts.
(**Post:** Developer, Designer, Project Management, HR and Operations, Sales)
2. Job Posting of Sales Intern on LinkedIn and Internshala job sites.
3. Kept eye on applications and saved the data on excel sheet.
4. Once reached applications count on 50 on Internshala and 20 on LinkedIn, screening of resumes started and matching to job description resumes got shortlisted.
5. Sent mail to the shortlisted candidates and they were asked to complete task before mentioned deadline.

- **5th and 6th Week:-**

1. Again Shortlisted candidates based on task performed.
2. Scheduled interview on Google meet with Selected Candidates.
3. 2 experts had taken interview along with me and shortlisted final 2 candidates as a sales Intern at AlphaDevs.
4. On-boarded candidates on Discord Server for further work.
5. Job Posting of UI/UX Designer Intern on LinkedIn and Internshala job sites. And above mentioned procedure is repeated.

- **7th and 8th Week:-**

1. On-boarding process of UI/UX Designer Intern.
2. Introduction of **CANVA** App.
3. Designing of Certificates like Completion Certificate, Appreciation Certificate, Performance of the Week Certificate, etc.
4. Designing of Job Post through Canva App.

- **9th Week:-**

1. Provided information about HR Policies by Senior HR Manager.
2. Created NDA Template.
3. Whole Excel Sheet Data submitted to Managing Director.
4. Given Presentation on what I have gained from the internship.
5. Signing off Speech by me.
6. Collected 3 Certificates from the company.

LIMITATIONS

1. Due to the COVID-19 pandemic internship was conducted online i.e. Work From Home.
2. HR interview was taken in virtual mode so there was internet issue occurred at companies as well as selected candidate's side sometimes.
3. Unable to observe candidates non-verbal skills properly due to virtual mode.
4. Due to Virtual mode some queries was not solved properly.
5. Company used Discord App as a communication Platform, so there was difficulty to operate it at the starting.
6. Some desired information could not be collected due to confidentiality of business.

RESEARCH METHODOLOGY

In mainly, I used two types of data collection methods for this research purpose-

1. Primary data
2. Secondary data

1. Primary data:-

This report has prepared through extensive use of primary data. It is collected from group of people who are related with this Company.

The following methods are used in collecting primary data:-

- **Direct interviewing:-**

I have collected data from the Managing Director, executives and senior managers of software department with the protested and well-designed questionnaire.

- **Personal communication:-**

I have gathered data through personal communication with the executives, managers.

2. Secondary data:-

Secondary data is collected from the company's manuals report and brochures through company's records of HR reports.

FINDINGS

1. Most of the recruitments at AlphaDevs were done through job portal's sites such as LinkedIn and Internshala.
2. In the job post, information about rounds taken in the process of recruitment was mentioned.
3. As interview process was conducted through virtual mode candidates were comfortable to talk with interviewer.
4. It's found that selection procedure at AlphaDevs was very effective as right candidates were chosen by the experts.
5. Working environment of the company was very friendly.

CONCLUSION

1. From the above study, I have concluded that at AlphaDevs most of the recruitments have done through virtual mode so the cost didn't get hampered much.
2. As everything was discussed on the Discord App platform so there was little miscommunication and misunderstanding's occurred.
3. There was language barrier as company's partners from different states.
4. As AlphaDevs was newly established company in the year 2020 so growth is not that much.
5. Job page on LinkedIn was not that much creative due to which difficulty to attract the potential candidates.

SUGGESTIONS

1. Need to improve connections on LinkedIn to attract new candidates.
2. Blogs should be posted to active socially.
3. Communication gap should be filled with training processes.

BIBLIOGRAPHY

1. www.alphadevs.tech
2. <https://top.gg/servers/584835701212708984>
3. <https://www.facebook.com/alphadevs/>
4. https://www.academia.edu/15291387/Research_Methods_in_Human_Resources_Management