SUMMER INTERNSHIP PROJECT

"A STUDY OF RECUIRMENT PROCESS AND ONBOARDING ACTIVITY AT WEBAKRUTI COMPANY"

Submitted to:
DMSR
G.S. College of Commerce & Economics, Nagpur
(An Autonomous Institution)

Affiliated to:
Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

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

Academic Year 2022-2023

This is to certify that the investigation described in this report titled "**Study of Recruitment Process and Onboarding at Webakruti**" has been carried out by **Ms. Snehal Bhaskar Dawande** during the summer internship project. The study was done in the organization '**Webakruti'** in partial fulfillment of the requirement for the degree of Master of Business Administration of college G.S College of Commerce & Economics, Nagpur (Affiliated to R.T.M.N. 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.

Prof. Shubhangi Jepulkar   Dr. Sonali Gadekar
(Faculty Guide)   (MBA Cordinator)

Webakruti

We are the change

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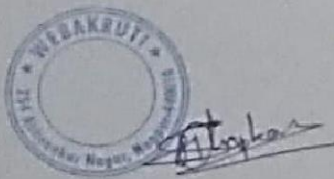
Date : 04 / 11 / 2022

TO WHOM IT MAY CONCERN

This is to certify that **Mr./Ms. Snehal Bhaskar Dawande** has successfully completed 45 Days of internship in **HRM (from 20th September 2022 to 4th November 2022) at Webakruti, Nagpur.**

During the period of his/her internship program with us, he/she was found punctual, hard-working, and inquisitive. He/She worked sincerely on his/her projects and his/her performance was good.

We wish him/her all the best in his/her future endeavors.

Thanking you,

Harish Chopkar
Cofounder & Co-owner at Webakruti

www.webakruti.com
info@webakruti.com

ACKNOWLEDGEMENT

It is a matter of pride and privilege for me to have done a summer internship project in **"Webakruti"** and I am sincerely thankful to them for providing this opportunity to me. I am thankful to Mr. Harish Chopkar 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 **Mr. Harish Chopkar** for helping me during the project. I am Thankful to the Principal of G.S College of Commerce and Economics Nagpur,**Dr. S.S Kathaley** and to the Dean of the DMSR **Mr. Anand Kale**.

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

Ms. Snehal Bhaskar Dawande

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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 orientationand 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 variouslevels in the company.

Basically, we can say that HRM is a multi-disciplinary activity, utilizing knowledge andinputs 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.

2. Operative Functions:

The following are the Operative Functions of Human Resource Management:

i. 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. It supplies skilled workers through scientific selection process

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

(3) It prepares workers according to the changing needs of industry and environment.

(4) It motivates workers and upgrades them so as to enable them to accomplish the organization goals.

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

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

(7) 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 asystem 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.

<u>COMPANY PROFILE</u>

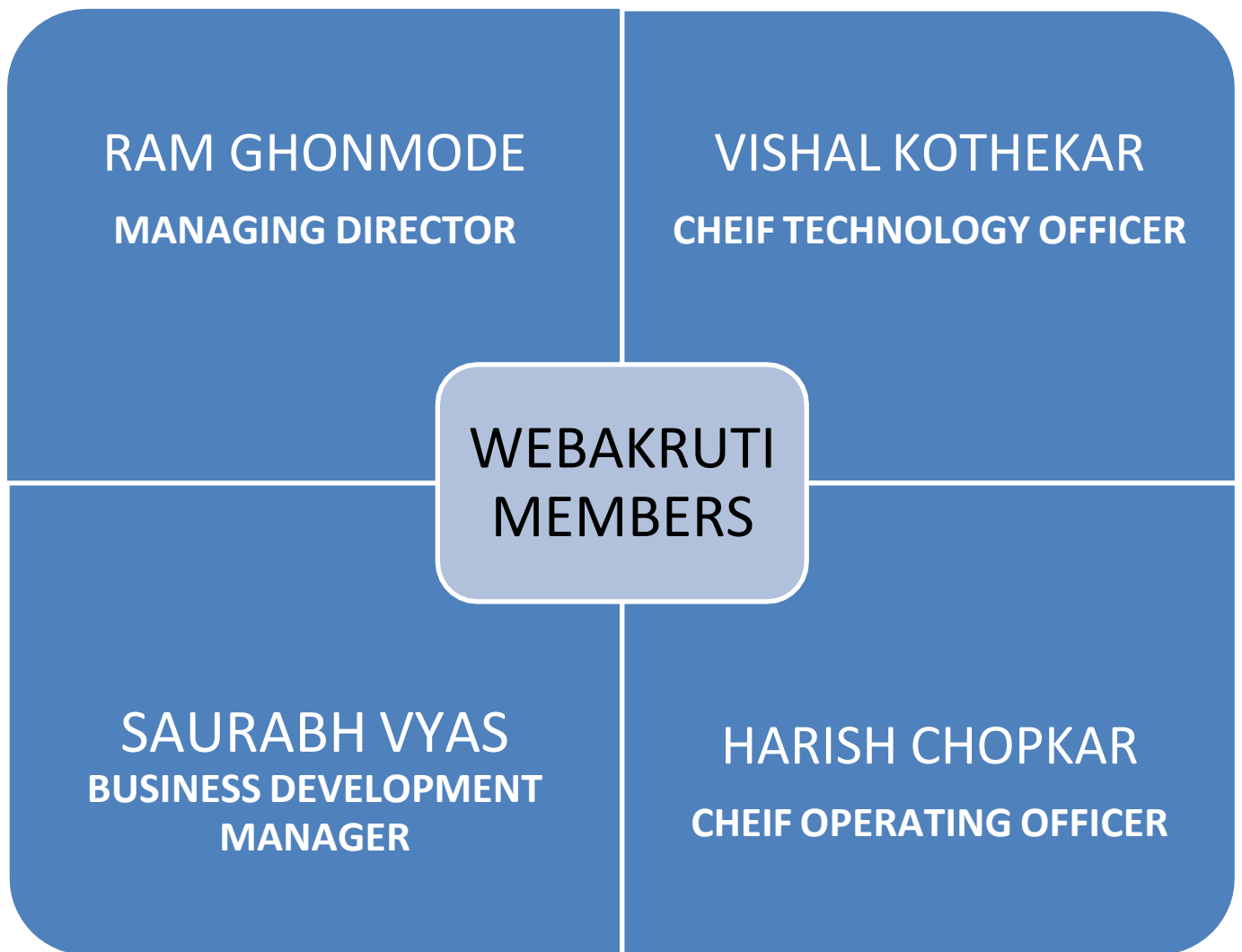Top Growing IT Company in WEB, SEO, DIGITAL, APP and SOFTWARE Services

We at Webakruti are a prominent worldwide website design company located in Nagpur, India. We certainly have an expert team of website developers who will focus on all of your requirements of website designing or web development. The organization with good expertise is best for your requirements in addition to an aspiration for each of your services, goods as well as products.

There are the perfect and technically skilled team with many years of experience and judgment in the business firm of web designing and development to deal with almost all the different kinds of websites, portals or even static pages, landing pages also Android app along with

additional profitable services which are required in present competitive world on the web. The business website development is gone on one step more with promotion via PPC Services and SEO services, to get the website top in ranking with an online presence on the web.

You might be in shortage of cash, planning to expand and might have no the time nor the professionals to work on highly effective digital marketing tactics. We realize that online marketing might be a challenging task. Websites Design Services, Social Advertising Campaigns, Facebook, Twitter, Email, Blogs etc. there is much more to consider. Webakruti can help you to obtain that smaller phase in the direction of success. Select your website

design and development staff from one of the best IT Company, try us now.

RAM GHONMODE **MANAGING DIRECTOR**	**VISHAL KOTHEKAR** **CHEIF TECHNOLOGY OFFICER**
WEBAKRUTI MEMBERS	
SAURABH VYAS **BUSINESS DEVELOPMENT MANAGER**	**HARISH CHOPKAR** **CHEIF OPERATING OFFICER**

Our Work Flow Provides Best Real Time IT Services to Boost Your Business

The initial step includes searching together with studying your business. You speak and we hear! Getting a complete understanding of your business procedure, goals, competitors and target audiences, provides us an idea of your requirements & demands. Based on this we are able to offer you personalized solutions.

When we have analyzed and talked about the goals of your business, our staff starts the primary procedure of making strategies. Based on the support you select, these would certainly involve

wireframes & mockups (for design & development), essential website audit as well as researching keywords (for SEO) etc.

Business Understanding: Understand your business aim & requirements	
Suggest Best Ideas: Suggest best strategy for business	
Give Work Plan to Client: Give complete planning for work	

Take Client Approval: Always implement things approved by you
Design & Development: Process for practical work design, development
Work Update to Client: Give daily work progress update via mail
Take Care Quality Assurance: Focus to deliver best quality
Testing: Test each functionality
Final Approval: After completion take final approval from client
Publish, Live & Maintain: Make project live and always maintain functionality

WHY WEBAKRUTI IS A LEADING IT COMPANY ININDIA?

40000+

Lines of Code Written

50+

Projects Deployed

100+

Happy Clients

30+

Start-Ups Boosted

OUR LATEST PROJECTS

Made with love

KamgarChowk

placeefy

SMS LIMITED

gempare

JEET PINNACLE
INSTITUTE

ezeeindia

Kushal Bharat
एक पहल सक्षम भारत की

HARDOLI FARMS

<u>Company details:</u>

Company Name	WEBAKRUTI
Company Status	Active
Age of Company	5 years
Head office	Nagpur
Date of incorporation	2015
No of employees-	21 to 40

Webakruti is a Nagpur-based digital marketing company with core competencies in web development, mobile app development, e-commerce web development, software development, and startup business solutions. They have developed a School Management System software that is specifically designed to reduce on paper administration and avoid mistakes while managing schools, educational institutions. It includes number of modules that actively help the staff in maintaining student records, academic history and other essential information. They have worked for brands such as Kamgar Chowk, Placeefy, SMS Limited, Indian Railways, Gempare, and Ezee India to name a few.

<div align="center">CORE SERVICES OF WEBAKRUTI</div>

Website Development Company in Nagpur India

Website Development is crucial for advertise your company, products and services. Good quality contents, design and images like fixtures attracts user and make them more interested on the website for the long time which converts the user into clients.

There are many purposes of website development sell product, to share general information about product, business or personal information blogs. Through the website you can get up your business and can increase customers traffic on website. Website gives you an easy way to communicate with people within short time.

WHY WEB DEVELOPMENT IN WEBAKRUTI?

Webakruti is having the team of experts who can suggest you better solutions to make your better online presence. We are always ready for challenging works and we are eager to complete it with better quality. We follow process of SDLC where we do the Discovery, planning, Designing, Development, Quality Analysis, Testing of user acceptance and deployment of the project. We have the Best Professional Web Developers in our region hence we able to complete your project in a successful stipulated time. We as a Leading Website Development Company in Nagpur, India. We use latest technologies and Programming Languages which makes high performance and more powerful website for your business.

It's a very positive part of Webakruti that, no one has given any pathetic feedback about the Web Development with us. We have the Best Web Developers in the field of IT industry and they worked in favor of us. Webakruti worked always in a right manner and proud to having the Best Web Development Company in Nagpur and India also, we delivered 100+ Website in Nagpur, India, Other counties like Oman, Dubai, Canada, UK and over the world also. Our clients are very happy with our Working Quality, Commitment we give and their Business graph is continuously growing because of their good quality website with strong SEO with us.

Mobile Application Development Company in Nagpur India

According to the existing current market day by day mobile users are increasing, so it is completely clear that Mobile App users also expanding quickly. Webakruti is providing Mobile Application development solution with Android and iOS Applications development to provide great quality mobile apps for the society. Webakruti is a high rated Mobile App Development Company offering Mobile Application Development Services for Android, iPhone, iPad and Web Applications.

Nowadays people spent their more time on mobile devices like Android smartphones, Tab, iPad and iPhone. People consistently downloading versatile applications for different reason.

Mobile application is the most ideal way to make the day-to-day activities more easy like Food ordering, parcel delivery, Cab booking Services, Mobile Recharge, Railway Booking, Hotel booking, Travel booking Venue booking, Educational Apps for their different needs with Android and iOS Applications development. So, Webakruti plans a wide range of Mobile Apps according to your requirement and we worked with you like an Mobile Application Development Consultant. Mobile Devices are the best gadgets not only for Client it serves to Employee, Business, Students in short Mobile Applications are Suitable for every business.

WHY MOBILE APP DEVELOPMENT IN WEBAKRUTI?

Webakruti has developed many mobile applications for many happy clients. We are always committed to quality level deliveries with excellent client satisfaction that's why Webakruti is in the list of leading Mobile Application Development companies from Nagpur, India. Mobile application is a modern approach for business operation, expansion of company communication. Webakruti is passionate about building great apps. Creating unique and exciting apps that stand out in play store. Our experts can design mobile apps that have authentic customer experience and boost their business growth.

Our skilled team of iOS and Android developers will design, develop and deliver an app that reaches customers and brings them a new experience. We develop native and hybrid apps to engage consumers effectively across devices. We also offer custom software development and related IT services. Webakruti dedicated to the development of high-end solutions for businesses. We provides enterprise software development services with the use of the latest technologies and methods.

WE DEAL IN

Android Mobile Application

We delivered social media, restaurants, health care, sports, education sector, etc. Being an accomplished Android Application Development Company, our team of Android Development gives 100% assurance to our customers for a brilliant Android application development benefit that boosts the proficiency of their organizations. We are utilizing latest technology to make a customer's business image that maintained with the present innovation for the world.

iPhone Mobile Application

Webakruti is an iPhone/IOS Application Development Company situated in Nagpur. With the advent of iOS technological advancements, we are in the App-Development market since 5+ years and have finished various tasks identified with application development in a brief time. Our team of highly qualified engineers ensures to makes you guarantee that the individualized applications give you an exceptional identity to the client and help them get the best positions in the Apple App store.

Software Development Company in Nagpur India

Webakruti is professional Software Development Company in Nagpur India, We provide web based software application development according to clients need and we give our advanced ideas so that our client get best user-friendly Software. We deal in an E-commerce web software, Health Care IT Solution Software, Billing Software, Company Management Software, solutions for Real Estate Industry.

Idea generation is the creative procedure or process that a Software Development company uses in order to check out solutions to any number of challenging task. It involves a prior talk with teammates by inviting them with different ideas, group meeting discussion, selecting the best idea from the different view, define a plan to create implement the idea, and then finally taking that idea with the plan and putting it into actual practice.

WHY SOFTWARE DEVELOPMENT IN WEBAKRUTI?

We make world class Software Products and Services for our customers. We create Custom Software, Versatile Applications, Complex Web Services. With a dream to be one of the best Software Development companies in Indian IT market, Webakruti is focused on giving excellent services all through the whole Software Lifecycle. Webakruti is one of the biggest leaders of Software Development in Nagpur, India. We provide services to our overseas clients like Oman, Dubai, Qatar, UK, Canada and other countries.

We provides high quality Software Design and Development, E-commerce web development and Complete customized software solutions depending on business needs. We works on a modern approach to building and highly professional team reaching across Nagpur, India and over the world.

WE DEAL IN ALL TYPES OF SOFTWARE

Hospital Management Software	Health care It Solution Software	Software Maintenance
Billing Software	E-Commerce Web Software	

What is Recruitment?

Recruitment is a core function of the Human Resource department. It is a process that involves everything from identifying, attracting, screening, shortlisting, interviewing, selecting, hiring, and onboarding employees.

The recruitment teams can be large or small depending on the size of an organization. However, in smaller organizations, recruitment is typically the responsibility of a recruiting manager.

Many organizations outsource their recruiting needs, while some companies rely exclusively on

advertisements, job boards, and social media channels to recruit talent for new positions. Many companies of today, use recruitment software to make their recruitment process more effective and efficient.

What Goes into a Perfect Recruitment Process?

An efficient recruitment process is an organization-specific sourcing model that aims to find the right fit for the right job at the right time. It is a step-by-step approach to bringing in talented people who can help the company grow. An all-inclusive recruitment process has 5 key phases but it may vary from company to company depending on the business vertical, organizational structure, size of the company, nature of operations, existing recruitment workflow and selection process.

Importance of a Strong Recruitment Process

Any foolproof recruitment process is typically targeted towards attracting qualified candidates and encouraging maximum possible job seekers to apply. This makes it possible to build a big pool of talented players in a tight job market and minimizes the time involved in finding candidates and filling roles for the present and future requirements of the company. A well-planned and thoughtfully crafted recruitment process helps the hiring team filter the right candidates faster while staying focused on engaging the eligible candidates for maximum conversions. The recruitment process not only reflects the company's professionalism but also helps attract the right kind of candidates while saving the time and money spent on identifying, attracting, engaging, recruiting and retaining talent.

1 Identifying the hiring requirements
2 Creating the job description
3 Talent Search
4 Shortlisting and screening
5 Interviewing
6 Evaluation and employment offer
7 Introduction and induction of the new employees

Recruitment Process

7 Phases in a Recruitment Process

1. Identifying the Hiring Needs

Whether a job opening is newly formed or just vacated, you cannot find what you need if you don't know what you need in the first place. So, your recruitment process should start with identifying the vacancies that exist followed by analyzing the job specifications including the knowledge, skills and experience needed for the role. Here's how you can determine your hiring needs:

Figure out where the gaps are in your current team. Check if you have new needs in terms of ability, performance or personality. Ask yourself if you need someone to take care of something that is not being addressed currently. This will tell you that there is a hiring need.

Keep a track of input versus output when it comes to your team. See if there is an increase in workload that needs to be addressed by hiring.

Regularly analyse performance and make a list of missing qualities, qualifications, skills and proficiencies that you need to add to your team. This can also signal towards hiring needs.

Be mindful of existing employees leaving. This is definitely when you will have a hiring need.

Every time you recognize that there is indeed a hiring need, act before it becomes a pressing matter.

The recruitment process starts off with recruitment planning that involves analyzing and describing job specifications, qualifications, experience, and skills required to fill the open positions.

If the recruitment plan is not well-structured, it may fail to attract potential employees from a pool of candidates.

Factors That Influence Recruitment

- ❖ Size of the organization
- ❖ Salary structure
- ❖ Work culture and working condition within the organization
- ❖ The growth rate of the organization
- ❖ The current state of employment in the economy

Recruitment Team

A strong recruitment team ensures a strong recruitment process. The team's role in the recruitment process is crucial because one wrong decision can affect the productivity of the entire workforce.

The best recruitment team should be able to:

Clearly identify the job vacancy and define the qualities of an ideal candidate.

Write a clear job description to enable candidates to understand the job and to assess whether they are the right fit.

Create an outline detailing the qualities needed in an ideal candidate, which will also help later during the candidate selection process.

2. Preparing the Job Description

Once you know exactly what you need in terms of knowledge, skills and experience, it is time to determine the duties and responsibilities of the job. Preparing a comprehensive job description (JD) will help you know what your potential employees must have in order to meet the demands of the role. More importantly, it provides your prospects with a checklist or a list that they can compare themselves to before applying. It is a tool to ensure that you get applications from the right candidates (hopefully).

A job description must include all of the following and can be as comprehensive as you want:

Title

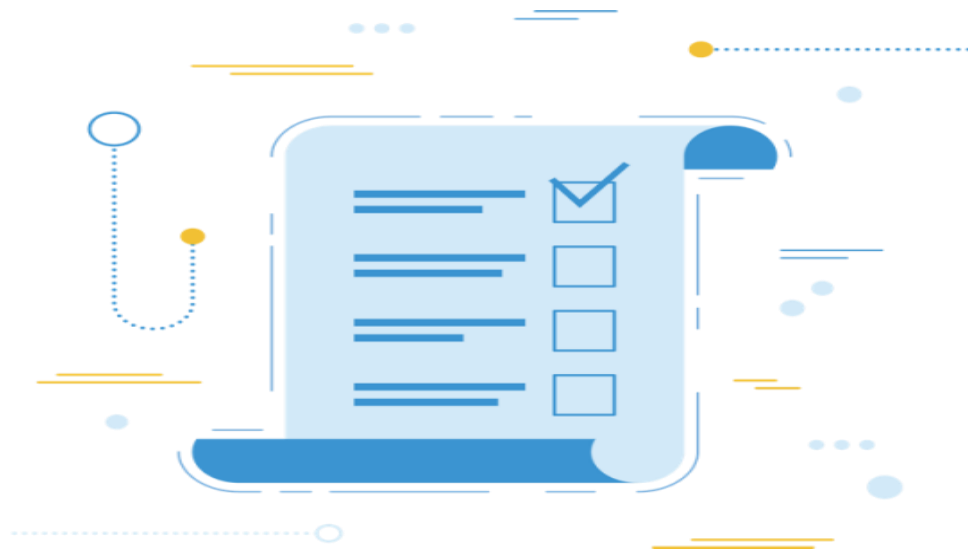Duties & Responsibilities

Qualification & Skills

Location

Compensation, Perks & Benefits

Checklist to Crafting the Perfect Job Description

☐ Company Name & Description
☐ Core Values
☐ Benefits Offered
☐ Location
☐ Job Title
☐ Department
☐ Industry Pay
☐ Description of Duties
☐ Demand (specific skill set, knowledge, experience or training required for the job)
☐ Qualities that are nice to have and would be an added advantage
☐ A conversational CTA

Do's and Don'ts of Writing a Perfect Job Description

Do's	Don't's
✓ Personalize ✓ Be specific ✓ Use the right keywords ✓ Use bullets to break the monotony ✓ Keep the tone conversational ✓ Provide details when you can	☐ Don't use big chunks of text ☐ Don't use jargons or metaphors ☐ Don't sugar coat the challenging aspects – great candidates want to make things happen

3. Talent Search

Identifying the right talent, attracting them and motivating them to apply are the most important aspects of the recruitment process. The job listing should be advertised internally to generate referrals as well as externally on popular social networking sites and preferred job boards. Recruiters can also conduct job fairs and promote openings in leading industry publications to cast a wider net. Broadly, there are two sources of recruitment that can be tapped for a talent search:

Internal Sources of Recruitment

When recruiters use internal sources for recruitment, it works to motivate the existing employees to be more productive and maximizes their job satisfaction and sense of security. Recruiting through internal sources also reduces the attrition rate along with cost andeffort.

Transfer

The recruiter can fill a vacancy in a different location without any changes in the job role, status, or salary of the employee by transferring a suitable candidate from within the organization.

Promotion

A vacancy can also be filled by offering a high performing employee to take over a senior position within the organization for handling additional responsibilities along with a raise. Promotions motivate employees to perform better and also reduce the attrition rate.

Demotion

Depending on the performance of the employees, sometimes the management has to take the decision of lowering the position of underperformers. These employees then become a source for filling the lower positions.

Existing Employees

The employees of your organization can spread the word and create a buzz on their social media accounts to help you fill your vacancies. Have an employee referral program where employees are incentivized for bringing in suitable candidates can also help accelerate the recruitment process.

Retired Employees

In case of an emergency or a mission-critical project, retired employees can also be called in to fill a position for a short period till an appropriate candidate is found.

Previous Applicants

Keeping applicants on file who have previously applied and didn't make the cut the first time around makes for a resourceful database. They can be reached out to when matching positions open up.

External Sources of Recruitment

Recruiting through external sources offers a much wider scope for selection from a big number of qualified candidates. The process moves much faster even for bulk requirements while eliminating the chances of partiality or biases.

Advertisements

Advertisements help recruiters build a solid brand identity that attracts efficient manpower. You can go with the traditional approach by using print media or use digital media for better results at a reduced cost.

Job Portals

With the growing use of the internet, job portals have come to play a crucial role in connecting companies with candidates. These portals are a preferred platform for jobseekers looking for better career prospects so they make an excellent source for recruiters to tap the top industry talent.

Company's Careers Site

A mobile-friendly, branded careers site that conveys your work culture and integrates with the company's social profiles not only makes it easier for your potential employees to apply but also attracts top industry talent with a professional theme, attractive headers, compelling content and engaging employee videos. An ATS-integrated careers site also eliminates the hassles of manual job postings while improving the candidate experience dramatically with a customizable application process.

Social Networking Platforms

Social networking sites are the place to find the most qualified, potential recruits and as a recruiter you would not want to miss out on this massive pool of talent. With a combined user base of 535 million, LinkedIn, Facebook and Twitter offer you a perfect opportunity to end up

with highly skilled and efficient candidates for your company.

Placement Agencies

Placement agencies are a perfect solution for those hard-to-fill vacancies that often demand a lot of time, effort and resources. These agencies employ various tools and techniques to find top talent for your company faster, at a reduced cost.

Job Fairs

Job fairs are a one-stop public event offering easy access to a large pool of talent for bulk requirements. They bring you an opportunity to create brand awareness without having to advertise and you also get to network with other similar corporations while saving a lot of time and money.

Campus Placements

Campus placements are a quick and inexpensive way to find suitable candidates, who are competent, energetic, enthusiastic and most importantly interested in working for you.

Professional Bodies

Professional management bodies like Institute of Company Secretary, All India Management Association, Indian Medical Association, Institute of Chartered Accountants, Institution of Engineers, etc. maintain an up-to-date database of trained and qualified professionals in their respective fields and make a great resource for tapping top industry talent.

4. **Screening and Shortlisting**

A survey of recruiters revealed that while 46% struggle to attract top talent in the current candidate-driven market, 52% confirmed that the most challenging part of hiring was identifying the right candidates from a large pool of applicants.

In order to move forward with the recruitment process, you need to screen and shortlist applicants efficiently and accurately. This is where the recruitment process gets difficult and challenging. You can resolve this recruitment bottleneck by following these four steps:

Steps to Effectively Screen or Shortlist Candidates

Screen applications on the basis of minimum qualifications.
Next, sort resumes that have the preferred credentials by looking at their certifications, relevant experience, domain expertise, technical competencies and other specific skills that are required for the role.
Then, shortlist candidates who have both the preferred credentials and the minimum qualifications.
Finally, flag any concerns or queries in the resume so they can be clarified during the interview.

No wonder, the most arduous task of the recruitment process is reviewing resumes. Fortunately, you can make this complicated, time-consuming task a total breeze with an applicant tracking system that is designed to screen resumes in a jiffy. Using an ATS will ensure that you have an unbiased, objective filter that will smartly wade through the sea of resumes to narrow down yourtalent pool in no time!

4. Interviewing

The shortlisted applications will now move through the interview process prior to receiving an offer letter or a rejection note. Depending on the size of the hiring team and their unique recruitment needs, several interviews may be scheduled for every candidate.

Telephonic Screening/Video Interviewing

This is a quick, easy and convenient way to screen candidates and their capabilities. The telephonic or video interview is also your first opportunity to leave a lasting first impression on your potential employees. So, while you need to keep your very first interview short, make sure you also take the time to screen them against the knowledge, skills and experience mentioned in your job description, so you can eliminate the irrelevant profiles first.

Jobsoid's video interviews allow recruiters to streamline the initial screening process by eliminating the need for phone calls and narrowing down the number of on-site interviews.

Psychometric Testing

This is a very crucial step of the selection process because the information revealed from this assessment will help you know if your potential employees will perform and stay productive in the long haul. This screening is absolutely unbiased yet an important eliminator that efficiently identifies the right fit for any job. Psychometric tests can be your reference model for any given position because these tests specify the complete personality profile, behavior, flexibility, aptitude, creativity, communication and problem-solving skills that are required to perform in a given position.

Face-to-Face Interviewing

Personal interviews can last longer because this is the last step before the recruiter does a final evaluation and makes the job offer. Final interviews may be conducted by the top management and are typically extended to a very small pool of standout candidates. The final choice should be agreed upon at this stage along with a backup candidate selection

Interview Tips

Interviews are a two-way process. During the process, the potential candidate also assesses whether your company is the right fit or not. So, be courteous, respectful and sell the benefits of the job role and the organization.

Prepare questions that give you deep insights into every job applicant's professional background to assess whether they might be a good fit for your open role. Refrain from asking abstract questions to check your candidate's reaction; Rather, keep your questions relevant to the role.

5. Evaluation and Offer of Employment

This is the final stage of the recruitment process. You should never take it for granted that the candidate will accept your offer. However, if your candidate has patiently completed all the paperwork and waited through the selection process, the odds of accepting the offer are high.

Things you Should do Once you Zero in on a Candidate. The recruitment process is not easy, so if you have a structured format to follow, you wind up with more time to stay focused on finding the right fit for your business.

Checking the References

Once the final selection for a position is done, it is time to check the candidate's professional references and verify all the employment details. If you find that everything is in order, it is time to draft your employment contract and make the offer.

Making the Job Offer

The offer letter should include everything from the start date and the conditions of employment to the work hours and the compensation while ensuring that every detail is clear and unambiguous.

Onboarding

Every new hire feels awkward at first, but you can win some really good loyalty points here by putting in some extra effort and helping your new hire settle in. Instead of just showing them around the office and making sure all the essential supplies are handy, make them feel welcome by making special arrangements for lunch and getting colleagues to talk about non-work stuff.

Evaluation and Optimization of the Recruitment Process

Given the considerable amount of time, effort, cost and resources involved in the recruitment process, evaluation becomes imperative. While it may not be humanely possible for you to stay on top of everything at every stage of the recruitment process, having an ATS with real-time dashboards and analytics reporting will keep you organized with all your mission-critical data. Recruiting metrics reveal valuable insights into how well your recruitment process is working and also help you identify areas of improvement.

6. Introduction and Induction of the New Employee

When applicants accept the job offer, they officially become the employees of the company. The joining date and time is communicated to the employee. Once that's done, pre-employment screening that includes reference and background checks are conducted. Once the verification is done, the employees are then introduced to the organization. The induction process of the employees then begins. During the induction process, a welcome kit is usually given to the new employees, and then the employment contract is signed.

Benefits of a Good Recruiting Process for the Organization

An up-to-date recruitment strategy positively impacts the bottom line in multiple ways. Better quality hires, an improved retention rate, reduced cost and enhanced job satisfaction are some of the benefits of following the best practices in the selection process. All of these benefits, when put together boost overall business success.

4 Benefits of an Effective and Comprehensive Recruitment Process

The best way to optimize the recruitment process is to monitor and measure how well it's performing. But if you are struggling to meet your recruitment needs and always rushing to fill your vacancies, consider using an applicant tracking system like Jobsoid to simplify, streamline and speed-up your recruitment process.

Time-Saving

Instead of putting candidates through a lengthy and complicated application process followed by every test practically possible, recruiters are now customizing the recruitment process for a personalized, positive candidate experience with an ATS. An applicant tracking system allows recruiters to accomplish their day-to-day recruitment tasks while staying focused on more important things. It also keeps you on top of bottlenecks that allow bad hires to get through the process so you can fix issues at the source and save tremendous time.

Engaged Employees

Engaged employees are motivated, enthusiastic and committed to their work. A recruitment and selection process that aims to hire applicants with a work history that reflects commitment, consistency and career growth is an easy way to predict their level of dedication in the organization. An in-depth interview process is the best way to evaluate the enthusiasm and efficiency levels of potential candidates.

Proactive Recruiting

A recruitment process that is designed to identify gaps ahead of time while ensuring that the talent recruitment team stays on the same page empowers the team to take a proactive approach.

This allows the recruiter to review and refine the recruitment strategies in real-time for better quality hires. The key takeaway here is that while evaluating the recruitment and selection process, it is important to identify the factors that interest and influence new hires. This will reveal what's hurting your recruitment process and which benefits can make you more attractive as an employer.

Improved Performance

Any applicant proactively seeking a change in job is definitely not in jeopardy of losing his/her current job due to poor performance. An extensive selection process sheds light on the candidate's competence and skills that determine job performance. Skilful recruiters use the interview process to elicit responses that reveal the candidate's strengths, limitations as well as areas of improvement - which is the very first step in predicting that employee's future productivity.

Pro Tip: It is a good idea to involve employees and other members of the organization in the recruitment process. One of the best ways to do is by establishing and maintaining a strong employee referral program.

Productivity Tools to Simplify and Streamline the Recruitment Process

Google Drive

With unlimited storage, anytime access, live video conferencing and secure data sharing, GoogleDrive is a perfect solution for your ever-increasing storage needs!

Evernote

A centralized platform where everything is stored in one place so you can find what you need,quick and easy. You can also search your handwritten notes in seconds.

Dropbox

This simple, functional and free tool allows recruiters to share important docs, videos and photoswithout having to sync anything.

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 organization 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 off 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

10.**Recruitment**- It refers to the process of identifying, attracting, interviewing, selecting, hiringand on-boarding employees

11.**Training And Development** - 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

2. To find out the effective of the Interview procedure

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

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

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

CONTRIBUTION DURING SIP

1st WEEK

➢ To gain knowledge about company what they actual work to do market.

➢ To know about company rules and regulations or the policy of the company.

2nd week

➢ To create link din account or profile

➢ What are the status on link din account

3rd Week

➢ Learn about how to make offer letter or appointment letter.

➢ To make some appointment letter or offer letters.

4th week

➢ Understand how to make google form.

➢ Preparation of google form.

5th / 6th Week

➢ Learn about how find PAN numbers.

➢ Finding of PAN no. From TAN no.

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.

Limitation

➢ Study only focuses on recruitment process; hence it does not consider any process after the employee post recruitment.

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 shouldbe used in a technical sense.

DATA COLLECTION

While deciding about the method of data collection used for the study of research should keepon 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.

1) Interview Technique

Q1. What is the Process of recruitment in Webakruti?

Answer: We at Webakruti, practice of recruitment from the linked and Facebook online applications.

Whenever required, suitable advertisement for Job Requirement is posted online. From the received applications, we filter through Telephonic Interview Rounds by HRs. Then the subsequent rounds are taken as follows:

* Technical Round Level 1on Telephone by the HR Manager.

* Technical Round Level 2 by the Process Manager

* Final Round by HR Manager and Process Manager together in the panel

Interpretation: As the requirement of employees (Web Designers) at the company is very small, they usually recruit through their online accounts on Job portals like Linked in and Facebook. This saves the cost of outsourcing as the requirement is less in numbers.

Q. 2. What is the joining period given to the selected candidate after selection?

Answer: The candidate is communicated within 2 days from the selection process is over.

The candidate is expected to join within 30 days from the communication.

Interpretation: The given period for joining is very short for any employee who is already working in another firm.

Q.3 How many numbers of employees are recruited every year?

Answer:At present we have around 20 employees. The new recruitment happens only when any employees leave the job.

Interpretation: The recruitment is done only when the existing number has to be maintained or if any employee leaves the organization.

Q.4 What is then criteria to confirm the recruitment?

Answer: The employee undergoes training period of six months. If the performance is satisfactory within this period, then only the employee gets the status of confirmation and continued his appointment.

Interpretation: The employee has an eligibility criterion to become a confirmed employee of the company.

- Walking interview
- LinkedIn website / job portal
- Advertisement
- References

2) Observation
- Company motivates employees to complete their task on deadline.
- They give some refreshment to employees like going to movie or picnic once a time.
- Daily updates are taken from employees about task they assign to them.

SECONDARY DATA:

Secondary data is collected from:
1. Company's report & manuals
2. Brochures
3. Company records
4. Text Book

<u>Onboarding</u>

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 untilthe 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. Duringonboarding, 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 inthe 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 behaviors 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, enterprise video platforms enable people to search across an entire library of training videos, 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 consistent onboarding experience 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 company and team introductions 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. 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.

Hibbs employee onboarding software allows HR to set up customized workflows for newemployees, giving them a sense of what's in store for them when they enter the company.

Bourdon is also a pre-onboarding software that allows you to use the time before the onboarding efficient

Fresh team 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 tothe 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.

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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, cofounder 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

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.

<u>Findings</u>

- ✓ This also means there is less chance for more no. of requirements replace any existing employees leaving the job for any reason.

- ✓ Not exploring employees in a company

- ✓ It was my good luck to work with WEBAKRUTI,

- ✓ The system, the process, the team work is proper.

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

<u>CONCLUSION</u>

The whole internship was a bundle of new opportunities, with lots of new responsibilities. It helped me to manage time.

✧ For less number of recruitment online sources stands effective in case of webakruti.

✧ The employees are expected to achieve minimum standards of performance to continue an employee after training.

I learned various things from these 45 days internship.

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