A Study on Recruitment and Selection Process with Special Reference to Katerra India Private Limited

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Abstract. *This paper explores an overview of a study on Recruitment and Selection process about HR practices and culture with special references to Katerraindia private limited. Effective recruitment, selection and retention are critical to organizational success. They enable companies to have performing employees who are satisfied with their jobs, thus contributing positively to the organization and the study researches the spectrum of recruitment methodologies followed in a IT solutions Company towards developing an unique model, propose suggestion that would reduce costs, time to recruit, be effective and help overall organizational interests. Descriptive research is a type of research that is used to describe the characteristics of a population. Tools used in this research methodology include based on questionnaire in the survey tools, such as percentage analysis and chi square test. The study is based on a feedback of 80 respondents who are working in an organization. In this study I would found Most of the managers prefer personal interviews and mostly external sources of recruitment are considered. . About 90% of employees feel that they are comfortable working with the current HR policies of the company and 10% feel that they need some changes in the policies. from the findings I can suggest Katerraindiapvt. ltd Recruitment must be done by analyzing the job firstly which will make it easier and will be beneficial from the company's point of view More emphasis should be given on internet and advertisement so that more and more candidates apply for the jobs and it will be easy to find the right employee among them. The recruitment and selection procedure should not be too lengthy and time consuming Company should try to use the internal recruitment process first because it incurs less cost and acts as a motivational factor to the employees. And conclusion part of my Study is regards Recruitment is the process of searching for prospective employees and stimulating and encouraging them to apply for jobs in an organization.*

1. INTRODUCTION

The recruitment process begins with human resource planning and concludes with the selection of required number of candidates, both HR staff and operating managers have responsibilities in the process "Right person for the right job" is the basic principle in recruitment and selection. Every organization should give attention to the selection of its manpower, specifically its managers. The operative manpower is equally important and essential for the orderly working of an employee. Objective of the study: To identifying the quality of the hire such as job description and candidates profile is regarded as one of the most crucial objectives of recruitment and selection. To study on building an innovative recruitment strategy.To study on monitoring the employee turnover rate becomes one of the critical recruitment. To study on large talent pool of employees to ensure the organization can hire the employee. Scope of the study: To leaders want to hold their recruiting and talent operations accountable for quality and efficiency. To promote the value of working for the organization and establish a corporate culture or brand to attract candidates. Companies want to monitor the movement of employees out of the organization so they can look for and minimize causes of turnover. Talent pools allow organizations to cultivate relationships with workers whose skills and expertise align with company competencies and values.

2. REVIEW OF LITERATURE

Brianne, M. (2018), "Graduate recruitment and selection in the UK: This paper seeks to examine the changes in the methods of graduate recruitment and selection that have been used by UK-based organizations and to establish the reasons for the main changes and developments in the process of attracting and recruiting graduates. Data we recollected through the use of a structured questionnaire. Questionnaires were sent to 700 UK-based employers selected from the Prospects Directory, the Graduate Employment Training (GET) Directory and the Times Top 100 Graduate Recruiters.

There sponsored was just over 50 percent and the data were analyzed by using the statistical analysis software SPSS. Brianne, M. (2018), "Graduate recruitment and selection in the UK: This paper seeks to examine the changes in the methods of graduate recruitment and selection that have been used by UK-based organizations and to establish the reasons for the main changes and developments in the process of attracting and recruiting graduates. Data we recollected through the use of a structured questionnaire. Questionnaires were sent to 700 UK-based employers selected from the Prospects Directory, the Graduate Employment

3. RESEARCH METHODOLOGY

Research is defined as human activity based on intellectual application in the investigation of matter. The primary purpose for applied research is discovering, interpreting, and development methods and system for the advancement of human knowledge on a wide variety of scientific method, but need not do so.

4. DATA ANALYSIS

TABLE 1. Gender of the respondents Percentage analysis

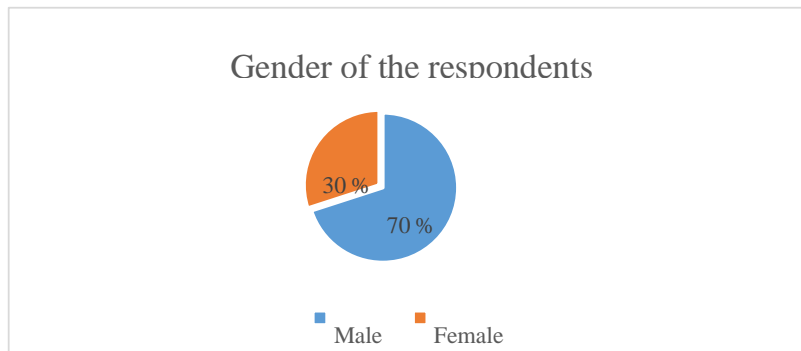| Particulars	No. Of respondents	Percentage
Male	56	70
Female	24	30
TOTAL	**80**	**100**

FIGURE 1. Gender of the respondents

Interpretation: The above chart shows that 70% of the respondents are male and 30% of the respondents are female. Thus, majority of the respondents are Marital status of the respondents

TABLE 1. Marital status of the respondents Percentage analysis

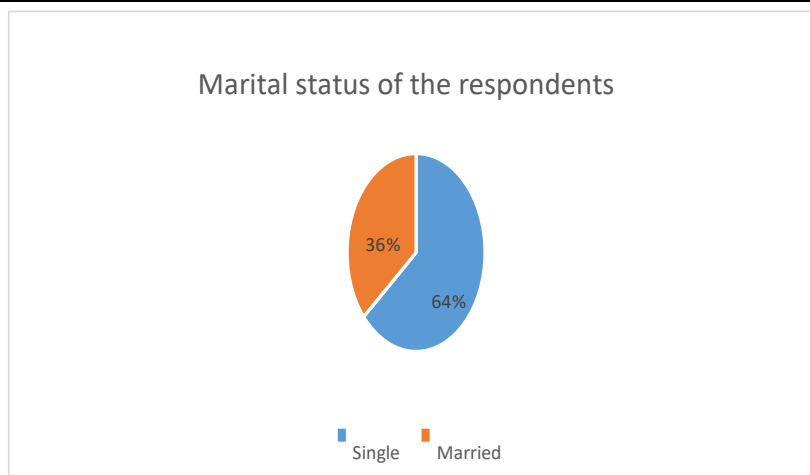| Particulars	No. Of respondents	Percentage
Single	51	63.75
Married	29	36.25
Total	**80**	**100**

FIGURE 2. Marital status of the respondents

Interpretation: The above chart shows that 64% of the respondents are single and 36% of the respondents are married. Thus, majority of the respondents are single. Findings: The collected data are analyzed and general observations has proven that Katerra India private limited has done remarkable job in its Human Resource department. In KATERRA INDIA PVT.LTD employees feel that the HR department is good. The recruitment and selection process is decentralized (Pune, Akola and Nagpur) 3. About 90% of the employees are satisfied with the recruitment and selection process. Most of the managers prefer personal interviews. Mostly external sources of recruitment are considered About 90% of employees feel that they are comfortable working with the current HR policies of the company and 10% feel that they need some changes in the policies. Suggestions: Recruitment must be done by analysing job firstly which will make it easier and will be beneficial from the company's point of v [view More emphasis should be given on internet and advertisement so that more and more candidates apply for the jobs and it will be easy to find the right employee among them. The recruitment and selection procedure should not be too lengthy and time-consuming Company should try to use the internal recruitment process first because it incurs less cost and acts as a motivational factor to the employees Provide training to employees so that they get better knowledge, skills and attitude Company should amend some parts of their HR policies for better effectiveness.

5. CONCLUSION

Recruitment is the process of searching for prospective employees and stimulating and encouraging them to apply for jobs in an organization. And Selection is selecting the right candidate at the right time in the right place. Employees of Katerraindia private limited are satisfied with the current existing recruitment and selection process, Katerraindia private limited is recruiting their employees mainly through consultancies. Consultancies are the mediator between the organization and the candidates as it serves the requirements of employees as well as the organization. Katerraindiaprivate limited recruits their employees majorly in a decentralized way.

REFERENCES

[1].Brianne ,M.(2018),"Graduate recruitment and selection in the UK. Adiss T. Sabbatine.