CERTIFICATE

This is to certify the project work entitled

"A STUDY ON RECRUITMENT AND SELECTION"

Is done by

NAME: **ADUPA MAHESHWARI**

ROLL NO: **110420405006**

As a part of their Curriculum in the Department of Commerce

IDEAL DEGREE COLLEGE FOR WOMEN

HYDERABAD -500007

This work has been carried out under my guidance

B.Madhusudhan

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EXTERNAL EXAMINER

MENTOR: S.BHAGYA LAXMI

DECLARATION

I here by declare that the project entitled **"A STUDY ON RECRUITMENT AND SELECTION"** is an original work done by me and has been submitted to the Department of Commerce Osmania University, Hyderabad in partial fulfilment for the award of the Degree of Bachelor of Commerce(Computer Applications).

This report has not been submitted anywhere else for award of any other degree or diploma or certificate.

Name and address of the student

ADUPA MAHESHWARI

A. Maheshwari

Signature Of The Student

Ideal Degree College for Women

INDEX

TABLE OF CONTENT

RECRUITMENT

Recruitment is defined as: "a process to discover the sources of manpower to meet the requirements of the staffing schedule and to employ effective measures for attracting that manpower in adequate numbers to facilitate effective selection of an efficient workforce."

Edwin B. Flippo defined recruitment as "the process of searching for prospective employees and stimulating them to apply for jobs in the organization." In simple words recruitment can be defined as a 'linking function'-joining together those with jobs to fill and those seeking jobs.

PURPOSE AND IMPORTANCE

The general purpose of recruitment is to provide a pool of potentially qualified job candidates. Specifically, the purposes and needs are:

• Determine the present and future requirements of the organization in conjunction with its personnel-planning and job-analysis activities.

• Increase the pool of job candidates at minimum cost.

• Help increase the success rate of the selection process by reducing the number of visibly, under qualified or overqualified job applicants.

• Help reduce the probability that job applicants, once recruited and selected, will leave the organization only after a short period of time.

• Begin identifying and preparing potential job applicants who will be appropriate candidates.

• Induct outsiders with a new perspective to lead the company.

• Infuse fresh blood at all levels of the organization.

• Develop an organizational culture that attracts competent people to the company.

• Search for talent globally and not just within the company.

9

CONCLUSION

Managing the organization is capable by the R & S process. It will also help in leading company. It's a competitive benefit for increasing the workforce of company. It helps in classifying and managing different levels, so as to avoid conflicts in the organization.

Utilisation of Fair, valid and reliable R & S process helps in improving the business by the point view of market. This process helps in decision making in critical situations. To know the employee satisfaction levels R & S process can be used. Motivational & encouraging activities can be conducted to enhance the skills of the employee. Identifying the strengths and weakness of the employee is very essential for organizational growth, as it will inversely affect the overall performance of the organization. Training facilities will be provided to the candidates based on it. Few changes in the R & S process can help company to grow. Talented employees are retained and new talents are found for the job to reach the goal. Effective R & S process helps to decrease employee turnover in the organization. Recruitment process requires certain attempts and cost for it to be successful. It also helps to boost the morale of the employee. It improves the communication internally within the organization.
Selection tools included assessment, testing, etc. It determines the validity and reliability of the company.

Above study, says many people working in company are quite happy with the R & S practiced by company.