

A Case Study Approach on Recruitment And Selection With References to Boiler Industry

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Abstract- *In spite of the cosmic physical resources with the most modern technology, an organization finds itself in the center of financial emergency if it does not have the exact people to handle and conduct its associations. Thus human resources are an incredibly expensive skill without which an organization cannot evolve in every bearing. Recruitment and selection of human resources is of very important for any organization to choose the right populace in correct position. For this each organization should contain its own staffing strategy. The staffing and collection scheme and connected matter contain been focused in this paper. The statistics worn in the grounding of this paper are starting both primary and secondary sources. Boiler Industries has its Human Resource Department who prepares a plan about the necessary manpower by way of the banter with other departmental head. Based on the Manpower grounding and average resources staffing and Selection are being done as and when needed. Whenever required, apprehensive department head & HR department equally carried out the Selection process. The Recruitment and Selection process of Boiler Industries is very much apparent in terms of selecting right people in right time and for the right job. For selecting a person, basic education qualification is a must while they also consider applicant's experience, knowledge, competence and his/her future background. Sometimes applicants who are referred by the top level management gets some more favor form the recruiting board, salary level for the entry level employee is not at fitting level comparing with other. Though those Industries provides induction training before placing in job but I think they should provide some more working out related with job. Some time it seems preferential treatment but they should avoid it for 100% fair and transparent recruitment.*

Keywords- Recruitment, Selection

I. INTRODUCTION

Organization uses various types of resources. Human resource is one of them and is the most valuable among resources area. Human resources are the living resources, which exploit all other reserve successfully to achieve the organization goal. Human Resource Management refers to the techniques through which we can manage the human

resources precisely and have better output to achieve the ultimate goal of an organization. To achieve the decisive objective of a company organization plays a imperative role. They rule a variety of policies and measures and execute different behavior to overcome all kinds of barriers and to attain the ambition of the business (Griffin, 2006). But these kinds of activities will be possible only when the plans and policies are favorable to the human resources of an organization. organization at all times tries to chase the awareness of an organization. At the same time they also try to satisfy the human resources because any company cannot achieve the goal in the short run, without caring the satisfaction of human resources.

1.1 Objectives of the Study

The major objective of this revise is to recognize the course of staffing and selection of Boiler Industries and its force. To attain the major intention this study highlights some explicit objectives that can be the following manner:

1. To examine the staffing and Selection procedure of Boiler Industry.
2. To find out the drawbacks and problems regarding enrollment and Selection procedure.
3. To imply some recommendations.

1.2 Scope of the Study

The study covers state of affairs of current conscription and Selection process of Boiler industries.

1.3 Limitations of the Study

A little problems were faced whilst conducting the learning. A enthusiastic effort was applied to demeanor the study to bring a consistent and abundant result. In spite of that there survive some limitations, which acted as a obstacle to carry out the study. Some limitations are as follows:-

1. broad review of reports, publications and an assortment of literatures might not be ended due to time restriction;

2. Only a annoyed section of officials and workers have been interviewed;
3. The period of the study was very dumpy.

1.4 Methodology of the Study

For flat and exact study everyone have to follow some rules & regulations. The study inputs were composed data and information from two sources:

key Sources:

- Face-to-Face discussion with the officers and staff.
- Direct clarification.

derived Sources:

- An assortment of publications of the company.
- Websites.
- Different rules, policy, gazettes and circulars issued by the Ministry of Environment & Forest Ministry and other Ministries.

II. LITERATURE REVIEW

Armstrong, M (1987) in his writing explained that the undergraduate paper discusses how the Internet knowledge has helped college and professional football recruiting. The Internet has complete life simpler for people just about the world. ahead in sequence via the Internet is economical and convenient. Recruitment of football players had never been easier/ better before the advent of the Internet. It provides coaches a lot of choice in their search for good players. Sports fan are ecstatic about the Internet but there are some problems that people still have to deal with in this regard.

Beaumont, P B (1991) in his book told that globalization, technology, and diversity trends are just one of the many brave that 7-Eleven H R, faces. Although these are a challenge, H.R. has been enormously unbeaten running these areas. In the past, 7-Eleven staffed its function by running ads in the local paper or using an employment agency. This has changed ignificantly. The effectiveness of 7-Eleven's automated screening process has enabled applicants to apply within minutes, rather than calling a phone number out of an ad and waiting for an interview to be scheduled.

Fowler, A (1987) in his paper mentioned that it is frequently known that worker referrals and inside job enrollment full-time teachers are chosen from amid surrogate teachers who are by now employed with the borough. This is by and large a very reliable method if available, since it allows

the HR specialized direct access to the individual's teaching record, and it is probable that the professional has already dealt with the personage in the context of hiring replacement teachers. There are situations in which such internal recruitment methods are not applicable, particularly when dealing with individuals competent to teach high school. You have almost certainly veteran, for example, the situation of a high-level mathematics position for which none of the current district staffs are qualified. In this case, the HR specialized must look exterior of the institute, and outside selection can be infamously difficult.

Galbraith, J R and Nathanson, D A (1978) in their study paper dyed that member of staff motivation and retention are composite issues. exterior solutions just don't work. Companies that take the simple way out will forfeit in the long run with high proceeds costs. As a storehouse controller for Blue Grocery store Arthur

Reed has been facing problems recruiting impermanent workers during the months of summer when the regular staff either wants time off. This has proved to be adilemma such that the general competence of the business is being unnatural Arthurneeds mummer staff that is steady, works for low pay and is fleeting – not a very tempting mishmash for the potential employees.

French, W (1974) in his articles explained that the authenticity of exploratory the complete member of staffs and not just a skillfulness set when assembly hiring decisions, It examines this incongruity by looking at the stages of hiring, the obligatory of examining service and special history, and concludes that the superior hire is one that takes into consideration the whole person, not just the skills they take.

De Cenzo, D A and Robbins, S E (1988) in their book mentioned that the process used by certain types of employments in seeking employees, the selective process and what media forms they utilize that is how to get or select the skilled manpower, how to trained, how to motivation and retained them.

III. FINDINGS OF THE STUDY

3.1 Recruitment and Selection

Employees are integral to the ongoing success of Industry. Therefore it is imperative that people with right skills and background are recruited by Industry. Recruitment of officer/staff is done through a structured selection process by HRM & FHRO Department Recruitment of Workers is

ensured by competent recruitment committee of concern factory.

3.2 Principles of Recruitment

- Positions that become vacant will be openly advertised externally and/or internally where necessary.
- All Advertise will state that Industry is an equal opportunity employer. In order to provide equal employment and advancement opportunity to all individuals, employment opportunity will be based on the merit, qualification, skills and abilities.
- Boiler Industry will not discriminate in employment opportunities and practices based on contest, color, gender, society and age or any other characteristics protected by law.
- For all position external and internal candidate will be treated equally if no any special and additional requirement is needed for the position.

3.3 Recruitment process of Boiler Industries

Recruitment is the process of finding and attraction capable applicants for employment. Boiler Industries always wants to recruit the right people with combination of skills and resources in the right place. Because These Industries believes that in order to achieve the organizational goal effectively there must be a need of skilled human resources. The Industries always believes in Equal Employment color, region, race, age, national origin or any other factor. The Company always wants to recruit the best and suitable human resources in the vacant position. The person who can face the global challenges and always concentrate to achieve the Company's vision, mission, and goals always gets preference.

3.4 Recruitment sources of Boiler Industries

Boiler Industries usually uses three types of recruitment sources, internal source and external source.

3.4.1 Internal Source

Initially employees are recruited from the internal source. Management is usually preferred to recruit known and experienced employees from within the organization. In the following ways those Industries recruitment from the internal source may take place with the approval of the Top Level organization. This can be happend by following ways –

- Promotion
- Up Gradation

- Transfer
- Temporary Assignment
- Additional Assignment

3.4.2 External Source

There are also some external sources of human resources enrollment uses by Boiler Industries. These are as follows:

- Advertisement in the Daily broadsheet – (The newspaper that are widely circulated)
- Employee agencies (Public agencies, Private employment agencies)
- skilled organizations (Account associations, Labor unions, Management associations)

3.5 Steps in Recruitment at Boiler Industries

There are a mixture of steps followed by those Industries to draft skilled and trained people for the accomplishment of objectives. The steps are as follows:

- Assessment of the Job
- Requisition of Recruitment
- Attracting Application
- Receiving Applications

3.5.1 Selection and Interview Process of Boiler Industries

Selection is the second steps of Recruitment and selection process. Selection is the process of choosing the best one among the number of applicants. organization classically followed a standard pattern, opening with an early selection, interview, appearance and ultimate with the final employment decision.

3.5.2 Initial Screening Interview

The first step in the assortment process is the screening procedure. During the initial screening process the Human resource manager describes the job in aspect so the candidates can believe seriously about applying. After that Industries HR Manager compiles the resume and curriculum vitae from the applicants. The applicants may come to the company office or he or she can post his or her papers by post.

3.5.3 Employment Tests

Employment tests are varies from job to job. Such as – for Marketing Executive recruitment the physical

appearance or smartness get preference where for HR executive recruitment managing power gets priority.

3.5.4 Selection Interview

Boiler Industries assortment interview is a formal, in-depth discussion conducted to appraise an applicant's suitability. The Management of the Industries seeks to answer three extensive questions: Can the interviewee complete the job? Will the candidate perform the job? How does the candidate match up to with others who are being considered for the job? Selection interviews are the most widely used selection technique. The regard stems from their elasticity. They can be custom-made to unskilled, skilled, managerial, and staff employees. They also allow a two-way swap of information. Interviewers learn about the candidate and the applicant learns about the employer.

3.5.5 Medical Check up

The section process also includes a medical assessment of the candidate before the hiring conclusion is made. as a rule, the assessment consists of a physical condition checklist that asks the candidate to indicate health and industrial accident information. All sorts of operating cost in this regard are borne by Boiler Industries Management.

3.5.6 Supervisory Interview

The decisive accountability for a lately hired worker's success falls to the worker's instant administrator. The administrator is frequently able to assess the applicant's industrial abilities. When supervisors make the final decision, the employment utility provides a superintendent with the best prescreened applicants available. From those two or three applicants, the supervisor decides whom to hire.

3.5.7 The Final Hiring Decision

In spite of whether the supervisor or the HR division makes the final hiring conclusion, hiring makes the end of the selection process, haughty that the candidate accepts the job offer. To maintain good public relations, Boiler Industries organization notifies applicants who are not preferred

3.5.8 Major findings of the study

The major findings in the recruitment and selection procedure of Boiler Industries that are vindicated in my view are:

- Industries uses both Internal and external recruitment channels.
- The concerned Department Head raise the requisition of recruitment through the prescribed enrollment commander Form with required information and after that forward it to the Human Resources Department. The Human Resources Department than complete its ceremony and return it to the anxiety department. Last of all the concern department submit the Recruitment requisition Form to the Managing Director for endorsement. In order to attract the applicants an advertisement in the national newspaper is publishing. Then the HR Department collects the Resume or Curriculum Vitae and filed it.
- No favoritism against the candidate on the basis of gender, color, district, race, age, national origin or any other factor.
- The Company always tries to find out the best people for recruiting.
- A minimum requirement of two references is needed in order to verify the applicants. But if any one of the applicants applies any sorts of convincing measure it will be treated as disqualification.
- It does arrange course program for the new employees.
- Industries enrollment circulation gives through of newspaper and website.
- Industries organization follows a standard process in the collection process.

IV. DRAWBACK AND PROBLEMS OF RECRUITMENT AND SELECTION PROCESS OF BOILER INDUSTRIES

Some drawbacks of Boiler Industries are following:

1. Boiler Industries never carry artistic behavior test, accomplishment test, aptitude test etc.
2. In Boiler Industries the job applicants' age is limited from 22 yrs to 32, management are not attracted to hire people who are more than 35 years.
3. Sometimes the Industries do not assemble orientation program for fresh employee
4. Sometimes applicants who are referred by the top level management gets some more favor form the recruiting board.
5. Salary level for the entry level employee is not at realistic level comparing with others.

V. RECOMMENDATIONS

- Endeavor to make the important things quantifiable, not the measurable things important. Many HR professional consider their function has become more involved in business decisions, more strategically oriented and more successful as a business partner. The HR function is addition more and more value to contemporary organizations. The changing role of HR specialized carries with it new errands and challenges.
- Industries' Policy of taking one enduring employee's (only according to manager) security bond for only cashier appointment might be extended for posts that are financially sensitive.
- It also needs to carry cultural performance test, attainment test, aptitude test etc.

Motivate Employees. Strategy Implementation : The Role of Structure and Process, 3, 69.

VI. CONCLUSION

This requires a sharp industry focal point from HR professionals and the liberation of high quality HR systems that are incorporated into the organization approach and operations. The study "enrollment and Selection process of Boiler Industries" under HR exposed that employees are the most valuable resources for the progress of the organization. For the development of these expensive resources there are many factors involved. In this regard "enrollment and Selection Procedure" play the most imperative role. To increase the yield of an organization effective & self-motivated recruitment and selection procedure is essential.. HR officers of the Industries are now expected to work ahead of the boundaries of contracts and policies to supply directly to the operation and success of the business.

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