

“SELECTION PROCESS”

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I. INTRODUCTION

Human resource is an important corporate asset and the overall Performance of company depends on the way it is put to use. In order to realize company objectives, it is essential to recruit people with requisite skills, qualification and experience. While doing so we need to keep Present and future requirements of company in mind.

The aim of selection is to find a person who accepts the position and who gives satisfactory service and performance in the long term. The system approach starts from the position of well defined job and clearly analyzes person's specifications.

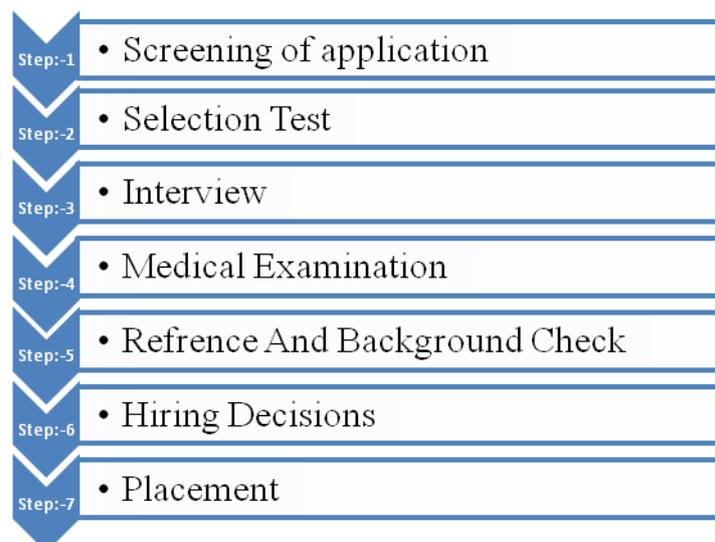
Selection is not just a question of interviewing, although it is most popular device in use. Selection is very much a process of de-selecting, which is gradually eliminating candidates until finally one is left on the list for a vacancy. Some methods are more reliable than other but, to large extent. Selection is about trying to minimize risk and maximizing certainty of making of the right decision.

The current paper aims to study the recruitment and selection process at Invest leaf Management Solutions. It also attempt to know about different strategies those are implementing in recruitment process. The study also aims to know how the company attracts with multi-dimensional and experiences that suit the present and future organizational strategies.

The methods of a personnel selection include

- Interviews
- Personality tests
- Biographical data
- Cognitive ability tests
- Work sample tests
- Physical abilities tests
- Self assessments

STEPS IN SELECTION PROCESS



Screening of Applicants

Prospective employees have to fill up some sort of applicant's forms. These forms have variety of information about the applicants like their personal bio-data, achievements, experience etc.

Selection Test

Many organisation hold different kinds of selection tests to know more about the candidates or to reject the candidates who cannot be called for interviews. Selection test normally supplement the information provided in the application form.

a) Intelligence Tests

These are mental ability tests, measure the incumbent's learning ability and the ability to understand instructions and make judgment. The basic objective of such test is to pick up employees who are alert and quick at learning things so that they can be offered adequate training to improve their skills for the benefit of the organization.

b) Aptitude Test

Aptitude test measure an individual's potential to learn certain skills- clerical, mechanical, mathematical.

Personality Test

The personality method of measuring personality factors and the relationship between personality factors and actual job criteria has been the subject of much discussion. **Simulation Tests** Simulation exercise is a tests which duplicate many of the activities and problems an employee faces while at work.

Graphology Test

Graphology involves using a trained evaluator to examine the lines, loops, hooks, stokes, curves and flourishes in a person's handwriting to assess the person's personality and emotional make-up.

Polygraph (Lie-Detector) Tests

The polygraph records physical changes in the body as tests subject answers a series of questions. It records fluctuations in respiration, blood pressure and perspiration on a moving roll of graph paper.

Test as Selection Tool

Tests are useful selection devices in that they uncover qualifications and talents that can't be detected otherwise. They can be used to predict how well one would perform if one is hired, why one behaves the way one does, what situational factors influence employee productivity. **Interview** Selection test are normally followed by personal interviews of the candidates. The basic idea here is to find out overall suitability candidates for the job.

- ❖ **Non directive interview**
- ❖ **Patterned interview**
- ❖ **Structured or situational interview**
- ❖ **Panel interview**

Medical Examination

Certain jobs require unusual stamina, strength or tolerance of hard working condition. A physical examination reveals whether or not a candidate possesses these qualities.

Reference and Background Verification

The organizations ask the candidates to provide the names of referees from whom more information about the candidate can be solicited. Such information may be related to character working.

Hiring Decision

Suitable candidates are recommended for selection by the selection committee or personnel department. Though such a committee or personnel department may have authority to select the candidates and recommend the candidates for the selection to the appropriate authority.

Placement

After all the formalities are completed, the candidates are placed on their jobs initially on probation basis. The probation period may range from 3 months to 2 years. During this period, they are observed keenly, and when they complete this period successfully, they become the permanent employees of the organisation.

About Organization

Ace Creative Learning Pvt. Ltd.

Ace Creative Learning offers training and guidance to students preparing for various engineering and medical entrance examinations. It was started in 1998 by Dr. G. Sridhar, an alumnus of IIT Kharagpur and Ph.D. from The Johns Hopkins University U.S.A. In the first five years of operation, Ace provided guidance for various competitive examinations in the form of evening programs in partner schools and open centers. In 2008, Ace Creative Learning Pvt. Ltd. emerged as a company. The knowledge and experience gained in the decade was combined with professional management to implement the Deeksha Integrated program in partner institutions all over Karnataka.

II. ABOUT DEEKSHA NETWORK

Deeksha Network is headed by Dr. G. Sridhar, and is supported by an efficient team of highly qualified professors, who are also graduates from esteemed institutions in India and abroad.

The Deeksha Network is an association of likeminded institutions that strives to provide quality education:

- Through high quality content, systematic teacher training and rigorous academic process
- By leveraging technology such as internet, tablet & smart class

TEAM ACE

Team Ace consists of over 800 members who include experienced faculty members who are graduates from the [IITs](#), experienced professors from reputed institutes and doctorates from India and U.S.A. A young, dynamic and motivated team of management professionals provide the enabling services for the delivery of quality education across various teaching environments.

III. OBJECTIVES OF THE STUDY

The objectives of the study are:

- To study the internal Selection Process in organization.
- To know the better selection process and importance of the selection.
- To attract with multi dimensional skills and experience that suite the present and future organization strategies.

IV. METHODOLOGY

The data for study are collected both from the primary source and the secondary source. It employs systematic, objective and quantitative

SOURCES OF DATA:

Primary Data:

Primary data was collected through survey method by distributing questionnaires to Employees and the face interviews.

Secondary Data:

Data was collected from books, web site, going through the records of the organization.

SAMPLE SIZE:

The researcher has taken out 50 samples from the total population. The sample size of 50 respondents is considered by us to make reasonable projection in study of this kind.

TOOLS USED (STATISTICAL TOOL)

Statistical tool used: simple percentage method

$$\frac{\text{No of Respondents}}{\text{Total Number of Respondents}} * 100$$

V. DATA ANALYSIS & INTERPRETATION

The presentation of data is systematically linked to the format of the self developed questionnaire.

Table: 1 Company Response of Applications

Days	No of respondents	Percentage (%)
5 DAYS	15	30
7 DAYS	12	24
15 DAYS	13	26
20 DAYS	10	20
TOTAL	50	100

Source: Primary data

Interpretation: Table 1 explains about the response of the company application received by the aspirants. 15 members opined within 5 days will respond the organization, 24 percent of 7 days, 13 members are said 15 days and 10 members are 20 days express their opinion respectively.

Table 2 Attitude of the Aspirants towards Selection Methods

Procedures	No. of Respondents	Percentage (%)
Aptitude Test	16	32
Written Test	13	26
Personal Interview	15	30
All the Above	6	12
Total	50	100

Source: Primary Data

Interpretation: Table 2 reveals the attitude of candidates towards the selection methods followed by the company. 16 persons are interested through only Aptitude test, 30 percent of the respondents are personal interview and 6 persons are interested all aptitude, written test, and personal interview.

Table 3 Selected Candidates are not interested to join in the job

Particulars	No. of Respondents	Percentage (%)
Salary problem	14	28
Not interested	10	20
Got another job	12	24
Timings	14	28
Total	50	100

Source: Primary Data

Interpretation: Table 3 shows about the selected candidates are not interested to join in respective jobs the reasons are given majority of the respondents 28 candidates are both salary problem and not suitable timings. 20 percent of respondents are not interested to do job.

Table 4 the organization doing timeliness Selection

Particulars	No of respondents	Percentage (%)
Yes	40	80
No	10	20
Total	50	100

Source: Primary Data

Interpretation: Table 4 explains the organization is doing timeliness selection. 80 percent of respondents are opinioned the organization is doing timeliness selection. And 20 percent of respondents are said no.

Table 5 Effectiveness of the interview and selection process

Particulars	No of respondents	Percentage (%)
Excellent	18	36
Good	16	32
Satisfactory	7	14
Poor	9	18
Total	50	100

Source: primary data

Interpretation: Table 5 deals the effectiveness of the interview, selection process, 18 persons are responding excellent, 16 candidates are good, 9 are responding poor selection process.

Table 6 The type of selection procedure followed by the company

Procedure	No of respondents	Percentage (%)
Difficult	13	26
Semi difficult	15	30
Moderate difficult	12	24
Rigid	10	20
Total	50	100

Source: primary data

VI. INTERPRETATION

From above the table shows the selection procedure followed by the company that is Candidates are responding 26 percentage are difficult 30 percent are responded semi-difficult 24 percent and 20 percent are responded moderate difficult and rigid respectively.

VII. FINDINGS

- Response of the company application received by the candidates. 15 members are opined within 5 days company is responded, 10 members are responded after 20 days of their registration.
- The attitude of candidates towards the selection methods followed by the company. Most of the candidates are interested through Aptitude Test and Personal Interview.
- Selected candidates are not interested to join in respective jobs the reasons are given majority of the respondents 28 candidates are not joined due to less salary and difficult timings. 20 percent of respondents are not interested to do any job.
- The organization is doing timeliness selection. 80 percent of respondents are estimated the organization is doing timeliness selection.
- The effectiveness of the interview selection process is good.
- The selection procedure followed by the company is difficult.

SUGGESTIONS

1. Company has to respond properly for receiving application from the candidates.
2. Selected candidates are not interested to join their jobs because low salary and difficult timings. It should be relaxed based on their difficulties.
3. The employees opinion is most required they know about problems and difficulties.
4. Time management is very to conduct selection process based on academic schedule.
5. The selection procedure should not to lengthy and time consuming
6. The candidates called for interview should be allotted timings and it should not overlap with each other.
7. For the employees heavy work load so the working time is not good for health

VIII. CONCLUSION

Summary of the study is the Selection Process in Ace. The conclusion is drawn from the study of the company regarding the Selection process carried out there, the selection process at Ace to some extent is not

done objectively and therefore lots of bias hampers the future of the employees. The reason behind the search of people should be of those whose skill fits into the company's values. Company has to satisfy the selected people in terms of salary and working timings. As selection process has a great impact on the working of the company as a fresh blood, new idea enters in the company. Selection process is good but it should also be modified according to the requirements and should job profile so that main objective of selecting the candidate could be achieved

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