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## ANALYTICAL STUDY OF HR RECRUITMENT PROCESS

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### **Abstract:**

*The Human Resource is the fundamental assets of an organisation. The accomplishment or disappointment of an organisation is generally dependent upon the kind of people working there. The organisation is better prepared for market success when HR construct team with top talent who are serious about the business and the job as well as gifted in collaborating with others. The HR specialists - managing the recruitment talent of the organisation are constantly confronting new challenges. The best test for such authorities is to source or recruit the best people for the organisation. In many of the organization, there is a recent problem coming up into consideration about the human resource recruitment process in the organization. In Bubble Byte Ventures, same problem was observed about recruiting the new interns and also the employees into the organization.*

*The study was conducted with an objective to understand the process followed for recruitment along with its functioning in the Bubble Byte. After analysing the HR recruitment process followed by the company, it found that The Company track the candidates through various approaches. The positions allocated to the candidates are according to their knowledge and skills. The policies adopted by the company are transparent, legal and scientific. In the company there is no discrimination seen while recruiting the candidates. Knowledge and skills of the candidate is the main factor the company considers while the recruitment.*

**Keywords:** Recruitment, Process, Candidate, HR

### **Introduction:**

The Human Resource is the fundamental assets of an organisation. The accomplishment or disappointment of an organisation is generally dependent upon the kind of people working there. Without positive and creative responsibilities from people, organisation can't progress and flourish. To achieve the targets or the activities of an organisation, hence, they need to select people with

fundamental capacities, abilities and experience. Simultaneously, they need to keep the present as well as the future essentials of the relationship at the highest point of the need list. Recruitment is portrayed as, "a series to track down the wellsprings of work to meet the requirements of the recruitment plan and to use creative measures for attracting that work in adequate numbers to work with convincing decision of a successful workforce." to attract people for the positions, the organisation ought to convey what is happening so that work searchers reply. To be wise, the recruitment connotation should attract qualified up-and-comers and give adequate information to ill-suited individuals to self-select themselves out. The maxim "HR scout" may sound abundance, as both HR executives and spotters both place candidates and get them utilized, this occupation is unquestionable. Recruitment expert work from resumes or by successfully mentioning individuals prepared for positions. The HR specialists - managing the recruitment talent of the organisation are constantly confronting new challenges. The best test for such authorities is to source or recruit the best people for the organisation.

In many of the organization, there is a recent problem coming up into consideration about the human resource recruitment process in the organization. In Bubble Byte Ventures, same problem was observed about recruiting the new interns and also the employees into the organization. They were facing the problem of how to hire a person? what skills and qualities should be seen into the employees? What is the process of choosing a right candidate among the various applications received?

#### **Statement of Research Problem:**

“Analytical Study on HR Recruitment with special reference to Bubble Byte Venture Pvt. Ltd.”

The main objective of the study is to understand the process followed for recruitment at various levels and various jobs in the company and to critically analyse the functioning of recruitment procedures in the Bubble Byte. In this study, Primary Data collected through structured questionnaire and schedules are used to collect data. A questionnaire is a low-cost method for collecting data from a 100 number of respondents. Convenience sample method is used for collecting primary data. While Secondary Data through organization's website, magazine, published report, newspaper, article, previous research papers and so on. Although there are a lot of resources available for data analysis, MS-Excel and the Statistical Package for Social Science (SPSS) were used in this study because they are simple to use and manage.

#### **Review of Literature:**

According to Muscala, E. (2015) recruiting new workers is the essential method for guaranteeing work association, employing new representatives is viewed as a significant part of human asset the board. In the enrollment cycle, deciding the wellsprings of enlistment is a urgent

stage. Interior and outer wellsprings of enlistment are both OK, yet most associations utilize a blend of the two to improve the probability of tracking down qualified candidates. While an organization functioning in a setting with rapid change can successfully use internal recruitment, one operating in a setting with intense competition should place more focus on foreign sources. Chan, S. H., & Kuok, O. M. (2011) through this study, the authors look at hiring managers' perspectives on selection processes, crucial competencies expected of new hires, and reasons why their employees leave. From 135 employers, completed surveys were gathered. The most popular selection criteria are resumes and interviews with applicants. Human relations skills are the most significant talents companies look for, which is consistent with literature. Salary is a significant factor in employee churn. The results point to the necessity for debate on original human resource strategies and a programme to boost employee commitment. There are management implications as well. Bina, S., Mullins, J., & Peter, S. (2021) HR divisions have embraced the utilization of innovation to consolidate game-based approaches (GBA) to pick staff from a pool of qualified candidates and to persuade expected candidates to go after open jobs. They took a gander at insightful examination on the utilization of serious games, game-motivated plan, reproductions that play like games, gamification, and other GBA used to improve endlessly recruiting processes. Stoilkovska, A., Ilieva, J., & Gjakovski, S. (2015) this article's goal is to explore the issue of the utilization of the idea of equivalent work open doors in the enlistment and determination strategies for HR. This exploration is directed freely among the HR chiefs and the competitors on the grounds that the two players are associated with these cycles. Consequently, it will be evaluated whether the two players concur that this thought exists in the previously mentioned processes. Equivalent work open doors are fundamental for any business and act as a deciding component in picking the best specialists. Accordingly, the examination covers the event of predispositions in the enlisting and choice cycle, including bias in view old enough, political connection, orientation, and sexual direction. Bagheri Rad, M., Valmohammadi, C., & Shayan, A. (2020) the essential objective of this study is to investigate the factors affecting how interpersonal organizations are utilized to track down representatives for organizations. A survey was made after a careful examination of the relevant writing and was given to the example. PLS-Programming was then used to dissect the information that was assembled. That's what the discoveries showed, except for "trust for execution," every one of the distinguished powerful figures the utilization of informal communities for HR enrollment were affirmed. The main powerhouses of individuals' conduct goals for involving interpersonal organizations for enrollment were viewed as "Working with conditions," "Social impact," and "Exertion anticipation," while "Social impact" had the most un-critical impact. Muscalu, E. (2015) the enrollment of HR in the association is viewed as a basic part of human asset the board since it is the essential strategy for

guaranteeing work association. Distinguishing enrollment sources is a significant stage in the enlistment cycle. Inner or outer enrollment sources can be utilized, however most utilize both, expanding the possibilities drawing in applicants who are ready and serious. To succeed and get by, an association should utilize the two wellsprings of enlistment soundly. Chan, S. H., & Kuok, O. M. (2011) The creators of this study explore recruiting supervisors' perspectives toward determination techniques, basic abilities looked for in new representatives, and why their workers quit. 135 businesses returned finished surveys.

The most regularly utilized determination strategies are candidates' resumes and meetings. Human connection abilities are the main abilities businesses look for, as indicated by research. Pay is a significant wellspring of worker turnover. The discoveries highlight the requirement for additional investigation into inventive human asset draws near, as well as a program to increment representative responsibility. Hmoud, B., & Laszlo, V. (2019) Over the past twenty years, there has been a rising utilization of Computerized reasoning (artificial intelligence) advancements in the business climate. This paper presents the HR enrollment and choice, a part of HR the executives, position on integrating simulated intelligence arrangements. It has been reasoned that artificial intelligence offers promising answers for spotters to streamline ability securing via computerizing tedious dreary undertakings, for example, obtaining and screening candidates, further developing the employing system quality, and killing human predispositions. Gibbs, C., MacDonald, F., & MacKay, K. (2015) SM is utilized for HR exercises in somewhat the greater part of North American lodgings. Higher assistance level lodgings use SM HR all the more much of the time; midscale properties use it all the more habitually for inside correspondence. The utilization of web-based entertainment in lodging HR is more centered around promoting than enrollment. Dhamija, P. (2012) A venture's just basic worth is its kin's insight, abilities, ingenuity, and bits of knowledge.

HR are basic parts of any association. It addresses a singular's complete information, ability, disposition, inventive capacity, inclination, and conviction. The tasks of an organization Human asset the board is a fundamental part of any business. It is connected with individuals at work and their connections both inside and beyond the endeavor. One of the main exercises is the enlistment of able representatives, which produces human resources for the organization. Bagheri Rad, M., Valmohammadi, C., & Shayan, A. (2020) the main objective of this study is to investigate the variables that impact the utilization of virtual entertainment for enrolling HR in associations. A poll was planned and circulated among the example after a top to bottom survey of the significant writing, and the gathered information were examined utilizing PLS-Programming. Bina, S., Mullins, J., & Petter, S. (2021) HR divisions have long utilized innovation to urge possible candidates to go after open jobs and to choose workers from among qualified competitors. Serious games, game-

roused plan, game-like reproductions, and gamification are being utilized by associations to help recruitment and determination exercises. Stoilkovska, A., Ilieva, J., & Gjakovski, S. (2015) the motivation behind this article is to investigate the issue of equivalent business open doors in the HR recruitment and selection process. Since both HR directors and candidates are engaged with these cycles, this examination is led independently among them. Hence, it will be resolved whether the two players settle on the presence of this idea in the previously mentioned processes. Equivalent business valuable open doors are basic for any organization and assume a key part in drawing in qualified workers. Accordingly, the review considers the presence of biases in the enrolment and choice cycle, for example, segregation in view of public and social beginning, orientation and sexual direction, age, political connection, etc. Shammot, M. M. (2014) recognized the job of human asset the board in the acknowledgment of seriousness in modern associations and has principally cantered around a few significant issues connected with human asset the executive's determination, preparing, persuading, drawing in, utilizing, assessing representatives, and the setting of pay rates, charges, and rewards, as well as the acknowledgment of intensity among business associations. The development of HRM from the past to the current will be examined in a hypothetical idea in this paper. Armstrong, M. B., Landers, R. N., & Collmus, A. B. (2016) Game-believing is turning out to be more pervasive in non-game settings, like hierarchical help settings like human asset the executives (HRM). This section serves two capabilities: 1) to examine the open doors for game-thinking in HRM through gamification and serious games utilizing momentum and past HRM writing, and 2) to distinguish future exploration regions at the convergence of game-thinking and HRM. Common HRM speculations will be applied to the utilization of game-thinking in different HRM sub-fields like enlistment, determination, preparing, and execution the executives.

### **Data Analysis & Interpretation:**

The most important phase after data collection is data analysis, which entails a number of closely connected tasks completed with the aim of condensing and organizing the acquired data in order to provide answers to the research questions. The researcher employed several statistical and analytical techniques, such as tabulation, percentage, and ranking approach, to analyse the data.

**Table No. 1: Forms of Interview**

<b>Forms of Interview</b>	<b>Total</b>
Personal Interview	40%
Telephonic Interview	30%
Video Conferencing	20%
Other	10%

From the above analysis it is noticed that in the Bubble Byte Ventures most of the interviews of the candidate are taken personal i.e., face to face interview. The other mode of the interview taken place here are telephonic interview, Video conferencing interview. From the analysis it is seen that most of the candidates prefer the personal form of interview.

**Table No. 2: Approach of Candidate**

Approach of candidate	Total
Job Portals	70%
Candidate Referral	20%
Advertising	10%

The bubble byte ventures recruit the candidate on the basis of the candidates' skills and knowledge. The organization publish their vacancy through social media, advertisement, job portals and through companies' website. Mostly in the bubble byte candidates are adopted through the registration marked on their company portal. The registration form is the google form which contains the basis details about the candidate and his career objectives. The responses obtained from the form are collected through the excel sheet. And schedule is prepared for the interview according to the requirements.

**Table No. 3: Number of Stages during recruitment**

No. of Stages	Total
One	7%
Two	47%
Three	31%
Other	15%

The analysis shows, in the bubble byte venture there are mainly two stages involved while selecting the candidate. The stages are decided according to the knowledge and communication skills of the candidate. The percentage of the two stage is 48%, one stage 7%, three stage as 31% and other as 15%.

**Table No. 4: Sources to Track Candidate**

Sources	Total
Software	25%
Online	45%
Data	30%

According to the analysis obtained, to track the source of candidate the company mostly uses the online mode. The other sources are software and the data collected. The company has its own online platform where the applicant can register them self for the post of placement or internship. The figure shows the Software mode as 25%, Online mode as 45% and Data as 30%.

**Table No. 5: Defining of terms related to position objectives, requirements and candidate specifications**

Defining of terms	Total
Yes	95%
No	5%

According to the analysis, It interprets that the organization clearly defines the position objectives, requirements and candidates' specification in the recruitment process. The percentage of the ratio is 95%. While posting a vacancy in the organization, the company clearly defines the job description and job role before the recruitment process.

**Table No. 6: Time Spent by executives during recruitment (each candidate)**

Time Spent	Total
1-5 min	60%
10 min	20%
15 min	10%
More than 15 min	10%

The above figure shows the percentage as the average time spent by the executives during recruitment process. They spend 1-5 min 60%, 10 min 20%, 15min 10%, more than 15 min 10%.

**Table No. 7: Use of different recruitment process**

Use of diff. recruitment process	Total
Yes	95%
No	5%

Yes, the bubble byte ventures follow different recruitment process for different grades of employees in the ratio 95%. The different process is Planning, Analysis, Searching, Screening, Engagement, Selection, On boarding.

**Table No. 8: Essential inquiries for the applicant**

Job Profile	Total
Experience	25%
Current/Excepted CTC	25%
Notice Period	25%
Current Job Period	25%
<b>All the above</b>	<b>100%</b>

According to the analysis, it is noticed that in the Bubble Byte Venture while recruiting a candidate all the basis information, qualification, experience(if any), academic project details, candidates' expertise, job profile, expected CTC, notice period and the candidates doubt regarding the job role are discussed. So the above analysis shows which data are questioned to the applicants.

**Table No. 9: System for cost calculation per recruitment**

System	Total
Yes	30%
No	70%

According to the analysis, it interprets that the Bubble Byte Venture do not have any system to calculate the cost per recruiting a candidate. A recruiting metric called cost per hire counts the expenses incurred during the employment of new personnel. These include charges for on boarding, referral bonus programmes, sourcing and recruitment advertising, and other expenses.

Formula to Calculate Cost per Hire:

Cost-Per-Hire = (internal recruiting cost + external recruiting cost)/ total no of hires in a given time frame.

**Table No. 10: Evaluation Control of recruitment process**

Evaluation Control	Total
Yes	45%
No	55%

As noticed and analysed there is no any arrangement for assessment and control of the enrolment cycle in the Bubble Byte Venture PVT. LTD. There is the requirement for the arrangement for the assessment and control of the enrolment interaction. The last move toward the enrolment interaction is assessment and control. The interaction and procedures' adequacy and



legitimacy are assessed during this step. Since recruiting new representatives is a costly activity, it is vital to painstakingly survey how well it functioned.

**Table No. 11: Facility for absorbing trainees in the organization**

Facility for absorbing trainees	Total
Yes	70%
No	30%

In the Bubble Byte Ventures there are various program taking place where the selected candidate can absorb into the organization. The organization conducts an orientation and induction program for the newly recruited candidates' Saturday the organization conducts a "Open-Up Forum" for their employees where the employees can share their thoughts and ideas to share their contribution for the growth of the organization.

#### **Findings and conclusion:**

After analysing the HR recruitment process followed by the company, it found that The Company track the candidates through various approaches.40% of the interviews preferred are personal interview.In the company there is properflow of recruitment process done in Bubble Byte Venture PVT. LTD. Recruitment is fair inthe company. The positionsallocated to the candidates are accordingly to their knowledge and skills. The policiesadopted by the company are transparent, legal and scientific. In the company there is no discrimination during the recruitment. Knowledge and skills of the candidate is the mainfactor the company considers while the recruitment. For the job profile the candidate approach through job portals. Bubble Byte follows 3 stages while recruiting a candidate. The company uses online platform to track the candidates. Also it found that there is no system used to calculate the cost per hiring of the candidateby the company.

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