



**Biju Patnaik Institute of Information
Technology & Management Studies**

**A PROJECT REPORT
ON
RECRUITMENT AND PAYROLL OF KANEX**



KANADIA FYR FYTER PVT. LTD

**BY
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**UNDER THE GUIDANCE OF
Dr. N. SUGUNDAN**

**SUBMITTED TO
BIJU PATNAIK INSTITUTE OF INFORMATION
TECHNOLOGY & MANAGEMENT STUDIES**



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CERTIFICATE

This is to certify that the project work titled, “A STUDY ON RECRUITMENT AND PAYROLL OF KANEX” is a bonafide work of Ms. Sumana Pradhan under the guidance and supervision, during the session of 2020-2022 and carried out in partial fulfillment for the award of degree of Master Business Administration.

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DECLARATION

I, Miss Sumana Pradhan hereby declare that the project report entitled — “**A STUDY ON RECRUITMENT AND PAYROLL OF KANEX**” is the original work done by me and submitted to Biju Patnaik University of Technology, Odisha in fulfilment of requirement for the award of Master of Business Administration is a recorded of the work done by me under the supervision of Assistant Professor (HR) Dr. N. Sugundan.

This thesis has not formed before the basis of any degree, diploma or any similar titles and is the property of the institute & use of this report without prior permission of the institute will be considered illegal & actionable.

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Date:

Signature of Student

ACKNOWLEDGEMENT

I express my sincere remembrance and gratitude to them who helped and supported me in completing this project.

Firstly, I would like to thank our project guide **Dr. N. Sugundan** for the encouragement & guidance that he gave, under whose guidance I was able to successfully complete the project.

I would, with profound pleasure and proud privilege. I take this opportunity to express my deep sense of gratitude and indebtedness to the **Kanadia Fyr Fyter Pvt. Ltd.**, for giving me opportunity to undertake this project.

I would like to express my sincere gratitude to the company guide **Mr. Rahul Bhang** for giving me this opportunity to complete my internship in this esteemed organization and for their kind support. They gave me opportunity to understand & gain experience related to human resource activities conducted in **Kanadia Fyr Fyter Pvt. Ltd (KANEX)** & also guided me, to get training experience. I am grateful to them for providing esteemed guidance & valuable support throughout the internship program.

I would like to thanks to parents who supported me mentally, emotionally and economically throughout the completion of this project & without their blessings the completion of this project is difficult.

Sumana Pradhan

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PREFACE

This Project has been undertaken for the partial/fully fulfillment of the *Master of Business Administration (MBA)* course from **Biju Patnaik Institute of Information Technology & Management Studies, Bhubaneswar**. The objective of the project is to find out the benchmark for the talent acquisition practice in manufacturing/service sector and its various aspects of HR practices.

Talent acquisition is helpful as to strength the organization 's effectiveness and productivity. **Kanadia Fyr Fyter Pvt. Ltd., Mumbai** is one of the leading companies which in the sector of fire safety equipment and services. The company follows the practice of talent acquisition very strongly.

This practice is very transparent with no personal bias because only a talented employee can help can organization to achieve its goal. Kanadia Fyr Fyter Pvt. Ltd. with brand name of **KANEX** has very effective and efficient talent acquisition practice. They are up to date with all new modern designs and always get in touch with the market requirement.

The role of HR manager in context of management of an organization has undergone a paradigm shift in present business scenario. It has evolved itself as an important aspect for a homely work ambience for its most precious asset – MANPOWER.

Talent acquisition practice thus continues as an important aspect of Human Resource Management. It is in fact the heart of Human Resource Management as it provides the best available talent to the organization.

The Project covers the Introduction to Recruitment Meaning, Definition, Sources, Process, Factors Affecting, Methods and Models of Recruitment. It also includes the Challenges faced by HR in Recruitment Process and the Recent Trends in Recruitment.

TABLE OF CONTENTS

Sl. no	Particulars	Page no.
Chapter I	Introduction	6
	About the company	
Chapter II	Review of literature	8
	Need and objective of the study	10
	Methods of data collection	11
	Scope of study	12
Chapter III	Functions of HR	13
	Managerial Function	14
	Operative Function	15
	Advisory function	16
Chapter IV	Recruitment Process	
	Purpose and importance	17
	Responsibilities	21
Chapter V	Sources of Recruitment	22
Chapter VI	Types of recruitment Models	24
Chapter VII	HR Challenges in Recruitment	26
Chapter VIII	Recruitment Strategies	27
Chapter IX	Recent trend in Recruitment	29
Chapter X	Data Analysis & Data Interpretation	31
Chapter XI	Conclusions	35
Chapter XII	Suggestions	37
Chapter XIII	Limitations	38
Chapter XIV	Bibliography	39

INTRODUCTION

KANADIA FYR FYTER PVT. LTD. (KANEX)

Kanex' take immense pride in designing, manufacturing, and distributing fire extinguishers and fire suppression systems all over the world. Kanex lay immense value in offering quality assured products and services to our valued clients.

Since its establishment, Kanex prides itself in being a leading manufacturer of fire extinguishing products and systems. Incorporated in the year 1998, Kanex focused on delivering world-class and reliable safety equipment.

Kanex is renowned manufacturer of a wide range of fire protection equipment, such as Fire Suppression Systems, Water Mist, Kitchen Suppression System, Compressed Air Foam System and related systems.

Over the past 25 years, Kanex have tested and manufactured hundreds of firefighting equipment and systems. Our products have achieved global certifications for meeting industry standards, maintaining quality, and efficient performance. Kanex continuously strive to improve our fire safety equipment and products line, in order to serve the customers in a better way.

Over the years, our company has made tremendous progress and has been able to reach every nook and corner of India. Now, it can be said that we have become an icon of excellence, ethics and philosophy in the field of fire safety.



KANEX (ISO CERTIFIED)- GENERAL INFORMATION

A. List of Products:

1. Fire Extinguishers – For All Class of Fire.
2. Total Flooding System.
3. Panel Suppression System.
4. Kitchen Suppression System.
5. Fire Hydrant System.
6. Fire Sprinkler System.
7. Fire Suppression Spare Parts.
8. Fire Safety Training and Audit.

B. Head Office:

Office No.502, 5th Floor, A wing, Damji Shamji Corporate Square, Ghatkopar -
Andheri Link Road, Laxmi Nagar, Ghatkopar (E), Mumbai - 400075.

Website: <https://www.kanexfire.com/>

C. Manufacturing Site:

Plot No.7, Paras Industrial Estate, Nr. Garibshah Pir, Bhavnagar-Rajkot Road, Sihor
– 364 240, Gujarat.

D. Major Competitors:

1. Ceasefire Industries Pvt. Ltd.
2. Honeywell Automations
3. Minimax Industries.
4. Siemens Safety Division
5. Tyco Automations

LITERATURE REVIEW

This is a pure applied part of my forty five days, summer training. It has been purely a practical exposure to real business in general and of HR in particular. Through the entire tenure of summer training I have learned the practical implication of corporate sector work and environment in corporate sector.

I must say that after completing one year of my studies I was quite familiar with the business environment, but through this practical exposure that is summer training in —KANEX which enabled me to get an in depth sight of the reality show of the business. Here I came to know about the real techniques of Human Resource Management and what is the real picture of HR in the corporate world.

- The priority areas of HRD are recruitment and selection, performance appraisal, career planning and development, manpower planning, development of performance standards, deferred bonus planning, organizational development, counseling and self development and total quality management. Unless and until these aspects are given proper emphasis and treatment, human resource which is the most important and vital asset of an organization will get adversely affected and employees will be treated as cost centre rather than investment center.
- As there is much difference between selection and recruitment. Selection refers to the process of picking individuals out of the pool of candidates with requisite qualifications and competence to fill jobs in the organization. While recruitment refers to the process of identifying the prospective employees who apply for jobs, selection is concerned with picking the right candidates or differentiating between applicants in order to identify and hire those with a greater likelihood of success in a job. Recruiting employees in different ways like by different agencies, campus placement etc. these all things understand by me with the help of this project.
- Developing countries of the third world have been struggling hard for their respective Industrial Development. Big and small Industries concerns are being set up to increase production for meeting domestic demand as well as for earning foreign exchange. The bigger the industry and workforce the bigger are the organizational structure and pressure on the top management. The organizational structure is geared to achieving the set targets of production.

- Manpower is recognized as the most valuable resource for any organization. Most companies have realized that the way they take care of the personnel has a direct bearing on their profitability and success and hence the growing demand for qualified HRD Professionals. Human Resources Development is a fast growing career, which encompasses many areas.
- It includes an entire range of activities ranging from manpower planning, recruitment, training, industrial and labor relations, performance appraisals, promotions and dismissals, to personnel deployment, relocation etc. Personnel officers are important members of every company's team.
- Human resource (or personnel) management, in the sense of getting things done through people, is an essential part of every manager's responsibilities, but many organizations find it advantageous to establish a specialist division to provide an expert service dedicated to ensuring that the human resource function is performed efficiently.
- "People are our most valuable asset" is a cliché, which no member of any senior management team would disagree with. And many new HR managers miss the point. And failure to grasp this point trips up their career more than any other reason. As an individual contributor, success is all about you.
- It's all about raising your hand, getting called on, and delivering the right answer. But when one becomes a leader, there is one big difference...Success is all about growing others. It's about making the people who work for you smarter, bigger, bolder, more self-confident and capable. Frankly, an individual does not matter much. Except how one nurtures and supports his team and helps it grow. Personal attention will be achieved from the higher ups but only as much as your team wins.
- Always go for talent acquisition whether it is concern for top, middle or lower management. Adopt the latest technology to acquire talent. Do not make any compromise for talent, as the success of an organization lies on the efficiency of the man power. Don't sugarcoat but be candid, which is one of the major qualities of the great HR people. However, never forget that you're a leader now. It not about you anymore, it's about your organization.

NEED OF THE STUDY

Human Resource is the back bone of an organization. Human Resource is an important aspect as far as an organization is considered. Organization is depending upon the human resource. So it is the responsibility of the management to keep the employees to contribute more.

It is said that satisfied human resource are more productive. So every organization is giving high priority to keep their human resource satisfied by providing several facilities which improves satisfaction and reduce dissatisfaction.

So to understand the functioning of human resource in KANEX and how they are trained and given development programs, I had made the following study.

OBJECTIVE OF THE STUDY

The objective of recruitment project is to know the Practical Aspects of Recruitment Process, Sources used for sourcing & screening the candidates who fits with job requirements of the Company and maintaining a database of candidates& to know how the Profile of candidates are presented to the Company.

The core objectives of this study are-

- To measure the satisfaction levels of employees on various factors and give suggestions for improving the same.
- To study the relationship between the personal factors of the employee (Gender, Designation, Qualification, Age, and Years of Service in a company) with satisfaction level.
- To derive and analyze the current satisfaction level of the employees in the company.
- To study the various factors which influencing employee satisfaction.
- To study the various sources of recruitment followed in KANEX.
- To study about the functions of the HR in KANEX.

METHODS OF DATA COLLECTION

Data Collection is an important aspect of any type of research study. Inaccurate data collection can impact the results of a study and ultimately lead to invalid results.

Data collection methods for impact evaluation vary along a continuum. At the one end of this continuum are quantitative methods and at the other end of the continuum are qualitative methods for data collection.

There are two types of data collection methods:

1. Primary data collection
2. Secondary data collection

Primary Data Collection: Raw data or primary data is a term for data collected at source.

This type of information is directly from first hand sources by means of surveys, observations and experimentation and not subjected to any processing or manipulation and also called primary data. It includes:

1. Interview
2. Questionnaire
3. Survey
4. Observation

Secondary Data Collection: It refers to data collected by someone other than the user. The data is already available and analysed by someone else. Common source of secondary includes:

1. Books
2. Magazines
3. Newspaper
4. Journals

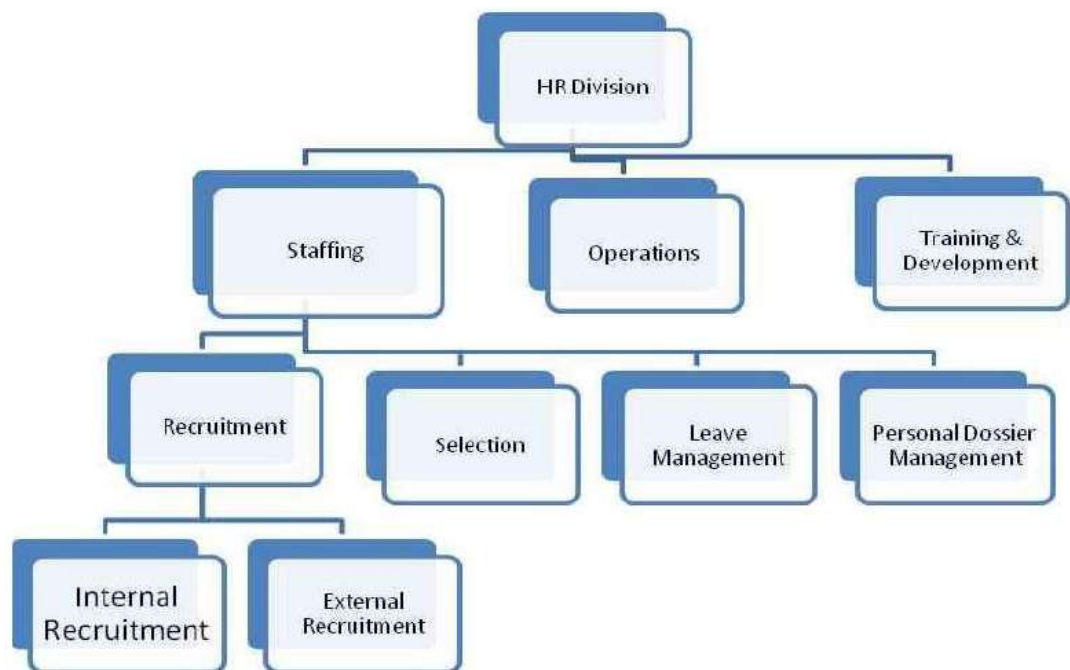
SCOPE OF THE STUDY

- Functions of HR are an important output that employees work for the organization.
- It is an interesting and significant area for conducting the research.
- The study made on the topic of Functions of HR will help to understand everything related to the employees. It may be recruitment, selection, training, and development or employees satisfaction.
- This report is useful to management of the company to know properly that how to manage an organization.
- This report may be useful to the students for residing and may be useful in preparing their report on the Functions of HR.

FUNCTIONS OF HR

Personnel department is a specialized division of a organization; the department responsible for hiring and training and placing employees and for setting policies for personnel management.

There are so many competitors in the current market. In the current market, it's also understandably bearish. It's difficult to verify that the organization's HR goals don't strangle local markets, but do comply with workers' councils and legislation and lead the people side of the business. To achieve this in a diverse, fast-changing organization such as KANEX that has had decentralized policies, decision makers and processes is truly challenging.



Some of the major functions of human resource management are as follows:

1. Managerial Functions
2. Operative Functions
3. Advisory Functions.

Human Resource or Personnel Department is established in most of the organizations, under the charge of an executive known as Human Resource/Personnel Manager. This department plays an important role in the efficient management of human resources. The personnel department gives assistance and provides service to all other departments on personnel matters.

1. Managerial Functions:

The Human resource manager is a part of the organizational management. So he must perform the basic managerial functions of planning, organizing, directing and controlling in relation to his department. These functions are discussed below:

Planning

To get things done through the subordinates, a manager must plan ahead. Planning is necessary to determine the goals of the organization and lay down policies and procedures to reach the goals. For a human resource manager, planning means the determination of personnel programs that will contribute to the goals of the enterprise, i.e. anticipating vacancies, planning job requirements, job descriptions and determination of the sources of recruitment.

Organizing

Once the human resource manager has established objectives and developed plans and programs to reach them, he must design and develop organization structure to carry out the various operations. The organization structure basically includes the following:

- Grouping of personnel activity logically into functions or positions.
- Assignment of different functions to different individuals.
- Delegation of authority according to the tasks assigned and responsibilities involved.

Directing

The next logical function after completing planning and organizing is the execution of the plan. The basic function of personnel management at any level is motivating, commanding, leading and activating people. The willing and effective co-operation of employees for the attainment of organizational goals, is possible through proper direction. Tapping the maximum potentialities of the people is possible through motivation and command.

Controlling

The Human Resource Controlling includes planning, assessment and control of both, the performance of the employees, as well as the staff working in Human Resources. Here it is important, that on the one hand the internal structure of the company will be screened,

as well as the market conditions. As usual in Controlling, a distinction is made according to plan, measure, and finally development of further steps to develop. Employees can be defined as a cost factor, value-added potential and as a stakeholder group. HR controlling ensures that competitive advantage can be developed and risks should be early identified and avoided for the company.

Its responsibilities include:

- Ensuring a high quality reporting
- Creation of transparency
- Efficiency improvements
- Determining value added of all HR measures

2. Operative Function:

Human resource department is the backbone of any organization. The department chooses the right person from the market and places the right individual in the appropriate department. Being an HR professional, you have to be highly selective when it comes to recruiting an employee. The operative functions of HRM encompass a wide range of functions: employment, procurement, development, compensation, maintenance and integration.

Employment

Employment is the foremost operative function of HRM. This task is carried out by the HR managers for all the department of any organization. The HR department creates personnel policies and coordinates with all the departments of the firm. Employment includes securing and employing professionals who possess required skill that is necessary for achieving the organizational objectives. It also covers job analysis, recruitment, placing of the candidate, induction session and internal mobility.

Human resource development

The process involves improving, changing the skills, knowledge, aptitude, creative ability, values, aptitude, etc. based on the requirement of the organizations and job vacancies for both present and future. This also covers performance appraisal, career planning, training management development, promotion and demotion, internal transfer, mobility and organizational development. An employee gets all support from the HR department of an organization when joined newly in a firm.

Compensation

Compensation means determining the pay scale and other emoluments for the employees. Establishing and maintaining properly the pay system of any firm is considered to be the most important task of HR managers. Being an HR manager, you need just and impartial pay rates to the employees. In addition to this, an HR manager must regularly manage the performance system of the employees and should continue to design reward scheme for the employees such as performance-based incentives, bonus and flexible working schedule.

Maintenance

The maintenance function of HR manager includes retaining the efficient and skilled professionals in the organizations. When it comes to maintenance function, HR managers have to ensure to the employees that they must have an occupational safety. A positive working ambience is what the employees must have in an organization and this must be provided by the HR department. After working for prolong period, the brain needs recreation to work accurately. Recreational activities must be there in the workplace but make sure that it does not hamper the work process. Transportation and canteen facilities must be provided to the employees. The HR operation varies from one organization to another depending on the size, nature and objectives of organizations.

3. Advisory functions:

Human resource manager has specialized education and training in managing human resource. He is expert in his area so he can give advice on matter relating to human resource in the organization. He offers his advice to...

1. **Top Management Advice:** HR Manager is a specialist in Human Resource Management functions. She/he can advise the top management in formulating policies and procedures. He/she can also recommend the top management for the appraisal of manpower which they feel apt. This function also involves advice regarding maintaining high-quality human relations and far above the ground employee morale.

2. **Departmental Head advice:** Under this function, he/she advises the heads of various departments on policies related to job design, job description, recruitment, selection, appraisals.

RECRUITMENT PROCESS

Introduction

Recruitment refers to the process of Hiring Manpower qualitatively and quantitatively for an Organization for its current as well as future Operations, by screening, and selecting qualified candidate for a specific job .The process begins when applications was brought in and ends when the same is finished. The result is a pool of applicants, from where the appropriate candidate can be selected.

Recruiting is an act of attracting potential job applicants from the available labor force. Every organization must be able to attract a sufficient number of the job candidates who have the abilities and aptitudes needed to help the organization to achieve its objectives. An effective employee selection procedure is limited by the effectiveness of recruiting process.

The stages in recruitment include sourcing candidates by advertising or other methods, screening potential candidates using tests and/or interviews, selecting candidates based on the results of the tests and/or interviews, and on-boarding to ensure the candidate is able to fulfill their new role effectively.

Need For Recruitment

The need for recruitment may be due to the following reasons / situation:

- ✓ Vacancies due to promotions, transfer, retirement, termination, permanent disability, death and labour turnover.
- ✓ Creation of new vacancies due to the growth, expansion and diversification of business activities of an enterprise.
- ✓ In addition, new vacancies are possible due to job specification.

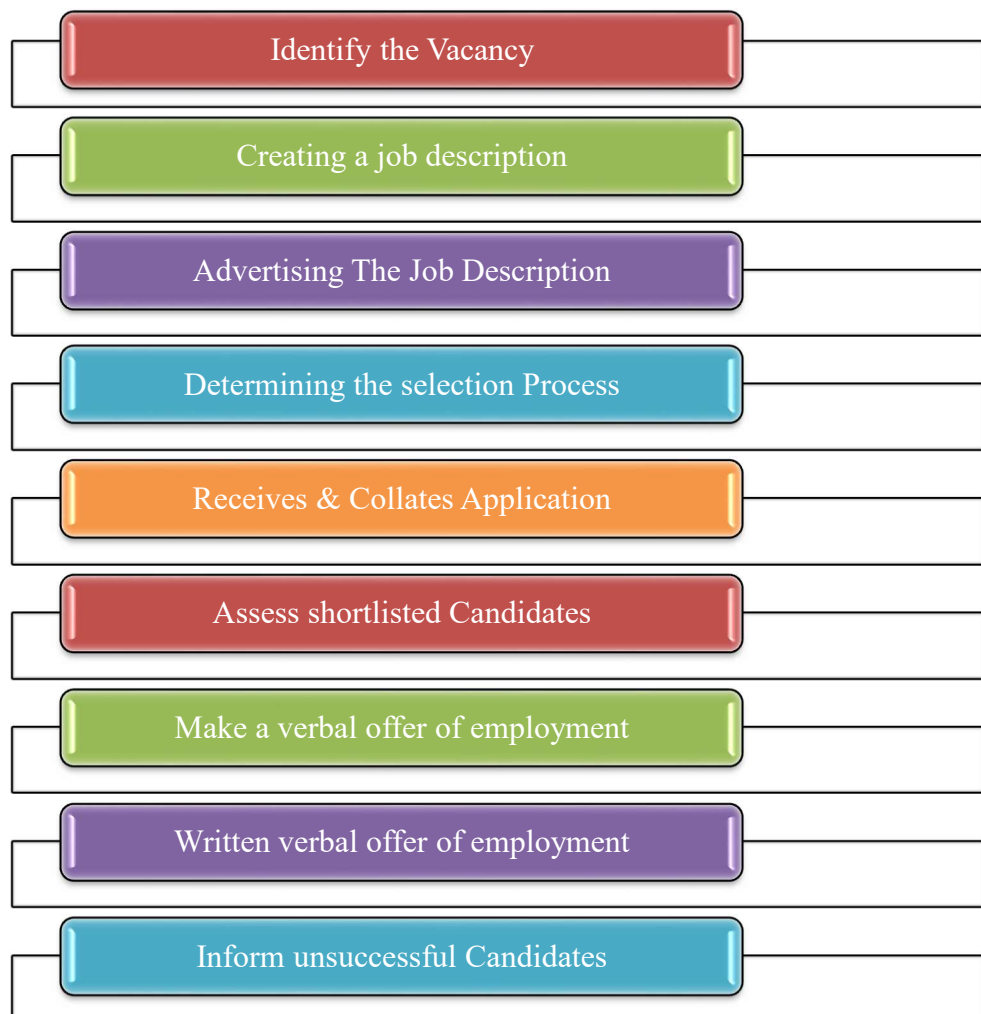
Purpose & Importance of Recruitment

- ❖ Attract and encourage the right talent for the right job opportunities.
- ❖ Create a talent pool of candidates to enable the selection of skilled candidates.
- ❖ Determine present and future requirements of the organization in conjunction with its personnel planning and job analysis activities.
- ❖ Recruitment is the process, which links the employers with the employees.

- ❖ Help increase the success rate of selection process by decreasing 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.
- ❖ Meet the organizations legal and social obligations regarding the composition of its workforce.

The recruitment and selection is the major function of the human resource department and recruitment process is the first step towards creating the competitive strength and the strategic advantage for the organizations.

Recruitment process involves a systematic procedure from sourcing the candidates to arranging and conducting the interviews and requires many resources and time. A general recruitment process is as follows:



1. Identifying the vacancy

The recruitment process begins with the human resource department receiving requisitions for recruitment from any department of the company. These contain:

- ✓ Posts to be filled
- ✓ Number of persons
- ✓ Duties to be performed
- ✓ Qualifications required

2. Creating a job description

Before the recruitment process begins a job description should be created indicating various aspects which are important to the position being advertised.

3. Advertise the job description

Advertisement should be open for 2-4 weeks allowing candidates reasonable time period to despond. Advertisement can be done internally & externally as follows-

Internal: Notice boards, Public spaces in the factory; communicated verbally through meetings.

External: Notices in front of factory or in local markets, meeting places or local newspapers.

4. Determine the appropriate selection process

The selection process will vary depending on the level of job you are recruiting for. For example, if you are recruiting managerial position, you may have a panel to interview applicants, create short-lists & interview candidates. The most important point is to have a standard process that is used to select best possible candidates.

5. Receive & collates applications

The human resource manager is charge of receiving & collating applications .She/he should provide the line manager with a description with a post. List of applicants & applications received. The line manager should ensure that any member of the selection panel receive copies of the applications for short-listing if applicable.

6. Assess short-listed candidates

When recruiting the operators the process of assessing each candidate will generally involve skills testing. The line manager or the human resource departments invite applicants to a specific day & time to conduct the test & then review the results.

When recruiting the other employees the process may be slightly more involved. Applications will typically be reviewed by committee or selection panel & short-listed created before any applicants are contacted. The panel should agree beforehand on a ranking system for assessing candidates & then choose to conduct interviews, reference checking and/or skills testing.

In either case the selection process should be based on merit & qualifications to do the job & not on gender, race or any discriminatory basis. The goal is to find the right person. Once the assessment is done, the panel or line manager will make a decision & recommend a specific candidate to hire.

7. Make a verbal offer of employment to recommended applicant

The line manager can then proceed with a verbal offer of employment to the successful candidate which depends up to employment process. The line manager can discuss a start day & clarify terms & conditions of appointment.

8. Make a written offer of employment

The human resources manager will draft the formal written offer & contract of employment which he/she can sign by the relevant line manager. The written offer provides information on terms & conditions of the offer.

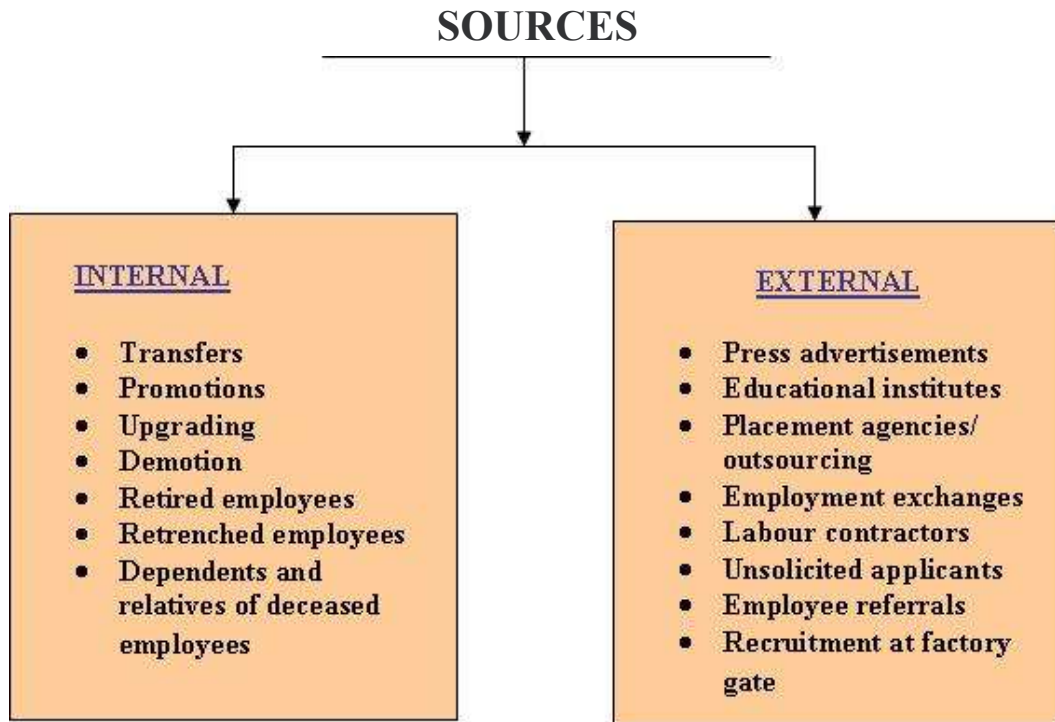
9. Inform unsuccessful candidates

If appropriate, the HR Manager will generally be responsible for informing unsuccessful candidates of the selection decision.

Responsibilities:

- ✓ Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
- ✓ Interaction with candidates, briefing them about requirement and to know their willingness.
- ✓ Screening of CVs according to Clients job specification, description of mine and my team members.
- ✓ Taking Preliminary interview of candidates.
- ✓ Played a vital role in decision making for the sourcing and Scheduling the interviews of Middle & higher level positions.
- ✓ Constant refreshment of database through continuous head hunting & reference.
- ✓ Maintenance of HR Information system like client's requirements, interview schedule & status of candidates.
- ✓ Good Expose on Sourcing, Reference Generate & Head Hunting.
- ✓ Handled various positions for many reputed organizations.
- ✓ Follow up with clients on daily basis to know interview results/ status & new requirements

SOURCES OF RECRUITMENT



Internal Sources of Recruitment

1) Transfers

The employees are transferred from one department to another according to their efficiency and experience.

2) Promotions

The employees are promoted from one department to another with more benefits and greater responsibility based on efficiency and experience.

3) Upgrading and Demotion

Present employees restructuring according to their performance.

4) Retired and Retrenched employees

Old may also be recruited once again in case of shortage of qualified personnel or increase in load of work. Recruitment such people save time and costs of the organisations as the people are already aware of the organisational culture and the policies and procedures.

5) Deceased employees and Disabled employees

It can also be done by many companies so that the members of the family do not become dependent on the mercy of others.

External Sources of Recruitment

- **Press Advertisements**

Advertisements of the vacancy in newspapers and journals are a widely used source of recruitment. The main advantage of this method is that it has a wide reach.

- **Educational Institutes**

Various management institutes, engineering colleges, general Colleges etc. are a good source of recruiting well qualified executives, engineers etc. They provide facilities for campus interviews and placements.

- **Placement Agencies**

Several private consultancy firms perform recruitment functions on behalf of client companies by charging a fee. These agencies are particularly suitable for recruitment of executives and specialists.

- **Employment Exchange**

Government establishes public employment exchanges throughout the country. These exchanges provide job information to job seekers and help employers in identifying suitable candidates.

- **Labour Contractors**

Manual workers can be recruited through contractors who maintain close contacts with the sources of such workers. This source is used to recruit labour for construction jobs.

- **Unsolicited Applicants**

Many job seekers visit the office of well-known companies on their own. Such callers are considered nuisance to the daily work routine of the enterprise. But can help in creating the talent pool or the database of the probable candidates for the organization.

- **Employee Referrals / Recommendations**

Many organizations have structured system where the current employees of the organization can refer their friends and relatives for some position in their organization. Also, the office bearers of trade unions are often aware of the suitability of candidates.

- **Recruitment at Factory Gate**

Labor officers make this type of recruitment. Generally, workers gather at factory gate or they are called through notice.

DIFFERENT TYPES OF RECRUITMENT MODELS

Different companies have different hiring needs. So depending on level of engagement, exclusivity, long term prospects and other factors many different recruitment models are followed in the market. Different recruitment models:

- Contingency Hiring
- Retained Search
- Exclusive Recruitment
- Recruitment Process Outsourcing(RPO)
- Outplacement
- Executive Search

❖ **Contingency Hiring:**

In contingency hiring whenever a company comes across any recruitment it gives it to many consultants at the same time and asks all of them to send resumes. Only the consultant whose candidate is offered gets money from the company. Here recruiters don't get any assured and fixed salary. Their revenue depends entirely on whether they can make offers or not. As risk factor is high here, consultants charge more percentage for such type of recruitment. Generally company pays in terms of a specific percentage of CTC of the candidate. This is the most prevalent way of recruitment.

❖ **Retained Search:**

Here a recruitment consultant works exclusively for a specific requirement and payment is divided into two parts. He is paid a fixed amount by the company for search activity. It is called retainer fee. Other than that if he makes offer he gets more money. For recruitment of senior executives like CEO, Sales head very focused approach is required, so this method is preferred.

❖ **Exclusive Requirements:**

Sometimes companies give some requirements exclusively to recruiters. Here recruiter assures the client to close the position with specific date, if he can't close the position by that time he needs to either close to the position with lesser commission or bear some other penalty. All the conditions are clearly decided before the contract. Here percentage of commission is less than contingency hiring because there is no competition.

❖ **Recruitment Process Outsourcing (RPO):**

RPO model is gaining lot of popularity recently. Here a company outsources whole recruitment process to another consultant. Some people from the consultant side seat in the company itself and manage the whole process by themselves. The sources can either sit in the client place or in their own office. Here RPO partner is responsible for closing all the requirements. They take care of the whole recruitment process right from sourcing, scheduling, interviews, and offer to join. The benefit for the company is that- they don't have to manage their own recruitment team which reduces costs.

❖ **Outplacement:**

Outplacements come into picture during recession period. Here if a company wants to lay off some people employees to cut costs, they can hire a consultant to place those employees in other companies. The recruitment cost is borne by the current employer. Outplacement is not very popular till now.

❖ **Executive Search:**

Executive search teams only focus on senior level i.e. CEO, CTO, Sales head and similar kind of requirements. Method of sourcing for such positions is quite different from junior level of requirements. Here number of potential candidates is less and they do not prefer to show their resumes on the portals.

Other than the above models, recruitment can be divided in other two types.

- Permanent Recruitment
- Contract or Temporary staffing

✓ **Permanent staffing:**

Here after recruitment the candidate stays in the company payroll as a permanent employee.

✓ **Temporary staffing:**

In case of temporary staffing / contract, staffing the candidate remains in the payroll of the consultant and works with the company for a limited time. Companies generally prefer this model if the project is small or uncertain. Again, it reduces their long-term costs also. Therefore, this model is gaining good popularity now a day.

HR CHALLENGES IN RECRUITMENT

Recruitment is a function that requires business perspective, expertise, ability to find and match the best potential candidate for the organization, diplomacy, marketing skills (as to sell the position to the candidate) and wisdom to align the recruitment processes for the benefit of the organization. The HR professionals – handling the recruitment function of the organization- are constantly facing new challenges. The biggest challenge for such professionals is to source or recruit the best people or potential candidate for the organization.

In the last few years, the job market has undergone some fundamental changes in terms of technologies, sources of recruitment, competition in the market etc. In an already saturated job market, where the practices like poaching and raiding are gaining momentum. The major challenges faced by the HR in recruitment are:

- ❖ **Adaptability To Globalization** - The HR professionals are expected and required to keep in tune with the changing times, i.e. the changes taking place across the globe. HR should maintain the timeliness of the process.
- ❖ **Lack Of Motivation** – Recruitment is considered to be a thankless job. Even if the organization is achieving results, HR department or professionals are not thanked for recruiting the right employees and performers.
- ❖ **Process Analysis** – The immediacy and speed of the recruitment process are the main concerns of the HR in recruitment. The process should be flexible, adaptive and responsive to the immediate requirements. The recruitment process should also be cost effective.
- ❖ **Strategic Prioritization** – The emerging new systems are both an opportunity as well as a challenge for the HR professionals. Therefore, reviewing staffing needs and prioritizing the tasks to meet the changes in the market has become a challenge for the recruitment professionals

RECRUITMENT STRATEGIES

Recruitment is one of the most crucial roles of the human resource professionals. The level of performance of an organization depends on the effectiveness of its recruitment function. Organizations have developed and follow recruitment strategies to hire the best talent for their organization and to utilize their resources optimally.

A successful recruitment strategy should be well planned and practical to attract more and good talent to apply in the organization. For formulating an effective and successful recruitment strategy, the strategy should cover the following elements:

1. Identifying and Prioritizing Jobs

Requirements keep arising at various levels in every organization; it is almost a never-ending process. It is impossible to fill all the positions immediately. Therefore, there is a need to identify the positions requiring immediate attention and action. To maintain the quality of the recruitment activities, it is useful to prioritize the vacancies whether to focus on all vacancies equally or focusing on key jobs first.

2. Candidates to Target

The recruitment process can be effective only if the organization completely understands the requirements of the type of candidates that are required and will be beneficial for the organization. This covers the following parameters as well:

❖ Performance level required:

Different strategies are required for focusing on hiring high performers and average performers.

❖ Experience level required:

The strategy should be clear as to what is the experience level required by the organization. The candidate's experience can range from being a fresher to experienced senior professionals.

❖ Category of the candidate:

The strategy should clearly define the target candidate. He/she can be from the same industry, different industry, unemployed, top performers of the industry etc.

3. Sources of Recruitment

The strategy should define various sources (external and internal) of recruitment. Which are the sources to be used and focused for the recruitment purposes for various positions? Employee referral is one of the most effective sources of recruitment.

4. Trained Recruiters

The recruitment professionals conducting the interviews and the other recruitment activities should be well-trained and experienced to conduct the activities. They should also be aware of the major parameters and skills (e.g.: behavioral, technical etc.) to focus while interviewing and selecting a candidate.

5. How to Evaluate the Candidates

The various parameters and the ways to judge them i.e. the entire recruitment process should be planned in advance. Like the rounds of technical interviews, HR interviews, written tests, psychometric tests etc.

RECENT TRENDS IN RECRUITMENT

The following trends are being seen in recruitment:

Outsourcing

In India, the HR processes are being outsourced from more than a decade now. A company may draw required personnel from outsourcing firms. The outsourcing firms help the organization by the initial screening of the candidates according to the needs of the organization and creating a suitable pool of talent for the final selection by the organization.

Outsourcing firms develop their human resource pool by employing people for them and make available personnel to various companies as per their needs. In turn, the outsourcing firms or the intermediaries charge the organizations for their services.

Advantages of outsourcing are:

1. Company need not plan for human resources much in advance.
2. Value creation, operational flexibility and competitive advantage
3. Turning the management's focus to strategic level processes of HRM
4. Company is free from salary negotiations, weeding the unsuitable resumes/candidates.
5. Company can save a lot of its resources and time.

Poaching/Raiding

“Buying talent” (rather than developing it) is the latest mantra being followed by the organizations today. Poaching means employing a competent and experienced person already working with another reputed company in the same or different industry; the organization might be a competitor in the industry.

A company can attract talent from another firm by offering attractive pay packages and other terms and conditions, better than the current employer of the candidate. But it is seen as an unethical practice and not openly talked about. Indian software and the retail sector are the sectors facing the most severe brunt of poaching today. It has become a challenge for human resource managers to face and tackle poaching, as it weakens the competitive strength of the firm.

E-Recruitment

Many big organizations use internet as a source of recruitment. E- Recruitment is the use of technology to assist the recruitment process. They advertise job vacancies through worldwide web. The job seekers send their applications or curriculum vitae i.e. CV through e-mail using the internet. Alternatively, job seekers place their CV's in worldwide web, which can be drawn by prospective employees depending upon their requirements.

E-recruitment software and systems are available as standalone applications, product suites and services. A recruitment management system is an integrated product suite or portal that streamlines and automates the processes involved.

The use of websites such as LinkedIn, Facebook and Twitter for some aspects of recruitment is sometimes referred to as social recruiting.

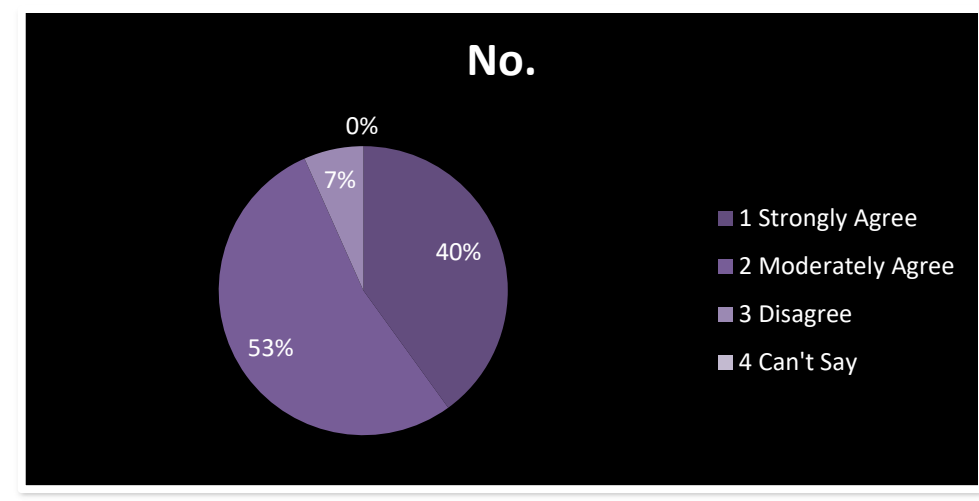
Advantages of E-recruitment are:

- ❖ Low cost.
- ❖ No intermediaries
- ❖ Reduction in time for recruitment.
- ❖ Recruitment of right type of people.

DATA ANALYSIS & DATA INTERPRETATION

1. Do you think the present selection process is feasible for selecting the employees?

S.R	Options	No.
1	Strongly Agree	30
2	Moderately Agree	40
3	Disagree	5
4	Can't Say	0

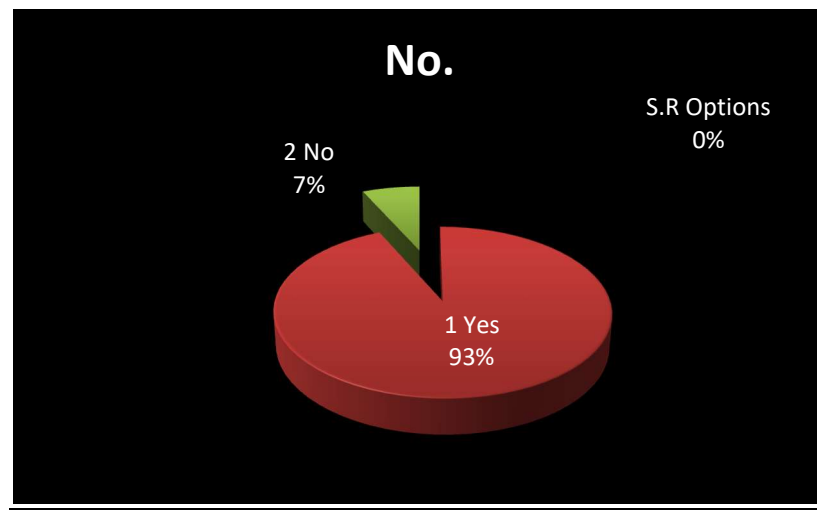


Finding:

Selection is a long process, commencing from the preliminary interview of the applicants and ending with the contract of employment. Responding to selection process, 7% employees think that the present selection process is not feasible for selecting the employees. 40% employees believe that there exists a feasible and adaptable selection procedure in company.

2. Is Induction as well as a training program conducted after joining of employees?

S.R	Options	No.
S.R	Options	No.
1	Yes	70
2	No	5

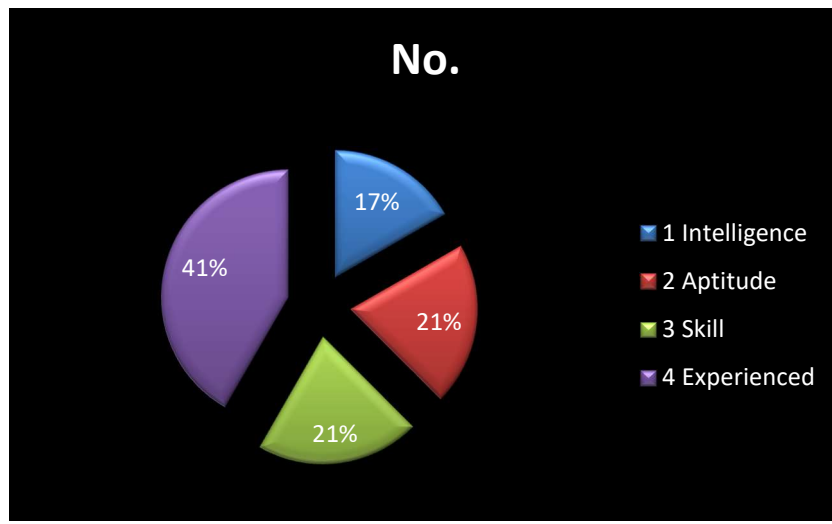


Finding:

Induction is planned introduction of employees to their jobs, their co-workers and the organization. Almost all the employees admit that induction as well as training program is conducted after joining of employees. It is healthy sign for any organization. 7% employees tell that no orientation programmed is conducted in company for new joiners.

3. Which are the parameters on which candidates are evaluated?

S.R	Options	No.
1	Intelligence	4
2	Aptitude	5
3	Skill	5
4	Experienced	10



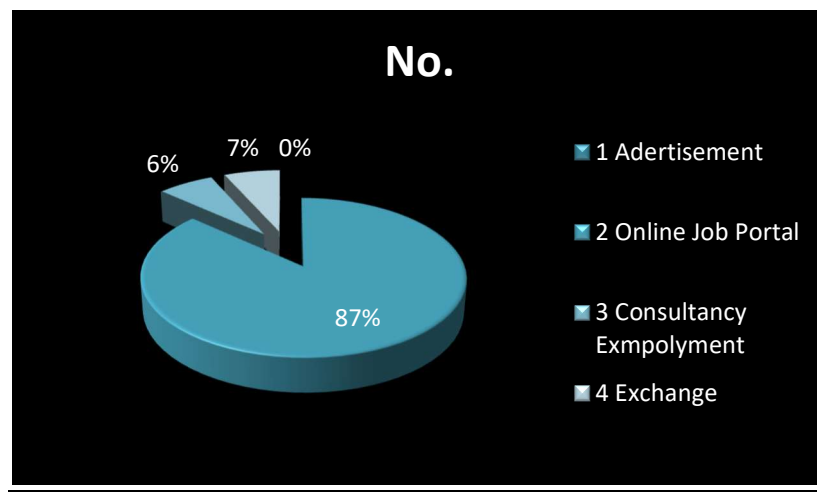
Finding:

Responding to this question, 41% weight age is given to experience first then second most weighted parameter is skills then process knowledge and aptitude and lastly intelligence are considered.

Above analysis represents that employers believe that experience and skills are mostly preferred parameter for evaluating candidates.

4. Which external source of recruitment is followed by the company and given more priority?

S.R	Options	No.
1	Advertisement	0
2	Online Job Portal	13
3	Consultancy Employment	1
4	Exchange	1



Finding:

External Sources of recruitment lie outside the organization 87% employees think that Advertisement source is given more priority and 7% employees tell that consultancy is preferred.

CONCLUSION

Kanadia Fyr Fyter Pvt. Limited stands for superior product performance and provides value for money to its customers. Due to the high quality maintained, the company has found a ready market both India and abroad.

Today in this era when everyone realizes the importance of workforce so the HR professional have given very important place in the organization. The HR professionals play an important role in controlling and managing the work force within an organization. They have to play certain roles that are directly or indirectly related to the workforce of an organization. Creating and maintain viable talent acquisition practice is very essential for the organizations growth.

In present business environment continued change will occur in terms of who works in a organization, when the work and what they have to do .a major part of HR professional responsibility will be to acquire the right person for right place in an organization that means the acquisition of the talent for the vacant place.

Senior executive must be prepared and encouraged to implement strategies for acquiring the talent in ways that a fair and ethical. The HR professionals should update themselves with the recent sources of talent acquisition.

This study on talent acquisition practice proves that all the successful organization is realizing that the talent acquisition is a critical business tool, particularly in converting the strategy into results. Talent acquisition therefore, continues to grow and develop as an integrated business system with strong links to business strategies, employee retention and other system.

Today talent acquisition is a broad practice which is characterized by talent with no compromise. Based on the trends observed in past few years, talent acquisition practice should continue to grow, playing and even stronger, more diversified role in an organizational success. The most obvious changes are reflection of this broadening role will be in how organization uses talent acquisition to achieve its multiple goals.

Then only they can contribute in the fulfillment in the goal of the organization. Talent acquisition practice is quite different from recruitment. Recruitment is a narrow aspect where as talent acquisition practice is a wider aspect. Now a day each and every

organization is adopting this practice of talent acquisition. For acquiring the talent its essential that hr professional should be very talented.

The HR professional should be very careful while putting the right person at right at right time. HR is usually responsible for stabilizing organization talent acquisition practice so they should not compromise any aspects while caring out this process. Talented employee is more productive and its easy for them understand their work clearly and to carry out them in best possible way.

SUGGESTIONS

- It is desirable to launch an advertising campaign to attract more customers. They have to give more advertisement in electronic media and printed media in order to attract more customers and to withstand with the competition.
- It is advisable to provide employees more skill up gradation training to increase the productivity.
- It is recommended to motivate the employees by giving appreciation and incentives on performance basis.
- It is advisable to maintain an efficient market intelligence system and advice management of the changing needs of the market.
- The company may introduce more measures such as fencing of machineries, which will protect the workers from accidents.
- The company may prepare budgets for each activity which will provide it a better control and coordination mechanism.
- This will aid in reduction of production costs. The company has to follow more safety measures because there is a risk of fire in the factory layout.

LIMITATIONS

1. The future is uncertain: -

The future in any country is uncertain i.e. there are political, cultural, technological changes taking place every day. This affects the employment situation. Accordingly the company may have to appoint or remove people. Therefore HRP can only be a guiding factor. We cannot rely too much on it and do every action according to it.

2. Conservative attitude of top management:-

Much top management adopts a conservative attitude and is not ready to make changes. The process of HRP involves either appointing. Therefore it becomes very difficult to implement HRP in organization because top management does not support the decisions of other department.

3. Time consuming activities:-

HRP collects information from all departments, regarding demand and supply of personnel. This information is collected in detail and each and every job is considered. Therefore the activity takes up a lot of time.

4. Expensive process:-

The solution provided by process of HRP incurs expense. Company has to spend a lot of money in carrying out the activity. Hence we can say the process is expensive.

5. Problem of surplus staff:-

HRP gives a clear out solution for excess staff i.e. Termination, layoff, VRS,. However when certain employees are removed from company it mostly affects the psyche of the existing employee, and they start feeling insecure, stressed out and do not believe in the company. This is a limitation of HRP i.e. it does not provide alternative solution like retraining so that employee need not be removed from the company.

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