A study of Selection and Training Human Resources

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Abstract: The selection process is quite lengthy and complex as it involves a series of steps before making the final selection. The procedure of selection may vary from industry to industry, company to company and even from department to department. Every organization designs its selection process, keeping in mind the urgency of hiring people and the prerequisites for the job vacancy.

The Training Process comprises of a series of steps that needs to be followed systematically to have an efficient training programme. The Training is a systematic activity performed to modify the skills, attitudes and the behaviour of an employee to perform a particular job.

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1. Introduction

The selection process can be defined as the process of selection and shortlisting of the right candidates with the necessary qualifications and skill set to fill the vacancies in an organisation. The selection process varies from industry to industry, company to company and even amongst departments of the same company The selection process involves steps like receiving applications, tests, interviews, medical examination, and final selection. Right selection and placement provide employee satisfaction which improves their productivity and efficiency and benefits the organization The scope of training depends upon the categories of employees to be trained. As we all know that training is a continuous process and not only needed for the newly selected personnel but also for the existing personnel at all levels of the organisation The Training Process consists of well-planned step by step process that should be adopted while deciding a training program. Training is an investment made by an organization with the objective of achieving some desired results. If the training is effective, then it can be very profitable for the organization

2. Review of work already done

Recruitment and selection form the foundation of the core activities and processes underlying human resource management and such activities include the acquisition, training and development, and rewarding performance of workers (Gilmore, and Williams, 2009). The success and sustainability of most organizations is directly proportional to skills and competencies of the employees. Equally, the entry point into any organization is dependent on the effectiveness of the recruitment and selection practices of the hiring team within the organization. In light of this, competition in the UK employment market has increased tremendously over the past few decades. This can be attributed to the inability of the employment market to absorb the growing pool of graduates from institutions of higher learning. According to Mohamed Braine, (2008, p. 497), graduate recruitment is one of the leading and toughest challenges facing the majority of potential employers. Mohamed (2008) argues that the causes of this phenomenon can be in part due to the complexities associated with the selection of the most qualified individuals and as well, due to the availability of several graduates in different disciplines from Ivy League institutions. To that purpose, the demand for quality graduates will remain highly competitive, the most advantaged recruiters will be those with strong recruitment policies, coupled with exceptional training and development policies.

3. Objectives of the study

• To understand training and selection process
 • To analyse the impact of training on motivation of the employees
 • To measure the impact of training on productivity of the employees
 • To suggest and recommend training methods

4. Research Methodology

SOURCE OF DATA COLLECTION: The source of data are as follows:

Primary Data: Primary Data is obtained from the original source of information. It is reliable. It is collection of data that does not already exist. This can be through numerous forms, including questionnaire.
 Primary data used: Questionnaires

Secondary Data: The term is used in contrast with the term secondary data. Secondary Data involves the summary, collection and synthesis of existing research rather than primary research. The data obtained from reputable journals, websites.
 Secondary data used: Websites

Sample size: Sample size measures the number of individual samples measured or observations used in a survey or experiment

SAMPLE SIZE: 100

METHOD OF SAMPLING USED: "Random Sampling Method"

Random Sampling Method: A random sampling method is used to select the respondents for the study. The random sampling method ensures that each member has the equal chance of getting a response. Random sampling is a critical element to the overall survey research design.

9. Data Analysis and Data Interpretation:

■ 0-5 years   ■ 5-10 years   ■ 10-15 years   ■ More than 15 years
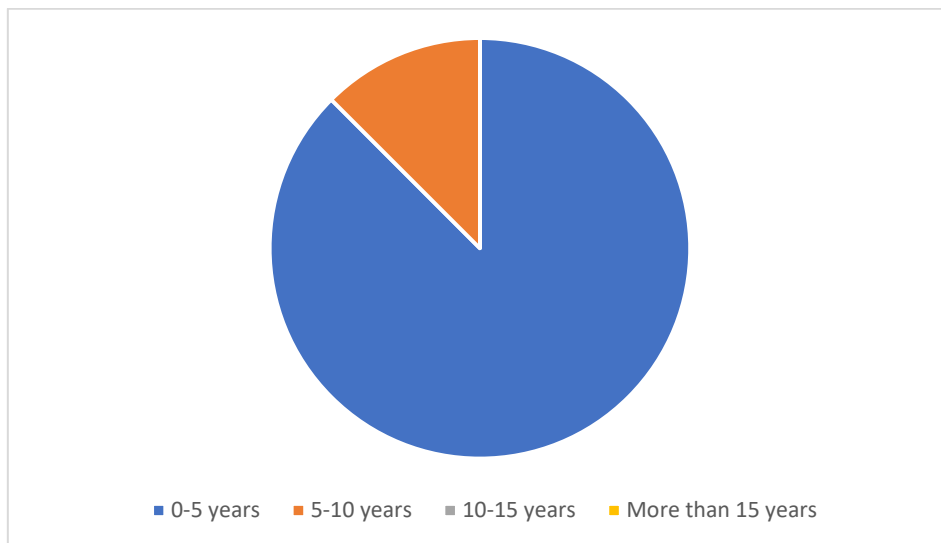
Analysis: According to the data collected 87.5% employees are working in organization for 0-5 years and 12.5% employees are working in the organization for 5-10 years.

Interpretation: There are no employees working in the organization for 10-15 years
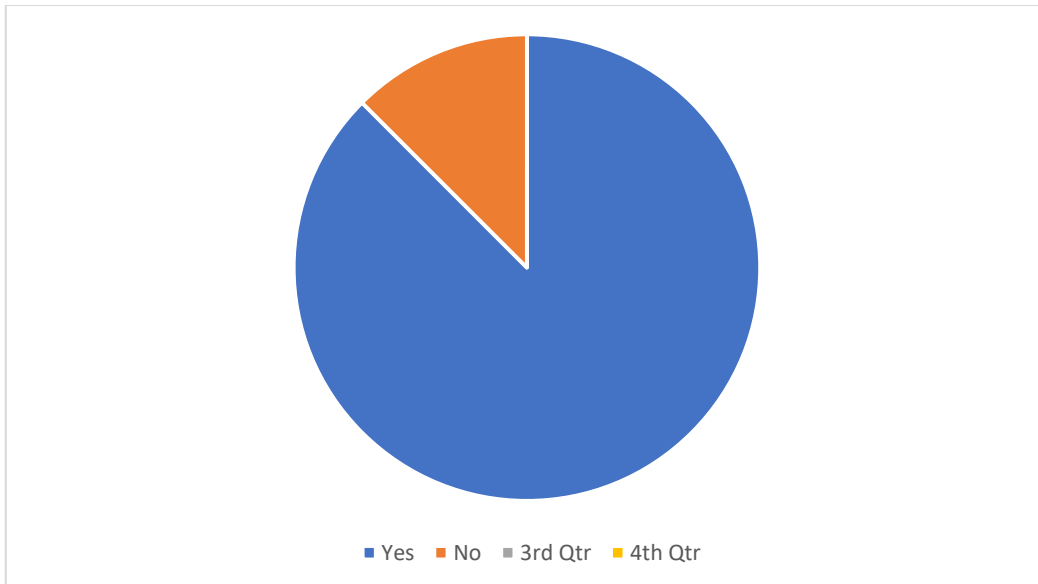
Analysis: 87.5% employees have well defined understanding of their job description in the organization. 12.5% employees have do not have clear understanding of the job description.

Interpretation: The employees with unclear job description must communicate to perform well in the organization.
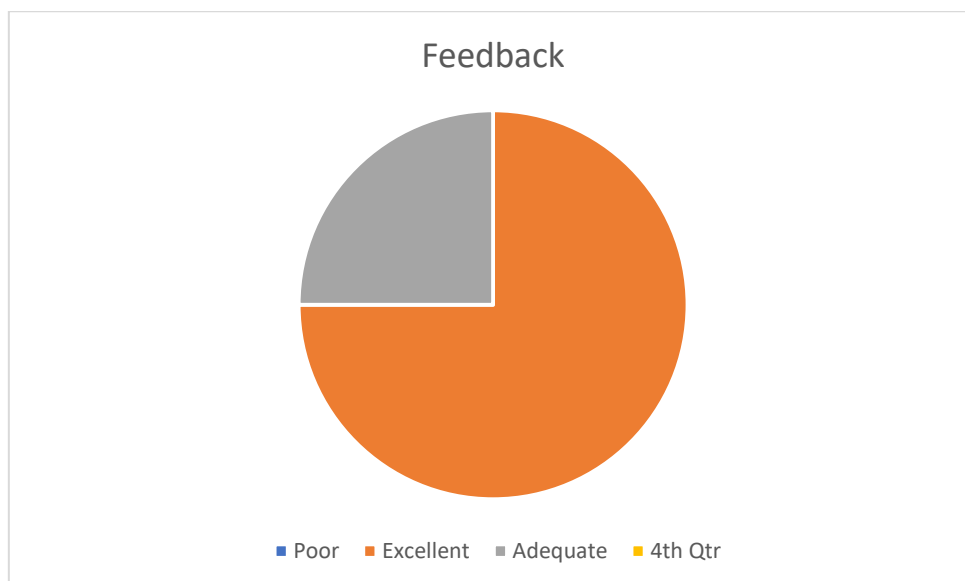
Analysis: 75% employees have agreed that their interviewing was smooth and all the factors were determined.
25% employees stated that they still require more support for effective interviewing process.

Interpretation: The organization must use more intensive interviewing techniques for providing more support to the employees.

Feedback

■ Yes ■ No ■   ■

Analysis: All the employees feel that the organization is providing all the help and support to enhance the ability of the applicants.

Interpretation: Its shows that the firm is supporting the applicants to make them feel motivated and confident to perform well.

Feedback

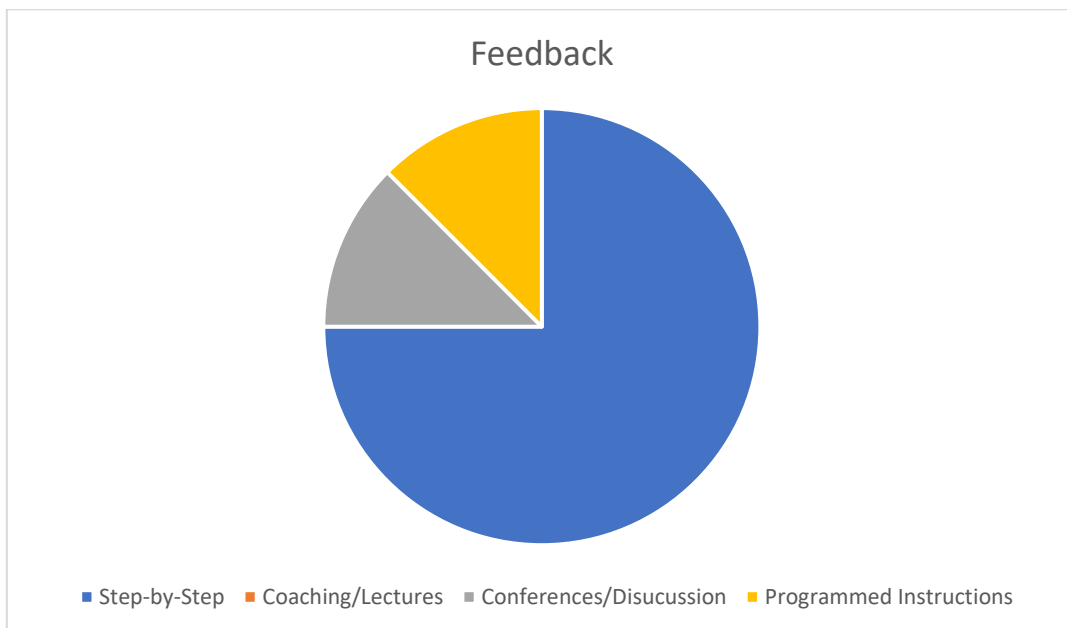■ Poor ■ Adequate ■ Excellent ■
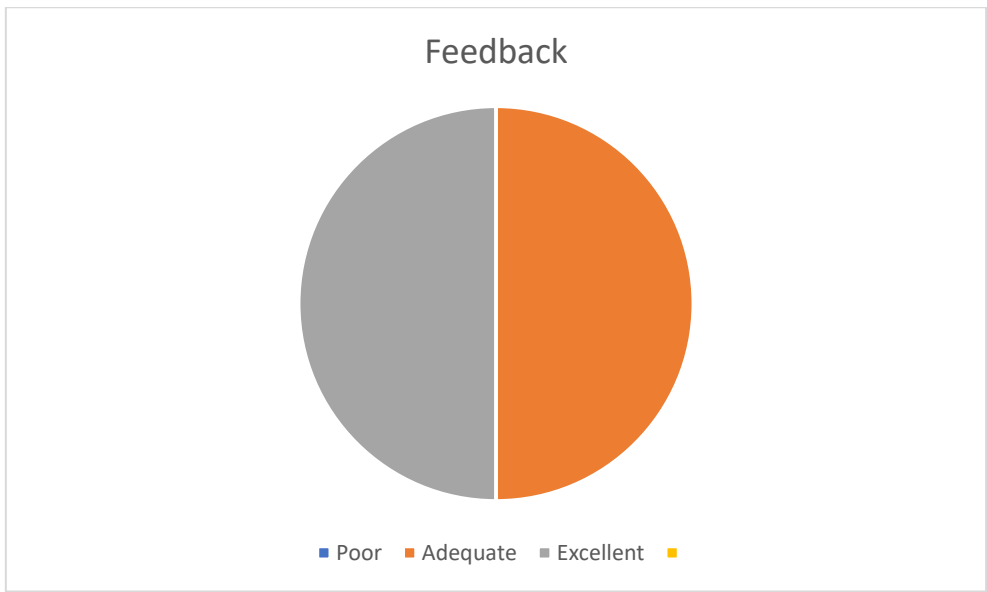
Analysis: 50% of the resources feels that they find non-traditional sources comfortable for their recruitment process.
Other 50% still feels that this is not providing them enough satisfaction to carry recruitment process.
Interpretation: Human Resources need to work with the current trend to carry on the continuous process of recruitment.

Feedback

■ On the job ■ Off the job ■ Depends on need ■
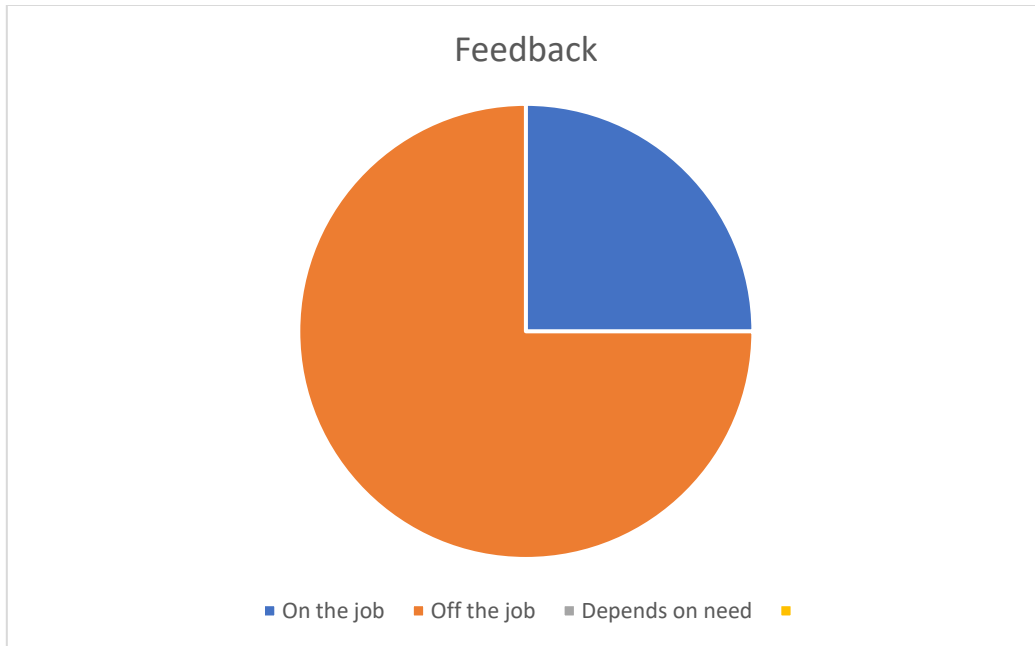
Analysis: 75% of the employees feels that it totally depends on the need whether they are comfortable with on-the- job or off-the-job techniques

25% still believe that they are comfortable with on-the-job techniques.

Interpretation: Employees need to work as per the situation looking at the current scenario, we are working from home due to Covid. Employees must be flexible.

Feedback

■ Step-by-Step ■ Coaching/Lectures ■ Conferences/Disucussion ■ Programmed Instructions

Analysis: 75% employees feel that step-by-step method is most effective for them to have better understanding of the job.

12.5% employees feel programmed instruction is effective for them

12.5% employees feel conferences/discussion will help to grasp more knowledgeable learning.

Interpretation: Organization must provides different methods for the employees to explore more and learn effectively.

Feedback

Yes ■ No ■ ■

Analysis: All the employees feel that they achieved great learning after being trained.
Interpretation: This means organization is providing its best for the employees to learn and grow more in the organization.

Feedback

Yes ■ No ■ ■

Analysis: The employees in the organization agreed that the training enhanced their effectiveness.
Interpretation: The employees must feel motivated to work in the organization through training they will perform well in the organization.

Feedback

Yes ■ No ■ 3rd Qtr ■

Analysis: All the employees feel that their ideas are appreciated.

Interpretation: The organization must practice this to make employees feel wanted and motivated.

5. Conclusion

The organizations are recruiting the candidates when there is requirement. The organization focuses on how the employees are willing to learn and enhance their knowledge for recruitment. After covid prefer social media, online medium for recruiting. Also, in covid period, the company is following recruitment process from screening step.

The company should recruit the candidates when there is requirement. The company must adopt new recruitment techniques to recruit deserving candidates. Effective recruitment technique will help the company to reduce the hiring costs. The company should eliminate recruiting remotely and having to adopt recruiting with pace. Human Resources is playing a crucial part in facilitating good recruiting process. The company should act as per need to be flexible and adapt change. The company should be up to date to not to miss anything and be competitive with changing trends.

6. References

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