**STUDY AND ANALYSIS THE NEED FOR TRAINING IN RECRUITMENT PROCESS****GAYATHREE H, MBA II****JANANI S, MBA I****SANJANA S, MBA I****ABSTRACT:**

Training is a program that involves a new dimension in perspective, skills and information of an individual with the resultant improvement within the behaviour and helps staff learn and gain certain knowledge, skills and abilities which can make their current performance better. It identifies general practices that organizations use to recruit and select employees and to determine how the recruitment practice affect organizational outcomes. This paper deals with analyse the need for training in recruitment process of a company Pan Asia HR solutions. The main purpose of this paper is to identify the general practices that organizations use to recruit and select employees and which types of training are required for the employees including, technical and non-technical. The study also focuses its attention to determine how the recruitment practices affect the organizational outcomes. Data analysis has been done with statistical tools like graphs, pie charts.

**INTRODUCTION:**

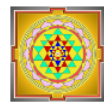
Training Needs Analysis (TNA) is the process in which the company identifies training and development needs of its employees so that they can do their job effectively. It involves a complete analysis of training needs required at various levels of the organisation. Technology is changing at a very fast pace and so are the training and development needs of employees. It helps in grooming employees for the next level and helps the manager to identify key development areas of his/her employees. TNA is usually part of the appraisal process and at the end of the year an employee has to complete all the training needs identified by the manager. Firstly, the managers need to identify what skill set is required to complete the job or the process. Second, is to assess existing skill levels of the team members, and lastly, determine the training gap. Training needs analysis is a systematic process of understanding training requirements. It is conducted at three stages

1. Organisation analysis
2. Individual analysis
3. Job analysis

**OBJECTIVES OF RESEARCH**

**PRIMARY OBJECTIVES:** To analysis and identify training need of its employees and it involves a complete analysis of training needs required at various levels of organisation. The primary recruitment objective is to hire the most qualified candidates who will fit in with the company culture and contribute to the organization's goals.

**SECONDARY OBJECTIVES:** Discovers internal skill gap and determines what training is needed to fill the gap. Training helps individual and group perform better, making positive contribution to job satisfaction, morale and motivation.



To identify whether the recruitment is done from internal or external sources to increase the organizational performance.

### **NEED AND SCOPE OF THE STUDY:**

A study investigated the study and analysis the need for training in recruitment process. It specifically focuses on qualified candidates from which one has to choose the most qualified individual for the job and the present study on Recruitment process helps to get clear picture about the employee Recruitment and selections. This in turn helps the management to Formulate suitable policy to Recruit the employees which helps for developing Organization by increasing their productivity level. It helps the employees to get more Interested towards their work by Improving their self-development. It deals with the excess of resources. It inspires the employees to think, plan, solve problems and take important decisions. This hones up their managerial skills and improve employee morale.

### **STATEMENT OF RESEARCH PROBLEM:**

Recruitment are the most critical and significant human resources function, unless the organization has the best available employees, it will not be able to grow and flourish in the market. The drive and motivational levels of the employees need to be high to enable the company to attain its goals. All the steps of the recruitment processes are equally important in attracting and retaining the right talent. Recruiting staff is a very costly exercise. It also an essential part of any business and it pays to do it properly. When organizations choose the right people for the job train them well and treat them appropriately, these people not only produce good results but also tend to stay with the organization longer. In such circumstances, the organizations initial and ongoing investment in them is well rewarded Before starting a recruitment process, job description should be defined for each role in the organization. Policies and procedures should be defined and adhered to for the recruiting process Once procedures are clearly defined, hiring managers and supervisors should be trained regarding the requirements of the process

### **RESEARCH HYPOTHESIS:**

H0 - Null Hypothesis:

There is no significant relationship between selected variables under study (Age Group, Gender, and Marital Status) and procedure to be carried out during recruitment.

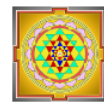
H1 - Alternative Hypothesis:

There is significant relationship between selected variables under study and procedure to be carried out during recruitment.

H0 - Null Hypothesis:

There is no significant relationship between education qualification and procedure to be carried out during recruitment.

H1 - Alternative Hypothesis:



There is significant relationship between education qualification and procedure to be carried out during recruitment.

### **RESEARCH DESIGN:**

The researcher adopted the descriptive research design for this study. Descriptive research, also known as statistical research, describes data and characteristics about the population or phenomenon being studied. Descriptive research answers the questions who, what, where, when and how. It includes surveys and fact-finding enquiries of different kinds. The major purpose of descriptive research is description of the state of affairs, as it exists at present. 3.3 METHODOLOGY In order to reach the objectives of the study, a sample survey was conducted inside the organization. A questionnaire was given to the employees and were asked to respond to the questions related to the study of my work 'Study and analysis the need for training in recruitment process'. 3.4 SAMPLE SIZE Sample size of 130 employees has been taken in the organization.

### **DATA COLLECTION METHOD:**

- Primary Data was collected directly from the respondents through questionnaire
- Secondary Data was collected through personal interviews and discussions directly done in organization.

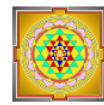
3.6 SCOPE OF STUDY A study investigated the study and analysis the need for training in recruitment process. It specifically focuses on qualified candidates from which one has to choose the most qualified individual for the job and the present study on Recruitment process helps to get clear picture about the employee Recruitment and selections. This in turn helps the management to Formulate suitable policy to Recruit the employees which helps for developing Organization by increasing their productivity level. It helps the employees to get more Interested towards their work by Improving their self-development. It deals with the excess of resources. It inspires the employees to think, plan, solve problems and take important decisions. This hones up their managerial skills and improve employee morale.

### **AIM OF THE ANALYSIS:**

Analysis and interpretation are central steps in the research process. The aim of the analysis is to organize, classify and summarize the collected data so that they can be better comprehended and interpreted to give answers to the questions that triggered the research. Interpretation is the search for the broader meaning of the findings. Analysis is not fulfilled without interpretation; and interpretation cannot proceed without analysis. So, both are interdependent. In this chapter a detailed analysis of the collected data has been attempted as per the objectives stated earlier. Hypotheses were also tested based on the findings of the study, interpretations and conclusions were drawn. A Descriptive analysis of the collected data is presented below.

### **DESCRIPTIVE ANALYSIS:**

In order to obtain conclusive results, hypotheses formulated is tested in the research. These hypotheses are tested statistically with the help of statistical techniques. Descriptive statistical



techniques are used to test the hypotheses and, on that basis, it is decided whether the hypotheses are accepted or rejected. This process of analysis that follows description of data to provide conclusive results is called Descriptive analysis. Descriptive statistics can be useful for two purposes: 1) to provide basic information about variables in a dataset and 2) to highlight potential relationships between variables.

**Test 1:**

**CHI SQUARE Test 1:**

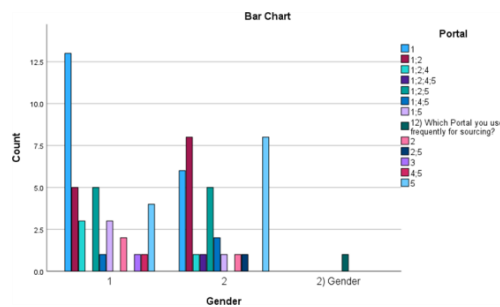
**Chi-Square Tests**

	Value	df	Asymptotic Significance (2-sided)
Pearson Chi-Square	84.237 <sup>a</sup>	24	<.001
Likelihood Ratio	23.361	24	.499
N of Valid Cases	73		

**Chi-Square Tests**

a. 32 cells (82.1%) have expected count less than 5.  
The minimum expected count is .01.

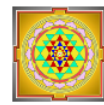
**Chi-square graph:**



H0: There is relation between gender and the number of portal are used by the employees. H1: There is no relation between gender and the number of portal are used by the employees. Significance level is considered to be 0.05 The variable frequency is lesser than the significance level 0.05 the value of p is 0.001 which is lesser than 0.5 Inference: The null hypothesis H1 is accepted and H0 is rejected. There is no relation between gender and the number of portal are used by the employees.

**Chi-square Test 2:**

**Chi-Square Tests**

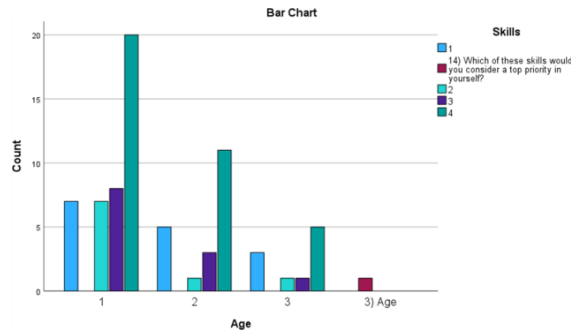


**Chi-Square Tests**

	Value	df	Asymptotic Significance (2-sided)
Pearson Chi-Square	76.086 <sup>a</sup>	12	<.001
Likelihood Ratio	13.831	12	.312
N of Valid Cases	73		

a. 15 cells (75.0%) have expected count less than 5. The minimum expected count is .01.

**Chi-square graph:**



H0: There is age difference between experience and skills that are considered a top priority in themselves.

H1: There is no age difference between experience and skills that are considered a top priority in themselves. Significance level is considered to be 0.05

The variable frequency is lesser than the significance level 0.05 the value of p is 0.001 which is lesser than 0.5

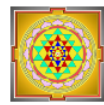
**Inference:**

The null hypothesis H1 is accepted and H0 is rejected. There is no age difference between experience and skills that are considered as a top priority in themselves.

TEST 2:

One Sample T-test:

	N	Mean	Std. Deviation	Std. Error Mean
Age	72	1.63	.895	.105
Work	72	2.17	1.233	.145



**One-Sample Test**  
Test Value = 5

	t	df	Significance		Mean Difference	95% Confidence Interval of the Difference	
			One-Sided p	Two-Sided p		Lower	Upper
Age	-31.997	71	<.001	<.001	-3.375	-3.59	-3.16
Work	-19.493	71	<.001	<.001	-2.833	-3.12	-2.54

**One-Sample Effect Sizes**

	Standardizer <sup>a</sup>	Point Estimate	95% Confidence Interval	
			Lower	Upper
Age	Cohen's d	.895	-3.771	-4.429
	Hedges' correction	.905	-3.731	-4.382
Work	Cohen's d	1.233	-2.297	-2.737
	Hedges' correction	1.247	-2.273	-2.708

### One-Sample Effect Sizes

The denominator used in estimating the effect sizes. Cohen's d uses the sample standard deviation. Hedges' correction uses the sample standard deviation, plus a correction factor.

H0: There is no significance between the age and work.

H1: There is significance between the age and work in the organization. Significance level is considered to be 0.05. The variable frequency is lesser than the significance level 0.05 the value of p is 0.001 which is lesser than 0.5.

### Inference:

The null hypothesis H1 is accepted and H0 is rejected.

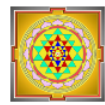
There is significance between the age and work in the organization

### TEST 3:

#### Percentage Analysis:

This percentage analysis aims to study the recruitment process by gender and frequently used sourcing portals by the employees and determine where focus is required. The previously mentioned analysis aimed at finding the reason for going wrong. The percentage analysis brings the following results,

- 34.2% of male uses LinkedIn and 64.4% it is used frequently for sourcing by them.
- 17.6% of female uses LinkedIn and 31.6% it is used frequently for sourcing by



them.

·Male uses of both LinkedIn and Monster are 13.2% and 38.5% it is used frequently for sourcing.

·Female uses both LinkedIn and Monster are 23.5% and 61.5% it is used frequently for sourcing.

·LinkedIn, Monster, Indeed are three are used by male are 7.9% and it is used frequently for sourcing are 75.0%.

·LinkedIn, Monster, Indeed are three are used by Female are 2.9% and it is used frequently for sourcing are 25.0%.

·LinkedIn, Monster, Indeed, Naukri are used by male are 0% and it is used frequently for sourcing are 0%.

·LinkedIn, Monster, Indeed, Naukri are used by female are 2.9% and it is used frequently for sourcing are 100%.

·LinkedIn, Monster, Naukri are used by Male are 13.2% and it is used frequently for sourcing are 50%.

·LinkedIn, Monster, Naukri are used by Female at 14.7% and it is used frequently for sourcing are 50%.

·2.6% of Male uses LinkedIn, Indeed, Naukri and 33.3% it is used frequently for sourcing by them.

·5.9% of Female uses LinkedIn, Indeed, Naukri and 66.7% it is used frequently for sourcing by them.

·Male uses both LinkedIn and Naukri are 7.9% and 75.0% it is used frequently for sourcing.

·Female uses both LinkedIn and Naukri are 2.9% and 25.0% it is used frequently for sourcing.

·5.3% of male uses Monster and 66.7% it is used frequently for sourcing by them.

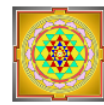
·2.9% of female uses Monster and 33.3% it is used frequently for sourcing by them.

·2.9% of Female uses Monster and Techfetch and 100% use frequently

for sourcing but none of the male uses them.

·Techfetch used by male are 2.6% and 100% use frequently for sourcing but none of the Female uses them.

· Indeed and Techfetch used by male are 2.6% and 100% use frequently for sourcing but none of the Female uses them.



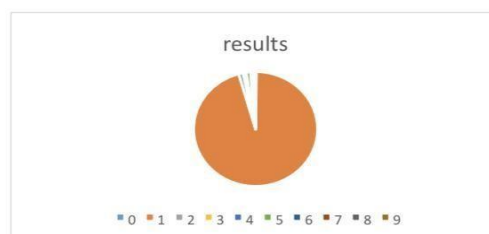
- 10.5% of male use Naukri and 33.3% it is used frequently for sourcing by them.
- 23.5% of females use Naukri and 66.7% it is used frequently for sourcing by them.
- Overall 52.1% of male and 46.6% of females use all these sourcing portal frequently. Inference:  
From the above percentage analysis, it is found that LinkedIn, Monster and Naukri are the most frequently used portal by both male and female employees.

TEST 4:

**Independentsample T-test:**

-9) Rate these factors according to how you feel your skills to your job level [Interpersonal communication]  
display(summary)

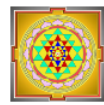
	Variable		Mean	SD	SE	95% Conf.	Interval
0	20-30	62 .0	1.629 032	0.579 255	0.073 566	1.48192 9	1.7761 36
1	30 and above	10 .0	1.800 000	0.632 456	0.200 000	1.34756 9	2.2524 31
2	combined	72 .0	1.652 778	0.585 258	0.068 973	1.51524 9	1.7903 07



**INTERPRETATION**

The mean values of the two age categories for Interpersonal Communication are almost similar  $t(70) = -0.856, p = 0.395$   
9-Rate these factors according to how you feel your skills to your





job level [Team management]

**Display(summary)**

	Variable		Mean	SD	SE	95% Conf.	Interval
0	20-30	62	1.4193	0.8786	0.1115	1.196212	1.6424
		.0	55	80	92		98

	Variable		Mean	SD	SE	95% Conf.	Interval
1	30 and above	10	1.6000	1.0749	0.3399	0.831014	2.3689
		.0	00	68	35		86
2	<b>combined</b>	<b>72</b>	<b>1.4444</b>	<b>0.9020</b>	<b>0.1063</b>	<b>1.232463</b>	<b>1.6564</b>
		<b>.0</b>	<b>44</b>	<b>93</b>	<b>13</b>		<b>26</b>

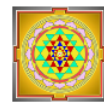
**INTERPRETATION**

The mean values of the two age categories for Team management are almost similar  $t(70) = -0.5849, p = 0.5605$

-9) Rate these factors according to how you feel your skills to your job level [Organizational Ability]

**display(summary)**

	Variable	N	Mean	SD	SE	95% Conf.	Interval
0	20-30	62	1.4032	0.7779	0.0988	1.205659	1.6007
		.0	26	69	02		93
1	30 and above	10	1.5000	0.7071	0.2236	0.994166	2.0058
		.0	00	07	07		34
2	combined	72	1.4166	0.7645	0.0901	1.237011	1.5963
		.0	67	31	01		23



**INTERPRETATION**

The mean values of the two age categories for Organizational Ability are almost similar  $t(70) = -0.3692, p = 0.7131$

Rate these factors according to how you feel your skills to your job level  
[Computing skill s]

**display(summary)**

	Variable	N	Mean	SD	SE	95% Conf.	Interval
0	20-30	62 .0	1.3709 68	0.7067 33	0.0897 55	1.191491	1.5504 44
1	30 and above	10 .0	1.4000 00	0.6992 06	0.2211 08	0.899818	1.9001 82
2	combined	72 .0	1.3750 00	0.7008 55	0.0825 97	1.210307	1.5396 93

**INTERPRETATION**

The mean values of the two age categories for Computing skills are almost similar  $t(70) = -0.1207, p = 0.9043$

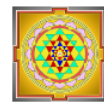
**Findings:**

Through the Chi-square test bought the following conclusions:

- Gender and the number of portal used by the employee, that frequency has association with each other as  $p > 0.05$ . The significance level considered is 5%.
- Age difference between experience and skills employees that the frequency has associated with each other as  $p > 0.05$ . The significance level considered is 5%.

Through the Sample T- test bought the following conclusions:

- Age and the mentoring given to the work of the employee are correlated positively as  $p > 0.05$ , considering 5% level of significance. The correlation is positive indicating. **T** Through the percentage analysis bought the following conclusions:
- This percentage analysis aims to study the recruitment process by gender and



frequently used sourcing portals by the employees and determine where focus is required. The previously mentioned analysis aimed in finding the reason for going wrong. The percentage analysis brings the following results,

·34.2% of male uses LinkedIn and 64.4% it is used frequently for sourcing by them.

·17.6% of female uses LinkedIn and 31.6% it is used frequently for sourcing by them.

· Male uses both LinkedIn and Monster are 13.2% and 38.5% it is used frequently for sourcing.

·Female uses both LinkedIn and Monster are 23.5% and 61.5% it is used frequently for sourcing. · LinkedIn, Monster, Indeed are three are used by male are 7.9% and it is used frequently for sourcing are 75.0%.

·LinkedIn, Monster, Indeed are three are used by Female are 2.9% and it is used frequently for sourcing are 25.0%.

·LinkedIn, Monster, Indeed, Naukri are used by male are 0% and it is used frequently for sourcing are 0%.

·LinkedIn, Monster, Indeed, Naukri are used by female are 2.9% and it is used frequently for sourcing are 100%.

·LinkedIn, Monster, Naukri are used by Male are 13.2% and it is used frequently for sourcing are 50%.

·LinkedIn, Monster, Naukri are used by Female are 14.7% and it is used frequently for sourcing are 50%.

·2.6% of Male uses LinkedIn, Indeed, Naukri and 33.3% it is used frequently for sourcing by them.

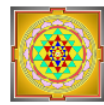
·5.9% of Female uses LinkedIn, Indeed, Naukri and 66.7% it is used frequently for sourcing by them.

·Male uses both LinkedIn and Naukri are 7.9% and 75.0% it is used frequently for sourcing.

·Female uses both LinkedIn and Naukri are 2.9% and 25.0% it is used frequently for sourcing.

·5.3% of male uses Monster and 66.7% it is used frequently for sourcing by them.

·2.9% of female uses Monster and 33.3% it is used **frequently for** sourcing by them.



- 2.9% of Female uses Monster and Techfetch and 100% use frequently for sourcing but none of the male uses them.
- Techfetch used by male are 2.6% and 100% use frequently for sourcing but none of the Female uses them.
- Indeed and Techfetch used by male are 2.6% and 100% use frequently for sourcing but none of the Female uses them.
- 10.5% of male uses Naukri and 33.3% it is used frequently for sourcing by them.
- 23.5% of female uses Naukri and 66.7% it is used frequently for sourcing by them.
- Overall 52.1% of male and 46.6% of Female uses all these sourcing portal frequently.

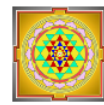
Inference: From the above percentage analysis, it is found that LinkedIn, Monster and Naukri are the most frequently used portal by both male and female employees.

## CONCLUSION:

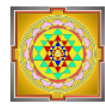
The study shows that majority of respondents are satisfied with the existing. The survey had participants of both genders and inclusive of all age groups and different levels of experience in the organisation. This study would help the management to convert the employees to next stage of satisfaction and provides some suggestions to improve some changes in the company. The strength of any organization depends entirely on effective and efficient working of all the employees. An effective recruitment process include all necessary skills, and include a list of desired skills that are not necessary but that would enhance the candidate's chances. If we fail to do this, we might end up with a low-quality pool of candidates and wind up with limited choices to fill the open position. When we choose a candidate based upon the qualifications demonstrated in the resume, the interview, employment history and background check, we will land the best fit for the position.

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