
A study on scientific screening process in a recruitment consultancy firm

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Abstract: Recruitment is an essential task of every company and applicant screening is one of the main step in the process of recruitment. Whether or not the applicant qualifies is determined by the screening process. In this phase, candidates resume playing a vital role. The main objective of the study is to determine the effectiveness of the screening process in recruitment consultancy firms and to include recommendations for the enhancement of the business and prospective jobseekers to make them eligible for selection. To get the data from the respondents, a structured questionnaire was developed. The questionnaire was circulated to workers working at different consulting firms.

Keywords: Candidates, Innovation, Recruitment, Consultancy, Screening process, Jobseeker,

INTRODUCTION

The screening process is very critical, as the consistency of the intake is directly affected. In terms of ability, education, experience criteria, preference for the location of the applicant, it is important to understand the requirements of the clients. For each of the candidates, the consulting firm looks for and excludes those who do not have the minimum years of experience or skills necessary for the job. The consulting firms find the best fit for the job among the remaining applicants. For this reason, the recruiter who scans the resume must read and compare the resume in depth with the job description. As the number of candidates to be interviewed is small, a relative decision on the candidates must be made by the recruiter.

A proper screening procedure will assist organizations to hire a suitable individual. In general, recruiting is the method of inviting, screening or briefly listing the application and selecting the applicant who fits the work requirements. The process of putting together job seekers and workers is simply a connecting task. For a good company or an organization, this is the most important factor. It is difficult to find a correct individual and often includes costs for the company. The aim of the company will be to minimize the cost factor, so that businesses do not spend time and resources on poorer quality profiles. Screening takes place until applicants are sourced. The goal is to find out if the applicant fits the job's requirements.

Consulting companies play a vital role in bridging the gap between organizations and applicants; many organizations serve as recruiters. Any type of counselling is consulting. Consultancies understand the requirements of the customer and align the resumes with the criteria and shortlist the applicants. In order to enhance their operation, HR consultancies help companies minimize costs and save time. Consultancies recognize their complex role in any organizations' growth and development. The recruiters are given proper training to navigate dynamic and demanding situations.

One of the most significant roles that you have as a recruiter is applicant screening. However, it's an enormous burden to review hundreds of CVs for a given role and determine how to step forward in the recruiting process based on incomplete and inadequate details. Our research idea is based on the rich knowledge acquired by our peer teams across the university. (A.C.Gomathi, S.R.Xavier Rajarathinam, A.Mohammed Sadiq, Rajeshkumar, 2020; Danda et al., 2009; Danda and Ravi, 2011; Dua et al., 2019; Ezhilarasan et al., 2019; Krishnan and Chary, 2015; Manivannan, I., Ranganathan, S., Gopalakannan, S. et al., 2018; Narayanan et al., 2012, 2009; Neelakantan et al., 2013, 2011; Neelakantan and Sharma, 2015; Panchal et al., 2019; Prasanna et al., 2011; Priya S et al., 2009; Rajeshkumar et al., 2019; Ramadurai et al., 2019; Ramakrishnan et al., 2019; Ramesh et al., 2016; Venugopalan et al., 2014). The Primary objective of the study is to analyze the recruiter's understandability of mandatory skills while screening the application.

REVIEW OF LITERATURE

(El-Kot and Leat, 2008) The department of Human Resources plays an effective role in the recruitment and selection process for the different criteria required by the various other departments within the organization. The history for the interview method should be communicated by the recruiter to the appropriate department.

(Cheese, 2008) The situation around the current market HR problems and the value of talent management are mentioned in this article. Actually, talent is the path to main achievement, but then it becomes more difficult to discover and less demanding to lose again. Each association must navigate a universe of progress and changeability in addressing these issues. It clarifies the importance of recognizing and calculating how capacity contributes to the execution of an association and goes ahead to look at alternative capacities and processes needed to ensure that talent is not simply retained, but is effectively duplicated at the same time.

(Heraty and Morley, 1998) Contemporary rationale on enrollment and choice in associations is provided by a survey. It draws on data from a study in 1992 and 1995 to explore the concept of current enrollment and choice practices in Ireland with a special reference to administrative professions. Enrolment arrangement choices are studied, enlistment methods are explored and the effect of ownership, scale, unionization and division on the techniques chosen is implemented. The methods used are differentiated and the situations under which they are well on the way to being used are presented.

(Roselius and Kleiner, 2000), has researched that both management and talent management are heavily active in recruiting candidates. Offers advisors to enlist employees, particularly the right ones for the right jobs. This helps to involve the technique in an incredibly systematic way and also provides the best suggestion for choosing the right candidate.

(Deckop et al., 2006) 2001 HR experts understand that they have to refresh their innovative abilities and create frameworks for overseeing more virtual associations. Human asset (HR) is additionally attempting to end up to a greater degree a vital accomplice in firms. By effectively being a business of decision with a superior work structure and a successful arrangement of motivating powers, HR will likely take the upper hand for businesses.

(Dessler, 2006) In his research, he found that recruitment and selection are a central component of the core activities underlying the management of human resources: the acquisition, growth and reward of employees. It also forms a significant part of the work of managers of human resources or appointed specialists within work organizations. Nevertheless, and most critically, recruitment and selection decisions are always made by non-specialists, by line managers, for good reason. In ensuring worker efficiency and positive organizational results, recruitment and selection also have a significant role to play.

(Flippo, 1966) in simpler terms, recruiting and selection are parallel processes and are void without each other. He describes the recruitment process as "a process of searching for prospective employees and encouraging and encouraging them to apply for jobs in an organization." They vary considerably from each other and are important components of the organization. It helps to discover the ability and abilities of applicants for organizational vacancies that are anticipated or true. It is a connection between employees and those seeking work.

(Vv and S, 2018) They have researched the typical waiting period of the applicant who participates in the organization's option process to look for it. The goal of the study is to examine the number of eligible candidates for the precise job position and also to see the hit rate within the recruitment and selection phase of the precise job profile. It also helps to see the efficient mechanism which results in the applicant being briefly listed across sources of distinction. This study analyses the respondents level of satisfaction with the recruitment process.

(Odiorne, 1984) He pointed out in this paper that the quality of new hires depends on the recruiting practice of an organization, and that the relative efficacy of the selection phase depends fundamentally on the caliber of the attracted applicants.

(Breaugh and Starke, 2000) has researched how employees of a company can impact the type of employees they recruit, how they work, and their retention rate. This paper offers a selective analysis of research on recruitment targeting, recruitment processes, the message of recruitment, recruiters, the visit to the organizational site, the work offer, and the timing of recruitment activities.

Scientific screening process in a recruitment consulting firm

The aim of study is to study the scientific screening process in a recruitment consulting firm. The types of data collected, nature of samples, sample size, tools used for data analyses etc. have been explained. Here I have collected a survey questionnaire which relates to my project with a sample of 40 Recruiters working in my consultancy as well as in other companies. Questionnaires will be administered to the respondents (40). The data collected will be analyzed using SPSS tools. The frequency analysis of respondents is displayed in the following table 1. The frequency analysis table consists of 5 variables associated with the demographic profile of the respondents such as gender, Age, Marital status, Occupation, Education level.

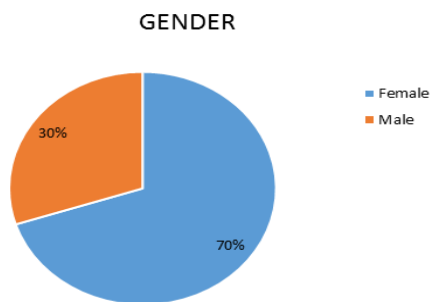


Fig.1: The pie chart depicts gender in the sample which shows that there are 70% of female and 30% of male. It is clear that the majority of the respondents are Females.

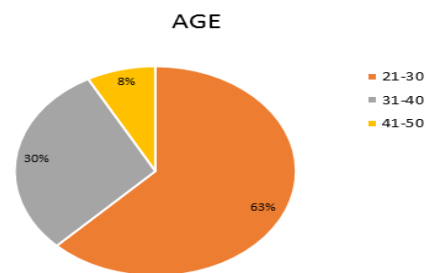


Fig.2: The pie chart depicts that the majority of the respondents are middle aged group 21-30 (63%) followed by 31 to 40 years (30%), followed by 41-50 years i.e. 8% respectively. It is inferred that the majority of respondents are middle aged group (21-30) years.

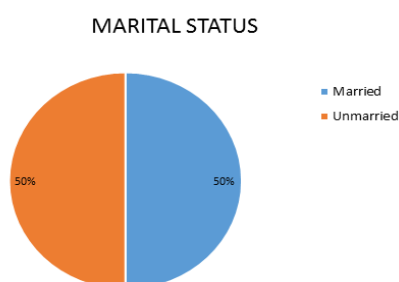


Fig.3: The pie chart depicts Marital Status Showing the balanced respondents i.e. married 50.0% and Unmarried depicting 50.0%.

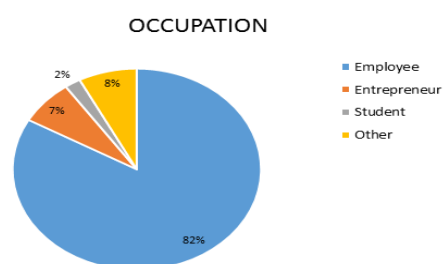


Fig.4: The pie chart depicts that the majority of respondents are employees (83%) followed by entrepreneurs (7%) and a small percent include others (8%), followed by students (2%).

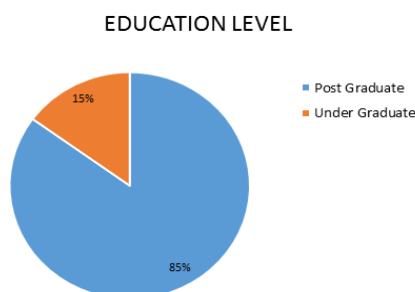


Fig.5: The pie chart depicts the education qualification of respondents. Majority of respondents are post graduates (85.0%) followed by (15.0%) who are undergraduates

Table 1: Mean Analysis

S.No	PARTICULAR	MEAN	RANK
1.	CONSULTANCY WEBSITE	3.80	1
2.	RECRUITMENT PROCESS	3.50	2
3.	CONSULTANCY RECRUITMENT	3.09	3
4.	SELECTION PROCESS	2.80	4
5.	CONSULTANCY UNDERSTANDABILITY	2.63	5
6.	INTERVIEW ROUNDS	2.50	6

Table 1 shows the mean values for 6 variables. It is clear from the table that the company's/ consultancies website which provides relevant information about the job to the candidates has the highest mean value of (3.80), It is clear that the consultancy website provides detailed information regarding the job which means the consultancy follows a well planned exercise. Followed by the recruitment process in consultancy which has a mean value of

(3.50) The Consultancy recruitment process helps the company in finding the right candidate for the job. Decision regarding to hire candidates has a mean value of (3.09) and candidate's selection process has a mean value of (2.80) which means the selection process of candidate's take place in a systematic manner. Followed by clients' needs and requirements has mean value of (2.63) which say that the Consultancies understand the client's needs and match the resumes with the requirements and shortlist the candidates and reasonable time for the interview process has mean value of (2.50).

CONCLUSION

Here I can conclude the report by following points,

- According to the collected data I can state that the maximum number of the candidates was female candidates and majority of the respondents agreed that the interview process has been done in an effective manner.
- It takes reasonable time for the recruiters to screen the candidate's resume by comparing it with the Job description.
- Maximum recruiter's opt for different job portals to source the candidate's.
- The candidates are always informed about the status of their application and informed if they are awarded a job.
- Thus an evaluative study on the screening process which has been conducted helps the firm to identify the good quality of candidates who perfectly matches the job requirements given by clients.

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