



RECRUITMENT AND SELECTION PROCESS OF AIR FORCE STAFF (With special reference to Air Force School of Bidar District of Karnataka)

Dr. Sharnappa S. Malgond

M.Com, UGC-NET, Ph.D.

Associate Professor & Coordinator, Dept. of Commerce, (PG. Block)

Govt. First Grade College, Naubad, Bidar.

ABSTRACT :

The human resources are the most important assets of the organization. The success or failure of an organization is largely depending on the caliber of the people working there in without positive and creative contribution from people organization cannot progress.

KEYWORDS : *human resources , organization , creative contribution.*



INTRODUCTION

In order to achieve the goals are activities of an organization therefore they need to recruit people with requisite skill qualifications and experience while doing so, they have to keep the present as well as the future requirements of the organization in mind. Recruitment is distinct from employment and selection.

There required number and kinds of human resources are determined, the management has to find the place where the required human resources are will be available and also find the means of affecting them towards also organization before selecting suitable candidates for jobs.

STATEMENT OF PROBLEMS:

This suggest a situation specific to the job where the candidates must know their capacity to organization, for example priorities task under pressure what was your most challenging situation in the last year and show how you deal with it?

OBJECTIVE OF THE STUDY:

To understand the internal recruitment process in the school.

To know about the importance of recruitment and selection.

To find out better process of recruitment.

SCOPE OF THE STUDY:

The scope of the recruitment is to provide sufficient large group of qualified candidates and human resource development exercise, so that employees can be selected from out of them and human auditing helps to clarity existing man power and critically tools for their efficiency, skill and qualification.

RESEARCH METHODOLOGY:

The study will be conducted to achieve the aforesaid objectives including both exploratory and descriptive in nature and involved personal interviews that will be based on the questionnaire format. A Research Methodology defines the purpose of the research, how it proceeds, how to measure progress and what constitute success with respect to the objectives determined for carrying out the research study.

RESEARCH DESIGN: EXPLARATORY RESEARCH:

A research design is the specification of methods and procedures for acquiring the information needed to structure or solve the problem. It is the overall operational pattern or the framework of the project that stimulates what information is to be collected from which source and by what procedure. On the basis of major purpose of our investigation EXPLARATORY RESEARCH was found to be most suitable. This kind of research has to the primary objectives of development of insights into the problem. It studies the main area where the problem lies and also tries to evaluate some appropriate course of action.

DATA COLLECTION:

Primary data
Secondary data

PRIMARY DATA:

The survey method is used to collect the primary data in this researches it is the Analytical research to find out the shortcomings and area of improvements according to the skill required for recruitment team. The data that is collected first hand by someone specifically for the purpose of facilitating the study is known as primary data. So in this research the data collected from respondents through

QUESTIONNAIRE:**Primary sources of data:**

Personal interview
Questionnaire

QUESTIONNAIRE - Survey among the official's and employees.

PERSONAL INTERVIEWS - with the school representatives regarding Recruitment and Selection.

SECONDARY DATA:

The secondary data is also used in a lesser proportion to find out the name and designation of the employer who are working with this school and the school profile. Secondary data refers to information gathered by someone other than the researcher conducting the current study. Such data can be internal or external to the school and accessed through the internet or perusal of recorded or published information. Secondary sources of data provide a lot of information for research and problem solving. Such data are as we have seen mostly qualitative in nature.

SECONDARY SOURCES OF DATA:

School brochure
Internet
Websites
School reports and records
Books
Journals

SIMPLE SAMPLING:

Simple sampling is a sampling process that utilizes some form of random selection. In probability sampling, each unit drawn with known probability, or has a nonzero chance of being selected in the sample. Such samples are usually selected with the help of random numbers. With probability sampling, a measure of sampling variation can be obtained objectively from the sample itself.

Simple random has been adopted for this research. Under which we have considered the sampling which has been done for a specific designated population, because here a small cluster of professionals has been considered out of the total universe which has been divided in small groups like recruitment team and employee.

SAMPLE SIZE:

Sample size refers to the number of items to be selected from universe to constitute a sample. The sample size should be optimum as it should fulfill the objectives of the research.

Sample size = 50

SAMPLE AREA:

The sample area refers to the universe to be studied under our research project. The area denotes the place or region to be studied and taken into research consideration. Thus, the sample area chosen for this research project is Air Force School, Bidar.

MODE OF ANALYSIS:

The instrument used for data collection was in the form of questionnaire. The questionnaire was used as it facilitates the tabulation and analysis of the data to be collected. The data collected was subjected to simple frequency distribution and percentage analysis.

LIMITATIONS OF THE STUDY:

The respondent attitude did not allow me to get their true feelings.

Most of the respondents feared to give their name.

Most of the employees were busy with their regular work and they do not want to be disturbed.

Employees are very limited as compared to work load and duration is limited.

MEANING OF HUMAN RESOURCE MANAGEMENT:

"There are great differences in development between countries which seem to have roughly equal resources, so it is necessary to enquire into the difference in human behaviors" - ARTHUR LEWIS

Human resource management is the management of employee's skill, knowledge, abilities, talent, aptitude, creativity, etc. Different terms are used for denoting Human Resource Management they are labor management, labor administration, labor management relationship, employee – employee relationship, industrial relationship, human capital management, human asset management etc. Though these terms can be used differently widely, the basic nature of distinction lies in the scope or coverage and evolutionary stage. In simple sense, human resource management means employing people, developing their resources, utilizing, maintaining and compensating their services in tune with the job and organizational requirement.

DATA ANALYSES:

Table No. 1
Gender of employees

PARTICULARS	NUMBER OF RESPONDENT	PERCENTAGE
MALE	30	60 %
FEMALE	20	40 %
TOTAL	50	100%

(Source: Primary Data)

It is clearly representing that 30 out of 50 employees (60%) were male and 20 out of 50 employees (40%) were female in the school.

Table No. 2
Work experience of employees

PARTICULARS	NUMBER OF RESPONDENT	PERCENTAGE
0 – 1 years	3	6 %
1 – 2 years	8	16 %
2 – 3 years	13	26 %
3 – 5 years	6	12 %
5 years and above	20	40 %
Total	50	100%

(Source: Primary Data)

Every school has many employees with different work experience. In this research I find out the variation between the work experience of the employees. Analysis clearly represent that 6% employees work experience is in between 0-1 year, 16% employees work experience is in between 1-2 years, 26% employees work experience is in between 2-3 years, 12% employees work experience is in between 3-5 years and 40% employees work experience is 5 and above years.

Table No. 3
Monthly income of employees

OPTIONS	NUMBER OF RESPONDENT	PERCENTAGE
Less than 10000	7	14 %
10000 – 20000	19	38 %
20000 – 30000	18	36 %
30000 – 40000	4	8 %
40000 and above	2	4 %
Total	50	100%

(Source: Primary Data)

In this research I categories the income of the employees. Analysis clearly represent that 14% employees earning is less than 10000, 38% employees earning is in between 10000- 20000, 36% employees earning is in between 20000-30000, 8% employees earning is in between 30000-40000 whereas 4% employees earning is above 40000.

Table No. 4
Employees satisfaction towards salary

OPTIONS	NUMBER OF RESPONDENT	PERCENTAGE
Yes	16	32 %
No	24	48 %
Can't say	10	20 %
Total	50	100%

(Source: Primary Data)

The basic focus of every school is to satisfy the employees with its own compensation plan. In this research most employees responded positively that they are not satisfied with their salary. They feel that the school has not good compensation plan for their employees.

Analysis clearly represents that 16 out of 50 employees (32%) show that minimum employees are satisfied with their salary. 24 out of 50 employees (48%) did not like the current salary where as 20% were unable to answer.

Table No. 5
Employees perception about Recruitment policies

OPTIONS	NUMBER OF RESPONDENT	PERCENTAGE
Strongly agree	15	30 %
Moderately agree	23	46 %
Strongly disagree	3	6 %
Moderately disagree	6	12 %
Can't say	3	6 %
Total	50	100%

(Source: Primary Data)

A school must have a well-defined recruitment policy corresponding to the school and vacancy requirements. Existing employees can give a fair feedback on the suitability of the policy.

Responding to it 38 out of 50 employees (76%) told that there is a sound recruitment policy in the school that can be evaluated by comparing skills and knowledge of new recruits and existing employees. 9 out of 50 employees (18%) feel that the school recruitment policy is not properly defined. And rest 3 could not say about the recruitment policy. Majority of employees felt that policy was well defined which is a great morale victory on the part of management; still there are chances of its improvement as 18% employees have negative opinion about the policy.

Table No. 6
Internal source used in recruitment

OPTIONS	NUMBER OF RESPONDENT	PERCENTAGE
Internal promotion	31	62 %
Employee referral	13	26 %
Transferring	2	4 %
Job posting	4	8 %
Total	50	100%

(Source: Primary Data)

Internal recruitment seeks applicants for positions from those who are currently employed. Responding to above asked question 62% employees tell that school prefers internal promotion as internal source of recruitment. 26% employees tell that employee referrals are given due to priority, 8% says that job posting is preferred and rest 4% says that transferring is preferred. Majority of employees actually thinks that internal promotion is given priority and followed by school as internal source of recruitment.

Table No. 7
External source used in recruitment

OPTIONS	NUMBER OF RESPONDENT	PERCENTAGE
Advertisement	7	14 %
Online job portal	8	16 %
Walk-in interview	24	48 %
Agencies/consultancies	9	18 %
Employment exchange	3	6 %
Total	50	100%

(Source: Primary Data)

the school prefers online job portals for hiring from outside. Employees {approx.} thinks that school prefers advertisement as external source of recruitment. Consultancies hiring from outside is 18% preferred by the school. Analysis shows that more employees preferred walk in interview for hiring and finds these recruiting cheaper, faster and potentially more effective.

Table No. 8
Legal requirements in recruitment and selection process

OPTIONS	NUMBER OF RESPONDENT	PERCENTAGE
Agree	24	48 %
Moderately	01	22 %
Disagree	12	24 %
No opinion	3	6 %
Total	50	100%

(Source: Primary Data)

Every school has the option of choosing the candidates for its recruitment process. In this research most employees responded positively to this question. They feel that the school follows different recruitment process for different positions. Analysis clearly represent that 25 out of 50 employees (70%) show that maximum employees are agree with this process where as 12 out of 50 employees did not like the current recruitment process where as 6% were unable to answer.

Table No. 9
Methods used during the selection process

OPTIONS	NUMBER OF RESPONDENT	PERCENTAGE
Direct walk-in	17	34 %
Existing database	15	30 %
Reference	7	14 %
Internal movement	1	2 %
others	10	20 %
Total	50	100%

(Source: Primary Data)

school. In this research I could find the various degree of various sources of recruitment. Analysis clearly represents that 17 out of 50 employees (34%) show that recruitment is done through direct walk-ins, 15 out of 50 employees (30%) show that recruitment is done through existing database, 7 out of 50 employees (14%) show that recruitment is done through reference and 1 out of 50 employees (2%) show that recruitment is done through internal movement whereas 10 employees show that recruitment is done through other sources 20%.

Table No. 10
Perception of employees towards recruitment and selection process

OPTIONS	NUMBER OF RESPONDENT	PERCENTAGE
Satisfactory	29	58 %
Unsatisfactory	12	24%
Can't say	9	18 %
Total	50	100 %

(Source: Primary Data)

Every school has the option of choosing the candidates for its recruitment process. In this research most employees responded positively to this question. They feel that school follows a good recruitment and selection procedure. Analysis clearly represents that 29 out of 50 employees (58%) show that maximum employees are satisfied with this procedure whereas 12 out of 50 employees (24%) are not satisfied with the current recruitment and section process and 18% were unable to answer.

Table No. 11
Training provided to the employees

OPTIONS	NUMBER OF RESPONDENT	PERCENTAGE
Yes	32	64 %
No	18	36 %
Total	50	100%

(Source: Primary Data)

Every school tries to enable their employees for their offered job position along with a good compensation plan for which school provides training. In this research most employees agreed positively that they are provided training sessions a part from the domain training. They feel that the school has good training programs for their employees.

Analysis clearly represents that 32 out of 50 employees (64%) show that that maximum employees are satisfied with the training program offered to them. 18 out of 50 employees (36%) did not agree on the training programs offered to them.

Table No. 12
Employees perception about development of school

OPTIONS	NUMBER OF RESPONDENT	PERCENTAGE
Yes	46	82 %
No	4	8 %
Total	50	100%

(Source: Primary Data)

Important role in the development of school. In this research I find that 82% employees think that recruitment and selection process helps in the development of the school whereas 8% employees don't think so.

FINDINGS:

- About 58% employees of Air Force School, Bidar are satisfied with recruitment strategy of school.
- Internal promotions and job portals are mostly used recruitment source and 62% employees agrees to it.
- Written test is given weight age during selection process.
- To some extent school has present-criteria for sorting the candidate's applications.
- Concerned departmental head is given special attention while selecting a candidate of the department.
- Employees are in the favor of reference checks after selection of candidate.
- Job analyses prior to recruitment is not done properly.
- Succession planning has mostly done in school.
- Orientation/Induction is given to new joiners; still employees are in favor of its improvement.
- Present selection process in Air Force School, Bidar and its procedure, tests and interview type is good.

SUGGESTIONS:

From the findings I can suggest Air Force School, Bidar branch following things for the more effectiveness of recruitment and selection process and HR policies:

Recruitment must be done alone by analyzing the job firstly which will make it easier and will be beneficial from the school's point of view.

More emphasis should be given an internet and advertisement so that more and more candidates apply for the jobs and it will be easy to find the right employee among them.

School should amend some parts of their HR policies for better effectiveness.

The recruitment and selection procedure should not to lengthy and time consuming.

Provide training to employees so that they get better knowledge, skills and attitude.

The candidates called for interview should be allocated timings and it should not overlay with each other.

Time management is very essential and it should not be ignored at any level of the process.

CONCLUSION:

The study suggests that when Recruitment & Selection Process is properly established and implement then school will must grow because all the employees will be according to the requirements Recruitment & Selection Process affects a lot on the school activities regarding its growth because if the people will be according to the requirements and skillful then cost will reduce and school must grow. All the study has process. All the independent variables are recruitment sources, interviews and recruiters are all very important in the Recruitment & Selection Process because by the missing of any one factor there is chance the whole Recruitment & Selection Process will be affected by these factors. There are no doubt other factors also effect on the Recruitment & Selection Process more attention. That is why I choose these variables.

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