# United International University

# Project Report

# on

# "Recruitment and Selection Process in Private Organization"

## Prepared for

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# Letter of Transmittal

03 September, 2019

Shayla Khanam

Assistant Professor

School of Business and Economics

United International University

Subject: **Project Report on Recruitment and Selection Process in private Organization.**

**Dear Miss,**

With due respect and great pleasure, I submit my project report on" Recruitment and selection Process in private organization" So it was a great experience for me. And for making this project report, my main focus of the study is to understand the procedure of Recruiting and selecting process of different kind of organization.

Thank you miss for allowing me to choose the project topic and prepare this report on it. I tried my best to delivery this project report with all the information and facts.

Sincerely Yours

Maliha Akter

ID: 111 151 143

# **<u>Acknowledgment</u>**

At the very beginning I would express my deepest gratitude to Almighty Allah for giving me the strength and the composure to finish the task within the scheduled time. The successful accomplishment of this project work is the outcome of the involvement of number of people, especially those who have given the time and effort to share their thoughts and suggestions to improve the report.

I would like to express my appreciation to my Project supervisor, Shayla Khanam miss Assistance Professor, School of Business, United International University for providing me all the guidance and support that I needed mostly. This was really a good way of learning and I really appreciate her efforts towards giving me proper line directions.

Finally, my sincere gratitude goes to my family and friends for supporting me, sharing their thoughts and giving me the moral support during the preparation of this report.

## Table of Contents

# Executive Summary

This project report describes the Recruitment and Selection process in private organization. And this project report prepared on the basis of face to face interview, Phone interview and online survey. This project helped me to learn about the recruitment and selection process in private organization.

The motive of the project report to understand recruitment and selection process in private organization. That's why for prepare this report i am choosing two organization such as BRAC EPL Stock Brokerage Ltd and Pick Me Ltd in individual chapter, i am discuss about recruitment and selection process of those two organization. After knowing the recruitment and selection process of those two organization, lots of recommendation came up and this project report also consists recommendations and conclusion, according to my point of view, which I think would improve the environment of those two organization if implemented.

For every organization it is important to have a right person on a right job. Recruitment and Selection plays a vital role in this situation. That report will be help to perceive how an organization recruit their employees and how they can select the right candidates for their organization in real situations.

The project covers introduction of Recruitment and Selection, Purpose and Importance of Recruitment, Sources of Recruitment, Steps in the Recruitment & Selection Process. It also comprises the challenges faced by HR in recruitment process.

# Chapter1: Introduction

## A: Introduction of the Recruitment and Selection process

The recruitment and selection are an important activity of Human Resource Management, which is intended increase the employee strength to meet employer's strategic goals and objectives. Shortly, the recruitment and Selection is the procedure of sourcing, shortlisting and selecting the right candidates.

That project report, I discussing different perspective of the recruitment and selection, such as recruitment procedure, employment recruitment, Recruitment methods, Essentials and Prerequisites for Selection, selection process and proposal.

### ❖ The Scope of Recruitment and Selection

Employment and selection opportunities are very broad and there are various types of activities. Assets are considered as the most important asset of any organization. Therefore, the most important aspect of recruiting the right resources is the most important aspect. According to their recruitment policies and procedures, each company has its own pattern of recruitment.

Employment and selection opportunities include the following operations -

• dealing with excess or deficit of assets

• Preparation of Employment Policy with different categories of the employees

• Analyze organizations, procedures, and process

• Identification the area, where there may be improvement opportunities

• Streamlining recruitment process with appropriate recommendations

• Select the best suitable mechanism for effective recruitment of assets

No company wants to be good and safe hand in the future. Therefore, it is a very important job for the organization to appoint the right resources.

## ❖ <u>Recruitment</u>

Recruiting is a process to attract potential workers and to stimulate them to implement an organization's work.

Appointment of the right candidate for recruitment of the right workers; Recruitment process and selection activities are mainly handled by two fields: · A general directional human resources management or employee management aspect and · a very technical psychology literature which focuses on the validity of modeling, eligibility, and various types of psychometric Appointment strategies like test Ultra various forms (absolute and relative)

## <u>Methods of Recruitment</u>

Different process/methods are appointment but with this Simplicity, that were classified under the two broad categories in the headline.

•Inside Recruitment                         •Outside Recruitment

## <u>Source of Recruitment</u>

So, the recruitment procedure of this company is classified the three types, that is done based by the job grade/ group. These are as follows:

1. Entry-level of Management

2. Mid or and senior level of Management

3. Graded staff or Non- Management staff

## <u>Internal Sources</u>

Work within the organization can be a person suitable for the necessary work. If any, the

Subsisting manpower is then changed and move to elected person to the new post. If there are no such person

Inside the organization, the management go to the second step.

### <u>Job Posting program</u>

Internal employment is started by the employees when the HR department is involved Positioning program, which informed employees about and the necessary qualifications and invitations qualified staff application. Notice is usually posted to the company bulletin board

or placed Company newspaper qualifications and other events are usually drawn from job analysis information

The department internal opening and meets the individual objectives of the employee. Not all jobs are open posted in. Without entry level position, the position of senior management and top employees may be met or filled with External Recruitment Job posting is the most common for low-level clerical, technical and supervision location.

## External Sources

All the above are considered, if needed, the company goes for external recruitment. Who fill the skills, qualifications, experience and skills needed to fill the best Bangladesh is suitable for role, expected candidates will drawn to the prospective candidates followed by this selection method?

- Advertisement
- Employee Referral
- Employee Agency
- Consulting the CV bank

## Recruitment Process

By rule to increase the efficiency to the job, the HR team with an organization follows five best practices (shown in the following picture). Those five practices confirm successful recruitment excepting any defenses. Moreover, this practice also confirms consistency and compliance of between recruitment process.
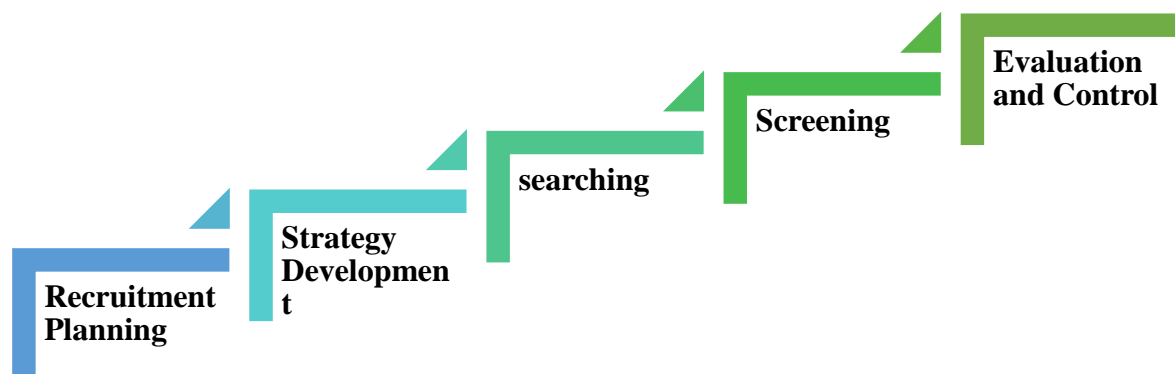


**Figure: 1.1**

**Benefits and Importance of Recruitment:**

- The potential candidates help create a talent pool for the benefit of the organization.
- To increase job search for participants at lowest costs.
- This helps to increase the success rate of the election reducing number eligible candidates for inspection or multiplication.
- Identify and prepare prospective job applicants who will be suitable candidates for the job.
- Finally, it helps in increasing the number of recruitment strategies and various types of job candidates and personal functioning organizations.

## ❖ <u>Selection</u>

Selection is a process of selection of people have the similar qualifications to meet the job to the organization. It is an applicant wants to do and what the agency needs and what needs to be done. Choosing the best workers is important for performance, cost.

## <u>Essentials and Prerequisites for Selection:</u>

- Putting the person possessing relevant qualifications.
- Candidate eligible for job success.
- Applicants match the requirements of working with the profile.
- Using multiple tools and techniques to find the most compatible.

## <u>The Process of Selection</u>

The selection procedure comprises of following systematic steps

Preliminary Interview → Receiving Applications → Screening of Applications → Employment Test → Interview → Reference Checking → Medicale Examination → Final Selection

**Figure: 1.2**

## ❖ The difference between recruitment and selection

Recruitment and Selection is marked and encouraged positively employee apply for a job and Right candidate selection is selected from the pool applicants.

## B. Introduction of the organization

### B.1 BRAC EPL Stock Brokerage Limited

BRAC EPL Stock Brokerage Limited are one of the commanding stock brokers in this country. The organization grant brokerage services of internationally, retail consumer and non-resident of the Bangladeshis (NRBs). It the leader are facilitating foreign portfolio investments in the Bangladesh and boasts one of the best Equity Research teams in the country.

Known as impartiality Partners Securities Limited (EPSL), the company are formed early 2000 as a brokerage house licensed by the Securities and 51% its equity and renamed of the company.

## Mission

Our efforts to expand our activities abroad and abroad by adding the new dimensions to our banking services area are being removed. At the same time, we are giving higher priority to ensure, through which we reach all levels of the people. Continual improvement and nationalization and diversity can be achieved in achieving goal goals, achieving eternal success to the hearts of all the people as a heartfelt collaboration for the development of international requirements with our clients' services.

## Vision

Our happy method is to provide the best information of the latest information technology, to make the greatest contribution to the national economy and to ensure the best quality services established firmly in front and abroad through major banking banks of the country.

## Core Value

It is an lengthy-induced reality that an reader are distracted by the readable content of a page when looking of its layout.

There is multiplex variations of departure is Lorem available, but the majority have suffered alteration are some form, by injected mood, or randomized Ipsum descendant on the Internet tend to repeat predefined chunks as necessary.

## Product & Services

**Investment Banking**

    a. IPO and RPO
    b. Rights Issue
    c. Capital Raising
    d. Corporate Advisory
    e. Underwriting

**Structured Finance**

    a. Loan Syndication
    b. Bond and Convertibles
    c. Private Equity
    d. Merger and Acquisition

## B.2 Piickme Ltd

Piickme Ltd. it's only a ride-sharing platform in Bangladesh. They assert data and technology to the improve everything from transportation to payments across a region of more than 165 million people in Bangladesh. Working with governments, riders, users, and the community, their target market is to fetch out the true potential to the region by solving transportation.

## Mission

Their Mission are bringing all the true potential of the region by solving transportation and unemployment problems that will be led further process for the better future and boost the economy and led the Bangladesh to make a stronger towards middle income status.

## **Vision**

Their vision is the pioneer where they only focused on commuting and payment alternatives for the drivers and user strengthen on the expense, time and convenience.

## **Values**

• Focus

• Reliability

• Respect for individual

• Quality

• Responsible Citizenship

# Chapter 2: Background of the organization & Industry perspective



## A.1 BRAC EPL Stock Brokerage

BRAC EPL Stock Brokerage Limited are one of the commanding stock brokers in this country. The organization grant brokerage services of internationally, retail consumer and non-resident of the Bangladeshis (NRBs). It the leader are facilitating foreign portfolio investments in the Bangladesh and boasts one of the best Equity Research teams in the country. Known as impartiality Partners Securities Limited (EPSL), the company are formed early 2000 as a brokerage house licensed by the Securities and BRAC Bank limited gained 51% its equity and renamed of the company as BRAC EPL Stock Brokerage Limited.

## Management Team

### Sherief M A Rahman

Chief Executive Officer

Mr. Sherief M A Rahman has joined in BRAC EPL Stock Brokerage Limited as Chief Executive Officer.

### Ahsanur Rahman

Head of International Trade & Sales

Mr. Ahsanur Rahman is the Head of International Trade & Sales department.

**Mohammad Ariful Hoque Molliq**

Head of Retail Sales

Mr. Mohammad Ariful Hoque Molliq has joined as Head of Retail Sales of BRAC EPL Stock Brokerage Limited.

## A.2 Piickme Ltd

Piickme Ltd. it's only a ride-sharing platform in Bangladesh. They assert data and technology to the improve of everything from transportation have to payments across a region of more than 165 million people in Bangladesh. Their target market is to fetch out the true potential to the region by solving transportation. They bring out all the true potential for the region by the solving the transportation and unemployment problems that will be led further progress for the better with future and boost country economy.

Piickme, after accomplishment huge success in its business is now looking to expand its team with industry leading professionals. Backed up by international calamity capital, they are one of the most rapidly growing.

## Corporate Division/ Department

A normal marketplace structure consists of different departments that avail to the company's overall mission and goals. General departments include Marketing, Finance, Accounting, Human Resource, and IT. There are also company vice presidents and CEO.

Other
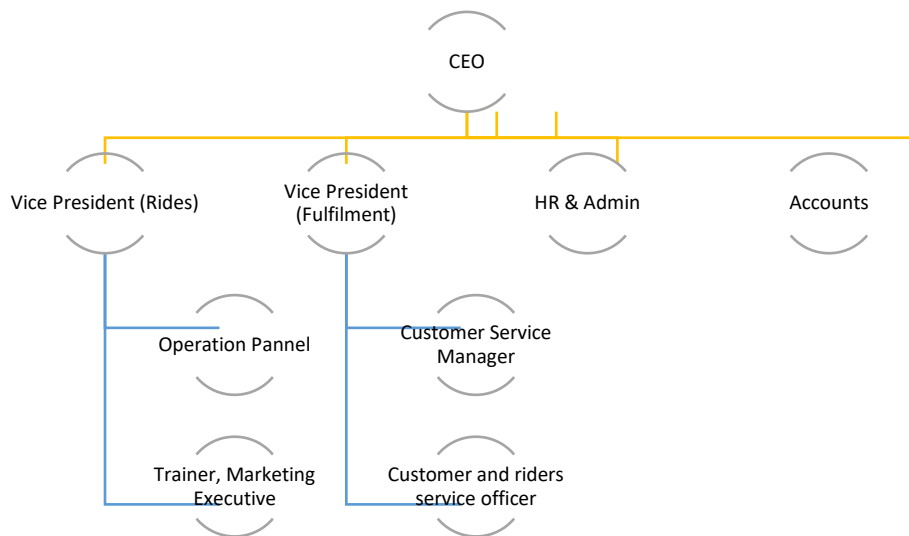
**Figure: A.2**

Other than those departments, Piickme also has sales team, logistic team, Finance team, Public relation Team and riders' acquisition team.

**Human Resource & Administration:** Human resource department this is the most important asset in the organization. This department heart of any company. The HR department of Piickme use Bdjobs.com and some Facebook pages to recruit and find the right candidate for the vacant post. The administration department of Piickme keeps the record of every employee. The logistics support is also maintaining by this department. Laptops, mouse, desk, internet connection, dialer credit, SMS credit, complains/suggestions of the employees.

**Marketing/ Promotion:** Promotional and activities, advertising. the best ways of communicate with the target customers. And we all are know that effective marketing and promotional activities will be drive long-term success. Piickme marketing team makes some promotional offer to its customer.

**Customer Service Support:** It is very important for a business to maintain and create relationship with their customers for a good relationship. Piickme has some few customers' service officers. I also worked under this section.  Piickme also makes outbound calls to the driver and customers. Customer service officers of Piickme also reply to messages comes from the Facebook page and website. The suspension of the drivers and warn them is a part of customer service support.

**Accounting and Finance:** Piickme Accounts and finance department produce the company's financial statements. Cash flow is the lifeblood of any business and which maintains by the finance department of Piickme.

# Chapter 3: Objectives of the Study

**Objectives of the study are twofold:**

A. **Primary (or Academic) objective:** To investigate recruitment and selection process in an organization.

B. **Secondary (or Study) objective:** To study the recruitment and selection procedure followed Brack EPL Stock brokerage Ltd and Piickme Ltd, To identify the area where there is scope of improvement.

# Chapter 4: Methodology of the Study

Methodology its means widespread actions of an investigation into the project. Basically, there is two types of methodologies: paper and internet based; both has been used for the project are purpose. Generally, it includes of two types of sources of information.

### A. Types of data

- **Primary sources of data -** Primary sources include with the personal visits some of company and the other manuals information. In this project purpose, data have been collected by visiting some organizations.
- **Secondary sources of data-** Those Secondary data includes information from the books, web sites, etc. Various data have been collected from different secured website to the conducting the research.

### B. Data collection process: The information are collected into online, over phone interview and online survey.

### C. Sample size: For understanding the organizational recruitment and selection process, I select two organization ( Brac EPL Stock Brokerage Ltd and Picckme Ltd ) And for online survey i collect 10 number of sample.

### D. Sampling technique or procedure: The survey has been blooming using Likert scale, and also have some direct questions and Online survey questions. And the analysis is showing different pie chart.

### E. Scope

This report only focuses of the recruitment and selection process of an organization. Different organization may have different sequence of recruitment of their management and other employees, but this report doesn't keep any concern on those.

So, any information concerned to the recruitment and selection process, Moreover, the report is produced understanding and concerning the organization's recruitment and selection process. So, any information which the organization thinks are not appropriate to provide is kept outside and not provided here.

- **Area:** Banking Sector, Ride sharing organization and Corporate industry.

- **Time:** 5 day for online survey and 2 day for personal interview.

# Chapter 5: Literature review

## 4.1 Indication

Recruitment and selection to carried and get the right persons for the right jobs of an organization. Then the recruitment, selection process starts. Recruitment as the set of performances an organization to entice job candidates who have the behavior needed to assist the success of the hiring depends on the ability to create a large pool of reliable applicants. There are of recruitment internally and externally that can be classified as two (Aswathappa 2008:150). Internal sources of recruitment are current employees, employee referrals. External sources of recruitment are professional associations, newspaper ads, on-campus recruitment, unwanted.

## 4.2 Literature review definition

Edwin Flippo defines that the hiring and selection procedure as "a process of finding potential employees and encouraging and encouraging them to apply for a job at an organization."

Simply put, appointments and selections are simultaneously canceled from the process and without the each other. They are significant different from components of the organization. It helps to discover the potential and potentiality of applicants for expected or real. This is a relation between job and job candidates.

Effective organizational performance depends on of the human resources in different managed areas. an organization to allocate the right kind of qualified employees in appropriate job positions to ensure organizational effectivity. The playing an important role in the economic development of Bangladesh by creating employment opportunities every year and recruiting. However, till date there is study on the techniques and practice. The including identifying the most commonly used recruitment sources, identifying selection procedures, hiring and strategies for maintaining the effectiveness of the selection process. Both qualitative and quantitative methods were followed. Preliminary data were collected from private commercial using a well-structured questionnaire that combines both open and closed questions. Statistical analysis software SPS-20 version was used for quantitative

analysis. The main finding of the study is that most banks have different choice levels for using recruitment sources and selection methods. They follow different selection methods for entry-level vacancies. There are also common issues in job analysis, some hiring sources and methodologies, providing human resource managers.

## 4.3 Work by Korsten (2003) and Jones et al. (2006)

Accordance with Korsten (2003) and Jones et al. (2006), Human Resource Management theories emphasize into techniques is recruitment and selection and outline the benefits of the interviews, assessment and psychometric examinations as well as employee selection procedure. They also started that recruitment process may be internal or external or may also be directed online. Typically, this procedure is based on the equality of recruitment prudence, job postings, advertising, job application and interviewing procedure, assessment of the candidates, decision making, formal selection and training (Korsten 2003).

Jones et al. (2006) revealed these examples of recruitment policies in the healthcare, business or industrial sector may grant insights among the processes engaged of establishing recruitment policies and identify managerial objectives.

Successful recruitment craftsmanship entangles a incivility analysis of the job, the labor conditions and interviews, and psychometric tests in order to find out the potentialities of job seekers. small and medium sized enterprises lay their hands-on interviews and assessment to job analysis, emotional intelligence in inexperienced job seekers, and corporate social responsibility. Other approaches to selection outlined by Jones et al. (2006) role play, group discussions and group tasks, and so on.

# Chapter 6: Finding of the Study

**Key Findings**

Findings of the study:

Recruitment and Selection in BRACK EPL Stock Brokerage Ltd

Their recruitment and selection policy are very strong. BRACK EPL Stock Brokerage Ltd recruits talented and perfect candidates from the differences source through appropriate testing- written and interview. The written part questionnaires that are of IBA standard which is a renowned education institution of our country.

Manpower Planning

↓

Requirement Generation

↓

Internal (job rotation)

↓

Selection Procedure

↓

Join and introduction

↓

Allocation

↓

Evaluation

**For Instance: <u>Advertisement of employee recruitment</u>**



## <u>Key Findings</u>

<u>Findings of the study:</u>

<u>Recruitment and Selection process of Piickme Ltd.</u>

Formally hiring the applicant for a job position, Piickme Ltd goes through step-by-step hiring procedure. This procedure has three key stage, including, recruitment, and employee selection.

The recruitment stages of the hiring procedure takes place when the company tries to reach a pool of candidates throughout job postings, job referrals, advertisements and internet sources etc. Candidates who respond to these measures then they come in for interviews and other methods of assessment within the company. Employers have to check the background of prospective employees and as well as check references of reupdated person.

Employee selection is the procedure through which an employer assesses information about the applicants generated during the recruitment stages. After assessing all the candidates, this company decides which applicant will be perfect into the position.

This company use social networking sites and LinkedIn to recruit, in addition to using traditional means of recruiting like posting on social media and listing jobs online like at Career builder.

**For Instance:** Advertisement of employee recruitment



➢ The questionnaire are for producing the survey have been developed using by Likert scale, some direct questions and Online survey. And that data have been collected through online and over phone interview. The analysis are showing in the different pie charts.
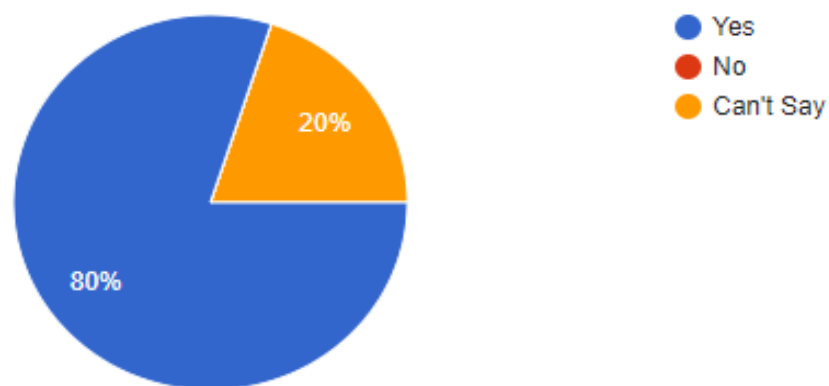
**1) When your company hires a new employee?**
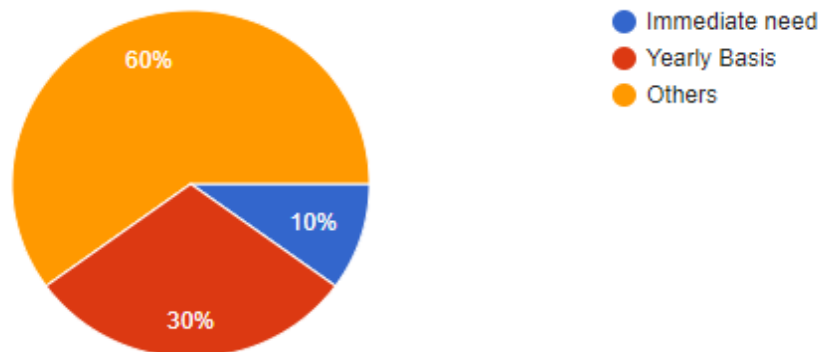


From this diagram we see that there was 60% employees are reply others, from different organization regarding mentioned in the question. 30% reply that company is hiring employee's yearly basis, the company needs but 10 % of others company hired to their need.

**2) Do your company obey the formal recruitment process?**



From the diagram it's clear that most of the organization are follow formal recruitment process. There should be some of the changes introduced in the process which are suggested by all the employees to improve the company recruitment and selection porocedure.

**3) In the company which sources of recruitment procedure should be follow?**
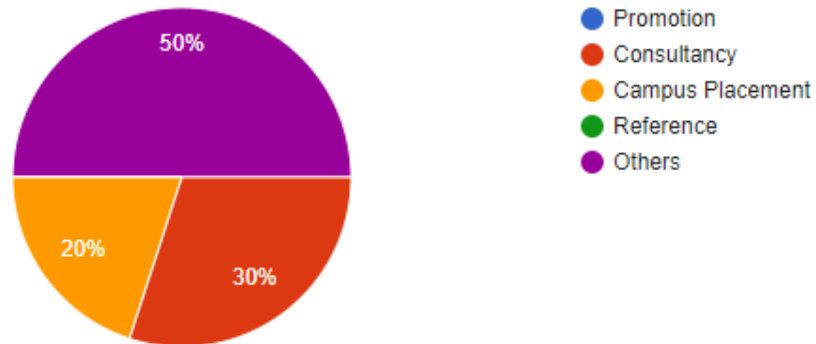


There is a various way of recruiting the candidates, and some of sources or area. From this chart is clear that most of the employees says that their recruitment process is different

And 20% of employees are in this favor of campus placement and 30% have expressed using consultancy services.

**4) What do you think, three rounds of interview are most essential for effective recruitment process?**
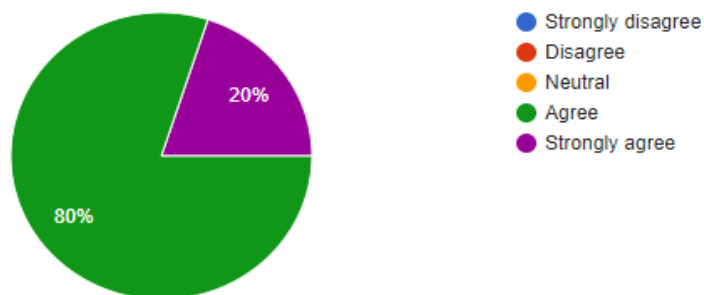


80% of those department agree with statement that 3 rounds are most essential. It depends upon the position for which the interview is being carried. And 20% are strongly agree with this statement.

**5)  Do you think Recruitment and Selection process is more effective for organizational basic and moral objective?**
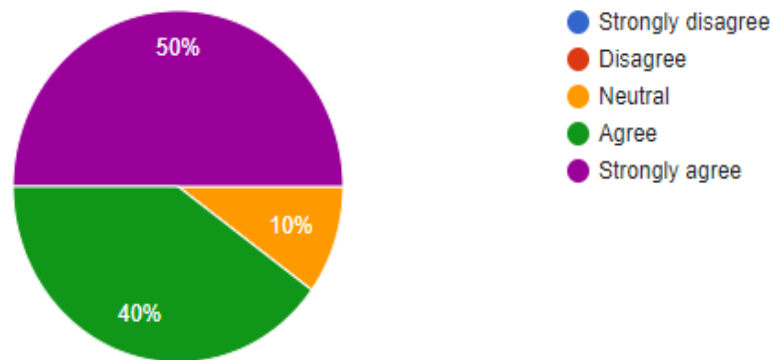


In this diagram we can see that 50% of department are strongly agree that recruitment and selection process is effective for organizational basic objective and 40% are agree with this statement, 10% decision is neutral.

**6)  Do you think Recruitment & Selection process increase efficiency in the company all over the activities?**
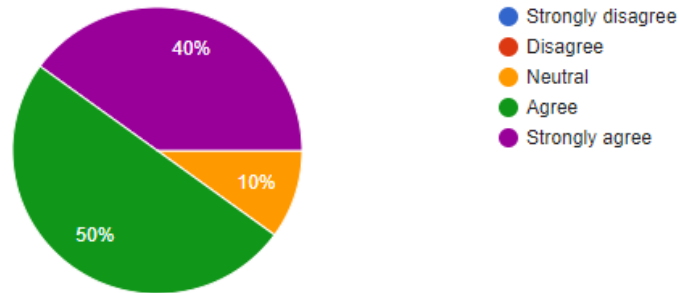
In this survey we can see that 50% department are agree with this statement and 40% are strongly agree with this statement, 10% statement is neutral.

7) **Do you think that best genesis increases the efficiency on all company department?**
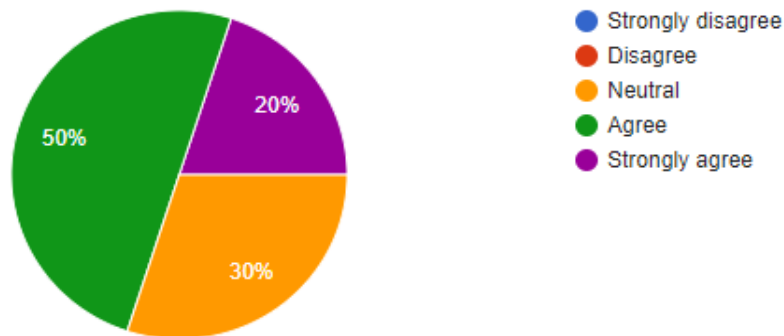


From the above diagram it's clear that most of the employee's (50%) are agree that best source increase efficiency on all the organizational department. 20% are strongly agree with this statement.

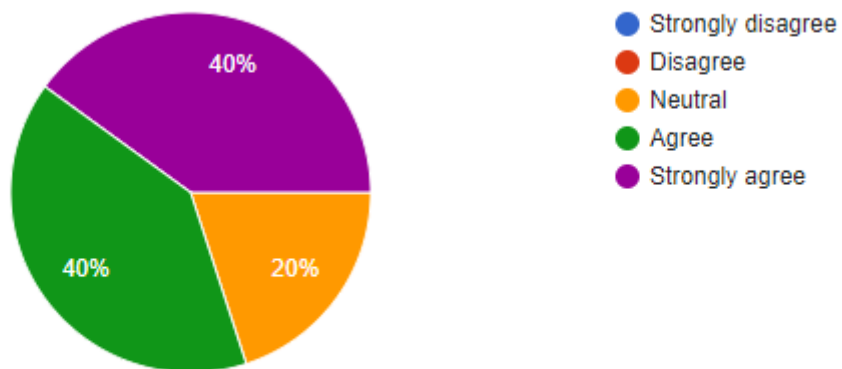8) **Do you think interview are the basic filter of the R and S process?**
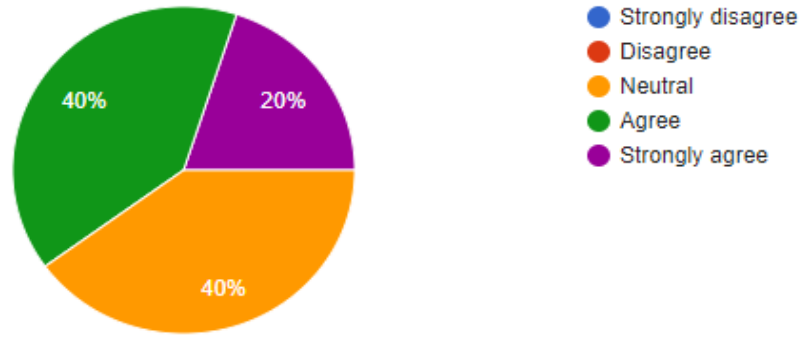
In this diagram we can see that, 20% department are strongly agree with this statement and 40% are only agree with this statement. We also see that 40% department answer is neutral.

9) **Do your organization believed that different process of interviews should be used in your company?**



In this chart, shows that 40% department are strongly agree that different methods of interviews have to used for recruitment and selection.40% are only agree with this statement and 20% answer is neutral.

**10) Recruitment should be based on knowledge and experience?**
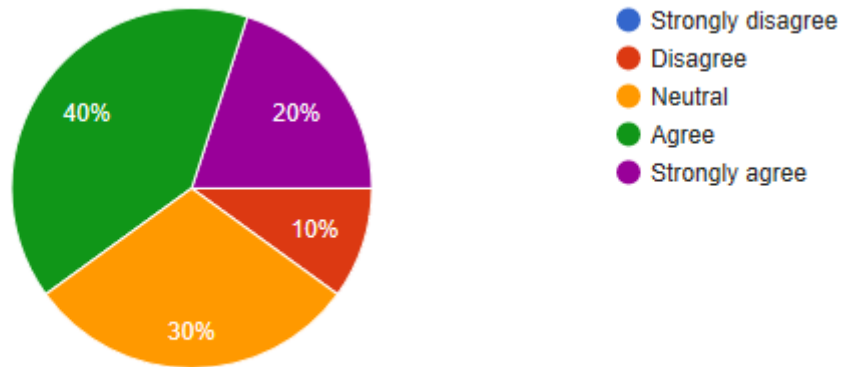


In this Chart shows that 10% are disagree with this statement, 40% are agree with this statement that recruitment should be based on knowledge and experience. And minimum number of departments are agreed with this statement,30% answer is neutral they think that maybe another process should be used for recruitment.

**11) In your Organization R & S behaviour depend on recruiter?**
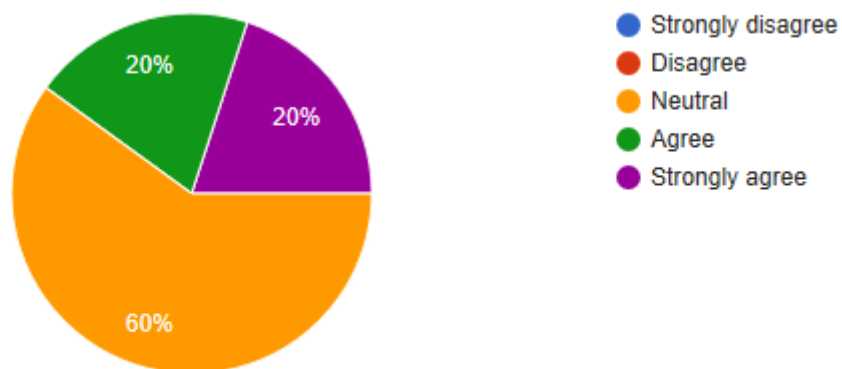


From the above diagram its clear that 60% answer is neutral, 20% are agree with this statement and another 20% strongly agree with this statement.

**12) End of the result of R & S process can be wrong because of recruiters process?**
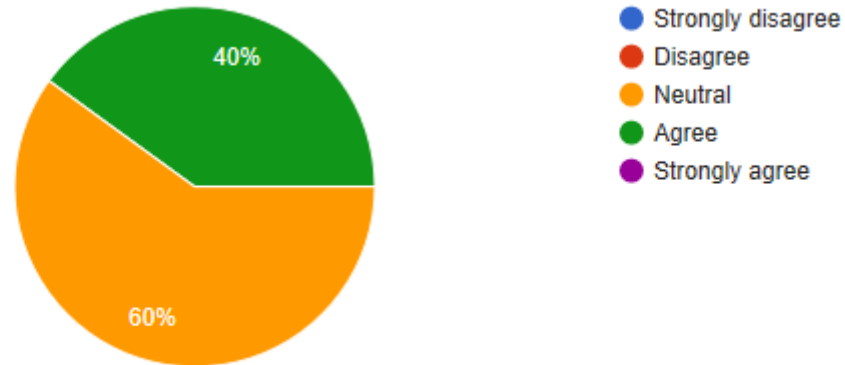


We can see that, 40% of the department are agree with this statement, because he/she can choose the right candidates for the organization, so recruiter should carefully decide the major decision. And 60% answer is neutral.

**13) You are pleased the recruitment process in your company?**
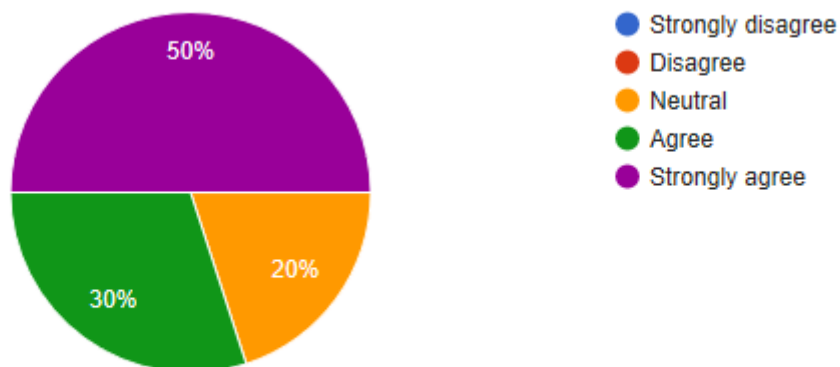


In this chart we can see that,50% are strongly agree that they are satisfied with their recruitment process, 30% are normally agree and 20% answer is neutral.

**14) Which standard do you think should be used for selection process in your company?**



Legend:
- Written Test
- Personal Interview
- Written test and Personal Interview
- Any Others

80%  10%  10%
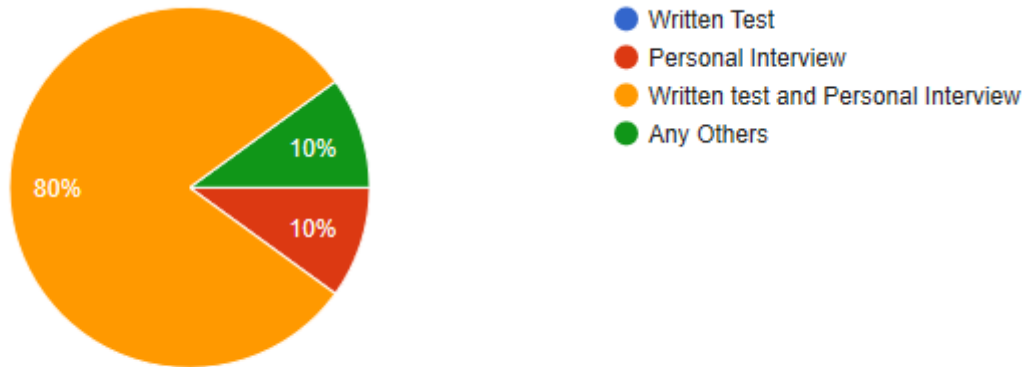
In this chart 80% department are used written test and personal interview for selection process, and 10 % are taking only personal interview. Another 10% are use any other process for selection.

**15) What you think about the best sources of Recruitment & Selection process?**



Legend:
- Internet
- Consultants
- Print Media
- Electronic Media
- Others

30%  10%  20%  40%
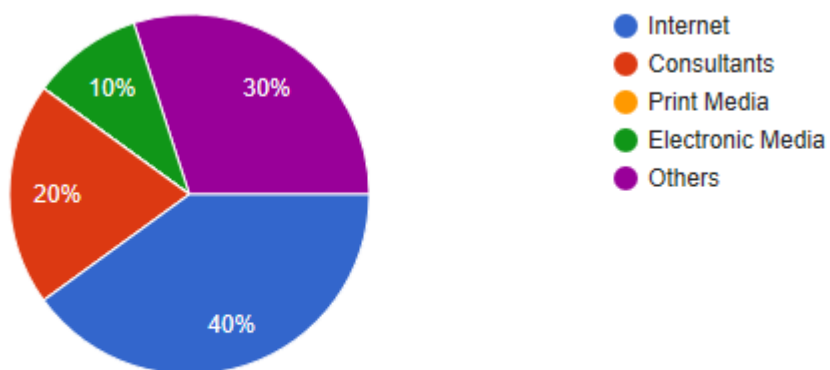
From above the diagram we can see that 40% organization are use internet for recruitment and selection process, 20% are taking advice from consultants, 10% used electronic media and another 30% are used another source.

**16) Which method are used in your organization for recruiting?**



In this chart, clearly shows that 80% organization are used structured method, and another 20% are used case study questions methods for recruitment and selection.

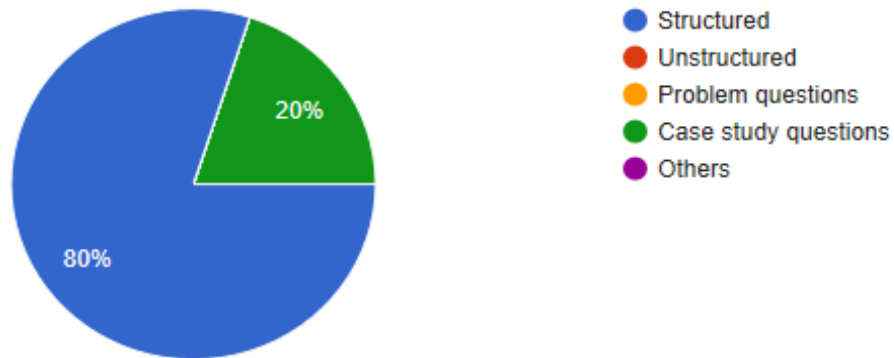**17) According to you on what the essential candidates should be evaluated for selection?**

According to organization employee's majority think that, for selection the right candidates have to evaluated their skill, creativity and experiences .and other think that have to evaluate candidate's personal skill, inelegancy and attitude.

**18) What type of strategy do you have to choose selecting the right candidate?**

According to department, they think that for choose selecting the right candidates have to face to face communicate with the candidates and also arrangement for panel discussion, some other employees are think that for select right candidate's analytical strategy have to use.

# Chapter 7: Recommendations & Conclusion



## Recommendation

In order to competitive in market & to be the top brand in brokerage market they should more focus on those issues.

- They should Train their interviewers properly:
- They should Create a careers blog for their company.
- Really set candidate expectations with job success factors.
- Survey applicants for input to improve your recruiting process



## Recommendations

• The organizations should proper practice piickme guidelines. The motive of Human Resource Management is to enhance the generative contribution of people.

• The entire HR department should know the each and every employee personally.

• The company should provide well compensation system.

• The HR department should have good job evaluated salary structure.

• To evaluate employee's performance regular basis; the management should the promotional policy properly.

It can be clearly concluded that for the improvement of any organization, appropriate recruitment and selection strategies, those also shapes the organization total manpower management. the study accentual that the R and S process is associated with other method,

for example company's strategic planning, training and development design, compensation, rewards / stimulus measures and the latest industrial relationship. In addition, in accordance with Silzer et al (2010), most of the reasons have reason to be more apparently more promising; With a well-organized nature of the interviews, use of questions based on the analysis of the work, including the interview panel the use on the behavioral to calculate interview responses is an integral part of the improvement of all the employment legitimacy.

# **Appendix**

- Essays, UK. (November 2018). Literature Review: Recruitment and Selection Process. Retrieved from https://www.ukessays.com/essays/business/literature-review-recruitment-and-selection-process-business-essay.php?vref=1

- Ofori, D. and Aryeetey, M. (2011). Recruitment and selection practices in small and medium enterprises. International Journal of Business Administration, Vol. 2, No. 3, pp. 45-60.

- https://www.tutorialspoint.com/recruitment_and_selection/recruitment_process.htm
- https://bizfluent.com/about-5208890-definition-recruitment-selection.html
- https://www.piickme.com/
- https://www.bloomberg.com/research/stocks/private/snapshot.asp?privcapid=12739932

Questionnaires

Please answer the complying questions through applying tick mark on a given Likert Scale of one to five where one is least value and five is the maximum value. You need to requirement assign any scale on the items, which are not includes in your substitute standard. And also have some optional questionnaires so please fill-up the questionnaire accurately based on your own sensation about your organization. Your invaluable information will be nursed confidentially and this is only for research persuasive.

Name:

Department:

Your Gender

☐ Male     ☐ Female

Please mention your number of year experience

☐ 0 to 5 years     ☐ 5 to 10 years     ☐ 10 to 15 years     ☐ 15 to 20 years

| | | Strongly Agree | Agree | Neutral | Disagree | Strongly Agree |
|---|---|---|---|---|---|---|

| | | | | | | |
|---|---|---|---|---|---|---|
| 1 | Do you believed that recruitment and selection process effective for organizational fundamental purposes? | 1 | 2 | 3 | 4 | 5 |
| 2 | Do you think Recruitment and Selection process increase the efficiency of the process systems? | 1 | 2 | 3 | 4 | 5 |
| 3 | What do you think this is the best source that enhances the efficiency of the management of the Department? | 1 | 2 | 3 | 4 | 5 |
| 4 | Do you think basic filter of the Recruitment and Selection process is interview? | 1 | 2 | 3 | 4 | 5 |
| 5 | What your organization believes that the appointment of a variety of different methods should be used? | 1 | 2 | 3 | 4 | 5 |
| 6 | Recruitment should be based on knowledge and experience? | 1 | 2 | 3 | 4 | 5 |
| 7 | In your Organization R & S behavior depend on recruiter? | 1 | 2 | 3 | 4 | 5 |

| | | | | | | |
|---|---|---|---|---|---|---|
| 8 | Could the end result of Recruitment & Selection process should be wrong because of employers? | 1 | 2 | 3 | 4 | 5 |
| 9 | In your opinion, effective recruitment process is required for the 3-round interviews? | 1 | 2 | 3 | 4 | 5 |
| 10 | Are you perfectly satisfied with the process of recruitment in your organization? | 1 | 2 | 3 | 4 | 5 |

Q.11 When your organization recruit new employees?

1. Urgent Need
2. On an annual basis
3. Others

Q.12 Which genesis of recruitment your organization should follow?

1. Development
2. Suggestions
3. On Campus Placement
4. Reference
5. Others

Q. 13 Which area do you think should be follow for selection process?

1. Written Test
2. Personal Interview
3. Written test and Personal Interview
4. Any Others

Q.14 What you think about the best sources of Recruitment & Selection process?

1. Internal
2. Consultants
3. Print Media
4. Electronica media
5. Others

Q.15 Which method are used in your organization for recruiting?

1. Structured
2. Unstructured
3. Problem questions
4. Case study questions
5. Others

Q.16 Does your organization follow formal recruitment process?

- Yes
- No
- Can't say

Q.17 According to you on what basis candidates should be evaluated for selection?....................

Q.18 What type of strategy do you have to choose selecting the right candidate?.......................