



## **Human Resource Management Project**

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## **ACKNOWLEDGEMENTS**

We would like to express our special thanks of gratitude to our Human Resource and Management teacher **Mrs. Kanupriya Mishra Bakhru** for her able guidance and support in completion of our project titled -“**Recruitment and Selection Processes in Wipro Technologies**”

# **VISION & MISSION OF WIPRO**

## **VISION**

Having already achieved the pinnacles of process and quality credentials (through SEI CMM, PCMM and Six Sigma), Wipro's Vision is focused on attaining leadership in the areas of business, customer and people.

### **Business Leadership:**

Among the top 10 Information Technology Services companies globally and the No.1 Information Technology company in India.

### **Customer Leadership:**

The No.1 choice of customers through innovative solutions and Six Sigma processes.

### **People Leadership:**

Among the top 10 most preferred employers globally by creating an environment of empowerment, intellectual challenge and wealth sharing.

## **Brand Leadership:**

Wipro to be among the 5 most admired brand in India.

**MISSION** Wipro's mission is the quality which they have achieved through six sigma.

# Recruitment and Selection Process in WIPRO-0p

## Recruitment

Recruitment refers to the process of screening, and selecting qualified people for a job at an organization or firm, or for a vacancy in a volunteer-based organization or community group. While generalist managers or administrators can undertake some components of the recruitment process, mid- and large-size organizations and companies often retain professional recruiters or outsource some of the process to recruitment agencies. External recruitment is the process of attracting and selecting employees from outside the organization.

**A. Internal Sources**:- . Promotions and Transfer . Job postings . Employee Referrals

**B. External Sources**:- . Advertisement . Employment Agencies . On campus Recruitment . Employment exchanges . Education and training institute

## WIPRO RECRUITMENT PROCESS

Placement Tips: There are three sections: VERBAL, APTITUDE and TECHNICAL. You have to clear each section separately: 15 minutes-VERBAL, 15 minutes - APTITUDE, 20 minutes - TECHNICAL (TOTAL 50 minutes). Verbal type: word pair, analogy, fill in the blanks with appropriate Words; Aptitude type: people, n chairs/chambers/parking etc. all questions of this type and also a paragraph was

given and the logical deduction was to be done. 4 questions were common from barons Tech type: general knowledge of computers (no programming language questions) 4 options for each.

Interview was in 2 stages: technical was mainly concentrated on data structure and C .. DBMS and CPP was also asked but stress was mainly upon the former, linux was asked too if it was mentioned in the CV it was grilling and easy for some (there were 7 panels) for the non -IT branch the interview was mainly on their project. HR was also an easy cake, we had to prepare for 2 questions:

What you know about Wipro and your strong points, weak point, hobbies nothing else but the most surprising part was that they eliminated more than 50 % of the candidates in the HR only whereas in others HR eliminates only 5-10%.

There were 3 selection processes in WIPRO:- 1. APTITUDE TEST 2. TECHNICAL INTERVIEW 3. HR INTERVIEW ABOUT APTITUDE TEST:- Total no of question: 50 Marks: 50 (each question carrying 1 marks ) Time duration: 60 minutes Section: 1) VERBAL (20 QUESTION) 2) QUANTITATIVE (20 QUESTION) 3) TECHNICAL (10 QUESTION) There was sectional cut-off , question paper was not very much tough. There was no negative marking.

VERBAL:- You have to practice it from R S AGARWAL verbal & non verbal book & GRE barons. I guessed the unknown answer. Synonyms, Antonyms, fill in the blanks, sentence completion, punctuation, idioms, voice change, jumbled words, and analogies. You have to practice it. Similar meaning of MAJESTIC etc.

QUANTITATIVE:- This portion was easiest portion. If you practice it from R S AGARWAL- quantitative aptitude book then you can find most of them are of same type. Problem on ages, permutation, combination, train, work & time, mixture & allegation, simple & compound interest, probability, pipes & cistern, speed, problem on series (A.P., G.P.), profit & loss etc are important for WIPRO.

TECHNICAL:- You have to brush up your C, C++, OS, Data structure thoroughly. ECE guys also will give their importance on digital electronics & microprocessor. Some questions have been mentioned below:

- What is binary digit of 172?
- What is excess 3 code of 32?
- Which is the volatile memory? a)RAM b)ROM c)Flash memory d)none of these
- Marc Anderson is famous for which invention: a) Napster b) Netscape browser c) Microsoft messenger d) Scur virus. Ans:-b)
- determine the output related three questions.

165 students cleared aptitude test. After that they called us for technical interview & I'm 2nd person in my panel.

**Round 1:** Written test 1. Verbal: This section will have 15 questions related to synonyms, antonyms, Analogies, SC, Prepositions and reading comprehension. 2. Aptitude: This section will have 15 questions related to aptitude topics like Time & Work, Time & Distance, Blood Relations, Series Completion, Puzzles, Calendars, Clocks, Percentages, Ratio proportions, Ages, Pipes and Cisterns etc. 3. Technical: This section will have 20 questions related to basic technical concepts from C,

C++, Java, Linux, UNIX, DBMS, SQL, Programming fundamentals, Hardware, Software Engineering, and Micro Processors etc. Candidates are informed to brush up their technical skills which were covered in their regular academic curriculum.

**Round 2:** Technical Interview This is a major elimination round. Candidates should be thorough with their basic technical skills to clear this round. Candidates are here by informed to be prepared with their core subjects. Technical test (networks, OS, basic computation) like:-

- What is NIC?
- Define ping/ipconfig/dhcp etc. They can ask you to explain with a scenario.
- Questions based on Basic Computer knowledge (Like - how to locate LAN settings, how to get into internet or hardware properties, how to check your domain and the computer name etc.)
- Questions based on Basic Internet knowledge.
- How can you create a LAN?
- Types of cables and which one is used where?
- Network Layers/architecture. Types and related protocols (TCP/IP, FTP, SMTP..)



- What is basic file structure.
- State Win XP vs Win 98??
- Differentiate between LAN / WAN / MAN.
- What are different types of memory.
- Router vs Hub vs Switch.
- What is MODEM?
- Types of movie file formats.
- Broadband vs Baseband. etc.

**Round 3:** HR Interview Candidates can expect basic HR interview questions like Tell me about yourself, Why should I hire you, Why only WIPRO, What is SIX sigma level.

Candidates will be tested in their communication and vocabulary during technical and HR interviews. These are the recently asked questions in HR round for Wipro non-voice process.

- Tell me about yourself?
- What do you know about our company?
- What will you do in the leisure time?
- Who is the person whom you are admired of?
- What is investment banking?
- What is the happiest movement in your life?

## HR Interview Questions for Wipro

1. What is the difference between PCR and CAP?
2. How do you run payroll?
3. How do you correct payroll?
4. If I want to include some more wage types, say bonus from today. How should I do that?
5. What is meant by payroll area? What are the uses of payroll area?
6. What is meant by a control record?
7. What is meant by retroactive accounting?
8. How do you create customized ITs? What is the no. range for customer specific ITs?
9. What are data types? How many data types exist? What are they? Where do you configure them?
10. What is a counting rule?
11. What is absence type?
12. How do you configure absence? Give an example.
13. What is absence quota type?
14. What are the features you used in benefits?
15. How many health plans have you configured, what are they?
16. What are the most important ITs in benefits?
17. List the applicant actions in recruitment.
18. What is the feature used for Personnel Administrator. What group should you use in that?

19. What are the IT's used in NUMKR? (I said NUMKR is associated with Org. Assignment.)
20. What is an applicant group?
21. What is an unsolicited applicant group?
22. What is the technical code for authorizations?
23. Differentiate between Payroll area and pay scale area?

**Round 4:** Placement Upon Joining, the incumbent shall be given an employee code number by Manager(HR) and he shall fill up the joining forms and shall submit the same to the Manager(HR) for further course of action. Final HR - just a formality (They will explain you the salary structure etc.) Wipro recruit 40% employees from campus recruitment. Another popular source for Wipro's Recruitment is the Online Placement through NSR (National Skill Registry).

## **EVALUATION OF SOURCES OF RECRUITMENT**

Wipro as an organization has always tried to use the best sources of recruitment . This has led them to become one of the fastest growing it companies in the world.

The different methods for evaluating sources of recruitment used by wipro are-

**1.Time-lapse data:** They show the time lag between the dates of requisition for manpower supply from a department to the actual date of filling the vacancies in that department.

**2.Yield ratios:** These ratios indicate the number of leads/ contacts needed to generate a given number of hires at a point at time

**3.Surveys and studies:** Surveys may also be conducted to find out the suitability of a particular source for certain positions. In the surveys conducted by Wipro It has been found out that employee referral has emerged as a popular way of hiring people in the Information Technology industry in recent times in India.

## **Selection**

Selection is the process of putting right men on right job. It is a procedure of matching organizational requirements with the skills and qualifications of people. Effective selection can be done only when there is effective matching. By selecting best candidate for the required job, the organization will get quality performance of employees. Moreover, organization will face less of absenteeism and employee turnover problems. By selecting right candidate for the required job, organization will also save time and money. Proper screening of candidates takes place during

selection procedure. All the potential candidates who apply for the given job are tested. But selection must be differentiated from recruitment, though these are two phases of employment process. Recruitment is considered to be a positive process as it motivates more of candidates to apply for the job. It creates a pool of applicants. It is just sourcing of data. While selection is a negative process as the inappropriate candidates are rejected here. Recruitment precedes selection in staffing process. Selection involves choosing the best candidate with best abilities, skills and knowledge for the required job.

The Employee selection Process takes place in following order-

**1. Preliminary Interviews**- It is used to eliminate those candidates who do not meet the minimum eligibility criteria laid down by the organization. The skills, academic and family background, competencies and interests of the candidate are examined during preliminary interview. Preliminary interviews are less

formalized and planned than the final interviews. The candidates are given a brief up about the company and the job profile; and it is also examined how much the candidate knows about the company. Preliminary interviews are also called screening interviews.

**2. Application blanks**- The candidates who clear the preliminary interview are required to fill application blank. It contains data record of the candidates such as details about age, qualifications, reason for leaving previous job, experience, etc.

**3. Written Tests**- Various written tests conducted during selection procedure are aptitude test, intelligence test, reasoning test, personality test, etc. These tests are used to objectively assess the potential candidate. They should not be biased.

**4. Employment Interviews**- It is a one to one interaction between the interviewer and the potential candidate. It is used to find whether the candidate is best suited for the required job or not. But such interviews consume time and money both.

Moreover the competencies of the candidate cannot be judged. Such interviews may be biased at times. Such interviews should be conducted properly. No distractions should be there in room. There should be an honest communication between candidate and interviewer.

**5. Medical examination**- Medical tests are conducted to ensure physical fitness of the potential employee. It will decrease chances of employee absenteeism.

**6. Appointment Letter**- A reference check is made about the candidate selected and then finally he is appointed by giving a formal appointment letter.