

A REPORT ON RECRUITMENT PROCESS OF IT PERSONNEL

Industry Internship Report submitted in partial fulfillment of the requirements for the
award of the Degree of

MASTER OF BUSINESS ADMINISTRATION

of

BENGALURU CITY UNIVERSITY



By

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Internship Institution: ALPHA LABS TECH PVT LTD

Bengaluru City University

DECLARATION BY THE STUDENT

I hereby declare that “*A report on recruitment process of IT personnel*” is the result of the internship undergone by me in partial fulfillment for the award of Master’s Degree in Business Administration by Bengaluru City University.

I also declare that this report is the outcome of my own efforts and that it has not been submitted to any other University or Institute for the award of any other Degree or Diploma or Certificate.

Place: Bangalore

Name: Rahul Kumar

Date:

Register Number: P18DM21M0095

GUIDE CERTIFICATE

This is to certify that the Training Report “*A report on recruitment process of IT personnel*” Submitted by (Rahul Kumar and P18DM21M0095) to Bengaluru City University, Bengaluru for the award of Degree of Master of Business Administration is a record of work carried out by he/her under my guidance.

Place: Bangalore

Date:

Signature



Certificate by Industry



ALPHA LABS TECH PVT LTD

We Make Technology Work For You

To
Rahul Kumar

Date : Jan 28, 2023

This letter is to confirm that **Mr. Rahul Kumar** has successfully completed the internship with **Alpha Labs Tech PVT LTD** in the field of HR recruitment.

The Internship took place from **27/12/2022 to 26/01/2023**.

During the internship, he was responsible for the following tasks:

- Assisting in the recruitment process by screening resumes and conducting initial interviews
- Helping to design and implement recruitment strategies
- Supporting the HR team with administrative tasks
- Participating in the selection process for new hires

He performed the duties to the satisfaction of the company and showed a strong understanding of the recruitment process. He communicated effectively with candidates and provided valuable input during the selection process. He also had good organizational skills and attention to detail.

We would like to recommend him for future employment in the field of HR recruitment. We believe that he has the skills and potential to make a valuable contribution to any organization.

Yogesh Kumar Mali
Director

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CERTIFICATE OF ORIGINALITY



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Ref.No: IIBS/OC/011/2023

Date: 27-04-2023

CERTIFICATE OF ORIGINALITY

This is to certify that the Industry Internship Project report entitled "**Recruitment Process for IT Personnel**" is an original work of **Mr. Rahul Kumar** bearing University Register Number **P18DM21M0095** and is being submitted in partial fulfillment for the award of the Master's Degree in Business Administration of Bengaluru City University. The report has not been submitted earlier to any University /institution to fulfill the requirement of any course of study. **Mr. Rahul Kumar** is guided by **Prof. Mahabub Basha** who is the Faculty Guide as per the regulations of Bengaluru City University.


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ABSTRACT

Effective recruitment, selection, and retention are essential for the success of any organization. They ensure that companies have high-performing employees who are satisfied with their jobs, thereby contributing positively to the organization's goals. Conversely, ineffective recruitment methods, selection procedures, and retention strategies can result in mismatches that have negative consequences for the organization. A misfit employee who does not share the organization's philosophies and objectives can lower output, productivity, customer satisfaction, relationship, and overall quality of work. Additionally, training an unsuitable hire can be expensive. Therefore, effective recruitment is not only the first step towards achieving organizational excellence but also an important cost-control mechanism.

While the roles of human resources managers and recruiters may overlap in some areas, the job of an HR recruiter is quite specific. HR recruiters are responsible for sourcing and hiring job candidates, either by reviewing resumes or proactively seeking out qualified individuals. In addition to assessing candidates' job experience, recruiters also negotiate salaries and help place candidates in suitable positions. They are typically compensated through fees paid by the hiring employer. Overall, while there is some overlap in responsibilities, the role of an HR recruiter is distinct and essential for successful talent acquisition.

To develop a unique recruitment model that reduces costs, saves time, and promotes the organization's interests, a study was conducted on the recruitment methodologies used by an IT company. The study aimed to analyse the spectrum of recruitment methods used by the company and propose suggestions for a more effective recruitment approach.

KEYWORDS: HR recruitment, Cost structure, HRM, Human resource development, Training and Development

ACKNOWLEDGMENT

I take this opportunity to thank those who helped me in making this project and for that, I would like to express my sincere gratitude to “**Yogesh Kumar Mali**”, Director at **Alpha Tech Labs Pvt. Ltd** who spared his valuable time and taught me during the whole duration of my training. I would also like to express my gratitude to **Prof. Mahabub basha**, who guided me, and provided all support in completing this report and for extending various facilities in witnessing hearing of cases, preparing briefs, and drafting few orders which played an important role in completing this report. I would also like to thank International Institute of Business Studies for providing me with the necessary resources and support for conducting this research

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INITIAL INTERNSHIP REPORT (IIR)

- Reporting Date: 27 Dec 2022
- Name of the Student-Intern: Rahul Kumar
- Name of the Organization: ALPHA LABS TECH PVT LTD
- Name of the IM: Yogesh Kumar Mali
- Name of the FM: PROF. MAHABUB BASHA
- Project Start Date and End Date: 27 Dec 2022 to 26 Jan 2023
- Title of the IIP: HR Recruitment Process
- How will the Project Shall be Undertaken: Work from Home
- Project Deliverables
 - Recruitment
 - Selection

Signature of FM with Date

Signature of IM with Date

INTERNSHIP COMPLETION REPORT (ICR)

- Submission Date:
- Name of the Student-Intern: Rahul Kumar
- Name of the Organization: ALPHA LABS TECH PVT LTD
- Name of the FM: Prof. Mahabub Basha
- Name of the IM: Yogesh Kumar Mali
- Title of the IIP: HR Recruitment Process
- IIP Duration: 30 Days
- Status of Project: Completed 1 month of Internship
- Key Learning from the IIP: Got well versed of the different roles and responsibilities of a HR personnel

INTERNSHIP FINAL REPORT

CHAPTER 1

DESCRIPTION OF THE COMPANY:

- I. Location and spread of the company:** Visakhapatnam
- II. Number of employees:** 10
- III. Divisions of the company:**
- IV. Main functions of the company:**
 - a. Providing quality solutions for businesses of all levels
 - b. We specialize in assisting businesses worldwide with seamless digital transformation through effective planning and vision.
 - c. Design solutions that are data-driven and specific to target audience
- V. Customer profile and market share**
 - **Market share**
 - 30% Indian clients
 - 45% European clients
 - 25% USA
 - **Sales:**

Alpha labs tech pvt ltd is a 1.5-year-old technology company that is still in the early stages of growth. The company may have a smaller customer base and limited brand recognition due to its startup status. However, Alpha labs tech pvt ltd is open to innovative solutions that can help them scale quickly and gain a competitive edge in their industry.
 - **Marketing:**

Alpha labs tech pvt ltd aims to establish a strong brand identity and build awareness in the market. The company is focused on cost-effectiveness and ROI, seeking marketing solutions that can help them achieve their goals without breaking the bank. Given their status as a technology company, Alpha labs tech pvt ltd may also be interested in digital marketing solutions that can help them reach a wider audience and build their online presence.

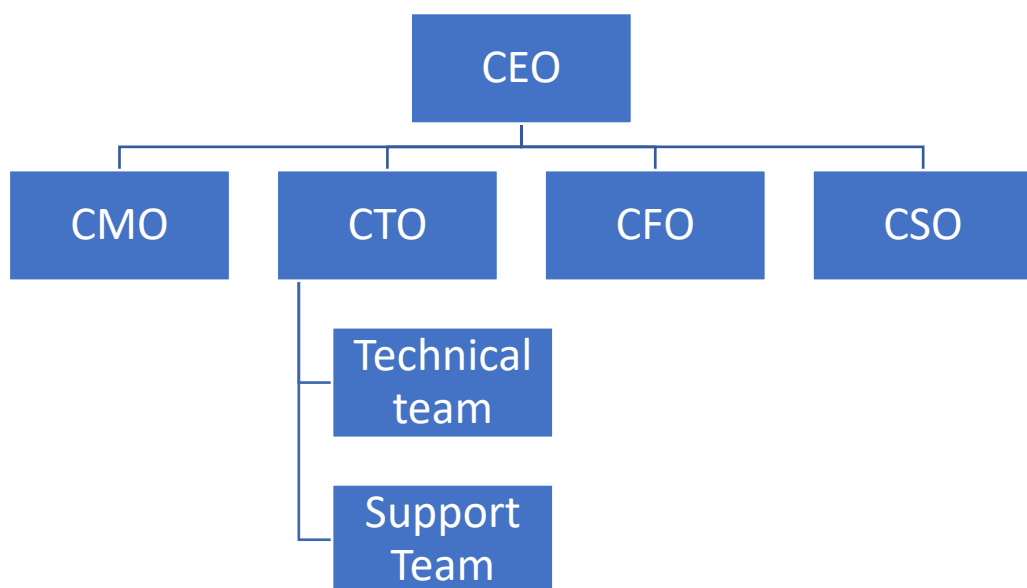
- **HR:**

The ideal candidate for Alpha labs tech pvt ltd is adaptable, resourceful, and willing to take risks in a fast-paced, dynamic environment. As a startup, the company values employees who can take on multiple roles and responsibilities. Alpha labs tech pvt ltd offers opportunities for growth and development, as well as a flexible and supportive work culture.

- **Finance:**

Alpha labs tech pvt ltd prioritizes managing cash flow and maximizing profitability. As a startup, the company is particularly interested in solutions that can help reduce costs and increase efficiency, rather than requiring significant upfront investment. Alpha labs tech pvt ltd may also consider financing options that can help fund their growth without putting too much strain on their cash flow

VI. Administrative structure



Company Profile



Alpha Labs Tech Pvt Ltd is a software consultancy and solution provider based in Visakhapatnam, India. Our team of engineers and managers is committed to helping businesses of all sizes achieve their full potential through the latest technologies and software tools.

In today's digital age, businesses are struggling to find the right tools and software to keep up with the ever-growing consumer needs. As experts in the Zoho platform, we guide businesses to achieve their full potential by providing solutions that are data-driven and specific to their target audience. From maintaining strong customer relationships to providing marketing strategies, we use the powerful features of the Zoho platform, such as automation, customization, and AI, to streamline business processes according to market needs.

We recommend the Zoho One suite, an operating system for businesses that includes over 50 applications that serve all your business needs. To ensure optimal use of these applications for your business, we carefully map your business process and build integrations among them so that you can access everything as a single unit and not as separate entities. We also build third-party application integrations so that you do not have to switch between applications to access information in other applications.

Our customers rely on us for leadership and assistance in system integration, business process redesign, project management, system administration, and training. We also provide enterprise solutions for sustained growth in CRM, HCM, Support Desk, Financial, and Inventory Management.

BUSINESS MODEL CANVAS TOOL:

The Business Model Canvas is a visual strategic management tool used to describe, design, challenge, and pivot a business model. It provides a framework for identifying and analysing the key components of a business and how they fit together to create value for the customer and the organization. The canvas is divided into nine key areas of the business, including customer segments, value proposition, channels, customer relationships, revenue streams, key resources, key activities, key partnerships, and cost structure.

- In the customer segments section, businesses define the specific groups of people or organizations they aim to serve.
- The value proposition section describes the products or services offered and how they meet the needs of the target customer segments.
- The channels section outlines how the products or services will be delivered to the customer segments, and the customer relationships section describes how the business will interact with its customers.
- The revenue streams section outlines how the business will generate revenue from its products or services.
- The key resources section describes the resources required to deliver the value proposition to the target customer segments.
- The key activities section outlines the most important actions required to operate the business.
- The key partnerships section describes the relationships with suppliers, partners, or other organizations that are crucial to the success of the business.
- The cost structure section outlines the costs associated with delivering the value proposition to the target customer segments.

Overall, the Business Model Canvas is a useful tool for entrepreneurs, start-ups, and established businesses looking to innovate and improve their operations. By providing a structured way to identify and analyse the key components of a business model, the canvas can help businesses create a clear and compelling value proposition, establish effective channels to reach customers, and identify key resources and partnerships necessary for success.

Business canvas model for Alpha labs tech pvt ltd:

1. Customer segments
 - Small and medium-sized businesses in the healthcare segment
 - Finance sectors
2. Value proposition
 - Increased efficiency
 - Improved data management
3. Channels
 - Direct sales
 - Partnerships with industry associations
4. Customer relationships
 - Personalized support
 - Ongoing product updates
5. Revenue streams
 - Subscription-based models
 - Customized software development
6. Key resources
 - Skilled development team
 - Robust infrastructure
7. Key activities
 - Software development, marketing
 - Customer support
8. Key partnerships
 - Technology vendors for hardware and software components
 - Research institutions for collaboration on cutting-edge technologies and innovation
 - Outsourced marketing and advertising agencies for promoting products and services
9. Cost structure
 - Salaries, Marketing expenses and Technology infrastructure

CHAPTER 2

INTRODUCTION

Human Resource Management (HRM) is the structured and systematic process of managing people in an organization. This includes activities such as staffing, retention, setting pay and benefits, performance management, change management, and handling exits. Some experts consider HRM as a modern version of the previously used Personnel Management function. HRM is considered both an art and a science, as it involves both creative and innovative approaches as well as the precise application of theoretical concepts.

Human Resource Development (HRD) refers to the process of developing available manpower through various methods such as training, promotions, transfers, and career development opportunities. HRD programs aim to create a team of efficient and capable managers and subordinates, which is an asset for any organization. The performance of an organization largely depends on the quality of its employees, and nurturing and utilizing the human resource is crucial for the success of the organization. Peter F. Drucker stated that "the prosperity of any business depends on the performance of the managers of tomorrow."

2.1 Purpose of Summer Internship at Alpha labs tech pvt ltd

Alpha labs tech pvt ltd offers a summer internship program aimed at providing students with practical experience in the technology industry. The program is designed to help students develop their skills in software development, data management, and other related areas while working on real-world projects. Through the internship, participants get the opportunity to collaborate with experienced professionals in the field, gain valuable experience in project management, software development, and other key areas of the technology industry.

The primary purpose of the summer internship program is to provide students with practical work experience that complements their academic learning. The program is structured to provide a balance of both theoretical and practical learning, allowing students to apply their theoretical knowledge to real-world problems. Additionally, the program provides students with the opportunity to network with industry professionals, which can be beneficial for future job opportunities.

2.2 Reasons for Choosing Alpha labs tech pvt ltd

Students may choose to intern at Alpha labs tech pvt ltd for several reasons. Firstly, Alpha Tech Labs is a leading player in the technology industry known for its reputation for innovation and quality. The company offers an environment that is challenging and dynamic, with opportunities for professional growth and development. The company also provides a range of projects and initiatives that can be tailored to meet individual student interests and skills.

Secondly, Alpha Tech Labs is in a vibrant and growing technology hub, providing opportunities for networking and exposure to the latest trends and technologies in the field. The company is situated in a technology park that is home to many other leading technology companies, providing a dynamic and collaborative work environment.

2.3 Location of Alpha labs tech pvt ltd

Alpha labs tech pvt ltd is in a prime location in the city with easy access to transportation, dining, and entertainment options. The location is convenient for students living in nearby areas or attending nearby colleges and universities. The company is also situated in a growing technology hub, providing opportunities for exposure to the latest trends and technologies in the field.

2.4 Recruitment Process for IT Department at Alpha labs tech pvt ltd

The recruitment process for the IT department at Alpha labs tech pvt ltd typically involves multiple steps. Interested candidates are required to submit their resumes and application materials online. Shortlisted candidates will then be invited for an initial screening interview that may be conducted either in person or via video conference. Successful candidates will then be invited for a second interview, which may include technical assessments and other evaluations. Selected candidates will then undergo training and orientation before beginning their work with the company.

The company's recruitment process is designed to identify candidates with the skills and experience required to succeed in the IT department. The company seeks individuals who are passionate about technology, have strong problem-solving skills, and are willing to learn and adapt to new challenges. The company also values individuals who are team players and have strong communication skills, as collaboration and communication are key to success in the IT industry.

2.5 Objectives of the study

1. To gain an understanding of the recruitment process.
2. To identify and analyze various sources of recruitment for different levels and types of jobs. And critically examine the functioning of current recruitment procedures.
3. To identify potential areas for improvement to enhance the effectiveness of the recruitment process.

2.6 Scope of the study

- The research study aimed to analyze and comprehend the various factors involved in recruitment procedures at a consultancy firm. Additionally, the study aimed to provide recommendations and suggest measures for improving the recruitment procedures.
- The researcher derived multiple benefits from conducting the study, such as acquiring knowledge and experience and gaining an understanding of the prevalent recruitment procedures.

2.7 Recruitment and Selection Process

Complete Recruitment life cycle

- Recruitment and selection process involves a complete recruitment life cycle.
- The process includes different levels of companies and their respective technologies and domains.
- A portal is used for the recruitment process to facilitate the hiring of candidates.
- A job description is created and analyzed to understand the requirements for the job.
- Profiles are sourced from portals to find suitable candidates for the job.
- The profiles are then screened as per the job requirements.
- Candidates are contacted through calls to move forward with the recruitment process.
- The profiles are formatted and a tracker is prepared for record-keeping purposes.
- The database is maintained to keep track of candidate profiles and recruitment processes.
- Understanding my Orientation

2.8 HR Recruitment Process

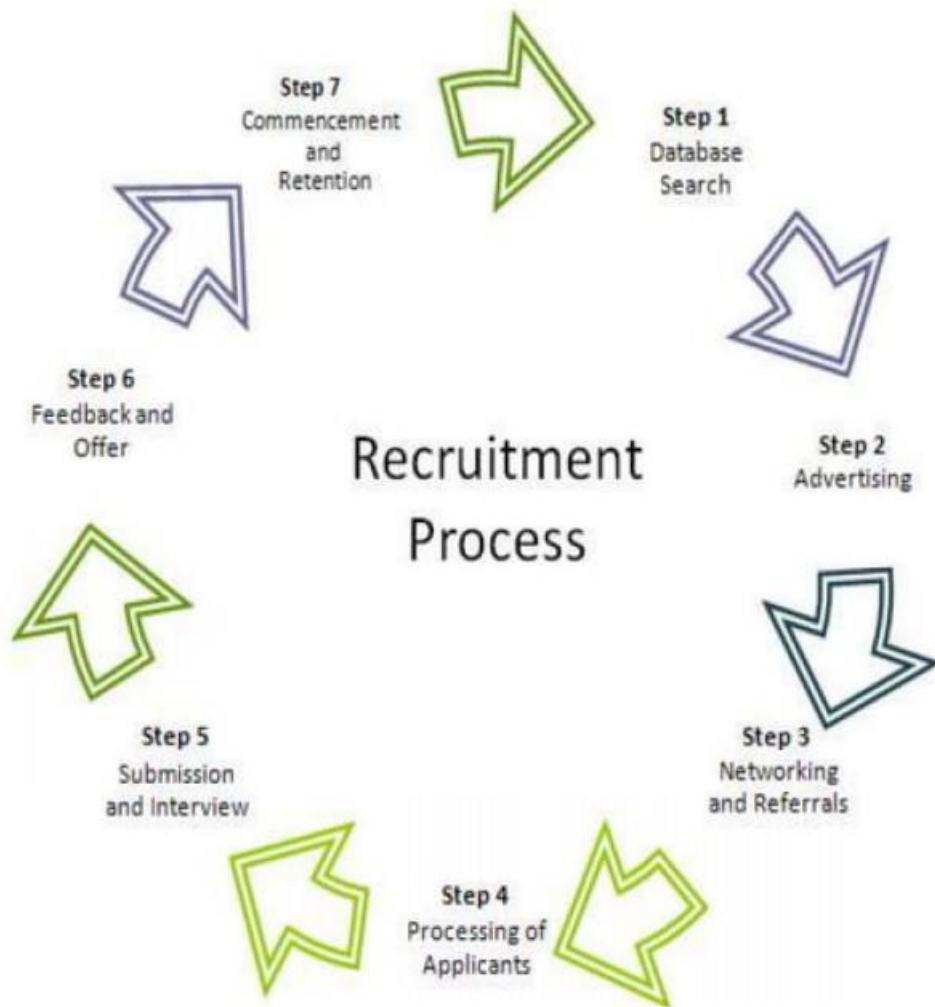


Fig 2.1 Recruitment Process

CHAPTER 3

RESEARCH METHODOLOGY

Research refers to a methodical investigation or inquiry, aimed at discovering new knowledge in any field of study. The methodology of this project involves a structured presentation, consisting of a clearly stated problem, formulated hypothesis, collected data, analyzed facts, and proposed conclusions presented as recommendations. Both primary and secondary data sources were used to collect information.

The primary data collection method involved distributing carefully designed questionnaires to employees to obtain their views on the research problem. On the other hand, secondary data was gathered from various sources such as organization records, well sites, and other available sources. This data had been previously collected by individuals or organizations for other research purposes.

It is important to note that the secondary data collected was used for analysis, and the results obtained were utilized in the subsequent stages of the research project.

3.1 Research design:

A research design refers to the framework that outlines the conditions for collecting and analysing data in a manner that combines relevance to the research objectives with efficiency in the procedures used. It involves the specification of methods and procedures that are necessary for obtaining the information required to structure or solve research problems. The research design serves as an overall plan or structure for the project, detailing what information is needed, where it can be sourced from, and the procedures that will be used to obtain it.

The following questions are essential in determining the research design:

1. What is the research study about?
2. What is the objective of the research study?
3. Where will the research study be conducted?
4. What type of data is needed?
5. Where can the required data be found?
6. What will be the sample design?
7. What technique will be used for data collection?

8. How will the data be analyzed?

3.2 Aim of the analysis

Analysis of the recruitment and selection process for IT personnel in Alpha labs tech pvt ltd, as well as a review of the HR policies related to recruitment and selection. The purpose of this review is to ensure that the company's recruitment and selection practices are effective, fair, and aligned with industry best practices.

- **Source of data collection:** Primary and Secondary data collection
- **Primary Data sources:** Questionnaire and Interview
- **Secondary Data Sources:** Books and Journals
- **Sample Unit:** IT personnel of Alpha tech pvt ltd
- **Sample size:** 100
- **Sampling technique:** Convenient sampling
- **Field of study:** This project was carried out at Alpha tech pvt ltd, Vizag

CHAPTER 4

DATA INTERPRETATION AND ANALYSIS

After conducting a survey, the data was analyzed by representing it graphically in percentage form. The opinions of the people were evaluated based on the percentage analysis, and the results were expressed in chart format

Question 1. What type of interview did you prefer?

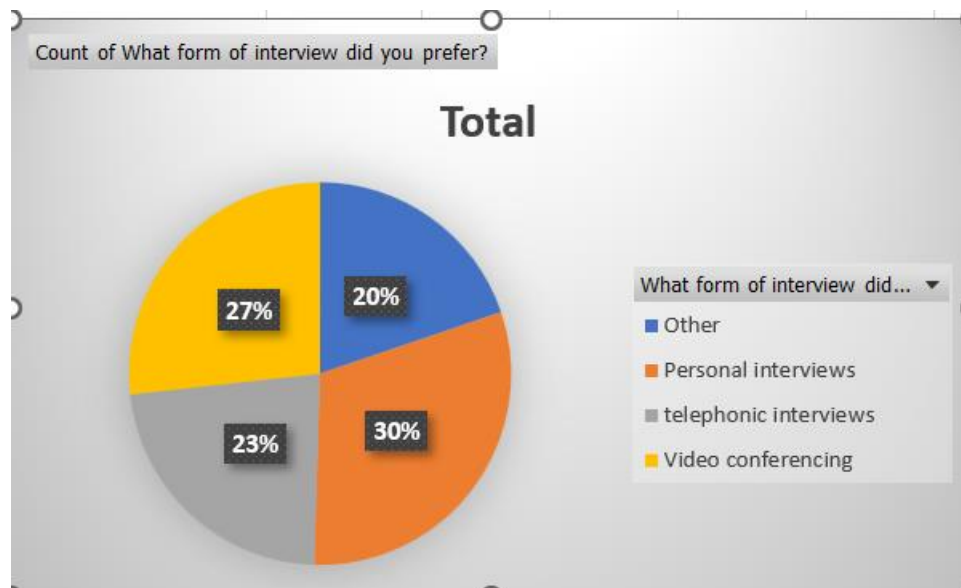


Fig 4.1 Forms of interview

The majority of managers prefer conducting personal interviews. About 30% of them opt for telephonic interviews, while only 20% choose video conferencing. The remaining managers utilize other methods for conducting interviews.

Question 2. What source(s) do you use to recruit candidates?

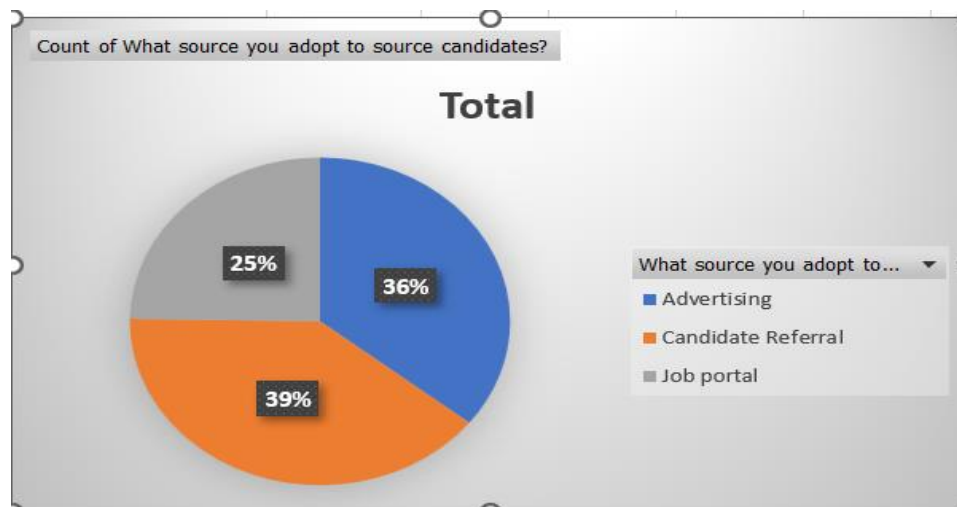


Fig 4.2 Sourcing of candidates

According to the analysis, 30% of the respondents preferred job portals, 31% opted for candidate referrals, and 29% selected advertising as their preferred source for recruiting candidates.

Question 3. How many stages are involved in selecting the candidate?

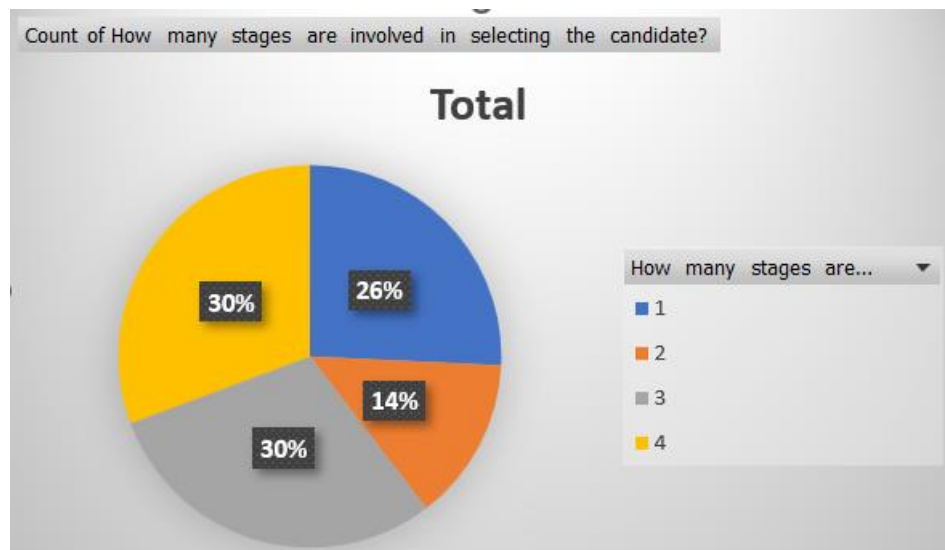


Fig 4.3 Stages involved in selection

Based on the analysis, it was found that the majority of executives prefer to conduct three stages of interviews

Question 4. What methods do you use to track the source of candidates?

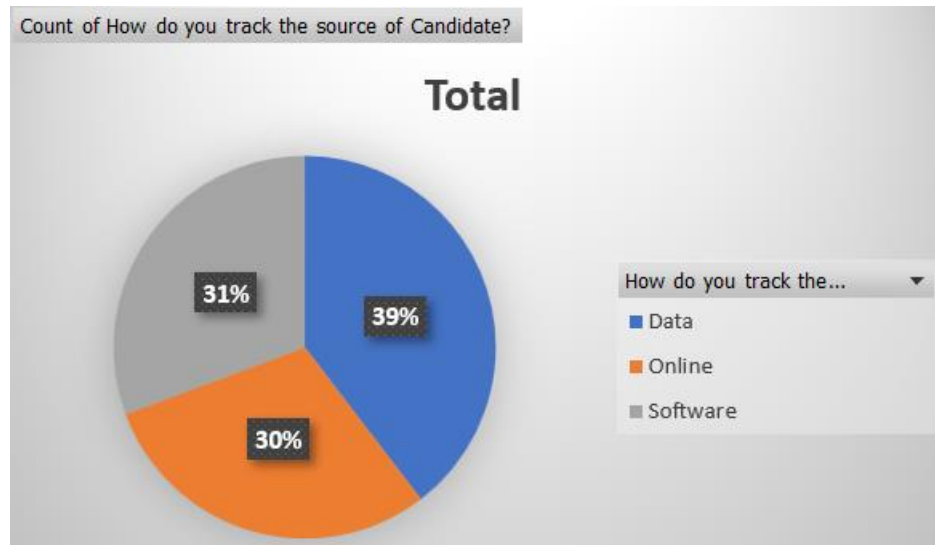


Fig 4.4 Tracking the candidates

According to the analysis, 39% of executives prefer using data to track the source of candidates. About 31% of them opt for external software, while 30% choose online tracking methods.

Question 5: Is the recruitment process in your organization designed to clearly define the position objectives, requirements, and candidate specifications?

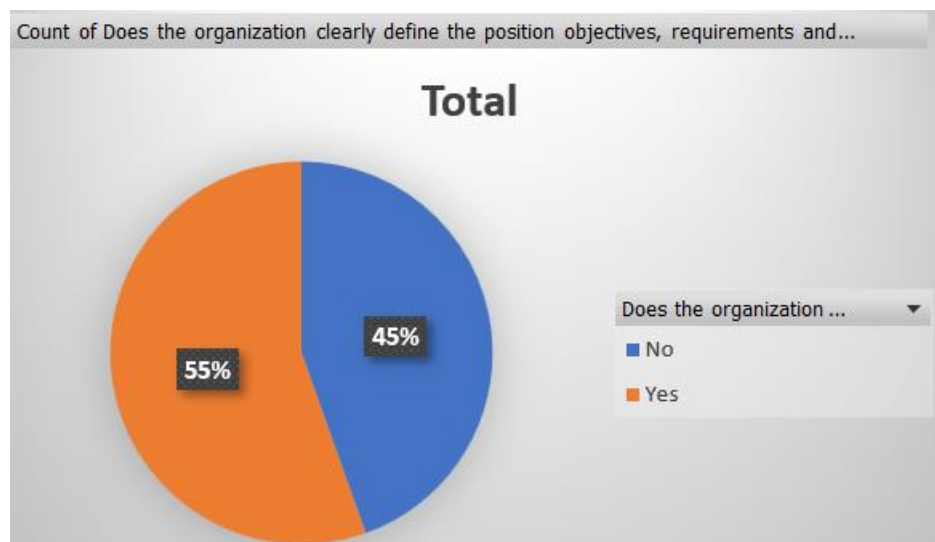


Fig 4.5 Candidates specifications

Based on the analysis, it can be concluded that there is an almost equal distribution of respondents who answered "Yes" and "No" regarding whether their organization's recruitment process clearly defines the position objectives, requirements, and candidate specifications

Question 6. "What is the average amount of time that executives spend on recruiting each candidate?"



Fig 4.6 Time spent by executives

Based on the analysis, it was found that the majority of executives spend 5-10 minutes per candidate, followed by 10-15 minutes.

Question 7. Do you follow different recruitment processes for different grades of employees?

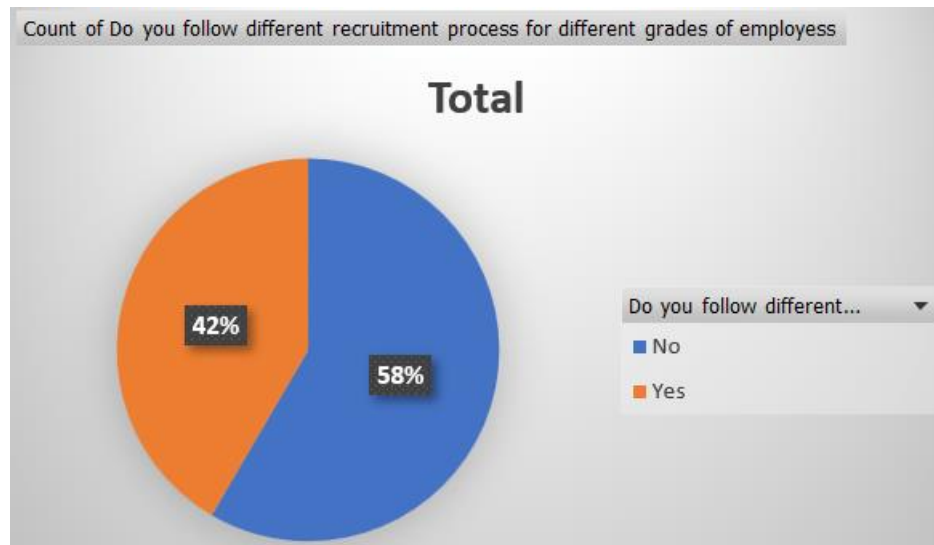


Fig 4.7 Different recruitment process

Question 8. What are the fundamental questions you ask candidates during an interview?

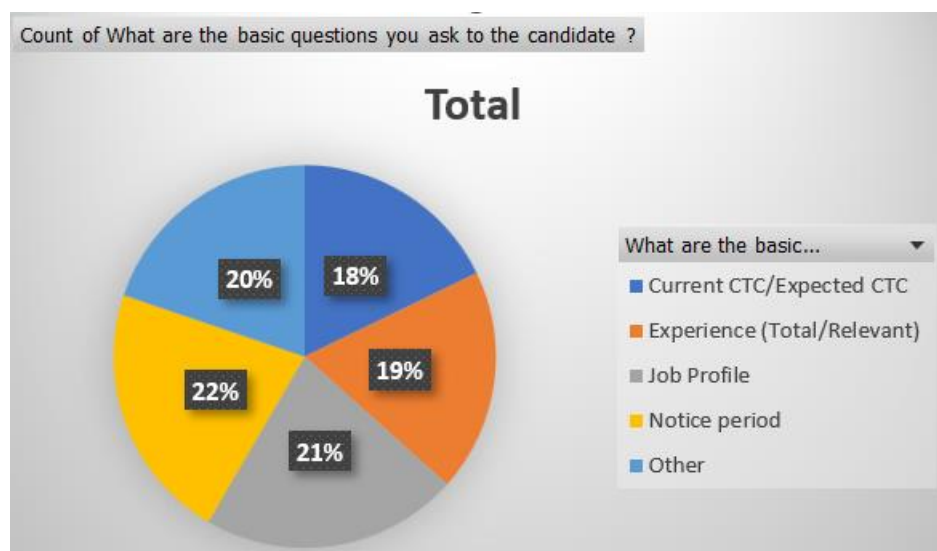


Fig 4.8 Questions asked to candidates

This shows that all the executives evenly ask about all the questions

Question 9: Does your organization have a system in place to calculate the cost per recruitment?

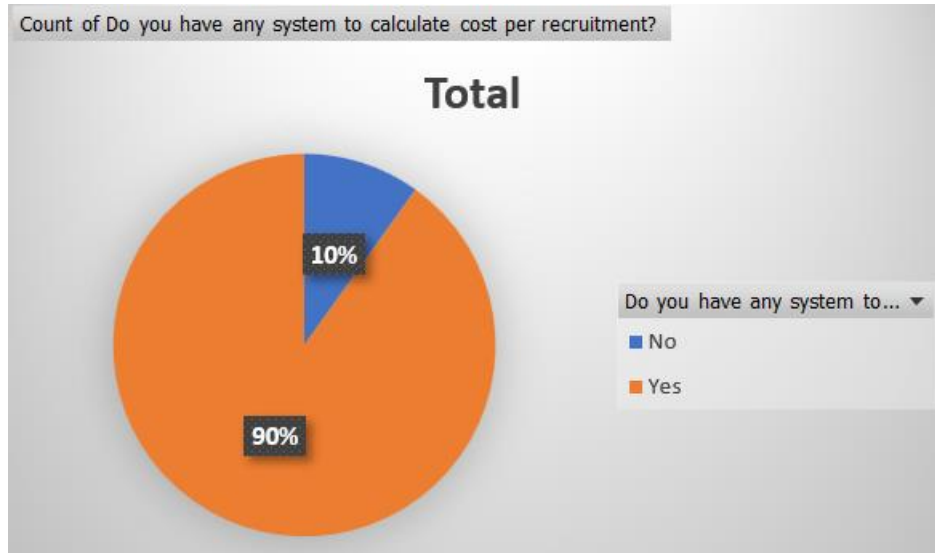


Fig 4.9 Cost per recruitment

Based on the analysis, it can be concluded that a significant number of companies have a specific cost structure in place to calculate the cost per recruitment

Question 10: Is there a provision in your organization to evaluate and control the recruitment process?

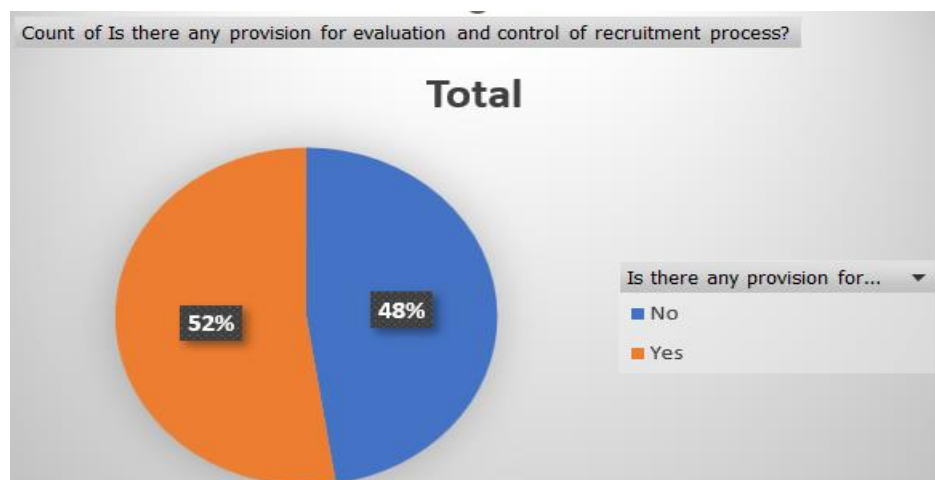


Fig 4.10 Provision for evaluation and control

4.1 Hypothesis testing

Hypothesis testing is a statistical method used to evaluate whether a certain assumption or claim about a population is supported by the available data. In the context of recruitment processes in the IT sector, a hypothesis test might be used to investigate whether a particular aspect of the recruitment process (such as the use of certain selection criteria or interview techniques) has a significant impact on the quality of hires or the retention of employees.

Null hypothesis H0 = There is no relationship between Average time spent per candidate and form of recruitment

Alternate hypothesis H1 = There is relationship between Average time spent per candidate and form of recruitment

Degree of freedom $(r-1)(c-1)$: 9

P value according to chi square test: 0.0544741507334988

We accept the null hypothesis and reject the alternate hypothesis

4.1.1 Confusion matrix

What form of interview did you prefer?	Other	Personal interviews	Video conferencing	telephonic interviews
What is the average time spent by executives during recruitment?				
1-5 mins	6	6	2	5
10-15 mins	11	3	7	6
5-10 mins	5	7	12	6
More	6	11	2	6

The analysis interprets that the executives generally prefer Video conferencing and talking to 5-10 mins on video platform and generally spend very few minutes if its on video

4.2 Findings:

- The study revealed that the recruitment process varies from one company to another for each category.
- It was also observed that companies utilize internet sites to recruit and find talented candidates.
- Additionally, job descriptions are being used to enhance the screening process and make it more efficient.

4.3 Limitations:

However, the study has certain limitations that need to be considered.

- Firstly, the data provided was based on company statements, which means that limitations of the company's employees are equally applicable.
- Secondly, in some cases, data was collected from the company's past records, which may not accurately reflect the current situation.

4.4 Suggestions:

Based on the findings, the following suggestions are recommended:

- Time management should be given high priority at every level of the recruitment process.
- While the recruitment policy of EMC is satisfactory, it is recommended that the frequency of recruitment be reduced.
- It is important to test the communication, personal, and technical skills of potential employees to ensure that they are suitable for the position.

CHAPTER 5

EXPERIENTIAL LEARNING AND CONCLUSION OF THE IIP AND INTELLECTUAL BENEFITS

Experiential learning is a unique approach to education that emphasizes hands-on, practical learning experiences as a means of enhancing the learning process. It is an approach that emphasizes the importance of learning by doing and emphasizes the importance of reflection in the learning process. This approach to learning is particularly useful in the context of recruitment in IT firms as it can help job seekers to gain valuable experience, which they can use to enhance their resumes and make themselves more attractive to potential employers.

One way in which IT firms can leverage experiential learning in the recruitment process is by organizing workshops, seminars, or training programs that allow job seekers to gain practical skills and knowledge relevant to the position they are applying for. Such programs can help job seekers to get a feel for the day-to-day tasks involved in the job, and they can also help them to gain insights into the culture and work environment of the company. For instance, a firm might organize a programming workshop to test the programming skills of job seekers or a networking event to help them learn more about the company and its employees.

Another way in which experiential learning can be leveraged in the recruitment process is using internships or apprenticeships. These programs can provide job seekers with valuable on-the-job experience that they can use to enhance their resumes and make themselves more attractive to potential employers. By participating in an internship or apprenticeship, job seekers can gain real-world experience in their chosen field and develop the skills and knowledge that they need to succeed.

In addition to providing valuable practical experience, recruitment in IT firms can also provide several intellectual benefits. For instance, the recruitment process may involve job seekers undergoing various cognitive assessments and problem-solving exercises that are designed to test their analytical and logical reasoning abilities. These exercises can help job seekers to improve their cognitive abilities and develop new problem-solving strategies that they can apply in other areas of their lives. They can also help firms to identify candidates who possess the critical thinking and problem-solving skills that are essential in the IT industry.

Overall, experiential learning and the intellectual benefits of recruitment in IT firms are critical aspects of the recruitment process. By providing hands-on learning experiences and cognitive assessments, recruiters can help job seekers acquire practical skills and knowledge while also enhancing their cognitive abilities. In this way, recruitment in IT firms can benefit not only job seekers but also the firms themselves, as they can attract and retain top talent that can help drive their business forward.

In conclusion, experiential learning is an essential approach to learning that can be leveraged in the recruitment process in IT firms. By providing job seekers with practical experience and cognitive assessments, recruiters can help them to develop their skills and knowledge, making them more attractive to potential employers. Additionally, the intellectual benefits of recruitment in IT firms can help job seekers to improve their cognitive abilities and develop new problem-solving strategies. Overall, the recruitment process in IT firms can benefit both job seekers and the firms themselves by attracting and retaining top talent that can help drive their business forward.

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APPENDIX

Questionnaire on Recruitment Process

1. What form of interview did you prefer?
 - a. Personal interviews b. telephonic interviews.
 - c. video conferencing d. Other
2. What source you adopt to source candidates?
 - a. Candidate referral b. Advertising c. Job portal
3. How many stages are involved in selecting the candidate?
 - a. 1 b. 2 c. 3 d. 4 e. More
4. How do you track the source of Candidate?
 - a. Software b. Online c. Data
5. Does the organization clearly define the position objectives, requirements, and candidate specifications in the recruitment process?
 - a. Yes b. No
6. What is the average time spent by executives during recruitment?
 - a. 1-5 mins b. 5-10 mins c. 10-15 mins d. More
7. Do you follow different recruitment process for different grades of employees
 - a. Yes b. No
8. What are the basic questions you ask to the candidate?
 - a. Experience (Total/Relevant)
 - b. Current CTC/Expected CTC
 - c. Job Profile
 - d. Notice period
 - e. All the Above
9. Is there any provision for evaluation and control of recruitment process?
 - a. Yes b. No
10. Is there any facility for absorbing the trainees in your organization
 - a. Yes b. No

WEEK REPORT'S

A Project report on “RECRUITMENT PROCESS OF IT PERSONNEL”

WEEK REPORT 1

Name of the Student Roll Number	Rahul Kumar P18DM21M0095
Name of the Topic	Recruitment process of IT Personnel
Period of the Report	Week 1
Activities are undertaken during the week (Students should briefly narrate the activities as bullet points)	<ul style="list-style-type: none">○ Review of all the topics and finalization of the Company○ Reported to company○ Introduction to the company's recruitment process○ Learning how to use the applicant tracking system (ATS)
Details of field trips undertaken (if any) and summary of results of such trips	NA
Learning Points acquired from the above activities	<ul style="list-style-type: none">• Based on the activities done in the week 1:• I got information about company's profile• Got input about ATS
Plan for the next week	<ul style="list-style-type: none">• Conducting phone screens with candidates• Providing feedback to hiring managers on candidates• Learning how to conduct reference checks• Updating the ATS with candidate information

WEEK REPORT 2

Name of the Student Roll Number	Rahul Kumar P18DM21M0095
Name of the Topic	Recruitment process of IT Personnel
Period of the Report	Week 2
Activities are undertaken during the week (Students should briefly narrate the activities as bullet points)	<ul style="list-style-type: none"> ○ Providing feedback to hiring managers on candidates ○ Conducting phone screens with candidates ○ Learning how to conduct reference checks ○ Updating the ATS with candidate information
Details of field trips undertaken (if any) and summary of results of such trips	NA
Learning Points acquired from the above activities	<ul style="list-style-type: none"> ○ Updated information of candidate in ATS and how it works ○ How people give reference to there friends and benefits ○ Got input about phone screening
Plan for the next week	<ul style="list-style-type: none"> ○ Scheduling interviews with candidates and hiring managers ○ Observing interviews and providing feedback to hiring managers ○ Learning how to make job offers ○ Updating the ATS with interview notes and feedback

WEEK REPORT 3

Name of the Student Roll Number	Rahul Kumar P18DM21M0095
Name of the Topic	Recruitment process of IT Personnel
Period of the Report	Week 3
Activities are undertaken during the week (Students should briefly narrate the activities as bullet points)	<ul style="list-style-type: none"> ○ Scheduling interviews with candidates and hiring managers ○ Observing interviews and providing feedback to hiring managers ○ Learning how to make job offers ○ Updating the ATS with interview notes and feedback
Details of field trips undertaken (if any) and summary of results of such trips	NA
Learning Points acquired from the above activities	<ul style="list-style-type: none"> ○ Got input how to schedule Interview with manager ○ Got input about how to make job offer ○ Given Feedback to hiring manager
Plan for the next week	<ul style="list-style-type: none"> ○ Finalizing job offers with selected candidates ○ Providing feedback to unsuccessful candidates ○ Learning how to onboard new employees ○ Completing a final report on the recruitment process, including metrics such as number of applications received, number of candidates interviewed, and time-to-fill for open positions.

WEEK REPORT 4

Name of the Student Roll Number	Rahul Kumar P18DM21M0095
Name of the Topic	Recruitment process of IT Personnel
Period of the Report	Week 4
Activities are undertaken during the week (Students should briefly narrate the activities as bullet points)	<ul style="list-style-type: none"> ○ Finalizing job offers with selected candidates ○ Providing feedback to unsuccessful candidates ○ Learning how to onboard new employees ○ Completing a final report on the recruitment process, including metrics such as number of applications received, number of candidates interviewed, and time-to-fill for open positions
Details of field trips undertaken (if any) and summary of results of such trips	I got the inside View of an organization how the Talent Hunt team Hire the employee and look after there need.
Learning Points acquired from the above activities	<ul style="list-style-type: none"> ○ Given offer letters to selected candidates with salary details ○ How to onboard new employees ○ Prepared full report on hiring process and onboarding process
Plan for the next week	