

## **HIRING & TRAINING – WHY IT IS NEEDED AND HOW TO DO IT**

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### **ABSTRACT**

To fill a role and considering the candidates we have to do hiring. Finding and hiring candidates for a specific job or position is called recruitment process. The process of choosing a suitable candidate from applicants to fill a post is known as selection process. Training consists a range of processes which means the job holders have the right skills, knowledge and attitudes required to help the organization to achieve its objectives. Recruiting individuals to fill posts within a business can be done either internally by recruitment within the firm, or externally by recruiting people from outside. Recruitment has been regarded as the most consequential function of personnel administration. In recent years has engendered a pressure on some organizations to establish an efficient recruitment function. It is not done sagaciously, every other management function suffers, and costs increase and bottlenecks. Even the best strategies, organizational structures, and control systems will be useless without the appropriate people in place. Without sufficient human resources, a business cannot thrive, expand, or even continue to exist. The shortage of skilled laborers is growing. Hiring is the processes of finding the felicitous candidates and give ascend to them to apply for the job in an organization. The recruitment should be a sound one. If not, staff morale will be extremely poor and the company's reputation will be damaged.

This study gives a detailed conception about the employee's posture towards the training program and how to apply the cognizance, skills and posture in employees for getting good performance in job.

**Keywords :-** Hiring, Recruitment, Skills, Knowledge, Staff Morale

### **INTRODUCTION**

Hiring happens when you need to fill a role and consider candidates for employment. You'll find here information on the hiring process, recruitment law, policy and methods, online hiring, costs of recruitment, recruitment advertising, recruitment agencies, consultants and executive search, graduate recruitment, competency-based recruitment, application forms, curriculum vitae, and internal recruitment.

### **DEFINITION**

“Recruitment is the process of searching the candidates for employment and stimulating them to apply for jobs in the organization”. The process of finding and hiring the best qualified candidate (from within or outside of an organization) for a job opening, in a timely and cost effective manner. The recruitment process entails assessing the job's criteria, luring candidates to the position,

screening and choosing candidates, hiring, and integrating the new hire into the company. a method of locating and luring qualified job candidates. The recruitment process starts when new hires are needed and ends when their applications are turned in. As a result, a pool of applicants is created from which new hires are chosen. It is the process to discover sources of manpower to meet the requirement of staffing schedule and to employ effective measures for attracting that manpower in adequate numbers to facilitate effective selection of an efficient working force.

Reclamation of campaigners is the function antedating the selection, which helps produce a pool of prospective workers for the association so that the operation can elect the right seeker for the right job from this pool. The main ideal of the reclamation process is to expedite the selection process. Reclamation is a nonstop process whereby the establishment attempts to develop a pool of good aspirants for the unborn mortal coffers needs indeed though specific vacancies don't live.

1. PLANNED i.e. the requirements arising from changes in association and withdrawal policy.
2. ANTICIPATED requirements are those movements in labor force, which an association can prognosticate by studying trends in internal and external terrain.
3. unanticipated Abdication, deaths, accidents, illness give rise to unanticipated requirements.

The hiring process is one of the most abecedarian value added HR Processes. The hiring is especially critical for directors in the association. The directors use the reclamation process intensely, and satisfaction with Human coffers is substantially about the satisfaction with the reclamation process. The reclamation process is sensitive to the external and internal changes, and it can be used as the stylish index for the unborn HR trends. By careful analysis of HR Reclamation Measures, the HR operation platoon can prognosticate the trends in the job request simply. Main hiring Process Pretensions The hiring process is designed to staff the association with the new workers, and it uses numerous different reclamation sources to attract the right gift in the defined quality and within a defined time.

The hiring process has several pretensions

- Find the stylish bents for the vacancies
- Manage the reclamation sources
- Manage the vacancies in the association
- Run the internal reclamation process
- erecting the strong HR Marketing platform
- Co-operation with original and transnational universities
- give feedback about the trends in the job request

Most hiring goals are not visible to managers directly, and they use just sourcing of the job candidates as the main outcome from the recruitment process. HR has to use the other outcomes from the recruitment process as it is the source of valuable information. Training is needed at every stage of work and for every person at work. To keep oneself streamlined with the fast changing

technologies, generalities, values and terrain, training plays a vital part. Training programs are also necessary in any association for perfecting the quality of work of the workers at all situations. It's also needed when a person is moved from one assignment to another of a different nature. Taking into account this environment, this unit aims at furnishing sapience into the conception, need and styles of training, also areas of evaluation of training, retraining and confines of organizational literacy. Training is a process of learning a sequence of programmed geste It's the operation of knowledge & gives people a mindfulness of rules & procedures to guide their geste. It helps in bringing about positive change in the knowledge, chops & stations of workers. Training is investment in getting further and better- quality work from your gift.

## **REVIEW OF LITERATURE**

In a world, where artificial growth is on a rapid-fire pace, it's important to understand the speed at which the conditions of associations change. diligence have been trying to manage up with the new changes and have been trying to bring in new styles and ways to try and contend with the rest of the diligence. At this point, it's fascinating to see the new tools and styles that the diligence uses in order to cover up their requirements and gain gains. The significance of the study carried out is that, it's important for the scholar's workers to know how certain companies or diligence work and to learn to use them in a certain way to gain further experience and get further exposure. Studying a certain content also gives us a perspective that we've no exposure to through books or any other way.

Reclamation and training process is important for any association to survive in the competitive world and to achieve its pretensions. When right people are signed and being workers are trained well, there's further productive work that comes as affair in return of inputs. Also they stay longer in the association dwindling the rate of waste in the organization. However, it leads to fiscal losses incurred by the association, if a wrong person is hired. Also it wastes the time of the directors, the association and the workers in the training of the person. Manpower is considered as an important asset in the mortal resource sector and in all other sectors. In sector mortal resource, the need of force is at a high point to resolve issues of guests and guests that the association deals with. The pressure on the reclamation is at a peak position. The strategies used by the associations is the need of the hour and how these strategies are effective in bringing quality campaigners to the assiduity is fascinating to watch. Hence, the study targets on understanding the reclamation and training process, the strategies used and its effect in the request.

## **OBJECTIVES OF THE STUDY**

The following are the points and objects regarding to hiring and training.

- To identify the need of hiring and training in an association.
- To find and employ the stylish good person for each job profile needed
- To explore conception of hiring and training Process.
- To define applicable criteria of hiring and training process.
- To suggest the measures to ameliorate the reclamation and training process.
- To understand Hiring and Training process carried out.

**RESEARCH METHODOLOGY**

“Ghosting” is a phenomenon in which job candidates schedule an interview but fail to show up, or they get hired but don't report to work – without so much as a phone call. It may be hard to rationalize such bad behavior, but human resource professionals say it could be candidates' way of paying employers back for their indifference during the recession. Jobs were so scarce that companies often received

hundreds of applications for a single job, but many failed to acknowledge the time candidates took to apply.

Numerous resources are wasted by individuals and institutions trying to solve problems' symptoms. Most likely, they haven't had any professional development training in problem-solving techniques. Role ambiguity, for instance, is the main reason for conflict in the workplace. How many internal issues in organisations could be resolved if role ambiguity was removed? Instead of addressing the underlying causes of job ambiguity, the majority of organizations will focus on treating its symptoms. Training in problem solving and problem spotting is essential to minimizing production losses.

### **METHODOLOGY ADOPTED**

Secondary method Secondary data is available from other sources and may already have been used in previous research, making it easier to carry out further research Secondary data can provide a baseline for primary research to compare the collected primary data results to and it can also be helpful in research design.

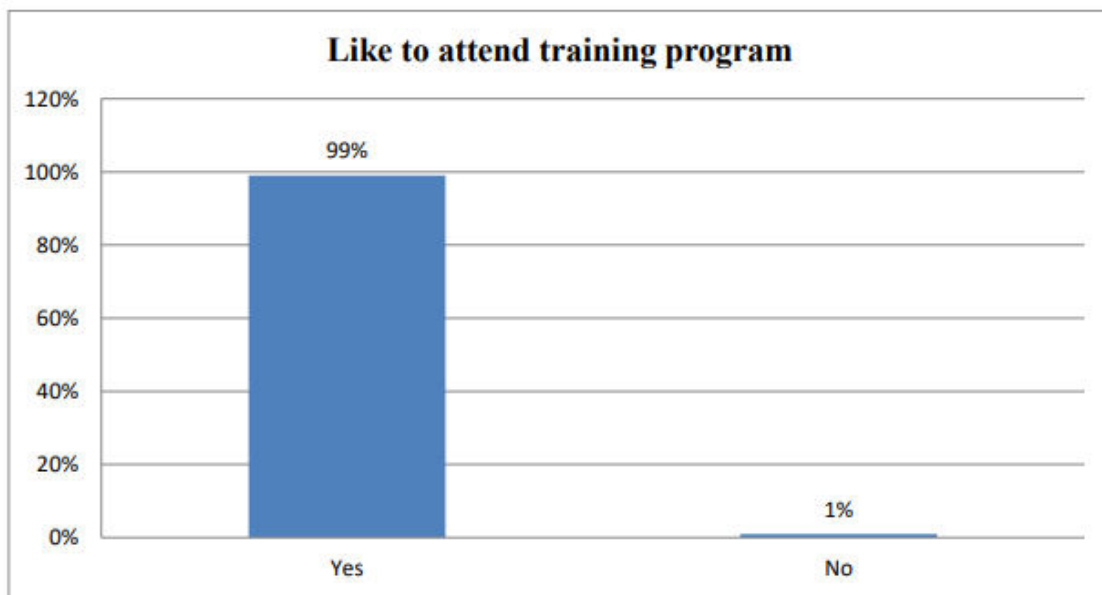
### **CASE STUDY METHOD**

Case studies are in-depth investigations of a single person, group, event or community. Typically, data are gathered from a variety of sources and by using several different methods (e.g. observations & interviews).

### **DATA ANALYSIS AND INTERPRETATION**

**Table 1: Like to attend training program.**

<b>Like to attend training program</b>	<b>No. of Respondents N= 100</b>	<b>Percentage</b>
Yes	99	99%
No	1	1%
	<b>100</b>	<b>100%</b>

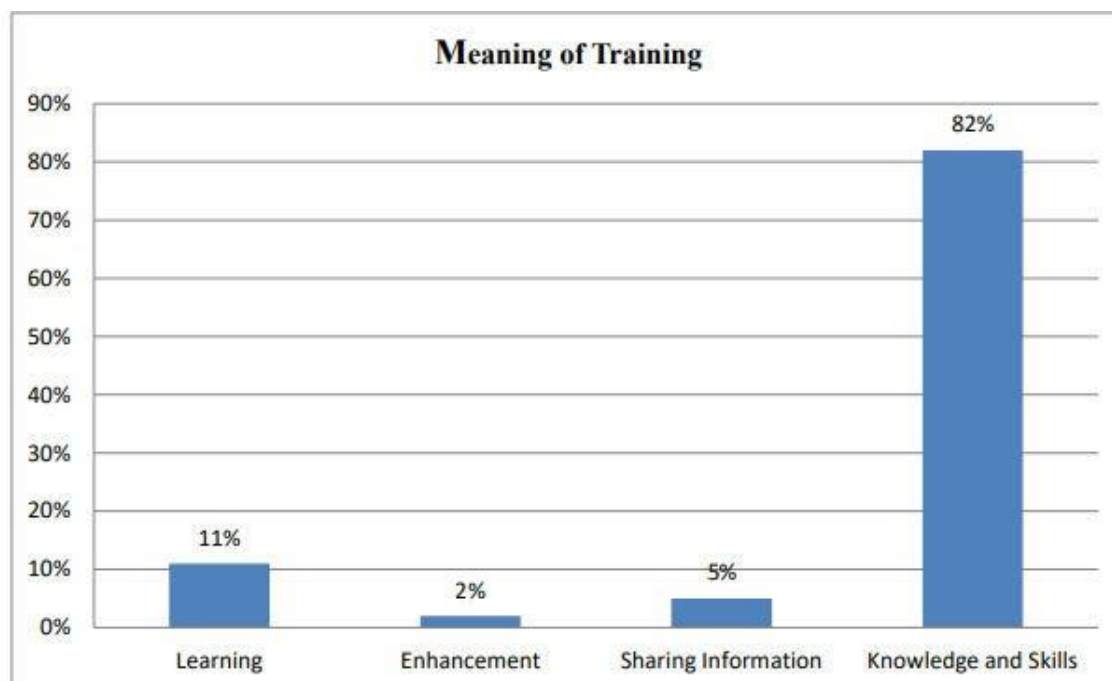


**Figure 1**

In Table 1 and Figure 1, 99% of the respondents agree that they like to attend training program and 1% of the respondents does not like to attend training program for their necessary performance.

**Table 2: Meaning of Training**

Meaning of Training	No. of Respondents N=	Percentage
	<b>100</b>	
Learning	11	11%
Enhancement	2	2%
Sharing Information	5	5%
Knowledge and Skills	82	82%
	<b>100</b>	<b>100%</b>

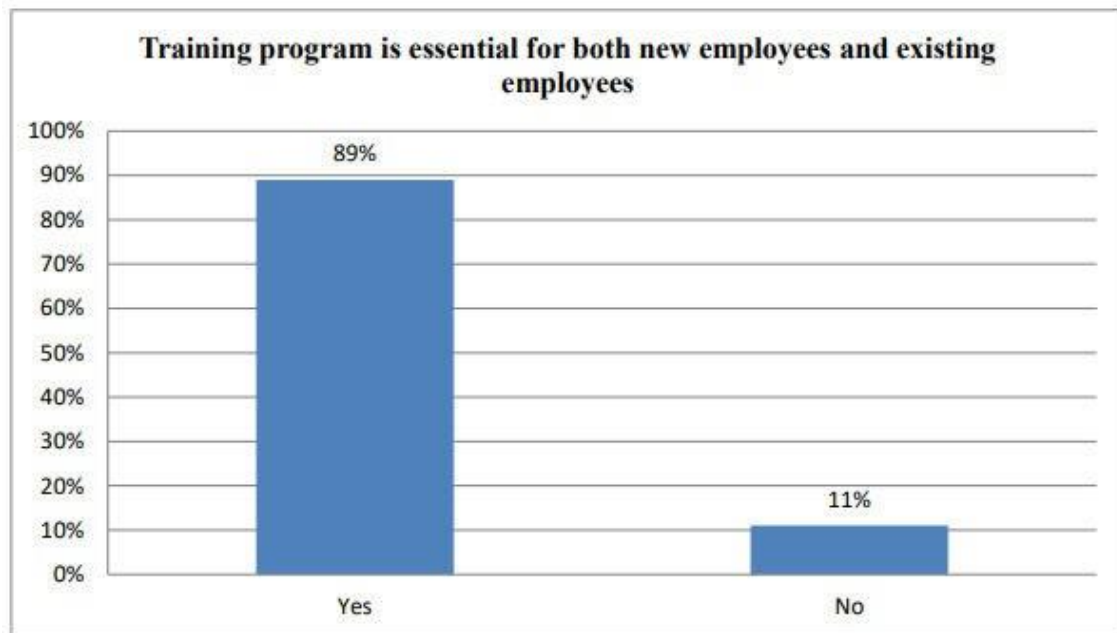


**Figure 2**

In Table 2 and Figure 2, 82% of the respondents agree that training means it is knowledge and skills, 11% of the respondents agree that training means learning, 5% of the respondents agree that training for them is sharing information and 2 % of the respondents agree that training is enhancement of their knowledge and skills necessary for their performance.

**Table 3: Training program is essential for both new employees and existing employees**

<b>Training program is essential for both new employees and existing employees</b>	<b>No. of Respondents N= 100</b>	<b>Percentage</b>
Yes	89	89%
No	11	11%
	<b>100</b>	<b>100%</b>



**Figure -3**

In Table 3 and Figure 3, 89% of the respondents agree that training program is essential for both new employees and existing employee, 11% of the respondents does not agree with the statement.

**Table 4: Organization considers training as a part of organizational strategy**

Organization considers training as a part of organizational strategy	No. of Respondents N= 100	Percentage
Agree	56	56%
Strongly agree	26	26%
Neutral	17	17%
Disagree	0	0%
Strongly disagree	1	1%
	<b>100</b>	<b>100%</b>



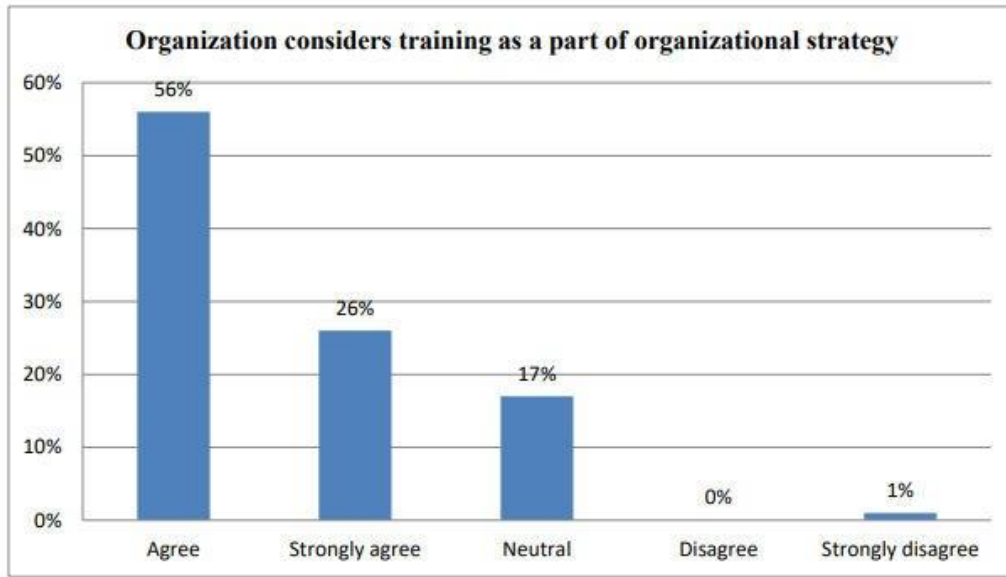


Figure 4

**Interpretation**

In Table 4 and Figure 4, 82% of the respondents strongly agree that training is a part of organizational strategy, 17% of the respondents neutral in their opinion and 1% of the respondents not agree with this statement.

**Table 5: Training is well planned in your organization**

Training is well planned in your organization	No. of Respondents N= 100	Percentage
Yes	96	96%
No	4	4%
	100	100%



Figure 5

### **Interpretation**

In Table 5 and Figure 5, 96% of the respondents agree that training is well planned in their organization, 4% of the respondents does not agree that it is well planned.

### **CONCLUSION**

This research gives me the exposure of real life situation in an Organization. It gave me the idea of what exactly happens in an Organization and how company runs. It also highlights the difference in between books and operations of an actual organization. And in this research is all about the awareness of all the work that I can expect in future.

### **HIRING AND TRAINING**

Hiring as a process plays a vital role in any organization. To place the right person, in the right place, at the right time is extremely important as that decides the path of a company towards growth. Having an organized recruitment process and a team to carry out all the responsibilities efficiently ensures productive outcome for an organization. Precise knowledge of the business gives the recruiters a bonus point to recruit the right people, hence proving to be a huge contributor in the growth of the organization. Training and development is a veritably perfect way to ameliorate the competitiveness of an association. It also enhances the workers' chops, capacities and numerous other aspects. Actually, both of workers and association gain the benefits. Training and development program is one of the stylish ways to expand the span of operation. It's also to save plutocrat for association. In conclusion, we all know that training and development programs are important for an association to develop the hand. When a child was born he needed constant touch of parents till he stood on his own bases. An association though unfolded by creams of the society, still training is needed due to rapid-fire technological up gradation and change in working styles every day. Training aims at continued tone- development of the workers. workers are anticipated to develop themselves continuously in an association. When the workers in an association are developed from time to time with all streamlined knowledge, also surely that association will grow to a lesser height.

1. The general idea of recruitment in different books and online are about the basic steps followed by the recruitment team. It defines recruitment and Training as a process that could be followed by all the organizations whereas the reality is quite different. Hence, in the initial stage the theory part of recruitment and Training was understood with the help of books and links during the academic year and through our mentor guide.

2. Every industry has its own way of recruiting employees that seem fit for the company. Hence, to conclude that all companies benefit from a single theory would be wrong and biased. In Talent corner HR services pvt. ltd, the effectiveness of recruitment and training was found to be positive since the number of employees that clerk holds are beneficial and every recruitment member thrives to close down vacancies before the deadline and also make sure to bring in quality employees.

3. The recruitment trends were also studied at Talent corner HR Services Pvt. Ltd The following trends are used at the company: Summer internship program, Job through internship, Campus recruitment, since these trends are already in use and have been found to be effective, it is safe to recommend to the company that new methods of recruitment and Training can be used in order to improve the level of efficiency in manpower output.

### **RECOMMENDATIONS FROM THE STUDY**

1. While hiring employees the company should also pay importance to the local candidates for their language as sometimes language became the barrier.
2. Hence, It is recommended that for their local candidates they should have local hiring members for

no such barriers.

3. While hiring employees, it is important for the recruiters to understand the skill set themselves before attempting to recruit candidates for the skills. Hence, it is recommended that the company provides the Hiring members with a basic training to understand the skill sets that they deal with as it gets easier to communicate with the candidates.
4. To train the employees who are already working in the organization and keep them upgraded according to the system

### **LEARNING FROM THE RESEARCH**

During the time of research, we learned about how hiring and training play an important role in a company. We also learned the 2 different types of hiring which are internal and external hiring and how with proper training employees can take the company to a higher level and also how important it is to train the employees so it meets the company's needs.

### **LIMITATION OF THE RESEARCH**

One of the limitations of the research is due to lack of experience we were unable to work on field and interact with people face to face. Considering the short time duration for the study, the research had to be restricted to the digital aspects only. There was a lack of financial support hence no budget in hand. Only one function of HR was studied in the process i.e. Hiring and Training Process. The duration of the study was short and limited.

### **FUTURE SCOPE OF RESEARCH**

The study can be carried out in a detailed manner by increasing the time span of the study to over six months or minimum nine months. The study will help to gain knowledge on field in future.

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