PROJECT WORK

WhatsApp: 91 9990004174 help

Recruitment and Selection

In

HDFC Bank

Name: *

Enrol No.: *

University Name

Year

TABLE OF CONTENTS

List of Figure

List of Table

CERTIFICATE

This is to certify that Mr. / Mrs. / Miss ***Student Name*** has Planned and conducted the project entitled Recruitment and Selection under my guidance and supervision and the report submitted therewith was the result of the bonafide work done by him / her.

Place: (Sumit Bagga)

Date:

                                                           (Project Guide)

ACKNOWLEDGEMENTS

In pursuing and completion of my MBA*** and other commitments, I undertook the task of completing my Project on "**Recruitment and Selection in HDFC Bank**". To this and I would like to thank and convey my gratitude to the Top Management. Who allowed me to conduct my Project and gave me their whole-hearted support.

I am fortunate in having sought and secured valuable guidance, continuous encouragement and strong support at every stage of my guide and supervisor ******* and am deeply grateful to him/her.

Finally, I also acknowledge with deep gratitude, the immense support I received from my family members who have always encouraged me and have been a source of inspiration and help in continuing my effort.

Last but not the least my special thanks go to all those who have given all the secretarial support – despite all other commitments.

Sign

Student Name

CHAPTER 1

INTRODUCTION

Background to the Study

Since World War 2nd and the growth of modern management science, solid business planning has become the key differentiator enabling competitive success. It seems unnecessary to point out that planning for a businesses' most critical resource is essential. As we move through the 21st century where a globalized workforce is the basis of competition we find that the principles of human resource planning and development are of prime importance. The success of a business or an organization is directly linked to the performance of those who work for that business. Underachievement can be a result of workplace failures. Because hiring the wrong people or failing to anticipate fluctuations in hiring needs can be costly, it is important that conscious efforts are put into human resource planning.

Continued...

CHAPTER 2

OBJECTIVES AND SCOPE

Objective:

- ➢ To identify the recruitment and selection practices of HDFC Bank
- ➢ To examine how recruitment and selection practices affect the performance or development of HDFC Bank
- ➢ To assess the challenges associated with the recruitment and selection practices of HDFC Bank
- ➢ To identify factors that will improve recruitment and selection practices at HDFC Bank

Scope:

This project is developed to have a better understanding in recruitment and selection procedure.

CHAPTER 3

THEORETICAL PERSPECTIVE

This chapter deals with the assessment of literatures which relate to the topic the recruitment and selection practices of organization. Several literatures would be selected and relevant areas would be reviewed and evaluated.

The Concept of Recruitment and Selection

Recruitment is described as the set of activities and processes used to legally obtain a sufficient number of qualified people at the right place and time so that the people and the organization can select each other in their own best short and long term interests. In other words, the recruitment process provides the organization with a pool of potentially qualified job candidates from which judicious selection can be made to fill vacancies. Successful recruitment begins with proper employment planning and forecasting. In this phase of the staffing process, an organization formulates plans to fill or eliminate future job openings based on an analysis of future needs, the talent available within and outside of the organization, and the current and anticipated resources that can be expanded to attract and retain such talent. Also related to the success of a recruitment process are the strategies an organization is prepared to employ in order to identify and select the best candidates for its developing pool of human resources. Organizations seeking recruits for base-level entry positions often require minimum qualifications and experiences. These applicants are usually recent high school or university/technical institute graduates many of whom have not yet made clear decisions about future careers or are contemplating engaging in advanced academic activity. At the middle levels, senior

administrative, technical and junior executive positions are often filled internally. The push for scarce, high-quality talent, often recruited from external sources, has usually been at the senior executive levels. Most organizations utilize both mechanisms to effect recruitment to all levels.

Continued.

CHAPTER - 4

METHODOLOGY

Research methodology is a way to solve the research problem systematically it may be understood as a science of studying how research is done scientifically. It is the responsibility of the researcher to expose the research decisions to evaluate, so that, they are implemented. The researcher has to specify very clearly and precisely what decisions he selects and why he selects them so that others can evaluate on it.

Research Design

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CHAPTER 5

DATA COLLECTION

Area of the Study

This study was undertaken with reference to HDFC Bank.

Target Population

To measure the welfare facilities, the employees of HDFC Bank are taken as the target population.

Sample Size

A sample is part of the target population. It refers to the number of items to be selected from the universe to constitute a sample from the population. The researcher has taken 100 employees as sample.

Sampling Method

Continued...

CHAPTER 6

DATA ANALYSIS AND INTERPRETATION

This chapter explains information gathered from the field through the use of questionnaires. These are analyzed to emphasize response from respondents using various forms of graphical representations. This chapter is also divided into sub-headings to throw more light on questions asked on the field. The first part deals with staff of Human Resource Department while the second part deals with Staffs of other Departments.

Demographic Data

On demographic data, questions were asked on gender, academic qualifications and number of years at post.

Continued...

CHAPTER 7

FINDINGS

The following are the major findings from the study:

Recruitment and Selection Practices of HDFC Bank

It indicated that advertising is usual for job vacancies, while some applicants are sometimes recruited by word of mouth, through existing employees (employee referrals). Besides being cheaper, people recruited by word of mouth stay longer because they have a clearer idea of what the job really involves. This assertion was shared by most respondents with regards to recruitment and selection practices at HDFC Bank.

Continued.

CHAPTER 8

RECOMMENDATIONS

From the study it is realized that recruitment and selection is of great importance to every organization, though an integral part of human resource planning and development, it application and operation and challenges makes its practice quite difficult. These recommendations are therefore made to help make these practices more effective.

All applicants must be treated fairly; issues of favouritism should be avoided while giving the chance to all. Employee referrals though a good idea should be minimized to cater for a certain number of people rather than a whole scale opportunity. That gives room to favouritism and at times employment of individuals who might not contribute meaningfully to organizational output.

Continued.

CHAPTER 9

CONCLUSION

The focus of recruitment and selection is to match the capabilities of prospective candidates against the demands and rewards inherent in a given job. For this reason, top performing companies devote considerable resources and energy to creating high quality selection systems. Recruitment and selection process are important practices for human resource management, and are crucial in affecting organizational success. The quality of new recruits depends upon an organization's recruitment practices, and that the relative effectiveness of the selection phase is inherently dependent upon the caliber of candidates attracted.

Continued.

APPENDICES

Dear Friends,

As you know, with Liberalisation and Globalisation our economy is opening up to severe competition both internally and externally. In its wake competitiveness assumes immense importance.

To become competitive, optimization of all resources particularly effective market strategies has become the key word. Productivity and Satisfaction of the employees and consumers has become one of the prime concerns of all managers so that the output can be maximized with least inputs.

As part of my MBA***, I have chosen the project objective as "**Recruitment and Selection at HDFC Bank**". For this, I am interested in getting your valuable responses to the Questionnaire that follow.

All responses to the Questionnaire are to be utilized only for this project and also in an aggregated form. It is not necessary for you to reveal your identity should you desire. However, it is of utmost importance that your responses are frank, forthright and reflect your true opinion. Specifically, I seek your kind co-operation in adhering to the following points:

1. Please give your responses to all Questions / Statements and do not leave any of them blank.

2. Please tick mark (✓) your response in only one of the columns against each Question / Statement.

3. There is no right or wrong responses to the Questions / Statements that follow in the Questionnaire. What is important is your own personal frank and forthright opinion on various aspects.

Yours sincerely,
Signed
(Student)

QUESTIONNNAIRE

Appendix 1 Questionnaire for Human Resource Department

This questionnaire is designed to gain understanding of recruitment and selection practices at HDFC Bank. Kindly complete this questionnaire as objectively as possible. The information given out is solely for academic purpose and would be treated as confidential. Thank you.

Write or tick ($\sqrt{}$) the appropriate response to each of the question

Section A: Personal Data

Continued

Appendix 2 Questionnaire for Staff/Employees

This questionnaire is designed to gain understanding of recruitment and selection practices at HDFC Bank. Kindly complete this questionnaire as objectively as possible. The information given out is solely for academic purpose and would be treated as confidential. Thank you.

Write or tick ($\sqrt{}$) the appropriate response to each of the question

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