

EXECUTIVE SUMMARY

Employees and staff of an organization are known to be the important and integral part in the organization. The quality and efficiency of these people will decide the organization's fate. Therefore, selection of the right person at the right job is very important; this is when hiring of these candidates is required. Hiring the right candidate at the right the right place is said to be a strategic function of the Human Resource department. Recruitment and selection is known to be the process of hiring the candidates at the organization. Recruitment is the process of actively seeking and selecting out, finding and hiring candidates for specific position or job with specific skills and experience required and it includes the hiring process. It is also known to be the process of generating a pool for the qualified applicants who are interested and qualified enough to work for the organization. The process includes steps of recruitment like recruitment planning, attracting the applicant, strategy development, searching, and screening them, evaluation and control of the human resource. There are various internal and external factors that affect the steps of recruitment in the organization. Different organizations acquire different steps and various methods of sourcing of the right candidate for the organization.

Selection is the process or procedure of matching and seeking for organizational requirements with the skills and qualifications of the candidates. In simple words it is like trying to put the right person in the right place. The process of selection process starts from the screening step of recruitment. It includes the ways of conducting various tests and preliminary interviews. If required, for the reference check the final round of interview is also conducted for the candidate. There may be certain barriers and difficulties during the process which are to be overcome for the efficient selection of the candidates at the organization.

There are different approaches and different techniques and methods that are carried out by different organization according to the requirement of the candidates at their organization. To know the hiring of the candidates, the recruitment and selection process of BALLARI MOTORS pvt ltd MAHINDRA dealership was undertaken;