



## THE IMPORTANCE OF SCREENING PROCESS DURING RECRUITMENT

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### Abstract

The recruitment process plays a pivotal role in identifying qualified candidates for job vacancies, particularly in the face of a multitude of resumes. This study aims to shed light on the screening stages integral to the recruitment process, offering insights into the identification of suitable candidates for various roles within a company. The study's objectives encompass analyzing recruitment types, studying screening techniques, exploring screening process stages, and identifying critical variables for application review. Methodologically based on secondary research, this study amalgamates traditional and contemporary recruitment methods, recognizing the value of both in finding the right candidate for a job. In conclusion, the stages of the screening process are crucial for identifying candidates' technical and non-technical skills, ensuring a comprehensive assessment of their competence and suitability

for the job role. The screening process serves to approve or disapprove candidates by assessing their skills, education, and job experience. Various stages, including skill assessments, resume reviews, interviews, and trial projects, assist recruiters in identifying qualified individuals efficiently. The study's literature review emphasizes the evolving nature of hiring practices and the importance of careful planning in screening processes.

### Introduction

Any sector or an organization needs 5's of the business:

1. Man power: Having the appropriate people in the right places is a good bet for organisational performance and efficiency.
2. Machines: the fundamental tools for producing or creating things
3. Materials: Organisation understands the materials required for any firm. Poor material quality has the ability to destroy entrepreneurship.
4. Method: Work processes must be consistent and managed for a smooth workflow.
5. Money: The amount and quality of money invested in ventures has a direct impact on their long-term viability.



The modern competitive firm is through a normal change towards an ever-changing market in which PEOPLE are the most significant and valuable asset.

### **Recruitment**

The process of identifying and employing new personnel for a company. When an organisation needs to hire someone, recruiters in the HR department take on this role by making job postings, screening candidates, and scheduling interviews. Some larger organisations may employ dozens of recruiters, whilst smaller businesses may delegate this job to a single hiring manager.

#### **The Recruitment process involves:**

Managing the job vacancy, analysing the market and job needs, screening applications, shortlisting, and finally recruiting the suitable people.

Recruitment is of two types:

1. Internal Recruitment
2. External Recruitment

#### **Internal recruitment**

Internal recruitment should be a foundation of any recruiting team's strategy because it allows current

employees and part-time workers to advance in their careers within the organisation. This increases employee retention and team morale by demonstrating that a firm promotes from within to develop talent. Furthermore, internal recruiting reduces recruiting expenditures.

Eligible internal applicants may also originate from a segment of the workforce that already possesses the necessary abilities for a post but is working in a different department or as a part-time employee.

The examples successfully recruiting within an organisation can manifest itself in a variety of ways, including promotions, internal transfers, and turning a contractor into a full-time employee, re-employment, internships, internal advertisement, references.

#### **The Benefits and the Challenges of internal recruitment**

##### **Benefits:**

**1. Saves Money:** Hiring the employees within the company allows us to avoid most of the common costs such as processing applications, paying agencies, interviewing candidates

**2. Saves Times:** Internal recruitment allows you to skip all of the lengthy



stages of the hiring procedure. If a company hires someone who they already know then the company will be aware of their experience and ability to take the role.

3.Improves company's reputation: If company hires someone internally, they can also demonstrate that they observe, care about and values the employee when the employees are happier, they talk positively about the company they work for

### **Challenges:**

1.Limited pool of candidates: if the company recruits from the existing employees, then the candidates available or the interested candidates for the job role will be limited.

2.Creates another vacancy: If the company hires an employee with in the company, then it has created a new vacancy to fill up of the hired employee previous job

3.Possible lack of diversity: Internal recruitment may prevent the organisation from expanding its diversity efforts if the company is predominantly homogeneous.

### **An Example of internal hiring**

Organisation: Google

Google is renowned for prioritising internal mobility and cultivating a culture of learning and development in its recruitment practices. Prior to hiring outside candidates, the corporation actively pushes its staff to look into openings within the company. Google has put in place a number of tools and initiatives to help with internal hiring, including career development initiatives, internal job boards, and frequent updates regarding job opportunities within the organisation.

### **Benefits:**

Employee development is something Google is committed to funding for its staff members' advancement. Internal hiring gives current staff members the chance to grow in their careers within the company, take on new tasks, and acquire new skills.

**Cultural Fit:** Google's standards, beliefs, and culture are already known to internal hires. This may facilitate a more seamless transition and quicker assimilation into the new position.  
**Savings:** employing internally has the potential to be less expensive than employing outside. It's possible that there will be lower costs for onboarding procedures, external recruitment firms, and advertising.



Boosts Morale: Knowing that the company recognises and rewards internal talent can make employees feel more engaged and upbeat.

**Example Scenario:** Let's say Google is hiring a manager to fill a vacancy in its marketing division. Prior to posting the job immediately outside the firm, Google's HR department might have a look at eligible employees who have shown a desire to progress their careers. They may interview potential managers, evaluate present staff members in marketing-related tasks, and determine whether they are qualified for the post.

By doing this, Google makes the most out of its current personnel, encourages internal growth, and makes sure that workers feel appreciated and encouraged to pursue their professional goals.

**External Recruitment**

A newly hired individual with outstanding aptitude for the required work fills a new vacant job role.

External recruitment is more cost and time consuming compared to the internal recruitment, however hiring a new talented gives fresh perspective and long-term potential for the company.

There are different types of external recruitment such as advertisement, different types of job portals reference/recommendations, recruitment agency, educational institutions, walk in institutions.

**Benefits and Challenges of External recruitment:**

**Benefits:**

1. Develops better competition
2. It's a great approach to acquire ideas from different companies or industries.
3. It can bring new talents and perspectives to the table.

**Challenges:**

1. Time consuming: External involves a longer process than the internal recruitment
2. Additional training: the external hires require more training on general procedures and policies about the company, this is an additional cost and time for the company
3. Transition for all employees: When a new employee is hired, it can take a few weeks to adjust in the new department. This may result in a decrease in production during this time period.

**Google is one example of a company.**



The international technology company Google regularly hires people from outside its organisation to guarantee a creative and varied staff. Even with its robust internal culture and talent development initiatives, Google understands the value of incorporating new ideas from outside sources. There are several ways that Google uses for external recruitment:

**Jobs and Online Platforms:** Google uses online job boards like Glassdoor and LinkedIn in addition to posting job vacancies on their official careers page. They can now connect with a large number of possible applicants thanks to this.

**Recruitment Events:** Google actively seeks out brilliant people who might not have thought about applying to the company by attending job fairs, industry conferences, and recruitment events on campuses.

**Recruitment Agencies:** In order to find and attract specialised talent, particularly for roles that are hard to fill or specialty, Google may work with outside recruitment agencies.

**Employee Referrals:** Although Google mainly uses internal hiring, its staff members are also encouraged to recommend outside prospects. In order

to find possible hiring, this makes it easier to access the networks of current workers.

### **Benefits of Google external hiring:**

**Diverse Skill Sets:** By hiring people from outside the company, Google is able to expand the capabilities of its team by bringing in people with a variety of backgrounds, experiences, and skill sets.

**New Hires from Outside Sources:** New hires from outside sources can contribute new perspectives and ideas that foster creativity and innovation in problem-solving.

**Information of the Industry:** Hiring outsiders could provide Google with insights and information unique to the industry, keeping it competitive and up to date with emerging trends.

**Rapid Scaling:** In order to satisfy organisational growth objectives and fill positions quickly, external recruitment becomes essential when Google is rapidly expanding or entering new markets.

Companies must combine internal development efforts with external recruitment tactics to retain a healthy and engaged workforce, even while external recruitment has advantages. The





way that Google handles external hiring demonstrates how a major tech company uses a variety of channels to strategically draw in outstanding candidates from outside the company.

### **Screening process**

Screening is just done to approve or disapprove a candidate. The aim is to find out whether the applicant is matches the requirement of the job. The recruiter while screening the application of the candidate observes the skills, educational qualification and any job experience.

### **Stages of the Screening in recruitment:**

The process of recruitment involves various stages and the applicant screening is an important aspect of the procedure. It helps the recruiter to reject the application of candidates who are unfit for the role which saves the lot of time during mass hiring

### **Stages of the candidate screening process:**

1.Skill Assessment: It is an initial stage; it eliminates the candidates who are not qualifies. Besides logical skill and technical skill test, recruiter uses assessment tests which are non-tech

such as situation-based, behavioural and language proficiency.

Furthermore, several internet tools are accessible to perform such examinations for qualified people.

### 2.Reviewing Resumes and Offer-letter:

The most common strategy in the screening process is to review resumes. The key reason is that the offer letter specifies precise reasons for the candidate to accept the open position as well as the candidate's own incentive to join the organisation.

3.Phone call screening: In general, a phone interview lasts about 30 minutes. It is used by recruiters to assess candidates' interpersonal abilities, as it is necessary to express an idea or message.

### 4.Online research of candidate profile:

Recruiters now prioritise online searches for candidate profiles. Check for spelling errors or typos because they suggest a candidate's lack of attention to detail.

5.A one-way video interview: Recruiters might use this step to assess candidates' soft skills, such as communication, language competency, and confidence.



A one-way interview has the advantage of allowing recruiters to assess responses at their leisure.

6. One on One interview: There are numerous programmes accessible on the internet that assist recruiters in conducting video interviews by automatically providing an interview invite link to the candidate.

7. Trial project for real-time review: However, this stage provides recruiters with an excellent opportunity to assess the candidate's genuine competence and strength.

**Literature review:**

1. A Study on scientific screening process in a recruitment consultancy firm: The aim to understand the effectiveness of the screening process during recruitment. Whether the candidate is qualified or not is determined during the screening process (Sivanandam, Mudaliar-2020)

2. A Study on recent trends in recruitment practices in India: Gone are the days when the standard approach of hiring potential employees was sufficient. This enormous shift is entirely attributable to the shifting

phenomenon of the internet and its widespread coverage in developing countries. (S.Mukundhan, 2019)

3. Recruitment-Screening process, with special reference to HR consulting firms: To understand the recruiter's understandability while screening process application. In this process candidates resumes play a crucial role in the recruitment process (Kanchana and Vasantha, 2013)

4. A study on recruitment & selection process :The two vital function in the HR management is Recruitment and Selection. During Selection process the object is to determine whether the candidate is fit for specific job role or not. (Naveen and Raju, 2014)

5. Human resource practises and policies must be carefully considered for implementation. According to the author, increased awareness with personal authorities is required. So that the consultants can meet the needs of the clients. (Hoselbarth and Schulz, 2005)

6. A study on effective recruitment process by a recruitment consultancy in India: The study's purpose is to assess the number of qualified candidates for the



specific job position as well as the hit rate during the recruiting and selection process of the specific job profile. (Vv and S, 2018)

7. Research on employee recruitment: This study provides a selective overview of research on recruiting targets, recruitment processes, recruitment messages, recruiters, visits to organisational sites, job offers, and the timing of recruitment activities. (Breugh and Strake, 2000)

8. A framework for human resource management: The core component underlying the HR management are the recruitment and selection. It is also an important element of the activity of human resource managers or designated specialists inside work organisations. (Dessler, 2006)

9. HR professionals recognise the need to refresh their creative abilities and establish frameworks for managing more virtual partnerships. Human resource (HR) is also aiming to become a more important partner in organisations. (Deckop, 2006).

### **Objectives Of the Study:**

1. To analyse the types of recruitment process
2. To study the screening techniques during recruitment process
3. To analyse the stages of screening process
4. Identifying the critical variables that must be checked while screening an application

### **Research methodology:**

This study's methodology is entirely based on secondary research, such as the website and essays on the same issue by other authors.

### **Conclusion**

In overall, recruiting is the process of inviting, reviewing, or short-listing applications and selecting the best candidate for the job. It takes recruiters a reasonable amount of time to screening candidate's resumes by comparing them to job descriptions. Companies should not fully reject traditional ways of recruitment; they can be combined with current ones as well. The stages of screening process help the recruiter to find out the suitable candidate for the vacant job role. These stages help to identify the candidates technical and non-technical skills, interpersonal





abilities, trial project which shows the candidate's genuine competence and strength

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