



Original Article

The Selection procedure: The most important aspect of the successful organization

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Abstract

Selection is one of the most important aspects of the organization's development and success. It is the important function of the management in which mostly the skilled employees are selected. The selection of the skilled employees is the key factor through which all the works are being performed in a very potential and successful manner. That's why the manager of the personnel department has to take care before making the selection of the proper employees. There is a daily routine work in which the top managers gives the orders of specific work which has to be performed in a particular period. It depends on the skill of the employees. In other words we can say that, if the employees are skilled then there is no need to make control on their work. But if the employees are lacking this skill, they can't complete their work in proper time. In this way, we can say that selection is the most important function of the management by which its main motto of getting work done in strong working atmosphere from the employees is completed. It is the function in which the selection, recruitment, permanent placement, job classification, self-motivation, probation period, extension period, strength etc. are some of the sub functions are included. Manpower is the most important tool which plays a very crucial role in fulfilling the production as well as the administrative work. So, it depends on the proper selection procedure performed in the organization. The executive must be very careful while making the selection of the employees. That's why it is necessary to know the various aspects regarding the selection procedure of the employees in the organization.

Keywords: motivated, default, scrutinize, protocol, skill

Introduction

Selection is the process of procurement and development of the selected employees in the organization. It is the skill of the personnel manager to make a selection of the right employees. It is so because selection is not a short time process. But it is a long term process in which the employees are selected on the basis of their education, experience, and academic excellence, other specific or extracurricular activities, special achievements etc. It is a long term process because selection is not a process which is repeated after short period. It is a process of selecting the proper employees for the particular department. It means that person should possess the proper skill to complete those work. This is a competitive world. There is an immense competition is going on in every sector. This competition is very much increasing in the industrial era. As far as the Indian industrialization is concerned, it is the fact that India is now the most developing countries in the world. So, it is very necessary to make the selection of target oriented, self-motivated and skilled employees. By this we can say that, for the forever stability in the market it is very necessary to choose the proper employees. Because for better quality of production it is must necessary to select such employees who are having micro knowledge about production process. It is also important for maintaining the consumer's faith in the market due to excellent quality of the production. Moreover it helps to create the goodwill in the market which creates the continuous demand and which helps the entrepreneur to apply a continuous production process. Industrial peace is also one of the important aspects of the successful organization. Top management always use to give orders to their subordinates and also to the other employees working in various departments. If the employees are skilled, there is absolutely no need to make repetition of orders.

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Also there is no need to solve the queries of the employees. It is possible only when there is a scientific selection process. But, if the employees are selected through wrong parameters, then as they are unskilled they can't complete the given task in time. This situation should create conflict between the manager and the employees. Due to lacking of co-ordination there are lot of chaos occur in the organization which results in the industrial hazards. These hazards completely make an adverse effect between the top management and their subordinates. For the fulfillment of the goals of the organization, selection of the proper employees plays a very important role. It is the strength of the employees on which all the given work is completed in a very smooth manner. If the strength of employees is good, it makes a very positive impact on the working atmosphere and if the employees are not possessing these strength, then it should create the negative working atmosphere. The above information creates our intention about the importance of selection procedure.

Objective of the Research:

The main objective of the research is to know the importance of selection procedure in the organization.

Hypothesis:

The selection procedure is the most important function of the organization.'

Research Methodology:

The secondary sources are used for data collection.

The aspects cover under the selection procedure:

There is various aspects cover under the selection procedure. Some of those aspects are as under;

- **To create the job vacancy :**

To create the job vacancy is the early step in the selection procedure. While creating the job vacancy the employer should clearly mention the responsibilities of the employees, required minimum qualification, experience, extra qualification related with the vacant post, minimum and maximum age.

- **Selection of proper media:**

Next step in the employee's selection process is to select the proper media through which the maximum peoples should know about the vacancy of the concerned firm or institution and industry etc. There are lots of Medias for this. Employer should select the proper media.

- **Publishing of the advertisement:**

After selecting the media, the employer has to publish the proper advertisement. For this he has to make the estimate of the expenses which he has possess. He has to give attention about length of the advertisement, number of words in that advertisement, the contents involved in it, the highlights involved in that advertisement, deadline of the application to be send etc.

- **Scrutiny of the applications:**

This is the next step of the selection process. Eligible and needy people apply for the vacant post. But for few people it is not possible to send their applications within a specific period. Few people send their application without following the protocol. They are not read the advertisement carefully. They send the applications even though they are not eligible for that post. Such applications are scrutinize carefully and rejected also if those are not as per norms.

- **Sending of the Interview letters:**

Those applications and resumes which are not send as per terms and conditions are rejected. After rejection of the default candidates, only the list of eligible candidates is prepared. The interview letters are sent to them in which the venue, time, to and fro expenses to be paid or not? Etc. are the information is clearly mentioned.

- **Assessment Test:**

Interview letters are the source of first communication between the employer and the eligible candidates. Assessment Test is one of the criteria to check the candidate calibre for the said post. Structured and non-structured interview, written test, situation handling skills, aptitude tests, numerical tests, clerical aptitude test, knowledge test, problem solving attitude test etc. are some of the important norms of assessing the candidate.

- **Sending of the Selection letters:**

Selection letters are dispatched to those employees who face the interview so nicely. This is the most important document in which all the terms and conditions regarding joining are written. Candidate has to read it carefully, has to sign it and return the second copy of this letter along with the joining letter to the employer within the specific period. By this we can say that, selection procedure is a technique of selecting the right candidate on the basis of eligibility, qualification, working experience and skill, other qualification, age criteria etc. To check the hypothesis is most important step in this regard.

Testing of the Hypothesis:

'The selection procedure is the most important function of the organization.'

The selection procedure is the most important function of management. The main objective of each management is to get work done through employees. The motto of the management is only possible when there is a skilled, experienced and self-motivated manpower. That's why the personnel department has to be very careful while making selection of the manpower. It has to chalk out various norms before selecting the proper manpower for a particular job. Some of those aspects are creation of vacancy, minimum qualifications, age, previous experience, extra qualification helpful for the growth of that department, chalking of the contents of the advertisement, selection of the proper media for advertisement, deadline to accept the applications, scrutiny of received applications, structured interview of the selected candidates, preparation of selected candidate list, deadline to accept the terms and conditions for joining etc. are the important aspects of Selection procedure.

There are various aspects of successful organization. The most important aspect is to select the proper and skilled manpower so that, given work should be completed in the specific time. There are so many departments in every organization.

Head of the departments has to take the important information in their daily routine as and when required. It depends on the skill of the employees to give their report and the important information in regular intervals. This positive situation helps to maintain mutual understanding and also nice co-ordination between management and the employees which intends healthy industrial relations. By the above information it is prove that, the above information is true.

Conclusion:

The success of the organization is based on many aspects. There are many aspects which are directly or indirectly help to the organizations success. Among these the most important one is the selection of the proper employees. It is so because all the managerial as well as the administrative work are completed through the skilled manpower only. Skilled manpower is also important to minimize the conflicts between the top management and their subordinates. In this way it is the tool of maintaining industrial peace in the organization by making the mutual understanding through proper co-ordination. Selection of the proper employees is also important to minimize the chaos in work. It is the skill of the personnel manager to select the proper employees through proper selection procedure. Today there are many new technologies are developed to make this selection procedure so unique and modern. Online Interview is one of the latest techniques of selection procedure in which the employer takes interview of the applicants on suitable platform viz; Zoom, WebEx, Google meet, Microsoft Team etc. This is one of the most economic, times spending and transparent technique. In this new version, it is very easy to ask the various questions on the basis of qualification, skill, previous experience, problem solving skills to the applicant. It is the version where the employer can adjust the sequence of the questions as and when necessary. It is also a very important version where the employer can display the immediate result after taking the interviews of the eligible candidates.

Good selection procedure creates a positive working atmosphere in the organization. It improves the working capacity of the employees. The important selection procedure is also to increase production, sustainable demand and profit maximization. It is important to minimize the cost of production. It gives the proper space to make all over personality as well as communicative development of the employees. It helps to improve the quality of the production which ultimately creates the goodwill in the market. It minimizes the cost of controlling. So, it is the duty of the top management to be very careful while making selection of the employees. Because the selection of the employees is a critical process that significantly impacts the whole organization structure. Effective selection procedures are vital for organizations to acquire and retain top talent, ultimately contributing to improved organizational outcomes.

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Conflicts of Interest

The authors declare that there are no conflicts of interest regarding the publication of this paper.

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