



## NEED FOR STANDARDIZATION OF HIRING SYSTEM OF TOYOTA INDUSTRIES ENGINE INDIA PRIVATE LIMITED

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### ABSTRACT

Hiring process plays an important role in talent acquisition as manpower is the core asset of an organization. The importance of human asset cannot be ignored, as it can lead an organization to achieve its objectives. Effective manpower planning also contributes towards the growth and development of the organization. Hiring a competent employee helps the organization to build and strengthen the organization's capabilities. It also includes identifying the person with right attitude. Manpower planning is an estimate of the number and type of person required in the organization. Both internal and external sources are used depending upon the type of personnel required. The main objective of the paper is to study the existing hiring system at TIEI. The study is descriptive in nature and convenience sampling technique is used to collect data from a sample size of 100.

**Keywords:** Manpower planning, hiring system, Internal and external sources.

### 1. INTRODUCTION

Hiring includes all the activities of recruitment and selection that facilitates the establishment of a pool of eligible candidates for job positions at the organization. Hiring is the process of attracting the candidate with required skill and capabilities to fill the required position in an organization. It is process of identifying various methods and designing and selecting the most effective method to fill the vacancies in an organization. Many organizations follow a pre-formatted hiring process to recruit candidates. Vacancies are filled by selecting the appropriate candidate through test and interview process as per job profile.

The effectiveness of hiring has to be measured from time to time by reviewing the recruitment and induction processes. At any stage if the current hiring process fails to provide the required qualities in candidates, then that should be dealt with changes in the policy or processes. Identifying such issues and mitigating them is the responsibility of HR department. Hence, it requires a continuous effort to keep up to date with the current hiring standards and its outcomes. Also, the alternatives have to be planned out in advance so that if required at any stage the new hiring plan can be applied.

### 2. LITERATURE REVIEW

According to **Kumari (2012)**, a well planned and balanced recruitment and selection process helps organizations in improved results in terms of organization goals and cost. The study indicates that recruitment via portals is one of the most important methods for hiring employees and employee reference is one of the most reliable sources of hiring new employees. While doing hiring, the company must also consider the cost-benefit ratio.

According to **Gupta (2014)**, HR departments have lot of functions to perform which require collection of data and all the manual work that goes inside the recruitment process. So, to minimize such efforts and increase productivity, lot of opportunities are there to move to e-recruitment instead of manual work wherever possible. This includes hiring via web-based portals, collecting feedback and data in the database software instead of papers, using electronic media for conducting Interviews, etc.

According to Mankikar (2016), it's observed that the HR recruitment gets affected due to various factors such as strategic changes, methodology employment conditions that pose a threat to minimize hiring via third party external sources such as consultancy firms. Such factors can influence on organizations' overall hiring goals and cost.

**3. OBJECTIVE OF THE STUDY**

- To study the existing hiring system at Toyota Industries Engine India Private Limited (TIEI).

**4. RESEARCH DESIGN AND METHODOLOGY**

The study is descriptive in nature and has taken into consideration all the employee of TIEI. Convenience sampling technique is adopted to collect data from a sample size of 100.

**5. DEMOGRAPHIC PROFILE**

**Table: 5.1-Demographic Profile**

Demographic variables	Options	No. of respondents	Total
Gender	Male	95	100
	Female	05	
Experience	Below 1year	15	100
	1-5years	51	
	6-10years	33	
	10 years and above	01	
Department	Administration	15	100
	Business &Development	11	
	Finance	09	
	HRM	16	
	Industrial Relation	15	
	Production	22	
	Quality	12	

- The above table indicates that 95% of the respondents are male and 5% are female respondents.
- 51% of the respondents have 1-5 years of work experience, 33% of the respondents have 5-10 years of work experience, 15% of the respondents have less than a year of work experience, and only 1% of respondent have 10-15 years of work experience.
- 22% of the respondents belong to production department, 16% of employees belong to HRM department, 15% of the respondents belong to administration department, 15% of the respondents belong to industrial relation department, 12% of respondents belong to quality department, 11% of the respondents belong to business development department and 9% of the respondents belong to finance department.

**6. RESULT AND DISCUSSION**

**Objective:** To study the existing hiring system at Toyota Industries Engine India Private Limited (TIEI).

**Table no: 6.1 Internal method of hiring used at TIEI**

Options	% of Respondents
Internal reference	14
Promotion	61
Transfer	02
Regularization	23
<b>Total</b>	<b>100</b>

**Graph no: 6.1 Internal method of hiring used at TIEI**

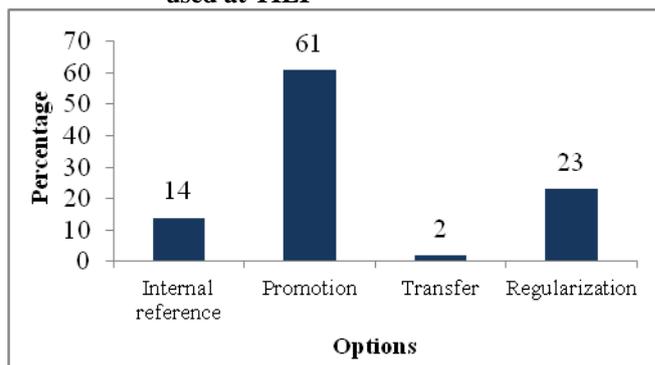


Table 6.1 indicates that 61% of the respondents opine that “promotion” is the most effective method of internal hiring at TIEI, 23% of the respondents opine that “regularization” is the most effective method of internal hiring at TIEI, 14% of the respondents opine that “internal reference” is the most effective method of internal hiring at TIEI and only 2% of the respondents opine that “transfer” is the most effective method of internal hiring at TIEI.

**Table no: 6.2 External method of hiring used at TIEI**

**Graph no: 6.2 External method of hiring used at TIEI**

Options	% of Respondents
Advertisement	13.1
Social Media	14
Job portals	23.2
Consultant	1
Employee exchange office	1
Campus recruitment	33
Reference	3.7
Unsolicited application	0
Walk-in-drive	11
Total	100

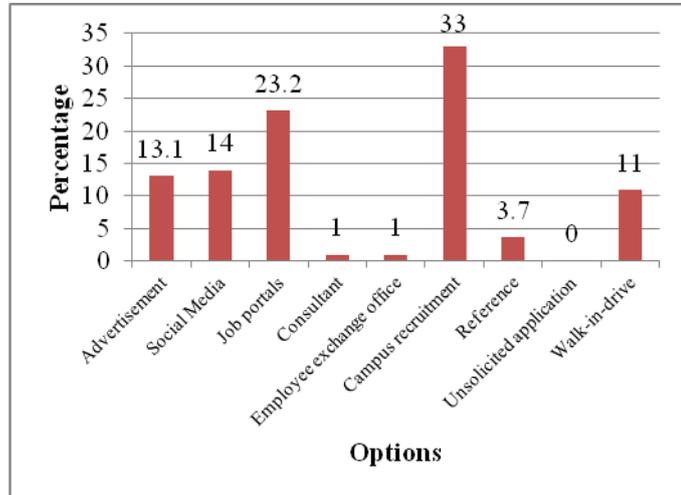


Table 6.2 indicates that 33% of the respondents opine that “campus recruitment” is the most effective method of external hiring of new candidates, 23.2% of the respondents opine that “job portal” is the most effective method of external hiring of new candidates, 14% of the respondents opine that “social media” is the most effective method of external hiring of new candidates, 13.1% of the respondents opine that “advertisement” is the most effective method of external hiring of new candidates, and 3.7% of the respondents opine that “reference” is the most effective method of external hiring of new candidates, 1% of the respondents opine that “consultant” is the most effective method of external hiring of new candidates and only 1% of the respondents opine that “employee exchange office” is the most effective method of external hiring of new candidates at TIEI

**Table no: 6.3 -Candidate selected for TIEI**

**Graph no.6.3: Candidate selected for interview the job requirement at TIEI**

Options	% of Respondents
Strongly agree	09
Agree	77
Neutral	14
Disagree	0
Strongly disagree	0
Total	100

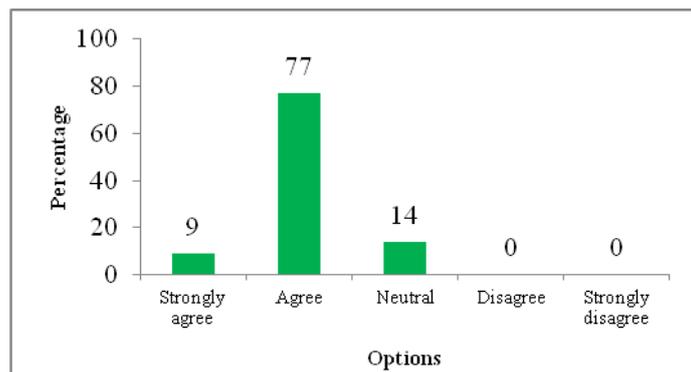


Table 6.3 indicates that 77% of the respondents “agree” that candidates selected for interview meet the job requirement, 14% of the respondents “neither agree or disagree” that candidates selected for interview meet the job requirement and 9% of the respondents “strongly agree” that candidates selected for interview meet the job requirement

Table no: 6.4 -The job description

Graph no.6.4: The job description should be clear should be clear and define the clear and define the nature of job nature of job

Options	% of Respondents
Strongly agree	17
Agree	78
Neutral	05
Disagree	0
Strongly disagree	0
Total	100

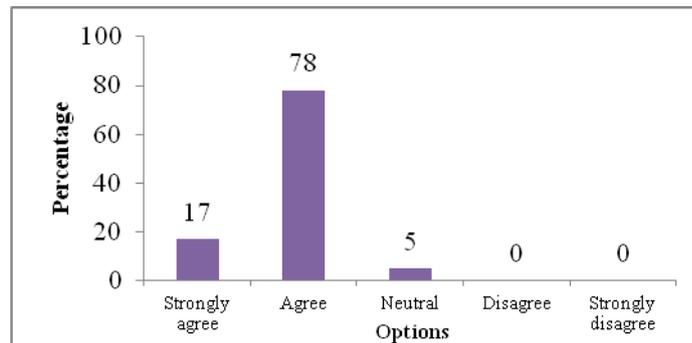


Table 6.4 indicates that 78% of the respondents “agree” that the job description should be clear and define the nature of job, 17% of the respondents “strongly agree” that the job description should be clear and define the nature of job and 5% of the respondents “neither agree nor disagree” that the job description should be clear and define the nature of job.

## 8. CONCLUSION

Hiring is important activity of the talent acquisition process because it will help in achieving the objectives of the organization. Hiring process also meets the need of the organization and creates competitive edge in the market and holds a higher position than that of the competitors. It will also help the organization to grow and develop in the long run. It also helps in determining present and future requirement of the organization with its personnel planning and job analysis activities.

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