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RECRUITMENT AND SELECTION PROCESS OF TEACHING STAFFS IN EDUCATIONAL INSTITUTIONS IN BENGALURU

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ABSTRACT

Recruitment and Selection process as a human resource management function is one of the activities that impact most critically on the performance of an Educational Institution in terms of achieving its ultimate goal say it in K-12 and higher education, post-secondary education, or tertiary education. It is a honest aim of this study to ensure that the Educational Institutions achieve optimum utilization of human resources. The purpose of study aimed to determine how decisions are made in the recruitment and selection of faculty in the Educational Institutions in Bengaluru. The study focused particularly on identifying existing recruitment and selection methods adopted by Educational Institutions, identifying challenges encountered and making some conclusion and recommendations based on my findings. A number of challenges are identified as barriers affecting effective recruitment and selection of faculties.

Key words: Human Resource, Educational Institutions, Recruitment and selection process.

1. INTRODUCTION

Any educational institution, be it private or public needs an effective, qualified and efficient faculty in order to achieve its mission goals. The faculty, being one of the most important factors in the success of education is expected to perform its primordial tasks of extension, instruction and research. It has always been said that “the institution is as good as the faculty”. Effective recruitment and selection of school and College administrators continues to be one of the more challenging human resource administration functions in educational Institutions. This is challenge as due of attracting, screening, and identifying quality candidates to fit the complex leadership needs of Schools and Colleges today. Factors such as recent educational initiatives, new conceptualizations of leadership, changing Syllabus of NEP , SEP, CBCS and changing student characteristics are influencing the position demands of administrative roles. Articulation of these changing position demands is foundational to the recruitment and selection process because these job characteristics serve as the guiding criteria for recruiting and selecting candidates. Successful recruitment is a direct reflection of the validity and professionalism and Goodwill of Institution. Employing the right people for Institution is the most important part . It is essential to have a good recruitment process to attract the right kind of needs. Recruitment process should be cost effective as well as time effective. A good recruitment process can minimize the time involved in the searching, interviewing, hiring and training. It can streamline these processes and make your search for

viable candidates much more efficient. In Recent era Institutions expect teaching staffs from corporate field. This research work tries to analyse and evaluate the process and problem of recruitment, selection and placement of employees in an institution of Higher learning, with a view of finding a possible solution to them. Finally, it is the aim of this study to ensure improvement in the Human resource procurement policy, programme and practice in K-12 and also Higher Education

Objective of the study

- To study about Recruitment and Selection process in Educational Institutions
- To know the behaviour of selection process with respect to Education institution
- To bring out the comparison between Education Institution and other organization with respect to Recruitment.

Statement of the Problem

- To analyse the entire situation with respect to selection process under Education institution in Bengaluru.

2. LITERATURE REVIEW

According to **Korsten (2003) and Jones et al. (2006)**, Human Resource Management theories emphasize on techniques of recruitment and selection and outline the benefits of interviews, assessment and psychometric examinations as employee selection process. They further stated that recruitment process may be internal or external or may also be conducted online. Typically, this process is based on the levels of recruitment policies, job postings and details, advertising, job application and interviewing process, assessment, decision making, formal selection and training (Korsten 2003).

Jones et al. (2006) suggested that examples of recruitment policies in the healthcare, business or industrial sector may offer insights into the processes involved in establishing recruitment policies and defining managerial objectives.

Mellanen's (2011), work entitled "Diverse Human Resource Management of a Non-profit Organisation" noticed the improvements of performance management, especially concerning the un-paid staff. Learning and development opportunities for the key employees should be offered. In addition, the cultural familiarization should be implemented effectively and also the employee relations require special attention, as the wellbeing and comfort of the employees should be appreciated in order to secure the best possible performance R.

Neeraj (2012) defined selection as the process of picking individuals who have relevant qualifications to fill jobs in an organization. It is much more than just choosing the best candidate. "It is an attempt to strike a happy balance between what the applicant can and wants to do and what the organization requires". Selecting the right employees is important for three main reasons: performance, costs and legal obligations.

Limitations of the Study

- This study is restricted to Bengaluru city
- This study is restricted to Education Institutions

3.METHODOLOGY

Data Collection

- Primary data collection through questionnaires
- Secondary data collection through educational institution websites, job boards, professional networking sites.

Sample Size

Sample size means the number of employees selected from the various Educational Institutions in Bengaluru for investigation. The total sample size that is taken for this study is 75.

Simple Random sampling method is used, written questionnaire are conducted in the study. Open-ended questions, close ended questions are asked in Questionnaires.

Tools used

Percentage Analysis

4. ANALYSIS AND INTERPRETATION

Table No: 1
Gender Category of the Respondents

Gender	No. of Respondents	% of Respondents
Male	30	40
Female	45	60
Total	75	100

From the above table it has been interpreted that 40% of the respondents are Male and 60% respondents are female.

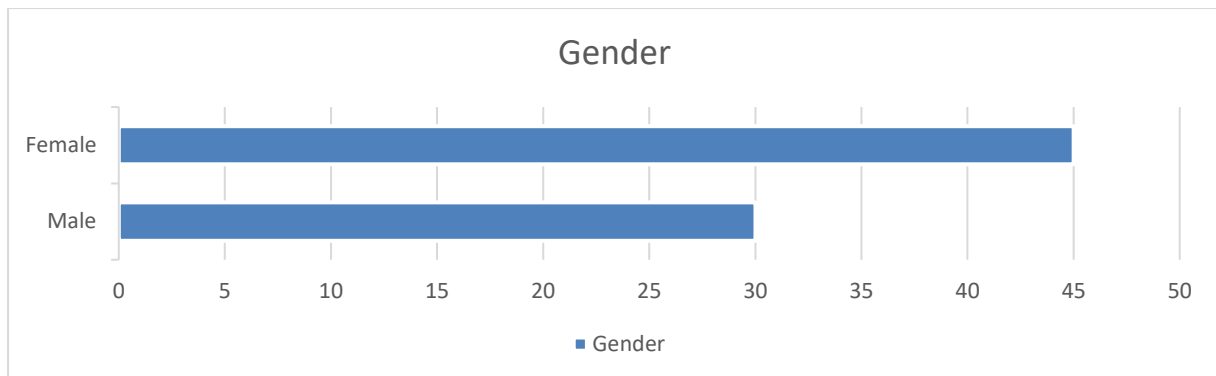
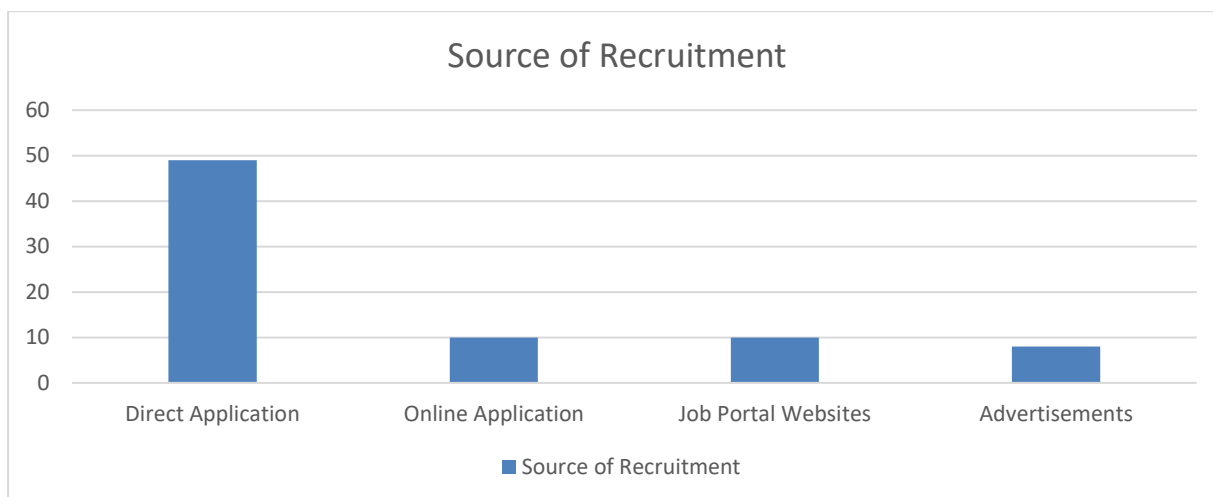


Table No:2
Sources of Recruitment

Sources of Recruitment	No. of Respondents	% of Respondents
Direct Application	49	65
Online Application	10	13
Job Portal websites	10	13
Advertisements	6	8
Total	75	100

From the above table it has been interpreted that 65% of the respondents are recruited through Direct application, 13% of the respondents are recruited through online application other 13% respondents are recruited through Job portal websites and 8% respondents are recruited through advertisements.



5. FINDINGS

- From the Research it is understood that 65% of Educational Institutions goes with Direct application/walk in of the candidates for sourcing and selecting. Later follows the secondary option of online applications and Job portal websites of 13% each.
- From the study it is found that Employee Referral is the most effective method to source the candidates in the recruitment and selection process of Educational Institutions. Because it is the most secured way of sourcing the candidates.
- The study illustrates that the 80% of education system depends on the Staffs and faculties working there. So the recruitment and selection process directly affects the educational institution's outcome.
- Work experience and Qualification (40% each) are the two main factors that are taken into consideration at the time of Recruiting candidates. For any Institution work experience and qualification plays an important role to know the candidates adding to it ,Corporate experience are also welcomed.
- From the study it is found that Personal Interview(80%) is the highly adopted process during the recruitment and selection in Educational Institutions. Only in this way the recruiter can know the candidate in much better way and candidate's capability.
- From the study it is found that employees(70%) from corporate background have a positive opinion about the working environment in the Educational Institution.
- Educational Institutions recruitment and selection process is way different from Organizations or Corporate recruitment and selection process.

6. RECOMMENDATIONS

- The HR Department in Institutions should follow new selection techniques and methods for better recruitment and easy approach to candidates.
- The members of the selection committee should be well qualified and experienced. So that the selection of the employee will be more effective. Which helps the right candidate to fit in right position with unbiased decision.
- There should be proper medium to communicate about the vacancies to the applicants. As the recruitment and selection process directly affect the Educational Institution's outcome.

7. CONCLUSION

Above all, the process of recruitment & selection has all the way become more difficult including retention. Since the Educational Institutions wants to hire more talented and effective employees and can create a difference in the interest of the Institution. The Educational

institutions have adopted different methods of recruiting a candidate. An effective recruitment and selection process reduces turnover, we also get much better results in our recruitment process if we advertise specific criteria that are relevant to the job. Include all necessary skills, and include a list of desired skills that are not necessary but that would enhance the candidate's chances. If we fail to do this, we might end up with a low-quality pool of candidates and wind up with limited choices to fill the open position. When we choose a candidate based upon the qualifications demonstrated in the resume, the interview, employment history and background check, this study helps the candidates to land the best fit for the position.

The recruitment and selection process is the time we not only identify a candidate who has the experience and aptitude to do the job that we are looking to fill, but also to find someone who shares and endorses the Institution's core values. The candidate will need to fit in well within the Institution's culture. The selection and recruitment process should provide Educational Institution an employee who adapts and works well with others. The interviewer must know what the job is and what will be required for a new hire to perform well. The interview process also allows us the opportunity to express Institution's vision, goals and needs.. If we don't use the interview to effectively eliminate applicants who don't fit into the Institution's culture, we might end up dealing with turnover, confusion and disgruntled employees.

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