A STUDY ON PARAMETERS ANALYSED BY HR DURING SHORTLISTING AND SELECTION OF FRESHERS IN THE PUNE REGION

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ABSTRACT

In the challenging scenario when thousands of students graduate every year from various academic institutions and are ready to join the workforce, it is prominent that they are aware of the fact that they would be evaluated on various parameters by the human resource professionals during interviews. In this study the intention is to understand the expectations of the industry and capture the inputs of the HR professionals on skills expected from freshers. To do so the author prepared a structured questionnaire and circulated in various organizations and analysed the responses to conclude. It was found that 1) Communication skills and people management skills top the list in the preference 2) Confidence and Decision making are the important parameters that the respondents believe are essential to be successful leader. 3) Clean and neat appearance during interview and communicating in a clear and effective way are important to a great extent.

Keywords: academic institutions, workforce, parameters, expectations, inputs.

Introduction

In the challenging scenario when thousands of students graduate every year from various academic institutions and are ready to join the workforce, it is prominent that they are aware of the fact that they would be evaluated on various parameters by the human resource professionals during interviews.Job skills are important in today's employment scenario. Only if one is skilled, then the chances of getting a job increase. But we live in an uncertain world where job roles are rapidly changing, and many jobs are losing out to technology. Given this situation how does one prepare for the jobs for freshers in the future? Or how it can be ensured that the job skillsstay relevant for a longer period of time? These are some of the research questions addressed by the study.

Objectives of the study

1. To study the parameters analysed by HR during shortlisting and selection of freshers in the Pune region.
2. To understand the preference and the skills expected in freshers.

Literature review

In an article written by Mujeeb Shah for Naukri.com advocates the need for much more than just technical knowledge. In the article the proposed 10 must have soft skills are teamwork, Communication, motivation, leadership, Problem solving ability, be responsible, Decisive, Ability to adapt, Time management and conflict resolution. According to him soft skills are referred to as positive interpersonal qualities that can help maintaining a healthy relationship with the colleagues or the team members (Shah, 2020).

In one of the prominent articles written by Ahemed Shamim Ansary for careercliff.com highlights the 13 key skills employers will look for in resume for fresher. The key skills are Good at communication skills – email etiquette, language skills, negotiation skills, telephone etiquettes, technical skills, excellent time management, ability to handle work pressure, A people's person, proactive, responsible, independent, team player, positive attitude, flexible, creative, leadership – emotional intelligence (Ansary, 2019).

In an blog by Shilpa Kulkarni on "10 essentials skills for the future of jobs for freshers" has advocated for "Written and spoken communication skills, technical writing, coding and digital skills, collaboration skills, critical thinking and problem solving, agility and adaptability, creativity and imagination, people management, negotiation skills, service orientation, emotional intelligence"(Kulkarni, 2018).

Skills are those set of capabilities and behaviours which are necessary for performing

a job or task. In every profession aspiring fresher, possessing the employability skills is an important part of being able to take on the challenges of making an entry and sustaining the career in a competitive world (Shenoy and Aithal 2020).

The current trend demands a more robust approach to recruit and utilize the valuable human resources. Management graduates are in demand even in times of. But they should possess the right job skills (Mohanty 2011)

Methodology

A systematic data collection was done using Primary as well as Secondary data. The human resource personnel in the Pune region were targeted in the corporate offices dominated areas of Kalyani Nagar, EON IT park, Kharadi, Hinjewadi, Magarpatta- Hadapsar. A structured questionnaire was floated amongst the Human resource personnel and the responses were recorded.

1. Target respondents: Human resource personnel
2. Geographical ambition: Pune region
3. Sample Design: Convenience Sampling method
4. Data collection: Through a structured questionnaire
5. Research Design: The objective of this research was to understand the parameters analysed by the HR personnel while hiring freshers. Selective parameters were identified and framed in the form of a questionnaire and data was collected on those parameters to conclude.
6. Sampling: a total of 35 HR personnel prominently from the services sector, government and others were targeted. 05 forms were rejected due to incomplete information. Finally, 30 responses were studied and included in this paper.
7. Data: Data collected was analysed using bar charts, pie charts and suggestive responses received in a open ended question.
8. Tracking: questionnaire on google forms was tracked for the respondents
9. Reporting: tables, pie charts, conclusive statements.

Parameters incorporated in the study

Appearance, Communication, Clarity in personal goals and objectives is assessed, Proactivity, Ability to motivate, Delegation of work, Confidence, Analytical skills, Decision making, Creativity, Flexibility, Honesty, Negotiation, Industry expertise, Feedback, Industry wise preferred skills.

Data Analysis

Industry type
57% of the respondents in this study are from the services industry, 37% belong to Others and only 7% are from the government sector.

Qualification preferred
60% of the organizations prefer post graduates to be recruited as freshers in their organizations. 40% of the organizations prefer graduates.

Clean and Neat appearance during interview
33% of the HR personnel agreed that clean and neat appearance during interview is preferred to a great extent. 27% of HR respondents said that clean and neat appearance during interview is preferred to a large extent. 30% of the respondents said that clean and neat appearance during interview was preferred to a moderate extent whereas 10% agreed that it is important to some extent.

Communicating in a clear, effective and efficient way is important
50% of the respondents were of the opinion that communicating in clear, effective and efficient way is important to a great extent. 20% agreed to the same to a large extent, 23% said that they agreed to a moderate extent. Only 7% responded saying that communicating in a clear, effective and efficient way was important to some extent.

Clarity in personal goals and objectives is assessed
20% of the respondents said that clarity in personal goals and objectives is assessed to a great extent, 30% said that the same is done to a large extent, 40% of the respondents said that clarity in personal goals and objectives is assessed to a moderate extent. Only 7%replied that assessment on clarity in personal goals and objectives is assessed to some extent 3% replied saying not really.

. Ratings for parameters believedto be essential to be a successful leader

Table 1: Ratings for parameters believed to be essential to be a successful leader

Sr. No.	Parameters	Not really	To some extent	To a moderate extent	To a large extent	To a great extent
1	Proactivity		2	10	8	10
2	Ability to motivate		2	10	8	10
3	Delegation of work		1	9	13	7
4	Confidence		1	7	9	13
5	Analytical skills	1	2	8	12	7
6	Decision making		1	7	6	16
7	Creativity		4	14	7	5
8	Flexibility		1	13	11	5
9	Honesty	1	1	11	5	12
10	Negotiation	1	5	7	10	7
11	Industry expertise	1	4	9	11	5
12	Feedback	2	2	8	12	6

From the Overall scores on the parameters above mentioned it was noticed that all the parameters are essential to be a successful leader to a large and great extent collectively contributing to 60% of the total score. Confidence and Decision making are top ranked amongst all.

Most important skills preferred

Table 2: Most important skills preferred

Service Sector	Others
People management and communication skills	Communication and diplomacy
Integrity	Adaptability
Foresight	Communication, Positive attitude, integrity
Motivation	Communication and Professional skills
Analytical skills	Honest
Communication skills, Commitment and honesty	People management skills
Convincing power and empathy	Personal development
Communication, Proactive, sincere, fair IQ	Delegating work ethically
Confidence, planning, delegation of work	Flexibility and confidence
Adaptive and innovative	Technical skills
Adaptability	Confident, communication skills
Communication, People management	Flexible
Communication skills and Working knowledge	Approachable
Communication skills and Technical knowledge	Creativity, communication skills
Accuracy and attention to detail	Planning
Problem solving skills	Strategy
Communication skills and Accountability	Communication and Organizational skills
Diplomatic approach	Communication and Understanding
Communication skills and Positive attitude	Empathy

From the survey responses, it was found that 50% responses from the services sector and others have listed Communication skills as the most preferred skill. The second preferred skill is people management skill with 10% advocating for the same.

Findings

1. Industries prefer post graduates more than graduates.
2. 60% of the respondents agreed that clean and neat appearance during interview is preferred to a great and large extent.

3. 70% of the respondents are of the opinion that communicating in a clear, effective and efficient way is important to a great and large extent.
4. Clarity in personal goals and objectives is assessed and is important to a moderate extent. 40% of the respondents agreed for the same.
5. A list of 12 parameters were asked to be rated in a scale of 1-5 (1 - lowest and 5 - high). Confidence parameter scored the highest and Decision making with the second highest.
6. Communication skills are rated as top most skills followed by people management skills.
7. An open-ended response was collected for the most important skill preferred in the respondent's sector and 50% responses from the services and other sector have rated communication skills as the most preferred skill. The second preference has been given to people management skills.

Conclusion

It is concluded that the sector considered in the study has shown preference for Communication skills and People management skills as the most important skills. Confidence and decision making are the essential parameters to be a successful leader. Clean and neat appearance during interview and communicating in clear, effective and efficient way is preferred.

Scope for further research

Only services sector and others have been covered in this study.Specific sector wise study can be conducted to identify the skills preferred in that sector. The study is limited to Pune region. Further research can be conducted by exploring different geographies

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