



A SYSTEMATIC REVIEW OF LITERATURE ON RECRUITMENT AND SELECTION PROCESS

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Abstract

Purpose of the study: The main purpose of this study is to provide a new, macro-level model of strategic staffing to bridge the gap in the knowledge regarding how practices within recruitment and selection systems can work to provide a competitive advantage among various sectors. This study identifies the various methods of recruitment and selection process through a systematic review of literature, which would be the right fit for attracting and selecting employees in an organization.

Design/methodology/approach: Content analysis method is adopted to review the literature and subcategories were formed to analyze the research. Literature was collected from 40 articles of a reputed journal from 2010 to 2018.

Main findings: The review of literature revealed that the recruitment and selection process is carried out in organizations by adopting latest technologies like online portals, outsourcing, job fair, campus interviews, and mobile recruitment applications. The representation of this practice is to find the best candidate for an organization. Besides adopting the latest technology, consideration of the expatriate factor would lead to an effective way of recruitment practices in finding out the right candidate for the right job and thus create a healthier work environment. The expatriate factors have not been considered well in the Indian context, but have been given importance in the global context in the process of recruitment and selection.

Social Implications: Highlighting the significance of various recruitment practices results in the selection of the right person in the right job, which enhances a healthier working environment in organizations, in turn rendering high quality products and services to the society.

Originality of the study: Prior research has studied various factors that influence internal recruitment, external recruitment, and selection process. This study is an attempt to analyze the expatriate factors and other factors through the content analysis method.

Keywords: Recruitment and Selection, Literature Review, Content Analysis, Strategic Staffing, Competitive Advantage.

INTRODUCTION

Human Resource Management is a strategic process of coordinating, planning, organizing, directing, and controlling the organization system. In order to achieve the goals of an organization, a team or group of employees must be developed to pave the way for the recruitment and selection process. It should be handled in a structured manner to select the right candidate for suitable positions. Recruitment and selection is the process of getting human resources into the organizations' departments, sections, and jobs (McKenna & Beach 2008). Venkatesh and Jyothi (2009) use what might be an even more useful definition of recruitment that is about the art of discovering and procuring potential applicants for the actual and anticipated vacancies in organizations. Different strategies are adopted for selecting a candidate between the countries. Scrutinizing the Indian context, the exogenous factors, such as recruiting policy, human resource planning, size of the organization, cost involved in recruitment, growth and expansion of an organization, etc. influences the recruitment strategy. On the other hand, recruiters focus on job analysis, environmental analysis, and personality traits of the prospective candidate in the global context. By adding an extension to the process, they make an analysis of expatriate factors, such as family stress, culture, inflexibility, emotional immaturity, physical breakdown, responsibility overload, etc. These factors have not been given any prime importance and are neglected in the Indian context. Thus, in order to bridge this research gap, the researcher has done a detailed study of recruitment and selection through a systematic literature review.



Purpose of the study

The main purpose of this study is to do a systematic literature review analyzed by content analysis on "Recruitment and Selection".

METHODOLOGY

Data Collection: In order to accomplish the goals of this study, 40 peer reviewed papers on Recruitment and Selection for the past nine years were collected from various sources for analyzing the study. The data were collected from various websites and libraries, Emerald (www.emeraldinsight.com), JSTOR (www.jstor.org), and Researchgate (www.researchgate.net).

Analyzing the collected data: The analysis of this study was elaborate in several stages with adequate sample and collected data. The content analysis table shows the year, journal name, author name, title, objective, country and findings.

Table 1: Text accordingly to the themes of reviewed paper

| Year | Journal | Author and Title | Objective | Country |
|----------|--|---|---|----------|
| a) Inter | nal Recruitment | | | |
| 2010 | Journal of Policy Analysis and Management. | Don Boyd, Hump Lankford, Susanna Loeb, Matthew Ronfeldt and JimWyckoff The Role of Teacher Quality in Retention and Hiring: Using Applications to Transfer to Uncover Preferences of Teachers and Schools | To measure teachers' effectiveness and contribution towards students' achievements. To examine the school hiring authority. | New York |
| 2010 | Social Forces | Eunmi Mun Sex Typing of Jobs in Hiring: Evidence from Japan | The researcher analyzed employers' pre-hire decisions based on the wage level and on-the-job training that accompany the sex typing of job | Japan |
| 2013 | Journal of Labor Economics | Jed DeVaro and Hodaka Morita Internal Promotion and External Recruitment: A Theoretical and Empirical Analysis | To analyze the shape of a firm's organizational hierarchy to influence the internal versus external hiring decision. | Chicago |
| b)Exter | nal Recruitment | • | | |
| 2010 | Journal of Business and Psychology | Alan M. Saks and Krista L. Uggerslev Sequential and Combined Effects of Recruitment Information on Applicant Reactions | To investigate the sequential effects of recruitment information on the applicants' reactions on campus fair, recruitment interview, and site visit. | Dubai |
| 2010 | Modern Asian Studies | Samita Sen Commercial recruiting and Informal Intermediation: debate over the sardari system in Assam tea plantations | To examine the role of jobbers in the recruitment system of the Assam tea plantations and the state in an attempt to loosen the stranglehold of professional contractors. | India |
| 2010 | Journal of Business and Psychology. | María Fernanda García, Richard A. Posthuma and Manuel Quiñones How Benefit Information and Demographics Influence Employee | To enumerate the impact of benefit information in recruitment advertisements on job pursuit intention. | USA |



| Year | Journal | Author and Title | Objective | Country |
|------|---|--|--|------------|
| | | Recruiting in Mexico | | |
| 2011 | Management Science | Jasjit Singh and Ajay Agrawal Recruiting for Ideas: How Firms Exploit the Prior Inventions of New | To examine the link between recruiting inventors and using their prior ideas | Canada |
| 2011 | Labor History | Hires Linda Colley The Passing of Youth: How removal of traditional youth recruitment policies contributed to the ageing of Public Service | To enumerate aging public workforces is not a recent phenomenon, but occurred whenever there was a change in the traditional youth recruitment policies. | Australia |
| 2011 | Administrative Science Quarterly. | workforces Matthew Bidwell Paying more to get less: The effects of External Hiring versus Internal | To analyze the differences between internal mobility and external hiring routes that affect subsequent | New York |
| 2011 | Journal of Business and Psychology | Mobility Tracy M. Kantrowitz, Craig R. Dawson and Michael S. Fetzer Computer Adaptive Testing (CAT): A faster, smarter, and more secure approach to Pre- | outcomes in jobs. To describe the use of CAT in organizations and highlight examples of how CAT has been applied to the measurement of cognitive ability, knowledge, and | USA |
| 2011 | European Journal of East Asian Studies | Employment testing Vladimir Hlasny Discriminatory Practices at South Korean Firms Quantitative Analysis Based on Job Application Forms | personality traits. To use a unique dataset of companies' application forms, and probability models to investigate the prevalence and economic determinants of such profiling. | Korea |
| 2012 | State and Local Government Review | Paul T. Knudson Regional Industrial Recruitment in Upstate New York | To analyze the regional level economic development of organizations, which can help mediate local political fragmentation that can potentially undermine jurisdictional economic development | New York |
| 2012 | Indian Journal of Industrial Relations | Mir Mohammed and Nurul Absar Recruitment and Selection Practices in Manufacturing Firms in Bangladesh | To understand exploring the differences and similarities between the public and private sector manufacturing firms of Bangladesh with respect to recruitment and selection practices, sources of recruitment, and selection devices. | Bangladesh |
| 2012 | The Annals of the American Academy of Political and Social | Lauren a. Rivera Diversity within Reach: Recruitment versus Hiring in Elite Firms | To examine diversity recruitment and diversity practices in elite law firms, investment banks, and | USA |



| Year | Journal | Author and Title | Objective | Country |
|------|--|---|--|-----------------|
| | Science. | | management consulting firms. | |
| 2012 | Erdkunde | Silja K. Bruland, Grete Rusten and Silja Kristiansen Bruland Sourcing strategies, channels and geographies in the International recruitment of a highly skilled work-force | To investigate recruitment channels used by companies for recruiting highly skilled internationals to the Sunnhordland region in Norway. | Norway |
| 2013 | Indiana Journal of Global Legal Studies. | Helen D. Arnold The affordable care act and International recruitment and migration of nursing professionals | To analyze that articles increased coverage created by the Affordable Care Act will increase the demand for nurses, thus requiring greater recruitment and migration of nursing professionals from abroad. | USA |
| 2013 | Journal of Peace Research | Thomas Hegghammer The recruiter's dilemma: Signaling and rebel recruitment tactics | To examine rebel recruitment from the perspective of the recruiter. | Saudi Arabia |
| 2014 | Social Indicators Research | Lieselotte Blommaert, Marcel Coenders and Frank van Tubergen Ethnic Discrimination in Recruitment and Decision Makers' Features: Evidence from Laboratory Experiment and Survey Data using a Student Sample | To understand individual factors related to people's likely discrimination against ethnic minorities. | Netherland |
| 2014 | Revue française de sociologie, (English Edition) | Sylvie Monchatre and Peter Hamilton Coming to Terms with Diversity: Recruitment between Market Forces and Employee Mobilization | To examine that recruitment cannot be reduced to a commodity exchange based on "competence conventions", but also fit into the rationales of differential mobilization of social groups. | France |
| 2014 | Journal of International Business Studies | Vesa Peltokorpi and Eero Vaara Knowledge transfer in multinational corporations: Productive and counterproductive effects of language- sensitive recruitment | To understand that language-sensitive recruitment is related to competence, networks, identity, and power in MNCs | Japan |
| 2015 | Research Gate | Subhash C. Kundu Neha Gahlawat Recruitment and Selection Techniques used in Corporate Sector: A Comparative Study of Indian and Multinational Companies | To examine the variations in the adoption of recruitment practices and techniques among Indian and multinational companies | India |



| Year | Journal | Author and Title | Objective | Country |
|------|--------------------|---------------------------|-----------------------------|---------|
| 2015 | Journal of Public | Leonard Bright and Cole | To investigate the | Texas |
| | Affairs Education | Blease Graham Jr. | characteristics of degree | |
| | | Why Does Interest in | program, individual | |
| | | Government Careers | background, professional | |
| | | Decline Among Public | community, and personal | |
| | | Affairs Graduate | community that could | |
| | | Students? | explain the downward | |
| | | | trends. | |
| 2016 | Political Research | Melody E. Valdini and | To examine the presence | USA |
| | Quarterly | Christopher Shortell | of women justices in the | |
| | | Women's Representation | highest constitutional | |
| | | in the Highest Court: A | courts. Such a presence of | |
| | | Comparative Analysis of | women varies significantly | |
| | | the Appointment of | across countries. | |
| | | Female Justices | | |
| 2016 | Journal of | Chungyalpa and | To examine the | India |
| | Entrepreneurship | <u>Karishma T</u> | recruitment and selection | |
| | and Organization | Best Practices and | process and the latest | |
| | Management | Emerging Trends in | trends concerning | |
| | | Recruitment and | recruitment and selection. | |
| | | Selection | | |
| 2018 | Journal of Human | Dr. Dilip Aher and | To examine the | India |
| | Resource | Dr. Ghanshyam D. Giri | recruitment and selection | |
| | Management and | A Study of Recruitment | process adopted by | |
| | Organizational | and Selection Process | production units in | |
| | Behavior | with special reference to | Maharashtra Industrial | |
| | | Manufacturing Industries | Development Corporation | |
| | | in Pimpri-Chinchwad | (MIDC) area in parts of | |
| | | Midc | Pune City, i.e., Pimpri- | |
| | | | Chinchwad. | |
| 2018 | International | Yashar Fadhil | To measure the level of | Iraq |
| | Journal of | Mohammed Harky | effectiveness and | |
| | Contemporary | The Significance of | efficiency of the | |
| | Research and | Recruitment and | recruitment and selection | |
| | Review | Selection on | process and organizational | |
| | | Organizational | performance. | |
| | | Performance: The Case | | |
| | | of Private owned | | |
| | | Organizations in Erbil, | | |
| | | North of Iraq | | |
| | Recruitment | - | | |
| 2010 | Public Performance | Shamima Ahmed and | To identify a list of web | USA |
| | and Management | Allison Adams | recruiting best practices | |
| | | Web Recruiting In | To conduct in-depth | |
| | | Government | interviews with a sample | |
| | | Organizations: A Case | of municipalities to | |
| | | Study of the Northern | understand the challenges | |
| | | Kentucky/Greater | of using web recruiting. | |
| | | Cincinnati Metropolitan | | |
| | | Region. | | |
| 2011 | Public Contract | Katherine Calogero | To examine the | USA |
| | Law Journal | Become a fan of | developing trends and | |
| | | Government procurement | social networking | |
| | | on Facebook: How The | websites, which are the | |
| | | Federal government's | new frontiers of job | |
| | | acquisition workforce can | posting locations and a | |
| | | use Social Networking | perfect place for a | |
| | | websites to recruit new | struggling, aging | |
| | | "Cobico to recruit new | | |
| | | employees | workforce to find potential | |



| Year | Journal | Author and Title | Objective | Country |
|-----------|--------------------------|--|-----------------------------|-------------|
| 2012 | German Journal of | Anna B. Holm | To investigate the effects | German |
| | Research in Human | E-recruitment: Towards | of e-recruitment on the | |
| | Resource | an Ubiquitous | design of the recruitment | |
| | Management | Recruitment Process and | process | |
| | | Candidate Relationship | | |
| | | Management | | |
| 2012 | The Public Opinion | Annette Scherpenzeel | To determine the optimal | Netherland |
| | Quarterly | and Vera Toepoel | recruitment strategy for a | |
| | | Recruiting A Probability | new online household | |
| | | Sample for an Online | panel. | |
| | | Panel: Effects Of Contact | | |
| | | mode, Incentives, And | | |
| 2014 | 0 115 | Information | T : 1 1 : | XX 4 1 1 |
| 2014 | Social Forces | <u>Lieselotte Blommaert,</u> | To examine the ethnic | Netherland |
| | | Marcel Coenders and | minority of job applicants | |
| | | Frank van Tubergen | discriminated against in- | |
| | | Discrimination of Arabic- | recruitment procedures via | |
| | | Named Applicants in the | online resume database. | |
| | | Netherlands: An Internet- | | |
| | | Based Field Experiment | | |
| | | Examining Different Phases in Online | | |
| | | Recruitment Procedures | | |
| 2015 | American Journal | Yas A. Alsultanny*, | The aim of this paper is to | Bahrain |
| 2013 | of Information | Mona F. Alotaibi | evaluate the factors that | Damam |
| | Science and | Evaluating the Factors | affect the attitude and | |
| | Computer | Affecting on Intension to | intention to use e- | |
| | Engineering | Use of E-Recruitment | recruitment. | |
| b).2.Rec | ruitment Processing Outs | | 1001 0111101101 | |
| 2010 | The British Journal | Shereen Hussein, | To understand the elders' | London |
| | of Social Work | Jill Manthorpe and | abuse, protection of older | |
| | | Martin Stevens | people, advocacy and | |
| | | People in places: A | people with learning | |
| | | qualitative exploration of | disabilities, and students' | |
| | | recruitment Agencies' | progression in higher | |
| | | perspectives on the | education | |
| | | employment of | | |
| | | International social | | |
| | | workers in the UK | | |
| 2015 | Strategic | Hasan Gilani | To examine the linkages | UK |
| | Outsourcing: | An exploratory study on | and interconnection | |
| | An international | the impact of | between the concepts of | |
| | Journal | recruitment process | RPO and its contribution | |
| | | outsourcing on | towards the employer | |
| | | employer branding of an | branding process. | |
| 2017 | T 1 | organization | T 1 1 1 1 1 1 | T 1' |
| 2017 | International | Dr. Vipin Nadda | To analyze the deals with | India |
| | Journal of | Zaman Rafiq, | distinct issues related to | |
| | Academic Research | Dr. Pankaj Tyagi | RPO and various | |
| | and Social Science | Effectiveness and | perspectives of utilizing | |
| | | challenges of | RPO | |
| | | Recruitment process | | |
| | | outsourcing (RPO) in the Indian Hotel Sector | | |
| c) Select | ion | muran moter sector | | |
| 2011 | Journal of Business | Cornelius J. König, | To understand the | Switzerland |
| | and Psychology | Eva Jöri | characteristics about | 212011unu |
| | | and Patrizia Knüsel | human resource | |
| | | | | |
| | | The Amazing Diversity | practitioners and their | |



| Year | Journal | Author and Title | Objective | Country |
|------|------------|---|---|---------|
| 2012 | Journal of | Study on How Human Resource Practitioners Perceive Selection Procedures Dennis Campbell | To investigate empirically | Chicago |
| 2012 | Accounting | Employee Selection as a Control System | using personnel and lending data from a financial services organization that implemented a highly decentralized business. | Cincago |

FINDINGS AND DISCUSSION

The present study generates insights on recruitment and selection, which is a set of actions undertaken by organizations to identify the candidates with the necessary skills and knowledge to be placed in a right job. The findings of these factors suggest the similarities and variations in the recruitment and selection methods. In both Indian and global contexts, the recruitment and selection processes are vastly influenced by certain exogenous and external factors like gender differentiation, family stress, inflexibility in adopting internal environmental changes, emotional immaturity, physical breakdown, responsibility overload, competition, social changes, legal changes, economic changes, and the adoption of new technology in organizations, which constantly affect the recruitment and selection process. Mun (2010), DeVaro and Morita (2013), Hussein, Manthorpe and Stevens (2010), and several authors surveyed the reasons behind the factors influencing the recruitment and selection process. They found gender differentiation which indicates the need of high training program for female members compared to male members. It also includes the cost factor that measures the initial remuneration difference in this process. Phatak et al. (2005), Calogero (2011), Bidwell (2011), Blommaert, Coenders and van Tubergen (2014), Peltokorpi and Vaara (2014), Kundu and Gahlawat (2015), and other authors suggested that expatriate factors and technology upgradation internally influence the organizational behavior and the psychological traits of potential candidates can also be modulated. It is also found out that a particular behavior in an individual is not fixed and can be changed according to environmental changes. In the Indian context, recruiters focused only on the aptitude test, written test, and face-to-face interviews and focused less on headhunting and failed to analyze expatriate traits, which led to a reduced importance of potential candidates. On the other hand, the expatriate method is used to find the right person through job analysis, environmental analysis, and personality traits of the prospective candidate in the global context. Hence, concentrating on expatriate traits of candidates results in finding out the right person for the right job.

CONCLUSION

The past researches highlighted on newly developed technologies, such as online recruitment, mobile recruitment applications, and outsourcing recruitment. Adapting this new technology provides quick, effective, and efficient ways to find the best candidate. Besides, there also some drawbacks to select the right candidate for an organization, as most of the organizations do not consider the expatriate factor, which includes cross-cultural adaptation, personal qualities, experience, skills, family situations, and attention from organizations for the implementation of other foreign assignments. The expatriate factor has an impact on the demographic and psychological factors. It has been proved by several researches that the recruitment and selection process is influenced by the expatriate process. Hence, the adoption of a suitable methodology for the recruitment practices would result in finding out the right candidate for the right job.

Future scope of the work

Researchers can concentrate on the analysis of the repatriate factors in future.

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