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SIGNIFICANCE OF APPLICATION BLANK IN SELECTION PROCESS OF HUMAN RESOURCES OF ENGINEERING INDUSTRY

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ABSTRACT

An application blank is a traditional, widely accepted device for getting information from a prospective applicant which will enable a management to make a proper selection. After identifying the sources of human resources, searching for prospective employee and stimulating them to apply for job in an organization, the management has to perform function of selecting the right employees at the right time. Selection is the process of picking individual (out of the pool of job applicant) with requisite qualifications and competence to fill jobs in the organization. A formal definition of selection is "it is a process of differentiating between applications is order to identify (and hire) those with a greater likelihood of successes in a job. Application Blank makes available the necessary information required for selection of human resources.

KEYWORDS :Application Blank, Selection Process, Preliminary Screening.

INTRODUCTION:

Organizations are always interested in selecting the right person for a particular jab. Hence, the purpose of any selection process is to discriminate fairly among the applicants.

There are various aspects of the selection procedure that have received the attention of the researcher in the field of HRM. The researches covered include selection, interviews, employment tests, a recommendations, and reference checks, academic performance, expert judgments, biographical information or bio data, application blanks peer judgment and physical examination.

Davar has studied the manpower selection practices in several Indian undertaking such as Indian Oil Corporation, TATA engineering and Locomotive company limited, Larsen and Toubro Company limited, Hindustan Lever company Limited and associated cement company limited. The selection procedure for Hindustan Lever Company limited was highly comprehensive. It constituted

three stages
1) The preliminary screening
2) Interview and finally board procedure
3) Involved systematic yearly review existing manpower resources to meet future requirements.

The role of selection in an organization's is effectiveness is crucial at least for two reasons. First, work performance depends on individuals. The best way to improve performance is to hire people who have the competence and willingness to work. Second, cost incurred in recruiting and hiring personnel speaks volume about the role of selection.

Selection is a long process, commencing from the preliminary interview of the applicants and ending with the contract to employment.

APPLICATION BLANK

The application from for jobs in various originations varies in length coverage, and contents. Some organizations use rather brief form for the basic bio-data about the candidate. Whereas, some others ask for detailed statements about the individuals career, objectives, life goals, values, ambitions, and interest. Although there is no one perfect form, a properly designed application has the following advantages (1) it constitutes a simple test of the candidates, ability to spell, to write legibly and to answer factual questions rapidly and accurately. (2) Combined with material gathered later during testing, information on a complete application blank gives the employment manager a line on the candidates before the main interview begins. (3) Some candidates find it easier to think out the answers alone than if the same questions asked during an interview. (4) It gives the job seeker the assurance that his desire for work and some of his special qualifications are on record with the originations.

OBJECTIVES:
The following are the objectives of the study:
1.To study the information of candidates through application blank required for selecting the candidates.
2.To study the steps of selection process followed by Engineering Industry.

Hypothesis:
Keeping in mind above objectives, some hypotheses were formulated as a base for study.
The hypotheses are as under:
1.The use of application blank is made in more effective manner by medium and large scale engineering unit than small scale.
2.The information collected from application blank is sufficient to select the candidates required for job.
Primary Data:
The Primary data required for this study is collected through the following ways:
Questionnaire:
Detailed and comprehensive questionnaire was prepared for managers for collection of required data. The pilot study was conducted to pretest the validity of the questionnaire. With the help of this pretested questionnaire the method of enquiry was suitably amended and the final draft of the questionnaire was made and necessary information was collected accordingly.

In all, 85 engineering units from Satara District have been surveyed comprising 25% of small scale units and 25% of medium and large scale engineering units respectively. The units who responded

to survey are considered for study to draw conclusions.

To study the differences in selection process of Human Resources followed by small scale and medium and large scale EUs, Pearson's chi square test is applied. The actual result of this test is compared with .05 level of significance. If the result of chi square test is > .05, it is not significant and if the result is < .05, it is significant.

A comparison between small scale and medium and large scale is made and Chi-square test is applied. The results are shown in table 1& table 2. The data in respect of the various steps followed for managers/employees selection process and information about various factors obtained through application blank is explained further.

Table 1
Steps Followed for Managers/Employees Selection Process reported by size class of units

Steps for selection process		Type of Unit					
		Small	Medium & Big	Total	X^2	P value	
1 Preliminary screening of applicants	Count	35	18	53	3.829	.050	NS
	Column N %	67.3%	90.0%	73.6%			
2 Review of application blank	Count	33	17	50	3.158	.076	NS
	Column N %	63.5%	85.0%	69.4%			
3 Checking references	Count	34	16	50	1.454	.228	NS
	Column N %	65.4%	80.0%	69.4%			
4 Employment test	Count	37	17	54	1.477	.224	NS
	Column N %	71.2%	85.0%	75.0%			
5 Physical examination	Count	32	13	45	.074	.786	NS
	Column N %	61.5%	65.0%	62.5%			
6 Employment interview	Count	49	20	69	1.204	.273	NS
	Column N %	94.2%	100.0%	95.8%			
7 Induction/Orientation programme	Count	35	17	52	2.254	.133	NS
	Column N %	67.3%	85.0%	72.2%			
8 Evaluation of the selection programme	Count	0	1	1	-	-	-
	Column N %	.0%	5.0%	1.4%			
Total	Count	52	20	72	-	-	-
	Column N %	100.0%	100.0%	100.0%			

NS= Not Significant   Source: Survey data

Table 1 mentioned above, shows that 94% of small scale units told about the use of employment interview as a step for selection process whereas 100% medium and large scale units responded to the same step. The Chi-square value is 1.204 with a P value of .273 which is > 0.05. Therefore, it is not significant.

Employment test as a step for selection process found to be adopted by 71% and 85% of small scale and medium and large scale engineering units respectively. The value of chi square is not significant as value 1.477 has a P value of .224 which is > 0.05.

67% small scale units and 90% of the medium and large scale units respectively found to be responsive towards the preliminary screening of applicants as a step used for selection process. The value of chi square is not significant.

Induction/orientation programme was taken into account by 67% small scale units and 85% medium and large scale units respectively. The chi square value is 2.254 with a P value of .133 which is > 0.05. Hence, it is not significant in this respect.

64% small scale units and 85% medium and large scale units respectively stated that they consider a review of application blank as a step for selection process. A Chi-square value is not significant.

According to 65% small scale units and 80% medium and large scale units that checking references they took into account as a step for selection process. A Chi-square value of 1.454 has a P value.228. which is > 0.05. Therefore, it is not significant in respect of checking references.

It is observed from the data that 62% small scale units and 65% medium and large scale units favoured about the physical examination also as the step for selection process. The Chi-square value is not significant in this respect.

Table 2 indicates that 89% small scale units and 90% medium and large scale units were obtained the information in respect of the nature and extent of previous work experience of the candidates through application blank. The Chi-square value is 0.815 with a P value of .367 which is > 0.05. Therefore, difference is not significant.

It is observed that 82% small scale units and 68% medium and large scale unit respectively found to be collected information about the nature of training received by the applicant through application blank. The value of chi square is not significant as value 0.126 with a P value of .722 which is > 0.05.

To the information like the personal history of the applicant related to an effective performance, 67% small scale units found to be responded, while, 90% medium and large scale units told about the same. The value of chi square is 5.024 with a P value of .023 which is < 0.05, therefore, difference is significant.

The personal history for effective performance is particularly expected for higher/managerial level positions. Therefore, the weightage is given more by medium and large scale engineering units to this information.

The information about the reasons for leaving previous organization was also to be collected through application blank. 66% small scale units and 90% medium and large scale units respectively responded in this respect. The value of chi square is significant.

According to 64% small scale units and 90% medium and large scale unit, the information regarding level of present salary of the applicant is collected. The chi square value of 5.714 has a P value 0.17 which is < .05. Therefore, difference is significant. The financial position of small scale units is comparatively less; therefore, it seems that these units might be giving less weightage to this factor.

The information in respect of the health history of the candidates found to be obtained by 31% small scale units, as against this, 53% medium and large scale units responded to the same. The chi square value of 4.012 has a P value .045 which is < .05. Therefore, difference is significant. The details regarding the health history of the applicants are important where jobs are requiring physically and psychologically fit / well persons and it is particularly expected in medium and large scale companies. Hence, there is a more weightage to the health history of the applicants by these units.

The information required by law or needed for Government report found to be elicited by 9% small scale units and 26% medium and large scale units respectively. The value of chi square of 4.413 has a P value .036 which is < 0.05. Therefore, difference is significant.

FINDINGS:

1.It is observed from the data that by using various steps, the information required for selecting Human Resources is collected. Out of the different steps used Employment interview by 96%, Employment test by 75% and Preliminary Screening of applicants by 74% found to be followed for selecting Human Resources. As well as induction/orientation program, review of Application Blank and checking references by 72%, 69% and 69% respectively found to be taken into account as a steps for selection of Human Resources by Engineering Units

Table 2
Information Obtained through Application Blank Reported by Size class of Units

Information		Type of Unit					
		Small	Medium & Big	Total	X^2	P value	
1 Personal history of applicant related to an effective performance	Count	37	17	54	5.204	.023	SIG
	Column N %	67.3%	89.5%	73.0%			
2 Nature of training received by the applicant	Count	45	13	58	0.126	.722	NS
	Column N %	81.8%	68.4%	78.4%			
3 Nature and extent of previous work experience	Count	49	17	66	0.815	.367	NS
	Column N %	89.1%	89.5%	89.2%			
4 Level of present salary of the applicant	Count	35	17	52	6.250	0.012	SIG
	Column N %	63.6%	89.5%	70.3%			
5 Reasons for leaving previous organization	Count	36	17	53	5.714	0.17	SIG
	Column N %	65.5%	89.5%	71.6%			
6 Information required by law or needed for government report	Count	5	5	10	-	-	-
	Column N %	9.1%	26.3%	13.5%			
7 Religion and tribe of the candidate	Count	1	1	2	-	-	-
	Column N %	1.8%	5.3%	2.7%			
8 Relatives of the candidate employed in the organization	Count	3	2	5	-	-	-
	Column N %	5.5%	10.5%	6.8%			
9 Health History	Count	17	10	27	4.012	.045	SIG
	Column N %	30.9%	52.6%	36.5%			
Total	Count	55	19	74			-
	Column N %	100.0%	100.0%	100.0%			

SIG = Significant, NS= Not Significant   Source: Survey data

2.It is experienced from the analysis of the data in respect of information about different factors obtained from the candidates through the application blank. The EUs mainly concentrate on nature and extent of previous work experience, nature of training received by the applicant and personal history of the applicant related to an effective performance which is stated by 89%, 78% and 73% of EUs respectively. Reasons for leaving previous organization by 72% and level of present salary by 71% of the EUs were found to be responding. The information required by law by 14%, religion and tribe by 3% and

relatives of the candidates employed in the organization by 7% was found to be stated. The employees responses also reflect the same position towards such different factors.

CONCLUSION:

An application blank is a comprehensive document, which elicits information from the candidate in a systematic codified manner. It is a useful device for an interview as it provides all the basic and necessary information including area of interest, extracurricular activities, etc. it is also a convenient device for circulating information about the applicant to appropriate members of management and as a useful one for storing information for later reference.

The information like physical appearance, communication fluency, family background as well as extracurricular details can be elicited while using steps, so as to make effective selection process and to find out best suitable candidate to the job among many who have applied.

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