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**A STUDY ON "HR-RECRUITMENT PROCESS IN KAY JAY  
FORGINGS PVT LTD, AT HOSUR"**

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**ABSTRACT**

This study examines the Human Resource (HR) recruitment process at Kay Jay Forgings Pvt Ltd, a leading manufacturer in the forging industry located at Hosur. The study aims to analyze the existing recruitment and selection practices and evaluate their effectiveness in attracting, selecting, and retaining qualified talent in a competitive manufacturing environment. The research focuses on key stages of the recruitment cycle, including manpower planning, job analysis, sourcing strategies, screening and shortlisting, interview procedures, selection techniques, and onboarding practices. Both primary and secondary data were utilized. Primary data was collected through structured questionnaires from 50 respondents including HR personnel and employees, while secondary data was gathered from company records and academic literature. Statistical tools including percentage analysis and graphical representations were used for analysis. The findings reveal that the recruitment process at Kay Jay Forgings is generally effective and well-structured, with job portals being the primary sourcing channel. However, areas such as communication speed, salary transparency, and job responsibility briefings require improvement. The study concludes that a structured, technology-enabled recruitment system combined with effective employer branding and competency-based selection methods can significantly improve hiring outcomes and support long-term organizational growth.

**KEYWORDS:** HR Recruitment, Selection Process, Manpower Planning, Manufacturing

Industry, Kay Jay Forgings, Hosur.

## I. INTRODUCTION

Human Resource Management plays a crucial role in the success of every organization, especially in manufacturing industries where skilled manpower directly influences productivity and quality. Recruitment is one of the most important HR functions as it ensures the right people are selected for the right job at the right time. An effective recruitment process not only fills vacancies but also supports long-term growth and competitiveness.

Kay Jay Forgings Private Limited is a well-known manufacturing company in the forging industry, producing high-quality forged components for automobile, engineering, and industrial machinery sectors. Like every growing industrial organization, the company requires an efficient recruitment system to attract qualified candidates and maintain a skilled workforce.

This study focuses on the recruitment process followed in Kay Jay Forgings Pvt Ltd, covering manpower planning, sourcing of candidates, screening, selection, and final placement. It aims to analyze the effectiveness of recruitment practices and identify areas for improvement, while connecting theoretical knowledge with practical HR activities in a real-time industrial environment.

## II. OBJECTIVES OF THE STUDY

**Primary Objective:** To study and analyze the recruitment process followed in Kay Jay Forgings Private Limited and understand how the organization attracts, selects, and appoints suitable candidates.

**Secondary Objectives:**

- To understand manpower planning and sourcing strategies used by the company.
- To analyze the screening, interview, and selection procedures.
- To evaluate the effectiveness of the recruitment process.
- To identify strengths and weaknesses in the existing system.
- To suggest suitable measures for improving recruitment efficiency.

## III. LITERATURE REVIEW

Edwin B. Flippo (1984) explained that recruitment is the process of searching for prospective employees and stimulating them to apply. He emphasized selecting the right candidate to improve organizational performance.

Gary Dessler (2013) highlighted that recruitment and selection are key HR functions, covering internal recruitment, job portals, and employee referrals as major sourcing channels. K. Aswathappa (2012) focused on the importance of manpower planning in recruitment and how effective hiring reduces employee turnover and improves productivity.

Armstrong (2006) explained recruitment as an essential HR function that helps organizations maintain skilled workforces, highlighting modern recruitment techniques and HR strategies.

Stephen P. Robbins (2009) stated that recruitment and selection play a major role in organizational success and improve employee performance and job satisfaction.

Michael Armstrong & Stephen Taylor (2014) discussed modern recruitment practices and talent management, emphasizing HR's role in attracting and retaining skilled employees in competitive environments.

#### IV. RESEARCH METHODOLOGY

This study adopts a descriptive research design to analyze the recruitment process at Kay Jay Forgings Private Limited. It is both analytical and diagnostic in nature, examining the effectiveness of the existing system while identifying problem areas.

**Table 1: Research Methodology Summary.**

Aspect	Details
Research Design	Descriptive & Analytical
Nature of Study	Qualitative & Quantitative
Primary Data	Structured Questionnaire
Secondary Data	Company records, Journals
Sample Size	50 Respondents
Sampling Method	Convenience Sampling
Analysis Tools	Percentage Analysis, Charts

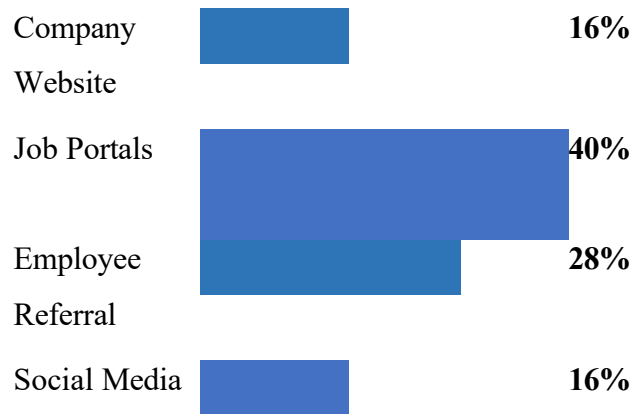
**Recruitment Process Studied:** The study examined the full recruitment cycle — Manpower Planning → Job Analysis & Description → Sourcing (job portals, referrals, internal) → Resume Screening → Interview (technical & HR) → Selection → Appointment & Joining.

#### DATA ANALYSIS AND INTERPRETATION

**Table 2: How Respondents Learned About Job Openings (Q1)**

Source	Respondents	%
Company Website	8	16.0%
Job Portals	20	40.0%
Employee Referral	14	28.0%
Social Media	8	16.0%
Total	50	100%

**Figure 1: Job Opening Awareness Source**

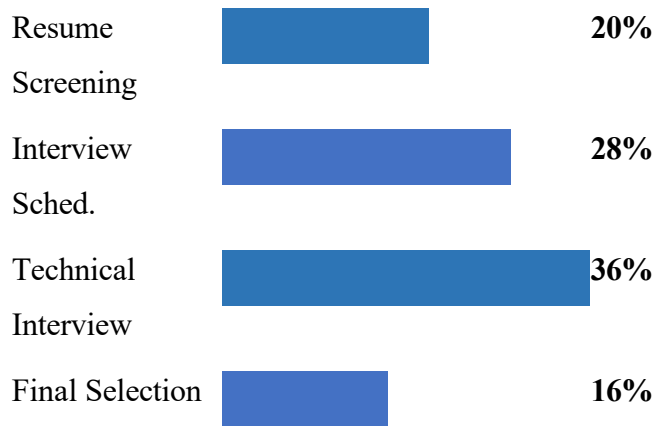


Job portals emerged as the dominant channel (40%), indicating a strong digital recruitment presence. Employee referrals (28%) also play a significant role, reflecting internal trust networks within the organization.

**Table 3: Recruitment Stage Taking Most Time. (Q7)**

Stage	Respondents	%
Resume Screening	10	20.0%
Interview Scheduling	14	28.0%
Technical Interview	18	36.0%
Final Selection	8	16.0%
Total	50	100%

**Figure 2: Most Time-Consuming Recruitment Stage**



The technical interview stage (36%) was identified as the most time-consuming phase. This is typical in manufacturing industries where technical competency verification is critical and requires specialized interviewers.

**Table 4: Overall Recruitment Experience Rating (Q23)**

Rating	Respondents	%
Excellent	14	28.0%
Good	26	52.0%
Average	8	16.0%
Poor	2	4.0%
Total	50	100%

**Figure 3: Overall Recruitment Experience**

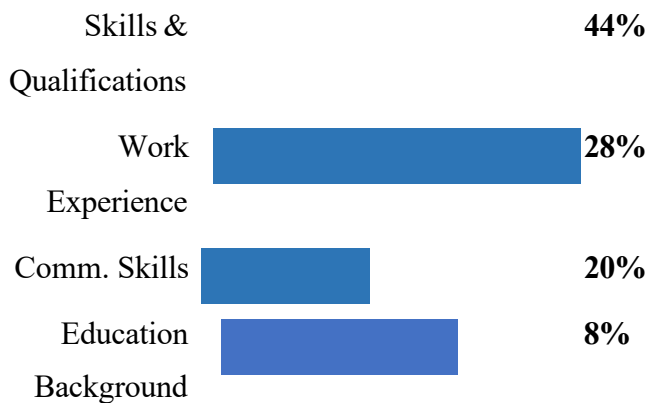


A combined 80% of respondents rated the overall experience as Excellent or Good, demonstrating that the company's recruitment process is largely satisfactory. Only 4% rated it Poor, suggesting isolated concerns rather than systemic failures.

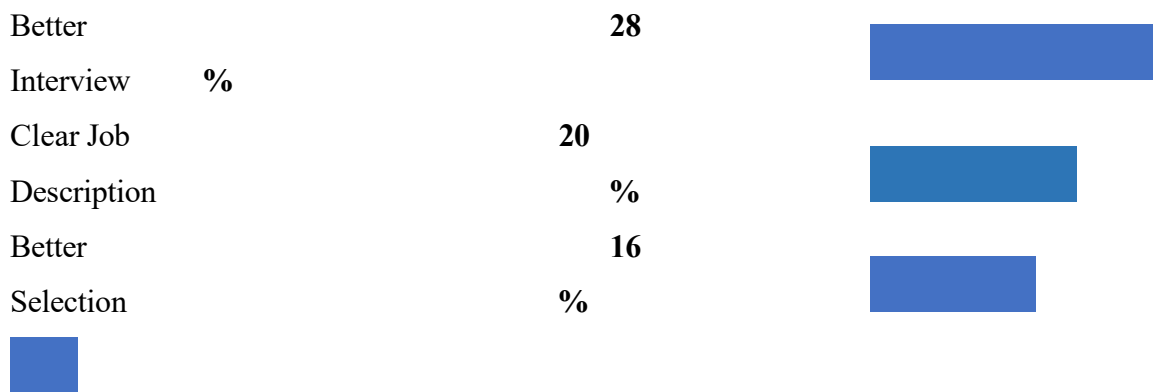
**Table 5: Key Selection Influencing Factor (Q15)**

Factor	Respondents	%
Skills & Qualifications	22	44.0%
Work Experience	14	28.0%
Communication Skills	10	20.0%
Educational Background	4	8.0%
Total	50	100%

**Figure 4: Key Factor Influencing Selection**



**Figure 5: Most Needed Improvements**



Skills and qualifications (44%) dominate as the key selection criterion, reflecting the technical nature of Kay Jay Forgings' operations. Work experience (28%) is the second most important factor, underscoring the industry's need for practical, job-ready candidates.

**Table 6: Key Improvement Areas (Q24)**

Improvement Area	Respondents	%
Faster Communication	18	36.0%
Better Interview Process	14	28.0%
Clear Job Description	10	20.0%
Better Selection System	8	16.0%
Total	50	100%

Faster communication (36%) is the top improvement priority. This points to delays in candidate follow-up being the most frustrating aspect of the current recruitment experience, which can result in losing qualified candidates to competing employers.

**V. FINDINGS**

The following major findings emerged from the study of the HR recruitment process at Kay Jay Forgings Private Limited:

1. Job portals (40%) are the dominant recruitment channel, with employee referrals (28%) also playing a significant role.
2. 68% of respondents (Easy + Very Easy) found the application process user-friendly, indicating a well-structured application system.
3. The recruitment process typically takes 2–4 weeks (40%), indicating a moderate but manageable hiring timeline.
4. HR communication was rated Good or Excellent by 80% of respondents, reflecting a professional HR team.
5. Technical interview is the most time-consuming stage (36%), suggesting scope

for process Faster Communication 36 optimization.

6. Skills and qualifications (44%) are the primary selection criterion, aligned with the technical nature of the forging industry.

7. Face-to-face interviews dominate (52%), though online and telephonic modes are also being adopted.

8. 80% of respondents rated the overall recruitment experience as Good or Excellent.

9. Faster communication (36%) is identified as the most critical improvement area.

## VI. SUGGESTIONS

Based on the findings, the following recommendations are offered to enhance the recruitment process:

1. Improve post-interview communication with regular status updates to reduce candidate uncertainty.
2. Streamline the technical interview stage by standardizing question banks and interview rubrics to reduce time consumption.
3. Strengthen salary and benefits communication during recruitment to improve transparency and candidate confidence.
4. Expand social media presence for job postings to reach a wider talent pool beyond traditional job portals.
5. Introduce structured campus recruitment programs to tap into fresh engineering and management talent.
6. Provide competency-based interview training to HR staff to improve candidate assessment quality.
7. Conduct regular reviews of the recruitment process with feedback from candidates to enable continuous improvement.

## CONCLUSION

This study concludes that the HR recruitment process at Kay Jay Forgings Private Limited is generally structured, systematic, and effective. The majority of respondents expressed satisfaction with the application procedure, interview experience, and HR team behavior. The use of job portals as the primary sourcing channel has successfully attracted a diverse talent pool.

However, specific areas require attention — particularly in candidate communication speed, job responsibility briefings, and salary transparency. By implementing the suggested

improvements, including faster feedback loops, technology-enhanced workflows, and competency-based selection methods, the organization can further strengthen its recruitment effectiveness.

The study fills an important research gap by examining recruitment practices in a small-to-medium manufacturing company in the forging sector, an area underrepresented in existing HR research literature. It contributes practical insights valuable to both organizational practitioners and academic researchers in the field of Human Resource Management.

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