



**RNB**  
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**PROJECT REPORT  
ON  
E-RECRUITMENT SYSTEM  
AT GAOTEK INC.**

*Submitted to RNB Global University for partial fulfillment for the  
degree of Masters of Business Administration*

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## CERTIFICATE OF ORIGINALITY

This is to certify that the project titled “E-Recruitment System at Gao Tek Inc.” is an original work of the student and is being submitted in partial fulfillment for the award of the “MBA (Marketing and Finance)” of RNB Global University. This report has not been submitted earlier to this University or to any other University/Institution for the fulfillment of the course of study.



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**DATE: 14/10/2021**



## PREFACE

As a part of MBA Curriculum and in order to gain knowledge in the field of management it was required to make a report. For this project to do an internship from Gao Tek Inc. The basic objective behind this project report is to get knowledge about E-Recruitment System that is adopting by various companies nowadays due to Covid 19 effect.

In this project report I have included the recruitment system procedure, its importance, how it conducted in the organization.

Completing this project report it enhanced my knowledge regarding E-Recruitment System.



## **EXECUTIVE SUMMARY**

The current study has examined the effectiveness of the Internet as a source of recruitment. As a result, the e-recruitment provides its effectiveness in the hiring process as cost-efficiency and reducing time. Gao Tek Inc. has **manual recruitment system**; the system contains gaps and redundant data in the database which effects on employees' performance and outcomes. The organization suffers from high turnover and the time spends in the hiring process to fulfil vacancies. My recommendation is to develop and improve the organization's website to matches human resources needs. The website includes several features that facilitates for employees advertise for vacancies, attract talented and professional employees, review applicant's resumes online, and communicate with applicants to collect information. The website has shown its effectiveness through measuring the level of information collected comparing with the previous manual system. This research addresses the effectiveness of the e-recruitment system on the Human Resources Department, human resources employees, and applicants. The outcomes from this research indicates the idea of implementing and developing organization's website, result has shown that the generated qualified employees from e-recruitment system are more effective than other recruitment sources. Furthermore, the e-recruitment system has impact on applicant's decision on applying for the job, the website present the organization's environment and job's nature. The overall results from the study support the need of Human Resources Department to develop an e-recruitment system and implement new recruitment strategy in order to achieve the organization goal more effectively.

**Key words:** Online Recruitment, Recruitment, E-Recruitment, Human Resources Department, Employees



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## Chapter One (Introduction)

### 1.1 Introduction and Overview

The purpose of this report is to expand the research on the recruitment methods by evaluating the effective sources based on measures used to define and examine **hiring criteria** with focusing on the **e-recruitment system**. This chapter will discuss the current methods used in Gao Tek Inc. by identifying the problems and gaps in the system. This will be followed by a problem statement, significance of study, and purpose.

In the recent years the human resources management has highlighted the importance of their practices for the organization through the media by increasing the number of published researches, in both magazines and scholarly and practitioner-focused journals. (Barber, 1998). What forms the foundation of a company is the human capital that is generated by the human resources department by recruiting staff. The success in the human resource efforts mostly leads to a future success for the company, in which the recruitment process helps to identify and attract new high-quality employees (Barber, 1998).

The essential focus of this report is to evaluate the Internet efficiency as a recruitment source. In the middle of 1990s, the Internet started to be accepted by recruiters, especially by the applicants for recruiting information technology (Hays, 1999). However, the effectiveness of the Internet has been examined by a wide range of researches to prove its effectiveness in the recruitment process. The data shows that Internet efficiency has less exploration than expected comparing to its role as a recruitment source.

There is a huge number of literatures about Internet recruiting has provides positive and negative effect on organizations, to support these assumptions, this section will discuss them. According to the general literature the e-recruitment has benefits for bothrecruiters and applicants in several angels such as speed, cost efficiency, ease of use, and geographic reach. On the other hand, the main drawbacks are, lack in executive talents and declaration in fresh student's potentials. (Raymond L. Hoger, 1998).



## 1.2 Problem Description

The key of successful in any company is excellence and highly committed candidates. Such employees who responsible of each decision making, each work done, and each result are the reason for the success of organization's future. However, Effective and accurate E-recruitment System allows the company to reach the higher level of the company's expectations and outcomes through implementing human resources strategies, policies, and practices. It allows human resources department to have conscious and direct support of the web-based technology channels (S.L). The e-recruitment system is a major source for the recruiters in the human resources department to fulfill the needs and vacancies in the company with the required candidates.

The traditional method of recruitment depends on non-technology sources such as, word of mouth, flyers, and advertisement to facilitate reaching the organization which known as "*searching candidates*". Another source is paper-based test "*screening*" used in creating organized applicant's pool. Also, using "*interviews*" by interfere with candidates face-to-face in order to contact qualified candidates. One of the sources is "*placement*" which is a traditional recruitment method through phone calls, setting up meeting, and shaking hands (S.L). However, the traditional manual recruitment system in Gao Tek Inc. is complicated and tends to contain lot of loop holes. It is a long and exhausting process for human resources department and applicants because it includes a huge amount of data.

These data are redundant because of the missing features in the current system. The redundancy will lead to lack of consistency in the data which makes it hard to human resources recruiters to maintain all the information form the applicant's application. In order to analyze and organize applications of different jobs, the department will need to hire more employees which tends to be waste of resources.



### 1.3 Problem Statement

*“The lack of effective and accurate e-recruitment system will impact negatively on the human resources department efficiency”*

A manual traditional recruitment system is no longer effective and accurate process to hire applicants or to fulfill vacancies within the company. This system is **impacting negatively** on the performance of human resources department. The traditional process of hiring and selecting is having several gaps and errors which is waste of resources, efforts, and time consuming. The solution for these problems is to replace the manual recruitment system with an e-recruitment system.

Technology nowadays is playing a huge role of effective and fast source for professional recruiters. The E-Recruitment is also known as online recruitment; it is a web-based resource that allows human resource department to enlarge talent pool which leads to obtain a data-base of talented candidates to facilitate the process of selecting and hiring the applicants which carried out by the organization (Emma Parry, 2014). Moreover, the E-recruitment system is mainly interface with the activities of the department of human resources.

The developed e-recruitment system has specific criteria to determine the exact employee's specifications toward certain job. The online system facilitates the activities of human resources department, it provides to candidates the chance to apply for more than one available job that matches their own skills. It also provides some online tests for applicants in order to reduce time and resources for recruiters. In addition, it helps candidates to understand the company polices, jobs tasks, jobs responsibilities. Furthermore, the Human Resources Function should conduct four main pressures which are strategic, flexible, efficient, and customer-oriented (David P. Lepak, 2013). There are various of authors who assumed that technology is the key element of achieving these goals (Mark L. Lengenick-Hall, 2013). The absence of effective and accurate e-recruitment will impact negatively on the human resources department which will neglect the success of the organization (Singh Parbudyal, 2012).



## 1.4 Significance of the Study

Human Resources department plays a critical role in the company success. Hiring the right person for the right job will lead into achieving the company's goals effectively. However, the **manual recruitment system** in the company is no longer an accurate method for hiring and selecting employees. Employees are facing difficulties with finding qualified candidates that fits the jobs and filter applications manually despite the time consuming and cost. Therefore, replacing the manual recruitment system with an e-recruitment system in the company has effect on the Human Resources department's performance.

Recruiting online helps the Human Resources Department to narrow the research with accurate information in short time. It stops random applications from flooding into the department. Also, it facilitates reaching huge number of job seekers that matches the vacant jobs within the company. In addition, e-recruitment allows the department to post advertisings contains all the information of qualifications needed in the job to find candidates that want to be found and hired. Posting an ad is very helpful and easy for the department with much lower cost.

Employees who get hired with e-recruitment system are more likely to be qualified than employees who get hired with traditional way. The e-recruitment system requires specific criteria and fields to be filed by the candidates, which allow the employer to judge and make effective decisions whither hiring the person or not. On the other hand, candidates can have a full picture about the company and the nature of jobs before applying through ads or the company's profile.

In e-recruitment the employer has the chance to hire the right person for the right job after studying the job description and the specification to point out required categories. Edwin B Filippo defined recruitment as, "The process of searching for prospective employee and stimulating them to apply for jobs in the organization." Online recruitment is a major factor for hiring and selecting process it gives for the company assurance to reach its target successfully.



## 1.5 Purpose

*“The overall of this study is to examine the effect of E-recruitment System through the Human Resources Department skills”*

This study intends to accomplish an effective E-recruitment System in Gao Tek Inc. which is a major change in the Human Resources Department activities. The system overcomes the difficulties in the manual system that contain redundant data, limited data-base and has no consistency in the data. Also, reviewing huge applications for several jobs, a team of new employees should be hired which is a waste of resources and efforts. However, the organization’s website has facilitated the human resources department activities through enlarging data-base, advertise job vacant, elaborate and filter applications, and help in making judgment on applicants through the e-test result on the website. The e-recruitment system proved its effectiveness by minimizing the cost and efforts for the human resources department.

The manual system is no longer operative for the employer’s job, in order to maintain the candidate’s data and go over each field is a long process which consumes the time. On the other hand, the e-recruitment system gives the opportunity to develop and grow the organization’s talent pool through reaching out potential applicants. These potential applicants are not always searching for new jobs but they stay open to new job opportunities, now such candidates can easily reach through online recruitment (Aurelie Girard, 2016). In addition, the e-recruitment allows employers to have filtrated data-base can be export into an excel sheet to review and it has non-redundant data, also there is consistency in the data-base and it is clear, direct, and fast to response. It allows employer to determine the required applicant for the vacant job more effectively.

In the manual system, the records of data should go through several updates in the day which is not effective for applicant to get quick response from the organization. The applicant faces a long process to fill forms for vacant jobs which is cost and time-consuming. Unlike, e-recruitment that has automatic update for the vacant job that allow applicant to review it and have all the information about the job. The e-recruitment has online forms for applicant to fill in order to collect the correct and accurate information.



## 1.6 Research Questions

To what extent the e-recruitment system in the company will have impact on the human resources department efficiency.

**Question 1:** Which recruitment source does your organization mostly use?

**Question 2:** Which Internet tools you used to hire candidates?

**Question 3:** What are the major challenges you faced in hiring online?

**Question 4:** Did the e-recruitment system reach the expectation of effective recruitment process?

**Question 5:** How do you often use e-recruitment?

**Question 6:** What are the disadvantages of the e-recruitment system that should be improved?

**Question 7:** After using the e-recruitment system did the system surpassed the manual system?

**Question 8:** The e-recruitment system facilitates the process of hiring and finds talents people for the HR department. In your opinion write the major elements that help the system to success ?

**Question 9:** Which recruitment source does your organization mostly use?

Web portal

Previous application

Recruitment agency

Employees referrals

Others (specify)

**10.** Which Internet tools you used to hire candidates?

Linked-in

Social Networking

Indeed.com

Blogs

Others (specify)

**11.** What are the major challenges you faced in hiring online?

Finding accurate information of applicants



- Easy to access to large numbers of job seekers
- Knowledge of how to search, locate, request, and reach applicants
- Reduce time and efforts in order to point out the matches applicants for the job

Others (specify)



**12.** Did the e-recruitment system reach the expectation of effective recruitment process?

Yes, the e-recruitment system has been successful and effective process.

No, there are no changes in the recruitment process results.

Never, use e-recruitment in the recruitment process.

Others (specify)

**13.** How do you often use e-recruitment?

Always  Rarely

For specific job requirement  Never

Others (specify)

**14.** What are the disadvantages of the e-recruitment system that should be improved?

E-recruitment is a complicated system that has long process.

Must be programs given in order to learn the system, and needs a lot of practices.

The system requires specific details and fields in order to have the required results.

Others (specify)

**15.** After using the e-recruitment system did the system surpassed the manual system?

Yes, there is a huge difference in the outcomes comparing the two systems.

No, there is no difference in the outcomes comparing the two systems.

Never use the e-recruitment in the recruitment process.

Others (specify)





## 1.7 Company Profile



**GAO Tek Inc.** is an International leading provider of embedded development tools, telecommunication testers, electronic measurement instruments, video surveillance & alarm and other electronic products that serve the needs of electronic professionals in the world and is incorporated in both the USA and Canada.

GAO Tek is a result of the strong engineering talent and capabilities within GAO Group. It started operating in 2001 as GAO Engineering to supply development tools to engineers and developers in the embedded field. The business grew rapidly thanks to the quality and the high value to price ratio of its products. Over time the product offerings of GAO Engineering have expanded to cover telecom products, test and measurement instruments, IT products, as well as a strong line of highly popular RFID products. In July 2006, GAO Engineering was renamed to GAO Tek Inc. to reflect its ever-broadening range of RFID product lines. To cater to the ever-growing RFID related business and products a new company, GAO RFID Inc., was created and spun out of GAO Tek Inc.

GAO Tek employs state-of-the-art e-commerce technologies to facilitate online ordering by its customers and backs it with a no-nonsense product guarantee and timely support by highly qualified technical staff. The competitive advantage of GAO Tek over its competitors lies in its ability to deliver value, benefits, and quality at substantially better prices.

**GAO Group** is headquartered in Toronto, Canada. GAO Group has marketing, sales, customer support, manufacturing and R & D facilities in various countries, with most of its staff located in Canada, USA, Europe and China.

The first Member Company, GAO Research Inc., was founded on June 2, 1992 and it quickly established its reputation as an R & D power house in the embedded industry. GAO Group has continually grown and has become a conglomerate of fast-growing companies with an enormous international customer base and an extensive network of VARs, distributors, resellers, and strategic partners in diversified industries worldwide.

With the aim of providing unparalleled services to its enormous customer base spread out over the world, GAO Group has developed and deployed state of the art technologies among all its facilities to support such functions as e-commerce, inventory management, CRM, project management, and supply chain management.





### GAO Group consists of:

- **GAO Tek Inc.** ([www.GAOTek.com](http://www.GAOTek.com)) is an International leading provider of embedded development tools, telecommunication testers, electronic measurement instruments, video surveillance & alarm and other electronic products that serve the needs of electronic professionals in the world.
- **GAO RFID Inc.** ([www.GAORFID.com](http://www.GAORFID.com)), is one of the world's most influential suppliers of RFID products, covering RFID tags, readers and software, as well as integrated solutions for various vertical markets. GAO emphasizes on product quality.
- **GAO Research Inc.** ([www.GAOResearch.com](http://www.GAOResearch.com)) is a recognized top international provider of leading-edge embedded communications software.

### GAO RFID Inc. ([www.GAORFID.com](http://www.GAORFID.com))

**GAO RFID Inc.** has established itself as one of world's most influential suppliers of RFID products, including RFID tags, readers and software, as well as integrated solutions for various vertical markets. GAO Rfid is headquartered in Toronto, Canada but incorporated in both Canada and the USA.

GAO RFID emphasizes on product quality and support. It relies on a stringent process and an advanced QA system, a well-qualified staff and on state-of-the-art testing equipment. The company not only provides exceptional products and services for its standard off-the-shelf RFID products, but GAO RFID also offers customized solutions in innovative, economical and efficient ways. With a strong team of highly experienced and dedicated engineers, GAO RFID is able to quickly craft a solution according to a customer's unique requirements. From special frequency modulation, to customized converting and inlay designs, as well as for completely new system designs, GAO RFID is able to provide solutions that offer value, ingenuity, quality and customer satisfaction. The company's projects have ranged from specialty pilots in giant parking complexes to national rollouts of customized modulation readers.

With a rapidly increasing number of customers and partners that span the globe and with wide field adoptions of its extended range of products, GAO RFID has become an undisputable leader in this industry.





**GAO Research Inc. ([www.GAOResearch.com](http://www.GAOResearch.com))**

**GAO Research Inc.** (GAO) is a recognized International leading provider of communications software to telecom and electronics companies worldwide.

Starting from a basement office, GAO made a modest beginning in June 1992. Initially the company provided consulting services in DSP algorithms and developed audio software. In 1995, GAO strategically repositioned itself to target the embedded communications market.

Today, the company has become a recognized industry leader and provides the most comprehensive and unique suite of modem, fax, telephony, speech software, VoIP, fax relay, and fax/modem/voice relay software for embedded applications.

**Solutions & Products**

Interest in software implementations of communication functions has increased over the years because they offer better cost/performance ratios than fixed function chip sets, in addition to their unmatched flexibility in functional and technological upgrades.

GAO provides the most comprehensive and unique suite of modem, fax, telephony, speech, Voice over IP (VoIP), fax relay, fax/modem/voice relay and fax/modem/voice over IP/wireless software on a wide range of DSPs and microprocessors. GAO's products have been widely reported by numerous most influential international publications in the industry.

GAO software is available in modules or packages. A module implements a function for a particular standard such as V.34 colour fax, V.92 modem, G.723.1 vocoder, etc. A package contains a group of modules where each one performs a single function and they collectively perform a complete application. For example, GAO V.92 modem package integrates the V.92 function and all its fallbacks as well as protocols and control functions. The customer may license a module, one of GAO's existing packages, or a customized package. GAO's software fully complies with all ITU and other applicable standards for interoperability purposes, and is exhaustively tested before delivery to its customers. GAO performs fine-tuning on its code to meet any customer's specific requirements such MIPS/MHz and Memory utilization.

**Applications of GAO Software**

Some applications of GAO software include: set-top boxes, multi-function printers (with such additional functions as fax and copy), video phones, wireless communications devices, feature phones, DVD players, defence products, software modems on PCs, Internet phones, modem pools, metering and debit/credit card terminals etc.



### **GAO: The Leader in Communications Software**

GAO leads the embedded communications software market because of its comprehensive technologies, unparalleled support of a wide range of platforms and languages, broad technical expertise, world class customers, and excellent technical support and state-of-the-art testing facilities.

### **Comprehensive Technologies**

GAO provides the most comprehensive offerings in the technologies of modem, fax, speech, and telephony in the world market place.

### **Wide Range of Platforms & Languages Supported**

GAO software runs on a variety of microprocessors such as ARM, ST and Pentium and DSPs such as those from TI and ADI.

### **Broad Expertise**

Experience with sophisticated communications software for modem, fax, speech, and telephony can only be developed over years of working with different forms of such technologies. In addition to developing and supporting modem, fax, telephony, and speech software for most popular DSPs and microprocessors, GAO's engineers have ported its software to many other proprietary processors.

### **World Class Customer**

GAO's customers include the world's leading electronics, communications and semiconductor companies from almost all of the developed countries including Australia, Canada, France, Germany, Japan, Korea, the U.K., Singapore, Switzerland and the U.S. These companies license GAO's software and embed it in their electronics products to add communication functionality. A list of customers can be provided on a confidential basis to respect the privacy of GAO's customers.

### **Excellent Support**

GAO is renowned for its engineering expertise and excellent support services. A large and experienced staff of DSP and communications engineers provide prompt and high-quality support using the latest communication tools. Support is often provided on site.

### **Rigorous and Stringent Testing**

GAO's testing facilities are equipped with state-of-the-art testing equipment and manned by experienced professionals. All modem and fax software are rigorously tested on TAS, Abacus 5000Fax Lab and Telegram devices according to relevant ITU standards under various channel models. All speech software has passed the test vectors specified by the ITU.

### **Quality Control**

GAO's products adhere to stringent quality control. Quality in GAO's software is reflected in the well-structured code, detailed design documentation, rigorous testing and well-managed version control. Each project follows a well-defined design and test plan. The implementation of the plan ensures that GAO's software for the project is easily integrated into the customer's system, is easily maintainable and offers an upgrade path to the next generation product of the customer.



## Strong Partnerships with Leading Processor Vendors

GAO has established partnerships with leading DSP and microprocessor manufacturers (Texas Instruments, Analog Devices, ST, Intel, Philips, Infineon, IDT, etc) who participate in joint development and marketing efforts. GAO continues to expand its line of communications software products and strengthen its partnerships with leading processor vendors.

### Partial List of GAO Group Clients:



## Chapter Two (Literature Review)

### 2.1 Introduction and Overview

The human resources management effectiveness has been an important factor to both scholar and practitioners by pointing it as a of key success for the overall business. The recruitment is one function of the human resources management; it is the main method that provides superior human capital to the organization. There are several definitions of the recruitment process one of them is “those practices and activities carried on by the organization with the primary purpose of identifying and attracting potential employees” by (Barber, 1998). The recruitment is the most important element in the human resources process required by the organization which is finding qualified and committed employees that meets the position needed and minimizing the process cost for the organization. However, recruitment can be in several ways such as organization’s website, recruitment agencies, and manual resumes of applicants. In general, organizations find the best and accurate way is to hire from its own websites, in order to seek applicants who are willing to achieve jobs in the organization.

The recruitment process is affecting on the individuals as same as on the business process in the organization. Recruitment is a process that influencing on achieving the objectives of hiring the right individuals that seeking a job to the right job’s vacancies. In addition, work is a hug matter for people’s lives, job choice can subsequently impact on the individual’s wellbeing (Barber, 1998). Nowadays, job seekers are more aware of the ways organizations recruit, they should either handle or post their resumes to the organization’s websites or offices instead of recruitment agencies. They will gain more chances and opportunities to find a job. The recruitment process is providing knowledge and information about the organization diversity, workforce, and job vacant to those who are seeking for a job in the organization (Tauten, 2001).



## **2.2 E-recruitment Effectiveness on Human Resources Department**

Recruitment is the key factor in the Human Resources Department for the overall success of the organization business. Human Resources Department requires a superior recruitment for obtaining qualified employees that fulfil vacancies in the organization in order to gain competitive advantage. However, organizations are focusing on providing e-recruitment for the Human Resources Department which approves its advantages by many numbers of studies (Jain, 2014).

The article of (Jain, 2014) has emphasized on the advantages of e-recruitment in recruiting, hiring, and selecting. It increases the overall effectiveness, hiring profitable employees, and working capabilities of the Human Resources Department's activities. On the other hand, the author found that e-recruitment has proved its effectiveness in reducing cost from the Human Resources Department's budget. Furthermore, line managers are involved in the recruitment process because it is a long process that requires several hours of paper work and huge number of documentations. The e-recruitment has eliminated time-consuming into minutes through clicks. As a result, managers can work effectively on the strategic matters and the Human Resources Department issues can be handled by the HR managers.

The article of (Anjali Gupta, 2012) shows in-depth the mechanism of the e-recruitment effectiveness for the Human Resources Department. The e-recruitment facilitates for the Human Resources Department in implementing human resources strategies, policies, and practices. It cooperates with human resources goals for the organization by web-technology based channels. The e-recruitment provides a portal that contains the needed information for managers, recruiters, and employees in order to re-view and extract applicants forms and information. Moreover, the Human Resources Department can develop the talent pool with professional and talented applicants with online recruitment which allows enlarging the human capital with qualified employees in the organization.

To acknowledge, the e-recruitment has impact positively on the Human Resources Department activities such as implementing strategies, policies, and practices. However, the e-recruitment has a major factor in developing and improving the Human Resources System.



### **2.3 E-recruitment Effectiveness on Human Resources Employers**

The e-recruitment is not only impacting on the Human Resources Department activities, but also impacting on the HR Specialist and HR managers. There are several studies pointing the advantages of the e-recruitment on the recruiter's decision making for applicants and creating a "strong communication system" with applicants (Maxim Victor Wolf, 2015). This section will discuss some of the studies that present the e-recruitment effectiveness on human resources employers.

The research of (Marr, 2007) stated that recruiters are a major component in recruitment process, recruiter's knowledge and information on vacant job can reflect on making judgmental decisions about applicant. The e-recruitment provides to recruiter's specific information and qualifications required in candidates. Based on that, the recruiter's performance has improved during hiring and selecting process. However, the study of (Ha, 2011) discussed in detailed that e-recruitment system increases the efficiency and consistency of the recruitment process, at the same time it reduces efforts and resources to find qualified applicants. Recruiters now can easily find talented applicants who desire a job in the organization. The e-recruitment provides for recruiters a full picture of the applicant's background through reviewing their resumes without making direct communication. Over time, recruiters will gain more experience in making judgmental decision on selecting applicants for the right vacancy.

Author (Maxim Victor Wolf, 2015) has explained in his book that, the relation between recruiters and candidates is the key of success in hiring candidates. The e-recruitment allows recruiters to reach candidates to collect data and provide information about the job vacant. He emphasized on building a "strong communication system" for several reasons. One of the reasons is, to clear and provide information about the diversity of the organization and the nature of the job vacant. Another reason is, communication between recruiters and candidates can protect the organization's reputation from false accusation if candidates misunderstood recruiter's communication. Moreover, communication between candidates and recruiters through e-recruitment can be saved automatically which recruiters can be reviewed and evaluated by HR managers.





## **2.4 E-recruitment Effectiveness on Applicants**

Determining the e-recruitment effectiveness through assessing applicant's perceptions. E-recruitment has a huge influence on applicant's decisions to pursue a job. Nowadays, the aware of web portals and recruitment websites has increased and become more important for recruiters and applicants. However, e-recruitment allows applicants to find-out better opportunities and jobs that suit them. Indeed, one study (Ritzy Karina Brahmana, 2013) shows the importance of e-recruitment on applicant perspective.

Ritzy and Rayenda focused on the major elements that effect on applicant's point of view. E-recruitment helps applicants to narrow the information about jobs in order to find the suitable job that matches their expectations. In addition, the existence of e-recruitment allows applicants to do no longer interface with recruiter physically instead they can upload resumes or apply for jobs through organization's websites. E-recruitment can provide information about the job vacancies in the organization and each job's job description, where applicants can make effective decision in applying for the job. Thus, e-recruitment facilitates for applicants their own judgmental decisions about the organization's environment and job's nature which leads into enhancing commitment and reduce employee's turnover.

Many applicants according to the authors are benefited from the e-recruitment through opining their job choices. Managers and executives who are not searching or looking for new opportunities often, with the e-recruitment recruiters can easily reach such professional applicants. However, organizations are acquiring talented applicants from different countries which reflect on applicants positively by providing good jobs opportunities. Applicants' belief in enhancing the job search effectiveness, this will lead into changing in the applicant's attitudes toward the job-search websites. On the other hand, e-recruitment save automatically the applicants resumes in a database which willmake recruiters more probably re-contact with candidates.

To acknowledge, e-recruitment has a huge impact on applicant's knowledge, job opportunities, and better decision making. It reduces high turnover and enhance commitment in the employees. E-recruitment provides also superior opportunities for both organizations and managers.



## 2.5 Conclusion

This chapter discusses the recruitment as a key of success in the whole process of hiring in the Human Resources Department. It has several functions for maintaining a superior outcome and providing effective human capital for the organization. The online recruitment is necessary tool for the recruitment process. It has several forms such as web-sites, recruitment agency, and web-portals. However, the e-recruitment effectiveness has been proved by many studies on the Human Resources Department, Human Resources Managers, HR specialist and applicant.

E-recruitment has many advantages on the Human Resources Department's activities such as the policies, regulations, and implementing strategic plans. This will lead into a major development in the Human Resources Department's activities, performance and outcomes. Also, effective online recruitment will reduce the budget of the Human Resources Department. On the other hand, online recruitment has shown its effectiveness on the HR specialist, recruiter, and executive manager's decision making and effective judgment on applicants. It opens for them new ways and build strong communication between them and recruiters in order to understand and collect more accurate data which helps on hiring the right employee for the right decision. Moreover, e-recruitment has effect positively on applicants own judgment for applying the job through knowing the nature of available jobs and the organizations environment.



## Chapter Three (Methodology)

### 3.1 Introduction and Overview

Chapter Three presents the purpose of research and strategy of implementing E-recruitment System in Gao Tek Inc. which measures the e-recruitment system outcomes that improve the organization performance. Also, assess the impact of the E-recruitment System on the Human Resources Department's employees, by measuring the level of satisfaction of using the system. The research design and source of data will be present in detail, followed by the analysis and result of the study.

### 3.2 Research Purpose and Strategy

The research purpose is to examine the extent of the e-recruitment system in the company and its impact on the human resources department efficiency. The study will address the acceptance of the e-recruitment system on the human resources department employees, examine their attitudes toward the system, and in which extent they receive the effectiveness and efficiency of the e-recruitment system.

The study requires a manual procedure in order to maintain and collect the data, the data is classified and analyses in non-systematic manner. The methods used in this study are "*Focus Group*" according the limited number of employees and "*Interview*" managers.

The research questions were discussed within Department of Human Resources in the organization during work-hours. There are two HR Manager and one Country Team Lead HR-India. Their answers will initially be presented and analyzed.

- Amie Singh (HR Manager)
- Anjali Sahji (HR Country Team Lead HR-India)
- Lionel Smauel Bailey (HR Sub TL)
- Sajal Day (TL of Team A)



### 3.3 Data Collection

The following table elaborates the primary and secondary data used in this research to obtain the e-recruitment survey's results.

Primary Data	Secondary Data
<ul style="list-style-type: none"><li>➤ Face to face conversation with Interns on Google Link</li> <li>➤ Interview with Manger, Country TL, Supervisor and other Interns on Google link</li></ul>	<p><u>Internal Sources:</u></p> <ul style="list-style-type: none"><li>➤ Their feedback on previous systems.</li><li>➤ Manual of recruitment system.</li></ul> <p><u>External Sources:</u></p> <ul style="list-style-type: none"><li>➤ Online journals and articles.</li><li>➤ Online books related to the e-recruitment system.</li></ul>

Table 1 -1

### 3.4 Data Analysis

**Research Question 1:** *Which recruitment source does your organization mostly use?*

The question addresses the recruitment sources used in Gao Tek Inc. inorder to gain information about the organization system.

- **Question Answers and Analysis.**

**Amie Singh & Anjali sahji** stated, they mostly use web portals for recruiting new applicants.

They stated that most commonly used in hiring process is web portals.

Web Portals such as LinkedIn and Naukri.Com are online recruitment tools that provide for companies several features for attracting and hiring candidates, which facilitates the recruitment process, minimize the cost and time.

creating web portal or website for the company is important to develop Human Resources Department activities such as hiring and selecting



***Research Question 2: Which Internet tools you used to hire candidates?***

The question attracts which web portal is mostly used by the company and what are the specific tool's advantages.

○ **Question Answer and Analysis**

**TL and employees/Interns** agreed on “LinkedIn” is the most successful tool in the hiring process.

“LinkedIn is a social network specifically designed for career and business professionals to connect. As of 2020, over 722 million professionals use LinkedIn to cultivate their careers and businesses.

LinkedIn allows you to:

- Have an online resume and business card where potential clients, customers, and joint venture partners can learn about and connect with you.
- Get online [endorsements and recommendations](#) for your professional abilities and character.
- Get introductions to potential clients, customers, and colleagues.
- Search available [job postings](#) placed on the LinkedIn website by members. While you can also search the web for jobs, through LinkedIn, the big benefit is that many job posts are exclusive to LinkedIn: They aren't advertised elsewhere. Those postings often have a requirement that you have one or more LinkedIn recommendations. Additionally, there is a chance that someone within your LinkedIn network already works there or knows someone who does, increasing your chances for an interview.

LinkedIn is a web portal (search tool) for job seeker containing a database that help HR Department to enlarge talent pool and have more options in selecting talent applicants

***Research Question 3: What are the major challenges you faced in hiring online?***

The question measures the level of acceptance online as a research tool in the hiring process

○ **Question Answer and Analysis**

**Lionel & Anjali** said they are facing challenges in reducing time and effort in order to point out the matches applicants for the job.



**Anjali sahji** said the challenges that reflects negatively on the department is the lack of accessing large number of job seekers.

For both **Lionel & Anjali sahji** my analysis is, in order to find candidates with the required qualifications in a web portal is requiring effort and time. Gao Tek Inc. Is providing the opportunity for college students who all are pursuing the higher degree to do an internship with them so that they could gain and enhance the knowledge in the variety of field being offered to them. That leads to hire Interns under pressure, for that was finding the right Interns is the major challenge in hiring through online ~~portals~~

For Amie Singh accessing huge number of applicants in that period was challenging because of the pressure the company was going through. Without accessing more applicants will affect on creating a database for the department which causes lack of information.

Interns are willing to accept online as recruitment source which implementing online recruitment in the company will success. Also, it reduces time and resources for recruiters to point out the desired applicants.

**Research Question 4:** *Did the e-recruitment system reach the expectation of effective recruitment process?*

The question examines the overall success of the e-recruitment portal that developed by me in Gao Tek Inc. website. This portal contains all the needed information for both HR Associates and candidates.

- **Question Answers and Analysis**

**Both TL, Supervisor and employees/Interns** said yes, the new development on the website has been ~~successful~~ and effective in the hiring process.

The e-recruitment eliminates hours and effort from the paper work in the hiring process. The process of hiring and selecting has become more organize, easy to access information, and does not require time.

The new website is a major change in the department, employees can reach the department goals effectively through the online recruitment.



***Research Question 5: How do you often use e-recruitment?***

The question addresses the effectiveness of the organization web-portal development.

○ **Question Answers and Analysis**

**TL, GL, Supervisor and Interns** said they always use the portal in the hiring process.

According to the lack of database in the website, **Team leaders & Country TL** are involved in the hiring process and use the organization portal for all vacancies in order to enlarge website's database.

Using website always will enhance the effectiveness of the e-recruitment system because overtime employees will gain experience and better judgment in the selecting process.

***Research Question 6: What are the disadvantages of the e-recruitment system that should be improved?***

The question discusses the disadvantages of the organization portal in order to overcome these disadvantages in the future to provide the best services for the Human Resources Department to gain higher performance level.

○ **Question Answers and Analysis**

**Sajal Day & Anjali Shahji** said the system requires specific details and fields in order to maintain the required results.

**Riya Singh** said must be given Training programs in order to learn the system, and needs a lot of **prats**

The portal has many criteria to fill in order to maintain the needed result, but in this case, employees do not have the time to enter bunch of information for each candidate.

According to the lack of knowledge in the **employee/Interns**, **Sajal Day** will conduct training foreach update occurs to the organization's portal, which is time-consuming and cost. However, online recruitment is flexible, IT manager can redesign it to matches employee's needs, this feature cannot be found in manual system.



**Research Question 7:** *After using the e-recruitment system did the system surpass the manual system?*

The question examines the comparison between the outcomes of the organization web-portal and the previous manual system.

○ **Question Answers and Analysis**

All manager and employees stated that, yes there is a huge difference in the outcome comparing the two systems.

There are two aspects to discuss this answer, are from **employee's/Interns'** point of view and **manager** point of view.

First, e-recruitment provides for **employees'/Intern's** knowledge and better judgmental decisions. Employees/Interns become higher performers after gaining experiences. On the other hand, managers notice reducing in the department budget and improving in the employees' evaluations.

**Research Question 8:** *The e-recruitment system facilitates the process of hiring and finds talents people for the HR department. In your opinion write the major elements that help the system to success.*

○ **Question Answers and Analysis**

**Anjali Sahji** said one of the major elements is the e-recruitment has no limits and can hire people from all over the world.

**Lionel** said it opens much more chances for candidates to reach and find more **opportunities**

**Anjali Sahji** said with e- recruitment system talent and professional people are easier to reach and communicate. Recently, the majority of hired employees are from different countries which are new blood in the company. That causes better understanding for the market and the administration. The organization can reach talented candidates and communicate with them, such opportunities can be achieved through e-recruitment system.





However, candidates can find more jobs suitable to their qualifications through searching tools in online recruitment.

The online recruitment has unlimited range in communicating and attracting talent professional employees, using the website with the right way will lead to more experience and produce effective outcomes.

### **3.5 Conclusion**

This chapter presents the study of implementing the E-recruitment System in Gao Tek Inc. as a form of website portal. The study shows the success of the system comparing to the previous manual system in the company through its outcomes. It shows success for Human Resources Department activities, HR employees, and candidates. The new system supports the idea of using Internet in recruitment and change the organization perspective by using the Internet as a recruitment source. The overall findings of the study show the e-recruitment effectiveness and cost-effective sources for Gao Tek Inc. The disadvantages mentioned in the study for the e-recruitment system were from **employees/Interns'** point of view which based on their lack of knowledge and experiences of using the website.

To conclude, the e-recruitment system expresses its effectiveness in a matter of being able to post job for vacancies and easily add, change, edit, or delete information from the advertisement. Such advertisement can be shown globally and has no limited time which enables candidates to have opportunity in finding suitable jobs. Candidates can apply for jobs easily and fast by uploading their resumes online. Manager and Human Resources Specialist can make effective decisions on hiring employees by communicating with applicants with no physical attendance required. These features support and add value to the online recruitment effectiveness and communication capabilities.



## **Chapter Four (Final Discussion)**

### **4.1 Introduction and Overview**

This chapter will present the discussion of the previous study of implementing the e-recruitment system as a website in Gao Tek Inc.as an online recruitment, followed by my recommendations to the company to improve its effectiveness for Human Resources Department, HR employees, and candidates which is developing the website to matches the Human Resources Department needs more effectively. The chapter will discuss the overview of the online as recruitment sources from Managers and HR employees point of views.

The current study contributing in developing the online as a source of recruitment in the organization and approve its effectiveness and cost-efficiency through comparing the outcomes of the previous manual system and the current system. The study explains that difficulties in using online recruitment occurs based on the lack of knowledge the Human Resources Department's employees, the problem can be solved by giving employees specific programs to develop their skills and experiences. The majority of previous research has evaluated the e-recruitment as an effective tool in the hiring process by evaluating its effectiveness. The research emphasizes on finding more qualified and committed employees through online recruitment especially professional and high qualified employees because they are less interested to use Internet to search and find jobs than fresh graduate students.

Furthermore, one of the reasons of starting this research is to provide the organization with quick and effective ways to hire and select employees. I believe that should be further studies includes measures that value the online recruitment effectiveness and the level of provided information online with the information that can be gain from self-selection applicants.



## 4.2 Discussion

The current study has proved the online recruitment effectiveness through the employee's suggestions and findings. The questions of the study address the possibilities of using online as a recruitment source. The overall analysis of this study shows the positive impact on implementing the e-recruitment system for the hiring process. However, web portal is one of the research tools that provides for the company several features can be alter the hiring process into more effective and cost-efficacy process. Another online tool is hiring through web portal such as LinkedIn and Naukri.Com, these web portals show its professionalism over the years in the MiddleEast which is the common search tools for job seekers.

As an online recruitment, it has advantages and disadvantages. One of the e-recruitment advantages is reducing time and effort unlike **manual recruitment** which required many hours and **paper-work** in the hiring process. Another advantage is, it provides opportunities for different candidates from all over the world, this will benefit the organization from using new blood and new ideas. They can have different perspectives for the market and ways of managing. However, managers and **employees/Interns** can gain from online recruitment experience and knowledge in selecting the right applicant for the right job and make more effective judgmental decisions.

E-recruitment has disadvantages affect the hiring process. The website of the organization needs to be developed in order to suit the Human Resources Department needs. It has unneeded information to fill in order to maintain one candidate. According to the lack of knowledge in the department, employees find it difficult to handle which will force manager to conduct training programs to tech employees how to use the online recruitment in the hiring process. Such programs can affect on the organization time and money. In addition, there should be improvement of the website in the future to matches the department needs. The overall study suggests having an e-recruitment system to facilitate reaching talent and professional candidates.



E-Recruitment System has been implemented in the organization to make sure every employees/Interns to follow the same procedure they have the Manual which contains the framework of E-Recruitment and selection and they have also provided the training manual which gets updated from time to time. And these Manual is given to the employees/Interns at the time of the joining and they also undergo into the training session.



Photo: Full-cycle Recruitment Process

Figure 1.



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**Figure 2.**

Every Steps is explained in details so that the employees/Interns could have a clear knowledge how they are going to follow these procedure step by step -



## Internship Expectations

Congratulations on coming onboard and welcome to the GAOTek HR Team! This document will outline what you need to know about the recruitment process and guide you through the different steps. Please do not hesitate to reach out to your team leader if you are confused about any of the steps.

Whilst we hope you enjoy your role, we have a number of expectations that you must meet in order to obtain your certificates at the completion of your internship.

1. You MUST ensure you are active on the Bitrix24 platform, respond promptly to any messages you receive and demonstrate that you are undertaking your tasks. If your team leader sees that you have been inactive for a long period of time, they may be forced to terminate your agreement.
2. You MUST upload your daily report to the Bitrix24 drive every day that you work. If you are unsure of the folder to upload to, please contact your team leader.
3. You MUST hire 10 – 15 interns (from any role) during your internship. If you undertake another role alongside your HR tasks, you MUST hire 5 – 10 interns (from any role).

Most of all, we hope this internship allows you to develop your time management and organisational skills, and give you the opportunity to take charge of your own work. We encourage you to maintain regular contact with your team leader, approach your tasks with diligence, and make the most out of learning about the recruitment process. This is a safe space, so do not be afraid to ask questions and step out of your comfort zone. We are here to help.

Good luck!

In this page they have expressly stated what they expect from interns on this website. They make sure that all Interns go through this and gain some sort of how things operate.

## Figure 3.

Every step has been thoroughly described, including what steps they must take next, as well as how, when, and why they must do so.

## Figure 4.

### STEP 1. Posting Job Ads

Register for free job boards, join Facebook groups for internships and similar, and start advertising job ads (advertise on job boards as well as on social media: Facebook, LinkedIn, etc.). Make sure you have the updated document of job ads and open positions.

Job sites for respective countries

USA:

- [Chegg internships](#)
- [Indeed](#) (which has a short-term trial)
- [Glassdoor](#) (which also has a short-term trial)

Canada:

- [Indeed](#): [https://ca.indeed.com/hire/v2?co=CA&hi=en&from=mpav-menu-homepage&\\_ga=2.11559860.1045347865.1591196451-2100858357.1591196451](https://ca.indeed.com/hire/v2?co=CA&hi=en&from=mpav-menu-homepage&_ga=2.11559860.1045347865.1591196451-2100858357.1591196451)
- [Magnet.me](#): <https://magnet.me/employers>
- [Glassdoor](#): <https://www.glassdoor.ca/jobs/glassdoor-jobs-E100431.htm>
- [Joblib](#): <https://ca.joblib.org/partner/ppc>
- [Graduateland](#): <https://graduateland.com/customer>
- Posts on LinkedIn
- Facebook groups:

*(i.e.: Canadian Student Opportunities, Jobs/Internships and Scholarships for Student, Student Opportunities Platform)*

Australia:

- [Indeed](#): <https://www.indeed.com/hire/employer-confirmation?co=AU&hi=en>
- [Jobopps](#): <https://au.jobopps.com/jobs-of-australia>
- [Sumtree](#): <https://www.sumtree.com.au/jobs>
- [Glassdoor](#): <https://www.glassdoor.com.au/index.htm>
- [iQor](#): <https://au.iqor.com/>
- [AngelList](#): <https://angel.co/>
- [Mumbrella](#): <https://mumbrella.com.au/jobs>
- LinkedIn: by posting job ads and making connections
- Facebook: by posting job ads in relevant groups such as "Jobs in Sydney", "Internships for international students in Sydney".

Europe:

- HR Europe team is targeting candidates from the US, Canada, Europe and the UK (Australia & New Zealand).
- [Indeed](#) - <https://www.indeed.co.uk/hire/v2>
- [Chegg CareerMatch](#) - <https://www.careermatch.com/employers/>
- [Barefootstudent](#) - <https://www.barefootstudent.com/auth/register>
- [Graduateland](#) - <https://graduateland.com/recruiter/signup>
- Connections and posts on LinkedIn
- Facebook groups: Target career / Internship groups specifically from our desired locations; join and post internship ads.

### STEP 2. Responding to Qualified Applicants

(See Appendix A)

After receiving applications from candidates, send them a Reply letter (see 1.1. Reply Letter) with the Questionnaire as an attachment (see 1.2. Questionnaire) through your assigned [webmail only](#).

After receiving the response and filled out Questionnaire, you need to schedule an interview.

### STEP 3. Scheduling and Conducting the Interview

(See Appendix B)

After receiving a positive reply along with the filled-out Questionnaire form, you then need to schedule an interview via Skype (see 2.1. Scheduling interview).

Interview will consist of 4 parts usually:

- Small talk with the candidate
- Introducing the candidate to GAOTek
- Getting to know the candidate (asking relevant interview questions)
- Administering a short Writing Test Evaluation to check their writing skills.

You are able to tailor the interview however you see fit; however, the interview should be around 13-20 minutes long, any shorter than that is not sufficient.

For a more detailed guide on conducting the interview refer to 2.2. Conducting the interview, and the Writing Test is in 2.3. Writing test.

Note: There is no need to schedule a writing test for HR, Chinese speaking & Visual graphics interns.

Mandatory things that need to be updated during interview:

- **Every day login is mandatory** for at least 3-3 hours and be very clear in conveying this so that our time and theirs is not wasted. On days that the intern is not working, e.g. weekends, login for 1-2 minutes is permitted. Also, submitting their Daily Work Report to their respective teams is a MUST.

You MUST find out whether the candidate is willing to work and dedicated to the role during the interview with the candidate.

- if unable to login, interns need to inform the managers through the management chat which is opened after joining, or their Team Lead.
- **3 months is the minimum duration**, and maximum can be extended depending on performance.

After the interview, you need to score their Writing test on a scale from 1 – 10 if one was conducted. You also need to provide a short **Candidate Feedback** to your relevant HR Group chat (see 2.4. Candidate Feedback).

After this, you just need to wait until the offer is sent to the candidate.

### STEP 4. Scheduling an Induction

(See Appendix C)

Once the offer is sent, you need to follow up with the candidate by congratulating them on the offered position, asking for the copy of their **Signed Internship Agreement**, and explaining to them the role they will be assigned to do, based on their achieved score on the Writing test if they had to take one. The description of the roles based on writing test is provided below.

Once you have received the copy of their signed Intern Agreement, you must **upload the candidate's signed Internship Agreement** to the designated "Signed Agreements" folder in the Drive (applicant's CV & Questionnaire should have already been uploaded at the time of the interview).

Afterwards, you need to request for **candidate credentials**, from your team leader by giving them the following information:

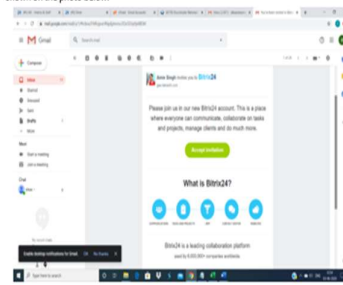
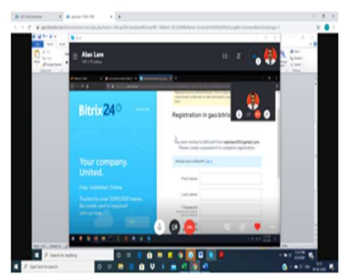
- Candidate Name:
- Email:
- Position:
- Induction Date:
- Candidate Starting Date:
- Signed Internship Agreement link:

Make sure to ask for credentials 2-3 days prior.

\*For all details related to scheduling an induction please refer to 3.1. Scheduling induction.



**Figure 5.**

<p>Teams based on Writing test score</p> <p>Digital Marketing / Writing / Tech writing - 9 or 10 /10 for US &amp; Canada, 10/10 for other countries          Amazon SEO - from 8/10 for any country          Amazon Product Listings or Fashion Jewellery (Tech / Non-Tech) - 5/10 for any country</p> <p>Job descriptions of each role</p> <p><b>Digital Marketing / Writing Team;</b>          As an intern you will be collaborating with the content marketing team in order to expand our marketing channels.</p> <ul style="list-style-type: none"> <li>Responsibilities include:             <ul style="list-style-type: none"> <li>Content creation</li> <li>Carrying out secondary research to analyse industry trends</li> <li>Assisting in updates/upgrades in our digital platforms</li> </ul> </li> </ul> <p><b>Tech Writing Team:</b>          In the temporary role of co-op Technical Writer, you will support the Project Team and Operations team by providing technical expertise and core competencies in developing and updating operational documents. This will include, but is not limited to, standard operating procedures and job aids that are legal requirements.</p> <ul style="list-style-type: none"> <li>Responsibilities include:             <ul style="list-style-type: none"> <li>Working closely with Subject Matter Experts (SME's) to gain an in-depth understanding of the procedures and documentation requirements for developing and updating operational documents and learning resources, required for the various securities exchange requirements;</li> <li>Developing and updating a variety of operational documents and learning resources according to defined standards and templates;</li> <li>Reviewing documents with Subject Matter Experts for accuracy and completeness. Coordinate and ensure required documents are available to deliver training; and</li> <li>Publishing and monitoring the documents according to the document management standards established for each jurisdiction.</li> </ul> </li> </ul> <p><b>Amazon Product Listings or Fashion Jewellery (Tech / Non-Tech):</b>          This team is mainly involved in providing product listings for Amazon Product Listing which includes details such as description, features, quality etc. of the product, filled in the <a href="#">xlsx</a> files. For every task, we will provide one product sheet and two template sheets, one each for USA and Canada. After that task is finished, one can upload it for review and successfully execute it. For a responsible, energetic and active candidate, we provide promotions based on their good performance.</p> <p><b>Amazon SEO:</b></p> <p style="text-align: right;">7</p>	<ul style="list-style-type: none"> <li>Will be assisting Amazon Sales Managers in their work mainly comprising of product research, data analysis, competitive analysis, SEO &amp; optimization and product listings.</li> <li>Products depends on the manager you are assigned to and what categories he or she is working on.</li> </ul> <p><b>Sourcing:</b>          Only Chinese speaking interns are considered for this position. They will be working on sourcing our products, doing research, contacting and maintaining communication with suppliers.</p> <p><b>STEP 5. Conducting the induction</b></p> <p>Below are step by step instructions on how to conduct induction, and it's advisable that you conduct your first induction under the assistance of your Recruiter (the one who got you onboard) or your HR Team Leader - whoever is available.</p> <p>Conducting the induction with the Candidate</p> <ol style="list-style-type: none"> <li>Ask the candidate to share their screen. (3 dots on the bottom right-hand side of your screen)</li> <li>On another tab, please open your personal email. You should have received a BITRIX Invitation, as shown on the photo below.</li> </ol>  <ol style="list-style-type: none"> <li>Click 'Accept Invitation'.              Fill out the details to register as shown on the photo. Save the page as a bookmark so that you don't need to login every time. You can also download a Bitrix app for your Mac or Windows, and also for your phone if you wish. This is your personal office and here you will login every day, send reports of your daily work and chat with your colleagues.</li> </ol> <p style="text-align: right;">8</p>	 <ol style="list-style-type: none"> <li>Click on your name and on 'My Profile'. Fill out the details and also upload your photo, and please delete your personal email and input your work email address.</li> <li>In Bitrix, at the top, you 'clock in' whenever you start your work and you 'clock out' whenever you finish. Remember to type in "logged in" on the Daily Attendance group chat whenever you clock-in and type "logged out" whenever you clock out. You may take as many breaks as you wish but you can only clock in/out TWICE in a day, otherwise the hours you have done will not be registered. You must also remember to <b>clock out before midnight</b>.</li> <li>Show the Bitrix.24 Drive – this is the shared employee drive where you will be uploading all your work. However, as you have not been added to all the official work groups yet, you will not see all the relevant folders.</li> <li>Send via Skype chat the following to be filled out, for an introductory group chat later:</li> </ol> <p>Name:          Designation:          Contact no:          Skype id:          Location:          Email:          Start date:          Last Date of Internship:</p> <p style="text-align: right;">9</p>
--	--	--

They operate the Bitrix 24 platform to carry out all activities, and all employees/interns are required to use it. They create the appropriate link for this platform and send the invite to the selected applicant, who then goes through the induction procedure. Nicoline Sahji is the one who initiate the link (HR Manager). During the induction, which is conducted by an HR Associate working as an Intern, the candidate accepts the invitation. The Interns become familiar with Bitrix 24, and the HR Associate teaches them how to create a folder and how to submit their work files, as well as where to submit their Daily Report and Weekly Performance Report. Each department has its own workgroups and tasks.



Figure 6.

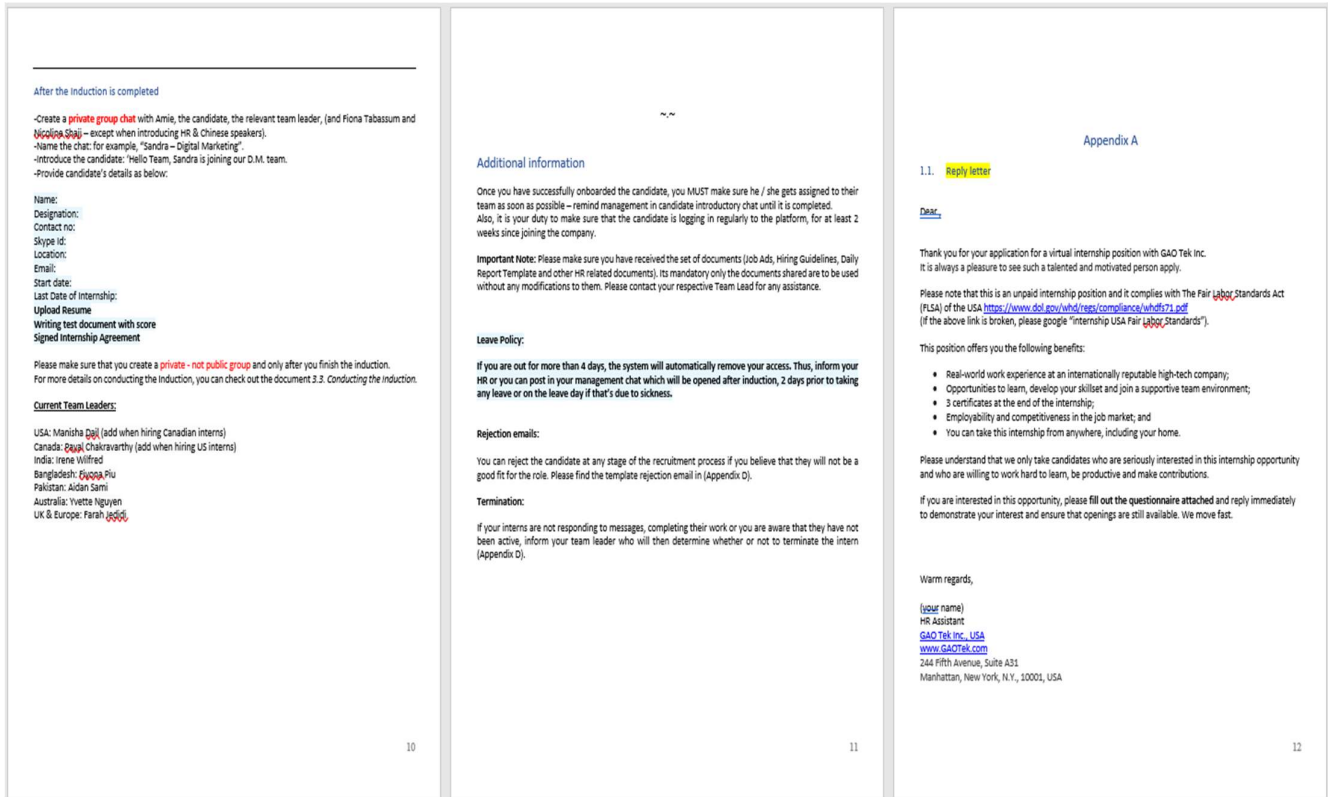


Figure- In this Figure, this step is followed just after the induction where they are the formation of Intro-Chat by inviting all the higher authority in the group, where the title of the group is given and all the important basic details of student is upload along with the important documents that consist of 4 documents except HR, Graphic designer and Chinese speaking Intern (they have only 3 documents). So, they have clearly mentioned in Which format they have to edit and name that document afterwards they invite the candidate into the group to give the greeting. So, this procedure is done so that the candidate is allocated in the respective department and in respected group and they can start working.





Figure 7.

<p><b>1.2. Questionnaire</b> (To be sent as an Attachment)</p> <p>Dear Candidate, please fill out the following form, and attach to your reply email:</p> <p>Your Name: Email: Telephone Number: Skype ID for interview: (If you don't have one, please create one) LinkedIn URL: (You need to agree to use your LinkedIn for purpose of this position, for example, posting our company's product blogs) Country: Your Status in The Country: (Citizen, Immigrant, Visa Student, etc.) Educational Qualifications: (Your University or College, Major, Minor, Program, Year, etc.) Country where you did senior and/or junior high school: (Only 6 years of schooling before university) Work Experience/Internships: Which Positions You are Interested in?: (Please Locate Them in Our Letter to You) Your Planned Starting Date: Anticipated Ending Date: Possible Extended Ending Date: How Many Hours Will You Be Able to Commit Per Week? (Please enter the longest duration and maximum number of hours you can commit. Minimal commitments are a duration of 3 months and 20 hours per week. The recommended are a duration of 4 months and 20 hours per week. Please understand such commitments are among the most important selection criteria. Also, stronger commitments from you increase your chances to be promoted into a leadership position and working closely with upper management).</p> <p style="text-align: right;">13</p>	<p style="text-align: center;">Appendix B</p> <p><b>2.1. Scheduling Interview</b></p> <p>EMAIL 1: Dear ☺</p> <p>Thank you for your email and the filled out questionnaire.</p> <p>Please let me know if you are available for a phone interview on (date &amp; time available with time zone). It will be a Skype call.</p> <p>If unavailable at the given time, kindly please provide more options for time and date, so that we can arrange an interview at the earliest convenience.</p> <p>Note: Please keep in mind possible time difference with your local time zone.</p> <p>Also, upon confirming the scheduled interview appointment, please send me a Skype Invite to talk. My Skype ID is: (insert your Skype ID).</p> <p>I look forward to hearing from you.</p> <p>Warm regards, (Your name) HR Assistant GAO Tek Inc.</p> <p>EMAIL 2: <b>Dear,</b></p> <p>After having seen your availability, I think that we could schedule an interview on (Date and time with time zone).</p> <p>Please let me know if this time is fine with you. Thank you in advance.</p> <p style="text-align: right;">14</p>	<p>Kind regards, (Your name) HR Assistant GAO Tek Inc.</p> <p><b>2.2. Conducting the interview</b></p> <p><b>1 - Greetings and short intro to the interview.</b> Hi ..., how are you doing? It is very nice to meet you. So, you are now in ... Right? How is the weather out there? Alright so, allow me to share some information on GAO Tek first, and afterwards, we will start getting to know you a bit more, okay? Also, in the end, we will have a short writing test to check your writing skills (except for HR, Visual Design, Chinese speaking interns)</p> <p><b>2 - You say something about the company.</b> GAO Tek was founded in 1997 and it's a leading US supplier of test and measurement equipment for (Jaguar), optics, telecommunications, networks, and chemical and biomedical equipment. Head office is located in New York City, the work has expanded in 50 countries around the globe (throughout all of the North America, New Zealand, Australia, some Asian and Arabic countries, and also 4 countries in the EU including UK, Germany, France and Italy). -For a better collaboration and management of our international teams, we use Biri24 platform, basically to stay in touch and monitor performance. One thing that is important to mention is that during the internship, you need to log in daily for at least 1 - 2 hours every day, and in cases when you are not able to login, you should inform the management through the group chat that will be opened after and if you join the organisation. -The internship positions with us are remote / virtual and unpaid - I believe you understand that <u>already</u> right? Of course, this means that you can work from anywhere you wish and with a flexible schedule - of course as long as you are meeting your given targets.</p> <p><b>3 - Get to know the candidate.</b> General interview question 1. Can you tell me something about yourself? 2. Can you tell me briefly about your previous work experience and what do you think how will those previous experiences help you in this internship? 3. What are your greatest strengths? 4. Can you tell me a weakness that you have and how you are improving it? 5. What would you say is your greatest achievement so far? 6. How will this internship be beneficial for your future career and what do you expect from it? 7. Why did you choose to join GAO Tek? 8. What qualities do you think are required for this position? 9. Can you give me an example of a time when you took initiative? 10. How do you manage your time when you are burdened with a lot of tasks?</p> <p>Interview Questions for <b>HR</b> 1. What do you know about HR? 2. What is the thing that you're passionate about regarding the HR field? 3. What is the difference between recruitment and selection?</p> <p>Interview questions for <b>Graphic Design</b> 1. Can you tell me a bit more about your tasks and responsibilities as each Graphic designer role you had so far?</p> <p style="text-align: right;">15</p>
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<p>2. As a graphic designer intern, your responsibilities will include the creation of graphic designs, video editing, development of design concepts and creating innovative and multimedia drawings. What programs do you enjoy using the most? 3. What kind of design projects do you love to work on?</p> <p><b>Interview questions for Social Media Marketing</b> 1. Why is Social Media Marketing important? 2. What are you passionate about in Social Media Marketing? 3. Have you done any successful social media campaigns? o If yes - what was the hardest thing about it? o If no - what do you think makes for a successful social media campaign and how would you measure that success? 4. What social media channels would you recommend for GAO Tek?</p> <p><b>Interview questions for Digital Marketing</b> 1. Why is digital marketing important for any business? 2. What are you most passionate about regarding the digital marketing field? 3. What tools/platforms would you recommend for a successful digital marketing campaign?</p> <p><b>Interview questions for E-commerce Assistant</b> 1. How do you think GAO Tek Inc. can benefit off of e-commerce? 2. What are some ways that you can establish and maintain a positive customer experience throughout e-commerce platforms? 3. What are some examples of companies that inspire you with their e-commerce experiences and why? 4. What do you find the most challenging within e-commerce?</p> <p><b>Interview questions for Events Assistant</b> 1. What do you consider makes an event successful? What was your most successful event planning experience? 2. If you had been given a new event to assist and plan for, how do you prepare for the event and upcoming team meetings? 3. As there are many types of tasks involved in this role, how do you prioritize your time and competing project deadlines? 4. Tell me about a time where an event you planned went wrong.</p> <p><b>Interview questions for Tech Support/Tech writing</b> 1. Can you tell me what SEO is? o Search engine optimization: optimizing your website to get them to rank as high as possible in search engine results. 2. What do you think are the typical obstacles a technical writer faces during information gathering? o Coordinating with SMEs o Well-defined products o Multi tasking 3. As a technical writer, how can you deliver superior technical support to GAO Tek? What features do you think would enable you to do this?</p> <p><b>Interview questions for Administrative Assistant</b> 1. What skills do you believe are most important in the role of an admin assistant and why? 2. Tell me about a situation where you had to deal with a difficult boss, colleague, or client. 3. Tell me a time you had to juggle multiple tasks and how did you stay organized? 4. Can you explain how you handled a difficult/challenging task you were given?</p> <p><b>Interview questions for Chinese speaking Interns</b> 1. What skills do you need to be a good translator? 2. What would you do if you made a mistake in translation or did not understand a term? 3. What negotiation skills would you employ to interact with Chinese suppliers for our products?</p> <p style="text-align: right;">16</p>	<p><b>Interview questions for Trademark/Intellectual Property Interns</b> 1. What is intellectual property and why is it so important to protect? 2. Can you tell me what the difference is between a patent, trademark and copyright? o Patent: legal right given by the government to the inventor (person) to protect his invention. o Copyright is the right to copy given to the creator of the property to make copies of his work usually for a limited time. o Trademark is a sign/symbol provided to the goods/services of the creator to distinguish his goods/services from other products. 3. What are you passionate about regarding the Intellectual Property field?</p> <p><b>4 - Written Test, (except HR, Chinese speaking intern, Graphics &amp; Design)</b> Send questions to the candidate and be on standby until they are done. Once done with the test, candidates will submit their answers via Skype chat.</p> <p><b>5 - Interview closing phrase.</b> Thank you for your answers. That would be all for our interview today. You will be notified within the next week about the decision. Thank you for your time and take care!</p> <p><b>2.3. Writing Test</b></p> <p style="text-align: center;">Writing Test</p> <p>Applicant: Interviewer: Date: Position applied for:</p> <p><b>TEST SCORE:</b></p> <p>QUESTION 1- Please tell me about yourself and your education background in brief. QUESTION 2- Do you have any work experience, or have completed any internships? QUESTION 3- In your opinion, what skills are important for the position you applied for? What makes you a good fit? QUESTION 4- Are you an organised person? How do you manage your time to be efficient? QUESTION 5- How do you think this internship would be relevant with your profile? QUESTION 6- It is believed that in the near future, human beings will be replaced by technology. Please share your views. (Please elaborate in 5-6 lines) QUESTION 7- Why did you choose GAO Tek?</p> <p style="text-align: right;">17</p>	<p><b>2.4. Candidate Feedback Example</b></p> <p>Name: Salman Ajib Email: salmanajib@gmail.com Telephone Number: +917631628622, (WhatsApp: +9179225785) Skype ID: <a href="https://www.skype.com/en/contacts/066">https://www.skype.com/en/contacts/066</a> LinkedIn URL: <a href="https://www.linkedin.com/in/salmanajib-1a89030af/">https://www.linkedin.com/in/salmanajib-1a89030af/</a> Country: Germany Your Status in The Country: Visa Student Educational Qualifications: MBA Candidate at Hochschule Bremen - City University of Applied Sciences; Leadership challenges, Strategy &amp; International Business Environment, Social Media Management (2018-2021). Work Experience/Internships: 3+ years Which Positions You are Interested in?: Digital Marketing internship position. Your Planned Starting Date: 10.08.2020 Anticipated Ending Date: 10.02.2021 Possible Extended Ending Date: 10.02.2021 How Many Hours Will You Be Able to Commit Per Week? 20 Hrs.</p> <p>Salman is currently pursuing his MBA at the Hochschule University in Bremen, Germany, and has over 3 years of work experience in the corporate and start-up sectors, within the Marketing field. In his previous positions, he has created and developed website contents as well as visual and graphic contents such as images, logos, banners, flyers, and has promoted it via Twitter, Facebook, Instagram, Pinterest etc. He is most excited about the Social Media aspect of Digital Marketing, and he understands that the content he develops must be powerful enough to make an impact on the consumer's buying. What sets him apart is his creativity, professionalism, a go-getter attitude and the ability to put the customer satisfaction above everything else. He has gained knowledge about the US and European markets, and has chosen GAO Tek in order to put all the knowledge and skills gained into practice.</p> <p>(Please also put in your own opinion of the interviewee. For example, in my opinion, Salman was a pleasant person to talk to and has a wealth of work experience that will make him a good fit for this role.)</p> <p>CV, Cover letter, Questionnaire and Writing Test Evaluation are uploaded to the Drive: <a href="https://pan.biri24.com/company/personal/user/4519/links/path/HR620-920E/empoc/Resumen/20and9200/questionnaire/Amn620120and9200/Salman%20Ajib">https://pan.biri24.com/company/personal/user/4519/links/path/HR620-920E/empoc/Resumen/20and9200/questionnaire/Amn620120and9200/Salman%20Ajib</a></p> <p style="text-align: right;">18</p>
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Figure 8.



Figure 9.

<p style="text-align: center;">Appendix C</p> <p><b>3.1. Scheduling an induction</b></p> <p><b>EMAIL 1:</b></p> <p><b>Dear,</b></p> <p>Congratulations on receiving your internship offer and welcome to the team!</p> <p>Kindly please note that the team that you will join and the scope of your role will be determined upon the test score that you have achieved on the <u>Written Test Evaluation</u> administered during the interview. Please keep in mind that the roles assigned to candidates with lower score on the administered test are not less demanding but rather do not require advanced writing skills in order to perform the job tasks successfully.</p> <p>Kindly please forward me the copy of your Internship Agreement signed by hand as soon as possible, so that we can move on to the next steps of the recruitment process and schedule the induction to the company.</p> <p>If you cannot find the offer email and the attached agreement, please check your spam folder.</p> <p>Warm regards,</p> <p>(your name) HR Assistant GAD Tek Inc., USA <a href="http://www.GADTek.com">www.GADTek.com</a> 244 Fifth Avenue, Suite A31 Manhattan, New York, N.Y., 10001, USA</p> <p><b>EMAIL 2:</b></p> <p style="text-align: right;">19</p>	<p style="text-align: center;">Appendix D</p> <p><b>3.1 Rejection Email:</b></p> <p><b>Dear _____,</b></p> <p>Thank you for your interest in this position and for the time you have taken to participate in this process.</p> <p>We have received a large number of <u>high quality</u> applicants and unfortunately, we have decided not to continue with your application.</p> <p>We wish you all the best in your future endeavours.</p> <p>Kind regards,</p> <p>(your name) HR Assistant GAD Tek Inc.</p> <p><b>3.2 Termination Warning:</b></p> <p><b>Dear _____,</b></p> <p>It has come to my attention that your performance has been consistently poor recently. Per our company policy, poor performers will be terminated from their internship.</p> <p>You have currently been removed from all function work chats.</p> <p style="text-align: right;">20</p>	<p>If you would like to continue to work with us, we will require you to share via email your commitment to improving your performances and specific measures on how you will do so. If we are convinced, you can resume your internship. Your performance will be carefully monitored. If poor again, your internship shall be terminated without further warning.</p> <p>If we do not receive a reply within 2 workdays, your internship will be terminated.</p> <p>Regards,</p> <p>(Your name) HR Assistant GAD Tek Inc.</p> <p style="text-align: right;">21</p>
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These Figures show the kind of questions that can be asked during an interview and a writing exam. What will be the method for sending rejection mail and what will be the format if an applicant is rejected? How should we make and provide feedback to the group? What information do we need to fill out for the selected applicant, and where should that individual's CV be uploaded to the drive? So, in these appendixes, they indicate formats to which we can refer.



### 4.3 Conclusion

In summary, Gao Tek Inc. has a manual recruitment system that required many hours and a lot of paper-work in the hiring process. This system has affected negatively on the employees' performance and outcomes. Employees in the Human Resources Department have lack in knowledge and experience in using online as a recruitment source, they used to filter, review, and archived resumes manually in the hiring process. The previous system has many gaps and redundant database therefore the organization has high turnover and small number of talent employees.

This research has assessed the online recruitment effectiveness in attracting, hiring, and selecting employees. It provides for the company many features that not excite in the previous system. Some of these features are quick and easy access to large number of candidates, attract and follow talent and professional candidates, and easy to communicate with candidates to have better judgmental decision on candidates with no physical attendance required. The website provides for HR employees to post a job in order to fulfil the vacancies on the organization with the ability of add, change, delete on the advertising. The system has proved its effectiveness in reducing time, effort, and cost-efficiency from both organization and employees' perspective. The effectiveness of an online recruitment has examined through the quality and quantity of applications.

The previous research has examined the success of the e-recruitment and its effects on the Human Resources Department, employees, and candidates. The study supports the implementation of organization's website, which is a major change in the recruitment process. The overall findings suggest improving and developing the website to matches the Human Resources Department needs. The system reduces the high turnover in the company by providing information about the organization's community and nature of the job. It also enhances employees to perceive high performance to maintain superior evaluations and gain more committed employees. The e-recruitment system facilitates the communication process between employers and candidates which gives employees the ability to explain jobs qualifications. It is the new way of changing the future of the organization and start hiring/selecting professionally.



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**APPLICATION FOR INTERNSHIP PROGRAMME (Annexure-I)**

**Roll No:** 2011421004

**Enroll. No:** ---RNBGU202000061

**Student Name:** PUNEET VYAS

**Father Name:** LT. Prem Prakash Vyas

**Program** MBA    **Session** 2020-2022

**Course** MBA

I hereby undertake that I have chosen the option to complete my internship which is given below.  
I understand that I shall be liable for suitable disciplinary action in case of any change.

**(Select only one option for Internship Programme)**

- 1 University Proposed Companies
- 2 **Self-accepted companies but not family Business** ✓
- 3 Others (If any) \_\_\_\_\_

Student Signature

Date 14/10/2021

Dean/Convener Signature

Date 14/10/2021





**RNB**  
GLOBAL UNIVERSITY  
Educating stars for tomorrow

**UNDERTAKING BY STUDENT FOR INTERNSHIP (Annexure-II)**

To,  
The Convener,  
Centre for Leadership Development RNB  
Global University,  
RNB Global City, Ganganagar Road, Bikaner.

Date: 14-10-2021

I, **PUNEET VYAS** \_\_\_\_\_ s/o **LT. Prem Prakash Vyas** \_\_\_\_\_ resident at **BIKANER** \_\_\_\_\_  
\_\_\_\_\_ studying in **MBA** \_\_\_\_\_ Semester **3<sup>rd</sup>** \_\_\_\_\_ at RNB Global University, with  
enrolment no **RNBGU202000061** \_\_\_\_\_, request permission for summer internship. I undertake that:

1. The internship is my responsibility and the university is only the facilitator who will provide assistance and does not ensure internship to all students.
2. To avail this facility provided by the university students have to successfully complete the semester examinations/course and their conduct at the institute has to be satisfactory throughout the course.
3. I will strive to perform well and build good rapport with industry guide which will strengthen mutual relations for future placements.
4. In case of emergency, if I have to leave earlier than the last working day, the same will be considered only at the discretion of the Company Guide and the same will need to be confirmed with the university mentor/guide.
5. I have to submit my internship project report at appropriate time as per the course scheme, required for fulfilment of my degree program on or before the last date of submission as decided by the University.
6. I have read and understood the summer internship guidelines and understand that it is subject to change/ revision from time to time which are the discretion of CLD.
7. I have informed my parents and they are also aware of the terms and conditions of the University Summer Internship.

Student Name: PUNEET VYAS \_\_\_\_\_

Student's Signature: \_\_\_\_\_

I **Mrs. VIDHYA VYAS** \_\_\_\_\_ mother of **PUNEET VYAS** \_\_\_\_\_ hereby undertake that I have understood the terms and conditions of the summer internship and that this decision of my ward has my consent.

Name **VIDHYA VYAS** \_\_\_\_\_

Signature \_\_\_\_\_





**UNDERTAKING BY PARENTS FOR INTERNSHIP (Annexure-III)**

I **VIDHYA VYAS** Parent/Guardian of **PUNEET VYAS** studying in **MBA** (Program Name) at RNB Global University, do hereby give my consent to my son/daughter for Summer Internship at any place as university will provide for a period of 30- 45 days. During Internship, I assure you that he/she will abide the rules and regulations stipulated by the University. I understand that the University authorities will not be held responsible for any untoward incidents may occur during the internship.

**Signature of the Parent/s:**

**Name of the Parent/s:** Mrs. VIDHYA VYAS

**Contact No.:**

1. 9269652878
2. 8005731211

**Email id.:** vyaspuneet2@gmail.com

**Dated 14/10/2021**



**SUMMER INTERNSHIP PROGRAM (Annexure –IV)**

**Joining/Starting Report**

1. Name of Student : Puneet Vyas  
2. Enrollment No. : RNBGU202000061  
3. Program : MBA  
4. Name of Company : Gao Tek Inc.  
5. Correspondence Address : D-14, Jawahar Nagar, Purani Gajner Road, Bikaner, Rajasthan  
6. Phone No. (during Internship) : 7877663710  
7. Date of joining : 26-04-2021

**Internship Guide Details**

- I. Name : Lionel Samuel Bailey  
II. Designation : Team Leader  
III. LinkedIN Profile : <https://www.linkedin.com/in/sajal-dey->  
IV. E-mail address : NIL  
8. Faculty Guide : Dr. Meenakshi Sharma  
9. Project Title : E-Recruitment System at Gao Tek Inc.



Signature of Student

14/10/2021

Date

Date







**SUMMER INTERNSHIP PROGRAM (Annexure V)**

**Research or Learning Proposal**

1. **Name of Student** : PUNEET VYAS
2. **Enrolment No** : RNBGU202000061
3. **Programme** : MBA

I. **Synopsis: E- recruitment & selection**

The usefulness of the Internet as a recruiting tool was investigated in this study. As a consequence, e-recruitment proves to be cost-effective and time-saving in the employment process. Gao Tek Inc. has a manual recruiting method, which includes gaps and duplicate data in its database, which has an impact on employee performance and outcomes. The company has a high turnover rate and spends a lot of time in the hiring process to fill vacancies. My suggestion is that the organization's website be developed and improved to better meet human resource demands. The website has numerous features that let employees post job openings, recruit bright and professional employees, examine resumes online, and connect with candidates to gather information. The website's efficacy was demonstrated by comparing the amount of data collected with the prior manual approach. The efficacy of the e-recruitment system on the Human Resources Department, human resources workers, and applicants is the subject of this study. The findings of this study support the notion of adopting and improving an organization's website; the results demonstrate that qualified workers created through an e-recruitment system are more successful than those recruited through other methods. Furthermore, the e-recruitment system influences an applicant's decision to apply for a job, as the website depicts the organization's atmosphere and the nature of the work. The study's overall findings indicate the necessity for the Human Resources Department to establish an e-recruitment system and execute a new recruiting strategy in order to more effectively accomplish the organization's goals.

- II. **Objective:** This research will help Gao Tek Inc. implement an effective E-recruitment system, which will be a significant shift in the Human Resources Department's activities. The method addresses the limitations of the manual system, which include duplicated data, a restricted data base, and a lack of data consistency. Furthermore, instead of assessing a large number of applicants for many vacancies, a team of new employees should be employed, which is a waste of time and resources. The organization's website, on the other hand, has aided the human resources department's work by expanding the data base, advertising job openings, elaborating and filtering applications, and assisting in the evaluation of candidates via the website's e-test results. The e-recruitment system proved its effectiveness by minimizing the cost and efforts for the human resources department. The manual method is no longer functional for the employer's task; maintaining the candidate's data and going over each field is a time-consuming procedure. The e-recruitment system, on the other hand, allows the company to build and increase its talent pool by reaching out to potential applicants.



III. **Proposed Methodology/Learning:** The goal of this study and the strategy for establishing an E-recruitment system at Gao Tek Inc. is to measure the e-recruitment system's outcomes in order to enhance the company's performance. Also, evaluate the influence of the E-recruitment System on the Human Resources Department's workers by determining how satisfied they are with the system. The research strategy and data sources will be discussed in depth, followed by the study's analysis and findings. The study requires a manual procedure in order to maintain and collect the data, the data is classified and analyses in non-systematic manner. The methods used in this study are "*Focus Group*" according the limited number of employees and "*Interview*" managers.

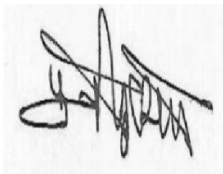
The research questions were discussed within Department of Human Resources in the organization during work-hours. There are two HR Manager and one Country Team Lead HR-India. Their answers will initially be presented and analyzed.

**IV. Schedule:** ....Minimum 3months..... **Daily hours** 5hours (30 hours/week)

**V. Limitations of the Study/ Experiment:** Due to Covid 19, its mode of operation was online, selection was conducted through Skype & Google meet that's why it lacks authenticity of data. (Limited).

**Faculty Guide Name:** Dr. Meenakshi Sharma

**Company Guide Name:** Gao Tek Inc.



14/10/2021

**Signature of the Student Date**





**SUMMER INTERNSHIP PROGRAM(Annexure-VI)**

**Weekly Progress Report**

<b>Name of Student</b>	PUNEET VYAS
<b>Enrolment No.</b>	RNBGU202000061
<b>Program</b>	MBA
<b>Report Date</b>	26 <sup>th</sup> April, 2021 to 7 <sup>th</sup> August, 2021
<b>Week Number</b>	15
<b>Name of Company</b>	GAOTEK INC.
<b>Department/Division</b>	HR DEPARTMENT
<b>Monday (26/04/21)</b>	<p><b>Mail &amp; Posting</b> It was found from E-recruitment strategies has improved recruitment efficiency and it is widely accepted by the MNCs as well but at the same time major limitation is to check the authenticity of the resumes and it does not allow face-to-face communication as well.</p> <p><b>For the mail and posting team</b></p> <ol style="list-style-type: none"> <li>1. No. of job ads posted ( 1)</li> <li>2. No. of Questionnaire sent by you: 4</li> </ol>
<b>Monday (03/05/21)</b>	<p><b>Mail &amp; Posting</b> Checking the authenticity of the resumes it is one of the major issues faced by E-Recruiters. Online resumes are not that authentic as the person applying online may write exaggerated data and checking its authenticity is very difficult.</p> <p><b>For the mail and posting team</b></p> <ol style="list-style-type: none"> <li>1. No. of job ads posted ( 1)</li> <li>2. Questionnaire sent by you : (2)</li> </ol>



<b>Monday (10/05/21)</b>	<p><b>Mail &amp; Posting</b>  Checking the authenticity of the resumes it is one of the major issues faced by E-Recruiters. Online resumes are not that authentic as the person applying online may write exaggerated data and checking its authenticity is very difficult.</p> <p><b>For the mail and posting team</b></p> <ol style="list-style-type: none"> <li>No. of job ads posted (Event Management Intern for India -1, Digital Marketing Intern for India -1)</li> <li>No. of candidate sent by you in the team: 1</li> </ol>
<b>Monday (17/05/21)</b>	<p><b>Mail &amp; Posting</b>  Job seeker can find the advertisement easily on websites, job boards &amp; portals. It is a time saving &amp; cost-effective method for job seekers. Some job portals offer resume building facilities also so that the job seeker can get advantage of this.</p> <p><b>For the mail and posting team</b></p> <ol style="list-style-type: none"> <li>No. of job ads posted (Software Development Internship USA - 1)</li> <li>No. of candidate sent by you in the team: 1</li> </ol>
<b>Monday (24/05/21)</b>	<p><b>Mail &amp; Posting</b>  Job seeker can find the advertisement easily on websites, job boards &amp; portals. It is a time saving &amp; cost-effective method for job seekers. Some job portals offer resume building facilities also so that the job seeker can get advantage of this.</p> <p><b>For the mail and posting team</b></p> <ol style="list-style-type: none"> <li>No. of job ads posted (Software Development Internship USA - 1)</li> <li>No. of candidate sent by you in the team: 3</li> </ol>
<b>Monday (31/05/21)</b>	<p><b>Mail &amp; Posting</b>  Job seeker can find the advertisement easily on websites, job boards &amp; portals. It is a time saving &amp; cost-effective method for job seekers. Some job portals offer resume building facilities also so that the job seeker can get advantage of this.</p> <p><b>For the mail and posting team</b></p> <ol style="list-style-type: none"> <li>No. of job ads posted (1)</li> <li>No. of candidate sent by you in the team: 4</li> </ol>
<b>Monday (07/06/21)</b>	<p><b>Mail &amp; Posting</b>  Job seeker can find the advertisement easily on websites, job boards &amp; portals. It is a time saving &amp; cost-effective method for job seekers. Some job portals offer resume building facilities also so that the job seeker can get advantage of this.</p> <p><b>For the mail and posting team</b></p> <ol style="list-style-type: none"> <li>No. of job ads posted (Software Development Internship USA - 1)</li> <li>No. of candidate sent by you in the team: 1</li> </ol>



<b>Monday (14/06/21)</b>	<p><b>Mail &amp; Posting</b> Job seeker can find the advertisement easily on websites, job boards &amp; portals. It is a time saving &amp; cost-effective method for job seekers. Some job portals offer resume building facilities also so that the job seeker can get advantage of this.</p> <p><b>For the mail and posting team</b></p> <ul style="list-style-type: none"> <li>No. of job ads posted (1)</li> <li>No. of candidate sent by you in the team: 1</li> </ul>
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<b>Monday (21/06/21)</b>	<p><b>Interview Process</b> Interviewing is a crucial part of the recruiting process. To be a good interviewer, we have to be prepared, ask the right questions, listen carefully and evaluate the candidate to see if they're the right fit for our company.</p>
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<b>Monday (28/06/21)</b>	<p><b>Induction Process</b> Induction is the process of receiving and welcoming an employee when he/she first joins the company, and giving him/her the basic information, he/she needs to settle down quickly and start work.</p> <ul style="list-style-type: none"> <li>Bitrix 24 application were used by the interns while carrying their operations/work</li> </ul>
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<b>Monday (05/07/21)</b>	<p><b>Weekly Meeting</b> These weekly meeting are important because they tend to address action items and questions for the upcoming weeks or barriers from last week.</p> <ul style="list-style-type: none"> <li>Skype application were used to schedule the meeting</li> <li>Hosting of meeting was done by me, where I address the important upcoming information.</li> <li>Every minute of meeting was recorded and it was posted on respective groups. So that absentees can get informed.</li> <li>Attendance was taken during the meeting.</li> <li>Queries and problems were solved during meeting.</li> </ul>
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<b>Monday (12/09/21)</b>	<p><b>Training Sessions</b> One of the best ways to enhance knowledge and skills is through training. Getting interns exposed to relevant and consistent training can help companies improve performance and increase results in workplace.</p> <ul style="list-style-type: none"> <li>Training sessions were scheduled on Skype.</li> <li>It was hosted by me.</li> <li>I used to share the hiring manual and links of all the manual for their reference.</li> <li>New candidate also undergoes into these training sessions.</li> <li>Each and Every step was clearly explained and taught by me.</li> </ul>
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<b>Monday (19/07/21)</b>	<p><b>Daily Report</b> Daily report to track progress and growth, identify trends or any irregularities that need further investigation. Having a record of day-to-day activities, problems and resolutions. Keeping a detailed record gives insights into a project to increase performance and productivity.</p> <ul style="list-style-type: none"> <li>• Daily report was uploaded on clock -in section as well as it was posted on 2 respective groups where higher authorities were added and they were keeping their eye on it.</li> </ul>
<b>Monday (26/07/21)</b>	<p><b>Mail &amp; Posting</b> Job seeker can find the advertisement easily on websites, job boards &amp; portals. It is a time saving &amp; cost-effective method for job seekers. Some job portals offer resume building facilities also so that the job seeker can get advantage of this.</p> <p><b>For the mail and posting team</b></p> <ul style="list-style-type: none"> <li>• No. of job ads posted (1)</li> <li>• No. of candidate sent by you in the team: 1</li> </ul>
<b>Monday (02/08/21)</b>	<p><b>Farewell and showing gratitude.</b> This week was all about submitting my daily reports and information so as to receive the internship certificate. During the weekly meeting I was invited to describe my journey at Gao Tek. I have shown my gratitude towards them, took the names of important persons who helped me throughout the internship.</p> <ul style="list-style-type: none"> <li>• Sent the gratitude message to all the groups I was added to.</li> <li>• Few mates came forward to share their experience while working with me. They were thankful to me, I felt blessed that I have got the opportunity to work at Gao Tek and with them.</li> </ul>

**Summary Statement:**

This research has assessed the online recruitment effectiveness in attracting, hiring, and selecting employees. It provides for the company many features that not excite in the previous system. Some of these features are quick and easy access to large number of candidates, attract and follow talent and professional candidates, and easy to communicate with candidates to have better judgmental decision on candidates with no physical attendance required. The website provides for HR employees to post a job in order to fulfil the vacancies on the organization with the ability of add, change, delete on the advertising. The system has proved its effectiveness in reducing time, effort, and cost-efficiency from both organization and employees' perspective. The effectiveness of an online recruitment has examined through the quality and quantity of applications.





**CERTIFICATE OF INTERNAL (UNIVERSITY) FACULTY GUIDE (Annexure-VII)**

Enrolment No: RNBGU202000063

This is to certify that Mr. **PUNEET VYAS**..... of  
.....**MBA 3 Sem** ..... (Program name) has completed this Summer  
Internship/ Research Project under my supervision in partial fulfillment for the award of the  
**Master's Degree in Business Administration MBA** from RNB Global University, Bikaner.

**Course Name:** Summer Internship

**Course Code:** 11017500

**SIGNATURE OF INTERNAL FACULTY GUIDE**

**SIGNATURE OF STUDENT**

**PLACE:** RNB GLOBAL UNIVERSITY, BIKANER

**DATE:** 14/10/2021

