



## **‘A STUDY OF RECRUITMENT PROCESS IN COSMOS INTEGRATED SOLUTION PVT. LTD.’**

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### **ABSTRACT**

The recruitment process at Cosmos Integrated Solution Ltd. Pvt. Is a structured approach to attract and hire qualified candidates. It starts with assessing hiring needs, creating job descriptions, and sourcing through various channels like job portals and referrals. After resume screenings and interviews (both technical and behavioral), shortlisted candidates undergo background checks before final offers are made. The process concludes with onboarding and training to ensure smooth integration into the company. Cosmos Ltd focuses on a fair, efficient recruitment process that aligns with its long-term goals.

### **KEYWORDS:**

Recruitment process, Human resource management, Talent acquisition, Candidate selection, Employee onboarding, HR practices, Workforce planning.

### **INTRODUCTION**

The recruitment process at Cosmos Integrated Solutions Pvt. Ltd. Is tailored to meet the diverse needs of its service-oriented business, which focuses on Integrated Facility Management, Building Automation, and HR consulting services. The company seeks candidates with a strong background in technical fields related to building automation, facility management, and MEP (Mechanical, Electrical, Plumbing) services, as these are core aspects of their operations

Candidates applying for roles in Cosmos Integrated Solutions are typically required to submit their resumes through direct application channels, where their profiles are evaluated based on the skills necessary for specific roles, such as expertise in systems like Fire Alarms, CCTV, and HVAC, among others. The company also offers third-party payroll management, training programs, and consulting, which suggests they may look for candidates with a balance of technical and managerial capabilities.

As a company committed to customer satisfaction and innovation, the recruitment process likely emphasizes not just technical competencies but also alignment with their core values—accountability, care, and trustworthiness.

### **OBJECTIVES**

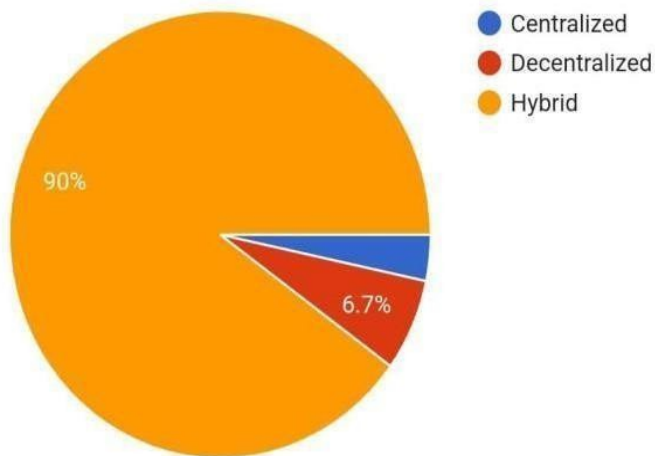
1. To Understand the process of recruitment in cosmos
2. To evaluate the role of technology & tools used in the recruitment process.
3. To identify key challenges and bottlenecks in the recruitment process .

### RESEARCH METHODOLOGY:

1. Surveys and questionnaires for quantitative data.
2. Document analysis to review existing recruitment documentation.
3. Observations to gather real-time data on recruitment practices .
4. Secondary data analysis to identify trends and outcomes Sampling Strategy.
5. Probability sampling for surveys (random sampling)
6. Sample size: 25 for surveys.

### DATA ANALYSIS AND DATA INTERPRETATION:

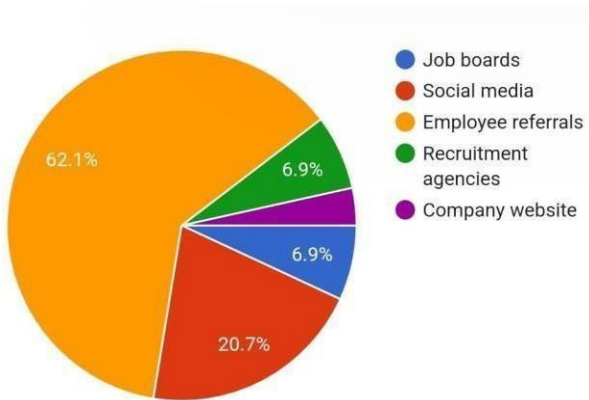
#### 1. How is the recruitment process structured?



### INTERPRETATION

1. 6.7% uses a decentralized process.
2. 90% of respondents, as indicated by the pie chart, have hybrid recruitment processes that incorporate aspects of decentralized and centralized institutions.

**2. What methods do you use to source candidates?**

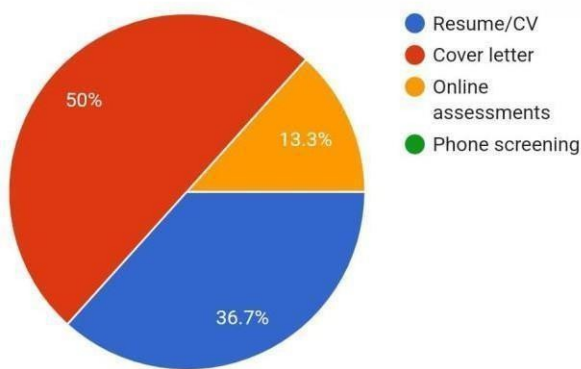


**INTERPRETATION**

1. This pie chart shows that 6.9% process for candidate to apply for a job at cosmos done by online application
2. 86.2% % process for candidate to apply for a job at cosmos done by email application

It can be inferred that majority of the process done by email application in cosmos for apply for a job at cosmos integrated private limited .

**3. What criteria are used to screen candidates initially?**

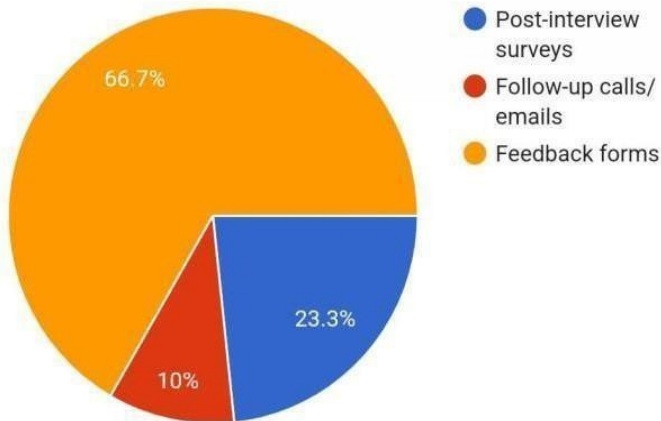


**INTERPRETATION**

1. 13.3% criteria are used to screen candidates initially online assessment
2. 36.7% criteria are used to screen candidates by resume /CV
3. 50% criteria used to screen candidate by cover letter.

It can be referred that cover letter majorly used to screen candidate.

#### 4. What feedback mechanism are in place of candidates?

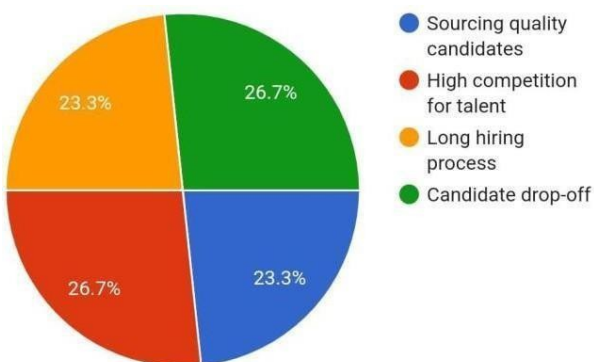


#### INTERPRETATION

1. 10% of feedback mechanism are in place for candidates by follow-up calls /emails in cosmos .
2. 23.2% of feedback mechanism are in place for candidates by post interview surveys.
3. 66.7% of feedback mechanism are in place for candidates by feedback forms.

It can be referred that cosmos extremely use feedback forms mechanism are in place for candidate in cosmos.

#### 5. What are the biggest challenges you face in the recruitment process?





### **Interpretation:**

The responses are fairly evenly split among the four challenges, with no single issue standing out as a dominant concern.

1. "High competition for talent" and "Long hiring process" are slightly more frequent concerns, each accounting for 26.7% of the responses.
2. "Sourcing quality candidates" and "Candidate drop-off" are also significant issues, each with 23.3% of the responses.

It can be referred that cosmos faces biggest challenges in drop-off and high competition for talent. recruitment process faces multiple significant challenges, with nearly equal importance given to these four key areas. Addressing any of these issues could potentially improve the overall recruitment process

### **FINDINGS:**

After a thorough study and discussion on the COSMOS recruitment process, to know its effectiveness in the organization a self designed questionnaire has been prepared to gather the view of employees .

The questionnaire contain 6 questions related to recruitment process . The questionnaire has been distributed to 30 employees from various department and asked them to answer the questions by selection the given choices.

These are the finding :

1. Majority of team member working and play important role in recruitment process in cosmos
2. Hybrid recruitment process structured in cosmos (combine elements of both centralized and decentralized structures )
3. COSMOS majorly uses employee referrals for source candidate and employee referrals play crucial role for source candidate in cosmos .
4. Cover letter majorly used to screen candidate in cosmos .
5. The majority of the application process for a job at Cosmos Integrated Private Limited is completed via email.
6. Feedback answers are crucial for growth and improvement in COSMOS, which heavily utilizes feedback forms and mechanisms for candidates in the cosmos. Identifying strengths and opportunities for progress in the universe is aided by it, whether it is constructive or not.
7. COSMOS faces biggest challenges in drop-off and high competition for talent.



## **CONCLUSION:**

The recruitment process at Cosmos faces several key challenges, including sourcing quality candidates, high competition for talent, a lengthy hiring process, and candidate drop-off. Each of these issues is equally significant, indicating that the recruitment process is multifaceted and requires a comprehensive approach to address.

Cosmos should think about boosting employer branding, optimizing sourcing channels, expediting the hiring process, and raising candidate engagement in order to overcome these obstacles. Cosmos can increase its capacity to draw in, hold on to, and engage top talent by using these techniques, which will ultimately improve the effectiveness and efficiency of its recruitment process.

Addressing these issues with targeted solutions will not only improve the overall recruitment process but also position Cosmos as a competitive and attractive employer in the job market.

In order to improve the Cosmos recruitment process even more, it's critical to examine every issue in greater detail and keep an eye on how well tactics are working.

## **RECOMMENDATIONS:**

1. Introduce personalized communication at key stages of the recruitment process to maintain candidate interest.
2. Optimize email applications by introducing user-friendly forms or a recruitment portal for ease of application.
3. While employee referrals are valuable, diversify sourcing through job boards, recruitment fairs, and professional platforms (e.g., LinkedIn).
4. Promote the organization's culture, benefits, and growth opportunities through social media and professional networks.
5. A quicker hiring process can prevent losing candidates to competitors.
6. Encourage current employees to refer qualified candidates by offering referrals bonuses or others incentives.

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