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# A Study on Human Resource Recruitment and Employee Record Management at Valor Formulations Private Limited

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## Abstract

This research paper examines human resource recruitment and employee record management practices at Valor Formulations Private Limited, a pharmaceutical organization, based on practical exposure gained during a summer internship in the Human Resource Department. The study aims to understand the recruitment workflow, employee attendance and record-management practices, and the practical HR skills developed through internship activities. A descriptive, internship-based research design was adopted. Primary information was derived from direct observation, interaction with the HR mentor and team, and participation in assigned activities such as resume screening, candidate calling, interview scheduling, attendance management, personnel-file maintenance, document verification, file management and Excel data entry. Secondary information was drawn from internship records and relevant academic literature. The findings indicate that recruitment coordination and accurate employee documentation are closely connected to day-to-day HR efficiency. The internship also demonstrated the importance of communication, confidentiality, timely updating of records and basic digital data-management skills. The study does not use a respondent survey or statistical hypothesis testing; therefore, its findings are descriptive and specific to the observed internship context. The paper concludes that structured recruitment coordination and systematic employee records can support smoother HR administration, while digital tools such as Excel can improve organization and accessibility of HR information.

***Keywords:*** Human Resource Management, Recruitment, Employee Records, Attendance Management, HR Administration, Excel Data Management.

## 1. Introduction

### 1.1 Background and Context

Human Resource Management (HRM) is an important organizational function because employees, recruitment processes, records and administrative systems influence how effectively an organization manages its workforce. In a pharmaceutical organization, where operations depend on coordination, quality-focused

processes and compliance-oriented work practices, HR activities support the availability and administration of employees required for day-to-day operations. The internship documents describe Valor Formulations Private Limited as an organization engaged in the manufacturing and marketing of pharmaceutical formulations, with emphasis on product quality, regulatory compliance, employee development, teamwork, professionalism and ethical business practices.

Recruitment is one of the first stages through which an organization identifies and coordinates potential employees. Activities such as screening applications, communicating with candidates, scheduling interviews and maintaining recruitment records require accuracy and coordination. After recruitment, employee attendance, personnel documentation and record maintenance become important administrative responsibilities. Increasing digitalization has also expanded the role of HR information and analytics in organizational decision-making. Recent research reviews describe HR analytics as an emerging area involving technological and organizational enablers, applications and organizational value (Margherita, 2022).

### 1.2 Problem Statement

The study addresses the practical implementation of recruitment coordination and employee record-management activities within the HR Department of Valor Formulations Private Limited. The central issue is to understand how routine HR activities—particularly resume screening, candidate communication, interview scheduling, attendance management, document verification and employee record maintenance—are carried out in a real organizational setting and how these activities support effective HR administration.

### 1.3 Research Objectives

- To examine the recruitment and selection-related activities observed during the internship.
- To understand employee attendance, personnel-file maintenance and HR record-management practices.
- To identify the practical HR, communication, organizational and Excel-based skills developed during the internship.

### 1.4 Significance of the Study

The study is significant because it connects academic HRM concepts with practical workplace activities. It provides an internship-based view of recruitment coordination and employee documentation in a pharmaceutical organization. For students, it demonstrates how HR responsibilities require communication, accuracy, confidentiality and time management. For HR practice, the study highlights the operational importance of maintaining organized records and coordinating recruitment activities in a timely manner.

### 1.5 Organization of the Paper

The remainder of the paper is organized as follows. Section 2 reviews recent literature on recruitment, selection, electronic HRM and HR analytics and identifies the research gap. Section 3 presents the research design, data sources, study period, sampling approach and analytical method. Section 4 presents the internship-based observations and analysis. Section 5 discusses the findings in relation to the literature. Section 6 provides the conclusion, practical implications, limitations and future scope, followed by references.

## 2. Literature Review

### 2.1 Recruitment and Selection

Recruitment and selection research emphasizes that organizations need structured approaches for identifying and assessing potential employees. Nikolaou and Oostrom (2021) reviewed a broad body of recruitment and selection research and highlighted recent developments, challenges and future opportunities in the field. Their review indicates that recruitment and selection remain central areas of organizational psychology and HR practice, with technology and changing work environments influencing how organizations attract and assess candidates.

Breaugh (2008), included in the internship synopsis literature base, emphasized systematic recruitment practices and the need for continued research on effective recruitment methods. Although the present study is not a survey-based evaluation, the internship activities provide a practical setting in which recruitment stages such as screening, candidate communication and interview scheduling can be observed.

### 2.2 Digital HRM and HR Information

Digitalization has increasingly affected HR administration. El Idrissi et al. (2021) found in a systematic review that electronic HRM can generate operational, relational and transformational benefits, while successful implementation depends on human, technological, organizational and environmental factors. Theres and Strohmeier (2024) similarly synthesized digital HRM acceptance research and found that technology adoption is influenced by factors such as users, organizational context and technology-related conditions.

These findings are relevant to employee record management because HR information must be organized, updated and accessible for routine administrative work. In the internship context, Excel data entry and record maintenance were among the assigned activities, providing practical exposure to structured HR data handling.

### 2.3 HR Analytics and Data-Based HR Practices

Margherita (2022) systematically reviewed HR analytics research and classified the literature around enabling factors, applications and value. The review identifies technological and organizational factors that enable analytics and notes the growing importance of data-driven approaches to HR. McCartney and Fu (2022) also reviewed people analytics literature and highlighted continuing debates about how the promised value of analytics is realized in practice. These studies suggest that having HR data alone is not sufficient; organizations also need appropriate skills, systems and organizational support.

### 2.4 Research Gap

Recent literature provides extensive discussion of recruitment, digital HRM and HR analytics, but much of the literature examines broad organizational adoption, systematic reviews or technology-enabled HR practices. The internship synopsis identifies the need to understand recruitment and employee record management within the specific organizational context of Valor Formulations Private Limited. The present paper addresses this contextual gap through a descriptive, internship-based account of recruitment coordination, attendance management, employee documentation and Excel-based data handling in one pharmaceutical organization. It therefore contributes practical workplace evidence rather than attempting to generalize results to the wider pharmaceutical industry.

## 3. Data and Methodology

### 3.1 Research Design

A descriptive research design was used. The study describes HR activities observed and performed during the internship and interprets their operational relevance. It is qualitative and internship-based rather than a quantitative survey study.

### 3.2 Data Collection and Sources

Primary information was obtained through direct observation of HR activities, interaction with the industry mentor and HR team, and participation in assigned day-to-day tasks. These tasks included resume screening, candidate calling, interview scheduling, attendance management, personnel-file maintenance, document verification, file management and Excel data entry. Secondary information was drawn from the internship/IIR records, SIP synopsis and academic literature relevant to recruitment, e-HRM and HR analytics.

### 3.3 Study Period and Scope

The study covers the internship period from 18 June 2026 to 24 July 2026. The scope is limited to the Human Resource Department of Valor Formulations Private Limited and to activities observed or performed during the internship. The organization profile identifies the sector as pharmaceutical and the nature of business as manufacturing and marketing of pharmaceutical formulations.

### 3.4 Sampling

Convenience sampling was specified in the internship synopsis. The sampling unit was the HR Department and the assigned HR activities. Because the study was based on internship observation, no independent respondent sample was used.

### 3.5 Analytical Approach

Information was organized thematically around recruitment coordination, employee records and attendance, documentation, and digital data management. Descriptive techniques—observation, comparison and interpretation—were used. MS Excel was identified as the tool for organizing HR data and records. No hypothesis testing, regression, ANOVA or statistical significance analysis was conducted because the study did not collect a quantitative respondent dataset.

## 4. Results and Analysis

The results presented below are based on observed and assigned internship activities. They are descriptive and should not be interpreted as statistical estimates of the organization's entire HR system.

### 4.1 Recruitment Process Observations

| HR Activity | Observed/Performed Work | Operational Relevance |
|---|---|---|
| Resume screening | Reviewed candidate resumes and supported shortlisting. | Helps identify candidates for further recruitment stages. |
| Candidate communication | Contacted shortlisted candidates and communicated recruitment-related information. | Supports timely coordination and candidate communication. |

| | | |
|---|---|---|
| Interview scheduling | Coordinated interview schedules and maintained recruitment information. | Supports smooth hiring coordination. |
| Document verification | Assisted with checking employee/candidate documents. | Supports completeness and accuracy of HR documentation. |

### 4.2 Employee Record and Attendance Management

Employee record management formed a major part of the internship exposure. Personnel files, attendance information and other HR records require organized handling because they support routine administrative processes. The internship involved maintaining employee files, updating HR records and managing attendance information. These activities demonstrated that record accuracy and timely updating are practical requirements of HR administration.

### 4.3 Excel and Digital Data Management

Excel data entry was used as part of HR record-management work. The activity provided practical exposure to structured data entry and organization. This is relevant to the broader movement toward digital HRM and HR analytics, where reliable HR data can support administrative and decision-making processes. However, the present internship did not involve advanced predictive analytics or automated HR systems, so no such capabilities are claimed for the organization.

### 4.5 Skills Developed

- Communication skills through candidate interaction and coordination.
- Organizational and time-management skills through scheduling and record maintenance.
- Documentation skills through personnel files and document verification.
- Digital data-management skills through Excel-based HR data entry.
- Professionalism and confidentiality through handling HR-related information.

## 5. Discussion

The internship observations show that recruitment and employee record management are interconnected operational activities. Recruitment requires coordination across screening, communication and scheduling, while employee administration requires accurate attendance and documentation. The observed workflow is consistent with the broader literature that treats recruitment and selection as important HR processes requiring systematic management.

The findings also connect with research on digital HRM. The use of Excel for HR data entry represents a basic form of digital data organization, although it should not be equated with advanced e-HRM or HR analytics. Literature on e-HRM suggests that digital systems can provide operational and strategic benefits when supported by suitable technology, organizational resources and user knowledge. The internship experience similarly indicates that the usefulness of digital records depends on accurate data entry and organized handling.

From an HR analytics perspective, the internship demonstrates the foundational stage of data management: collecting, updating and organizing HR information. Recent literature emphasizes that data-driven HR practices require not only data but also organizational and technological capabilities. Therefore, accurate

routine record management can be viewed as a practical foundation for more advanced HR reporting and analytics, while the present study itself does not test analytics outcomes.

### 5.1 Comparison with Literature

| Literature Theme | Evidence from Literature | Internship Observation |
|---|---|---|
| Recruitment and selection | Recent reviews emphasize structured recruitment and selection practices. | Resume screening, candidate communication and interview scheduling were observed/performed. |
| Digital HRM | Studies identify operational benefits and adoption factors for e-HRM. | Excel was used for organizing HR data and records. |
| HR/People analytics | Reviews highlight data quality, organizational support and analytical capability. | The internship provided foundational exposure to data organization, not advanced analytics. |

## 6. Conclusion and Practical Implications

### 6.1 Conclusion

This study examined recruitment and employee record-management practices through practical exposure gained during an HR internship at Valor Formulations Private Limited. The internship covered resume screening, candidate communication, interview scheduling, attendance management, employee record maintenance, document verification, file management and Excel data entry. The experience indicates that HR effectiveness at the operational level depends on coordination, accurate documentation, timely updating of records, communication and responsible handling of employee information.

The study also demonstrates the value of connecting academic HRM concepts with workplace practice. While digital HR literature points toward increasingly data-driven HR functions, the internship experience shows the importance of foundational activities such as accurate data entry and systematic record maintenance. The study therefore provides a practical contextual account without claiming statistical generalization.

### 6.2 Practical Implications

- Maintain standardized formats for recruitment records, interview schedules and employee documentation.
- Update attendance and personnel records regularly to reduce information gaps.
- Use structured Excel templates with consistent fields and basic validation for HR data entry.
- Maintain confidentiality and controlled access when handling employee records.
- Document recruitment coordination steps clearly so that responsibilities and follow-ups remain traceable.

### 6.3 Limitations

- The study is limited to one organization and one department.
- The findings are based primarily on internship observation and assigned activities rather than a large independent respondent sample.

- The internship period does not permit long-term assessment of recruitment outcomes or employee-record effectiveness.
- No quantitative survey dataset was available; therefore, statistical significance and causal relationships were not tested.

### 6.4 Future Scope

Future research can compare HR recruitment and record-management practices across multiple pharmaceutical organizations. Researchers may also collect primary survey data from HR professionals and employees, examine recruitment turnaround time, measure record accuracy, or study the adoption of HRIS and analytics tools. A longer study period could further examine how digital HR systems affect administrative efficiency and decision-making.

### Declaration of Conflicting Interests

The authors declare no potential conflicts of interest with respect to the research, authorship and publication of this article.

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