

# STUDY ABOUT THE INVOLVEMENT OF ETHICS IN THE SELECTION AND RECRUITMENT PROCESS

Funieru, Constanța<sup>1</sup>

## **Abstract**

*An organization achieves significant financial results when its labor resource is placed on the job according to its skills, not as a result of failure in respecting ethical principles. We cannot talk about a personnel that is adapted to work if during the selection and recruitment process their resume and skills have not been rigorously analyzed. The subject of ethics in the selection and recruitment process is very important to debate on in current times as the recession led to restricted supply of jobs. Given that there are few jobs, and there's a small number of jobs offers to come, and the fact that they might be taken by people without the necessary training, will lead not to progress, but rather to involution. The article has two parts. It combines the theoretical and the practical parts. During the research part we aim to highlight the concept of ethics in the selection and recruitment process. A quantitative research has been conducted based on a survey among the resources of an organization in order to notice how they perceive the ethics and its applicability in the organization based on a questionnaire.*

*Keywords: ethics, human resources, selection and recruitment.*

*JEL:J24*

## **1. Theoretical approach**

Ethics play an important role in the management of human resources within the organization. This selection process involves *proper and careful resume selection. The superintendent of Human Resources will select resumes that fit the needs of the vacant position*(Jackson J, 1996). In the recruitment process you have to socialize with each candidate selected based on the resume, in a telephone preselection. This phone requires tact on the part of the recruiter, addressing in terms of politeness. Where is required to return a phone call, the time at which you could call will be noted(Hanman G, 1977).

The superintendent of Human Resources should ensure the uniform application of the same methods of recruitment and selection for all candidates, he must not offer a preferential treatment but show professionalism to place the right person for the right job(Kuhn A, Kuhn P, 2002).

The impression of the majority of specialists in the field is that there is an ethical organizational culture, but contemporary society faces the absence of ethical trainings, of complaints on moral themes, discussions on ethical issues, of incorporating ethics in the organization management(Bătlan I,2002)..Code of Ethics aims(Surdu A et colaboratorii,2012):

- Practical aspects related to compliance with laws and regulations;
- Anti-Corruption;
- Fair working conditions;
- Conflicts of interest;
- Financial accounting and reporting;
- Confidentiality;
- Concerns;
- Complaints;
- Accountability.

---

<sup>1</sup> Drd. Universitatea Valahia, funieru.constanța@yahoo.com

## 2. Research on compliance with ethics in the selection and recruitment process.

### 2.1. Methodological issues concerning the design and conduct of the research

#### Research objectives

- awareness of the organization's human resources concept of ethics;
- identifying the existence of procedures to prevent unethical issues,
- knowing the extent to which human resources managers comply with the code of ethics.

#### Research hypotheses

- ♣ Respondents mostly know and understand the concept of ethics in the organization.
- ♣ There are mechanisms for the prevention of unethical issues.
- ♣ Respondents believe that during the process of selection and recruitment officers respect the ethical principles.

#### Research organizing

*The size of the sample.* The sample consists of 100 individuals among the human resources of an organization in the county.

*Method of sampling* - For this research was used non-randomized sampling. The research was conducted through **surveys** and its quantitative, using the face to face interview method based on a questionnaire.

**The questionnaire** contains 12 questions. Processing of the questionnaire was made in the database created in the EXCEL program.

There were pre-testing to validate the questionnaire. Thus, the open questions were dropped in favor of closed questions and the irrelevant ones were removed.

**Data collection.** The period of application of the questionnaire: 1 to 3 February 2016

The time of the polls: over three days between 10 and 16.

### 2.2. Results of field research

An interpretation of the results was performed of marketing research undertaken for each question based on summary tables of completed questionnaires and submitted for processing. Results obtained showed an image as realistic as possible and we divided them in three levels:

- Ethics in the organization,
- Ethics in the selection and recruitment process
- Profile of respondents.

#### 1. Are you familiar with the concept of ethics?

Table 1. Absolute and relative frequency

answer	n	%
yes	70	70
no	30	30
I don't know	-	-
Total	100	100

Of the 100 participants in the research 70 stated that they know about the concept of ethics, and 30 of them do not know about this concept.

#### 2. In the organization that you currently have a job at, is there an ethics department?

Table 2. Absolute and relative frequency

answer	n	%
yes	-	-
no	60	60
I don't know	40	40
Total	100	100

According to the respondents we found that 60% of them stated that there is no such department, and 40% do not know information regarding this aspect analyzed.

3. Were you informed about procedures for preventing unethical acts in an organization?

Table 3. Absolute and relative frequency

answer	n	%
yes	10	10
no	60	60
I don't know	30	30
Total	100	100

Of those who participated in the research more than half stated that they were not informed about these prevention procedures (60%), while only 10% indicated that they have been notified about this issue.

4. Have you received courses in the organization on ethics?

Table 4. Absolute and relative frequency

answer	n	%
yes	-	-
no	80	80
I don't know	20	20
Total	100	100

An alarming 80% of respondents have not benefited of such courses in which to debate on ethics in the organization, while 20% of respondents do not know if in the organization were held such courses.

5. Are there mechanisms where you can make complaints on ethical incidents?

Table 5. Absolute and relative frequency

answer	n	%
yes	75	75
no	15	15
I don't know	10	10
Total	100	100

A percentage of 75% of research participants think that there are mechanisms through which they can report situations arising in the organization and but not of ethical character.

6. When you see an unethical situation that occurs at work whom do you address it?

Table 6. Absolute and relative frequencies

answer	n	%
manager	70	70
coworkers	10	10
I don't know	20	20
Total	100	100

According to the responses to this question we see that 70% of respondents address to the manager, 10% turn to colleagues, and 20% don't know how to react in such a situation.

## II. Ethics in the selection and recruitment process

7. Following the selection and recruitment process that you participated in did you notice that the human resources favors other participants?

Table 7. Absolute and relative frequencies

answer	n	%
no	70	70
yes	-	-
I don't know	30	30
Total	100	100

Respondents' answers to this question show that 70% did not feel that the recruiters are favoring other people and 30% do not know

8. Express your opinion about the following statements

Table 8. Absolute Frequency

Statement	Strongly agree	Agreement	Indifference	Disagree	Strongly disagree
Employees are not selected based on age	70	30	-	-	-
During the interview one person shouldn't monopolize the discussion	60	20	20		
Recruitment occurs as a result of a rigorous resume selection	50	30	20		

For this question the Likert scale was used with values between 5-1, 5-Agree, 1-totally disagree. The average score is calculated for each sub-criterion:

- The score for the first sub-criterion 4.7. This result shows an attitude of almost total agreement on the statement that employees are not selected based on age.

- The score for criterion number two = 4.6. According to the result we found that respondents show an attitude of almost total agreement on: At the interview one single person should not monopolize the whole discussion.

- The score for the last sub-criterion = 4.3. This result shows an attitude of agreement on the statement: Recruitment occurs following a rigorous selection of the resumes.

To show the whole picture of the respondents on this criterion the overall score is calculated = 4.53. According to the result we can conclude that all people participating in research strongly agree with the statements.

9. In the interview for your job have you witnessed and action that violates the ethical principles?

Table 9. Absolute and relative frequency

answer	n	%
yes	-	-
no	80	80
I don't know	20	20
Total	100	100

According to most respondents (80%) human resource manager did not violate ethical principles.

III. Identification of respondents profiles. For shaping the profile of those participating we used as criteria: age, gender and environment.

**Distribution by sex**

According to data from the 100 people who exercise their activity in the organization, 60 are men and 40 are women.

**Age distribution**

In the 20-29 age range there are 60 people, in the 30-39 age range there are 20 people, 10 people belong to the 40-49 range and 10 people from the 50-59 years age range.

**Distribution by area**

Analysis of distribution by areas revealed that 60 of the respondents live in urban areas and 40 living in rural areas

**3. Research findings**

Throughout this article we achieved all of its objectives. All three hypotheses in the beginning of this research were checked, and we showed this during the research undertaken. As a result of this research conducted we found that the organization does not have a human resources department of ethics and does not benefit from courses in ethics. However the recruiter in charge of selection of staff is attentive to ethical principles. Respondents can report unethical acts encountered in the organization by anonymous complaints and the person were the highest percentage of complaints are going to is the organization's manager. In conclusion the research showed that within the organization where this was conducted the ethical principles regardless of the organization, including the selection and recruitment process are respected.

**Bibliography**

1. Bâtlan I(2002), *Introducere în istoria și filosofia culturii*, Editura Didactică și Pedagogică, București
2. Harman G(1977), *The Nature of Morality. An Introduction to Ethics*, Oxford University Press, 1977,
- 3..Jackson J(1996),, *An Introduction to Business Ethics*, Blackwell, Oxford,
- 4..Kuhn A(2002), Kuhn,Paul, *Etica aplicată*, Humanitas Educațional, București
5. Surdu A, Sergiu Bălan, Mihai Popa(2012), „*Studii de teoria categoriilor*”, vol. IV, Editura Academiei Române, București.