

**Internship report
on
Recruitment & Selection Process of Prime Jeans
Culture Ltd.
(a concern of Prime Group of Companies)**

Internship report
on
Recruitment & Selection Process of Prime Jeans Culture Ltd.
(a concern of Prime Group of Companies)

Submitted By

Musfekul Islam

ID No. 203-11-6583

Major In HRM
Department of Business Administration
Faculty of Business & Entrepreneurship

Supervised By

Mr. Siddiquir Rahman

Assistant Professor

Department of Business Administration
Faculty of Business & Entrepreneurship
Daffodil International University

Daffodil International University
Date of Submission: 30 August, 2024

Letter of Transmittal

30 August, 2024

To,

Siddiqur Rahman

Assistant Professor,

Department of Business Administration,

Daffodil International University.

Subject: Submission of internship report entitled: "Recruitment & Selection process of Prime Jeans Culture Ltd."

Dear Sir,

My internship report is entitled: "**Prime Jeans Culture Ltd.'s Recruitment & Selection Process.**" I have been working hard to get it done to the best of my ability. Sadly, I should note that my report was not as detailed and edifying as it supposed to be. It would be greatly appreciated on my behalf if you can please take my report. First of all, I want to apologize to you in regards to any errors that might result in all your hard work irrespective of the circumstances. The hope in my heart is that this report has achieved set objectives. I am over the top when delivering hereby reports.

Sincerely Yours,

Musfekul Islam

Musfekul Islam

ID: 203-11-6583

Program : BBA

Batch: 57th

Major: HRM

Supervisor Certification

This certifies that Musfekul Islam, ID: 203-11-6583; Major: HRM, BBA, Department of Business Administration, Daffodil International University, through the relationship of supervision and instruction, completed his internship program satisfactorily and wrote a paper titled "**Prime Jeans Culture Ltd.'s Recruitment & Selection Process.**" This work was special and most probably done in the span of three months which I had the opportunity As such, I certify that I have seen the sample paper in both draft and final hard copy and I hereby allow its submission as a partial fulfillment for the completion of Daffodil International University BBA degree majoring in HRM coursework. I wish that he lives a much better life than he has now.



Siddiqur Rahman

Assistant Professor

Department of Business Administration Daffodil
International University.

Student Declaration

I indeed confirm that the internship report named "**Recruitment process & Selection process of Prime Jeans Culture Ltd,**" was submitted to Daffodil International University in part to satisfy the requirements for a Bachelor of Business Administration (BBA) degree. What is unique about this study is the fact that it is an innovative one. I have endeavored to do my best in order to make this report fully relevant. I also guarantee that this is an exclusive report that I have never shared with anyone else, and this is exactly what I will do in the future.

Musfekul Islam

Musfekul Islam

ID: 203-11-6583

Program: BBA

Batch: 57th

Major: HRM

Acknowledgment

Firstly, I would like to give thanks to the Almighty Allah who I am sure has granted me the chance of going through the whole internship procedure, and to write this report as a reflection of this process. I used the time during the internship to study and to thank my internship advisor Siddiqur Rahman, Assistant Professor, Daffodil International University. From whom I got the direction, support and guidance and particularly they helped me a lot in making it written.

It seems so appropriate that I bow my head to the professionals working in the **“Recruitment & Selection” process of the “Prime Jeans”**, the company culture of which I have studied. I also appreciate Mr. Zakarian Bhuiya, AGM (Admin, HR & Compliance) , and Mrs. Tazmin Akhter Munny, HR at Prime Jeans Culture Ltd., among others, for their time and hard work. I am also grateful for my colleagues' serious cooperation. Hence, I lovingly recall the unconditional affection and advice of those who always have my back. That would be my seeds of gratitude to be part of their unique corporate culture. First and foremost, I express my deep respect to all Faculty Teachers & Professors of Daffodil International University for their teaching on the various courses which help me to complete the degree of Bachelor of Business. The reporting that human kind encounters in the nature of human effort, such as mistakes or errors may be produced in the report.

To this end, I appeal to the audience of my work to excuse the mistakes I may commit in any way in future.

Executive Summary

This report is produced as a result of my internship at Prime Jeans Culture Ltd. & as a completion of my B.B.A. program. This report contains my professional work experience taken during my internship.

The information of this essay is based on the hiring and selection techniques of Prime Jeans Culture Ltd. with relation to the techniques employed to find the best suited candidates for different positions in the organization. Therefore, this leads to enhancement of the organization's efficiency as it provides a proper utilization of human resources across different functional domains.

The study also encompasses both internal and external research to describe much about hiring policies of Prime Jeans Culture Ltd. Some of the areas discussed include job content, job Listing, job grading and recruitment questionnaires. A number of crucial processes are involved in the hiring process at Prime Jeans Culture Ltd.: reconnaissance, interviews, assessments, initial sittings, application tests and offers of employment.

It is also important to note that Prime Jeans Culture Ltd. has established several recruitment and selection practices for each of the company's different job levels. Some of the findings as well as suggestions suggested within the report consist of crucial findings as well as issues that relate to the employment and selection system of the business. The process of selection also highlights the guidelines for the hiring and selecting the employees at Prime Jeans Culture Ltd. and the area of further research regarding human resource policy at Prime Jeans Culture Ltd.

Table of Content

S/N	Contents	Page
	Letter of Transmittal	i
	Supervisor Certification	ii
	Student Declaration	iii
	Acknowledgment	iv
	Executive Summary	v
	Table of Contents	vi-vii
1	Chapter-1 Introduction	1-4
1.1	Introduction	2
1.2	Background of the Study	2
1.3	Objectives	3
1.4	Methodology of the Report	3
1.4.1	Types of Study	3
1.4.2	Methods of Data Collection	3
1.5	Limitation of the Report	4
2	Chapter-2 Organizational Overview of Prime Jeans Culture Ltd.	5-9
2.1	Organizational Overview	6
2.2	Vision & Mission of Prime Jeans Culture Ltd	6
2.2.1	Vision	6
2.2.2	Mission	6
2.3	Objective of Prime Jeans Culture Ltd	6
2.4	Prime Jeans Culture Ltd (a concern of Prime Group Of Companies) Details	8
2.5	Organogram of Prime Jeans Culture Ltd	9
3	Chapter-3 Analysis of Recruitment & Selection Process of Prime Jeans Culture Ltd.	10-24
3.1	Basic recruitment Policy of Prime Jeans Culture Ltd	11
3.2	Recruitment process of Prime Jeans Culture Ltd	11
3.3	Sources of Recruitment	19
3.4	Selection Process of Prime Jeans Culture Ltd	20
4	Chapter-4 Findings	25-26
4.1	Major Findings of Recruitment and Selection Process of Prime Jeans Culture Ltd.	26
5	Chapter-5 Recommendation & Conclusion	27-30

5.1	Recommendations	28
5.2	Conclusion	29
	Reference	30

Chapter-01

Introduction of Report

1.1 Introduction

As a student of Bachelor of Business Administration of Daffodil International University, I got a chance to be placed on an internship program in Prime Jeans Culture Ltd which is a subsidiary of Prime Group of Industries. I'm joining as part of my internship program from August 20, 2024, to May 20, 2024, where I will be working in the human resources department. My organizational supervisor was Mr. Zakaria Bhuiya, AGM (Admin, HR Compliance), Prime Jeans Culture Ltd. The title of my internship report is entitled "Recruitment and Selection Process of Prime Jeans Culture Ltd. The lecture was delivered by my academic mentor Siddiqur Rahman, an assistant professor at Daffodil International University. The following are the major headings under which the HR practices of Prime Jeans Culture Ltd. have been covered in this internship report; This internship has been of immense utility for me as it has provided me with practical exposure of working in a fast paced environment of a study abroad consultancy. Motivation is another important component of human resource management in Prime Jeans Culture Ltd as it realizes that competition and commitment to excellence require the development of sound and effective human resource management policies.

In the course of this internship exercise, which was conducted under the premier team at Prime Jeans Culture Ltd., I was privileged to analyze and participate in the processes of the following recruitment and selection challenges. The goal of this research will be to provide a comprehensive analysis of the methodologies and techniques used in recruitment.

1.2 Background

A university of Bangladesh namely Daffodil International University slices the importance of prior experience in the competitive employment sector of today's world. As a part of my BBA curriculum, I have to serve an internship so as to improve my professional skills. First, we are really thankful to Daffodil International University for providing the opportunity to complete my requirement. This report is made in partial fulfillment of the academic and practical course work requirements of the internship program under the supervision of Assistant Professor Siddiqur Rahman of the Department of Business Administration. To this end, I will cover a particular topical area that the illustrious professor has set for me to cover for three months; integrating theory with industry applications for my professional growth.

1.3 Objectives

The objective of the report is to discuss the Human Resource Policy in Prime Jeans Culture Ltd". in relation to Human Resource practices.

Specific objectives include the following:

- To analyze the recruitment process of Prime Jeans Culture Ltd
- To explain the selection process of Prime Jeans Culture Ltd
- To identify the problems related to the Recruitment & Selection Process.
- To provide some recommendation based on problem.

1.4 Methodology

Prime Jeans Culture Ltd has a broad and intensive organizational culture that goes beyond the conventional policies of human resource management. One of its main benefits, for instance, is the motivation of individual employees. As with virtually any weaknesses of the provided report of the company, endeavoring to draw concentration to the foremost troubles with the company's hiring and selection process.

1.4.1 Types of Study:

The approach of this study is descriptive and it is based on descriptive methodology. The use of qualitative methods will allow the reasons behind Prime Jeans Culture Ltd, hiring and selection methods, and the possible issues to be found and potential solutions to eradicate such problems identified clearly be elucidated and explained.

1.4.2 Methods of Data Collection:

Here I'm using Secondary data analysis to collect relevant data;

Secondary data analysis: I have majorly focused on secondary when collecting data in my study. This implies that the database, website and record files were my source of the used data in this research. Moreover, from the Human Resource Manual as well as the official website of the company resulted in various sources.

a. company website.

- b. Publication and journals related to RMG sector activities and policies.
- c. Report published by Prime Jeans Culture Ltd.
- d. Text Book written by (A. Kundu, A., Polley, S., Chatterjee).
- e. Office files.

1.5 Limitation

Apparently, it may be that the text contains mistakes that the author did not fully grasp. The efficiency of the study was not the case but rather depended on the situation in which the study was carried out. Some of these restrictions are listed below Some of these restrictions are listed below:

1. Work and long commutes increased my difficulty to collect the information.
2. Time factor is a much more serious impediment to collection of data. However, this study-time plan could not reflect all the nuanced points of views.
3. What was once a limited and static body of knowledge has now become a larger and more dynamic data field.
4. Crises are also accompanied with current information.

Chapter-02

Organizational Overview of Admission.ac

2.1 Organizational Overview

The number one in denim fabric and ready-made clothing supply happens to be Prime Group, a Bangladeshi apparel manufacturer. We find ourselves among the top players in Bangladesh's apparel manufacturing sector. With a large and latent manufactory unit that produces the most fashioned denim fabrics and clothes, the company is one of the most popular in Bangladesh.

Being one of the leading Bangladesh apparel firms, Prime Group got domaterial and international recognition as well. This community's ceaseless expansion coexists with their homeland country Bangladesh reaching greater levels of industrialization. Meanwhile as we are Bangladeshi garment manufacturers, we also make financial support, which is a big one, in its development. Prime group of garments have been the top exporters to USA and Europe from Bangladesh for a long period. Today, we are the distinguished and most reputed Bangladeshi apparel manufacturing house with our robust relationship with top international buyers and customers across the world.

The piped infrastructure that is supported by the organizational strength of one thousand workers in its historical workforce is the primary strength for this company.

Team members receive training regarding the teamwork culture, and departments are managed by professionally qualified and experienced managers who adjust well with the new development training, because the executives are always available in these training sessions.

Tackling heftier weights and retail clothing, especially pants, shorts, Bermudas, skirts, and skorts, are part of our strengths. Moreover, we design shirts, jackets, jumpsuits, and shorts.

2.2 Vision & Mission of Prime Jeans Culture Ltd

2.2.1 Vision

‘In our mission to deliver top-notch products via collaboration, accuracy, and efficient management, we firmly believe in distinction, innovation, and determination.

2.2.2 Mission

Maintain the highest level of professionalism to provide each and every client dedication, excellent products, and service. To always update.

2.3 Objective Prime Jeans Culture Ltd

Despite the dearth of publicly accessible information on Prime Jeans Culture Ltd.'s goals, we may nevertheless draw some conclusions from what we do know and accept industry norms. Despite the dearth of publicly accessible information on Prime Jeans Culture Ltd.'s goals, we may nevertheless draw some conclusions from what we do know and accept industry norms.

Profitability: For manufacturing the clothes and the brand name that is related to prime or superior, Prime Jeans Culture Ltd probably want to make money. Putting it in another way, this means having an advantage in selling its export products to the world and also the income it makes from its manufacturing process.

Growth: The venture could pursue strategies such as capacity expansion, entering new markets, or market expansion. This could be working in partnership with suppliers to generate new products or targeting a different group of clients.

Manufacturing Efficiency: Taking advantage of a full run of manufacturing operations to minimize and swallow up the costs of delivery of clothing items in the shortest time possible.

Product Quality: Attaining impeccable service quality, client's needs which will subsequently enhance brand image.

2.4 Prime Jeans Culture Ltd (a concern of Prime Group of Companies) Details:

Organization Name	Prime Jeans Culture Ltd. (a concern of prime group Of companies)
Established	2007
Founder & Chairman, Prime Group of Companies	Mr. Abu Zafar Ahmed Babul
CEO (Prime Group of Companies)	
Head of Operations (Prime Group of Companies)	
Prime Prime Jeans Culture Ltd Logo	
Website Link	https://www.primejeansbd.com/intro.html
Location:	32/23 Issakhan Road, Narayanganj 1400

2. 5 Organogram of Prime Jeans Culture Ltd. (a concern of Prime Group of Companies):

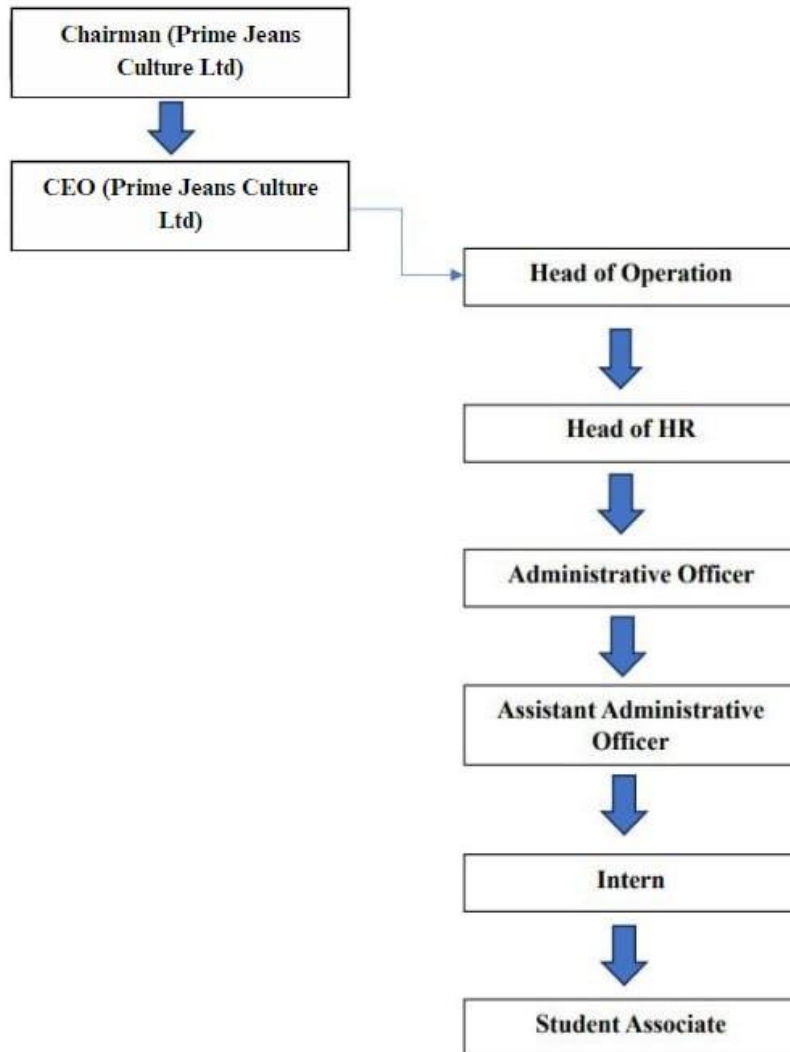


Figure 1: Organogram of Prime Jeans Culture Ltd.

Chapter-03

Analysis of Recruitment & Selection Process of Prime Jeans Culture Ltd.

Part A

Recruitment Process

The recruitment and selection, which are crucial factors of the employment process that allow businesses to attract and find the best talent, have tools to be used by everybody. One of the main phases in the job search process is advertising the job position for the maximum number of potential candidates. The procedure for selection engages the artistic reduction of the applicant's lists up to the best candidate is selected.

The procedure of locating job postings, screening, evaluating and gaining candidates qualified enough to fill open vacancies within the organization is called recruitment. Human resource management (HRM) is one of the important aspects among others. Recruiting is the talent acquisition process which seeks to get the exact match for the role at the perfect time roughly. In a broader sense, recruitment is a term used to identify, hire and place appropriate individuals to fill in existing vacant posts of an organization.

3.1 Basic recruitment Policy of Prime Jeans Culture Ltd:

As per Prime Jeans Culture Ltd., partnership is an integral part of the success formula. In Prime Jeans Culture Ltd., the human resources department adheres to the company's comprehensive legal, ethical, and practical policies and norms.

3.2 Recruitment process of Prime Jeans Culture Ltd:

The process by which companies locate and employ candidates to fill open jobs is known as recruitment. To stay up to date with skills and foster growth, most companies want to replace departing or promoted staff with current hires. Employers compete fiercely for qualified people, which emphasizes the need for

hiring during periods of low unemployment and strong economic growth. At Prime Jeans group, employment and recruitment are carried out in a distinctive and cutting-edge manner. A job request is the first step, and an appointment is the last. As a result, Prime Jeans group provides its staff with various training and advancement programs to help them develop their talents.



Figure-2: Recruitment process of Prime Jeans Culture Ltd.

a. Recruitment Planning:

Creating a strategic hiring plan involves definition of the hiring purposes of your organization and the tactics and ways you'll use to attain these purposes. With a good recruitment plan, it means that you will be able to hire the top talent in the industry and also save on time and money while enhancing your recruitment processes.

1. Identifying Vacancy:

This stage is one of the most crucial phases in the requirements planning process. Firstly, the HR department receives employment requests from the other departments clustered inside the organization. The moment there is an opening, it is the job of the sourcing manager to look for and find a qualified applicant.

Prime Jeans Culture Limited always keeps in mind the below factors when analyzing employment opportunities.

- Are there vacancies for those positions?
- What type of jobs are there?
- Which chores and responsibilities should be taken care of?
- What kind of skills and knowledge are needed today?

2. Job Analysis:

In the job analysis, you will figure out what the duties, responsibilities, skills, and working conditions of the position are. These skills help to decide on the qualifications needed for a job as well as the abilities a worker needs to possess to perform those tasks competently.

Whenever Prime Jeans Culture Ltd. examines a job, it always goes through these steps:
Whenever Prime Jeans Culture Ltd. examines a job, it always goes through these steps:

- Job Specifications Writing and creating.
- One of the key tasks is to ensure that job information is accurate.
- Creating the job description based on the acquired data.
- Defining the skills and qualifications required for the job type.

3. Job Description:

The job analysis ends with the job description, which is a crucial document that must contain accurate and clear information. In the end, this summary, to a great degree, determines the success of the hiring process. The job description describes the role and the functions of the position, while providing the information on how they are connected to the organization. Moreover, the employer and the company will also be able to tell how the employee must conduct himself to be able to carry out his duties following this information.

The following are the things that Prime Jeans Culture Ltd. always prioritizes: The following are the things that Prime Jeans Culture Ltd. always prioritizes:

- Job categories are ranked according to the jobs.
- The newly hired employee is assigned to a particular unit and is thus offered orientation.
- Transfers and promotions.

4. Job Specification:

A job specification is a detailed profile that defines all the qualifications, skills and experiences needed for a specific position. It gives a more in-depth overview of the nature of the job and experience needed such as level of expertise, educational background, technical competence and any other qualities deemed essential for the position. This document ensures that the responsibilities of role and the candidates' skills are coherent and the proper representation of applicants.

The procedures listed in Prime Jeans Culture Ltd.'s job specification are followed:

- Mental faculties

- Facial characteristics
- Needs on an emotional level

5. Job Evaluation:

Employers use systematic means of job evaluation wherein the worth or the relative worth of different jobs in the organization are ascertained and evaluated. Among others, creating an equitable compensation structure demands paying attention to things like the job description, skills and work situation. Fairness within the organization and overall success would be better achieved by ensuring that the worth and significance of each role is reflected in its compensation. The process of awarding points, making rankings, or grading work may be implemented to distinguish outstanding employees from the rest of the team.

b. Recruitment Strategy:

The aim of recruiting strategy is development of a system to attract and hire the most competent candidates, and this system should reflect your company in its most effective way. Prime Jeans Culture Ltd employs the following recruitment strategies: Prime Jeans Culture Ltd employs the following recruitment strategies:

1.Job Evaluation: Describing in detail the requirements of the employment and the duties expected of the employee.

2. Sourcing Channels: To find the right manpower, job boards, social media, employee referrals and recruiting firms are some of the tools to be used. Prime Jeans Culture Ltd. hired a new employee by using both the internal and external recruitment methods.

3. Candidate Screening: Applying recognized screening techniques to assess applicants on their qualifications and cultural fit with the business.

4. Interview Process: Putting in place a structured interviewing process to assess a job candidate's qualifications for the role, experience, and abilities.

5. Employee Value Proposition (EVP): Highlighting the unique advantages and good qualities of working for the company in order to draw in top personnel.

6. Onboarding Plan: Putting in place a well-structured onboarding procedure to guarantee a smooth transition for new employees.

c. Searching the Right Candidates:

The selection of the viable candidates, in its turn, is a very complex process which normally aims at identifying the persons who fit the abilities, credentials and positive character traits for a particular role. We bring into play a set of resources, including social media, job boards, employee referrals, and recruitment firms, to ensure we hire the correct people frequently included in this. These skills, capabilities, and comprehensive skill level are then evaluated through screening. The key is to make the job view attractive and emphasize the various benefits and advantages of working for the organization. Another aspect that makes an organized onboarding process meaningful in terms of employee onboarding is that it helps to guarantee a

user-friendly onboarding process for new hires. To locate and employ the best candidates for every given position is Prime Jeans Culture Ltd.'s mission. Connecting applicants with open openings is the task of searching. Two main categories of sources exist:

1. Internal sources.
2. External sources.

a. Internal sources:

- **Employee Referrals:** Present staff members suggest applicants from their contacts.
- **Internal Job Postings:** The company posts job openings and encourages current staff to apply.
- **Promotions and Transfers:** Current workers are given consideration for lateral or progression movements within the organization.

b. External Sources:

- **Job Boards:** Posting job openings on websites like LinkedIn, Facebook, and Job Portal.
- **Social media:** Using social media sites like Facebook, Twitter, and LinkedIn to advertise job opportunities and interact with applicants.
- **Networking:** connecting with possible prospects via making use of industry events, professional networks, and recommendations.

- **Job Advertisements:** Disseminating adverts via employment portals and websites in order to expand the audience.

Prime Jeans Culture Ltd. may efficiently satisfy their recruiting needs and attract quality people by using a combination of these internal and external sources.

d.Screening/Shortlisting: Screening is the process of selecting candidates from the pool of applicants. undefined ac shortlists the candidates for the next stage of selection once the search process reaches its end. Screening is the best way of removing unwanted candidates who either do not have the right quality or skills for the job or are not connected to the job in any way.

- | | |
|-------------------------|------------------------------------|
| 1. Resume Review. | 5. Alignment with Job Requirements |
| 2. Interview Evaluation | 6. Application Review |
| 3. Academic Background | 7. Candidate Experience |
| 4. Skills Assessment | 8. Leadership Qualities |

e. Evaluation and Control: The last step of our hiring process is control and assessment. This phase includes checking the process and procedures to verify their correctness and viability. Regarding the high cost of the hiring staff, a thorough analysis of the effectiveness of the hiring process is needed as it competes for precious resources. It is significant to control the expenses related to hiring the new employees. Prime Jeans Culture Ltd. monitors and lowers that by keeping an eye on a few things, like.

- Monetary or material benefits for newly hired employees.
- Firms' expenses are supported with managers' time spent on online job postings, ads, and hiring agencies.
- Production cost of cumulative hiring or leasing materials.
- Human resource and administrative costs connected with employment.
- Overtime, outsourcing costs, and positions being kept vacant due to which.

3.3 Sources of Recruitment:

Any medium or method used by a company for finding and encouraging candidates to apply for a job opening is known as a source of recruitment. They can be internal or external to the organization. Internal sources comprise of the current workers and internal employees internally it will consider job postings, referrals, and talent management initiatives, while externally it may rely on job boards, recruiting firms, campus recruiting, social media, networking, and job ads. Prime Jeans Culture Ltd. most likely employs both the internal and external sources in their selection process.

Part B

Selection Process

The process which involves the task of selecting and shortlisting the most appropriate applicants having the essential attributes and qualifications which fit into the company's open positions is known as the selection process. For different businesses and industries the selection process may differ and may even be different within the same organization in different sections.

3.4 Selection Process of Prime Jeans Culture Ltd:

We most often use a multistage selection procedure, which is to assure a good-quality pool of candidates who are best applicants that can fill the vacancies on our platform.

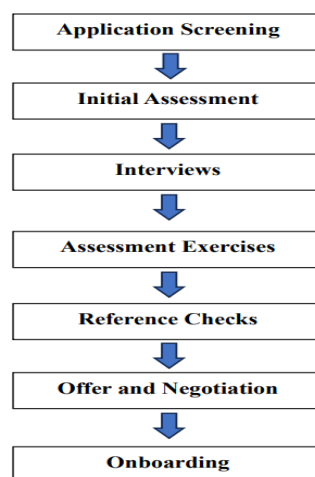


Figure 3: Selection process of Prime Jeans Culture ltd.

a. Application Screening:

The first part of the process is checking the documents posted that the applicant has provided. Evaluating processes are the screening procedures which are taken to search for applicants whose backgrounds and skills fit the business and the position.

Prime Jeans Group uses a number of procedures throughout the application screening phase to choose the most qualified candidate for each position, including: Prime Jeans Group uses a number of procedures throughout the application screening phase to choose the most qualified candidate for each position, including:

- Case studies provides effective mechanisms for application screening so that the applicants should at all times have fulfilled necessary standards and requirements.

- Make sure that the data provided to the caller is correct and contains all the necessary information needed.

- Making sure that the candidates that the organization are putting forward are up to the least standards of the position.

b. Initial Assessment:

Candidates who made it to the shortlist undergo a brief evaluation that includes one-on-one interviews, phone interviews, or online tests. This step helps further to cut down the number of candidates and assess fundamental skills.

- Assessments like aptitude, personality, and skills evaluations should be the starting point

- Making a decision regarding if an applicant passes the benchmarks of the position and the firm's culture.

- The first screening result is applied to reduce the number of candidates in the pool.

c. Interviews:

Interview invitations are normally extended to candidates who clear the first evaluation. Multiple rounds of Interviews may be held with different stakeholders, including senior leadership, team members, and recruiting managers. Assess each candidate's experience, knowledge, and cultural fit with the company.

Prime Group employs the following procedures in the selection process for the interview stage:

- Arranging interviews with chosen applicants.
- Depending on the role and organizational requirements, conducting one or more rounds of interviews.
- Video interviews and in-person interviews are examples of interview formats. However, Prime Groups only conducted a maximum of in-person interviews.
- Evaluating applicants' aptitude for problem-solving, communication, and position fit.

d. Assessment Exercises:

As the position dictates, applicants might find themselves involved in role-playing conditions or assessment tests that will help in understanding their readiness for the work. Examples of these activities are case studies, presentations, group debates and role-playing.

During the assessment phase, Prime Jeans Culture Ltd. takes the following actions to choose candidates: During the assessment phase, Prime Jeans Culture Ltd. takes the following actions to choose candidates:

- Conducting simulated drills or development of special skills through role-playing. For example, considering how individuals will engage in tasks, which are met in the actual life

- Looking into the abilities of the person, decision-making capacity, and the probability of her effectiveness in the position.

- Provide prospective students data about previous enrolment records of Prime Jeans Culture Ltd. and ask them to predict future admissions trends.

e. Reference Checks:

Prime Jeans Culture Ltd. may certainly cross reference the references before choosing a last contender to affirm the candidate's performance, the credibility of the credentials, and the work history.

To survey the provided references will be helpful to deal with the great questions related to the prospective employees' work ethic and prior performance.

Prime Jeans Culture Ltd. adheres to the following guidelines throughout the Reference Checks phase of the selection process:

- Checking and verifying resume, educational, and work history backgrounds, as well as any additional details related to the application.

- Confirming a candidate by getting hold of references from past employers is one of ways through which fit of the candidate can be checked.

f. Offer and Negotiation:

Having finished the hiring procedure and identified suitable applicants, Prime Jeans Culture Ltd. sends a job offer. The offer in such a case may contain data on the salary, benefits, and other terms of employment. At this stage, the matters may be debated to find out the terms and conditions of the offer.

Prime Jeans Culture Ltd. adheres to the following guidelines during the Offer and Negotiation stage of the selection process:

- Shaping employment offers for selected applicants.
- Developing a commencing date, benefits, and salary agreement through the process of negotiating the job contract.
- Providing the information on how to proceed, what to expect and answering the candidate's inquiries or fears.

g. Onboarding:

When the candidate accepts the job offer, he/she begins the process of onboarding. This implies the introduction of the new employee, supplying him or her with the required equipment and training, and making the transition to their new role as smooth as possible.

Onboarding is the last phase of the selecting process, during which Prime Jeans Culture Ltd. does the following actions: Onboarding is the last phase of the selecting process, during which Prime Jeans Culture Ltd. does the following actions:

- Ensuring the uninterrupted integration of onboarding new employees into our organization.
- This may include providing the necessary paperwork and orientation materials.

The selection process is carried out on a professional, open and fair basis by Prime Jeans Culture Ltd that ensures the selected candidates have the abilities, credentials, and qualities that are needed to do well in their jobs in the organization's plan.

Chapter-04

Major Finding

4.1 Major Findings of Recruitment and Selection Process of Prime Jeans Culture Ltd.

Major Findings of Prime Jeans Culture Ltd:

1. Short listing and evaluation control are also part of the recruitment process. Prime Jeans Culture Ltd Structurally follows all procedures.
2. Prime Jeans Culture Ltd. also has a recruitment plan. Through this plan, companies identify their vacancies, evaluation analysis, and job description.
3. Prime Jeans Culture Ltd. has no online recruitment option. As a result, they are not able to recruit many talented graduate students. This requires some change in recruitment planning.
4. Prime Jeans Culture Ltd. has a clear recruitment strategy that comprises posting the jobs, interviewing the candidates, screening the candidates, and selecting the application.
5. Reference Checking is also a part of the selection process and In the field of reference Prime Jeans Culture Ltd it is verified how long the referred person has worked in our company.
6. Prime Jeans Culture Ltd uses a number of procedures throughout the application screening phase to choose the most qualified candidate for each position; it is also part of a selection process
7. Initial assessment is a part of the selection process. The company provides personality and machine setup test to measure candidates' skills, abilities, which is needed for their position.
8. Prime Jeans Culture Ltd usually eliminate unsuitable candidates through primary interviews. Primary Interview is generally a briefing process. with a short exchange of information regarding the candidates age, work experience, interest, certificates etc.

Chapter- 05

Recommendation & Conclusion

5.1 Recommendations:

Prime Jeans Culture Ltd. should focus on enhancing the company's human resources practices in the areas of staffing, training, and employee assistance services. In doing the said actions, the company will be in a position to surmount the present problems and adjust on the currently un-favorable status of the international counseling services market.

- 1.** Prime Jeans Culture Ltd. needs to change the job specification in order to make it clearer, attract the better candidates faster, and find out more about the applicants.
- 2.** The interviews conducted by Prime Jeans Culture Ltd. should not be limited to the academic performance only, but should include the ability and other aspects as well.
- 3.** For the purpose of the storage of applicants' resumes, Prime Jeans Culture Ltd can adopt an online recruiting model. That way, this strategy would reduce the time and cost of the hiring process.
- 4.** In my opinion, information and suggestions about improvement of processes can be helpful for Prime Jeans Culture Ltd. especially for new employees. Analysis of the customers' feedback will help in determining the future recruitment approaches and the problem-solving process.
- 5.** It is important to ensure that candidates are well screened during employment, placement or selection in order to ensure they are placed in the right jobs. For the best results in labor efficiency, assessment and alteration of position strategies should be done from time to time.
- 6.** Prime Jeans Culture Ltd. adopts such formal methods of recruitment as appraisal and shortlisting. Such procedures are likely to facilitate the integration of customer input into the process in an effort to enhance general performance and fine-tune recruitment projects.

5.2 Conclusion:

The Prime Group can be definitely held among the best clothing manufacturers both in the country and outside it. I have been working here for quite some time now and I am pleased with it as well because I have been able to get a good grasp of some things that will be useful to me in life. Many labels in the fashion industry are currently booming. I guess this would be a challenging job for the Prime company to compete with, in future. I feel though if they continue to improve and make the right moves, they will have a great impact on the market in the future. When the Prime Group expands, it will be doing so either directly or indirectly and so will serve the economic purpose of Bangladesh.

Many unemployed people will be getting employment, and the other small enterprises are hopefully going to be uplifted by the success of Prime Group. The selling point of Prime Group based on the questionnaire I completed may help the company find out the market gap and obstacles.

Reference:

1. Collected Prime Jeans Culture Ltd. Information from this link.
<https://www.primejeansbd.com/intro.html>
2. Bhoganadam, S. D., & Rao, D. S. (2014). A study on recruitment and selection process of Sai Global YarnTex (India) private limited. *International Journal of Management Research and Reviews*, 4(10), 996
3. Recruitment and selection process, human resource management, assignment help. (n.d.). Live Tutors - 24/7 Online Tutoring, USA No 1 Homework Help Service.<https://www.expertsmind.com/topic/human-resource-management/recruitment-and-selection-process-94040.aspx>
4. A. Kundu, A., Polley, S., Chatterjee, & Chakraborty, S. (2021). A study on finding the most effective social media platform for the E-recruitment process. *Interdisciplinary Research in Technology and Management*, 451- 455. <https://doi.org/10.1201/9781003202240-71>
5. Monday Ojochide, I. (2017). Personnel selection and person-organization, jobfit, implication for employees' performance in Nigeria. *International Journal of Scientific Research and Management*. <https://doi.org/10.18535/ijstrm/v5i11.03>