

**Internship Report**

**On**

***Recruitment and  
Selection Process***

***of***

***Abdul Monem***

***Limited***

**Supervised By:**

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**Submission Date:**

## Letter of Transmittal

Md. Siddiqur Rahman  
Assistant Professor & Associate Head  
Daffodil International University

Subject: Submission of Internship Report

Dear Sir,

This is a great chance for me to present my internship report on “The Study on Recruitment and Selection Process of Abdul Monem Ltd.” I feel great as I got the opportunity to do my internship in Abdul Monem Ltd. It is a great opportunity to represent my internship report under your supervision. I am thankful for your guidelines.

I would also like to express my heartiest gratitude to Abdullah Al Noman, Assistant Manager of HR, whose guidance helped me to get in to the assigned tasks recruitment and selection process of Abdul Monem Ltd. for providing me supreme guidance during my tenure at the organization as an intern.

I tried to put my best effort for the preparation of this report. Thank you once again for your boundless assistance and supervision.

Humble Regards,

Sanowara Najnin  
ID number: **172-11-5546**  
Program: BBA

## Approval Certificate

Sanowara Najnin, Major in Human Resource Management, Department of Business Administrations Daffodil International University, ID: 172-11-5546 has completed internship report under my guidance. She completed this report on ``Recruitment & Selection Processes of Abdul Monem Limited''. The information of and conclusions in this study appear to be accurate. This is accepted for presentation at an internship.



.....

Siddiqur Rahman

Assistant Professor and Associate Head  
Faculty of Business and Entrepreneurship  
Department of Business Administration  
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## **Declaration**

Sanowara Najnin, ID : 172-11-5546, officially certifies that the report I have submitted, titled "Recruitment & Selection Processes of Abdul Monem Limited" This internship report is made of the basis of my own experience and written just for academic purpose.

Sanowara Najnin

.....

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Program : BBA

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## **Acknowledgement**

Every successful work requires support and guidance to achieve its goals and objectives. This report also received support from many individuals, and most importantly, the blessings of the Almighty Allah. I would like to express my gratitude to the authority of my University for conducting this internship program. Additionally, I extend my respect and heartfelt appreciation to Md. Siddiqur Rahman, Assistant Professor & Associate Head, for his excellent cooperation, without whom preparing this paper would have been impossible. I also acknowledge with gratitude the support received from Abdullah Al Noman, Assistant Manager of Human Resource Department. I sincerely appreciate the cooperation of all these individuals, which will always be remembered. Although I have prepared this report, it would not have been possible without the help and assistance of these individuals. Therefore, I would like to express my thanks to all of them once again. Thank you.

## **Executive Summary**

This document, "Recruiting & Selection Process of Abdul Monem Limited," details the multiple demanding and drawn-out steps required to accomplish staff recruitment. It has also been noted that HR managers are required to carry out a certain set of tasks that have an impact on and influence the organization's workforce as well as horizontal intakes and the recruiting process. I have written out the typical hiring method, the technique I followed, and instructions to follow at the company. I have discovered a number of noteworthy discoveries and solid, practical recommendations that could be valuable to the company. Additionally, the report was written using correct APA citation and a standardized manner of referencing, and all of my material was obtained from secondary sources. Additionally, I've highlighted a number of significant points in the annexure section that might support the correct recruiting & selection process. According to the report, AML (Abdul Monem Limited) has a very strong HRM department and HRM policy. Also, AML is always committed to providing proper safety & health for its employees. A number of programs have been implemented to ensure the safety and health of employees. AML gives more emphasis on their communication with employees. To sum up, all the steps consummate the entire HR department of Abdul Monem Limited. The findings ensure that the company adopts all the steps of the recruitment and selection of new employees that cause an effective and efficient manner of employee gathering and selecting the appropriate talent for the vacant position with the purpose of retaining the employees to the company for a long time with making them happy and satisfied.



# Chapter 1

## 1.1. Introduction

Abdul Monem Limited (AML) is a prominent diversified business conglomerate in Bangladesh. Our key commitment is "Touching Lives Building Capabilities" The organization was established in 1956 by the respected Managing Director and Chairman, Mr. Abdul Monem, who still successfully leads it today with his two eligible sons as Deputy Managing Directors (DMD) of the company, namely Mr. A.S.M. Mainuddin Monem and Mr. A.S.M. Mohiuddin Monem.

AML has been a trailblazer since 1956 and continues to set the benchmark for others to follow. Our core competency lies in our ability to mobilize resources for executing infrastructure projects on a large scale thereby demonstrating our ability to shoulder the initial risks associated with such ventures and proving our sustainability during the prolonged development period.

Over the years AML has gained vast expertise in the infrastructure and development project arena, enabling us to deliver products and services that meet international quality and service standards. We are also the bottler of Coca Cola, producer of the top ice-cream brand Igloo, Igloo milk and dairy products, Igloo food items and snacks, manufacturer of pharmaceuticals, maker of auto bricks, bitumen, and other selected construction materials. In 2015, we were awarded the development of Abdul Monem Economic Zone (AMEZ), one of the country's first private economic zones, on our 216-acre land in Daudkandi, Munshiganj. All of these strategic units are intended to leverage the parent company's strength and contribute to the national economy by generating employment opportunities for fellow citizens. Despite starting as a family-owned business, AML has transformed into a modern-day, multi-disciplinary business group that provides value to our customers. Thus, our priority is to focus on building capabilities to infuse strength and character in our people, business partners, associates, and stakeholders, resulting in the establishment's robust and dynamic growth. Therefore, our policy mandates that we take responsibility for their safety and security, as well as their health and welfare. We take great pride in actively contributing to the community and society as a whole through corporate social responsibility and engagement. Our ultimate goal is to use our valuable resources to create value-added products and services that contribute to Bangladesh's economic, social, and environmental progress and prosperity. Our aim is to lead by example and learn from everyday experiences, setting high standards for our people at all levels and consistently meeting them.

## 1.2 Objectives of the Study:

The research has following objectives

- ✚ To analyses the recruitment Process of Abdul Momem Ltd;
- ✚ To explore the selection steps and process of Abdul Momem Ltd;
- ✚ To identify the problems of Recruitment and Selection process;
- ✚ To provide some recommendations based on problems;

## 1.3 Methodology:

This analysis is essentially a synthesis of primary and secondary data. The primary data was collected from various officers at Abdul Monem Limited through direct questioning, while the secondary data was gathered from other sources. The information obtained from the officers was highly restricted due to the organization's desire to maintain confidentiality

**Method:** Qualitative analysis

**Research Type:** Exploratory in nature.

### Qualitative Analysis:

Qualitative data focuses on the interpretation of meanings and the way individuals perceive and think about them. AML adheres to a pattern-based approach that is a fundamental characteristic of this type of data. As such, qualitative data refers to transcribed information that researchers use in their methods to generate precise and robust outcomes following data analysis

### Sources of Data:

#### 1.Primary Sources:

Personal Observation: In additional of practice attachment which different works. I saw an interview board in this short three- month internship. I created a questionnaire and survey employee, manager and analyze it. The questionnaire was handed back in confidence of no material to be published hence only for the use of the research, it comprised of about six parts and

hence is attached in the appendix. The three factors to keep in mind when collecting data are the Validity, Reliability and Easy to use.

<b>Primary Sources</b>
<b>Abdul Monem Managers</b>
<b>Abdul Monem Staff</b>
<b>Abdul Monem HR policies</b>

## **2.Secondary Data**

<b>Secondary Data</b>
<b>Official documentation</b>
<b>HR Policies Books</b>
<b>HR Professional magazines</b>
<b>Various website</b>
<b>Text book</b>

### **1.4 Limitations:**

Some constraints were encountered during the development of this internship report. Some of these constraints are outlined below:

- Each organization has its own confidential information that is not shared with outsiders. During data collection, internal policies that may jeopardize organizational confidentiality were not disclosed.
- Certain internal information was not accessible to us, and the organization did not reveal those details to us.
- Understanding an organization's policies and systems in just three months is a challenging task for anyone.

## Chapter: 2

### Organizational Profile

One of the most successful and cherished businesses is Abdul Monem Limited. Abdul Monem Limited (AML) was founded in 1956 by Mr. Abdul Monem. Since then, it really has taken the high road to success and established itself as a model for all businesses that came before it.

#### **Vision:**

This Roadmap is the physical manifestation of AML's goal. The company's mission is to use its resources as efficiently as possible to create new, more valuable goods and services that may help boost Bangladesh's economy, society, and environment.

#### **Mission:**

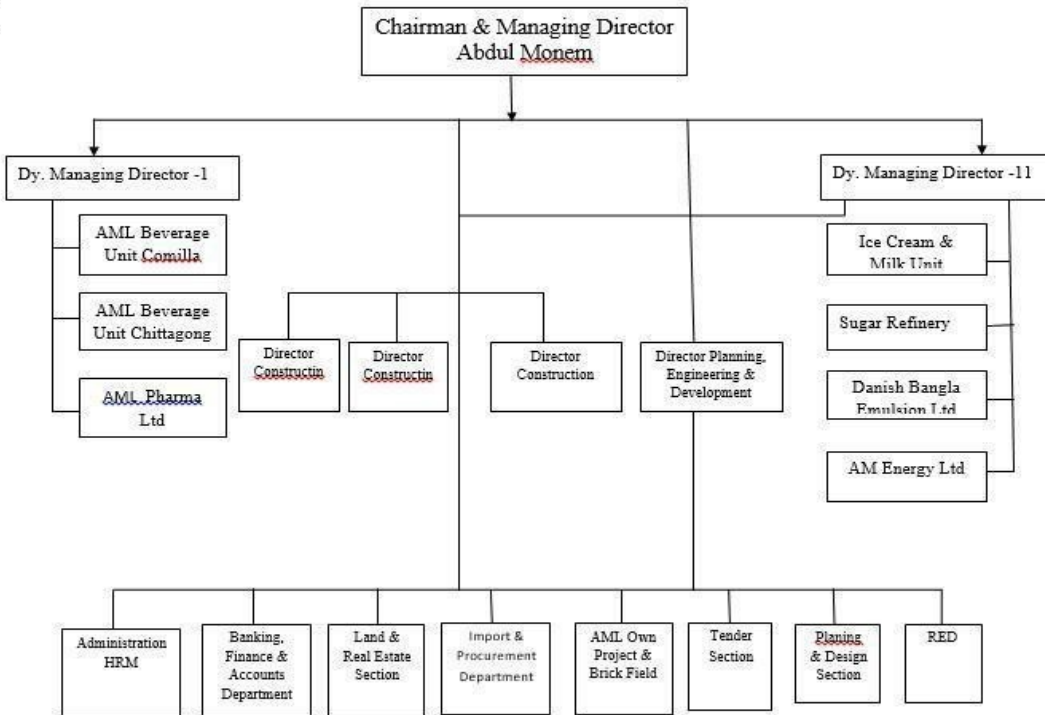
The AMLBD Mission Statement is the basis for their Strategic Plan. They try to fulfil growth of AML's business, with the end goal of positively impacting the local economy and the nation as a whole, by developing products and services, and establishing long-lasting relationships with business associates and stakeholders.

#### **Objectives:**

These three factors are the inspiration for the company's fundamental principles and values:

- The respected MD Sir had this to say about the company's employees: "Our people are our strength." So it's important for the organization to foster them and give them avenues for reaching their full potential. In addition, they emphasise the importance of doing the right thing by our customers, our business partners, and society as a whole while developing and distributing our high-quality goods and services.
- The secret to our success is a positive perspective, which we call prosperity. The economy, society, and nation all benefit greatly from AML's work. To that end, the firm is promised to deliver its valuable customer with the high quality goods and services probable by making full use of cutting-edge technology and the expertise of a highly qualified and enthusiastic staff.
- "We investigate for advancement." — Progress. The corporation is committed to long-term success and growth through investing in the well-being of present and future generations in the United States. As a result, they are always looking for new ways to improve and raise the bar for those involved.

**Achievements and Recognitions:** For outstanding performance, Abdul Monem Limited achieved so many corporate and government awards. Those are given below,



- ✚ The President's Awards
- ✚ The longest TAX payer award
- ✚ The longest VAT payer award
- ✚ IFAWPCA gold medal
- ✚ Business person of the year 2008, Bangladesh
- ✚ Commercially important person of 2010, 2011 & 2012
- ✚ Excellence for business performance from Jamuna Bank Ltd
- ✚ Igloo- No.1 ice-cream brand by Bangladesh Brand Forum
- ✚ Other recognition from various Government departments for business performance, corporate governance and contribution to national development

### **Some Concerns of AML:**

- ❖ Igloo Ice Cream Unit
- ❖ Igloo Dairy Limited
- ❖ Igloo Frozen Food (Delifrost)
- ❖ Igloo Foods Limited
- ❖ Abdul Monem Sugar Refinery limited
- ❖ AM Rice Bran Oil
- ❖ AM Auto Bricks Limite

### **Abdul Monem Limited Construction:**

Abdul Monem Limited (AML) main concern has been its huge and of powerful construction works. Some of their construction projects are given below,

- The Bridge of Jamuna Roads Project. Dhaka Mukti Sarani to Daudkandi Road chunk of Dhaka Chittagong Highway
- Syed Masud Rumi Bridge is another Construction project.
- Kushtia – Rajbari Road another project.
- Mohila Polytechnic Institute at Khulna Divisional Head Quarter.
- Abdul Monem Sugar Refinery Limited factory.
- Beautification Project, Widening and Beautification of Airport Road from Banani Rail crossing to North side of Mohakhali flyover.
- Overlay with providing correction course from 13th to 18th km of Banani – Tongi Joydevpur Road under Dhaka Road Division.
- Construction of Part 2 of the Flyover at Mirpur – Airport Road.

### **Target industries for AMEZ:**

- Environment-friendly high-value garments and related industrial units
- Textile & apparels
- Electronics & ICT
- Plastic
- Furniture

**Objectives of AMEZ:**

- Distribute an exceptional area where the shareholder would find investment environment
- Make sure profitable manufacturing facilities for hybrid industries
- Create significant occupation opportunities for all economic growth and enlargement
- Create tax and non-tax revenues for government fund
- Accomplish imperishable all-inclusive green growth strategies that combine but not limited to investment formation
- AMEZ as a worldwide plenipotentiary of Bangladesh being the stimulus of commercial and civil enlargement in the region

**Proposed Facilities of AMEZ:**

- Industrial plot for long or short term lease facilities
- On-site foreign employee apartment facility
- Security services
- One-stop administrative services
- Emergency medical facilities
- Day care center facilities
- Warehousing facilities

## Chapter:3

### **Literature Review Impact of Effective Recruitment Process on Employee Performance of a Company:**

The ability of a firm either institution to select most qualified applicant for a position is reflected in how well its recruiting and selection processes have been implemented. In Bangladesh, practically all companies rely heavily on their own networks to find qualified people. However, it does not address the issue of narrowing down the application pool to one that best fits your needs. Obviously, if you're doing a good job of recruiting and selecting, you'll have an easier time finding the finest possible people to fill certain roles. We all know that firms find new personnel through both internal and external channels, which both play important roles in the selection process. Individuals who were hired via applicant criterion, and that are the inside provenience, have less income charge rather than other cluster, according to study conducted by Cornelius and Decker (1979). (depending on the measure). Similarly, Breaugh's (1981) research suggests that scientists are twice as likely to miss work when they are hired through media sources as they are when they are hired through other means. However, the conventional advertising was effective in drawing in a larger pool of potential shop employees. In addition, another study found that scientists hired via the college recruitment scheme performed worse in terms of both quality and rate of advancement than their counterparts who were chosen via professional journals and circulars. While it's true that hiring from inside can have its benefits, a structured recruitment and selection process can help a company find the best applicants for open jobs by sifting through a huge number of resumes.

I questioned a key person in Abdul Monem Limited's middle management, in reference to the company's emphasis on fairness during the hiring and promotion of new employees. Since we cannot reveal his identity for legal reasons, we will just paraphrase what he had to say about it: "To be mentioned, fair enough is a nebulous concept in such circumstances." When it comes to policy, Abdul Monem Limited's recruitment method correct and translucent, no applicant appear to be of no importance. However, it come to actual implementation, the parallel supplement must be pleased. People in the middle tiers of management of Abdul Monem Limited.

The term "horizontal intake," coined by an unnamed member of our company's staff, refers to the practice of narrowing down a large pool of applicants to a smaller number of top prospects based on their skills, education, and experience. In some cases, though, recommendations from higher-



ups or key staff mean certain people really must be considered. When recommended applicants are added to the pool, the pool's size expands (horizontally) regardless of how well they fit the company's JD (job description) and the job criteria.

Such a circumstance leaves the panel members and recruiters with little choice but to interview and extend a grace period to the applicants. As a result, they end up breaking the rule yet are still obligated to put on the show.

Next, a narrative description of the typical recruitment and selection procedure is provided, providing a more global perspective on the topic.

## **Popular Recruitment & Selection Process**

- When it comes to achieving an organization's long-term strategic goals, few things are more important than successfully integrating HRM processes, of which selection and recruitment is the bedrock. Organizational success rises as hiring methods are refined.
- Dessler states that all organizational processes and choices related to hiring and firing employees fall under recruitment and selection, making it a crucial part of HRM (Dessler, 2007). Rowley and Benson (2002) argued that HRM's incorporation into the technological sphere would lead to growth. In addition, (Lam & White, 1998) laid forth their view that it is crucial to integrate selection and recruiting processes with company strategy in order to meet the difficulties of HRM.
- Decenzo and Robbins' definition centers on the process of identifying qualified job candidates and matching them with an organization's unfilled vacancies. Recruitment may be collection of operations as an organization to attract job seekers who have the talents and competencies required to aid the business in accomplishing its goals. However, selection is the final step in the recruiting process since no company can choose the best applicant if they don't conduct a thorough selection procedure. His comments, as according the necessity of a competent selection system, the lack of which would result in the non-selection of qualified applicants, which would have a detrimental effect on the organization. The ideal selection process, as described by Decenzo and Robbins, consists of the following stages: candidate form fillup, initial applicant put out and interview, written exam; complete candidate reference medical testing, then job offer.

## **Recruitment Process**

The process of hiring and selecting new employees is not a simple one, including as it does many different people and formalities. When it comes to hiring new employees, the majority of businesses throughout the world use essentially the same methods, with the only real difference being the terminology used to describe the various stages of the process.

Almost every facet of the recruiting and selection procedure at The University of California, Riverside (UCR) is documented in detail here.

That is suggested that the ensuring procedures to enhance the effectiveness efficiency of the hiring process and to ensure compliance throughout the whole procedure. In each section, you'll find the bare minimum of what's recommended as best practices for drawing in a competent and diverse candidate pool. It goes like this:

### **Step 1: Recognize Position and Estimate Require:**

The most important stage locate the open condition & assess extent to which it requires filling. When filling a newly established job, it's important to think about whether or not the role or responsibilities will be affected by the changes being made, and whether or not the post has to be filled as soon as feasible. Performing a job analysis can shed light on the problem by revealing the essential but currently absent talents that are essential for future success. However, while looking to fill an empty position, it's important to consider not just the duties the outgoing worker was responsible for but also any new or changed responsibilities, the current workload, and the availability of the position.

### **Step 2: Develop Position Description**

**The recruiting manager should determine the following prior to creating the job description:**

- General Details Position
- Objectives Key Duties Required Skills & Experience
- Desired Abilities & Experience

**Position Purpose:** The statement should include a concise summary of the position's primary responsibilities and how those responsibilities contribute to the overall success of the department, team, or other organizational unit.

Non-Career roles will have their predicted duration included, as well as a clear depiction of the function and its link to the department, organization.

A statement of the any pre-employment assessments, if necessary; a list of open positions if more than one is being filled through recruitment;

**Imperative Job Position:** Develop imperative job position should be follow:

- Requirements That Must Be Met: The qualities or requirements that have been publicly stated to potential candidates and presided over in advance are known as minimal prerequisites. It consists of: Required, non-competitive, business-related objectives; The stated and bottom-level requirements must support the accomplishment of required responsibilities.
- Preferred qualifications include those that focus on applicable work experience and understanding of relevant policies and regulatory actions
- It is not required to present your academic credentials.

### **Step 3: Develop Recruitment Plan:**

Recruitment for each post is necessary, and it must be approved by the organizational unit. The approach for recruiting and hiring the most qualified candidate is laid out in a properly constructed recruitment plan, which also contributes to a large applicant pool.

The components of the recruitment plan are as follows:

- Diversity agencies,
- resume banks,
- additional advertising resources,
- posting period,
- placement objective

### **Minimal advertisement essential should be follow:**

They are given below,

#### **Placement Goals:**

Recruitment needs placement goals, therefore it is a clear responsibility to assess those goals, which will open door to accomplishing the target that has been set.

#### **Advertising Resources:**

It encompasses many channels for advertising, such as newspapers, websites, newsletters from businesses, employment agencies, campus hiring events, job fairs, social media, etc.

**Diversity Agencies:**

It expounds on improving connections and a candidate pool with agencies so that prospects may have a clear understanding of the organization goal and vision.

**CV Banks:**

Considered to be a significant resource for locating knowledgeable and talented workers, where job seekers post their resumes before being sorted and selected by personnel of businesses.

**Step 4: Choose Search Committee:**

Forming a selection committee ensures that candidates going from an initial interview to the final evaluation are examined by several people, reducing the likelihood of any one person's prejudice affecting the results. The person doing the hiring will choose people who will have direct and indirect contact with the applicant during the course of their work. From an administrative standpoint, the search committee will be overseen by an Affirmative Action and Compliance Liaison, who will be selected from among its members.

**Step 5: Position and Implement Recruitment:**

- Departmental HR Coordinators will assess the request and provide it electronically to the HR Classification Analyst for classification assignment after the request has been granted.
- After the requisition has been submitted, the required number of days have passed, applications will be reviewed and disposed of; internal candidates will apply through the standard channels, and their resumes will be considered alongside those of external applicants; and gradual supervision and follow-up are thought to be the secret to a fruitful recruitment and selection process. Members of the search committee can keep an eye on applicant pools for each opening with careful evaluation and analysis.

**Step 6: Review Applicants & Short List:**

Candidates will apply for the position via the company's website after it has been posted. Applicants are those who apply by filling out a digital form with all of the necessary information. Any and all candidates must be considered. It is important to note that all members of the committee should analyze each application to guarantee a fair and thorough assessment of their qualifications. Each member of the selection committee is welcome to weigh in on how well each Applicant meets the position's basic requirements.

Once the applications have been reviewed, a list of potential candidates is compiled. If the final application pool is deemed diverse and easy to understand, the list is approved, and candidates will soon be called for interviews.

## **Selection Process**

### **Step 1: Manage Interview:**

Interview is the very crucial part of the recruiting and selection process since it acts as the first line of defense in weeding out unqualified candidates and gives the interviewers a chance to learn more about the candidate.

How to Ace the Interview: The interview procedure begins once the HR department approves the final candidate list. Interviews are a chance to test a candidate's knowledge and abilities, as well as confirm the details they listed on their résumé and application. Interviews maintain their significance when a few targeted questions about abilities and interests are asked. Reviewing the applicant's resume for making a note to follow up on any particular disclosures may be necessary.

- Questions and a framework for conducting interviews
- When will the interview take place, and who will be conducting it?
- Questions that candidates may have include:
- When they may expect to start working;
- If they need to provide a sample of their previous work; and Anything else that wasn't covered in the job description.

**Interview Questions:** The best way to learn as much as possible about a prospect is to ask them direct, job-related questions. Competency-based interview questions are also encouraged, since the answers to these will demonstrate whether or not the candidate is qualified for the position based on whether or not they match the company's key strengths.

**Candidate Evaluation:** One's primary responsibility at an interview is to make an accurate assessment of the candidate based on their performance there. Following is demonstrated one of the many methods available for evaluating performance:

**Welcoming the Interviewee:** When there are many people to interview, it might be exhausting for the panel members to continue the process. The participants must act effectively to uncover the real qualities of the interviewee and execute the session successfully. The following are some

Fig: Competencies Weighted Sheet (Safety Culture, 2022)

- It is recommended that someone outside of the interview panel be in charge of running the

Competencies Weighted Rating Sheet

Competencies	Weight Assigned	Weight Scale: 1 – Low importance; 2 Medium importance; 3 High importance Rating Scale: 0- Not competent; 1-Low competence; 2- Medium competence; 3-High competence											
		Wt.			Rating			Wt.			Rating		
Communication		0	X	=	0	0	X	=	0	0	X	=	0
Diversity and Inclusion		0	X	=	0	0	X	=	0	0	X	=	0
Employee Engagement		0	X	=	0	0	X	=	0	0	X	=	0
Innovation and Change Management		0	X	=	0	0	X	=	0	0	X	=	0
Job Mastery and Continuous Learning		0	X	=	0	0	X	=	0	0	X	=	0
Resource Management		0	X	=	0	0	X	=	0	0	X	=	0
Results Orientation and Execution		0	X	=	0	0	X	=	0	0	X	=	0
Service Focus		0	X	=	0	0	X	=	0	0	X	=	0
Teamwork and Collaboration		0	X	=	0	0	X	=	0	0	X	=	0
People Management		0	X	=	0	0	X	=	0	0	X	=	0
				Total	0			Total	0			Total	0

\*Note:

0. Not competent: The candidate does not demonstrate competency.
1. Low Competence: The candidate illustrates ineffective behaviors.
2. Medium competence: The candidate illustrates behaviors at the operational level.
3. High Competence: The Candidate illustrates behaviors at the mastery level.

session, answering applicants' questions, and guiding them through the process from the moment they enter the room until they leave.

- It's important to give each applicant a chance to speak and respond during the session. This is crucial since the interviewer will learn a lot about the prospect and decide if they are qualified to fill the position based on what they hear throughout the conversation.
- Before asking a candidate questions about their qualifications, it is important to carefully review their resume and conduct a thorough examination. It's also possible to take notes and inquire for clarification if needed.

- Wary of asking any open-ended or speculative interview questions

**Step 2: Select Hire:** Interviewees who made the cut will receive a phone call from the panel after the session to let them know they made the cut and to go through any further questions they might have about the position and what kind of results to expect. The selecting process must be documented to prove the final choice. As one of the most critical and consequential procedures, you must remember the following:

- The chosen one was chosen entirely on the basis of his or her qualifications and eligibility.
- A favorable impression has been formed that the chosen individual(s) would faithfully carry out the Department's aims and responsibilities.
- Reference Check: Regardless of a candidate's skills, expertise, or talents, a reference check may provide invaluable insight into their conduct and job performance in previous positions by contacting former employers for feedback. The biggest indicator of future success is prior performance.
- Additional hiring requirements may be mandated depending on the specifics of the role. The organization doing the hiring is responsible for paying for any expenditures related to these requirements.

**Step 3: Finalize Recruitment:** A last review of the selection procedure should be performed before reaching conclusion and hiring the shortlisted applicants:

The job description is fair and accurate; candidates are chosen solely on the basis of their past experience and skills; and interviews are conducted with relevant and acceptable questions.

Verification that all qualified applications have been interviewed, and that qualified candidates are being chosen in a fair and consistent manner. Discussion of the Offer:

- To attract and retain top talent, organizations should provide a compensation package that is above and beyond what is being offered by their rivals in the present market.
- Pay, benefits, retirement, and a gratuity fund must all be specified before an offer may be finalized.
- Before ending the recruiting process, it's important to keep all recruitment paperwork in a secure location and treat it with the utmost discretion. This includes notifying unsuccessful applicants of the outcome of the process and expressing gratitude to those who applied. Following are some recommended steps to take in order to ensure a smooth selecting process:
  - Documentation also includes the steps taken by the HR Coordinator of the relevant department to notify people who were interviewed but not chosen of the outcome (at the very least, by phone or email).
  - The Departmental HR Coordinator is responsible for ensuring that the necessary recruiting paperwork are submitted through the Applicant Tracking System (ATS).



## Chapter 4

### Analysis

#### 4.1 Recruitment and selection procedure of Abdul Monem Limited:

A flowchart depicting the steps required in hiring new staff is known as a recruitment and selection process flowchart. It visualizes the various steps of the recruitment plan so the hiring manager can keep track of candidates' development. Screening possible candidates, evaluating their qualifications, and making hiring decisions are all part of this process. The purpose of a hiring process flowchart template is to help a company narrow down the list of potential candidates and choose the best new hire for the role. The following is a flowchart of Abdul Monem Limited's universally applicable recruiting and selection process.

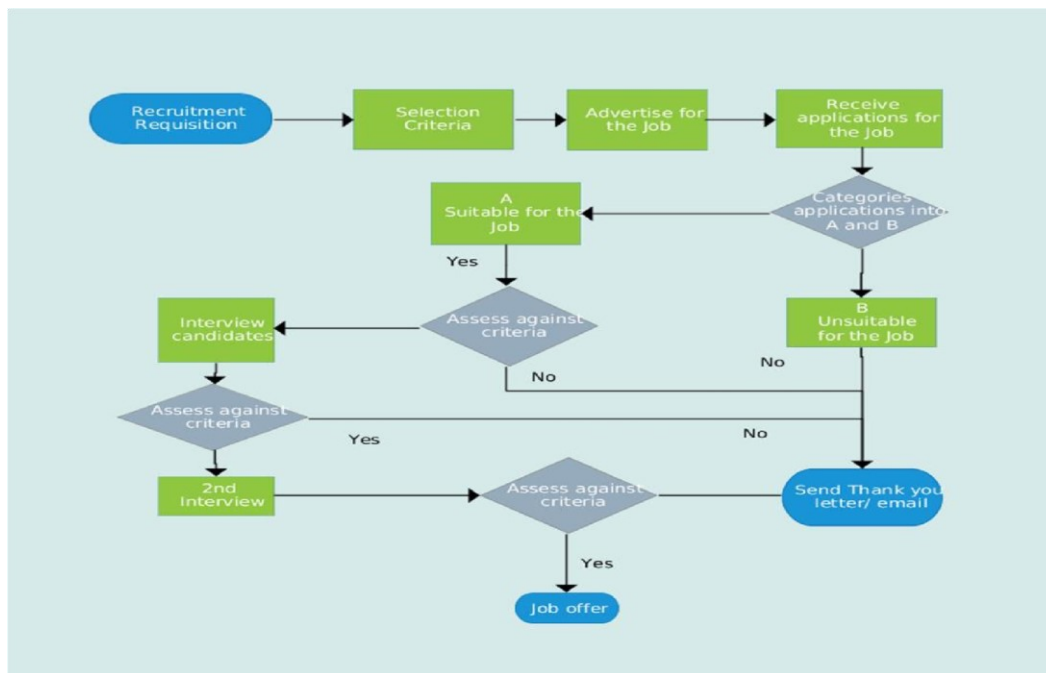


Figure 1. flowchart of the process of recruitment & selection

This flowchart shows recruitment and selection process of Abdul Monem Company that implies, at first, in the recruitment process, the selection criteria is being determined, then the job circular is advertised according to those criteria, applications are received, applications are being scrutinized and the applicants' meeting criteria go for next step and the candidates who are unsuitable, they are given thanking letter for applying. Then the selected applicants are inviting to interviews who are being passed go for 2<sup>nd</sup> interview and who not, gets thanking letter. After the 2<sup>nd</sup> interview, who has passed, gets the job offer, and who have not, gets the thanking letter.

## **Part-A**

### ***Analysis of Recruitment and Selection Strategies Practices***

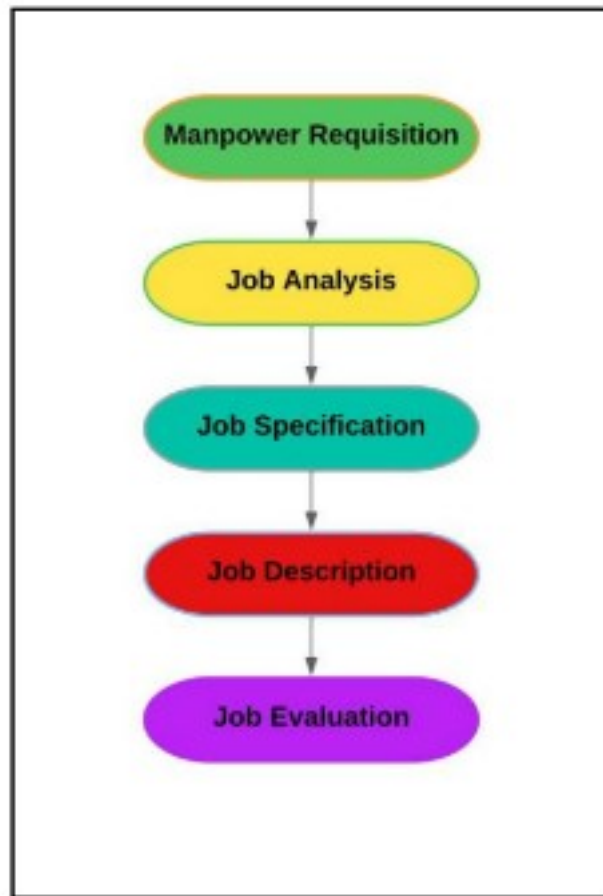
#### **4.2 Recruitment**

##### **4.2.1: The Steps of Recruitment Company (AML) followed:**

Recruitment is a core function of the Human Resource department. Is a process that involves everything from identifying, attracting, screening, shortlisting, hiring, and onboarding *employee* Before I go into detail about my personal experience with Abdul Monem Ltd's hiring process during my internship, it's helpful to examine the organization's careful attention to detail and the weight it provides to the selecting process as a whole.

For more over sixty years, Abdul Monem Limited has been one of our country's most admired and well-known business empires. When it comes down to the wire, it's clear that the firm has a variety of challenges that can only be overcome with the help of talented, visionary, prudent, and dedicated workers who help the company stay ahead of the competition. People with the right qualifications are seen as the most important factor in a company's success. A successful recruiting and selection process is crucial to achieving a company's goals and moving the needle forward. The recruitment process implies that the first step of this process is to identify the job requirement for the vacant positions, then to conduct job analysis to prepare well-furnished job description and job specification so that the candidates can decide whether they are job-fit or not, then advertise the job circular to attract candidates with the purpose of creating an applicants' pool, then receiving the applications and managing them, making an initial screening of applications by reviewing their attached CVs, scrutinizing the applications and shortlisting the candidates who have maintained the basic requirements of the job.

*The Steps of Recruitment Company (AML) followed:*



*Figure: The Recruitment Process of Abdul Monem Ltd.*

**a. Manpower Requisition:** Initiated by a need for new workers or from the needs of existing clients, recruiting and selection is a continuous procedure. If a position has to be filled, either as a replacement for an existing one or because a new one has opened up, the relevant department will fill out a recruiting requisition form and submit it to HR for approval by the MD.

When a post opens up in one of the current departments, that department will notify Human Resources right away. The CHRO has the option of first looking internally for qualified candidates before casting a wider net. The company's head of human resources has the authority to recommend any qualified member of staff from any department for any open post in exceptional circumstances and when a speedy judgement is required.

Moreover, each Department for a new position follows the following procedures:

- If a new position has to be made, the department head will ask the HR department's head for permission to do so, providing a detailed job description for the role and an explanation of why it's necessary. The HR department's head will then forward the request on to the Managing Directors Board.
- Each new hire requires approval from the Managing Director, and the HR head can offer advice on how to fill the position. HR is also responsible for ensuring uniformity in the company when it comes to the addition of new positions. Human Resources checks to see if related jobs are assigned to the same grade level, and if not, moves them up or down as necessary.

### **b. Job Analysis:**

Gathering and evaluating data regarding tasks' content, human requirements, and the environments in which they are performed is called job analysis. Jobs are assigned using this method.

- A clear definition of how and to what extent the employee will be involved in the process of analysis. Thus, he recommends double-checking the information by contacting former employers and the outgoing employers to ensure the information is accurate;
- Predetermining the scope of the job analysis helps the recruitment process stay on track as well as classifying whether the job is specific or not;
- When recruiters analyze jobs, they are able to identify whether they are new, whether they have been around for a while, or whether they have been altered by changes in management or technology.
- It is helpful to analyze the job so as to identify whether it requires that the status quo be maintained or if some changes are expected in the future. It is important to know the latter if the organization or firm experiences steady growth and expectations are that it will grow larger and more advanced, while the former is useful if information about the current job status is needed.

### **c. Job Specification:**

The job description lays forth the necessary education, training, experience, abilities, and competences for the position. Regarded as crucial since the major component of the job criteria, defined at the outset, is demanded in structured selection interview. Human Resources receives assistance from the relevant division in creating job descriptions.

In the job description, you'll find the following details:

- Applicant's-age • Position title.
- Division/Department.

Minimal educational as well as prior work experiences

### **d. Job Description:**

CGC's hiring, placement, performance review, compensation administration, promotion, training, and other personnel activities all start with a detailed definition of each job's duties and responsibilities. The HR department is responsible for maintaining the confidentiality of job descriptions that are produced by each department's head in consultation with HR. It is necessary to amend the job description in the event of any changes to the responsibilities and/or duties. An employee receives a copy of the job description upon hire, promotion, assignment, or whenever it is deemed essential.

### **e. Job evaluation:**

Employees' success on the job is measured by seeing how they use a variety of knowledge and character attributes. Job assessment makes use of a wide variety of techniques, including evaluating jobs, grading jobs, and comparing factors, among others. Equally a bonus, studies show that both approaches are almost as accurate and dependable as one another when it comes to evaluating and pricing certain jobs. It serves as the foundation for discussions on pay and benefits.

### **4.2.2: Sources of Recruitment :**

*The Sources of Recruitment Company (AML) followed:*

There are primarily two categories of recruitment sources from which organizations choose their human resource personnel. Selecting the most competent and suitable individual for a given role is a crucial responsibility. Abdul Monem Limited conducts a thorough search. Those two primary resources are:

- ‡ Internal Sources
- ‡ External Sources

## **a: Internal Sources of Recruitment**

Internal source of recruitment implies the sourcing of employees for the vacant position from the existing employees or the references of the existing employees. The employees getting from the internal sources become more loyal to the company and the process is very cost and time effective. The employees who are ready to promote are the main source of internal recruiting such as succession planning.

Several implications can be found within this section. Here are a few of them:

**i Transfer-** Transfer refers to the reassignment of an employee to another position, typically of comparable nature, without any alteration to their rank or responsibilities. The objective of employee transfers is to allow individuals to gain a comprehensive understanding of the organization's operations, which is necessary for future career advancement.

**ii-promotion-** Internal promotions are a frequently used method of internal recruitment, whereby employees are elevated to higher levels within the organization. When vacancies arise at higher levels, companies often opt to hire from within the organization to take advantage of various benefits. This approach results in lower costs compared to recruiting externally, while also increasing the likelihood of selecting the most qualified candidate, since the company has access to the individual's performance record. Additionally, internal promotions serve as a motivational factor for other employees within the organization, encouraging them to strive for advancement to higher levels within the company.

**iii-Employee Referrals** The current employees have the opportunity to refer their friends and family members to job openings. Since they have knowledge of the organizational culture, job requirements, and working conditions, they can recommend suitable candidates to the management for recruitment. Employee referrals are actively encouraged by organizations as they can save time and costs compared to external hiring processes. Abdul Monem Limited utilizes both employee referrals and a database of previous applicants to fill open positions.

## **b- External sources of recruitment**

**i-Advertisement:** Through newspapers, as it is the most commonly used platform, and on various social media platforms, most notably Facebook. In addition, bdjobs.com and LinkedIn have emerged as the top platforms for posting job advertisements.

**ii) Employee exchange:** An employment exchange is an office run by organizations where details about job seekers such as name, qualification, experience, etc. are stored and provided to employers who are looking for candidates for their organizations.

**iii) Campus recruitment:** Creating a close relationship with educational institutes for the recruitment of students with technical and professional qualifications has become a common practice for external recruitment. Companies visit professional colleges to directly recruit students for job positions.

**iv) E-recruiting:** E-recruiting involves electronically searching and screening potential candidates. Online job portals allow job seekers to upload their resumes online, which are then forwarded to potential hirers. Examples of such portals include bdjobs.com and Indeed.com.

**v) Direct recruitment:** Direct recruitment, also known as factory gate recruitment, is an important source of hiring for unskilled labor who are paid on a daily-wage basis. The company puts up a notice on a notice board or factory gate regarding available jobs, and applicants can apply for the job directly.

**vi) Casual callers:** Casual callers, also known as unsolicited applications, are job seekers who casually come to well-renowned organizations and either mail or drop off their job applications seeking job opportunities. This can be an important source of external recruitment as the personnel department maintains a folder of unsolicited applications.

**vii) Labor contractors:** Labor contractors are a common form of external recruitment where they are employed by the firm or have an agreement to supply workers to the firm for the completion of specific tasks. This method is used for hiring unskilled and semi-skilled workers. The contractor keeps in touch with the workers and sends them to the places where their need arises.

**viii) Walk-ins:** Walk-ins are a direct form of recruitment where prospective candidates are invited through an advertisement to come and apply for a job vacancy. The specified date, venue, and time are mentioned, and candidates are requested to come and give interviews directly without submitting their applications in advance.

**ix) Management consultants:** Private management firms act as a middleman between recruiters and recruits, helping organizations to hire professional, technical, and managerial personnel.

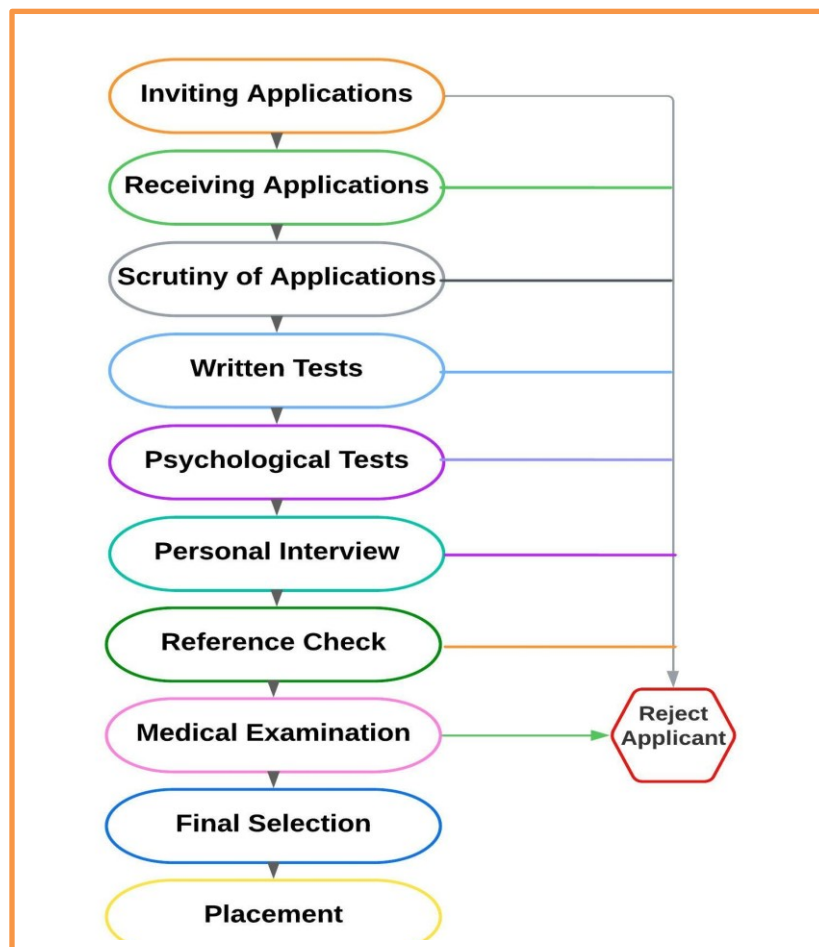
## Part B

### 4.3: Selection Process :

Selection is the process of differentiating between applicants in order to identify (and hire) those with a greater likelihood of success in a job.

Abdul Monem Limited has been one of the most renowned company of our country. The Selection process of Abdul Monem Ltd is picking the right candidate with qualifications to fill the jobs. Though the selection process conduct in 7/8 steps but, the selection process of Abdul Monem Ltd is quite lengthy as it involves a series of 10 steps before making the final selection. The steps are given below;

#### *The Steps of Selection Company (AML) followed:*



**Figure: Selection Process of Abdul Monem Ltd.**



**a. Inviting Applications:** Prospective candidates, whether from within or outside the organization, are encouraged to apply for the position. A detailed job description and job specification are provided in the job advertisement, which attracts a diverse range of applicants

**b. Receiving Applications:** We collect CVs from various sources, including bdjobs.com, and screen the applications based on the job description to determine whether the candidates meet the desired criteria. Only those applicants who match the necessary skills and experience are shortlisted for the initial interview.

**c. Preliminary Interview:** After the initial screening, the shortlisted candidates are called for a preliminary interview at Abdul Monem Limited to determine whether their skills, experience, and abilities match the available jobs in the organization.

**d. Scrutiny of Applications:** Once the application period is over, the applications are sorted out and incomplete or unqualified applications are rejected.

**e. Written Tests:** After the scrutiny of applications, a written test is conducted to assess the technical knowledge and interest of the candidates. If necessary, a second chance may be given to candidates to prove themselves.

**f. Psychological Tests:** Individual psychological tests, such as aptitude, intelligence, synthetic, and personality tests, are conducted to assess the individual quality and skill of a person.

**g. Personal Interview:** Successful candidates from the tests and interviews are interviewed personally by a panel of officers from the top management. Candidates are asked questions about their experience, family background, and expectations from the job. The interviewers identify and note their strengths and weaknesses to make the final selection decision.

**h. Reference Check:** Before offering the appointment letter to the selected personnel, the HR team checks the viability of the references provided by the candidates.

**i. Medical Examination:** Candidates undergo a physical examination to ensure that they are physically fit for the job. They are also checked for any narcotic issues.

**j. Final Selection:** The selected candidate is offered an appointment letter specifying the post, title, salary, and terms of employment. Initial appointment is on probation, and it becomes permanent after a specific time period.

**k. Placement:** Our HR department, after getting all the permission, selected candidates are offered appointment letter after notifying to receive. The appointment letter is the confirmation of recruiting candidates as an employee of the company and also mentioned joining the date.

Appointment letter includes:

1. Job title
2. Duties, including a phrase such as "The employee will perform such duties and will be responsible to such a person, as the company may from time to time direct".
3. Date when continuous employment starts and the basis for calculating service.
4. Rate of pay, allowances, overtime and shift, rates, methods of payments.
5. Hours of work including lunch break and overtime and shift arrangements.
6. Holiday arrangements.
7. Sickness.
8. Length of notice due to and from employee.
9. Grievance procedure.
10. Disciplinary procedure.
11. Work rules.
12. Arrangements for terminating employment.
13. Arrangement for union membership.

After receiving all the necessary documents from the candidate, we congratulate the candidates for a new journey at Abdul Monem Ltd.

# Chapter 5

## Major Findings

### **Findings of the study:**

During the internship period of Abdul Monem Limited (AML) following findings have been found :

- ❖ Abdul Monem Limited (AML) Company follows a effective job analysis structured guideline to recruiting the people and follows 360° process which encompasses a number of different stages.
- ❖ Abdul Monem Limited (AML) Company has a recruitment procedure that is well-coordinated, which may cause unsatisfactory result for selecting employees.
- ❖ AML access to Promotional decisions based on internal sources should be grounded in factual evidence and supported by findings from an objective evaluation process.
- ❖ In some cases AML employers may conduct background checks and verify candidate references during the scrutiny process which pulls a favor in initial stage.
- ❖ At Abdul Monem Company (AML), the written test given to job candidates can be lengthy and some questions may be unrelated to the specific position.
- ❖ During the selection process at Abdul Monem Company (AML), some applicants were subjected to irrelevant questions from interviewers who were not from the same department as the position being applied for.
- ❖ Final selection Procedure is a bit lengthy compared to others company, as a result candidate might lose the other opportunities.
- ❖ AML does not yet offer online recruiting services. As a result, neither we are able to keep track of the total number of applicants, nor can we reuse existing CVs/resumes for continuous scrutiny.
- ❖ On the Other Hand, a Paper-based CV is unable to be stored within an organization due to a high number of applications. For the time being, it is impossible have the data of previous applicants for this position.
- ❖ In AML, there isn't much analysis of the performance evaluation system of employee. It results in AML staff turnover.

- ❖ The time of recruitment AML never ask employees to complied with any local labor law.
- ❖ AML is a very good conducive working environment but the compensation package for entry level are not up to the mark. AML should look into this for increase the motivation of the employees.
- ❖ AML should conduct a thorough evaluation of each Applicants personal reference to ensure that candidates not only have the necessary qualifications and skills for the position, but a clear understanding of the work.

# Chapter 6

## Recommendations

Based on the findings discussed above the following recommendation are made:

- ❖ Online application and assessment should be required more regularly and maintain certain standards.
- ❖ Every sector, especially the Human Resource Management Department needs to start the data analysis process.
- ❖ Time-prolonging in commencing interview should be cut short in AML. Participation in job fair, partnership with educational development institutions should be increase.
- ❖ Database management system has to implement inside the company for securing the Applicants and employee data.
- ❖ When recruiting an applicant for a certain position, AML should carefully examine the Applicants personal references. significantly, candidates are able to see the work that has been assigned correctly.

# Chapter 7

## Conclusion

The Human Resources Department is the lifeblood of every company, as it is responsible for hiring the stars of the show—the people who will propel the business to new heights. The time and effort required for recruitment and selection is considerable. The human resources staff deftly handles candidates' many questions during the interview and after they've started working there. When it comes to ice cream, Abdul Monem Limited is well-known as the industry leader. However, the company's reputation in the beverage industry is unrivalled as well. Construction is where they shine, and they need a sizable workforce across a variety of fields to complete all of their active building endeavours. Human resources acts as a connecting connection between the organization and its employees across all departments and industries.

The HR division of Abdul Monem Limited has been reorganized and modernised for more efficient operation. This is because they are responsible for processing the thousands of documents generated by the company's many departments. However, it is the employees that ensure the smooth running of any business. From this vantage point, it is clear that Abdul Monem Limited has put in place a set of core personnel that will serve as a driving force behind the company's continued growth. Formal manpower request forms, applicant evaluation forms, pay surveys, training requirements assessments, etc. are all part of the company's official hiring paperwork. One of the nicest things about AML is that even if an applicant doesn't make the cut this time around, they will still be considered for future openings. It's difficult to predict when employees will depart and how many replacements will be needed, so businesses usually have a good pool of people in the pipeline from which to choose.

As a last thought, I'd want to say that my internship experience has taught me a great deal about the company's hiring practices and the corporate culture, and has helped me adjust to life in the working world. Each employee is treated with respect, and this is what inspires loyalty, which in turn helps the firm succeed and the individual grow personally and professionally.

# Chapter 8

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