



Daffodil
International
University

Internship Report
on
“Recruitment and Selection Activities of HealthOS
Limited”

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Letter of Transmittal

Date: November, 2025

Dr. Khadiza Rahman Tanchi
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Subject: Submission of Internship Report on Recruitment and Selection Activities of HealthOS Limited.

Dear Madam,

I am pleased to submit my internship report titled “**Recruitment and Selection Activities of HealthOS Limited**” as a requirement for the completion of my internship program. This report aims to provide insights into the Recruitment and Selection Activities of HealthOS Limited, based on my observations and analysis during the internship period.

I sincerely hope that this report meets the standards and expectations set forth by the academic and professional community.

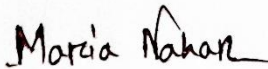
Thank you for considering my work.

Yours sincerely,

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Student's Declaration

I, Maria Nahar, ID: 221-11-1609, declare that the internship report I have written to Daffodil international University, the title of the report was Recruitment and Selection Activities of HealthOS Limited. is an original work I did under the supervision of Dr. Khadiza Rahman Tanchi, Associate professor of Business Administration, Daffodil international University. The reporting of this report was not done anywhere before academically. All the information and data sources have been cited and recognized.



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Certificate of Approval

This is to verify that Maria Nahar, ID: 221-11-1609, Major in HRM is an ordinary student of the Bachelor of Business Administration (BBA) Program, in the department of Business Administration, Daffodil International University, has prepared the internship report on Recruitment and Selection Activities of HealthOS Limited under my supervision. She has also managed to graduate her internship program at healthOS limited.

I hope she lives the happy life, stays healthy and achieves all in life.



Dr. Khadiza Rahman Tanchi
Associate Professor
Department of Business Administration
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Acknowledgment

First and foremost, I would like to express my sincere gratitude to the Almighty Allah for granting me the strength, patience, and opportunity to successfully complete this internship report. My time at HealthOS Limited, Adabor, Dhaka was an enriching experience that provided me with valuable knowledge and skills that will benefit me throughout my career.

I want to thank **Dr. Khadiza Rahman Tanchi**, Associate Professor and my internship supervisor, for her helpful advice, support and feedback. Her guidance made a big difference in completing this report.

I am also much thankful to the management and staff of HealthOS Limited to have awarded me the opportunity to have my internship in their company. I had a lot to learn through their common experiences and backing, particularly regarding the working of HRM in the actual sense.

Finally, I would like to thank my friends and family who never let me down and supported me throughout this journey.

Maria Nahar

ID: 221-11-1609

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Executive Summary

This internship report provides a comprehensive review of the recruitment and selection process of the Healthos Limited, which is a technology-driven company in Bangladesh that provides healthcare solutions. Since Healthos limited continues to grow its services and employees, the creation of a systematized, equitable and competent recruitment strategy has now been critical in maintaining growth of organizations and quality of its services. The internship report notes that company has a systematic approach to recruitment methods which is both modern and traditional in its approach. The job specifications are clearly stated, the vacancies announced via the online websites and the applicants undergo a systematic process in the form of screening which involves evaluation of CVs, initial interviews, skill tests and finally a panel interview. The company lays emphasis on merit, transparency, and intellectual fit since new recruits are competent, motivated and aligned to organizational ethics. However, the research also highlights the areas where efficiency can be improved by making improvements. These involve intensification of employer branding, eliminating response time in recruiting phases and adding additional digital applicants recruiting tools like automatic applicant tracking systems. These areas would be beneficial to manage to attract a broader range of talents in the company and enhance the applicant experience. Overall, the company has a promise of professionalism, fairness, and constant development in its recruitment and selection practices. The further streamlining of available processes and increasing the use of technology-oriented approaches will help the organization further enhance its human resource capability and sustainability in the highly competitive health-tech environment in the long run.

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Chapter- 01

Introduction

1.1 Introduction

The recruitment and selection as a student of Human Resource Management major. process has been the main area of interest to me. It becomes the basis of construction of a successful workforce. The ability to attract and recruit the right is the capacity of an organization. individuals has a truthful impact on its productivity, culture and long-term sustainability. Through this perception, I was hoping to acquire beneficial exposure to the recruitment and selection. work within a real organizational environment in my internship program. Recruitment and selection are examples of keystone functions of human resource. management that is critical in making sure that organizations attract, appraise, and hire people who are technically competent but also culturally-fit. in line with the objectives of the company. Recruitment and selection are effective in assisting an organization. get the right person in the right place at the right time (Sharmin & Hossain, 2015).I decided to volunteer my internship at HealthOS Limited since it is an organization whose stature is rapidly increasing. This is a healthcare technology company in this country. The decision to affiliate with HealthOS Limited. was worsened by too many causes. Initially the organization is functioning within the. emerging area of digital health solutions, in which talent acquisition is a crucial factor in. sustaining quality of improvement and service. Secondly, the company is organized. human resource practice and its significance on efficiency and transparency in the hiring process. help me at a personal level with the theoretical knowledge I gained in the process of my studies.Through my work in the HR department of the HealthOS Limited, I was able to monitor. how a contemporary organization recruits, reviews and hires employees aggressively. industry. This field experience has allowed me to relate academic theories. and practical, to my professional competence and grateful of HR operations.

The title of this internship report is, Recruitment and selection activities of HealthOS. Limited, has been selected to examine and compute the way the organization is handling one. of its most important HR activities. The research will give a comprehensive overview. of the recruitment and selection process of the company that involves its planning, candidate attraction methods, assessment methods and termination of selection. procedures. The report tries to identify the efficiency of such practices in satisfying. the staffing requirement of the organization and making sure that it is aligned

with its strategic objectives. This analysis allows the report to bring on the table both the strengths and the potential areas of development under the current system. This paper is a reflection of my learning experience as a student and shows how the theoretical concepts of HRM can be effectively implemented in a business environment to contribute to the expansion and excellence of organizations.

1.2 Problem Statement

Although the recruitment and selection activities at HealthOS Limited are formal and the Human Resource and operational opportunities are advertised, it is not clear how well the recruitment process is authentic and provides optimal hiring results, fairness and long-term organizational fit. The objective of this report is to find out to what extent the recruitment and selection process of HealthOS Limited aligns with its proclaimed morals and at what point the process is either breaking down or failing to perform as efficiently as possible. The Recruitment and selection is a significant part of HRM that directly affects organizational performance, satisfaction of employees, and efficiency of work (Dessler, 2020).

Current recruitment and selection facility seems to lack reliability and quality hiring at the rate required of the company by its development. They include long vacancy period, inconsistent applicant competence, high turnover of vacancies, and poor untimely retention rates among new employees. It is not well supported that the strategies the company relied on in the acquisition process, their selection tools and decision-making framework is supported by evidence or correlated with competency models. Recruitment and selection are extremely crucial roles that spell out the quality and performance of the workforce in an organization. In the case of a mounting company such as the HealthOS Limited which operates in the spirited healthcare technology industry and has to employ the right people, it is also a challenge as well as a need. Although the firm adheres to a framework recruitment process, there is need to evaluate the effectiveness of the practices in serving the staffing requirements and objectives of the organization. Difficulties like getting qualified candidates, conducting level evaluations. This paper will identify the major problems and assess the effectiveness of recruitment and selection processes of HealthOS Limited.

1.3 Significance of the study

The article on Recruitment and Selection Activities of HealthOS Limited is associated with a significant weight on a joint academic and practical level. Effectual recruitment and selection ensures that correct candidate is employed in the correct positions. Hiring compatible and effective employees saves on turnover and improves long-term preservation. This report may provide the information about factors which influence the selection of candidates, employee satisfaction. HealthOS Limited operate in the rapidly developing dynamic industry wherein the problem of HR is a normal phenomenon. This report could contribute to the wider insight into the problems of recruitment and selection in startups and provide the clues to the creation of the standard and effective HR policy. The study will enable the management to make better decisions in talent acquisition and workforce management by reviewing the current approaches of the company in sourcing, screening, and selecting candidates.

1.4 Objectives of the study

Broad Objective:

The broad objective of this study is to understand the recruitment and selection activities of HealthOS Limited at attracting, selecting and retaining qualified professionals.

Specific Objectives:

- i. To identify the recruitment and selection activities including counting screening resumes, scheduling interviews and conducting initial candidate assessments, followed by HealthOS Limited.
- ii. To identify the challenges related to the recruitment and selection process of HealthOS in supporting the company's overall growth and talent management strategy.
- iii. To provide practical recommendations that can make the hiring process faster and more effective.

1.5 Methodology of the study

This research is in order to learn about the recruitment and selection of HealthOS Limited. The secondary data have only been used in this report and the sources of data are as below:

Secondary source

- Journal
- Article
- Newspaper
- Annual Report HealthOS Limited
- Managerial reports
- Previous research paper.
- Website of the company: <https://healthos.io/>

1.6 Limitations of the study

1. Convinced internal data and information related to recruitment strategies, selection assessments and employee records are private. As a result, access to these materials was limited and restricted the depth of analysis in some areas.
2. The study relies primarily on secondary data sources, such as company documents, recruitment reports and industry publications.
3. Owing to time limitations, the study could not discover every component of the recruitment and selection process in full aspect. This may have compact the overall scope and depth of the findings.
4. Insights into recruitment practices and employee experiences were gathered from a small group of participants involved in the hiring process.

Chapter- 02

Organization Overview

2.1 History of HealthOS Limited



HealthOS Limited is a technology driven healthcare solutions company based in Bangladesh. Established in 2016 by a group of medical professionals and IT experts, the company was recognized with an obvious vision to bridge the gap among healthcare and technology. Its operation is to create healthcare additional accessible, competent and data-driven through pioneering digital platforms and smart medical management systems. HealthOS Limited focused on combining medical information with technological proficiency. The founders documented that while Bangladesh's healthcare industry was increasing, it lacked addition among service providers, patients and digital tools. HealthOS set out to change that by building systems that get better hospital management, patient record keeping and telemedicine convenience (<https://healthos.io/>).

HealthOS Limited's clients include hospitals, clinics, and healthcare startups across Bangladesh and beyond. By 2024, the company had successfully implemented digital systems in more than 150 healthcare institutions, contributing to improved patient data management and operational efficiency. Registered under the Registrar of Joint Stock. Rajab (RJSC) firms and companies that are registered under the ICT Division of Bangladesh, HealthOS has a good reputation of compliance, ethical practices and technological advancement. Its leadership believes that people are the foundation of innovation and through effective recruitment and selection practices, HealthOS continues to build a team that drives both technological excellence and meaningful impact in healthcare.

2.2 Vision and Mission

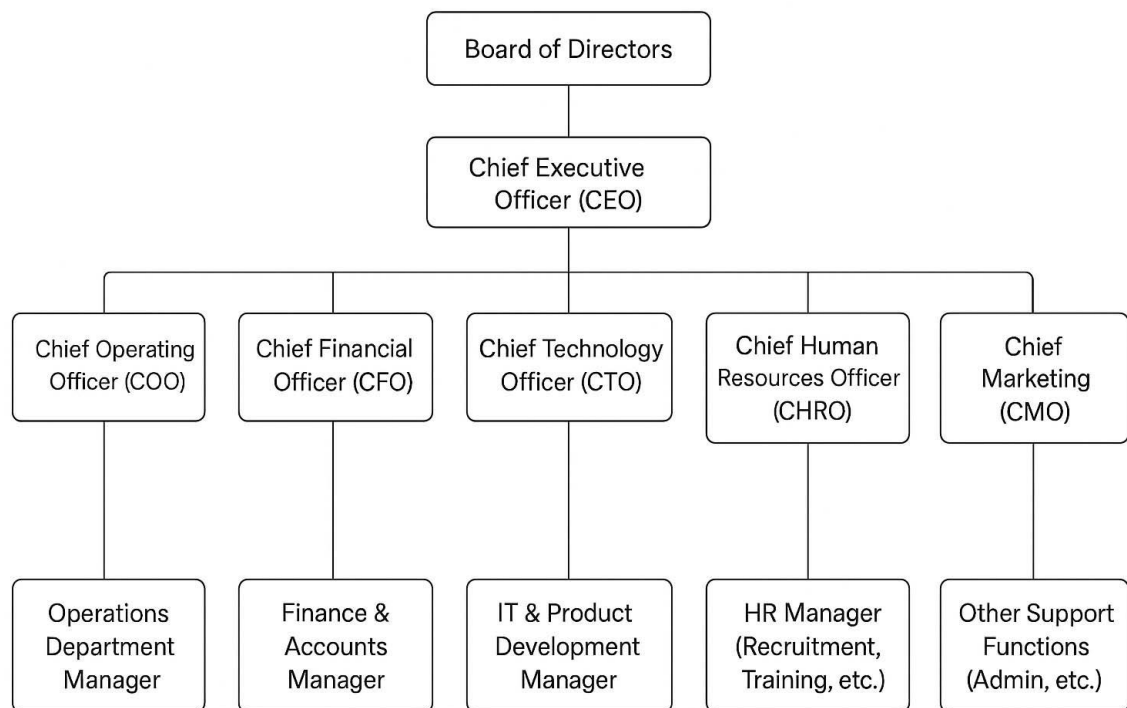
Vision:

At HealthOS they consider that access to quality healthcare is an elementary human right. Healthcare systems are needlessly complex, misaligned and dysfunctional in the majority places in the earth.

Mission:

HealthOS is meant to accelerate the process towards the future in which quality healthcare and vital medicines will be affordable and accessible to millions of people. The company strives to streamline, smarter, and more inclusive healthcare to all patients and businesses by providing innovative digital solutions and being highly dedicated to advancing patient wellness.

2.3 Management Structure of HealthOS Limited.



2.4 Products of the company

	<p>For Pharmacies: Medicine Procurement Apps</p> <p>Used by thousands of pharmacies in Bangladesh to obtain prescription and OTC products</p> <ul style="list-style-type: none">➤ Immediate price simplicity➤ Huge discounts➤ similar or next day delivery
---	---

2.5 Branches of HealthOS Limited

HealthOS Limited

Address: Baitul Aman Tower, Ring Road, Adabor, Mohammadpur, Dhaka-1207, Bangladesh.

Khan ABC Tradeplex

HealthOS Pte Ltd. Address: Road-02, Dhanmondi, Dhaka-1205, Bangladesh

Sweden

HealthOS AB, 168, 52 Bromma (Stockholm).

Chapter- 03

Internship Role and Responsibilities

3.1 Role and Responsibilities

I had a choice to work in HealthOS Limited, Adabor, Dhaka at a 3-month term. It was a section of my program. Since my major was Human Resource Management, I had been working in Human Resource Management as an associate degree intern in the place I had learned most of the facts on recruitment and selection process of the human resource division of the organization. I was doing work with various sectors.

Key Responsibilities:

Recruitment and Onboarding Support:

- Assistance with a recruiting process, tallying screening resumes, arranging interviews and first-time applicant evaluation. Help arrange onboarding materials and make possible orientation sessions to ensure new hires feel welcomed, informed and prepared for their roles.
- Maintain accurate records of recruitment activities and support timely communication with candidates.

Employee Records Management:

- Support the maintenance of up-to-date employee records in the HR management system.
- Make sure compliance with company policies and authorized regulations regarding employee documentation, confidentiality and data protection.

HR managerial Support:

- Reviewed and shortlisted submitted CVs based on job necessities and qualifications and contacted potential candidates to schedule interviews.
- Assisted senior HR officials in evaluating candidate profiles and interview performances.
- Administered candidate quiz tests using the company's own recruitment stage called "Pro HR" to evaluate applicants' knowledge and skills.
- Prepared and distributed appointment letters of new employees as per with company policy.
- Assessed and revised trial trackers in order to document the selection, rejection and assessment of the applicants on the recruitment process.
- Interview trackers that were maintained regularly to record schedules of interviews, attendance of candidates and ultimate hiring decision on file.

Employee Relations:

- Act as an entry point to simple HR related questions and referral on matters when necessary.
- Promote employee involvement programs, such as team building programs, motivational activities and reward schemes.

3.2 Rational of those Role and Responsibilities

As an HR intern at HealthOS Limited, my job is meant to help the Human Resources team in the smooth and effective recruitment and selection efforts that support the growth, innovation and retention of talents of the company. By helping in hiring, screening, recruitment and staff data management. I assist in the optimization of HR processes and improve the communication within departments.

My participation in HR analytics, reporting and administration activities contributes to the formation of data driven decision-making and enhances organizational efficiency in staffing and personnel management. Also, acting as an interlocutor with employees and helping through engagement programs. I engage in building of a good and inspiring work setting that promotes employee satisfaction and retention. This hands-on experience does not just enhance my knowledge on recruitment and selection and also enables me to participate in the development of a competent, driven and culturally aligned workforce, which is one of the reasons why HealthOS is continuing to be successful Limited.

3.3 Example of the Tasks

Resumes collection:

When the CV reaches our office during my internship I would collect those and forward those to my seniors.

Resumes screenings

So after narrowing down on CV my manager perform screening on those. My goes provide certain standards that I need to adhere to during screening CV.

Prepare call list for interview

At the back of screening those CV, I was to write the applicant name and number in a MS word -2013 file, and organize list of the calls of those candidates.

Preparing applicant profile summary for written and viva

Prior to written, examination or reasonable check, I generated candidate profile outline. In this case I wrote name of candidates, name of their father, cell number, last education, University and birthday and experience of the candidates.

Selected &Rejected CV

Sometimes, my supervisor would take CV to choose and reject them based on some basic criteria.

Photocopy of Important Paper

There are times that my supervisor requests me to go photocopy the needed documents.

Chapter- 04

Key Learning's and Experience

4.1 Learning from Recruitment and Selection Activities

I have completed my internship in HealthOS Limited, Adabor, Dhaka. They follow a structured and professional recruitment and selection process. Their approach is designed to attract, evaluate, and hire the most suitable candidates who align with the company's mission and values. My key learnings from the internship period are as follows:

- I have learned how the recruitment and selected procedure begins with manpower planning and split ends with onboarding. Seeing the workflow helped me understand the significance of planning, moment or time management, and coordination between departments.
- One of the most valuable my key learning's was how important a well-structured Job Description. It not simply attracts the exact candidates but also helps in screening applicants efficiently.
- Learned practical experience of using candidate tracking systems and Excel sheets for maintaining candidate records.
- Observing and from time to time participating in interviews, I have learned how structured and behavioral interview techniques are used to appraise candidates' competencies.
- Discussing with candidates via email and phone improved my professionalism, intelligibility, and receptiveness. It helped me understand how imperative timely and polite communication is in building a positive business image.
- Learned that every communication with candidates whether throughout job postings or interviews reflects the company's brand. Maintaining reliability and professionalism in every recruitment communications is essential.
- HealthOS Limited uses online platforms and HR software utensils to shorten candidate management. I learned how digital tools get better competence in recruitment and selection procedures.
- Observed how HealthOS employs numerous sourcing methods to recognize potential candidates. Internal recruitment allows employees to grow within the

company, improving maintenance and morale. External methods include online job portals such as Bdjobs and LinkedIn, Shomvob.

- I got to know the significance of carrying out proper reference and background checks to verify the past proficiency of candidates, career conduct and integrity. This lowers the chance of recruiting people who can fail to match the standards of the company or might negatively influence team work.

4.2 Connection with Academia

In this section, the recruitment and selection processes of HealthOS Limited are described relate to my academy or University and to the academic world. It discusses the reasons why a university should be beneficial to both parties, engagement models, realistic activities difficulties.

Justification for involving Recruitment with Academia

- **Recruitment pipeline:** Universities are the key entry-level and midlevel capacity sources. HealthOS acquires access to recruitment by connecting it to academia graduates that possess the right technical and province expertise.
- **Talent alignment:** Gainful employment assists in aligning university programs and student competencies with the real-life requirements of HealthOS Limited.
- **Improvement & research:** Collective projects and research partnerships facilitate HealthOS Limited to contact cutting-edge ideas and apply them to product development, while Universities increase practical problems and datasets.
- Job oriented learning experiences for every students.
- Guest lectures, case studies, and national curriculum input from practitioners
- Research funding, datasets, and real-world problem statements
- Enhanced graduate job readiness and placement rates.

4.3 Example of Experiences

Personal Experiences:

- Obtained insight into workforce planning for technology and healthcare roles.
- Understand the significance of clear job descriptions and role stipulation.
- Enhanced attention to aspects in screening resumes and applications.
- Better communication and interpersonal skills through candidate connections.
- Renewed the implication of compliance with industry and data privacy Standards.

Professional Experiences

- Obtained how workforce scheduling aligns with company projects and business objectives.
- Supported in creating complete job specifications for technical, operational, and healthcare positions.
- Obtained experience in short listing candidates or applicant based on technical knowledge, qualifications, and educational fit.
- Evaluated candidates' enthusiasm, problem-solving abilities, and cultural alignment throughout interviews.
- Appreciated how certifications and authoritarian compliance make sure quality, ethical hiring, and operational standards in healthcare technology.

Chapter 05

Critique and Reflection

5.1 Recruitment and Selection Activities of HealthOS Limited

5.1.1 Recruitment process

Recruitment process involves attracting competent candidates in an arrangement to an organization. Following the recruitment procedure is in the following way:

Need assessment: The Company tends to resort to need assessment because they require more workers. The company conducts recruitment every month thereafter. The company is also known to recruit employees once or twice a month when investors and HR business partner request them to recruit other employees.

Defining the position description:

The situation of the employees is indicated within the job circular and all the descriptions are provided to the circular. Requirements of the said position to the people.

Advertisement:

HealthOS Limited prefers advertisement process with the help of Facebook, twitter and LinkedIn profile. When the company wishes to hire workers they resort to such social media platforms to hire more creative workers.

Screening and shortlisting applicants:

One of the processes through which employees are shortlisted by HealthOS Limited is through the appeal of the CV of the applicant. Their sorting of CVs takes them 3 days and then short listing some of the successful applicants will follow in case the requirements get fully matched with the candidates.

Interview session:

The employees are shortlisted by the company and an interview era is created by calling to the employees. Following the 3rdday they make calls to the candidates on 4thday and on the 5thday they set up an interviewing session with the candidates.

5.2 Selection process

Recruitment is preceded by selection where a proper or rather an appropriate applicant has been selected by the organization to work in a job. In those cases where an organization has selected such a candidate to work.

Send offer letter:

The offer letter behind the selection of the candidates is sent on 6th day through email. In such an offer letter they add that the applicant must carry with himself/herself some relevant documents such as certificates, E-tin number, NID card etc.

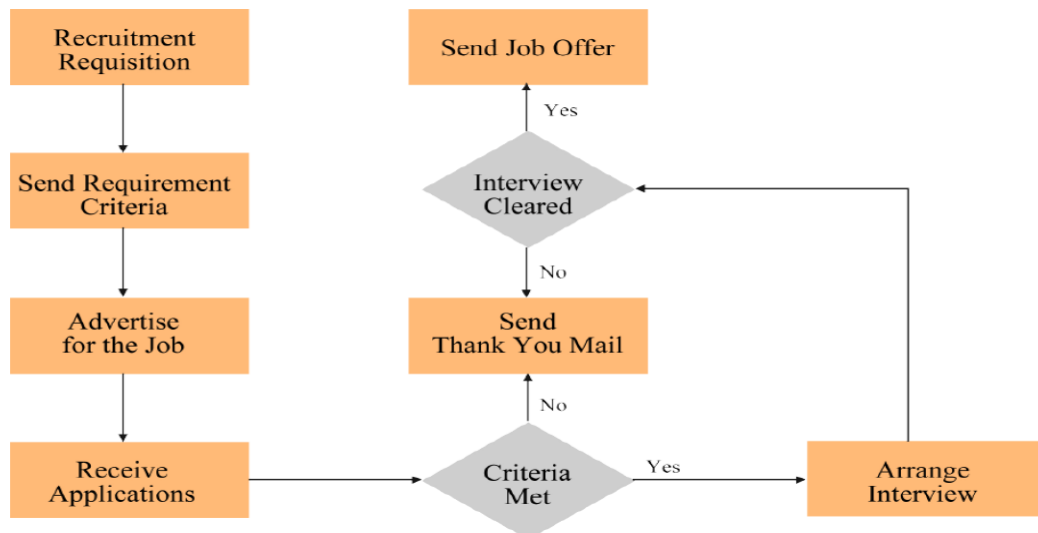
Orientation program:

After recruiting and on boarding new employees, the company organizes orientation program to the new employees who have been chosen by the company. During this program the mid level management congratulate the candidates with a stick of flower.

Placement:

The executive management keeps an eye on anything that employee does not fit the job or otherwise they review it and as long as they find it okay, they then communicate with the middle level management individuals. The employees are then boarded and issued with personal desk and laptop as well as company assets like ID card.

Recruitment Process Flowchart



5.3 Recruitment procedure of HealthOS Limited

The investors and executive management of the HealthOS Limited initially inform the talent acquisition team that they require employees in various functional role. Then talent acquisition team will proceed to sort/ search of candidates through CV. Then the applicants are contacted and an invitation to sit during an interview is issued.

5.4 Selection procedure of HealthOS Limited

The talent acquisition team will choose the best capable candidates behind the interview time. Upon the choice of candidates, the team mails an offer mail to the candidates to complete employee requisition form. Those are the things that the talent acquisition teams do on the candidate.

5.5 Recruitment Analysis

The recruitment has been made easier by all the HR team members of HealthOS Limited working in a team. It is taking us time preparing a procedure that we have to prepare quickly. Thus, the HR team of this company conducted an evaluation of how to make the recruitment method earlier and the HR team accepted a meeting to address it. The all-time talent acquisition team will require 1 week to bring in new employees. But the team members wanted it has to be done within 3 days. Previously they would have sorted a CV of applicants in 1 or at least 2 days. However in this meeting the HR team members instructed to arrange the CV of candidates in half an hour of the first day since it must be complete in 3 days. After searching the candidates on day 1 they then have a set interview on day 2. After selection of the position by the candidate, the candidate is then an offer mail sent in day 2, to join the company.

5.6 Key Challenges

1. A considerable number of applicants did not meet the necessary job criteria, which increased screening time and added to the HR team's workload.
2. HealthOS follows a systematic recruitment method with very strict hiring standards. Their structured selection process requires candidates to meet high competency levels, which makes it difficult for the company to find perfectly suitable candidates quickly.
3. Last-minute cancellations or no-shows. Some candidates cancel at the last moment or do not join the scheduled interview, which wastes time and disrupts planning.
4. Hard to assess communication and behavior during a short call. Because the initial assessments were done through brief phone calls, getting an accurate understanding of a candidate's communication ability and overall behavior was difficult.
5. HealthOS Limited does not utilize on campus recruitment. The management team believes that it might not be effectual hence the reason why the company does not even highlight it.
6. As the company has detailed and multistage selection process, but sometimes, for project-based needs they need to hire quickly. Currently, there is no balance between following the full recruitment process and conducting urgent recruitment process when required.

5.7 Learning from Challenges

1. Learned how to balance the importance of substantial positions with the need to hire the right talent for long-term success.
2. Gained hands-on experience using digital platforms and online tools to attract skillful and diverse candidates.
3. Understood that evaluating soft skills, adaptableness and teamwork is just as essential as assessing technical abilities.
4. Recognized the importance of maintaining transparency and fairness to build trust within the organization.
5. Recognized how training and career development programs boost both employee motivation and company growth.
6. Discovered that detailed job analysis helps make sure better role clearness and stronger employee performance.
7. Learned how strategic workforce planning supports smooth project implementation and organizational efficiency.

5.8 Overall Reflection

HealthOS Limited, Adabor, Dhaka was a very enriching place to have had an internship. learning and adds a significant amount to my personal and professional development. At the individual level, I Gained trust in communicating with professionals, dealing with tasks and adjusting to an ordered corporate environment. The practical experience in the HR operations assisted me to grow practical competencies of recruitment, candidate evaluation and employee orientation. This went more than the theoretical information I gained during my studies. Professionally, this internship has provided me with new knowledge about the ways human resource practices are consistent with organizational goals. I also acquired the relevancy of strategic planning, ethical decision making and proper communication in governing people. Watching and being part of organized recruitment and selection exercises enhanced my analytical, organizational and problem-solving skills. The experience has arranged me to manage the real world HR issues better and has indestructible my desire to have a profession in the field of HRM.

Chapter 06

Conclusion

6.1 Conclusion

HealthOS Limited has the same recruitment and selection activities as that of the company commitment to search and development of the right individuals to take its mission to the next level. By combining strategic planning with the fair and transparent practices, HealthOS makes sure that the process of each step between the identification of job requirements and ultimate hiring decisions is managed professionally and morally. The company combines both the contemporary digital tools and conventional ways of targeting the good talented candidates point, skill and cultural fit. It has a human resources department that is actively involved in facilitating the procedure is constant, objective, and in line with legal and organizational standards. By screening through and carrying out structured interviews and reference checks, HealthOS creates a team that can be able to cope with the challenges of the healthcare industry. Such strategies not only assist the company to get the qualified professionals but also increase its long-term development, employee satisfaction and excellence reputation in healthcare improvement.

Chapter 07

Implications

7.1 Implication

The activities of recruiting and selecting company has a serious role in determining the two organizational performance and employee expertise. A proper and merit-based recruitment process also makes the company attract and maintain staff who have the right skills experience and values. This increases the general performance, promotes innovation and enhances service quality. Clear and clear selection practices develop trust, inspire hire and foster a value-added brain, whereas inclusive recruiting fosters diversity wider horizons and enhanced problem solving. To the company, willfully. The recruitment management will minimize turnover, minimize long term hiring costs and make available to mobility of workforce and guarantees uniform productivity and flexibility to industry changes. Hiring may be a result of ineffectiveness' or prejudices in hiring making it inconsistent, lowering employee satisfaction and reputation issues, and so on harder to attract top talent. Enhancing the recruitment and selection procedures will always be necessary to the HealthOS Limited in order to be competitive in the market.competitive development in the fast-changing healthcare technology market.

7.2 Recommendations

Based on my discovery I would suggest this company to be:

1. Pre-screening criteria and automated filters of applications should be initiated by the HR team.
2. This firm should not hire underqualified workers when it causes wastage of time among the HR personnel. And this type of employees will be a heavy burden on the HR people. I would therefore suggest that they ought to recruit employees who have successfully cleared their degree or at least H.S.C.
3. The time they should spend in recruitment should not be 1 week by talent acquisition experts. They are supposed to finish the task in 3 days because they would like to make it effective.
4. This On campus recruitment should be the one adopted in this company. Where the company can locate some potential employees.
5. Installing an automated or biometric audience tracking system instead of the manual one. Attendance system would make record-keeping smoother, reduce error and speed up salary handing out.
6. Promoting the HR department to have more decision making powers in fields of recruitment, employee relations and policy implementation.
7. Creation of effective communication channels and standard procedures between HR and other departments will minimize delays in the recruitment process and make it timely assistance.
8. Integrating an official and periodic feedback system to recognize employee, becomes better places to work and perfect recruitment and retention Strategies.
9. Designing an organized training and induction system to new members of the company and improve the overall employee satisfaction.

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