



Internship Report
On
Recruitment and Selection Process:
A study on Furnitex Limited Company

Submitted to

Professor Dr. Syed Mizanur Rahman
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Submitted by

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Date of Submission:

Letter of Transmittal

30 August, 2024

To,

Professor Dr. Syed Mizanur Rahman

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil international University

Subject: Submission of internship report entitled: “Recruitment & Selection process of Furnitex Limited Company”.

Dear Sir,

It is my privilege to submit my project on “**Recruitment and Selection Process in the Furnitex Company Limited**”. In my own experience, it was a pleasant one. And by developing this project report, my aim will therefore be to understand how different categories of organizations tackle the hiring and selection methods.

Therefore, I pray and hope that the inaccuracy of the report may be kindly pardoned. Your merciful consideration for evaluating this report, I shall remain grateful if you kindly receive my report that meets your expectations.

Sincerely yours,



Sharmin Alam Chowdhury

ID: 203-11-6588

Program: BBA

Batch: 57th

Major: HR

Letter of Approval

This certifies that Sharmin Alam Chowdhury, ID: 203-11-6588; Major: HRM, BBA, Department of Business Administration, Daffodil International University, through the relationship of supervision and instruction, completed his internship program satisfactorily and wrote a paper title **“Furnitex Limited’s Recruitment & Selection Process.”** This work was special and most probably done in the span of three months which I had the opportunity as such, I certify that I have seen the sample paper in both draft and final hard copy and I hereby allow its submission as a partial fulfillment for the completion of Daffodil International University BBA degree majoring in HRM coursework. I wish that he lives a much better life than he has now.



Professor Dr. Syed Mizanur Rahman

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

Student's Declaration

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



Sharmin Alam Chowdhury

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Program: BBA

Batch: 57th

Major: HRM

Acknowledgment

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

It seems so appropriate that I bow my head to the professionals working in the “Recruitment & Selection process of the “Furnitex Limited”, the company culture of which I have studied. I appreciate **Mr. Sazidur Rahman, Director & CEO, and Mrs. Shetu Rahman, HR at Furnitex Limited**, among others, for their time and hard work. I am grateful for my colleagues' serious cooperation. Hence, I lovingly recall the unconditional

affection and advice of those who always have my back. That would be my seeds of gratitude to be part of their unique corporate culture. First and foremost, I express my deep respect to all Faculty Teachers & Professors of Daffodil International University for their teaching on the various courses which help me to complete the degree of Bachelor of Business. The reporting that human kind encounters in the nature of human effort, such as mistakes or errors may be produced in the report.

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

Sharmin Alam Chowdhury

ID: 203-11-6588

Executive Summary

This report is produced as a result of my internship at Furnitex Limited & as a completion of my B.B.A. program. This report contains my professional work experience taken during my internship.

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

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

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

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Chapter-01

Introduction

1.1 Introduction

Recruitment and selection have therefore become strategic functional units of human resource management that affect the capability of an organization to perform in the 21st century global economy. Recruitment deals with identification of prospective candidates while selection concerns itself with actual picking of the right candidates that will fit into the organization. These positions are not ordinary administrative procedures as they became critical activities providing companies priorities for the staffing services.

In the case of Bangladesh, the issue of recruitment and selection is quite sensitive given the fact that the country is undergoing a significant change in the job market and the industrial growth is budding up. The job secrecy and the difficulty of recruiting and maintaining competent personnel pose a major challenge in furniture manufacturing firms like Furnitex Limited Company. Recruitment and selection are critical processes for Furnitex Limited because they determine whether the firm will acquire the right workforce necessary for the achievement of various strategic objectives and organizational performance.

Surprisingly, the main findings established that employee perception of recruitment and selection practices had a highly significant effect on their motivation, commitment, and performance. This research shall seek to analyze the recruitment and selection policy of Furnitex Limited and determine whether the policy is efficient in achieving organizational objectives. This study will use research to establish areas of deficiency and threats and then offer suggestions on virtuous practice enhancement. Lastly, the research aims at improving Furnitex Limited Company's talent acquisition strategy in the Bangladeshi market thereby making a contribution to the organization.

1.2 Background of the report

A university of Bangladesh namely Daffodil International University slices the importance of prior experience in the competitive employment sector of today's world. As a part of my BBA curriculum, I have to serve an internship so as to improve my professional skills. First, we are really thankful to Daffodil International University for providing the opportunity to complete me requirement. This report is made in partial fulfillment of the academic and practical course work requirements of the internship program under the supervision of Professor Dr. Syed Mizanur Rahman, Associate Dean of the Department of Business Administration. To this end, I will cover

a particular topical area that the illustrious professor has set for me to cover for three months; integrating theory with industry applications for my professional growth.

1.3 Objectives of the study

The objective of the report is to discuss the Human Resource Policy in Furnitex Limited”. in relation to Human Resource practices. Specific objectives include the following:

- To analyze the recruitment process of Furnitex Limited Company
- To explain the selection process of Furnitex Limited Company
- To identify the problems related to the Recruitment & Selection Process.
- To provide some recommendation based on problem

1.4 Study Methodology

There are two main types of study methodologies. By selecting the appropriate methodology, Employee can effectively address their study objectives and provide valuable insights.

1.4.1 Methods of Data Collection

- **Primary data:** derives from direct collection through interview, observation.
- **Secondary data:** retrieved from the website, reports, and any information regarding from the Furnitex Limited Company.

1.4.2 Type of Study

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

1.5 Limitations

While preparing my report I faced many obstacles. But I tried to overcome them and used the available resources to enrich the report with authentic data. The limitations were-

- The HR data are extremely confidential. So, I was not allowed to use many information which could have been useful for the report.
- The corporate authority was very busy, so they could not give me enough time for one-to-one discussions about various problems.
- Time frame was also very short because 12 weeks are not actually enough.
- This study entirely depended on official records and monthly work reports.
- The scope of my study is so broad that, due to a lack of knowledge and experience, an analytical, comprehensive, and crucial study is impossible for me.

Chapter- 02

Organizational Overview

2.1 Organizational Overview

Bangladesh's top name in furniture importing, manufacturing, and retailing. This company proudly provide quality furniture to enhance homes and offices with stylish yet affordable options. Founded on innovation and excellence, Furnitex Limited has since become a respected lifestyle brand in Bangladesh. Not only do we source premium furniture globally, but we also manufacture high-quality pieces locally. This approach effectively combines international standards with local craftsmanship, thereby creating furniture that perfectly blends quality and tradition.

At Furnitex, we offer a wide selection of office and home furniture, each piece carefully designed to meet the needs of modern living and working spaces. From executive chairs, luxury boss chairs, and ergonomic seating to adjustable desks, restaurant chairs, and secure digital safety lockers, our versatile collection truly covers it all. Moreover, each product reflects our commitment to quality, comfort, and functionality, making it easier for you to find the perfect fit for your space.

2.2 Vision & Mission of Furnitex Limited

2.2.1 Vision:

To be Bangladesh's leading provider of premium furniture, recognized for setting global standards in quality and design while integrating local craftsmanship. We envision expanding our presence across Bangladesh and beyond, continuously introducing innovative and sustainable solutions to elevate every space.

2.2.2 Mission:

Furnitex Limited aims to provide high-quality, stylish, and affordable furniture solutions for both homes and offices in Bangladesh. Our mission is to enhance modern living and working environments with a perfect blend of innovation, functionality, and craftsmanship, while maintaining exceptional customer service and satisfaction.

2.3 Values

- **Quality:** We prioritize premium quality in every piece of furniture, ensuring longevity and durability.
- **Affordability:** We believe in offering value for money, providing high-quality furniture at competitive prices.
- **Innovation:** We continually innovate, blending international trends with local craftsmanship to deliver modern and functional designs.
- **Customer Satisfaction:** Our commitment to exceptional customer service ensures a smooth and fulfilling experience, from browsing to delivery.
- **Sustainability:** We are dedicated to sustainable practices in both manufacturing and sourcing materials.

2.4 Product List

Office Furniture:

- Executive chairs
- Luxury boss chairs
- Ergonomic seating
- Adjustable desks
- Conference tables
- Office workstations
- Office storage solutions
- Filing cabinets
- Digital safety lockers

Home Furniture:

- Sofas and sectionals
- Coffee tables
- Dining tables and chairs
- Bedroom furniture (beds, wardrobes, nightstands)
- TV units and entertainment centers
- Bookshelves and storage units

Restaurant & Commercial Furniture:

- Restaurant chairs and tables
- Bar stools and counter seating
- Banquet furniture

Custom Furniture: Bespoke furniture solutions tailored to specific client needs.

2.5 Objective of Furnitex Limited

Despite the dearth of publicly accessible information on Furnitex Limited's goals, we may nevertheless draw some conclusions from what we do know and accept company norms.

Profitability: Furnitex Limited, engaged in the importation, production, and selling of furniture, primarily aims to produce profits. This entails attaining competitive pricing, enhancing production procedures, and sustaining robust profit margins on product sales.

Growth: Furnitex Limited may seek to augment its market share in Bangladesh's furniture sector. This may entail techniques such as:

- **Market Penetration:** Enhancing sales of existing items to present clientele.
- **Product Development:** Launching new product lines or variants to address changing consumer demands.
- **Market Expansion:** Penetrating new geographic regions within Bangladesh or investigating export prospects.

Manufacturing Efficiency: Furnitex Limited aims to optimize its manufacturing processes to accelerate output, minimize expenses, and augment overall efficiency. This may entail the application of lean manufacturing techniques, the optimization of supply networks, and the investment in modern technologies.

Product Quality: It is essential for Furnitex Limited to sustain and improve the quality of their furniture. This entails sourcing premium materials: Guaranteeing the utilization of resilient and visually appealing substances.

- **Stringent quality control measures:** Enforcing meticulous quality assessments throughout many manufacturing phases and prior to delivery.
- **Continuous improvement:** Systematically evaluating and optimizing production processes to elevate product quality and uniformity.

Client Satisfaction: Furnitex Limited presumably seeks to cultivate robust client connections through the provision of exemplary customer service.

- **Delivering beneficial and useful sales assistance:** Facilitating consumers in choosing appropriate furnishings for their need.
- **Guaranteeing prompt and effective delivery and installation:** Meeting client expectations about delivery timelines and installation services.
- **Promptly and efficiently addressing customer concerns:** Resolving issues or complaints to uphold consumer happiness.

Brand Development: Furnitex Limited presumably seeks to cultivate a robust brand identity within the Bangladeshi market. This may encompass:

- **Marketing and advertising initiatives:** Advocating their products and brand using diverse channels such as social media, print media, and digital platforms.
- **Public relations initiatives:** Cultivating favorable connections with media entities and industry influencers.
- **Corporate social responsibility initiatives:** Participating in activities that benefit the community and improve the company's reputation.

2.6 SWOT Analysis

Strengths:

- **Diverse Product Range:** Offers a wide variety of office, home, and commercial furniture, appealing to different customer segments.
- **Premium Quality:** Focus on both global sourcing and local manufacturing ensures high standards of quality and durability.
- **Affordability:** Competitive pricing while maintaining quality makes Furnitex a popular choice among customers.
- **Customer-Centric Service:** Excellent customer service, from product selection to delivery, enhancing customer loyalty.
- **Strong Brand Reputation:** Established name in the Bangladeshi market for both residential and office furniture.

Weaknesses:

- **Dependence on Global Suppliers:** Relying on international sources for some furniture pieces could lead to potential delays or supply chain issues.
- **Limited Market Reach:** Primarily focused on the Bangladesh market, limiting opportunities for growth in international markets.
- **Capacity for Custom Orders:** While custom furniture is offered, the manufacturing capacity for bespoke pieces may be limited in terms of volume.

Opportunities:

- **Growing Demand for Office Furniture:** With more businesses adopting hybrid and remote work models, there is increasing demand for ergonomic and home office furniture.
- **E-commerce Expansion:** Opportunity to expand sales through online platforms and increase market reach.
- **Sustainability Focus:** Growing consumer preference for sustainable and eco-friendly furniture presents an opportunity for product innovation.
- **Global Expansion:** Potential to expand into international markets in Southeast Asia and the Middle East.

Threats:

- **Intense Competition:** The furniture industry is highly competitive, with both local and international brands vying for market share.
- **Economic Fluctuations:** Economic downturns or changes in disposable income may affect consumer purchasing power.
- **Supply Chain Disruptions:** Global supply chain challenges, particularly with shipping and raw materials, could impact product availability and delivery timelines.

This SWOT analysis provides a snapshot of Furnitex Limited's current position in the market and highlights areas of opportunity and potential risks for future growth.

2.7 Furnitex Limited Details

Organization Name	Furnitex Limited
Established	2001
Founder & Chairman, Furnitex Limited	Abdul Quiyum
CEO (Furnitex Limited)	Mr. Sazidur Rahman
Head of Operations (Furnitex Limited)	Tanjila Rahman
Furnitex Limited Logo	
Website Link	www.furnitexbd.com
Location:	1,2 Hazi Gafur Avenue, Amulia Model Town, Demra, Dhaka-1360, Bangladesh. House No.01, 2nd Floor, Road-10, Alta Plaza, Dhanmondi, Dhaka.

2. 8 Organogram of Furnitex Limited

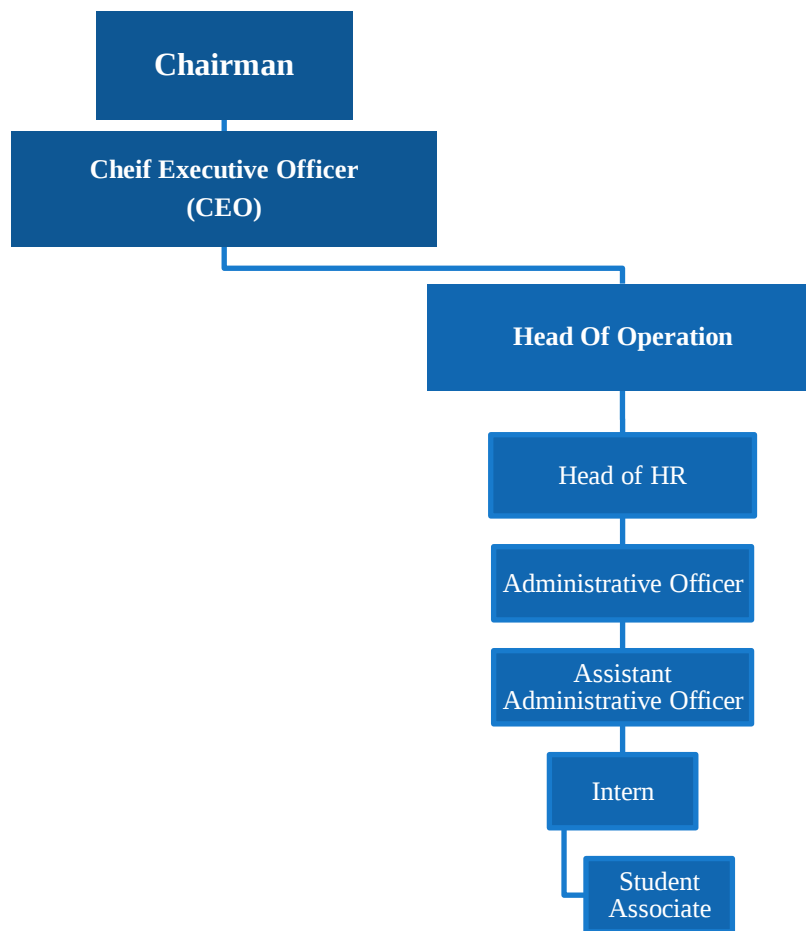


Figure 1: Organogram of Furnitex Limited

Chapter- 03

Analysis

Part A

3.1 Recruitment Process

Recruitment and selection, the most important factors in the recruitment process that allow companies to attract and find the best talent, have tools available to everyone. One of the main stages of the job search process is the publication of a vacancy to the maximum number of potential candidates. The selection process consists of artistically reducing the list of candidates until the best candidate is selected.

The process of finding vacancies, selecting, evaluating and attracting candidates who are qualified enough to fill the open positions in an organization is called recruiting. Human Resource Management (HRM) is one of the important aspects among others. Recruiting is a talent acquisition process that seeks to get the exact fit for the role at the ideal time approximately. In a broader sense, recruiting is a term used to identify, hire and place the right people to fill the existing vacancies of an organization.

3.2 Basic recruitment Policy of Furnitex Limited

Furnitex Limited believes that partnership is an integral part of the formula for success. At Furnitex Limited, the Human Resources Department adheres to comprehensive legal, ethical and practical company policies and standards.

3.3 Recruitment process of Furnitex Limited

Recruitment can be described as the overall process of sourcing, identifying and selecting people to join an organization to fill existing vacancy positions. It is hoped that the managers will seek to fill positions from within the organization in order to retain staff skills and provide development. It is evident that employers are in a stiff competition in order to source for skilled human resource, thus the importance of recruiting during the period of employment boom. Hiring and recruitment are specially done in a quite creative way at Furnitex Limited. The initial process is there is an application for a job, and the final process is that there is appointment for an appointment. One of

the other factors that concern employees in an organization include training and development, which Furnitex Limited offers its workers.



Figure-2: Recruitment process of Furnitex Limited

- A. Recruitment Planning:** This selection process involves the key issues and objectives of the hiring initiatives, as well as where and how you intend to accomplish them. Having the right people in your workforce team and the enhancement of your own hiring practice costs and time effectively can be accomplished if there is a good recruitment strategy in place.
- 1. Identifying Vacancy:** This one is among the most important in the whole process of requirements planning. To begin with, the other departments in the company forward their hiring needs/appointments to the HR department. This is because the sourcing manager is responsible of job posting and his/her duty is to go out there and find a perfect fit for the open position.

Furnitex Limited always keeps in mind the below factors when analyzing employment opportunities.

- Does either of those positions have any available vacancies?
- What type of jobs are there?
- What work still has to be done?
- What knowledge and abilities are imputed today?

2. Job Analysis: In the job analysis, you are going to look into the parts of the job description that contains the duties and responsibilities, the necessary skills and the working conditions. These qualities assist in defining the type of qualification needed for a certain post or the ability an employee needs to have with regard to the responsibility assigned in order to execute the vows properly.

Whenever Furnitex Limited examines a job, it always goes through these steps:

- Job Objectives Writing and developing.
- Making sure that job information is correct is one of the main responsibilities.
- Developing the job description using the information gathered.
- Outlining the skills and knowledge needed for the position.

3. Job Description: The last stage of job analysis is job description; a document that should be concise and unambiguous. The effectiveness of the hiring process is ultimately concluded mostly by this summary. Besides, related to the duties and responsibilities of the position, it is described as to how it links to the organization. Furthermore, by receiving this information, the employer and the business will also be able to understand how the worker needs to act or conduct himself so as fit into this job.

The following are the things that Furnitex Limited always prioritizes:

- The jobs are used to rank the job categories.
- The freshly hired worker receives orientation after being assigned to a specific unit.
- Promotions and transfers.

4. Job Specification: A job specification is an in-depth description that lists all of the requirements for a particular employment, including education, training, and work history. It provides a more thorough rundown of the job's requirements, including experience, education, technical proficiency, and any other features thought necessary for the role. This agreement guarantees that the duties of the position, the abilities of the candidates, and the accurate portrayal of applications are all similar. The procedures listed in Furnitex Limited's job specification are followed:

- Mental faculties
- Facial characteristics
- Needs on an emotional level

5. Job Evaluation: In order to determine and assess the relative value of the various positions inside the company, employers employ systematic methods of job evaluation. The job description, abilities, and working conditions are just a few of the factors that must be taken into consideration when developing an equitable compensation plan. Ensuring that the value and importance of each role are represented in its compensation will help achieve organizational fairness and overall success. To set exceptional workers apart from the rest of the team, the process of assigning points, creating ranks, or grading work may be used.

B. Recruitment Strategy: Recruiting strategy is a method that should enable an organization to attract and select deserving employees; this method should be the best for your business. Furnitex Limited employs the following recruitment strategies:

1. Job Evaluation: Providing a detailed description of the duties and requirements of the position.

2. **Sourcing Channels:** Job boards, social media, employee recommendations, and recruiting agencies are some of the resources to be explored in order to locate the appropriate personnel. Furnitex Limited used both internal and external recruitment techniques to hire a new employee.
3. **Candidate Screening:** Using accepted screening methods to evaluate candidates based on their qualifications and organisational culture.
4. **Interview Process:** Establishing a methodical interviewing procedure to evaluate a job applicant's skills, experience, and suitability for the position.
5. **Employee Value Proposition (EVP):** Highlighting the unique advantages and good qualities of working for the company in order to draw in top personnel.

C. Searching the Right Candidates: Consequently, selecting the best individuals is a lengthy process that aims at identifying individuals who meet certain requirements for a certain position. There are many steps that we take to ensure we attract the right people for the job; this includes posting vacancies on websites such as Facebook and LinkedIn, the company's internal database recommended by the current employees and recruiting agencies. Of these, through screening, the abilities, skills and the overall skill level are measured. This is an important initial step, and focusing on how fabulous the position is and the sweeteners on offer from the company are key techniques of this approach. The organizational factor of the onboarding process for new employees is another reason why the streamlining of the process of onboarding is important for the employee onboarding process in general. To locate and employ the best candidates for every given position is Furnitex Limited 's mission. Connecting applicants with open openings is the task of searching. Two main categories of sources exist:

1. Internal sources.
2. External sources.

1. Internal Sources:

- **Employee Referrals:** Most current employees get their referrals from their circle of influence.

- **Internal Job Postings:** It is a feature of the business where it comes up with job openings, and it gives a call to the current workforce to apply.
- **Promotions and Transfers:** Lateral moves and promotions are primarily offered to current employees of the organization.

2. External Sources:

- **Job boards:** Job postings on website such as Job Portal, Facebook, and LinkedIn among others.
- **Social media:** Sharing of employer job vacancies and interactions with the candidates on social media such as Facebook, LinkedIn and tweeter.
- **Networking:** identifying care needs of potential clients based on word-of-mouth information, professional contacts and associations, and informal social events.
- **Job advertisements:** As a result, advertisements are shared through the website and the employment portal.

Furnitex Limited may efficiently satisfy their recruiting needs and attract quality people by using a combination of these internal and external sources.

C. Screening/Shortlisting: The process of choosing applicants from the list is known as screening. When the search is over, undefined ac shortlists the applicants for the following round of selection. The most effective method of identifying unwanted applicants who lack the necessary qualifications or abilities for the position or who are irrelevant to it at all is through screening.

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

E. Evaluation and Control: Sourcing is the general term used to refer to the process of selecting individuals from the list to offer them the job positions. After the search is completed, undefined ac eliminates the candidates for the next set of screening. One of the best ways for sorting out those individuals who cannot be offered the position because they do not possess the skills, knowledge, or experience required for the position or those who are, in general, not relevant to the position, is possible only by means of screening.

It is significant to control the expenses related to hiring the new employees. Furnitex Limited monitors and lowers that by keeping an eye on a few things, like-

- Promotional or material benefits for individuals hired during the last month.
- Time spent by managers on Web-based job listings, postings, and hiring services assist firms to recover their costs.
- This is the sum of all costs which are incurred when renting or leasing the materials.
- The costs incurred in development, recruitment, selecting, and placing employees in their jobs.
- Overtime, expenses of outsourcing and resultant vacancies.

Sources of Recruitment: Recruiting source is therefore defined as a means by which a business organization locates individuals and persuades them to apply for a particular job. Such change may originate from within the business organization or may be initiated by other firms. Internal sources include current employees, internal staff and so on. Externally it will include job boards, recruiting companies, campus recruiting social media, networking and job adverts while internally it will extend to job posts and referrals and talent management activities. Selecting procedure of Furnitex Limited: The company most probably employs internal and external sources in selecting raw materials.

Part B

3.4 Selection Process

The selection process refers to the procedure of identifying and narrowing down the most suitable candidates with the requisite skills and credentials for the company's available roles. The selection process may vary across different firms and sectors, and even within the same organization across several departments.

3.5 Selection Process of Furnitex Limited

Often, we conduct several rounds of screenings so that the candidates who meet all our criteria make up the applicant pools that are most desirable for the jobs listed on our website.

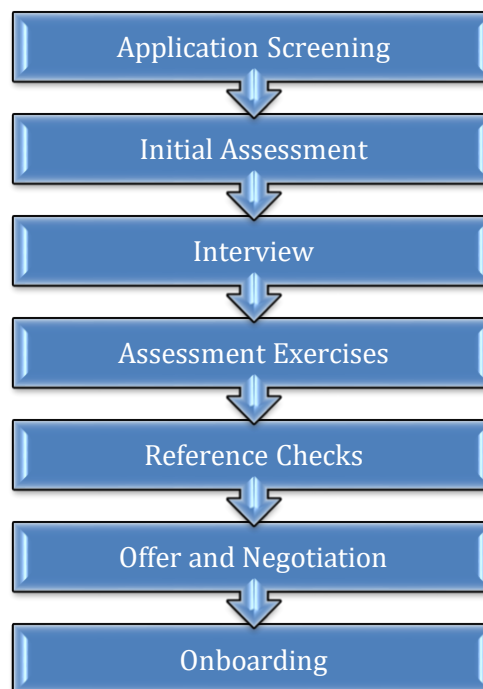


Figure 3: Selection process of Furnitex Limited

- A. Application Screening:** It is the responsibility of the first step in the procedure to review the documents that the applicant has submitted for posting. The screening techniques that

are used to search for applicants whose histories and talents are a good fit for the company and the position are referred to as evaluating processes.

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

- Case studies have effective prescreen methods for keeping correct quality and standards of applicants.
- Ensure that the caller received all the information that he or she wants.
- Checking that the organization's candidates meet the qualifications for requirement level.

B. Initial Assessment: Those that are on the shortlist are put through a brief test that may include one on one interview, telephone interview or online test. This step further helps in eliminating the number of candidates further and overall assessment of basic aptitude skills.

- The initial step should be to conduct assessments such as aptitude, personality, and skills evaluations.
- The decision should be made based on whether the applicant meets the position's requirements and the company's culture.
- The initial screening result is implemented to minimize the number of candidates in the pool.

C. Interviews: In most cases, invitations for the interview are issued to candidates who make through the initial assessment phase. The selection situation involves several formats; individuals such as senior leadership, team, and recruiting administrators can be interviewed severally. Cultural fit of each candidate, his/ her knowledge about the organization, general working experience, and previous working experience with the organization.

Furnitex Limited employs the following procedures in the selection process for the interview stage:

- Arranging meetings and interviews with selected interviews.
- Depending on the organizational need and the position – performing one or more phases of interviews.
- Interview formats are; Face to face interviews and video interviews. However, Furnitex Limited could make at most number of in person interviews.
- Evaluating the potency of the applicants on communication skills and problem solving skills along with the requirement of the position.

D. Assessment Exercises: Those who apply for the post may be asked to take behavioral management simulation or interference quizzes that will help in evaluating their ability to work in the position available. These activities include presentations, role-play, group debates and case studies.

Furnitex Limited implements the subsequent procedures during the assessment phase to determine candidates:

- Conducting the simulation exercise or improving skill specifications by acting out different practice scenarios.
- For example, the consideration of how people will engage in activities which are experienced in real life.
- How such an individual applies himself, how decisively she can act, the chances of her success in the job.
- Give prospective students information about previous enrollment records of Furnitex Limited, and ask them to guess the future enrollment trends.

E. Reference Checks: Indeed, Furnitex Limited may conduct cross-referencing. References need to be given before finalizing an employee candidate to confirm his/her performance, experience, and their records.

Analyzing the offered references will be useful in answering important questions accompanying the potential employees' work experience.

Furnitex Limited follows these protocols during the Reference Checks stage of the selection process:

- Verifying and confirming the education, work, and resume qualifications, as well as any additional data relevant to the application.
- One method of evaluating the candidate's compatibility is to obtain references from their previous employers.

F. Offer and Negotiation: Furnitex Limited provides vacancy to its candidates once the recruiting process is accomplished and employees have been chosen. In this case, the letter may cover offer that touch on remuneration, emoluments and other working conditions among them being pay, benefits among others. At this point the matters could be debated in an effort to identify the details of the offer.

Furnitex Limited adheres to the following guidelines during the Offer and Negotiation stage of the selection process:

- Offering positions for desired candidates.
- In the course of negotiating for hire in a particular job contract, the start date, the benefits, and pay are established.
- Providing the candidate with the answers to their questions or doubts, and telling them what they should anticipate and what to do next.

F. Onboarding: As soon as the candidate agrees to the offer, the hiring procedure begins. Here the new comer to the organization is welcomed, provided with the necessary gadgets and tutorials and assisted to kick start his or her new job in the organization in the most convenient manner as possible.

The final of the stages of hiring process is on job training. During this time, Furnitex Limited does the following:

- Making sure that the process of bringing new workers into the company goes smoothly at all times.
- This could mean giving them the paperwork and orientation tools they need.

Furnitex Limited Ltd makes sure that the hiring process is professional, open, and fair. This makes sure that the people who are chosen have the skills, credentials, and personality traits that will help them do their work well, as planned by the company.

Chapter-04

Major Findings

4.1 Major Findings of Recruitment and Selection Process Furnitex Limited

1. Part of the hiring process is also making a short list of candidates and keeping an eye on their feedback. Furnitex Limited follows all processes in a structured way.
2. Furnitex Limited also has a plan for hiring people. Companies use this plan to list their job openings, evaluations, and work descriptions.
3. Furnitex Limited doesn't have a way to hire people online. Because of this, they can't get many bright graduate students to join. This means that plans for hiring people need to be changed.
4. There is a clear process for hiring people at Furnitex Limited. They post jobs, meet candidates, screen candidates, and choose the best application.
5. Checking references is also a part of the hiring process, and In the field for Furnitex Limited, the length of time the person being recommended has worked for our company is checked.
6. During the application review phase, Furnitex Limited uses a number of steps to pick the best person for each job. This is part of the selection process.
7. The first evaluation is a part of the hiring process. The company gives personality and machine setting tests to job candidates to see if they have the skills and abilities needed for the job.
8. Furnitex Limited usually gets rid of people who aren't a good fit through initial interviews. The primary interview is usually a way to get information. with a short exchange of details about the candidates' age, work history, hobbies, awards, and so on.

Chapter- 05

Recommendation & Conclusion

Recommendations

Furnitex Limited should do since focusing more on enhancing its human resources techniques in the hiring procedures and staff training as well as assisting employees. Thus, the company will be able to address the current problems and tap into the current unfavorable conditions of the foreign counseling services market.

1. This need means that the Furnitex Limited should alter the job description of the vacant position to make it more comprehensible to make it easier for the company to attract more and better quality of applications in future to save time and acquire more about the applicants.
2. Furnitex Limited should not only interview their candidates about their performance in academic years, but they also should interview the candidates regarding their skills and other stuff.
3. An online hiring approach can be adopted by Furnitex Limited where the organization keeps the CVs of people willing to work for it. This plan will help eliminate the time and cost incurred when recruiting people in this manner.
4. Thus, I think that ideas and know-how about the way things could and should be improved may be useful for the company, particularly for the new employees, and therefore, that is why they should be incorporated at Furnitex Limited Listening to what the buyers have to say will aid in deciding how people need to be recruited in the future and how issues need to be resolved.
5. Unless people are screened well before they get hired, put or chosen, it would not be wise to assume that they would be placed in the right jobs. For the most effective results in terms of how work is accomplished, position methods should be looked at and adjusted once in a while.
6. Furnitex Limited employs formally to seek personnel, like interviews, and shortlisting of candidates. These kinds of steps should facilitate to incorporate something in the process of customer feedback which will enhance the general performance and refine the employment projects.

Conclusion

Furnitex Limited is without a doubt one of the best Office and Homewear company in the country and around the world. I've been working here for a while now and I'm happy with it because I've learned some useful things that will help me in the future. A lot of furniture related brands are doing very well right now. For sure, the Furnitex Limited will have to work hard to beat this job in the future. But I think they will have a big effect on the market in the future if they keep getting better and do the right things. Furnitex Limited will help Bangladesh's economy grow when it grows, whether it does so directly or through other companies.

A lot of people who are jobless will be able to find work, and the success of Furnitex Limited should help other small businesses. The thing that made Furnitex stand out to me about the form I filled out might help the company figure out the market gap and problems.

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