



Daffodil
International
University

Internship Report

on

An Evaluation of Recruitment & Selection Process of Ha-Meem Group

Submitted To:

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Letter of Transmittal

Dr. Sayedul Anam

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Department of Business Administration

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Daffodil International University

Subject: Submission of Internship Report on “An Evaluation of Recruitment & Selection Process of Ha-Meem Group.”

Respected Sir,

I am pleased to submit my internship report titled “**An Evaluation of Recruitment & Selection Process of Ha-Meem Group,**” prepared as part of the requirements for completing my Bachelor of Business Administration (BBA) program. The report reflects my learnings and experiences gained during my internship at Ha-Meem Group, where I explored the recruitment and selection practices in detail.

This report aims to provide a comprehensive understanding of the company’s hiring strategies and their alignment with organizational goals. I have done my utmost to ensure the report is informative and adheres to the guidelines provided by you.

I am deeply grateful for your guidance and support throughout this process. Your insights and feedback have been invaluable in shaping the final output.

I sincerely hope that this report meets your expectations. Thank you for giving me the opportunity to undertake this internship and complete this report under your supervision.

Sincerely yours,



Mehal Ahmed Mahi

ID: 202-11-6561

Program- BBA, Major in HRM

Department of Business Administration

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Certificate of Approval

This is to certify that the internship report titled "**An Evaluation of Recruitment & Selection Process of Ha-Meem Group**" submitted by **Mehal Ahmed Mahi**, ID: **202-11-6561**, a student of the Department of Business Administration, Faculty of Business & Entrepreneurship, Daffodil International University, has been approved as a partial fulfillment of the requirements for the degree of Bachelor of Business Administration (BBA).

The report is recommended for submission and acceptance.



Dr. Sayedul Anam

Associate Professor

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Declaration

I, **Mehal Ahmed Mahi**, ID: **202-11-6561**, hereby declare that the internship report titled "**An Evaluation of Recruitment & Selection Process of Ha-Meem Group**" has been prepared solely by me and is based on the practical experience and knowledge I gained during my internship at Ha-Meem Group.

I confirm that this report has not been submitted to any other institution or university for any academic or professional purpose.

Sincerely yours,



Mehal Ahmed Mahi
ID: 202-11-6561
Program- BBA, Major in HRM
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Acknowledgment

First and foremost, I would like to express my deepest gratitude to Almighty Allah for granting me the strength, patience, and wisdom to successfully complete my internship and prepare this report. Without His blessings, none of this would have been possible.

I am profoundly thankful to my parents and family for their constant support, encouragement, and prayers throughout my academic journey. Their unwavering belief in my abilities has been my greatest source of motivation.

I would also like to extend my heartfelt gratitude to my internship supervisor, Dr. Sayedul Anam, Associate Professor, Department of Business Administration, Faculty of Business & Entrepreneurship, Daffodil International University, for his valuable guidance, constructive feedback, and continuous support throughout the preparation of this report. His mentorship has been instrumental in shaping my learning experience.

My sincere thanks go to the management and colleagues at Ha-Meem Group, especially the HR department, for their cooperation and support during my internship period. Their insights, guidance, and willingness to share knowledge made my learning experience both enriching and enjoyable.

Lastly, I would like to thank my friends and peers from Daffodil International University, whose encouragement and assistance have been invaluable throughout my academic journey. The shared experiences and support have made this journey memorable.

To everyone who has contributed to my success, directly or indirectly, I express my deepest appreciation and gratitude.

Executive Summary

This report, titled **An Evaluation of Recruitment & Selection Process of Ha-Meem Group,** analyzes the recruitment and selection process at Ha-Meem Group, focusing on the strategies and challenges the company faces in hiring qualified candidates. As part of my Bachelor of Business Administration (BBA) internship at Daffodil International University, this report examines how the company aligns its recruitment efforts with organizational goals to maintain a competitive edge.

Ha-Meem Group utilizes both internal and external sources for recruitment, including promotions, job portals, campus recruitment, and employee referrals. The selection process involves multiple stages such as screening, written tests, interviews, and psychometric assessments to ensure the best candidates are chosen. The company also has a structured onboarding and orientation process to help new hires integrate smoothly. However, the process faces several challenges, including being time-consuming, limited use of technology, inconsistent feedback, over-reliance on traditional methods, and potential unconscious bias in selection.

The report suggests that adopting advanced technology, streamlining processes, improving feedback systems, and enhancing fairness and diversity in hiring can address these issues. Overall, improving the recruitment and selection process will enhance Ha-Meem Group's ability to attract top talent, contributing to long-term organizational growth and success.

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Chapter - 01

Introduction of the Report

1.1: Introduction

The internship program is an essential part of the Bachelor of Business Administration (BBA) curriculum, designed to provide students with practical exposure to the corporate world and an opportunity to apply theoretical knowledge in real-life situations. As a student of Daffodil International University majoring in Human Resource Management (HRM), I had the privilege of completing my internship at Ha-Meem Group, a prominent organization in Bangladesh's garment industry.

This report focuses on the Recruitment & Selection Process at Ha-Meem Group, a critical function of Human Resource Management. During my internship, I observed the company's recruitment practices, from sourcing candidates to the final selection and onboarding stages. This experience allowed me to gain a deeper understanding of how these processes align with organizational goals and workforce planning.

The objective of this report is to document my observations, evaluate the effectiveness of the company's recruitment and selection practices, and provide insights into areas for potential improvement. It combines practical experiences from the internship with academic theories learned throughout my BBA program, ensuring a comprehensive understanding of the subject.

1.2: Background of the Study

The Bachelor of Business Administration (BBA) program at Daffodil International University emphasizes both theoretical learning and practical application. As part of the degree completion requirements, students must undertake an internship program to bridge the gap between academic concepts and real-world business practices. This internship report, titled "An Evaluation of Recruitment & Selection Process of Ha-Meem Group," is an essential component of fulfilling my BBA degree requirements. The report reflects my practical experience in the Human Resource Management (HRM) field, aligning with my major area of study.

The importance of this report lies in its ability to connect academic knowledge with corporate practices. By focusing on the recruitment and selection process, I have gained valuable insights into how organizations attract and retain talent, a key area in HRM. This report not only helps complete my academic journey but also prepares me for future professional challenges in the business world.

1.3: Objectives of the Study

Broad Objective:

The broad objective of this report is to analyze the recruitment and selection process at Ha-Meem Group to provide a comprehensive understanding of the company's hiring practices.

Specific Objectives:

The objectives of the study are the following:

1. To analyze the recruitment and selection process of Ha-Meem Group;
2. To identify the problems related to the recruitment and selection process of Ha-Meem Group;
3. To make some recommendations to overcome those problems.

1.4: Scope of the Study

This study focuses on the recruitment and selection process at Ha-Meem Group, specifically examining the methods and strategies employed by the company to attract and hire talent. It covers various stages of the recruitment process, including job analysis, sourcing candidates, selection procedures, and onboarding. The scope of this report is limited to the HR practices observed during my internship at Ha-Meem Group, and it provides insights into the company's approach to human resource management within the garment industry. The findings aim to offer a deeper understanding of recruitment and selection in a corporate setting.

1.5: Methodology of the Study

This study is primarily based on qualitative research, utilizing both primary and secondary data sources. The primary data was collected through direct observations during my internship at Ha-Meem Group, along with informal discussions and interviews with HR professionals within the company. Secondary data was gathered from company reports, HR documents, and academic resources related to recruitment and selection practices. The combination of these methods allowed for a comprehensive understanding of the recruitment and selection process at Ha-Meem Group.

1.5.1: Sources of Data Collection

Primary Data

- Direct observations during my internship at Ha-Meem Group
- Informal discussions and interviews with HR professionals and company staff
- Participation in recruitment-related activities and processes

Secondary Data

- HR documents and internal reports from Ha-Meem Group
- Relevant academic articles, books, and research papers on recruitment and selection
- Online resources and industry reports related to HR practices

1.5.2: Target Population

The target population for this study includes the Human Resource department of Ha-Meem Group, particularly HR professionals involved in the recruitment and selection process. Additionally, the study considers employees who have recently undergone the recruitment process and have joined the company.

1.5.3: Sample Size

The sample size for this study includes approximately 10 HR professionals from the Human Resource department at Ha-Meem Group, who were directly involved in the recruitment and selection process. Additionally, feedback was gathered from around 5 employees who recently went through the recruitment process.

1.5.4: Sampling Method

The sampling method used for this study is purposive sampling, where specific individuals involved in the recruitment and selection process at Ha-Meem Group were selected based on their direct involvement and expertise.

1.6: Limitations of the Study

- Limited to the recruitment and selection process at Ha-Meem Group only.
- Data collection was based on a small sample size of HR professionals and recent employees.
- The study relies on informal interviews and observations, which may lack objectivity.
- Limited access to certain internal HR documents and confidential information.
- Time constraints during the internship restricted the depth of data collection.

Chapter - 02

Overview of Ha-Meem Group

2.1: Introduction of the Company

Ha-Meem Group is a leading business conglomerate in Bangladesh, widely recognized for its prominent position in the textile and garment industry. Established in 1983, the company has made significant strides in becoming one of the largest manufacturers and exporters of ready-made garments (RMG), denim, knitwear, and woven fabrics. With its headquarters in Dhaka, Ha-Meem Group operates a number of modern, state-of-the-art production facilities across Bangladesh, which employ thousands of skilled professionals.

The company is well-known for its commitment to producing high-quality products while maintaining international standards of excellence. It has established a strong reputation globally, collaborating with some of the world's top fashion brands. Ha-Meem Group's wide range of products includes everything from basic garments to fashion-forward clothing, meeting the diverse needs of its global customer base.

Ha-Meem Group's growth is not only attributed to its robust manufacturing capabilities but also to its forward-thinking business strategies, continuous innovation, and investment in sustainable practices. The company is committed to ensuring a positive impact on both the environment and society.

With a strong workforce, advanced technology, and a deep understanding of the global market, Ha-Meem Group has earned a place as a leading exporter of textiles, contributing significantly to Bangladesh's reputation as a global leader in the garment industry. The company's focus on quality, innovation, and ethical business practices has made it a respected name in the textile sector, both locally and internationally.



2.2: Mission, Vision and Objectives of Ha-Meem Group

2.2.1: Mission

Ha-Meem Group's mission is to deliver high-quality products that meet the expectations of its global customers while maintaining a commitment to innovation, sustainability, and ethical business practices. The company strives to create value for its stakeholders by ensuring excellence in production, fostering a positive work environment, and contributing to the economic growth of Bangladesh.

2.2.2: Vision

The vision of Ha-Meem Group is to become a global leader in the textile and garment industry, recognized for its commitment to quality, innovation, and sustainability. The company aims to expand its global footprint, build lasting relationships with top international brands, and remain at the forefront of industry advancements.

2.2.3: Objectives

- ✓ To maintain high production standards and meet international quality certifications.
- ✓ To continuously innovate and adopt the latest technologies in garment manufacturing.
- ✓ To ensure sustainable business practices that minimize environmental impact.
- ✓ To expand Ha-Meem Group's market share in both domestic and international markets.
- ✓ To provide a positive and rewarding work environment for employees, fostering their growth and development.
- ✓ To contribute to the overall economic growth of Bangladesh by supporting the textile and garment industry.

2.3: Government Affiliation

Ha-Meem Group, as one of the leading textile and garment manufacturers in Bangladesh, maintains a strong affiliation with the government and complies with various regulations and policies set forth by the government to support the industry. The company operates in accordance with Bangladesh's Export Policy and Labor Laws, ensuring that it meets national standards for labor rights, environmental regulations, and business operations.

Additionally, Ha-Meem Group is involved in initiatives that align with the government's goals for economic development, particularly in the textile and garment export sector. The company plays a significant role in contributing to Bangladesh's position as one of the world's top garment exporters, thereby supporting the country's economic growth and employment generation.

Ha-Meem Group also adheres to Bangladesh Garment Manufacturers and Exporters Association (BGMEA) guidelines, collaborating with government agencies to promote sustainable and ethical business practices within the industry. The company's active participation in industry events and policy discussions further strengthens its relationship with the government.

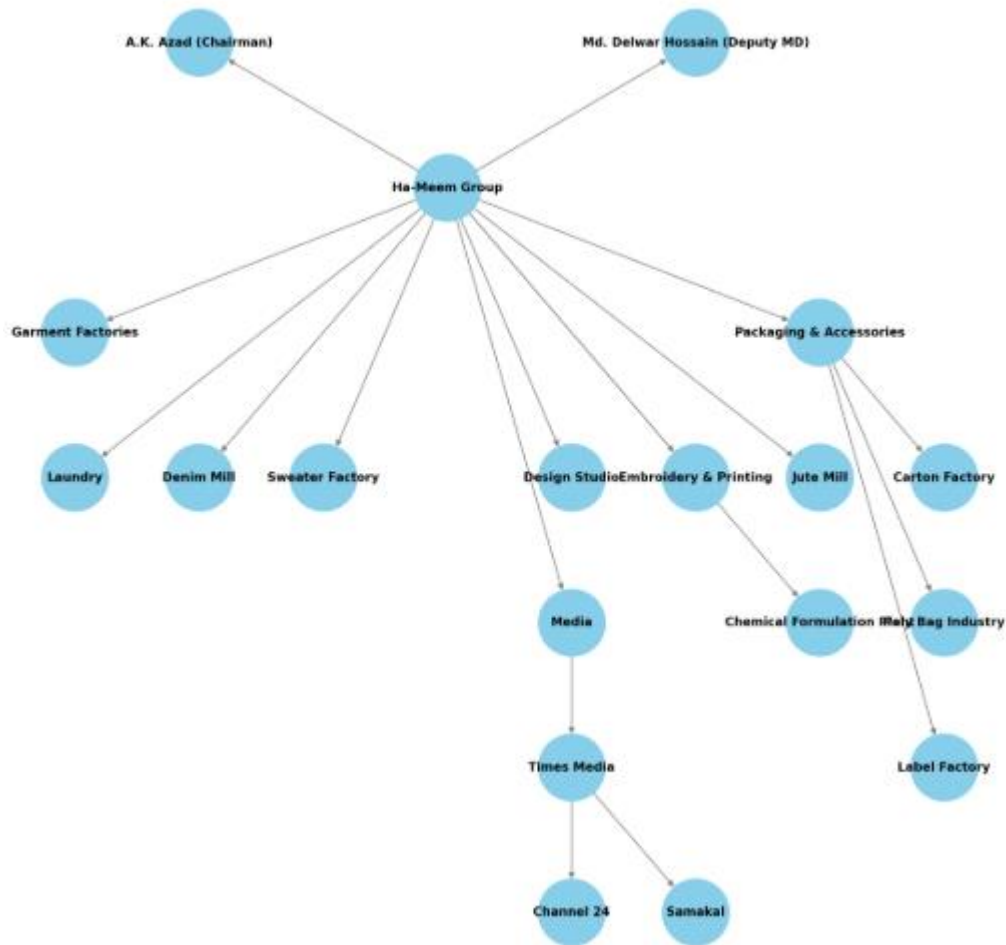
2.4: International Partnerships

Ha-Meem Group has established strong international partnerships with some of the world's leading brands in the fashion and retail industries. These collaborations have been a key driver of the company's success, allowing it to expand its market presence and reputation globally. The company works closely with renowned global brands, ensuring that its products meet the highest international standards in terms of quality, design, and delivery timelines.

Ha-Meem Group's international partnerships are primarily focused on the garment export sector, where it supplies a wide range of products, including denim, knitwear, and ready-made garments, to markets across Europe, the United States, and other parts of the world. The company's ability to meet the specific demands of international clients, combined with its capacity for large-scale production, has helped it build long-term, reliable relationships with global fashion brands.

Through these partnerships, Ha-Meem Group has also gained access to the latest trends, technologies, and industry practices, further enhancing its competitiveness in the global market. These collaborations are not only beneficial for the company's growth but also contribute to Bangladesh's position as one of the top garment exporters globally.

2.5: Organogram of Ha-Meem Group



2.6: Team Members of Ha-Meem Group

Ha-Meem Group employs a large and diverse workforce across various departments to support its operations. The company has over 20,000 employees, including:

- **Management Team:** Comprising senior executives and department heads responsible for strategic decision-making and overall operations.
- **HR Team:** A dedicated team of 50+ professionals handling recruitment, training, and employee welfare.
- **Production Team:** The backbone of the company, with over 15,000 workers in manufacturing units ensuring efficient production.
- **Sales & Marketing Team:** A team of 100+ professionals responsible for global sales and customer relations.
- **Quality Control Team:** Around 200+ staff ensuring product quality and compliance with international standards.

2.7: HR Team of Ha-Meem Group

The HR team at Ha-Meem Group plays a pivotal role in managing the company's workforce, ensuring that the right talent is recruited, trained, and developed to meet organizational goals. The team consists of 50+ professionals, each specializing in various aspects of human resource management, including recruitment, employee relations, training, and performance management.

Key members of the HR team include:

- **HR Managers:** Responsible for overseeing the recruitment process, employee relations, and overall HR strategy.
- **Recruitment Specialists:** Focus on attracting and selecting the best candidates for the organization.
- **Training and Development Coordinators:** Ensure employees receive continuous training and skill development to improve performance.
- **Compensation and Benefits Officers:** Manage payroll, benefits, and employee welfare programs.
- **HR Assistants:** Provide administrative support, assist with documentation, and help with day-to-day HR activities.

2.8: Products of Ha-Meem Group

Ha-Meem Group is primarily known for its diverse range of textile and garment products. The company manufactures and exports a variety of high-quality items that cater to both local and international markets.

Some of the key products offered by Ha-Meem Group include:

- **Ready-Made Garments (RMG):** A wide range of apparel, including casual wear, formal wear, and fashion garments, for men, women, and children.
- **Denim:** High-quality denim fabric, used for jeans, jackets, and other denim-based clothing.
- **Knitwear:** A variety of knitted products such as t-shirts, sweaters, and other comfortable clothing items.
- **Woven Fabrics:** Includes shirts, trousers, and other woven garments made from various fabric types.

- **Sportswear:** Activewear and sports-related clothing, focusing on both comfort and performance.
- **Home Textiles:** Bed linens, towels, and other household textile products.

2.9: Core Values for the Customer

Ha-Meem Group upholds several core values that are central to its customer relationships and business practices. These values ensure that the company delivers high-quality products and exceptional service to its clients:

- **Quality:** Ha-Meem Group is committed to providing products that meet international quality standards, ensuring customer satisfaction with every order.
- **Reliability:** The company focuses on delivering products on time, consistently meeting deadlines and expectations.
- **Innovation:** Ha-Meem Group continuously seeks to improve and innovate, offering customers the latest trends and designs in the garment industry.
- **Sustainability:** The company values environmentally friendly practices, ensuring that production processes are sustainable and ethically responsible.
- **Customer-Centricity:** Ha-Meem Group places its customers at the heart of its operations, focusing on understanding their needs and delivering tailored solutions.
- **Integrity:** Ha-Meem Group maintains transparency and honesty in all business dealings, fostering trust and long-term partnerships with clients.

2.10: Chronological Achievements of Ha-Meem Group

YEAR	ACHIEVEMENT
1983	Ha-Meem Group was established, beginning its journey in the textile and garment industry in Bangladesh.
1990	The company expanded its production capacity, investing in modern machinery and technology to improve manufacturing processes.
2000	Ha-Meem Group started exporting garments to international markets, marking its entry into the global textile industry.
2005	The company became a key supplier for major global brands, strengthening its position in the international market.
2010	Ha-Meem Group earned international certifications for quality and sustainability, further enhancing its reputation for delivering high-quality products.
2015	The company expanded its product range to include denim, knitwear, and home textiles, diversifying its offerings for both local and global markets.
2020	Ha-Meem Group launched new sustainability initiatives, focusing on reducing environmental impact and improving labor conditions within its facilities.
2023	The company achieved a significant milestone in terms of export volume, becoming one of Bangladesh's top garment exporters.

Chapter - 03

Recruitment & Selection Process of Ha-Meem Group

3.1: Introduction to Recruitment & Selection

Recruitment and selection are vital functions of human resource management, focusing on building an effective workforce to meet organizational goals. Recruitment is the process of identifying and attracting potential candidates for job openings, while selection involves evaluating these candidates to find the most suitable person for the role. Together, these processes ensure that an organization can maintain a competitive edge by hiring skilled and capable individuals.

For any organization, including Ha-Meem Group, the recruitment and selection process is a key driver of success. These processes not only help in filling vacancies but also play a strategic role in aligning the workforce with the organization's objectives. A systematic and efficient approach to recruitment and selection ensures that the company can address its operational needs while maintaining quality and productivity.

This chapter aims to provide an overview of the recruitment and selection process at Ha-Meem Group. It will explore the methods and strategies used by the organization to attract and select employees, focusing on how these practices support the company's growth and operational efficiency.

3.2: Recruitment Process at Ha-Meem Group

Recruitment is the initial and one of the most important stages of hiring, as it ensures a pool of suitable candidates for the selection process. At Ha-Meem Group, recruitment is conducted with a strategic approach to attract skilled and competent individuals who align with the company's operational and organizational goals. The process is carried out systematically, incorporating various sources of recruitment, job analysis, planning, and outreach strategies.

3.2.1: Sources of Recruitment

Ha-Meem Group utilizes both internal and external sources to identify and attract potential candidates:

1. Internal Sources:

- **Promotions:** Employees are often promoted to higher positions based on their performance and experience. This not only motivates the workforce but also ensures continuity in operations.

- **Transfers:** The company fills vacancies by transferring employees between departments or locations, leveraging their existing skills and familiarity with the organization.
- **Employee Referrals:** Existing employees are encouraged to refer suitable candidates from their networks, helping to find trustworthy and qualified applicants.

2. External Sources:

- **Job Portals:** Platforms like BDJobs and LinkedIn are commonly used to post vacancies and attract a wider pool of candidates.
- **Campus Recruitment:** Collaborations with universities and educational institutions help the company identify fresh graduates with potential.
- **Walk-Ins:** The company also welcomes walk-in applicants for certain roles, particularly for operational or entry-level positions.
- **Recruitment Agencies:** Ha-Meem Group works with professional agencies to find candidates for specialized roles that require specific expertise.

3.2.2: Job Analysis and Planning

Before initiating the recruitment process, Ha-Meem Group emphasizes job analysis and workforce planning to ensure that the recruitment efforts are aligned with organizational needs:

1. Job Analysis:

- A detailed analysis is conducted to identify the responsibilities, qualifications, and skills required for each position.
- Job descriptions and specifications are prepared to clearly communicate the expectations to potential candidates.

2. Workforce Planning:

- The HR department assesses current and future workforce requirements based on the company's operational demands.
- Any gaps in the workforce are identified, and recruitment is planned accordingly to ensure the availability of skilled employees when needed.

3.2.3: Advertisement and Outreach

To attract a diverse and talented pool of candidates, Ha-Meem Group employs various advertisement and outreach methods:

1. **Online Platforms:** The company uses online job portals and social media platforms to advertise vacancies and reach a broad audience. Their official website also lists job openings, allowing candidates to apply directly.
2. **Print Media:** Job advertisements are occasionally published in national newspapers to target candidates who prefer traditional media.
3. **Campus Recruitment Drives:** Collaboration with educational institutions is an important strategy to attract fresh talent. Ha-Meem Group participates in job fairs and organizes campus recruitment events.
4. **Community Engagement:** In some cases, especially for operational roles, the company engages with local communities to create awareness about job opportunities and encourage applications.

3.3: Selection Process at Ha-Meem Group

The selection process at Ha-Meem Group is designed to identify the most suitable candidates for various positions within the organization. It is a thorough and systematic process that ensures only the most qualified individuals are chosen to meet the company's needs and objectives. The selection process is divided into several stages, each with specific methods and tools to evaluate candidates effectively.

3.3.1: Screening and Shortlisting

The first step in the selection process involves screening the applications received from various sources. The HR team at Ha-Meem Group reviews resumes and application forms to identify candidates who meet the basic qualifications and requirements for the job.

After screening, a shortlist is created, consisting of candidates who have the potential to perform well in the role. Shortlisting is based on factors such as the relevance of the candidate's experience, educational background, and alignment with the job description.

3.3.2: Selection Methods

Ha-Meem Group uses a variety of methods to assess candidates' skills, knowledge, and suitability for the position. These methods are carefully chosen to ensure a comprehensive evaluation process.

1. **Written Tests:** For certain technical or skill-based roles, Ha-Meem Group conducts written tests to assess candidates' proficiency in relevant areas. These tests may cover general knowledge, job-specific skills, and sometimes personality traits.
2. **Group Discussions:** Group discussions are conducted for candidates applying for managerial or leadership roles. This method helps evaluate their communication skills, ability to work in a team, and problem-solving capabilities.

3. **Interviews:**

The interview process at Ha-Meem Group is one of the most critical stages of selection. The company uses a combination of:

- **Telephonic Interviews:** Initial rounds of interviews are often conducted over the phone, especially when dealing with candidates from different regions or locations. These interviews help filter out candidates who are not a good fit.
 - **Face-to-Face Interviews:** Candidates who pass the telephonic interview are invited for face-to-face interviews. This stage is typically conducted by a panel of HR representatives and departmental heads. The interview focuses on assessing candidates' experience, technical skills, behavioral traits, and cultural fit within the organization.
 - **Behavioral Interviews:** Ha-Meem Group often uses behavioral interview techniques to understand how candidates have handled situations in the past and how they might respond to future challenges in the workplace.
4. **Psychometric and Technical Tests:** Depending on the role, candidates may be required to take psychometric tests to assess their cognitive abilities, personality traits, and problem-solving skills. For technical positions, the company may conduct specialized tests to gauge the candidate's technical knowledge and practical skills relevant to the job.

3.3.3: Final Selection

After the various assessment stages, the final decision is made by the HR team in collaboration with the hiring managers. The decision is based on the overall performance of the candidates in the interviews, tests, and discussions. The chosen candidate is then contacted with a job offer. The process not only assesses technical skills but also emphasizes the candidate's

potential to adapt to the organizational culture, making sure they will be a good long-term fit for the company.

3.3.4: Communication of Results

Once the final selection is made, the HR department promptly informs both successful and unsuccessful candidates. Successful candidates are given details regarding their job offer, salary package, and other employment terms. For unsuccessful candidates, Ha-Meem Group provides feedback where possible, ensuring transparency and maintaining a positive employer brand.

3.4: Onboarding and Orientation Process at Ha-Meem Group

Once candidates have successfully passed the selection process, the next crucial phase is onboarding and orientation.

3.4.1: Onboarding Process

The onboarding process at Ha-Meem Group is a comprehensive and structured program that begins as soon as a candidate accepts the job offer. The process is aimed at helping new employees integrate into the organization and understand their roles and responsibilities.

1. Pre-boarding Activities:

- **Documentation:** Before the new hire's first day, the HR team ensures all required paperwork, such as contracts, tax forms, and other legal documents, are completed.
- **IT Setup:** New employees are provided with the necessary tools and technology, such as laptops, email accounts, and access to internal systems, to ensure they are ready to work from day one.
- **Welcome Gift:** Ha-Meem Group provides a welcome Gift to new employees, which includes company-branded materials, guidelines, and any other essential items they may need to start their journey.

2. First Day Experience:

- On the first day, new employees are introduced to their immediate team and the workplace environment.

- The HR team or a designated onboarding coordinator gives a detailed briefing about the company's history, mission, values, and organizational structure. This ensures that the new hires understand the company's culture and vision.
- Employees are also given a tour of the office or facilities to familiarize them with the workspace, including important areas like the cafeteria, HR office, and emergency exits.

3.4.2: Orientation Process

The orientation process at Ha-Meem Group is designed to provide new employees with an overview of the company's policies, procedures, and expectations. This process ensures that employees feel welcomed and informed about the company's operations and their role within the organization.

- ✓ **Introduction to Company Policies:** New hires are briefed on key company policies, including working hours, attendance, code of conduct, and safety regulations.
- ✓ **Training Programs:** Ha-Meem Group provides training sessions to help new employees understand their job responsibilities and learn any specific skills required for their roles. The training includes both general company-wide sessions (HR policies, communication, and teamwork) and role-specific sessions (technical training, product knowledge).
- ✓ **Introduction to Teams and Key Contacts:** New employees are introduced to their immediate team members and supervisors. This helps foster a sense of belonging and encourages open communication. They are also introduced to other departments and key contacts within the organization, which promotes cross-departmental collaboration and knowledge sharing.
- ✓ **Mentorship and Support:** Ha-Meem Group often assigns a supervisor to new employees, particularly those in more complex or technical roles. This mentor guides the new hire through their first few weeks, offering advice, answering questions, and helping them navigate the workplace culture.

3.5: SWOT Analysis of Recruitment & Selection Process at Ha-Meem Group

A SWOT analysis of Ha-Meem Group's recruitment and selection process helps identify its strengths, weaknesses, opportunities, and threats, providing a clear overview of areas for improvement and growth.

3.5.1: Strengths

1. **Clear Job Descriptions:** Well-defined roles and responsibilities help attract suitable candidates.
2. **Diverse Recruitment Channels:** A mix of internal and external sources ensures a broad pool of candidates.
3. **Structured Selection Process:** Multiple stages like tests and interviews ensure thorough candidate evaluation.
4. **Focus on Cultural Fit:** Emphasizing company values ensures better integration of new hires.
5. **Effective Onboarding:** A strong onboarding process helps new employees adjust quickly.

3.5.2: Weaknesses

1. **Time-Consuming Process:** Multiple steps may lead to delays in hiring, potentially losing top talent.
2. **Limited Use of Technology:** The recruitment process could be more efficient with advanced technology, such as AI tools.
3. **Inconsistent Feedback:** Not all unsuccessful candidates receive feedback, which can harm the company's reputation.
4. **Reliance on Traditional Methods:** Over-reliance on print media and referrals may limit reach and diversity.

3.5.3: Opportunities

1. **Expand Digital Recruitment:** Using platforms like LinkedIn and social media can attract a wider talent pool.
2. **Adopt AI and Automation:** AI can streamline resume screening and initial assessments, speeding up the process.

3. **Global Talent Pool:** Exploring international candidates for specialized roles could improve hiring outcomes.
4. **Enhance Candidate Experience:** Timely updates and transparent feedback can improve the overall experience for applicants.

3.5.4: Threats

1. **Competition for Talent:** Competitors may offer faster hiring processes, attracting top candidates away.
2. **Changing Job Market:** Trends like remote work may require adjustments in recruitment strategies.
3. **Economic Instability:** Economic downturns could impact hiring budgets and reduce open positions.
4. **Risk of Bias:** Unconscious bias during interviews could lead to unfair selection decisions.

Chapter - 04

Findings, Recommendations, and Conclusion

4.1: Findings

1. **Time-Consuming Process:** The multi-stage process, including screening, tests, and interviews, leads to delays, potentially resulting in the loss of top candidates to competitors with quicker hiring procedures.
2. **Limited Use of Technology:** The company relies heavily on traditional methods like print media and employee referrals, which could be made more efficient through the use of advanced technologies like AI for resume screening and initial assessments.
3. **Inconsistent Feedback:** Not all unsuccessful candidates receive feedback, which can lead to dissatisfaction and damage the company's reputation, as candidates may feel neglected or uninformed.
4. **Over-Reliance on Traditional Methods:** Ha-Meem Group's continued dependence on traditional recruitment methods limits the reach and diversity of the candidate pool, restricting access to a broader range of talent.
5. **Risk of Bias:** Unconscious bias during interviews and assessments could lead to unfair decisions, potentially excluding qualified candidates based on irrelevant factors, thus compromising diversity and fairness in the hiring process.

4.2: Recommendations

1. **Streamline the Recruitment Process:** Implement AI-powered resume screening tools and automated initial assessments to reduce time in shortlisting candidates. This would speed up the recruitment process and ensure that top talent isn't lost due to delays.
2. **Incorporate Technology:** Invest in modern recruitment technologies such as Applicant Tracking Systems (ATS) and AI-driven tools for scheduling, screening, and video interviews. This would improve efficiency, reduce manual workload, and enhance the accuracy of candidate evaluations.
3. **Standardize Feedback:** Develop a standardized system for providing feedback to both successful and unsuccessful candidates. Automating this process can ensure timely communication and improve the candidate experience, enhancing Ha-Meem Group's employer brand.
4. **Expand Recruitment Channels:** Focus on leveraging digital platforms like LinkedIn, job portals, and social media to reach a wider, more diverse candidate pool. This will help attract younger, tech-savvy professionals and reduce dependency on traditional methods like print media.
5. **Reduce Bias in Selection:** Introduce structured interviews with a clear set of questions to ensure consistency across all candidates. Additionally, providing bias-awareness training for hiring managers and interviewers will help eliminate unconscious biases, ensuring a fair and objective selection process.

4.3: Conclusion

In conclusion, the recruitment and selection process at Ha-Meem Group plays a pivotal role in ensuring the organization attracts and retains skilled employees who align with its goals and values. The company's strategic approach to recruitment, utilizing both internal and external sources, as well as a structured selection process, has contributed to its success in building a capable workforce. However, there are areas that require attention, including the time-consuming nature of the process, the limited use of modern technology, inconsistent feedback, reliance on traditional methods, and the potential for unconscious bias. Addressing these challenges by incorporating technology, streamlining procedures, and ensuring a fair and transparent selection process will help Ha-Meem Group stay competitive in attracting top talent. Ultimately, refining the recruitment and selection process will not only enhance operational efficiency but also contribute to the company's long-term success and growth in a competitive market.

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