

**An Internship Report on  
Recruitment & Selection Process in Readymade Garments in Bangladesh  
A Study on Texville Apparel Ltd.**

**Submitted To:**

**MD. Alamgir Hossan**

Senior Lecturer

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

**Submitted By:**

**Kaiser Ikram Mazumder**

**ID: 151-11-220**

Department of Business Administration

Faculty of Business & Entrepreneurship



Bachelor of Business Administration

Daffodil International University

October-2018



## Letter of Transmittal

Date:

To,

Md. Alamgir Hossan  
Senior Lecturer  
Department of Business Administration  
Faculty of Business & Entrepreneurship

**Subject:** Submission of internship Report on “**Recruitment & Selection Process in Readymade Garments in Bangladesh, A Study on Texville Apparel Ltd.**”

Sir,

With due regard that I, Kaiser Ikram Mazumder, ID: 151-11-220 might want to inform you that here is the give an account of "Recruitment and Selection Process in Readymade Garments in Bagladesh; A Study on Texville Apparel Ltd." that was assigned to me submit under the internship program. It was a great pleasure for me to do the assigned report. I have conducted my internship program in Texville Apparel Ltd., Mirer Changao, Ashulia Savar, Dhaka, with your kind supervision. I trust that the learning and experience I gathered during the internship time frame, will be useful in my future professional life.

I made each undertaking to set up this report precise, unmistakable and comprehensive and endeavored my measurement best to aggregate applicable and keen data inside the arranged time and confined resources. Any shortcoming in this report is completely my blame.

I have invested my each push to delineate the administration quality, functions performed by the Texville Apparel Ltd. I will be grateful to you in the event that you kindly accept this report.

Thank You.

Your Most obedient,

Kaiser Ikram Mazumder

ID: 151-11-220

39<sup>th</sup> Batch, Major Marketing

Department of Business Administration.

Faculty of Business & Entrepreneurship.



## Supervisor's Declaration

It gives me enormous pleasure to affirm that the anticipated report titled "Representative Recruitment and Selection Process in Readymade Garments in Bangladesh; A Study on Texville Apparel Ltd.." has been finished by Kaiser Ikram Mazumder, ID: 151-11-220, understudy of BBA program, Department of Business Administration Daffodil International University, Dhaka under my watch and guidance. As far as I probably am aware, this is an original work, which has not been distributed in any journal or submitted to any institution or department for any degree or diploma.

I do hereby accept it a fully recommend Internship report for evaluation

.....

Md. Alamgir Hossan

Senior Lecturer

Department of Business and Economics.

Faculty of Business & Entrepreneurship.



## **Student's Declaration**

I do hereby declare that the work presented in this Internship Report has been carried out by me and has not been previously submitted to any other University/Organization for an academic qualification. The work I have presented does not breach any exiting copyright and no portion of this report is copied from any work done earlier for degree or otherwise. I further undertake to indemnify the Department against any loss or damage arising from breach of the foregoing obligations.

.....

Kaiser Ikram Mazumder

ID: 151-11-220

Department of Business Administration

Faculty of Business & Entrepreneurship.



## Acknowledgement

The open entryway has effectively made a trip all over to offer my most critical thanks and humble convenience to the all-historic Allah yet for whose help I would not have the ability to complete a tremendous endeavor of setting up this report.

I should need to express my significant sentiment of gratefulness towards one of my Supervisor MD. Alamgir Hossan, Senior Lecturer, Department of Business Administration, Faculty of Business and Entrepreneurship, Daffodil International University for allowing me to complete my temporary position give a record of "Enlistment and Selection Process in Readymade Garments-A Study on Texville Apparel Ltd."

Indeed, no fan can accomplish perfection without the help of a researcher. Additionally, an understudy can never be perfect without the help of a fair educator. A conventional instructor might be the milestone for any understudy. I am enormously obliged to I should need to express my significant sentiment of gratefulness towards one of my Supervisor MD. Alamgir Hossan, Senior Lecturer, Department of Business Administration, Faculty of Business and Entrepreneurship, Daffodil International University for allowing me to Complete my temporary position give insights about "Enlistment and Selection Process in Readymade Garments-A Study on Texville Apparel Ltd." His recommendations and rules Were extremely an extraordinary help to me.

I am additionally Especially appreciative to Mr. Md. Abdul Matin, General Manager of Texville Apparel Ltd. Mirer Changao, Ashulia, Savar. who allowed me to permit me in this authoritative field. I may likewise need to express my heart full on account of all officers of Texville Apparel Ltd. Mirer Changao, Ashulia Savar, my colleagues and Elder Brother for their staggering help and genuine direction in finishing my entry level position report.



## Executive Summery

This report emphasizes and illustrates on "**Recruitment and Selection Process in Readymade Garments Sector-A Study in Texville Apparel Ltd.**" It is known to all, that worker Recruitment and Selection in our RMG area.

The Ready-Made Garments (RMG) industry involves an exceptional position in the Bangladesh economy. It is the largest exporting industry in Bangladesh, which experienced phenomenal advancement during the last 25 years. By taking advantage of an insulated market under the provision of Multi Fiber Agreement (MFA) of GATT, it attained a prominent as far as outside exchange earnings, fares, industrialization and contribution to GDP within a restricted capacity to center time. The industry plays a key employment in business generation and in the provision of income to needy individuals. Nearly four million laborers are specifically and more than twelve million inhabitants are indirectly associated with the industry. Over the span of the last a quarter century, the quantity of manufacturing units has created from 180 to more than 4000. The area has also played a significant activity in the financial advancement of the nation.

Inception of Texville Apparel Ltd. dates back to 1984 when Texville Apparel Ltd. was set up. Today Texville Apparel Ltd. is one of the leading manufacturers and exporters of sew garments in Bangladesh. Over the span of the last two decades, by offering the best blend of quality, capability and profitability to their valued customers, Texville Apparel Ltd. has had the capacity to grow up from 50 machines stitching unit to a composite material having knitting, dyeing and finishing facilities of about 20 tons fabric and 70000 pc garments for consistently

Recruitment and selection process of Texville Apparel Ltd. is exceptionally essential as far as other RMG gatherings. Their frameworks and strategies are aggressive. They conduct appropriate background check before finally enroll the representative whether it's external or internal recruitment. By doing this Texville Apparel Ltd. easily attract the qualified specialists who will help Texville Apparel Ltd. to achieve their ultimate Goal.



## Table of Content

<b>SL No.</b>	<b>Particular</b>	<b>Page No.</b>
<b><i>Chapter One: Introduction</i></b>		<b><i>1-3</i></b>
<i>1.1</i>	<i>Introduction</i>	<i>1</i>
<i>1.2</i>	<i>Scope of the study</i>	<i>1</i>
<i>1.3</i>	<i>Objective of the Report</i>	<i>2</i>
<i>1.4</i>	<i>Methodology of the Report:</i>	<i>2-3</i>
<i>1.5</i>	<i>Scope of the Report</i>	<i>3</i>
<i>1.6</i>	<i>Limitation of the report:</i>	<i>3</i>
<b><i>Chapter Two: Overview of the Texville Apparel Ltd.</i></b>		<b><i>4-6</i></b>
<i>2.1</i>	<i>Background of the Company</i>	<i>4</i>
<i>2.2</i>	<i>Mission, Vision and Goal:</i>	<i>4</i>
<i>2.3</i>	<i>Management &amp; Organization:</i>	<i>5</i>
<i>2.4</i>	<i>Social Compliance:</i>	<i>5</i>
<i>2.5</i>	<i>Quality Policy:</i>	<i>6</i>
<b><i>Chapter Three: Literature Review</i></b>		<b><i>7-12</i></b>
<b><i>Chapter Four: Analysis of Work Place Safety</i></b>		<b><i>13-18</i></b>
<b><i>Chapter Five: Finding and Recommendation</i></b>		<b><i>19-20</i></b>
<i>5.1</i>	<i>Finding</i>	<i>19</i>
<i>5.2</i>	<i>Recommendations:</i>	<i>20</i>
<i>Conclusion</i>		<i>21</i>
<i>Reference:</i>		<i>22</i>



## Content of Figure

<b>SL NO.</b>	<b>Particular</b>	<b>PAGE NO.</b>
<i>Figure 2.1</i>	<i>Organizational Structure</i>	5
<i>Figure 4.1</i>	<i>Responded Percentage</i>	13
<i>Figure 4.2</i>	<i>Respondent Percentage of Texville Apparel Ltd.</i>	14
<i>Figure 4.3</i>	<i>Respondent Percentage Q3</i>	15
<i>Figure4.4</i>	<i>Respondent percentage of Q4</i>	15
<i>Figure 4.5</i>	<i>Respondent Percentage of Q5</i>	16
<i>Figure 4.6</i>	<i>Respondent Percentage of Q6</i>	17
<i>Figure 4.7</i>	<i>Respondent Percentage of Q7</i>	18
<i>Figure 4.8</i>	<i>Respondent Percentage of Q8</i>	18





**Chapter: 01**  
**Introduction**



## **1.1 Introduction**

Recruitment and selection strategy play a vital job in the concept of present business. Since the company's functions starts with the recruitment and selection, on the off chance that it isn't done in a systematic and in this manner affected. This is valid in case of garments industries. Garments industries in Bangladesh directly face many issues, for example, labor agitation, infrastructure and HRM practices. The World Bank stresses continuous endeavors to change garment division in Bangladesh. The nation had to be warned by the shippers about the safety concerns for the garment laborers of Bangladesh. It is in this way demonstrated that the RMG part in Bangladesh is lacking human asset management practice appropriately. In fact, HRM practice is difficult to maintain legitimately except if appropriate representatives are not appointed properly. Hence, the present study has been done in request to know the actual situation of the readymade garment industries' recruitment and selection process of Bangladesh from the above discussion, it is assumed that research work about recruitment and selection process of any garment industry of Bangladesh is as yet scant. Generally, speaking research of the recruitment and selection process is known as the greatly disregarded theme in the field of HRM.

Subsequently, it is normal that this study will able to minimize the carelessness of such research by providing the actual situation of the recruitment and selection process of the Arabi Fashion Ltd. either in Bangladesh or somewhere else.

Besides, the study can differentiate with others because it examines opinion of HR workers also since they are straightforwardly related to the HR approach of any organization and opinions of representatives of various departments about recruitment and selection of the chose garment industry.

## **1.2 Scope of the study**

During my internship program I endeavored to gather as much as information as conceivable to illustrate a clear-cut image about the importance of Recruitment and Selection Process of garments and the value of the business for the garments industry. The guiding principle of the company is to create and maintain strong, secure relation with



purchasers and providers. To read the report They will able to know clear image about the importance of representative Recruitment and Selection garments and the responsibilities of a production coordinator.

The study will also assist us with understanding the move of readymade garments in financial advancement of the nation. The overall recruitment & Selection process of a garment and about the representative that is required for a particular garment

### **1.3 Objective of the Report**

Objectives can be divided in two parts

#### **Broad objective**

- To know the Recruitment and Selection process of Texville Apparel Ltd.

#### **Specific objective**

The key targets of the report are as per the following:

- To realize the HRM practices of a Ready-made Garments.
- Identify the obligations and responsibilities of HR division.
- To acquire profundity information about Recruitment and Selection Process of Texville Apperal Limited.

### **1.4 Methodology of the Report:**

Information provided on this report is of two types:

- a) Primary source
- b) Secondary source.

In fact, most of the information has collected from primary sources.

#### **Primary Sources**

- Interview with the Texville Apparels Ltd. employees.
- Day-to-day observe working Condition.
- Senior Executives.

Moreover, I have sustained a close contact with the direct sales team members of Texville Apparels Ltd.



## **Secondary Sources**

- Meet with Worker's.
- Company Prospectus.
- Working Assessment Guideline.
- Texville Guideline on Worker's.
- websites and so on

## **Time period of data collection:**

The Study Collecting Data in Three Month

## **Data Analysis and report**

To create this report, I used a couple of outline, diagram and differing graph. To investigate the customer's Administration Nature of Texville Apparel Limited, I used pattern examination, table and Bar outline. For detailing, I used a couple of programming SPSS, Microsoft Word, and Microsoft Exceed expectations.

### **1.5 Scope of the Report**

The extent of the report is restricted to Texville Apparel Ltd. Mirer Changao, Ashulia, Savar, Dhaka. The entire report covers the organizational structure; Background of the bank, targets, functions, departments, units and business performance, activities of TAL, the main part chips away at "**Recruitment and Selection Process in Readymade Garments-A Study on Texville Apparel Ltd.**".

### **1.6 Limitation of the report:**

- Large-scale research was impractical because of time constraint.
- Relevant data and records collection were troublesome because of the organization Confidentiality.
- The responsible persons attempted to avoid answering many questions.
- Management is exceptionally occupied with their daily works. In this way, all prerequisites can't be included.



- As the Group does not have a site, so information collection was so troublesome.

## **1.7 Lack of Experience**

To complete such sort of report, require a lot of comprehension. Regardless, I had alongside no inclusion in this work field. Amid the procedure of planning in view of different limitations there might be some mixed up.



## **Chapter Two**

### **Overview of the Texville Apparel Ltd.**



## **2.1 Background of the Company**

Texville Apparels Ltd. are specific on T-Shirt, yet They have our very own group of experts having long involvement. They have the experience of delivering a wide range of excellent, weave things for our respectable purchasers from another nation. They have an expert marketing and quality control group to guarantee the on-time conveyance and additionally item quality. All the while, Texville Appreal Limited has the possess unit of Knit and Woven industrial facility to meet the necessities of our purchasers from Japan, Canada, Singapore, China, Spain, France and America. Creation: T-Shirt, Polo-Shirt, Ladies Tops, Tank Top, Trousers, Winter Wear, Different Types of Jersey and so forth. Texville Apparels Ltd is a 100% fare sew vertical incorporated Company. The office arranged at Mirer changao, Ashulia, Saver, and Dhaka, Bangladesh. The industrial facility has begun its activity from 2002. The corporate office and manufacturing plant working at present location take up a territory of more than the aggregate land region is around 131000 square feet and industrial facility possessed 350000 square feet for involved creation process. In the processing plant premises, there are three separate creation building and two sheds. In first building is 3th storied building, second building fourth stories building and third building is eleventh storied building. Additionally first shed is utilized for ETP and Utility reason and second shade utilizing for representatives eating and bottle. They have an expert promoting and quality control group to guarantee the reason. Texville Apparels Ltd is producing a wide range of Knit articles of clothing as men Kid's, Ladies, Girl's, Boxer and Sleep wear and so on.

Texville Appreal Limited has been working with extraordinary notoriety in the business. Add up to amounts of agent of Texville Appreal Limited is 3000 and among them staffs are 350, add up to workers are 2650. They do have 950 game plan of Machines, and their generation limit is 45,000 pcs for every day. The organization's things that essentially incorporate T-Shirt, Polo shirt, Tank Top, Shorts, Trousers, Fleece Jacket, Vest, etc are exchange.

The generation units are outfitted with complex rigging imported from USA, UK, China, France, Italy, Taiwan, Thailand and Japan. The Company takes an interest in different exchange fairs in home and abroad continually searching for new markets the world over.





## **2.2 Mission, Vision and Goal:**

### **MISSION**

- To emerge as a premier manufacturer and exporter of all types of Garments item in the world market.
- To turn our clients, rival's clients from all industry divisions,
- Onto the items and administrations that they offer now and of things to come.

### **VISION**

- To provide its customers the best possible satisfaction and value for their money facilitating with one-stop knit wear sourcing services.
- Entire industry in low carbon corporate Wear, work Wear, promotional Wear and leisure Wear.
- Built upon the fundamental principles of sustainable production and socially positive supply chain management.

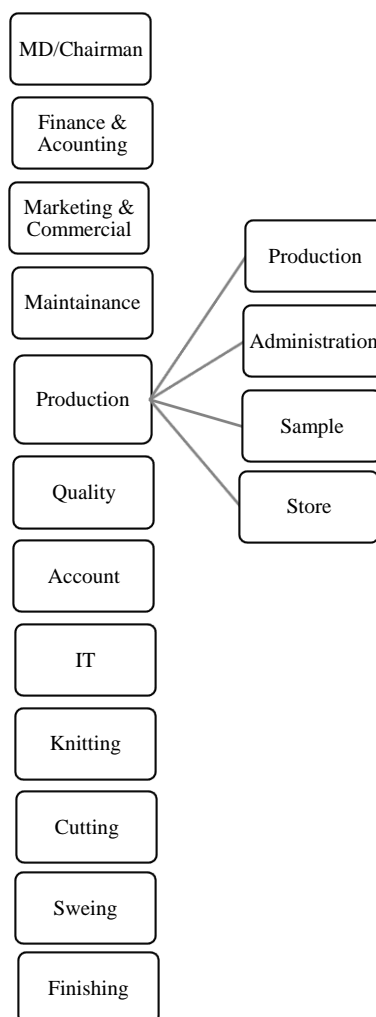
### **Goal:**

Texville Apparels Ltd is goal go to mass production and ensure sustainable development.

## **2.3 Management & Organization:**

The overall management of the company will be vested with the Board of Directors. The Board of Directors will be formulated company's approaches and rules for its day to day business operations. The Managing Director will be the official head who will take care of the business affairs and other strategic backings of the economy. In any case, Managing Director will be assisted by the managerial and technical personnel will's identity the executives of the company.

## Organizational Structure:



**Figure 2.1: Organizational Structure**

### 2.4 Social Compliance:

Company has global nearness with fares. Factories are compliant with all applicable social, ethical, environment and quality framework.

Maintaining sustainable health and safety environment in factories is center and most important tasks and to achieve this goal They continuously train our manpower about the fire safety standard and initiating ventures to increase firefighting capacity. They are concern about the ongoing fire incidents in garment factory in Bangladesh and our management team is working proactively to enhance the standard any place it conceivable. There Social Compliance



## **2.5 Quality Policy:**

- Contend for superior quality.
- Stand by to the highest professional values.
- Manage our time and resources in a worthwhile manner resulting in greater value for customer.
- Maintain a respectivity, assuming strict accountability and self –governance.
- Create offbeat impact through noteworthy resources and efficient action.
- Projection the right trends on time for each segment of the marketplace.



## **Chapter Three**

### **Literature Review**



## **Recruitment & Selection Process of Texville Apperal Limited**

### ***Purpose of the Procedure***

Recruiting and selecting the perfect individuals is paramount to the achievement of the Texville Apperal Limited and its ability to retain a workforce of the most noteworthy quality. This Recruitment and Selection Procedure sets out how to guarantee as far as conceivable, that the best individuals are enlisted on legitimacy and that the recruitment process is free from bias and discrimination.

### ***Legal Requirements***

Recruitment and selection strategies must conform to TAL's Diversity Policy. This method incorporates compliance with the following legislation:

- ILO Convention code of conduct
- BSCI (Business Social Compliance Initiative) code of conduct
- ICS ((Initiative Clause Sociale) Code of Conduct
- S. Oliver Code of conduct
- Red Cats code of conduct
- Wall mart code of conduct
- Blacks Leisure Group code of conduct

Most of the codes of conduct are hanged in the wall, floor, working area of the workers.

### **Texville Apperal Limited believes, recruitment is that-**

- Process of attracting qualified employment applicants,
- Strategic recruitment involves the appropriate utilization of internal and external sources



- The process of finding and attempting to attract work candidates who are capable of successfully filling employment vacancies.

### ***Recruitment***

Enrollment is the way toward distinguishing and contracting best-qualified applicant (from inside or outside of an association) for an occupation opportunity, in a most promising and handy way.

Enrollment is the way toward pulling in qualified candidates for an unequivocal movement. The procedure starts when applications are gained and closes when the equivalent is done. The outcome is a pool of candidates, from where the proper hopeful can be chosen. According to Edwin B Flippo- "**Enlistment is the way toward hunting down planned workers and invigorating and urging them to apply for employments in an association.**"

Along these lines, enrollment empowers the association to pick appropriate agents for different occupations. It is the most critical capacity of the staff office. It is worried about the disclosure of the wellsprings of labor and tapping of these sources so the potential workers are truly assessed and the new delegates are set and drafted to complete off the empty position in the association. Enlistment goes for creating and keeping up satisfactory supply of work impel as per the need of the association.

The enrollment procedure is tied in with social occasion data about occupations and people and coordinating the two. Enrollment additionally spills out of the more extensive assignment of workforce arranging.

### **Recruitment consists of 4 key steps:**

**Define:** the job and the sort of person you have to satisfactorily total this work.

**Attract:** a pool of qualified and interested applicants (both within and outside the organization) to the job.

**Assess:** information about your applicants with the goal that you can make an informed decision about which applicants have the required capabilities for the activity.



**Select:** the best person for the role.

Linking all of the four key advances involved in the recruitment process back to the relevant key goals distinguished for the particular job, considerably increases the chances of choosing "the opportune person for the correct activity".

### **Internal Recruitment**

Internal recruitment is the process of finding potential internal candidates and encouraging them to apply for and be willing to accept organizational occupations opening.

The Internal Recruitment is the most favorite wellspring of candidates in the stable and created companies. The Internal Recruitment can construct a strong loyalty with the organization as the representatives have a chance to change their position after a timeframe. The laborers are not crushed to search for circumstances on the external business market. Texville Apperal Limited also uses to select as above-mentioned process.

### **Employee Referral**

Worker referral is an internal recruitment strategy used by organizations to distinguish potential candidates from their existing representative's social frameworks. A laborer referral conspire encourages a company's existing representatives to pick and enroll the suitable candidates from their social frameworks.

### **External Recruitment**

External recruitment alludes to the practice of recruiting a candidate from the talent pool outside the recruiting organization.

External recruitment is the process of finding potential candidates and encouraging them to apply to and be willing to accept the organizational employment opportunities. It is included the following things:

### **Advertisements**

Advertising is a kind of communication that typically attempts to persuade potential candidates to apply for a particular position. Hence, advertisements once in a while install their persuasive message with factual information. Each major medium is used to convey



these messages, including television, radio, cinema, magazines, newspapers, PC games, the Internet, carrier bags and billboards. Advertising is as often as possible placed by an advertising agency on behalf of a company or other organization. (Locales, Newspapers, Leaf lets, Poster, Banners, and so forward).

Texville Apperal Limitedmainly utilized bdjobs for their advertisement in officer's dimension. In laborers level, they utilized Leaf lets, Posters, Banners

### **Walks-in-Interview**

Organizations and associations for the most part lead stroll in meetings to source work force to meet their prompt need. In the present business world where enhancement and accomplishment of target is the mantra, organizations require staff without prior notice fulfillment of their endeavors. For the most part, competitors underway and specialized staff, operational staff and numerous particular classifications discover openings in stroll in meeting scenes. Organizations promote the meeting schedule and positions to be filled, alongside scene subtleties and offers. Generally ground-breaking stroll in competitors get an offer in a split second, and are required to join the organization quickly.

Stroll in-Interviews framework is principally used in masters level. Right hand Sewing Machine Operator, Sewing Machine Operator, Quality Inspector, Cutter man, Input man, Packer man, etc.

### **Professional Organizations**

Professional organizations mean that kinds of organizations where taught the understudies about explicit profession. For example, BIFT, NIFT, BIM, IPM trained the understudies about Merchandising, Fashion Design, Apparel Manufacturing, PGDPM and so on.

Texville Apperal Limitedrecruited the potential representative from those organizations. As of late Texville Apperal Limitedrecruited Mr. Sayed Ibnul Kalam (Assistant Merchandiser) from BGMEA Institute of Fashion Technology (BIFT).





## **Potential Competitors**

Texville Apperal Limited recruited potential employee from their potential competitors. Their potential competitors are DBL Group, Ha-Meem Group, Viyellatex Group, Envoy Group, Nassa Group etc.

Recently Texville Apperal Limitedrecruited Mr. Nasirul Islam (Assistant Manager, HR) from Viyellatex Group.

## **Recruitment and Selection Framework (Worker Level)**

Processes are being maintained to recruit are as follows-

- ❖ Respective department head with the approval of the HR Manager prepares requisition for additional and replacement specialists.
- ❖ Vacancies announced by advertising, notices, leaf lets, putting banners at the front side of the main gate, better places, and reliable sources.
- ❖ Application gets from hand to hand and in the majority of the cases walk in interview framework is pursued.
- ❖ In cases of gifted laborers, recruitment's being done by "on the activity test" (Practical interview)
- ❖ In cases of incompetent laborers, recruitment's being done by composed and oral test.
- ❖ General health looked up by factory medical officer is an essential part of recruitment method.
- ❖ Salary, wages, and different advantages fixation is done in satisfaction to the applicable Bangladesh labor laws-2006 and minimum wages gazette.

## **Recruitment and Selection Framework (Officer Level)**

- Assess the requirement for the activity and guarantee there is adequate funding for it
- Review the expected set of responsibilities to guarantee that it meets the present and future necessities
- Review the person specification to guarantee it meets the prerequisites of the set of working responsibilities



- Design the selection process
- Draft the advertisement and select the advertising media
- Short list using the person specification only
- Written tests for section level representative
- Interview and test short-recorded candidates
- Validate references, qualifications and security clearance
- Make appointment

Head Operating Officer holds the duty regarding guaranteeing this system is pursued. HR is accessible for guidance and will aid general organization of the enrollment procedure.

## **Recruitment and Selection Provisions**

### **Design Selection Process**

Managers need to design the selection process they will use, giving consideration to the following points:

#### **Panel Composition**

All interviews for permanent posts must be conducted by a panel. The Chief Operating Officer is responsible for selecting interview panel individuals. The panel composites by The Chief Operating Officer, the HR Manager and particular department head. The Interview board is normally managed by The Chief Operating Officer. At some point the interview board is managed by the Director.

This Committee shall comprise of the following:

- |  |                    |
|--|--------------------|
| <input type="checkbox"/> Director                | Chairman           |
| <input type="checkbox"/> Chief Operating Officer | Member             |
| <input type="checkbox"/> Concern Department Head | Member             |
| <input type="checkbox"/> Manager (HR)            | Member & Secretary |



## **Interview**

Questions Human Resources hold the Texville Apperal Limited Interview Guides that contain competency-based interview questions. The TAL's potential team emphasis on basic information rather than theoretical learning. The Chief Operating Officer thinks that if the candidates have the basic information, they can take every necessary step adequately and legitimate way.

## **Advertising of Vacancies**

The HR Team gives a centralized advertising administration to the advertisement of vacancies and will assist the Manager prepare an appropriate advertisement.

All permanent vacancies are advertised concurrently internally (oral notice passed to current representative) and externally. External advertisement is on the site (bdjobs), generally along with appropriate newspaper publications. Applications are to be forwarded to the HR Team in the principal instance and not specifically to the Chief Operating Officer.

## **Short-listing**

Short-posting must be done dependent on the individual detail. New criteria can't be acquainted with evaluate the competitors at this phase as it would be out of line. It is the HR Manager's obligation to complete the short-posting and to ensure the procedure stays free of unlawful segregation. It is attractive that a second individual from the board additionally takes an interest in the shortlisting procedure. Past workers who have been rejected for offense can't be considered for arrangement. Staffs who have taken early retirement or repetition might be considered on their focal points. Short-listing notes must be come back to HR for filing and are retained for a time of 6 months.

## **Interviewing Written Test**

At the passage level (Junior Executive, Front Desk Executive, Trainee Merchandiser); restricted quantities of candidates are called for composed test. The Chief Operating Officer should then tell HR of these arrangements and HR will confirm via phone to the short-recorded candidates for composed test. The HR Manager also confirms that where and how way the predetermined number of candidates will seek composed test.



Composed exams are usually obtained in the section level in Urmi Group. These tests are intended to determine worker's dimension of technical and/or analytical abilities associated with the particular position for which they have applied. Questions are usually numerous decision. A few questions are also conceptual to find out candidates' ability to compose something new and innovative power. A few hints on filling out these sheets: Every question carries equal mark

- a) Make sure you are marking your answer neat and clean
- b) Use ball point pens only
- c) If you change an answer, it considered completely wrong and you won't receive any marks from it
- d) Don't bend or fold your answer sheet
- e) Use the allotted time wisely. If you finish early, go back and check over your answers to make sure you answered them all.

### **Arrangements for Interviews**

At the section level (Junior Executive, Front Desk Executive, Trainee Merchandiser); limited amounts of competitors are called for created test. The Chief Operating Officer should then tell HR of these game plans and HR will affirm by means of telephone to the short-recorded possibility for created test. The HR Manager likewise affirms that where and how way the foreordained number of hopefuls will look for made test.

Formed tests are normally acquired in the area level in Urmi Group. These tests are proposed to decide laborer's component of specialized and additionally scientific capacities related with the specific position for which they have connected. Questions are typically various choice. A couple of inquiries are likewise calculated to discover hopefuls' capacity to make something new and creative power. A couple of insights on rounding out these sheets: Instructions on the best way to discover their way to the meeting scene

- ❖ A request that they contact the author of the letter/message if they have any special requirements in relation to the interview (related to access to the venue or any other special need related to a disability)
- ❖ Based on experienced candidates' interviews presentation, the Chief Operating officer, HR Manager and other panel members understood their skill and



experience in the selected area (e.g. examples of work or proof of qualifications that are essential to the post)

### **At the Interview**

The purpose behind meeting is to select the best individual for the action dependent on authenticity and reasonableness. The Texville Apperal Limited enlistment and determination structure accomplishes this by utilizing strategies that are efficient, escalated, reasonable, impartial and dependent on sane, objective, business related criteria. At the meeting, every applicant ought to be dealt with reliably. To accomplish this, the board should:

- Ask a similar starting inquiries of every applicant
- Supplement their comprehension of the applicant's reactions by following up inquiries as proper
- Not permit any oppressive inquiries, badgering, or whatever other direct which breaks the Texville Apperal Limited equal openings approach or implicit rules.
- Keep as a main priority that data acquired all through the determination procedure is treated as classified and is known just to parties engaged with the choice procedure.
- Keep records of meetings and the purposes behind choices - restoring this data to HR for recording (and transfer a half year later) Panel individuals must know that it is their obligation to guarantee enrollment/talk with documentation is put away safely and privately while in their ownership.

### **Selection**

#### **Decision to Appoint**

In choosing the effective applicant, the board must settle on a choice dependent on the legitimacy and qualification of the competitors as made a decision by:

- ❖ Content of application
- ❖ Qualifications (if required for the post)
- ❖ Performance at Interview
- ❖ Outcome of any selection tests



The panel must seek to ensure that candidates appointed will actively promote the TAL's Core Values.

### **Checks**

As a component of surveying the estimation of every hopeful, Chief Operating Officer must fulfill themselves that the data the applicant gives is bona fide, reliable and fair. This incorporates being fulfilled about data with respect to the candidate's:

- ❖ Application
- ❖ Work History
- ❖ Qualifications (where a qualification is a requirement for the post, supporting evidence or certification must be obtained from the candidate and recorded)
- ❖ Evidence presented at interview

Should any of these not meet the required standards, HR must immediately discuss the issue with the Chief Operating Officer.

### **Offer of Employment**

A restrictive verbal offer of work is to be made by the Chief Operating Officer inside seven days of meeting. The offer must be on a restrictive premise while the required checks happen in connection to extraordinary status, wellbeing revelation, references, and capabilities.

It is the Chief Operating Officer's obligation to instruct HR with respect to the offer. HR will by then send the hopeful an arrangement letter and explanation of points of interest specifying post, compensation, benefits, occasion capability, see period, working hours and area. In case the offer is satisfactory to the choosing competitors, they denoted the arrangement letter. Exactly when the accompanying applicants joined the offered position, they need to make a joining letter to the Chief Operating Officer. It is likewise seen that Chief Operating Officer, HR Manager and other board people are clarified and depicted the obligation, working region, pay, remuneration and distinctive focal points to the interviewee as a result of he can be balanced with the referenced situation. In instance of the uncommon condition or imperative position, the Director exceptionally talked about with the interviewee the accompanying subtleties: Condition of work



- ❖ Job Responsibility
- ❖ Working Area
- ❖ Importance of the position

## **Placement to the Position**

At the point when the chose candidates presented his joining letter, the HR Manager depicts his responsibility, guarantee his responsibility, and introduce him to the next separate persons. At that point he finally assumed his liability and continues his daily activities.



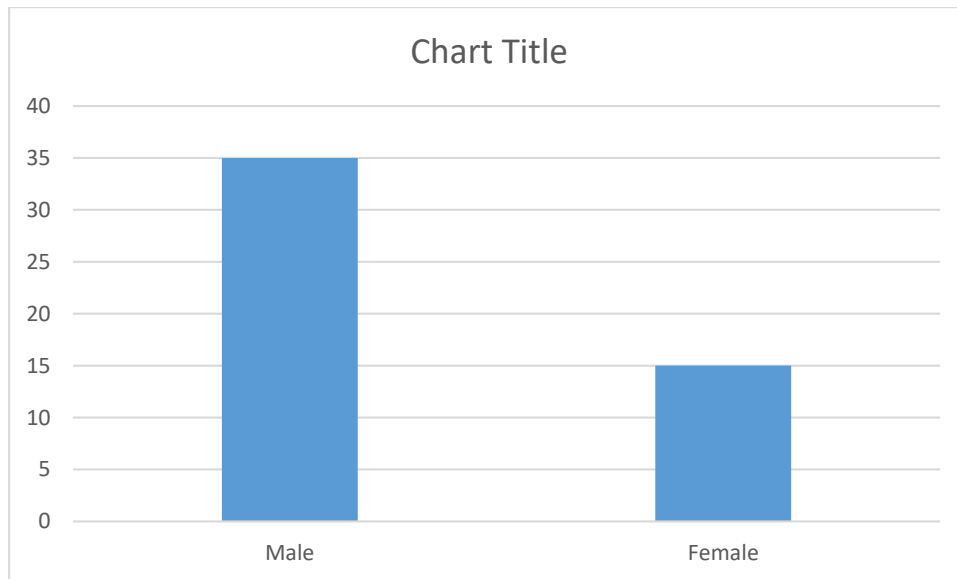
## **Chapter Four**

### **Analysis of the Survey**

I have conducted a review in the company and have given out questionnaires to 50 random representatives working in various departments in request to distinguish the worker's perception of the recruitment and selection practices of Expo Apparels Ltd. The following are the analysis and findings of the study:

#### **1) Gender:**

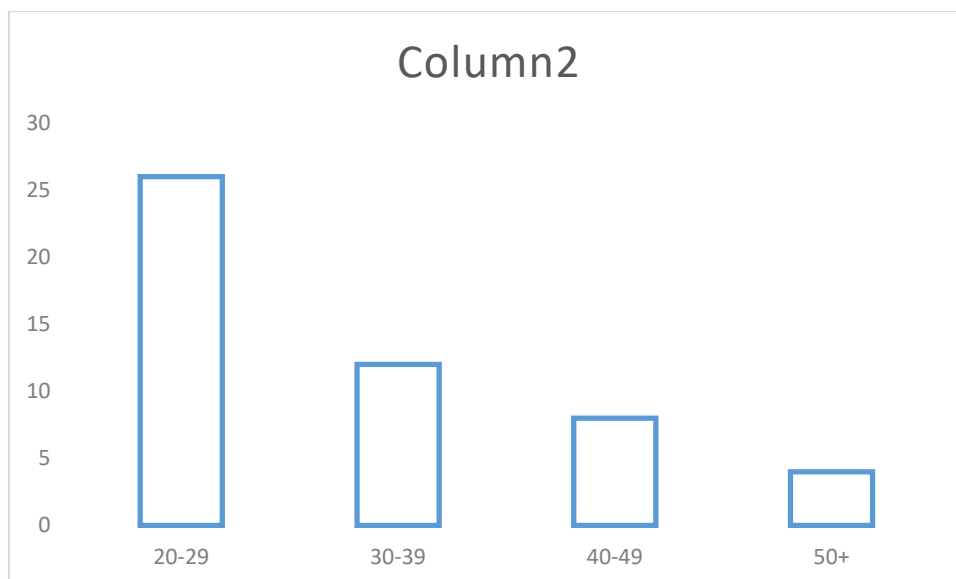




**Analysis:**

The bar chart above demonstrates the sexual orientation of workers I have studied in Expo Apparels Ltd. The Y-axis demonstrates the quantity of representatives I have reviewed in my sample and the X-axis demonstrates their response to the question. From the chart, it very well may be seen that 70% representatives are male and 30% workers are female in my study.

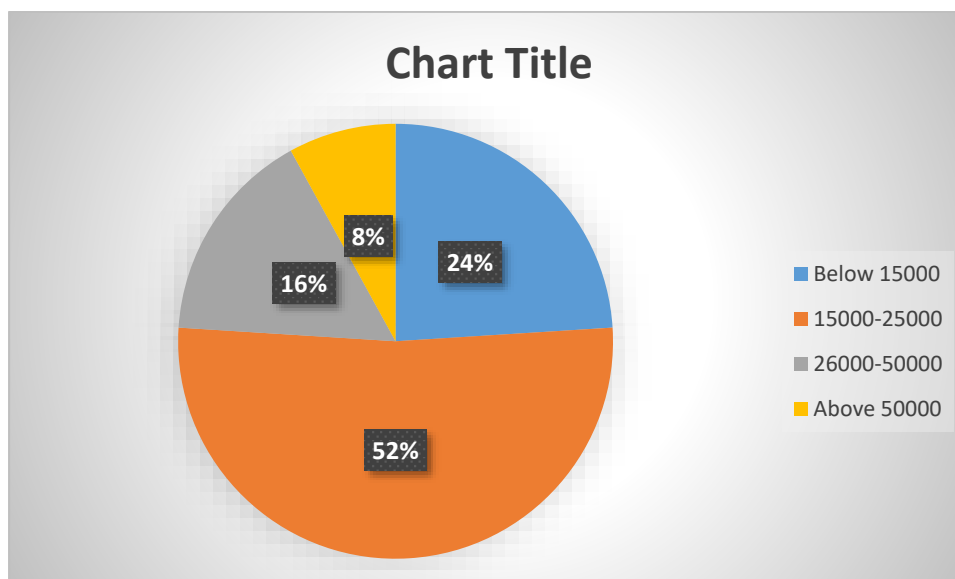
**2) Your age (in years)**



**Analysis:**

The bar chart above demonstrates the age of the workers I have studied in Expo Apparels Ltd. The Y-axis demonstrates the quantity of workers I have overviewed in my sample and the X-axis demonstrates their response to the question. From the chart, it tends to be seen that 52% workers are between 20-29 years of age, 24% representatives are between 30-39 years of age, 16% workers are between 40-49 years of age, and lastly 8% workers are 50+ years of age in the study.

**3) Income Range (Bangladeshi Taka)-**



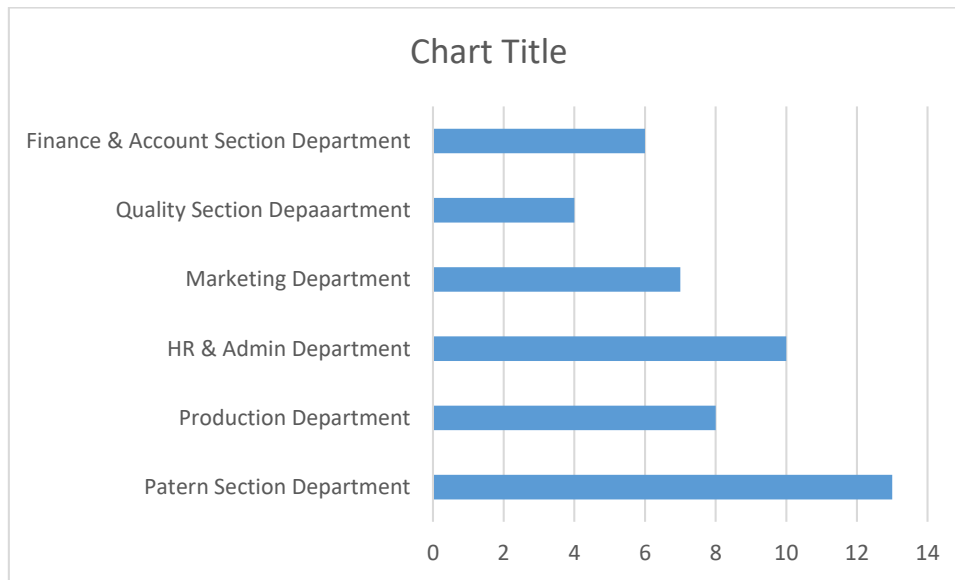
**Analysis:**

The bar chart above shows the income range of the employees I have surveyed in Expo Apparels Ltd. The Y-axis shows the number of employees I have surveyed in my sample



and the X-axis shows their response to the question. From the chart, it can be seen that 24% employees have income range below Tk. 15000, 52% employees have income range between Tk. 15000 to Tk. 20000, 16% employees have income range between Tk. 26000 to Tk. 50000, and lastly 8% employees have income range above Tk. 50000 in the survey.

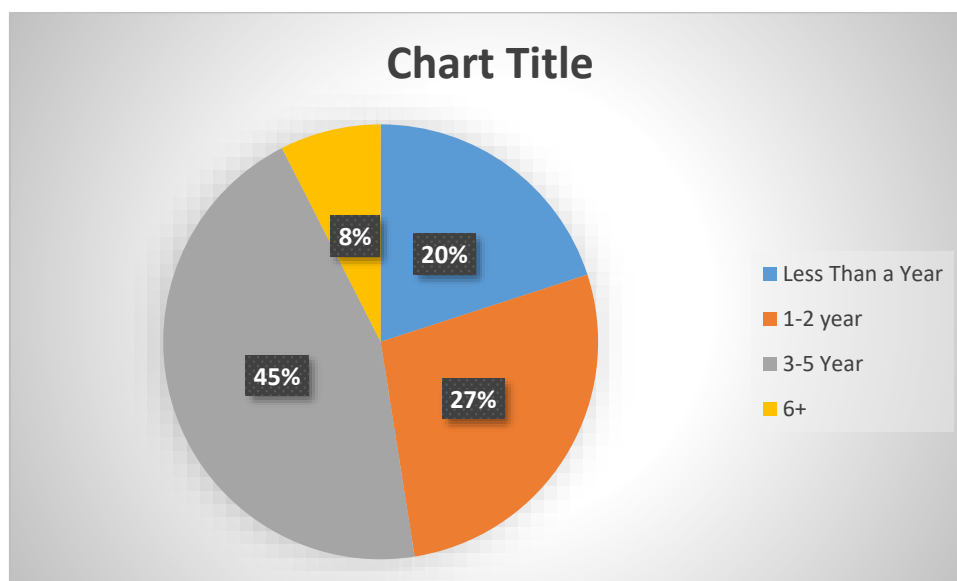
#### 4) In which department do you work in?



#### Analysis:

The bar chart above demonstrates the department of representatives I have overviewed in Expo Apparels Ltd. The Y-axis demonstrates the quantity of workers I have studied in my sample and the X-axis demonstrates their response to the question. From the chart, it tends to be seen that 27% workers are from pattern section department, 17% is from production department, 21% representatives are from HR and Admin department, 15% representative are from marketing department, 8% worker are from quality section department and lastly, 12% workers are from the finance and accounts department in my overview.

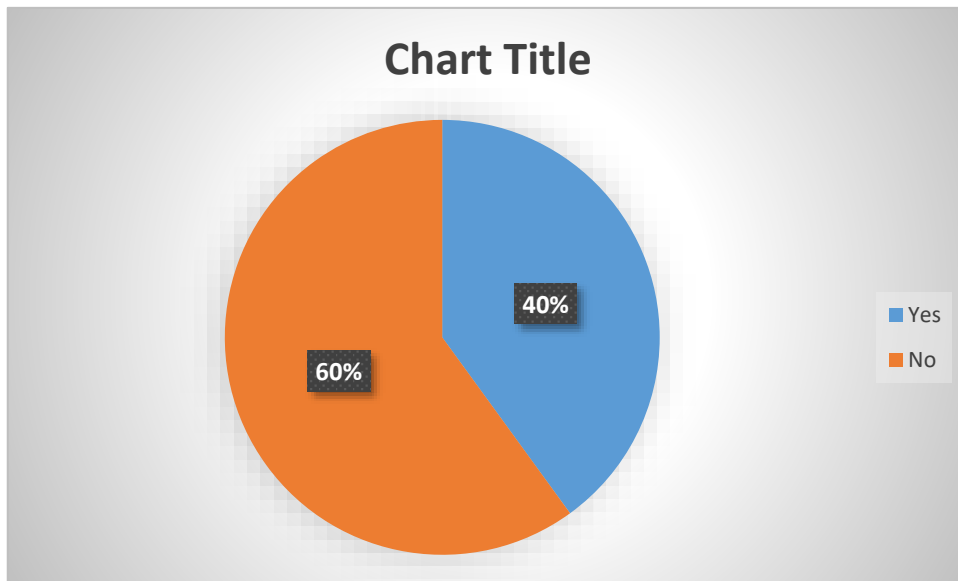
**5) How many years have you been with Expo Apparels Ltd?**



**Analysis:**

The bar chart above shows the experience of employees I have surveyed in Expo Apparels Ltd. The Y-axis shows the number of employees I have surveyed in my sample and the X-axis shows their response to the question. From the chart, it can be seen that 20% employees have experience of less than a year, 27% employees have experience of 1-2 years, 45% employees have experience of 3-5 years, and lastly, 8% employees have experience of over 5 years in my survey.

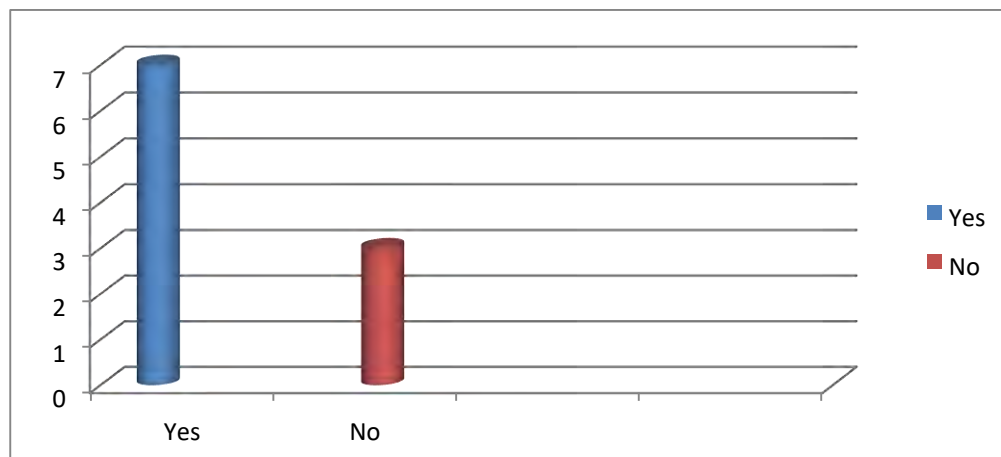
**6) The recruitment and selection procedure in the company is fair.**



**Analysis:**

The bar chart above exhibits the perception of employees I have surveyed in Expo Apparels Ltd. The Y-axis shows the number of employees I have surveyed in my sample and the X-axis shows their response to the question. From the chart, it can be seen that the majority of the employees i.e. 60% of the employees feel that the recruitment and selection procedure in the company is not fair and 40% of the employees feel that the recruitment and selection procedure is fair in my survey.

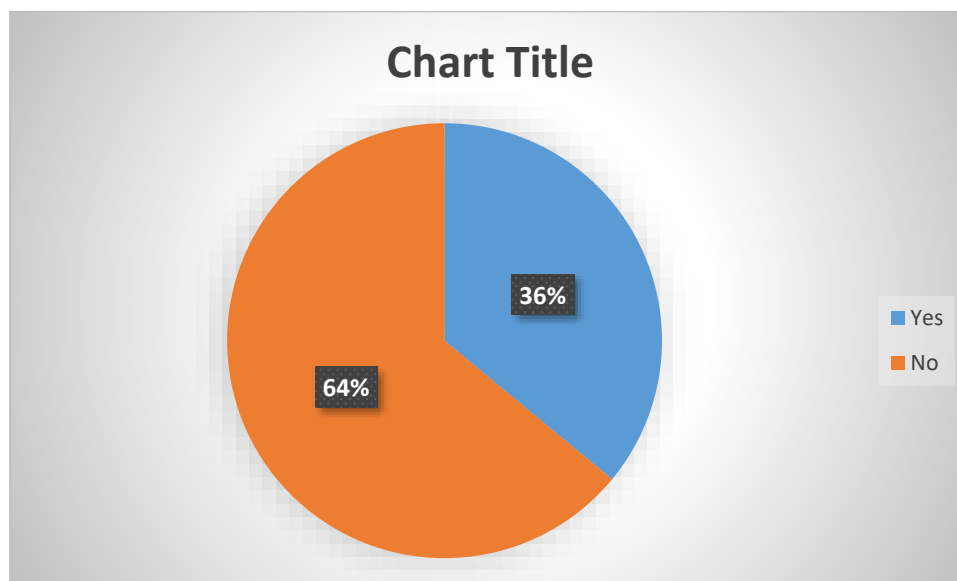
**7) The quality of skilled employees working in the company is satisfactory.**



**Analysis:**

The bar chart above exhibits the perception of employees I have surveyed in Expo Apparels Ltd. The Y-axis shows the number of employees I have surveyed in my sample and the X-axis shows their response to the question. From the chart, it can be seen that the majority of the employees i.e. 70% of the employees feel that the quality of employees working in the company is satisfactory and 30% of the employees feel that the quality of employees working in the company is not satisfactory in my survey.

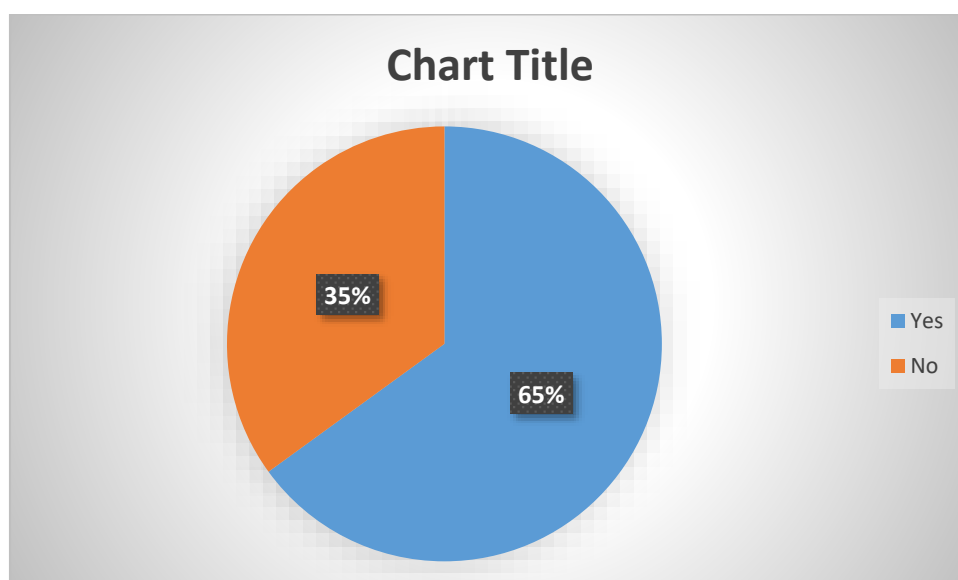
**8) The organization does not discriminate in its hiring process.**



**Analysis:**

The bar chart above exhibits the perception of employees I have surveyed in Expo Apparels Ltd. The Y-axis shows the number of employees I have surveyed in my sample and the X-axis shows their response to the question. From the chart, it can be seen that the majority of the employees i.e. 64% of the employees feel that the organization discriminates in its hiring process and 36% of the employees feel that the organization does not discriminate in its hiring process in my survey.

**9) Employee's appearance matter more than skills.**



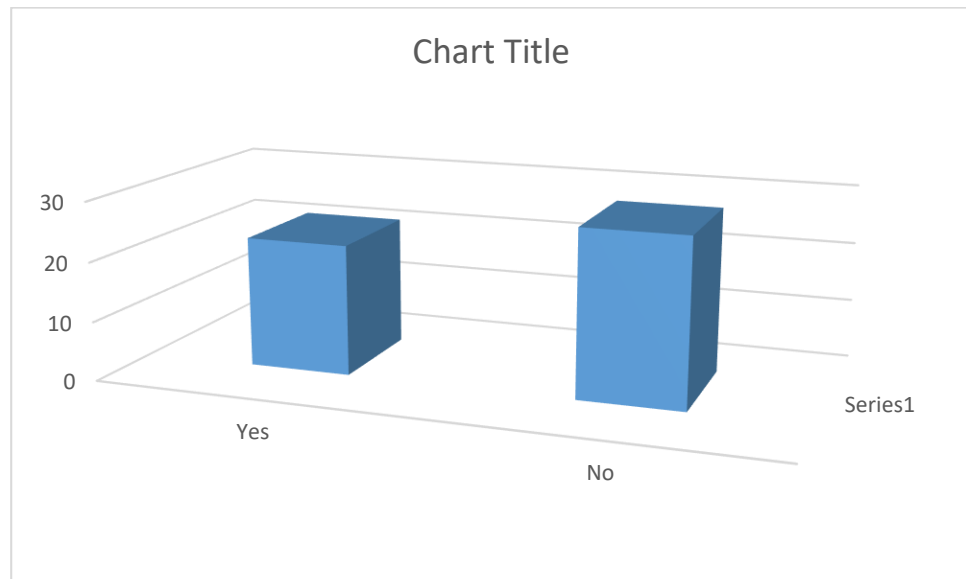
**Analysis:**



The bar chart above exhibits the perception of employees I have surveyed in Expo Apparels Ltd. The Y-axis shows the number of employees I have surveyed in my sample and the X-axis shows their response to the question. From the chart, it can be seen that the majority of the employees

i.e. 65% of the employees feel that the employee's appearance matter more than skills and 35% of the employees feel that the employee's appearance does not matter more than skills in my survey.

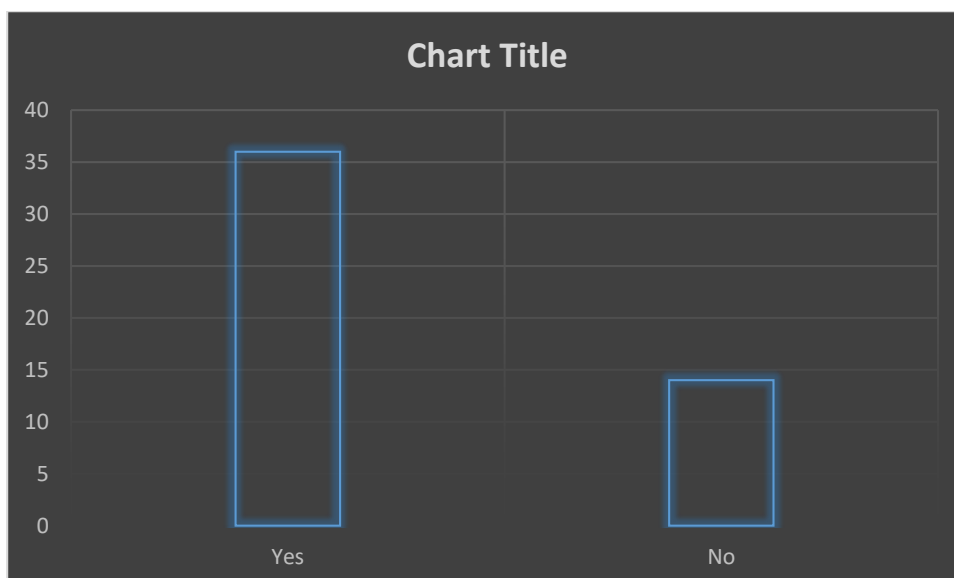
**10) You are highly motivated in executing your work.**



**Analysis:**

The bar chart above exhibits the perception of employees I have surveyed in Expo Apparels Ltd. The Y-axis shows the number of employees I have surveyed in my sample and the X-axis shows their response to the question. From the chart, it can be seen that the majority of the employees i.e. 72% of the employees are not highly motivated in executing their work and 28% of the employees are highly motivated in executing their work in my survey.

**11) You are satisfied with the employees who are working in the organization.**



**Analysis:**

The bar chart above exhibits the perception of employees I have surveyed in Expo Apparels Ltd. The Y-axis shows the number of employees I have surveyed in my sample and the X-axis shows their response to the question. From the chart, it can be seen that the majority of the employees i.e. 78% of the employees are satisfied with the employees who are working in the organization and 28% of the employees are not satisfied with the employees who are working in the organization in my survey.





## **Chapter-5**

### **Findings of the Survey**



## **Findings:**

### **The findings of my survey are briefly stated as follows:**

- Texville Apperal mostly employs male than female employees. This is mainly because the management prefers mostly male employees working in the organization.
- The majority of the employees think that the recruitment and selection procedure in the company is not fair. This is mainly because the management is sometimes biased in hiring the candidates and may prefer candidates who are from the same district.
- The majority of the employees feel that the quality of employees working in the company is satisfactory. This is mainly because the management is very much strict in attaining its objectives and performance targets. If an employee is not doing well, he or she is sacked immediately, thereby ensuring that only the competent employees work in the organization.
- The majority of the employees feel that the employee's appearance matter more than skills. Employees generally feel this way because the management prefers employees who are presentable to their buyers and represent the company outside, which is directly related to its image.
- The majority of the employees are not highly motivated in executing their work mainly because employee grievance is not properly handled and the employee compensation is low compared to the job market.



## **Chapter: 06**

### **Recommendations and Conclusion**



## 6.1 Recommendations

**Some recommendations I can suggest Texville Apparel Limited are as follows:**

- The HR department of the company can increase its existing size to handle the HR operations and functions of the company more smoothly and effectively.
- In order to motivate the employees, the company can revise its compensation structure and relate it to the current job market. This will boost employee motivation and enhance the productivity and performance of the employees in the company.
- The company can also implement different employee benefits program and facilities in order to motivate the employees. It can provide mobile bills according to the designation of the employees and also provide transportation facilities for the company employees in order to boost employee retention and motivation.
- The recruitment and selection procedure of the company can be revised and a formal structure for selecting the right and qualified candidates can be implemented in order to avoid any discrimination in the process.
- The HR and Admin Personnel can be trained by outside trainers in order deal with employee grievance effectively.
- The unnecessary bureaucracy in the recruitment and selection procedure of the company can be eliminated in order to make the process more effective. The time to recruit and select a new employee can be lessened if management commits to the program.



## 6.2 Conclusion

My internship in Texville Apparel Limited has been a great affair for me. I had learned how the HR department of an organization functions and the information that I gained in my BBA course works helped me to integrate theoretical concepts with real life scenario.

During my internship, I conducted an overview to find out the "Recruitment and Selection Process in Readymade Garments-A Study on Texville Apparel Ltd.". This review enabled me to distinguish the perception of the representatives working in the organization and also helped me to understand the motivations as well as grievances of representatives in an organization. According to the consequence of my overview and my practical observation in the workplace, the Expo Apparel representatives were qualified and skillful in their work yet they were somewhat dissatisfied with their hiring process.

Subsequently, in conclusion, Texville Apparel Limited ought to continuously endeavor to enhance their representative perception by improving the recruitment and selection process in request to retain their workers and ultimately support the profitability of the company.



## Reference

1. Australian Human Resource Institute (n.d.). Recruitment and Selection. Retrieved November 21, 2015 from  
<https://www.ahri.com.au/assist/recruitment-and-selection>
2. Johnston, K (n.d.). Importance of Effective Recruitment and Selection. Retrieved November 21, 2015 from  
<http://smallbusiness.chron.com/definition-recruitmentselection-process-2526.html>
3. Chartered Institute of Internal Auditors (2015). Recruitment and Selection. Retrieved November 21, 2015 from  
<https://www.iaa.org.uk/resources/auditing-businessfunctions/human-resources/recruitment-and-selection/>
4. Business Case Studies (n.d.). Cummins: Using Effective Recruitment to Retain Competitive Advantage. Importance of Recruitment and Selection. Retrieved November 21, 2015 from  
<http://businesscasestudies.co.uk/cummins/using-effective-recruitment-toretain-competitive-advantage/the-importance-of-recruitmentandselection.html#axzz3tTZM2d59>
5. Saez, A (n.d.). Your Business: Importance of Effective Recruitment and Selection. Retrieved November 21, 2015 from  
<http://yourbusiness.azcentral.com/importanceeffective-recruitment-selection-4797.html>
6. Human Resource Institute of New Zealand (n.d.). Recruitment and Selection. Retrieved November 21, 2015 from  
[http://www.hrinz.org.nz/Site/Resources/Knowledge\\_Base/Q-Z/Recruitment\\_and\\_Selection.aspx](http://www.hrinz.org.nz/Site/Resources/Knowledge_Base/Q-Z/Recruitment_and_Selection.aspx)



7. Empxtrack (n.d.) Recruitment and Selection: The Most Important HR Function.

Retrieved November 21, 2015 from <http://empxtrack.com/recruitment-and-selection-the-most-important-hr-function/>