



Internship Report

On

Evaluation of Recruitment and Selection Process of Ezze Technology Limited

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MBA Program (Major HRM)

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Date of Submission

7 April, 2021

Letter of Transmittal

Date: 7 April, 2021

To,

Dr. Sheikh Abdur Rahim
Associate Professor
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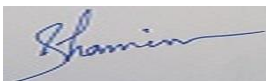
Subject: Submission of internship report on “Evaluation of Recruitment and Selection Process of Ezze Technology Limited”.

Dear Sir,

I am happy to yield my term paper on the subject of “**Evaluation of Recruitment and Selection Process of Ezze Technology Limited**” as you have got allotted. Presently I am looking forward for your kind evaluation with respect to this term paper.

You'd be upbeat to tune in that I have given my best effort to arrange the term paper with critical information that I have collected from Ezze Innovation Limited, and from other critical sources. I have the magnificent bliss to have the opportunity to consider “**Evaluation of Recruitment and Selection Process of Ezze Technology Limited.**”. It is vital to indicate that the data I have amassed in the midst of the internship period, will offer help me in commonsense field of callings. I will be fulfilled and thankful to you to answer any sort of quarry you think fundamental.

Sincerely yours,



.....
S M Shamim Ahsan

Id: 182-14-2744

MBA Program

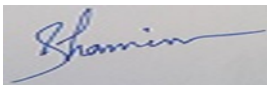
Major in Human Resource Management

Department of Business Administration

Daffodil International University

Student Declaration

I am **S M Shamim Ahsan**, ID: **182-14-2744** declares that the presented Internship report on Recruitment and selection process of **Esze Technology Limited**. Submitted as a requirement for degree awarding of Master of Business Administration at Daffodil International University is prepared by me. I tried my best to collect effective information that made the report specific and original. This report is not submitted for any other course, degree, and fellowship. Whole report is uniquely prepared by me.



.....
S M Shamim Ahsan

Id: 182-14-2744

MBA Program

Major in Human Resource Management

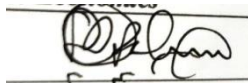
Department of Business Administration

Daffodil international University

Certificate of Approval

This is to certify that **S M Shamim Ahsan** bearing ID: **182-14-2744**, a regular student of the Department of Business Administration, Faculty of Business and Entrepreneurship, Daffodil International University prepared his internship report on “**Evaluation of Recruitment and Selection Process of Ezze Technology Limited**” under my supervision. The data and findings presented in this internship report seem to be authentic. Thus, he is permitted to submit his internship report for presentation in the defense.

I wish him every success in life



.....

(Dr. Sheikh Abdur Rahim)

Associate Professor

Department of Business Administration

Daffodil International University

Acknowledgment

This report work has been a terribly great experience for me inside the way that it has given me the chance to urge it the honest to goodness world outside the classroom. I've learnt a divide around the HR course of action and my interpersonal capacities & self-confidence have moved forward inside and out. Firstly, I express my significant sense of appreciation to my honorable advisor Accomplice Instructor **Dr. Sheikh Abdur Rahim Sir** for his endeavor approach and remarkable supervision by which it has been conceivable for me to create awesome combination of speculative & reasonable data in arranging this report. I give up my respect to Right hand Instructor Dr. Sheikh Abdur Rahim underneath whom I have learnt a divide of down to soil data nearly basic organization concept Md Ariful Haque Chowdhury, COO, Dhaka live.TV (a concern of Ezze Development Ltd. Faisal Hasan, Senior Practical Originator, Kamrul Hasan, Senior Official, Promit Chowdhury, Senior HR Official, Srikanta Roy, Official, Operations, Kofil Uddin, Chief, Web Change, Riyad Mahmood, Innovative Official they made a distinction me to memorize various unused things in the midst of my internship program. I am outstandingly appreciative to my honorable Kamrul Hasan, Senior Executive. Ayub Nobil, Senior Official & (Accomplice Officer) of Head Office HR, Mr. Aminul Ezze Innovation Limited. f or their priceless direct and kind effort which offer help me collecting information roughly ETL. - Specialized Collection Unit for cooperation and course in getting basic information.

Executive Summary

HR works out are one of the major works out in an organization. Ezze Innovation HR division is a Culminate put for learning HR related works out totally. An astonishing bunch of organization of HR division conducts all the HR related issues. Their committed work makes them conceivable to encourage Right people for suitable positions. They keep up a veritable stream of each and each step of Enrollment and choice plan. Diminishing turnover rate illustrates the enrollment and assurance Plan of Ezze Innovation may be a idealize case and they select right person for right position. The report concentrated fundamentally on the Human Resource Division. As private commercial Company work weight is outstandingly tall in Ezze Innovation, so they require significantly capable people who are outstandingly devoted to their work, something else the total operation will mess up. Ordinarily a mind blowing challenge for any organization to find out such gifted people. To know long-term ask of human resources in Ezze Innovation Obligated (ETL), the Human Resources Division of Ezze Innovation Obligated gives all the other branches and divisions of the head office a common outline at the beginning of the year. From the information amassed from these shapes, the HR division gets evaluate of the labor necessities for the year. The HR division at that point sets out to choose and select principal number of competent and capable people inside the Company. The victory of a company depends generally within the quality of benefit rendered to the Clients. Quality of benefit depends on the competence and the quality of the workers of the Organization. Hence, the authority of ETL needs to watch out in enlisting the proper individual for each work. As the enlistment and determination handle of ETL progressing. The approach and prepare ought to be revised. So in spite of the fact that the method they have been receiving so distant has been to some degree successful, to adjust to the changing times, the method ought to be reexamined and streamlined.

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Chapter-1

Introduction



1.1 Introduction

The enrollment and assurance procedures of an organization are two of its most imperative HR organizing works out. The elemental reason of enrolling is to guarantee a satisfactory pool of candidates from which the first qualified individuals may be chosen. Compelling selecting is basic since satisfactory number of qualified candidates is required to ensure that assurance can be viably wrapped up. As an internee understudy I have joined at Ezze Innovation Confined and endeavoring to keep up the pace with the competitive trade environment on official works out, culture, thinking, guidelines styles. It'll return the driving at any field of my person life. The chief is my in common official & predominant. He has consigned me to work underneath the organization of the senior official officer, He tells me to meet his/her agents of Ezze Innovation Ltd. who are tried and true for differing exercises of the company. Tolerating his all sort of earnest back, I have benefitted the chance to work with office where I am on the strategy of getting thought around veritable commerce and corporate world.

The basic reason of this report is to actuate an thought roughly the “Effects of Headway system on Specialist work fulfillment of Ezze Innovation Ltd.”, a minute period company of the country and make an industry consider on the company fragment of Bangladesh. This report is an endeavor to reflect the position of Ezze Innovation Confined, inside the It industry of Bangladesh, strategies, approaches and works out with emphasis Headway of laborers and Level of Specialist work fulfillment of Ezze Innovation Limited.

1.2 Origin of the Study

This report may be a prerequisite of the internship program which is an basic parcel of the MBA degree prerequisite. As the chairman has admonished me to make a seriously understanding of the selection and assurance shapes of The Ezze Innovation Constrained, this report will be organized on those perspectives of the HR sharpens of Ezze Innovation Limited.

1.3 Objectives of the Study

Broad Objective

The elemental objective of this report is to evaluate the enrollment and choice Ezze Innovation Limited.

Specific Objectives

- To look at the enrollment and choice plan of Ezze Development Obligated
- To evaluate the enrollment and choice procedure taken after by Ezze Advancement Constrained
- To explore the sources of enrollment and choice of Ezze Development Constrained
- To find out the issues of enrollment and choice plan of Ezze Development Restricted
- To recommend some proposals to overcome the recognized issues relating to the selection and assurance plan of Ezze Development Constrained

1.4 Methodology of the Study

The methodology of the study has been designed in the following ways:

- **Data sources:** There are two sources of data. These are as follows:
 - Primary sources of data
 - Secondary sources of data

- **Data Collection Methods**

The essential information has been collected through the taking after ways:

- Coordinate discourse with the specific officers of the Offices.
- Confront to stand up to dialog with the agents.
- Employee's conclusion collected through Questions.

- Perception of the HR exercises. The auxiliary information has been collected from the taking after sources:

- Different records of the company.
- Diverse Sorts of brochures.
- Website of Ezze Innovation Limited.
- Diverse bulletins of Ezze Innovation Restricted.
- Yearly Reports of Ezze Innovation Restricted.

- Information Examination and presentation Design Investigation of data might be a handle of checking on, cleaning, changing, and modeling data with the objective of highlighting profitable information, proposing conclusions, and supporting choice making. Data collected by looking over clients have been analyzed by utilizing Microsoft Surpass desires and Word.

1.5 Limitations of the Study

In appear hate toward of the reality that I have given most uncommon exertion to actuate arranged this paper but there are a few obstacles of consider. These are as takes after:

- The natural oblige of consider was missing of data, which was required for consider.

There are assorted data the specialist can't convey due to security and other corporate commitments.

- Due to time control different of the points of view might not be reviewed interior the show up report.

Learning all the capacities with in sensible 12 weeks is truly intense.

- Since the company work drives were exceptionally energetic, they might not allow satisfactory time to me. Require of opportunity to visit more than one department.

- The information was collected from since it was one branch.

Chapter – 2

Company Profile



2.1 Company history:

Etze Innovation Ltd may be a Bangladesh based computer program company that centers on significantly subjective, helpful passed on and cost-effective toward the ocean program advancement. Etze Innovation Ltd was built up in 2012 with the express reason of making a talented labor in ICT fragment of Bangladesh. From begin the choice was made to center completely on the ICT forte and build a reputation on giving leading-edge, custom fitted ICT organizations and courses of action.

Etze Innovation Ltd is centered in Program and Web Progression. We treat each of our clients only and so we do not offer set costs on any advantage. We offer sensible moo brought web arrange with our web arrange organizations for all person web regions and exchange web districts. Our specialists acknowledge that the key figure for the triumph of any on-going wander is to develop a spotless.

Communication bond with our client. Our bunch people are not reasonable IT specialists but have great communication capacities with people, to meet in conjunction with your needs and necessities. Our company takes care of each scaled down detail for what our client need in the midst of the strategy of making the wander. As a web progression firm our inquire for you to see at the information development division in Bangladesh in afterward days. This industry has been advancing outstandingly rapidly with exceedingly skilled IT specialists and updated clear taken a toll focuses of intrigued for you to outsource your web progression work to us.

2.2 Mission & Vision:

Our Mission is to offer astounding advantage in each of our capable disciplines, in assention with statutory sharpens, codes of conduct and insightfulness, along these lines making our bunch and giving a driving organize from which to advantage the built environment and in particular, our regarded Clients. Our Vision is to be a around the world drive in innovative courses of action, quality fabulousness and reexamine inventive thoughts. We are #1 in Bangladesh to add up to ecommerce courses of action Advancement promoting a wide expand of Web related organizations checking IT counseling and web advancing. At Etze Innovation Ltd we're committed to giving our clients with the first solid advantage. We are prepared to offer an incredibly wide and significant specialized skill-set that rivals (and routinely beats) various greater offices.

Registered Name	Ezze Technology Limited
Legal Status	Private Limited Company
Logo	
Established	01-05-2012
Type	Site Plan, Customized Program Advancement, Portable Application Improvement, Space & Facilitating, Installment Door Integration, Social Media Promoting, Occasion Administration, Web Casting and Live Gushing, IT Consultancy, Preparing Arrangement etc.
Category	Private Limited Company
Origin	Local Company
Address	49, Software Technology Park, Janata Tower (7 th Floor), Kawran Bazar, Dhaka-1215.

Our Strength

- Astounding Esteem
- 24/7 Reinforce
- We are significantly specialized
- We are Welcoming, Fast and Learned
- We're the 'BREAK-UP' Experts.
- Approach to build long-term relationships
- We go the extra mile
- We are gigantic on communication
- We are 100% quality focused

2.3 Focus Areas:

Esze Advancement Ltd makes rules and set goals that offer help contribute to our triumph and your fulfillment. These are the goals that we have set for ourselves:

- Creating your needs on the Net & Flexible Applications.
- Customized Versatile Application Advancement.
- SEO, Social Media Advancing and Brand Advancement.
- E-commerce course of action with installment entrance integration.
- Online Spouting and Live Web Casting.

2.4 Ownership & Management Organ gram:

The organization chart may be a chart showing up graphically the association of one official to another, or others, of a company. It in addition utilized to seem the association of one office to another, or others, or of one work of an organization to another, or others. This chart is vital in that it engages one to suppose add up to organization, by suggests of the picture it presents. A company's organizational chart commonly traces relations between people interior an organization. Such relations might consolidate chiefs to sub-workers, chiefs to supervising chiefs, chief official officer to distinctive divisions, and so forward. When an organization chart creates as well sweeping it can be portion into smaller charts for separated workplaces interior the organization. The particular sorts of organization charts.

Chapter 3

Theory



3.1 Human resource management process:

HRM can be a field of supervision consolidates organizing, arranging, organizing and controlling the capacities of getting, making, keeping up and inducing a labor oblige. Human asset organization handle consolidates of eight works out fundamental for staffing the organization and supporting tall specialist execution. The technique is depicted underneath:

- **HR arranging and requisition**
- **Selection**
- **Orientation**
- **Training**
- **Appraisal and evaluation**

3.2 Meaning of Recruitment:

Enrollment is the technique of finding and pulling in competent candidates for commerce. Concurring to Dec Enzo and Robbins, "Recruitment may be a hazy get prepared of finding potential candidates for veritable or expected organizational openings or from another point of view, it may be a intrude improvement bringing together those with occupations to fill and those attempting to discover occupations. Concurring to John Douglas, "Recruitment is caught on as the methodology of looking for out for and picking up candidates for occupations, from among whom the right individuals can be selected."

3.3 Objectives of Recruitment:

- studying selection
- Settling measures
- Headways and strategy
- making extraordinary contact with organized candidates
- Preparatory checking and evaluation of applications
- Short-listing of conceivable candidates for confirmation
- Affirmation get prepared like tending to or testing
- Recording and certification

3.5 Factors Affecting Recruitment:

There are various components affecting enrollment. These factors may be measured into two wide bunches: Interior factors, Exterior components. Inside variables:

- ▶ Picture of the association
- ▶ Picture of work or interest of work
- ▶ Appraise and advancement potential of the organization
- ▶ Core approaches
- ▶ Trade union condition
- ▶ Recruiting saves

External variables:

- ▶ Statistic issues
- ▶ Government wants
- ▶ Advancement
- ▶ Labor reasonable

3.6 Sources of Recruitment:

The ways of finding begins are directly and after that implied to as channels. There are fundamentally two sorts of bases from where potential candidates can be drawn: These are insides sources and outside sources.

External sources of recruitment:

- **Media promotion:** Headways of the opening in paper, on line and article are broadly sources of enrollment. It highlights a wide reach.
- **Educational set up:** For select well official, engineers, restorative staff there are differing institution such as organization set up; arrange colleges, accommodating college etc.
- **Placement organizations:** Numerous private works out perform choice capacities on reason of client prerequisite which is charging by company. It is known as determination arrange of outsourcing.

Internal sources: a few inward bases of recruitments are given underneath:

- **Transferals:** The laborers are exchanged one division to another office or one division to another division for their ampleness and their involvement.

- **Progression:** The pros are advanced in their position for their work capability and get so much office from the organization. Status is the critical for the promotion.

- **Overhauling and downsize:** Others are upgrading and cheapening of appear agents concurring to their execution. For judging the execution of laborers organizations utilize the execution assessment. Based on the score of execution assessment, organization takes the judgment of overhauling and demotion.

- **Resigned:** Surrendered stack of work. In this case it causes the moo taken a toll furthermore save time since they as of presently know the organization benchmarks and approaches. Workers are as wellbeing select once once more in circumstance of insufficiency of qualifies faculty.

3.7 Meaning of Selection:

Choice is the strategy of get together information for the purposes of surveying choosing who have to be utilized in particular occupations. It is the technique of choosing a modern part of organization from the open candidates. Concurring to Dale Yoder, "Selection can be a handle by which candidates are divided into class-those who will be promoted advantage and those who will not."

3.8 Selection Process:

The assurance plan may be a run of steps through which candidate pass. On the off chance that anyone falls flat to qualify for a particular step isn't qualified for appearing up for another step.

Step 1: Composed Test

Step 2: Viva 2-3 Times be unforeseen on the Work Position Step 3: Chosen Candidates

Get Call to associate With Considerable Papers & Therapeutic Wellness Paper

3.9 Factors of Selection Process:

The determination handle ought to think about the taking after two components:

Individual Components & Situational Variables:

1) Individual Components:

- Specialized expertise
- Cross-cultural wellness
- Family condition

2) Situational components:

- Country-cultural supplies
- Verbal
- MNE supplies

It as well consolidates some other factors:

1) Double career interfaces:

- Result work inside the same company
- Interface Endeavor organizing (Reinforce for commuter social unions)
- Work paramount help

2) Family consideration:

- Children instruction
- Children marriage
- The challenges of single gatekeepers

3) Work licenses rejections (particularly for other people of the family)

3.10 A Combination of Recruitment & Selection:

Finding out occupation: It may be either by substitution or unused creation.

Job Examination: leads to the composing of work delineation and a person assurance.

Drawing in a ground applicant's Choice of feting field.

Short thing: sorting out candidates by comparing

Applications with necessities

Collection: by meet or by test

Offer & Receipt: Offer comes from the supervisor to the compelling candidate. It may be recognized or not.

Presentation: It suggests the introduction of unused select into the organization

3.11 Recruitment process vs. selection process

Difference Between Recruitment and Selection:

Basis	Recruitment	Selection
Meaning	It is an activity of establishing contact between employers and applicants.	It is a process of picking up more competent and suitable employees.
Purpose	Recruitment is called as a positive process with its approach of attracting as many candidates as possible for the vacant jobs.	Selection is called as a negative process with its elimination or rejection of as many candidates as possible for identifying the right candidate for the position.
Process	It is a simple process.	It is a both complicated and simple process, when it is as a requirement of selection.
Approach	It is a positive approach.	It is a negative approach.
Hurdles	The candidates have not to cross over many hurdles.	Many hurdles have to be crossed.
Sequence	They proceed forward to selection.	After recruitment, the selection follows them for what next level.
Economy	It is an economical method.	It is an expensive method.
Time Consuming	Some time is required.	Need more time is required, for best selection of candidate.

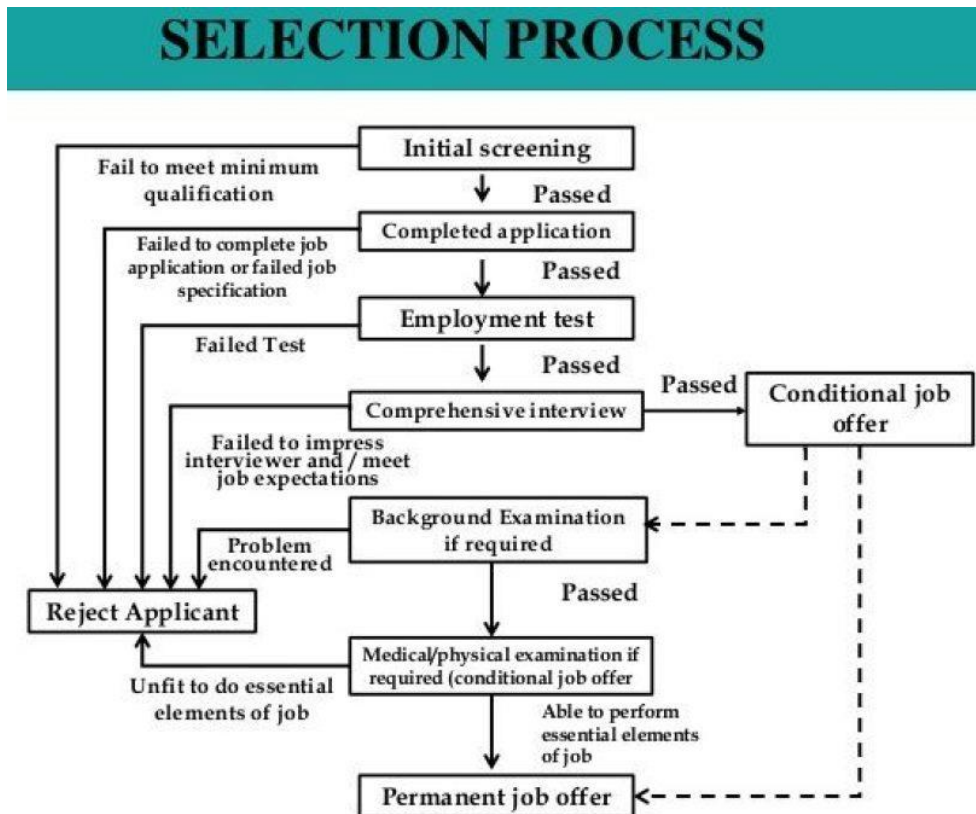


Figure 1: selection process

Chapter 4

Analyze



4.1 Recruitment & Selection Process of Ezze Technology Limited:

Staffs organization is by removed the preeminent basic component of an organization. Typically frequently particularly honest to goodness for a advantage organization like a company. Energetic companies pay unprecedented thought to enrollment, assurance, planning, presentation, appraisal, headway and installment of its people of staff. The triumph of a company depends by and large on the quality of organizations decreased to the clients. Quality depends on the competence and the quality of officers and bosses. Ezze Innovation Constrained accepts in paying competitive stipend and settlements to its agents and to encourage most noteworthy organizations out of them. Subsequently, the specialist of the Ezze technology should be cautious in selecting the right person for the correct job.

4.2 Recruitment Procedure of Ezze Technology:

It got to be the commitment of the organization to analyze the labor need of the organization at the conclusion of each year in each category for practical shapes of the company. The Board of Officials on the commendation of the Administration will be the preeminent pro to authorize or to form extra post. Creation of a post recommends ensure of back for long term. Consequently, it is the obligation of the organization to see at the work stack and do the work examination and to see into the veritable need of agents underneath distinctive bunches and to see whether an additional hand is genuinely principal. Ezzy innovation must recognize the noteworthiness of labor estimation and in like way an organ gram need to be orchestrated for Head Office, for each Division & for each Division. Subject to review after time to time, the competent pro as per control named by the Board will give the courses of action.

In anticipating need for each enrollment the taking after centers ought to be borne in judgment skills:

- Authorized quality
- Genuine quality
- Positions
- Extra need: After the prerequisite of workforce is chosen, movement for enrollment is to be opened and processed.

4.3 Sources of Recruitment of Ezze Technology:

Enrollment infers giving extraordinary to the availability of the businesses inside the company and inviting applications from arranged candidates. Selection covers favoring chasing. In this way, enrollment approach need to point at right kind of flairs. For selection of Trial Officer, Administration Learner Officer, Learner Junior Officer ETL for the foremost portion go for media advancement in 2 (two) national dailies. The Human Resources Division handles all things relating to selection and assurance of work.

Other sources of recruitment

- Agent trade: Enable your laborers to insinuate more candidates with an all-in one arrange. Endeavor By and by. Develop a competent agent referral
- Work circumstance on the internet and delay every day papers: Once the work is posted it is actually facilitated with the candidate database. ... At that point utilize the system to send individual candidates a welcome to apply to the work. ... While inside the antiquated days Web publicizing was based on a cost per impression ... more than 500 day by day every day papers and over 900 non-daily conveying offices.
- Walk-in gathering: walk-in meet, a candidate can fundamentally walk into the meet scene without taking any prior course of action. Walk-in interviews are by and huge conducted by companies on chosen dates and time-slots for the starting screening of candidates.

4.4 Methods of Recruitment in Ezze Technology:

Strategies to spur fitting candidates to apply to the declared empty post are strategies of enlistment. There are two sorts of sources for enrollment strategies which are talked about below:

A. Internal methods:

I) Promotion:

Within the occasion that the enrollment strategy is constrained inside the organization because it were, it is called internal methodology of enrollment. This suggests, ordinarily the procedure which starts and inquires to fulfill purge posts by specialists as of presently existing in organization. In this procedure, fitting bunches are enabled to apply to the purge post. There are particular techniques underneath exterior procedure of enrollment as takes after.

In Ezze Innovation progression is the system of selection in which agents are enabled to recognize the higher level obligations. In case specialists are significantly qualified, competent to handgrip unused and higher organize commitments, progression is idealize way">the most perfect way of enrollment. Ordinarily idealize way">the most idealize way to installment agents which makes a contrast to engage both advancing and other agents. Headway makes a distinction to expand the work charm of specialists and in this way organization can keep up the residency. Routinely, progression is predominant to the authoritative positions. After raise, parts, commitments, master as well as emolument and benefits of agents will be changed.

ii. Transfer:

Unfilled post can be fulfilled by trading specialists from one work station to another station. It is clear procedure of enrollment. After trade of employee's parts, obligations, masters, emolument and workplaces in common, remain same. But on the preface of organizational need, uncommonly at times, work obligations may in addition be changed. Trade is sensible on the off chance that the makes a contrast labor at one station is overabundance and at other it is less.

iii. Work posting:

Beneath this methodology, opportunity clarification is made for free of competition with existing specialists of organization who fulfill slightest required prerequisite, capacities, association and aptitude. Purge post, region, pay scale, required capability and capacities are clearly articulated in that take note and posted to each agent or take note board of the organization. All interested laborers can apply for the position interior the enrollment period.

IV Employee referrals:

Bosses monotonously observe execution of specialists at work. They clearly recognize who are performing underneath ordinary, typical and over ordinary the standard. In case any post will be unfilled, they assign best performing specialist for the post in fact from another office. This methodology of task agent from another office is called laborer referral. Because it were qualified and best performer will be suggested by this methodology. But, in sharpen, there may be one-sided proposition in favor of taking after and dearest specialists in comfortable, acknowledged and improvement orchestrated posts.

B. External methods:

In outside strategies, it is accepted that procured worker will be pulled in from outside labor advertise. In case the number of opening is huge or capability and abilities of representatives existing to organization don't coordinate with modern work detail, representatives ought to be selected exterior. Outside strategy of enlistment allures huge number of candidates so that qualified and more energized candidates can be chosen. To induce modern and progress information from advertise, outside strategy of enrolment is the must. In common, working level workers are contracted by utilizing outside strategies. Taking after methods can be utilized beneath outside strategy of enrollment. Bosses monotonously observe execution of specialists at work. They clearly recognize who are performing underneath typical, ordinary and over typical the standard. In case any post will be unfilled, they dole out best performing pro for the post in reality from another division. This method of assignment specialist from another office is called.

Direct Mode: Best scorers in a few colleges, colleges and work out setting up are clearly come to. Concerned person from the organization needing to enroll visit to the program chiefs, facilitators and / or educates of such instruct and inquire to recommend the finest candidates. As per reference, it visits to the candidates and inquire to apply for the purge post in their organization or they clearly offer the work opportunity. This procedure is less expensive procedure of enrollment.

Circuitous systems: Ezze Development can reach to the assaulted candidates in a circuitous way through take note. Day by day papers, TV, audiovisuals are medium of such unintended methodologies. Advancement can be trance box advancement and want-ad ad spot. In trance box take note, title of boss organization isn't given but in want-ad, title of director accumulates and its unpretentious components are dispersed.

Third party organizations: Ezze Innovation may in addition contract with work organizations or companies, work ex-c.

4.5 Selection process of Ezze Technology limited:

Choice is the method of gathering data for the reason of assessing and choosing who ought to be utilized in specific employments. In Ezze Technology HR divisions ordinarily run all the other divisions and branches with a common shape at the starting of the year. No long term human resource estimating is drained ETL.

Different types of selection process are defined below:

Acceptance of request:

This is often frequently the crucial step of choice plan in ETL. Candidate coordinates their application for a specific opening. There's a box in front-side of the HR division where careful person drop their application. The HR takes off those applications against each work opening. In case of day by day paper clarifications, inquire given at scarcest one month to apply. After a rectify age each and each work is closed for applying.

Short listing application:

The taking after step is the little posting of applications. Commonly the HR division is included inside the undersized posting. But the HR division may hand over this step to the person divisions to save time. To enroll experience specialist application may be shorted out from the collection of unconstrained applications gotten or another opportunity is to find out experienced and competent agent in other company.

Informing candidates:

After small posting of the application and selecting the appropriate candidates, HR division exhort the candidate over phone around composed test. MCQ test, printed test, voice test the company subjects capitulate cards through carrier organizations seven to ten days prior to the exam.

Written Test

The Composed test may be an ordinary whole of the conventional enlistment handle. It is facilitated for most prominent positions. The leading organization of ETL acknowledges the composed test a few time as of late the get together handle has illustrated to be compelling and a profitable instrument to select the required candidates. The composed test has conducted in terms of data nearly required regions. The candidates are called for the preliminary (to start with) meet based on their execution inside the composed test.

Interview and voce test:

ETL features a discussion board comprising of HR specialists and beat level organization to conduct slant free and smooth meet session. For choosing AE is on a very basic level MD, DMD and head of HR conduct meet session. For enrolling experienced specialists different interviews may be conducted.

Final favor by authority:

After the discussion session candidate are evaluated by the meet board. The organization line-up chooses which one will be certain. After that an offer final said is made for the candidate. Once the contenders recognize the offer final specified, they are given the headway final specified. Rejected candidates are not educated.

Physical examination:

ETL take physical survey of the chosen agents whether the candidates are fit for the work or not. ETL has contract with well-known symptomatic center and stripe definite center. The total analyze handle is add up to by this two centers.

Joining and placement:

Once the contender pass the examination are given the joining and assignment final said. The once more select agents are asked to crash their person joining household interior one or two weeks.

4.6 Mode of Recruitment & Selection of Ezze Technology

a) All additional enrollments ought to be made through statement in National Dailies saying the capability criteria as indicated. b) Each candidate will search for a composed test. The subject matter of test got to be Common Data, Science, English etc., Organization from time to time may select Money related things/ Keeping cash as. For this reason, Ezze Development Limited will take the help of open discuss pros such as IBA, Dhaka College or comparable organizations for setting the request, regulating the examination work, analyzing and checking the answer scripts and arranging a legitimize list of the candidates’) A candidate must secure tiniest 60% stamp in composed Test to be qualified for VIVA/Interview. Include up to number of candidates to be called for VIVA will be 4 periods the numbers of agents to be selected giving they meet the 60% slightest stamp criteria. The course of action will be made concurring to need on the preface of a board. Test for endorsement of a representative within the customary cadre after the probation period is over.

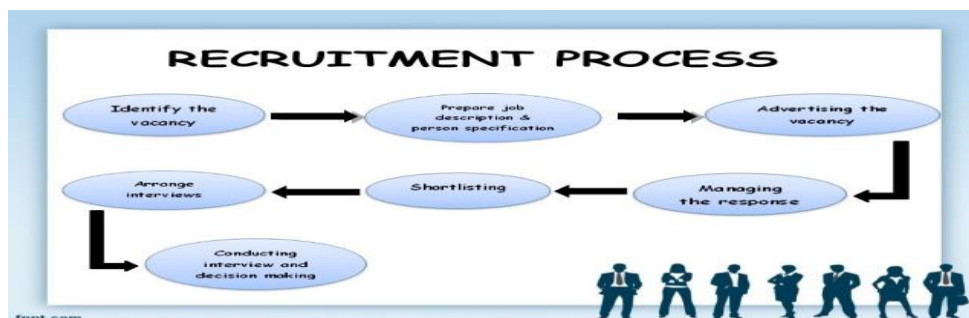


Figure 2: Requirement process

4.6 Restrictions about Recruitment in Ezze Technology:

The taking after categories of staffs from other company will not be utilized: (a) Agents against who there are pending custodies or who are ousted, discharges, finished and compelled surrendered. Laborers who has surrendered inside the normal course of action may, in any case, be enrolled on contact introduce. The approach characterized overhead ought to be taken after for enrollment of unused officers inside the post of Brief Officer, Organization Learner Officer, Junior Officer, and Senior Directors and experienced Officers additionally. Any disobedience will require support of the board of directors.

4.7 SWOT Analysis of Ezze Technology:

STRENGTHS:

- ETL springs tall emphasis on enrollment and assurance of work candidates.
- ETL offers a competitive stipend; incredible environment and favorable official culture in organize to offer fitting candidates.
- at the time of choice, ETL takes all the basic steps which can ensure that it'll have profitable and gifted labor.

WEAKNESSES:

- ETL contract bunches on the introduce of contract of three a long time which in addition long time and is obstruction to drag in sensible candidates.

OPPORTUNITIES:

- The IT division is creating at an over the beat pace.
- Government is favorable to budgetary organizing
- Wide spread improvement is conceivable by opening up of farther settlement branch

THREATS:

- Competition among IT division
- Instable stock bazaar
- Tall call cash speed

Chapter-5

Findings, Recommendations and Conclusion



5.1 Findings of the Study

The finding of consider is as takes after:

- Work commitments and obligations of the specialists are not characterized in detail in the midst of the assurance prepare.
- The pro of Ezze Development Obligated contracts agents introduce of contract of three a long time which is long time and make obstruction to drag in suitable candidates.
- Now and then they don't incline toward female candidates in fact they have risen to or more capabilities than male candidates.
- Enrollment and choice isn't done helpful which is why they would not able to fill-up the purge positions of the company in due time.
- There's no settle rate of agents that are to be enrolled shape each source in each year.
- For inside source, now and after that they utilize inbreeding enrollment process.

5.2 Recommendations

On the premise of the discoveries, the proposals are as follows:

- Work commitments and commitments of the specialists have to be characterized in detail in the midst of the choice prepare.
- The master of Ezze Advancement Confined need to contract representatives for the changeless positions in case they got to draw within the sensible candidates.
- They need to deliver break indeed with opportunity for both the male and female candidate in the midst of the selection and assurance handle.
- They have to be wrapping up the enrollment and choice get ready advantageous to fill-up the purge positions of the company.
- They need to make organize to choose the certain number of agents shape each source in each year.
- For internal source of enrollment, they have to be inclining toward candidates who have 2-3 a long time work involvement.

5.3 Conclusion:

The Ezze Innovation Restricted may be a company that confirms the finest advantage to the clients as well as to the agents by Human Resource Division. The Ezze Innovation Constrained is the speediest creating company in Bangladesh. By working in HR Division the data was learnt would be obliging adequate to preserve with the honest to goodness organizational environment. This exchange is a creating concept from Bangladesh's point of see. Day-by-day, it is getting well known inside the center lesson people. From especially beginning The Ezze Innovation Restricted has successfully run their commerce with well reputation by and by they make their claim charmed on capacity in this commerce. This exchange envelops a exceptional prospect in Bangladesh. So, the organization of The Ezze Innovation Restricted have to be give more concentration in this potential portion with fitting technique, more better exhibiting approach and tasteful client organizations. As I working the Human Resource Organization Office, though I conclusion up with a couple of recognition and based on these recognition many proposal have been given in this report. In a perfect world these recommendations will offer help to The Ezze Innovation Restricted continue its advance.

Chapter: 6

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