



Daffodil
International
University

Internship Report

On

Recruitment and Selection Process: A Study on Square Textile LTD.

SUBMITTED TO

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SUBMITTED BY

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Program: MBA

Stream: Human Resource Management

Id: 211-14-293

Submission Date: 25th July 2022

Letter of Transmittal

Date: 25th July, 2022

Dr. Md. Abdur Rouf
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Subject: **Submission of Internship Report.**

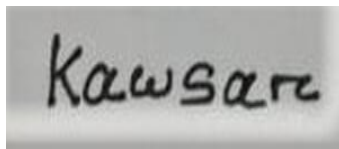
Dear Sir,

I have the pleasure to submit my internship report on Recruitment and Selection Process: A Study on Square Textile LTD in complete form. This report is an integrated part of my 3 months internship program at Square Textile LTD. I have strived hard to make it as subjective as possible. It was in deed great pleasure for me to experience the real-life working environment which I am sure very enrich my academic background about to enter the professional field.

I shall be highly encouraged if you are kind to receive this report. A call for classification on any of the points will be appreciated.

Thanking you with best regards.

Sincerely Yours,

A rectangular box containing a handwritten signature in black ink that reads "Kawsar".

Md. Kawsar Javed Chad

Id: 211-14-293

Program: MBA

Department of Business Administration

Daffodil International University

Certificate of Approval

I'm pleased to certify that the internship report on "Recruitment and Selection Process of Square Textiles Ltd." has been successfully completed by Md. Kawsar Javed Chad, bearing id: 211-14-293, Department of Business Administration, under my supervision. Now, the report has been approved for presentation.

I wish him every success in life.

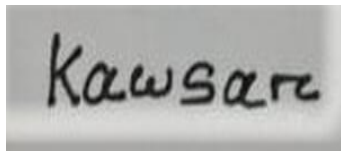


Dr. Md. Abdur Rouf
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Certificate of Declaration

I am Md. Kawsar Javed Chad, id: 211-14-293, from Daffodil International University, declares that this Internship report on titled “Recruitment and Selection Process of Square Textiles Ltd. is completely of my own work.

I also confirm that, the report is only prepared for academic requirement. It will not be used on any other journal or publications.

A rectangular box containing the handwritten name "Kawsar" in black ink on a light gray background.

Md. Kawsar Javed Chad

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Acknowledgement

All thanks to almighty ALLAH, the most praise worthy and the most kind who has given me the ability to finish this report.

First of all, I would like to convey my gratitude and appreciation to my honorable academic supervisor Dr. Md. Abdur Rouf, Associate Professor, Department of Business Administration, Daffodil International University, for providing valuable guidelines in preparing the report. I am deeply grateful to her for his supervision during the internship period. It was impossible for me to complete my report without his guidance and support.

I want to express my most profound gratefulness to each of the people who gave me the chance to finish this report. The accomplishment and completion of this report would not have been serviceable without the participation of some accommodative people, who gave their significant time from their devoted time to advise me in doing my project work. I want to enhance my heartiest appreciation to everyone who directly or indirectly participates to the accomplishment of the report.

Furthermore, I want to acknowledge to every one of the respondents for their contribution, participation and effort in our survey. I admire every one of the respondents who are interested to invest their valuable time to fill the questionnaire form. Last yet not the least; I am thankful to everyone for their participation, tolerance and commitment towards this project.

Once again, I would like to express a sincere gratitude to all of you. Thank you.

Executive Summary

This is an internship report dependent on the three months internship program that I had finished in Square Textiles Ltd under the Human Resource Division as a prerequisite of my MBA program at Daffodil International University.

The goal of the report is to recognize how speculations and ideas are talked about in my instructive program can be drilled in the part of the enlistment and determination process at a consumer items association in Bangladesh.

The first chapter of this report is arranged by an introductory part which discusses the Introduction, Origin of the report, Objective of the study, Scope of the report, Methodology, Sources of data, Limitation.

The second chapter of this report includes the overview of the company where briefly discusses the Company Overview, Company History, Square Textiles LTD. Organogram, Mission-Vision & Objectives, Values, Sister concern group of SQUARE, Code of conduct, Production & Operations.

The third chapter explain recruitment, recruitment process, selection, selection process, Difference between recruitment and selection, Steps in recruitment and selection process.

In the fourth chapter of this report, "Square Textiles Ltd.'s Recruitment and Selection Process." This report includes SQUARE Textiles Ltd.'s whole recruitment and selection process as well as a comparison of theoretical and practical implementations, information about this organization's overall human resources procedure, and final conclusions and recommendations.

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CHAPTER – 1

INTRODUCTION

1.1. INTRODUCTION

A fundamental component of the MBA program is the internship program. Daffodil International University has tried an internship preparation program for its MBA students in an effort to nurture competent professionals in each field. After the internship program is complete, an assistant should report to the supervisor and department on the delegated point. The course lasts for three months. I decide on Square Textiles Ltd. to complete the project. I collaborated with the association representatives throughout this time.

1.2. Origin of the Report

A report on an organization's internship is required for the MBA program at Daffodil International University. The minimum internship time length is three months. My internship with Square Textiles Ltd. is now over. Md. Arif Hassan, an assistant professor in the department of business administration at Daffodil International University, oversaw and gave me instructions as I worked on the internship report with the heading "Recruitment and Selection Process: A Study on Square Textiles Ltd."

1.3. OBJECTIVE OF THE STUDY

The primary goal of this report is to investigate the Recruitment and Selection Process of Square Textiles Ltd.

Specific Objectives: The specific objectives of the study are mentioned below:

- ❖ To Understand the concept the recruitment & Selection process.
- ❖ To examine the practices of recruitment and selection process made by Square Textiles Ltd.
- ❖ To find out the Problem of the Recruitment and Selection Process of Square Textiles Ltd.
- ❖ To recommend some points to overcome the problems in the Recruitment and Selection Process of Square Textiles Ltd.

1.4. SCOPE OF THE REPORT

The title of the report is "Recruitment and Selection Process of Square Textiles Ltd. The report portrays the recruitment and selection process looks at the theoretical and down-to-earth perspectives. The review will assist us with finding out with regards to the recruitment and selection process and the executive's construction of the organization.

1.5. METHODOLOGY

The internship has been conducted in a deliberate methodology beginning from the selection of the subject to conclusive report preparation. The general technique and process of the philosophy continued in the review are clarified further.

1.6. SOURCES OF DATA

- ❖ **Primary Data:** For the report, the information gathered by noticing the HR exercises of the organization and noticed all aspects of the process of recruitment till the representative joins the organization. I have gathered information by questioning distinctive HR personnel in the division.
- ❖ **Secondary Data:** I have gathered information from the representative handbook, yearly report, organization's site. I additionally gathered information from various reports as there was insufficient information on the organization's site. I took help from the reading material and the web.

1.7. LIMITATIONS

This report has endeavored its level best to make an important, edifying, and effective report; nevertheless, a couple of limits are expected to go through while making this report. Those constraints are-

- Getting data concerning the elements of the HR bunch was not in the smallest degree that straightforward, so I should be particularly prepared whenever any data came towards me in any secret way.
- Making the report while being answerable for the endeavors apportioned to me was a problematic task for me as the obligation was enormous.
- They were insufficient data open which hampered the examination of the survey.
- As a result of time limitations, a significant examination of the survey was beyond the realm of possibilities.

CHAPTER – 2

COMPANY OVERVIEW

2.1. COMPANY OVERVIEW

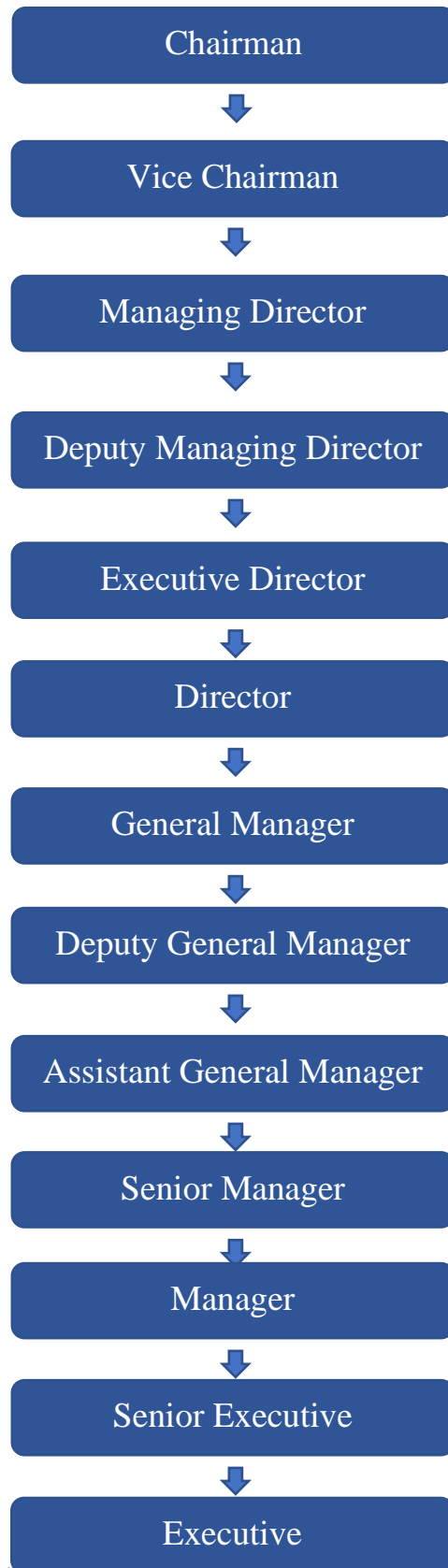
A division of Square Group is Square Textile. In the year 1994, the Company was established as a public limited company. In 1997, the operation got underway. In 2002, it was listed on the Chittagong Stock Exchange as well as the Dhaka Stock Exchange. The company saw some notable success in a relatively short period of time. In the year 2000, Square Textile is awarded certificates for Oeko-Tex standard 100 and ISO-9002. One billion taka is the company's authorized capital. It has a paid-up capital of 251.90 million taka. 1.223 people are employed by this company. The production and marketing of yarn are Square Textiles Limited's business segments. Square Textile's March 2011 net profit after tax was 207.29 million BDT. Samson H. Chowdhury, the founding chairman of Square Group (1925–2012), once observed, "Truth, morals, and ethics are essential to an organization's success."

It started with Inception of Square Textiles Ltd. (Unit-01) in 1997. Unit-02 in 1998, Unit-3 in 2000, Unit-05 in 2005. Unit-02 Extension in 2015, R&D in 2019, Unit-03 Extension in 2020.

2.2. CORPORATE HISTORY

- Year of establishment : 1994
(In corporate as a public limited company)
- Year of operation : 1997
- Stock exchange listing (Dhaka & Chittagong) : 2002
- Award Oeko-Tex Standard 100 : 2000
- Award ISO-9002 Certified : 2000
- Business Lines : Manufacturing & Marketing of Yarn
- Authorized capital : Tk. 1000 Million
- Paid up Capital : 251.90 Million
- Number of employees :1223

2.3. SQUARE Textiles Ltd. Organogram:



2.4. VISION OF SQUARE Textiles Ltd.

Our idea of a business stems from our vision, which considers it to be a means to the prosperity of the stakeholders, employees, investors, and members of society at large by generating new wealth in the form of goods and services that go to satisfy their needs without upsetting or harming the socio-economic balance of mother earth and that process of human civilization leading to the peaceful coexistence of all living things.

2.5. MISSION OF SQUARE Textiles Ltd.

Our goal is to achieve our vision by producing as much as possible while adhering to the highest moral and ethical standards at the lowest possible cost to society, all while providing the best returns for our shareholders and other stakeholders..

2.6. Objectives OF SQUARE Textiles Ltd.

to put forth great effort to maximize profit through the conduct of honest business. regardless of gender inequality, caste, creed, religion, or location, functions within the legal and social framework with no animosity toward anybody and justice for everyone..

2.7. Values OF SQUARE Textiles Ltd.

Private limited business Square Textile Ltd is a part of a significant industrial organization with headquarters in Bangladesh. It provides a variety of textile goods. Being a reputable textile business in the Asia-Pacific area, Square Textile has consistently upheld its commitment to providing value to its clients. We have provided high-quality items for the past 14 years to our demanding and picky consumers around the world. As a result, we have created an unrivaled product line and established ourselves as market leaders.

2.8. Sister Concern of SQUARE Group:

1. SQUARE Hospitals Ltd.
2. SQUARE Toiletries Ltd.
3. SQUARE Herbal & Neutraceuticals Ltd.
4. SQUARE Food & Beverage Ltd.
5. SQUARE Informatix Ltd.
6. SQUARE Textiles Ltd.
7. SQUARE Fashions Ltd.
8. Maasranga Communications Ltd.
9. Mediacom Ltd.
10. Maasranga Productions Ltd.
11. Sabazpur Tea Company Ltd.
12. Aegis Services Ltd.
13. SQUARE School & College
14. SQUARE Air Service
15. SQUARE PPL
16. SQUARE Agro Development & Processin

2.9. CODE OF CONDUCT

- Comply with Govt. Rules & Regulations
- Strictly Follow Bangladesh Labor Law 2006
- Comply with Environmental Regulations

- Healthy Working Environment
- No Discrimination/ Harassment
- On time Salary, OT, Bonus and Benefits

Production & Operations:



SQUARE focuses on PIMA cotton yarn (Supima Certified), Organic cotton yarn (Control Union Certified), CMIA (Cotton manufactured in Africa), Core spun, Slub Compact yarn, and Bamboo yarn in addition to ordinary cotton yarn..

SQUARE has advanced to blended yarns like Melange, PC (65+35 or 50+50), Modal (100 percent or 50+50), Viscose (100 percent or 50+50), and CVC (60+40 or 80+20) based on worldwide demand. Buyers of woven fabrics and denim will find high-quality yarn from Ne. 06 or Ne. 40 to their satisfaction.

❖ Ring Line

- 100% Cotton Yarn (Combed/Carded)
- S and Z Twist Yarn
- Compact Yarn
- Pima Yarn
- Slub Yarn
- Organic Yarn

- Core Yarn
- Contamination Free Yarn
- Bamboo Yarn
- Multi Count/Multi twist
- Melange (10/15 Percent)
- Modal, Modal/Cotton
- Viscose, Viscose/Cotton
- T-400
- Syro
- ❖ **Rotor Line**
- Auto Coro
- Viscose, Viscose/Cotton
- Open End

CHAPTER - 3

THEORETICAL BACKGROUND

3.1. HUMAN RESOURCE MANAGEMENT

Human resource management (HRM) is the practice of selecting, hiring, transferring, and overseeing the workforce of an organization. The usual recommendation for HRM is comparable to (HR). The HR department of an organization or affiliation is often in charge of developing, implementing, and administering strategies guiding employees and the interaction with its laborers. The phrase "HR" was first used to refer to all of the individuals who work for a relationship in the 1900s, and it was then used more broadly in the 1960s.

HRM is a specialty for executives with a complement on those delegates as company assets. Agents are occasionally offered as human resources in this unique situation.

In essence, like with other corporate assets, the objective is to use delegates, reducing risk and increasing the reward from adventure (ROI).

The term human resources executives (HCM), which is used to describe high-level HR development, has occasionally separated from HRM. The term HCM has been used extensively by both large and small associations as well as by numerous programming relationships to control various HR restrictions.

3.2. RECRUITMENT AND SELECTION

Enlistment and choice are a piece of huge pieces of human asset organizing. Human asset orchestrating ensures that the right kind and right nature of agents are used to achieve legitimate targets. As shown by Edward Filippo, "Enrollment is a course of glancing through inescapable agents and enlivening them to follow positions. "As shown by Dale Yoder, "Enrollment is a cycle to track down the wellsprings of work to meet the necessities of the staffing plan and to use strong measures for attracting that work in adequate numbers to work with an effective choice of a capable working power. "The most widely recognized approach to searching for proper candidates and attracting them to apply for the opening in the affiliation is named enlistment. It is the underlying advance for the determination and plan of the right delegates for the affiliation. The affiliation communicates opening in the relationship through paper promotions, online work passages, consultancy organizations, and so forward Enlistment helps in making a pool of sensible and

fascinating work candidates, out of which relatively few are picked for the further determination process. Hence, it shapes a base for the determination of collaboration. Expecting the enlistment collaboration is done suitably, it will help in using a workforce that suits the progressive essentials. The determination of candidates begins where their enlistment closes. With everything taken into account, it is exclusively after a good number of employments have been gotten past different wellsprings of enlistment - inward or outside that the course of determination begins.

The choice incorporated a mindful screening and testing of contenders who have put in their applications for an undertaking in the endeavor. The endeavor needs to pick the best and the most reassuring individuals from among the candidates. In this sense, one might say that enrollment is a positive limit in that it attempts to incite whatever some individuals would be judicious to pursue a situation in the undertaking. The choice is a negative limit since it targets clearing out those candidates who are not found sensibly in one respect or the other.

3.4. RECRUITMENT

Enlistment is the cycle wherein people are offered the choice in an affiliation. It is when approaching specialists are searched for and are then asked to follow positions inside the affiliation.

This is only one stage during the time spent business any way it is a long cycle that includes a progression of errands, beginning with an examination of the gig prerequisites and finishing with the arrangement of the representative. Explicit assignments associated with the course of recruitment include:

- Analyzing job requirements
- Advertising the vacancy
- Attracting candidates to apply for the job
- Managing response
- Scrutinizing applications
- Shortlisting candidates

Enlistment practices are generally performed by Human Resource experts, either inside or from a distance. Internal enlistment sources are progression, moves, saved delegates, contact or references, ex-laborers, surrendered agents, and so on Outer enrollment sources are enlistment through a promotion, grounds enrollment, enlistment by delegate exchanges, enrollment by untouchables, web enrollment, unconstrained candidates, and so forward

3.4. SELECTION PROCESS

Determination is the most well-known approach to perceiving an individual from a pool of occupation candidates with the basic abilities and abilities to fill occupations in the affiliation. This is an HR cycle that isolates qualified and deficient candidates by applying various procedures.

The term 'selection' accompanies the implication of putting the perfect individual in the right work. Selection is the interaction where different methodologies are utilized to assist spotters with concluding which candidate is the most ideal to get everything done. A few exercises include:

- Screening
- Eliminating unsuitable candidates
- Conducting an examination (aptitude test, intelligence test, performance test, personality test, etc.)
- Interviews
- Checking references
- Medical tests

The choice of communication is a by and large dreary development in a specialist's utilizing experience. HR administrators ought to warily recognize the capability of every competitor for the post, being careful so as not to disregard critical elements like informational ability, establishment, age, and so forward

3.5. 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.
Objective	It encourages large number of Candidates for a job.	It attempts at rejecting unsuitable candidates.
Process	It is a simple process.	It is a complicated process.
Hurdles	The candidates have not to cross over many hurdles.	Many hurdles have to be crossed.
Approach	It is a positive approach.	It is a negative approach.
Sequence	It proceeds selection.	It follows recruitment.
Economy	It is an economical method.	It is an expensive method.
Time Consuming	Less time is required.	More time is required.

3.6. RECRUITMENT AND SELECTION PROCESS

3.6.1. Recruitment Process

Finding and enticing potential employees to fill open jobs within an organization is the process of recruitment. It finds people who have the skills and mindset needed to help an organization accomplish its goals.

Finding open positions, analyzing job criteria, examining applications, screening, shortlisting, and choosing the best candidate comprise the recruitment process..

It is advised that an organization's HR personnel adhere to the five best practices to improve hiring efficiency (as shown in the following image). These five procedures guarantee uninterrupted, successful recruitment. These procedures also guarantee conformity and uniformity in the hiring procedure.



➤ The hiring process is the first stage in building a strong resource base. From gathering resources to setting up and holding interviews to ultimately choosing the best applicants, the process follows a systematic approach.

➤ **Recruitment Planning**

The recruitment process begins with recruitment planning, which involves analyzing and describing the open positions. It contains the nature of the job, the requirements for experience, education, and talents, among other things.

To draw suitable candidates from a pool of applicants, a systematic recruitment strategy is essential. The potential candidates should be knowledgeable, experienced, and able to handle the tasks necessary to meet the organization's goals..

➤ **Identifying Vacancy**

The identification of the vacancy is the first and most important step in the recruitment plan. The HR Department, which contains, receives the request for recruitments from various departments of the firm to start the process.

- Number of posts to be filled
- Number of positions
- Duties and responsibilities to be performed
- Qualification and experience required

The sourcing manager must determine whether a position is necessary or not, permanent or temporary, full-time or part-time, etc. when one is identified. Before starting the recruitment process, several parameters should be assessed. The correct resource is hired for the team and the organization as a result of careful identification, planning, and evaluation.

➤ **Job Analysis**

A job's responsibilities, obligations, skills, and working conditions are identified, analyzed, and determined through the process of "job analysis." These variables assist in determining what skills a person needs to do a job effectively.

Job analysis aids in determining the importance of duties and the best way to carry them out. Its goal is to determine and record how hiring practices including selection, training, compensation, and performance evaluation are related to the job. The following steps are important in analyzing a job –

- Recording and collecting job information
- Accuracy in checking the job information
- Generating job description based on the information
- Determining the skills, knowledge and skills, which are required for the job

The immediate products of job analysis are job descriptions and job specifications.

➤ **Job Description**

The ultimate statement of the job analysis is contained in the job description, which is a significant document that is descriptive in character. For a hiring process to be effective, this description is crucial.

The extent of job roles, responsibilities, and the position of the job within the organization are all covered in the job description. Additionally, this information gives the employer and the organization a clear understanding of what a worker must accomplish to fulfill the requirements of his job duties. Job description is generated for fulfilling the following processes –

- Classification and ranking of jobs
- Placing and orientation of new resources
- Promotions and transfers
- Describing the career path
- Future development of work standards

A job description provides information on the following elements –

- Job Title / Job Identification / Organization Position
- Job Location
- Summary of Job
- Job Duties
- Machines, Materials and Equipment
- Process of Supervision
- Working Conditions
- Health Hazards

➤ **Job Specification**

The focus of a job specification is on the qualifications of the applicant that the HR team plans to hire. The preparation of a list of all positions in the organization and its locations is the first stage in the job specification process. The generation of each job's information is the second phase.

This information about each job in an organization is as follows –

- Physical specifications
- Mental specifications
- Physical features
- Emotional specifications
- Behavioral specifications

A job specification document provides information on the following elements –

- Qualification
- Experiences
- Training and development
- Skills requirements
- Work responsibilities

- Emotional characteristics
- Planning of career

➤ **Job Evaluation**

A job's value or worth in relation to other positions in an organization is assessed through comparison during the job evaluation process.

The fundamental goal of a job evaluation is to assess each position to determine which one commands the highest salary. Job evaluation involves a number of techniques, including job grading, job classification, job ranking, etc. Salary and compensation negotiations are built on the results of the job appraisal.

➤ **Recruitment Strategy**

The preparation of a strategy for hiring the resources is done during the second stage of the recruitment process, which is called recruitment strategy. The next stage is to choose which technique to use for attracting potential candidates to the business after job descriptions and job specs have been created.

While preparing a recruitment strategy, the HR team considers the following points –

- Make or buy employees
- Types of recruitment
- Geographical area
- Recruitment sources

Although creating a recruitment strategy takes time, having the proper one is essential to attracting the best prospects. The procedures required in creating a recruitment plan are as follows:

- Setting up a board team
- Analyzing HR strategy
- Collection of available data
- Analyzing the collected data
- Setting the recruitment strategy

➤ **Searching the Right Candidates**

In the recruitment process known as searching, resources are located based on the demands of the position. The initial round of applicant hunting will begin after the recruitment plan is completed. There are two steps in this process.

- **Source activation:** The search for candidates begins after the line manager confirms and grants permission for the position to exist.
- **Selling:** In this case, the company chooses the media channels through which it would inform potential candidates of open positions.

Searching entails luring candidates to open positions. The sources can be broadly classified into two groups: both internal and external sources.

➤ **Internal Sources**

Internal sources of recruitment refer to hiring employees within the organization through:

- Promotions
- Transfers
- Former Employees
- Internal Advertisements (Job Posting)
- Employee Referrals
- Previous Applicants

➤ **External Sources**

External sources of recruitment refer to hiring employees outside the organization through:

- Direct Recruitment
- Employment Exchanges
- Employment Agencies
- Advertisements
- Professional Associations

- Campus Recruitment
- Word of Mouth

- **Screening / Shortlisting**

Following the conclusion of the applicant sourcing procedure, screening begins. Filtering candidate applications is the process of preparing them for further consideration.

The recruitment process includes screening, which aids in eliminating unqualified or irrelevant applicants who were discovered through sourcing. Three steps make up the recruitment screening procedure.

- **Reviewing of Resumes and Cover Letters**

The initial stage of candidate screening is reviewing. Candidates' resumes are scrutinized during this step to see if their training, employment history, and overall background align with the requirements of the position.

To achieve effective candidate screening, an HR executive assessing resumes must bear the following considerations in mind:

- Reason for change of job
- Longevity with each organization
- Long gaps in employment
- Job-hopping
- Lack of career progression

- **Conducting Telephonic or Video Interview**

The second stage of the hiring process involves conducting telephone or video interviews. The hiring manager contacts the candidates in this procedure by phone or video once the resumes have been reviewed. The results of this screening process are two:

- It helps in verifying the candidates, whether they are active and available.
- It also helps in giving a quick insight about the candidate's attitude, ability to answer interview questions, and communication skills.

- **Identifying the top candidates**

The last step in the screening process is to choose the best prospects. The hiring manager may easily make a judgment because only the best resumes are shortlisted in this process. Three results come from this process:

- Selecting 5 to 10 resumes for the recruiting managers to evaluate
- Giving the recruiting manager advice and recommendations
- Aids the hiring managers in choosing the best candidate to hire

5. Evaluation and Control

The final step in the recruitment process is evaluation and control. The process and methodologies' efficacy and validity are evaluated during this step. Since hiring new employees is an expensive operation, it is crucial to carefully assess how well it worked.

Effective evaluation and control of the recruitment process' expenditures is required. These consist of the following:

- The salaries of the recruiters;
- The price of advertisements; and other expenses related to the recruitment process, such as agency fees.
- Overhead for administrative costs and hiring
- Overtime and unpaid expenses when there are open positions
- Time spent by the management and professionals creating the job description, job criteria, and conducting interviews;
- Costs associated with finding qualified candidates for the final selection process;

The final question is: Are the recruitment techniques being employed legitimate or not? And whether or not the hiring process itself is successful? Effective statistical data on the expenses related to the recruitment process should be provided.

3.6.2. Selection Process

Candidates often first participate in a preliminary interview before submitting an application for employment.

They move on to the employment interview, a series of selection tests, and reference and background checks. If the findings of the business physical examination are favorable, the successful applicant is hired.

The manager must consider these external and internal aspects while making selection judgments since they have an impact on the selection procedure.

The following are the steps that a selection process typically entails, however not all organizations must follow them exactly. Depending on the needs of the company, some steps may be bypassed.



1. Initial Screening.
2. Completion of the Application Form.
3. Employment Tests.
4. Job Interview.
5. Conditional Job Offer.
6. Background Investigation.
7. Medical Examination.
8. Permanent Job Offer.

1. Initial Screening

A preliminary screening of candidates is frequently conducted to weed out those who are manifestly unqualified for the position.

A few simple questions are posed at this point. A candidate could be clearly unqualified for the advertised post yet perfectly capable of filling other openings.

Reducing the number of candidates being considered for selection is the goal of screening.

- **Sources utilized in the screening effort**

Personal resumes submitted with job applications are regarded as sources of data that can be used for preliminary screening. It mostly contains data in the following categories:

- A history of employment and schooling.
- An assessment of character.
- A review of work performance.

- **Advantages of Successful Screening**

If the screening method is successful, candidates who don't fulfill the minimal requirements won't advance to the next round of the hiring process. Companies that use expensive selection processes devote more time and resources to screening in an effort to cut costs.

2. Completion of the Application Form

Application Blank is a formal record of a person's employment application. The potential employee may be required to submit a job application as the next stage in the selection process.

It might simply be necessary to ask for the applicant's name, address, and phone number. In general, the application form provides a summary of the applicants' lives, talents, and accomplishments that is connected to job performance.

Information's precise nature can vary from company to company and even by job function within an organization. Application forms are a useful tool for gathering historical information from candidates that can be verified and is generally correct.

3. Employment Tests

Testing employees is an effective technique to gauge their unique qualities.

Many different behavioral aspects have been measured using hundreds of tests. The assessments look at a person's intellect, knowledge, athletic prowess, interest, temperament, and other attitudes and behaviors.

Evidence suggests that tests are being used increasingly frequently to determine a candidate's qualifications and likelihood of success. Tests are employed more frequently in large and medium-sized businesses than in small businesses and in the public sector compared to the private sector.

It's likely that large firms will use qualified professionals to manage their testing operations.

- **Advantages of using tests**

Selection testing can be a trustworthy and precise way to pick competent applications from a pool of prospects.

As with any selection process, it's critical to recognize each job's primary duties and the competencies required to carry them out.

- **Potential Problems using Selection tests**

Selection tests may successfully forecast a candidate's aptitude for the position, but they are less successful in predicting how much the candidate will desire to do the work.

The sincerity of candidates is a potential issue that is mostly related to personality assessments and interest inventories. There is also the issue of test anxiety.

When faced with yet another obstacle that could disqualify them from selection, applicants frequently experience considerable anxiety.

4. Job Interview

An interview is a discussion with a specific objective in which the interviewer and candidate exchange data. Since the candidates that make it to this point are regarded as the most promising, the hiring interview is very important.

- **Interview Planning**

Effective interview preparation is crucial for job interviews.

It is ideal for the interview to take place in a comfortable, private setting with little interruptions. The interviewer should be friendly, compassionate, and have good listening and communication skills.

He or she should evaluate the information gathered from other selection tools to become familiar with the applicant's qualifications. A job profile should be created in order to prepare for the interview based on the job description.

- **Content of the Interview**

The precise subject matter of interviews for jobs varies widely depending on the business and the degree of the position in question.

1. **Work experience:** Analyzing a candidate's work history entails evaluating their abilities, maturity, and willingness to accept responsibilities.
2. **Academic success:** When a person lacks considerable work experience, their academic accomplishments become more significant.
3. **Interpersonal skills:** A person's prospects of success are minimal if they cannot get along with coworkers. This is especially true in today's society, when the usage of teams is being emphasized more and more.
4. **Personal qualities:** Personal qualities normally observed during the interview include physical appearance, speaking ability, vocabulary, poise, adaptability, and assertiveness.
5. **Organizational fit:** A hiring criterion that is not prominently mentioned in the literature is organizational fit. Organizational fit is ill-defined but refers to management's perception of the degree to which the prospective employee will fit in with, for example, the firm's culture or value system.

5. Conditional Job Offer

A employment offer with conditions is one that is initially temporary but later becomes permanent if specific criteria are met.

A conditional employment offer is typically provided to an applicant who has so far advanced through all stages of the selection process.

In essence, a conditional employment offer means that if everything goes according to plan, such as passing a specific physical, drug, or medical exam, the offer will become permanent and no longer be conditional.

6. Background Investigation

The purpose of the background investigation is to confirm that the data on the application form is true and accurate.

The purpose of this phase is to verify the accuracy of the application form using references and previous employers. Verifications are also made of credit history, criminal background, and proof of education and employment authorization.

Personal reference checks can confirm the accuracy of the information provided by the candidate and offer further insight into it.

The most accurate indicator of future conduct is past behavior. Understanding previous behavior in order to predict future conduct requires as much knowledge as possible about that behavior.

It is undoubtedly possible to prevent hiring someone who is likely to repeat problematic behaviors like poor attendance, insubordination, theft, or other behavioral concerns by having knowledge of these issues.

Background checks typically look for information from references provided by the applicant, including information on his or her prior employers. The level of responsibility involved in the position that needs to be filled determines how thorough background checks should be.

Common sources of background information include:

- References are provided by the applicant and are usually very positive.

- Former employers should be called to confirm the candidate’s work record and to obtain their performance appraisal.
- Educational accomplishments can be verified by asking for transcripts.
- Legal status to work.
- Credit references, if job-related.
- Criminal records can be checked by third-party investigators.
- Background checks are conducted by third-party investigators.
- Online searches as simple as “Google” search of a candidate can turn up information on press releases or news items about a candidate that was left off the application or resume.

7. Medical/Physical Examination

The completion of a medical/physical examination marks the start of the next stage of the hiring process after the decision to extend a job offer has been made.

An applicant's physical fitness for critical work performance will be assessed throughout this test.

Typically, passing this test is a requirement for accepting a job offer.

For instance, firefighters must carry out tasks that call for a specific level of physical fitness. These people have to prove that they are up to the task, whether it is carrying a wounded sufferer, hauling a four-inch hose full with water, or scaling a ladder.

8. Permanent Job Offer

The employment offer is now regarded to be available to those who successfully complete the earlier phases. The manager of the department with the open position should actually decide who will be hired.

Candidates are notified

Successful and unsuccessful candidates should be informed as quickly as feasible of the results of the selection process.

Top candidates frequently have alternative career possibilities, so any delay could result in the company losing one of its best candidates. The rejected candidates should also be quickly informed out of courtesy and good public relations.

CHAPTER - 4

RECRUITMENT AND SELECTION PROCESS

OF

SQUARE TEXTILES LTD.

4.1. Recruitment and Selection process in SQUARE

The process by which a company finds candidates for possible employment is called recruitment. Recruitment is a continuous process that businesses use to develop a pool of potential candidates for future manpower support in addition to applying to fill open positions when needed. Typically, the process begins with planning the job opening, creating the request, and attracting potential applicants using a variety of channels, such as advertisements, newspaper ads, etc. It finishes with the submission of the application.

Selection process starts from screening the CV"s to joining procedure. Basically, it refers to putting right person to the right place to work on. If correct selection occurs, organization will go through less absenteeism and turnover rate will lower down which successfully occurred in SQUARE Pharmaceuticals Ltd. (Employee Selection Process)

4.2. Requirement Prerequisites:



1. **Planned:**

Need which upsurges according to Organization Rules & Policy and also based on the Retirement viewpoint.

2. **Forecasted:**

Needs which upsurges due to Internal & External forecasting; pattern an organization can envisage by studying the business trends.

3. **Need on Demand:**

Need which upsurges to fulfill unforeseen incidences, i.e. Sudden Death, Accidents, Illness, Resignation etc.

Planned recruitment mostly occurs considering the organizational plan to meet the long term goals & objectives. HR department has to go through a set of collective scheduled recruitment procedure depends on organizational practice – could be Quarterly basis or Yearly.

As for the Unexpected recruitment i.e. resign, emergency leave, unavoidable circumstances etc.;; HR mostly tries to fill the vacancy with internal pool of candidates who are capable and worthy enough to handle the vacant posts.

4.3. Mode of Recruitment:

SQUARE Textiles Ltd. contains various modes during their recruitment period; depending on needs, stratagem of business, new annex formation, SBU development plan, Urgency or unavoidable need of man power. SQUARE Textiles Ltd. along with the Corporate Headquarter has two units to manage alongside: Shardagonj & Gazipur Unit. According to the need, HRD section moves towards various formations of recruitment, which are:

- Full Time
- Temporary
- Contractual Basis
- Out Labor
- Internship

4.4. Sources of Employee Attraction & Search:

It is much important for the HR team to find right candidate as well as attract potential candidates from the outside pool. HR department of SQUARE Textiles Ltd. is not exception in this case. Depending on the need and nature of the job, mostly analyzing the Job description &

specification; advertisement is created. The most important and trusted source for pulling potential candidates is SQUARE Textiles Ltd. internal online portal. Except the internal portal they also collect CV's and posts advertisements over:

1. Bdjobs.com:

Pre-criterion's are provided over the Bdjobs.com platform along with the advertisement. Analyzing all the matched criteria's, candidates start applying.

2. Chakri.com:

As same as Bdjobs.com platform.

3. Newspaper Advertisement:

For SQUARE Pharmaceuticals Ltd. job advertisements, their official partner is Prothom Alo. This popular Bangladeshi newspaper has the highest reach among all other existing newspaper. Thus, this popularity helps SQUARE Textiles Ltd. to entice potential candidates from all over the nation.

4. Job Fair:

Job fair is a great source to showcase what SQUARE Textiles Ltd. actually stands for to provide necessary knowledge and create adequate amount of interest among the future candidates. Also, employers can receive a glimpse of potential candidate's first impression and might receive a chance to collect their CV's beforehand.

5. Employee Recommendation Program:

Internal Referral puts a huge importance regarding candidate assemblage. Most of the cases various departments' supervisors know the capability and the actual adaptability of the employees they are handling for months or years. They understand their strengths and weaknesses far better than anyone else. Those referral CV's authentication contains much stronger value. In such cases, HR collects those CV's and finds the suitable candidate to call for the next stage.

4.5. Selection Process of Square Textile Ltd.:

Selection is the process of gathering information for the purpose of evaluating and deciding who should be employed in particular jobs.

➤ **Screening and Short-listing Applications**

Sorting and screening are done on the answers to the adverts. Both the cover letters and the resumes are evaluated. Aspects of the covering letter that are examined include the writing style and language used, the emphasis placed on the areas requested in the adverts, and the quality of the letter (whether it is specifically customized to the advertisement or merely a conventional response). Depending on their relative importance, different weights are given to the selection criteria listed in the man specification. (For instance, among the local institutions and international universities from the UK, Australia, etc., IBA and BUET are assigned the most weight. are considered on par with the best in the nation). The cumulative weights for all applicants are tallied, and a short list of a significant number of the best candidates is produced based on the existence of these characteristics to the desired extent (experience, educational attainment, computer literacy, etc.).

However, the HR representatives also review the CVs with the relevant line manager to see whether any important decision factors that are listed in the CVs are missed. The shortlisted candidates are then contacted to schedule a written exam.

Written Test

Written tests are not typically included in the standard hiring procedure. It is done as and when it is needed. Previously, there was no written test for management positions; instead, candidates had to go straight through the interview stage. The written test administered prior to the interview process has established itself as an efficient and practical tool for choosing the most suitable applicants since the launch of the management trainee program. The written exam consists of a psychometric test, a behavioral competency test, and a communication skills test. Based on their performance on the written test, candidates are invited for the preliminary (first) interview.

➤ **Selection Interview**

There are three stages to the interview process. The "elimination procedure" is used in conducting a preliminary interview. A relatively small number of candidates are then invited to the second interview. The final interview is then scheduled with the candidate who was ultimately chosen. The candidate is given a convenient interview time, especially if they are also working at the time. In that situation, after business hours is the time of choice.

➤ **Reference Check**

Reference checks allow obtaining information and opinions regarding the person's character, quality of the work and suitability for the position. It is an opportunity to validate the information received from the candidate via their resume and the interview. Speaking to the candidate's manager or other people whom they have worked with should also check internal candidates. The opinion of a referee who has worked can for an extended period is likely to be more accurate than the assessment from one to two hours of interviewing.

The candidate's immediate supervisors are needed to be contacted. Permission should be obtained to contact the candidate's referee especially if their current employer is contacted. It is not unusual for a candidate to be uncomfortable with the organization's speaking to a current employer. If they are uncomfortable, an alternative person other than the current employer has to be chosen by the candidate (work colleague, for example). Unless the candidate is a graduate or school leaver with no prior work experience, only contact work related referees should be contacted. At least two reference checks should be done, however the more the better.

There is a sample reference-checking guide that is more or less followed. It is important to prepare a reference check guide that asks the referee about the key skills, competencies and experience required for the position. Reference checks need to be done by line manager or personnel of the HR department.

During the interviews, the candidates would have given some examples of incidents, tasks or projects that can be asked about. The referee should be asked what the candidate did in those examples, which ascertain whether the information received from the candidate is consistent with that of the referee.

Subjective questions may not always be a reliable guide; however, it can be useful to get the referee's opinion on areas such as quality and quantity of work, strengths and weaknesses etc.

➤ **Employment Decision**

If the candidate has no problem with the stated terms and conditions of the job and the organization mentioned and discussed in the final interview, s/he is offered an application blank. The application blank is a standard format of employee-information that includes all the information the organization needs regarding the personnel. The candidate has to fill this blank and submit this to the company along with a CV.

➤ **Pre-employment Medical Check-up:**

After submission of the application and the CV, the selected person has to go through full medical check-up that guarantees her/his physical fitness to perform the job successfully. A medical practitioner who uses a physical capability analysis that assesses the candidate against the physical capabilities documented for each role conducts the medical. A medical is also appropriate for internal candidates if they are applying for positions that require different physical capabilities.

➤ **Offering the Role:**

Once the health check-up is done, the candidate is given an offer letter specifying the salary package, job responsibilities, utilities that will be provided by the organization. Even at this stage the selected candidate has the chance to withdraw her/himself from the job offer. s/he is always free to discuss whatever difficulty may arise regarding pay structure/facilities, etc. the door of HR is kept open for any sort of relevant discussion.

➤ **Verbal offer:**

The verbal offer of the role to the candidate is given once the medical and reference checks have been successfully completed. The discussion should cover the following:

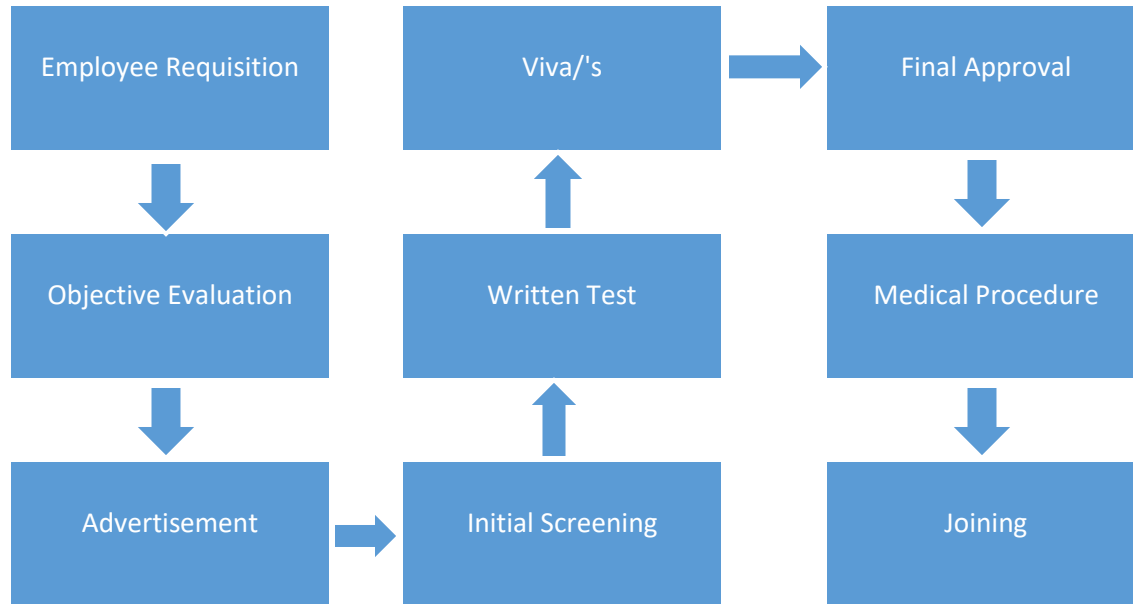
- Tell the candidate that you would like to offer them the role.
- Congratulate them.
- Tell them the remuneration package that is being offered, including superannuating.
- Ask them if they are happy with it.
- Ask them if they verbally accept the position.
- Tell them that we will be sending them a written letter of offer and introductory package.

➤ **Written letter of offer:**

A written letter of offer must be forwarded to the candidate. Once the candidate has verbally accepted the position, the appropriate letter of offer is organized. This letter should be sent to the candidate within two days of making the verbal offer. An introductory package will be sent to the successful candidate, along with the letter of offer. At least one week before the person commencing in their new position, an appointment notice will be placed on notice boards and/or the internet.

4.6 STANDARD OF PROCEDURES OF RECRUITMENT AND SELECTION PROCESS

A company's recruitment process begins when the HR department receives a request from another department's supervisor regarding a new position, and it finishes when the CV submission deadline is met. The hiring procedure leaps from reviewing CVs to the point when HR guarantees prospective employees a starting date by meeting all formal prerequisites. Below is an example of total time:



Employee Requisition:

If there is a need for staff, several departments' supervisors must obtain a certain form or format from HR and fill it out. In the form, it is important to specify the minimum required manpower, the position to which they must be assigned, the title of the role, the expected wage range, and the start date for hiring. HR must determine the hiring strategy and proceed to the next phase based on the allotted time.

Objective Evaluation:

It is crucial for HR to assess the goal of filling the manpower requisition before moving forward with the requested number of employees, as this request has come from numerous departments. HR will approve, reduce, or enhance the number of personnel demands after careful assessment, understanding the need, demand, urgency, and any limits of any kind. If there is a hiring gaffe or logical reasoning that will eventually move the firm in the direction of its intended aim, HR will have to respond to the top administration. Before going on to the next stage, a thorough examination is absolutely essential.

Advertisement:

For the necessary posts, HR must review the Job Description and Job Specification. There is no need to create a whole new Job Description & Specification until or until it is for a newly formed project. However, updating is necessary. Following a thorough analysis of the needs, SQUARE Textiles Ltd. creates and distributes advertisements across all of its commonly utilized media. All of the resumes are gathered in accordance with the time frame once a prior deadline is specified. The recruitment process comes to a close with the collection of resumes.

Initial Screening:

The screening procedure begins at this point. Before calling prospects for the next round, it is essential to conduct a thorough screening. To choose the finest applicant from the vast pool, there are a few crucial aspects that must be examined during the screening process. the criteria are:

- Work Experience
- Level of Education
- Training on Specific tasks
- Extra-Curricular Activities
- Age
- Location

Written Test:

Once the CV's is screened, candidates have to go through written exam where their Aptitude, Analytical, Verbal and Subjective Knowledge are checked. The higher the post level, the difficulty of exam arises. Many of the cases candidates have to face situational based questions or case studies. This is provided to figure their job level acquaintance intensity – how they might solve a problem, critical thinking capacity, negotiation level etc. Most of the written exam occurs for 60 minutes to 90 minutes; depending on the exam level and the position they are applying for.

Viva's:

After successfully completing the written test, candidates who pass the bar straight go for Viva

process. Viva itself contains few processes within. In general, firstly candidates who has been selected in the written process – goes through the interview process with supervisors. Here candidate's skill level knowledge is evaluated with many other criterions keeping in mind inside which includes candidate's smartness, quick response, situation understanding ability, question grasping adaptability and many more.

From this process, many of the candidates fall out and few remains for the final interview with the HR head. In this case, specific attributes are re-checked to see if the candidate actually fit for the organization and contains the adaptability to blend with the culture. Negotiation of salary also occurs here at this stage. Candidates, who satisfy and matches all the requirements and salary expectancy goes for the joining stage.

Final Approval:

Final approval is created by the HR when list of selected candidates name list arrives in their desk. They made a formal list which contains their Name, Present & Permanent address, Education details, Personal information in details, Position for which they have been selected for along with department details and salary. Final approval list is then send to the HR heads, designated supervisors who applied for the manpower requisition and a copy is kept with the HR to clarify joining process on a further notion.

Medical Procedure:

Checking the final approval list, candidates are further called to receive an Offer Letter. During that call, they are notified to bring original copy of all their Academic Certificates and clearance letter from the previous job (Not applicable for Fresh Candidates). They are also notified about the medical test which they have to go through before moving forward towards permanent joining. Medical test cost is bear by SQUARE Textiles Ltd. itself.

When the candidates arrive to receive the letter, all their certificates authenticity is checked.

Alongside, their previous job clearance is verified with reference check. Basically, it happens to clarify any sort of confusion beforehand to prevent severe legal issues later on.

Joining:

After successful medical, certificate and previous job clearance (if any) occurs, joining procedure begins. If any fault is found in any of these papers, joining might get delayed or if case is severe – it can be cancelled on prior notice or discussion. Candidates are given some time to read rules & procedures and joining letter to clarify all the queries before receiving the Acceptance letter and submitting the joining letter. The final documents which are collected from the candidates after clearing all the procedures:

- Copy of Academic Certificates
- Copy of NID/Birth Certificate
- Copy of Job Clearance (Not applicable for Fresh candidates)
- Joining Letter from the Candidate

SQUARE Textiles Ltd. HRD is very strict regarding authenticity of their employee documents. HRD always keeps it fair regarding each step to uphold the reputation throughout the procedure.

The process which is described upwards is basically the common process which is followed throughout the SQUARE Textiles Ltd. Specifically for Management category employees. As for Non-Management, mostly the process is same; except their practical knowledge is checked and put emphasis on as their works are clerical basis. Both Management & Non-management has to go through 6 months probationary period before becoming Permanent employee. Only if any Executive (Management) contains prior experience or performs extraordinarily during the period – their probationary time frame can be putted into halt within 3 months. As for skilled based workers – according to labor law, the probationary period lasts for 3 months i.e. Technical workers; basically, factory based. As for the Sales force the process is slightly different. Mostly sales force team checks whether the potential Medical Promotion Officers are – willing to move anywhere in

Bangladesh, contains basic science background –Biological science till H.S.C/B.Sc. in Science, understands job criterion, can deliver about product and negotiate properly etc. Post to post criteria varies. For Example: Senior Promotion Officer Post’s requires – Graduation from any discipline; Science up to H.S.C. For Agrovet & Pesticide department there might be certain age limit and so on. Also, most cases, sales force’s selected candidates have to go through with Job Nature Introductory Test; to understand their adaptability and flexibility before confirming their actual training process, induction program and so on. By this, team along with the future supervisor checks how well an employee can handle the pressure and fetch information from on-the-job training procedure.

Whole Recruitment & Selection Process is same mostly; screening and joining criteria might vary from department to department.

4.7. Manpower Hiring Plan Timeline:

Requisition Approval	1 Day
Advertisement	10 Days
CV Sorting	2 Days
Written Exam	4 Days (Evaluation & Result 4 Days)
Interview	2 Days
Selection Proposal	1 Day (Approval of Managing Director)
Offer Letter & Pre Employment Medical Test (PEMT)	1 Day + 4 Days
PEMT Verify	1 Day
Appointment Letter Handover	1 Day

Generally, traditional hiring timeline occurs within 60 days. It is best if some of the organization could make it within 30 days. That shows tremendous efficiency. During 3 months of my internship duration – most cases according to the observation; it exceeded more than the actual as well. Even previous quarters hiring process was on running alongside simultaneously with new recruitments. In many cases, potential candidates become exasperated. Most of them occasionally call at office hour to check whether previous years result is out or not. SQUARE Textiles Ltd. takes extensive duration regarding script checking, viva processing and medical clearance. Potential candidates fall apart in between of this length. To cover the asset pool gap, the team needs to either call from less potential existing pool of candidates or start the whole process once again to find the best for the company. This not only postponements the requisition needs but also slowly establishing negative outlook among the existing and potential candidates out there. Another example of losing potential candidates would be: This organization conducts 3 steps of lengthy viva. After 6-7 months later, when an employee falls out on the last stage – nothing feels more devastated and demotivating than this. Such employees- when they are re called; majority of them states negative response, in fear of going through same time-consuming process and might end up with nothing at the culmination.

CHAPTER - 5

FINDINGS & RECOMMENDATION

5.1. FINDINGS

After seeing and comparing the entire scenario of Recruitment and Selection process, the findings are:

1. Sometimes the ad given for the vacant post is not appropriately specific in terms of the minimum educational degree, preferred institutions and other necessary criteria based on which the initial screening of the applications will conduct. Therefore, we have to screen lots of unnecessary CVs that are not required for the post. It takes more time and concentration.
2. They do not participate in the job fairs for their recruitment. Therefore, the number of potential candidates sometimes is not that much compare to other organization. Fresh graduates can apply from on campus recruitments process that is not being conducted by Square.
3. SQUARE Textiles Ltd. is losing majority of the potential and forthcoming candidates due to lengthy process. SQUARE Textiles Ltd.'s internal recruitment & selection process takes less time where as external recruitment & selection process takes more time.
4. SQUARE Textiles Ltd. always prefer public university students over private university students without looking their practical skills.

5.2. RECOMMENDATION:

SQUARE Textiles Ltd. is a very renowned and well-known company of Bangladesh. It is duly understandable that as there are thousands of recommendations coming to and for along with outrageous number of requisitions; time can exceed than the targeted number. Success rate of SQUARE Textiles Ltd. is undoubtedly till so far, the best. Even then, the Recruitment and Selection team of SQUARE Textiles has to undergo a lot of pressure when such delay occurs. Such delay occurs not because of their efficiency lacking rather than manpower insufficiency in this particular department. Interns can gear up the process a bit but after three months later, they eventually have to fall back. SQUARE Textiles Ltd. Should...

1. The HR Department should look into the matter of consuming more time in the process of calling the applicants after their responses very seriously. The organization could control the size of applicants' pool by using more clear and specific statements in the ad in terms of the minimum educational degree, preferred institutions and other necessary criteria based on which the initial screening of the applications were conducted.
2. Company could participate in the job fairs for their recruitment. A considerable volume of applications is dropped in the organizations as a result of the exposure created in the job fairs. The organization can promote its image as a potential recruiter through its successful participation in the job fairs.
3. The company can recruit also for campus recruiting that could bring a yield of highly educated fresh-starters for the entry-level the organization could arrange seminars in the top business school's country. Also, the company should facilitate online CV-posting system that is a very popular and effective practice used by the top business organizations.
4. Skill should be given more priority in recruitment & selection process rather than the name of university.

CHAPTER – 6

CONCLUSION

6.1. Conclusions

Recruitment and Selection process is the first phase of keeping that enthusiasm in the department and indeed the one of the utmost important functions of the HR Team. SQUARE Textiles Ltd. is trying to go with the flow of globalization and attaining strategies to expand the business to achieve the long-term objective. With the vision in mind, HR Department is formulating the activities in the most efficient manner and keeping up the pace with the fast-growing industry. Keeping the time importance in mind, if process is shortened enough – SQUARE Textiles Ltd. will never lose a single talent. SQUARE Textiles Ltd. provides huge support in employee development; if they receive right candidate at the right time – development services will go into right hand and thus will eventually turn into an asset in the long run. Manpower support will be sufficient and able enough to put organizations’ name and fame into top most position very soon.

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