

Report On
Recruitment and Employee training of Chevron Bangladesh during
Covid-19 pandemic

By

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An internship report submitted to the BRAC Business School in partial fulfillment of the
requirements for the degree of
Bachelor of Business Administration

BRAC Business School
Brac University
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Declaration

It is hereby declared that

1. The internship report submitted is my/our own original work while completing degree at Brac University.
2. The report does not contain material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing.
3. The report does not contain material which has been accepted, or submitted, for any other degree or diploma at a university or other institution.
4. I have acknowledged all main sources of help.

Student's Full Name & Signature:

Md Asmaul Hossain
16304112

Supervisor's Full Name & Signature:

Ms. Mahreen Mamoon
Assistant Professor, BRAC Business School
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Letter of Transmittal

Ms. Mahreen Mamoon

Assistant Professor,

BRAC Business School

BRAC University

66 Mohakhali, Dhaka-1212

Subject: Internship report on Recruitment and Employee training of Chevron Bangladesh during Covid-19 pandemic

Dear Madam,

This has been my absolute pleasure to submit my internship report on Recruitment and employee training of Chevron Bangladesh during Covid-19 pandemic under your direction. I have been working as HR Intern at Chevron Bangladesh from 16th August to 15th November. The report has been a collection of Chevron activity and how I have made my contribution to it through my work.

I have tried my best to incorporate all the work experiences and other required information's that are cited properly.

Thank you for allowing me to work on this topic and I hope my efforts will fulfill the guidelines of the report.

Sincerely yours,

_____Md Asmaul Hossain_____

Md Asmaul Hossain

16304112

BRAC Business School

Non-Disclosure Agreement

This page is for Non-Disclosure Agreement between the Company and The Student

This agreement is made and entered into by and between Chevron Bangladesh and the undersigned student at BRAC University Student

Acknowledgement

This report would not be possible for some several people's guidance and help. I would like to thank all of them for been there to help me for making the report. The enhancement of the report occurs because of their mentorship.

Firstly, I would like to express my gratitude towards Allah for providing me the opportunity to fulfill this report successfully. This report is stand on my experience of Chevron Bangladesh as HR Intern for 3 months.

I would like to thank Ms. Mahreen Mamoon, Assistant Professor, BRAC University for his proper guidance and unconditional support that help me to conclude this report properly on time.

I would also grateful towards my supervisor at Chevron Bangladesh, Rezaul Huda and other colleagues for their support from selecting the topic to accomplish it properly. They have provided me with all the information and necessary mentorship to make it successful. It was they who actually make the environment so warm that it was very easy to learn and perform.

Executive Summary

The recruitment process and Employee training is a part and parcel of an organization. Company wants the best possible candidate to hire through recruitment process. After that they train them if require. Due to Covid-19 pandemic, there many organizations who stops recruitment process as well as some are still recruiting. Chevron Bangladesh has done recruitment process through online for the first time. Being on that recruitment process, I have learned how the recruitment process has been conduct along with maintaining safety. Chevron has also provided guidelines on work station that how employees can work efficiently being in home. Besides that, Chevron also trained both the Dhaka and field employees to work safe during this pandemic. I have worked on this topic for my internship report because I want to go through how the recruitment and employee training has been done during this pandemic. Lastly, I have recommended some points in order to make the process more efficient.

Keywords: Recruitment, Employee training, Internship, Guideline, Safety

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List of Acronyms

CV	Curriculum Vitae
BPC	Bangladesh Profit Center
HR Ops	Human Resource Operations
BPI	Bangladesh Partnership Initiative

Glossary

Internship Report	An internship report is a summary of your internship experience that many employers require to complete your time at their organization.
Training	Training refers to the teaching and learning activities carried on for the primary purpose of helping members of an organization acquire and apply knowledge, skills, abilities attributes and attitudes needed by a particular job and organization.
Recruitment	It is a process of searching for prospective employees and encouraging them to apply for jobs in organization.

Chapter 1

Overview of Internship

1.1 Student information

Name: Md Asmaul Hossain

ID: 16304112

Program: Bachelors of Business Administration

Major/Specialization: Marketing and Finance

1.2 Internship Information

1.2.1: Company information:

Company Name: Chevron

Period: 16th August 2020 -15th November 2020

Department: Human Resource

Address: 9th Floor, Khandker Tower,94 Gulshan Ave, Dhaka 1212

1.2.2: Supervisors Information:

Supervisors Name: Rezaul Huda

Total Revenue Advisor

Human Resource and Medical

Chevron Bangladesh

1.2.3: Job Scope -Description/Duties/Responsibilities:

During my internship, I got to work on many activities of HR&M department. The job responsibilities are given below-

Data Entry: I have got work of data entry as I have been working under Total Remuneration and Payroll team. I have been assisting in inputting data for monthly payroll which includes over time works and on the spot awards etc.

Journey Requests: I have been actively making journey requests for the employee who will be going to office. As per their requests I have make their requests for arranging the transportation and make sure it by providing the appropriate time.

Communications: I have been involved in making draft for different communications that will be published for all the Chevron Bangladesh employees. Making this communication catchy and ensuring the proper communication deliverable is the key point there.

Coordinate with other departments: I have also coordinate with other departments and take their info for different type of requisition purposes which helps me to know the brief view of the work.

Service award distribution: Service awards are given on the employee's competition of 1 year, 5 years, 10 years,15 years,20 years,25 years and so on. Employees are getting gift and recognition for the service.

Compliance Training: I have done with compliance training that has to complete by everyone. Through this training, I have learned about the law, regulations and the company policies that applies to the day-to-day job responsibilities.

Modification of Guidebook for Interns: As we are working from home, so there's some changes of work has been occurred. A lot of work got automated and some needs to be changed for the pandemic. I have to make some modification so that new interns get a clear view of the work properly.

1.3 Internship Outcome

1.3.1: Students contribution to company:

I have been very grateful that I have got the opportunity to do my internship at Chevron Bangladesh. My contribution towards Chevron Bangladesh is given below-

My internship period is for three months and it starts on 16th August 2020 at Chevron Bangladesh in Dhaka office, but due to Covid-19 pandemic I had to work staying from home. I got all the necessary supports to work at home from the office. I have enrolled in Total Remuneration and Payroll team which basically work on the salary, wages, bonuses, employee benefit and costs, tax related works of the employees of Chevron Bangladesh.

After beginning of my work at Chevron I got assigned a very comprehensive work role. Few of the activities are creating journey request for the employees who need to go to office. I have created proper journey requests and making sure those by confirming with journey request number to the passenger.

I have been prepared draft on communications which will be published for a new tool for all the Chevron Bangladesh employees. Also I had to coordinate with other departments for their work.

In addition to, I had taken requisitions for different things needed for the office for other department.

I have been assisting in inputting the data for monthly payroll. It's the work that needed to be done accurately because every penny counts.

Finally, I had worked to modify the internship guideline. As we are working from home now so there's some changes come in the process of work, so have to adjust those for the future interns.

1.3.2: Benefits to the students:

There's a lot of benefits for me being an HR intern at Chevron.

Gaining Organizational skills: Being an intern at Chevron my learning of organizational skills are profound. I have worked in the organization for only 3 months but I get a proper view of organization. I have learned the skills that are need to have from my colleagues, supervisor. I learned how systematically a large organization can go through smooth run. I got engaged with the learning session also which just not enrich make your mind but also teach to be socially responsible. Gaining sound and stable organizational skill at the entry level is one of the most superior benefit for me.

Professional work environment: Chevron Bangladesh maintain a very high professionalism at their work. They understand and respect the time and work scope of each employee. I have learned how to deal with the colleagues in the right and empathetic way. Though we have to do our job from home, Chevron values their employee's safety and health. I have overlook the

different role of different employees how they deal their work and how the communicate it to the bigger audience.

Training resources: I think Chevron provides the best guideline for training on different functions. They have trained everyone with induction training on different policies, Health safety measurement and also on the IT handling issues. Besides that, they provide the full guideline how to perform the tasks efficiently. They also provide on the job training if requires. For learning purpose they have Learning Management System (LMS) which is enriched with full of courses of different functions.

Experiential Learning: Experiential learning is one of the major part of learning during my internship period. Not only I have gathered theoretical knowledge but also I have experience practical and technical functions of my job.

1.3.3: Problems/Difficulties faced during internship:

During my internship I got to learn a lot from chevron. This is an amazing experience to work there. As we have to work from home so there sometimes lack of communication occurs. Less

engagement with the colleagues also seen sometimes. Furthermore, in some cases collecting data from other department is time consuming. Being an intern it's tough to ask work frequently. It would be better everyone left a portion of work for the interns which will not hamper their usual work.

1.3.4: Recommendations:

I have some recommendations for the problems. They are described below-

Job rotation: Job rotation is the technique to rotate their employees job in different period of time. If the interns can get work under different department supervision, they can learn more as well as the work scope will be diversified. As the interns are only getting three months of time, they can work for three different departments to enhance them. Furthermore, it will enhance the communication with other departmental colleagues.

Engagement: For the pandemic situation, we have to work from our home. So the engagement with other colleagues is lesser than usual. There are work which are going to automated and the work scopes are get lesser also. As interns are not get the chance of communication physically, the chance of engagement with other gets decrease. If weekly all the teams give small portion of time and work from them, it might increase the engagement.

Fixed schedule of work: There are some designated work which have to done by the interns. It would be better if interns get some scheduled work fixed it would be more technical learning experience than usual.

Chapter 2

Organization Part: Overview, Operations and a Strategic Audit

2.1: Introduction:

2.1.1: Objective:

The main objective of the study is learning how recruitment process and employee training occurs in the Covid-19 pandemic situation. There are also some short term objectives that are given below-

Short term objective: Short term objectives are-

- Identifying their recruitment process
- Analyze how they train their employees
- To pinpoint some crucial areas

2.1.2: Methodology:

The report contains qualitative data which I have collected through primary and secondary research.

One to one meeting: I have the opportunity to sit with five teams of Human Resource, Health and Medical to get the knowledge about scope of work. Besides my supervisor has provided a lot of information.

On the job learning: As I am now on the job and I have learned a lot from work and from individual employees. I have incorporated that learning on my report.

Secondary data: I have gone through the Chevron corporation website, Chevron Bangladesh website and also some related academic report.

2.1.3: Scope:

The report shows the recruitment process of Chevron during the covid-19 pandemic. It also describes how much Chevron is working on increasing the excellence and safety of employees during the pandemic. Moreover, I got the opportunity to work with HR Ops, HR project, HR BP, Health and medical, Total Remuneration and Payroll team which will boost my confidence and workability in corporate career.

2.1.4: Limitation:

I cannot disclose many information due to privacy policy of Chevron. I had to give generic information not in brief for that. Also, my internship period is only for three months and working staying at home. Therefore, it does not contain proper analysis and some recommendations.

2.1.5: Significance:

The significance of the study is very high. One can easily understand the smooth process of recruitment during pandemic. Chevron shows utmost professionalism and empathy toward the candidate during the recruitment process. Also, Chevron shows how can they train their employee to produce better output in less time ensuring the health and safety of them. Finally, the working experience of Chevron, their learning environment will always motivate me to do be best in my career and life as well as.

2.2: Overview of the Company:

Chevron corporation is an American multinational corporation, its headquarter is in Sam Ramon, California. Chevron is active in more than 180 countries. According to fortune 500, it ranked fifteenth as March, 2020. Chevron is the largest foreign investor in Bangladesh. It has 95% of Bangladeshi worker and it has been the highest corporate tax payer for 2019-2020. Chevron Bangladesh is the largest gas producer in Bangladesh and it supplying around 50 to 55% of the country's total supply. Bibiyana, Jalalabad and Moulovi bazar gas fields are operated under Product sharing contract with Petro Bangla which is Governments concern.

Apart from all these success, it has contributed to community development also in Bangladesh. Jibika launched in 2015 and implemented by BRAC under BPI to promote the entrepreneur's. Moreover, under the quality education support initiative, it awarded scholarships to 823 students where 60% are girls. Furthermore, it launches Shikhon school and also developed some infrastructure of schools. The chevron Bangladesh employees are take part in community development and also they are recognized by the Chevron organization. It always inspires people to do good for community.

2.2.1: The Chevron Way: The Chevron way explains who we are, what we do, what we believe, how we achieve and where we aspire to go. It establishes a common understanding not only for us but for all who interact with us.

2.2.2: Value:

Chevrons foundation is built on values which distinguish them and guide their action to deliver results. They conduct their business socially and environmentally responsible manner, respecting the law and universal human rights to benefit communities where they work.

2.2.3: Vision:

At the heart of The Chevron Way is their vision...to be global energy company most admired for its people, partnership and performance.

2.2.4: Business Strategy:

Major business strategies are Upstream, Downstream and Chemicals and Midstream.

In Bangladesh the business strategy is Upstream.

2.3: Management practices

2.3.1: Functional structure: Chevron Bangladesh have 16 departments in total and they are diversified in their works. Basically, each employee has to report about their activity to their designated supervisor. The 16 departments are-

Human Resource & Medical	Finance	Supply chain Management	Legal
Corporate Affairs	Information Technology	Planning & Commercial	Operations
Maintenance	Base Business	Security	Asset Development
Drilling	Health Environment & Safety	Facilities Engineering	Construction

Table 1-Functional Structure

2.3.2: Management practices:

Due to privacy policy of Chevron, I could not talk briefly about the practices but to generalize overview-

Management is driven by The Chevron way and core value. Management run through traditional management practices.

2.4: Marketing practices :

2.4.1:Marketing Mix

Marketing Mix or 4P s are-

- **Product:** Chevron manufactures and distributes petroleum products which are safe and reliable around the world. Like Engine oil, Fuels, Lubricants etc.
- **Place:** Chevrons significant business area are U. S gulf coast, South Korea, South Africa, North America, Australia and southern Asia. As a result of being successful in different areas it has recognized the largest Brand around the world.
- **Price:** Chevron maintain stable pricing as it wants to grab new customer as well as retaining the old customer.
- **Promotion:** Being a strong Brand, Chevron has many promotional activities that includes print ads, Tv ads mostly. The excellent management and promotion makes Chevron the best in the industry.

2.5: Financial performances & Accounting practices

2.5.1: Financial performance:

According to Annual report of Chevron 2019 which I collect from there company website-

Total Revenue and other Income

Total Revenue and other Income	2019 (million dollar)	2018 (million dollar)	2017 (million dollar)
	146516	166339	141722

Table 2-Finacial Performance-1

Per share of Common stock-

Per share of common Stock(Basic)	2019 (dollar)	2018 (dollar)	2017 (dollar)
	1.55	7.81	4.88

Table 3-Financial Performance-2

2.5.2: Accounting practices :

Due to privacy policy, I could not disclose the accounting practices of Chevron in detail. To overview in short-

Employees are getting remuneration through online bank transaction in their dedicated account. Monthly payroll has to done by TR and Payroll team through JDE. They also deduct the tax amount and pay to the Government on behalf of employees.

2.6: Operations Management and Information practices

2.6.1: Operations management:

Chevron corporation divided into several regional offices based on their operation. There are Business units under regional offices. Under the Business units there are profit center, Bangladesh is one of the profit center.

2.6.2: Information practices :

Due to privacy policy of Chevron, I could not go through about the information practices briefly. To overview in short-

Chevron has strict policy about information. It does not want to share information to public about company as well as employees. Because there might security issues for Chevron Employee such as targeting by terrorists. So, to keep the employee safe, Chevron advised employees not to share information in public. One cannot share or use any official data document personally. Chevron has policy regarding information system which have to maintain by all the employees.

2.7: Industry and competitive analysis

In this part, I will talk about the Industry analysis and competitiveness of chevron in the industry.

2.7.1: Porters five forces model:



Figure 1-Porters Five Forces

Porter's five forces model has a significant impact on any firm's profitability in industry. This framework is a method of analyzing the competition in the industry. The five forces are-

- Threat of new Entrants
- Bargaining power of Suppliers
- Bargaining power of buyers
- Threat from Substitutes
- Rivalry among the existing competitors

Threat of new Entrants: when a new entrant in the industry comes it comes with innovation. They can put pressure on Chevron by doing lower pricing strategy, reducing costs. Chevron has to handle these challenges effectively. As the industry is huge in terms of investment, the threat of new entrants is lower.

Bargaining power of suppliers: All the major oil and gas companies have to depend on some suppliers for raw material. Chevron has some suppliers also. If they start dominating it can affect the margins in the market of Chevron. Chevron can have multiple suppliers to eradicate this problem. So the suppliers' bargaining power is moderate.

Bargaining power of Buyers: Buyers sometimes demand more than usual. Chevron has a good customer base and relation with them. Bargaining power of buyers is less here as they are contracted at a rate before.

Threat of substitutes: It occurs when a new product meets similar needs. From the current condition, the threat of substitute is lower.

Rivalry among the competitors: There are other competitors are also in the market with chevron are Petro China, Eni, Schumberger, RWE, Total, Valero Energy, Shell, Exxon Mobile etc. The competition in the market is higher.

So this is analysis of porters five forces which shows the Chevrons profitability in industry.

2.7.2: SWOT Analysis:

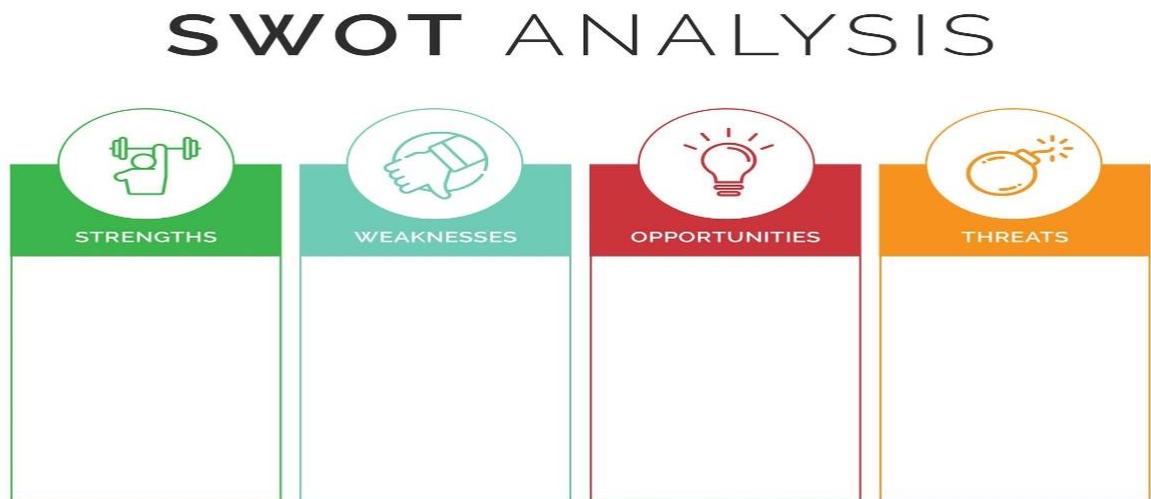


Figure 2-SWOT Analysis

SWOT analysis is a strategic planning tool that used for analyze the organizations strength, weakness, opportunities and threats. The internal factors are (Strength and weakness) and external factors are (Opportunities and Threats). Chevron is one of the leading organization in oil and gas industry. Chevron maintains position by analyzing SWOT properly. According to research of Fern Fort University-

Strengths of Chevron:

- Chevron is successful on entering new markets.
- Product innovation
- Brand portfolio
- High level of customer satisfaction.
- High skilled workforce

Weakness of Chevron:

- Gaps in product range sold by company
- Investment in Research and Development for innovative product is lesser than other competitors.

Opportunities of Chevron:

- Opening of new market
- New customers through online
- Low inflation rate

Threats of Chevron:

- Counterfeit and low quality products
- No regular supply of innovative products
- Changing consumer behavior

2.8: Summary and Conclusions:

Chevron is one of the largest petroleum company in the globe. It follows The Chevron Way and every employee has been an integral part of the organization. For 140 years, the Chevron employees have been solving the complex energy challenges throughout the world. Chevron has been the leading corporate tax payer of Bangladesh and it takes part actively to develop the community. Chevron has gain the leadership position through its best management and marketing practices. Chevron values the employee and recognize them through award for their contribution tin works as well as community development. It has strict policy about the data confidentiality. As a Human Resource Intern, I have got three months' time to learn the best organizational culture, contribute to work and gather bundle of experience. The motivation and fair treatment helps me to grow a better person.

2.9: Recommendations:

Although Chevron has a great organization to work, I have some recommendations which I want to suggest-

- Automate all the traditional process which will be very helpful for this pandemic situation,

- Decrease the amount of time of recruitment
- Engage actively to social works on rural areas far from plants
- Give a soft skill training at the beginning of each employment.

So, these are the suggestion I want to provide.

Chapter 3

Recruitment and Employee training of Chevron Bangladesh during Covid-19 pandemic

3.1: Recruitment:

Recruitment refers to the process of identifying, attracting, interviewing, selecting, hiring and onboarding employees. Basically it incorporates everything from identification to fill the staff. Company's almost recruit new candidates for new positions via advertisement, job boards, social media sites and others. Chevron Bangladesh recruit's employees on the base of need and also hire Interns to give them a learning opportunity.

3.2: Recruitment type:

Chevron provides a career at one of the leading energy companies, with operations that span the world and cover the entire spectrum of industry disciplines. Chevron go both for the external and internal recruitment. They follow lean sigma to make the process more efficient.

Chevron recruits when there is a vacancy. They also hire contractual employees for different projects. For permanent posts, they go for both internal and external recruitment.

3.3: Recruitment Process:

The process is claimed to be completed within 2 months. I have identified the broad steps in the entire recruitment process which is given below-

- Vacancy Ad
- Sourcing
- Shortlisting
- Skill tests and interview
- Approval
- Offer letter
- Securities and Medical Checkup
- Compliance Check
- Appointment letter and Employment

Vacancy Ad: Job vacancy Advertisement is an electric notification of a desire to hire someone to perform specific work position. Through vacancy Advertisement Chevron requested applications from the candidates.

Sourcing: Chevron HR has different sources to grab the potential candidates. Internship, Employee referral, job posts are internal source of candidate. Besides Bdjobs.com, Agencies, Universities are the source of external recruitment.

Shortlisting: Resumes from both the sources are compiled by staffing team. However, the shortlisting from all the CVs can be done by either Staffing team or hiring managers. It takes not much day to do that. After shortlisting the staffing team ask them for the online skill test.

Skill test and interview: Skill tests and interview questions are provided by the hiring manager. The HR Business partner are responsible to prepare the interview questions based on the Chevron way and the technical questions are prepared by the hiring managers. The questions are differentiates based on the different position.

The interview questions are asked to get a proper view of an employee as a whole. They never ask a question that will make nervous to anyone. They oversee if the employee reflects the Chevron way in their attitude and answers. They rank the candidates based on both performances on technical test and interview. HRBP sent the final list of selected candidates to staffing team after signing from Hiring manager.

Approval:

The best candidates are select based on number of vacancies. The selected lists form goes to the TR advisor for approve a competitive remuneration package. After TRs approval it goes to the HR director for approvals. For hiring top level management role, it had to approve from the president of Chevron Bangladesh.

Offer letter:

After all the approval, selected candidates get a call about offer letter and send it to candidates given email and also hand over it to in person. Candidates are asked for soft copies of certificates and document through mail. Also they ask for the offer letter signed if he agrees for it. Offer letter is not appointment letter, before that one has to go for security and medical check.

Security and medical checkup:

The candidate asked for the certificates and other documents for security clearance. They also asked them to go for the hospital the mentioned and candidates have to go through medical checkup. The medical reports are sent to Chevron Health, Safety and Environment department.

Compliance Check: Compliance check has to be done by the recruiter properly.

Appointment letter & Employment: After the security and medical clearance, candidate has given the appointment letter. After that, they get a joining date and get the necessary things for the office that are needed. So these are the process that I have overseen for a recruitment in Chevron.

3.4: Employee training for task

3.4.1: Induction:

When an employer hired, they have to know about the departments one has to work with. Chevron gives provides induction training for the employees with the department including IT, Medical and others. It gives all the information that need to do for perform your basic tasks.

3.4.2: Policies:

Chevron has a bundle of policies which have to know and maintain throughout your job. Chevron wants every employee will follow the Chevron Way. Each Employee has to know all the policies regarding the duty, leave, gratuity, salary, reward, information system etc. If anyone have any queries regarding any policy, he can ask his supervisor for further clarification.

3.4.3:LMS:

One of the best resource of Chevron is Learning management system(LMS). Its enriched with a lot of course which are free to enroll. Each employee has to go through compliance training from LMS and it has been monitored very strictly. In addition to, there's a lot of courses of different topics which one can learn by his own willingness. One can learn through attending live classes or sitting at home through online at any time.

3.4.4:Onthejobtraining:

Chevron provides on the job training to the employees if it requires to perform a task more efficiently. Besides Chevron provides the tuition fee if anyone requires to complete extra course for more efficient on work. Employee needs to meet some criteria's for getting the tuition fee sponsored by Chevron. Moreover, Chevron arranges some learning session to train employees on different theories, techniques.

3.4.5: Training Employees for Covid-19:

During this Covid-19 pandemic the Dhaka employees are need to work from home. For this, there are some training sessions also done which focuses on how an employee can work from home efficiently staying fit and safe from home. Chevron provides guideline for the health and safety of employee. Furthermore, the Health and Medical team is actively performing to aware and provide informing regarding Covid-19.

For the field employees all the necessary safety measures have been taken. All the contractor and employees have been tested for Covid-19. All of the employees are divided on two groups are Red and Yellow. Each group have to stay at different place and both of the groups have different designated workplace, resting area, dining area. They have to wear mask always while at work and proper screening, test occurs before going to their work. Furthermore, the plants are marked properly by maintain social distance. Also the doctors are always there to test and provide healthcare to the employees. Chevron trained them how to do the work during this pandemic and raise awareness regarding the covid-19.

3.5: Summary and Conclusions: The recruitment process is more efficient now than before because of applying Lean Sigma. The duration of recruiting is now much lesser than before. The process is more flexible and efficient. Though they can shorten some more days to recruit I think. Besides that, this is the first time employees are experiencing tough times for Covid-19 pandemic. There needs some time to adopt this new normal and have to produce best output. Chevron has taken all necessary steps for the safety of employee which is much appreciable. Chevron is taking all the necessary steps for protecting employee's health and safety. Chevron is not only successful because of delivering results but also keep their employee safe. Chevron always provide the learning environment and adopt the best practices for their work.

3.6: Recommendations:

Although Chevron has done efficiency in the recruitment process, I have some recommendation to it.

- HR department should make on sessions with the employees on making the recruitment more efficient.
- Have to make sure that the recruitment process is not delay for one or two individual.
- They should raise more awareness on Covid-19 issue and strictly maintain that everyone following the taken steps.

Throughout my period of work, I found the visible factor of the recruitment and training is about gaining maximum efficiency. Although there is some issue, I believe Chevrons learning environment will solve this issue in future if it takes it to consideration.

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