



Inspiring Excellence

Internship Report

On

Challenges of Recruitment and Selection Process in Radiant Pharmaceuticals Limited

Submitted To,

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RADIANT PHARMACEUTICALS



Letter of Transmittal

30 July 2017

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Subject: Submission of Internship Report on “Challenges of Recruitment and Selection process in Radiant Pharmaceuticals Limited”

Dear Madam,

It is my immense pleasure that I am giving my Internship Report, which is a part of the BBA Program. It is a boundless honour to work beneath your vigorous care and direction. This report is on, “Challenges of Recruitment and Selection process in Radiant Pharmaceuticals Limited.” I have prospect to work in Radiant Pharmaceuticals Limited in “Human Resource Department” under the supervision of Syed Tanvir Ayaz, Deputy Manager, Human Resource Department. To make this report I have assembled most pertinent information to make this report more consistent and trustworthy. My crucial sources of data regarding this report are my seniors and colleagues. I have tried my best to accomplish the purposes of the report and expect that my endeavour will serve the purpose.

It would be my enormous delight if you find this report constructive and helpful to have a clear standpoint on the issue. Thank you for your attention and patience.

Sincerely Yours

Rika Augustina Das

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Acknowledgement

At first, I desire to utter my appreciation to God for giving me the potency to achieve my tasks as an intern and complete the report within time. In the time of such work, I have been auspicious to get help, support, guidance, suggestion, and instruction from a number of honourable persons.

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Rika Augustina Das

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Executive Summary

This report is all about my practical experience at Radiant Pharmaceuticals Limited in Human Resource Department. This experience helps me to understand the real situation in any company. During my internship period, I had opportunity to do different kinds of work in Human Resource and this helps me to broaden my level of understanding. This report has five steps and in every step, I have given effort my best to provide precise and pertinent information.

In the beginning, I have provide some basic information about Radiant and its products and services in the market, operational networks, mission, vision, values, products portfolio and so on.

Admittedly, I have also included my job part and three months experience to work with Radiant. In this job part, I have tried to give precise work experience of me and some of my observation regarding work as well as some recommendations from my perspective. Try

In the third step, I focus on the main project and this is the crucial section of this report. The paper is about the challenges of recruitment and selection process in Radiant Pharmaceuticals Limited along with this part is all about the projects. Here I include some basic terms of recruitment and selection and depending on that, how Radiant does their work to find right employee at the right place at the right time. The methods are also equally important to research on this topic. Consequently, I try to give some of the challenges when Radiant conduct recruitment and selection process.

In the next step of my project, I shade some light on analysis and finding part. For this part, I conduct survey with several related questionnaires and analysis the results depending on that answers. In this part, findings are important and I include it in report. The final part is the conclusion referred by references.

Chapter 1

Organization Overview of Radiant Pharmaceuticals

1.1. Company Profile:

Radiant Pharmaceuticals has started its voyage in 2005 with a motive of contributing like other pharmaceuticals company in Bangladesh. Its aim was to promote new technology transfer in the industry. The company fully assure the quality product and maintain strict discipline in every product.

In the early stage of life, Radiant Pharmaceuticals has been involved in promoting technology transfer through international reputed company through collaboration. This is reflected from company's license agreement with the pharmaceutical companies like F. Hoffmann-La Roche Limited, Switzerland and another drug manufacturer company Sinoveda Canada Inc. Radiant Pharmaceuticals had also made agreement for the Roche Diagnostic Machines, apparatus, Kits and Reagents as well the pact was about import and export. They did technical collaboration with Tianjin Tasly Modern (TCM) Resource Limited and at the same time made agreement with China for technological boost in the product of Nutraceuticals Business. The continuous support from global players has rendered the business in a new successful arena of modern days.

In the year 2011, Radiant Pharmaceutical has formed another manufacturing company named as Pharmacil Limited and at the same year in month, November Unidus Corporation of Korea has hired Radiant Business Consortium Limited (RBCL) as their unique agent and Distributor in Bangladesh. At present, there are 2500-employees works in this company. Radiant Pharmaceutical not only makes its great contribution in Bangladesh but also it put its contribution in Srilanka, Africa and Middle East. They uphold ISO 9001:2008 Quality Standard certified by Orion Register Inc., USA. It is their great accomplishment rather than other pharmaceutical industry. Their mechanized facilities of drugs are GMP certified. In this company, the employees are very dynamic as well; they sustain guiding principle of making "zero defect products". Companies also guarantee the strength, safety issues of the employees, and make persuaded the environment of work is well marked. They acquire all the facilities in workplace and according to work, company ensure proper benefits.

The Products of Radiant Pharmaceuticals, Nutraceuticals and imported products of RBCL dispense all over the country through 30 distribution centres of Radiant Pharmaceuticals Limited. Its distribution house is fully air conditioned with all other modern facilities. There

is also cool chain storage system, computerized invoice facility and IT based distribution network system with strong transportation facility.

In the year 2007, Radiant established Aeromate Services to increase their business with full fledge manner. In the year 2010, Aeromate appointed as the GSA for passengers by Turkish Airlines and since then company running its business with successful growth.

Radiant also includes printing and packaging company as its subsidiaries. Ethical observance and requirement make the Radiant unique than any other business. Radiant is manufacturing eight Roche brands products maintaining International Regulations. It also produce different kinds of generic products under own brand names. In terms, of price and better quality Radiant can compete easily with other pharmaceuticals company.

1.2. Company History in one frame:

Year	Incident
2011	<ul style="list-style-type: none"> • They had got export decision from National Agency for Food and Drug Administration and Control (NAFDAC) • They ensured ISO(9001:2008) Surveillance Audit • Pharmacy Technical(PT) audit by Roche

Year	Incident
2010	<ul style="list-style-type: none"> • Orion Register Inc., USA quality standard certification ISO 9001:2008 • GMP Compliance of Medical Control Authority, Zimbabwe and Pharmacy and poisons Board, Kenya • ISO(9001:2008) Surveillance Audit and Certification

Year	Incident
2009	<ul style="list-style-type: none"> • Agreement of Technology Transfer Initiative with Roche Pharmaceuticals Division • Site Transfer of Radiant Pharmaceuticals • GMP Audit by Roche

Year	Incident
2008	<ul style="list-style-type: none"> • Radiant brands Marketing and manufacturing

Year	Incident
2007-2006	<ul style="list-style-type: none"> • GMP inspection • Formulating Radiant Nutraceuticals products

Year	Incident
2005	<ul style="list-style-type: none"> • Formation of Radiant Pharmaceuticals Limited • Licensee agreement with F. Hoffmann-La Roche Limited • Formation of Radiant Distribution Ltd.

1.3. Corporate Vision:

The vision of Radiant Pharmaceuticals is to become a leading performer in different areas of activities as well as maintain its standards in their business, products and in services.

1.4. Corporate Mission:

- Accomplishing growth in business endeavours as stable organization
- Ensuring corporate Performances by sincere efforts, innovation and through quality products
- Ensuring observance strictly in professional, social, environmental and regulatory sector
- Providing benefits and supports to the employees in the society

1.5. Corporate Values:

High corporate values ensure the growth of any business in particular arena of business sector. Values are the target that any company want to achieve in their upcoming days. Corporate values are guidelines that can ensure companies internal conduct and ensure the relationship with customers, partners and shareholders. Values make certain the ethics of any organization. It also raise quality, evaluate work arena with high levels. There are some values in Radiant Pharmaceuticals Limited. These are:

- **Concentration toward customers:**

Customer happiness is the focus of Radiant Pharmaceuticals Limited. Behind all activities, customers are the main point of concentration.

- **Corporate Bonding:**

They try their best to maintain strong bonding with others and maintain relationship like a family so those employees always feel safe and secured to work in that company.

- **Making Leaders:**

Any developed organizations always inspire leadership because leadership is the quality that needs to nurture. In any organization, leadership skills are needed to grow the business in upright motion. Radiant always inspires its employee to grow up.

- **Social Responsibility:**

Giving society, the best quality products are the main theme of Radiant. They maintain strict regulatory conducts and quality for giving the society best products.

1.6. Capabilities of Company:

There are some unique capabilities, which make the company different than others are:

- Offers different ranges of products like more than 50 molecules in over 30 dosage forms
- Providing special Hormonal Products
- Giving facility of Contract- Manufacturing
- Product Promotion as well as training facility

1.7. Locations:

Corporate Head office,

House No: 22/1, Road: 2, Dhanmondi, Dhaka 1205

Tel: 028611661

Email: info.pharma@radiant.com.bd

Website: www.radiant.com.bd

Plants,

<ul style="list-style-type: none"> • Radiant Pharmaceuticals Limited:B-46, BSCIC I/A, Tongi, Gazipur, Bangladesh
<ul style="list-style-type: none"> • Radiant Nutraceuticals Limited:B-34, BSCIC I/A, Tongi, Gazipur, Bangladesh
<ul style="list-style-type: none"> • Pharmacil Limited:B-34, BSCIC I/A, Tongi, Gazipur, Bangladesh

1.8. Distribution Centres:

There are 30 distribution centres including all other central depot. The centres names are given below:

Serial No.	Name of the Depot	Serial No.	Name of the Depot
1	Barisal	16	Maizdee
2	Biotech	17	Rajshahi
3	Bogra	18	Rangpur
4	Central	19	Sylhet
5	Chittagong	20	Tangail
6	Comilla	21	Uttara
7	Dhaka	22	Coxs Bazar
8	Faridpur	23	Dinajpur
9	Feni	24	Brahmanbaria
10	Jessore	25	Central Warehouse
11	Khulna	26	Chadpur
12	Kustia	27	Narsindi
13	Moulvibazar	28	Patuakhali
14	Mymensingh	29	REXIME- Central Warehouse
15	Narayangonj	30	Satkhira

Table 2: Distribution Centres



Figure 3: Distribution Centres

1.9. Business Activities of Radiant Pharmaceuticals Limited:

An enterprise, that is one century old now becomes the leading pharmaceuticals company in Bangladesh. All modern facility, improved quality maintain are some of the features of this company. It offers different formulations like tablets, capsules, syrups, ointments, creams, injections and so many things. They put great contribution in their sales in last some years. The sales growth of them is given below:

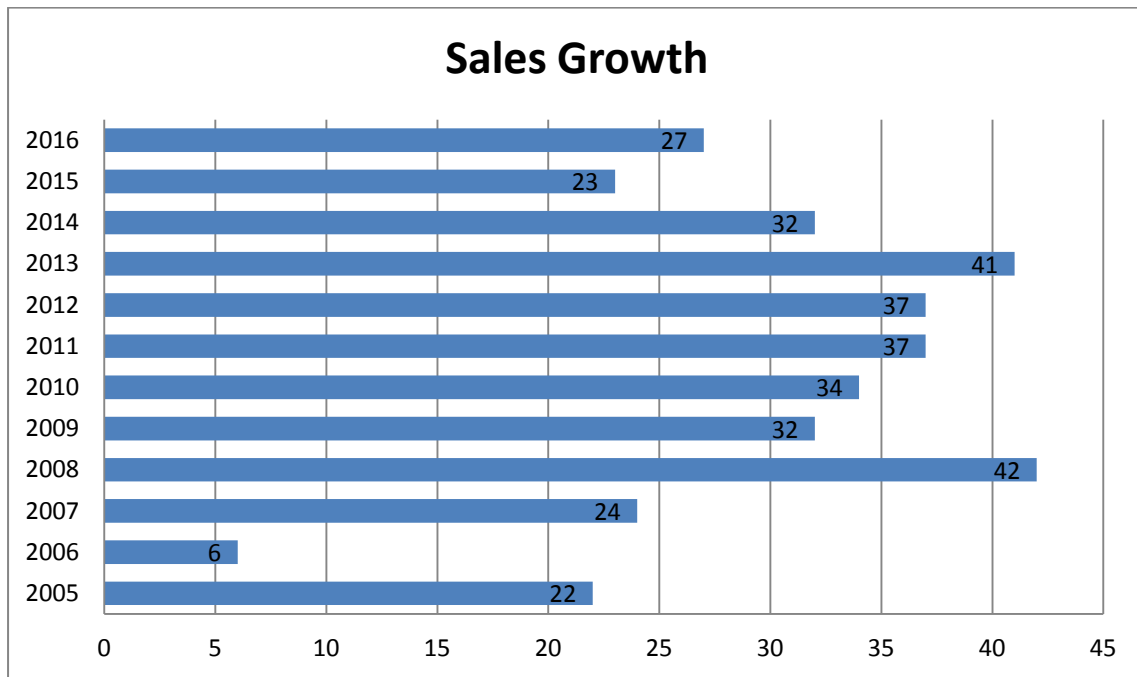


Figure 4: Sales Growth

Radiant, an undertaking of just about one decade old has turned out to be one of the main pharmaceutical organizations of the nation. With all the advanced offices, Radiant fabricates medications in various plans like tablets, cases, syrups, treatments, creams and infusions.

Radiant in 2014	
Value	269.5%
Growth	29%
Share	2%

Table 2: Sales Growth

1.10. Pharmaceuticals Product Portfolio:

Radiant Pharmaceuticals produce more than 33 brand medicines under 29 categories. Since January 2009, it produced a number of medicines under its brand name. The products are fully WHO-GMP qualified. At the same site, Radiant also mechanized 8 Roche Brands under license agreement.

1.11. Brands of Radiant:

Radiant produce 27 brands with its trademark as well as in 2008 it first achieved its trademark on Naprosyn® for Bangladesh. It got it from global originator.

1.12. Roche Licensee Products:

Radiant Pharmaceuticals went into an accord in December 2005 with the notorious pioneering pharmaceutical company, F. Hoffmann-La Roche Limited, Switzerland.

1.13. Different Departments of Radiant Pharmaceuticals:

Top organizational structure is the Chairman of Radiant Limited. For overall operations of the firm managing directors play vital role in the firm. There are six major departments are available. These are:

1. Distribution Department
2. Finance and Accounting
3. Marketing Department
4. Human Resource Department
5. Audit and Credit Control Department
6. Sales Department and others



Figure 4: Products of Radiant Pharmaceuticals

1.14. Different Products List of Radiant Pharmaceuticals:

 Azithromycin	 Multivitamin and Mineral	 Multivitamin and Mineral	 Vitamin B1, Vitamin B6 & Vitamin B12	 Ondansetron Hydrochloride USP	 Pantoprazole
 Aceclofenac	 Ibandronic acid	 Fluconazole	 Losartan Potassium BP Losartan Potassium	 Losartan Potassium BP & Hydrochlorothiazide BP Losartan Potassium and Hydrochlorothiazide	 Pregabalin
 Calcium + Vit D	 Calcium Carbonate & Vitamin D3 For SENIOR citizens	 Amlodipine Besylate and Olmesartan Medoxomil	 Rabeprazole	 Ceftriaxone	 Cefixime
 Domperidone	 Erythromycin	 Esomeprazole	 Cefuroxime axetil	 Olmesartan medoxomil and Hydrochlorothiazide	 Ketorolac
 Carbonyl iron, folic acid, zink, vitamin B-complex & C	 Atorvastatin	 Tamsulosin Hydrochloride	 Ketorolac	 Ciprofloxacin	 Tiemonium methylsulphate INN
 Rupatadine	 Naproxen	 Naproxen & Esomeprazole	 Orlistat	 Azithromycin	 Montelukast

Figure 5: Different products in Radiant Pharmaceuticals

1.15. Business Units:

There are six business units in Radiant Pharmaceuticals Limited. They are:

- Pharmacil Limited
- Radiant Business Consortium Limited
- Radiant Distributions Limited
- Radiant Export Import Enterprise
- Radiant Nutraceuticals Limited
- Radiant Pharmaceuticals Limited

1.16. Organogram:

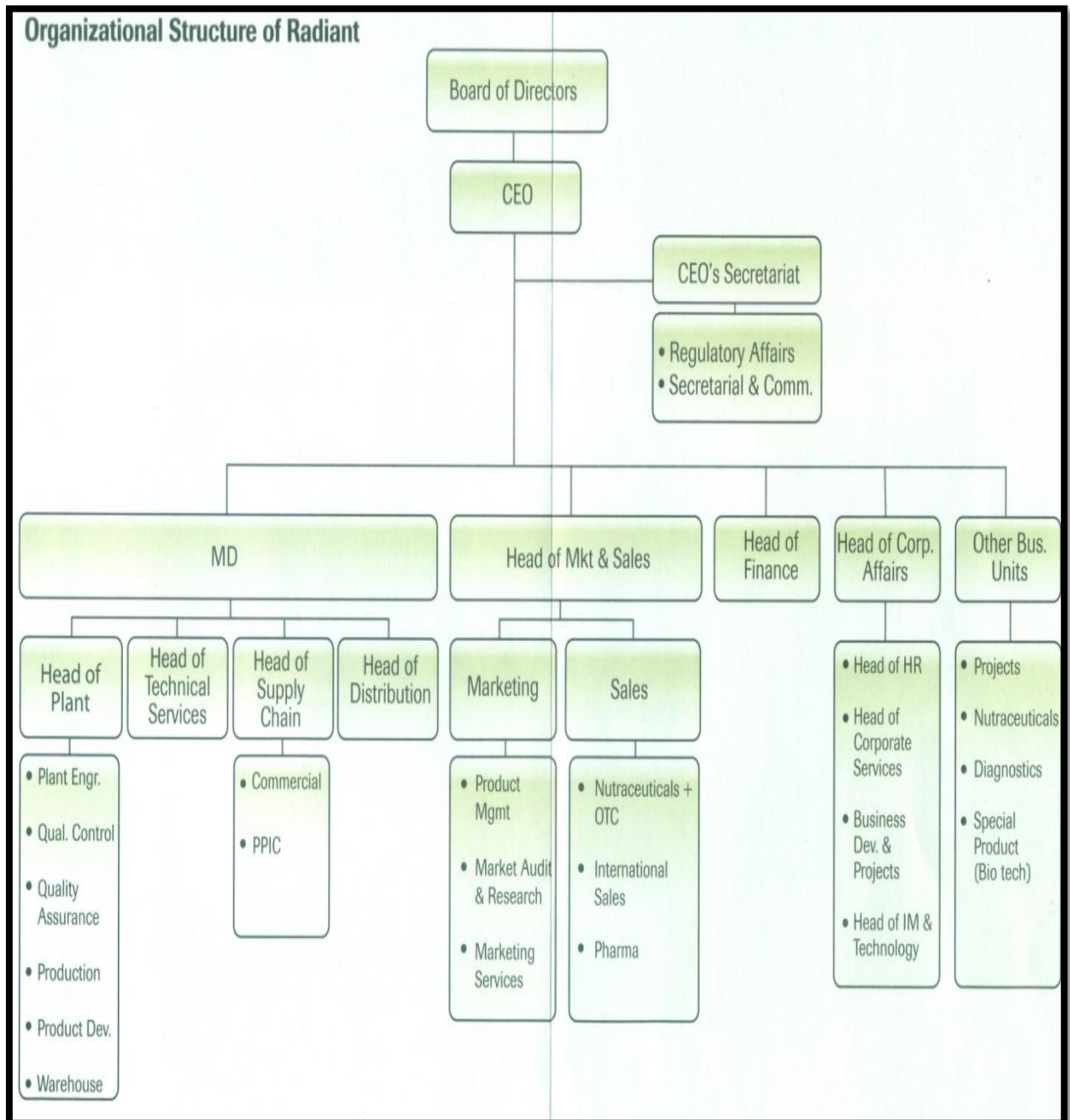


Figure 6: Organogram

Chapter 2

Job Responsibility

2.1. Description of the job:

As I had the three-month long opportunity to work with Radiant Pharmaceuticals, I have explored in different parts in the Human Resource Department. I have joined in this company on May 2nd, 2017 and from the very beginning of my internship program, I was interested to work with Recruiting and selecting team in this company. In Human Resource Department, recruiting and selecting best employee in the company is the main challenging part of any company. As an intern of this company, I got opportunity to explore in other parts in Human Resource Department. There are some routine works in my job. Besides such routine work, I got opportunity to work with senior managers and managers. I helped them in some general works as well as observed their work.

2.2. Specific Responsibilities of the Job:

The internship program has given me the experience of life work. Before that, all the work I just read in books and memorised it but this internship has helped me to implement such bookish knowledge in real work. First, some days I have just learned about some basic works and after that, I have started some day-to-day work. My specific responsibility was,

Basic Entry of Employees in “KORMEE” Software:

Every month new employee joins in Radiant in different department. Mainly Medical Information Officers (MIO) joins very often. Radiant keeps track of every employee in his or her software. Therefore, my one of the biggest duty was to keep track of such new employee and tagging them in different rules like leave rule, nominee rule, Rule information, Professional Qualifications etc.

2.3. Different Aspects of job Performances:

There are different kinds of responsibilities I have done in my Internship period. The responsibilities are:

- Collecting Bio Data
- Screening Bio Data
- Giving Entry of contacts of selected people

- Calling for interview
- Making Short Summary of Candidates
- Taking Written test exams of candidates
- Secondary Evaluation of Test copies
- Employee Performance Review marks counting
- Renewal Of Contractual Employment
- Leave Management
- Attendance Management
- Basic Entry of Employees in “KORMEE” Software

- **Collecting Bio Data:**

The main work of Human Resource Department is finding best employee for the organization. From department the manager provides the employee requisition form to Human Resource Department. Then HR gives advertisement to different media and attracts potential employees. Then collect such resume for second step of process.

- **Screening Bio Data:**

Identifying resume according to the given criteria from company is another significant work. This is the first screening of employee selection.

- **Giving Entry of contacts of selected people:**

After screening resume according to criteria, next step is to call such employee. For this reason, I have to make list of contacts according to some rules of software.

- **Calling for interview**

My next task is calling employee for first interview. This is another task, which represents company toward others.

- **Making Short Summary of Candidates**

Making short summary of candidates from resume is another responsibility of mine. According to the given criteria, such summary information needs to be changed.

- **Taking Written test exams of candidates**

After first interview, some candidates are selected for written test exams. This is very crucial matter. I take some exams and earn some new experience from it.

- **Secondary Evaluation of Test copies**

After written test, the test copies are sent to specific person who are actually know about that particular topic and has the ability to evaluate the answer effectively. Then the copies again sent back to HR department for further evaluation. This time HR. checks the obtained marks and other specification. I have checked these copies in my internship period.

- **Employee Performance Review marks counting**

Employees' performance appraisal is one of the significant tasks for any organization. Appraisal helps the organization's employee to motivate about work. Such motivation helps them to do more and to do something better. At the same time, such calculations need to be perfect for any organization. I did such counting based on the rating criteria which s formal and common for any company.

- **Renewal of Contractual Employment**

This is the task, which is not so hard, but it needs to maintain in monthly basis. In Radiant, many employees work on contractual basis. After their contract, they may leave or some of them want to continue. There is also some case like such employee is well and company want them. For such case, maintaining a data of such employee is necessary.

- **Leave Management**

In Radiant Pharmaceuticals, Human Resource Department use one software name "KORMEE". In this software, the company set their leave rule according to criteria. For example, annual leave is 21 days, casual leave 10 days and medical leave 14 days. Managing such leave rule is needed entry on daily basis. Here company follow some procedure in that software. I perform this work on daily basis in my internship time.

- **Attendance Management**

I did some work on attendance management for some days. It is counted through fingering machines. The work is crucial to manage employees on time and maintaining discipline in the organization.

2.4. Critical Observations and Recommendations:

The Human Resource Department of Radiant Pharmaceuticals are really active and spontaneous. The organization is growing day by day and for running the big organization, the strong Human Resource Department is important. Here I am giving some of my observations below:

1. For 2500 employees only 13 Human Resource employees are really less and quite difficult to handle. Therefore, I think HR can hire more employees for organization.
2. The place of working is quite scattered and it is hard to observe others. My recommendation is to keep every employee in HR Department in one place so that the employee can work together.
3. There is huge scope of using intern in work and they can create more scope for intern in Human Resource Department
4. Employee motivation is very crucial task and HR employee do it very effectively and efficiently
5. Teamwork is very effective for organization and my observation is to develop more teamwork in HR department.

Chapter 3

Challenges of

Recruitment and

Selection process in

Radiant

Pharmaceuticals

Limited

3.1. Project Summary:

The project is about the finding challenges of recruitment and selection process in Radiant Pharmaceuticals Limited. We all know that recruitment and selection is one of the most noteworthy factors of any organizations. Recruitment is attracting the potential candidates and selection is about to find a candidates who is best fit for the organization. The total process is very long and vital process for any organization because by this process organization fit the best employee for organization. In this report, I share my real experience of working with Radiant Pharmaceuticals Limited in Human Resource Department and for making this report I get every possible help from my supervisor. I get opportunity to observe every steps of recruitment and selection process and try to understand the real life challenges in the organization. It was new experience for me to see the whole process of recruitment and selection process from first step to last stage. This report I make based on my three months observation as well as research on that particular sector in the market. For this report, I also research on other pharmaceuticals industry and try to understand their challenges in recruitment and selection process. Here I try my best to give the best output regarding this issue and provide some recommendations to solve such issues in future.

3.2. Human Resource Management:

Human Resource Management (HRM) is the work of an organization, which focuses on different part of the process like recruitment, management and providing way for the people who work with organization. It also works as line managers. It also deals with the different functions like Compensation, Hiring, Performance Management, Organization Management, Safety, Wellness, Benefits, Employee Motivation, Communication, Administration and Training. HRM means hiring right people, developing their capabilities, making them perfect for the organization. Structuring employee through communication, manners, retain them for organizational purpose are also part of Human Resource Management.

3.3. Human Resource Management Process

Human Resource Management process does different types of activities for staffing people for organization and sustaining high employment performance for them.

The process describe below in short:

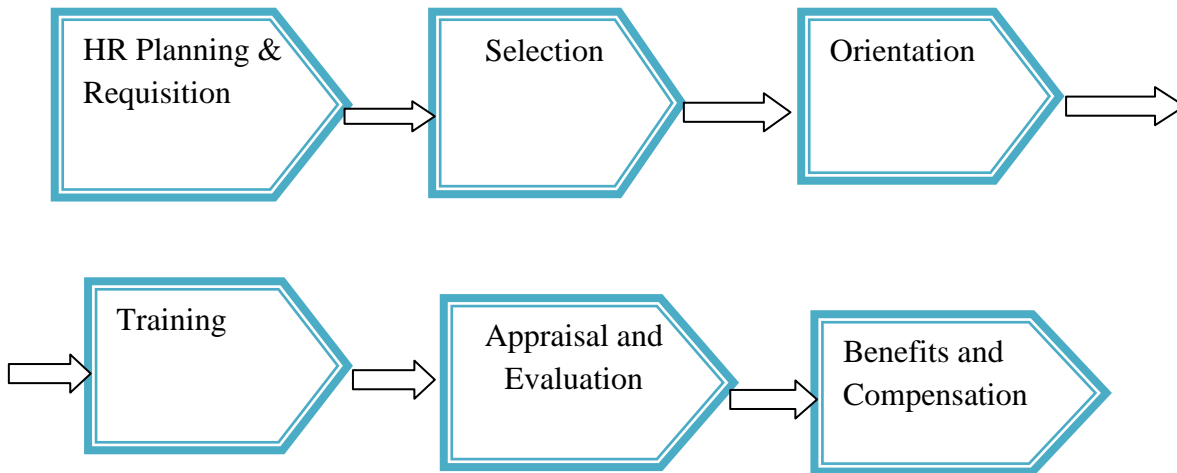


Figure 7: HRM Process

3.4. Human Resource Practices:

The organization's success depends on the appropriateness, effectiveness and well communication of the employee's management. HR practices depend on assembling the requirements of laws and regulations. In fact, good planning and potential use of HR Practices make the day-to-day fulfilment much easier. Proper HR practice helps to increase quality and productivity of people and helps in strategic Human Resource Management. There are several processes in HR and it helps to provide some benefits to company. Benefits are like,

- Workforce maintaining
- Recruiting
- Orientation of employees
- Skills management in organization
- Training and Management process
- Personnel supervision
- Compensation
- Time Managing
- Performance Appraisal
- Labour Relations

3.5. Responsibility of HR department in large organization

Position	Job Responsibilities
Human Resource	Management committee, organization scheduling, HR planning & policy, Organization development
Manager, recruitment & occupation	Recruiting, Interviewing, Testing, Placement & Termination
Manager , recompense & benefits	Conducting Job analysis and appraisal, surveys, Enactment appraisal, compensation administration, bonus, Profit sharing plans, Employee benefits.
Manager, Training & Development	Orientation, Training, Management development, Career Planning & development
Manager, Employee relations	Marinating employee relations, contract compliance, staff assistance programs, Employee counseling.

Table 3: Job Responsibility of HR

3.6. Recruitment

3.6.1. Definition of Recruitment:

Recruitment is the pool of candidates from where we can choose people for organization. Recruitment is the process before implementing the staffing plan for any vacant position. In other words, recruitment is staffing a person, who is best qualified for the position. Recruitment means attracting job applicants who are interested to work in particular position. It is the first step to fill in vacancy. It is a proactive process for organization for identifying potential candidates. In recruitment industry, there are mainly five types of agency. They are employment agency, recruitment websites, job search engines, "Head hunters" for executive and professionals, and some niche agencies.

The stage of recruitment is searching candidates by different methods like advertising and so on. According to Newell (2005), "Recruitment is the process of meeting individual who might meet specification."(p. 117). Recruiters find right people for the right place, for right job or function. Such works falls under Human Resource department. Advertising is one of the parts of recruiting process and it can happen through online, newspapers, professional publications, job websites, and campus recruitment and so on.

3.6.2. Job Analysis

Edwin B. Flippo has characterized Job Analysis as the way toward contemplating and pleating data searching with the procedures and responsibilities of a certain employment. The quick results of this investigation are sets of opportunities and employment details".

In the assessment of Herbert G. Hereman "A job is a wrinkling of assignments that can be performed by a solitary worker to add to the generation of some item or administration given by the association. Each employment has certain capability prerequisites related with it. Job Analysis is the procedure used to distinguish these necessities". Presently, Job Analysis characterized as an evaluation that depicts occupations and the practices important to accomplish them.

There are two parts in the job analysis methods. These are:

1. Job Description and
2. Job Specification

Job Description:

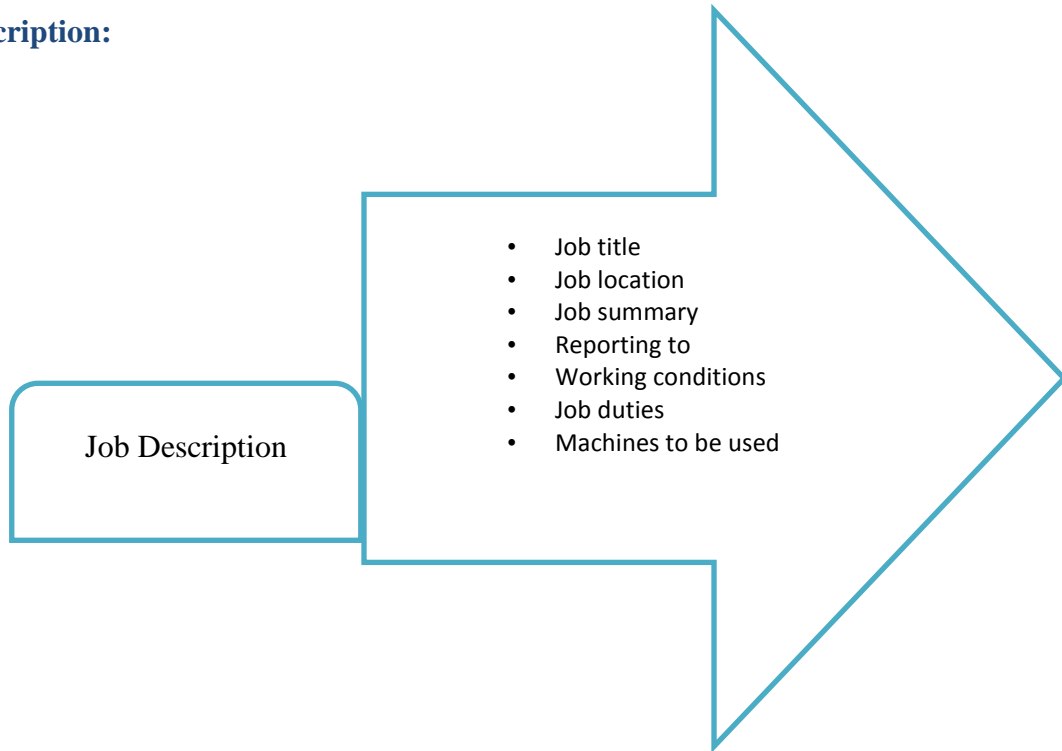


Figure: 8: Job Description

Expected set of responsibilities is set up on the premise of information gathered through Job Description. Set of working responsibilities is a utilitarian depiction of the substance what the employment involves. It is a portrayal of the substance of an occupation. It is an interpretation of the exercises and obligations to perform in a vocation, the relationship of the occupation with different employments, the gear and tools included, the nature of supervision, working conditions and risks of the occupation.

All significant classifications of jobs should be illuminated in a clear and comprehensive way to decide the capabilities and abilities required to play out a job.

Job Specification:

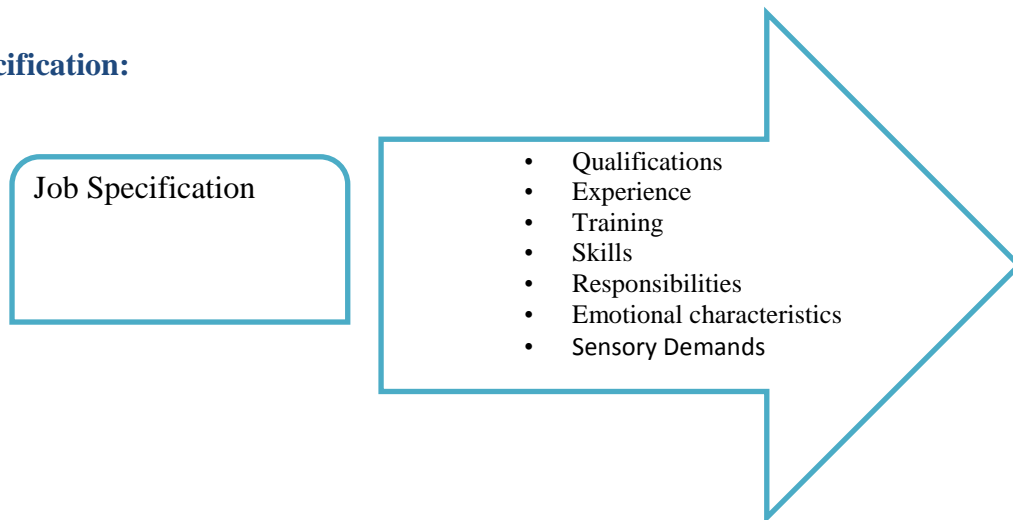


Figure 9: Job Specification

While set of job description concentrates at labour, work particular ponders on the individual, the employment holder. Job specification is an announcement of the base levels of capabilities, aptitudes, physical and different capacities, experience, judgment and traits required for performing work viably. At the end of the day, it is a proclamation of the base adequate proficiencies that an occupant must have to play out a given occupation. It sets forward the information, abilities and aptitudes required to carry out the employment adequately.

Employment detail determines the physical, mental, individual, social and behavioural attributes of the occupation holders. These substances of the employment are particular in nature.

3.6.3. Recruitment Philosophy in Radiant Pharmaceuticals:

The philosophy of Radiant Pharmaceuticals Limited is “only the best match possible”. Not only identify the best match for organization but also Radiant Pharmaceuticals identify the handful of probable candidates. Radiant explore the candidates that matches the requirements and fits in the work environment. During the time of recruitment it mainly concentrate on,

- It ensures the same prospect
- It engages based in merit

- It presents the broad access
- It demonstrate the assessments of company

3.6.4. Purposes of Recruitment Process

Human capital allows a company to find a proper human resource for company. Human Resource needs to fulfil its goal to become successful and achieving the goal of company while it needs to grow profit. Radiant Pharmaceuticals Limited has some objectives and goals and they are:

a) Attracting potential interested candidates:

In Bangladesh, many people are hunting for a job daily. Most of them are talented but do not give the opportunity to work with any company. Attracting a top talented people is challenging but Radiant Pharmaceuticals Limited gives their best effort to find a real talented people for organization.

b) Gaining viable advantage:

Radiant pharmaceutical hires and tries to retain the best candidates to hold competitive edge of any company. At the same time, it tries their best to play a significant role in the market.

c) Diverse workplace:

Radiant Pharmaceuticals Limited provides the diversify work facility for their employee. Non-discrimination is always preferred in Radiant. However, background, culture demography, experience are also needed in Radiant.

d) Company Growth:

Company is expanding year by year and due to such expansion, new employees are increasing as well. New employee, new idea and gives new hope of ray for company's innovation, competition and for new set of skills.

e) Replacements and Backup:

For ensuring that the company keeps its work, smooth Radiant always maintains some extra employee for company. For emergency fill up, Kick Back or handling any type of situation Radiant is always ready to survive.

3.7. Selection

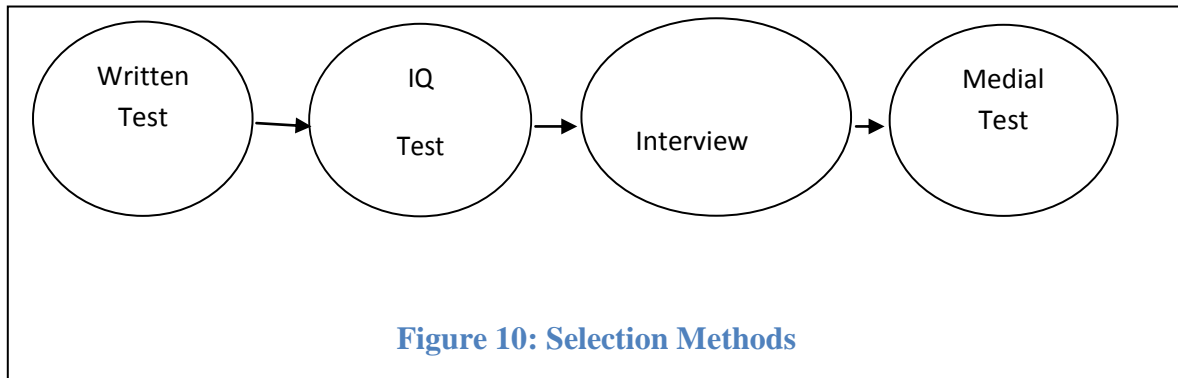
3.7.1. Definition of Selection:

Employee selection is the process of keeping right people in the right place. It is the system of identifying organizational requirements with the skills and qualifications of people. Effective selection process is the tool of identifying the proper candidates for the job. When any organization gets the proper match of employee then they get the proper match for any organization. However, selecting right people organization get the motivated employee with full of knowledge. Then organization will face less termination, absenteeism and so on. Selection is the process of selecting most suitable candidates for the job. Suitable canopying of candidates takes place in the time of selection procedure. All the impending candidates take place during this time.



3.7.2. Selection Methods:

Selection is the way of choosing qualified best individuals who are accessible to fill the positions in the organizations. Radiant Pharmaceuticals maintain some selection process in their work. The process is given below:



3.7.3. Selection Criteria:

For successfully fulfil the requirements of any positions selection criteria is mostly needed. It combines knowledge, skills and attributes (KSA) to strengthen the requirements of any organizations. For Human Resource Department, such selection process is essential to find out potential candidates from mega candidates list.

To develop a good selection criteria understanding the organizations requirement is necessary. Outlining particular need of any department helps to understand the selection process much easier, specific and accurate. The three standards that follow in the Radiant Pharmaceuticals are:

- 1. Job Kinship:**
- 2. Job Measurability**
- 3. Job completion**

3.7.4. Selection Process:

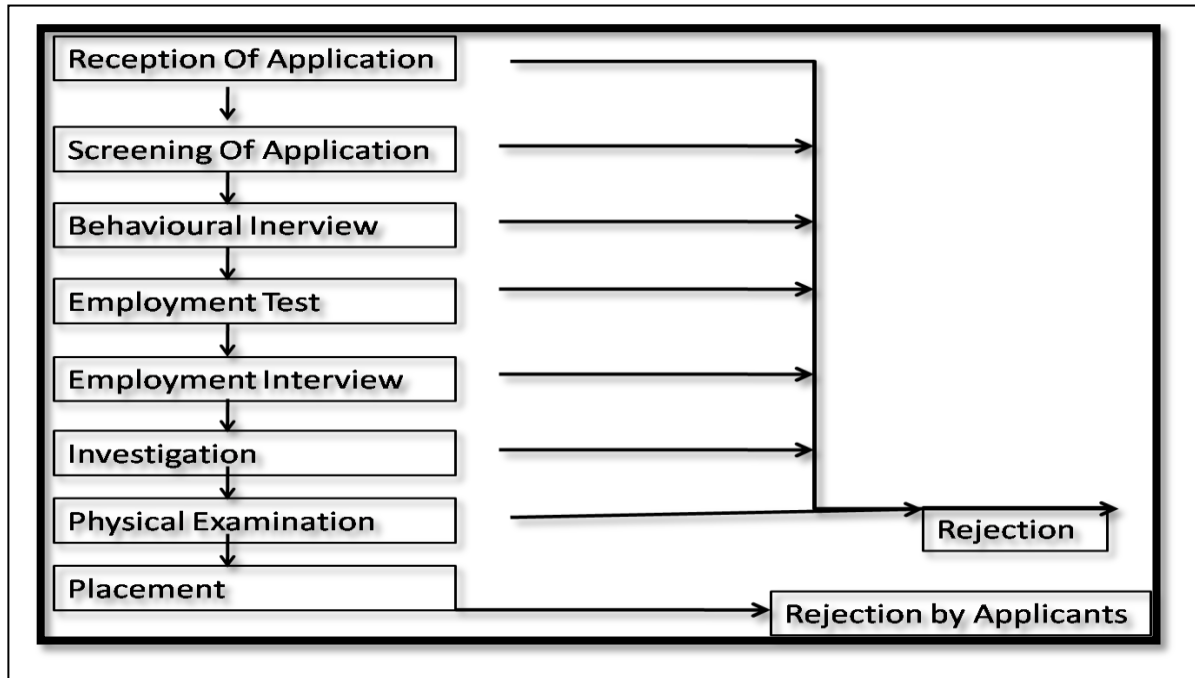


Figure 11: Selection Process

i. Reception of Application Form:

The applicants who clear the preparatory meeting are required to fill application clear. It contains information record of the applicants, for example, insights about age, capabilities, explanation behind leaving past occupation, encounter, and so forth.

ii. Screening Application form:

It is developed to dispense with those participants who do not have the base qualification criteria. The aptitudes, scholarly and family foundation, skills and interests of the hopeful are inspected amid preparatory meeting.

iii. Behavioural Interview:

Organization takes different kinds of interview according to the criteria of the employees.

iv. Employment Tests:

Tests:

Different self-possessed tests directed within purpose method are inclination trial, information and others.

Written:

Different tests are taken in written test.

v. **Employment Interview:**

There are different kinds of employment interview has taken and two-step interview is normal to find potential candidate.

vi. **Arrangement of Tests based on Human Behaviour**

- a. **Ability or possible capacity test:** Such tests are broadly used to quantify they learn new employments or aptitudes. They will empower us to know whether an applicant if chose, would be reasonable for an occupation, which might be administrative or mechanical.
- b. **Mental or Intelligence** has mental ability to manage new issues.
- c. **Mechanical Aptitude Test:** It measures the limit specific sort of mechanical work. This could help in knowing a man's ability for spatial representation, perceptual speed manual adroitness, visual engine coordination or mix, visual bits of knowledge and so forth.
- d. **Psychometric tests:** This test measures a man capacity to make a particular showing concerning do specific jobs.
- e. **Achievement test:** It is capability gained because of a preparation program and at work encounter; they decide the affirmation possibility of a competitor and measure what he/she can do. So key tests they measure the ability, learning which is very important for organization.
- f. **Personality tests:** These tests go for measuring those fundamental make up or attributes of a person, which are non-scholarly in their temperament. At the end of the day they test profoundly to find hints to a person's esteem framework, his passionate responses, development, and inspiration intrigue his capacity to modify himself to the disease of the regular day-to-day existence and his ability for relational relations and mental self-portrait.

- g. **Technical Interviews:** On the off chance that a hopeful has connected for an occupation or course that requires specialized learning (e.g. situations in designing or information technology) it is likely, at some phase in the choice procedure, that the hopeful will be posed specialized inquiries or have a different specialized meeting to test his/her insight. Inquiries may concentrate on the last year venture and his/her decision of way to deal with it or on genuine/speculative specialized issues. It seen that the competitor substantiates himself/herself additionally they admit to what they do not have the vaguest idea.
- h. **Screening Interview:** Screening interviews are a business has a substantial candidate pool, which they need to limit to a more reasonable number. The reason for existing is to "weed out" the candidates who are clearly not a fit
- i. **Telephone Interviews:** Most screening interviews are finished by telephone; however telephone meetings will likewise be utilized for different reasons, for example,
- j. **Geographic snags:** The candidate lives in another city or state. For this situation, telephone interviews will be longer and more nitty gritty. Here are a couple of do's and don'ts of telephone meets in all circumstances.
 - Be all around arranged
 - Never lead a telephone meet in your chaos in an open area—you need to concentrate all your consideration on the meeting
 - Use a land line to stay away from the likelihood of a wireless call being dropped or poor gathering.
 - Conduct the meeting in a peaceful private are

Likewise, telephone interviews are regularly not planned for propel, they will simply call you. On the off chance that you are occupied with, driving or in any capacity not ready to concentrate 100% on the meeting, disclose to them you are occupied and make a request to plan a period later in the day or week. Try not to stress, questioners know they are calling you without an arrangement and are exceptionally adaptable –they will work with them.

k. Group Interviews

It might be made a request to do a "gathering" talk with, which is the inverse of a board meet. Rather than a few questioners and one applicant, one questioner will at times meet a few hopefuls in the meantime. The questioner will make inquiries of nobody specifically with the

expectation that a "pioneer" will rise. Gathering interviews are not extremely powerful for most circumstances and are once in a while utilized

l. Stress Interviews

Stress meeting is an insufficient and out of date talk with technique, and most but unfortunately, not all –employers have ceased this training. The hypothesis is to perceive how you respond to stretch. The questioner may make the room physically awkward by turning up the warmth, make the hopeful sit in an awkward seat or now and then even stand, ask off-the-divider addresses that have nothing to do with the occupation and potentially decline to answer your inquiries. The present employment competitors are excessively refined, making it impossible to endure these strategies and this procedure is insufficient.

m. Panel or Board

A board meet is any sort of in-person meet and there is more than one questioner from the organization. It is critical to know diverse purposes of the organization in light of the fact that the questioners will probably be at various levels or offices. For instance, there might be somebody from Human Resources, a supervisor, and somebody from a similar level of position that you are applying for.

n. Personal investigations and Enquirers

It offers of arrangement are liable to references and security checks. The references given in the competitor's application will be taken up and security check will be led. Security checks can take a while if the hopeful has lived abroad for any timeframe.

o. Medicinal examination

Medicinal tests are directed to guarantee physical wellness of the potential worker. It will diminish odds of representative non-appearance.

vii. Last Selection Decision

Those people who perform effectively on the work tests and the meetings, what's more, are not wiped out by advancement of negative data on either the foundation examination or physical examination are presently thought to be qualified to get an offer of work. For regulatory purposes, the staff division should make the offer. In any case, their part ought to be just regulatory. The genuine procuring choice ought to be made by the supervisor in the division that had the position open. A reference check is made about the competitor chose and afterward finally, he is delegated by giving a formal arrangement letter.

3.8. Standard Procedures of Recruitment and Selection process:

There are the means of Standard of Procedures about recruitment and selection procedure of The Radiant Pharmaceutical Ltd:

- All divisional/departmental head will raise work force order with legitimate legitimization if any opportunity emerges and send it to HRD. All divisional/departmental head will help the HR division in the enlistment and determination handle.
- Office will round out order frame if any employment opportunity emerges in any division/office expressing expected set of responsibilities and occupation detail to head of HR for making fundamental move.
- HR division will look at, review the labour order shape, and acquire administration endorsement for forward preparing.
- HR will gather profiles of potential competitors through various sources like interior occupation declarations, CV bank of spontaneous candidates, representative and administration recommendations, college/organization, coordinate contact, commercial in neighbourhood broadsheet and online employment posting as relevant.
- HR division will deal with the candidates in meeting with concerned division/office.
- It will lead composed tests and additionally meet as well as pragmatic test as required on the selected date in mix with HRD and concerned divisional/departmental head delegates assigned by concerned division/office.
- The execution of hopefuls will be checked under a set standard and HR division will finish enlistment and choice process in a characterize framework with the endorsement of administration.
- HR division will advise the at last chose competitors about their choice and required approach to answer to HR Division for compensation arrangement.
- HR Division will give all papers/structures to the applicants on acknowledgment of offer relating to recruitment customs to rounded out and come back to HRD by an exact date.
- After that, HR Division will offer issue letter of arrangement the applicants on rivalry of determination conventions and send got duplicate to HR division as methods for acknowledgment.

- HR division will give a chance to delicate/sign a joining letter that should came back to HR division.
- HR division will check references, unique declarations of the competitors and every single important paper while working out on accommodation and confirm scanners of every scholarly testament, which will be kept in the individual record of the applicants.
- HR division will put the chose hopefuls on post-trial supervision for a period, length of which will be chosen by administration.

Flow chart of recruitment and selection process of Radiant Pharmaceutical Ltd

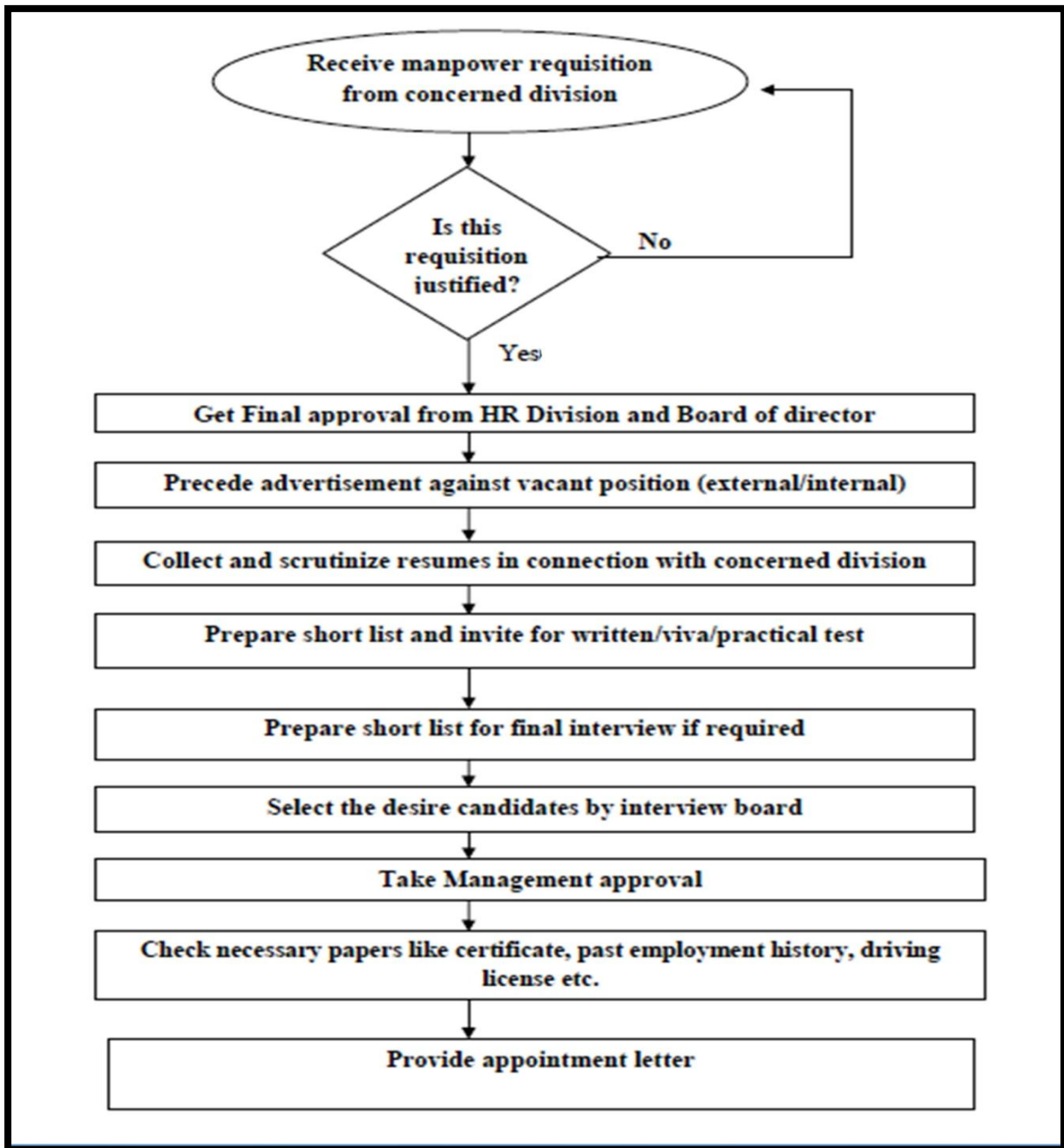


Figure 11: Flow Chart

3.9. Recruitment and selection process of Radiant Pharmaceutical Ltd

1) Receiving Requisition Form:

At to start with, concerned division/office must fill the labour demand frame. In demand frame, there are a few angles. These are:

2) Position subtle elements:

Here, trough from concerned division/office will record the position name, office, division, kind of opening, number of representative required, date by which work force is required to join. There are two sorts of opportunity.

On the off chance that opportunity is against substitution, chiefs must say past worker's name and leaving date. In the event that the opportunity is against new position, at that point directors should the judgment. This judgment is concerning why new position raise. Human asset Division and leading body of chief must affirm this judgment.

- **Job Description:**

In expected set of responsibilities, chiefs specify about undertaking of empty employment. On the off chance that set of working responsibilities is same as their set of working responsibilities book, director will state "as pretend".

- **Job Specification:**

In work detail, supervisor will call attention to aptitudes that need to perform. Here, he will depict about instructive capability, experience, and age restrict. On the off chance that experience is not required, supervisor will compose that experience is not obligatory but rather best." Manager can include different focuses as if representative must dynamic, tranquil personality and so on.

- **Approval:**

This is just about taking mark. Here, supervisor, raised demand, will sign. Divisional Head, Head of HR and Deputy Managing executive will sign too. In the wake of singing divisional head, administrator will send it to HR division. At that point, HR division will analyse it and HR Head will sign. At that point, it will go for appointee dealing with executive's sign.

3) Pull in candidates and gathering resumes:

After endorsement from appointee, overseeing executive, human resource division will begin their enrollment undertakings. These are:

- **Internal sources:**

Through interior sources, they gather resumes. Inside sources, help HR division diminish the cost. A few sources are utilized to use inward assets. These are:

- **Employee transfers:**

Radiant Pharmaceutical Ltd has colossal number of representatives. Worker referrals are incredible and solid hotspot for Radiant Pharmaceutical Ltd for social occasion resumes. Here representative from Radiant Pharmaceutical Ltd will sign on candidate's resume. On the off chance that giving mark is impractical, representative will contact with officer from enrollment and ability administration. They will record it. Representatives additionally allude about internee.

- **Notice board:**

A duplicate of the notice is put on all the organization see prepare and can suggest appropriate competitors, assuming any. For bring down level post like security monitor, driver, expert The Radiant Pharmaceutical does not distribute promotion at outside assets. It sends a duplicate of promotion in each branch's notice board.

- **Transfer and advancement:**

HR Division takes after this source if empty position is instantly vital.

- **External sources:**

Through these sources, organization takes employees and finds new candidates

Newspaper notice:

HR Division promotes about its occupation enlistment. At in the first place, they make a notice and send it for administration endorsement. After Management endorsement, they contact with daily paper for booking commercial. More often than not, they fundamentally

distribute their ads on Friday to catch most extreme candidates. Their notices are imprinted on BD.JOBS.COM And Prothom Alo.

- **Online commercial:**

HR Division of The Radiant Pharmaceutical Ltd has contract with bdjobs.com. HR administrator has full access to post a round here. Here, they publicize about mid-level and abnormal state work. For posting work onBdjobs.com, they need to pay 60,000 up taka.

- **Interns:**

Interns are sources of finding employees. A Human Resource division needs assistant continues from various instructive organizations and colleges. At times understudies send their resumes to HR division.

- **CV Bank:**

CV bank collects resume and sort out the information's from different sources

4) Deal with candidates:

Subsequent to Collecting Resumes, HR division of Radiant Pharmaceutical Ltd begins its determination handle. Resumes are picked in two methodologies. At to start with, HR division chooses candidates' resumes. Next, they design continues and send these resumes to concerned division/office. From that point forward, concerned office does the last choice and offers back to HR division.

5) Make call rundown and advising hopefuls

Next work is to advise candidates for going to exam. For this, HR division makes call list. This call list incorporates candidates' name, father's name, and versatile number and comments. HR division calls candidates through two ways. On the off chance that candidates' number is nearly nothing, HR Division calls them without anyone else's input. In the event that candidates' number is vast, they send call rundown to area contacts with competitors.

6) Planning hopefuls profile outline:

Presently HR Division will prepare for setting itself up. They will make hopefuls profile outline. The greater part of the hopefuls profile outline is set up after composed exam. This

present competitor's profile synopsis contains candidates' name, father's names, last training, instruction establishment, date of birth, involvement, reference.

Planning Attendance Sheet:

Before composed/viva/reasonable exam, HR division will get ready participation sheet. This participation sheet incorporates candidates' name, father name, and portable number and mark box. Subsequent to setting it up, it will be sent to gathering. Therefore, when hopefuls will come, they will sign there.

7) Composed/Viva/Practical exam

For choosing last worker, At that point, HR division checks the exam paper and appends with resumes. Taken after by, they distributes composed exam with the approval of leading group of chief. Subsequent to passing composed exam, HR Division sorts out viva. This viva board comprises of three sorts of individuals. At that point, he gives hopefuls profile synopsis, specific occupation ad and resumes that go in composed exam. In viva, questioner gets some information about candidates' investigation and occupation related inquiry. They need to think about occupation obligations from hopefuls. Questioners give some circumstance to realize that how hopefuls will reaction in given circumstance.

They likewise get some information about expected compensation. On the off chance that candidates have work involvement, they likewise get some information about employment condition and reason of leaving that association. Questioners fundamentally assess a few angles from competitors. These angles are

- Job understanding
- Communication ability
- Leadership
- Decision making capacities
- Judgment capacities
- Technical ability

All questioners will stamp competitors. They will normal all questioners' stamp and select last individual. They likewise select extra a few candidates. In the event that first decision candidate is not accessible, they can go for second and third best competitor. On the off chance, that reasonable test is not required; HR Division will do last outcome. Just for

"Medicinal Representative" and "Deals and Promotional Representative" position, HR division will distribute last outcome.

8) Call the finally chose applicants:

After conclusive outcome, HR division guarantees that at last first decision competitor will went to their association. On the off chance that first decision does not expect their condition, HR division will go for second best or, on the other hand third best decision. At that point, HR division calls at long last chosen on settled date to bring necessities papers.

9) Employment Check List for new Employee:

New joiner needs to handover some essential reports. These records are:

- **Updated continue:**

Employee will give away two continues in English and Bengali. Worker Information shape: Employment form is another form of new joiners continue. Here, new joiner will give data about his/her name, lasting and introduce address, telephone number, email address, scholastic depiction, earlier work encounters, crisis contact and so forth

10) HR Division Justification:

At the point when new joiner Submit his/her vital papers, HR division will likewise legitimize new joiner's papers and data.

- **Educational endorsement:**

After submit instructive declaration, at to begin with, HR Division will legitimize these testaments .Then, they will send to Legal office and they will do the last avocation.

- **Driving license:**

If new joiner driving permit through HR Division then they will apply to get data from BRTA about himself/herself. More often than not, HR Division does it for the position of driver.

- **Past employers:**

HR Division will get in touch with past boss. They will attempt to get records from past association. On the off chance that HR division does not ascertain any issue with submitted papers, new employees will get the arrangement letter.

3.10. Objectives of the Study

The intent of this study is to judge the Knowledge, which acquire from book as well as the real world phenomenon. There are two types of objectives in this research. They are:

- Primary objectives
- Secondary objectives

a. Primary Objectives:

- Defining the organization and describing the possibility of work in recruitment and selection process
- Recognizing the process of recruiting and selecting process that we have learned and applied in real world

b. Secondary Objectives:

- Identifying the way of challenges of Recruiting and Selecting processes in real corporate world
- Analysing the interviewing process and observing the ways of communication with different types of candidates
- To come out with possible consequences of recruiting best manpower for Radiant Pharmaceuticals Limited.
- Understanding how to judge people in interview board and observing candidates needs and desire of particular job

3.11. Methodology:

Methodology is the way of collecting information in different sources and how this data will be collected, what is the way is used to analyse this data and information is the main theme of methodology. Methodology will give us the cogent of identify, select and analyse information in a systematic way to develop the research in the processed way. For reaching objectives in the study sampling, data collection and analysis procedure will be used in this research paper. The information will be collected from different types of sources like primary and secondary sources. The primary data will be collected from formal and informal interviews and through questionnaires. Secondary data will be collected through online reports, journals, magazine, and audit reports and so on. In this research paper, I will use exploratory and descriptive method for depth analysis of data for researching the topic.

Sample Area: For this report sample, area will be the Corporate Headquarters (CHQ) of Radiant Pharmaceuticals Limited, Sales Department and Human Resource Department.

Sample Size: For conducting this survey, I have selected 12 people from Human Resource Department and Sales Department as sample size of this report.

Sources of Data Collection: For this report, I have collected data from primary and secondary sources of Radiant Pharmaceuticals for making the project paper more accurate and reliable.

Primary Data: Primary data is a source of information that we get materials in first hand by dint of surveys, observation and experimentation. Primary data has been collected from Human resource managers, Human resource senior executives and sales department's officers through formal and informal interviews.

Secondary Data: Secondary data is the data that is processed data and organized in different kinds of sources. It will be collected from different types of sources like Websites, Newspapers, and Annual reports and so on.

3.12. Limitations:

Getting proper information was hard and time was limited and due to time constraint I could not manage time to explore in every sector and I have tried my best to get the proper information. For research, sample size was small that was another reason for lack of information.

In secondary source data was not enough to include because for company such information are very confidential. Management team cannot provide more information due to work pressure. As I am an intern, there was lack in my understanding and I did mistake in some case.

3.13. Challenges of Recruitment and Selection Process of Radiant Pharmaceuticals Limited:

1. Balancing Time and Speed:

In modern days, the pools of candidates are much more rather than before. In organization when any candidate is needed then department gives requisition of candidates. The time of getting best candidates is really less and finding potential candidates from such mega pool is impossible. For example, in Radiant Pharmaceuticals, when any employee is needed then the department ask for new employee and they provide requisition to Human Resource Department. They also set some time for providing such employee. Therefore, within this time it is quite impossible to balance time, speed, and find potential candidates for Radiant Pharmaceuticals. Interviewing candidates and then maintaining the every step of employee is time consuming and for that reason, best employee selection is hard.

2. Limited Resources:

Finding best and potential candidates from large candidate's pools is hard. In organization sometimes, any employee can die or needed replacement at any time in any circumstances. That time organization needs urgent employees and they ask for internal and external recruitment at that time. This is the time when resource limitation happened badly in organization. At the same time in Radiant, sometimes finding appropriate candidates is not possible all the time. For instance, In Radiant, we look for management trainee officer (MIO), for them the requirement is science background, and preferable is zoology masters. Finding potential candidates within these criteria is not always possible. From this observation, it can be said that there is limitation of resources in market.

3. Expenses:

The recruitment and selection process is a long process and in every step, the cost is high. In first phase, when company make a candidates pool, then they need advertisement for that particular position. Expense start from that phase and then calling the potential candidates, interviewing them, arranging written test and taking it is a long and hectic process for organization.

In Radiant, organization take four steps session for employees so in every step organization need money to arrange interviews, food cost, place rent cost and also exam taking cost. By

using every step, the main motive of organization is to find best employee for organization. Not only such cost is included but also training cost is another cost of employees. Every employee needs training and for making them up to date with the market they need initial training and such kind of training provide training allowance as well.

It is vital to know about the expenses related with enrolling, choosing and selecting another staff part. These may include:

- web based publicizing costs
- promoting costs
- travel costs for determination board of trustees individuals and possibility for meet
- Costs related with the administrations of an enlistment office.
- Training Costs

4. High Competition in Market:

As population is growing, educated people are also increasing at that same rate. There are many candidates are now in pool but all are not competitive. Now a day's job market is expecting creativity and efficiency in candidates but there are a number of such candidates in the market. In such competition, finding best employee at the right time at the right place is tough task as well. It is another challenge of recruiting and selecting the best employees.

5. Nepotism and Favouritism:

Forthcoming workers confront issues related with nepotism. In most case in, Bangladesh nepotism happens when those in higher administration positions influence the enlistment and determination prepare. Top administration adventures their positions to secure occupations to support companions and relatives.

In Radiant, They go for normal procedure of recruitment and selection process. There is no favouritism and nepotism within organization. Organization takes some references and suggestions regarding candidates but they do not go for informal recruitment process in organization. However, sometimes it is a great challenge to keep good relationship with relatives and family regarding this issue.

6. Long Term Process of Recruitment and Selection:

Recruitment and Selection is the process, which is very long-term process to find out potential employees. In any organization, the steps are very crucial matter. Sometimes it is a

big challenge for any organization because due to this long term process many employee switch in the other organization. Secondly, there are potential candidates but they are not interested to go for such long-term process in the organization. That is why; long-term process is the greatest challenge for organization.

For instance, in Radiant, they maintain every step of recruitment and selection but despite such process sometimes company miss such candidates who are eligible for that particular post. Reason behind such losing of candidates is long-term process of recruitment and selection.

7. Maintaining Competitive Salary:

In this modern era, competition is high and maintains salary structure with other organization is competitive. Managing personnel expenses, setting performance standards, maintaining transparent compensation is one of the mega challenges for any company. Radiant Pharmaceuticals maintains attractive compensation packages for its employees. Business key drivers build around companies' compensation packages. The compensation benefit model includes different types of pay like fixed pay, Incentives, gratuity funds, compensation benefits and so on. All these benefits need to maintain competition in the market.

In Radiant pharmaceuticals, during hiring time of employees, organization tries to know expectation of their employees. Not only that but also organization try to keep competitive salary for getting best person within right time. Moreover, it is difficult to grow up the organization in the same manner.

8. Internal Recruitment:

In every organization, internal recruitment is very common and popular thing. This internal recruitment can be one of the challenges of recruitment and selection process. In companies perspective this term known as "Corporate Inbreeding". When companies are not taking outside talent, this is the challenge to grow up the company. Another pitfall is making false sense about the organization. When internal recruitment happens then most of the outside people thinks that, promotions based on seniority rather than performance in organizations.

9. Gender Discrimination:

Some department of the organization do not like to take women for their work. In recruitment and selection process, such kind of categorization is not positive. In Radiant in some

department, such kinds of problems arise and to cope up with this problem is really tough and hard to handle such kind of situation.

10. Technological Changes:

Changes in innovation and social movements are causing enormous changes in the recruitment process. The computerized scene, populated with new companies and a fretful workforce, has just made a radical new arrangement of difficulties for selection representatives. Many candidates are now using social media to get job and due to this, the real talent hunting become quite hard. Such technological changes become one of the greatest obstacles in recent time.

Chapter 4

Findings

&

Analysis

4.1. Findings & Analysis of the Study:

Human Resource Management is a mega and complex section of the organization. It is the part from where the organization gets the best employee for the company. One wrong decision can make a large problem. Behind any success or failure Human Resource activities plays a vital role in the organization. Growing up in the in the market and making the company in the top position, Radiant concentrate on Human Resource part of the company. I also focus on the part of the section where organization faces the challenges and I find some new challenges and trying my best to analysis such challenges in my project.

The process of recruitment and selection are challenging or not and I have tried my best to find out the issues of such challenges from Human Resource Department. I have taken one random survey in Human Resource Department from 12 people. Here I will interpret the result of such findings of my survey and some analysis regarding such phenomenon.

1. Balancing speed and quality in recruitment is tough:

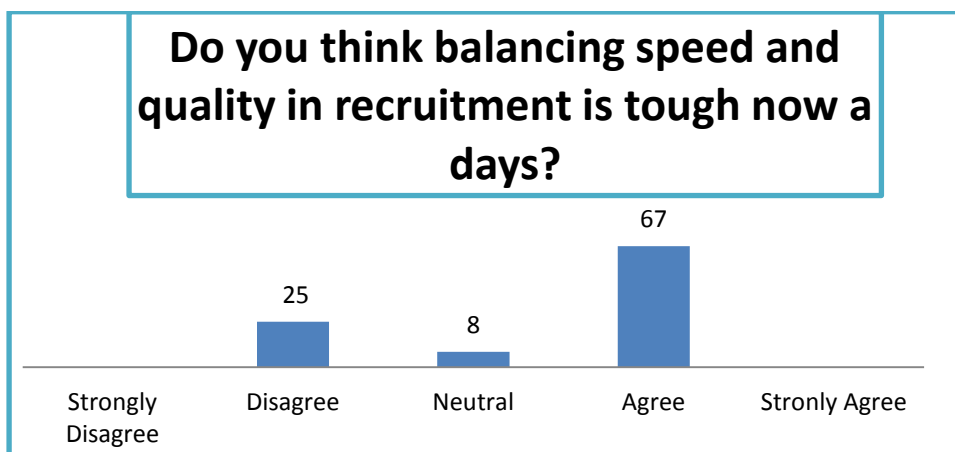


Figure: 12: Balancing speed and quality

Interpretation: From this graph, we can see that 67% people agree with that reason of challenge. Though market is competitive, still finding best employee within short time is difficult and most people in Radiant Pharmaceuticals agree with that reason. Only 25% people do not agree with that reason.

2. Resource Limitation is a challenge in recruitment and selection process:

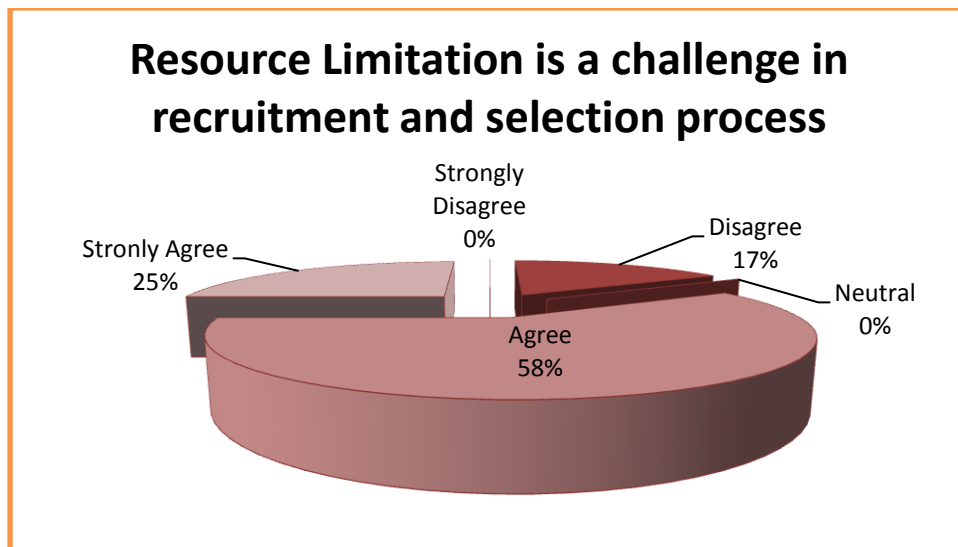


Figure: 13: Resource Limitation

Interpretation:

Limited resource in the market or lack of potential people is one of the reasons of obstacles in recruitment and selection process in Radiant. 58% people agree with that note that there are huge resource limitations in the market. Only 25% people strongly agree with that information and 17% people disagree with that.

3. High competition in today's market is an obstacle of finding best candidates.

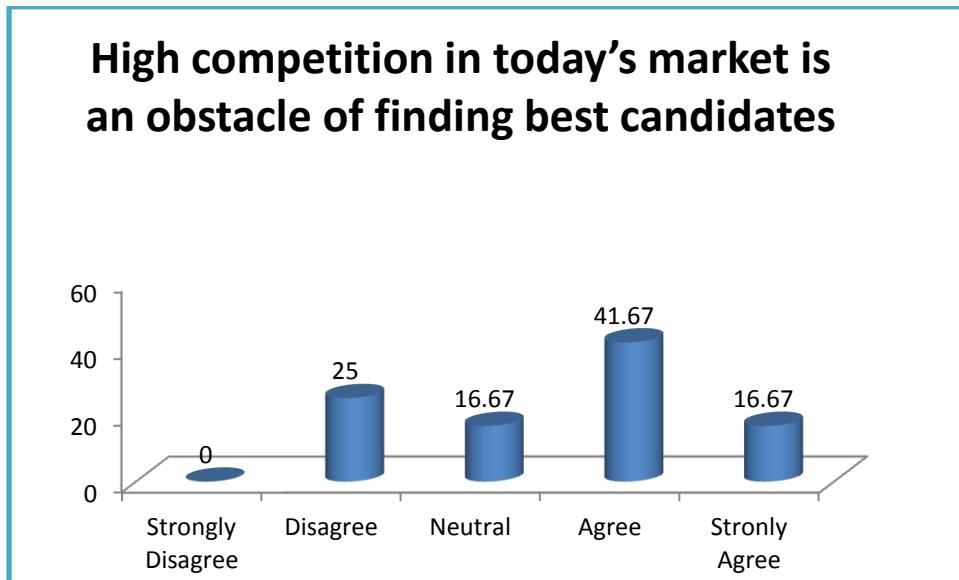


Figure 14: High Competition

Interpretation:

Peoples are increasing day by day and education rates are increasing. Competition is very high in this market due to many candidates and finding best people are hard. Almost 41.67% of the people agree with that and 16.67%peoples are neutral as well as 16.67% people strongly agreed with that information.

4. Are you satisfied with the recruitment process of your company?



Figure 15: Recruitment Process

Interpretation:

Recruitment process of Radiant Pharmaceuticals is satisfactory because 41.67% agree with that process, 41.67% are neutral in nature and 8.33% people disagree with that this process.

5. Expense in recruitment and selection process is the biggest challenge in a company. ?

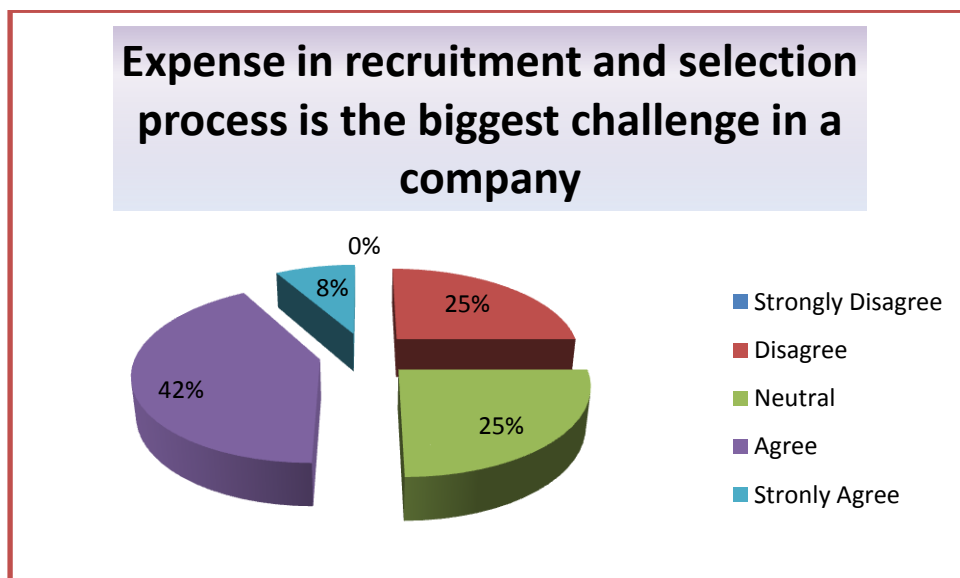


Figure: 16: Expense

Interpretation:

In recruitment and selection process, expense is the biggest challenge according to survey. 42% people of Radiant’s Human Resource department agree with that point. 25% people are neutral and other 25% people disagree that expense is a problem. Only 8% people strongly agree that expense is a big problem in Radiant Pharmaceuticals.

6. Do you think Nepotism and Favoritism are the challenges of finding best employee?

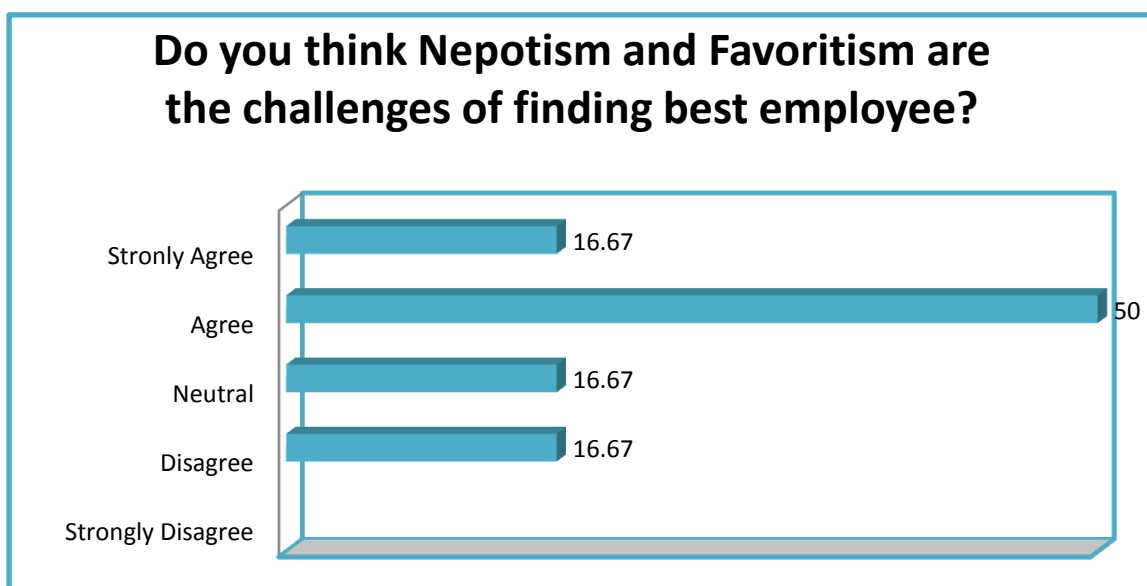


Figure 17: Nepotism and Favouritism

Interpretation:

Total 50% people agree that in Radiant Pharmaceuticals Nepotism and Favouritism practice exist in recruitment and selection process. Almost 16.67% people are only agree, disagree and remained neutral.

7. Do you think Lack of potential candidates is a problem?

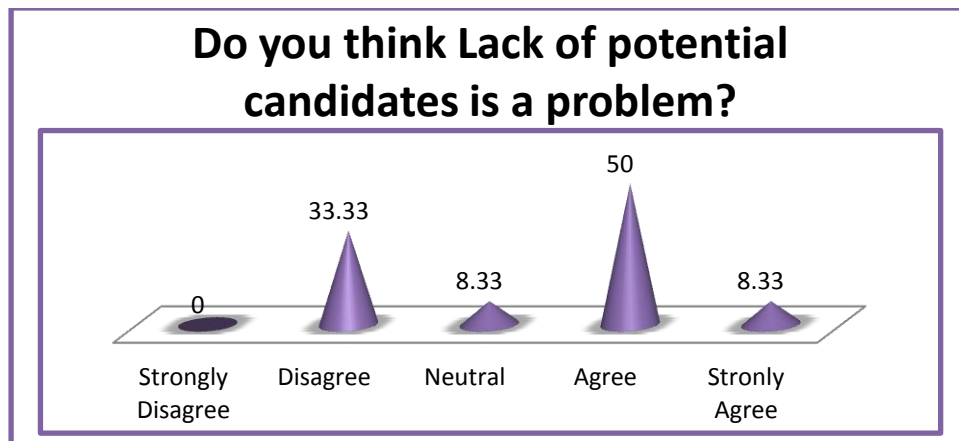


Figure 18: Lack of Potential

Interpretation:

Half of the people believe that lack of potential candidates is problem and for that reason, Radiant needs to suffer. Almost 33.33 percent disagree and others are neutral and strongly agree that in job market there is a lack of potential employees.

8. Long Term Process of recruitment and selecting candidates is a challenge of finding promising employee.

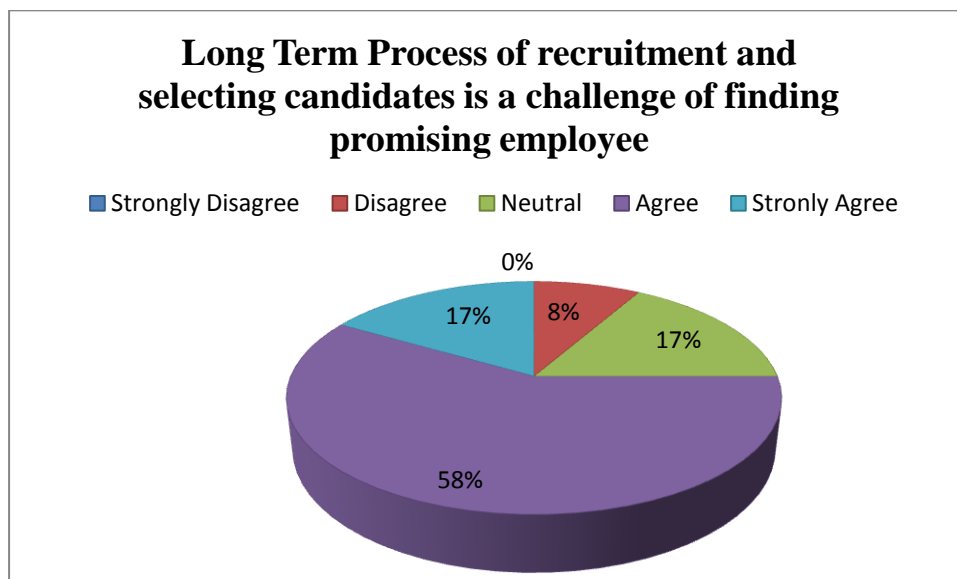


Figure 19: Long-term process

Interpretation:

Long Term Process of recruitment and selection is a problem. Total 58 per cent people agree with that statement, 17 per cent people strongly agree, and neutral and remained 8 per cent people disagreed with this statement.

9. Maintaining competitive salary is difficult for organization.



Figure 20: Maintaining Competitive Salary

Interpretation:

Almost 41.67 per cent strongly agreed that competitive salary maintaining is tough and 25 per cent people agreed, 16.67% people disagreed and was neutral.

10. Educational requirements can be a problem in sourcing right employee.

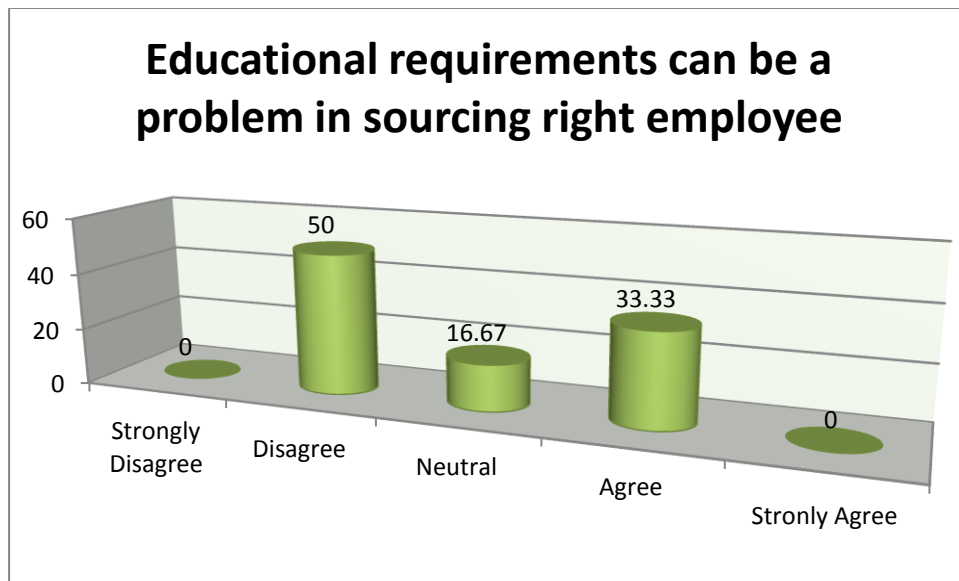


Figure: 21: Educational Requirements

Interpretation:

In Radiant 50% people disagreed that educational requirements are not problem for finding right employees. Almost 33.33 per cent people agreed and 16.67 per cent people were neutral.

11. Do you agree E-Recruitment can be an advantage?

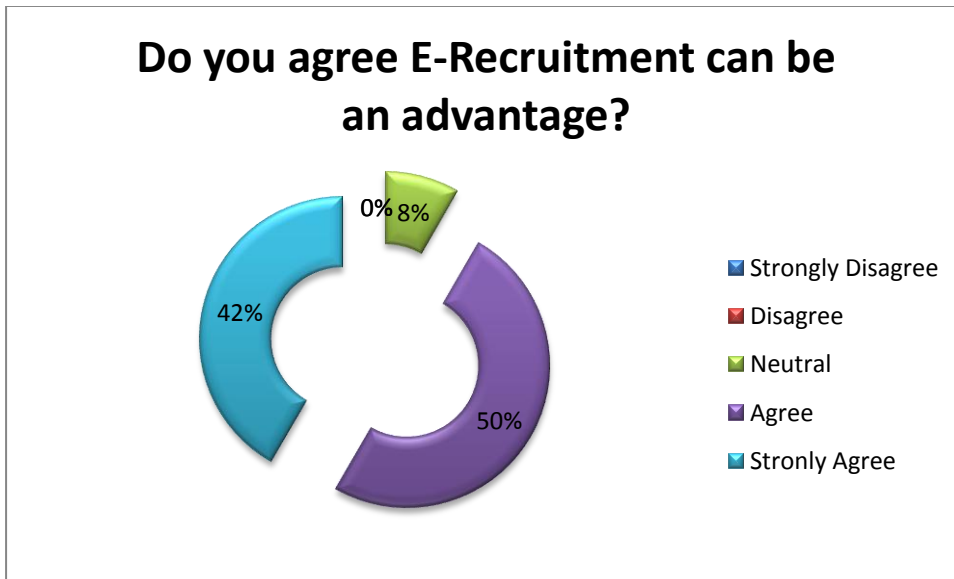


Figure 22: E-Recruitment

Interpretation:

50 % people agreed that E-recruitment is a problem and 42% strongly agreed and only 8 per cent were neutral in that issue.

12. Do you think in Human Resource Department, Gender Equality is a problem?

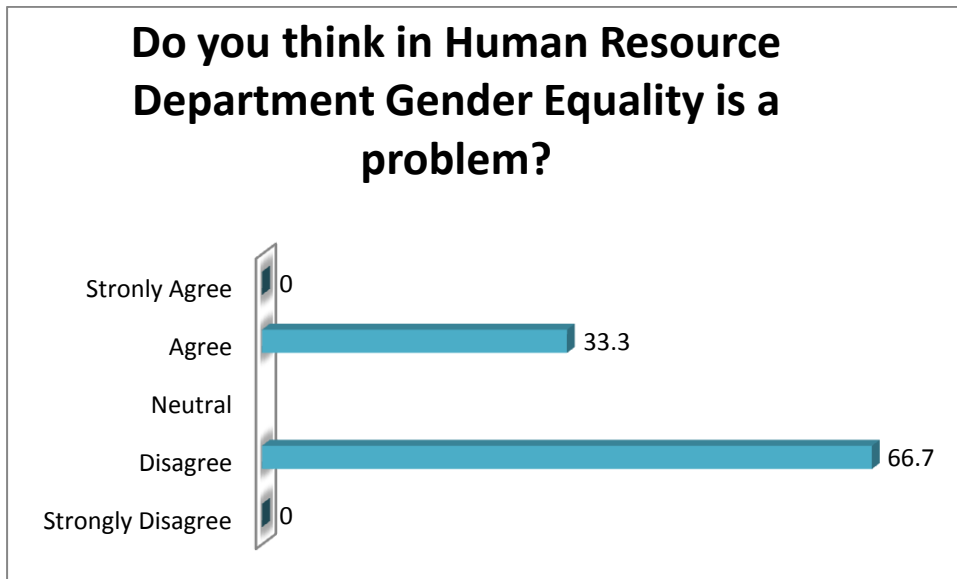


Figure 23: Gender Equality

Interpretation:

Almost 66.7 per cent people disagreed that gender equality is a problem. On the other hand, there are some people almost 33.3% who agreed that it is really a problem.

13. Internal Recruitment is a challenge for finding potential candidates.

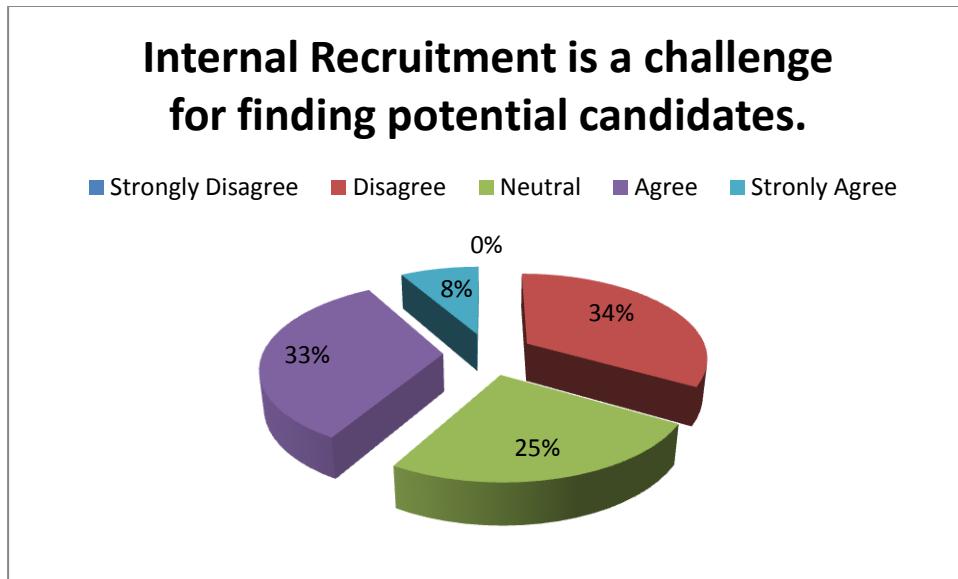


Figure: 24: Internal Recruitment

Interpretation:

There 34 per cent people disagreed, 33 per cent agreed, 25 per cent remained neutral and 8 per cent people strongly agreed with that internal recruitment affects recruitment and selection process.

Chapter 5

Recommendat ions

5.1. Recommendations

I would like to give some proposals to the following improvements of Human Resource in Radiant Pharmaceuticals Limited. My most of the recommendations based on my project and I particularly focus on the recruitment and selection process of Radiant Pharmaceuticals Limited.

First of all, we all know that the total recruitment and selection process are very long and time consuming. Every organization follows this procedure to find out best employee. My recommendation is, Radiant can make their recruitment and selection procedure more specific and precise by mentioning every requirements in their job descriptions and job specifications. This will help them to get potential employee within short time.

Secondly, in modern age we see that all people depend on internet. Most of the news they collect from online and even they apply for job through online. That is why my recommendation is; our organization can introduce E-recruitment and can provide facility to apply through online. By this, organization can get more potential candidates.

In addition, selection and recruitment are challenging due to different reasons. To make this process smoother Radiant can keep campus ambassador in renowned universities in Bangladesh. By this campus ambassador, organization can arrange career fair to get fresh graduates for fresh ideas in company.

Furthermore, we are conscious about our environment as well as we try our best to save our environment. Radiant is also trying to improve in every aspect of work and they can introduce to new practice like no use of papers. In modern days, cloud computing is more popular but initial cost is high. After initial cost, organization will get benefit in the long run and they will get rid of more files. They will also be able to do more work.

Apart from that, Radiant can introduce assessment centre for finding leadership skills, interpersonal skills and others among employees. This assessment centre will help to find out the employees who are more confident and creative.

Moreover, Sometimes due to family issues and other issues, employees become de-motivated and they need some support. For that, Radiant can keep facility of support centre for their employees.

Last but not the least, Radiant is one of the renowned company in Bangladesh and to find out potential candidates in different sector organization can introduce competitions regarding business, Pharmacy or any new medicine inventions. This will give the floor to students to learn some new things at the same time innovative ideas will come as well as it will help company to get new employee for organization.

5.2. Conclusion:

Recruitment and selection permits an organization to survey the opportunity and pick the best people who will lead the company in future. Therefore, the company should give more underline on choosing an individual. The organizations should more mindful on this issue to guarantee the quality and morals. Recruitment and Selection process of Radiant is enough developed as well as it maintains every step to find out a potential employee for the organization. Recruitment and selection is one of the important issues in any organization. Radiant gives its full concentration on this particular factor. Sometimes the process becomes more challenging for any organization. In this project, I have tried my best to find out the significant challenges of any organization in Recruitment and Selection. I have endeavoured to find out some of the challenges in Radiant Pharmaceuticals. Not only finding some problems but also, I have tried to give possible recommendations of such particular problems. For becoming number one from top five number companies, Radiant needs to increase its concentration of selecting more creative and energetic people for the organization.

5.3. References

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5.4. Appendix

Please tick (✓) mark on your desired option:

Serial No.	Questionnaires	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1.	Do you think balancing speed and quality in recruitment is tough now a days?					
2.	“ Resource Limitation ” is a challenge in recruitment and selection process?					
3.	High competition in today’s market is an obstacle of finding best candidates?					
4.	Are you satisfied with the recruitment process of your company?					
5.	Expense in recruitment and selection process is the biggest challenge in a company. ?					
6.	Do you think Nepotism and Favoritism are the challenges of finding best employee?					

Serial No.	Questionnaires	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
7.	Do you think Lack of potential candidates is a problem?					
8.	Long Term Process of recruitment and selecting candidates is a challenge of finding promising employee.					
9.	Maintaining competitive salary is difficult for organization.					
10.	Educational requirements can be a problem in sourcing right employee?					
11.	Do you agree E-Recruitment can be an advantage?					
12.	Do you think in Human Resource Department Gender Equality is a problem?					
13.	Internal Recruitment is a challenge for finding potential candidates.					

